

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 Street, North Attleborough, MA 02760
Phone: (508) 699-0100 ext. 2555

PUBLIC MEETING

JUNE 23, 2025 at 7:00 PM

Town Hall - JoAnn Cathcart Conference Room
43 South Washington St. North Attleborough, MA

I. Pledge Of Allegiance

II. Approval Of Minutes

- a. Approval of Town Council Minutes of June 9, 2025

III. Town Councilor Community Updates

IV. Town Manager's Report

TOWN MANAGER'S REPORT

V. Resident And Community Comment

VI. Confirmations

- a. Measure 2025-105- Confirmation of Reappointments to various Boards, Committees, and Commissions
- b. Measure 2025-107- Confirmation of Appointment of Jessica Tenzar as a Member of the Conservation Commission
- c. Measure 2025-108-Confirmation of Appointment of Patricia St. Pierre as a Member of the Licensing Board
- d. Measure 2025-110-Confirmation of Appointment of Sandra Legg as a Member of the Council on Aging

VII. Sub-Committee Reports

- a. Finance
 - i. Measure 2025-095-To request the Town Council grant the Town Manager authority to sign a release deed for Lot 20B located at 25 Sheldonville Road, North Attleborough, MA

Documents:

[*MEASURE 2025-095- TO REQUEST THE TOWN COUNCIL GRANT TM AUTHORITY TO SIG 25 SHELDONVILLE ROAD.SIGNED.PDF*](#)

- ii. Measure 2025-096- Appropriation request for use of FY'25 retained earnings from Comcast PEG Access for North TV production van cable replacement

Documents:

[*MEASURE 2025-096 NORTHTV IT PRODUCTION VAN CAMERA CABLE REPLACEMENT PROJECT.SIGNED.PDF*](#)

- iii. Measure 2025-097- Approval of Funding for a One Year Memorandum of Agreement Between the Town and the American Federation of State, County, and Municipal Employees (AFSCME), AFL-CIO, State Council 93, Local 1702

Documents:

[*MEASURE 2025-097- AFSME MOA FOR FY26.COMPLETE.SIGNED.PDF*](#)

- iv. Measure 2025-098-Approval of Funding for a One Year Memorandum of Agreement between the Town and United Steel Workers (USW) AFL-CIO, CLC Local 9517

Documents:

[*MEASURE 2025-098-USW MOA FY26.SIGNED.COMPLETE.PDF*](#)

- v. Measure 2025-100- That the Town of North Attleborough appropriate the amount of Two Hundred Eighty-Seven Million Eight Hundred Sixty-One Thousand Ninety-Eight Dollars (\$287,861,098) for the purpose of paying costs of the construction of the North Attleborough High School Building Project located at 1 Wilson Whitty Way, North Attleborough, MA

Documents:

[*MEASURE 2025-100-BORROWING AUTHORIZATION FOR NEW HIGH SCHOOL.SIGNED.PDF*](#)

- vi. Measure 2025-102-End of Year Transfers (Municipal Relief Transfers). AMENDED

Documents:

[*MEASURE 2025-102- END OF YEAR TRANSFERS \(MUNICIPAL RELIEF TRANSFERS\).AMENDED.COMPLETE.SIGNED.PDF*](#)

- b. Economic Growth & Sustainability
- c. By-Law
- d. Rules
- e. School Committee Representative
- f. School Building Committee (MSBA)

- g. Communication, Public Participation & Engagement
- h. Local Emergency Planning
- i. Audit Committee

VIII. Old Business

- a. None at this time

IX. New Business

- a. Measure 2025-106- Approval of a New Council Rule-Section 3(e): Notification of Appointments Subject to Confirmation—to formalize a consistent procedure for receiving and reviewing appointments made by the Town Manager that require Town Council confirmation under the Charter
- b. Measure 2025-099- Approval of Funding for a One Year Memorandum of Agreement Between the Town and the Massachusetts Laborers’ District Council, Local 272
- c. Measure 2025-104- Approval of Funding for the First Year of a Memorandum of Agreement between the Town and the North Attleborough Firefighters, Local #1992, I.A.F.F., AFL-CIO
- d. Measure 2025-109- Approval of Transfer Funds from FY25 Free Cash to OPEB in the amount of \$750,000.00
- e. Measure 2025-111 - Authorization to transfer funds from FY’25 Free Cash to the Capital Improvement Program Stabilization Fund.

X. 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-4:30PM Monday 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-4:30PM Monday through Thursday, and Friday 8:00AM - 12:00PM upon request. *

All measures can be accessed in the [Measures Database](#)



Measure #: 2025-095

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/9/2025

Submitted By: Town Manager

Telephone #: 508.699.0100

MEASURE DESCRIPTION:

To request the Town Council grant the Town Manager authority to sign a release deed for Lot 20B located at 25 Sheldonville Road, North Attleborough, Massachusetts.

