

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



Kathleen Prescott
Patrick Reynolds
Andrew Shanahan
Andrea Slobogan

Town of North Attleborough

TOWN COUNCIL

43 South Washington Street, North Attleborough, MA 02760

Phone: (508) 699-0100

PUBLIC MEETING and PUBLIC HEARING

MAY 22, 2023 at 7:00 PM

Town Hall - Lower-Level Conference Room
43 South Washington St. North Attleborough, MA

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- I. Pledge Of Allegiance**
 - II. Resident And Community Comment**
 - III. Approval Of Minutes**
 - a. Approval of Town Council Minutes of May 8, 2023
 - IV. Town Councilor Community Announcements**
 - V. Town Manager Report**
 - VI. Resident And Community Comment**
 - VII. Confirmations**
 - VIII. Sub-Committee Reports**
 - a. Finance
 - i. Measure 2023-078- Authorization of Transfer of 65,000.00 from Ambulance Receipt Reserve

Documents:

[MEASURE 2023-078-AUTHORIZE TRANSFER OF 65,000 FROM AMBULANCE RECEIPT RESERVE.SIGNED.PDF](#)
 - b. Economic Growth & Sustainability
 - c. By-Law
 - i. FIRST READING:

1. Measure 2023-010- Procedure for Naming and Memorializing Bridges, Streets, and other Public Areas in Town

Documents:

[*MEASURE 2023-010-PROCEDURE FOR NAMING AND MEMORIALIZING BRIDGES, STREETS, AND PUBLIC AREAS.COMPLETE.SIGNED_5.18.2023.PDF*](#)

- ii. Public Hearing, Second Reading, and Vote

1. Measure 2023-033- To see if the Town will vote to amend the Town of North Attleborough Zoning By-Laws, Section VII -Administration and Enforcement to allow for a Planning Board Associate Member

Documents:

[*MEASURE 2023-033- VOTE TO AMMEND ZONING BY-LAWS TO ALLOW PLANNING BOARD ASSOCIATE MEMBER.SIGNED.PDF*](#)

- d. Rules
- e. School Committee Representative
- f. Communication, Public Participation, & Engagement
- g. Local Emergency Planning

IX. Old Business

- a. None at this time.

X. New Business

- a. Measure 2023-079- Request Code Adoption of Town General Bylaws and Zoning Bylaws
- b. Measure 2023-080- To see if the Town Council will vote to accept the increase in the Cost of Living (COLA) base for Retirees from \$14,000 to \$16,000

Documents:

[*MEASURE 2023-080-TO SEE IF THE TOWN COUNCIL WILL VOTE TO ACCEPT THE INCREASE COLA BASE.SIGNED.PDF*](#)

- c. "Audit Report"- Roselli, Clark & Associates Certified Public Accountants presentation to the Town of North Attleborough's Basic Financial Statements and Additional Information Year Ended June 30, 2022
- d. Determine Selection Process of the Town Auditor

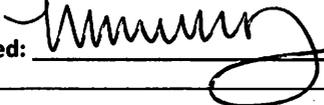
XI. Adjournment

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

Measure #	2023-078
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TOWN COUNCIL MEASURE SUBMITTAL

Date:	5/1/2023	Submitted by:	Town Manager Chief Christopher Coleman	Telephone #	508-699-0100
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<p>MEASURE DESCRIPTION:</p> <p>Authorize the transfer of \$65,000 from the ambulance receipt reserve account to the ambulance budget for the fire department to augment the ambulance overtime for daily staffing.</p> <p align="right">Signed:  03MAY23</p>
<p>PURPOSE AND JUSTIFICATION:</p> <p>This transfer is needed to augment the overtime budget through the end of the Fiscal Year. We are currently in a trial period of non-cross staffing station 2 which has increased the overtime costs in addition to a long term military leave and injured on duty status for a firefighter. I have conducted a review of the entire budget and have listed funds that can be used however, additional funds are still needed.</p> <p>The following are estimates for remaining funds available:</p> <p>Salary: \$4000.00</p> <p>Remaining EMT Recertification Overtime: \$5000.00</p> <p>Remaining Paramedic Recertification Overtime: \$10,000</p> <p>Current Remaining Overtime: \$5884.00</p> <p>Total Available: \$24,884.00</p> <p>Average overtime expenditure each payroll: \$13,000 x 5 pay periods=\$65,000.00</p> <p>The \$65,000 is estimated on the high side as we do have a firefighter out long term with an on the job shoulder injury which has an impact on the overtime budget. In the event the full \$65,000 is not needed it will be returned to the ambulance receipt reserve account.</p>
<p>SPECIAL REQUIREMENTS:</p>
<p>ATTACHMENTS:</p> <p>Revenue Collection as of March 2023 and Ambulance call volume statistics.</p>
<p>REFER TO SUB-COMMITTEE:</p> <p>Finance</p>

