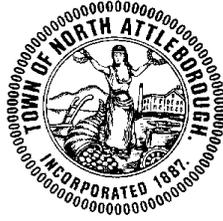


Michael D. Borg
Town Manager



TOWN OF NORTH ATTLEBOROUGH
43 South Washington Street
North Attleborough MA 02760
508-699-0100

INTEROFFICE MEMORANDUM

DATE: Monday, May 12, 2025
TO: Town Council
FROM: Michael D. Borg, Town Manager
SUBJECT: Town Manager Report

Below are key activities, that I think would be of interest:

1. Emergency Management Updates:

- a. Emergency Management Tabletop Exercise After Action Review (AAR) was held today, May 12, 2025:

We received the AAR packet from the vendor and have conducted a follow-up review of the comments. Based on the results, we will begin implementing changes and recommendations to improve our emergency management protocols.

2. Communications and Community Events:

a. Communications

- i. Keep North Attleborough Beautiful Great American Cleanup was held on May 3, 2025. It was a huge success! Thank you to Keep North Attleborough, and to everyone who contributed & volunteered their time!
- ii. Cultural Council Meet -and- Greet was held on May 6, 2025. This meeting was very well attended.
- iii. School Building Committee Meeting was held on April 29, 2025.
- iv. MSBA Community Forum was held on May 8, 2025

b. Upcoming Events

i. 2025 Touch-A-Truck Event:

Join the North Attleborough Board of Public Works and the Park & Recreation Department for a fun-filled day where kids can get hands-on with all kinds of cool vehicles — from emergency and public service trucks to utility and construction equipment!

When: Saturday, May 17, 2025
Time: 11:00AM-2:00PM

Where: WWI Memorial Park

ii. Memorial Day Ceremony

When: Saturday, May 24, 2025

Time: 9:00AM Static Military Display

10:00AM Ceremony begins

Where: Barrows Memorial Park

iii. 3rd Annual Paint North Attleborough Beautiful. Artists Invited to Capture North Attleborough's Scenic Beauty

Saturday, June 7, 2025, from 10:00 AM to 4:30 PM

Church wood Gallery, 31 N. Washington St., North Attleborough

Local artists are invited to participate in this outdoor painting contest, drawing inspiration from the natural beauty of North Attleborough to create original artwork on-site.

Artists wishing to take part must register in advance. Registration is \$15 and can be completed online at www.paintnabeautiful.com.

3. Operational and Economic Developments

- a.** Police Accreditation: The Massachusetts Police Accreditation Commission will be conducting an assessment of the North Attleborough Police Department on May 13, 2025, to verify the department's compliance with professional standards.
- b.** Opioid Impact Community Survey: A survey has been launched to gather input on how to allocate the opioid settlement funds effectively in our community.
- c.** Elections is preparing for the upcoming June 3, 2025 Debt Exclusion Election for the New High School
- d. Public Works:**
 - i.** Compost Center: The Compost Center is now open for North Attleborough residents.
Hours: Friday (8:30 AM–3:30 PM), Saturday and Sunday (8:00 AM–3:30 PM).
 - ii.** Spring 2025 DPW Projects: Ongoing projects include roadway maintenance on Eddy Street and gas main replacements by Liberty Utilities on several streets.
 - iii.** 2025 Recycling Center Stickers and Bulky Metal Pick-Up are available. For more information, please visit Solid Waste Website:
<https://www.nattleboro.com/CivicAlerts.aspx?AID=495>

- e. Union Negotiations are ongoing.

4. Financial Matters:

- a. Interoffice Memorandum- Transfer of Funds in the amount of \$20,000.00 from the Accountant Clerical Salaries to the Insurance Premiums to cover Insurance Premium Expenses. (Memo attached)
- b. Interoffice Memorandum- Transfer of Funds in the amount of \$7,000.00 from Full Time Salaries to the Maintenance of Computer Software to cover the increased cost of Microsoft 365 Subscription for the I.T. Department. (Memo attached)
- c. Interoffice Memorandum – Transfer of Funds in the amount of \$4,500.00 from Legal Services to the Payroll Services to cover the increased usage of Time & Attendance Software, W-2 & 1095-C printing costs for the Treasurer’s Department. (Memo attached)
- d. Interoffice Memorandum- Transfer of Funds in the amount of \$16,612.65 from Dispatch Salaries to Office/Computer Supplies to cover a new administrative computer, a new computer and monitor for Executives, and to cover a deficit balance in the account for the NAPD. (Memo attached)
- e. Interoffice Memorandum – Transfer of Funds in the amount of \$20,000.00 from Patrolman Salaries to Vehicles to cover the cost to upfit a 2025 Chevy Tahoe. (Memo attached)

5. Personnel Update:

- a. Recognition of NAFD Paramedics for the care they gave a 2-day old baby. They assessed and determined that the baby was hypoglycemic, they aggressively treated the baby, who improved during the transport to Hasbro Hospital.

6. Employment Opportunities:

- a. Town Accountant- Full Time- Closes May 13, 2025
- b. (2) Grade 5 Plant Operator, DPW- Full-Time -Wastewater Treatment Facility
Open until filled
- c. Assistant Chief Plant Operator- Full Time- Wastewater Treatment Facility- Open until filled
- d. Office Assistant-RPT- Treasurer’s- Closes 5/15/2025
- e. Water Quality Superintendent, DPW-Full-Time-Open until filled
- f. Many School Opportunities. See link to view all available openings:

<https://www.nattleboro.com/Jobs.aspx>

Michael D. Borg
Town Manager



TOWN OF NORTH ATTLEBOROUGH
43 South Washington Street
North Attleborough MA 02760
508-699-0100

INTEROFFICE MEMORANDUM

DATE: May 6, 2025
TO: Linda Catanzariti
Cc: Chris Sweet, Treasurer
FROM: Michael D. Borg, Town Manager *MB*
RE: Funds Transfer- Funding to cover Insurance Premium Expenses *06 MAY 25*

Pursuant to Article VI, Section 6-6 (c) and in accord with the Town Council's action on Measure 2023-072 at its June 12, 2023 Town Council Meeting, which provides the Town Manager the authority to transfer up to \$20,000.00 within budget line items, please accept this memo as your authorization to transfer the amount of \$20,000.00 from the Accountant Clerical Salaries Line Item 011358-511001, to the Insurance Premiums Line Item 019459- 574000. The transfer of funds is needed to cover the Insurance Premium expenses.

Gail Heidke

From: Linda Catanzariti
Sent: Monday, May 5, 2025 9:50 AM
To: Gail Heidke
Subject: RE: Monies needed for Cyber insurance

Hi Gail,

I found the \$20,000 for Cyber Insurance. Please request to transfer the funds out of Accountant Clerical Salaries line-item, 011358 511001. The excess funds in this account were due to the Accounting Assistant's position going from 36 hours per week to 18 hours per week.

Linda

*Linda Catanzariti, CGA
Town Accountant
Town of North Attleborough
(508) 699-0100 X2501*

LindaFrom: Gail Heidke <gheidke@nattleboro.com>
Sent: Friday, May 2, 2025 2:35 PM
To: Linda Catanzariti <lcat@nattleboro.com>
Subject: Monies needed for Cyber insurance

For Cyber Insurance
019459-574000
Insurance Premiums



STATEMENT

Town of North Attleborough
 43 South Washington Street
 North Attleborough, MA 02760

Customer	Town of North Attleborough
Date	05/01/2025
Customer Service	Monica DaSilva
Page	1 of 1

Payment Information	
Statement Total	2
Payment Amount	
Payment For:	

Tha

Please detach and return with payment



Customer: Town of North Attleborough

Invoice	Transaction Date	Description	Amount	Sub-T
977583	12/31/2024	Policy #H24NGP2482 11/18/2024 - 09/01/2025		
		Houston Casualty Company		
	03/31/2025	Effective: 11/18/2024		
		Cyber Liability	20,436.00	
		Policy Fee	195.00	
	04/30/2025	Surplus Lines Tax (MA)	817.44	
		Late Charge Waived	-951.96	
		Late Charge	951.96	
		Late Charge Waived	-317.32	
		Late Charge	317.32	
		Invoice Balance		

Statem

Be well,

Gail



Gail A. Heidke

Executive Assistant/

Licensing Agent

Town Manager's Office

Town of North Attleborough

43 South Washington Street

North Attleborough, MA 02760

508.699.0100 x2553 (phone)

508.643.1268 (fax)

gheidke@nattleboro.com

When writing or responding, please remember that the

Secretary of the Commonwealth of Massachusetts

has determined that email is a public record.

Michael D. Borg
Town Manager



TOWN OF NORTH ATTLEBOROUGH
43 South Washington Street
North Attleborough MA 02760
508-699-0100

INTEROFFICE MEMORANDUM

DATE: May 12, 2025
TO: Linda Catanzariti
Cc: Richard McQuade, Chief of Police
FROM: Michael D. Borg, Town Manager
RE: Funds Transfer – Admin Copier, New Computer & Monitor for Exec. Asst. & to cover a shortage in the Office/Computer Supplies budget

APPROVED 12MAY25

Pursuant to Article VI, Section 6-6 (c) and in accord with the Town Council's action on Measure 2024-108 at its June 10, 2024 Town Council Meeting, which provides the Town Manager the authority to transfer up to \$20,000.00 within budget line items, please accept this memo as your authorization to transfer the amount of \$16,612.65 from Dispatch Salaries line item 012108 511005 to the Office/Computer Supplies line item 012109 542000. The transfer of funds is needed for a new admin. copier, a new computer and monitor for Exec. Assistant and to cover a deficit balance in the account.

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: May 12, 2025

Department: Police

Amount Requested: \$ 16,612.65

1. To be transferred from:

Account Name: Dispatch Salaries

Account Number: 012108-511005

Present balance in appropriation: \$ 171,688.09

2. To be transferred to:

Account Name: Office/computer supplies

Account Number: _012109-542000

Present balance in appropriation: \$ _____ -11,512.27

3. Reason for request

 Admin copier broke and we needed a new one

 new computer and monitor for Exec. Assistant

 End of year toner and copier supplies - cover shortage in account

Request submitted by:

 Richard McQuade 5/12/25
Department Head Signature/Date

 Richard McQuade
Printed Name

Michael D. Borg
Town Manager



TOWN OF NORTH ATTLEBOROUGH
43 South Washington Street
North Attleborough MA 02760
508-699-0100

INTEROFFICE MEMORANDUM

DATE: May 6, 2025
TO: Linda Catanzariti
Cc: Chris Sweet (Department Head)
FROM: Michael D. Borg, Town Manager *My 06/11/25*
RE: Funds Transfer- Funding to cover Time & Attendance Software

Pursuant to Article VI, Section 6-6 (c) and in accord with the Town Council's action on Measure 2024-108 at its June 10, 2024 Town Council Meeting, which provides the Town Manager the authority to transfer up to \$20,000.00 within budget line items, please accept this memo as your authorization to transfer the amount of \$4,500 from the Legal Services line item 011589 530003 to the Payroll Services line item 011459 530013. The transfer of funds is needed to cover the increased usage of Time & Attendance Software, W-2 & 1095-C printing costs for the Treasurer Department.

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 5/6/2025

Department: 145

Amount Requested: \$ 4,500

1. To be transferred from:

Account Name: Legal Services

Account Number: 011589 530003

Present balance in appropriation: \$ 9,361.25
~~10,500.25~~

2. To be transferred to:

Account Name: Payroll Services

Account Number: 011459 530013

Present balance in appropriation: \$ 7,012.33

3. Reason for request

increased usage of Time & Attendance
software / W-2 + 1095-C printing costs

Request submitted by:



Department Head Signature/Date

CHRISTOPHER SWEET

Printed Name



**TOWN OF NORTH ATTLEBOROUGH
CHANGE ORDER FORM**

Contract Title Time & Attendance Services

Contract/PONo. 25145000

Vendor Name Harpers Payroll Services

Account Number 011459-530013

Date May 6, 2025

Change Order No. FY2025 #1

Contract amount per bid	\$ <u>51,000.00</u>
Change orders approved previously	\$ <u>0.00</u>
Net change per this change order	\$ <u>3,000.00</u>
Total adjusted contract price	\$ <u>54,000.00</u>

Description of this change order:

Unanticipated expenses related to W-2 and 1095-C printing

This change order is approved by:

Christopher L. Sweet, Treasurer

Vendor: Harpers Payroll Services

Jay Hanson or representative

Certified as to the availability of funds:

Town Accountant



**TOWN OF NORTH ATTLEBOROUGH
CHANGE ORDER FORM**

Contract Title Time & Attendance Services

Contract/PONo. 25145001

Vendor Name Labor Logic LLC

Account Number 011459-530013

Date May 5, 2025

Change Order No. FY2025 #1

Contract amount per bid	\$ <u>6,000.00</u>
Change orders approved previously	\$ <u>0.00</u>
Net change per this change order	\$ <u>1,500.00</u>
Total adjusted contract price	\$ <u>7,500.00</u>

Description of this change order:

Increase in quantity of employees using Time & Attendance

This change order is approved by:

Christopher L. Sweet, Treasurer

Vendor: Labor Logic, LLC

Boris Keppler

Certified as to the availability of funds:

Town Accountant

Michael D. Borg
Town Manager



TOWN OF NORTH ATTLEBOROUGH
43 South Washington Street
North Attleborough MA 02760
508-699-0100

INTEROFFICE MEMORANDUM

DATE: May 6, 2025
TO: Linda Catanzariti
Cc: Amy Sullivan, IT Director
FROM: Michael D. Borg, Town Manager *M.D. Borg 06/05/25*
RE: Funds Transfer- Increase cost for Microsoft 365 Subscription

Pursuant to Article VI, Section 6-6 (c) and in accord with the Town Council's action on Measure 2024-108 at its June 10, 2024 Town Council Meeting, which provides the Town Manager the authority to transfer up to \$20,000.00 within budget line items, please accept this memo as your authorization to transfer the amount of \$7,000 from Full Time Salaries line item 011558 511000 to the Maint. of Computer Software line item 011559 524302. The transfer of funds is needed to cover the increased cost for Microsoft 365 Subscription.

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 5/6/2025

Department: I.T.

Amount Requested: \$ 7,000.00

1. To be transferred from:

Account Name: Full Time Salaries

Account Number: 011558 511000

Present balance in appropriation: \$39,594.53

2. To be transferred to:

Account Name: Maint of Computer Software

Account Number: 011559 524302

Present balance in appropriation: (\$22,397.13)

3. Reason for request

PO # 25155005 for Microsoft 365 subscription is insufficient to cover actual cost (see previous administration) . Additional funds from FULL TIME SALARIES requested to cover forthcoming change order.

Request submitted by:

 5/6/25

Department Head Signature/Date

Amy M. Sullivan

Printed Name

Michael D. Borg
Town Manager



TOWN OF NORTH ATTLEBOROUGH
43 South Washington Street
North Attleborough MA 02760
508-699-0100

INTEROFFICE MEMORANDUM

DATE: May 12, 2025
TO: Linda Catanzariti
Cc: Richard McQuade, Chief of Police
FROM: Michael D. Borg, Town Manager
RE: Funds Transfer – 2025 Chevy Tahoe Upfitting

Approved by [Signature] 12 MAY 25

Pursuant to Article VI, Section 6-6 (c) and in accord with the Town Council's action on Measure 2024-108 at its June 10, 2024 Town Council Meeting, which provides the Town Manager the authority to transfer up to \$20,000.00 within budget line items, please accept this memo as your authorization to transfer the amount of \$20,000 from Patrolman Salaries line item 012108 511003 to the Vehicles line item 012109 585100. The transfer of funds is needed to upfit a 2025 Chevy Tahoe.

TOWN OF NORTH ATTLEBOROUGH

REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: May 12, 2025

Department: Police

Amount Requested: \$ 20,000.00

1. To be transferred from:

Account Name: Patrolman Salaries

Account Number: 012108-511003

Present balance in appropriation: \$ 829,533.68

2. To be transferred to:

Account Name: Vehicles

Account Number: 012109-585100

Present balance in appropriation: \$ 0.00

3. Reason for request

 2025 Chevy Tahoe purchased with funds from an article

 we need to have it upfitted at Norfolk 2 way and have

 no more appropriated funds.

Request submitted by:

 Richard McQuade 5/12/25
Department Head Signature/Date

 Richard McQuade
Printed Name