

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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6/24/2024 - Minutes

**I. Pledge Of Allegiance**

**PLEDGE OF ALLEGIANCE**

President Pare' called the meeting to order at 7:00 P.M. and lead the Town Council and the audience in the pledge of allegiance.

**Members Present:**

Justin Pare'

John Simmons

Andrea Slobogan

John Costello

Dan Donovan

Pat St. Pierre

Mark Gould

Andrew Shanahan

**Members Absent:**

Darius Gregory

**Staff Present:**

Town Manager Michael Borg

Assistant Town Manager Antonio Morabito

Clerk of the Council Kerrin Billinghoff

Tax Collector/Treasurer Chris Sweet

Town Accountant Linda Catanzariti

DPW Director Mark Hollowell

Public Facilities Director Tim Chouinard

**Residents:**

Laura Wagner Resident of North Attleborough

John Donohue of the Charter Review Committee

**Invited Guests Present:**

- Heydi Romero: Los Antojitos
- Maria Vilorio: Vilorio's Italian Bistro
- Abram Agayby: North Attleboro Pharmacy
- Michael Ward: The Straight Edge Barbershop

**Documents Reviewed:**

- Town Council Minutes of June 10, 2024
- Measure 2024-126-Confirmation of Appointment of Jeannine Knoble to the Housing Authority
- Measure 2024-123- Funding for Snow & Ice Deficit (\$29,977.50)
- Measure 2024-125- End of Year Transfers (Municipal Relief Transfers)
- Measure 2024-119-Contract Approval - Appointment of Town Auditor - CLA (CliftonLarsonAllen LLP) for Fiscal Year 25
- Measure 2024-122- Authorization to repurpose funds in the amount of \$30,000 for the Department of Public Works Electronic Document Filing Project. AMENDED
- Measure 2024-121- Creation of a Town Audit Sub- Committee

**II. Approval Of Minutes**

- a. Approval of Town Council Minutes of June 10, 2024

Approval of Town Council Meeting Minutes of June 10, 2024

Vice-President Simmons made a motion to approve the Meeting Minutes of June 10, 2024.

Councilor Slobogan seconded the motion.

**Motion carried 8-0.**

### III. Town Councilor Community Announcements

- a. Councilor St. Pierre reported to the residents that there are Free Meals for Kids being distributed for the Summer
- b. Councilor Gould reported to the residents that Kids Day begins on July 18, 2024 and there will be fireworks on Friday, July 19 and Saturday, July 20.
- c. President Pare' reported the Town Council had huge accomplishments this past year which included:
  1. Purchasing 451 Elm Street
  2. Adasmdale Well came back online and in regulation with PFAS Standards
  3. Moving on to the McKeon Well
  4. Re-moved Annual Parking Ban
  5. Amvet and Roosevelt Playground installed
  6. Hired a Public Facilities Director
  7. Added an additional SRO Officer to the High School
  8. Refreshed the Town Seal
  9. Opened new Pickle Ball Courts
  10. Town Finances are in a great state- able to absorb Tri-County costs with no override or debt exclusion.
  11. NAHS Facility- New Track/Field/Bleachers/Concession Stand
  12. MSBA- Big Decision to come on the High School
  13. Set Goals for FY25- For individual goals as well as shared goals

Thank you to Town Manager Borg and all Town Council Members for a great year and all of their efforts.

### IV. Town Manager's Report

Town Manager Michael Borg gave an overview of the Town Manager Report. Items he reviewed included:

- Emergency Management -Updates
- Communications-Updates
- Operations-Updates

- Budget-Updates
- Personnel-Updates

North Attleborough Business Accelerator Update: We heard a brief update from each of the North Attleborough Business Accelerator Program winners that were awarded \$25,000.00. Each of them provide a brief overview of what has transpired since they received the funds under the ARPA program initiated by the Town.

In attendance was:

- Heydi Romero: Los Antojitos
- Maria Vilorio: Vilorio's Italian Bistro
- Abram Agayby: North Attleboro Pharmacy
- Michael Ward: The Straight Edge Barbershop

## V. Resident And Community Comment

None at this time.

## VI. Confirmations

- a. Measure 2024-126-Confirmation of Appointment of Jeannine Knoble to the Housing Authority

Measure 2024-126-Confirmation of Appointment of Jeannine Knoble to the Housing Authority

Following a successful interview with Jeannine Knobel of 4 Edmund Corrigan Road, North Attleborough for a seat on the Housing Authority, I am pleased to endorse her for this position.

It is with respect that I seek the Town Council's approval to confirm Jeannine Knoble's appointment to the Housing Authority. Her term is anticipated to expire on April 1, 2025.

Town Manager Borg reported that Jeannine Knoble was not able to be in attendance this evening because of her job and she is not available on Monday evenings.

Vice-President Simmons made a motion to approve Measure 2024-126- Confirmation of Appointment of Jeannine Knobel to the Housing Authority with a term to expire on April 1, 2025.

Councilor St. Pierre seconded the motion.

**Motion carried 8-0.**

## VII. Sub-Committee Reports

- a. Finance
  - i. Measure 2024-123- Funding for Snow & Ice Deficit (\$29,977.50)

## Measure 2024-123- Funding for Snow & Ice Deficit (\$29,977.50)

The Snow and Ice Budget is currently in deficit due to expenses incurred for snow removal, salting and sanding and the purchase of materials during the winter snow season. The DPW Director provided spreadsheets itemizing the expenses by snow and ice event, which are attached to this measure. The spreadsheets indicate the current deficit within the budget and the total amount needed to fund the account.

Therefore, I respectfully request the Town Council vote "to approve the transfer of \$29,977.50 from Free Cash to the Snow and Ice Expense Line 014239."

Town Manager Borg explained this measure with the Committee and reviewed the FY24 Snow & Ice Budget Summary and the FY24 Snow & Ice Budget Breakdown. This measure is to pay off deficit spending for Snow & Ice.

Vice-President Simmons reported that this measure was reviewed and discussed at the June 12, 2024 Finance Sub-Committee and was referred back to the Full Town council with a favorable recommendation **5-0**.

Vice-President Simmons made a motion to approve Measure 2024-123- Funding for Snow & Ice Deficit (\$29,977.50).

Councilor Donovan seconded the motion.

### **Motion carried 8-0.**

## ii. Measure 2024-125- End of Year Transfers (Municipal Relief Transfers)

### Measure 2024-125- 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, I respectfully request that the Town Council vote to approve the transfer of \$ 479,666.19 from various department budgets and line items.

Town Manager Borg explained this measure to the Committee. End of Year Transfers are done at the end of every Fiscal Year. Only 7 of these transfers are over the \$20,000.00 (Town Manager can approve any transfer under \$20,000.00) and require approval from the Town Council, but all of the End of Year Transfers are listed here instead of an individual Memo from the Town Manager for each one.

Vice-President Simmons reported that this measure was reviewed and discussed at the June 12, 2024 Finance Sub-Committee and was referred back to the Full Town council with a favorable recommendation **5-0**.

Vice-President Simmons made a motion to approve Measure 2024-125- End of Year Transfers (Municipal Relief Transfers).

Councilor Slobogan seconded the motion.

**Motion carried 8-0.**

- iii. Measure 2024-119-Contract Approval - Appointment of Town Auditor - CLA (CliftonLarsonAllen LLP) for Fiscal Year 25

Measure 2024-119-Contract Approval - Appointment of Town Auditor - CLA (CliftonLarsonAllen LLP) for Fiscal Year 2025

Pursuant to Sections 2-7 and 6-9 of the Town Charter, the Town Council is charged with appointing an independent auditor within 30 days of the beginning of the fiscal year, which begins on July 1 annually. The auditor provides services in the current fiscal year, looking back at the previous fiscal year's finances. This appointment marks year one of a five-year contract, with the initial year being Fiscal Year 2025 and four option years for Fiscal Years 2026, 2027, 2028, and 2029.

Therefore, it is my recommendation that the Town Council appoint CLA (CliftonLarsonAllen LLP) as the Town's Independent Auditor to audit the Town's finances for Fiscal Year 2024. The contract will run through June 30, 2025, with four remaining option years.

Vice-President Simmons reported that this measure was reviewed and discussed at the June 24, 2024 Finance Sub-Committee and was referred back to the Full Town council with a favorable recommendation 5-0. The Committee was in agreement to add insurance language under Article 12: Insurance. Although this language was not in any previous contracts for Town Auditor, it was recommended that it be added.

Vice-President Simmons made a motion to approve Measure 2024-119-Contract Approval - Appointment of Town Auditor - CLA (CliftonLarsonAllen LLP) for Fiscal Year 2025.

Councilor Costello seconded the motion.

**Motion carried 8-0.**

- b. Economic Growth & Sustainability

Nothing to Report at this time.

- c. By-Law

- i. FIRST READING

- 1. Measure 2024-121- Creation of a Town Audit Sub- Committee

Measure 2024-121- Creation of a Town Audit Sub- Committee

North Attleboro Bylaws - Chapter 5 Administration of Government, Article II Town Council Standing Committees add Section 5-7, Town Council Standing Audit Sub-Committee.

"The Town Council shall by bylaw provide for the establishment of standing

committees, including but not limited to a finance or ways and means committee, a rules committee, and a municipal bylaw committee, by whatever names, all to be appointed by the Council President.”

The attached by-law is an addition to Article II. It establishes the structure of the Town Council Standing Audit Sub-Committee.

Vice-President Simmons made a motion to waive the first reading.

Councilor Slobogan seconded the motion.

**Motion carried 8-0.**

d. Rules

Nothing to Report at this time.

e. School Committee Representative

Nothing to Report at this time.

f. Communication, Public Participation & Engagement

Nothing to Report at this time.

g. Local Emergency Planning

Nothing to Report at this time.

h. RFP Town Auditor Ad Hoc Committee

Nothing to Report at this time.

**VIII. Old Business**

a. None at this time.

**IX. New Business**

a. Update on PFAS- DPW Director Mark Hollowell

Update on PFAS- DPW Director Mark Hollowell

DPW Director Mark Hollowell was in attendance and addressed the Town Council and the

Public and updated them on PFAS. Items discussed:

- McKeon Well- Under construction- \$5.6 mm
- Adamsdale Well- Completed- \$5.5 mm
- Now PFAS levels in compliance
- Next two wells, Hillman and Whittings will be addressed and completed in the next 5 years
- Hopefully we can get funding for these two wells
- Attended a PFAS Summit - Very informative.
- More vendors are becoming available and selling needed products
- PFAS Regulations were reviewed
- The Town has received a lot of funds for PFAS Remediation as well as added principle forgiveness
- The Town of North Attleborough and Mansfield are both way ahead of many other communities

The Town Council thanked Mr. Hollowell for his thorough update on PFAS.

b. Update on Town Properties- Facilities Director Tim Chouinard

Update on Town Properties- Facilities Director Tim Chouinard

Public Facilities Director Tim Chouinard was in attendance to address the Town Council and the Residents and update them on Town Properties. Items discussed:

- 23 Buildings in Town
- Middle School is the newest of the buildings in Town
- Planning to address building issues in Town
- 1mm square feet
- Need to have support on both the Town Side as well as the School Side. Currently the Schools have a Team, that Team is needed on the Town Side.
- Roosevelt, Amvet, and ELC Playgrounds are all completed
- NAHS Filed House is almost completed
- Martin Boiler is wrapped up
- Police HVAC Upgrade is almost completed
- Library Renovation is in full swing
- Amvet Roof project is underway
- Animal Shelter should be completed by the end of the summer
- 541 Elm Street is still in the planning phase
- Falls Boiler project will happen this fall
- **General maintenance of all of the buildings require an SOP**
- CIP for each building is needed
- Energy Efficiency
- Building Security
- Safety Improvements
- Building Envelopes
- Building Inspections

The Town Council thanked Mr. Chouinard for updating them on the public buildings and building projects in Town.

## X. Executive Session

