

Justin Paré, President
John Simmons, Vice President
John Costello
Daniel Donovan
Mark Gould, Jr.



Darius Gregory
Andrew Shanahan
Andrea Slobogan
Patricia St. Pierre

Town of North Attleborough

TOWN COUNCIL

43 South Washington St, North Attleboro

Phone: (508) 699-0100

PUBLIC MEETING

MAY 13, 2024 at 7:00 PM

TOWN HALL LOWER-LEVEL CONFERENCE ROOM

43 South Washington Street

I. Pledge Of Allegiance

II. Approval Of Minutes

- a. Approval of Town Council Minutes of April 22, 2024

III. Town Councilor Community Announcements

IV. Town Manager's Report

[TOWN MANAGER'S REPORT](#)

V. Resident And Community Comment

VI. Confirmations

- a. Measure 2024-111-Confirmation of Bryan Flynn to the Conservation Commission

Documents:

[MEASURE 2024-111-CONFIRMATION OF APPOINTMENT OF BRYAN FLYNN TO CONSERVATION COMMISSION.COMPLETE.SIGNED.PDF](#)

- b. Measure 2024-110- Confirmation of Appointment of Andrew Dubois as Animal Control Officer
- c. Measure 2024-112-Confirmation of Cheryl Butts as the Human Resources Director

Documents:

VII. PUBLIC HEARING

- a. FY2025 Town Annual Budget

VIII. Sub-Committee Reports

- a. Finance

- i. Measure 2024-088- Rescind Borrowing Authorization for DPW 6-Wheel Dump Truck in the amount of \$350,000

Documents:

MEASURE 2024-088-RESCIND BORROWING AUTHORIZATION FOR DPW 6-WHEEL DUMP TRUCK.REVISED.COMPLETE.SIGNED.PDF

- ii. Measure 2024-089- Authorization for the Procurement of a DPW 6-Wheel Dump Truck in the amount of \$350,000 to be funded by FY24 Free Cash

Documents:

MEASURE 2024-089- AUTHORIZATION FOR THE PROCUREMENT OF A DPW DUMP TRUCK IN THE AMOUNT OF 350,000.SIGNED.PDF

- b. Economic Growth & Sustainability

- c. By-Law

- i. Report on the creation of a permanent Town Auditor Committee
 - ii. Measure 2024-084- Authorization to adopt New General Bylaw: Congregate Living Properties- Boarding/Lodging/Rooming Homes/ Group Homes, Sober Homes, and Halfway/Recovery Houses

Documents:

MEASURE 2024-084-AUTHORIZATION TO ADOPT NEW GENERAL BYLAW-CONGREGATE LIVING PROPERTIES-BOARDING, LODGING, SOBER HOMES.SIGNED.PDF

- d. Rules

- e. School Committee Representative

- f. Communication, Public Participation & Engagement

- g. Local Emergency Planning

- h. RFP Town Auditor Ad Hoc Committee

IX. Old Business

- a. None at this time.

X. New Business

- a. Discussion of proposed agenda topics/motions/actions by the Town Council

Agenda Item	Action: (discuss as agenda item; option for motion to next agenda; Already happened; Planned for X Date; Indefinitely Postpone)
1. I spoke with Town Manager and would like to place Snow and Ice budget funding on the agenda.	Option for motion to next agenda
2. Also, we should discuss employing a pilot phase of SMART Boxes to safely and humanely assist with the rats as has been successfully done in other towns.	Option for Motion to next agenda
<p>3. To authorize Town Manager to petition the General Court for a special act in the form set forth below; provided, however, that the General Court may make clerical or editorial changes of form to the bill. Amend the Charter of the Town of North Attleboro as follows:</p> <p>Amend SECTION 2-1(c) by striking the section in its entirety and inserting the words: Term of Office. There will be annual elections for one-third of the Councilors. The term of office for all Councilors shall be 3 years, beginning in July 1 in the year following their election and until their successors have been elected and qualified. Initially, in the election following ratification of this Section, in order to facilitate staggered terms, there will be three one-year terms, three two-year terms, and three three-year terms, and each year thereafter the expiring three terms will be filled by election. Initially, the Councilors who receive the most votes shall receive the initial three-year terms, then the two-year terms, then the one-year terms, in that order. In the event that multiple Councilors receive the same number of votes, the Councilor senior in years of service on the council shall receive the said term. If two or more Councilors are equally senior in years of service on the Council, the Councilor senior both in years of service on the municipal council and age shall receive the said term. No person shall be elected to more than four consecutive three-year terms as a Councilor.</p>	Option for motion to next agenda

Amend SECTION 2-3(a) by deleting the following sentence: "The Councilor receiving the highest number of votes shall serve as the Council President" and replacing with the following: Election and Term. Following each election and as soon as practicable after the councilors-elect have been qualified as provided in section 2-1, the members of the council shall elect by majority vote from among its members a president who shall serve for 1 year. The council member senior in years of service on the council shall preside during this election. If 2 or more members are equally senior in years of service on the council, the member senior both in years of service and age shall preside. The president shall be sworn by the town clerk or, in the absence of the town clerk, by any person qualified to administer oaths or affirmations. In the event that ten successive votes result in a tie, the candidate most junior in years of service shall be eliminated from consideration, and the process shall continue as aforesaid until one candidate is elected. In the event that multiple candidates are equally junior in years of service, the candidate most junior in years of service and age shall be eliminated from **consideration.**

Amend SECTION 2-3(b) to replace the sentence "The Councilor receiving the second highest number of votes shall serve as the Vice President." With "The Vice President shall be elected in the same manner as the president."

