

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

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4/26/2023 - Minutes

**I. Pledge Of Allegiance**

Vice-President Simmons called the meeting to order at 6:30PM and lead the Committee and other guests present in the Pledge of Allegiance.

**Members Present:**

Vice-President Simmons

Councilor Prescott

Councilor Donovan

Craig Cameron

Chris Champ

**Members Absent:**

John Porter

Councilor Gould

**Staff Present:**

Town Manager Michael Borg

Assistant Town Manager Antonio Morabito

Clerk of the Council Kerrin Billinghoff

Town Accountant Linda Catanzariti

Town Treasurer/Tax Collector Chris Sweet

Human Resources Director Cathy Calicchia

Conservation Administrator/Agent Shannon Palmer

Zoning Clerk Sandra McCrory

Town Planner Gil Hilario

Town Clerk Pat McNielly

**Residents Present:**

None at this time

**DOCUMENTS REVIEWED:**

- April 26, 2023 Budget Presentation Handout
- April 19, 2023 Minutes

**II. Approval Of Minutes**

Approval of Finance Sub-Committee Minutes of April 19, 2023

Councilor Prescott made a motion to approve the Minutes of April 19, 2023.

Councilor Donovan seconded the motion.

**Motion carried 5-0.**

- a. Approval of Minutes of April 19, 2023, Finance Sub-Committee Meeting

**III. Town Councilor Community Announcements**

Nothing to report at this time.

**IV. Resident And Community Comment**

Nothing to report at this time.

**V. Old Business**

- a. None at this time.

**VI. New Business**

- a. FY24 BUDGETS
  - i. COMMUNITY DEVELOPMENT
    1. Human Resources (152)

Human Resources Director Cathy Calicchia was in attendance and presented her

FY24 Budget to the Committee.

**MISSION:** It is the mission of the Human Resources Department to provide quality customer service to all employees and the public for all Human Resources needs in the areas of; employment, recruitment, hiring and selection, benefits, compensation, labor relations, employee relations, labor negotiations, worker's compensation, and unemployment. We are committed to providing information, resources, support, and counsel to all Town/School Departments with a high level of professionalism, integrity, confidentiality, and sensitivity to the needs of the customers we serve.

**SERVICES:** Currently the department provides Human Resources services to the School Department and the Town supporting the following number of employees tracked quarterly and on record as of December 31, 2022. (Total Town/School = 1495)

<b>SCHOOL DEPARTMENT</b>		<b>TOWN</b>	
Full Time Staff	607	Full Time Staff	243
Part Time Staff	37	Part Time Staff	33
Temporary	202	Seasonal Staff	373
	<b>Total 846</b>		<b>Total 649</b>

### **F Y 2 3   A c c o m p l i s h m e n t s**

- Applied for and received a second \$20,000 wellness grant from MIIA. This grant supported the placement of a Fresh Fridge at six (6) of our most populated (School & Town) worksites. The Fridge is a vending machine that offers healthy choice meals/snacks at a low cost to our employees.
- Conducted an extensive outreach to active and terminated employees who had OBRA monies left in an account resulting in an over \$80,000 distribution of funds to employees.
- Automated the School/Town EEO-4 and EEO-5 federal employee reporting process by surveying staff / creating new hire survey forms and populating the payroll system in order to generate required reports as needed.
- Created a draft Personnel Plan to replace outdated personnel by-laws that will reflect applicable benefits and information relating to all non-union personnel. (Full-time/Regular Part-time / Part-time seasonal) (in process).

### **F Y 2 4   G o a l s   a n d   O b j e c t i v e s**

- Work with the Town Manager and NFP(Towns insurance advisor) to transition to a direct pay process for the Town's health insurance involving changing the way in which HR receives and pay bills, tracks claims, projects expenditures and enrolls employees.

new login system of viewing employee life insurance benefits.

- Work with the Town Manager and NFP to review viability of Retired Teachers transitioning to the Town's retiree health plans in FY25. Run cost estimates to potentially include a Town contribution for Dental Insurance.

There was discussion regarding the transition to direct pay process for the Town's Health Insurance and the foreseeable need for a part-time position in the Human Resources Office.

## 2. Conservation (171)

Conservation Administrator Shannon Palmer presented her FY24 Budget to the Sub-Committee.

**MISSION:** The Conservation Department serves as the municipal focal point for environmental protection in North Attleborough. Working under the authority of the Conservation Commission Act of 1957, the Commission is responsible for protecting the community's important natural resources and acquiring land for conservation and recreation. The Commission is also responsible for administering and enforcing the MA Wetlands Protection Act (G.L. Ch. 131 §40), a law which protects wetlands and the public interests they provide including flood control, pollution prevention, storm damage prevention, protection of water supplies, and wildlife habitat.

**SERVICES:** In accordance with the Wetlands Protection Act and implementing regulations, the Conservation Commission reviews proposed activities and processes permit applications for work in and near wetlands, flood plains, banks, riverfront areas, and surface waters. The Conservation Commission also manages over 600 acres of conservation land, the two town ponds, and two high hazard dams. Further, the Commission is also a designated Stormwater Authority charged with protecting the town's water resources through administration of the North Attleborough Stormwater Bylaw.

### F Y 2 3            A c c o m p l i s h m e n t s

- Continued administration and enforcement of the WPA, issued 16 permits for work in Commission's jurisdiction (to date)
- Reviewed all development projects (through Viewpoint) for compliance with Stormwater Bylaw and Stormwater Regulations to further protect town's water resources
- Aquatic Management Program at Falls and Whiting's ponds completed (July-September)
- Initiated Falls Pond Dam Maintenance project (CIP), project design complete, going to BID in February 2023, construction to start late winter
- Awarded Dam and Seawall Construction Grant from EEA in amount of

\$157,000 for work at Falls Dam

- Continued revisions to 2021 OSRP in accordance with state's conditional approval letter (January 2022). Updated plan to be submitted for final approval in January 2023. OSRP valid through 2029.

#### F Y 2 4            G o a l s            a n d   O b j e c t i v e s

- Complete Department SOPs
- Continue implementation of Open Space and Recreation Plan- Seven Year Action Plan
- Implement plans to expand passive recreation and access to the Martin Area in collaboration with KNAB
- Continue to evaluate existing conservation properties for new and expanded recreational opportunities, maintenance requirements, etc. Pursue DCS grants for trail creation and expansion.
- Review existing town land holdings for potential change of management to conservation, pursue new land acquisition opportunities, grants
- Continue work on Wetlands Bylaw

### 3. Zoning (176)

Zoning Clerk Sandra McCrory was in attendance and presented her FY24 Budget to the Sub-Committee.

**MISSION:** The Zoning Board of Appeals is to improve the safety, quality of life, and environment for the present and future generations. The Zoning Board of Appeals exists by the virtue of Massachusetts General Law, Chapter 40A and the North Attleborough Zoning By-laws.

**SERVICES:** The Zoning Board of Appeals is an appeals board established to hear and issue decisions on the following matters: petitions for a Variance from the Zoning By-law, petitions for a Special Permit for certain uses of land or structures as set forth in the Zoning By-law, applications for Comprehensive Permits pursuant to Chapter 40B, and appeals by persons aggrieved by a decision of the North Attleborough Zoning Enforcement Officer (Building Commissioner) regarding the grant or denial of a permit or zoning enforcement decision. The Board generally meets once per month and is required by law to hear such appeals and applications

and to render written decisions within specified statutory periods. The Zoning Clerk also serves the public by disseminating information and answering general questions regarding zoning matters.

#### F Y 2 3            A c c o m p l i s h m e n t s

- Continued office support to the Zoning Board of Appeals (and Conservation Administrator).

- Continually improving knowledge of state and local laws, codes and regulations pertaining to Zoning (and Conservation) resulting in more efficient and effective office operations.
- Continued the scanning of the Zoning files in the office for the digital database for easier access for the public when researching a property or Public Inquiries.

## F Y 2 4            G o a l s            a n d            O b j e c t i v e s

- To Continue the online Database for Zoning Department, for easier access with regards to public inquiries
- Continue to acquire and increase knowledge of all applicable ZBA codes and regulations
- Working on Zoning Amendments to the by-laws which include;
  - Kennels licenses by Special Permit
  - Short Term Rentals by Special Permit
  - In-law regulations by Special Permit

### 4. Planning (175)

Town Planner Gil Hilario was in attendance to present his FY24 Budget to the Sub-Committee.

MISSION: The Planning Department provides unbiased support for land use planning, zoning, and community design. The Planning Department staff provide technical assistance to the Planning Board, Zoning Board of Appeals, Historical Commission, Town Council, and all departments as needed or required. Further the Planning department works toward accomplishing goals as set forth in the Master Plan, Open Space and Recreation Plan, and other strategic plans of the Town.

SERVICES: The Planning Department supports the Planning Board in administering the local and state regulations regarding land use planning. The Department facilitates permitting to ensuring development and construction is in conformance with these regulations and the long/short term development plans. The Planning Board's primary role is to provide review and approval

of subdivisions, special permits, and site plans. The board is required to review and make recommendations on proposed zoning changes and for the development of a Master Plan to guide the long-term physical development of the town.

The Planning Department provides vision and guidance for short- and long-range development plans of the Town and facilitates the public outreach, research and data information needed to inform the planning process.

## F Y 2 3   A c c o m p l i s h m e n t s

- The Planning Board completed 21 regulatory and permitting case/application reviews including definitive subdivisions for a 16-lot and 12-lot

residential developments.

- The Planning Department continued operations with no admin while maintaining efficient review of cases and billing. The Dept. hired a new admin.
- The Planning Dept. oversaw the various construction phases of several commercial developments: Angle Tree Brewery, 45 Elm

Street (downtown), Coastal1, 76 George Leven Drive, Cumberland Farms, 41 Plain Street, and the Hampton Inn, 57 Draper Avenue.

- The Economic Development Coordinator was successful in receiving over \$415,000 in grant funding: a MassDevelopment grant for the appraisal of Allen Avenue (\$7,000), Department of Environmental Resources grant for charging stations (\$133,000), and a Mass Gaming Commission grant for a traffic study on Kelley Boulevard to assist the DPW (\$100,000)

## F Y 2 4   G o a l s   a n d   O b j e c t i v e s

- Continue to facilitate the on-going public planning process for North Attleborough Master Plan 2030
- Work with stakeholders to deliver a Downtown Concept Plan that will revitalize the area and bring more economic development
- Start the 582 Kelley Boulevard condo project & 15 John Dietsch Blvd. warehouse
- Complete the mixed-use bylaw and have the Town in compliance with MBTA Communities, Section 3A
- Continue to facilitate regulatory review and permitting that sustains economic growth, thriving neighborhoods, and promotes a safe, open, inclusive, and resilient community; and ensure projects are consistent with the current Town Master Plan and Zoning By-Law.
- Coordinate with the economic development coordinator and departments on applying for grants

## 5. Building (241)

Town Manager Borg reviewed the FY24 Building Budget with the Sub-Committee.

**MISSION:** The mission of the Building Department is to safeguard life, health, property and public welfare by regulating and controlling the construction, quality of materials and use of all buildings and structures within the Town of North Attleboro.

**SERVICES:** We provide outstanding customer service and information that is knowledgeable, comprehensive, efficient and helpful to the public. We are also responsible for the administration and enforcement of the Massachusetts State Building Code, the National Standard for Accessible and Useable Buildings and Facilities, and all other state and local ordinances and by laws that impact the quality of life and safety for all who visit North Attleboro.

## F Y 2 3   A c c o m p l i s h m e n t s

- Collaborated with NAED and the IT Department to create an official online reporting mechanism that is utilized during severe weather and power outages. This reporting system allows streamlined communications between residents, the building department, and NAED.
- Enhanced aspects of Viewpoint permitting making it easier and convenient for residents.
- Continued in our efforts to enforce existing rules and regulations in order to promote safety within the community.
- Continued in our efforts to digitize plans and files. This effort continues to make it easier for residents to search and research building information while freeing up storage space.
- Continue to maintain a high-level of service while short-handed.

## F Y 2 4      G o a l s   a n d      O b j e c t i v e s

- Continue the scanning effort and move closer to having all records available digitally.
- Assist in the development and review of the Town 's Zoning Bylaws.
- Procure tablets for use by our inspectors while conducting inspections.

### 6. Verizon (197)

Town Manager Borg presented the FY24 Budgets for both Verizon and Comcast.

### 7. Comcast (199)

### 8. Town Clerk (161)

Town Clerk Pat McNielly was in attendance and presented her FY24 Budget to the **Committee.**

**MISSION:** The Town Clerk's Office continues to service the residents of North Attleboro as keeper of the records. The Town Clerk's Office maintains and certifies a variety of state and local licenses and permits in accordance with state and local laws.

**SERVICES:** The Town Clerk's Office is a customer service, administrative department. As the Town chief public information administrator of vital

records for the state of Massachusetts, the Clerk's Office is responsible for keeping, maintaining, and preserving vital records and other municipal records.

## F Y 2 3      A c c o m p l i s h m e n t s

- The Town By-laws, (General and Zoning) and Town Charter have been codified for assessable, searchable data for town officials and general public.

## FINAL STAGE.

- Permanent records project has started these records will be digitized to reduce, minimize paper. This is the first year of the FY23CIP.
- Town clerk's office with the help of the IT department instituted a new process for public records

requests. This application is through viewpoint, which the town uses for permits, etc.. No additional expense for this application.

## F Y 2 4      G o a l s      a n d      O b j e c t i v e s

- Town clerk's office would like to have all rules and regulations codified with ECODE. This will be identical to the town bylaws, allowing these regulations to be accessible and shareable for all town officials and general public.
- Continue to have the town's permanent records digitized to reduce the amount of paper and make these records printable and sharable.

## VII. Adjournment

Councilor Prescott made a motion to adjourn.

Councilor Donovan seconded the motion.

**Motion carried 5-0.**

**Meeting adjourned at 7:36PM.**