TOWN OF NORTH ATTLEBOROUGH
Ambulance Revenue projection - February 28, 2023

2940037-424400

	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	Projection (FY 22) x Current Trend	Current Trend
July	(84,063.93)	(124,740.92)	(122,841.09)	(168,459.66)	(156,249.19)	(141,211.73)	(85,125.89)	(137,377.08)	(89,594.99)	
August	(104,041.23)	(148,104.28)	(137,781.35)	(95,762.84)	(112,523.49)	(165,236.88)	(199,104.43)	(182,947.55)	(209,557.39)	
September	(133,773.50)	(28,628.36)	(66,065.92)	(149,778.81)	(189,305.02)	(166,008.99)	(138,982.36)	(170,503.27)	(146,278.92)	5.25%
October	(54,731.10)	(158,009.70)	(139,641.30)	(162,951.90)	(91,979.44)	(94,189.67)	(160,208.56)	(157,854.26)	(168,619.49)	
November	(114,333.60)	(46,804.98)	(74,576.02)	(90,321.11)	(145,670.56)	(164,209.11)	(183,516.34)	(183,563.80)	(193,150.92)	
December	(80,490.36)	(110,469.45)	(108,231.71)	(191,735.00)	(155,113.89)	(119,794.84)	(132,292.34)	(127,760.35)	(139,237.67)	
January	(95,181.44)	(127,089.67)	(141,842.68)	(97,699.43)	(100,957.76)	(103,517.92)	(146,747.25)	(169,239.48)	(154,451.46)	
February	(122,049.65)	(95,329.98)	(161,469.40)	(165,870.04)	(114,201.06)	(104,840.02)	(123,770.56)	(165,855.07)	(130,268.50)	
March	(68,711.99)	(65,529.78)	(99,951.62)	(90,608.01)	(95,091.61)	(160,420.86)	(178,939.47)	(118,472.03)	(188,333.77)	
April	(96,752.63)	(60,590.15)	(167,000.78)	(153,558.34)	(170,506.11)	(126,909.21)	(86,495.81)		(91,036.83)	
May	(157,508.17)	(155,438.95)	(85,690.99)	(110,454.55)	(149,982.80)	(139,584.30)	(137,417.77)		(144,632.19)	
June	(74,183.69)	(60,816.17)	(125,105.31)	(120,025.96)	(157,974.64)	(96,366.23)	(306,993.43)		(323,110.55)	
	<u>(1,185,821.29)</u>	<u>(1,181,552.39)</u>	<u>(1,430,198.17)</u>	<u>(1,597,225.65)</u>	<u>(1,639,555.57)</u>	<u>(1,582,289.76)</u>	<u>(1,879,594.21)</u>	<u>(1,413,572.89)</u>	<u>(1,978,272.67)</u>	605.53%

Current Balance / Beginning Balance as of July 1, 2022

Less: 2,422,612.27

Appropriated Town Council Measure M2022-066 FY 2023 Budget (1,685,667.00)

736,945.27 balance after July 1 measures
 736,945.27 balance after October 2022 Measure

Add:

Revenues Through March 31

1,978,272.67 estimated revenues FY23 (column K)
 1,413,572.89 FY 23 revenues posted to date

Balance @

2,150,518.16 2,715,217.94 estimated year-end balance (beginning balance less m

BALANCE AS
OF MARCH
2023

YEAR END
PROJECTION

	<u>Actual Activity</u>	<u>Projected Balance</u>
Beginning Balance	2,422,612.27	2,422,612.27
FY 23 Budget/Debt withdrawal	(1,685,667.00)	736,945.27
July Revenue	137,377.08	874,322.35
Aug Revenue	182,947.55	1,057,269.90
Sept Revenue	170,503.27	1,227,773.17
Town Council Measurer Transfer	0.00	1,227,773.17
Oct Revenue	157,854.26	1,385,627.43
November Revenue	183,563.80	1,569,191.23
December Revenue	127,760.35	1,696,951.58
Town Council Measurer Transfer	0.00	1,696,951.58
January Revenue	169,239.48	1,866,191.06
February Revenue	165,855.07	2,032,046.13
March Revenue	118,472.03	2,150,518.16
April Revenue	0.00	2,150,518.16
May Revenue	0.00	2,150,518.16
FY 2024 Town Council Measure	0.00	2,150,518.16
June Revenue	0.00	2,150,518.16

