

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

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5/22/2024 - 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

Craig Cameron

John Costello

Dan Donovan

Pat St. Pierre

**Members Absent:**

Kathleen Prescott

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

North TV Director Peter Gay

**Residents:**

None at this time.

**Invited Guests Present:**

None at this time.

**Documents Reviewed:**

- Finance Sub-Committee Meeting Minutes 5/7/2024
- Finance Sub-Committee Meeting Minutes 5/8/2024
- North Attleborough Public Schools Proposed FY'25 Operating Budget
- Measure 2024-090- FY25 General Fund Annual Appropriation
- Measure 2024-091- FY25 OPEB Funding
- Measure 2024-092- FY25 Quinquennial Evaluation
- Measure 2024-093- FY25 Ambulance Receipts Reserved for Appropriation Transfer
- Measure 2024-094- FY25 Solid Waste Enterprise Fund Annual Appropriation
- Measure 2024-095- FY25 Sewer Enterprise Fund Annual Appropriation
- Measure 2024-096- FY25 Water Enterprise Fund Annual Appropriation
- Measure 2024-097- FY25 Comcast PEG Access Enterprise Fund Annual Appropriation
- Measure 2024-098- FY25 Verizon PEG Access Enterprise Fund Annual Appropriation
- Measure 2024-99- FY25 General Fund Capital Improvement Plan for Borrowing. AMENDED
- Measure 2024-100- FY25 General Fund Capital Improvement Plan FY24 Free Cash. AMENDED
- Measure 2024-101- FY25 Capital Improvement Plan Ambulance Receipt Reserve Account
- Measure 2024-102- FY25 Capital Improvement Plan Fire Alarm Revolving Account
- Measure 2024-103 - FY24 Solid Waste Enterprise Fund Utilization of Retained Earnings for CIP. AMENDED
- Measure 2024-104- FY25 Water Enterprise Fund Capital Projects for Borrowing. AMENDED
- Measure 2024-105- FY25 Sewer Enterprise Fund Capital Projects for Borrowing. AMENDED
- Measure 2024-106- FY25 Revolving Account Annual Authorization. AMENDED
- Measure 2024-107- FY25 Additional Real Estate Property Tax Exemption of One Hundred Percent (100%)
- Measure 2024-108- FY25 Establish the Amount for Town Manager Line-Item Transfers
- Measure 2024-113- Appropriation request for use of FY24 retained earnings from Comcast PEG Access in the amount of \$34,499.28 for North TV Production Van Refurbishment.
- Measure 2024-115- Approval to repurpose funds that had been allocated for a server upgrade (IT) in the amount of \$30,000 to purchase Town Council Chambers furnishings including a desk, table, podium, glass whiteboard, and other décor.
- Animal Control Department Wage & Salary Sheet for FY25
- Stipend Strategy for North Attleborough Volunteer Board Members

## II. Approval Of Minutes

- a. Approval of Finance Sub-Committee Minutes of May 7, 2024

Approval of Finance Sub-Committee Minutes of May 7, 2024

Councilor Donovan made a motion to approve the Finance Sub-Committee Minutes of May 7, 2024.

Councilor St. Pierre seconded the motion.

**Motion carried 5-0.**

- b. Approval of Finance Sub-Committee Minutes of May 8, 2024

Approval of Finance Sub-Committee Minutes of May 8, 2024

Councilor Donovan made a motion to approve the Finance Sub-Committee Minutes of May 7, 2024.

Councilor St. Pierre seconded the motion.

**Motion carried 5-0.**

## III. Resident And Community Comment

None at this time.

## IV. Old Business

- a. Minor Modifications of FY25 Budget Items previously presented and reviewed by Finance Sub-Committee

Minor Modifications of FY25 Budget Items previously presented and reviewed by Finance Sub-Committee

Town Manager Borg explained that there are minor modifications and wanted to present them to the Committee.