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, o=Town Manager, CN=Michael Borg, Email=mmborg@
northboro.com
Reason: I am approving this document with my legally binding signature
Location:
Date: 2025.06.07 13:28:03-0400'
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

In August 2002, William R. White and Paula J. White purchased two pieces of land located at 25 Sheldonville Road, Lot 20B and Parcel 20C.

In November 2015, in response to a request from the Town, William R. White and Paula J. White inadvertently granted both Lot 20B and Parcel 20C to the Town when they only intended to grant Parcel 20C. The Town attorney produced this erroneous quitclaim deed.

In June 2017, William R. White and Paula J. White attempted to correct this error by signing a confirmatory quitclaim deed declaring their intention to grant to the Town Parcel 20C only. This was insufficient as they had already legally granted both Lot 20B and Parcel 20C to the Town.

In June 2017, William R. White and Paula J. White, sold their property on 25 Sheldonville Road to Eric R. Dion and Keri J. Dion.

Eric R. Dion and Keri J. Dion are attempting to correct the original error of granting Lot 20B to the Town by requesting the Town legally grant Lot 20B to them.

Request the Town Council grants the Town Manager authority to sign the attached draft release deed in order to correct the error.

Attachments:

- Draft Release Deed
- Map of 25 Sheldonville Road
- Quitclaim Deed dated 28 August 2002
- Quitclaim Deed dated 19 November 2015
- Confirmatory Quitclaim Deed dated 30 June 2017
- Quitclaim Deed dated 30 June 2017

SPECIAL REQUIREMENTS:

ATTACHMENTS: See Above.

REFER TO SUB-COMMITTEE: Finance

Measure #: 2025-095

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/9/2025

Submitted By: Town Manager

Telephone #: 508.699.0100

PURPOSE AND JUSTIFICATION CONTINUED:



Measure #: 2025-096

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/3/2025 Submitted By: Town Manager Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Appropriation request for use of FY'25 retained earnings from Comcast PEG Access for North TV production van cable replacement.

Signed: Michael Borg Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@northboro.com
Reason: I am approving this document with my legally binding signature
Location:
Date: 2025.06.07 13:30:41-0400'
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 necessary to produce PEG access programming. The North TV production van cable replacement project meets this criteria.

The cabling in the North TV production van is at the end of its useful service life, and it need replacement. The North TV Board of Directors has authorized up to \$3,200 dollars to complete this work.

North TV requests funds to purchase the following:

- Complex opticalCON DUO SMPTE 311M Single Mode Fiber Optic NKO25-A-0-46	
Tactical Cable - 150 Foot:	\$2,880.00
- Shipping:	\$125.00
- Contingency	\$195.00
 Total Project Cost:	 \$3,200.00

I request that the Town Council approve the request for the use of FY'25 retained earnings from the Comcast PEG Access for the North TV production van cable replacement project in the amount of \$3,200.00

SPECIAL REQUIREMENTS:

ATTACHMENTS: Ockers Technologies Quote

REFER TO SUB-COMMITTEE: Finance



Measure #: 2025-097

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/9/2025

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Approval of Funding for a One Year Memorandum of Agreement Between the Town & The American Federation of State, County, and Municipal Employees (AFSCME), AFL-CIO, State Council 93, Local 1702

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@northboro.com
Reason: I am approving this document with my legally binding signature
Location:
Date: 2025.06.07 13:31:52-0400
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Approval of Funding for a One Year Memorandum of Agreement Between the Town & The American Federation of State, County, and Municipal Employees (AFSCME), AFL-CIO, State Council 93, Local 1702 beginning July 1, 2025 through June 30, 2026 attached hereto (see attached):

SPECIAL REQUIREMENTS:

ATTACHMENTS: MOA

REFER TO SUB-COMMITTEE: Finance Sub-Committee

MEMORANDUM OF AGREEMENT

BETWEEN

THE TOWN OF NORTH ATTLEBOROUGH

AND

AFSCME, COUNCIL 93, LOCAL 1702

Effective July 1, 2025 – June 30, 2026

WHEREAS, the Town of North Attleborough ("Town") and AFSCME Council 93, Local 1702 ("Union") have agreed to enter into a one-year successor agreement to the July 1, 2022 – June 30, 2025 collective bargaining agreement;

NOW THEREFORE, the Town and the Union agree to amend their Agreement as follows:

1. Term of Agreement

This Memorandum of Agreement shall be effective from July 1, 2025 through June 30, 2026.

