

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

4/23/2025 - Minutes

I. Pledge Of Allegiance

PLEDGE OF ALLEGIANCE

Vice-President Simmons called the meeting to order at 6:30 P.M. and lead the Committee and the audience in the pledge of allegiance.

Members Present:

John Simmons Kathleen Prescott

Dan Donovan

Craig Cameron

John Costello

Pat St. Pierre

John Donohue

Members Absent:

Staff Present:

Town Manager Michael Borg

Assistant Town Manager Antonio Morabito

Town Council Clerk, Kerrin Billinghoff

Assistant Assessor Cheryl Smith

Town Accountant Linda Catanzariti

Assistant Town Accountant Tammy Baillargeon

Treasurer/Collector Chris Sweet

HR Director Dr. Cheryl Butts

Town Clerk Pat McNielly

Elections Coordinator Pat Dolan

Building Commissioner Bryan Butler

Acting I.T. Director Amy Sullivan

Town Planner Gil Hilario

Conservation Administrator Sandra McCrory

Residents:

None at this time

Invited Guests Present:

Department Heads listed above

Documents Reviewed:

- FY26 Budget Community Development Power Point
- FY26 Budget Community Development MUNIS Sheets
- FY26 Budget Administration Power Point
- FY26 Budget Administration MUNIS Sheets
- FY26 Budget Finance Power Point
- FY26 Budget Finance MUNIS Sheets

II. Approval Of Minutes

- a. NONE AT THIS TIME

III. Resident And Community Comment

None at this time.

IV. Old Business

None at this time.

V. New Business

a. COMMUNITY DEVELOPMENT

Conservation Administrator Sandra McCrory, Assistant Assessor Cheryl Smith, HR Director Dr. Cheryl Smith, Town Clerk Pat McNielly, Elections Coordinator Pat Dolan, Town Planner Gil Hilario, Town Accountant Linda Catanzariti, Building Commissioner Bryan Butler, Tax Collector/Treasurer Chris Sweet, and Acting I.T. Director Amy Sullivan were all in attendance to present their FY26 Budgets and answer any of the questions the Committee may have had. They each reviewed the Budget Slides for their department and their MUNIS Slides.

i. Conservation (171)

1. Conservation (171)

- o **MISSION:** The Conservation Department serves as North Attleborough's lead agency for environmental protection, land preservation, and natural resource stewardship. Guided by the Conservation Commission Act and the Massachusetts Wetlands Protection Act (G.L. Ch. 131 §40), the department protects wetlands and promotes public interests such as flood control, water quality, wildlife habitat, and open space for recreation and conservation.
- o **SERVICES:** The Conservation Department reviews and permits work near wetlands, floodplains, riverfronts, and surface waters under the Wetlands Protection Act. It also manages over 600 acres of conservation land, including two town ponds and two high-hazard dams. As the Town's designated Stormwater Authority, the department enforces the local Stormwater Bylaw to protect North Attleborough's water resources.

ii. Zoning (176)

1. Zoning (176)

- o **MISSION:** The Zoning Board of Appeals provides a fair and impartial forum for property owners and developers to appeal local zoning decisions. Operating under Massachusetts General Law Chapter 40A and the North Attleborough Zoning By-Laws, the Board is committed to promoting public safety, protecting community character, and supporting responsible development for current and future generations.
- o **SERVICES:** The Zoning Board of Appeals reviews and issues decisions on variance requests, special permits, Chapter 40B comprehensive permits, and appeals of zoning enforcement decisions. The Board serves as a fair and impartial forum for resolving zoning matters, meeting monthly to ensure compliance with statutory deadlines. The Zoning Clerk also assists the public by providing information and guidance on zoning regulations and procedures.

iii. Planning (175)

1. Planning (175)

- o **MISSION:** The Planning Department supports responsible land use, zoning, and community design by providing impartial guidance and technical assistance to Town boards, departments, and the public. It plays a key role in advancing the goals outlined in the Master Plan, Open Space and Recreation Plan, and other long-term strategic initiatives.
- o **SERVICES:** The Planning Department supports the Planning Board in administering local and state land use regulations, overseeing permitting,

and ensuring that development aligns with the Master Plan and other Town priorities. The Department manages the review of subdivisions, site plans, and special permits, and advises on zoning amendments. It also leads long- and short-term planning efforts to guide the Town's physical development and recommend bylaw updates in response to emerging trends.

iv. Building (241)

1. Building (241)

- o **MISSION**: The Building & Inspections Department safeguards the health, safety, and welfare of North Attleborough's residents and visitors by ensuring all construction, renovation, and property use complies with Massachusetts building codes and local bylaws. Through responsive customer service, efficient permitting, and thorough inspections, the department promotes safe, sustainable, and code-compliant development that supports the Town's growth and character.
- o **SERVICES**: The department delivers responsive, knowledgeable customer service while administering and enforcing the Massachusetts State Building Code, accessibility standards, and local zoning and safety bylaws. We oversee permitting, inspections, and code compliance to ensure that all construction and property use in North Attleborough meets state and local requirements—protecting public safety and enhancing quality of life for all who live in or visit the Town.

b. ADMINISTRATION

i. Human Resources (152)