Christopher Coleman
Chief

Michael Chabot
Deputy Chief



North Attleborough Fire Department

50 Elm Street, P.O.Box 904
North Attleborough, Massachusetts 02761

Tel: 508.699.0140

Fax: 508.643.0296

03-JAN-23

Chief Coleman,

Please accept the following information as the comparative EMS response volume for the Department covering the years 2017-2022.

The data reveals an on average increase of 7.79 % per year over the last five years. Also notable is an increase of 21.5% total call volume over the last two years alone.

The population of North Attleboro was reported to be 30, 834 as of the April 1, 2020 US Census. As of the 2010 US Census, North Attleboro had a reported population of 28,712 residents resulting in a 7.39 percent increase over that 10-year span. Our community currently includes 15.1% of the population being of age 65 or older. The trending data reveals our community is expanding not only by simple population numbers, but also by population density and age. Emergency Medical Services in the Town of North Attleboro will certainly be in increasing demand over the coming years.

North Attleboro Fire Department Total EMS Responses by Year



Please contact me with any questions or if you would like any further information.

Submitted respectfully,

Captain Brian D. Kelley
EMS Coordinator

2022 - 2023
1/1/22 - 4/19/22
even as of 12/11/21

Christopher Coleman
Chief

Michael Chabot
Deputy Chief



North Attleborough Fire Department

50 Elm Street, P.O.Box 904
North Attleborough, Massachusetts 02761

Tel: 508.699.0140

Fax: 508.643.0296

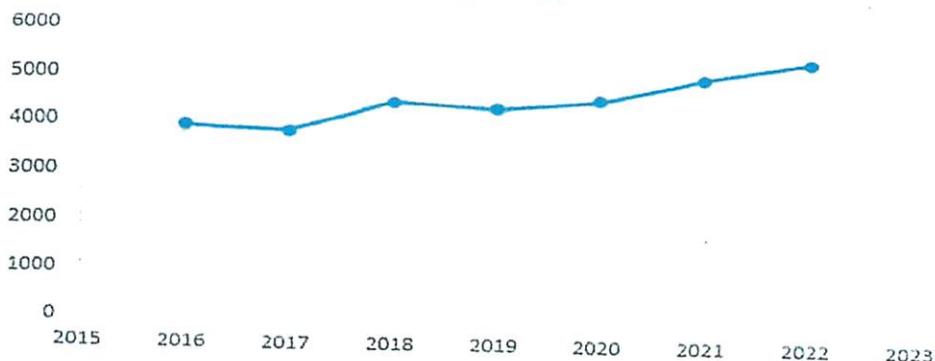
North Attleboro Fire Department Call Volume Data

The North Attleboro Fire Department has seen a significant increase in overall call volume and Emergency Medical Calls for Service. A call volume comparison was conducted, and we found that from 2021-2022 there was a 7% increase in overall call volume. Additionally, we looked at a comparison from 2016-2022 and found that our call volume has increased by 36%. As 66% of our calls for service are Emergency Medical Services in nature, we have seen an average increase of 7.79% increase over the last five (5) years and an astonishing 21.5% increase in the last two years alone where a resident or visitor needs medical attention and transport to a local hospital.

There are several drivers to this increase:

1. Increased population, density, and age
2. New residential neighborhoods
3. New Commercial buildings
4. New Growth including 21 East Street
5. Hotels
6. Urgent Care
7. Nursing Home
8. Assisted Living
9. 30 apartment buildings which were non-compliant with fire alarm systems and have installed systems creating more fire alarm activations for various reasons.
10. 15.1% of our population is 65 years of age or older
11. Increased mutual aid responses as all area departments are seeing an increased call volume.