Amend SECTION 2-3(c) by striking the Section in its entirety and inserting the words: Filling Vacancy in Position of Council President or Council Vice President. In the event of a vacancy in the office of Council President, it shall be filled by the Council Vice President. The ensuing vacancy in the position of Council Vice President shall be filled in the same manner as the Council Vice President was elected"

Add SECTION 6-5(d) The Town Council may add appropriations in accordance with and subject to the **conditions described in G.L. c. 44, §33.**

Procedure: These proposed charter changes would be approved by a simple majority vote of the Council, transmitted to the state legislature, then placed on the

April 2025 ballot as three separate amendments (Section 2-1, 2-3, and 6-5) to be voted on by the voters of North Attleboro.	
4. To place a Council Proclamation for National Public Works Week May 19-25 2024 Advancing the Quality of Life for All, on the agenda for the Council Meeting immediately preceding said date.	On agenda 13 MAY 24
5. To place an Executive Session on the Council agenda to receive the same security briefing the Finance Committee received on March 6, 2024.	Option for motion to next agenda (or already scheduled)
6. Webster Mill potential uses and next steps including Brownfields grants.	On agenda previously
7. A bylaw that requires all future town hires to be residents of North Attleboro and exempts all current town employees and allows department head level positions 6 months after hire date to establish residency within the Town.	Option for motion to next agenda
8. Stretch code/energy code repeal/study	Scheduled for 29 MAY 24
9. Executive session litigation update - including without limitation the pirate ship case and 21 East lawsuit.	On agenda 13 MAY 24
10. Executive session re personnel matters including without limitation the animal control officer and human resources director	On agenda 13 MAY 24
11. Merit raises for department heads based in performance review by TM, management level. Pool of \$100,000 to TM. also negotiate it into the CBA that first opportunity for all employees	Option for Motion to next agenda
12. Department Head Review: discuss generally how department heads are managed by the town manager and how we view the effectiveness of department heads generally and how the council may best support department's needs	Option for motion to next agenda

13. Establishment of a public property committee/capital improvements plan	Option for motion to next agenda
14. establishment of a standing audit Committee	In Bylaw Subcommittee
15. new rule that councilor's requests be placed on agenda	Option for motion to next agenda
16. Amend the rules of the NA Council as follows: Amend SECTION 1(e)(iii)(2) as follows: by striking the section in its entirety and inserting the words: The Council President shall place the requested item on the Agenda within the next three (3) Council meetings unless the requesting Councilor withdraws the Councilor's request or consents to a further delay.	Option for motion to next agenda
17. one-time arpa funded stipend \$500 or \$1,000 to all teachers, police, firefighters, and city hall workers.	Option for motion to next agenda
18. bylaw/rule for council proclamations, resolutions, citations	Option for motion to next agenda
19. amend zoning bylaws - referral to planning/zoning/bylaw	Option for motion to next agenda
20. arpa money back to taxpayers	Option for motion to next agenda

- b. Measure 2024-116-Proclamation for National Public Works Week
- c. Measure 2024-113- Appropriation request for use of FY24 retained earnings from Comcast PEG Access in the amount of \$34,499.28 for North TV Production Van refurbishment
- d. Measure 2024-114- Authorization to repurpose funds in the amount of \$3,500.00 for Metasource, LLC. for the CIP Record Digitization Project for the Town Clerk
- e. Measure 2024-115- Request from FY24 Free Cash in the amount of \$30,000 to purchase Town Council Chambers furnishings including a desk, table, podium, glass white board, and wall decor

XI. EXECUTIVE SESSION

- a. M.G.L. c.30A, Sec. 21(a), Sec.3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental

effect on the bargaining or litigating position of the public body and the chair so declares.

XII. Adjournment

Paper copies of Measures can be obtained at the Town Manager's Office at the North Attleborough Town Hall between the hours of 8:00AM-6:00PM on Monday, 8:00AM-4:00PM Tuesday through Thursday, and Friday 8:00AM - 12:00PM.

