

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

Documents:

[*MEASURE 2024-110- CONFIRMATION OF APPOINTMENT OF ANDREW DUBOIS AS ACO.COMPLETE.SIGNED.PDF*](#)

- c. Measure 2024-112-Confirmation of Cheryl Butts as the Human Resources Director

Documents:

[*MEASURE 2024-112-CONFIRMATION OF APPOINTMENT OF CHERYL BUTTS AS HUMAN RESOURCES DIRECTOR.COMPLETE.SIGNED.PDF*](#)

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
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: 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	Option for motion to next agenda

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.

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	Option for motion to next agenda

manager and how we view the effectiveness of department heads generally and how the council may best support department's needs	
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 2024-113- 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

Documents:

[*MEASURE 2024-113 -APPROPRIATION TO USE OF FY24 RETAINED EARNING FOR COMCAST PEG ACCESS FOR NORTH TV.COMPLETE.SIGNED.PDF*](#)

- c. Measure 2024-114- Authorization to Repurpose Funds for Metasource for

Town Clerk in the amount of \$3,500

Documents:

[*MEASURE 2024-114-AUTHORIZATION TO REPURPOSE FUNDS FOR METASOURCE FOR TOWN CLERK.SIGNED.PDF*](#)

- d. 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 whiteboard, and other décor

Documents:

[*MEASURE 2024-115- REQUEST FOR TRANSFER FROM FY24 FREE CASH FOR TOWN COUNCIL CHAMBERS FURNITURE.SIGNED.PDF*](#)

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: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
northattleboro.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
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PURPOSE AND JUSTIFICATION CONTINUED:

Kerrin Billingkoff

RECEIVED
TOWN MANAGER'S OFFICE
NORTH ATTLEBOROUGH

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

2024 APR 11 AM 9:39

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	Field not completed.
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 #: 2024-110

TOWN COUNCIL MEASURE SUBMITTAL

Date: 8/14/2023

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Confirmation of Appointment of Andrew Dubois as Animal Control Officer.

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
attleboro.com
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Date: 2024.05.10 10:26:18-04'00'
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PURPOSE AND JUSTIFICATION:

The Assistant Town Manager and myself both interviewed Mr. Andrew Dubois for the Animal Control Officer Position. Based on his extensive law enforcement experience, exceptional leadership skills, commitment to ensuring public safety as well as his passion for animal welfare, I felt that he was the perfect candidate for this position.

Therefore, I respectfully request the Town Council confirm my appointment of Andrew Dubois as Animal Control Officer.

SPECIAL REQUIREMENTS:

ATTACHMENTS: Resume attached

REFER TO SUB-COMMITTEE:

Measure #: 2024-110

TOWN COUNCIL MEASURE SUBMITTAL

Date: 8/14/2023	Submitted By: Town Manager	Telephone #: 508-699-0100
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PURPOSE AND JUSTIFICATION CONTINUED:

Andrew Dubois

To

Human Resources
Town of North Attleboro

Dear Hiring Manager,

I am writing to express my strong interest in the Animal Control Officer position with the town of North Attleboro. Besides my extensive law enforcement experience and I have always had a passion for animal welfare, I believe I would be an asset to your organization and town.

Having served as a Police Officer for the City of East Providence for twenty years, I have developed a solid foundation in enforcing laws and regulations, conducting investigations, and ensuring public safety. Throughout my career, I have demonstrated exceptional leadership skills as a Lieutenant, Sergeant, Detective, and Inspector, overseeing operations, supervising personnel, and managing critical incidents. I have also gained valuable experience in conducting thorough investigations, drafting comprehensive reports, and representing the department in legal proceedings.

The responsibilities outlined in the job description align with my skills and interests. My experience in responding to emergencies involving domestic and wild animals, removing sick or injured animals, and transporting them to appropriate facilities would be helpful in this role.

Although I do not yet meet all the requirements set forth in your job description, I believe I could quickly obtain the required certifications.

As my career as a Police Officer ends, I am excited about the opportunity to utilize my skills and contribute to your organization's mission.

