



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: September 8, 2023

Town Administrator

- Attended Select Board meeting
- Held check-ins with department heads to discuss daily operations and ongoing projects
- Met with Recreation Director to discuss facilities and upcoming events
- Attended two demonstrations for Town Meeting Clickers
- Selected a provider for Town Meeting Clickers
- Continued prep work for Town Meeting

ADMINISTRATION & FINANCE

Finance Director

- Accounting Office is working on year-end journal entries. In the process of completing: Statement of Indebtedness, Cash Reconciliation, Outstanding Receivables, and Snow & Ice Sheet report for DOR.
- Accounting Department has finalized all General Fund, Sewer, and CPA encumbered accounts.
- General Fund, Sewer, and CPA encumbered budgets have been uploaded into Vadar.
- Treasurer/Collector position has been filled. Our new Treasurer/ Collector Jessica Messer will be starting October 2nd.
- Continue to work on year end reconciliations.

Treasurer/Collector

- Statement of Indebtedness for FY 23 submitted to state DLS.

- Continuing to work on Year End Cash Recon Report, Outstanding Receivables Report for DLS
- Finishing final FY23 receivables reconciliation with Accounting
- 5 MLCs generated

Principal Assessor

- Cleaned up FY 2023 new growth spreadsheet and copied into Department of Revenues new template in Gateway.
- Submitted FY 2024 new growth into Department of Revenue Gateway.
- Corrected sales codes from LA 3.
- Reviewing Map change deliverables.
- Took in 21 Personal exemption applications.
- Processed 4 motor vehicle abatements.
- Entered 9 deeds.
- Processed and printed August sales report.
- Processed and mailed 37 August Sales Verification Questionnaires.
- Processed 1 abutters list.
- Entered 18 building permits.
- Performed 4 permit inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

396 log entries were made including 77 - 911 calls, 8 motor vehicle accidents, 14 alarm calls, 38 ambulance calls, 0 animal complaints, 7 arrests, 82 business/area checks, 7 disturbance calls, 2 fraud/identity theft complaint, 60 motor vehicle stops and 11 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 "What is a Neighborhood Watch and How to Form One."

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 CEMLEC SWAT training. Deputy Minardi and I met with Grafton Job Corps staff to discuss law enforcement response to active shooter/intruder incidents on their campus. MA State Police and Shrewsbury Police also attended.

Fire Department

The Fire Department responded to 16 calls for service this week, 1 Cooking Fire, 1 Medical assist, 1 Motor Vehicle Accidents, 1 Assist Police, 1 Public service, 1 Flooding assessments, 1 Hazardous Material Investigation, and 9 Alarm Investigations.

The department would like to welcome Steven Flanagan to our team. Mr. Flanagan has been appointed to Station One as an Auxiliary Firefighter.

The Fire Department is still in need of more Call Firefighters and is actively recruiting to help fill these vacant positions.

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

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 are now 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

- Whitney Park Plan follow up logistics
- Grant reporting
- Fall TM zoning logistics
- 8/14 & 8/28 PB Meeting and follow up
- 9/11 PB Meeting Prep
- Decision/permit drafting
- 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 reorganization and administrative updates

We have a vacancy for our Planning Board Associate Member. Please contact planningdept@grafton-ma.gov if interested.

Conservation

- Prepared for, attended, and issued documents from Commission's 9/5 meeting
- Reviewed applications for Commission's 9/19 meeting
- Attended webinar about preparing for site walks for wetlands permits
- 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

- 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@grafton-ma.gov for more info and to apply.
- Our Sponsorship Campaign is up and running! Any interested parties in becoming a sponsor for our events should contact the office at 508-839-8507 or at recreation@grafton-ma.gov.
- 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@grafton-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!
 - Amazing Turkey Challenge- 11/18 10 am- Are you up for the challenge? Gather your team to drive around Grafton to points of interest. Complete a different challenge at each stop. Who will be the winner? Register at <https://tinyurl.com/turkeyrace23>

Council on Aging

No Report Submitted

Library

This week we circulated 2,264 items, received 524 items in transit, and sent 604 items. We requested 511 items and fulfilled 424 hold requests; registered 15 patrons for library cards, and added 141 new items. The most popular book this week is The Five-Star Weekend by Elin Hilderbrand. We hosted 25 meetings in our conference, study, and tutoring rooms for 139 people including Friends of the Grafton Library Back to School Book Sale, Small Stones Festival planning, and Girl Scout leaders, as well as private work, study, homeschool, and tutoring sessions.

