



TOWN OF NORFOLK

BOARD OF SELECTMEN

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
(508) 541-3366 FAX

In accordance with the provisions of M.G.L. Chapter 30A, Section 20, notice is hereby given that the Board of Selectmen will meet on Tuesday, September 17, 2019, at 7:00 p.m., in Meeting Room 124, One Liberty Lane, Norfolk, MA

**Be advised this meeting will be audio and video taped.
Pledge of Allegiance***

- 1. 7:00 p.m. Call Meeting to Order**
- 2. Public Comment**
- 3. Town Government Study Committee – Presentation of articles recommended for Fall Special Town Meeting**

Action Items

- 4. Please consider appointing Michael Brogan to the Zoning Board of Appeals**
- 5. Please consider updating the Town's list of Special Municipal Employees**
- 6. Please consider updating the Town's Public Records Policy and designating the Police and Fire Chief's as Records Access Officers**

Discussion Items

- 7. Please discuss traffic and safety related to the intersection of Everett & Pine Streets**

Report of Warrants

8. The following warrants have been signed:

- 08/30/2019 04P20 & 04PS20 \$749,660.07 (KK)**
- 09/03/2019 10V20 \$804,026.49 (KK)**
- 09/10/2019 11VSA20 \$4,100.00 (KK)**
- 09/10/2019 11V20 \$203,619.72 (KK)**
- 09/10/2019 11VS20 \$127,245.51 (KK)**

Approve Minutes

- 9. Please consider approval of the minutes**

Executive Session

Executive Session under M.G.L. c.30A, §21(a)(3) to obtain advice of counsel and discuss strategy with respect to potential litigation regarding the construction of the Police Station , insofar as an open meeting may have a detrimental effect on the litigation position of the public body.

Any other unanticipated business that may come before the Board

ADJOURNMENT


Blythe C. Robinson, Town Administrator



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September 12, 2019

MEMO TO: Board of Selectmen

From: Blythe C. Robinson, Town Administrator *BCR*

RE: **Agenda Background – September 17, 2019**

Below please find background material on each of the items on the agenda as well as a draft motion that you can consider where action is required.

1. 7:00 pm. Call Meeting to Order
2. Public Comment

As discussed at our last meeting, this is a new initiative that will be on each regular agenda going forward. The public is welcome to attend the meeting and speak on any topic that they choose that is under the jurisdiction of the Board and not otherwise included as a specific item on the agenda that night. With regard to specific agenda items, the Chair may call upon people who'd like to speak on those topics.

3. Town Government Study Committee – Presentation of articles recommended for Fall Special Town Meeting

The Town Government Study Committee will be at the meeting to review with the Board several warrant articles they would like to sponsor and support at the fall special town meeting. A copy of the current DRAFT list of warrant articles for the STM is in your packet as reference.

4. Please consider appointing Michael Brogan to the Zoning Board of Appeals

Earlier this year during the annual appointment process Mr. Brogan had indicated his interest in being appointed to the ZBA. The Board considered it but voted against the appointment at that time. Mr. Brogan has again expressed interest, and as you know, the litigation that was pending at the time regarding his property has been resolved. Thus this item is on the Board's agenda for reconsideration.

MOVE that the Board appoint Michael Brogan to the Zoning Board of Appeals as an Associate Member for a term to expire June 30, 2020.

5. Please consider updating the Town's list of Special Municipal Employees

The State's conflict of interest law (G.L. c. 268A) covers all municipal officials and employees, regardless of whether they are elected or appointed, as well as their pay status. There are two sections of the law where the conflict law rules apply less restrictively as long as those officials are designated as "special municipal employees". Recently, a question was raised from a Recreation Commission member as to whether that Board had been designated as such, leading the Town Clerk to review the Town's records. The list in your packet dates from 1998, and it is quite out of date. We are recommending that the Board review the enclosed spreadsheet and take several actions to update the list to reflect the boards and positions we believe should be classified as special municipal employees.

The purpose of this designation is to allow a person to hold both a paid position and an unpaid position with certain provisions. For example, a plumbing inspector who works part-time for the Town can also hold a job outside of Town in that same profession. It also allows a person to act on behalf others that would not normally be allowed and in some situations it allows a person to have a financial interest in a contract. It is important to note that since the enclosed list was approved in 1998, the Town has crossed the threshold of having a population of 10,000 persons. By state statute, Selectmen are no longer able to be designated as special municipal employees. Thus for any appointments that will come up in the coming years, they would no longer be able to be appointed to those roles.

The list is quite outdated, with committees that no longer exist, ones that have been created in the intervening years, and positions that were at one time very part-time, that are now full-time roles. I've scripted three motions below – one to remove positions, one to add positions, and the third to modify the titles, all corresponding to the color coding on the spreadsheet. It is necessary to read each of those lists into the record. Once the list is updated it will be provided to the Town Clerk, and the State Ethics Commission.

MOVE that the Board vote to update the list of special municipal employees by removing from the list the following boards and positions (highlighted in yellow):

MOVE that the Board vote to update the list of special municipal employees by adding to the list the following boards and positions (highlighted in green):

MOVE that the Board vote to update the list of special municipal employees by updating the names and/or titles of committees and position as following highlighted in blue):

6. Please consider updating the Town's Public Records Policy and designating the Police and Fire Chief's as Records Access Officers

Anthony Turi, the Town's designated Public Records Access Officer (RAO's) has proposed that the existing policy on this topic be updated to expand the list of RAO's to include the Police Chief and Fire Chief. While records requests from these departments do not

constitute a majority of the requests, they are specific to those departments (accident reports, inspections, etc.) that presently come into the Town Clerk's Office and then forwarded to the department for them to gather the information and return it to the Clerk to go back out. We believe they could be handled more efficiently directly by the Departments. There are also some changes to provide information on the RAO's at the schools, and grammatical changes to improve the overall policy. A copy of the tracked version of these changes is included in your packet. Mr. Turi would still be available for advice should that be needed on how to answer requests. Both Chiefs are in agreement with this change.

MOVE that the Town's Public Records Policy be revised to designate the Police Chief and Fire Chief as Records Access Officers.

7. Please discuss traffic and safety related to the intersection of Everett & Pine Streets

At the last meeting the Board discussed the traffic issues the Town has experienced due to events at Gillette stadium and the impact on the nearby streets. While we are working to improve these, concerns still remain about the safety of the intersection of Route 115 (Pine Street) and Everett Street. Chief Stone, DPW Director Bob McGhee and Assistant Director Barry Lariviere will be at the meeting to provide feedback and information about what has been done in the past, and what the options might be to address these concerns. Below is some background for you to review prior to the meeting.

Route 115/Pine Street is a state numbered road that is town owned. It was last paved about 8 years ago as part of a State Transportation Improvement Program (TIP) project that achieved the following: water main & hydrants, roadway widening, the bridge abutment between Valley and Pine Streets was removed, installation of sidewalks between Stony Brook and the Foxborough line, paving and utilities installation. At that time the analysis of the road did not justify the installation of additional stop signs (signs are on Everett Street on both sides approaching Pine Street) or a traffic signal at the intersection of Everett Street. Everett Street on the other hand, is a town-owned road which is fairly narrow, and recent improvements include the installation of speed humps and stop signs that slow down drivers on what has become a cut through street. It is important to note that there is no engineered layout of this street which defines the property that the Town owns (road surface plus right of way). This is critical information if the Town wanted to make any major improvements (sidewalks, road alignment within the right of way, road straightening, drainage and other underground structures) other than a repaving of the existing surface.

Any changes the Town would contemplate at the intersection of these streets needs to be in compliance with MassDOT, Federal Highway Administration (FHMA) and other traffic engineering best practices. In order to determine if they are, data must be gathered about the number of vehicles that pass through the intersection, speed of traffic and accident data. Based upon experience, staff believes that it is likely that neither four-way stop signs nor a traffic signal would be acceptable at this location. The speed of traffic and the slope of the road traveling in a northerly direction from Foxborough would make installation of either device improbable. Cost does become a consideration at some point, and while stop signs are inexpensive, a fully signalized intersection could easily cost \$250,000.

Included in your packet is recent accident data from the Police department that indicates that over a 10-year period analyzing all intersection accidents in Town, there have been an average of 1.4 accidents per year at this location. There are a number of documents included in your packet including:

- Regulations on requirements for different types of traffic control devices
- Breakdown of crash data at this intersection
- Printouts of speed sign data and vehicles counts from the most recent years
- Information on commonly requested speed control methods and problems associated with them
- Information on the system installed at Rockwood & Boardman Streets

There are two options that staff would like to suggest, which would be different types of warning signals and/or signage that would alert motorists to the upcoming intersection that would indicate that they should slow down to avoid collisions. We have recently installed an intersection conflict warning system at Boardman Street and Rockwood Road. The stop sign at Boardman Road (school side) is equipped with radar that can sense when a vehicle is at the stop sign. A signal is then sent to a caution intersection ahead sign (in front of a playground) and begins to flash yellow, warning of a vehicle ahead. The caution sign also has a flashing speed limit sign below, to remind drivers of their speed. The cost of this solution is based on the standard 2 sign set up was around \$20,000. The cost will increase based upon the number of signs that need to be installed.