1. Human Resources (152)

- o **MISSION**: The Human Resources Department is committed to delivering professional, responsive support to all Town and School employees across North Attleborough. We provide guidance and services in recruitment, hiring, benefits, compensation, labor and employee relations, and workplace safety. As a unified HR office serving both municipal and school operations, we promote consistency, collaboration, and efficiency while maintaining the highest standards of integrity, confidentiality, and service. Our goal is to foster a positive work environment that supports the success of every department and the well-being of every employee.
- o **SERVICES**: The Human Resources Department provides HR services to both the Town and School Department. Core services include recruitment and hiring, employee onboarding, benefits administration, compensation management, labor and employee relations, workplace policy development, compliance with state and federal employment laws, workers' compensation, unemployment administration, and support for performance management and professional development. The department also maintains accurate personnel records and collaborates across departments to promote a fair, supportive, and effective work environment.

ii. Town Clerk (161)

1. Town Clerk (161)

- o **MISSION:** The Town Clerk's Office serves as the official keeper of records for North Attleborough, maintaining and certifying vital records, licenses, and permits in accordance with state and local laws. We are committed to providing accurate, accessible, and efficient services to residents with integrity and professionalism.
- o **SERVICES:** The Town Clerk's Office serves as a key customer service and administrative hub, responsible for recording, maintaining, and preserving vital records and official municipal documents. As the Town's chief public information officer for state and local records, the office ensures compliance with legal requirements while providing accessible and reliable services to residents.

iii. Elections (162)

1. Elections (162)

- o **MISSION:** Elections ensures the fair, accurate, and efficient administration of all local, state, and federal elections in North Attleborough in accordance with Town, state, and federal laws. Responsibilities include certifying nomination papers and petitions, hiring and training poll workers, managing the annual Town Census, and maintaining accurate voter and residency records in the state VRIS system. The department also produces the annual election calendar and supports redistricting efforts following the federal census.
- o **SERVICES:** Elections administers all elections, recruits and trains election workers, and provides information on election procedures and laws. The department maintains and updates voter data in the state database, collects and reports campaign finance filings, and issues residency certificates.

iv. Information Technology (155)

1. Information Technology (155)

- o **MISSION:** The Information Technology Department supports the Town of North Attleborough by providing secure, reliable, and innovative technology solutions. We are committed to maintaining and improving the Town's IT and telecommunications infrastructure, ensuring operational efficiency, data integrity, and responsive service to all departments. Through strategic planning, implementation, and support, we enable effective communication, digital services, and continuity of government operations.
- o **SERVICES:** The IT Department manages the Town's technology and telecommunications systems, including those supporting public safety. We maintain core infrastructure, oversee software licensing and support, and collaborate with departments to deliver effective technology solutions that enhance service delivery and operational efficiency.

v. Town Council (111)

1. Town Council (111)

- o **MISSION:** The Clerk of the Town Council provides administrative and legislative support to ensure the effective operation of the Town Council and its Finance Sub-Committee. The Clerk promotes transparency and accuracy by attending meetings, preparing agendas, and recording official minutes in compliance with legal and procedural requirements.
- o **SERVICES:** The Clerk attends all Town Council and Finance Sub-

Committee meetings, prepares meeting agendas, records and finalizes meeting minutes, and supports the administrative needs of Council operations. The Clerk also maintains legislative records and ensures timely communication of Council actions to Town departments and the public.

vi. Town Manager (123)

1. Town Manager (123)

o **MISSION**: The Town Manager's Office is responsible to the Town Council for the effective and lawful operation of Town government, in accordance with the Town Charter, Bylaws, and Massachusetts General Laws. The office provides leadership, oversight, and strategic direction to ensure responsive and accountable municipal services.

o **SERVICES**: The Town Manager serves as the Chief Executive Officer and Chief Procurement Officer for North Attleborough, overseeing all appointed department heads and managing the Town's financial operations. The office directs the Capital Improvement Program, coordinates with regional entities, and fosters collaboration across departments, boards, committees, residents, and businesses. The Town Manager informs and advises the Town Council on key issues, leads emergency preparedness efforts, and actively engages with the public and outside agencies to promote transparency, efficiency, and a strong sense of community.

c. FINANCE

i. Assessor (141)

1. Assessor (141)

o **MISSION**: The Assessor's Office is responsible for valuing all real and personal property in North Attleborough fairly and equitably in accordance with Massachusetts law. The office also administers motor vehicle excise, personal exemptions, abatement programs, volunteer tax work-off programs for seniors and veterans, and represents the Town in Appellate Tax Board cases. Our goal is to serve the public with accuracy, efficiency, and professionalism.

o **SERVICES**: The office annually determines full and fair cash values for all properties in Town and ensures compliance with Department of Revenue (DOR) guidelines. Every five years, the office conducts a Full Revaluation in collaboration with the DOR, including analysis of property sales, valuation modeling, and in-field assessments. Interim year adjustments reflect real estate market trends, and all valuations undergo DOR review and certification to maintain equity and consistency in the tax base.

ii. Accountant (135)

1. Accountant (135)

o **MISSION**: The Town Accountant's Office ensures the fiscal integrity and accountability of North Attleborough by maintaining accurate financial records and overseeing all financial transactions. In collaboration with the Finance Team, the department safeguards public funds, ensures compliance with state and federal laws, and supports the Town's commitment to transparency and responsible financial management.

- o **SERVICES**: The department reviews and processes all contracts, purchase orders, invoices, and payments to ensure accuracy and compliance. It manages annual federal 1099 reporting, prepares year-end financial closings, and coordinates the Town's annual audit. The office also implements auditor recommendations, prepares reports for the Commonwealth and other agencies, and provides financial analysis to support informed decision-making across Town departments.

iii. Treasurer/Collector

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1. Treasurer (145)

1. Long Term Debt (711)

2. Collector (146)

VI. Adjournment

Mr. Donovan made a motion to adjourn.

John Donohue seconded the motion.

Motion carried 6-0.

Meeting adjourned at 8:1PM.