2. Cost-of-Living Adjustment (COLA)

Effective July 1, 2025, all employees shall receive a 2% general wage increase. (Reference: Article IV – Compensation).

3. New Step Creation

Effective July 1, 2025, a new Step 10 will be added to the wage schedule, providing a 3% increase above Step 9. (Reference: Article IV – Compensation).

4. RE-GRADING OF A POSITION / RECLASSIFICATION PROCEDURE

Step 1: Any employee who believes that the duties and responsibilities of the employee's position have so substantially changed as to warrant a reclassification shall request in writing a review of the employee's job description with the employee's department head and the Town Manager with input from any applicable elected or appointed board or commission. The department head will have 21 calendar days to respond to said request in writing. If they are in support of the request, the employee and the department head must prepare a completed position evaluation of the new designation as described in the Position Evaluation Manual (supplied by the Town) with a description of how the increase in compensation will be funded.

Step 2: If there is support for the request for reclassification, the employee must submit the request, along with the letter of support, completed position evaluation and funding source to the Union.

Step 3: Within 14 calendar days of receiving the request from the employee, the Union must render their decision on whether or not to support the request. If the Union decides to proceed, they will forward the letter of support from the department head, the completed position evaluation, funding source and letter of support from the union to the Town Manager.

Step 4: Within 21 calendar days, the Town's Negotiating Team will meet with the Union representatives to deal with the matter through collective bargaining.

(Reference: Article XXI - Miscellaneous).

5. Classification and Compensation Study

The Town agrees to fund and conduct a Classification and Compensation Study. The Town retains all rights to select the vendor. Should AFSCME wish to participate in the vendor selection, it must contribute 50% of the cost related to the study's AFSCME-represented positions.

No changes resulting from the Classification and Compensation Study shall be implemented during the term of this Memorandum of Agreement. Any proposed changes to wages, job classifications, or related compensation matters shall be considered on a case-by-case basis and only through negotiations with AFSCME Council 93, Local 1702, as part of the successor collective bargaining agreement. (Reference: Article XXI - Miscellaneous).

6. New Year's Eve Holiday Adjustment

Employees shall receive a half-day holiday on New Year's Eve. (Reference: Article VII - Holidays).

7. Rest Periods

Two 10-minute rest periods may be combined to extend an employee's meal period, with department head approval. (Reference: Article V - Hours of Work and Overtime).

8. Remote Work Pilot Program

See Appendix A: Policy Letter 002-A - PILOT REMOTE WORK POLICY (AFSCME Unit)

The Town agrees to pilot a remote work program, administered at the discretion of department heads and subject to operational and technical conditions. (Reference: Article XXI - Miscellaneous).

9. Sick Bank - Recovery from Childbirth

Recovery from childbirth shall be added to the list of approved uses for the Sick Leave Bank in compliance with Massachusetts General Law. (Reference: Article VIII, Section 5).

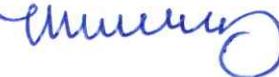
10. Housekeeping Changes – Article VIII, Sick Leave

- Section 5, Paragraph 2: Change "1 day" to "7.75 hours".
- Section 5, Paragraph 4: Change "20 days" to "155 hours" and "additional 20 days" to "an additional 155 hours".
- Change sick bank contribution from "1 day" to "7.75 hours". (Reference: Article VIII – Sick Leave).

This Memorandum of Agreement is subject to ratification by the Union, approval by the Town Manager, and funding of the incremental cost items by the Town Council.

Agreed to by the Parties on the date(s) indicated below:

For the Town of North Attleborough:

Michael Borg, Town Manager 

Date: 10 JUN 25

For AFSCME Council 93, Local 1702:

Suzanne Candelet, Union President

Date: 6/9/2025 

Scott E. Taveira, Staff Representative

Date: 6/9/2025 

Appendix A: AFSCME REMOTE WORK POLICY

Town of North Attleborough

Policy Letter 002-A – PILOT REMOTE WORK POLICY (AFSCME Unit)

Purpose

This policy outlines the pilot program for remote work opportunities for employees represented by AFSCME, allowing limited flexibility while ensuring continued accountability, productivity, and service to the community.

Application

This policy applies only to AFSCME-represented employees whose roles are eligible for remote work, as determined by the Department Head and approved by the Town Manager. Essential positions (e.g., field staff, public safety, and direct service roles) are generally excluded. This policy may be amended or revoked at any time at the sole discretion of the Town Manager.

Policy Guidelines

- Eligible employees may work remotely up to 12 days per calendar year.
- No more than two (2) remote days may be taken in any given work week.
- Remote work is a privilege, not a right, and may be suspended or revoked based on performance, operational needs, or policy violations.