The other potential option is to install a 2-way or 4-way yellow flashing yellow light above the intersection of Everett and Pine Street (similar to the light at the intersection of Park and Main Street). This option is likely to cost about \$40,000 - \$50,000. We'd suggest that the Boardman/Rockwood intersection conflict warning system needs to be finalized and data gathered for a period of time before we look at a similar installation at Everett & Pine.

8. Please consider approval of the following warrants:

MOVE that the Board approve the following warrants:

- 08/30/2019 04P20 & 04PS20 \$749,660.07 (KK)
- 09/03/2019 10V20 \$804,026.49 (KK)
- 09/10/2019 11VSA20 \$4,100.00 (KK)
- 09/10/2019 11V20 \$203,619.72 (KK)
- 09/10/2019 11VS20 \$127,245.51 (KK)

Draft Special Town Meeting Article List - November 19, 2019

9/12/2019

Article #	Topic	Proponent	Dollar	Source of funds	
			Amount	Free Cash	Other
1	Budget Transfers				
	Reserve Fund - Replenish		13,000.00	13,000.00	
	Town Clerk - Ass't Clerk Additional Hours		7,000.00	7,000.00	
	Fire Department Salaries				
	Legal Fees - ZBA		20,000.00	20,000.00	
2	Pay unpaid bills from prior year				
3	Appropriate State Ridesharing funds		1,200.00		1,200.00
4	Matching Grant Funds - Message Board Sign		8,600.00	8,600.00	10,000.00
5	HR Pay & Classification Plan Update		17,000.00	17,000.00	5,000.00
6	Capital Expenditures other than from borrowing				
	- IT - desktop computers/licenses		40,000.00	40,000.00	
	- DPW Rolloff Truck Replacement		196,400.00		
	- Stormwater Management		34,000.00	34,000.00	16,000.00
	- Voting Booths & Tables		6,250.00	6,250.00	
	- Police Radios		25,000.00	25,000.00	
	- Police Cruiser		61,500.00	61,500.00	
	- Codification of Town Bylaws		15,000.00	15,000.00	
	- Vision Appraisal System Update		15,000.00	15,000.00	
7	Establish a COA Revolving Fund				
8	OPEB - Contribution of funds to the Trust		10,000.00	10,000.00	
9	Lake Street Paving - Additional Funds		85,000.00	85,000.00	
10	Water Enterprise fund capital - Holbrook water main				270,000.00
11	Hear reports from Town Committees				
12	CPC Fund - annual allocations				
13	Amend General Bylaw - Bidding Procedures				
14	Amend General Bylaw - Town Clerk/bylaw corrections				
15	Amend Zoning Bylaws regarding site plan approval				
16	Amend Zoning Bylaw - B-1 Center Zone				
17	Zone II Aquifer Protection - Holbrook Street Well				
18	Various Street Acceptances				



TOWN OF NORFOLK

BOARD OF SELECTMEN

P.O. BOX 316, 100 MAIN STREET
NORFOLK, MASSACHUSETTS 02056

GREG L. BALUKONIS
Town Administrator

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In compliance with the Massachusetts General Law Section 1(N) of Chapter 268A, commonly known as the Conflict of Interest Law, the Board of Selectmen has classified as Special Municipal Employees, each person holding any of the following positions. This action amends a vote of the Board of Selectmen on December 1, 1967:

- | | |
|---|--|
| 1. Moderator | 31. Council on Aging |
| 2. Advisory Board | 32. Design Review Board |
| 3. Board of Health | 33. Earth Removal Advisory Committee |
| 4. Board of Assessors | 34. Permanent Building Committee |
| 5. Norfolk School Committee | 35. MBTA Advisory Board Rep. |
| 6. Water Commissioners | 36. MAPC Representative |
| 7. Tree Warden and Deputy | 37. Master Plan Committee |
| 8. Planning Board | 38. Mirror Lake Advisory Committee |
| 9. Constables | 39. Open Space Planning Committee |
| 10. Recreation Commission | 40. Recycling/Solid Waste Committee |
| 11. Zoning Board of Appeals | 41. Zoning Bylaw Study Committee |
| 12. Animal Control Officer & Assistant | 42. Corrections Advisory Committee |
| 13. Local Inspector | 43. Economic Development Committee |
| 14. Gas Inspector | 44. Custodian of Veterans' Graves |
| 15. Electrical Inspector & Deputy | 45. Conservation Commission |
| 16. Animal Inspector | 46. Registrar of Voters |
| 17. Plumbing Inspector | 47. Burial Agents |
| 18. Trustees of Public Library | 48. Sealer of Weights & Measures & Assistant |
| 19. Regional District School Committee
(King Philip & Tri-County Vocational) | 49. Special & Reserve Police Officers |
| 20. Town Counsel | 50. Historical Commission |
| 21. Call Firefighter/EMT | 51. Fence Viewer |
| 22. Deputy Fire Chief & Lieutenant (part time) | 52. Personnel Board Clerk |
| 23. Veterans' Agent | 53. Conservation Agent |
| 24. Personnel Board | 54. Permanent Building Committee Clerk |
| 25. Bylaw Study Committee | 55. Advisory Board Clerk |
| 26. Health Agent & Sanitarian | 56. Conservation Commission Clerk |
| 27. ADA Compliance Committee | 57. Zoning Board of Appeals Clerk |
| 28. Arts Council | 58. Assistant Town Clerk |
| 29. Cemetery Commission | |
| 30. Computer System Committee | |

The holder of any position not mentioned above shall by the terms of the act be a "Municipal Employee".

Note: By statute, the Board of Selectmen and Housing Authority are considered Special Municipal Employees.

Date: February 23, 1998

APPROVED BY: BOARD OF SELECTMEN
Girard L. St.Amand
John J. Czyzewski
James R. Giebfried

Positions on the list still in existence	Name changes since 1998	Suggested Additions
Advisory Board	Advisory Committee	B1 Zoning District Working Committee
Animal Inspector		Call Firefighters and Lieutenants
Arts Council	Cultural Council	Community Preservation Committee
Board of Assessors		Emergency Management Director
Board of Health		Energy Committee
Call Firefighter/EMT	Call Firefighter/FMT/Paramedic	Insurance Advisory Committee
Conservation Commission		MBTA Advisory Board Representative
Constables		Mechanical Inspector
Council on Aging		Norfolk Municipal Affordable Housing Trust
Custodian of Veterans Graves	Veterans Grave Officer	Public Safety Building Committee
Design Review Board		Town Government Study Committee
Electrical Inspector and Deputy	Inspector of Wires	Assistant Inspector of Wires
Fence Viewer		Assistant Fence Viewer
Gas Inspector	Inspector of Gas Fittings	Assistant Inspector of Gas Fittings
Health Agent & Sanitarian	Board of Health Agent	
Historical Commission		
Local Inspector		
MAPC Representative		
Master Plan Committee		
Moderator		
Norfolk School Committee		
Planning Board		Planning Board Associate
Plumbing Inspector		Assistant Plumbing Inspector
Recreation Commission		
Regional District School Committee	King Philip School Committee	Tri County School Committee
Registrar of Voters		
Special & Reserve Police Officers		
Trustees of Public Library	Library Trustee	
Veterans Agent		
Zoning Board of Appeals		

Note: By statute, the Housing Authority is considered Special Municipal Employees

Norfolk is over 10,000 in population so the Select Board are no longer considered Special Municipal Employees

Boards/positions no longer in existence	Positions to be removed
ADA Compliance Committee	Advisory Board Clerk
Bylaw Study Committee	Animal Control Officer and Assistant
Cemetery Commission	Assistant Town Clerk
Computer System Committee	Burial Agents
Earth Removal Advisory Committee	Conservation Agent
Economic Development Committee	Conservation Commission Clerk
MBTA Advisory Board Rep	Corrections Advisory Committee
Mirror Lake Advisory Committee	Town Counsel
Open Space Planning Committee	Zoning Board of Appeals Clerk
Permanent Building Committee	
Permanent Building Committee Clerk	
Personnel Board	
Personnel Board Clerk	
Recycling/Solid Waste Committee	
Sealer of Weights & Measures & Assistant	
Tree Warden and Deputy Tree Warden	
Water Commissioners	
Zoning Bylaw Study Committee	

INFORMATIONAL ALERT

HIDE ALERTS

Eastern Equine Encephalitis

Learn more about EEE in Massachusetts and how to protect yourself and your family *Aug. 29th, 2019, 6:09 pm* [Read more](#) ↗



Mass.gov

Special Municipal Employees

An explanation of how the conflict of interest law applies to "Special Municipal Employee" positions

The conflict of interest law, G.L. c. 268A, covers all municipal officials and employees, whether elected or appointed, paid or unpaid, full-time or part-time. However, two sections of the conflict law apply less restrictively to those part-time or unpaid municipal officials who have been designated as "special municipal employees."

