



TOWN OF NORFOLK

SELECT BOARD

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 Select Board will meet on Thursday, March 5, 2020, at 5:30 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. 5:30 p.m. Call Meeting to Order

Executive Session

- A. 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**
- B. Executive Session under M.G.L. c.30A, §21(a)(3) to discuss settlement of two matters of litigation, specifically:
 - a. Lorraine Sweeney v. Norfolk Zoning Board of Appeals and Edward O'Harte, Superior Court Civil Action #1882CV00638; and**
 - b. James B. Lorusso Trustee v. the Zoning Board of Appeals and Marie & Bruce Simpson Land Court Case #18MISC16943****
- C. Executive Session under M.G.L. c.30A, §21(a)(2) to prepare for contract negotiations for the Director of Public Works Contract**

2. Public Comment

Action Items

- 3. Please consider issuing a special one-day liquor license to the Norfolk Lion's Club for their Chilifest Fundraiser on March 7, 2020**
- 4. Please consider authorizing the Norfolk School Committee to submit a Statement of Interest to the MSBA for the expansion of the Freeman Kennedy School**
- 5. Please consider determining the amount of the FY21 operating budget to propose to Town Meeting**
- 6. Please vote on the Board's intention to lay out Nichols Way for acceptance at the May 12th Town Meeting**
- 7. Please consider exercising the Town of Norfolk's right of first refusal to purchase a property located at 75 Cleveland Street**

8. Please consider sending a letter of support to the Massachusetts Historical Commission for a grant to replace the Norfolk Grange Roof
9. Please consider an appointment to the Board of Registrars
10. Please consider approving a request from the Federated Church of Norfolk to use the Gazebo on Town Hill on Easter Sunday, April 12, 2020, for their annual sunrise service from 5:30 to 7:00 a.m.
11. Please consider appointing Judith Lizardi as a Records Access Officer to replace Anthony Turi

Discussion Items

12. Please discuss a draft of the warrant for the Annual Town Meeting
13. Please discuss the formation of a Building Committee for the repair or replacement of the Fire Station
14. Please discuss the adoption of a Code of Conduct
15. Please discuss a policy to publish correspondence received by the Board on the Board's website page

Report of Warrants

16. The following warrants have been signed:

- 2/14/2020 16P20 and 16PS20 \$819,810.94 (CW)
- 2/18/2020 34V20 \$198,731.06 (CW)
- 2/18/2020 34VS20 \$110,793.59 (CW)
- 2/25/2020 35V20 \$165,608.10 (KK)

Approve Minutes

17. Please consider approval of the minutes

Any other unanticipated business that may come before the Board

ADJOURNMENT



Blythe C. Robinson, Town Administrator



TOWN OF NORFOLK SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

March 3, 2020

MEMO TO: Select Board

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

RE: **Agenda Background – March 5, 2020**

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

1. 7:00 pm. Call Meeting to Order
2. Public Comment
3. Please consider issuing a special one-day liquor license to the Norfolk Lions Club for their Chilifest Fundraiser on March 7, 2020

The Norfolk Lions Club is having their 13th annual Chilifest fundraiser on Saturday, March 7th, and are planning to have a cash bar for the sale of alcohol. As a non-profit organization they are eligible for such a license as part of the event, for which application is included in your packet. They have provided all of the required paperwork and insurance, and our public safety departments have expressed no concerns about how prior year's events have gone. As the event is planned for two nights after this meeting, approval at this meeting is important. This item has been placed first on the agenda to enable the club representative to obtain the approved license right away as our offices will be closed on Friday, thus it will need to be signed during the meeting.

MOVE that the Board approve a special one-day license for the Norfolk Lions Club for their Chilifest fundraiser on Saturday, March 7th.

4. Please consider authorizing the Norfolk School Committee to submit a Statement of Interest to the MSBA for the expansion of the Freeman Kennedy School

Last fall the Board heard a presentation by Superintendent Allardi regarding the need to expand the Freeman Kennedy School due to burgeoning enrollment. Dr. Allardi indicated to the Board that this project might be a candidate for funding from the Massachusetts School Building Authority (MSBA) program. Annually, the MSBA invites Statements of Interest (SOI) from communities who would like to be invited into the program, the deadline for

which this year is April 6th. Dr. Allardi and members of the School Committee will be at this meeting to discuss the prospect of this with you, as the MSBA requires that both the School Committee and Select Board vote to approve the submission of an SOI. Included in your packet is an overview of the program for your review prepared by Dr. Allardi and a copy of the PowerPoint presentation she made to the Board on this topic last fall. Should you wish to move forward both the Board and School Committee must vote to authorize the submission. Authorization of the submission does not bind the Town to entering the program, that would be determined later this year when the MSBA determines who it will invite into their program.

Resolved: Having convened in an open meeting on March 5, prior to the closing date, the Select Board of Norfolk, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 6, for the Freeman-Kennedy School located at 79 Boardman St. which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Elimination of existing over-crowding and prevention of severe overcrowding expected to result from increased enrollments, which must be substantiated. The district is currently out of classroom space at the H. Olive Day School and cannot accommodate the two additional classrooms needed next year without impacting other core educational programs. Increased enrollment due to significant building and construction is expected to result in severe overcrowding at the Freeman-Kennedy School in the next few years;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Norfolk to filing an application for funding with the Massachusetts School Building Authority.

5. Please consider determining the amount of the FY21 operating budget to propose to Town Meeting

As you know it is the responsibility of the Select Board to propose a balanced budget to the annual town meeting for the ensuing fiscal year. Since the budget workshop on February 8th, staff has been working to develop the budget that is included in your packet to consider. In the ensuing weeks we've received clarification on the proposed school budgets, health insurance rates, and further analyzed various accounts and costs. The result is at present the budget is out of balance by \$297,474. With this deficit eliminated the budget would increase 2.81% over FY20. While this deficit would appear to be a large gap, there are several measures that staff can recommend to close that gap. Below is a discussion of the major drivers for this budget, line items that have not been finalized, and what measures could be taken to balance the budget.

There are several important factors impacting the revenue side of the budget including:

- Tax increase of 2.5% which increases revenues by \$784,537
- New growth – estimated to increase \$600,000
- State aid – there is a net reduction in the Governor’s proposed budget of \$3,401. While Lottery aid is up 2.8%, it is offset by various Cherry sheet charges of \$161,502 the most significant is increased Charter School tuitions
- Local Receipts: We are currently analyzing these further but would point out the following:
 - Transfer Station Revenue – We strongly recommend that the Board consider adjustments to the program and charges. Without such we will need to reduce revenue projections as the division lost almost \$70,000 in FY19
 - Ambulance receipts – rates were increased last fall and we may be able to offset some the cost of the new firefighter/paramedic positions
- Free Cash – At this point we have budgeted a reduction as well as no revenue from cemetery fees for a total of \$100,000, down from \$233,197 in FY20

The major drivers on the expense side of the budget include:

- Norfolk Schools increase of \$561,547 or 4.4% due to increasing enrollment
- Public Safety services – increase of \$249,868 or 4.5% due to two new grant funded Firefighter/paramedic positions and union contract obligations
- Norfolk County Retirement contribution – increase of \$148,362 or 6.7%
- Health insurance costs have increased 3.81% or \$89,810. This is the combination of a rate increase of 3.67% and adjustments to the number of enrollees and the types of plans they are enrolled in
- Debt Service costs – increase of 87,065 or 16.97%

There are some important factors to keep in mind with this budget:

- King Philip School Budget – the assessment is lower than anticipated at a 1.46% increase (overall increase of \$129,593). Having said that, the school committee has not certified the budget, and there is some concern about the ability of our sister communities to fund their assessments. If those towns do not pass a budget as certified, Norfolk’s assessment may go down
- Health insurance – we have two options to lower the overall cost of insurance:
 - Retiree health insurance- currently it is the Board’s policy to charge retirees 35% of their retiree coverage, the same as current employees. The Board can reduce that premium share to 50% which we project would save the Town over \$120,000 annually and may significantly reduce our OPEB liability.
 - Health insurance opt out program – we plan to notify all employees shortly that this program is available and we would anticipate a decrease in this budget if employees are able to take advantage of it.
- Norfolk Schools budget – this budget hasn’t been voted on by the school committee at this juncture, however the Superintendent has advised us that in order to meet the

demand for increasing enrollment (1% increase in student population, 150 children enrolled for kindergarten next year), this budget needs to increase by 4.4%.

- Town side budget adjustments – we continue to look at budget adjustments both in revenue adjustments and expenditure decreases. We would request clearer direction from the Board on the total picture of the budget in order to determine what is recommended

At early discussions on the budget the Board had debated what level of budget increase it would support for next year. The discussion ranged from an increase of 3.0% which largely depends on a 2.5% tax increase, to level funding the budget from FY20. To put this in perspective, the following amounts would have to be reduced from the budget at the steps outlined below:

2.81% budget increase: Eliminate the deficit of \$297,474

2.0% budget increase: Cut \$351,218 (deficit of \$297,474 + 54,248)

1.0% budget increase: Cut \$781,160 (deficit of \$297,474 + 483,686)

Level funded budget: Cut \$1,210,597

In thinking about these options, it is important to keep in mind the following:

- Fixed costs are up \$395,933 or 5.3% from FY20
- Education costs (Norfolk & King Philip) are up \$691,140

Budgets of 2% or less would likely mean reductions in staffing across both the Town and school departments and those would likely be felt in service delivery or class size changes that would be apparent to residents.

6. Please vote on the Board's intention to lay out Nichols Way for acceptance at the May 12th Town Meeting

This street is part of a nine-unit open space subdivision off Holbrook Street built by Mr. Tom DiPlacido. The street is complete to the Town's standard, and thus ready to be considered for acceptance. In order to do so at the spring Town Meeting, the Board needs to vote its intent to lay out the street, and then refer the street to the Planning Board so that they can review the information and provide the Select Board with a report on this within 45 days.

In order to comply with the provisions of Chapter 82 of the Massachusetts General Laws, and to provide for a full and proper public discourse on this matter, the Select Board also votes that notice of this intention be served upon the owners of the lands that will be acquired for this purpose, and on abutters thereto. This notice shall state the intentions of the Select Board, and announce that the Select Board will meet on (April 21, 2020) in the (Norfolk Town Hall) to hear all persons interested in the laying out of these Town ways. Further, the Select Board votes in accordance with Chapter 82 of the Massachusetts General Laws to forward Nichols Way to the Norfolk Planning Board for a recommendation on street acceptance.

MOVE that the Board vote on the request of Tom DiPlacido; its intent to lay out Nichols Way as a public way. It is the opinion of the Select Board that common convenience and necessity require the laying out of a public way in this location.

7. Please consider exercising the Town of Norfolk's right of first refusal to purchase a property located at 75 Cleveland Street

Included in your packet is a letter from the Law Offices of Louis J. Dakoyannis informing the Board of the intent of the owner of 75 Cleveland Street to sell their 18.54-acre property which at this point has been a participant in the M.G.L. Chapter 61 Forest Land Program. As you know, when the owner of a property in the program decides to sell it, the Town has a right of first refusal to buy it at the amount negotiated by the seller. In this case, the executed purchase and sale agreement cites a purchase price of \$575,000.00. The Town has 120 days from the date of this notice to exercise this right. We have alerted our various departments and the CPC Committee to inquire whether there was interest to acquire the land. You will note that the CPC has looked at this property on a previous occasion and would not support acquisition. Without support from CPC, the only other funding sources available would be a Town Meeting action to either use stabilization funds, or approval to issue debt. DPW notes that while the parcel does abut other town green space, the possibility to develop it into a future water source is unknown until money could be spent to determine this. Thus, without specific interest by the Select Board to acquire the property for some specific purpose, we recommend that the Board not execute its right of first refusal. The motion scripted below is written in the affirmative, so if you do not wish to exercise the Town's right, then the board would vote no.

MOVE that the Board vote to waive the Town's right to notice of sale and waive the Town's right of first refusal to purchase 18.54 acres of land at 75 Cleveland Street pursuant to Massachusetts G.L. 61.

8. Please consider sending a letter of support to the Massachusetts Historical Commission for a grant to replace the Norfolk Grange Roof

Select Board Member Wider recently was contacted by a contractor working for the Grange to ask if the Town would be willing to send a letter of support to the State Historical Commission in support of a grant that the Grange is pursuing to help cover the cost of replacing the building's roof. There is no financial support required by the Town for this project. The State Historical Commission does look for letters of support from communities as part of their grant decision process.

MOVE that the Board authorize the Chair to send a letter of support to the Massachusetts Historical Commission regarding the Grange's application for a historic preservation grant application.

9. Please consider an appointment to the Board of Registrars

In January our office sent a letter to the Democratic Town Committee Chair notifying him that we have a vacancy on the Board of Registrars that needs to be filled, and asking for three names from which the Select Board could appoint. We received an

email back from Mr. David Rosenberg indicating that the Committee voted to nominate him for another term. They did not supply any other names; thus, we recommend that you appoint Mr. Rosenberg.

MOVE that the Board appoint Mr. David Rosenberg to the Board of Registrars for a three-year term beginning April 1, 2020.

10. Please consider approving a request from the Federated Church of Norfolk to use the Gazebo on Town Hill on Easter Sunday, April 12, 2020, for their annual sunrise service from 5:30 to 7:00 a.m.

As they have done for a number of years, the Federated Church has requested that the Board approve the use of the gazebo on Town Hill to hold their Easter sunrise services. There have been no issues with the service in past years, thus we recommend that the Board approve their request again this year. We have alerted them to the policy regarding the refundable security deposit.

MOVE that the Board approve a request by the Federated Church utilize the gazebo on Town Hill on Sunday, April 12th from 5:30 AM – 7:00 AM to hold their annual Easter Sunday services.

11. Please consider appointing Judith Lizardi as Records Access Officer to replace Anthony Turi

Effective February 24th, Anthony Turi submitted his resignation from performing the duties of Records Access Officer (RAO) for the Town. The Town must designate one or more RAO's to coordinate the Town's response to requests for records, and to assist individuals who seek records in identifying what they are looking for. I am recommending that the Board appoint Judith Lizardi, an Executive Assistant in my office to replace Mr. Turi in this role. She would join the Police and Fire Chiefs who are the other two RAO's designated by the Board. In Ms. Lizardi's short tenure with the Town she has shown exemplary skills in the area of coordinating information, attention to detail and follow up that are important skills in this area. In order for her to perform the work I propose to increase her hours by up to ten per week, and correspondingly will reduce Mr. Turi's hours by the same amount. Should you approve this request we will seek a year end transfer near the end of the fiscal year to transfer funds from the Town Clerk's budget salary line to the Select Board Office.

MOVE that the Board appoint Ms. Judith Lizardi as Records Access Officer to replace Anthony Turi.

12. Please discuss a draft of the warrant for the Annual Town Meeting

Included in your packet is a first draft of the warrant for the annual meeting. There are 29 articles proposed that are comprised of the typical articles required for the Town to conduct its business along with several articles to make changes to sections of the zoning bylaws, the establishment of a school special education reserve fund, and a citizen petition to change the requirements to be appointed by the Advisory

Committee. I would appreciate your feedback as to the order of the warrant, or any questions you may have about any article.