*Hardcopies of all "Voted Measures" can be obtained in the Town Clerk's Office at the North Attleborough Town Hall between the hours of 8:00AM-6:00PM on Monday, 8:00AM-4:00PM Tuesday through Thursday, and Friday 8:00AM - 12:00PM upon request. *



Measure #: 2024- 111

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Confirmation of Appointment of Bryan Flynn to the Conservation Commission. Term to expire 6/30/2027

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
nattleboro.com
Reason: I am the author of this document
Location:
Date: 2024.05.10 10:17:31 -0400
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

An interview with Bryan Flynn of 52 Lakewood Drive, North Attleboro, MA was completed with the Town Manager to serve as a member of the Conservation Commission. After a favorable interview, I recommend him for appointment.

Therefore, I respectfully request the Town Council confirm the appointment of Bryan Flynn as a member of the Conservation Commission. His term will expire on June 30, 2027.

SPECIAL REQUIREMENTS:

ATTACHMENTS: Appointment Application attached

REFER TO SUB-COMMITTEE:

Measure #: 2024- 111

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

PURPOSE AND JUSTIFICATION CONTINUED:

Kerrin Billinghoff

RECEIVED
TOWN MANAGER'S OFFICE
NORTH ATTLEBOROUGH
2024 APR 11 AM 9:39

From: noreply@civicplus.com
Sent: Wednesday, April 10, 2024 7:37 PM
To: Kerrin Billinghoff
Subject: Online Form Submittal: Board and Committee Application

Board and Committee Application

[Current Board and Committee Vacancies](#)

Filling out of this form in no way assures appointment. All vacancies will be filled by citizens deemed most qualified to serve in each capacity.

First Name	Bryan
Last Name	Flynn
Address	52 Lakewood Drive
Phone Number	6179746120
Business Number	<i>Field not completed.</i>
Email Address	bryan.flynn87@gmail.com
Amount of Time Available	Open Flexibility
Interested in What Town Committees:	I am interested in the conservation commission as well as the town forest committee. I am also open to others as well.
Present Business Affiliation and Work:	I am a Contract Manager in the department of innovation and business development for the University of Massachusetts Chan Medical School based out of Worcester. I started working there in 2021.
Business Experience:	I work full time in a business setting, and I am finishing my MBA next month. I have been doing it full time online as well as working full time for the past two years. In the past, I served as a liaison for the Hyde Park Neighborhood of Boston under former Mayor Marty Walsh from 2017-2020. I was a Hyde Park (Boston) resident for 34 years. I bought a house here in North

Attleboro in June 2022. I am looking to become more involved as I really like it here.

Education or Special Training:	I hold a master's degree in criminal justice with a concentration in cyber-security and digital investigation from Boston University. I will hold a Master's degree in Business Administration at the end of May from UMass Boston. I also have a bachelor's degree in Criminal Justice and a minor in sociology from UMass Boston.
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POSITIONS HELD

Town Office	<i>Field not completed.</i>
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Date Appointed	<i>Field not completed.</i>
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Term Expired	<i>Field not completed.</i>
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Town Office	<i>Field not completed.</i>
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Date Appointed	<i>Field not completed.</i>
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Term Expired	<i>Field not completed.</i>
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Town Office	<i>Field not completed.</i>
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Date Appointed	<i>Field not completed.</i>
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Term Expired	<i>Field not completed.</i>
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Remarks	This would be my first position held here. I am looking forward to having a little more free time beginning at the end of May when I finish my MBA, and I would like to become more involved in North. I hope that I will possibly be considered. I appreciate your time.
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Electronic Signature Agreement	I agree.
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Electronic Signature	Bryan S. Flynn
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Date	4/10/2024
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Email not displaying correctly? [View it in your browser.](#)



Measure #: 2024- 112

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Confirmation of Appointment of Cheryl Butts as Human Resources Director for the Town and the School Department

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@nattleboro.com
Reason: I am the author of this document
Location:
Date: 2024.05.10 10:54:45-04'00'
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Dr. Antonucci and I conducted an interview with Ms. Butts regarding the Human Resources position available with both the Town and the School Department. Ms. Butts articulated a strong desire to contribute, mentor, guide, motivate, empower, and educate both students and staff. Given her extensive experience in Human Resources, along with her passion, dedication, and enthusiasm, we believe she would be an excellent candidate for this role.

Therefore, I respectfully request the Town Council confirm my appointment of Cheryl Butts as the Human Resources Director.

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE:

Measure #: 2024- 112

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

PURPOSE AND JUSTIFICATION CONTINUED:

DR. CHERYL BUTTS

February 26, 2024

Attn: Search Committee:

With this letter and attached curriculum vitae, I would like to formally express my interest in the Human Resources Director position as advertised on your organization's website. I am an accomplished senior human resources executive with extensive experience in recruitment, compensation, employee relations, social justice, diversity and inclusion, and professional development in K-12 in my current school district. My doctoral research was on employee motivation which is something that I am passionate about and something that I strive to instill among students and staff alike. Most recently, I have had the pleasure of working on DEI initiatives for my district and have been involved at a national level by sharing my work on this most important area in education.

I am advocate for fair and equitable education for all students in K-12 and work tirelessly with my team to ensure that we recruit and retain the most highly qualified and diverse educators and administrators in our district.