Sincerely,

Andrew Dubois

February 24, 2024

ANDREW DUBOIS

LAW ENFORCEMENT EXPERIENCE

Police Officer, City of East Providence, July 2004 – Present

Duty Assignments

Lieutenant, Patrol Division Shift Commander 2023-Present

Officer in charge, supervising the entire operation of the Patrol Division and its personnel. Oversee and approve all investigations and incidents that occurred during each shift. Document personnel performance of subordinates and prepare annual reviews for each officer under my direct supervision.,

Sergeant, Office of Professional Standards/Internal Affairs, 2022- 2023

Assigned to document, investigate, and adjudicate all complaints of alleged misconduct that cannot be addressed through routine disciplinary process. Responsible for conducting and supervising investigations of violations of policy, procedure or criminal law involving sworn and non-sworn personnel for the Office of Professional Standards. Investigations involve interviews, report reviews and writing comprehensive reports of findings. Attend and participate in all command staff meetings.

Sergeant, Patrol Division, 2020-2022

Supervised officers and other on-duty personnel assigned to the patrol division. Prepared daily shift logs and conducted formal roll calls. Supervised and investigated crime scenes, accident scenes and emergency situations.

Investigator, Detective Unit, 2020

Conducted investigations to prevent crimes or solve criminal cases. Wrote affidavits in support of arrest and search warrants. Coordinated the apprehension of all identified perpetrators with local, state and federal law enforcement agencies. Responded to major crimes investigations and preserved the scene to avoid evidence contamination.

Inspector, Prosecution Unit and Records/Services, 2017-2020

Represented the Department for arraignments and initial appearances at District Court, Municipal Court and Traffic Tribunal. Drafted and obtained search and arrest warrants originating from the Patrol Division. As the Services Officer, responsible for uniforms, radios, and other equipment utilized by the Department. Maintained the chain of custody for evidence transported to the Department of Health for prosecution. After attending an Accreditation Management class, assisted the accreditation manager for the Department in planning and coordinating accreditation activities, as well as, researching, drafting, creating and maintaining agency general orders and policies.

Officer, Vice Unit, 2011-2016

Task Force Officer Drug Enforcement Administration (DEA), 2011-2016

Investigated criminal activity focusin on narcotics trafficking and money laundering offenses. Coordinated local, state, and federal policing agencies to proactively interrupt drug trafficking operations and money distribution schemes. Developed confidential informants, learned multiple surveillance and counter-surveillance techniques, and honed the process for effectively drafting and obtaining search and arrest warrants.

Attended DEA trainings including investigator school, Pro-Active Criminal Enforcement (PACE) Training, Undercover Officer Survival and Dessert Snow Phase 1, 2, 3.

Officer, Patrol Division, 2004-2011

Arrested over 900 suspects and was one of the most pro-active patrol officers in the Department. Assisted detectives and vice investigators resulting from these numerous arrests. Worked with federal prosecutors and investigators on a significant case which was adopted by the U.S. Attorney's Office for federal prosecution.

SPECIALIZED SKILLS AND TRAINING EXPERIENCE

Active Shooter Response Instructor, 2019-Present

Instruct sworn members of the Department and business community in methods of active shooter response: alert, lockdown, inform, counter, evacuate (ALICE).

Rhode Island Municipal Police Academy (RIMPA), 2006-2012

RIMPA Physical Fitness Instructor, 2006-2009

Narcotics and Recognition Instructor, 2008-2012

Created and instructed an Introduction to Narcotics and Recognition Class which was approved by the Chiefs of Police Association and still taught at the academy today.

Cooper Certified Fitness Instructor, 2008-Present

Field Training Officer, 2008-Present

As a Field Training Officer, I have assisted in creating the foundation of recruits to become fully functioning police officers. To date I have been an FTO for 15 of our officers.

Background Investigator, 2018-Present

Conducted and compiled personal and professional background investigations for police candidates by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, family members, and personal references. Prepared reports on multiple candidates and submitted those reports to the Department's planning and training offices.

EDUCATION

Mount Ida College, B.S., 2003

Certified Mediator, 2003

Municipal Police Academy, 2004

DEPARTMENT AWARDS AND RECOGNITION

Gallantry Star

American Legion Award

Unit Citation

Honorable Service (5)

FRATERNAL LEADERSHIP

IBPO UNION SECRETARY

Kept proceedings records, signs authorized treasury orders, brought attention actionable items, kept records of correspondence including contracts, classifications and rates and negotiation information.