Request & Approval Process

- Employees must submit their remote work request via Employee Forward during the week prior to the proposed remote workday(s).
- All requests must receive prior approval through Employee Forward from the employee's Department Head.
- The Department Head will determine eligibility and forward approved requests to Human Resources for recordkeeping.
- No request is approved without written confirmation through Employee Forward.

Technology & Communication Requirements

To participate in remote work, employees must:

- Use a Town-issued laptop.
- Have the Town's phone app installed and configured with their assigned Town phone number active and responsive on that laptop.

North Attleborough - AFSCME COUNCIL 93, LOCAL 1702 MOA: July 1, 2025 – June 30, 2026

- **Ensure a private, quiet, and secure workspace that maintains the confidentiality of Town business.**
- **Have reliable internet and phone access during all working hours.**

Remote Work Expectations

Employees working remotely must:

- **Work their regular full schedule, and get prior approval for any overtime.**
- **Be available via phone, messaging, and email as they would be in person.**
- **Attend meetings virtually and maintain comparable productivity and responsiveness.**
- **Safeguard Town property and ensure no unauthorized access by others in the household.**
- **Comply with all Town policies, including IT and data security standards.**

Security & Confidentiality

Employees must protect Town data and equipment at all times. This includes:

- **Locking their computer when not in use.**
- **Preventing household members from accessing Town equipment.**
- **Using passwords and secure networks per the Town's IT policy.**



Measure #: 2025-098

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/9/2025

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Approval of Funding for a One Year Memorandum of Agreement Between the Town & the United Steel Workers, AFL-CIO, CLC, Local 9517

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emborg@northboro.com
Reason: I am approving this document with my legally binding signature
Date: 2025.06.07 13:33:04-0400'
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Approval of Funding for a One Year Memorandum of Agreement Between the Town & United Steel Workers, AFL-CIO, CLC, Local 9517 beginning July 1, 2025 through -June 30, 2026 attache hereto (see attached).

SPECIAL REQUIREMENTS:

ATTACHMENTS: MOA

REFER TO SUB-COMMITTEE: Finance Sub-Committee

Memorandum of Agreement
Between the Town of North Attleborough
And
United Steel Workers (USW), Local 9517

06 May 2025

Effective July 1, 2025 – June 30, 2026

This Memorandum of Agreement (“MOA”) is entered into by and between the Town of North Attleborough (“the Town”) and the United Steel Workers, Local 9517 (“the Union”), collectively referred to as “the Parties.” This MOA reflects the terms of agreement for a one-year extension and amendment of the existing Collective Bargaining Agreement, which expires on June 30, 2025.

1. Additional Holidays

The Town agrees to provide two additional half-day holidays:

- ½ day on Christmas Eve
- ½ day on New Year’s Eve

(Article 14 – Holidays)

2. Vacation Carryover

Employees may carry over up to 38 hours of unused vacation time beyond July 1 of each fiscal year. All carryover time must be used by September 30 of the same calendar year or be forfeited.

(Article 14 – Vacations)

3. Sick Time Accrual

Employees shall accrue sick leave at the rate of 12.75 hours per month.

(Article 14 – Sick Leave)

4. Sick Time Usage in 1-Hour Increments

Employees may use sick leave in increments of one hour, not to exceed 10 hours per fiscal year. Department Heads are responsible for tracking and verifying usage and submitting

monthly reports to the Human Resources Director.

(Article 14 – Sick Leave)

5. Remote Work Pilot Program

The parties agree to implement a 1-year remote work pilot program in accordance with Policy Letter 002-B – Remote Work Policy (USW Unit) dated April 29, 2025. Key provisions include:

- Up to 24 remote workdays per calendar year.
- No more than 2 remote days in any workweek.
- Use of Town-issued technology and software.
- Approval through Employee Forward system.
- Adherence to all security, communication, and productivity expectations.

See Appendix A: – Remote Work Policy (USW Unit)

6. Classification and Compensation Study

The Town agrees to conduct a classification and reclassification study using a vendor of the Town's choosing. Results will inform future negotiations for FY27. No changes to compensation or classification will occur before July 1, 2026.

(Article 19 – Job Description and Classifications)

7. General Wage Increase (COLA)

Effective July 1, 2025, all members of the bargaining unit shall receive a 2% Cost of Living Adjustment (COLA).

(Article 22 – Wages)

8. Step 11 Creation

A new Step 11 will be added to the wage scale, calculated at 3% above the existing top step.

(Article 22 – Wages)

9. Co-Response Mental Health Clinician

The Town agrees to create a new Co-Response Mental Health Clinician position under the North Attleborough Police Department. This position:

- Will fall under the USW bargaining unit.
- Is contingent on opioid settlement funding.