"Special municipal employee" status can be assigned to certain municipal positions by a vote of the board of selectmen, board of aldermen, town council or city council. Several specific municipal positions are automatically designated as "special" under the law. Your position is eligible to be designated as a "special municipal employee" position provided that:

- you are not paid; or
- you hold a part-time position which allows you to work at another job during normal working hours; or
- you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.

It is the municipal position that is designated as having "special" status, not the individual. Therefore, all employees holding the same office or position must have the same classification as "special municipal employees." For instance, one member of a school committee cannot be classified as a "special" unless all members are similarly classified.

The designation may be made by a formal vote of the board of selectmen, board of aldermen, town council or city council at any time. Votes should be taken individually for each board or position being designated, expressly naming the positions being designated. Once a position is designated as having "special" status, it remains a "special municipal employee" position unless and until the classification is rescinded. A list of all the "special municipal employee" positions should be on file at the town or city clerk's office. This list should also be filed with the Ethics Commission.

Under no circumstances may a mayor, city councilor, town councilor, alderman, or selectman in a town with a population of more than 10,000 be designated as a "special." However, in towns of 10,000 or less, selectmen are automatically considered "special" employees. Other

municipal positions in towns with a population of less than 10,000 must still be designated as "special municipal employee" positions by the selectmen.

The Legislature may also designate certain positions to have "special municipal employee" status. For example, board members and part-time employees of local housing and redevelopment authorities are defined by law as "special municipal employees" and do not need to have local authorities approve their designation as "specials." (See G.L. c. 121B, section 7.)

THE CONFLICT LAW IS LESS RESTRICTIVE FOR "SPECIALS"

Only two sections of the conflict of interest law apply less restrictively to "specials", §§ 17 and 20. All other sections of the conflict law that govern regular municipal employees apply to "special municipal employees" in exactly the same way. See the Summary of the Conflict Law for Municipal Managers or the Practical Guide to the Conflict Law for Municipal Employees for information on your responsibilities under the law (these publications are available from the State Ethics Commission). Remember that even if you serve on an unpaid part-time board or commission, you are still considered a regular municipal employee, unless your position has been expressly designated as having "special municipal employee" status.

Section 17 - Acting on Behalf of Others

Section 17 generally prohibits municipal employees from representing a private party before municipal boards or departments. It also prohibits municipal employees from acting as agent (or attorney) for a private party in connection with any matter of direct and substantial interest to their city or town. Finally, it prohibits municipal employees from accepting pay or other compensation in connection with any matter of direct and substantial interest to their municipality.

However, if you are a "special municipal employee," you may:

- represent private parties before municipal boards other than your own, provided that you have not officially participated in the matter and the matter is not now (and was not within the past year) within your official responsibility;
- act as agent for private parties in connection with a matter of interest to your city or town, provided that you have not participated in the matters as a municipal official, and that the matter is not (and has not been, during the past year) within your official responsibility; and
- receive pay or other compensation in connection with matters involving your city or town, provided that you have not officially participated in the matters and they are not (and have not been, within the past year) within your official responsibility.

Example: You are a Conservation Commissioner. The Commission has been given "special municipal employee" status. You are also an engineer in private practice in town.

- You may be hired as site engineer and represent a private development company at a Planning Board hearing, as long as the hearing does not in any way involve Conservation Commission matter.
- However, if the hearing is about a wetlands dispute, you could not represent the developer before the Planning Board because the matter is under your official responsibility as Conservation Commissioner.
- Also, if you prepare site plans, blueprints, structural analyses or other professional documents, you may not allow the developer to submit those materials to the Conservation Commission (or to any other municipal boards, in connection with matters under the Conservation Commission's responsibility).
- Also, you may not be paid for giving the developer advice about how to get his project approved by the Conservation Commission, or for any other activity related to the Conservation Commission review process.

Note that the prohibition against "acting as agent" covers any type of activity that involves representing someone other than your city or town. Activities which can be considered "acting as agent" include: serving as

someone's spokesperson; making phone calls or writing letters; acting as a liaison; affixing professional seals or signing supporting documentation; and participating as an electrician, plumber or other contractor during municipal building inspections. For more information about section 17, request Advisory No. 13: Municipal Employees Acting as Agent from the State Ethics Commission.

Section 20 -- Restrictions on Having an Interest in Contracts with your City or Town

Section 20 generally prohibits municipal employees from having a direct or indirect financial interest in a contract with their city or town. However, there are many exemptions in this section of the law. For instance, a municipal employee may own less than 1% of the stock of a company that does business with the municipality.

Also, a municipal employee may have a financial interest in a contract with a municipal department which is completely independent of the one where he works, provided that the contract has been publicly advertised or competitively bid, and the employee has filed a disclosure of his interest in the contract with the city or town clerk. Note that there are additional requirements for personal services contracts: contact your town counsel or city solicitor or the State Ethics Commission's Legal Division for more information.

However, if you are a "special municipal employee," you have two additional exemptions to section 20:

As a "special municipal employee," you may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the city or town clerk (there is no "public notice" or "competitive bid" requirement for this "special municipal employee" exemption).

As a "special municipal employee", you may even have a financial interest in a contract with your own department (or with a department which has overlapping jurisdiction with your department), provided that you file a disclosure of your interest in the contract with the city or town clerk and the board of selectmen, board of aldermen, town council or city council vote to grant you an exemption to section 20.

Example: You are a member of the School Committee, which has been given "special municipal employee" status. You also own a hardware store in town.

- You may sell light bulbs to the town's Department of Public Works, because Public Works is not under the jurisdiction of the School Committee; however, you must file a disclosure of your interest in the light bulb sales with the Town Clerk.
- You also may sell light bulbs to the School Department (which is under the School Committee's jurisdiction), but only if you file a disclosure of your interest in the light bulb sales with the Town Clerk and the Board of Selectmen vote to exempt your light bulb sales from the restrictions of section 20.

For more information about restrictions on holding an interest in municipal contracts, contact your city solicitor or town counsel or the Legal Division of the State Ethics Commission.

Section 20 -- Restrictions on Holding Multiple Municipal Positions

Because the restrictions of section 20 also apply to employment contracts, municipal employees are generally prohibited from holding more than one municipal position. However, there are many exemptions to this general prohibition. If you are a municipal employee -- regular or "special", you may:

- hold any number of unpaid positions, because you do not have a financial interest in any of the positions (however, if you hold even one paid appointed position, you must look for other exemptions);
- hold any number of elected positions, whether paid or unpaid, because you serve in those positions by virtue of your election, rather than because of an appointment or employment contract (however, if you hold even one paid appointed position, you must look for other exemptions); and
- in some instances, you may hold more than one paid appointed position, provided that the jobs are in separate departments (which do not have overlapping responsibilities) and all paid jobs have been publicly advertised. However, your board of selectmen, board of aldermen, town council or city council must vote to exempt you from

section 20, and there are also other requirements you must meet. For more information, see Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.

- If you serve in a town with a population of less than 3,500, you may hold more than one position with the town if the board of selectmen formally approves the additional appointments.

If you are a "special municipal employee", you may also:

- hold any number of other "special municipal employee" positions, provided that the positions are with totally independent departments and you file a disclosure of your financial interest in all the positions with the city or town clerk;
- hold any number of other "special municipal employee" positions, even if the departments' jurisdictions overlap, provided that you file a disclosure of your financial interest in all the positions with the city or town clerk, and the board of selectmen, board of aldermen, town council or city council vote to exempt you from section 20.

Example: As a Cemetery Commissioner, you are a "special municipal employee."

- You may also hold "special municipal employee" positions on the Board of Library Trustees and on the Waterways Commission, because the three positions are completely independent of each other. However, you must file a disclosure of your financial interest

(e.g., stipends, per diem payments, salary) in the positions with the Town Clerk.

If you wish to hold a "special municipal employee" position with the Department of Public Works (which maintains buildings on the cemetery grounds) or as the town's Tree Warden (who cares for the trees on the cemetery grounds), you must file a disclosure of your financial interest in the positions with the Town Clerk, and the Board of Selectmen must vote to exempt you from section 20.

