



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: August 18, 2023

Town Administrator
No Report Submitted

ADMINISTRATION & FINANCE

Finance Director

- Accounting Office is preparing for year end journal entries. Working with departments to ensure all grant, revolving, and other special revenue funds are all in balance.
- June R/E, PP, CPA, SWR receivables are reconciled for FY23. Accounting is still working on reconciling tax title and foreclosure accounts.
- June cash has been reconciled. All FY23 Cash and Trust Funds are reconciled.
- Continued working 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.
- 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 Best Practices for Navigating Statewide Contracts and COMMBUYS Purchasing. Webinar went into trade contract overview and vehicle contracts.
- Accounting Department completed Custom Report building in Vadar. Accounting Department will start completing the Schedule A custom reports to help assist the department in reporting on Gateway to DOR.
- Attended MMA Personnel & Labor Relations Policy Committee. Agenda topics included discussion on wage equity bill, unemployment insurance reform bill.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Finalizing FY 2024 new growth in the Department of Revenue template.
- Reviewing Map changes.
- Issued 12 memos to Town departments for new streets/developments, street number changes and retired street numbers.
- Issued 2 updated street listing with and without zip codes.
- Working on FY 2022 supplemental bills for new construction.
- Continuing to work on the open building permit spreadsheet from Vision containing 1170 open permits. We have gone through an additional 251 building permits checking first in Viewpoint on the status. We have closed out 245 permit both in Vision and Viewpoint. Any permits adding value that are closed out in Viewpoint and not in Vision will be added to the Assessors list to inspect for growth for FY 2025.
- Reviewed and updated the list of personal exemption in preparation for mailing that will be processed within the next week.
- Processed 10 motor vehicle abatements.
- Processed 7 remaining FY 2023 real estate abatements.
- Entered 7 deeds.
- Inspected 3 new construction properties.
- Performed 5 permit inspections.
- Performed 8 cyclical inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

No Report Submitted

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, 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

No Report Submitted

Planning

- MBTA Communities coordination - EFA , 75 Millennium/40R subzone, draft zoning
- Fall TM zoning article drafting
- Woodland Hill site visit and permit compliance check
- Meeting with partner of Fisherville Mill about future concepts
- Check in with planning consultant
- Master Plan Workshop coordination
- PB Meeting 8/14 and follow up
- Preparation for 8/28 PB Meeting
- Numerous applications processed and ongoing assistance to current/pending applicants
- Vetting and addressing many inquiries from the public
- Permit drafting
- Website and social media updates
- Office organization and administrative updates
- Request for Inclusion coordination

Conservation

- Issued documents from Commission's 8/8 meeting
- Reviewed applications for Commission's 9/5 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

- Recreation Director started Monday, 8/14. Still getting caught up to speed with programs and other initiatives going on.
- We had a fantastic Doggie Dip and last day of Silver Lake on 8/14. We are currently working on cleaning/ breaking down for the season.
- We had our last Concert on the Common Wednesday, 8/16. Had about 100 people in attendance.
- Worked with the School Department to confirm and reserve all of our gymnasium needs for our basketball program in the winter.
- Fall/Winter brochure is out and available for view. Registration opens 8/24 at 9 am.
- We are trying to finish up preparing the court lines for the Ferry Street courts. We need a couple of good weather days to complete.

Council on Aging

- The September Newsletter was submitted for print.
- COA Board Chair, Bill Cutler, has resigned from the board. Mr. Cutler was with the board for over twenty years and will be greatly missed!
- Seniors celebrated both July and August birthdays via luncheon.
- Fairlawn Rehabilitation Hospital provided a presentation on acute rehab versus subacute rehab.
- The Senior Center hosted its summer cook *in* on Friday. The event started with games and entertainment via Banjo Joe.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,708 items, received 376 items in transit, and sent 611 items. We requested 465 items and fulfilled 305 hold requests; registered 17 patrons for library cards, and added 62 new items. The most popular book this week is *Lessons in Chemistry* by Bonnie Garmus. We hosted 31 meetings in our conference, study, and tutoring rooms for 72 people including Senator Mike Moore, GSC Board of Directors, and planning for the Small Stones Festival, as well as private work, study, homeschool, and tutoring sessions.

On Thursday, August 17, the Library had a delayed opening at 2 p.m. to provide time for staff development focused on welcoming the teens back at the start of the school year,

training from Blackstone Unlimited Audio, and time for program and department planning. Cynthia, Heidi, Allie, Ranjita, Jane, Allison C, Sarah S, Shawn, Sarah B, Stacie, and Sarah L attended. Debby planned the morning and provided training.

