



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: July 28, 2023

IMPORTANT NOTICES 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 Director and Treasurer Collector to review tax title accounts
- Held weekly catch-up meeting with Finance Director and Department Heads
- Reviewed individual concerns of residents, worked with town departments to assess issues and resolutions
- Assisted several folks who made their way into town hall during the paving project
- Paving project is on schedule and should be completed this week
- Kept in contact with staff members working remotely, all will be returning on Monday, July 31st

ADMINISTRATION & FINANCE

Finance Director

- Accounting Department sent out final FY23 EOY Management Reports. Please be sure to review your ending balances to ensure you have enough funds to encumber if needed.
- Encumbrance process has started this week. Accounting is working with departments on year end balances and encumbrance availability. Accounting will reach out to you if any deficits.

- 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.
- Working with departments on grant and other special revenue accounts to ensure we're in balance with each other. Accounting has been confirming all departments are seeking reimbursements for any grants in negative balances.
- Treasurer/Collector Madeline Goodrich has given her notice. Last day of employment is next week. Accounting will be working with Town Administrator's Office with the Treasurer/Collector interviews later this month.
- Currently working on June receivable reconciliation.
- Currently working on June cash reconciliation.
- Continued meeting with Payroll & Benefits Assure Force entering positions, and GL codes to then be able to upload into our payroll software.
- Met with School Finance Director to work on reconciling School Grant FB's and providing Vadar training.
- Met with Treasurer/Collector to go over 10 Tax Title accounts that we will file for complaint.

Treasurer/Collector

No Report Submitted

Principal Assessor

No Report Submitted

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

491 log entries were made including 92 - 911 calls, 8 motor vehicle accidents, 28 alarm calls, 32 ambulance calls, 0 animal complaints, 8 arrests, 136 business/area checks, 7 disturbance calls, 0 fraud/identity theft complaints, 81 motor vehicle stops and 3 well-being checks.

4 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).

Officers Simmler and Wojnar attended Active Shooter Hostile Event Response (ASHER) training held in Shrewsbury. Officers Alves and Spellman conducted an orientation for parents and students attending our Youth Academy beginning on August 7th. 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 Police headquarters.

Fire Department

No Report Submitted

Department of Public Works (Including, 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

- Master Plan Working Group/Master Plan coordination
- 7/24 Planning Board meeting follow up
- Preparation for 8/14 Planning Board meeting
- 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
- Construction management/site visits to confirm compliance with Conditions
- Warrant article drafting for Fall TM
- 43D meeting with the state
- MBTA Communities zoning review with CMRPC
- Institute Woods follow up conversation with VHB and plan of action for 2024

Conservation

- Issued documents from Commission's 7/11 meeting
- Reviewed applications for Commission's 8/8 meeting
- Continued 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

- Staff continued to provide support and transportation to Seniors during this week's closure.
- Seniors enjoyed a guided walk through the Grafton Public Library's gardens to appreciate the flowers and butterflies it has to offer.
- An ice cream social was hosted by Senator Mike Moore and his team at the South Grafton Community House. Seniors enjoyed the chance to all get together and socialize.
- 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. We are currently up to 33 confirmed vendors.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,887 items, received 872 items in transit, and sent 749 items. We requested 514 items and fulfilled 450 hold requests; registered 27 patrons for library cards, and added 133 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 36 meetings in our conference, study, and tutoring rooms for 72 people including hosting the Grafton Rec Department during the Municipal Center parking lot resurfacing, as well as private work, study, homeschool, and tutoring sessions, many of which were hosted by teachers from our Grafton schools.

Admin

Beth met with representatives from the Massachusetts Historical Commission and David L King regarding preservation efforts to the historic portion of the building, reviewed and gave input on candidates for the part-time Teen Library Associate position; and attended and spoke at the Willard House and Clock Museum Stargazing event that the library co-hosted.

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 and scheduled interviews; covered breaks in the Teen Room; attended the Willard House and Clock Museum Stargazing event; worked on payroll, leave requests, scheduling, social media, room reservations, as well as tasks for the Board of Library Trustees and Trustee 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.