For more information about holding more than one municipal position, request Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.

* * *

The definition of "special municipal employee" can be found in section 1 (n) of the conflict of interest law (G.L. c. 268A). Note that town councils are empowered by G.L. c. 39, section 1 to exercise all duties and powers of boards of aldermen.

* * *

Commission Fact Sheets are prepared and issued by the Public Education Division of the State Ethics Commission. They are intended to provide guidance to public officials and employees concerning practical applications of the conflict law. For further information, contact your town counsel or city solicitor, or the Legal Division of the State Ethics

Special Municipal Employees

G.L. c. 268A ss. 1(n)

(n) "Special municipal employee", a municipal employee who is not a mayor, a member of the board of aldermen, a member of the city council, or a selectman in a town with a population in excess of ten thousand persons and whose position has been expressly classified by the city council, or board of aldermen if there is no city council, or board of selectmen, as that of a special employee under the terms and provisions of this chapter; provided, however, that a selectman in a town with a population of ten thousand or fewer persons shall be a special municipal employee without being expressly so classified. All employees who hold equivalent offices, positions, employment or membership in the same municipal agency shall have the same classification; provided, however, no municipal employee shall be classified as a "special municipal employee" unless he occupies a position for which no compensation is provided or which, by its classification in the municipal agency involved or by the terms of the contract or conditions of employment, permits personal or private employment during normal working hours, or unless he in fact does not earn compensation as a municipal employee for an aggregate of more than eight hundred hours during the preceding three hundred and sixty-five days. For this purpose compensation by the day shall be considered as equivalent to compensation for seven hours per day. A special municipal employee shall be in such status on days for which he is not compensated as well as on days on which he earns compensation. All employees of any city or town wherein no such classification has been made shall be deemed to be "municipal employees" and shall be subject to all the provisions of this chapter with respect thereto without exception.

Occasionally there are circumstances that can arise where a position, board or committee may benefit from a person's expertise or knowledge in a particular field or profession. In those limited circumstances Special Municipal Employee status may be warranted, and granted by the Select Board.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

What Does This Mean For Me?

There are two sections of the conflict law (Sections 17 & 20) that apply less restrictively to those part-time or unpaid municipal officials who have been designated as "special municipal employees." All other sections of the conflict law that govern regular municipal employees apply to "special municipal employees" in exactly the same way.

Section 17 - Acting on Behalf of Others

Section 17 generally prohibits municipal employees from representing a private party before municipal boards or departments. It also prohibits municipal employees from acting as agent (or attorney) for a private party in connection with any matter of direct and substantial interest to their city or town. Finally, it prohibits municipal employees from accepting pay or other compensation in connection with any matter of direct and substantial interest to their municipality.

However, if you are a "special municipal employee," you may:

- represent private parties before municipal boards other than your own, provided that you have not officially participated in the matter and the matter is not now (and was not within the past year) within your official responsibility;
- act as agent for private parties in connection with a matter of interest to your city or town, provided that you have not participated in the matters as a municipal official, and that the matter is not (and has not been) during the past year) within your official responsibility;
- receive pay or other compensation in connection with matters involving your city or town, provided that you have not officially participated in the matters and they are not (and have not been, within the past year) within your official responsibility.

Section 20 – Restrictions on Having an Interest in Contracts with your City or Town

Section 20 generally prohibits municipal employees from having a direct or indirect financial interest in a contract with their city or town. However, there are many exemptions in this section of the law.

However, if you are a "special municipal employee," you have two additional exemptions:

- As a "special municipal employee," you may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the city or town clerk (there is no "public notice" or "competitive bid" requirement for this "special municipal employee" exemption).
- As a "special municipal employee", you may even have a financial interest in a contract with your own department (or with a department which has overlapping jurisdiction with your department), provided that you file a disclosure of your interest in the contract with the city or town clerk and the board of selectmen, board of aldermen, town council or city council vote to grant you an exemption to section 20.

Section 20 -- Restrictions on Holding Multiple Municipal Positions

If you are a "special municipal employee", you may hold any number of other "special municipal employee" positions, provided that the positions are with totally independent departments and you file a disclosure of your financial interest in all the positions with the city or town clerk;

Town of Norfolk

Public Records Policy

Effective January 1, 2017, the Massachusetts Public Records Law, G.L. c.66 and c.4, §7(26) provides that a municipality must, within 10 business days (Monday through Friday, excluding legal holidays), respond to a request for records by providing access to or a copy of such records, or explaining any delay or denial. These guidelines are intended to assist members of the public seeking access to public records in the custody of the Town of Norfolk.

General information about the public records law and public records requests is found in the Secretary of the Commonwealth's, "A Guide to the Massachusetts Public Records Law," January 2017 edition, found online at: <http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

Records Access ~~Officer~~ Officers

The Records Access Officer (RAO) for the Town of Norfolk is: Anthony Turi

Email: publicrecords@norfolk.ma.us

The Select Board of the Town of Norfolk have designated several individuals as Records Access Officers (RAO). These individuals are responsible for ensuring compliance with Massachusetts General Laws, Regulations, and Guidelines regarding public records and records retention. The RAO is also responsible for helping coordinate responses to records request and assisting individuals in identifying and requesting desired records.

In some cases the RAO may designate another person to be the point of contact for requesting records. All public records requests should be directed to the appropriate point of contact for the desired records.

General Municipal Records

RAO: Assistant Town Clerk Anthony Turi

Email: publicrecords@norfolk.ma.us

Phone: 508 - 528 - 1400

Town Clerks Office

1 Liberty Lane

Norfolk, MA 02056

Police/Public Safety Records

RAO: Police Chief Chuck Stone

Point of contact: Pamela Cartin-Mayhew Records Clerk

Email: pcartin@norfolk.ma.us

Phone: 508 - 528 - 3026

Norfolk Police Station

14 Sharon Ave

Norfolk, MA 02056

Fire/Paramedic Records

RAO: Deputy Fire Chief Peter Petrushik

Point of contact:

Email:

Phone: 508 - 528 – 3207

Norfolk Fire Station

117 Main Street

Norfolk, MA 02056

~~For requests relating to~~

Norfolk Public Schools

appointed by the Norfolk School Committee

RAO: Dr. Ingrid Allardi

Email: allardi@norfolk.k12.ma.us

Phone: 508 - 528 – 1225

70 Boardman Street

Norfolk, MA 02056

King Philip Regional School District~~please contact~~

appointed by the ~~school district Records Access Officer: Lisa Witkus~~ *King Philip School Committee*

~~Email: witkusl@kingphilip.org~~

~~Telephone~~

RAO: Superintendent Paul Zinni

Email: zinnip@kingphilip.org

Phone: 508 - 520 -- 7991, ~~Ext. 250~~

ext 2200

King Philip Regional School District

18 King Street ~~Norfolk, MA 02056~~

~~King Philip Records Request Page~~

-

~~Location and Hours~~

Norfolk Town Hall is located at:

~~1~~ Liberty Lane

Norfolk, MA 02056

~~Norfolk, MA 02056~~

~~and the regular hours are Monday Thursday from 9am 6pm.~~

Making a Public Records Request

Any person may make a public records request, whether or not they are a resident of the Town of Norfolk.

The town will ~~do its best to~~ follow all laws, rules and guidelines published by the State Legislature, the Attorney General and the Secretary of the Commonwealth relating to public records and records retention.

The ~~Any person may make a public records request, whether or not they are a resident of the~~ Town of Norfolk, will attempt to provide as many records and resources available online and free of charge. Before making a public records request please check the town's website and review the listing of town departments and the records they have available online.

~~The Town of Norfolk will attempt to provide as many records and resources available online and free of charge.~~ If you are unable to locate the documents online please call the relevant department to request assistance. If you do not know which department to contact, please call the Town Clerks Office at 508-528-1400. They should be able to direct your request to the relevant department.

If the information you are looking is not available online or directly through the department, or if you are requesting a large amount of documents or information please contact the ~~Records Access Officer listed above~~ appropriate RAO to begin you official public records request.

By statute the town is not allowed to require any specific method for making a public records request. With that said, **it is strongly encouraged that all public records requests be made in writing to the RAO listed above by first class mail or email.** When making a public records request please include your name and contact information.

In order to best respond to a records request in a timely manner, please make your request as specific as possible; including any relevant department(s), dates or date ranges, search terms, addresses, etc. The broader the request the more time and resources will be required to respond, which can result in delays, fees or other issues. The RAO may contact a requestor for more information or better guidance on the request so please include contact information.

