



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: Week Ending July 21, 2023

IMPORTANT REMINDERS TO ALL DEPARTMENTS

- National Night Out Block Party, Tuesday, August 1st from 5:00 – 8:00 pm on the grounds at Grafton PD headquarters.

Town Administrator

- Met with Finance team to review year end closure status, encumbrance process and the start of FY24
- Continued weekly catch-up meetings with various department heads
- Spoke with resident to review Gristmill Rd concerns
- Attended Health Alliance meeting in Shrewsbury
- The Municipal Center parking lot paving project is moving along as expected and on schedule.

ADMINISTRATION & FINANCE

Finance Director

- FY23 last payables warrant has been posted. Accounting Department is making some adjusting entries to accounts. Once entries are finalized Accounting Department will push out final FY23 expenditure report.
- Encumbrance process has started this week. Accounting is working with departments on year end balances and encumbrance availability.
- All Encumbered POs for FY23 have been closed. All General Fund POs encumbered have adjustments reallocating funds to their perspective 102 accounts. All Grant & Other Spec Revenue Account POs will roll forward into FY24.

- Trial Balances have been sent to Boards, Committees & Department Heads. Please review and let the Accounting Department know of any discrepancies with EOY balances. Now is the time to correct any variances, please do not wait until the books are closed as it will result in adjusting entries for next FY.
- Currently working on June receivable reconciliation.
- Continued meeting with Payroll & Benefits on FY23 accruals and longevity payments.
- Attended MMAAA regional meeting. Discussion points were Senior Work Off Program and Inspector Salary/ Fee structures.
- Met with Treasurer/Collector to go over the debt schedule and payments in DebtBook.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Continuing to enter FY 2024 new growth into the Department of Revenue template.
- Processed Motor Vehicle Excise Commitment 2023-04
- Processed 10 motor vehicle abatements.
- Entered 4 deeds.
- Processed 2 Abutters requests.
- Entered 26 building permits.
- Inspected 4 new construction properties.
- Performed 26 permit inspections.
- Performed 3 cyclical inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department (7/9/23 – 7/15/23)

517 log entries were made including 92 - 911 calls, 11 motor vehicle accidents, 27 alarm calls, 34 ambulance calls, 3 animal complaints, 8 arrests, 127 business/area checks, 7 disturbance calls, 4 fraud/identity theft complaints, 85 motor vehicle stops and 7 well-being checks.

14 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 "National Night Out – Tuesday August 1st, 2023 - Grafton To Join Cities and Towns Nationwide for America's Night Out Against Crime."

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).

Deputy Chief Minardi attended CEMLEC SWAT training. 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

The Fire Department responded to 16 calls for service this week, 2 Motor Vehicle Accidents, 1 Electrical Problem, 1 Natural Gas Leak, 1 Public service, 2 Assistance calls for water in basements and 9 Alarm Investigations.

The Department appointed a Medical Director/ Infection Control Officer and an Assistant Medical Director. An EMS Committee consisting of a member from each Station, the Medical Director and Assistant Director has also been established. This committee will oversee all facets of our Medical First Responder Program.

Department Personnel participated in First Responder training this week focusing on hands-on patient evaluation, care, and medical equipment use.

Fire Prevention continues to carry out numerous commercial and residential inspections. As a reminder if you need a fire inspection please call well ahead of time as we are booking 3-4 weeks out.

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 Planning Board meeting follow up
- 7/17 Master Plan Working Group meeting and follow up
- Preparation for 7/24 Planning Board meeting
- Preparation for 8/14 Planning Board meeting
- 7/18 Select Board meeting and follow up
- 40R Subzone B Amendment finalized and submitted to the state
- Application processing and assistance to current/pending applicants
- Addressing inquiries from the public
- Website and social media updates
- ARPA-funded WiFi Hotspots project coordination
- RFQ response review with Procurement Officer
- Weekly meeting with Planner's in a Pinch (consultant)
- Stillwater Subdivision tree plan site visit (#2) and approval
- OSRP Parcel Prioritization Plan project kickoff
- Dam and Seawall Program Grant kickoff (Fisherville dam)
- Coordination re: tree barn at 17 Upton Street

Conservation

- Issued documents from Commission's 7/11 meeting
- Reviewed applications for Commission's 8/8 meeting
- Attended trainings on regulating floodplain and the updates to the wetland delineation and replication manuals
- Began gathering data for Green Communities annual report
- 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 GSS and WRTA reports were completed for the month of June. The Grafton Senior Center provided a total of 462 rides to Grafton residents.
- An MOU was signed with the Central Massachusetts Agency on Aging to further establish a collaborative relationship with the organization.
- The COA's website was updated to reflect changes in transportation and programs.
- Participated in the WRTA's monthly meeting.
- 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 3,639 items, received 565 items in transit, and sent 701 items. We requested 512 items and fulfilled 459 hold requests; registered 18 patrons for library cards, and added 106 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 30 meetings in our conference, study, and tutoring rooms for 69 people including the Grafton Rec Department, Grafton Youth Football and Cheer, as well as private work, study, homeschool, and tutoring sessions, many of which hosted by teachers from our Grafton schools.

