



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: July 14, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

- The Municipal Building Parking Lot will be closed July 17th to 28th for paving. When in the building, staff is asked to park in the High School Parking lot. If you have questions, concerns or need assistance with accessing the building, please contact the TA's Office.
- National Night Out Block Party, Tuesday, August 1st from 5:00 – 8:00 pm on the grounds at Grafton PD headquarters.

Town Administrator

- Held update meeting with Finance Team.
- Status review meeting with Chair of By Law Review Committee.
- Held check in meetings with various department heads.
- Met with Finance Team, Public safety team and bond counsel to review borrowing.
- Visited Senior Center for Office Hour with the Town Administrator.

ADMINISTRATION & FINANCE

Finance Director

- Attended Library Union Negotiation meeting.
- Worked with Payroll & Benefits Department on GMEA longevity payments, and accruals.
- Currently working on May/June receivable reconciliation.
- Continued meeting with Payroll & Benefits on FY23 accruals.
- Attended the monthly Department Head meeting.
- Trained new CPC Admin Assistant on CPA Fund in Vadar.

- Met with our Financial Advisor on the Fire Truck and George Hill Rd borrowing authorizations. FA will work on proforma for the Town and will be completed mid-august.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Continuing to enter FY 2024 new growth into the Department of Revenue template.
- Processed 5 motor vehicle abatements.
- Entered 7 deeds.
- Processed 2 Abutters request.
- Entered 39 building permits.
- Inspected 15 new construction properties.
- Performed 23 permit inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (7/2/23 – 7/8/23)

469 log entries were made including 92 - 911 calls, 8 motor vehicle accidents, 21 alarm calls, 28 ambulance calls, 6 animal complaints, 5 arrests, 149 business/area checks, 6 disturbance calls, 1 fraud/identity theft complaint, 81 motor vehicle stops and 6 well-being checks.

7 License to Carry Firearms (LTC) applications were received this week. Several traffic advisories were posted on social media regarding the numerous road construction projects throughout the town. Chief's Column posted on "How to Keep Your Home Safe From Burglars While on Vacation.

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. Officer Gurinian continued his field training with designated Field Training Officers (FTO).

I attended a department head meeting on Wednesday. Preparation continues for the National Night Out Block Party to be held on Tuesday, August 1st from 5:00 – 8:00 pm on the grounds at Grafton PD headquarters.

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 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

- 7/10 PB meeting preparation, conduction, and follow up
- 7/17 Master Plan Working Group meeting preparation
- 7/11 Master Plan Community Workshop preparation, conduction, and follow up
- Preparation for 7/24 Planning Board meeting
- Application processing and assistance to current/pending applicants
- Addressing inquiries from the public
- Website and social media updates
- Office organization and administrative updates

- Subdivision Rules and Regulation LID updates with staff
- Complete Streets Policy revision with LID updates
- Whitney Park project coordination

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

No Report Submitted

Council on Aging

- Nutrition Class was held by exercise instructor, Wendy Reid.
- Grief support group was held.
- Seniors enjoyed a lunch out at 308 Lakeside in East Brookfield.
- Speech and Language Pathology student, Emma Pelser, held a program with a focus on maintaining cognitive functioning.
- Town Administrator office hours were held.
- Arrangements have been made to accommodate for the Municipal Building Closure for the next 2 weeks. Transportation and Meals on Wheels will continue to run normally. One exercise class will be held a day at 10:30 am at the Forest Lane Community Room. The podiatrist will meet with patients at the Upton Fire Station. An ice cream social, hosted by Senator Michael Moore, will be held at the South Grafton Community House.
- The August issue of the Senior Gazette was submitted to print.
- 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, 232 items, received 813 items in transit, and sent 663 items. We requested 636 items and fulfilled 500 hold requests; registered 32 patrons for library cards, and added 80 new items. The most popular book this week is *Lessons In Chemistry* by Bonnie Garmus. We hosted 21 meetings in our conference, study, and tutoring rooms for 57 people including Small Stones Festival planning and Grafton Youth Football and Cheer, as well as private work, study, homeschool, and tutoring sessions.

