



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 10, 2023

Town Administrator

- Held weekly update meeting with the Finance Director.
- Held monthly department head meeting.
- Began Treasurer Collector interviews.
- Attended an IT Committee Meeting.
- Participated in Regional Health Coordinator Interviews.
- Met with VSO to discuss hometown hero project.

ADMINISTRATION & FINANCE

Finance Director

- 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.
- Started interview process for the Treasurer/Collector position. Interviews will continue into next week.
- Currently working on June receivable reconciliation.
- June cash has been reconciled. All FY23 Cash and Trust Funds are reconciled.
- Meeting with Fire Department on Fire Off Duty reconciliation.
- Continued meeting with Payroll & Benefits Assure Force entering positions, and GL codes to then be able to upload into our payroll software.
- Harpers csv payroll and withholding project is completed. Accounting now uploads a csv file into Vadar for all payroll and withholding entries.
- Continued working with the School Finance Director on reconciling School Grant FB's, adjusting FY23 open POs to encumbered accounts, and providing Vadar training.
- Attended Cannabis Compliance webinar on reviewing draft regulations on host community agreements.

Treasurer/Collector

- Worked with Debtbook to correct some of the debt numbers that were off to reconcile with our own numbers.
- Started reconciling July cash and started teaching other office staff how to do so.
- Files submitted to Kelley and Ryan for sewer bills.
- Cleaned out old files that no longer need to be retained.
- June cash reconciliation finished and verified with accountant.
- July receivables reconciliation started
- 5 MLCs generated.

Principal Assessor

- Completing FY 2024 new growth in the Department of Revenue template.
- Reviewing Map changes.
- Preparing new street notifications for Notify911.
- Updating street listing.
- Reviewing and making changes to the LA3 2021 -2022 sales.
- Working on the open building permit spreadsheet from Vision containing 1,170 open permits. To date we have gone through 445 building permits checking first in Viewpoint on the status. Any permits adding value that are closed out in Viewpoint and not in Vision will be added to the Assessors list to inspect.
- Processed 11 motor vehicle abatements.
- Entered 5 deeds.
- Processed 4 Abutters request.
- Entered 35 building permits.
- Inspected 2 new construction properties.
- Performed 6 permit inspections.
- Performed 9 cyclical inspections.

Town Clerk

The Town Clerk's office would like to welcome our new Assistant Town Clerk, Michael Jennette. Please stop by and say hello if in Town Hall.

On Tuesday, August 8th a mass swear in was done for all election workers reappointed for the Town of Grafton.

Dog licenses expire on March 31st. The cost to register a dog is \$10.00 for spay/neutered or \$15.00 for non-altered. Any dogs registered on or after June 1st will have a \$10.00 late per dog in addition to the registration fee. Any dogs not registered will be referred to Animal Control.

Committee/board members are taking their oath of office as re-appointments or new members.

We continue to assist many residents and individuals with vital requests, dog licensing, marriage licenses, business certificates, public records requests, notaries, and town

related information.

PUBLIC SAFETY

Police Department (7/30/23 – 8/5/23)

466 log entries were made including 86 - 911 calls, 15 motor vehicle accidents, 23 alarm calls, 33 ambulance calls, 9 animal complaints, 9 arrests, 118 business/area checks, 10 disturbance calls, 2 fraud/identity theft complaints, 78 motor vehicle stops and 2 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 "*Hurricane Season, How to Prepare and How to Stay Safe.*"

Officers received legal updates on current court decisions and other roll call notices including Worcester County District Attorney's Office, Commonwealth Fusion Center, New England State Police Information Network (NESPIN) and Worcester Regional Intelligence Bulletins. Deputy Chief Minardi attended SWAT in-service training.

Officers Alves and Spellman directed the Grafton Police Youth Academy that began on August 7th. The academy ran from Monday through Friday and covered numerous topics that familiarized cadets with the operations of the Grafton Police Department and the functions of law enforcement, showcasing the many resources that are available to us. Activities included a station tour, SWAT operations, physical fitness exercises, tour of the MA State Police Marine Unit in Boston, Worcester County House of Corrections tour, MILO (Multiple Interactive Learning Objectives) use of force and de-escalation training at Shrewsbury PD, Emergency Vehicle Operations Course (EVO) at Wyman Gordon, patrol tactics, radar speed enforcement, and driving while impaired demonstrations. A graduation ceremony is to be held on Friday with family members present to witness the conferring of certificates to participants. I thank the cadets, their families, the instructors, and the outside agencies who made our youth academy a success.

Fire Department

The Fire Department responded to 14 calls for service this week, 4 Motor Vehicle Accidents, 2 Medical Assists, 2 Smoke Investigations, 1 Public service, and 5 Alarm Investigations.

Department Personnel have been participating in First Responder EMS refresher classes this month. All Firefighters are required to be trained to the First Responder level. Firefighters must take refresher courses every 2 years to maintain their certification. Members of our EMS committee oversee and conduct these training classes in house.

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, including an increase in COVID-19 cases across the country currently, 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 Meeting/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
- MBTA Communities EFA Workshop
- Internal Meeting for 58 Follette Street
- MBTA Communities Draft Zoning review
- Construction management/site visits to confirm compliance with Conditions

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

No Report Submitted

Council on Aging

- The GSS reports were completed for the month of July. The GSS van provided 188 rides and the minivan provided 57 rides for the month of July.
- Seniors enjoyed a lunch out at Twin Oaks Restaurant in Cranston, Rhode Island.
- The grief support group was held by outreach coordinator, Lisa Kelley.
- Participated in the Friends of Grafton Elders monthly meeting to provide an update on upcoming events at the Senior Center.
- Two large cooling units have arrived to be utilized in the gym during exercise classes.
- TA office hours were held with Assistant Town Administrator, William Blake.
- The COA Board monthly meeting was held to discuss current and future plans for the Senior Center. The Board plans to assist with outreach and marketing for the Health & Wellness Fair.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 3,197 items, received 497 items in transit, and sent 694 items. We requested 488 items and fulfilled 338 hold requests; registered 24 patrons for library cards, and added 217 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 33 meetings in our conference, study, and tutoring rooms for 60 people including Cub Scouts, as well as private work, study, homeschool, and tutoring sessions.