In my role as Executive Director of Human Resources, I have had the opportunity to mentor and guide students and staff so that they may attain their professional goals. I firmly believe in mentoring as it can act as a catalyst in delivering impressive results within any organization. My career in the various school districts has allowed me the opportunity to gain a wealth of knowledge and talents that are transferable and can help contribute to the success of your institute, and after an amazing and very fulfilling partnership with them, I have decided to explore additional opportunities in education.

I am most interested in a position that offers additional opportunities for advancement, a chance to contribute, mentor, guide, motivate, empower, and educate students and staff, and the ability to involve all in diversity, equity, and inclusion.

I welcome an opportunity to meet with you and discuss my qualifications and candidacy in detail.

Sincerely,

Cheryl Butts

Cheryl Butts, Ed.D

DR. CHERYL BUTTS

Executive Profile

Highly qualified Human Resources executive with over twenty years of experience leading strategic initiatives that effectively align with organization's mission and vision. Great track record for managing change and organizational development, and successfully reducing grievances, improving employee retention and, developing and motivating employees. Dynamic relationship builder with a high level of emotional intelligence and business acumen. Able to creatively solve problems with integrity and

respect.

Skill Highlights

- Strategic HR Planning
- Employee Engagement
- Succession Planning / Talent Management
- Talent Acquisition
- Coaching & Mentoring
- Change Management
- Professional Development
- Employee Relations
- Wellness and Employee Recognition
- Cultural proficiency

Professional Experience

Executive Director of Human Resources

Social Justice Educator

Anti-Bias Trainer

Taunton Public Schools, Taunton, MA

Sept 2014- Present

Responsible for identifying staff vacancies and recruiting accordingly, including attending job fairs, posting on websites, and participating on search committees to foster and cultivate diversity.

Spearhead and implement new staffing technology to expedite the recruitment process and streamline the onboarding of new staff.

Ensure the development and delivery of training programs and opportunities that address diversity, inclusion, equal employment opportunity, and compliance issues.

Work closely with equity, diversity, and inclusion-related advisory and action committees on strategies that promote the district as a place of inclusion, equity, and multiculturalism (e.g., Cultural Competency Committee, United Neighbors in Taunton Engagement Team).

Implement and manage diverse young leaders' internship programs.

Conduct job analyses with department heads to create and/or update job descriptions and identify job competencies.

Provide coaching to administrators and leaders regarding effectively managing organizational talent and promote engagement and a culture of continuous growth and development.

Establish, update, and communicate workforce policies and procedures such as employee handbooks or reference guides and monitor their application and enforcement.

Manage CORI and Fingerprinting process, including submission of applications, recording of results, and dissemination for all school sites as mandated by the State's Justice Department.

Responsible for all FMLA and leave of absence requests for the school district and ensure compliance with State and Federal Laws.

Implement a new attendance database to improve record keeping for both HR and payroll departments.

Investigate and resolve employee complaints and conflicts, utilizing professional resources, as necessary, such as legal counsel.

Establish relationships with outside agencies to assist in attaining the organization's goals and objectives.

Collect and prepare background data and information for collective bargaining, including research pertaining to personnel, salary, staff, and other pertinent data.

Supervise office personnel which includes Human Resources Manager, Human Resources Specialist, Substitute Coordinator, Administrative Assistant, and Secretary.

Continually review HR systems and processes to ensure that they are effective, efficient, relevant and current.

Work on projects as deemed necessary by the School Superintendent and serve on Leadership Team for the District.

Human Resources Data Management

2009 - 2014

Plymouth Public Schools, Plymouth, MA

Instituted the first district-wide time and attendance system utilizing web-based technology (Aesop).

Designed training material for new database, trained all employees (exempt & non-exempt), and administered training both onsite and offsite.

Provided strategic direction for the transfer of data from new database to the district's employee resources planning software, Tyler Munis.

Minimized administrative overhead with new technology that eliminated redundancy, increased efficiency, and made information retrieval for locations/schools effortless and accurate.

Participated in budget planning for the department.

Analyzed raw data, drew conclusions, and developed recommendations for administration.

Updated training material and HR information to the district's website.

Consult as required with the employee or appropriate supervisor regarding employee records.

Human Resources Manager

1999 - 2004

Archer Management Services, Boston, MA

Developed and collaborative relationships with all defined stakeholders to understand and meet inclusion needs and align them with diversity and inclusion strategy.

Identified internal and external recruitment sources and implemented selected recruitment methods ensuring that they were consistent with the company's vision and goals of creating an inclusive culture.

Provided necessary research for successful wage and salary administration to maintain a competitive edge in the marketplace.

Responsible for the management and development of the HR budget that supports the organization's goals, objectives, and values.

Successfully coordinated and conducted onsite custom training and diversity awareness programs for all staff in New England.

Participated in the development and implementation of the Human Resources Information System and coordinated training for managers so they could facilitate employee benefits questions utilizing HRIS software.

Designed and implemented programs and incentives, which effectively reduced the turnaround time to fill positions.