- Will terminate once such funding is exhausted.
- Will have duties and compensation mutually agreed upon by the Town and Union.

(Article 1 - Recognition; Article 19 - Job Descriptions and Classifications)

10. Sick Leave Buyback at Retirement

A sick leave buyback program will be established as follows:

- Eligibility upon retirement only.
- Capped at 10% of total accrued unused sick leave, not to exceed 12 days (or the hourly equivalent).
- Payment based on the employee's regular rate of pay at retirement, issued in a lump sum.
- Requires 30 days' advance written notice unless waived by the Town.

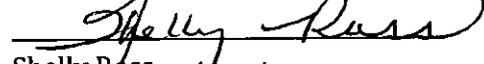
New provision under Article 14 - Sick Leave

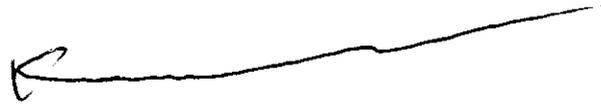
IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

For the Town of North Attleborough


Michael D. Borg, Town Manager
Date: 27 MAY 25

For United Steel Workers Local 9517


Shelly Ross
Date: 5/14/25

Keith Odume 

Date: 5-14-25

Town of North Attleborough

Policy Letter 002-B – REMOTE WORK POLICY (USW Unit)

DATE: 29 APR 2025

FROM: Michael D. Borg, Town Manager

SUBJECT: Remote Work Policy for USW Union Employees

1. Purpose

This policy outlines the pilot program for remote work opportunities for employees represented by USW, allowing limited flexibility while ensuring continued accountability, productivity, and service to the community.

2. Application

This policy applies only to USW-represented employees whose roles are eligible for remote work, as determined by the Department Head and approved by the Town Manager. Essential positions (e.g., field staff, public safety, and direct service roles) are generally excluded. This policy may be amended or revoked at any time at the sole discretion of the Town Manager.

3. Policy Guidelines

- Eligible employees may work remotely up to 24 days per calendar year.
- No more than two (2) remote days may be taken in any given work week.
- Remote work is a privilege, not a right, and may be suspended or revoked based on performance, operational needs, or policy violations.

4. Request & Approval Process

- Employees must submit their remote work request via Employee Forward during the week prior to the proposed remote workday(s).
- All requests must receive prior approval through Employee Forward from the employee's Department Head, except in cases where the requestor is a department head. In those cases, the approval authority is the Town Manager, except for departments under the management of the Director of Public Works.
- The Department Head will determine eligibility and approve or deny requests for remote work in Employee Forward.
- No request is approved without written confirmation through Employee Forward.

5. Technology & Communication Requirements

To participate in remote work, employees must:

- Use a Town-issued laptop.
- Have the Town's phone app installed and configured with their assigned Town phone number active and responsive on that laptop.
- Ensure a private, quiet, and secure workspace that maintains the confidentiality of Town business.
- Have reliable internet and phone access during all working hours.

6. Remote Work Expectations

Employees working remotely must:

- Work their regular full schedule, and get prior approval for any overtime.
- Be available via phone, messaging, and email as they would be in person.
- Attend meetings virtually and maintain comparable productivity and responsiveness.
- Safeguard Town property and ensure no unauthorized access by others in the household.
- Comply with all Town policies, including IT and data security standards.

7. Security & Confidentiality

Employees must protect Town data and equipment at all times. This includes:

- Locking their computer when not in use.
- Preventing household members from accessing Town equipment.
- Using passwords and secure networks per the Town's IT policy.



Measure #: 2025-100

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/09/2025

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

That the Town of North Attleborough appropriate the amount of Two Hundred Eighty-Seven Million Eight Hundred Sixty-One Thousand Ninety-Eight Dollars (\$287,861,098) for the purpose of paying costs of the construction of the North Attleborough High School Building Project located at 1 Wilson Whitty Way, North Attleborough, MA

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, CN=Michael Borg, Email=mmborg@northboro.com
Reason: I am approving this document with my legally binding signature
Location:
Date: 2025.06.07 13:36:27-0400'
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

ORDER

That the Town of North Attleborough appropriate the amount of Two Hundred Eighty-Seven Million Eight Hundred Sixty-One Thousand Ninety-Eight Dollars (\$287,861,098) for the purpose of paying costs of the construction of the North Attleborough High School Building Project located at 1 Wilson Whitty Way, North Attleborough, MA, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children for at least 50 years, and for which the Town of North Attleborough may be eligible for a grant from the Massachusetts School Building Authority (the "MSBA"), said amount to be expended under the direction of the School Building Committee. To meet this appropriation, the Town of North Attleborough Treasurer, with the approval of the Town Manager, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44 and/or M.G.L. Chapter 70B, or pursuant to any other enabling authority, and to issue bonds or notes of the Town of North Attleborough therefor. The Town of North Attleborough acknowledges that the MSBA's grant program is a non entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town of North Attleborough incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of North Attleborough; provided further that any grant that Town of North Attleborough may receive from the MSBA for the Project shall not exceed the lesser of (1) 62.54 percent of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town of North Attleborough and the MSBA.