Responses to Public Records Requests

Generally the town has 10 business days to provide a response to a public records request and we will make every effort to work within that timeline. If the town cannot provide a full response to the request within the statutory time, the RAO will provide a written response providing an anticipated timeframe for responding, a good faith estimate of any fees, a list of records that are not in the control of the town, identifying any records that will be redacted or not provided along with an explanation of the relevant exemption and its application. The time required by the town to provide a full response cannot exceed 25 days from the receipt of the ~~re-quest~~request without an extension from the Supervisor of Records.

~~Please refer to "A Guide to the Massachusetts Public Records Law," for further details on the requirements of the town.~~

Appeals

If a requester wishes to assert a claim that they have been denied access to public records, they may appeal the RAO's determination to the Supervisor of Records pursuant to 950 CMR 32.08(1). The Supervisor shall make a final determination on the appeal within ten (10) business days of receipt.

If the requester is dissatisfied with the determination of the Supervisor of Records, the requester may appeal to Superior Court. Alternatively, a requester may bypass the Supervisor and go directly to Superior Court. For further information on appeals, see the Secretary of the Commonwealth's "A Guide to the Massachusetts Public Records Law," January 2017 edition, available at: www.sec.state.ma.us/pre/prepdf/guide.pdf

Resources

- [Town of Norfolk Official Website](http://www.norfolk.ma.us)
www.norfolk.ma.us
- Norfolk Town Calendar - Go here for a list of upcoming public meetings. www.mytowngovernment.org/02056 [This is the official posting place of public meetings](http://www.mytowngovernment.org/02056)
www.mytowngovernment.org/02056

- Meeting Minutes on File with the Town Clerk
<http://www.norfolk.ma.us/departments/town-clerk/meeting-minutes/>
- Annual Town Reports
<http://www.norfolk.ma.us/departments/town-clerk/annual-town-reports/>
- Secretary of the Commonwealth, "Guide to the Massachusetts Public Records Law," www.sec.state.ma.us/pre/prepdf/guide.pdf
www.sec.state.ma.us/pre/prepdf/guide.pdf
- Secretary of the Commonwealth, Public Records Access Regulations-
[www.mass.gov/courts/docs/lawlib/900 - 999cmr/950cmr32.pdf](http://www.mass.gov/courts/docs/lawlib/900-999cmr/950cmr32.pdf)
- ~~Massachusetts General Law Chapter 66, "Public Records"-
malegislature.gov/Laws/GeneralLaws/PartI/TitleX/Chapter66~~
- ~~Supervisor of Public Records, "Municipal Records Retention
Schedule", www.sec.state.ma.us/arc/arcpdf/Municipal_Retention_Schedule_20161109.pdf~~
-

Norfolk Police Department

P.O. Box 3
Norfolk, Massachusetts 02056

Charles H. Stone, Jr.
Chief of Police

Emergency – 911
Tel (508)528-3206
Fax (508)520-9762

Top Motor Vehicle Crash Stats by Intersection – 10 Year Totals

Main/Seekonk/Needham	65
1A/115	32
Rockwood/Boardman	21
North/Needham	19
Union/Main/Rockwood	14
Pine/Everett	14
Pine/Valley	9
Dedham/Valley	8
Rockwood/Cleveland	7
Main/Boardman	6
Average crashes per year:	Injuries: 20 No Injuries: 108 Pedestrian 11 Fatal .1 (1 in 10 years)
10 years - Traffic Stops by officers	24,296
Citations issued:	12,441
Traffic stops – Pine St	3,091

Norfolk Police Department

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Chief of Police

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Speed Studies 2010-2017 2010, 2011(2), 2017(2)

Average speed 37.6 MPH 85th percentile 41.7 MPH

MV Stops town-wide 25,550 MV stops Pine St. 3,206

Motor Vehicle Crashes Pine/Everett Street Intersection 10 Years

<u>NPD Crash Report #</u>	<u>Date</u>	<u>Time</u>	<u># Vehicles</u>	<u>Injuries</u>	<u>Primary contributing factor</u>
2009/10866	12/14/2009	6:08 AM	1	Yes	Black ice/Rollover
2012/3339	5/5/2012	7:17 AM	2	No	Driver error-Everett pulling out
2012/8908	11/21/2012	1:11 PM	2	No	Driver error-Struck stopped car
2013/1021	2/5/2013	12:13 PM	2	No	Driver error-went past stop sign
2014/6669	8/9/2014	3:54 PM	2	No	Driver error-went past stop sign
2015/1355	2/14/2015	3:08 PM	2	No	Ice/Snow covered roads
2015/7058	9/3/2015	11:16 PM	1	No	Distracted driving – struck curb
2016/0413	1/12/2016	6:13 PM	2	No	Heavy snow
2016/4469	5/21/2016	10:16 AM	1	No	OUI Arrest– struck pole
2016/9482	10/28/2016	10:34 AM	1	No	Distracted driving – struck pole
2017/4899	6/22/2017	4:37 PM	2	No	Driver error-Everett pulling out
2018/2046	3/18/2018	4:39 AM	2	No	Snow/Snow covered
2019/0681	1/21/2019	9:43 AM	2	No	Snow/Ice covered roads
2019/8706	9/10/2019	2:31 PM	2	No	Driver error – Everett pulling out

10 year stat – 14 crashes
No Injury – 13/ Injuries - 1
Pedestrian – 1 - 9/05/2013 No driver fault.

Applicable excerpts from US DOT Manual/Mass DOT Uniform Traffic Control devices:

Section 11A-8 Speed Control

Of the special regulations adopted by municipalities under the provisions of Chapter 90, Section 18 of the General Laws, the most commonly used is the special regulation of the speed of motor vehicles. Considerable data including speed observations and trial runs must be obtained by municipal officials, usually the Police Department. The final determination is based upon the 85percentile method, which is that speed at or below which 85% of the vehicles observed were actually traveling. Department representatives are available to demonstrate the proper method for conducting the necessary studies and drafting the covering regulation, upon written request of local officials.

Procedure for Establishment of Legal Speed Zones

(1) Municipality to make proper studies and submit data to the Department. (Municipalities usually accept the available services of the Department in conducting studies and assembling the data).

(2) After the speed zones, proposed by the local authorities, are reviewed by the Department, they are returned to the municipality for formal adoption by the rule-making body.

(3) Upon receipt of notice of formal adoption by municipality the Department, acting jointly with the Registry, will certify and approve.

(4) Certified regulation is returned to municipality.

(5) Official Speed Limit signs may then be installed in accordance with the specific provisions of the approved speed regulation.

(6) The Special Speed Regulation is then enforceable against violators.

Section 11A-4 Stop Signs

The purpose of the Stop Sign is to prevent cross collisions. It is not intended, nor shall it be used for the control of speed, traffic calming or to forestall pedestrian, rear-end or turning movement accidents. To insure uniformity in stop sign studies and recommendations, the warrants as provided in the 2003 MUTCD, Section 2B.05 will govern. Stop Signs shall be located as provided in Section 2B.06 of the same. Multi-way Stop Signs must meet the warrant criteria as outlined in Section 2B.07 of the 2003 MUTCD.

Section 2B.07 Multi-Way Stop Applications

Support:

01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

Guidance:

03 *The decision to install multi-way stop control should be based on an engineering study.*

04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*

- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
- B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
- C. *Minimum volumes:*
 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 3. *If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
- D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Option:

05 Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

TRUCK EXCLUSIONS

Section 11A-9 Heavy Commercial Vehicle Exclusion

A truck exclusion from a municipal way may be authorized provided a suitable alternate route is available. The alternate route shall have an effective width and pavement structure which can safely accommodate the additional truck traffic. In addition the alternate route must meet one of the following conditions:

(1) Lie wholly within the community making application, (2) Lie partially in an adjacent community but only on State Highway, or (3) Lie partially in an adjacent community but have the adjacent community's written approval. An engineering study, as outlined in the Data requested below, must be made. In addition, one or more of the following may be sufficient justification for truck exclusion:

1. Warrants:

A. A volume of heavy commercial vehicles, which usually is in the range of five (5) to eight (8) percent, reduces the utilization of the facility and is cause for a substantial reduction in capacity or safety.

B. The condition of the pavement structure of the route to be excluded indicates that further repeated heavy wheel loads will result in severe deterioration of the roadway. (subject to Department review)

C. Notwithstanding the foregoing, in certain instances where land use is primarily residential in nature and a municipality has requested exclusion only during hours of darkness, a specific night exclusion may be granted.

2. Data Before the Department can consider an exclusion proposal, the following data must be submitted by the municipality:

A. A twenty-four hour consecutive count of all vehicles using the subject street. (If the exclusion is requested for only twelve hours, a twelve-hour count will suffice.) The count shall be broken into one-half hour intervals showing:

(1) Commercial vehicles with a carrying capacity over 2½ tons (2) Other vehicles

B. Map of the area, with the excluded street marked in red, the alternate route in green.

C. Physical characteristics of excluded and alternate streets in question, i.e, length, width, type and condition of surface and sidewalk.