13. Please discuss the formation of a Building Committee for the repair or replacement of the Fire Station

This item has been placed on the agenda so that the Board can consider the formation of a building committee for the fire station. While the timing of the replacement or major repair of the building hasn't been identified, we do need to address how to properly house the staff now that we've hired two new firefighter/paramedics as a result of the SAFER grant.

The existing mobile trailer was acquired approximately 15 years ago and was intended to be a short-term solution to locate staff that couldn't be housed in the station itself. As you may know, our employees work 24-hour shifts, so the trailer functions not only as an "office space", but also accommodates sleeping quarters for three persons, a kitchen for meal preparation, and lockers for personal gear. This set up has worked well for as long as the staffing was such that there haven't been more than three persons working on overnight shifts. When the former Chief applied for the SAFER grant, the project budget and timing were planned so that once the Police Station was completed, the Fire Station would follow shortly thereafter, and there would be a short window between the timing of the new positions if the grant was won, and sufficient space in a temporary or permanent building to house them. As you know we did win the grant, and have hired those two persons, so that there are regularly four persons working 24 hours/day, however we haven't been able to identify a path forward to fund the building project. The current trailer is inadequate for this many people to work in on more than a temporary basis. Staff has been working to identify how to rectify this matter and is looking at two options which are either to purchase a larger trailer or to modify the interior of the existing building. We are leaning towards the trailer purchase, as we believe it will be the most cost effective for the Town long term, especially as it will likely allow the department to stay on site throughout the eventual construction at far lower cost than relocating to DPW has had originally been envisioned.

For these reasons, this agenda item is meant to give the Board the opportunity to discuss whether to form a committee whose first task would be to review this matter and make a recommendation to the Board, or the Board would prefer to hold off on the formation of a committee, and decide based directly on staff's proposal. A copy of the relevant section of the Town's General Bylaws regarding building committee's is attached for your review. If you wish to move forward I recommend that we make an announcement to invite residents to submit an application to be considered.

14. Please discuss the adoption of a Code of Conduct

Included in your packet is a draft policy for your consideration to implement a code of conduct. The purpose of the code is to set standards for how the Board conducts itself with regard to the public, fellow boards and members, the Town Administrator and other staff. Included but separate is a code of conduct for visitors. This document is intended to set standards for how visitors to Town Hall and other public

buildings conduct themselves. We would like to discuss with you the intent behind these documents and whether the Board would like to consider moving forward to implement them or something similar.

15. Please discuss a policy to publish correspondence received by the Board on the Board's website page

The Board receives various types of correspondence throughout the year. Some of it is routine necessary to carry out the Town's business, and other correspondence reflects input and concern from citizens. While some of this results in items that come before the Board for either discussion or action, some of it has not and thus is not information that has been made available to the public. The purpose of this agenda item is for the Board to discuss whether they might be interested in developing a policy by which the Board could choose to publish some of the correspondence it receives and whether the use of the Board's website is the vehicle with which to do so. No policy document has been developed at this point.

16. The following warrants have been signed:

- 2/14/2020 16P20 and 16PS20 \$819,810.94 (CW)
- 2/18/2020 34V20 \$198,731.06 (CW)
- 2/18/2020 34VS20 \$110,793.59 (CW)
- 2/25/2020 35V20 \$165,608.10 (KK)

17. Please consider approval of the minutes

MOVE that the Board approve the minutes of the January 28, February 4, 8 and 18, 2020 regular meeting minutes.



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Norfolk Lions One-Day Liquor License

1 message

Erron Kinney <ekinney@norfolk.ma.us>
To: Nancy Langlois <nlanglois@norfolk.ma.us>

Thu, Feb 27, 2020 at 11:34 AM

Hey Nancy,

The Fire Department has no comment or issues with the proposed event and license

Erron Q. Kinney, FO

On Feb 26, 2020, at 12:37 PM, Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Afternoon,

Information contained in the email below is regarding a one-day liquor license (all-alcohol) request for the Norfolk Lion's Chilifest being held on March 7th. They have provided all of the necessary information (in an attached zip file) with the exception of the Police Department's requirement on a police detail. However, as you can see, they plan on contacting the Police Department today.

Please provide your comments and or concerns so I can pass along to the Select Board for their consideration on this matter at their March 5th meeting.

Thank you for your cooperation.

Regards,
Nancy

----- Forwarded message -----

From: **Dan Rochefort** <rochefordt@yahoo.com>
Date: Wed, Feb 26, 2020 at 7:29 AM
Subject: Norfolk Lions One-Day Liquor License
To: Nancy Langlois <nlanglois@norfolk.ma.us>
Cc: Kevin Roche <kevinr11000@yahoo.com>

Hi Nancy,

I'm attaching an electronic version of the application and the requested documentation. Kevin (cc'd) will be discussing the police detail with the police department today and will bring the hard copies along with the check.

Regards,
-dany

--

Nancy A. Langlois
Executive Assistant
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
(508) 440-2801



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Norfolk Lions One-Day Liquor License

1 message

Charles Stone <cstone@norfolk.ma.us>
To: Nancy Langlois <nlanglois@norfolk.ma.us>

Wed, Feb 26, 2020 at 4:11 PM

I will not require one. Yes they did contact me and I understand some of my officers will be supporting this event so I am confident as I can be this will go smoothly.

CS

Any word on those two police officers appointment letters

On Wed, Feb 26, 2020 at 4:09 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Hi Chief,

Have they contacted you yet about a detail and are you requiring one?

Nancy

On Wed, Feb 26, 2020 at 1:54 PM Charles Stone <cstone@norfolk.ma.us> wrote:

I don't have any concerns with this event and suggest that parking is on Grange Property and the access road to the school on one side.

CS

On Wed, Feb 26, 2020 at 12:37 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Afternoon,

Information contained in the email below is regarding a one-day liquor license (all-alcohol) request for the Norfolk Lion's Chilifest being held on March 7th. They have provided all of the necessary information (in an attached zip file) with the exception of the Police Department's requirement on a police detail. However, as you can see, they plan on contacting the Police Department today.

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Thank you for your cooperation.

Regards,
Nancy

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Cc: Kevin Roche <kevinr11000@yahoo.com>

Hi Nancy,

I'm attaching an electronic version of the application and the requested documentation. Kevin (cc'd) will be discussing the police detail with the police department today and will bring the hard copies along with the check.

Regards,
-dany

--



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Phone Call to ABCC Regarding One-Day Liquor License for the Lion's Chilifest

1 message

Nancy Langlois <nlanglois@norfolk.ma.us>

Mon, Feb 24, 2020 at 6:00 PM

To: Blythe Robinson <brobins@norfolk.ma.us>

Hi Blythe,

I spoke with Ryan Melville, Deputy Executive Director of the ABCC's Licensing Division, last Wednesday regarding the requirements for alcohol licensing when a caterer with a 12C license is serving. He stated very clearly that if the event is **open to the public**, the 12C license would not apply. He stated that the organization sponsoring the event would need to apply to the LLA for a One-Day Liquor License. In the case of private events, the 12C license could be used for serving.

If you need any further information, please let me know.

Nancy

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801



TOWN OF NORFOLK
OFFICE OF THE SELECT BOARD
ONE LIBERTY LANE, NORFOLK, MA 02056

508-440-2855

Updated 02/19/2020

Special One-Day Alcoholic Beverages License Application

License Fee: \$25.00

Select One:

All Alcohol

non-profits only, submit proof of IRS 501(c)(3) status

Wine/Malt Only

for-profits or non-profits

Name of Applicant and/or Organization Applying (name to appear on license):

NORFOLK LIONS CLUB

Full Address: NORFOLK GRANGE, 28 ROCKWOOD RD, NORFOLK MA

Applicant's Cell Number: 508-717-4952

Organization Phone: N/A

Applicant's Email: rochefortd@yahoo.com

Organization Email:

Event Date: MARCH 7, 2020

Hours of Event (from/to): 6-11 PM

Expected Number of Attendees: <100

Age Range of Attendees: 21 AND OVER

Have the individual(s) who will be serving alcohol completed an appropriate server-training program?
(✓) YES Bartenders and/or servers of alcohol, beer and/or wine must have completed an appropriate Massachusetts Alcoholic Beverages Server Training program.

On a separate piece of paper, please describe the manner in which alcohol will be served to your guests to ensure compliance with existing laws (check IDs, table service/bar, etc.) and specify the manner by which service of such beverages, if minors are in attendance, will be controlled. Minors are not allowed within the area where alcohol beverages are dispensed.

On a separate piece of paper, please attach a floor plan (8.5x11 white paper) of the event area, showing the exact location where alcoholic beverages will be delivered, sold/served and consumed, and indicate all entrances and exits. This can be hand-drawn, if necessary.

Special One-Day licensees **must** purchase alcoholic beverages from a licensed supplier. Special licensees **cannot** purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone. For a list of licensed suppliers, visit <http://www.mass.gov/abcc/onedayauthorized.htm>

Please turn over for more information & to sign application

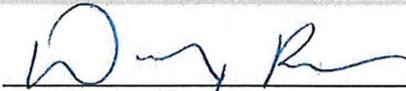
TOWN OF NORFOLK LIABILITY DISCLAIMER FOR SPECIAL ONE-DAY LICENSES

By exercising the privileges of this Special One-Day License in serving persons with alcoholic beverages, the Licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this Special One-Day License will be deemed to be acknowledgement that you are aware of this potential liability.

You are encouraged to discuss the risks associated with exercising your privileges of this Special One-Day License and the appropriate precautions to avoid injuries, damage and liability to others with your legal advisor.

The Town of Norfolk and the Select Board, acting as the Local Licensing Authority, shall not be liable to the Licensee or to others if injury or damage shall result from the exercise of this Special One-Day License.

By signing this form, the Applicant acknowledges that he/she understands and will comply with all applicable liquor regulations set forth by the Alcoholic Beverages Control Commission and the Licensing Authority of the Town of Norfolk.


Applicant's Signature

2/25/2020
Date

REQUIRED DOCUMENTATION TO SUBMIT WITH APPLICATION:

- Completed license application with cash/check fee, made payable to *Town of Norfolk*
- Invitation/flyer/letter of explanation regarding event
- Proof of non-profit status (for All Alcohol license only)
- Certificate of Liability Insurance, providing coverage for fire, premises liability, and liquor liability with reasonable limits of coverage, except that liquor liability shall have minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, whereas the policy shall carry an endorsement that the Town of Norfolk shall be notified by the insurer no less than ten days prior to the cancellation of said coverage. **The Town of Norfolk must be named on the certificate as an additional insured for the event.**
- Sketch of premises of a reasonable precise nature that clearly delineates the location and manner in which alcoholic beverages will be served/sold, delivered, and/or dispensed.
- Letter/email/receipt from the Police Department, indicating a police detail has been secured for the event (or evidence that it has been waived by the Police Chief).

GUIDELINES:

- Application for Special One-Day License must be submitted one month prior to event.
- Alcohol may only be served at an open bar if a bona fide invitation is received by all attendees.
- Events can only be held on day and date approved on license. No refund is possible after a Special One-Day License has been issued if not used on date specified.
- Alcohol must be delivered the day of the event and removed from the premises after the event, by the expiration of the Special One-Day License.
- Special One-Day Licenses can only be issued for events occurring between 11:00am - 11:00pm, Monday - Saturday; and Noon - 11:00 p.m. on Sundays.
- No person shall be granted a special license more than thirty (30) times in a calendar year.
- License must be posted in the most conspicuous place at the location of event.
- DO NOT allow anyone to bring their own alcoholic beverages to your event.
- Control and properly police the area where the alcoholic beverages are being dispensed. Do not permit persons to carry their alcoholic beverages outside the approved area for consumption.
- Unless waived by the Police Chief in writing, a police detail is required, beginning ½ hour prior to guests arrival and continuing until all guests have left the premises. It is the applicant's responsibility to coordinate these details. Payment of the detail is the responsibility of the applicant at applicable rates.

Failure to abide by the above listed guidelines or by any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend or revoke any Special One-Day License issued under M.G.L. Chapter 138, Section 14.



THOMMCG-01

SPIKE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Deland, Gibson Insurance Associates, Inc. 36 Washington Street Wellesley Hills, MA 02481	CONTACT NAME:	
	PHONE (A/C, No, Ext): (781) 237-1515	FAX (A/C, No): (781) 237-1805
	E-MAIL ADDRESS: info@delandgibson.com	
INSURED Thomas McGue, Inc. Basil Restaurant 43 Frairy Street Medfield, MA 02052	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Citizens Ins. Co. of America	NAIC # 31534
	INSURER B: Hanover Insurance Company	22292
	INSURER C: Mass Bay Insurance Company	22306
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			ZBND691117	11/10/2019	11/10/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 HIRED NON OWNED \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ZBND691117	11/10/2019	11/10/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			UHND713638	11/10/2019	11/10/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WDND712574	11/10/2019	11/10/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			ZBND691117	11/10/2019	11/10/2020	Aggregate Limit 1,000,000
A	Commercial Property			ZBND691117	11/10/2019	11/10/2020	See Below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location: 43 Frairy Street, Medfield, MA 02052

Building Limit: \$988,000

Business Personal Property Limit: \$567,840

Deductible: \$1,000 per claim

Special Form - Replacement Cost

Liquor Liability Coverage follows the insured for events off-premises.

CERTIFICATE HOLDER

CANCELLATION

Town of Norfolk
1 Liberty Lane
Norfolk, MA 02056

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Charles V. Gibson Jr.



NORFOLK LIONS CLUB 13th ANNUAL

CHILI-FEST HOE-DOWN

LOCAL RESTAURANTS COMPETE
FOR BEST CHILI 2020!

RAFFLES

COME ON DOWN!

MUSIC & LINE DANCING
by DJ 'Dancing with Felicia'

For tickets, visit
www.norfolkmalions.org

CASH BAR



SAT, MAR 7

6-11 PM

NORFOLK GRANGE
28 ROCKWOOD RD
NORFOLK, MA



\$25

ALL NET PROCEEDS BENEFIT NORFOLK LION'S CHARITIES

Norfolk Lions Chilifest Special One-Day Alcoholic Beverages License Application

Description of Alcohol Service

All alcohol will be handled by a TIPs server from Basils. We will have a Norfolk Lion member manning the cash register also located at the bar. No one is allowed to bring their own alcohol. All IDs will be checked.

As described in the sketch, the bar area will be located on the back wall near the kitchen area. The bar area is surrounded by tables such passers by cannot simply grab the alcohol.