SPECIAL REQUIREMENTS:

ATTACHMENTS:

REFER TO SUB-COMMITTEE: Finance Sub-Committee

Measure #: 2025-100

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/09/2025

Submitted By: Town Manager

Telephone #: 508-699-0100

PURPOSE AND JUSTIFICATION CONTINUED:



Measure #: 2025-102

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/09/2025

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

End of Year Transfers (Municipal Relief Transfers).AMENDED

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, o=Town Manager, CN=Michael Borg, Email=mm@nattleboro.com
Reason: I am approving this document with my legally binding signature
Location:
Date: 2025.06.07 13:38:05-0400'
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

Purpose: The purpose of end-of-year budget transfers without additional appropriation is to ensure efficient financial management and effective utilization of available funds within the Town's operating budget. By making these transfers, we aim to reallocate resources from underspent areas to critical areas of need, maximize the utilization of existing budgetary allocations, and maintain a balanced and responsible fiscal approach.

Justification:

- 1. Maximizing Resource Utilization:** End-of-year budget transfers allow for the optimization of available resources within the organization. Throughout the fiscal year, it is common for some budget categories to remain underutilized or underspent due to unforeseen circumstances, changes in priorities, or project delays. By transferring funds from these areas to departments or projects with higher demands or immediate needs, we can maximize resource utilization and ensure that the allocated funds are effectively utilized to achieve organizational objectives.
- 2. Responsiveness to Changing Priorities:** Over the course of a fiscal year, priorities may shift due to emerging needs or evolving circumstances. End-of-year budget transfers provide the flexibility to reallocate funds to areas that require additional resources to address these changing priorities effectively. By making such transfers, we ensure that the organization remains responsive to emerging challenges and can allocate resources where they are most needed.
- 3. Avoiding Budgetary Surpluses:** Carrying significant unspent balances into the next fiscal year surpluses. By making end-of-year budget transfers, we actively avoid accumulating surpluses, demonstrating responsible financial management, budgeting to requirement, and a commitment to utilizing funds efficiently and effectively.
- 4. Strategic Investment and Risk Mitigation:** End-of-year budget transfers offer an opportunity to strategically invest in projects or initiatives that are deemed critical for the Town's long-term success but may have initially faced budgetary constraints. By reallocating funds to these high-priority areas, we can mitigate risks, seize opportunities, and ensure that essential projects receive the necessary financial support for successful implementation.
- 5. Maintaining Fiscal Responsibility:** Conducting end-of-year budget transfers without additional appropriation enables the organization to maintain fiscal responsibility. It ensures that any

SPECIAL REQUIREMENTS: This Measure does not require a Public Hearing.

ATTACHMENTS: Spreadsheet "Muni Relief Transfers"

REFER TO SUB-COMMITTEE: Finance

TOWN COUNCIL MEASURE SUBMITTAL

Date: 6/09/2025

Submitted By: Town Manager

Telephone #: 508-699-0100

PURPOSE AND JUSTIFICATION CONTINUED:

reallocations are made within the existing budgetary framework, without requiring additional funding from external sources. This approach promotes efficiency, accountability, and prudent financial management, aligning with best practices and demonstrating the Town's commitment to responsible stewardship of public funds.

6. Achieving Performance Targets: End-of-year budget transfers provide a mechanism for addressing budgetary shortfalls in departments or projects that are at risk of falling short of their performance targets. By reallocating funds from underutilized areas, we can bridge the financial gaps, enabling these departments or projects to meet their goals and deliver the expected outcomes. This promotes accountability, supports effective project management, and ensures that the Town's overall performance remains on track.

In conclusion, end-of-year budget transfers without additional appropriation serve the purpose of maximizing resource utilization, responsiveness to changing priorities, avoiding budgetary surpluses, strategic investment, maintaining fiscal responsibility, and achieving performance targets. By reallocating funds within the existing budget, we optimize resource allocation, respond to emerging needs, and ensure responsible financial management, ultimately supporting the organization's overall effectiveness and success.

Details of each transfer are attached to this measure as Appendix – A Transfer Details.

Therefore, in accordance with MGL Chapter 44 § 33B, I respectfully request that the Town Council vote to approve the transfer of \$ 145,000.00 from various department budgets and line items.