D. Types of buildings or property abutting street (Residential, Business, School, Playground, etc).

E. Zoning of Street (Residential, Industrial, etc.).

F. Proximity of probable alternate route to the proposed excluded route and the additional distance to be traveled using the alternate route.

G. Types of traffic control existing on street.

H. Hours during which exclusion is to be in effect.

I. A written statement from the municipality as to the need for the exclusion.

Commonly Requested Methods to Control Speed

Speed bumps (also known as speed humps or pavement undulations) are often requested because they are perceived as a quick and effective solution to speeding. They are intended to be uncomfortable to drive over if they are crossed over at higher speeds. However, speed bumps may present a potential hazard to all vehicles and an immediate danger to motorcyclists and emergency vehicles. Emergency vehicle response time is slowed about 10 seconds for each speed bump, which can be significant when responding to fires or medical emergencies. Speed bumps increase noise levels 10 to 20 decibels when wheels hit the bump. This increase in noise can be bothersome in quiet residential neighborhoods. In the winter--they also hamper slow and ice removal efforts. For these reasons, most cities and towns generally do not install speed bumps on public streets.

Stop signs are not successful in slowing traffic except near the stop sign. Drivers try to make up for the delay by speeding up between stop-controlled intersections. This quick acceleration increases noise and air pollution near the signs. Stop signs are only appropriate for establishing right-of-way. Cities and Towns should only install stop signs at an intersection only after a careful engineering evaluation of the existing conditions demonstrates the installation is appropriate.

"Slow Children at Play" signs are often requested on residential streets. These signs tend to create a false sense of security for parents and children who believe the signs provide an added degree of protection from motorists. If signs encourage parents with children to believe they have an added degree of protection, which the signs do not and cannot provide, a great disservice results. Children should not be encouraged to play within the roadway. Although these signs used to be common on public streets, they are no longer approved by the Federal Highway Administration as official traffic control devices. For these reasons, cities and towns generally no longer install these signs.

Lowering of the speed limit is often requested by citizens in an effort to slow traffic. Before and after studies have shown that there is no significant change in prevailing speeds when the speed limit is changed. Drivers will continue to travel at speeds they feel are safe and prudent despite the posted limit. The posting of the appropriate speed limit simplifies the job of law enforcement officers, since most of the traffic is voluntarily moving at the posted speed. Blatant speeders are easily spotted, safe drivers are not penalized, and patrol officers aren't asked to enforce unrealistic and arbitrary speed limits.

Unrealistic speed limits can also present a safety hazard. Some drivers will obey the lower posted speed limit while others will feel it's unreasonable and simply ignore it. This disrupts the uniform traffic flow and increases crash potential between the faster and the slower traffic. Traffic flowing at a uniform speed results in increased safety and fewer accidents. Drivers are less impatient, pass less often, and tailgate less, which reduces both head-on and rear-end collisions.

Posting Reasonable and Proper Speed Limits

The Commonwealth of Massachusetts set requirements and procedures for setting speed limits. Engineering and traffic surveys are conducted which includes an analysis of roadway conditions, accident records, and a sampling of the prevailing speed of traffic. The speed limit is normally set near the speed at which 85% of the surveyed vehicles do not exceed. The speed limit can be reduced if there is a history of speed-related accidents or roadway conditions not readily apparent to motorists. Setting speed limits in this manner allows the police to enforce using radar. Radar is by far the most efficient method of speed enforcement.

State law establishes certain prima facie speed limits. They include the 30 MPH speed limit in business and residence districts and 20 MPH in school zones when children are present. These speed limits do not need to be posted to be enforced.

- All posted regulatory speed limit signs must be based on a thorough traffic engineering study. If the speed limit is posted without this procedure—it is considered illegal and unenforceable.
- The purpose of the study is to establish a speed limit that is safe—reasonable—and self-enforcing.
- The most important step is measuring the prevailing speeds of motorists on a particular section of roadway under ideal conditions. The speed at or below which 85 percent of the motorists travel is the principle value used for establishing speed limits. This is commonly referred to as the 85th percentile speed. This method is based on numerous studies, which indicate that the majority of motorists are prudent and capable of selecting safe speeds. The 85th percentile speed is the national standard for establishing safe speed limits.

What Unrealistic Speed Limits Do

Unrealistic speed limits are of public importance for the following reasons:

- They do not invite voluntary compliance—since they do not reflect the behavior of the majority.
- They create no respect and are ignored.
- They misallocate valuable resources—apprehending and prosecuting motorists driving at safe speeds.
- They make the behavior of the majority unlawful.
- They maximize public antagonism toward the police, since the police are enforcing a “speed trap.”
- They create a bad image of the community in the eyes of our tourists.

What Realistic Speed Limits Do

Realistic speed limits are of public importance for a variety of reasons:

- They invite public compliance by conforming to the prudent behavior of the majority.
- They give a clear reminder of reasonable and prudent speeds to non-conforming violators.
- They offer an effective enforcement tool to the police.
- They tend to minimize the public antagonism toward the police enforcement—which results from obviously unreasonable regulations.
- They separate the occasional high-risk driver from the majority of the drivers.

Plan of Action

Cities and towns can implement a Traffic Education, Engineering, and Enforcement program to respond to neighborhood traffic concerns. This program employs a traffic management team comprised of Police, Engineering, and Highway Department experts who emphasize education, engineering, and enforcement to improve traffic safety.

Education

- Use speed trailer* and other educational devices such as neighborhood newsletters to increase awareness.
- Engineering and Police staff attends neighborhood meetings to inform residents regarding policies and procedures, to answer questions, and explain what residents can do to reduce speeds in their neighborhood.

Engineering

- Collect and evaluate speed data to identify a safe and reasonable posted speed limit based on a comprehensive engineering study.
- Review existing traffic control devices (signing and striping) and implement changes as necessary.

Enforcement

- Provide selective enforcement when officers are available. Due to limited resources—there are no officers assigned for this duty on a full-time basis.
- Increase police presence in the neighborhood.

*A speed trailer is a device used by the Police Department to supplement radar enforcement. The display board shows the posted speed limit and the speed of the vehicle approaching the trailer. Drivers become aware of the speed they are traveling, and many slow down. The trailer can be used on most streets that are wide enough to park the trailer out of the way of traffic.

It is helpful if you make note of the time of day during which speeding occurs. The Police Department has a list of many locations in need of their services. You can make our job easier and more effective by letting us know ahead of time when we should target enforcement efforts.

Neighborhood Involvement

In most cases, the majority of speeders on residential streets are residents in the neighborhood. Therefore, one of the most effective ways to reduce speeding on residential streets is through neighborhood involvement. Circulating neighborhood newsletters or posting speed awareness signs are the best methods of spreading awareness.

Average Speed

Location: Pine St SB

Report Period: 1/2/2017 to 1/6/2017

Address:

Total Vehicle Count: 18,509

Speed Limit: 35

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week
00-01	n/a	38	37	38	37	n/a	n/a	38	0	38
01-02	n/a	34	40	35	35	n/a	n/a	36	0	36
02-03	n/a	38	39	40	41	n/a	n/a	40	0	40
03-04	n/a	H 43	H 43	H 43	H 44	n/a	n/a	43	0	43
04-05	n/a	38	38	39	36	n/a	n/a	38	0	38
05-06	n/a	39	39	37	36	n/a	n/a	38	0	38
06-07	n/a	36	37	37	34	n/a	n/a	36	0	36
07-08	n/a	37	36	37	34	n/a	n/a	36	0	36
08-09	n/a	36	36	34	35	n/a	n/a	35	0	35
09-10	n/a	36	37	35	37	n/a	n/a	36	0	36
10-11	n/a	37	36	37	37	n/a	n/a	37	0	37
11-12	n/a	37	37	37	37	n/a	n/a	37	0	37
12-13	n/a	37	36	36	37	n/a	n/a	37	0	37
13-14	n/a	37	36	36	36	n/a	n/a	36	0	36
14-15	36	35	37	35	37	n/a	n/a	36	0	36
15-16	37	36	35	36	n/a	n/a	n/a	36	0	36
16-17	36	35	32	35	n/a	n/a	n/a	35	0	35
17-18	36	33	33	34	n/a	n/a	n/a	34	0	34
18-19	37	34	35	33	n/a	n/a	n/a	35	0	35
19-20	37	35	36	36	n/a	n/a	n/a	36	0	36
20-21	36	36	36	36	n/a	n/a	n/a	36	0	36
21-22	36	36	36	37	n/a	n/a	n/a	36	0	36
22-23	37	37	38	38	n/a	n/a	n/a	38	0	38
23-24	H 38	38	36	38	n/a	n/a	n/a	38	0	38
AVG:	37	37	37	37	37	0	0	37	0	37