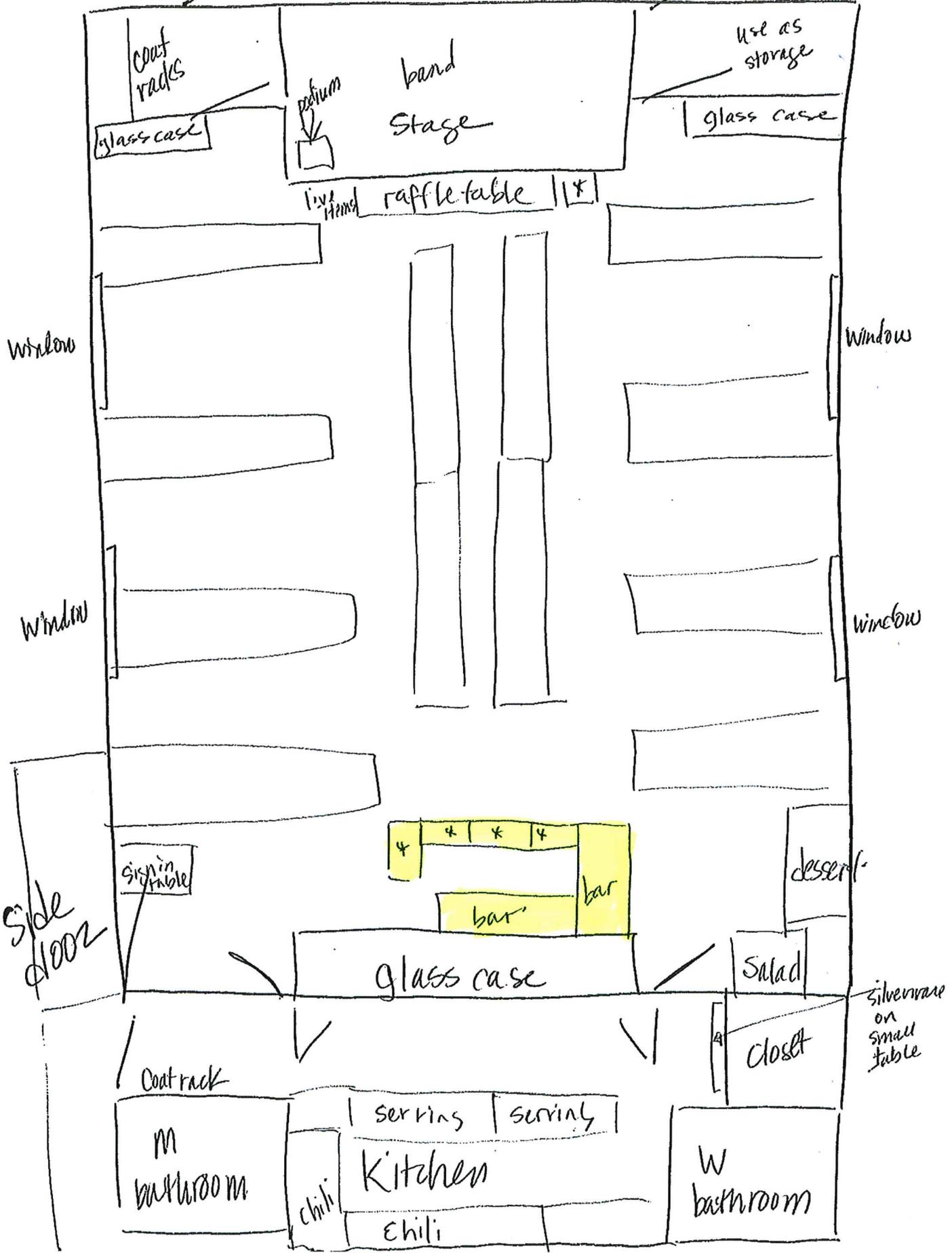
In the past several years, we have not had any minor attend this event. However, there is nothing on our flyer that states this is a 21+ event.

In the event a minor were to attend the event, they will be asked to wear a bracelet or some hand marker to clearly identify them as being under-aged. Also, we will ask the party accompanying the minor to sit at a table furthest from the bar.

We will have Norfolk Lions members through out the main eating area at all times to ensure no minor is drinking at this event.

Front The Grange

wooden
* grange podiums/
tables



ALCOHOLIC BEVERAGES LICENSE

THE LICENSING BOARD OF
THE TOWN OF MEDFIELD MASSACHUSETTS
HEREBY GRANTS A
COMMON VICTUALLER
LICENSE TO SELL, KEEP FOR SALE AND EXPOSE
ALL KINDS OF ALCOHOLIC BEVERAGES
TO BE DRUNK ON THE PREMISES

TO: BASIL RESTAURANT AND CATERING
THOMAS MCGUE, MANAGER

LOCATED AT: 43 PRAIRY STREET

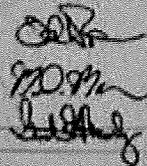
DESCRIPTION OF PREMISES: Two floors and basement; first floor kitchen; two dining rooms, lounge, bar and indoor swimming pool. Second floor consists of two storage rooms. Basement for storage.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 13B of the General Laws, as amended, and any rules or regulations made thereunder by the Licensing authorities. This license expires DECEMBER 31, 1979, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, THE UNDERSIGNED HAVE HEREUNTO AFFIXED THEIR OFFICIAL SIGNATURES THIS THIRD DAY OF DECEMBER 2019

The hours during which Alcoholic Beverages may be sold are:

11:00 AM to midnight Monday thru Saturday, 11:00 AM to 10:00 PM Sunday and Holidays except as provided by Chapter 13B General Laws. Restrictions: Drinks shall be cleared by 15 min. past time granted for sale of alcohol beverages; premises shall be cleared 30 min. past and time. Sign to be posted to reflect same.



Licensing Board

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 19 2003

NORFOLK LIONS CHARITIES, INC
C/O MICHAEL LAZDOWSKY
11 CLEVELAND ST.
NORFOLK, MA 02056

Employer Identification Number:
38-3647904
DLN:
103044086
Contact Person:
WILLIE G DAVIS ID# 75082
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the

Letter 947 (DO/CG)

NORFOLK LIONS CHARITIES, INC

Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unre-

NORFOLK LIONS CHARITIES, INC

lated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations

THE COMMONWEALTH OF MASSACHUSETTS

NO. 20-001

FEE: \$25.00



THE TOWN OF NORFOLK

This is to Certify that:

Norfolk Lions Club
Norfolk Grange
28 Rockwood Road
Norfolk, MA 02056

IS HEREBY GRANTED A SPECIAL ONE-DAY LICENSE

**FOR SERVING OF ALL ALCOHOL; WINE & MALTS,
TO BE DRUNK ON THE PREMISES**

Under Chapter 138, Section 14, of the Liquor Control Act.

**NORFOLK LIONS CLUB
Chili-Fest Hoe-Down
NORFOLK GRANGE HALL, ROCKWOOD ROAD, NORFOLK**

MARCH 7, 2020, 6:00 P.M. – 11:00 P.M.

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires March 7th unless sooner suspended or revoked.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

LICENSING AUTHORITY
NORFOLK SELECT BOARD

Date: March 5, 2020

Memo

To: Norfolk School Committee, Norfolk Select Board
From: Dr. Ingrid N. Allardi *INA*
Re: Statement of Interest- MSBA Core Program
Date: March 4, 2020

In order to be proactive and to develop a thoughtful and cost-effective plan for managing potential increases in enrollment, the Town of Norfolk and the Norfolk Public Schools established a space study committee in April of 2017.

The committee was responsible for the following tasks:

- Soliciting concrete data regarding the potential impact of new construction and development on student enrollment
- Evaluating possible solutions for accommodating new enrollment in the most cost effective and efficient manner, while maintaining the high quality of education and programming the district currently offers.

After careful consideration, the final recommendation of the Space Study Committee was to move forward with an expansion project at the Freeman-Kennedy School. This single building project would create additional classroom space for students at all grade levels and would provide sufficient learning space to manage growth for the foreseeable future. In the Spring of 2018, I shared these findings and recommendations with the Norfolk School Committee. I made a similar presentation to the Norfolk Select Board on October 29th, 2019 (see attached).

At this time we are asking both the Select Board and the Norfolk School Committee to vote to allow the district to apply to MSBA's competitive grant program for school building or renovation. MSBA asks that districts only submit SOI's for projects that the Town would have the capacity to fund over the next two years. Submission of an application does not commit the district or the town to moving forward with construction. If MSBA offers an invitation to the Town of Norfolk to participate in their core program, it would generate a significant cost savings for the community. MSBA has funded prior projects in Norfolk at a cost share of approximately 50%.

The H. Olive Day school is currently operating at full capacity. There are no available classrooms or instructional spaces. In order to accommodate students who are currently enrolled and maintain class sizes under the maximum allowable school committee policy limit, we will need an additional second grade and kindergarten classroom next year. In order to accommodate this growth, we will lose other program spaces such as the art room, music room or computer lab. We currently have one open classroom at the Freeman-Kennedy School. We will be out of space there as well in the next two years.

In order to prevent substantial overcrowding in our schools, it is imperative that we begin to aggressively explore and plan for an expansion project. Applying to MSBA is the first step in the process and will assist the town in better estimating and planning for the potential construction costs.

I have attached to this memo an overview of the MSBA statement of interest process for your review. Additionally you will find the required vote language for submitting a Statement of Interest to MSBA.

Core Program Statement of Interest Process Overview

Introduction

The Massachusetts School Building Authority's (the "MSBA's") grant program is a non-entitlement, competitive program, and its grants are distributed by the MSBA Board of Directors based on need and urgency, as expressed by the district and validated by the MSBA. The MSBA completes an extensive review of available information for districts that submit a Statement of Interest ("SOI") for the Core Program each year. The goals of this review include:

- To determine those schools that are the most urgent and needy relative to the pool of SOI submittals filed in that year. The MSBA considers many factors when looking at the totality of the SOIs including, but not limited to, the age of the building, the amount of space per student, the current and projected enrollment, the condition of the major systems of the school, the general environment of the building and the appropriateness of the building to the educational mission;
- To collaborate with districts on the potential project that they have identified as the priority SOI if they are filing more than one SOI for that given year;
- To understand if the MSBA is currently partnering with the district on another Core Program project already underway; and
- To understand the range of options each district faces when planning for district-wide educational facilities.

The following information provides an overview of the SOI process from initial opening of the SOI period each January until the Board of Directors votes to authorize invitations to the MSBA's grant program at a subsequent Board meeting.

The SOI Filing Period

The MSBA opens its Statement of Interest System annually for districts to file one or more SOIs for either the Core Program or the Accelerated Repair Program. The SOI is the tool districts use to identify the deficiencies and/or programmatic issues that exist in their facilities. Districts should submit one SOI per school for each school that they believe requires a project. An SOI should only be filed for a facility where a district has the ability to fund a construction project in the next two years. Over the last several years, the SOI system has opened in early January. SOIs are typically due for the Accelerated Repair Program in early February and for the Core Program in early April.

The MSBA has received approximately 100 to 125 SOIs for the Core Program annually. The number of invitations that the Board is able to authorize each year varies and is contingent on a number of factors. The MSBA must operate within its annual statutory budget cap. The number of invitations varies based on the characteristics of the pool of applicants, including the number of elementary, middle or high schools that file, total square footage of the schools, and the reimbursement rates of the districts that are invited to participate in the MSBA's grant program. Thus, applying for an MSBA grant is competitive, and not every SOI submitted can be invited into the grant program.

The Funding Cap

The Commonwealth irrevocably dedicated a 1% statewide sales tax, known as the School Modernization Trust fund ("SMART Fund"), to the MSBA's capital program. The state sales tax collections inform the amount of annual funding the MSBA can commit for projects. The MSBA's legislation limits increases or decreases annually thereafter by the lesser of four and one half percent (4.5%) of the limit for the prior fiscal year or the percentage increase or decrease of the dedicated sales tax revenue amount over the prior fiscal year.

The SOI Due Diligence Process

The SOI process involves the district filing an electronic version of an SOI with the MSBA by the dates established. MSBA staff is readily available to address concerns, questions, and issues during the filing period. Once the filing period has closed, MSBA staff commences the due diligence process for all SOIs. This is a four phase process, which includes:

1. Review SOI submissions for completeness;
2. Review SOI submissions and accompanying documents for content;
3. Conduct senior study visits, if required; and,
4. Recommend SOIs for invitation into Eligibility Period.

During this process, the MSBA may seek to obtain additional or clarifying information from districts. As the MSBA reviews the entire cohort of SOIs received, it will determine the appropriate level of due diligence that will be required for each SOI and will notify districts of next steps accordingly.

1. Review SOI submissions for completeness:

Once the SOI system has closed, MSBA staff reviews each submission to check that all required materials have been received. The MSBA works with districts throughout the filing period to ensure that the SOI is complete. For all SOI submissions, the district must provide:

- An electronic version of the SOI with the required electronic signatures; there are two separate certifications in each SOI where district officials need to sign;
- An electronic version of the Closed Schools Certification with the required electronic signatures;
- Hard copies of the required local vote documentation that is detailed in the SOI; and,
- Any supporting materials required to be submitted with the SOI and/or any supplemental materials districts want to submit with the SOI.

Districts are expected to submit materials and have them post-marked on or before the due date of the Program submission deadline. The district and the MSBA should discuss in advance of the filing date any extenuating circumstances or requests for exceptions to receipt of the hard copy material.

2. Review each SOI submission and accompanying documents for content:

Once an SOI is determined to be complete, MSBA staff review the information and any additional documents submitted by the district. MSBA staff then compiles the data necessary to assess which SOIs filed in that year may be categorized as the most urgent and needy. In determining the most urgent and needy SOIs, MSBA staff relies on many different data sources. MSBA staff use numerous data points that include the SOI, the MSBA project management system, the MSBA's enrollment tool, the MSBA's 2016 Needs Survey, and information from the Department of Elementary and Secondary Education ("DESE"). There are many factors that can impact the assessment of urgency and need in an SOI, such as increasing enrollment, overcrowding, building condition, general environment, and program deficiencies. As such, it is important to assemble as much data as possible so that staff may gain as complete of a picture of the submitted SOI as possible.

Due to the volume of SOIs submitted for the Core Program, the MSBA requests that each district identify a Priority SOI for consideration. This enables the district and the MSBA to focus financial and staff resources on completing a project and ensures that an opportunity for a grant is possible for as many districts as possible. This narrows down the pool of potential projects if districts have submitted multiple schools within the district for consideration.

With its focus on the district identified Priority SOI, MSBA staff then looks at this pool of submitted SOIs to assess urgency and need focusing on:

- The 2016 School Survey rating of building condition;
- The 2016 School Survey rating of general environment;
- The previous or ongoing project activity with the MSBA; and,
- Section 8 of the MSBA's statute.

Consideration of these factors produces a smaller subset of the Priority SOIs that appear to be more urgent and needy than the other SOIs submitted that year. With this assessment, a group of SOIs are identified for further consideration. This further review may or may not require a senior study visit. If the MSBA is familiar with the school facility identified in the SOI or if the SOI has already received a senior study visit within the previous two years, a senior study visit may not be needed for that SOI. If the MSBA may choose to re-visit a school within this two-year window if the SOI contains new information since the last visit.

3. Conduct Senior Study Visits, if required:

If MSBA staff determines that a senior study visit is needed to complete the due diligence process, MSBA staff, accompanied by its technical consultant, will visit the SOI facility. The senior study visit lasts approximately two hours and is an opportunity for the MSBA to further understand the issues identified in the district's SOI. MSBA staff requests that the district have someone familiar with the facilities and systems present, as well as someone who is familiar with the curriculum as it relates to the programs offered. The district is requested to provide a copy of the school's floor plans (emergency/evacuation plans are sufficient) ahead of the MSBA's visit.