The Library was closed Monday, September 4, 2023 for the Labor Day holiday.

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, 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 prepared the ARIS, circulation statistics, and circ narrative for August; placed an order of CD audiobooks; ran Evergreen reports for lost, transit, and missing items for August; sent August's OverDrive MARC records to CWMars; pulled materials for Crescent Manor and made the monthly visit; ordered items for next month's Crescent Manor visit; checked CWMars top titles against the collection; reviewed industry newsletters to add upcoming titles to purchase lists; and corresponded with volunteer applicants and staff coordinators. Jane posted the New York Times Best Seller List for print and audio fiction and recommended titles for purchase; corrected patron records with the wrong home library; collected items with alerts from invalid RFID tags; collected items with alerts from old displays; and continued weeding fiction. Ranjita posted the New York Times Best Seller List for print and audio nonfiction and recommended titles for purchase; performed the monthly AED and first aid kit checks; processed ComCat requests; processed pending library card applications; performed a routine check of the Library of Things; and set up a September endcap display for "Positive Thinking Reads". Sandhya managed out of network requests for materials; cleared expired holds from the hold shelf and followed up with patrons; worked on the home delivery service, including ordering items, making calls, processing holds, and coordinating volunteers; worked on interlibrary loans and followed up with patrons; sent a reminder email to Adult Diamond Art Program participants about the next session in September; processed incomplete ComCat requests and followed up with lenders; and set up a September endcap display for banned books. Allie has been out so far this week. We miss her!

Children's Services

This week the Children's Room opened back up to the public for the first time since the Library's flood in August. Children's Room staff welcomed families, assisted patrons, and shelved numerous children's materials. Families were happy to be back and are eagerly awaiting the return of library programming!

Teen Services

Allison worked on book orders, figuring out the new email through Outlook, and organizing the teen office. Sarah S contacted presenters about rescheduling programs, checked in new titles, shelved books, and coordinated with volunteers. Shawn has been greeting teens, having them sign contracts, and overseeing the room.

Reference Services

Heidi assisted with tech and reference questions as well as circulation. She also worked on collection development, program planning, and statistics.

Technical Services

This week I ordered new books and unpacked items as they arrived. I cataloged new DVDs and Young Adult books. I worked on fixing problem items. I helped over the desk

for Borrower Services. I ran reports to gather statistics for my monthly report and wrote my monthly narrative for August.

Veterans Services

There has been an increase in calls regarding housing assistance and benefits available to Veterans in assisted living or nursing homes. We distribute info for other state benefits available and give family member's options to apply for VA assistance.

- Ashley Registered for Veteran Mediation training hosted by the EOVS
- VA Claims Filed 6, 1 Gravestone Marker request.

GCTV

Sophia Kling and Ben Clements continue to record their weekly segments for BSW and Weekly Sports Recap. Ben Clements is currently in training to cover School Committee meetings and other events as they appear on the calendar.

Bill continues to hear from local bands who are interested in recording sessions in our studio. The newest band will be Dock 10, they will be in studio this October.

Ken Grew stopped by the studio to ask why the Closed Captioning wasn't active in Conference Room A the other night. (Select Board). To be clear the monitors in the room are just that, monitors. They do not provide the LIVE broadcast, so they will never display the CC a viewer would experience at home or on the rebroadcast.

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 19, 2023

Upcoming Department Head Meetings
September 20, 2023

Fall Town Meeting
October 16, 2023