Generated on January 12, 2017 at 1:25 PM

Average Speed

Location: Pine St 47 SB

Report Period: 1/13/2017 to 1/25/2017

Address: 47 Pine

Total Vehicle Count: 55,582

Speed Limit: 35

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week
00-01	36	18	34	38	38	37	30	33	34	33
01-02	36	23	30	39	34	37	31	32	34	33
02-03	H 40	11	36	35	H 40	40	35	32	38	34
03-04	H 40	27	H 39	39	39	H 43	35	37	39	37
04-05	38	27	38	H 40	39	39	H 40	36	40	37
05-06	37	35	38	37	38	38	38	37	38	37
06-07	37	35	36	36	36	38	39	36	39	37
07-08	37	36	35	36	37	38	H 40	36	39	37
08-09	37	H 37	37	37	36	38	39	37	39	37
09-10	37	H 37	38	37	37	37	38	37	38	37
10-11	37	36	37	36	37	36	38	37	37	37
11-12	37	36	37	37	37	37	38	37	38	37
12-13	37	H 37	37	37	36	37	36	37	37	37
13-14	37	35	37	37	37	36	36	37	36	36
14-15	36	36	36	37	36	37	35	36	36	36
15-16	36	35	36	35	36	36	36	36	36	36
16-17	36	35	35	35	36	35	36	35	36	35
17-18	34	33	33	33	33	34	35	33	35	34
18-19	35	35	35	35	34	34	36	35	35	35
19-20	36	35	36	36	36	35	35	36	35	36
20-21	36	34	35	36	36	35	36	35	36	35
21-22	35	35	36	36	36	36	34	36	35	35
22-23	35	34	38	36	36	36	33	36	35	35
23-24	33	35	H 39	39	37	34	34	37	34	36
AVG:	36	32	36	37	37	37	36	36	37	36

Generated on January 30, 2017 at 1:33 PM

Average Vehicle Count

Location: 39 Pine St

Report Period: 8/6/2019 to 8/16/2019

Address: 39 Pine St, Norfolk, MA, 02056

Total Vehicle Count: 52,846

Speed Limit: 35

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week
00-01	27	24	23	43	33	49	56	30	53	33
01-02	9	9	14	14	18	38	39	13	39	27
02-03	9	10	12	10	8	7	19	10	13	11
03-04	12	12	8	16	12	11	10	12	11	11
04-05	35	31	34	31	34	26	16	33	21	33
05-06	122	152	146	132	134	50	24	137	37	137
06-07	408	H 434	414	418	H 404	159	104	416	132	398
07-08	H 430	398	H 428	H 420	378	140	80	411	110	398
08-09	362	383	388	360	362	193	115	371	154	362
09-10	301	322	295	290	292	223	179	300	201	295
10-11	263	263	278	258	287	247	235	270	241	263
11-12	310	310	292	310	287	327	275	302	301	310
12-13	320	331	320	340	343	314	310	331	312	320
13-14	332	316	346	326	328	277	309	330	293	316
14-15	348	390	385	380	390	H 355	H 326	379	341	390
15-16	372	355	352	366	344	288	277	358	283	355
16-17	385	337	358	346	354	276	253	356	265	337
17-18	404	390	370	351	358	255	287	375	271	390
18-19	329	299	324	335	295	225	279	316	252	299
19-20	264	256	262	325	222	194	196	266	195	256
20-21	211	158	202	240	184	158	173	199	166	158
21-22	147	145	160	186	164	163	146	160	155	145
22-23	91	124	130	148	129	151	112	124	132	124
23-24	33	54	58	70	100	90	58	63	74	54
TOTAL:	5,524	5,503	5,599	5,715	5,480	4,216	3,878	5,562	4,052	5,110

Generated on September 11, 2019 at 3:31 PM

Average Vehicle Count

Location: 57 Everett St

Report Period: 7/24/2019 to 8/2/2019

Address: 57 Everett St, Norfolk, MA, 02056

Total Vehicle Count: 9,415

Speed Limit: 30

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Average Weekday	Average Weekend	Average Week
00-01	0	1	3	2	4	8	7	2	8	
01-02	1	1	1	2	1	0	0	1	0	
02-03	2	0	0	1	2	1	3	1	2	
03-04	0	1	0	1	0	1	0	0	1	
04-05	1	1	4	0	2	0	0	2	0	
05-06	8	10	9	10	5	0	1	8	1	
06-07	21	31	19	22	36	13	9	26	11	2
07-08	50	33	39	39	34	30	18	39	24	3
08-09	54	58	48	54	44	34	30	52	32	4
09-10	35	38	33	48	54	46	48	42	47	4
10-11	39	53	31	42	50	51	44	43	48	4
11-12	55	42	48	48	56	73	77	50	75	5
12-13	54	43	49	60	73	62	118	56	90	6
13-14	55	42	61	56	56	56		54	103	6
14-15	69	68	70	66	80	54	114	71	84	7
15-16	172	90	90	95	52	50	95	100	73	8
16-17	193	107	149	150		57	102	152	80	10
17-18		H 176	H 200	H 168	147	69	140	198	105	17
18-19	168	96	94	96	77	H 123	113	106	118	11
19-20	64	59	53	58	41	36	66	55	51	5
20-21	76	16	13	44	28	39	22	35	31	3
21-22	62	9	16	21	9	66	15	23	41	2
22-23	5	9	8	12	9	13	11	9	12	1
23-24	3	1	4	10	9	4	3	5	4	
TOTAL:	1,486	985	1,042	1,105	1,031	886	1,186	1,130	1,041	1,111

Generated on September 11, 2019 at 3:41 PM

Statistics Summary Report

Location: 57 Everett St
 Address: 57 Everett St, Norfolk, MA, 02056
 Speed Limit: 30

Report Period: 7/24/2019 to 8/2/2019
 Total Vehicle Count: 9,415

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	31	4	9	29 %	15	40	29	34
01-02	8	1	2	25 %	14	39	26	37
02-03	12	2	2	17 %	16	34	25	29
03-04	5	1	3	60 %	21	42	33	39
04-05	11	2	4	36 %	18	37	26	31
05-06	57	8	11	19 %	3	41	26	32
06-07	208	30	75	36 %	12	42	29	34
07-08	315	45	122	39 %	3	50	28	35
08-09	421	60	159	38 %	4	44	28	34
09-10	405	58	176	43 %	3	44	29	35
10-11	404	58	167	41 %	3	43	28	34
11-12	502	72	214	43 %	3	42	28	35
12-13	592	85	248	42 %	3	45	29	35
13-14	589	84	254	43 %	3	45	29	35
14-15	667	95	274	41 %	3	49	29	34
15-16	791	113	349	44 %	7	43	29	35
16-17	1,069	153	545	51 %	3	43	30	35
17-18	1,368	195	683	50 %	3	44	30	35
18-19	863	123	346	40 %	4	49	29	34
19-20	434	62	155	36 %	5	43	28	34
20-21	294	42	103	35 %	4	45	29	34
21-22	234	33	100	43 %	5	40	28	35
22-23	86	12	35	41 %	12	44	29	34
23-24	49	7	21	43 %	22	41	31	35
	9,415	1,345	4,057	39 %	8	43	29	34

SPECIALTY WARNING SOLUTIONS

INTERSECTION CONFLICT WARNING SYSTEMS



Minor road configuration using solar-powered BlinkerStop® with radar and presence detector. Major road configuration using solar-powered Intersection Ahead BlinkerSign with radar detection.

MINOR ROAD OPTIONS

Includes: Warning alert of choice; pole mounting hardware; radio installed in cabinet; sensor of choice with corresponding solar/battery package:

- Radar and inductive loop: 55 watt solar panel/48Ah battery package
- Radar and presence detector: 85 watt solar panel/105Ah battery package
- BlinkerBeacon™ comes standard with 12" red beacon LEDs and black housing.
- Static signs and poles sold separately. See page 47 for common pole kits.

WARNING ALERTS	BLINKERSTOP® DIMENSIONS	SENSOR	POWER	PART NUMBERS
 SINGLE	-	Radar and Presence Detector	Solar	600370
		Radar and Inductive Loop		600371
 SINGLE	30"	Radar and Presence Detector	Solar	600372
		Radar and Inductive Loop		600374
	36"	Radar and Presence Detector	Solar	600373
		Radar and Inductive Loop		600375

MAJOR ROAD OPTIONS

Includes: Radar sensor; pole mounting hardware; radio installed in cabinet; warning alert of choice:

- BlinkerSign®: 30 watt solar panel/35Ah battery package
- BlinkerBeacon™: 55 watt solar panel/48Ah battery package, comes standard with 12" amber beacon LEDs
- Static signs and poles sold separately. See page 47 for common pole kits.