The senior study visit starts with a meeting to review the SOI, the MSBA process, and to hear district concerns. The discussion is followed by a tour of the main areas of the school, as well as typical general classrooms and specialty spaces.

Dependent upon the number of senior study visits that are required, this phase can take approximately eight to ten weeks, with visits typically scheduled from September through October.

4. Recommend SOIs for Invitation into Eligibility Period:

Once the content review and senior study visits have been completed, MSBA staff once again review the factors that can impact the assessment of urgency and need in an SOI (e.g., increasing enrollment, evidence of overcrowding, building condition, general environment and program deficiencies), to understand the total impact of all of the factors on the overall need expressed in the SOI. As the number of invitations that the MSBA can issue varies each year, and the number of SOIs received each year exceeds the MSBA's annual cap expenditure, MSBA staff compares the SOIs that were selected for further review to each other to determine a degree of urgency and need, ranging from minor to major, for each of the SOIs. MSBA staff then provide their findings to the Chief Executive Officer, Executive Director/Deputy Chief Executive Officer, and the MSBA's Facilities Assessment Subcommittee; these recommendations are then presented to the MSBA Board of Directors.

Norfolk Public Schools

Enrollment Projections and Educational Space



Select Board
October 29, 2019

Historical Context

Over the course of the past five years, the Town of Norfolk has seen an increase in growth and development, with a number of chapter 40B projects proposed and in various states of approval with the town.

School Committee Members, Administrators, Staff, Parents and Citizens have expressed significant concern about the capacity of the schools to manage increased enrollment within our current school buildings.

This is one of the top concerns parents have shared at Parent Leaders meetings and on surveys the district has conducted.

Survey Feedback

Sample Parent Comments

In January of 2017 NPS sent out a survey to parents to solicit feedback that could be used to help us shape goals and inform the development of a new 3-year strategic plan. While the district did not ask any questions about enrollment or space, several parents wrote in comments regarding this concern.

Below are a few samples of comments we received:

"I believe that planning and improving facilities to meet expanding enrollments will be the biggest challenge in 4-6 years. With our current housing increases we will see more children in the schools soon!"

"They keep building new homes in Norfolk. How will the schools be able to accommodate all these kids?"

Formation of the Space Study Committee

The space study committee included the following members:

Jack Hathaway, Town Administrator
Ingrid Allardi, School Superintendent
Linda Balfour, H. Olive Day Principal
Todd Hassett, Business Consultant
Matthew Haffner, Facilities Director
Bob Bullock, Building Inspector
Ann Proto, Recreation Dept. Director

In order to be proactive and to develop a thoughtful and cost-effective plan for managing potential increases in enrollment, the Town of Norfolk and the Norfolk Public Schools established a space study committee in April of 2017.

The committee was responsible for the following tasks:

- Soliciting concrete data regarding the potential impact of new construction and development on student enrollment
- Evaluating possible solutions for accommodating new enrollment in the most cost effective and efficient manner, while maintaining the high quality of education and programming the district currently offers.

Current Building Status- H. Olive Day School

- The H. Olive Day School is currently at capacity, there are no open classrooms.
- The teacher's workroom has been converted to an instructional space for specialized programming.
- If additional classrooms need to be added, we will lose the art room, music room or computer lab/maker space in order to accommodate growth.
- Losing these spaces would impact programs and curriculum significantly and would severely challenge the District's capacity to provide instruction consistent with the Massachusetts Curriculum Frameworks.
- This solution only provides three classrooms and does not accommodate the projected long-term growth in enrollment.

Current Building Status- Freeman-Kennedy

- The Freeman-Kennedy School has 27 classrooms available for general education programs.
- There are designated office spaces in the building for therapists and special services, as well as classrooms designated for special education programming.
- At the Freeman-Kennedy there is currently one open classroom available for expansion.
- In order to accommodate growth beyond that one classroom, we would lose the science lab, art and music rooms and computer/maker space.
- Many of these spaces require funds for renovation in order to convert them into regular classrooms.
- Repurposing these spaces would be a short-term solution and would not allow us to accommodate the projected long-term growth in enrollment.
- The loss of these designated spaces would significantly impact our science/technology and engineering curriculum, as well as all programming and instruction in the arts.
- Norfolk's capacity to remain educationally competitive in the region would be severely diminished.

The Critical Importance of the Arts and Technology to 21st Century Education

"We are currently preparing students for jobs that don't yet exist, using technologies that haven't been invented, in order to solve problems we don't even know are problems yet."

Richard Riley, Former US Secretary of Education

Many experts argue that the skills needed to be successful in the future job market will involve "creative work"- design, development, innovation, creative thinking, collaboration and communication.

Instruction in the Arts and in Technology are now as fundamental as instruction in any other academic discipline.

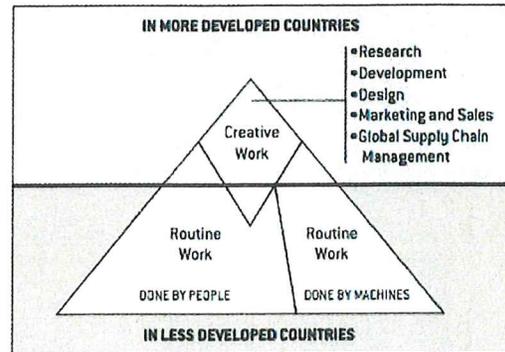


Figure 1.4. The Future of 21st Century Work.

Source: Adapted from National Center on Education and the Economy, 2007.

21st Century Skills: Learning for Life in Our Times by Trilling and Fadel

Changes in Enrollment and Space Availability at Freeman-Kennedy 2017-2019

Grade Level	# of Classes 2017	# of classes 2018	# of classes 2019
3	5	7	7
4	7	5	7
5	5	7	6
6	6	5	6
Open Classrooms	4	3	1

*We are projecting that we will have one open classroom for 2020-2021 and will be out of space at FK the following year.

Current Enrollment/ Class Sizes

Grade	Number of Students	Number of Classes
Preschool	70	6
K	133*	7
1	129*	7
2	116*	6
3	133*	5
4	154*	7
5	117*	6
6	133*	6
Total	985	

*Indicates that class sizes exceed the target established by School Committee policy

Norfolk Public Schools Average Class Size in Relation to Massachusetts Department of Education Identified Comparison Districts

Elementary Average Class Size	2015-2016		2016-2017		2017-2018
Town					
BERKLEY	21	BERKLEY	22	BERKLEY	21
PLAINVILLE	21	BOXFORD	21	WRENTHAM	21
SUDBURY	20	MIDDLETON	21	SUDBURY	20
WRENTHAM	20	TOPSFIELD	21	NORFOLK	20
SOUTHBOROUGH	20	NORFOLK	21	BOXFORD	19
BOXFORD	18	SOUTHBOROUGH	20	PLAINVILLE	19
CONCORD	18	WRENTHAM	20	CONCORD	19
MIDDLETON	18	PLAINVILLE	19	SOUTHBOROUGH	18
TOPSFIELD	18	CONCORD	19	TOPSFIELD	18
NORFOLK	18	SUDBURY	18	MIDDLETON	17
LINCOLN	14-17	LINCOLN	17	LINCOLN	16

Community Needs not Addressed

- There are currently 49 families on the waitlist for Preschool
- There are currently 21 families on the waitlist for before and after school care

*The district can not expand either of these programs due to lack of space even though the before/after care program is self-funding and preschool is tuition-based for most children.



Massachusetts Requirements for Early Childhood Education

Early Childhood Special Education services are designed for young children (aged 3-5) with disabilities who need specially designed instruction or related services and whose disability(ies) cause the children to be unable to participate in developmentally appropriate typical preschool activities. School districts are **required by law** to ensure that developmentally appropriate ESCE programs and services are available. ECSE programs and services ensure that **all children with disabilities have a free and appropriate public education (FAPE)**. (Massachusetts Dept. of Education)

It is the expectation that these students will be educated in inclusive environments with their typically developing peers (see the National Department of Education and The Department of Health and Human Services Joint Policy Statement <https://www2.ed.gov/policy/speced/guid/earlylearning/joint-statement-full-text.pdf>)

Options Explored By the Space Study Committee

Option 1- Expanding the H. Olive Day School

This option was determined not to be feasible for a number of reasons including:

- All building systems are currently operating at maximum capacity (Septic, electric, HVAC, etc.) and they are aging. It would be expensive to replace and upgrade all systems.
- There is no space to add on to the existing building footprint and still accommodate parking/ play areas for students.
- Renovations would trigger responsibility to upgrade building structures/ features to meet current ADA and building codes which would be very expensive.
- Expanding the H. Olive Day School would not resolve the space issue of accommodating new enrollment in grades 3-6.

Renting/ Leasing Portable Classrooms

Option 2- Renting/ Leasing Portable Classrooms

This option was determined not to be fiscally prudent and does not provide a safe, secure environment-

- Portable classroom units would be stand alone units, not connected to the larger school buildings. There are significant safety concerns with this arrangement.
- Estimated cost for site work alone (septic, electric, technology, water) is \$1,600,000 (Approximately \$800,000 per site).
- To acquire 6 additional classrooms for each school, the estimated rental cost would be \$907,000 for a five-year lease (based on current pricing).
- The total five-year cost for mobile classrooms would be **\$2,507,000**.
- There is no space at H. Olive Day to house portable classroom units. In order to house the additional classrooms we would have to seek a variance with the town and access part of the Kunde forest.
- This is a costly short-term solution and does not provide an appropriate learning environment.

New Construction Option

Option 3- Purchasing/Building a new site to house Special Ed. Offices/ Early Childhood Center

This option offers only a partial solution to the growth challenges-

- This option would create capacity to absorb increasing enrollment at H. Olive Day School by relocating Pre-K classrooms and Special Education offices. It would not solve the problem of limited space for expansion in grades 3-6.
- It would be costly to build a new structure that meets DESE and State requirements. It requires a play area, kitchen, 7 classrooms with bathrooms, office spaces, a meeting room, a nurse's station and a main office/entrance area.
- This option creates a need for additional staffing (a full-time nurse, a building administrator or lead teacher as the Special Education Director would have to share time between three buildings). These costs would be on-going for the town.
- This creates a challenge for families picking-up and dropping students off at three separate locations.

Expanding the Freeman-Kennedy School

Option 4: Expand the Freeman-Kennedy School

- The Freeman-Kennedy School design was submitted and selected by MSBA as part of their model school program. In order to be eligible, designs must be flexible and have options for expansion and/or modification of space to meet individual districts' programming needs.
- The expansion plan for Freeman-Kennedy includes the option of adding a connecting wing between the two side wings.
- Through the addition of a connecting wing, the district would be able to create a separate early childhood center and main office for Special Education on the first floor. This allows for the creation of 7 preschool classrooms, accounting for expected growth.
- Moving the Preschool and special education offices would create an additional seven open spaces at the H. Olive Day (classrooms/offices). With some adjustments and shifts, the district could create at least five open classrooms to absorb increases in enrollment at the K-2 level.
- Relocating the server room from HOD to the new wing would create a sixth open classroom.

Additional Benefits of Freeman-Kennedy Expansion

- The current system capacity at Freeman-Kennedy is designed to be able to absorb another 250 students (septic, electric, etc.)
- Most Pre-K students do not eat lunch at school. Preschool students also do not access specials (art, music and library) thus this program does not place an additional strain on resources at Freeman-Kennedy.
- The roadway can easily be re-routed to create a separate entrance and drop-off area for Pre-K students.
- The second floor of the addition would create 7 classrooms to accommodate increased enrollment at the Freeman-Kennedy in grades 3-6, as well as an additional space for expanding the current SACC child-care program which is totally self-funding and would address a critical community need.

A Cost Effective/ Efficient Solution

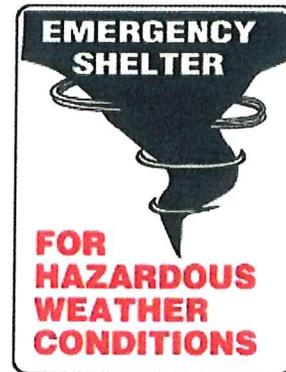


Expanding the Freeman-Kennedy School is the most cost effective/efficient solution to accommodating growth

- Expanding the Freeman-Kennedy school would allow the town to provide a safe, secure and appropriate learning environment for all students.
- This single building project would resolve space issues at both the H. Olive Day and the Freeman-Kennedy School.
- The addition would create sufficient educational space for the town to accommodate growth for the foreseeable future.
- The FK expansion would not create a need for additional secretarial, nursing or office staff
 - *Special education secretaries would run the office at the preschool site, with the Special Education Director serving as the building administrator.
 - *The FK nursing staff could provide emergency services to preschool students if needed.

Benefits to the Town of Norfolk

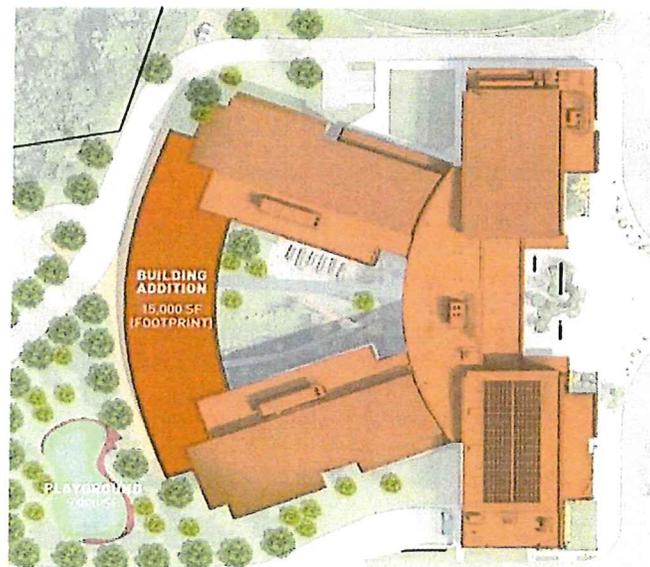
- Expanding the Freeman-Kennedy would create additional space that could be used by the Norfolk Recreation Department and would allow them to expand the programs offered to town residents.
- It is possible to add showers and a storage area to the new wing, enabling the town to have a true emergency shelter should a need arise. The Freeman-Kennedy already has kitchen facilities. This has been a concern of the town for a number of years.



Preliminary Studies/ Conceptual Design

At the Fall Town Meeting in Nov. of 2017, the Town of Norfolk voted to appropriate funding for the purpose of contracting with an architectural firm to conduct a preliminary feasibility study and to draft a conceptual design plan for expansion at Freeman-Kennedy School.

The Town and the District wanted to determine if an additional wing would enable us to meet the demand for projected enrollment growth. Additionally, the Town and NPS wanted to assess the potential cost of a renovation project.



NPS hired Flansburgh Architects to complete this work. A preliminary conceptual design plan was completed and shared with the School Committee and the Town in October of 2018.

Potential Funding Sources/ Next Steps

MSBA will now consider participating in projects to prevent severe overcrowding expected to result from increased enrollment. In order to be eligible towns/ districts must be able to substantiate growth.