Call Volume Comparison 2016-2022

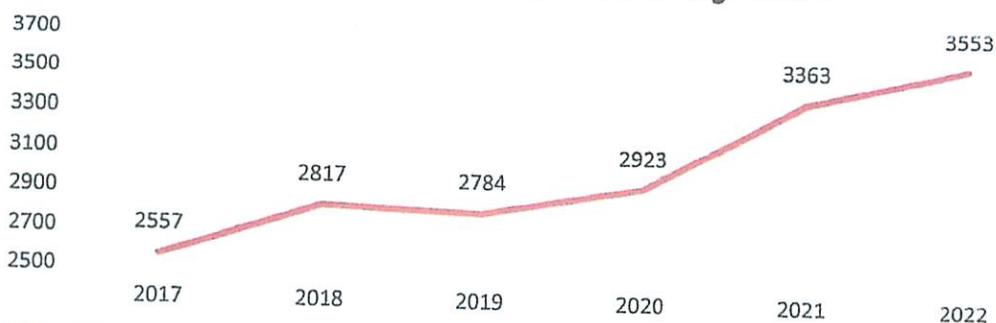


Total Calls for Service:

2016: 3949
 2017: 3881
 2018: 4459
 2019: 4350
 2020: 4545
 2021: 5019
 2022: 5372

EMS response data

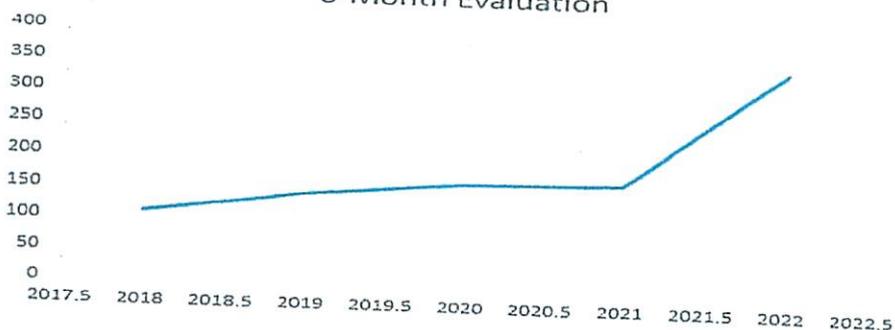
North Attleboro Fire Department Total EMS Responses by Year



2017: 2557
 2018: 2817
 2019: 2784
 2020: 2923
 2021: 3363
 2022: 3553

Engine 2 Cross Staffing vs Non-Cross Staffing

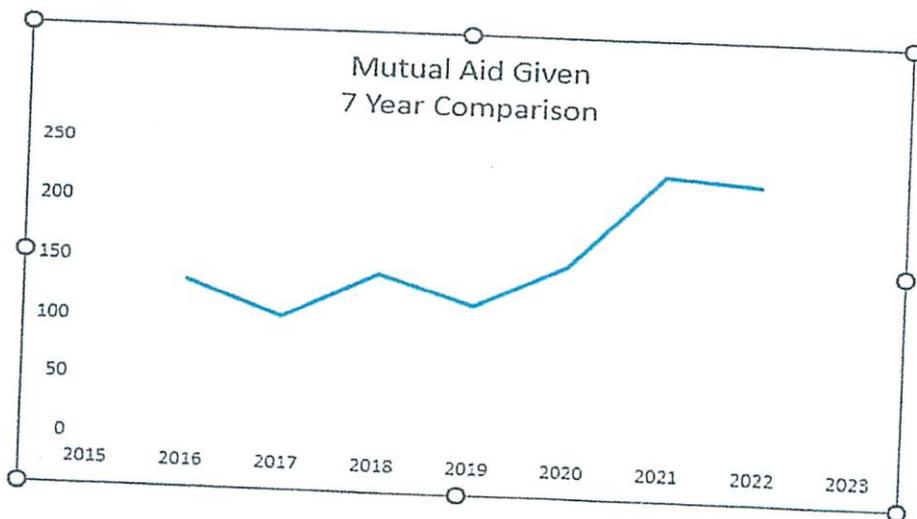
Engine 2 Cross Staffing vs Non-Cross Staffing
6-Month Evaluation



Non-Cross Staffing begun July 5, 2022, and was evaluated until December 31, 2022
 2018: 111 calls for service. Station Cross Staffed with an ambulance.
 2019: 143 calls for service. Station Cross Staffed with an ambulance.
 2020: 165 calls for service. Station Cross Staffed with an ambulance.
 2021: 169 calls for service. Station Cross Staffed with an ambulance
 2022: **350 calls for service.** Station *was not* cross staffed and had 2 firefighters there 24 hours a day. This was beneficial as the ambulance calls have increased this station was still staffed to handle additional calls and multiple simultaneous calls without using mutual aid. This is a 107% increase from 2021 during cross staffing.