IBPO Union Treasurer

Served as the IBPO Union Treasurer and responsible for all union dues and bills. Managed and oversaw the management of the financial affairs of the Union. Performed basic tasks as banking, reconciling bank statements, and billing of vendors. Selected for the 2022 IBPO contract negotiation team and successfully negotiated our current contract.

INTERESTS

NCAA Division III Soccer, Mt. Ida College, 1999-2003 (Captain 2001-2003)

Community youth soccer coach 2013-present

Avid Runner, Current streak of 875 consecutive days



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: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
attleboro.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
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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

Sept 2014- Present

Taunton Public Schools, Taunton, MA

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 Cambridge College, Cambridge, MA	1999
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Bachelor of Arts History / Psychology The University of the West Indies St. Augustine, Trinidad, West Indies	1993
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Scholarly and Professional Presentations

Massachusetts Association of School Personnel Implicit Bias in Recruiting - Presenter	2023
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Northeast Human Resources Association – Workshop on Unlearning Implicit Bias and Inspiring Equity	2022
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Keynote Speaker: Bias and Cultural Sensitivity in Education American Association of School Personnel Administrators Summit	2022
---	------

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

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

Educational Inequity – Professional Development Seminar	2020
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Professional Development Seminars - (Motivation, Cultural Proficiency, Implicit Bias, Social Justice Reform)	2016 - Present
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Ongoing new hire orientations	2014 - Present
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Aesop Attendance Training for administrators at all schools	2013, 2014, 2019
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Customer Service Training to all staff at Archer Management	1999, 2004
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Diversity Awareness Training to all staff at Archer Management	1999, 2004
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Entrepreneurial Experience

Ariel Dezines Owner	2007 - 2012
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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
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MEASURE DESCRIPTION:

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

Signed: Michael Borg

Digitally signed by Michael Borg
DN: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@nattleboro.com
Reason: I am the author of this document
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
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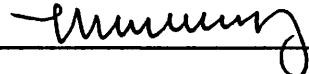
PURPOSE AND JUSTIFICATION CONTINUED:

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								
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NAFD		New Fire Station Design	\$3,000,000.00	1	4			FY '25 CIP. Confirm bonding pays design.
Park & Rec		Doran Property Land Acqisition	\$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 statue 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: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
attleboro.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
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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: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
attleboro.com
Reason: I am the author of this document
Location:
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
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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.



Measure #: 2024-113

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Appropriation request for use of FY'24 retained earnings from Comcast PEG Access in the amount of \$34,499.28 for North TV Production Van refurbishment.

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
attleboro.com
Reason: I am the author of this document
Location:
Date: 2024.05.10 10:56:31 -0400
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Each year, the Town receives funds from Comcast for the funding of North TV capital improvement projects aimed at enhancing PEG access. The North TV Production Van refurbishment project meets this criteria.

The North TV Production Van is an 18-year-old, low mileage, vehicle that needs immediate repairs. North TV thinks that refurbishment of the vehicle is in the best interest of the Town because procurement of a new production van would exceed \$100,000.

North TV requests funds to effect the following repairs to the production van:

- Auto body repair and painting: \$8,224.67
- Automobile lettering: \$1,205.11
- BPix Truck Upgrade w/BP Fusion: \$25,069.50

Total Project Cost: \$34,499.28

I request that the Town Council approve the request for the use of FY'24 retained earnings for the Comcast PEG Access for the North TV Production Van refurbishment in the amount of \$34,499.28.

SPECIAL REQUIREMENTS:

ATTACHMENTS: K&D Auto Body, Signs By Tomorrow, and Ockers Company Quotes

REFER TO SUB-COMMITTEE: Finance

Measure #: 2024-113

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024	Submitted By: Town Manager	Telephone #: 508-699-0100
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PURPOSE AND JUSTIFICATION CONTINUED:

Mike,

As you know, the North TV production van is 18-years-old with less than 16,000 miles. The engine is fine but the body shows some rusting due to being outside all year. We've had issues with water leaking, so we need to get it repaired.

It's important to note replacing the van with a new one would cost \$100,000 or more since it would need inside customization for the television equipment and controls.