Admin

Beth met with Signet who was on site for repairs to the front door as well as corrections to the doors in the Teen Maker Space and the Community Room presentation area;

attended a meeting regarding the Massachusetts Public Library Construction Program; met with the Board of Library Trustees Policy Committee on Monday evening. She met with Town of Grafton Department Heads Wednesday morning at the Municipal Center. Along with Evan Brassard, William Blake, and Mary Lauria, Beth met with union members, union shop stewards, and their council to begin contract negotiations on Wednesday afternoon. On Wednesday evening, Beth shepherded GUM Jam, the meeting of the Grafton Ukulele Musicians.

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; worked on payroll, scheduling, social media tasks; prepared for the upcoming meeting of the Board of Library Trustees as well as attending and taking minutes for the Board of Library Trustees' Policy committee.

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. 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; discussed proposed DVD shelving adjustments; checked CWMars top titles against the collection; reviewed industry newsletters to add upcoming titles to purchase lists; worked on order tracking for FY24; ran Evergreen reports for lost, transit, and missing items for June; and prepared and placed orders for adult fiction, large print fiction, e-books and e-audio, CD audiobooks, and adult graphic novels. Jane posted the *New York Times* Best Seller List for print and audio fiction and recommended titles for purchase, processed pending library card applications, corrected patron records with the wrong home library, collected items with alerts from invalid RFID tags, and continued weeding fiction. 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, and performed a routine check of the Library of Things. Allie processed CLIO and ComCat requests; communicated with Bibliotheca to troubleshoot self-check issues; prepared materials and graphics for the August endcap display "Plot Twists"; cleared expired holds from the hold shelf; added more cart shelving and redistributed remaining holds; discussed proposed DVD shelving adjustments; took measurements for ADA compliance for shelving; searched for containers for proposed video game shelving; and worked on the newsletter, including adding event content, processing images, and creating graphics. Sandhya was out this week. We can't wait to have her back!

Children's Services

Summer reading programming began this week and we're off to a phenomenal, and lively, start! Jen kicked off the week with Book Bingo (25) and prepped craft kits for Take Home Thursdays (71). Sarah ran the Craft Factory program featuring Button Art (5), hosted a bustling Summer Storytime for Babies and Toddlers (42), and our weekly outreach storytime at Willard House (5). Cyndi facilitated Sewing Club (4) which had a sizable waitlist, and prepped for next week's session of Summer Science. Stacie's evening arts and crafts drew its large, loyal crowd (11), and we had families check out our family game night (5) before heading over to the concert on the common. We ended the week with the return of Songs in the Park and our Afternoon Movie.

In addition to these programs, the Children's Room was the place to be for families looking to escape this week's hot and humid weather. The room was hopping all day long. All staff fielded questions about the summer reading program, recommended books, shelved carts, and carts, of returns, and remained committed to presenting what our patrons insist is "the most fun library to bring young children to in the area."

Teen Services

Summer reading programs started this week. For teens we had Button Art and 6 teens attended. Allison worked on preparing future summer programs, book orders, and catching up on things that happened while I was away. Sarah S. updated the manga release spreadsheet, reached out to new volunteers, checked gaps in the collection for titles related to disability, performed readers' advisory, and put up a new display for read alike for the movie, *Nimona*.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi also had to reschedule the "Not Just For Young Adults" Book Group's discussion of *This Time Will Be Different* by Misa Sugiura - date to be announced and worked with book groups to plan their next selections. Eric worked on collection maintenance, ordered new non-fiction materials, and familiarized themselves with more of the local history collection.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; created records for new items for the Library of Things collection including new children's games, another cornhole set, and Mahjong; cataloged new movies; sent in requests for records to the CatCenter; attended a meeting; and helped cover the desk for Borrower Services.

Veterans Services

No Report Submitted

GCTV

Not much to report from TV-Land as Summer is in full swing, with the exception of Bill recording his first Concert on the Common Wednesday evening.

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 18, 2023

No SB Meeting August 1

Upcoming Department Head Meetings

August 16th