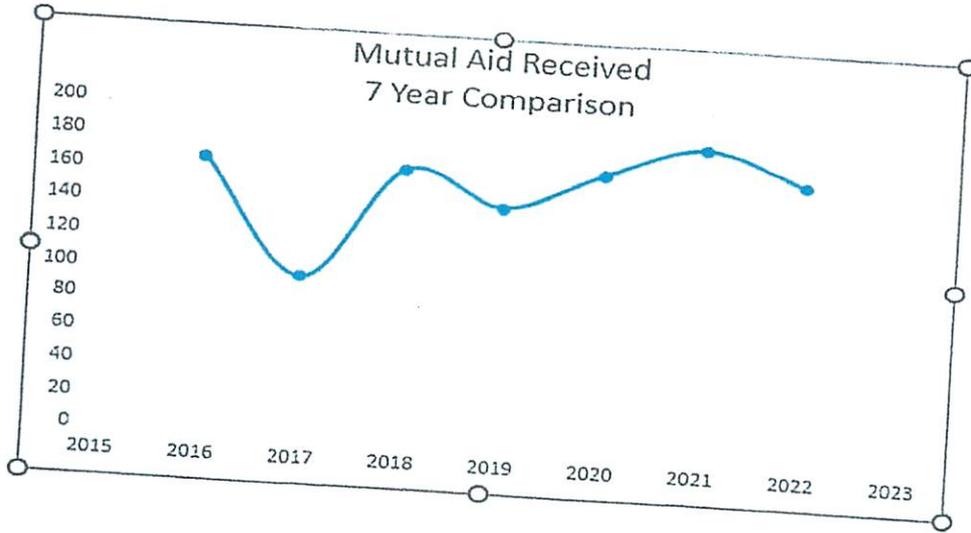
Mutual Aid Given:

2021: 229
 2022: 224



Mutual Aid Received:

2021: 186
2022: 167



In closing, maintaining 13 firefighters on duty daily is crucial to our daily department operations, and safety of our residents and firefighters our call volume has increased exponentially over the last 7 years and is only predicted to increase with future developments such as the Kelley Blvd 40R project, 162,000 sq. foot warehouse and the potential for housing or re-development of the Emerald Sq. Mall. With our current staffing and the non-cross staffing model we have been able to capture multiple simultaneous calls for service and not rely on mutual aid as compared to 2021.

Christopher M. Coleman
Chief of Department

TOWN COUNCIL MEASURE SUBMITTAL

Date:	8/22/2022	Submitted by:	Town Manager Town Manager	Telephone #	508-699-0100
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<p>MEASURE DESCRIPTION:</p> <p>Procedure for Naming and Memorializing Bridges Streets, & other Public Areas in the Town of North Attleborough.</p> <div style="text-align: right; margin-top: 20px;">  Signed: _____ 22 AUG 22 </div>
<p>PURPOSE AND JUSTIFICATION:</p> <p>The purpose of this measure is to consider creating a bylaw that would establish the process and procedures by which a street, bridge, or other public area can be memorialized or dedicated by the Town through the Town Council. The intent of this bylaw is not to replace the process or procedure that exists in the Planning Board for subdivision street naming.</p> <p>This bylaw would include the following:</p> <ol style="list-style-type: none"> 1. Process by which an individual or entity can submit to the Town a street, bridge, or other public place a recommendation for memorialization or dedication. 2. Identification and notification of abutters must be identified for any road, street, way, or bridge. 3. The submitted recommendation would include a first choice name and a second choice name. 4. Recommended names and name changes must be submitted to Fire Department for written approval of the names chosen and their sign-off on the form. 5. Requesting party must contact all abutters to get their concurrence. Acceptance by a two-thirds majority of the abutters, as identified by the Assessor's Office, would be needed to proceed with the name change. 6. Determination of the appropriate fee involved with this request. Included in any dedication or name change is the cost of signage and installation related to such signage.
<p>SPECIAL REQUIREMENTS:</p>
<p>ATTACHMENTS:</p>
<p>REFER TO SUB-COMMITTEE:</p> <p>By-Law Sub-Committee</p>

Measure #	2023-010
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TOWN COUNCIL MEASURE SUBMITTAL

