



MEMORANDUM

OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Evan Brassard
Town Administrator

RE: Administrator's Weekly Report

DATE: October 13, 2023

IMPORTANT NOTICES TO ALL DEPARTMENTS

- Town Meeting, Monday Oct 16th 7:00 PM Grafton High School

Town Administrator

- Held monthly Department Head meeting, reviewed departmental projects and upcoming Town Meeting.
- Met with various heads to review ongoing projects.
- Attended remote meeting for the Energy and Environment Policy Committee.
- Held Senior Center Office hours, discussed several concerns with senior residents.
- Attended Town Meeting Logistics Meeting.
- Attended Worcester Health Alliance Business Plan Meeting.
- Met with library staff regarding leave of absence for Library Director.
- Pursued options for Interim Library Director position.
- Met with Representative Muradian and Department of Transportation staff regarding electronic sign board location.

ADMINISTRATION & FINANCE

Finance Director

- In process of completing EOY School report Schedule 1 & Schedule 19.
- Started working on the Tax Rate recap. Entered local receipts, and town meeting certifications.
- Will start working on updating our 5-year forecast, project will be completed at end of month.
- Currently working on July and August cash and trust fund reconciliation.
- Currently working on July, August, September receivable reconciliation.

- Accounting Department is continuing to work on FY25 salary projections and Schedule A reporting.
- Met with Asure on Time & Attendance. Working on updating Grafton profile to add it pay codes and rates to cross check against payroll that's submitted in Harpers Payroll. Will continue working with the Director of Payroll & Benefits on a check and balance between our departments when processing payroll.
- Participated in the Local Inspector interviews.

Treasurer/Collector

No Report Submitted

Principal Assessor

- Worked with the Finance Director on the Tax Rate recap and overlay.
- Worked on Solar Field abatement refunds to turn over to the Treasurer/Collector for processing.
- Working on chapter land roll back estimate.
- Preparing chapter land lien letters.
- Processed 1 FY 2023 supplemental real estate abatement.
- Processed 2 motor vehicle abatements.
- Entered 6 deeds.
- Took in 10 personal exemption applications.
- Entered 39 building permits.
- Performed 4 permit inspections.
- Performed 24 cyclical inspections.

Town Clerk

No Report Submitted

PUBLIC SAFETY

Police Department

404 log entries were made including 69 - 911 calls, 7 motor vehicle accidents, 12 alarm calls, 31 ambulance calls, 6 animal complaints, 2 arrests, 140 business/area checks, 5 disturbance calls, 2 fraud/identity theft complaints, 38 motor vehicle stops and 10 well-being checks.

9 License to Carry Firearms (LTC) applications were received this week. Social media information was posted on "*October is Domestic Violence Awareness Month.*" Day shift officers along with GFD and EMS personnel assisted with a Life Flight / K9 drill at the Tufts University Veterinary School. The exercise simulated Life Flight delivering an injured K9 to the Tufts Vet hospital for treatment under Nero's Law.

Officers received legal updates on current court decisions and other roll call notices including Worcester County District Attorney's Office, Commonwealth Fusion Center, Commonwealth Critical Infrastructure Program (CCIP), New England State Police Information Network (NESPIN) and Worcester Police Tactical Analysis Reports.

Officers also attended MPTC in-service training held at the Boylston Police Academy or online. Mandatory classes include Legal Update, Rules of the Road, Reports and Testimony, Officer Wellness: We Are What We Do, and Peace Officer Standards and Training (POST) Commission training.

The last group of officers received orientation and qualification training for new service issue sidearms. We would like to thank the North Grafton Fish, Game & Bird Club for the use of their range. Deputy Chief Minardi and Officer Lyver attended Taser Instructor Recertification training.

Fire Department

No Report Submitted

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

Public Works: Please contact the DPW Office to report any potholes, tree issues, or other roadway issues. **Please see the town's WEB site for information on the towns Household Hazardous Waste Disposal Program.** The Brush dump is open daily and on 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. Sub surface borings have been completed 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 have sent out to affected properties.

Highway Department: Routine Operation and maintenance of town owned infrastructure and equipment. The department continues construction projects, repairs from heavy rains, street sweeping, catch basin cleaning, line painting and conservation land 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 5 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.

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 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. The new RSV vaccine is also available at pharmacy locations for eligible individuals.