### 1. USW Union & AFSCME Union

1. Change in hours in both Unions
2. 1 additional hour to USW
3. 2 additional hours to AFSCME

- Town Hall hours will change:
  1. Monday -Thursday 8:00AM- 4:30PM
  2. Friday- 8:00AM-12:00PM
- No increase in the bottom line of the FY25 Budget

Discussions included:

- How does the Town benefit from the change in hours?
- Savings in heating/cooling costs
- Traffic in Town Hall from 4:00PM-6:00PM on Mondays is next to none.
- Transparency
- Can this time change be reviewed at the end of each Fiscal Year?
- Town Procedures
- Most of the services can be done on line at any time
- Hiring for Town positions will become more desirable at 38 or 36 hours per week

### 1. **Animal Shelter Staffing Changes**

- New Full-Time position
- Subtract 3 Part-Time Assistants
- \$15,000.00 would be needed to fund this change
- Spreadsheets were reviewed
- These staff changes are needed for the Shelter to keep up with the standards.

### 1. **Stipend Strategy**

- Town Manager Borg reviewed the Stipend Strategy for North Attleborough Volunteer Board Members Packet that was distributed to the Committee.
  1. Stipends Proposal or Board Member Volunteers
  2. Overview
    - Current Volunteer Structure
    - Key Roles of Board Members
    - Volunteer Engagement
  3. Proposal Considerations
    - Introduction
    - Goals of the Stipend Strategy
    - Proposed Stipend Structure
    - Benefits to Volunteer Board Members
  4. Stipend Details
    - Payment for meeting
    - Payment Conditions
    - Compensation Cap
    - Annual Payment Structure
  5. Administrative Procedures
    - Attendance Tracking Through Meeting Minutes
    - Annual Report by the Chair

- Number of Meetings Held
  - Role of the Town Manager in Processing Payments
6. Benefits of the Stipend Program
- Increased Participation
  - Improved Attendance
  - Heightened Engagement
7. Challenges and Considerations
- Balancing Limited Funds
  - Setting Precedents
  - Equity Considerations
8. Conclusion and Next Steps
9. Board/Committee/Commissions Chart
- Estimated to cost @ \$71,400.00 per year

Discussion amongst the Committee and Town Manager Borg:

- Appointed Boards only- Elected Boards not included
- Sub-Committees, should they be considered?
- Will be funded through Salary Reserve of FY25 Free Cash
- Should Licensing Board be compensated?
- Vice-President Simmons ask Committee Members to send any comments to him and he will compile them and share with the Town Manager and this will be visited at a later date.

b. FY25 BUDGET MEASURES

i. Measure 2024-090- FY25 General Fund Annual Appropriation

Measure 2024-090- FY25 General Fund Annual Appropriation - **HOLD**

ii. Measure 2024-091- FY25 OPEB Funding

Measure 2024-091- FY25 OPEB Funding

Councilor Donovan made a motion to refer Measure 2024-091- FY25 OPEB Funding to the Full Town Council with a positive recommendation.

Council Costello seconded the motion.

**Motion carried 5-0.**

iii. Measure 2024-092- FY25 Quinquennial Evaluation

Measure 2024-092- FY25 Quinquennial Evaluation

Councilor Donovan made a motion to refer Measure 2024-092- FY25 Quinquennial Evaluation to the Full Town Council with a positive recommendation.

Council Costello seconded the motion.

**Motion carried 5-0.**

- iv. Measure 2024-093- FY25 Ambulance Receipts Reserved for Appropriation Transfer

Measure 2024-093- FY25 Ambulance Receipts Reserved for Appropriation Transfer

Councilor Donovan made a motion to refer Measure 2024-093- FY25 Ambulance Receipts Reserved for Appropriation Transfer

to the Full Town Council with a positive recommendation.

Council St. Pierre seconded the motion.

**Motion carried 5-0.**

- v. Measure 2024-094- FY25 Solid Waste Enterprise Fund Annual Appropriation

Measure 2024-094- FY25 Solid Waste Enterprise Fund Annual Appropriation- **HOLD**

- vi. Measure 2024-095- FY25 Sewer Enterprise Fund Annual Appropriation

Measure 2024-095- FY25 Sewer Enterprise Fund Annual Appropriation - **HOLD**

- vii. Measure 2024-096- FY25 Water Enterprise Fund Annual Appropriation

Measure 2024-096- FY25 Water Enterprise Fund Annual Appropriation- **HOLD**

- viii. Measure 2024-097- FY25 Comcast PEG Access Enterprise Fund Annual Appropriation

Measure 2024-097- FY25 Comcast PEG Access Enterprise Fund Annual Appropriation

Councilor Donovan made a motion to refer Measure 2024-097- FY25 Comcast PEG Access Enterprise Fund Annual Appropriation back to the Full Town Council with a positive recommendation.

Councilor St. Pierre seconded the motion.

**Motion carried 5-0.**

- ix. Measure 2024-098- FY25 Verizon PEG Access Enterprise Fund Annual Appropriation

Measure 2024-098- FY25 Verizon PEG Access Enterprise Fund Annual Appropriation

Councilor Donovan made a motion to refer Measure 2024-098-FY25 Verizon PEG Access Enterprise Func Annual Appropriation back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- x. Measure 2024-099-FY25 General Fund Capital Improvement Plan for Borrowing.AMENDED

Measure 2024-099-FY25 General Fund Capital Improvement Plan for Borrowing. AMENDED

Councilor Donovan made a motion to refer Measure 2024-099-General Fund Capital Improvement Plan for Borrowing. AMENDED back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- xi. Measure 2024-100-FY25 General Fund Capital Improvement Plan FY24 Free Cash.AMENDED

Measure 2024-100-FY25 General Fund Capital Improvement Plan FY24 Free Cash. AMENDED

Councilor Donovan made a motion to refer Measure 2024-100-FY25 General Fund Capital Improvement Plan FY24 Free Cash. AMENDED back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- xii. Measure 2024-101-FY25 Capital Improvement Projects Ambulance Receipt Reserve Account

Measure 2024-101-FY25 Capital Improvement Plan Ambulance Receipt Reserve Account

Councilor Donovan made a motion to refer Measure 2024-101-FY25 Capital Improvement Plan Ambulance Receipt Reserve Account back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- xiii. Measure 2024-102- FY25 Capital Improvement Projects Fire Alarm Revolving Account

Measure 2024-102- FY25 Capital Improvement Plan Fire Alarm Revolving Account

Councilor Donovan made a motion to refer Measure 2024-102- FY25 Capital Improvement Plan Fire Alarm Revolving Account back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- xiv. Measure 2024-103 -FY25 Solid Waste Enterprise Fund Utilization of Retained Earnings for CIP.AMENDED

Measure 2024-103 -FY24 Solid Waste Enterprise Fund Utilization of Retained Earnings for CIP. AMENDED

Councilor Donovan made a motion to refer Measure 2024-103 -FY24 Solid Waste Enterprise Fund Utilization of Retained Earnings for CIP. AMENDED back to the Full Town Council with a favorable recommendation.

Councilor St. Pierre seconded the motion.

**Motion carried 5-0.**

- xv. Measure 2024-104- FY25 Water Enterprise Fund Capital Projects for Borrowing.AMENDED

Measure 2024-104- FY25 Water Enterprise Fund Capital Projects for Borrowing. AMENDED

Councilor Donovan made a motion to refer Measure 2024-104- FY25 Water Enterprise Fund Capital Projects for Borrowing. AMENDED back to the Full Town Council with a favorable recommendation.

Councilor St. Pierre seconded the motion.

**Motion carried 5-0.**

- xvi. Measure 2024-105- FY25 Sewer Enterprise Fund Capital Projects for Borrowing.AMENDED

Measure 2024-105- FY25 Sewer Enterprise Fund Capital Projects for Borrowing. AMENDED

Councilor Donovan made a motion to refer Measure 2024-105- FY25 Sewer Enterprise Fund Capital Projects for Borrowing. AMENDED back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- xvii. Measure 2024-106-FY25 Revolving Account Annual Authorization.AMENDED

Measure 2024-106-FY25 Revolving Account Annual Authorization. AMENDED

Councilor Donovan made a motion to Measure 2024-106-FY25 Revolving Account Annual Authorization. AMENDED back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- xviii. Measure 2024-107- FY25 Additional Real Estate Property Tax Exemption of One Hundred Percent (100%)

Measure 2024-107- FY25 Additional Real Estate Property Tax Exemption of One Hundred Percent (100%)

Councilor Donovan made a motion to Measure 2024-107- FY25 Additional Real Estate Property Tax Exemption of One Hundred Percent (100%) back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- xix. Measure 2024-108- FY25 Establish the Amount for Town Manager Line-Item Transfers

Measure 2024-108- FY25 Establish the Amount for Town Manager Line-Item Transfers

Councilor Donovan made a motion to Measure 2024-108- FY25 Establish the Amount for Town Manager Line-Item Transfers back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

## V. New Business

- a. Measure 2024-113- Appropriation request for use of FY24 retained earnings from Comcast PEG Access in the amount of \$34,499.28 for North TV Production Van refurbishment

Measure 2024-113- Appropriation request for use of FY24 retained earnings from Comcast PEG Access in the amount of \$34,499.28 for North TV Production Van Refurbishment.

Each year, the Town receives funds from Comcast for the funding of North TV capital improvement projects aimed at enhancing PEG access. The North TV Production Van refurbishment project meets this criteria.

The North TV Production Van is an 18-year-old, low mileage, vehicle that needs immediate repairs. North TV thinks that refurbishment of the vehicle is in the best interest of the Town because procurement of a new production van would exceed \$100,000.

North TV requests funds to effect the following repairs to the production van:

- Auto body repair and painting: \$8,224.67
- Automobile lettering: \$1,205.11
- BPix Truck Upgrade w/BP Fusion: \$25,069.50

Total Project Cost: \$34,499.28

I request that the Town Council approve the request for the use of FY'24 retained earnings for the Comcast PEG Access for the North TV Production Van refurbishment in the amount of \$34,499.28.

Town Manager Borg explained this measure to the Committee and that this is rate payer funded.

Director Peter Gay was in attendance to address the Committee and answer any questions they may have had. Mr. Gay explained that a brand new van is way too expensive, and by repairing the current van it will extend the life of the van at a very low cost. It will save money in the Capital Fund of about \$65,000 to \$70,000.

The balance in the Comcast PEG Account is currently \$201,000.00

Councilor Donovan made a motion to refer Measure 2024-113- Appropriation request for use of FY24 Retained Earnings from Comcast PEG Access in the amount of \$34,499.28 for North TV Production Van Refurbishment back to the Full Town Council with a positive recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

- b. Measure 2024-115- Approval to Repurpose Funds in the amount of \$30,000 to purchase Town Council Chambers furnishings including a desk, table, podium, glass whiteboard, and other décor.**AMENDED**

Measure 2024-115- Approval to repurpose funds that had been allocated for a server upgrade (IT) in the amount of \$30,000 to purchase Town Council Chambers furnishings including a desk, table, podium, glass whiteboard, and other décor.

Approval to repurpose funds that had been allocated for a server upgrade (IT) in the amount of \$30,000 to purchase Town Council Chambers furnishings including a desk, table, podium, glass whiteboard, and other décor. These funds had been allocated for a server upgrade as described in Measure 2021-065, account number 30155165 585118.

The significant rainfall on September 11, 2024, resulted in severe flooding in the Town Hall basement, with approximately 10,000 gallons of water being extracted throughout the subsequent week. This unfortunate incident caused substantial water damage to the Town Council desks, rendering them unusable. Consequently, there is a pressing need to replace these essential furnishings to ensure the functionality and integrity of the Town Council chambers.

Therefore, I am requesting approval to reappropriate funds in amount of \$30,000 be transferred

for the purchase of Town Council Furniture for the Lower-Level Conference Room at the Town Hall.

Councilor Donovan made a motion to refer Measure 2024-115- Approval to repurpose funds that had been allocated for a server upgrade (IT) in the amount of \$30,000 to purchase Town Council Chambers furnishings including a desk, table, podium, glass whiteboard, and other décor back to the Full Town Council with a favorable recommendation.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

## **VI. Adjournment**

Councilor Donovan made a motion to adjourn.

Councilor Costello seconded the motion.

**Motion carried 5-0.**

**Adjourned at 8:25 PM.**