Admin

Beth completed and submitted the ARIS report to the MA Board of Library Commissioners. This annual report collects data to document number of staff, positions and salary ranges; hours open to the public; number of parking spaces; total number of programs, volunteers, reference questions, computer users, and holdings; plus circulation statistics for physical and electronic items, subscriptions and databases. Compliance in hours is required for State Aid. The financial piece is due in October, and requires compliance in allocation and spending to meet State Aid requirements. She attended the construction meeting on Monday afternoon, and met with Lauren Stara from MBLC for a post-occupancy tour of the building on Tuesday.

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, provided coverage for 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 is on vacation, living it up and missed by her team! Jane posted *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, and continued weeding fiction, titles. Ranjita posted the *New York Times* Best Seller List for Nonfiction hardcovers, processed new fiction books, processed ComCat requests, performed the weekly check and processed items for the Library of Things, and processed pending library cards for future patrons. Sandhya managed, ordered and processed CLIO & COMCAT (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; prepped the graphics for the endcap display for September; assisted patrons with room reservations, fax and printing; trained the Friday Volunteer and one of the temps working in Borrower Services on Museum Passes and Room Reservations; updated Museum Pass codes and procedures; sent follow up emails to patrons who are registered for the adult Diamond Art program; wrote an incident report; and prepped projects for the Friday volunteer. Allie fielded patron concerns regarding limited parking during events on the Common and helped patrons find parking; assisted patron with loading Libby app to iPhone and setup for all Massachusetts libraries, providing training; added fiction books to vendor shopping list;

set up new fiction books display and straightened up shelves; worked on the September newsletter, including requesting content from staff members, creating content, and creating graphics, proofreading September's general e-newsletter, adding new patrons to the contact list, and running a report on new patrons interested in receiving newsletters; requested CLIO book (out of network request) for a patron; provided research for Japanese novels for patron placed holds on September Healthy Aging Month's endcap display; reset the Bibliotheca security gate in the lobby twice; ran tests to make sure ConnectGate software is recording books on lobby security gate; updated the Bibliotheca issues tracking sheet; and trained a temp on Borrower Service duties (public computer use, library of things procedures).

Children's Services

This week marked the end of six week of summer reading programming! Sarah assisted with a session of summer Sewing Club, ran a session of Diamond Art program for upper elementary school aged children, a session of Summer Stories, an outreach session of Preschool Storytime at Willard House, and a session of Movie and Perler Beads. She shopped for baby proofing supplies to try to secure the tutoring room doors in the CR and teen room, covered in the Teen Room, assisted patrons, prepared for union negotiations, and assisted and met with staff. Jen ran a session of Book Bingo, made 42 take home kits for Thursday, worked on the September newsletter, updated EventKeeper, made new signage for the CR, assisted patrons, and prepped for fall. Cyndi assisted in running a session of Summer Sewing Camp, hid boxes for box hunt, prepared for her upcoming absence, prepared for union negotiations, assisted and met with staff, and planned upcoming room decorations and bulletin boards. Stacie planned for upcoming book displays, decorated the room, ran a successful Arts & Crafts program, assisted patrons, and updated the STEM Corner.

Teen Services

Allison C. ordered books, sent out a Teen Newsletter, ordered video games, prepared an anime order, and hosted Diamond Art for teens.

Reference Services

Heidi and Eric assisted with circulation, tech and reference questions, and attended the professional development. Heidi worked on collection development and hosted several book club meetings including: the "Not Just for Young Adults" Book group discussion of *Piecing Me Together* by Renee Watson, the Daytimers Book Group discussion of *A Most Intriguing Lady*, by Sarah Ferguson, Duchess of York with Marguerite Kaye, and the GPL Mystery Book Group discussion of *Murder in Chianti* by Camilla Trinchieri. Eric facilitated the Blackstone Audio demonstration at the professional development and worked on display ideas for September.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; added grids to items in Ingram; cataloged new adult fiction and graphic novels; sent in requests for records to the CatCenter; fixed problem items, and helped cover the desk for Borrower Services.

Veterans Services

- Ashley attended Veterans coffee hour in Northborough that was attended by Veterans from across the district.
- Veterans Advisory Committee and Veterans Service Office will start creating application and banner design for a Memorial Day 2024 roll out of Hometown Hero's program in Grafton.
- Partnership began with Quinsigamond Community College to Identify Veterans enrolled from district towns to alert of them of services we can provide.
- PACT Act claim calls have increased due to VA extending deadline to apply and received one year back pay.
- Since 8/7/23 we have contacted 15 Veterans regarding benefits or assistance.

GCTV

Three new monitors have been installed and tested in Conf. Room A. The remaining monitor may be installed next week. (I say may as I will be on vacation until the 28th).

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

September 1st Town Meeting Warrant Articles Due

Upcoming Select Board Meetings

September 5, 2023

September 19, 2023

Upcoming Department Head Meetings

September 20, 2023