The information on repairing the body work and updating the seven-year-old computer (Broadcast Pix unit) that operates the cameras, graphics, slow motion machines, etc. is attached.

We could only find one body shop that works on body rot. K & D Auto Body gave us a quote of \$8,224.67 (including sales tax – we have a tax exempt number, but I assume the bill would have to be addressed to the town). This includes all of the work on the corrosive areas, removing all of the decals and lettering, and a complete repainting.

Signs By Tomorrow did the decals and lettering in the past and still has all of the graphics in their digital files. Their quote was \$1,205.11.

We tried to get three quotes for the Broadcast Pix unit. As you'll see, G & G Technologies would not give us a quote. Ockers Company gave a quote of \$25,069.50. The quote from Valley Communications Systems was \$27,118.76.

My recommendation is using Ockers for the Broadcast Pix unit, Signs By Tomorrow for the graphics and K & D Auto Body for the body work and painting.

I will be in Florida with my family next week (April 13 through 20) but will be checking my email while waiting in the many lines at Walt Disney World. I should be able to respond within the hour.

Thanks!

A handwritten signature in black ink, appearing to be "B. H." or similar, written in a cursive style.

K & D AUTO BODY
5 Maynard Street, Attleboro, MA 02703
Office: (508) 226-7000
Fax: (508) 226-7002
office@kanddautobody.com
www.kanddautobody.com
EPA: VC0001291892 Tax ID: 352243145

Estimate ID
17643687
Original

Owner
Town of North Attleboro

Appraiser
Ken McCalsky, MA Appraiser Lic.
#14886
kdautobody@verizon.net

Classification
None

Loss Type
Unknown

Deductible
Unknown

2006 Ford E350 Econoline Extended Cargo Van 138" WB 5.4L 8 Cyl Gas Injected 2WD

Exterior Color
YZ (Oxford White)

VIN
1FTSS34L36DA66391

Drivable
Unknown

Mitchell Service Code
913620

Options

Air Conditioning AM-FM Stereo Anti-Lock Brake Sys. (ABS) Driver-Front Air Bag First Row Bucket Seat
Passenger-Front Air Bag Power Steering Tilt Steering Wheel Vinyl Seat

Town of North Attleboro | 2006 Ford E350 Econoline

Parts Profile
Aftermarket

Parts Profile Version
4.0

		LABOR				PART				
Line #	Description	Operation	Type	Total Units	CEG	Type	Number	Qty	Total Price	Tax
Front Bumper										
1	300425 Frt Bumper Stone Deflector	Repair	Body	0.5*#	0.8	Existing				
2	AUTO Frt Stone Deflector	Refinish Only	Refinish	1.2 C	1.2					
Grille / Front Panel										
3	301360 Grille Assy	Remove / Install	Body	0.5#	0.5	Existing				
Hood										
4	335664 Hood Panel	Repair	Body	2.0*#	1.0	Existing				
5	AUTO Hood Outside	Refinish Only	Refinish	2.4 C	2.4	Existing				
Front Fender										
6	304810 R Fender Outside	Refinish Only	Refinish	1.8 C	2.2	Existing				
7	304820 L Fender Outside	Refinish Only	Refinish	1.8 C	2.2	Existing				