53.16%

Past Reimbursement Rate

Benefits of Partnering with MSBA:

- MSBA has a strong reputation state-wide of ensuring that projects are completed on time and under budget
- MSBA provides expertise, support and oversight throughout the process to ensure improved coordination between design, construction and occupancy
- MSBA has funded over 13.8 billion dollars of school construction projects
- Partnering with MSBA saves towns significant dollars in construction costs

Freeman-Kennedy School Building:

Opened on-time

\$946,605 under budget

HOD Roof Replacement

Substantial completion achieved by contract deadline

Estimated minimum \$200,000 under budget

MSBA Process

- Towns and Districts interested in applying to MSBA must submit a Statement of Interest in April.
- MSBA considers many factors in reviewing applications including current and projected enrollment
- MSBA often requests additional information from the district after the SOI is submitted and may require a senior study visit by an MSBA team including architects and engineers who will review the site and proposed plans.
- The review process can take from 8-10 weeks before decisions are made about inviting districts to partner with MSBA.
- Once approved, districts would move forward with requesting funding from the town for the feasibility study and the full schematic design portion of the project.
- MSBA is highly involved with each step of the process.
- Once schematic designs are accepted and approved, the town can move forward with a vote to approve funding for construction.

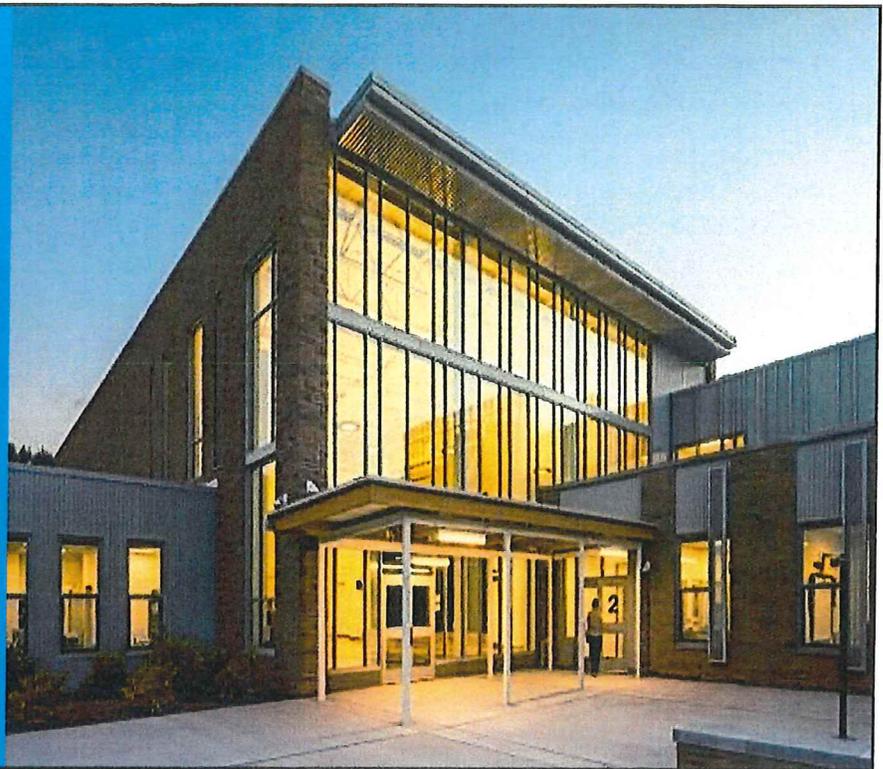
Questions???

Contact me:

Ingrid Allardi

allardi@norfolk.k12.ma.us

508-528-1225





TOWN OF NORFOLK FY21 BUDGET

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**Town of NORFOLK
Revenue Budget**

	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget
Operating Revenue				
Tax Levy Base (Prior Levy Limit)	\$27,469,682	\$28,658,330	\$30,047,297	\$31,381,469
2.5%	\$686,743	\$716,458	\$751,511	\$784,537
New Growth	\$510,729	\$672,509	\$582,661	\$600,000
Reserve for Abatements	(\$75,000)	(\$125,000)	(\$125,000)	(\$125,000)
Total Levy Base	\$28,592,154	\$29,922,297	\$31,256,469	\$32,641,006
Local Estimated Receipts:				
Motor Vehicle	\$1,950,000	\$2,000,000	\$2,000,000	\$2,000,000
Penalties/Interest on Taxes	\$110,000	\$110,000	\$110,000	\$110,000
P.I.L.O.T.	\$75,000	\$75,000	\$75,000	\$75,000
Water Dept - Indirect Costs	\$65,000	\$65,000	\$65,000	\$65,000
Septic - Indirect Costs	\$5,000	\$5,000	\$5,000	\$5,000
Transfer Station Revenue	\$325,000	\$325,000	\$325,000	\$325,000
Fees	\$20,000	\$20,000	\$20,000	\$20,000
Other Dept'l Revenue	\$125,000	\$130,000	\$125,000	\$125,000
Lease & Maintenance - Public Safety	\$0	\$0	\$86,000	\$90,000
Licenses & Permits	\$380,000	\$415,000	\$415,000	\$415,000
Fines & Forfeits	\$20,000	\$20,000	\$20,000	\$20,000
Investment Income	\$7,500	\$25,000	\$25,000	\$25,000
Meals Tax	\$80,000	\$85,000	\$85,000	\$85,000
Ambulance Receipts	\$380,000	\$380,000	\$410,000	\$410,000
Miscellaneous Recurring	\$27,000	\$27,000	\$25,000	\$25,000
Miscellaneous Non - Recurring	\$90,000	\$90,000	\$250,000	\$250,000
Total Estimated Receipts	\$3,659,500	\$3,772,000	\$4,041,000	\$4,045,000
Cherry Sheet:				
School Aid				
Chapter 70	\$3,406,815	\$3,424,875	\$3,452,225	\$3,489,705
Charter School Reimbursement	\$21,531	\$3,996	\$3,381	\$72,650
Total Education - State Aid	\$3,428,346	\$3,428,871	\$3,455,606	\$3,562,355
General Government				
Lottery	\$958,026	\$991,557	\$1,018,329	\$1,046,842
Additional Aid	\$15,457	\$15,573	\$16,511	\$17,722
Police Career Incentive				
Exemptions: Vets/Blind/Surviving Spou	\$60,953	\$60,597	\$69,618	\$82,403
State Owned Land	\$152,571	\$208,326	\$217,114	\$225,957
Total General Government - State Aid	\$1,187,007	\$1,276,053	\$1,321,572	\$1,372,924
Cherry Sheet Revenue Total	\$4,615,353	\$4,704,924	\$4,777,178	\$4,935,279
Cherry Sheet Assessments	(\$468,979)	(\$444,132)	(\$498,098)	(\$659,600)
Net Cherry Sheet Total	\$4,146,374	\$4,260,792	\$4,279,080	\$4,275,679
Total Operating Revenue	\$36,398,028	\$37,955,089	\$39,576,549	\$40,961,685
Other Sources:				
Receipts Reserved Cemetery	\$25,000	\$25,000	\$70,000	\$0
Free Cash (to pay Capital Debt)	\$0	\$0	\$0	\$0
Stabilization	\$0	\$0	\$0	\$0
Free Cash	\$300,000	\$380,000	\$163,197	\$100,000
Total Other Sources	\$325,000	\$405,000	\$233,197	\$100,000
Total Non-Exclud Budget Sources	\$36,723,028	\$38,360,089	\$39,809,746	\$41,061,685
	\$1,372,303	\$1,637,061	\$1,449,657	\$1,251,939

TOWN OF NORFOLK - Recommended Budget

Budget Summary

<u>General Revenue</u>						
<u>Revenue</u>	<u>FY18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Difference</u>	<u>%</u>
Real Estate Taxes (Non Excluded)	\$28,592,154	\$29,922,297	\$31,256,469	\$32,641,006	\$1,384,537	4.43%
State Aid	\$4,146,374	\$4,260,792	\$4,279,080	\$4,275,679	(\$3,401)	-0.08%
Local Receipts	\$3,659,500	\$3,772,000	\$4,041,000	\$4,045,000	\$4,000	0.10%
Non Recurring Revenues	\$325,000	\$405,000	\$233,197	\$100,000	(\$133,197)	-57.12%
Total Available (Non Excluded)	\$36,723,028	\$38,360,089	\$39,809,746	\$41,061,685		
<u>Fixed Costs</u>						
	<u>FY18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Difference</u>	<u>%</u>
Debt Service (Non Excluded)	\$694,374	\$640,429	\$512,935	\$600,000	\$87,065	16.97%
Health Insurance	\$2,321,000	\$2,402,235	\$2,354,190	\$2,444,000	\$89,810	3.81%
Norfolk County Retirement	\$1,941,855	\$2,063,494	\$2,210,845	\$2,359,197	\$148,352	6.71%
Unemployment Benefits	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0.00%
Medicare	\$215,000	\$225,000	\$230,000	\$250,000	\$20,000	8.70%
Other Employee Benefits	\$130,000	\$132,000	\$133,000	\$143,000	\$10,000	7.52%
Building Liability	\$350,000	\$360,000	\$375,000	\$386,250	\$11,250	3.00%
Tri-County	\$466,841	\$454,072	\$360,053	\$362,201	\$2,148	0.60%
Norfolk Agricultural School	\$19,610	\$20,394	\$21,500	\$14,000	(\$7,500)	-34.88%
Transfer Station Expenses	\$387,946	\$403,229	\$419,618	\$434,959	\$15,341	3.66%
Road Program	\$1	\$1	\$1	\$1	\$0	0.00%
Reserve Fund	\$75,000	\$50,000	\$50,000	\$50,000	\$0	0.00%
Shared Services (Fuel, St. Lights, Landfill, Snow)	\$440,522	\$442,957	\$440,957	\$460,424	\$19,467	4.41%
Total	\$7,067,149	\$7,218,811	\$7,133,099	\$7,529,032		
<u>Discretionary Costs</u>						
	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>Difference</u>	<u>%</u>
Norfolk Elementary	\$11,831,222	\$12,263,361	\$12,753,837	\$13,315,384	\$561,547	4.40%
General Government	\$2,073,668	\$2,251,261	\$2,294,408	\$2,366,883	\$72,475	3.16%
{Facilities Maintenance}	\$595,822	\$863,426	\$1,058,663	\$1,119,004	\$60,341	5.70%
Public Safety	\$4,943,336	\$5,233,809	\$5,576,854	\$5,826,722	\$249,868	4.48%
Public Works - Operations	\$1,268,203	\$1,273,684	\$1,395,266	\$1,428,308	\$33,042	2.37%
King Philip Operating Budget & Turf	\$8,263,166	\$8,624,390	\$8,852,281	\$8,981,874	\$129,593	1.46%
Culture and Recreation	\$699,568	\$730,070	\$770,769	\$791,952	\$21,183	2.75%
Total	\$29,674,985	\$31,240,002	\$32,702,078	\$33,830,127		

**Total Non-Excluded Expense Budget
Surplus / (Shortage)**

(\$297,474)

Proposed Employee Benefits

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Change</u>	<u>%</u>
Medical Insurance	\$2,321,000	\$2,402,235	\$2,354,190	\$2,444,000	\$89,810	3.81%
Life Insurance	\$12,000	\$13,000	\$13,000	\$13,000	\$0	0.00%
Longevity	\$95,000	\$96,000	\$97,000	\$110,000	\$13,000	13.40%
Medicare	\$215,000	\$225,000	\$230,000	\$250,000	\$20,000	8.70%
Unemployment Comp.	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0.00%
State/County Retirement	\$1,941,855	\$2,063,494	\$2,210,845	\$2,359,197	\$148,352	6.71%
Contractual Benefits	\$23,000	\$23,000	\$23,000	\$20,000	(\$3,000)	-13.04%
	<u>\$4,632,855</u>	<u>\$4,847,729</u>	<u>\$4,953,035</u>	<u>\$5,221,197</u>	<u>\$268,162</u>	<u>5.41%</u>

Excluded Debt

FY 2021

		FY17	FY18	FY19	FY20	FY21
Excluded Debt Revenue	Debt Exclusions					
	King Philip (Net SBA)	\$717,535	\$681,485	\$671,975	\$639,900	\$593,549
	Library Expansion	\$195,028	\$188,762	\$180,420	\$171,013	\$164,589
	Freeman Kennedy	\$1,507,738	\$1,483,438	\$1,456,325	\$1,429,213	\$1,246,513
	Public Safety Building - MECC	\$0	\$0	\$429,934	\$851,875	\$790,544
	Total Debt Exclusions	\$2,420,300	\$2,353,684	\$2,738,654	\$3,092,001	\$2,795,195

Excluded Debt Budget	Debt Exclusions					
	King Philip (Net SBA)	\$717,535	\$681,485	\$671,975	\$639,900	\$593,549
	Library Expansion	\$195,028	\$188,762	\$180,420	\$171,013	\$164,589
	Freeman Centennial	\$1,507,738	\$1,483,438	\$1,456,325	\$1,429,213	\$1,246,513
	Public Safety Building - MECC	\$0	\$0	\$429,934	\$851,875	\$790,544
	Total Debt Exclusions	\$2,420,300	\$2,353,684	\$2,738,654	\$3,092,001	\$2,795,195

<u>Date of Issue</u>	<u>Purpose</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
General Fund Non-Exempt					
9/15/2017	Leachate Pond Cover	13,400.00	13,100.00	12,700.00	12,300.00
1/15/2003	Sewer	10,588.50	10,192.50	9,796.50	9,400.50
1/15/2003	Highway Building Addition	11,320.00	10,880.00	10,440.00	
11/9/2007	Sewer CW-04-12 MWPAT Refund	13,061.44	13,061.66	13,061.76	13,061.65
3/18/2009	Sewer CW-04-12-A MWPAT	1,299.29	1,299.24	1,298.73	1,298.75
1/15/2005	Underground Utilities	50,546.00	48,746.00	46,890.00	0.00
9/15/2017	Public Safety Septic Refunding	6,760.00	6,610.00	6,410.00	6,210.00
9/15/2017	Land Acquisition Refunding	14,150.00	13,820.00	12,400.00	12,000.00
4/1/2012	School Feasibility Study	13,925.00	13,625.00	13,325.00	13,025.00
9/15/2017	Land Acquisition - Police	115,900.00	113,950.00	111,350.00	108,750.00
7/31/2014	Roads/Vehicles/Sprinkler (\$750,923)	144,981.41	44,848.10	45,605.00	44,993.00
6/30/2016	Underground Tanks (\$300,000)	104,156.78	103,000.00		
2/6/2019	Ambulance (\$295,000)	66,670.00	62,742.98	65,195.00	63,425.00
Total Non-Exempt Debt		566,758.42	455,875.48	348,471.99	284,463.90
General Fund Exempt Debt					
		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
1/15/2003	Library Plans	16,980.00	16,320.00	15,660.00	
1/15/2003	Library Construction	154,032.50	148,268.50	142,504.50	134,740.50
8/22/2019	School - Refunding	1,007,337.78	967,200.00	944,450.00	911,200.00
4/1/2012	School	285,462.50	279,312.50	273,162.50	267,012.50
9/15/2017	Building Construction - Public Safety	353,650.00	348,100.00	340,700.00	333,300.00
3/15/2019	Building Construction - Public Safety	453,193.75	442,443.75	431,693.75	420,943.75
Total Exempt Debt		2,270,656.53	2,201,644.75	2,148,170.75	2,067,196.75
Water Debt					
		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
11/15/2002	Water Treatment Facility DW-01-05	39,395.25	38,401.18	37,625.00	35,875.00
1/15/2003	Storage Tank Construction	116,340.00	111,984.00	107,628.00	100,272.00
1/15/2003	Water Treatment Facility	1,176.50	1,132.50	1,088.50	1,044.50
1/15/2003	Town Center Water Mains	18,824.00	18,120.00	17,416.00	16,712.00
1/15/2003	Town Center Water Mains	5,882.50	5,662.50	5,442.50	5,222.50
1/15/2003	Pond Street Water Mains	16,471.00	15,855.00	15,239.00	14,623.00
1/15/2005	Water Mains	56,162.50	54,162.50	52,100.00	
9/15/2017	Gold Street Well Site Refunding	21,410.00	19,980.00	20,400.00	19,800.00
9/15/2017	Medway Branch Mains Refunding	14,750.00	15,430.00	14,990.00	14,550.00
9/15/2017	Maple St. Water Mains Refunding	12,580.00	12,310.00	11,950.00	11,590.00
9/15/2017	Water Mains Refunding	49,350.00	48,300.00	46,900.00	45,500.00
8/22/2019	Spruce Road Well - Refunding	23,721.80	21,800.00	21,050.00	20,300.00
3/15/2019	Water	180,500.00	176,250.00	172,000.00	167,750.00
Total Water Debt		556,563.55	539,387.68	523,829.00	453,239.00
Total All Debt		3,393,978.50	3,196,907.91	3,020,471.74	2,804,899.65

