

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

**FINANCE SUB\_COMMITTEE MEETING**

June 20, 2023 at 6:30PM

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6/20/2023 - Minutes

**I. Pledge Of Allegiance**

Vice-President Simmons called the meeting to order at 7:02PM and lead the Committee and other guests present in the Pledge of Allegiance.

**Members Present:**

Vice-President Simmons

Councilor Gould

Councilor Donovan

Craig Cameron

**Members Absent:**

Chris Shamp

John Porter

Councilor Prescott

**Staff Present:**

Town Manager Michael Borg

Assistant Town Manager Antonio Morabito

Clerk of the Council Kerrin Billinghoff

Town Accountant Linda Catanzariti

Treasurer/Tax Collector Chris Sweet

DPW Director Mark Hollowell

Solid Waste Manager Laura Munson

**Residents Present:**

None at this time.

**DOCUMENTS REVIEWED:**

- June 8, 2023 Finance Sub-Committee Meeting Minutes
- Measure 2023-081- End of Year Transfers (Municipal Relief Transfers)
- Measure 2023-088- Approval of Solid Waste Enterprise 5-year Contract with Waste Management for Collection, Transportation, and Disposal Processing of Solid Waste and Recyclable Materials
- Measure 2023-089- Request to Transfer Funds from Solid Waste Retained Earnings in the Amount of \$425,038.00 for the Purchase of 35 Gallon Residential Trash Carts

**II. Approval Of Minutes**

- a. Approval of Finance Sub-Committee Meeting Minutes of June 8, 2023

Approval of Finance Sub-Committee Minutes of June 8, 2023.

Councilor Gould made a motion to approve the Minutes of June 8, 2023.

Councilor Donovan seconded the motion.

**Motion carried 4-0.**

**III. Town Councilor Community Announcements**

None at this time.

**IV. Resident And Community Comment**

None at this time.

**V. Old Business**

- a. None at this time.

**VI. New Business**

- a. Measure 2023-081- End of Year Transfers (Municipal Relief Transfers)

Purpose: The purpose of end-of-year budget transfers without additional appropriation is to ensure efficient financial management and effective utilization of available funds within the Town's operating budget. By making these transfers, we aim to reallocate resources from underspent areas to critical areas of need, maximize the utilization of existing

budgetary allocations, and maintain a balanced and responsible fiscal approach.

**Justification:**

1. **Maximizing Resource Utilization:** End-of-year budget transfers allow for the optimization of available resources within the organization. Throughout the fiscal year, it is common for some budget categories to remain underutilized or underspent due to unforeseen circumstances, changes in priorities, or project delays. By transferring funds from these areas to departments or projects with higher demands or immediate needs, we can maximize resource utilization and ensure that the allocated funds are effectively utilized to achieve organizational objectives.

2. **Responsiveness to Changing Priorities:** Over the course of a fiscal year, priorities may shift due to emerging needs or evolving circumstances. End-of-year budget transfers provide the flexibility to reallocate funds to areas that require additional resources to address these changing priorities effectively. By making such transfers, we ensure that the organization remains responsive to emerging challenges and can allocate resources where they are most needed.

3. **Avoiding Budgetary Surpluses:** Carrying significant unspent balances into the next fiscal year surpluses. By making end-of-year budget transfers, we actively avoid accumulating surpluses, demonstrating responsible financial management, budgeting to requirement, and a commitment to utilizing funds efficiently and effectively.

4. **Strategic Investment and Risk Mitigation:** End-of-year budget transfers offer an opportunity to strategically invest in projects or initiatives that are deemed critical for the Town's long-term success but may have initially faced budgetary constraints. By reallocating funds to these high-priority areas, we can mitigate risks, seize opportunities, and ensure that essential projects receive the necessary financial support for successful implementation.

5. **Maintaining Fiscal Responsibility:** Conducting end-of-year budget transfers without additional appropriation enables the organization to maintain fiscal responsibility. It ensures that any reallocations are made within the existing budgetary framework, without requiring additional funding from external sources. This approach promotes efficiency, accountability, and prudent financial management, aligning with best practices and demonstrating the Town's commitment to responsible stewardship of public funds.

6. **Achieving Performance Targets:** End-of-year budget transfers provide a mechanism for addressing budgetary shortfalls in departments or projects that are at risk of falling short of their performance targets. By reallocating funds from underutilized areas, we can bridge the financial gaps, enabling these departments or projects to meet their goals and deliver the expected outcomes. This promotes accountability, supports effective project management, and ensures that the Town's overall performance remains on track.

In conclusion, end-of-year budget transfers without additional appropriation serve the purpose of maximizing resource utilization, responsiveness to changing priorities, avoiding budgetary surpluses, strategic investment, maintaining fiscal responsibility, and achieving performance targets. By reallocating funds within the existing budget, we optimize resource allocation, respond to emerging needs, and ensure responsible financial management, ultimately supporting the organization's overall effectiveness and success.

Details of each transfer are attached to this measure as Appendix – A Transfer Details.

Therefore, in accordance with MGL Chapter 44 § 33B, Town Manager Borg respectfully requested that the Town Council vote to approve the transfer of \$ 244,502.81 from various department budgets and line items.

Councilor Gould made a motion to refer Measure 2023-081- End of Year Transfers (Municipal Relief Transfers) back to the Full Town Council with a favorable recommendation.

Councilor Donovan seconded the motion.

**Motion carried 4-0.**

- b. Measure 2023-088- Approval of the Waste Management Contract for 5 Years of Refuse and Recycling Services for the Town

The Solid Waste Enterprise solicited proposals for Curbside Trash and Recycling Collection and Disposal and appurtenant services with the option to transition from a true "Pay-as-You-Throw" program to a modified Trash Cart with "Pay-as-You-Throw" for any overage. Waste Management submitted the most advantageous proposal with a 5-Year Contract Option, which requires Town Council approval. The Board of Public Works has voted to approve rates to support a program of 35-gallon Trash Carts.

Therefore, Town Manager Borg requested that the Town Council vote to approve the Town Manager to enter into a 5-Year Contract with Waste Management for or Collection, Transportation, and Disposal/Processing of Solid Waste and Recyclable Materials to be funded through the annual Solid Waste Enterprise rates.

Town Manager Borg requested that this measure be referred to the Finance Sub-Committee for further review.

DPW Director Mark Hollowell and Solid Waste Manger Laura Munson were both in attendance to answer questions that the Committee may have had.

There was discussion amongst the Committee, Mr. Hollowell, Ms. Munson, and Town Manager Borg.

Councilor Gould made a motion to refer Measure 2023-088- Approval of Solid Waste Enterprise 5-year Contract with Waste Management for Collection, Transportation, and Disposal Processing of Solid Waste and Recyclable Materials back to the Full Town Council with a favorable recommendation.

Councilor Donovan seconded the motion.

**Motion carried 4-0.**

- c. Measure 2023-089- Request to Transfer Funds from Solid Waste Retained Earnings in the Amount of \$425,038.00 for the Purchase of 35 Gallon Residential Trash Carts

The Town will be entering into a Contract with Waste Management to collect residential trash in 35-gallon carts. The Solid Waste Division found that it is in the rate-payer's best interest for the Town to purchase the Carts directly using retained earnings. The Department of Environmental Protection will reimburse \$30 per cart (over \$260,000) as part of their waste reduction programs.

Therefore, the Town Manager respectfully requested the Town Council vote to approve expenditure of \$425,038.00 from the Solid Waste Enterprise Fund for the following Capital Purchases:

35 Gal- Eco Trash Carts (9,100)	\$345,618.00
Assembly and Delivery (9,100)	\$ 52,325.00
Spare Lids (100)	\$ 850.00
Spare Axles and Wheels (Allowance) \$	1,000.00
Incoming Freight	\$ 25,245.00
	Total: \$425,038.00

Town Manager Borg requested this measure be referred to the Finance Sub-Committee for further review.

DPW Director Mark Hollowell and Solid Waste Manger Laura Munson were both in attendance to answer questions that the Committee may have had.

There was discussion amongst the Committee, Mr. Hollowell, Ms. Munson, and Town Manager Borg.

Councilor Gould made a motion to refer Measure 2023-089- Request to Transfer Funds from Solid Waste Retained Earnings in the Amount of \$425,038.00 for the Purchase of 35 Gallon Residential Trash Carts back to the Full Town Council with a favorable recommendation.

Councilor Prescott seconded the motion.

**Motion carried 4-0.**

## **VII. Adjournment**

Councilor Gould made a motion to adjourn.

Councilor Donovan seconded the motion.

**Motion carried 4-0.**

**Meeting adjourned at 7:46PM.**