		LABOR				PART					
Line #		Description	Operation	Type	Total Units	CEG	Type	Number	Qty	Total Price	Tax
Windshield											
8	336756	W/Shield Glass	Remove / Replace	Glass	2.3#	2.3	Aftermarket New	DW01624GT Y	1	\$291.45	Yes
9	336760	W/Shield Reveal Moulding	Remove / Replace	Body	INC	0.3	New	5C2Z 1503144 AA	1	\$79.42	Yes
Front Door											
10	320060	R Frt Door Outside	Refinish Only	Refinish	2.2 C	2.6	Existing				
11	320070	L Frt Door Outside	Refinish Only	Refinish	2.2 C	2.6	Existing				
12	300277	R Frt Door Mirror	Remove / Install	Body	0.3	0.3	Existing				
13	300278	L Frt Door Mirror	Remove / Install	Body	0.3	0.3	Existing				
14	336192	R Frt Otr Door Belt Moulding	Remove / Install	Body	0.2	0.2	Existing				
15	336193	L Frt Otr Door Belt Moulding	Remove / Install	Body	0.2	0.2	Existing				
16	321510	R Frt Door Handle & Lock Cyl	Remove / Install	Body	0.8#	0.8	Existing				
17	321520	L Frt Door Handle & Lock Cyl	Remove / Install	Body	0.8#	0.8	Existing				
Side Door											
18	323810	Frt Side Door Outside	Refinish Only	Refinish	2.2 C	2.6	Existing				
19	323818	Rear Side Door Outside	Refinish Only	Refinish	2.0 C	2.4	Existing				
20	324590	Frt Door Handle & Lock Cyl	Remove / Install	Body	0.5#	0.5	Existing				
Van Side Panel											
21	300808	R Van Side Panel	Remove / Replace	Body	11.0*	29.3	Aftermarket New		1	\$117.30*	Yes
22	900510	Line Markup 25.0%								\$29.33	
23	AUTO	R Van Side Panel Outside	Refinish Only	Refinish	4.6 C	5.0					
24	AUTO	R Van Side Panel Edge	Refinish Only	Refinish	0.5 C	0.5					
25	AUTO	R Add For Pillar	Refinish Only	Refinish	0.5 C	0.5					
26	327190	L Van Side Panel	Remove / Replace	Body	10.0*#	28.5	Aftermarket New		1	\$117.30*	Yes
27	900510	Line Markup 25.0%								\$29.33	
28	AUTO	L Van Side Panel Outside	Refinish Only	Refinish	6.8 C	7.2					
29	AUTO	L Van Side Panel Edge	Refinish Only	Refinish	0.5 C	0.5					
30	AUTO	L Add For Pillar	Refinish Only	Refinish	0.5 C	0.5					
Back Door											
31	330510	R Back Door Outside	Refinish Only	Refinish	2.0 C	2.4	Existing				
32	301184	L Back Door Shell	Repair	Body	1.0*#	1.5	Existing				
33	AUTO	L Back Door Outside	Refinish Only	Refinish	2.0 C	2.4	Existing				
34	331230	R Door Handle & Lock Cyl	Remove / Install	Body	0.5#	0.5	Existing				

		LABOR				PART				
Line #	Description	Operation	Type	Total Units	CEG	Type	Number	Qty	Total Price	Tax
Rear Bumper										
35	AUTO Rear Bumper Assy	Overhaul	Body	1.0	1.0	Existing				
36	301195 Rear Bumper Face Bar	Remove / Replace	Body	INC	1.0	Aftermarket Certified	2185519Q	1	\$651.00	Yes
Additional Costs & Materials										
37	AUTO Paint/Materials	Additional Cost							\$2,142.14*	Yes
38	AUTO Shop Materials	Additional Cost							\$126.00*	
39	AUTO Hazardous Waste Disposal	Additional Cost							\$5.00*	Yes
Additional Operations										
40	AUTO Clear Coat	Additional Operation	Refinish	2.9	0.0				\$0.00	

* Judgment Item

T Included in Two Tone Calculation

Labor Note Applies

d Discontinued by Manufacturer

C Included in Clear Coat Calculation

A Included in Clear Coat and Two Tone Calculation

r CEG R&R Time Used for this Labor Operation

[] Verify the part number and price before ordering

Parts Vendors

KSI AUTO PARTS - BOSTON
FRANKLIN, MA 10 KENWOOD CIR.
FRANKLIN MA 02038
(508) 528-2252 (Work)
(800) 527-8762 (Work)

Line	Part #	Total Price
36	2185519Q	\$651.00

Disclaimer: The repair estimate is based in part on the use of replacement parts which are not made by the original manufacturer of the damaged parts in your vehicle. Warranties, if any, applicable to these replacement parts are provided by their manufacturer or supplier rather than the manufacturer of your vehicle.