WARNING ALERTS	BLINKERSIGN® DIMENSIONS	POWER	PART NUMBERS
 SINGLE	-	Solar	600376
 SINGLE	30"	Solar	600379
	36"	Solar	600380

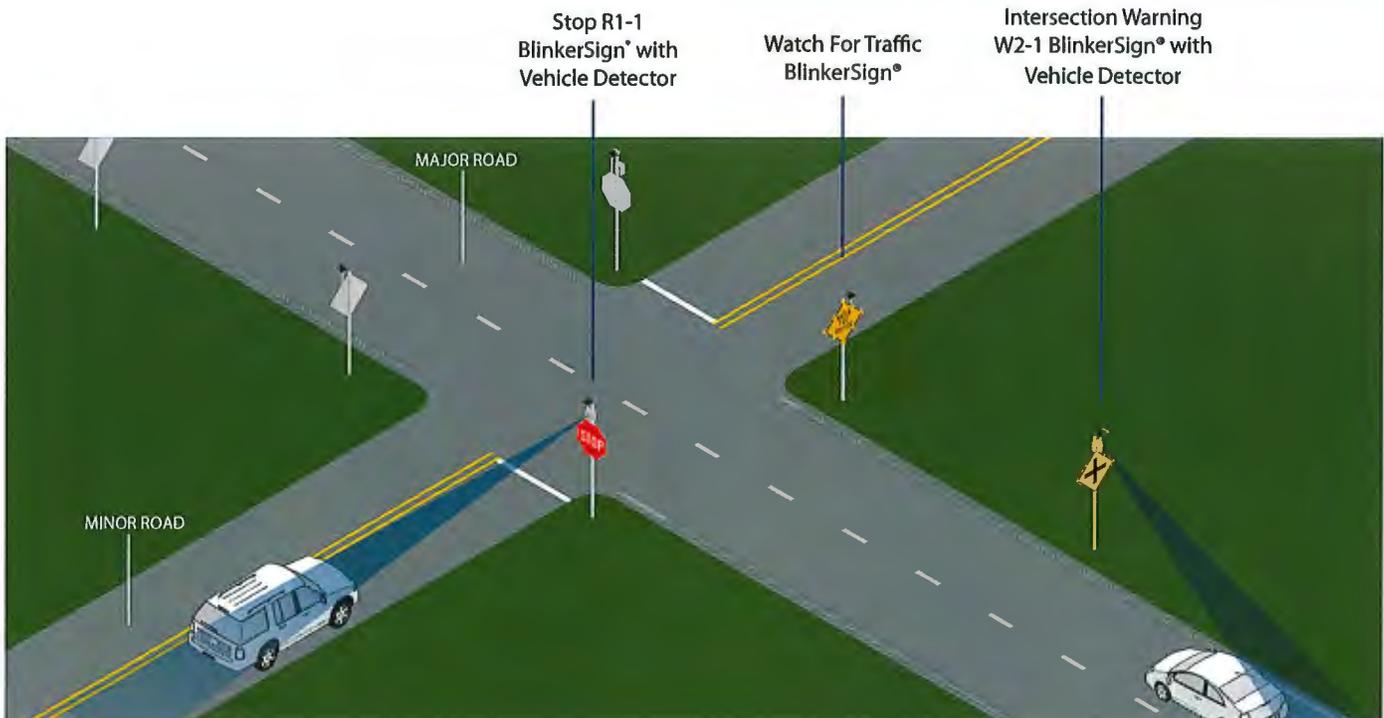
BlinkerSign[®] Intersection Conflict Applications

BlinkerSign[®] Intersection Conflict Applications address conflicts at 2-way stop intersections by providing drivers (on both the major and minor roads) with real-time dynamic warnings of other vehicles approaching the intersection.

These systems consist of Vehicle Detectors on one or both roads triggered by approaching vehicles. Wirelessly triggered BlinkerSign[®] LED Signs or BlinkerBeacon[®] signs then flash a real-time warning to signs visible by the drivers of the vehicles on both roads.

Major road traffic is warned with a flashing BlinkerSign[®] or BlinkerBeacon[®] indicating the potential for cross traffic (typically "Entering Traffic When Flashing" or "Watch For Traffic"). Motorists the minor road are alerted with flashing LEDs on BlinkerSign[®] R1-1 "STOP" signs.

- Solar Powered/ Energy Efficient - Low cost
- Combined effect of warnings to drivers on both roads provides drivers advance warning, reducing conflicts resulting in serious injuries or fatalities
- Used by many state DOTs
- Easy to install
- Ideal for rural areas



Features

- Heightened driver awareness
- Custom signs available
- Optional loop detection
- Optional presence sensors
- Can be integrated into an ITS (Intelligent Transportation System)
- Day-Viz™ LEDs command attention day and night
- Proprietary circuitry automatically adjusts light output for maximum visibility and battery efficiency

Applications

- High incident intersections

Benefits

- Reduce accidents, incidents and fatalities
- Federally approved (MUTCD compliant)
- Earth-friendly
- Heightened driver awareness
- Increased visibility at high incident intersections



Visit **Traffic and Parking** on YouTube for videos on these products and more.



Standard specifications (subject to change without notice)

Warranty

3 year standard warranty

Smart Activation Options

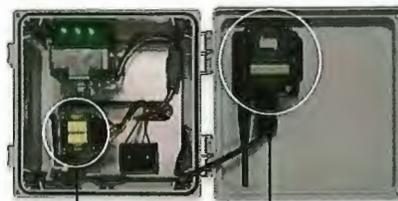
24/7 continuous

Dusk til dawn

Vehicle detection

Radar Vehicle Speed Sensor ①

A low power draw Digital Signal Processing (DSP) based K-band radar for ITS sign activation and traffic calming. 300+ feet typical detective range for a compact vehicle.



① Radar module (vehicle speed sensor)

② BlinkerBeam gateway

Optional BlinkerBeam® Wireless Communication ②

BlinkerSign® Warning Systems can consist of two BlinkerSign® units, one on either side of the curve or intersection. When activated, the signs communicate wirelessly with each other through a BlinkerBeam® wireless transmitter. Instantly both BlinkerSign® LEDs are flashing in unison, warning traffic in both directions



BlinkerBeam® option available



1-800-236-0112

www.tapconet.com

Traffic & Parking Company, Inc. 5100 West Brown Deer Road, Brown Deer WI 53223 U.S.A. Phone 800-236-0112 FAX 800-444-0331
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Contract Holder
GS-07F-5924R
GS-07F-0234U



Contract Holder
2013-100

PATENT NUMBERS 6,943,698 AND 6,693,556. OTHER PATENTS PENDING

1005-00003 03/13/14

09/05/2019 17:57
9730bboo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

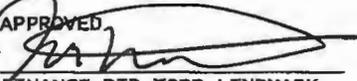
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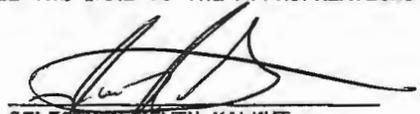
DATE: 09/10/2019 WARRANT: 11vs20 AMOUNT: \$ 127,245.51

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

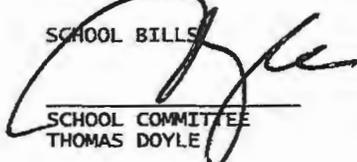
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5,462.9 +
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9,337.58 +
1,059.28 +
127,245.51 * ✓

APPROVED

FINANCE DIR TODD LINDMARK


SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

09/03/2019 12:39
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

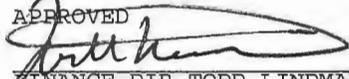
P 1
apwarrnt

DATE: 09/03/2019 WARRANT: 10V20 AMOUNT: \$ 804,026.49

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3,089.00
804,026.49

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED

FINANCE DIR TODD LINDMARK


SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

09/10/2019 10:40
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 09/10/2019 WARRANT: 11VSA20 AMOUNT: \$ 4,100.00

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT
INDICATED.

APPROVED


FINANCE DIR TODD LINDMARK


SELECTMEN KEVIN KALRUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

09/10/2019 13:15
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

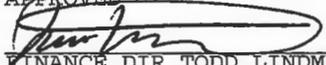
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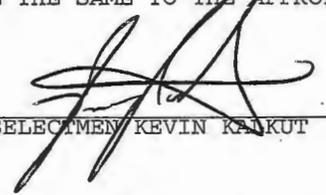
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\$	10,554.41
\$	384.00
\$	854.85
\$	3,666.89
\$	203,619.72

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED


FINANCE DIR TODD LINDMARK


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