Admin

Beth shepherded the Toto the Tornado Kitten program on Thursday morning, filling in for a staff member out on leave; we were delighted to welcome Toto and author Jonathan Hall for a story time and meet and greet—61 people attended. Beth assisted the Recreation Department in setting up Group Study 4 for their use during Municipal Center paving and met the new middle school principal Chris Starczewski. HVAC continues to be an issue, with the heat on in several locations and temperatures spiking in the Children's Room after a power loss early Saturday morning. We have not had any new leaking after the most recent set of rainstorms. She met with the Construction Team for their weekly zoom where we continued to discuss ongoing HVAC issues, delay of Maker Space and Presentation Area Doors. Beth prepared Board of Library Trustee meeting materials, worked on a non-fiction book order, dealt with a patron incident, and reviewed resumes for the Teen Services vacancy. Beth responded to a media inquiry from Green American Magazine, regarding our green library—the editor, a Grafton native, is very impressed with our initiatives from Library of Things to sustainable

practices to the Silver LEED certification application and native and nativor plants and Seed Library program.

Beth also worked on the ARIS report, CPC application for additional funding for the restoration and preservation of the cupola, and the August newsletter; completed FY23 department transfers from State Aid to cover personnel and expenses, and submitted FY24 bills. She met with the Board of Library Trustees and Library Managers, corresponded with patrons, Friends, Trustees, Capital Campaign, Grafton Police Department and Town Administration on various projects. Book sale donations resume the week of August 28!

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; assisted with processing and reviewing applications for the Part Time Teen Services library associate that will be hired for Back to School; attended and recorded minutes for the meeting of library department heads; worked on payroll, leave requests, scheduling, social media, room reservations as well as tasks for the Board of Library Trustees and Trustee Policy Committee. On Wednesday evening, she attended and recorded minutes for the Board of Library Trustees meeting at the Municipal Center.

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 added standing order fiction titles to future orders; worked with staff on shifting DVD and media shelving; checked CWMars top titles against the collection, ordered requested e-book and e-audio titles, submitted the second adult fiction order for July and the first order for August; reviewed industry newsletters to add upcoming titles to purchase lists; corresponded with volunteer applicants and staff coordinators; ran a report on music CDs to weed; processed new DVDs and Blu-rays; and submitted an order of 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, collected items with alerts from invalid RFID tags, corrected patron records with the wrong home library, continued weeding fiction, and began weeding music CDs. Ranjita posted the *New York Times* Best Seller List for print and audio nonfiction and recommended titles for purchase, processed pending library card applications, processed ComCat requests, performed a routine check of the Library of Things and processed collection items. Allie cleared expired holds from the Hold shelf while Sandhya was out, added another cart to house current holds, processed ComCat requests, ran the report for 7-day bestsellers for April, trained a new substitute on Borrower Service responsibilities in the lobby, created signage for the ADA automatic doors being out of order, helped Grafton Recreation set up their temporary office in a meeting room, worked with our wonderful custodian on the shelving near the staff

room and adjusting aisles to reflect the 46 inch width opening for ADA compliance, worked on shifting DVD and media shelving, communicated with a patron about CD audiobook availability for a new release, and worked on the newsletter, including running a report on new patrons interested in receiving newsletters, creating content, and creating graphics. Sandhya managed out of network requests for materials and followed up on open issues, cleared expired holds from the Hold shelf and followed up with patrons, added materials to the staircase display, requested materials for the August endcap display, hosted the daytime Unplug with Art program for adults, and worked on the home delivery service, including ordering items, making calls, processing holds, and coordinating new volunteers.

Children's Services

This week, the Children's Room had a special new visitor. We hosted Mrs. Wallace, the new SGES principal for a storytime and meet and greet event for rising K and 1st grade students.

Sarah ran Craft Factory, an art program for school aged children, presented a session of Summer Stories, held an outreach storytime at Willard, submitted a book order, met with staff, planned fall library programming, and worked with Cyndi to present programming on Saturday. Jen updated EventKeeper, planned for fall programming, updated social media postings, worked on the August newsletter, and prepped for upcoming summer programming. Cyndi held two well attended sessions of Summer STEM, planned and prepared for upcoming summer programming, presented programming on Saturday, began brainstorming for fall activities, and managed volunteers. Stacie held Drop-In Arts and Crafts programming for school aged children, planned and prepared for upcoming summer programming, and continued to decorate the Children's Room.

Teen Services

This week, Allison attended the department head meeting, compiled a list of potential Manga titles to weed, placed orders for books, and is working on an order for video games. Sarah S ran Anime Club this week with eight very excited tweens, hosted author Trisha Wooldridge's visit to do a tarot workshop for a group of very invested tweens, gathered information to determine which Manga titles to weed from the collection, updated our inventory spreadsheet with titles ordered in July, performed Readers' Advisory and managed new volunteers.

Reference Services

Heidi assisted with tech and reference questions as well as circulation. Heidi also hosted two book groups this week: The Daytimers Book Group discussed *Rules for Visiting: a novel*, by Jessica Francis Kane and The GPL Mystery Book Group discussed *The Widows of Malabar Hill*, by Sujata Massey.

Technical Services

Cynthia ordered new books for each department and unpacked items as they arrived; worked on adding grids to items in Ingram; cataloged new nonfiction, large print, and DVDs; and created MARC records for three telescopes being added to the Library of Things collection in preparation for the program - The James Webb Space Telescope + Star Gazing Party! She sent in requests for records for the CatCenter; worked on fixing problem items; and helped cover the desk for Borrower Services.

Veterans Services

No Report Submitted

GCTV

Very quiet at the GCTV studios. If we were a James Bond movie, we would be titled "*Shaken Not Stirred*" the paving project was felt down here too. We required headphones during video editing, and we survived the challenge.

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 25, 2023

August 8, 2023

Upcoming Department Head Meetings

August 16, 2023