Estimate Totals

Labor	Units	Rate	Sublet Add'l Amount	Totals
Body Labor	29.6	\$65.00		\$1,924.00
Refinish Labor	36.1	\$65.00		\$2,346.50
Glass Labor	2.3	\$65.00		\$149.50
Total Labor	68.0			\$4,420.00
				Taxable \$0.00
				Tax 0.0000% \$0.00
				Non-Taxable \$4,420.00
				Pre-Tax Discount 0.00% \$0.00
				Labor Total \$4,420.00
Parts				
Taxable Parts		Amount		\$1,256.47

Estimate Totals

		Parts Adjustments	\$58.66
		Tax 6.2500%	\$82.20
		Non-Taxable	\$0.00
		Pre-Tax Discount 0.00%	\$0.00
		Parts Total	\$1,397.33
Costs	Amount		
Other Additional Costs	\$131.00		\$131.00
Paint Materials	\$2,142.14		\$2,142.14
		Taxable	\$2,147.14
		Tax 6.2500%	\$134.20
		Non-Taxable	\$126.00
		Pre-Tax Discount 0.00%	\$0.00
Paint Materials Method: RMC		Costs Total	\$2,407.34
Gross Totals	Amount		\$8,224.67
Gross Total	\$8,224.67		
		Taxable	\$3,462.27
		Tax	\$216.40
		Non-Taxable	\$4,546.00
		Pre-Tax Discount 0.00%	\$0.00
		Gross Total	\$8,224.67
Adjustments	Amount		
Total Customer Responsibility			\$0.00
		Net Estimate Total	\$8,224.67

Disclaimer: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Estimate Event Log

Job Created	3/15/2024 01:06 PM
Estimate Started	3/15/2024 01:08 PM
Estimate Printed	3/15/2024 01:20 PM
Estimate Committed	Estimate Not Committed
Estimate Retrieval ID	1000484303

Signs By Tomorrow, Norton
400 Old Colony Rd
Norton, MA 02766
508-222-1900
norton@signsbytomorrow.com
signsbytomorrow.com/norton



Estimate

ADDRESS

Peter Gay
North TV
93 S. Washington St.
N. Attleboro, MA 02760

SHIP TO

Peter Gay
North TV
93 S. Washington St.
N. Attleboro, MA 02760

ESTIMATE # 3959

DATE 03/20/2024

DESCRIPTION	QTY	UNIT COST	AMOUNT
Van Lettering			
Vehicle Lettering - 2 Sides, Front and Back of Van	1	1,205.11	1,205.11
Please review and respond with any changes or approval to proceed with your order.			
TOTAL			\$1,205.11

Accepted By

Accepted Date



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We have prepared a quote for you

NorthTV-BPix Truck Upgrade w/BP Fusion

Quote # 003931
Version 1

Prepared for:

TOWN OF NORTH ATTLEBORO

NorthTV

Chris Miller
cmiller@northTV.net

Hardware

Description		Price	Qty	Ext. Price
U/G - M	Broadcast Pix MX Hybrid Upgrade from any Broadcast Pix or any switcher brand. System with 8 SDI + 8 IP Inputs + 8 SGI/Clip/Graphics channels, 2 SDI + 2 NDI Outputs, 6 Keyers, NTX graphics, Commander, Camera Control, Stream & Record	\$20,365.75	1	\$20,365.75
236	Broadcast Pix BPfusion - connect graphics to databases including Twitter, RSS, XML, Excel, scoreboards and timers. - up to 12 layers	\$3,703.75	1	\$3,703.75

Subtotal: **\$24,069.50**

Services

Description		Price	Qty	Ext. Price
LABOR-BROADCAST	Ockers Broadcast Installation Labor - Non Prevailing Wage	\$1,000.00	1	\$1,000.00

Subtotal: **\$1,000.00**

NorthTV-BPix Truck Upgrade w/BP Fusion

Prepared by:

Ockers Company

Gary Pink
7813498823
Fax 508-584-9180
gpink@ockers.com

Prepared for:

TOWN OF NORTH ATTLEBORO

93 S Washington St
North Attleboro, MA 02760
Chris Miller
(508) 695-3973
cmiller@northTV.net

Quote Information:

Quote #: 003931

Version: 1
Delivery Date: 02/08/2024
Expiration Date: 03/09/2024

Quote Summary

Description	Amount
Hardware	\$24,069.50
Services	\$1,000.00
Total: \$25,069.50	

Terms and Conditions

This quote is valid for thirty (30) days from the date of issue. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1 ½% per month (compounded) on the unpaid balance of any amount then passed due. All products quoted are subject to availability.

