



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: September 1, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Offices will be closed Monday, September 4th for Labor Day.

ADMINISTRATION & FINANCE

Finance Director

- Accounting Office is preparing for yearend journal entries. Currently working on Statement of Indebtedness, Cash Reconciliation, Outstanding Receivables, and Snow & Ice Sheet report for DOR.
- Accounting Department is in the process of finalizing all encumbered accounts.
- Attended Grafton Library Union negotiation meeting.
- Conducted Director of Payroll interviews this week.
- Treasurer/Collector position has been filled. Our new Treasurer/ Collector Jessica Messer will be starting October 2nd.
- Completed the annual Mass Cultural Council end of year report.
- Met with City of Worcester Deputy Director and Shared Service Coordinator to go over the Opioid Settlement Fund and discussed next steps going forward.

Treasurer/Collector

- July Cashbook completed and submitted to accounting.
- Motor Vehicle Excise Tax Commitment 4 was due on 8/28.
- Statement of Indebtedness for FY 23 completed and ready to submit to DLS
- Started Year End Cash Recon Report, Outstanding Receivables Report for DLS
- August receivables reconciliation started.
- 6 MLCs generated.

Principal Assessor

- Finished FY 2024 new growth in the Department of Revenue template. Preparing to submit.
- Completed review of Map changes.
- Completed and mailed the FY 2023 supplemental bills for new construction.
- Mailed 155 Personal exemption applications.
- Preparing the FY 2025 chapter land applications. Printed 98 maps to go out with applications.
- Went through all Income and expense returns and entered dates received in Vision for 380 properties in preparation for final notices.
- Processed 18 motor vehicle abatements.
- Processed 1 FY 2024 preliminary real estate abatement due to assessor error.
- Entered 20 deeds.
- Processed 1 abutters list.
- Entered 31 building permits.
- Inspected 2 new construction properties.
- Performed 7 permit inspections.
- Performed 46 cyclical inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

420 log entries were made including 75 - 911 calls, 4 motor vehicle accidents, 22 alarm calls, 25 ambulance calls, 4 animal complaints, 6 arrests, 119 business/area checks, 8 disturbance calls, 2 fraud/identity theft complaint, 89 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 "*Safety Tips for Kids While Walking to School.*"

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 and I attended an RECC meeting with Westborough town officials and a State 911 representative to discuss next steps towards a regionalized dispatch.

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.

Given the ongoing concerns with COVID-19, including an increase in COVID-19 cases across the country currently and at least one new variant of concern identified in the US, 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.

In addition, individuals are strongly encouraged to get vaccinated and to get the newer 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.

Tick season and mosquito season are still here, so the BoH reminds everyone to take proper precautions.

Seasonal flu vaccines will soon be available at pharmacy locations such as CVS and Walgreens.

DEVELOPMENT SERVICES

Building/Zoning

The building department has been issuing building, electric, mechanical, gas and plumbing permits.

Planning

- Fall TM zoning article finalization/logistics
- Regional Waste Action Plan meeting with other member communities
8/14 PB Meeting follow up

- 8/28 PB Meeting and follow up
- 9/11 PB Meeting Prep
 - Application processing and ongoing assistance to current/pending applicants
 - Vetting and addressing many inquiries from the public
- Construction project management and condition compliance reviews
 - Permit drafting
 - Website and social media updates
 - Office organization and administrative updates

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

- Ferry Street Courts opened last week, and have been busy with foot traffic! Shoutout to Daryl Roberts and the Parks and Cemeteries crew for helping get everything up and going!
- Next Recreation Commission meeting is Monday, 9/11 at 7 pm in the Recreation Office in the Municipal Building.
- We have a vacancy for a position on the Recreation Commission. This a three-year term. Please contact recreation@graffton-ma.gov for more info and to apply.
- Grafton Rec is looking for a logo that we can use for our department. This logo will be used for many different things moving forward, including department marketing materials, event shirts, etc. We are accepting submissions for artwork for our new and exciting logo!

Here's how it works:

- All artwork (either freehand drawn, computer created, etc.) will be submitted directly to the office at the Grafton Municipal Building from September 1st-September 15th or via email to Recreation@graffton-ma.gov.
 - The Rec Department staff will then choose the top 3 entries.
 - The top 3 will participate in a vote. This will be through likes and shares through our Social Media pages from September 19th-28th.
 - The winner will be announced on Friday, September 29th via social media. The top design will be sent to our local graphic designers for some small changes, and that will be our new logo! The winner will receive a prize from the Rec Department as a congratulations and thank you for your contributions!
- Events Coming Up:
 - Collectibles Fair- Saturday, 9/9 10a-3p in the Municipal Center Gym- Collectibles at the fair will consist of coins, comics, records, cards (fantasy and sports), sports memorabilia, toys and more. This is a FREE event!

- Fall Festival- Sunday, 10/15 11a-3p on the Common- Scarecrow Making, Pumpkin Painting, inflatables, and more! This is a FREE event!
- Friendly Trick or Treat- Wednesday, 10/25 from 3-4pm. Ages 5 and under invited!

Council on Aging

- Health & Wellness Fair vendors were provided table number assignments, check in information and flyers to distribute for the event.
- A Grafton Senior Center team was formed for the Walk to End Alzheimer's on October 1st in Worcester. Currently, raffle tickets are being sold for four \$25 gift cards to Cancun's Restaurant at the Senior Center to raise money for the walk.
- Caregiver support group was held.
- SHINE appointments were held to assist seniors with their insurance needs.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,385 items, received 708 items in transit, and sent 566 items. We requested 455 items and fulfilled 351 hold requests; registered 20 patrons for library cards, and added 75 new items. The most popular book this week is *Five Star Weekend* by Elin Hilderbrand. The Library will close Saturday, September 2, though Monday, September 4, 2023 for the Labor Day weekend.

