



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 4, 2023

Town Administrator

- Met with members of Select Board, residents, and contractors to discuss ongoing issues and projects.
- Attended Massachusetts Strategic Health Group Board Meeting.
- Review Bylaw Committee potential recommendations.
- Began "Town Meeting Clicker" procurement process.
- Met with Town IT vendor about various projects.
- Lines were painted at Municipal Center for new parking lot.
- Attended National Night Out at Grafton PD.

ADMINISTRATION & FINANCE

Finance Director

No Report Submitted

Treasurer/Collector

No Report Submitted

Principal Assessor

- Continuing to enter FY 2024 new growth into the Department of Revenue template.
- Training with Staff.
- Processed 14 motor vehicle abatements.
- Entered 30 deeds.
- Processed 1 Abutters requests.
- Entered 32 building permits.
- Inspected 2 new construction properties.
- Performed 8 permit inspections.

- Performed 23 cyclical inspections.
- Processed 7 Solar abatements.
- Processed July sales report and sent out 22 Sales verification questionnaires.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

415 log entries were made including 81 - 911 calls, 6 motor vehicle accidents, 29 alarm calls, 31 ambulance calls, 5 animal complaints, 5 arrests, 127 business/area checks, 2 disturbance calls, 2 fraud/identity theft complaints, 46 motor vehicle stops and 9 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 *"Another Huge Success for Grafton's 16th Annual National Night Out Block Party."*

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 Alves and Spellman continued preparations for our Youth Academy beginning on August 7th. The academy runs from Monday through Friday and will cover numerous topics that will familiarize participants with the operations of the Grafton Police Department and the functions of the law enforcement showcasing the many resources that are available to us.

Our 16th annual National Night Out Crime Prevention & Public Safety Block Party was held at Grafton Police Headquarters from 5:00-8:00 p.m. on Tuesday, August 1st. Hundreds of individuals attended the event and it appeared that once again, a great time was had by all. More importantly, residents had an opportunity to meet police officers and other town officials in a relaxed setting and were able to speak with them about crime prevention, drug awareness, fraud, personal safety, and other quality of life issues. I wish to thank GPD officers and staff who assisted with the event, local businesses who participated and made contributions to its success, and of course, everyone who came out to enjoy a great time and say hello.

Fire Department

The Fire Department responded to 22 calls for service this week, 3 Motor Vehicle Accidents, 3 Medical Assists, 1 Electrical Problem, 2 Carbon Monoxide Incidents, 1 Public service, 1 Good intent, 1 Lightning Strike, and 10 Alarm Investigations.

Department Personnel participated in The National Night Out Block Party hosted by the Grafton Police Department. This event is a great opportunity for the fire department to interact with the public, distribute fire safety information and recruit new fire department members. The GFD would like to thank Chief Crepeau and the Police Department for putting on and inviting us to participate in this great event.

Department Personnel participated in a water supply drill this week. The Drill consisted of set up and pumping operations for large diameter hose and ways to overcome pressure loss due to elevation and supply hose length.

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 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 construction continues with final paving happening in August, expect travel delays for the next several months. Seasonal paving continues with delays as a result of the recent rain events.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. The department continues summer construction projects, repairs from heavy rains, street sweeping, catch basin cleaning, line painting and mowing operations. Staff continues assistance to other town departments as needed.

Cemetery and Parks: Routine department functions including, trash pick-up, and fields and grounds mowing and maintenance. Staff continues to assist other depts as needed. Provided support for 4 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. Participated in a five year inspection of the wastewater facilities and operations with the MassDEP.

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
- 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 with Comm-Tract
- MBTA Communities EFA Kickoff meeting
- Housing Production Plan meeting and project coordination
- Draft Town Meeting zoning bylaw updates for presentation to the Planning Board
- Construction management/site visits to confirm compliance with Conditions
- EEA Dam Grant kickoff meeting for Fisherville Dam
- MBTA Communities Cohort 3 meeting with Southborough and CHAPA
- **We have a vacancy for our Planning Board Associate Member. Please contact planningdept@graffton-ma.gov if interested**

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

- The WRTA report was completed for the month of July. A total of 184 trips were provided via WRTA vehicle.
- A nutrition class was held by exercise instructor Wendy Reid.
- This month's book club was held, followed by a lunch out by the group.
- SHINE appointments were held to assist Seniors with their health insurance needs.
- 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 3,539 items, received 698 items in transit, and sent 690 items. We requested 523 items and fulfilled 493 hold requests; registered 28 patrons for library cards, and added 204 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 32 meetings in our conference, study, and tutoring rooms for 93 people including the UUSGU Board Retreat, as well as private work, study, homeschool, and tutoring sessions.

Admin

Beth interviewed candidates for the Teen Services vacancy with Debby and Allison, renewed our Deep Freeze license and BookFlix subscription. She reviewed options for subscribing to Hootsuite, accepted a donation of a book by a local author, submitted payroll and bills, reviewed volunteer applications for the Long Range Planning Committee. She had a weekly check-in with the BoLT chair, and wrote thank you notes for last week's lecture and stargazing party at Willard House and Clock Museum. She confirmed Play Music on the Porch Day – Eric Guerin of Apple Tree Arts will be leading

our sing and strum session on the Community Patio at 3pm on Saturday August 26. Beth attended the weekly construction meeting and submitted the June MPLCP report. She attended National Night Out, and was in meetings with staff all day Wednesday. On Thursday evening, Beth met with the Community Preservation Committee regarding funding for the preservation of the cupola.