Admin

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, covered scheduling gaps in the Teen Room, continued to check references to fill the part time position in the Teen Room, and worked on payroll, scheduling, social media, and tasks for the Board of Library Trustees.

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 created lobby displays for International Read Comics in Public Day and Frankenstein Day; placed an order for new DVDs and music CDs; reviewed industry newsletters to add upcoming titles to purchase lists; removed old events from the room reservation system; checked CWMars top titles against the collection; corresponded with volunteer applicants and staff coordinators; ordered requested e-book and e-audio titles before starting her vacation. Jane posted the *New York Times* Best Seller List for hardcover fiction, prepared a report for items that have alerts, corrected patron records with the wrong home library, processed pending patron requests, continued weeding fiction titles, provided A/V support for a facility rental. Ranjita posted the *New York Times* Best Seller List for Nonfiction hardcovers; processed new fiction books, ComCat requests, items for the Library of Things, library cards for patrons; and performed the weekly check of the Library of Things. 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; worked on interlibrary loans and followed up with patrons; worked on the home delivery service, including ordering items, making calls, processing holds, and coordinating volunteers; researched books for the endcap display for September; assisted patrons with room reservations, faxing and printing; finalized adult programming for the next three months, updated Event Keeper and advertised on social media, created graphics for Requesting Seeds for seed library 2024 to be posted inside the library and also on social media; ran Color Me Calm adult coloring program; prepped for new volunteer training to get our Friday volunteer started; and checked, updated and responded about interlibrary loans. Allie assisted patrons with download and set up of Libby app and calendar on their iPhone, readers' advisory on sensitive subjects, and printing files from their device. She set up new fiction books display and straightened up shelves; worked on the September newsletter, including requesting event content from staff members, creating content, and creating graphics; and oriented a new volunteer, introducing them to staff, touring the Borrower Services areas, providing paperwork and instructions, and trained volunteer on the pull list procedures.

Children's Services

Sarah met with various staff, met with Beth, conferred with programming staff about summer and CCG budgets, ran a session of Summer Stories, completed July stats and narrative, held an outreach storytime at Willard House, ran a Minecraft self-portrait session for school aged kids, planned for upcoming summer programming, began to prep for additional upcoming staff shortages in the CR, met with Jen to reorganize our fall program schedule, assisted patrons and volunteers, and worked on collection

development and maintenance. Jen put together take-home items for our Take-Home Thursday program, met with Sarah to replan our fall schedule, planned for upcoming summer programming, assisted patrons and volunteers, worked on marketing and updating our online calendar, and began work on the September CR newsletter. Cyndi had been preparing for an upcoming absence, assisted patrons and volunteers, scheduled the fall volunteer schedule, met with various staff, planned for upcoming summer reading programs, shepherded the Summer Songs in the Park program, and worked on decorating the CR. Stacie has been preparing for upcoming summer programming, assisting patrons, decorating the CR, planning upcoming book displays, and planning the September room and bulletin board theme.

Teen Services

Allison served as the staff coordinator for our very successful and informative program on birds of prey by Wingmasters. She also identified some manga series to weed, ran the Movie and Perler Bead program, placed a video game order, submitted July stats, and she is working on a book order. Sarah S. shifted nonfiction to shelves, performed readers' advisory, managed volunteers, planned for upcoming programming reaching out to Out MetroWest and Millford Game Café regarding a Dungeons & Dragons collaboration; and worked on the manga collection by weeding, reading reviews, updating manga inventory, and stickering and shelving new manga.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi also prepared to proctor an exam, worked on program PR and statistics. Eric looked into standing orders for the non-fiction collection from Ingram, placed an order for new non-fiction materials, and continued collection maintenance.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; worked on adding grids to items in Ingram; cataloged new young adult manga, children's books, and adult fiction; sent in requests for records to the CatCenter; worked on fixing problem items; helped cover the desk for Borrower Services.

Veterans Services

We have been seeing an increase in need for food across the communities from Veterans. There are multiple resources available, and we have been helping connect the veterans to them. Recently we responded to two elderly veterans who were in need of increased services as a referral from a housing authority.

- VA extended the Pact Act deadline to file for one year of retroactive pay. We continue to process those claims for multiple Vietnam Era vets.
- Veterans Inc Assertive Outreach team met with Ashley & Jeff to discuss suicide prevention and ways they can prevent a Veteran from getting to that point.

- Exploring options for the 4 towns in district to get involved in legislation to adopt Sep 22 as a national Suicide Awareness and Remembrance day, more info can be found here, <https://sarflag.org/>

GCTV

The ongoing efforts of the Charter/Spectrum Tech Team have successfully erased all signs of the “popping” noise on our 3 channels. The Tech Team continues to track down the source of the problem that creates the low audio level on public channel 191.

I have spent several days with the Grafton Police Youth Academy and have enjoyed every minute.

Daily clips under the heading “It Happened in Grafton” can be seen on the public channel, and our YouTube page.

You may notice that the old monitors in Room A are being swapped out. One new unit has been installed and tested. The remainder will follow very soon.

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
August 15, 2023

Upcoming Department Head Meetings
September 13, 2023, at 10:00 a.m.