Date:	8/22/2022	Submitted by:	Town Manager Town Manager	Telephone #	508-699-0100
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<p>MEASURE DESCRIPTION:</p> <p>Procedure for Naming and Memorializing Bridges Streets, & other Public Areas in the Town of North Attleborough.</p> <p align="right">Signed: _____</p>
<p>PURPOSE AND JUSTIFICATION:</p> <p>Continued:</p> <p>7. Requesting party would submit the completed abutter sign-off forms, the name change form, and a certified list of abutters to the Town Council for consideration at time of the Town Council's choosing. The Town Council would schedule a public hearing for the requested name change and notify the applicant and the abutters.</p> <p>8. Hold a public hearing on the proposed memorialization and/or road name change.</p> <p>9. Town Council, by majority vote, makes an order to change the name of the road. The new name will be included in the measure. The Clerk of Council will then file a copy of this order with the Bristol County Registry of Deeds/Land Court.</p> <p>10. Once approved, public safety will be notified of the name change.</p> <p>11. Following the memorialization, name change approval, DPW will be directed to install the appropriate street signs specifying the new name at or near each point where the road joins another road or way. In the case of a private road, abutters pay for the sign, but the DPW can install it.</p>
<p>SPECIAL REQUIREMENTS:</p>
<p>ATTACHMENTS:</p>
<p>REFER TO SUB-COMMITTEE:</p> <p>By-Law Sub-Committee</p>

Bylaw: NAMING OF TOWN ASSETS

Section 1. Authority

The naming or renaming of all town assets except as otherwise referred to in this bylaw shall be done by majority vote of the Town Council in accordance with the provisions of this bylaw and the Charter of the Town of North Attleborough.

Section 2. Advisory Committee

Upon receipt of an application for memorialization, the Town Council President shall create an ad hoc advisory committee [Charter Article II sec.2-9]. The purpose of the Advisory Committee is to make recommendations to the Town Council for the naming of public assets. This may include memorializing and officially recognizing those persons or groups whose exemplary accomplishments have reflected credit and honor upon the Town of North Attleborough, in accordance with certain criteria established and set forth in writing by this bylaw.

The Advisory Committee shall consist of the chairs of the following boards/commissions or their designees:

- Board of Public Works
- Parks and Recreation Commission
- Conservation Commission

Section 3. Rules

- a. No Town assets shall be named or renamed except in accordance with this bylaw, with the following exceptions:
 - a. School property is solely under the jurisdiction of the School Committee [MGL Ch.43 sec.33].
 - b. Richards Memorial Library is solely under the jurisdiction of the Library Board of Trustees [MGL Ch.78 sec.11].
- b. Assets that are major physical assets of the Town, such as buildings, recreational facilities, parks, water bodies, and conservation land shall be named only after the town entity with jurisdiction over the asset shall approve a name; and Town Council, by majority vote, ratifies the naming.
- c. All other Town assets that are portions of a larger whole, such as: interior spaces of buildings; features within parks, conservation land, and recreational areas; driveways or parking lots; or furniture or other small fixtures of any description shall be named after the town entity with jurisdiction over the asset concurs in such naming by majority vote.

Section 4. PROCESS

- a. Any town board, commission, or resident may propose that a Town asset be named or re-named. Said proposal shall be submitted to the Town Manager's Office in writing.
 - a. Proposals should include substantial documentation to support the rationale for selecting the name, and to the extent possible should reflect a broad level of

community backing, including from any boards or committees that have any connection to the asset that is proposed to be named/renamed.

- b. Upon receipt, the Town Manager's Office shall forward the proposal to the Town Council President.
- c. Upon receipt of the proposal, the Town Council President shall appoint the members of the Advisory Committee.
- d. The Advisory Committee shall refer requests to the town entity with jurisdiction over the asset to confirm their support before the proposal is reviewed by the Advisory Committee. The Advisory Committee will take no further action without the support of the town entity with jurisdiction over the asset.
- e. To ensure that the Advisory Committee is fully aware of the public's interest in a naming or renaming proposal for Major assets, a public hearing shall be held by the Advisory Committee before deliberations and a vote on a proposed recommendation can occur. Public notice of such a hearing shall be posted at least fourteen (14) days prior to the hearing. Other assets do not require a public hearing and can be deliberated at a regular meeting of the Advisory Committee. Regular meeting agendas must be posted in accordance with the Open Meeting Law.
- f. Prior to the public hearing or meeting, as applicable, the Advisory Committee shall solicit input from relevant town boards and commissions, surrounding property owners, residents, affected parties, groups or individuals that the Advisory Committee believes may contribute meaningful input. The Town entity having care, custody, management, and control of the town asset, and the Veterans Agent when applicable, shall be invited to attend the hearing and to participate in the deliberations of the Advisory Committee on an ex officio basis but shall not participate in the vote of the Advisory Committee.
- g. Within thirty (30) days of the closing of the public hearing or conclusion of the regular meeting, the Advisory Committee shall make its recommendation to the Town Council President.
 - a. Recommendations for a major asset (as defined in Sec.3(b) of this bylaw) will be submitted to the Town Council for final confirmation by majority vote.
 - b. Recommendations for all other assets shall be referred to the town entity with jurisdiction over the asset for final concurrence.