Facilitated in the administration of open enrollment for the New England Region.

Prepared and updated job descriptions for all positions in the region.

Reviewed and developed new policies and procedures for the employee manual

Maintained current knowledge of best practices in Human Resources.

Kept abreast of statutes, regulations, and rules relating to personnel administration and advised interested parties of the provisions of the law.

Responsible for creating an employee monthly newsletter for the region, which improved communication in the Region.

Designed an employee motivation survey, the response to which resulted in changes to management styles to increase employee motivation.

Developed and implemented the organization's exit/off-boarding process for voluntary and involuntary terminations, including planning for reductions in force (RIF).

Served as consultant/advisor to evaluate or observe in cases where supervisors may need assistance.

Achievements

Secured \$64,000 grant from the Governor Baker-Polito Administration to implement and support the district's efforts to strengthen and diversify recruitment and retention efforts of staff.

Serve on a Professional Learning Community with the Department of Education to bring awareness of the importance of recruiting and retaining a diverse workforce and to improve cultural sensitivity.

Implemented a young leaders internship program to create a pipeline of diverse young leaders and to provide enrichment opportunities and real-world experience.

Formed partnerships with local businesses to grow and maintain the young diverse leadership internship securing over \$75,000 for this program.

Presented keynote speech at the Diversity Summit hosted by the American Association of School Personnel Administrators. (Chicago, IL ,2022)

Established an onsite Employee Assistance Program on-site to help employees better manage post-pandemic stress.

Successfully negotiated five (6) collective bargaining agreements in one year.

Developed and oversee a robust training, coaching, and employee development program for all levels of staff.

Education

Doctor of Education, Organizational Leadership
Northeastern University, Boston, MA

2019

Master of Management 1999
Cambridge College, Cambridge, MA

Bachelor of Arts History / Psychology 1993
The University of the West Indies
St. Augustine, Trinidad, West Indies

Scholarly and Professional Presentations

Massachusetts Association of School Personnel 2023
Implicit Bias in Recruiting - Presenter

Northeast Human Resources Association – Workshop on 2022
Unlearning Implicit Bias and Inspiring Equity

Keynote Speaker: Bias and Cultural Sensitivity in Education 2022
American Association of School Personnel Administrators Summit

Implicit Bias In Hiring (AASPA Conference) 2021
American Association of School Personnel Administrators Conference

Race and Women’s Rights (Panelist) 2020
Bristol Community College

Educational Inequity – Professional Development Seminar 2020

Professional Development Seminars - 2016 - Present
(Motivation, Cultural Proficiency, Implicit Bias, Social Justice Reform)

Ongoing new hire orientations 2014 - Present

Aesop Attendance Training for administrators at all schools 2013, 2014, 2019

Customer Service Training to all staff at Archer Management 1999, 2004

Diversity Awareness Training to all staff at Archer Management 1999, 2004

Entrepreneurial Experience

Ariel Dezines 2007 - 2012
Owner

Provide web designs, graphic arts, and photography to clients.

Educational Training

Criminal Justice Information System Security and Awareness Training 2017	Bi-annually
Executive Office of Public Safety and Security, Icori General Training	2015

Memberships and Affiliations

No Place for Hate	2020 - Present
Beth Israel Lahey Hospital Advisory Board Member	2022 - Present
Plymouth Diversity Committee	2019 - 2022
Northeastern University Student Steering Committee School of Professional Studies Ed.D Program	2018 - 2019
American Association of School Personnel Association	2016 - Present
Massachusetts Association of School Personnel Administrators	2013 - Present
Northeast Human Resources Association	2000 - Present
Society for Human Resources Management	1999 - Present
The University of the West Indies Alumni Society	1993 - Present

Conferences Attended

Massachusetts Municipal Association	2023
Massachusetts Association of School Personnel	2023
AASPA Diversity Summit – Keynote Speaker	2022
Building Allyship Among Women Leaders – Guest Speaker	2022
AASPA Diversity Summit – Conducted Workshop	2022
AASPA Diversity Conference	2021
The Black Male Experience	2021
All In for Equity	2021
Race, Disability and Mental Health	2021
Race and Immigrant Rights – Guest Speaker	2020
Race and Women’s Rights – Presented	2020
Policing, Criminal Justice and Race	2020
Educational Inequity - Panelist	2020
Diversity Awareness	2019
Leadership Conference for Woman	2019
Leadership & Management Skills for Women	2018

Harpers HRIS Training Conference	2017
Nemnet Minority Recruitment Conference, Overcoming Obstacles to Recruiting Faculty and Staff of Color	2017
Massachusetts Community Legal Education Conference on FMLA	2015
Tyler Munis ERB Software Conference	2014, 2015
Frontline AESOP Absence Management Conference	2014
Train the Trainer Workshop	2004

Passions

Creating Positive Work Culture

I spend time researching and creating policies that create a happy, healthy and productive work environment.

Continued Learning

I believe in lifelong learning and professional development and try to stay updated in the field of Human Resources.