Town of Norfolk - Fiscal 2021 General Fund Budget

		FY 20 Budget	FY 21 Requested	Change	%
GENERAL GOVERNMENT					
Selectmen/Town Admin.	Salary	\$270,000	\$277,158		
	Expense	\$31,600	\$29,400		
	Total	\$301,600	\$306,558	\$4,958	1.6%
Advisory	Salary	\$6,000	\$6,000		
	Expense	\$7,000	\$7,000		
	Sub Total	\$13,000	\$13,000		
	Reserve Fund	\$50,000	\$50,000		
	Advisory Board Total	\$63,000	\$63,000	\$0	0.0%
Municipal Finance	Salary	\$636,204	\$657,767		
Board of Assessors	Expense	\$158,081	\$159,350		
	Audit	\$36,000	\$35,000		
Assessors	Valuation	\$6,000	\$7,000		
Assessors	Expense	\$2,000	\$2,000		
	Total	\$838,285	\$861,117	\$22,832	2.7%
Town Counsel	Expense	\$90,000	\$90,000		
	Total	\$90,000	\$90,000	\$0	0.0%
Human Resources	Salary	\$107,138	\$110,352		
	Expense	\$1,000	\$1,000		
	Total	\$108,138	\$111,352	\$3,214	3.0%
Information Technology	Salary	\$123,461	\$127,165		
	Expenses	\$96,862	\$99,767		
	Total	\$220,323	\$226,932	\$6,609	3.0%
Tax Title/Foreclosure	Expense	\$15,000	\$15,000		
	Total	\$15,000	\$15,000	\$0	0.0%
Facilities Management	Salary	\$260,779	\$270,014		
	Expense	\$797,884	\$848,990		
	Total	\$1,058,663	\$1,119,004	\$60,341	5.7%
(INFORMATIONAL)					
	Expense	\$14,300	\$16,100	\$1,800	12.6%
	Town Hall	\$76,174	\$70,250	(\$5,924)	-7.8%
	DPW	\$37,300	\$47,900	\$10,600	28.4%
	Senior Center	\$43,400	\$44,640	\$1,240	2.9%
	Old Town Hall & Garage	\$2,000	\$1,200	(\$800)	-40.0%
	Fire Station	\$52,100	\$50,500	(\$1,600)	-3.1%
	Police Station	\$82,810	\$76,400	(\$6,410)	-7.7%
	Solar Power Generation	\$192,350	\$260,350	\$68,000	35.4%
	Elementary Maintenance	\$196,250	\$181,250	(\$15,000)	-7.6%
	Library	\$51,200	\$50,400	(\$800)	-1.6%
	Major Maintenance	\$50,000	\$50,000	\$0	0.0%
	Sub-Total	\$797,884	\$848,990	\$51,106	6.4%
Town Clerk	Salary	\$133,389	\$153,915		
Elections	Expense	\$29,340	\$29,500		
Voter Registration	Total	\$162,729	\$183,415	\$20,686	12.7%
Wetlands - 2074					
	Salary	\$17,581	\$0		
	Total	\$17,581	\$0	(\$17,581)	-100.0%
Land Use Department	Salary	\$270,584	\$287,926		

Planning Board	Expense	\$17,850	\$29,850		
	Expense	\$20,000	\$0		
	Total	\$308,434	\$317,776	\$9,342	3.0%
Town Reports	Expense	\$2,000	\$1,500		
	Total	\$2,000	\$1,500	(\$500)	-25.0%
GENERAL GOVERNMENT		\$3,168,172	\$3,295,654	\$127,482	4.0%
PUBLIC SAFETY					
Police	Salary	\$2,686,821	\$2,771,528		
	Expense	\$173,350	\$174,450		
	Total	\$2,860,171	\$2,945,978	\$85,807	3.0%
Fire & Ambulance	Salary	\$1,715,590	\$1,912,158		
	Expense	\$131,200	\$105,700		
	Total	\$1,846,790	\$2,017,858	\$171,068	9.3%
Ambulance Billing	Expense	\$25,000	\$20,000		
	Total	\$25,000	\$20,000	(\$5,000)	-20.0%
Building Dept	Salary	\$356,141	\$366,822		
	Expense	\$13,200	\$13,200		
	Total	\$369,341	\$380,022	\$10,681	2.9%
Weights & Measures	Salary				
	Expense	\$1,000	\$1,000		
	Total	\$1,000	\$1,000	\$0	0.0%
Emergency Management	Salary	\$700	\$700		
	Expense	\$900	\$900		
	Total	\$1,600	\$1,600	\$0	0.0%
Animal Inspector	Salary	\$2,593	\$2,671		
	Expense	\$2,505	\$200		
	Total	\$5,098	\$2,871	(\$2,227)	-43.7%
Animal Control	Salary	\$70,720	\$73,549		
	Expense	\$8,000	\$7,533		
	Total	\$78,720	\$81,082	\$2,362	3.0%
Fire/Police Comm	Salary	\$0	\$0		
	Regional	\$389,134	\$376,311		
	Expense	\$0	\$0		
	Total	\$389,134	\$376,311	(\$12,823)	-3.3%
Total Public Safety		\$5,576,854	\$5,826,722	\$249,868	4.5%
EDUCATION					
	Norfolk Elementary	\$12,753,837	\$13,315,384	\$561,547	4.4%
	King Philip Regional (Operating) King Philip Regional (Stabilization Transfer)	\$8,852,281	\$8,981,874	\$129,593	1.5%
	Norfolk Agricultural School	\$21,500	\$14,000	(\$7,500)	-34.9%
	Tri-County	\$360,053	\$362,201	\$2,148	0.6%
Total Education		\$21,987,671	\$22,673,459	\$685,788	3.1%
PUBLIC WORKS					
DPW Administration	Salary	\$206,609	\$237,593		
	Expense	\$72,072	\$63,480		
	Total	\$278,681	\$301,073	\$22,392	8.0%
Highway	Salary	\$287,205	\$295,561		

	Expense	\$149,500	\$159,300		
	Total	\$436,705	\$454,861	\$18,156	4.2%
Vehicle Maintenance	Salary	\$156,861	\$132,320		
	Expense	\$162,711	\$157,000		
	Total	\$319,572	\$289,320	(\$30,252)	-9.5%
Grounds Municipal	Salary	\$270,067	\$294,622		
	Expense	\$52,150	\$59,650		
	Total	\$322,217	\$354,272	\$32,055	9.9%
Grounds - Cemetery	Salary	\$24,073	\$16,182		
	Expense	\$10,000	\$10,100		
	Total	\$34,073	\$26,282	(\$7,791)	-22.9%
Custodian of Veteran Graves	Salary				
	Expense	\$4,018	\$2,500		
	Total	\$4,018	\$2,500	(\$1,518)	-37.8%
Sub-Total Public Works		\$1,395,266	\$1,428,308	\$33,042	2.4%
SHARED/FIXED COSTS (Administered by DPW)					
Road Program	Total	\$1	\$1	\$0	0.0%
Non - Appropriated Funds Road Program (Chapter 90)		\$389,773			
Landfill	Expense	\$98,210	\$97,900		
	Total	\$98,210	\$97,900	(\$310)	-0.3%
Snow & Ice	Expense	\$250,000	\$250,000		
	Total	\$250,000	\$250,000	\$0	0.0%
Street Lighting	Expense	\$5,700	\$5,700		
	Total	\$5,700	\$5,700	\$0	0.0%
Town Vehicle Fuel	Expense	\$87,046	\$106,823		
	Total	\$87,046	\$106,823	\$19,777	22.7%
Total Shared / Fixed Costs		\$440,957	\$460,424	\$19,467	4.4%
Transfer Station					
Transfer Station	Salary	\$252,216	\$246,249		
	Expense	\$167,402	\$188,710		
	Total	\$419,618	\$434,959	\$15,341	3.7%
Total Transfer Station		\$419,618	\$434,959	\$15,341	3.7%
Total Public Works		\$2,255,841	\$2,323,691	\$67,850	3.0%
HUMAN SERVICES					
Board of Health	Salary				
	Expense	\$18,875	\$18,875		
	Total	\$18,875	\$18,875	\$0	0.0%
Special Programs	SNCARC	\$4,025	\$4,025		
	Total	\$4,025	\$4,025	\$0	0.0%
Council on Aging	Salary	\$167,799	\$174,651		
	Expense	\$10,000	\$8,482		
	Total	\$177,799	\$183,133	\$5,334	3.0%
Veteran's Services	Salary	\$7,200	\$7,200		
	Expense	\$27,000	\$27,000		

	Total	\$34,200	\$34,200	\$0	0.0%
Total Human Services		\$234,899	\$240,233	\$5,334	2.3%
CULTURE AND RECREATION					
Library	Salary	\$463,101	\$478,195		
	Expense	\$174,467	\$178,500		
	Total	\$637,568	\$656,695	\$19,127	3.0%
Recreation	Salary	\$127,826	\$131,732		
	Expense	\$2,375	\$2,375		
	Total	\$130,201	\$134,107	\$3,906	3.0%
Historical Commission	Expense	\$2,500	\$500		
	Total	\$2,500	\$500	(\$2,000)	-80.0%
Memorial Day	Expense	\$500	\$650		
	Total	\$500	\$650	\$150	30.0%
Total Culture & Rec.		\$770,769	\$791,952	\$21,183	2.7%
FIXED COSTS					
	Employee Benefits	\$4,953,035	\$5,221,197	\$268,162	5.4%
	Building/Liability Insurance	\$375,000	\$386,250	\$11,250	3.0%
Total Fixed Costs		\$5,328,035	\$5,607,447	\$279,412	5.2%
DEBT SERVICE					
	Non - Exempt Debt Service	\$512,935	\$600,000	\$87,065	17.0%
Total Local Debt Service		\$512,935	\$600,000	\$87,065	17.0%
TOTAL OPERATING BUDGET WITHOUT EXEMPT DI		\$39,835,176	\$41,359,158	\$1,523,982	3.8%
EXEMPT DEBT					
	Local	\$2,452,101	\$2,201,646		
	King Philip	\$639,900	\$593,549		
	Total - Exempt Debt	\$3,092,001	\$2,795,195		
	Grand Total	\$42,943,757	\$44,154,354		
REVENUES					
	Municipal Tax Revenue		\$32,641,006		
	Local Receipts		\$4,045,000		
	State Aid		\$4,275,679		
	Debt Exclusion		\$2,795,195		
	Other Sources		\$100,000		
	Total Operating Budget Sources		\$43,856,880		
	Surplus / (Deficit)		(\$297,474)		

TOWN OF NORFOLK - WATER DEPARTMENT BUDGET			
	FY2020	FY2021	
		Requested	
Salaries	310,119	312,086	1,967
Expenses	165,506	196,550	31,044
Engineering & Contract Services	316,500	370,420	53,920
Water Purchase	33,662	30,000	(3,662)
Fuel & Utilities	96,035	92,650	(3,385)
Indirect Costs	184,330	190,134	5,804
Indirect Costs - Technology	7,500	7,500	0
Unforeseen Expenses	50,000	50,000	0
Sub Total (Salaries & Expenses)	1,163,652	1,249,340	85,688
Debt Service	580,367	539,390	(40,977)
Total (including Debt)	1,744,019	1,788,730	44,711

TOWN OF NORFOLK				
Waste Water Treatment Facility	FY2020	FY2021	INCREASE	
		Requested (DECREASE)		COMMENTS
SALARIES	10,000	10,922	922	
EXPENSES				
Waste Water Treatment (Whitewater	66,500	69,995	3,495	
Utilities	14,000	14,000	0	
Equipment & System Maintenance	5,000	5,000	0	
Permits	2,000	2,000	0	
Building Maintenance	2,500	2,500	0	
Indirect Costs	5,000	5,000	0	
Major Repairs Equipment	25,000	25,000	0	
Budget Unforeseen Expenses	20,000	20,000	0	
TOTAL SALARIES & EXPENSES	150,000	154,417	4,417	

2/10/2020

Town of Norfolk Mail - RE: Nichols Way

Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Subject: Nichols Way

Good afternoon Tom,

Per our phone conversation, please ask the Select Board to accept Nichols Way as a public way for the May 2020 Town Meeting.

Once the Select Board gets your request I will work with Nancy on the administrative paperwork to get the road accepted.

Regards,

Richard J. McCarthy, Jr.

Town Planner

1 Liberty Lane

Norfolk, MA 02056

508-440-2807

Office Hours- Monday through Thursday 9am to 6pm

Closed Fridays



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

RE: Nichols Way

1 message

Tom DiPlacido <tom@diplacidodevelopment.com>
To: Nancy Langlois <nlanglois@norfolk.ma.us>
Cc: Richard McCarthy <rmccarthy@norfolk.ma.us>

Mon, Feb 10, 2020 at 2:40 PM

Good Afternoon Nancy,

Last summer we had submitted Nichols Way along with all of the required information to the Planning Board to start the process of laying it out and accepting it as a Public Way. It was not able to move forward for the Fall Town Meeting because of timing, but should now meet the schedule to be placed on the Spring Town Meeting. Therefore, with this in mind and per the direction of the Town Planner I am formally requesting that the proper actions be taken to place Nichols Way on the Town Warrant for the Spring Town Meeting.

If I may be of assistance with anything please do not hesitate to contact me.

Thank you,

Tom

Thomas DiPlacido Jr. President

DiPlacido Development Corp.