Admin

This week we began transitioning over from Google Suite and Gmail to Office 365 and Outlook, which was challenging timing as we are still operating in crisis mode from the flood, and we have many teens and tweens returning as it is the first week of school. IT met individually with staff to train and test new procedures for accessing email on a rolling basis, and email and email discussion was unavailable from late Monday through Thursday, resulting in delays in communication and inability to perform basic functions of our jobs.

We were delighted to welcome students back on their first day of school; they were generally polite, friendly and well-behaved. Beth met with two Trustees to review security camera footage of the flood on August 18. She updated the incident report, reached out to a company for underground drain maintenance, and drafted a Flood Procedure. She met with staff, including a staff meeting and department head meeting, participated in the Union contract negotiation meetings with union representation and town officials, and attended the meeting of the Board of Library Trustees on Wednesday evening. Beth corresponded with people regarding meeting room reservations, updated the calendar and approved requests, made updates to the Procedures Manual, website, and event calendar, and reviewed and submitted bills.

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, and worked on payroll, scheduling, social media, and tasks for the Board of Library Trustees including communications prior to, and attending the meeting Wednesday evening to take notes.

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 submitted orders for graphic novels and manga, adult fiction, large print adult fiction, and DVDs; checked CWMars top titles against the collection; added patron requests to future orders; took down August endcap and graphic novel displays; created signage and pulled titles for the September endcap and graphic novel displays; and reviewed industry newsletters to add upcoming titles to purchase lists. Jane posted the *New York Times* Best Seller List for print and audio fiction and recommended titles for purchase, continued weeding fiction, corrected patron records with the wrong home library, processed pending library card applications, and prepared graphics and collected material for the staircase display honoring Hispanic Heritage Month (September 15-October 15). Ranjita posted the *New York Times* Best Seller List for print and audio nonfiction and recommended titles for purchase, processed ComCat requests, processed pending library card applications, performed a routine check of the Library of Things, and processed collection items. Sandhya managed out of network requests for materials, cleared expired holds from the hold shelf and followed up with patrons, worked on interlibrary loans and followed up with patrons, set up an endcap display for September for Banned Books, and worked on the home delivery service, including ordering items, making calls, processing holds, and arranging temporary delivery for a new patron. Allie processed pending library card applications, set up Google TakeOut for file backup, organized flood photos and shared with staff, communicated with the Friends of the Library coordinator about setting up tables for donations, created signage and set up an endcap display for September for Health Aging Month, and worked on the newsletter, including adding new contacts, creating content and creating graphics, and proofreading and editing content.

Children's Services

This week the Children's Room worked hard to reset and clean the room to prepare for reopening next week.

Teen Services

This week was the first week back to school and we had more than 50 different teens come to the library this week. They are excited to be back and we are evening have teens come in the early evening after the late buses. Teens are signing a slightly modified behavior contract to provide more points of contact. Sarah put out puzzles and games and ran a pop-up afternoon movie for teens. Allison entered all the new contract

information into a new spreadsheet; attended multiple meetings this week including a union contract negotiation, department head meeting, and a check in with Beth. Sarah S emailed volunteers and ran Manga Club. Shawn has been greeting teens, having them sign contracts, and overseeing the room.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi hosted the "Reads Well with Others" Book discussion of *Leaving Coy's Hill*, by Katherine A. Sherbrooke and the Inspirational Book Group and Guided Meditation discussion of *You: the Story*, by Ruta Sepetys and worked on collection development and event PR. Eric prepared a staircase display featuring cozy books for the fall, prepared new bookend displays for September, and meet with a Blackstone Audio vendor.

Technical Services

Cynthia ordered new books and unpacked items as they arrived; added grids to items in Ingram; cataloged new adult fiction, nonfiction, and DVD; fixed problem items; covered the desk for Borrower Services; set up my email after the transfer from Gmail to Outlook; and attended the staff meeting and union negotiations meeting.

Veterans Services

- Assisted Shrewsbury Cemetery Division to request a grave marker for unmarked Civil War Veteran.
- Gathered picture of Veteran Monuments around the district to have as scrolling pictures on new CMVSD website that will be live around October.
- VA Claims Filed, 3 new grave markers, 5 disability claims, 1 expense reimbursement and 3 claims related to Veterans non-service connected pension claims.
- CH115 across district, One new Veteran added to Shrewsbury. One Veteran Removed from Benefit due to moving into Nursing home. One Veteran moving from Residential Rehab Setting to his own apartment.

GCTV

The last of the new monitors in Conference Room A has been installed, tested, and approved for use. Thanks go out to our Vendor Ockers Corporation and the team at Bob Berger Metal Fabrication for their help with the mounting brackets.

School has started, and Sophia Kling recorded her first BSW report of the Fall. Ben Clements and Sophia have recorded new station I.D.'s for all three channels. Ben Clements has taken over the role of Interim Assistant vacated by Bridget Caya when she went off to college.

We may have crossed the finish line as related to the audio issues on Charter/Spectrum. All three channels now display matching audio levels and are a near match for broadcast television.

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
September 5, 2023 & September 19, 2023

Upcoming Department Head Meetings
September 20, 2023