Measure #: 2024-088

TOWN COUNCIL MEASURE SUBMITTAL

Date: 4/22/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Rescind Borrowing Authorization for DPW 6-Wheel Vehicle -Highway- \$350,000.00

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=emborg@nattleboro.com
Reason: I am the author of this document
Location:
Date: 2024.03.25 14:47:06 -0400
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

To rescind the borrowing authorization for the authorized and unissued amount of \$350,000.00 for which borrowing authority is no longer required for a 6-Wheel Vehicle- Highway- authorized for \$350,000.00 and approved at the 6/12/2023 Town Council Meeting- Measure 2023-066, Item #3.

Total to rescind: \$350,000.00

This item will be purchased using funding from other sources.

SPECIAL REQUIREMENTS:

ATTACHMENTS: Measure 2024-066

REFER TO SUB-COMMITTEE: Finance

Measure #: 2024-088

TOWN COUNCIL MEASURE SUBMITTAL

Date: 4/22/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

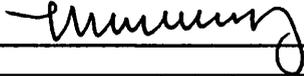
PURPOSE AND JUSTIFICATION CONTINUED:

TOWN COUNCIL MEASURE SUBMITTAL

Date: 04/10/2023	Submitted by: Town Manager	Telephone # 508-699-0100
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MEASURE DESCRIPTION:

FY2024 General Fund Capital Improvement Plan and Funding for Borrowing

Signed:  07 APR 23

PURPOSE AND JUSTIFICATION:

I hereby submit the following measure to the Town Council for its consideration and action:

"That the Town of North Attleborough appropriate from borrowing the sum of \$5,850,000.00 for the purpose of completing the following Capital Improvement Projects listed below: "

Department	Project Title	Cost
Library	RML Refurbishment Project	\$2,100,000.00
Public Works - Highway	Roads, Bridges and Sidewalks	\$1,000,000.00
Public Works - Highway	6-Wheel Vehicle Replacement	\$350,000.00
Schools	AMVET Blvd. School Roof Replacement	\$2,400,000.00
Total Bonding for General Fund Capital Improvement Projects:		\$5,850,000.00

SPECIAL REQUIREMENTS:

This measure requires a legal notice and public hearing.

ATTACHMENTS:

FY2024 Capital Projects Request

REFER TO SUB-COMMITTEE:

Finance Sub-Committee

TOWN OF NORTH ATTLEBOROUGH

FY'24 Capital Projects Requests

Dept	Sect	Project Title	Cost	Dept Pri	Cmte Pri	Prev Req	Rec Fund Source	Notes
DPW	Water	Vehicle Replacement	\$110,000.00	4	3		Bonding	
DPW	Wastewater	Primary Clarifier Repair	\$350,000.00	1	1		Bonding	
DPW	Wastewater	SCADA Upgrades	\$575,000.00	2	3		Bonding	
DPW	Wastewater	Grimaldi Pump Station Rehab	\$700,000.00	3	3		Bonding	
DPW	Wastewater	Pump Station Upgrades	\$50,000.00	4	3		Bonding	
DPW	Wastewater	Headworks HVAC and Equip Replacement	\$1,000,000.00	5	3		Bonding	

Total Bonding \$10,110,000.00

Ambulance Fund

NAFD	EMS	Class V EMS Response Vehicle	\$68,000.00	1	6		Ambulance Fund	New request due to dept reorganization.
NAFD	EMS	Lucas CPR Devices	\$54,000.00	2	6		FY '23 F.C.	Replace older models/improve operations.

Total Ambulance Fund \$122,000.00

Projects Delayed / Rejected for FY '24

NAFD		New Fire Station Design	\$3,000,000.00	1	4			FY '25 CIP. Confirm bonding pays design.
Park & Rec		Doran Property Land Acquisition	\$800,000.00	1	6			
Park & Rec		Parking Lot Guardrails	\$100,000.00	7	5			FY'25 CIP
Park & Rec		Community Field Playground Replacement	\$450,000.00	10	5			FY'26 CIP
Schools		Community School Gymnasium Upgrade	\$130,000.00		6			FY'25 CIP
Schools		Band Instrument Replacement	\$25,000.00		6			Recommend no funding. O&M responsibility.
Schools		NAHS Gymnasium AV Upgrade	\$75,000.00		6			FY'25 CIP
Schools		Roosevelt Elementary Playground	\$300,000.00		6			FY'25 CIP

Total Rejected / Delayed \$4,880,000.00

Enterprise Fund Capital Projects

DPW	Solid Waste	Scale Building Renovation	\$120,000.00	1	6		Enterprise Funded	
DPW	Solid Waste	Rubber Tire Excavator	\$175,000.00	2	6		Enterprise Funded	
DPW	Solid Waste	Hooklift Body and Containers	\$80,000.00	3	6		Enterprise Funded	
DPW	Solid Waste	Cardboard Compactor	\$75,000.00	4	6		Enterprise Funded	
		Total Enterprise Fund	\$450,000.00					
		Total Town Requests	\$15,799,106.00					