850 Franklin Street, Suite 16

Wrentham, Ma 02093

Phone: 508.384.6324 ext 4

Fax: 508.384.1217

Email: tom@diplacidodevelopment.com

www.diplacidodevelopment.com

From: Richard McCarthy [mailto:rmccarthy@norfolk.ma.us]
Sent: Monday, February 10, 2020 1:45 PM
To: Tom DiPlacido <tom@diplacidodevelopment.com>



FW: Nichols Way Acceptance Information, As-Built Plans and Request for Bond Reduction

1 message

Richard McCarthy <rmccarthy@norfolk.ma.us>
To: Nancy Langlois <nlanglois@norfolk.ma.us>

Tue, Feb 18, 2020 at 2:33 PM

From: Betsy Fijol [mailto:bfijol@norfolk.ma.us]
Sent: Monday, January 27, 2020 3:06 PM
To: Rich McCarthy
Subject: Fwd: Nichols Way Acceptance Information, As-Built Plans and Request for Bond Reduction

Nichols Way street acceptance documents for May Town Meeting. I'll draft a Town Meeting warrant article to submit.

Betsy

----- Forwarded message -----

From: Tom DiPlacido <tom@diplacidodevelopment.com>
Date: Thu, Sep 5, 2019 at 4:04 PM
Subject: Nichols Way Acceptance Information, As-Built Plans and Request for Bond Reduction
To: Betsy Fijol <bfijol@norfolk.ma.us>
Cc: Rick Goodreau <rick@uci850.com>

Betsy,

Please see the attached information for Nichols Way. The last item is a cover letter to the Planning Board for our request to move forward with Street Acceptance for Nichols Way for November Town Meeting.

Let me know if you have any questions.

Thank you and have a Great Weekend,

Tom

Thomas DiPlacido Jr. President
DiPlacido Development Corp.
850 Franklin, Suite 16
Wrentham, Ma 02093

Phone: 508.384.6324 ext. 4
Fax: 508.384.1217
Email: tom@diplacidodevelopment.com
www.diplacidodevelopment.com

—
Betsy Fijol
Planning/Board of Health
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056

508-528-7747

6 attachments

 Winding_Hollow-asbuilt-8-27-19.pdf
134K

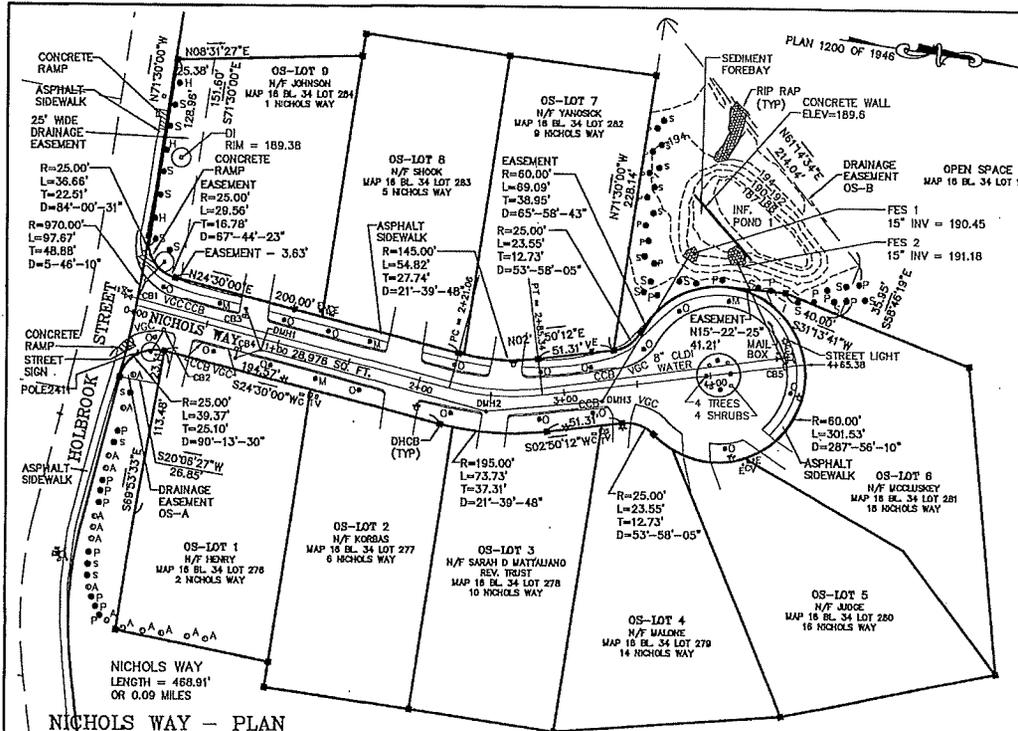
 Form L Planning Board Conveyance of Easements.doc
29K

 Deed to Town of Norfolk-Road and Easements.doc
36K

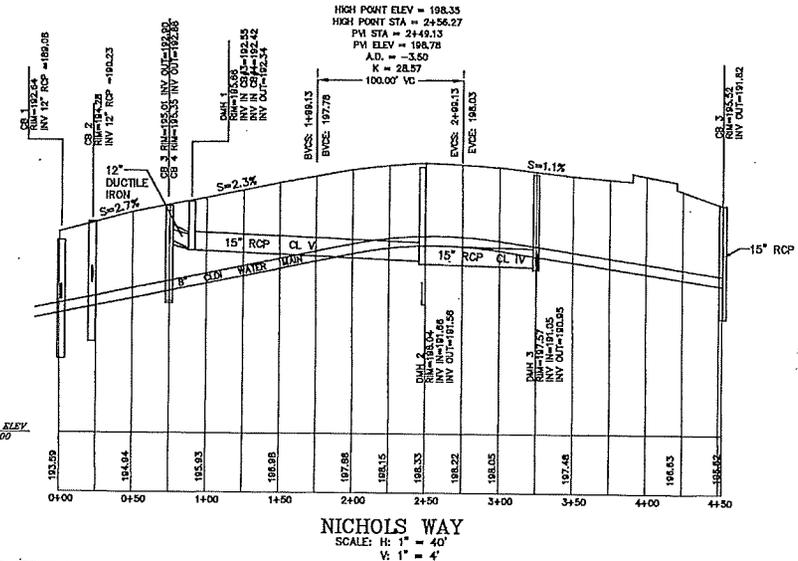
 Title Cert.-38 Holbrook Street, Norfolk.rtf
95K

 Copy of 10.7.09.Street Acceptance Checklist for Nichols Way.pdf
10K

 Nichols Way Street Acceptance & Bond Reduction Letter.pdf
77K



NICHOLS WAY - PLAN
SCALE: 1" = 40'



NICHOLS WAY
SCALE: H: 1" = 40'
V: 1" = 4'

LEGEND

- DRILL HOLE CONCRETE BOUND
- CATCH BASIN
- DRAIN MANHOLE
- ELECTRIC TRANSFORMER
- ELEC. HAND HOLE
- ∇ VERIZON
- C COMCAST
- VCC VERTICAL GRANITE CURB
- CCB BERM
- M-MAPLE
- S-SPRUCE
- P-PINE
- O-OAK
- H-HEMLOCK
- A-ARBORVITAE

ROADWAY ELEVATIONS

STATION	LEFT GUTTER	CENTER	RIGHT GUTTER
0+00	-	193.69	-
0+50	194.66	194.94	194.84
1+00	195.61	195.93	195.87
1+50	196.65	196.98	196.89
2+00	197.52	197.86	197.51
2+25	197.86	198.18	197.92
2+50	197.97	198.33	198.03
2+75	197.90	198.22	197.97
3+00	197.72	198.05	197.79
3+50	197.27	197.48	197.29
4+00	-	ISLAND	-
4+50	-	195.61	-

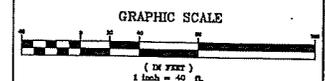
FOR REGISTRY USE ONLY

SEDIMENT FOREBAY AND INFILTRATION POND 1
 SFB ELEV. AREA SQ. FT.
 189 528
 POND 1 ELEV. AREA SQ. FT.
 187 1,703
 188 2,990
 190 4,154
 192 5,463

REFERENCES:
 DEED BOOK 33721 PAGE 485
 PLAN 37 AND 38 OF 2015
 PLAN 78 OF 2016

BOUNDS:

#	NORTHING	EASTING	STATION	OFFSET
101	10078.4969	4617.1621	0+01.49	50.10' RT
102	10111.6533	4604.6920	0+26.49	25' RT
103	10288.7065	4685.3798	2+21.06	25' RT
104	10359.9214	4702.6984	2+85.34	25' RT
105	10411.1683	4705.2377	3+36.65	25' RT
106	10430.8514	4716.5197	3+56.86	35.29' RT
107	10434.3447	4648.0179	3+56.86	35.29' LT
108	10413.6428	4655.2989	3+36.65	25' LT
109	10382.3658	4652.7597	2+85.34	25' LT
110	10308.4411	4639.8817	2+21.06	25' LT
111	10127.4489	4556.9431	0+21.06	25' LT
112	10114.1093	4526.2579	-0+3.82	47.39' LT



NO.	DATE	DESCRIPTION	BY

I HEREBY CERTIFY THAT THIS PLAN SHOWS THE ACTUAL AS-BUILT LOCATIONS, PROFILES AND ELEVATIONS OF THE ROADWAY, DRAINAGE FACILITIES AND UTILITIES BASED UPON A FIELD SURVEY MADE DURING THE PERIOD FROM JUNE 26, 2018 THROUGH AUGUST 20, 2018.

SURVEYOR _____
 ENGINEER _____

I HEREBY CERTIFY THAT NICHOLS WAY HAS BEEN LAID OUT AND THE BOUNDS HAVE BEEN SET AS SHOWN ON THIS PLAN.

DATE _____

NORFOLK BOARD OF SELECTMAN	NORFOLK PLANNING BOARD
DATE ENDORSED _____	DATE ENDORSED _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES SHOWING EXISTING OWNERSHIP, AND THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP, OR FOR NEW STREETS OR WAYS ARE SHOWN.

DATE _____

AS-BUILT ACCEPTANCE PLAN
 NICHOLS WAY
 STATION 0+0 TO 4+85.38
 NORFOLK, MASSACHUSETTS
 (NORFOLK COUNTY)
 PREPARED FOR
 WINDING HOLLOW, LLC
 850 FRANKLIN STREET
 WRENTHAM, MASSACHUSETTS
 AUGUST 27, 2019
 SCALE: 1" = 40'

THIS SURVEY AND PLAN WERE PREPARED IN ACCORDANCE WITH THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS

I DECLARE THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTER OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS

NOTES:
 1. BEARINGS AND COORDINATES TAKEN FROM APPROVED SUBDIVISION PLANS OF RECORD.

DATE	FIELD BY:	INT. BL.
12/18	PGF	BL
8/19	PGF	PGF
8/19	RRG	RRG
8/19	RRG	RRG
8/19	COMP	COMP
8/19	ACM	ACM

UNITED CONSULTANTS INC.
 850 FRANKLIN STREET SUITE 11D
 WRENTHAM, MASSACHUSETTS 02093
 508-584-6580 FAX 508-584-8566

DATE: AUG. 27, 2019
 SCALE: 1" = 40'
 PROJECT: UC1124
 SHEET: 1 of 1

PLANNING BOARD

NORFOLK, MASSACHUSETTS 02056

**FORM L
CONVEYANCE OF EASEMENTS AND UTILITIES**

WINDING HOLLOW, LLC of 850 Franklin Street, Suite 16, Wrentham, Norfolk County, Massachusetts; for the consideration of less than One Hundred (\$100.00), hereby grants, transfers and delivers unto the Town of Norfolk a municipal corporation in Norfolk County, the following:

- A. The perpetual rights and easements to construct, inspect, repair, remove, replace, operate and forever maintain (1) a sanitary sewer or sewers with any manholes, pipes, conduits and other appurtenances, (2) pipes, conduits and their appurtenances for the conveyance of water, and (3) a covered surface and ground water drain or drains with any manholes, pipes, conduits and their appurtenances, and to do all other acts incidental to the foregoing, including the right to pass along and over the land for the aforesaid purposes, in, through, and under the whole of Nichols Way as shown on a plan of land entitled "Definitive Open Space Preservation Development, 'Winding Hollow', Plan of Land – 1, Holbrook Street, Norfolk, Massachusetts," for Thomas W. DiPlacido, Jr., 850 Franklin Street, Wrentham, Massachusetts, Date: May 15, 2015, prepared by United Consultants Inc., 850 Franklin Street, Suite 11D, Wrentham, Massachusetts 02093, which plan has been filed with Norfolk County Registry of Deeds in Plan Book 644, Pages 36-39, said plan is made and said plan is incorporated herein for a complete and detailed description of said roads.
- B. The perpetual rights and easements to use for drainage (describe use or purpose) of the following parcel of land situated on Nichols Way (street) in said Norfolk and bounded and described as follows: (description)
1. 25' Wide Drainage Easement located on Lot 9 and as shown on said plan.
 2. Drainage Easement located on Lot 6 and as shown on said plan.
 3. Drainage Easement OS-A as shown on said plan.
 4. Drainage Easement OS-B as shown on said plan

The grantor warrants that the aforesaid easements are free and clear of all liens or encumbrances except as listed below, that he (it) has good title to transfer the same, and that he will defend the same against claims of all persons.

For grantor's title see deed from Thomas W. DiPlacido, Jr., dated December 15, 2015, recorded with the **Norfolk Registry of Deeds in Book 33721, Page 485.**

This is not a homestead property.

QUITCLAIM DEED

WINDING HOLLOW, LLC, a Massachusetts Limited Liability Company, of 850 Franklin Street, Suite 16, Wrentham, MA 02093,

for consideration of: Less than One Hundred Dollars (\$100.00),

Grants to: The Town of Norfolk, County of Norfolk, Commonwealth of Massachusetts, a municipal corporation, having its principal place of business at One Liberty Lane, Norfolk, MA 02056,

with Quitclaim Covenants,

The land in Norfolk, Norfolk County, Massachusetts, described as follows:

Reference is made to a certain definitive subdivision plan entitled, "Definitive Open Space Preservation Development, 'Winding Hollow', Plan of Land – 1, Holbrook Street, Norfolk, Massachusetts," for Thomas W. DiPlacido, Jr., 850 Franklin Street, Wrentham, Massachusetts, Date: May 15, 2015, prepared by United Consultants Inc., 850 Franklin Street, Suite 11D, Wrentham, Massachusetts 02093, which plan has been filed with Norfolk County Registry of Deeds in Plan Book 644, Pages 36-39.

FIRST PARCEL

The grantor grants to the grantee all of its right, title and interest in and to the following described roadway and easement:

The land situated within the layout of the roadway shown as "Nichols Way" on the aforementioned Plan, containing 28,976 square feet of land, more or less, according to said Plan, bounded and described as follows:

Beginning at a proposed drill hole in a concrete bound to be located at the southwesterly corner of Nichols Way with Holbrook Street; thence

By a curve with a radius of twenty five feet (25.00') and a length of thirty six and 66/100 (36.66'); thence

PROPERTY ADDRESS: Nichols Way, Norfolk, MA 02056

THIRD PARCEL

The grantor grants to the grantee all of its right, title and interest in and to the Drainage Easement in, over, under and across **Lot 6**, as shown on the aforementioned Plan, being more particularly described as a “25’ Wide Drainage Easement” on said Plan.