Terms for Purchases are NET30 Days from date of invoice. All Services will be invoiced separately and are payable on receipt of Invoice. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1½% per month (compounded) on the unpaid balance of any amount then passed due.

Binding Effect of Document:

This document when signed by the client and accepted by the Company shall constitute a binding contract for services described.

Suspension or Cancellation for Non- Payment:

The Company may forthwith suspend or cancel SAAS service upon a written notice if any payment is overdue, in addition to any other right or remedy it may have.

Assignability of Agreement:

Neither this agreement nor the Company's SAAS service are transferable without the Company's written consent.

Returns are allowed for 30 days. Non-defective returns must be unopened, and factory sealed. All merchandise must be returned with original packing, accessories, and instructions. A valid RMA number must be obtained from Ockers Company before a return is allowed. Note - Some manufacturers have special returns policies which may supersede the above.

Custom Orders are not Returnable.

Returns over the 30 days will be subject to the acceptance by the distributor or manufacturer and may require a restocking fee.

Ockers at its discretion may invoice product prior to delivery to client via a Bill and Hold (Transfer of Property) document if required. All stored product will be fully insured. This may occur via a Standard invoice or via a Bill and Hold

Customer responsible for any permit fee costs that may be required. Fees are determined by local municipality and will be billed accordingly.

** For EANS Purchases - Customer is responsible for payment of products and services if EANS order is not approved by the state.

Please email Purchase Order to confirm the order. Thank you.

48 Leona Drive
Middleboro, MA 02346
www.ockers.com
50863163975085864642



Ockers Company

TOWN OF NORTH ATTLEBORO

Signature: _____

Name: Gary Pink

Title: Account Executive/Systems Engineer

Date: 02/08/2024

Signature: _____

Name: Chris Miller

Date: _____



VALLEY
COMMUNICATIONS SYSTEMS

105653-0
3/25/2024

PROPOSAL

North TV - Broadcast Pix - 105653

This Agreement is between

North TV

93 South Washington St
North Attleborough, MA 02760 USA
(508) 695 3973

Valley Communications Systems, Inc.

20 1st Ave.
Chicopee, MA 01020-4619
800-522-4136
www.valleycommunications.com
Contact: James P. Tremble, 413-374-2876

Grand Total \$ 27,118.76

DESCRIPTION

Pricing is for equipment only. Labor for installation is not included.

Valley Communications Systems, Inc. (VCS) is an approved MA State Contract OFF50 vendor. However, VCS does not support every category under the OFF50 contract. This proposal will remain competitively priced but will land outside the OFF50 State contract. When applicable, prevailing wage rates will be applied.

DROP SHIP

1. Verify that the customer has a loading dock:
2. Verify that the customer has a lift gate:
3. Obtain the name and phone number of the person to be contacted for notification of delivery: Chris Miller, 508-695-3973
4. Obtain information regarding hours/days that the client accepts deliveries:

THE CLIENT'S RESPONSIBLY

Upon receipt of any delivery, please take the time to inspect and review the items for any potential damage thoroughly. This step is crucial in ensuring that you receive products in optimal condition and promptly address any issues.

Here are the key points of your responsibility in this process:

1. Prompt Inspection: Please inspect all delivered items as soon as they are received. This will allow VCS to address any concerns and minimize potential inconvenience promptly.

2. Documentation: If you notice any visible damage to the packaging or products, please document the issues with photographs (of all sides of the box and hardware). This documentation will assist VCS in processing any necessary claims with our shipping partners.

3. Contact VCS: If you identify any damage or discrepancies, please get in touch with our customer service team immediately. Provide VCS with the relevant information, including the order number, item description, and details of the damage.

4. Hold Packaging: If there is noticeable external damage to the packaging, we recommend retaining the packaging materials until the matter is resolved. This may be required for any potential shipping or insurance claims.

5. Resolution: VCS is committed to promptly working closely with you to resolve any issues. Depending on the situation, VCS may arrange for a replacement, refund, or repair as appropriate.

It's important to understand that timely communication and cooperation in this process are key to achieving a satisfactory resolution. By adhering to this review and inspection process, you play an integral role in maintaining the quality of your orders and helping VCS provide you with the best possible service.