Town of North Attleborough
 FY25 End of Year Transfers
 June 9, 2025

TRANSFER FROM				TRANSFER TO			
Department	Account Name	Account #	Amount	Department	Account Name	Account #	Amount
Solid Waste	Full Time Salaries	704308 511000	\$ 5,000.00	Solid Waste	Retiree Health Ins. Premiums	70455029 574201	\$ 5,000.00
Sewer	Laborer Wages	604408 511008	30,000.00	Sewer	Retiree Health Ins. Premiums	60445029 574201	30,000.00
Water	Full Time Salaries	614508 511000	30,000.00	Water	Retiree Health Ins. Premiums	61455029 574201	30,000.00
DPW Admin	Full Time Salaries	014218 511000	15,000.00	Town Attorney	Legal Services	011519 530003	15,000.00
Highway	Laborer Wages	014228 511008	35,000.00	Town Attorney	Legal Services	011519 530003	35,000.00
Planning	Clerical Salaries	011758 511001	15,000.00	Medicare	Medicare Tax	019169 574300 SCHL	15,000.00
Building	Full Time Salaries	012418 511000	15,000.00	Medicare	Medicare Tax	019169 574300 SCHL	15,000.00
Police	Patrol Salaries	012108 511003	170,000.00	Police	Vehicles	012109 585100	170,000.00
Total			\$ 315,000.00	Total			\$ 315,000.00

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 5/30/2025

Department: 430 Solid Waste

Amount Requested: \$5,000

1. To be transferred from:

Account Name: FULL TIME SALARIES

Account Number: 704308-511000

Present balance in appropriation: \$ 59,542

2. To be transferred to:

Account Name: RETIREE HEALTH INS PREMIUMS

Account Number: 70455029-574201

Present balance in appropriation: \$ -3,232.78

3. Reason for request

Increased health insurance costs have depleted
the budgeted amounts.

Request submitted by:

Andrea L Phillips, 5/30/25
Department Head Signature/Date

Andrea L Phillips

Printed Name

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 5/30/2025

Department: 440 Wastewater

Amount Requested: \$30,000

1. To be transferred from:

Account Name: LABORER WAGES

Account Number: 604408-511008

Present balance in appropriation: \$ 117,588.24

2. To be transferred to:

Account Name: RETIREE HEALTH INS PREMIUMS

Account Number: 60445029-574201

Present balance in appropriation: \$ -22,564.46

3. Reason for request

Increased health insurance costs have depleted
the budgeted amounts.

Request submitted by:

Andrea L Phillips 5/30/25
Department Head Signature/Date

Andrea L Phillips

Printed Name

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 5/30/2025

Department: 450 Water

Amount Requested: \$30,000

1. To be transferred from:

Account Name: FULL TIME SALARIES

Account Number: 614508-511000

Present balance in appropriation: \$ 95,708.16

2. To be transferred to:

Account Name: WTR RETIREE HEALTH INS PREMIUMS

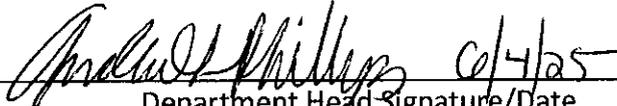
Account Number: 61455029-574201

Present balance in appropriation: \$ -26,287.18

3. Reason for request

Increased health insurance costs have depleted
the budgeted amounts.

Request submitted by:

 05/4/25
Department Head Signature/Date

Andrea L Phillips
Printed Name

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: June 5, 2025

Department: Legal Services

Amount Requested: \$50,000.00 < $\$15,000 - 014218 511000$
 $35,000 - 014228 511008$

1. To be transferred from:

Account Name: DPW Admin Full Time Salaries
Account Number: 014218 511000

Present balance in appropriation: 1 \$ 36,228.42
ε
Highway Laborer Wages
014228 511008
\$ 109,987.70

2. To be transferred to:

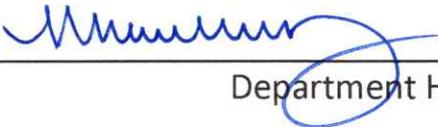
Account Name: Legal Services
Account Number: 011519-530003

Present balance in appropriation: \$4,568.90

3. Reason for request

Monies needed to pay for legal services
invoices through the end of FY25.

