



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: September 15, 2023

Town Administrator

- Met with Finance Director for weekly updates
- Attended ARPA Committee meeting to review the project list and discuss mental health programs
- Met with department heads to discuss daily operations and ongoing projects
- Attended demonstration for aerial imagery with Principal Assessor
- Attended MMA Energy and the Environment Policy Committee meeting
- Attended IT Committee meeting with IT contractor
- Attended MMMA conference in Wrentham with Assistant Town Administrator
- Received report of Senior Center Office Hours held by Select Board Assistant

ADMINISTRATION & FINANCE

Finance Director

- Accounting Office is finalizing year-end journal entries. In the process of completing: Cash Reconciliation CP-1 and CP-2, report for DOR. Completed: Statement of Indebtedness, Outstanding Receivables, and Snow & Ice Sheet report for DOR.
- Attended ARPA Committee Meeting. Agenda included reviewing project list, and Stopit Mental Health Solutions. Next meeting is scheduled for December 4, 2023.
- Met with MIIA Executive Account Manager to review schedule of locations to ensure all Town owned property is properly insured.
- Treasurer/Collector Jessica Messer stopped by the Municipal Center this week to have lunch with the Finance Team. Our new Treasurer/ Collector Jessica Messer will be starting October 2nd.
- Attended Library Union Negotiations.

- Attended Balance Sheet Training. Training went over DOR reporting requirements and Balance Sheet checklist.
- Accounting Department has started on FY25 salary projections and Schedule A reporting.
- Director of Payroll & Benefits position has been filled. Kristen Pasacane will be joining the finance team on October 2nd.

Treasurer/Collector

- Treasurer's Year End Cash Report for DLS completed and ready to submit to state.
- Files for Real Estate and Personal Property Q2 Billing prepared and sent to bill printers.
- Files for Excise Commitment 3 Warrants prepared and sent to deputy.
- Files for Excise Commitment 4 Demands prepared and sent to deputy.
- Finished final FY23 Year End Receivables Reconciliation with Accounting. Ready to submit to State DLS.
- 10 MLCs generated

Principal Assessor

- Worked with Bishop and Associates on FY 2024 interim adjustments for residential & commercial/industrial values and working on the LA3 for submission to the Department of Revenue.
- Reviewed and updated chapter land list in preparation for mailing of applications.
- Prepared and mailed 140 second notices for Income & Expense returns.
- 1 Supplemental real estate abatement inspection
- Processed 4 motor vehicle abatements.
- Entered 5 deeds.
- Processed 1 Abutters request.
- Entered 22 building permits.
- Inspected 1 new construction property.
- Performed 5 permit inspections.
- Performed 15 cyclical inspections.
- Took in 17 Real Estate Exemption applications.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

428 log entries were made including 85 - 911 calls, 7 motor vehicle accidents, 28 alarm calls, 28 ambulance calls, 2 animal complaints, 3 arrests, 117 business/area checks, 7 disturbance calls, 0 fraud/identity theft complaint, 55 motor vehicle stops and 5 well-being checks.

3 License to Carry Firearms (LTC) applications were received this week. Chief's Column posted on "Child Passenger Safety Week is September 17-23 - The Grafton Police Department Reminds Parents and Caregivers to Keep Kids 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 and I met with the ACOs from Westborough and Shrewsbury to inspect the old dog pound building located on Millbury St. at the entrance to the brush dump. We also attended a meeting with Advocates clinicians and representatives from the Millbury and Sutton Police Departments to review the monthly statistics for the Jail Diversion Program. Also met with Eastland Partners at 116 Upton Street for a traffic mitigation review for the proposed residential development. I met with the Planning Director to review the Whitney Park traffic calming proposals.

Fire Department

No Report Submitted

Department of Public Works (Including Engineering, Cemetery & Sewer)

Please contact the DPW Office to report any potholes, tree issues, or other roadway issues. **Please see the town's website for information on the towns new Household Hazardous Waste Disposal Program.** The Brush dump is open weekdays 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 ongoing loaming and seeding and driveway work, expect travel delays for the next several months. Subsurface borings will be starting on George Hill Road; these will assist the engineer with ledge identification. Design of a sidewalk from Old Westboro Road and North Street to Stonegate Circle is underway with ARPA funds being used for the project. Letters of intent for needed easements associated with the Millbury Street sidewalk project will be sent out to affected properties over the next few weeks, as the design is nearly complete.

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 3 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. The Sewer Department participated in the USEPA required QA/QC testing of the towns wastewater lab had 100% acceptable reported results.

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 newly updated COVID-19 vaccine (if they are eligible).

For the latest information on the COVID-19 vaccines and boosters, including 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. Grafton was recently put into the Moderate risk level for EEE.

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 with GFD & GPD
- Grant reporting for Community Planning Grant
- 9/11 PB Meeting follow up
- 9/25 PB Meeting prep
- Decision/permit drafting
- Application processing and ongoing assistance to current/pending applicants
- Vetting and addressing public inquiries
- Construction project management and condition compliance reviews
- Website and social media updates

- Housing Production Plan draft review
- 9/14 AHT Meeting and follow up
- Office reorganization
- Priority Development Area data collection for MetroWest 495 Partnership
- Independent research projects for the Planning Board, the public, etc.