Kara worked with staff to adjust DVD shelving and other parts of the collection to accommodate growth; prepared and placed an order for new DVDs; placed an order of music CDs; reviewed industry newsletters to add upcoming titles to purchase lists; corresponded with volunteer applicants and staff coordinators; checked CWMars top titles against the collection; placed a second adult fiction order for August; prepared the next CD audiobook cart, created signage and pulled titles for the August endcap and graphic novel displays; prepared the August website book list, created promotional bookmarks for the Willard House and Clock Museum Stargazing event; took down last month's displays, and set up an endcap and graphic novel display for August. 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, continued weeding the collection of music CDs, and prepared materials and graphics for the August endcap display. Ranjita posted the *New York Times* Best Seller List for print

and audio nonfiction and recommended titles for purchase, processed pending library card applications and ComCat requests, and performed a routine check of the Library of Things. Allie planned and shifted DVD shelving and created shelving labels for the new media sections; stickered and put out new fiction for July; selected materials for the August "Plot Twist" endcap display; created a Readers' Advisory list for author read-alikes for Colleen Hoover; updated the readers' advisory list for Thrillers/Suspense and created content and graphics for the August newsletter. Sandhya managed out of network requests for materials, cleared expired holds from the hold shelf and followed up with patrons, prepared materials for the August endcap display, worked on the home delivery service, updated information for museum passes on the library's website and for staff, and organized and hosted the Ceramic Tile Coasters craft program for adults.

Children's

Sarah ran a session of Sewing Club, Summer Stories, and Once upon a Storytime at Willard House. She planned and prepared for upcoming programs; contacted Animal World Experience to confirm for an upcoming program and got specific set-up instructions; coordinated with Willard House about the Stargazing program, helped set up for the Stargazing program at Willard House, and ran a library table at the event; reviewed new draft policies, assisted patrons, and met with staff. Jen updated EventKeeper, worked on the August CR newsletter, worked on a fall programming survey, assisted patrons, ran a session of Book Bingo, and covered in the Teen Room. Cyndi ran a session of Sewing Club which had a waitlist longer than the number of slots available, prepared for Summer Science, continued decorating the Children's Room, cleaned Children's workroom and program room, reviewed new policies, and prepared for her upcoming absence. Stacie ran a session of Summer Arts & Crafts, Family Game Night, decorated in the CR, cleaned and organized in the CR workroom, and assisted patrons.

Teen

Allison prepped for more future summer programs (Soapmaking and Diamond Art) and put together a video game order. As manager on duty this week, I spent multiple hours dealing with issues that came up. Incident reports are being reviewed and finalized by the other staff that were involved. Sarah S trained a new volunteer; stickered and shelved new manga, nonfiction and graphic novels; removed stickers from April new release book, ran Manga Book Club, put up new displays and performed Readers' Advisory.

Reference

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi hosted the Inspirational Book Group and Guided Meditation discussion of *Talk Like Ted: The 9 Public-Speaking Secrets of the World's Top Minds* by Carmine Gallo. She also set up an outreach table at the Grafton Farmers Market and worked on program planning and statistics. Eric planned August book displays, worked on collection maintenance, put out new non-fiction materials, and ordered non-fiction books for the collection.

Tech Services

Cynthia ordered new books and unpacked items as they arrived; cataloged new audiobooks, new adult fiction, and nonfiction; worked on replacement items; I sent in requests for records to the CatCenter; worked on fixing problem items; and helped cover the desk for Borrower Services.

Veterans Services

- Ashley completed training in Vetraspec software to make filing VA claims easier.
- Preparing to attend GPD national night out.
- Jeff attended Veteran group meetings in multiple towns.
- Exploring start of Hometown Heroes Banner project for Grafton.
- Veterans Service is seeking assistance from local farms to provide fresh produce to Veterans facing food insecurity.
- Ashley assisted members of Veterans Advisory Committee in printing cards for Veterans to provide when receiving medical care at Non-VA hospitals. There is a hotline to call when getting emergency care and this card makes it easier to find info in an emergency.

GCTV

The efforts of the Charter/Spectrum Tech Team may have solved our audio issues, 99% of the distortion has been eliminated, we continue to monitor the programs to see when or if the issue returns. Wish us luck.

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

No meeting August 1st

August 8, 2023

Upcoming Department Head Meetings

August 16, 2023