Section 5. CRITERIA

In deciding the appropriateness of any naming or renaming proposal, the Advisory Committee shall consider the following criteria, and any other criteria similar to the criteria listed below:

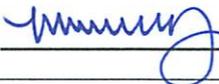
- a) The significant public value of the public asset
- b) The public interest to be served
- c) Any historic events, people or places associated with the public asset
- d) Any outstanding individual associated with the public asset
- e) Any major gift associated with the public asset and whether such gift included a condition as to the naming of the asset
- f) Whether a naming agreement or other documentation is appropriate or necessary
- g) With respect to a re-naming proposal, whether any agreement or documentation regarding the

current name exists

- h) The appropriateness of a new name, taking into consideration historical significance of the public asset or its current name
- i) Any costs associated with the naming or renaming
- j) Any other assets named, or currently being considered for naming, by the Committee
- k) Compliance with state laws, town bylaws, regulations or policies

TOWN COUNCIL MEASURE SUBMITTAL

Date:	1/18/2023	Submitted by:	Town Manager Town Manager	Telephone #	508-699-0100
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<p>MEASURE DESCRIPTION:</p> <p>To see if the Town will vote to amend the Town of North Attleborough Zoning By-Laws, Section VII-Administration and Enforcement to allow for a Planning Board Associate Member</p> <p>Signed:  12JAN23</p>
<p>PURPOSE AND JUSTIFICATION:</p> <p>VERSION 2 – ZONING BYLAW</p> <p>Amendment to Section VIII – Administration and Enforcement</p> <p>To see if the Town will vote to amend the Town of North Attleborough Zoning By-Laws, Section VIII – Administration and Enforcement, as follows:</p> <p>(a) Add a new Subsection - Planning Board Associate Member to read as follows:</p> <p>There shall be one associate member of the Planning Board appointed by the Town Manager under the authority of G. L. c. 40A, § 9. The associate member shall sit on the Planning Board for the purposes of acting on special permit application hearings in case of absence, inability to act, or conflict of interest on the part of any member of the Planning Board or in the event of a vacancy on the Board.</p> <p>or to take any other action relative thereto.</p>
<p>SPECIAL REQUIREMENTS:</p> <p>Planning Board Public Hearing/ Town Council Public Hearing</p>
<p>ATTACHMENTS:</p>
<p>REFER TO SUB-COMMITTEE:</p> <p>Planning Board</p>

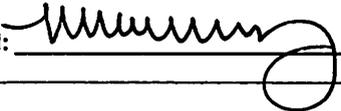
Measure #	2023-080
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TOWN COUNCIL MEASURE SUBMITTAL

Date: 05/22/2023	Submitted by: Town Manager	Telephone # 508-699-0100
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MEASURE DESCRIPTION:

To see if the Town Council will vote to accept the increase in the Cost of Living Adjustment (COLA) base for Retirees from \$14,000 to \$16,000

Signed:  18MAY23

PURPOSE AND JUSTIFICATION:

Under Chapter 32, Section 103, the board of any system may increase the maximum base amount on which the cost of living adjustment (COLA) is calculated, in multiples of \$1,000.

The current COLA is 3% of the \$14,000 base, which is \$420 annually for eligible retirees. If approved, the 3% COLA with a \$16,000 base would increase by \$60 to \$480 annually. The total additional cost to the retirement system for the current pension recipients would be less than \$25,000 per year.

The increase is vital to keep pace with inflation.

The retirement Board voted 4-0 to approve this increase at the April 27, 2023 meeting.

SPECIAL REQUIREMENTS:**ATTACHMENTS:****REFER TO SUB-COMMITTEE:**

Finance