Conservation

- Issued documents from Commission's 9/5 meeting
- Reviewed applications for Commission's 9/19 & 10/3 meetings
- Continued gathering data for Green Communities annual report & began final report for close out of current grant round
- 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

- We have a vacancy for a position on the Recreation Commission. This has 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 Logo Department is moving forward to stage 2. 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:
 - 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:
 - 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

- Van reports were completed for the month of August. The WRTA provided 263 rides, GSS 200 rides and MiniVan 93 rides.
- Elder Attorney Carolyn Spring provided office hours for seniors with legal needs.
- Grief Support Group was held by Outreach Coordinator Lisa Kelley.
- Seniors enjoyed a fun Out to Lunch outing at the Rome Restaurant in Franklin, MA.
- Participated in the Friends of Grafton Elders monthly meeting.
- Participated in the COA Board monthly meeting to provide an update on current and future activities as well as goals for next year.
- Plans were finalized for next week's Health & Wellness Fair.
- The October calendar was finalized and October's issue of the Senior Gazette was submitted to be printed.
- Wellness checks, support, advocacy, and guidance was provided to seniors daily.

Library

This week we circulated 2,400 items, received 660 items in transit, and sent 662 items. We requested 516 items and fulfilled 492 hold requests; registered 20 patrons for library cards, and added 127 new items. The most popular book this week is The Five-Star Weekend by Elin Hilderbrand. We hosted 35 meetings in our conference, study, and tutoring rooms for 150 people including Friends of the Grafton Public Library, Small Stones Festival planning, Democratic Town Committee, Grafton Girls Softball, GPL union negotiations, Girl Scouts, GSC Board of Directors, as well as private work, study, homeschool, and tutoring sessions.

Admin

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. She prepared for the upcoming Board of Library Trustee meeting, worked on the State Aid financial report, prepared new policies to share with staff and post to the Library's website, and attended the Union negotiation meeting. She shepherded two programs – Grafton Ukulele Musicians and Eric the Plant Guy's Happy Harvesting program. She covered public service desks all day on Tuesday in Borrower Services, Children's, and Young Adult due to a staffing shortage. She sent hire letters to two temp staff candidates.

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.

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 processed new DVDs and updated displays; ordered requested e-book and e-audio titles; checked CWMars top titles against the collection; reviewed industry newsletters to add upcoming titles to purchase lists; corresponded with volunteer applicants and staff coordinators; placed an order of music CDs; contacted volunteers about skills and interest in a project for the Director; processed new adult fiction and large print fiction. 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; processed pending library card applications; and continued weeding the fiction collection. 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; and performed a routine check of the Library of Things.

Sandhya managed out of network requests for materials; worked on interlibrary loans and followed up with patrons; 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; attended the MLS webinar "Who to Ask? ILL and Delivery"; prepared the October endcap display; sent reminders to program registrants for Monday and Tuesday programs; hosted the second session of the Diamond Art program for adults; hosted the daytime Unplug with Art program for adults; and prepared for adult programming in November. Allie set up Outlook email signature; emailed a patron about ordering large print book; proofed September events in the September newsletter; removed June New Fiction books; organized the New Fiction display; printed the events calendar and endcap display posters.

Children's Services

This week the Children's Room saw so many families coming to enjoy the space and meet up for play dates. Sarah helped cover in the lobby since we were short staffed on Monday, represented the Library at NSS's curriculum night for 2nd and 3rd grades, met with the town to negotiate the GPL Union's contract, planned for upcoming outreach visits, worked on collection development, submitted August statistics and narratives, coordinated with local schools, chatted with patrons about upcoming programming, met with staff, and coordinated with Debby to be sure the CR schedule was up to date. Jen represented the Library at NSS's curriculum night for 4th and 5th grades, worked on the CR newsletter, updated EventKeeper, chatted with patrons about upcoming programming, worked on lesson plans for upcoming programming, and assisted patrons. Cyndi worked on a classroom set of black bird puppets for Toddler Time, met with the town to negotiate the GPL Union's contract, and caught up on email. Stacie represented the Library at MSES's curriculum night, decorated the room for fall, chatted with patrons about upcoming programming, planned upcoming displays, and assisted patrons. Kristin worked with schools to begin planning for Grafton History Day.

Teen Services

Allison finalized stats, attending multiple meetings, completed a book order, and attended the Grafton Middle School Open House. Sarah S organized end cap display stickers; tallied Tween program responses; alphabetized new behavior contracts and shredded old ones; changed displays over to Hispanic and Latinx Heritage Month, deaf characters, and sign language display, noting titles with deaf or hearing-impaired characters to add to the collection. Shawn completely reorganized the Maker Space cabinets and drawers, making room for additional items gifted from the Children's Room.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation. Heidi also hosted the "Not Just for Young Adults" Book discussion of *The Memory Thief* by Lauren Mansy, worked on collection development and event PR. Eric ordered new books for the non-fiction collection, shifted around part of the non-fiction collection to make more space, and performed collection maintenance.

Technical Services

This week, Cynthia ordered new books and unpacked items as they arrived; cataloged new audiobooks, video games, adult fiction, and children's books; added grids to items in Ingram; fixed problem items; and helped cover the desk for Borrower Services.

Veterans Services

Tuesday was the District meeting with all four towns. We discussed reapplying to operate as a Veterans district and began collecting required memo's from the towns. We also discussed best practices for Veterans Services and ideas for outreach opportunities.

- Jeff will attend a Veterans Breakfast as speaker in Westborough 9/16/23.
- VA Claims Filed 5, 2 Gravestone Marker request.

GCTV

Sophia Kling and Ben Clements continue to record their weekly segments for BSW and Weekly Sports Recap. Ben Clements covered his first School Committee meeting and performed well. Nice job Ben!

Training has begun on our new equipment which will give us a true 3 camera shoot capability for Town Meeting. There are some behind the scenes technical task that need to be completed before we can roll out our new Town Meeting product.

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 and October 10, 2023

Upcoming Department Head Meetings
September 20, 2023

Fall Town Meeting
October 16, 2023