Eileen maintained the collection of periodicals, processed incoming mail, sent late notices, prepared bills, paid invoices and assisted with coverage for Borrower Services. Debby participated in interviews for candidates for the part-time Teen Services position, checked candidates' references, and contacted applicants we were not able to invite to interview. She compiled the Weekly Report and worked on payroll, scheduling, social media, and tasks for the Board of Library Trustees, the Board of Library Trustees' Policy Committee, and Friends of the Grafton Library.

Borrower Services *New York Times* Best Seller List

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 placed an order of CD audiobooks; published the August book list on the website; checked CWMars top titles against the collection; submitted a cart of high-demand fiction titles; added newly announced standing order titles to future order lists; corresponded with volunteer applicants and staff coordinators; prepared the ARIS, circulation statistics, and circ narrative for July; put out new items for DVDs, Blu-rays, and CD audiobooks; pulled materials for Crescent Manor and made the monthly visit; sent June and July's OverDrive MARC records to CWMars; and ran Evergreen reports for lost, transit, and missing items for July. Jane posted the *New York Times* Best Seller List for print and audio fiction and recommended titles for purchase, processed pending library card applications, set up the August endcap display about lighthouses, continued weeding fiction, and finished weeding music CDs. 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 fiction and CD audiobooks, performed a routine check of the Library of Things and processed collection items, processed pending library card applications, performed the monthly AED and first aid kit checks, and set up the August staircase display with selections from Oprah's Book Club. Sandhya managed out of network requests for materials, cleared expired holds from the hold shelf and followed up with patrons, updated information for museum passes, put the August endcap display, updated EventKeeper and prepared for adult recurring adult programming for August through October, created graphics for the seed request for social media, and worked on the home delivery service, including adding a new patron to the service. Allie provided readers' advisory to multiple patrons on sensitive subjects, updated readers' advisory materials for psychological thrillers, recorded patron comments, processed new adult fiction and new to collection titles for August, set up the "Plot Twist" endcap display for August, and reviewed volunteer onboarding paperwork for a new Borrower Services volunteer. She also worked on the newsletter,

including running a report on new patrons interested in receiving newsletters, adding new graphics for adult programming, writing alt descriptions for screen readers for all graphics, printing the newsletter for patron use, uploading the August newsletter to the website, and planning the September newsletter's "Did You Know" section on enabling holds and checkout history.

Children's Services

This week, the Children's room continued to be a popular locale for Grafton families looking for a place to learn and play; we had a great turn out at quite a few events! This week, we hosted a visit from Animal World Adventures where 90 patrons met a menagerie of alligators, chipmunks, and snakes. SGES Principal Mrs. Wallace hosted a welcome to SGES Storytime in activity in our program room for 40 friends.

Sarah collaborated with Allison on a soapmaking program for 37 kids in 3rd-12th grade, had 33 little ones and their caregivers present for Summer Stories, held an outreach storytime at Willard House for 16 amazing listeners, and planned fall outreach programming. Sarah and Cyndi also collaborated on a passive activity for Super Summer Saturdays. Jen planned for fall programming, sent out the August Children's Room newsletter, hosted Songs in the Park and the Afternoon Movie, helped other departments with EventKeeper and website issues, and prepped 75 take-home kits. Cyndi held a session of Summer STEM, planned upcoming programming, prepared for an upcoming absence, began brainstorming fall activities, and managed volunteers. Stacie held two drop-in Arts and Crafts programs for school-aged children, planned and prepared for upcoming programming, and continued to decorate the CR.

The Children's Room continues to field requests for summer reading books, and tutoring rooms, as well as handing out dozens of prizes to friends that solved our scavenger hunt!

Teen Services

Allison was on the committee that interviewed candidates for the open position in the Teen room, ran multiple sessions of the soap making program for kids and teens with Sarah B, hosted Teen Movie and Pearler Bead Night, and prepared and submitted stats for July. Sarah S shelved and stickered new fiction, nonfiction, and graphic novels; pulled May nonfiction and graphics to have stickers removed to be reshelved in collection; shelved books; performed Manga readers' advisory; and created new displays for Read a Romance Month and Climate Change.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation and attended a Reference Department Meeting with Beth. Heidi hosted the "Reads Well with Others" Book Group's discussion of *A Song Everlasting* by Ha Jin, participated in outreach at the library's table for National Night Out, and worked on program planning and statistics. Eric updated the non-fiction ordering schedule, reported the monthly statistics for reference databases, and reached out to Blackstone Audio to set up a

demo and free trial for staff.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; added grids to items in Ingram; cataloged new adult fiction, nonfiction, young adult books, and children's books; sent in requests for records to the CatCenter; fixed problem items; and ran reports to gather statistics for my monthly report and wrote the monthly narrative for July. She also began working on packaging for the telescopes that were returned after our program at Willard House and Clock Museum to get them ready for circulation through the Library of Things.

Veterans Services

No Report Submitted

GCTV

The ongoing efforts of the Charter/Spectrum Tech Team has nearly solved the "popping" noise, but has led to low audio levels on the Public Channel. This will remain on the follow up schedule for a while. Stay tuned.

We were delighted to have Dawn Anderson cohost our coverage of National Night Out. Many local personalities stopped by our set and engaged us with conversation and a few laughs. Looking forward to working with Dawn next year!

Bill recorded another session of the Jazz Trio "the Conversation" in studio, this session included a Jazz Sax player.

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 8th
August 15, 2023

Upcoming Department Head Meetings
August 16, 2023 10:00 a.m.