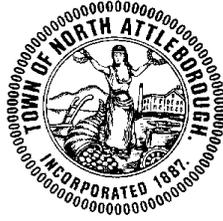


Michael D. Borg  
Town Manager



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

---

## INTEROFFICE MEMORANDUM

**DATE:** Monday, June 09, 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:**

Nothing to report at this time.

**2. Communications and Community Events:**

**a. Communications**

- i. Town Manager's Report June Edition was held with North T.V. on June 4, 2025
- ii. Debt Exclusion Vote for the New High School held on June 3, 2025 passed.  
NEW HIGH SCHOOL FUNDING VOTE:  
YES        3981 votes    62%  
NO         2449 votes    38%
- iii. Swearing in Ceremony of the "Fourth Town Council" for Fiscal Year 26 & Fiscal Year 27 will be held on Monday, June 23, 2025 at 6:00PM before the scheduled TC Meeting.

**b. Upcoming Events**

- i. Farmers Market- Every Wednesday through September, 5:00PM-8:00PM
- ii. 3<sup>rd</sup> 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](http://www.paintnabeautiful.com).

- iii. Recreation Signups: Classes Activities, Sports, NAMS Intramurals, Swimming Lessons, Summer Camps, Summer Programs & Adult Programs. See link to sign up:  
<https://northattleboroughma.myrec.com/info/activities/default.aspx>
- iv. Bristol County Mosquito Control Project now accepting resident's Adulticide Requests:

As of Monday, June 2, residents can request residential spray for adulticide from the Bristol County Mosquito Control Project.

To make a request, residents can call (508) 823-5253, fax (508) 828-1868, or e-mail a spray request to: [RequestBristolMCP@comcast.net](mailto:RequestBristolMCP@comcast.net)

Residents are asked to include their last name and full address, including zip code, in their request. Please note that a request is for one application and not for the whole season. If you need to have an additional application, please send another request with the same information. Spraying will begin on June 9 between the hours of 2 a.m. and sunrise.

### 3. Operational and Economic Developments

- a. Hockomock Strategic Planning Meeting- Attended meeting on June 4, 2025 Continued discussions and collaboration of Lenore's Pantry and the YMCA to open at 451 Elm Street.
- b. A Ceremony for the Grand Opening of 451 Elm Street is scheduled for September 5<sup>th</sup>
- c. **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 8:00AM–3:30 PM
  - ii. 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>
  - iii. Rain Barrels and Compost Bins Available for Purchase at Recycling Center  
  
The Solid Waste Department has rain barrels and accessories for residents to purchase. The Solid Waste Department has 2 green barrels

(\$61.00/each), 2 gray barrels (\$61.00/each), 2 unpainted black barrels (\$56.00/each), 6 terra cotta barrels (\$52.00/each), 3 brown barrels (\$61.00/each), 5 small diverters (\$30.00/each) and 2 10lb. bags of polished stones (\$24.00/bag) available for residents to purchase. Quantities are limited and available on a first-come, first-served basis.

Additionally, approximately 50 kitchen scrap buckets and liners are available for **FREE** at the Solid Waste Department to assist community members with their composting efforts. Residents can grab their free kitchen scrap buckets and liners, which allow them to temporarily store their food scraps until they'd like to empty them in either their compost bins or at the Recycling Center.

- d. Annual Planning Conference Scheduled for August 13, 2025

#### **4. Financial Matters:**

- a. Interoffice Memorandum-COA- Transfer of Funds in the amount of \$7,000.00 from the Salary Reserve line item to the Fulltime Outreach line item to the deficit in Department Head and Clerical line items. (Memo attached)
- b. Interoffice Memorandum- COA-Transfer of Funds in the amount of \$5,415.00 from the Assessor Clerical Salaries line item to COA Travel, COA Dues & Memberships, and Office Supplies line items. (Memo attached)
- c. Interoffice Memorandum-COA- Transfer of Funds in the amount of \$1,771.00 from Conservation Maintenance of Dams line item to COA Contract Services line item to cover deficits in the COA Expense line items.
- d. Interoffice Memorandum- Elections- Transfer of Funds in the amount of \$10,676.93 from Conservation Appointed Department Head Salary line item to Elections Overtime to cover deficit in Elections Regular Overtime Salary. (Memo attached)
- e. Interoffice Memorandum- Public Buildings- Transfer of Funds in the amount of \$3,000.00 from Conservation Maintenance of Dams line item to Street/Traffic Lighting Expense line item to cover the Street/Traffic Lighting Expenses. (Memo attached)
- f. Interoffice Memorandum- Animal Shelter- Transfer of Funds in the amount of \$8,000.00 from Salary Reserve line item to Animal Control Part-time Other Wages and Animal Control Regular Overtime to cover deficits in the Animal Control Salary line items. (Memo attached)
- g. Interoffice Memorandum-Health- Transfer of Funds in the amount of \$5,000.00 from the Health Full Time Salaries line item to the Health Office Supplies line

item to cover the deficits in the Health Office Supplies line item.

**5. Personnel Update:**

Nothing to report at this time.

**6. Employment Opportunities:**

- a. (2) Grade 5 Plant Operator, DPW- Full-Time -Wastewater Treatment Facility  
Open until filled
- b. Assistant Chief Plant Operator- Full Time- Wastewater Treatment Facility- Open  
until filled
- c. Water Quality Superintendent, DPW-Full-Time-Open until filled
- d. Many School Opportunities. See link to view all available openings:  
<https://www.nattleboro.com/Jobs.aspx>
- e. Many Seasonal Opportunities.

Michael D. Borg  
Town Manager



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

---

**INTEROFFICE MEMORANDUM**

**DATE:** June 4, 2025  
**TO:** Linda Catanzariti  
**Cc:** Karen Testa, COA Director  
**FROM:** Michael D. Borg, Town Manager *M. Borg 05JUN25*  
**RE:** Transfer needed to cover deficits in the outreach & part time salaries line items. There are excess funds in the department head & clerical line items to cover the difference.

---

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 Salary Reserve line item 019498 518000 to the Fulltime Outreach line item 015418 511029. The transfer of funds is needed to cover a deficit in the accounts noted above.

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date:

6-4-2025

Department:

COA (541)

Amount Requested:

\$ 7,000.<sup>00</sup>

1. To be transferred from:

Account Name: Salary Reserve

Account Number: 019498 518000

Present balance in appropriation:

\$ 195,000.

2. To be transferred to:

Account Name: Salaries-Full Time Outreach

Account Number: 015418-511029

Present balance in appropriation:

\$ <5,886.88>

3. Reason for request

Amount needed to cover salaries  
(outreach increase on anniv. of 1/22/2025  
director " " " " 5/6/2025)

Request submitted by:

Karen Testa  
Department Head Signature/Date

KAREN Testa  
Printed Name

# TOWN OF NORTH ATTLEBOROUGH

## YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

	ORIGINAL APPROP	TRANSFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>541 COUNCIL ON AGING</b>							
<b>015418 COUNCIL AGING SALARIES</b>							
015418 510101	94,901.00		94,901.00	85,241.72	0.00	9,659.28	89.8%
		APPOINTED DEPARTMENT HEADS	0.00				
015418 511001	46,781.00	CLERICAL SALARIES	46,781.00	37,224.18	0.00	9,556.82	79.6%
015418 511029	47,133.00	FULL-TIME OUTREACH	47,133.00	53,019.88	0.00	-5,886.88	112.5%
015418 511107	26,598.00	PART TIME OTHER WAGES	26,598.00	28,103.74	0.00	-1,505.74	105.7%
TOTAL COUNCIL AGING SALARIES			215,413.00	203,589.52	0.00	11,823.48	94.5%
			215,413.00				
<b>015419 COUNCIL AGING EXPENSES</b>							
015419 527000	27,436.00	RENTAL/LEASE OF BUILDINGS	27,436.00	22,378.00	0.00	5,058.00	81.6%
015419 529003	1,055.00	TRASH REMOVAL SERVICES	1,055.00	947.20	0.00	107.80	89.8%
015419 530010	8,243.00	CONTRACTED SERVICES	8,243.00	7,697.39	0.00	545.61	93.4%
015419 534500	1,360.00	POSTAGE	1,360.00	0.00	0.00	1,360.00	.0%
015419 542000	1,174.00	OFFICE SUPPLIES	1,174.00	6,079.53	0.00	-4,905.53	517.8%
015419 545000	1,400.00	CUSTODIAL SUPPLIES	1,400.00	866.25	0.00	533.75	61.9%
015419 558201	2,762.00	OTH SUPPLIES PROGRAMS	2,762.00	3,908.43	0.00	-1,146.43	141.5%
015419 571000	800.00	TRAVEL EXPENSES	800.00	918.94	0.00	-118.94	114.9%
015419 573000	2,144.00	DUES AND MEMBERSHIPS	2,144.00	2,405.66	0.00	-261.66	112.2%
TOTAL COUNCIL AGING EXPENSES			46,374.00	45,201.40	0.00	1,172.60	97.5%
			46,374.00				

# TOWN OF NORTH ATTLEBOROUGH

## YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANS/ADJ/SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL COUNCIL ON AGING	0.00	261,787.00	248,790.92	0.00	12,996.08	95.0%
TOTAL EXPENSES	0.00	261,787.00	248,790.92	0.00	12,996.08	
GRAND TOTAL	0.00	261,787.00	248,790.92	0.00	12,996.08	95.0%

\*\* END OF REPORT - Generated by Linda Catanzariti \*\*

Michael D. Borg  
Town Manager



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

---

**INTEROFFICE MEMORANDUM**

**DATE:** June 4, 2025  
**TO:** Linda Catanzariti  
**Cc:** Karen Testa, COA Director  
**FROM:** Michael D. Borg, Town Manager *MB*  
**RE:** Transfer needed to cover deficits in the COA expense line items. *05 JUN 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 \$5,415.00 from the Assessor – Clerical Salaries line item 011418 511001 to the following accounts:

COA - Travel line item 015419 571000 - \$150.00  
COA – Dues & Membership line item 015419 573000 - \$265.00  
COA - Office Supplies line item 015419 542000 - \$5,000.00

# TOWN OF NORTH ATTLEBOROUGH

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>541 COUNCIL ON AGING</b>						
<b>015419 COUNCIL AGING EXPENSES</b>						
015419 527000	RENTAL/LEASE OF BUILDINGS	27,436.00	22,378.00	0.00	5,058.00	81.6%
015419 529003	TRASH REMOVAL SERVICES	1,055.00	947.20	0.00	107.80	89.8%
015419 530010	CONTRACTED SERVICES	8,243.00	7,697.39	0.00	545.61	93.4%
015419 534500	POSTAGE	1,360.00	0.00	0.00	1,360.00	.0%
015419 542000	OFFICE SUPPLIES	1,174.00	6,079.53	0.00	-4,905.53	517.8%
015419 545000	CUSTODIAL SUPPLIES	1,400.00	866.25	0.00	533.75	61.9%
015419 558201	OTH SUPPLIES PROGRAMS	2,762.00	3,908.43	0.00	-1,146.43	141.5%
015419 571000	TRAVEL EXPENSES	800.00	918.94	0.00	-118.94	114.9%
015419 573000	DUES AND MEMBERSHIPS	2,144.00	2,405.66	0.00	-261.66	112.2%
<b>TOTAL COUNCIL AGING EXPENSES</b>		<b>46,374.00</b>	<b>45,201.40</b>	<b>0.00</b>	<b>1,172.60</b>	<b>97.5%</b>
<b>TOTAL COUNCIL ON AGING</b>		<b>46,374.00</b>	<b>45,201.40</b>	<b>0.00</b>	<b>1,172.60</b>	<b>97.5%</b>
<b>TOTAL EXPENSES</b>		<b>46,374.00</b>	<b>45,201.40</b>	<b>0.00</b>	<b>1,172.60</b>	
<b>GRAND TOTAL</b>		<b>46,374.00</b>	<b>45,201.40</b>	<b>0.00</b>	<b>1,172.60</b>	<b>97.5%</b>

\*\* END OF REPORT - Generated by Linda Catanzariti \*\*

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date:

6-4-2025

Department:

COA (541)

Amount Requested:

\$ 150.<sup>00</sup>

1. To be transferred from:

Account Name: Assessor-Clerical Salaries  
Account Number: 011418 511001

Present balance in appropriation:

\$ 18,463.60

2. To be transferred to:

Account Name: Travel  
Account Number: 015419/571000

Present balance in appropriation:

\$(-118.94)

3. Reason for request

line item under funded (outreach mileage)

Request submitted by:

Karen Testa

Department Head Signature/Date

KAREN Testa

Printed Name

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date:

6-4-2025

Department:

COA (541)

Amount Requested:

\$ 265.<sup>00</sup>

1. To be transferred from:

Account Name:

Assessor-Clerical Salaries

Account Number:

011418 511001

Present balance in appropriation:

\$ 18,463.60

2. To be transferred to:

Account Name:

Dues + membership

Account Number:

015419 / 573000

Present balance in appropriation:

\$ (-261.66)

3. Reason for request

line item underfunded in original grant request: (motion picture license)

Request submitted by:

Karen Testa

Department Head Signature/Date

KAREN Testa

Printed Name

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 6-4-2025

Department: COA (541)

Amount Requested: \$ 5,000.<sup>00</sup>

**1. To be transferred from:**

Account Name: Assessor-Clerical Salaries  
Account Number: 011418 511001

Present balance in appropriation: \$ 18463.60

**2. To be transferred to:**

Account Name: Office Supplies  
Account Number: 015419 / 542000

Present balance in appropriation: \$ (-4,905.53)

**3. Reason for request**

line item underfunded in grant request  
(W.B. MASON, - ink cartridges, copy paper, office  
supplies)

Request submitted by:

Karen Testa  
Department Head Signature/Date

KAREN Testa  
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:** June 4, 2025  
**TO:** Linda Catanzariti  
**Cc:** Karen Testa, COA Director  
**FROM:** Michael D. Borg, Town Manager  
**RE:** Transfer needed to cover deficits in the COA expense line items.

---

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 \$1,771.00 from the Conservation – Maintenance of Dams line item 011719 524004 to COA – Contract Services line item 015419 530010.

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date:

6-4-2025

Department:

COA (541)

Amount Requested:

\$ 1,771.00

1. To be transferred from:

Account Name:

Conservation - Maint of Dams

Account Number:

011719 524004

Present balance in appropriation:

\$ 12,000.00

2. To be transferred to:

Account Name:

Contract Services

Account Number:

0154A/530010

Present balance in appropriation:

\$ 464.61

3. Reason for request

line item under-funded in grant request  
(internet - MAY+JUNE) (451 - cleaning co.) - MAY+JUNE  
(204 - cleaning co) (water machine rental) - MAY+JUNE  
+ (MAY+JUNE)

Request submitted by:

Karen Testa

Department Head Signature/Date

KAREN TESTA

Printed Name

# TOWN OF NORTH ATTLEBOROUGH

## YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>541 COUNCIL ON AGING</b>						
<b>015419 COUNCIL AGING EXPENSES</b>						
015419 527000	RENTAL/LEASE OF BUILDINGS	27,436.00	22,378.00	0.00	5,058.00	81.6%
015419 529003	TRASH REMOVAL SERVICES	1,055.00	947.20	0.00	107.80	89.8%
015419 530010	CONTRACTED SERVICES	8,243.00	7,697.39	0.00	545.61	93.4%
015419 534500	POSTAGE	1,360.00	0.00	0.00	1,360.00	.0%
015419 542000	OFFICE SUPPLIES	1,174.00	6,079.53	0.00	-4,905.53	517.8%
015419 545000	CUSTODIAL SUPPLIES	1,400.00	866.25	0.00	533.75	61.9%
015419 558201	OTH SUPPLIES PROGRAMS	2,762.00	3,908.43	0.00	-1,146.43	141.5%
015419 571000	TRAVEL EXPENSES	800.00	918.94	0.00	-118.94	114.9%
015419 573000	DUES AND MEMBERSHIPS	2,144.00	2,405.66	0.00	-261.66	112.2%
<b>TOTAL COUNCIL AGING EXPENSES</b>		0.00	45,201.40	0.00	1,172.60	97.5%
<b>TOTAL COUNCIL ON AGING</b>		0.00	45,201.40	0.00	1,172.60	97.5%
<b>TOTAL EXPENSES</b>		0.00	45,201.40	0.00	1,172.60	
<b>GRAND TOTAL</b>		0.00	45,201.40	0.00	1,172.60	97.5%

\*\* END OF REPORT - Generated by Linda Catanzariti \*\*

Michael D. Borg  
Town Manager



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

---

**INTEROFFICE MEMORANDUM**

**DATE:** June 4, 2025  
**TO:** Linda Catanzariti  
**Cc:** Pat Dolan, Elections  
**FROM:** Michael D. Borg, Town Manager *mmmm 05 JUN 25*  
**RE:** Transfer needed to cover deficit in Election's regular overtime salary line

---

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 \$10,676.93 from the Conservation – Appointed Dept. Head salary line item 011718 510101 to the Elections – Regular Overtime. Due to the (2) state elections during 2024 & early voting, the overtime account exceeded the \$30,000 budget.

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 5/13/25

Department: Elections

Amount Requested: \$ 10676.93

1. To be transferred from: Conservation  
Account Name: Appointed Dept Head  
Account Number: 011718 510101 <sup>salary</sup>

Present balance in appropriation: \$ 2249.71

2. To be transferred to:  
Account Name: Regular overtime  
Account Number: ~~0116200008~~ / 513 000  
011628

Present balance in appropriation: \$ <10,676.93 >

3. Reason for request Due to <sup>(2)</sup> State elections during 2024 &  
Early Voting, Our overtime account exceeded  
the 30,000 we budgeted for

Request submitted by: Patricia Dolan 5/13/25  
Department Head Signature/Date

Patricia Dolan  
Printed Name

# TOWN OF NORTH ATTLEBOROUGH

## YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>162 ELECTIONS</b>						
<b>011628 ELECTIONS SALARIES</b>						
011628 511001	CLERICAL SALARIES	120,221.00	110,843.72	0.00	9,377.28	92.2%
011628 511100	PART TIME CLERICAL WAGES	2,400.00	0.00	0.00	2,400.00	.0%
011628 511110	PART TIME POLL WORKERS	73,545.00	70,686.21	0.00	17,032.79	80.6%
011628 513000	REGULAR OVERTIME	30,000.00	41,079.89	0.00	-8,253.89	125.1%
<b>TOTAL ELECTIONS SALARIES</b>		17,000.00	222,609.82	0.00	20,556.18	91.5%
<b>TOTAL ELECTIONS</b>		17,000.00	222,609.82	0.00	20,556.18	91.5%
<b>TOTAL EXPENSES</b>		17,000.00	222,609.82	0.00	20,556.18	
<b>GRAND TOTAL</b>		17,000.00	222,609.82	0.00	20,556.18	91.5%

\*\* END OF REPORT - Generated by Linda Catanzariti \*\*

Michael D. Borg  
Town Manager



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

---

**INTEROFFICE MEMORANDUM**

**DATE:** May 21, 2025  
**TO:** Linda Catanzariti  
**Cc:**  
**FROM:** Michael D. Borg, Town Manager *MBJ 05 JUN 25*  
**RE:** Funds Transfer- Funding to cover FY25 Public Building Invoices

---

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 \$3,000.00 from the Conservation Maintenance of Dams Expense Line Item 011719-524004, to the Street/Traffic Lighting Expense Line Item 014249-521000. The transfer of funds is needed to cover the Street/Traffic Lighting expenses.

Michael D. Borg  
Town Manager



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

---

**INTEROFFICE MEMORANDUM**

**DATE:** Monday, June 4, 2025  
**TO:** Linda Catanzariti  
**Cc:** AnneMarie, Health Director  
**FROM:** Michael D. Borg, Town Manager *MDB*  
**RE:** Funds Transfer- Funding to cover Health Department Office Supplies

*04 JUN 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 \$5,000.00 from the Health Full Time Salaries line item 015118-511000 to the Health Office Supplies line item.

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

**Date:** May 30,2025

**Department:** Health Department

**Amount Requested:** \$5,000

**1. To be transferred from:**

Account Name: Full Time Salaries

Account Number: 511000

Present balance in appropriation: \$31,649.59

**2. To be transferred to:**

Account Name: Office Supplies

Account Number: 542000

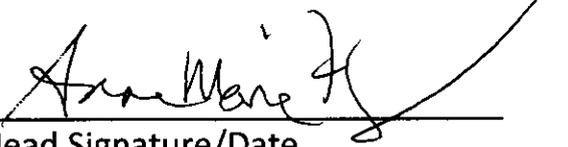
Present balance in appropriation: \$649.90

**3. Reason for request**

I am purchasing clinic equipment for 451 Elm  
st which is \$1400 without S&H and setup.

I am purchasing a new desk for the Director  
that may be \$2,000 without S&H and setup.  
price for desk is pending Monday morning

**Request submitted by:**

5/30/2025   
\_\_\_\_\_  
Department Head Signature/Date

AnneMarie Fleming  
Printed Name

# TOWN OF NORTH ATTLEBOROUGH

## YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	EXCUMBANCES	AVAILABLE BUDGET	% USED
<b>511 HEALTH DEPARTMENT</b>						
<b>015118 HEALTH DEPARTMENT SALARIES</b>						
015118 510101	APPOINTED DEPARTMENT HEADS	108,850.03	100,304.82	0.00	8,545.21	92.1%
015118 511000	FULL TIME SALARIES	151,130.55	121,718.88	0.00	29,411.67	80.5%
015118 511001	CLERICAL SALARIES	46,782.00	37,019.64	0.00	9,762.36	79.1%
015118 511100	PART TIME CLERICAL WAGES	30,274.95	27,900.00	0.00	2,374.95	92.2%
015118 511103	PART TIME ASST INSPECTORS	23,359.16	21,392.00	0.00	1,967.16	91.6%
015118 511111	PART TIME NURSES	20,214.89	18,623.42	0.00	1,591.47	92.1%
015118 513000	REGULAR OVERTIME	863.42	379.52	0.00	483.90	44.0%
	<b>TOTAL HEALTH DEPARTMENT SALARI</b>	<b>381,475.00</b>	<b>327,338.28</b>	<b>0.00</b>	<b>54,136.72</b>	<b>85.8%</b>
<b>015119 HEALTH DEPARTMENT EXPS</b>						
015119 524200	MAINT OF VEHICLES	900.00	414.14	0.00	485.86	46.0%
015119 530005	MEDICAL SERVICES	2,000.00	1,000.00	0.00	1,000.00	50.0%
015119 530011	LAB TESTING SERVICES	1,740.00	1,162.00	0.00	578.00	66.8%
015119 530500	TRAINING SEMINARS	2,000.00	1,217.00	0.00	783.00	60.9%
015119 534500	POSTAGE	800.00	482.93	0.00	317.07	60.4%
015119 542000	OFFICE SUPPLIES	1,200.00	550.10	0.00	649.90	45.8%
015119 550099	MEDICAL SUPPLIES OTHER	300.00	95.97	0.00	204.03	32.0%
015119 558000	OTH SUPPLIES UNIFORMS	500.00	539.08	0.00	-39.08	107.8%

# TOWN OF NORTH ATTLEBOROUGH



## YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
015119 571000	TRAVEL EXPENSES 0.00	1,100.00	331.00	0.00	769.00	30.1%
015119 573000	DUES AND MEMBERSHIPS 0.00	1,000.00	780.00	0.00	220.00	78.0%
015119 573001	SPECIALIZED LICENSE REIMB 0.00	1,200.00	0.00	0.00	1,200.00	.0%
TOTAL HEALTH DEPARTMENT EXPS		12,740.00	6,572.22	0.00	6,167.78	51.6%
TOTAL HEALTH DEPARTMENT		394,215.00	333,910.50	0.00	60,304.50	84.7%
TOTAL EXPENSES		394,215.00	333,910.50	0.00	60,304.50	
GRAND TOTAL		394,215.00	333,910.50	0.00	60,304.50	84.7%

\*\* END OF REPORT - Generated by Linda Catanzariti \*\*

Michael D. Borg  
Town Manager



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

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**INTEROFFICE MEMORANDUM**

**DATE:** June 4, 2025  
**TO:** Linda Catanzariti  
**Cc:** Drew Dubois, Animal Control Officer  
**FROM:** Michael D. Borg, Town Manager *mmg 05JUN25*  
**RE:** Transfer needed to cover deficits in the Animal Control salary line items.

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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 \$8,000.00 from the Salary Reserve line item 019498 518000 to the following accounts:

Animal Control – Part-time Other Wages – 012928 511107 - \$3,500.00  
Part-time kennel keepers were not made full time until 8/1/24

Animal Control – Regular Overtime – 012928 513000 - \$4,500.00  
USW holiday overtime was not budgeted. A line item transfer of \$2,000 from Full Time Salaries will be done to cover the remainder of the deficit

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 6/4/2025

Department: Animal Control

Amount Requested: \$3,500

**1. To be transferred from:**

Account Name: Salary Reserve  
Account Number: 019498 518000

Present balance in appropriation: \$ 195,000.00

**2. To be transferred to:**

Account Name: Part-time Other Wage  
Account Number: 012928 511107

Present balance in appropriation: (\$1,699.24)

**3. Reason for request**

PT Kennel keepers were not made full time until  
8/1/2024

Request submitted by:

Andrew Dubou  
Department Head Signature

Andrew Dubou  
Printed Name

# TOWN OF NORTH ATTLEBOROUGH

## REQUEST FOR APPROPRIATION TRANSFERS BETWEEN OR WITHIN DEPARTMENTS

Date: 6/4/2025

Department: Animal Control

Amount Requested: \$4,500

**1. To be transferred from:**

Account Name: Salary Reserve

Account Number: 019498 518000

Present balance in appropriation: \$195,000.00

**2. To be transferred to:**

Account Name: Regular Overtime

Account Number: 012928 513000

Present balance in appropriation: (\$5,250.67)

**3. Reason for request**

USW holiday overtime not budgeted

Doing a line item transfer for \$2,000 from

Full Time Salaries

**Request submitted by:**

Andrew Dubois

Department Head Signature

Andrew Dubois

Printed Name

# TOWN OF NORTH ATTLEBOROUGH

## YEAR-TO-DATE BUDGET REPORT



FOR 2025 13

ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD EXPANDED	ENCUMBRANCES	AVAILABL BUDGET	% USED
<b>292 ANIMAL CONTROL</b>						
<b>012928 ANIMAL CONTROL SALARIES</b>						
012928 510101	APPOINTED DEPARTMENT HEADS	89,771.00	82,632.59	0.00	7,138.41	92.0%
012928 511000	FULL TIME SALARIES	137,377.00	124,283.27	0.00	13,093.73	90.5%
012928 511107	PART TIME OTHER WAGES	22,031.00	23,730.24	0.00	-1,699.24	107.7%
012928 513000	REGULAR OVERTIME	3,900.00	9,150.67	0.00	-5,250.67	234.6%
<b>TOTAL ANIMAL CONTROL SALARIES</b>		0.00	239,796.77	0.00	13,282.23	94.8%
<b>TOTAL ANIMAL CONTROL</b>		0.00	239,796.77	0.00	13,282.23	94.8%
<b>TOTAL EXPENSES</b>		0.00	239,796.77	0.00	13,282.23	
<b>GRAND TOTAL</b>		0.00	239,796.77	0.00	13,282.23	94.8%

\*\* END OF REPORT - Generated by Linda Catanzariti \*\*