

Michael Borg
Town Manager



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

INTEROFFICE MEMORANDUM

DATE: Tuesday, February 04, 2025
TO: Town Clerk Pat McNielly
FROM: Michael Borg *WMB 04 FEB 25*
CC: Linda Catanzariti, Town Accountant
Chris Sweet, Tax Collector & Treasurer
Pat McNielly, Town Clerk
RE: **Measure 2025-040- Authorization to Re-purpose Funds from Town Clerk's CIP Digitization Project to Purchase Office Furniture in the amount of \$11,485.83.**

Town Council Meeting- President Justin Paré
Measure 2025-040- Authorization to Re-purpose Funds from Town Clerk's CIP Digitization Project to Purchase Office Furniture in the amount of \$11,485.83.

Purpose and Justification:

On November 8, 2022, the Town Council unanimously approved measure 2023-015, Approval of the General Government Capital Improvement Plan Projects - FY2023 Free Cash. This measure included the Permanent Record Digitization project, an effort aimed at reducing paperwork and improving access to Town records, for \$160,000. In December 2024, the Town Clerk reported that this project is complete. The following details the remaining funds:

Org. Code	Description	Amount	
30161114	M2024-0114	\$3,500.00	3000- 1-161-000-0000-0-4114-24-538010-
30161315	M2023-015	\$7,985.83	3000-1-161-000-0000-0-2315-23-538010-

TOTAL REMAINING FUNDS: \$11,485.83

In December 2024, the Town Manager directed the Elections, Tax Collector and Treasurer Offices to swap locations in order to enhance inter-office coordination and effectiveness. However, the furniture in each office was uniquely designed for its previous space, and in some cases, does not serve its intended purpose in its new space.

To fund replacement furniture, the Town Manager requests the Town Council authorize to re-purpose funds from the Permanent Record Digitization project to purchase office furniture in the amount of \$11,485.83.

The Town Council met on January 13, 2025, and on behalf of the Town Council, a motion was made by Vice-President Simmons to refer Measure 2025-039- Authorization to transfer \$37,042.94 from the Reserve Account to the Insurance Premiums Account to pay the Insurance Premium for the Town's Insurance Policies to the Finance Sub-Committee for further review and discussion.

The motion was seconded by Councilor Donovan.

Motion carried. 7-0 UNANIMOUS

The Finance Sub-Committee met on January 15, 2025 and on behalf of the Committee, a motion was made by Councilor Donovan to refer Measure 2025-040- Authorization to Re-purpose Funds from Town Clerk's CIP Digitization Project to Purchase Office Furniture in the amount of \$11,485.83 back to the Full Town Council with a favorable recommendation.

The motion was seconded by Councilor Costello.

Motion carried. 6-0 UNANIMOUS

The Town Council met on January 27, 2025, and on behalf of the Town Council, a motion was made by Vice-President Simmons to approve Measure 2025-040- Authorization to Re-purpose Funds from Town Clerk's CIP Digitization Project to Purchase Office Furniture in the amount of \$11,485.83.

The motion was seconded by Councilor Donovan.

Motion carried. 8-0 UNANIMOUS