DEVELOPMENT SERVICES

Building/Zoning

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

Planning

- 10/12 PB Meeting prep
- 10/23 PB Meeting prep
- Town Meeting prep
- 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
- Master Plan Workshop coordination/preparation with MPWG and staff
Office reorganization/filing
- Independent research projects for the Planning Board, the public, etc.
- HPP Workshop coordination
- Long-range project next steps/coordination
- Draft Fisherville Mill Dam RFP for review
- Meeting with Planning Consultant
- Department Head Meeting

Conservation

No Report Submitted

COMMUNITY SERVICES

Recreation Department

- The Recreation Department, with support from ARPA funds, is engaging in a Recreation Facilities Strategic Plan. This plan is highlighting 6 of our current recreational assets, and will highlight current and future needs, recommendations, and short term and long-term capital planning to improve these facilities. The first step in the process is resident feedback. Survey is open until 11/1/23. Link to the survey: <https://www.surveymonkey.com/r/GL2JBWZ>
- 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.
- We are always looking for volunteers to help us with our events! Please contact us at 508-839-8507 or Recreation@grafton-ma.gov for more info.
- 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>
 - Grafton Celebrates the Holidays- Sunday 12/3- Starts with the Craft Fair at the Municipal Center Gym 10 am-3 pm, also Frosty Stops from 12-4pm

Council on Aging

No Report Submitted

Library

This week we circulated 1,969 items, received 495 items in transit, and sent 517 items. We requested 437 items and fulfilled 402 hold requests; registered 11 patrons for library cards, and added 138 new items. The most popular book this week is *The Richest Woman in America: Hetty Green in the Gilded Age* by Janet Wallach. We hosted 24 meetings in our conference, study, and tutoring rooms for 138 people including GPL Capital Campaign and Small Stones Festival Planning, as well as private work, study, homeschool, and tutoring sessions.

The Grafton Public Library was closed Monday, October 9, 2023 in observance of Indigenous People's Day.

Building Update

The Children's Room and Community Rooms remain closed as we await reconstruction of walls and replacement flooring from flood damage in August. ServPro completed their demolition work over a week ago and we are waiting on our insurance to give the go-ahead for reconstruction crews to begin. Thank you to everyone for your patience and understanding.

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. She communicated with Town Administration, trustees, and staff to facilitate communication and develop plans to keep things running smoothly, and attended to numerous tasks to keep things moving forward in various areas in Beth's absence.

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 put out new adult fiction and graphic novel titles for October; reviewed industry newsletters to add upcoming titles to purchase lists; corresponded with volunteer applicants and staff coordinators; ordered requested e-book and e-audio titles; placed an order of music CDs; ran Evergreen reports for lost, transit, and missing items for September; prepared a third adult fiction order for October; worked with staff on shelving adjustments in media and graphic novels; and created bookmarks for circulation desks. 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 and alerts from old

displays; processed pending library card applications; continued weeding adult fiction; and assisted a patron with A/V issues. 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 and followed up on open issues; worked on interlibrary loans and followed up with patrons; cleared expired holds from the hold shelf and followed up with patrons; planned for and tested adult programming options for November and December; processed museum pass renewals and reviewed upcoming expiration dates; worked on the home delivery service, including processing holds, coordinating volunteers, and registering a new patron; and prepared for next season of the seed library to reopen in March or April of 2024. Allie edited room use reservations sheet; planned, requested materials, and created display graphics for November's Native American Heritage Month staircase display; contacted a patron about a problem with holds notices not automatically generating; performed; troubleshooting on the receipt printer; helped a patron find a cancelled title on their account; gathered content for the November newsletter; and recorded statistics for 7-day bestsellers.

Children's Services

The Children's Room staff continues working out of the temporary CR space while we await repairs to damaged sustained in the August flood. They continue to field questions and concerns from the public ranging from sympathetic understanding to frustration about the closure of the Children's Room, our current programming hiatus, and the temporary suspension of the Friends of the Grafton Public Library's book sale. At this time, the timeline of the project continues to be unclear, making it challenging to alleviate the concerns of the public.

Teen Services

Allison attended the department head meeting, coordinated with other departments in regards to Beth's absence, worked on a book order, and teen program planning. Sarah S helped teens set up the switch, performed readers' advisory, checked in new YA fiction, and coordinated with teen volunteers. Shawn interacted with teens and provided supervision in the Teen Room during after-school hours.

Reference Services

Heidi and Eric assisted with tech and reference questions as well as circulation, room reservations and museum passes. Heidi also hosted the "Not Just for Young Adults" Book Group discussion of *The Downstairs Girl*, by Stacey Lee and worked on a grant and event PR. Eric also performed collection maintenance and new book ordering for the non-fiction collection.

Technical Services

This week, Cynthia ordered new books and unpacked items as they arrived; cataloged new adult fiction, graphic, and YA books; added grids to items in Ingram; worked on fixing problem items; sent in requests for records to the CatCenter; worked on fixing

problem items; attended the staff meeting; and covered the desk for Borrower Services.

Veterans Services

- Central Mass Veterans District has been approved to continue as a district by all four communities.
- District meeting Thursday began planning FY25 budget for the district and discussed updated CivicEngage Website layout.
- Veterans Day planning is underway across the district.
- Week of Oct 23-27th VSO's will be attending State Veterans Services training in Leominster. Offices will be closed. Available by phone.
- VA Claims filed, 4. No new burial claims.

GCTV

Sophia Kling and Ben Clements continue to record their weekly segments for BSW and Weekly Sports Recap.

Set up and testing continues on the new broadcast equipment for use at Town Meeting. The potential of the system is amazing. Once setup and final tests have been completed the equipment will be left in place and locked in a secure room.

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
October 24, 2023