Thank you for choosing VCS. We value your partnership and are dedicated to delivering excellence in all aspects of our business. If you have any questions or require further assistance, please do not hesitate to contact our VCS customer service team.

QUOTE VALIDITY

Quote is Valid for 30 Days Unless Another Agreement is Made - Expires On :

Apr 25, 2024

1. For correspondence, please refer to Quote # **105653-0**
2. Please include a copy of this quote with your purchase order
3. Quote does not include taxes (if not listed in the Pricing Summary)

LINE ITEM DETAILS

North TV |

		Unit Price	Price
1	Broadcast Pix 236 BPfusion - Connect graphics to databases including Twi5er, RSS, XML, Excel, scoreboards and 3mers. 2 channels, up to 12 layers of graphics	4,160.00	4,160.00
1	Broadcast Pix 611 Broadcast Pix - Freight	93.75	93.75
1	Broadcast Pix 786 Purchased with the system, enhanced 1st year warranty provides hardware support for 12 months, advanced spares replacement, email & telephone support, 1 month remote commissioning and extends software upgrades	0.01	0.01
1	Broadcast Pix U/G - M MX Hybrid Upgrade from any Broadcast Pix or any switcher brand. System with 8 SDI + 8 IP Inputs + 8 S3I/Clip/Graphics channels, 2 SDI + 2 NDI Outputs, 6 Keyers, NTX graphics, Commander, Camera Control, Stream & Record	22,865.00	22,865.00

PRICING SUMMARY

Equipment:	\$27,118.76
Grand Total:	\$27,118.76

Payment Terms

Description	Amount	Due Date
30% - Payable with Signed Sales Agreement/Purchase Order	8,135.63	
70% - Future Payments per Progress Billing and/or Final Billing	18,983.13	

Signatures

Client:	Chris Miller	Date
Contractor:	Valley Communications Systems, Inc. State Licenses: 7189-C (MA) • C5-192407 (CT) • TSC-464 (RI) Equal Opportunity Employer	Date



Measure #: 2024-114

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Authorization to Repurpose Funds in the amount of \$3,500.00 for Metasource, LLC. for the Town Clerk

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
attleboro.com
Reason: I am the author of this document
Location:
Date: 2024.05.10 10:57:43 -0400
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

The Town Clerk has a contract with Metasource, LLC. to digitize permanent records. The original amount of the contract was for \$160,000.00, and an additional \$3,500.00 is needed to complete the project which would include digitizing an additional 10 - 12 boxes on production. The request is to transfer \$3,500.00 from the R/E Measure & List Account line item 30141246-530010.

Amount to be transferred: \$3,500.00

From Account: R/E Measure & List- Line Item 30141246-530010 (\$8,077.30 in account at this time)

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE: Finance

Measure #: 2024-114

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024	Submitted By: Town Manager	Telephone #: 508-699-0100
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PURPOSE AND JUSTIFICATION CONTINUED:



Measure #: 2024-0115

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Request from FY24 Free Cash in the amount of \$30,000 to purchase Town Council Chambers furnishings including a desk, table, podium, glass whiteboard, and other décor

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: cn=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
attleboro.com
Reason: I am the author of this document
Location:
Date: 2024.05.10 12:12:04'00'
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Request for a Transfer from FY24 Free Cash in the amount of \$30,000 for Town Council Chamber Upgrades.

The significant rainfall on September 11, 2024, resulted in severe flooding in the Town Hall basement, with approximately 10,000 gallons of water being extracted throughout the subsequent week. This unfortunate incident caused substantial water damage to the Town Council desks, rendering them unusable. Consequently, there is a pressing need to replace these essential furnishings to ensure the functionality and integrity of the Town Council chambers.

Therefore, I am requesting that a transfer from FY24 Free Cash in amount of \$30,000 be transferred for the purchase of Town Council Furniture for the Lower-Level Conference Room at the Town Hall.

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE: Finance

Measure #: 2024-0115

TOWN COUNCIL MEASURE SUBMITTAL

Date: 5/13/2024	Submitted By: Town Manager	Telephone #: 508-699-0100
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PURPOSE AND JUSTIFICATION CONTINUED: