

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



Kathleen Prescott
Patrick Reynolds
Andrew Shanahan
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Town of North Attleborough
TOWN COUNCIL
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5/2/2023 - 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 arrived at 6:34PM

Councilor Donovan

Chris Champ

Councilor Gould

John Porter

Staff Present:

Town Manager Michael Borg

Assistant Town Manager Antonio Morabito

Clerk of the Council Kerrin Billinghoff

Elections Coordinator Pat Dolan

Members Absent:

Craig Cameron

DPW Director Mark Hollowell

I.T. Director Keith Mueller

Residents Present:

None at this time

DOCUMENTS REVIEWED:

- May 2, 2023 Budget Presentation Handout
- April 26, 2023 Minutes

II. Approval Of Minutes

- a. Approval of Minutes of April 26, 2023, Finance Sub-Committee Meeting

Approval of Finance Sub-Committee Minutes of April 26, 2023

Councilor Prescott made a motion to approve the Minutes of April 26, 2023.

Councilor Donovan seconded the motion.

Motion carried 3-0-2.

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. ELECTIONS

Elections Coordinator Pat Dolan was in attendance to present her FY24 Budget to the Finance Sub-Committee.

Mission and Services Overview:

MISSION: Planning and fair administration of all elections (Town, State & Federal) in North Attleborough following laws and guidelines issued by the State and Federal government. Certifying signatures on nomination papers and initiative petitions for elections. Hiring and training poll workers for elections. Conducting the annual Town Census in North Attleborough, maintaining resident and voter information in the state data base (VRIS) for purposes of the street list, jury list, and the voter list. Assists in redrawing precinct lines after the Federal Census is completed every 10 years. Producing the election calendar each year, following state law, determining which offices will be on the ballot, when nomination papers are available and when due.

SERVICES: Administration of, staffing, and information on Elections and election laws, Residency Certificates, campaign finance, keeping updated voter records.

FY23 Accomplishments:

- 2022 Annual Town Census completed and resident information in VRIS updated for the street listing, voting

list and jury list.

- Published the 2022 street listing, which lists residents and voters over the age of 17.

- Successfully planned and administered 2 elections - the September 2022 State Primary November State

Election.

- Currently planning the Annual Town Election in April 2023. 2023 Annual Town Census is currently being

processed.

FY24 Goals and Objectives:

- Continue training and working with poll workers for accurate, complete, and transparent election processes.
- Continue to improve and streamline the Early Voting/Mail Voting processes created in the Votes Act.
- Lower the number of Inactive voters by cross referencing out of state forwarding addresses when able.

ii. DEPARTMENT OF PUBLIC WORKS

DPW Director Mark Hollowell was in attendance to present his FY24 Budget to the Finance Sub-Committee.

1. Administration (421)

Mission and Services Overview:

MISSION: Oversight of Public Works Operations and Administrative Functions

SERVICES: Permitting, Bill Payments, Service Requests, Contract Administration, Payroll, and Customer Service.

Administration (421)

FY23 Accomplishments:

- Implement Work Order System for DPW/Town
- Update DPW Construction Standards and Details
- Department-Wide Security System
- Upgrade Public Meeting Room for All Boards/Committees

FY24 Goals and Objectives:

- Continue Record Keeping System Upgrades
- Continue Cross-Training Program for all Admin Staff
- Admin Office Renovations

2. Highway (422)

- Highway (422)

Mission & Services Overview:

MISSION: Oversee Infrastructure within the Town Right of Way (roads, bridges, sidewalks, signage, trees, brush, etc.) for safe, intermodal access.

SERVICES: Road and Sidewalk maintenance, ROW Mowing, Public Shade Tree maintenance, Street Sweeping, Catch Basin Inspection and Maintenance, Compost Facility Oversight, Dam Operations, Parking Lot Maintenance, MS4 Stormwater Permit Compliance.

FY23 Accomplishments:

- Fleet Tracking for Snow and Ice Program
- Purchase 268 Smith Street for Future Maintenance Operations
- Expand Operations of Compost Facility to Generate Revenue
- Sidewalk Construction on Arnold Road and Restoration of over 4 miles of Roadway

- Purchase of New Equipment Including:
- Trommel Screener
- Pickup Trucks (2)
- Sidewalk Plow Machines (2)
- One-Ton Dump Trucks (2)
- Large 6 Wheel Dump Truck with Wing Plow

FY24 Goals & Objectives:

- Design of Maintenance Garage
- Implement Sidewalk Replacement Program In-House
- Expand Compost Facility Operations
- Expand Brine Making Operations

3. Sewer (440)

- Sewer (440)

Mission and Services Overview:

MISSION: Collect, transport and properly treat and dispose of wastewater generated by approximately 6,500 North Attleborough Residents and Businesses and 2,800 Plainville customers.

SERVICES: Industrial Pretreatment Program, Sewer Collections maintenance, flushing and camera inspection, Pumping Station maintenance, Dig Safe Mark outs, Construction Inspection, Wastewater Treatment Plant Operations and Maintenance, Wastewater Laboratory sampling and testing (in-house), and Compliance reporting to DEP and EPA.

FY23 Accomplishments:

- Chlorine Conversion Project
- Headworks HVAC Design Project
- \$180,000 Asset Management Grant
- Rudon Court Sewer Extension by Betterment

- Town-wide Infiltration and Inflow Monitoring Program

FY24 Goals:

- Headworks HVAC Construction Project
- Grimaldi Pumping Station Upgrades
- SCADA Upgrades
- Primary Clarifier Repair

4. Water (450)

- Water (450)

Mission & Services Overview:

MISSION: Produce, treat and distribute potable drinking water to the approximately 9,500 North Attleborough Customers and Plainville; to provide adequate fire flow minimum pressures at all times.

SERVICES: Well maintenance, treatment system maintenance, water service and main break repairs, hydrant flushing, backflow prevention, Dig safe mark outs, construction inspection, valve exercising, hydrant maintenance and painting, leak detection and inspections.

FY23 Accomplishments:

- Adamsdale Well PFAs and Fluoride Construction Project
- Orne St. ,Cushman Road, and Paine Road Water Main

Replacement Project

- Lead Services Removal Program

FY24 Goals & Objectives:

- McKeon Treatment Plant PFAs and Fluoride

Construction Project

- Water Main Replacement -Mendon Road
- Whiting St Valve Replacement
- Whiting St. Clearwell Baffles

5. Solid Waste (430)

- Solid Waste (430)

Mission & Services Overview:

MISSION: To effectively manage the collection, disposal and processing of trash and recycling from

resident subscribers. Additionally, the Department is tasked with maintaining the capped and closed landfill, gas collection system and methane flare in safe and working order.

SERVICES:

Weekly curbside Collection of trash and recycling

Hazardous waste collection and disposal

Weekly curbside collection of bulky waste

Operation of Recycling Center for hard to dispose/recycle materials

Monthly curbside collection of bulky metal

Participate/organize annual litter clean up event

Bag and Tag sales

Participation in year-round litter collection (Litter Busters)

Curbside collection of yard waste

Maintain gas collection system and flare to manage methane gas Curbside collection of Christmas trees Maintain landfill cap to prevent leachate in groundwater

Recycling education

Conduct ground and surface water testing

Rain barrel sales

Compost bin sale

FY23 Accomplishments:

- Modular Trailer Office Building at Transfer Station
- Integrate Solid Waste into Public Works
- New Solid Waste Disposal Contract
- Resurface and Re-stripe Transfer Station Pavement

FY24 Goals & Objectives:

- Improve and Expand Transfer Station Operations
- Repair and Re-stripe Transfer Station Pavement
- Scale-house Building Restoration
- Purchase New Equipment
- Rubber Tire Excavator
- Hook-lift body and Containers

There was further discussion between the Committee, the Town Manager, and Mr. Hollowell regarding the following:

- CIP Projects
- PFAS Expenses
- PFAS
- New Solid Waste Removal Contract
- Current Trash Removal Program
- Weekly Per Household Performance comparison to neighboring Towns
- Size of new proposed Carts

iii. INFORMATION TECHNOLOGY

I.T. Director Keith Mueller was in attendance to present his FY24 Budget to the Finance Sub-Committee and answer any of the questions they may have had.

Mission & Services Overview:

MISSION: To research, test, install, configure and maintain the towns technology / telecommunications infrastructure.

SERVICES: The IT Department is responsible for the technology and telecommunications for town services and public safety. While supporting our existing infrastructure, we collaborate with other departments on their needs and assist to find solutions. We maintain most of the towns software licenses and support associated with them.

FY23 Accomplishments:

- Added additional record types to online permitting / records (ZBA app, abutters list request form, flammable storage permit, Public Records Requests)
- Enhanced our internal security
- Upgraded internally hosted servers
- Installed Town Side phone system and capacity upgrades. (Schools to follow)
- Launched new website
- Re-Launched Big Red 311 (Seeclickfix)
- Completed Town side Cyber Security Training and testing (Calendar year 22)
- Upgraded our financial management software
- Upgraded IICR AV systems
- **Conversion of Police and Fire Systems**

FY24 Goals and Objectives:

- Bring Planning, Pre-treatment, Conservation and Dog Licensing onto online permitting
- Add additional position for Public Safety

iv. PUBLIC BUILDINGS AND PROPERTIES

Town Manager Borg discussed this budget with the Sub-Committee. The proposal is for a Joint Facilities Director who would have shared operational control of both the Town Facilities and the Schools. This position would include Public Buildings/Maintenance of both the Schools and the Town Buildings. This position will be discussed further at the next Finance Meeting.

- b. Measure 2023-074- Procurement approval of the building and property located at 451 Elm Street for the purpose of creating a Regional Food Security Distribution Center and to relocate Lenore's Pantry from Town Hall to said property. Additional Town departments may be located at this building as deemed appropriate or necessary.

PURPOSE AND JUSTIFICATION:

There are several strong justifications for the purchase of the Fisher College building located at 451 Elm Street based on its central location, affordability, size, and **occupancy status.**

First, the property's central location in Town provides easy access to major transportation routes, including a GATRA bus route, making it convenient for residents, seniors, employees, vendors to access. The location itself is a standout in the community and will increase the visibility of the Town efforts, calling more attention to **Town sponsored activities and events.**

Second, the property's affordability in comparison to the estimated renovation costs of the property at Allen Ave makes it a more attractive option. With 451 Elm Street, the Town can save money on renovation costs and can renovate 451 Elm Street within the allocated funds available to the Town through the Bristol County American Rescue Act Funds (ARPA). The renovation estimated for the Allen Avenue building is estimated to exceed \$5.2 million by up to \$2 million. Acquisition of 451 Elm Street allows the Town to **save the additional costs of renovation that the Allen Ave would have cost.**

Third, the larger size of 451 Elm Street allows multiple departments to occupy the space, creating a more efficient use of the property. In addition to fulfilling our primary requirement to establish a Regional Food Distribution Center and the relocation of Lenore's Pantry, 451 Elm Street can house additional Town Departments. The potential to establish a one-stop location for Town Health and Human Services merits additional consideration. This can potentially improve collaboration and communication among team **members and create a more cohesive work environment.**

Fourth, Scribble Time Day Care operates from the building currently.

The Town envisions and encourages that lease arrangement to continue going into the future. After closing, the Town would enter into a lease agreement with Scribble Time to **continue their operations and generate revenue as a result.**

Finally, the fact that the property is ready to occupy the day after closing is a significant advantage and cost savings. Fisher is in the process of replacing the roof that includes a transferable 20-year warranty. Acquiring Fisher College eliminates the need for additional time and money to prepare the property for use and allows the Town to start operations almost immediately.

The purchase price of the building is \$2.3 million. Funding for the property acquisition is provided by North Attenuborough's \$5.2 million of ARPA. This would leave \$2.9 million for

building renovations and upgrades to meet Town needs and code compliance. Upon signing the Purchase and Sale Agreement, the Town would deposit \$50,000 as earnest money. The funds are provided by the Non-Entitlement Unit (NEU) ARPA funds received previously by the Town. Additionally, the Town would allocate an additional \$50,000 of NEU ARPA funds to conduct the due diligence investigations and inspections of 451 Elm Street, North Attleborough, MA.

Overall, these factors make a strong case for the Town to purchase 451 Elm Street.

Councilor Donovan made a motion to extend the meeting past the three-hour mark.

Councilor Prescott seconded the motion.

Motion carried 6-0.

There was discussion amongst the Committee and the Town Manager regarding this measure. Town Manager Borg explained that he was asking for approval of the purchase of the property. The ARPA Funds would need to be committed by 2026.

Councilor Prescott made a motion to refer Measure 2023-074- Procurement approval of the building and property located at 451 Elm Street for the purpose of creating a Regional Food Security Distribution Center and to relocate Lenore's Pantry from Town Hall to said property. Additional Town departments may be located at this building as deemed appropriate or necessary, back to the Full Town Council with a favorable recommendation.

Councilor Gould seconded the motion.

Motion carried 6-0.

VII. Executive Session

- a. M.G.L. c.30A, Sec.21(a) To discuss the deployment of, or strategy regarding security personnel or devices, e.g., a sting operation.

Vice President Simmons made a motion to enter into Executive Session and stated that they would not be returning to Regular Session, but rather would just be adjourning from Regular Session.

Councilor Prescott moved the above motion.

Chris Shamp seconded the motion.

A Roll Call vote was taken:

Vice-President Simmons- **Yes**

Councilor Prescott - **Yes**

Councilor Donovan - **Yes**

Chris Shamp - **Yes**

Councilor Gould - **Yes**

John Porter -**Yes**

Motion carried 6-0.

VIII. Adjournment

Councilor Prescott made a motion to adjourn.

Chris Shamp seconded the motion.

Motion carried 6-0.

Meeting adjourned at 9:30PM.