

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

4/24/2024 - Minutes

I. 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
Craig Cameron
John Costello
Dan Donovan
Pat St. Pierre
Kathleen Prescott

Members Absent:

Chris Shamp

Staff Present:

Town Manager Michael Borg
Assistant Town Manager Antonio Morabito
Clerk of the Council Kerrin Billinghoff
Town Accountant Linda Catanzariti
Tax Collector/Treasurer Chris Sweet
Conservation Administrator Tyler Simonds

Zoning Clerk Sandra McCrory

Town Planner Gil Hilario

Building Commissioner Hong Li

Human Resources Director Caty Calicchia

Town Clerk Pat McNielly

Elections Coordinator Pat Dolan

I.T. Director Keith Mueller

Public Buildings & Facilities Director Tim Chouinard

Assistant Assessor Cheryl Smith

Residents:

None at this time

Invited Guests Present:

None at this time

Documents Reviewed:

- Finance Sub-Committee Meeting Minutes of April 17, 2024
- FY25 Budget -Community Development, Administration, & Finance Power Point
- FY25 Budget-Community Development, Administration, & Finance Documents
 1. Conservation FY25 Documents & MUNIS Sheets
 2. Zoning FY25 Documents & MUNIS Sheets
 3. Planning FY25 Documents & MUNIS Sheets
 4. Building FY25 Documents & MUNIS Sheets
 5. Human Resources FY25 Documents & MUNIS Sheets
 6. Town Clerk FY25 Documents & MUNIS Sheets
 7. Elections FY25 Documents & MUNIS Sheets
 8. Information Technology FY25 Documents & MUNIS Sheets
 9. Town Manager FY25 Documents & MUNIS Sheets
 - 10Public Buildings & Properties FY25 Documents & MUNIS Sheets
 - 11Assessor FY25 Documents & MUNIS Sheets
 - 12Accountant FY25 Documents & MUNIS Sheets
 - 13Treasurer/Collector FY25 Documents & MUNIS Sheets

II. Approval Of Minutes

- a. Minutes of April 17, 2024

Approval of Finance Sub-Committee Minutes of April 17, 2024

Councilor Donovan made a motion to approve the Finance Sub-Committee Meeting Minutes of April 17, 2024.

Councilor Costello seconded the motion.

Motion carried 5-0-1.

III. Resident And Community Comment

None at this time.

IV. Old Business

- a. None at this time.

V. New Business

- a. COMMUNITY DEVELOPMENT

Conservation Administrator Tyler Simonds, Zoning Clerk Sandra McCrory, Town Planner Gil Hilario, and Building Commissioner Hong Li each presented their FY25 Budgets which included:

1. Total FY25 Budget Amount (Salaries & Expenses)
2. Mission & Services Overview
3. FY24 Accomplishments
4. FY25 Goals & Objectives
5. Organizational Chart
6. MUNIS Spreadsheets

- i. Conservation (171)

Conservation Administrator Tyler Simonds was in attendance to present the Conservation FY25 Budget to the Committee.

There was discussion amongst Mr. Simonds and the Committee regarding the budget presented. Items discussed were Dam Maintenance and Pond Maintenance.

- ii. Zoning (176)

Zoning Clerk Sandra McCrory was in attendance to present the FY25 ZBA Budget to the Committee.

There was discussion between Mrs. McCrory and the Committee regarding the budget presented.

iii. Planning (175)

Town Planner Gil Hilario was in attendance to present the FY25 Planning Budget to the Committee.

There was discussion amongst the Committee and Mr. Hilario regarding the budget presented.

iv. Building (241)

Building Commissioner Hong Li was in attendance to present the FY25 Building Department Budget to the Committee.

b. ADMINISTRATION

i. Human Resources (152)

Human Resources Director Cathy Calicchia was in attendance to present the Human Resources FY25 Budget to the Committee.

There was discussion amongst Ms. Calicchia and the Committee regarding the budget presented.

ii. Town Clerk (161)

Town Clerk Pat McNielly was in attendance to present the Town Clerk's FY25 Budget to the Committee.

There was discussion amongst Ms. McNielly and the Committee.

iii. Elections (162)

Elections Coordinator Pat Dolan was in attendance to present the Elections FY25 Budget to the Committee.

iv. Information Technology (155)

I.T. Director Keith Meuller was in attendance to present the I.T. FY25 Budget to the Committee.

v. Town Council (111)

vi. Town Manager (123)

Town Manager Borg reviewed the FY25 Budget for the Town Manager's Department.

vii. Public Buildings & Properties (192)

Public Facilities Director Tim Chouinard was in attendance to present the FY25 Public Facilities Budget to the Committee.

c. FINANCE

i. Assessor (141)

Assistant Assessor Cheryl Smith was in attendance to present the Assessor's FY25 Budget to the Committee.

ii. Accountant (135)

Town Accountant Linda Catanzariti was in attendance to present the Accountant's FY25 Budget to the Committee.

iii. Treasurer/Collector

1. Treasurer (145)

Treasurer/Collector Chris Sweet was in attendance to present his FY25 Budget to the Committee.

1. Long Term Debt (711)

2. Collector (146)

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

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.

Councilor Donovan made a motion to refer Measure 2024-088- Rescind Borrowing Authorization for DPW 6-Wheel Dump Truck in the amount of \$350,000.00 back to the Full Town Council with a favorable recommendation.

Councilor St. Pierre seconded the motion.

Motion carried 6-0.

- e. 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

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.

Councilor Donovan made a motion to refer Measure 2024-089-2024-089- Authorization for the procurement of a DPW 6-Wheel Dump Truck with FY24 Free Cash back to the Full Town Council with a favorable recommendation.

Councilor St. Pierre seconded the motion.

Motion carried 6-0.

VI. Adjournment

Councilor Donovan made a motion to adjourn.

Councilor St. Pierre seconded the motion.

Motion carried 6-0.

Adjourned at 8:26 PM.