Request submitted by:


Department Head Signature/Date

MICHAEL D. BORG
Printed Name

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 6/3/2025

Department:

916

Amount Requested:

011758 511001 - \$15,000.
\$30,000 { 012418 511000 - 15,000,

1. To be transferred from:

Account Name: Planning Clerical Salaries
Account Number: 011758 511001

Present balance in appropriation:

\$ 17,897.10
Building Full Time Salaries
012418 511000
\$ 36,385.10

2. To be transferred to:

Account Name: MEDICARE TAX - SCHOOL
Account Number: 019169 574300 SCHL

Present balance in appropriation:

\$48,501.16

3. Reason for request

narrowly budgeted amount not meeting

projected amount required

Request submitted by:



Department Head Signature/Date

Christopher Sweet

Printed Name

YEAR	PER	JOURNAL	EFF DATE	POST DATE	REF1	REF3	REFERENCE	AMOUNT
2025	11	788	05/29/2025	05/29/2025	017908	2237174	CK 5644	25,304.21
2025	11	357	05/14/2025	05/15/2025	017908	2237173	CK 5630	24,726.43
2025	10	878	04/29/2025	04/30/2025	017908	2237172	CK 5618	23,081.24
2025	10	466	04/16/2025	04/17/2025	017908	2237171	CK 5609	23,999.05
2025	10	95	04/03/2025	04/03/2025	017908	2237170	CK 5600	24,604.59
2025	9	492	03/19/2025	03/20/2025	017908	2237169	CK 5587	24,257.74
2025	9	91	03/05/2025	03/06/2025	017908	2237168	CK 5578	22,725.20
2025	8	379	02/19/2025	02/20/2025	017908	2237167	CK 5564	25,560.85
2025	8	69	02/05/2025	02/06/2025	017908	2237166	CK 5555	24,759.23
2025	7	537	01/23/2025	01/24/2025	017908	2237165	CK 5540	24,585.29
2025	7	148	01/09/2025	01/09/2025	017908	2237164	CK 5526	23,187.15
2025	6	609	12/24/2024	12/26/2024	017908	2237163	CK 5516	24,471.41
2025	6	245	12/12/2024	12/12/2024	017908	2237162	CK 5503	25,096.74
2025	5	571	11/20/2024	11/27/2024	017908	2237161	CK 5490	25,865.42
2025	5	255	11/14/2024	11/14/2024	017908	2237160	CK 5482	25,880.58
2025	4	843	10/31/2024	10/31/2024	017908	2237159	CK 5467	24,375.93
2025	4	476	10/17/2024	10/17/2024	017908	2237158	CK 5457	24,395.08
2025	4	92	10/03/2024	10/04/2024	017908	2237157	CK 5442	24,288.20
2025	3	543	09/19/2024	09/19/2024	017908	2237156	CK 5427	24,152.57
2025	3	86	09/05/2024	09/05/2024	017908	2237155	CK 5420	23,648.09
2025	2	714	08/19/2024	08/22/2024	017908	2237154	CK 5403	16,095.16
2025	2	207	08/08/2024	08/08/2024	017908	2237153	CK 5384	16,208.17
2025	1	744	07/24/2024	07/24/2024	017908	2237152	CK 5376	15,364.60
2025	1	200	07/11/2024	07/12/2024	017908	2237151	CK 5367	14,865.91
			06/13/2025			projected		12 24,726.43
			06/20/2025			projected Lump Sum		30,500.00
			06/27/2026			projected		12 18,626.43
								625,351.70
						Budget		600,000.00

Fund 0100 GEN FUND Acct 0100-9-916-916-0000-9-0000-00-574300-SCHL
 Org 019169 MEDICARE T Acct name MEDICARE TAX
 Object 574300 MEDICARE Expense Status Active
 Project SCHL SCHOOL Rollup
 Sub-Rollup

4 Year Comparison
 Current Year History 4 Year Graph History Graph

Yr/Per 2025/01	Fiscal Year 2025	Fiscal Year 2024	Fiscal Year 2023
Original Budget	600,000.00	575,000.00	575,000.00
Transfers In	.00	42,100.00	25,000.00
Transfers Out	.00	.00	.00
Revised Budget	600,000.00	617,100.00	600,000.00
Actual (Memo)	551,498.84	617,076.23	597,516.00
Encumbrances	.00	.00	.00
Requisitions	.00		
Available	48,501.16	23.77	2,484.00
Percent used	91.92	100.00	99.59

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 10-Jun-25

Department: Police

Amount Requested: \$ 170,000.00

1. To be transferred from:

Account Name: Patrol Salaries

Account Number: 012108-511003

Present balance in appropriation: \$595,251.80

2. To be transferred to:

Account Name: Vehicles

Account Number: 012109-585100

Present balance in appropriation: 0

3. Reason for request

To fund the purchase of 2 new chevy Tahoe
police vehicles

Request submitted by:

Richard McQuade 6-10-25
Department Head Signature/Date

Richard McQuade
Printed Name