- Cmte Pri Key
- 1 = Critical Safety Concern
 - 2 = Mandated by statute or law
 - 3 = Needed to maintain level service
 - 4 = Element of on-going capital project
 - 5 = Element of department 5-year plan
 - 6 = New project nomination

TOWN OF NORTH ATTLEBOROUGH

FY'24 Capital Projects Requests								
Dept	Sect	Project Title	Cost	Dept Pri	Cmte Pri	Prev Req	Rec Fund Source	Notes
FY '23 F.C.								
Conservation		Vehicle Replacement	\$45,000.00	1	3		FY '23 F.C.	
NAFD	EM	Hazard Mitigation Plan Update	\$30,000.00	1	2		FY '23 F.C.	Needed for continued grant applications
NAPD		Cruiser Replacement	\$248,000.00	1	3		FY '23 F.C.	
Park & Rec		Grounds Trailer and Accessories	\$40,000.00	5	3		FY '23 F.C.	
Park & Rec		Truck Replacement	\$120,000.00	11	3		FY '23 F.C.	
Public Works	Highway	Municipal Parking Lot Maintenance	\$200,000.00	2	3		FY '23 F.C.	
Public Works	Highway	Sidewalk Mini-Paver	\$65,000.00	5	5		FY '23 F.C.	
Public Works	Highway	2-Ton Roller and Trailer	\$50,000.00	6	5		FY '23 F.C.	Could delay to FY '24 F.C.
Public Works	Highway	Brine Making System	\$35,000.00	7	6		FY '23 F.C.	
Schools		Falls Elementary Boiler Replacement	\$600,000.00	2	1		FY '23 F.C.	
Schools		Roosevelt School Accessibility Package	\$175,000.00	3	2		FY '23 F.C.	
Schools		Security Camera Installation	\$125,000.00	4	1		FY '23 F.C.	Possible funding through cannabis mitigations
Schools		Zone Controllers and Access Points	\$300,000.00	5	3		FY '23 F.C.	Could be delayed to FY '24 F.C.
Schools		VMWare/Domain Controller Hardware Replacement	\$330,000.00	6	1		FY '23 F.C.	
Schools		Community School Asbestos Abatement	\$100,000.00	7	4		FY '23 F.C.	
Schools		School Dishwasher Replacement	\$58,106.00	8	3		FY '23 F.C.	
Schools		ELC Playground Surface Replacement	\$60,000.00	9	1		FY '23 F.C.	
Total FY '23 F.C.			\$2,581,106.00					
FY '24 F.C.								
NAFD		Shift Commander Vehicle	\$156,000.00	2	5		FY '24 F.C.	Improve Department Operations
Park & Rec		Mason Field B'Ball / Pickleball Rink and Grounds	\$250,000.00	2	5		FY '24 F.C.	
Park & Rec		WWI Park Lot Repaving	\$400,000.00	3	3		FY '24 F.C.	
Park & Rec		Beach Grounds and Fencing Upgrades	\$300,000.00	4	6		FY '24 F.C.	
Park & Rec		UTV and Accessories	\$50,000.00	6	3		FY '24 F.C.	
Park & Rec		Field Grooming Equipment	\$40,000.00	8	3		FY '24 F.C.	
Park & Rec		Community Field Light Replacement	\$650,000.00	9	3		FY '24 F.C.	
Public Works	Admin	Truck Replacement	\$45,000.00	1	3		FY '24 F.C.	
Public Works	Admin	Office Renovations	\$40,000.00	2	5		FY '24 F.C.	
Public Works	Admin	Document Filing Upgrades	\$30,000.00	3	4		FY '24 F.C.	Could delay to FY '25 CIP
Public Works	Highway	268 Smith Street Demolition	\$325,000.00	3	4		FY '24 F.C.	
Schools		District Grounds Mower, Blower and Trailer	\$50,000.00	10	3		FY '24 F.C.	
Town Manager		Town Hall Safety and Security Phase I	\$200,000.00	1	1		FY '23 F.C.	
Total FY '24 F.C.			\$2,536,000.00					
Bonding								
Library		RML Refurbishment Project	\$2,100,000.00	1	4		Bonding	
Public Works	Highway	Roads, Bridges and Sidewalks	\$1,000,000.00	1	3		Bonding	
Public Works	Highway	6-Wheel Vehicle Replacement	\$350,000.00	4	3		Bonding	
Schools		AMVET Blvd School Roof Replacement	\$2,400,000.00	1	6		Bonding	Suggest compulsory facilities plan.
DPW	Water	Water Main Replacement	\$1,050,000.00	1	4		Bonding	
DPW	Water	Whiting Street Valve Replacement	\$125,000.00	2	6		Bonding	
DPW	Water	Clearwell Baffles	\$300,000.00	3	2		Bonding	



Measure #: 2024-089

TOWN COUNCIL MEASURE SUBMITTAL

Date: 4/22/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Authorization for the procurement of a DPW 6-Wheel Dump Truck with FY24 Free Cash

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
nattleboro.com
Reason: I am the author of this document
Location:
Date: 2024.04.18 16:00:32 -0400
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Purpose:

The purpose of this measure is to secure authorization for the payment of the Department of Public Works (DPW) 6-Wheel Dump Truck project using Fiscal Year 2024 (FY24) Free Cash. This project was previously approved for borrowing, but due to available funds, it is now proposed to be financed directly with FY24 Free Cash, thus eliminating the need for borrowing.

Justification:

The justification for this measure arises from the underutilization of the allocated Free Cash for snow and ice removal in the current fiscal year. This under-expenditure has resulted in surplus funds, providing a unique opportunity to fund essential municipal projects without incurring additional debt. By authorizing the use of FY24 Free Cash for the procurement of the \$350,000 DPW 6-Wheel Dump Truck, the Town can efficiently allocate resources, enhance municipal services, and maintain fiscal responsibility by reducing reliance on borrowed funds. This approach not only streamlines the funding process but also expedites the acquisition of critical equipment needed for town operations.

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE: Finance

Measure #: 2024-089

TOWN COUNCIL MEASURE SUBMITTAL

Date: 4/22/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

PURPOSE AND JUSTIFICATION CONTINUED:



Measure #: 2024-084

TOWN COUNCIL MEASURE SUBMITTAL

Date: 3/25/2024 Submitted By: Town Manager Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Authorization to adopt new General Bylaw: Congregate Living Properties- Boarding/Lodging/Rooming Homes, Group Homes, Sober Homes, and Halfway/Recovery Houses.

Signed: Michael Borg
Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
nattleboro.com
Reason: I am the author of this document
Date: 2024.04.18 12:31:24 -0400
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Authorization to adopt new General Bylaw:
"Congregate Living Properties"- Boarding/Lodging/Rooming Homes, Group Homes, Sober Homes, and Halfway/Recovery Houses;

For the purposes of this Bylaw any properties within the Town of North Attleborough being utilized as either a Boarding/Lodging/Rooming Home, Group Home, Sober Home, Halfway/Recovery Residence as defined below, shall be required to register annually, by January 30th of the calendar year or within 90 days of acquisition for that calendar year, with the North Attleborough Building Department and shall be subject to yearly inspections to assess the adequacy of living conditions for the safety and welfare of the residents of these properties.

These properties are additionally required to adhere to all other existing applicable, local, state, and federal regulations, including but not limited to the MA Building Code, Fire Code and State Sanitary Code.

The North Attleborough Building Department is hereby authorized to promulgate reasonable rules and regulations to carry out the purposes and intent of this Bylaw.

The North Attleborough Building Department shall enforce the terms of this Bylaw and of rules and regulations promulgated pursuant thereto.

Property owners who fail to comply with the provisions of this bylaw, shall be fined at a rate of \$500.00 for failure to register and \$150.00 per day, and each day of non-compliance shall constitute a separate violation.

Any property owner seeking to appeal pursuant to this Bylaw may file a notice of an appeal and request for a public hearing with the board appointed by the Town Manager within 10 days of receipt of said Order.

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE: Bylaw

TOWN COUNCIL MEASURE SUBMITTAL

Date: 3/25/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

PURPOSE AND JUSTIFICATION CONTINUED:

Definitions:

Boarding / Lodging / Rooming House – A building arranged or used for lodging for compensation, with or without meals. A building containing four or more boarding units. A one-family dwelling with five or fewer guest rooms where one or more occupants are primarily permanent in nature and compensation is provided for the guest rooms. A building licensed as a "lodging house in accordance with M.G.L. c. 140, §§ 22 through 31 shall comply with 780 CMR requirements according to its appropriate use and occupancy classification.

Boarding Unit – A residence in which one or more rooms are let to and for the use by one, two or three individuals who are not within second degree of kindred of the person operating the Boarding/Lodging/Rooming House and not living as a single housekeeping unit and not having cooking facilities. A "Boarding Unit" shall include rooms in boarding houses, lodging houses, tourist homes. It shall not include convalescent, nursing or rest homes; dormitories or charitable, educational or philanthropic institutions; or apartments or hotels; or groups homes licensed by the state.

Group home - A facility for social rehabilitation, substance abuse or mental health problems that contains a group housing arrangement that provides custodial care but does not provide medical care. A residence that is appropriately licensed and typically funded fully or partially by a state or federal entity, for the accommodation and care of three to ten persons, exclusive of staff, living under supervision within a single housekeeping unit and who, by reason of their emotional, mental, social, or physical condition or legal status, require a group living arrangement for their well-being.

Sober home – A residence that is operated pursuant to a program designed to provide drug and alcohol-free living conditions.

Halfway/Recovery Residence – Residential treatment programs licensed by a state agency that provide intermediate care center in a community and provides temporary residential accommodation, guidance, supervision, and personal adjustment services for a group of three or more persons. These properties are not a person's permanent residence.