The grants of said roadway and drainage easements described above shall include within said grants, the perpetual right and easement to construct, maintain and replace drainage pipes and utility structures of any and all types as are commonly used in the Town of Norfolk and, without limitation, the right, but not the obligation, to use, construct, inspect, repair, operate and forever maintain drainage and utility pipes and structures and the right to enter on foot and with equipment and vehicles to perform any of said work.

Further, the grantor does hereby grant unto the grantee, its successors and assigns forever, ownership rights in all of said drainage pipes, manholes, conduits, fixtures, headwalls and all appurtenances thereto that are now or hereafter may be constructed, installed in, through or under the above-described land.

Further, the grantor, for itself and its successors in title, covenants that it shall not permit, insofar as it is within its power to do so, any use within said easement areas described herein, which is inconsistent with these grants of easements, including, but not limited to, the erection of any non-drainage related structures of any kind or performing any act which will impair the function or purpose of said grant of easement.

Further, the grantor does hereby grant unto the grantee, its successors and assigns forever, the perpetual right to access the Open Space areas as shown on said plan for the purposes of maintaining the drainage easements shown on said plan as Drainage Easement OS-A and Drainage Easement OS-B, and for all other lawful purposes.

Said land and easement are conveyed subject to any and all encumbrances and any and all other easements shown on plans of record and contained in other documents recorded in Norfolk Deeds.

For grantor's title see deed from Thomas W. DiPlacido, Jr., dated December 15, 2015, recorded with the **Norfolk Registry of Deeds in Book 33721, Page 485.**

Law Offices of
ROCHE AND ROCHE, P.C.
38 Pond Street, Suite 308
Franklin, MA 02038
Telephone: (508) 528-8300
Telefax: (508) 528-8889

John J. Roche
Neil J. Roche (1956-2015)

Mailing Address:
P. O. Box 267
Franklin, MA 02038

September 4, 2019

Thomas W. DiPlacido, Jr.
850 Franklin Street
Wrentham, MA 02093

Sent via e-mail (tom@diplacidodevelopment.com)

RE: Nichols Way, Norfolk, MA
Owner: Winding Hollow, LLC

Dear Mr. DiPlacido:

Please accept this letter as our Certification of Title with regard to the above-captioned premises. We have examined title with the Norfolk County Registry of Deeds through September 4, 2019, and find that on December 15, 2015, the property was conveyed to Winding Hollow, LLC by deed of Thomas W. DiPlacido, Jr., dated December 15, 2015; recorded with Norfolk County Registry of Deeds in Book 33721, Page 485.

Said premises are more particularly described in Exhibit "A" attached hereto.

In addition to those exceptions to record title specifically set forth on Exhibit B attached hereto, this Certificate does not certify to or report upon any of the following matters:

1. Real estate taxes and other municipal liens.
2. Any lien or right to a lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown by the public records.
3. Any encroachments, overlaps, boundary line disputes or other physical facts which may be revealed by a personal inspection or accurate survey of the property.
4. Rights or claims of parties in possession not shown by the public records.

5. Easements or claims of easements not shown by the public records.
6. Any law, ordinance, by-laws or other governmental regulations affecting, restricting,

recorded with Norfolk County Registry of Deeds in Book 33721, Page 485.

EXHIBIT "B"

Said premises are subject to and have the benefit of the following:

1. Mortgage to Walpole Cooperative Bank dated December 16, 2015, recorded with the Norfolk County Registry of Deeds in Book 33721, Page 487;
2. Subject to a boundary line agreement recorded with the Norfolk County Registry of Deeds in Book 2655, Page 502;
3. Subject to an Order from the Department of Environmental Protection recorded with said Registry of Deeds in Book 5447, Page 614;
4. Grant of Title 5 Nitrogen Loading Restriction & Easement recorded with said Registry of Deeds in Book 33825, Page 207;
5. Declaration of Trust and Common Scheme Restrictions of the Winding Hollow Homeowner Association Trust recorded in Book 34633, page 431;
6. Easement to Verizon of New England and NStar Electric Company, d/b/a Eversource Energy, dated July 18, 2016, recorded with the Norfolk County Registry of Deeds in Book 34648, Page 261;
7. Notice from Division of Fisheries and Wildlife recorded with said Registry of Deeds in Book 33721, Page 482.
8. Drainage Easements and all other easements shown on plan recorded with said Registry of Deeds in Plan Book 644, Pages 36-39.

CHECKLIST FOR STREET ACCEPTANCE

STREET NAME Nichols Way

DEVELOPER NAME & ADDRESS Winding Hollow LLC

No.	Action	Date of Receipt
1	Developer submits as-built plans and appropriate legal instruments	8/29/2019
2	Developer submits street name request to the Board of Selectmen	9/5/2019
3	The Planning Board has documents reviewed by Town Counsel	TBD
4	DPW reviews documents	TBD
5	Fire Department reviews documents	TBD
6	Developer submits mylar and paper copies of as-built to Planning Board	After Review
7	Endorsed plans and documents forwarded to BOS	TBD
8	Developer completes all "punch list" items, overseen by DPW	TBD
9	BOS places Article on upcoming Warrant for Town Meeting for completed roads	TBD
10	When required, BOS holds a public hearing	TBD
11	Town Meeting approves	TBD
12	Town Clerk files endorsed plan	TBD
13	Developer provides recording data to Town Clerk and BOS	TBD
14	Town Clerk records road as a public way	TBD

*Winding Hollow Development LLC.
850 Franklin Street, Suite 8
Wrentham, Mass 02093*

September 3, 2019

Norfolk Planning Board
1 Liberty Lane
Norfolk, MA 02056

Re: Bond Reduction for Winding Hollow (Nichols Way)

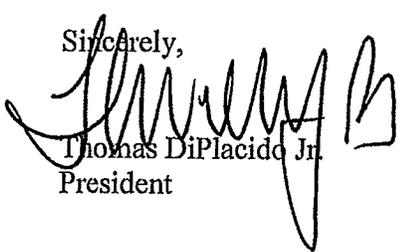
Dear Board Members,

Winding Hollow Development LLC., politely request that the Board vote:

- To request that BETA Group to perform a review of the Nichols Way As-Built Plan and Site so that a bond reduction or release may be granted by the Planning Board.
- To request that Town Counsel to review the submitted documents for adequacy
- To request that DPW to perform a final inspection of Nichols Way.
- To request the Fire Department to review the attached documents and perform their site inspections
- That upon completion of the above that the Board endorse the Nichols Way mylar plans and forward to the Board of Selectmen to hold a Public hearing to place Nichols Way on the upcoming Warrant for the November Town Meeting.

Please find attached electronic files for the Nichols Way As-Built, the Form L Conveyance of Easements, the Proposed Deed to the Town of Norfolk, the Attorney's Certificate of Title and a Nichols Way Checklist for Street Acceptance.

Sincerely,


Thomas DiPlacido Jr.
President

The Law Offices of
Louis J. Dakoyannis, LLC



John R. Pollets, Esq.

t: (781) 493-6999 | f: (781) 493-6998 | www.dslawllc.com

jpollets@jplaw.us | Direct Line: (617) 653-6661

355 Providence Highway, Westwood, MA 02090

Via Certified and First-Class Mail

NOTICE TO WITHDRAW FROM CHAPTER 61-FOREST LAND PROGRAM

February 13, 2020

Board of Selectman
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056

RE: Current Owner: Charles H, Weeber, III Trustee of Weeber Realty Trust
108 North Valley Road, Pelham, MA 01002

Buyer: John E. Nolan and Nancy M. Nolan
23 Fairfield Circle, Norwood, MA 02062

Address of c. 61 Parcel: 75 Cleveland Street, Norfolk, MA 02062
Shown on assessors Map as Mblu: 16/34/141/1

Intent to Withdraw from G.L. c 61 Forest Land Program and Notice of 120 Day Right of First Refusal

Dear Select Persons:

In accordance with General Laws c. 61 Section 12, this letter shall constitute Notice that the owner of the land located at 75 Cleveland Street, Norfolk, MA 02062 is intending to sell the entire parcel consisting of approximately 18.54 acres of land with a single-family home. A copy of the certified copy of the purchase and sales agreement is attached. The Seller is advised that the buyers intend to continue to use the parcel for residential purposes.

The sale price for the Parcel is \$575,000.00 in accordance with the attached certified copy of the purchase and sales agreement. Said agreement is a complete, true and accurate copy

of the agreement signed by the parties and there are no additional conditions or contingencies relative to the sale.

This Notice shall start the Town's 120 day Right of First Refusal to either purchase said parcel or waive its right to purchase. Kindly advise at your first opportunity if the town will be exercising its option to purchase the property or will be waiving its rights under G.L. c. 61.

Should you have any questions or concerns I can be reached at the above phone number or by e-mail.

Thank you for your attention to this matter.

Sincerely,



John R. Pollets

cc: Town of Norfolk Planning Board
Town of Norfolk Conservation Committee
Town of Norfolk Board of Assessors
Massachusetts Department of Forestry

**STANDARD FORM
PURCHASE AND SALE AGREEMENT**

This 30th day of January, 2020

1. **PARTIES** Charles H. Weeber, III Trustee of Weeber Realty Trust of 108 North Valley Road, Pelham, MA 01002 hereinafter called SELLER, agrees to SELL and John E Nolan and Nancy M. Nolan (or assign) of 23 Fairfield Circle, Norwood, MA 02062 hereinafter called BUYER or PURCHASER, agrees to BUY, upon the terms hereinafter set forth, the following described premises
2. **DESCRIPTION**
(fill in and include title reference) the land and building(s) thereon known and numbered as **75 Cleveland Street, Norfolk, Norfolk County, Massachusetts**, as described at the Norfolk County Registry of Deeds in Book 14263, Page 344, containing 18.54 acres more or less.
3. **BUILDINGS, STRUCTURES, IMPROVEMENTS, FIXTURE**
(fill in or delete) Included in the sale as part of said premises are the buildings, structures, and improvements now thereon, and in the fixtures belonging to the SELLER and used in connection therewith including, if any, all wall to wall carpeting, drapery rods, automatic garage door openers, venetian blinds, window shades, screens, screen doors, storm windows and doors, awnings, shutters, furnaces, heaters, heating equipment, stoves, ranges, oil and gas burners and fixtures appurtenant thereto, hot water heaters, plumbing and bathroom fixtures, garbage disposers, electric and other lighting fixtures, mantels, outside television antennas, fences, gates, trees, shrubs, plants, and ONLY IF BUILT-IN NONE
4. **TITLE DEED**
(fill in)
**Include here by specific reference any restrictions, easements, rights and obligations in party walls not included in (b), leases, municipal and other liens, other encumbrances, and make provision to protect SELLER against BUYER'S Breach of SELLER'S Covenants in leases, where necessary*
Said premises are to be conveyed by a good and sufficient QUITCLAIM deed to the BUYER, or to the nominee designated by the BUYER by written notice to the SELLER at least seven (7) days before the deed is to be delivered as herein provided, and said deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except
(a) Provisions of existing building and zoning laws;
(b) Existing rights and obligations and party walls which are not the subject of written agreement;
(c) Such taxes for the then current year as are not due and payable on the date of the delivery of such deed;
(d) Any liens for municipal betterments assessed after the date of this agreement;
(e) Easements, restrictions and reservations of record, if any, so long as the same do not prohibit or materially interfere with the current use of the premises as a single-family residential dwelling;
(f)
5. **PLANS** If said deed refers to a plan necessary to be recorded therewith the SELLER shall deliver such plan with the deed in form adequate for recording or registration.
6. **REGISTERED TITLE** In addition to the foregoing, if the title to said premises is registered, said deed shall be in form sufficient to entitle the BUYER to a Certificate of Title of said premises, and the SELLER shall deliver with said deed all instruments, if any, necessary to enable the BUYER to obtain such Certificate of Title.
7. **PURCHASE PRICE**
(fill in); space is allowed to write out the amounts if desired
The agreed purchase price for said premises is **Five Hundred Seventy-Five Thousand and no/100 (\$575,000.00) dollars**, of which
\$ 5,000.00 have been paid as a deposit this day and
\$ 500.00 were paid with the Offer and
\$ 569,500.00 are to be paid at the time of delivery of the deed in cash, or by certified, cashier's, treasurer's check, bank check; or attorney's IOLTA check.

\$ 575,000.00 TOTAL

**CERTIFIED
TRUE COPY**

John E Nolan


ATTORNEY AT LAW

8. **TIME FOR PERFORMANCE DELIVERY OF DEED** Such deed is to be delivered at 12:00 o'clock P.M. (Noon) on the 7th business day after the seller has obtained the non-exercise of the Town of Norfolk's Right of First Refusal to obtain the premises pursuant to MGL Ch. 61A at the Norfolk Registry of Deeds, or at the Buyer's lender's attorney's office, unless otherwise agreed upon in writing. It is agreed that time is of the essence of this agreement. Seller shall be required to attend the closing but shall sign the deed personally.
9. **POSSESSION AND CONDITION OF THE PREMISES**
(attach a list of exceptions, if any) Full possession of said premises free of all tenants and occupants is to be delivered at the time of the delivery of the deed, said premises to be then (a) in the same condition as now are, reasonable use and wear and tear excepted, and (b) not in violation of said building and zoning laws, and (c) in compliance with the provisions of any instrument referred to in Clause 4 hereof. The BUYER shall be entitled to personally inspect said premises prior to the delivery of the deed in order to determine whether the condition thereof complies with the terms of this clause.
10. **EXTENSION TO PERFECT TITLE OR MAKE PREMISES CONFORM**
(Change period of time if desired) If the SELLER shall be unable to give title or to make conveyance, or to deliver possession of the premises all as herein stipulated, or if at the time of the delivery of the deed the premises do not conform with the provisions hereof, then ~~any payments made under this agreement shall be forthwith refunded and all other obligations of all parties hereto shall cease and this agreement shall be void without recourse to the parties hereto, unless the SELLER elects to~~ shall use reasonable efforts (not to exceed \$2,500 exclusive of voluntary liens and mortgages) to remove any defect in title, or to deliver possession as provided herein, or to make the said premises conform to the provisions hereof, as the case may be, in which event the SELLER shall give written notice thereof to the BUYER at or before the time for performance hereunder, and thereupon the time for performance hereof shall be extended for a period of thirty (30) days.
11. **FAILURE TO PERFECT TITLE OR MAKE PREMISES CONFORM, etc.** If at the expiration of the extended time the SELLER shall have failed so to remove any defects in title, deliver possession, or make the premises conform, as the case may be, all as herein agreed, or if at any time during the period of this agreement or any extension thereof, the holder of a mortgage on said premises shall refuse to permit the insurance proceeds, if any, to be used for such purposes, then, any payments made under this agreement shall be forthwith refunded and all other obligations of all parties hereto shall cease and this agreement shall be void without recourse to the parties hereto.
12. **BUYER'S ELECTION TO ACCEPT TITLE** The BUYER shall have the election, at either the original or any extended time for performance, to accept such title as the SELLER can deliver to the said premises in their then condition and to pay therefore the purchase price without deduction, in which case the SELLER shall convey such title, except that in the event of such conveyance in accord with the provisions of this clause, if the said premises shall have been damaged by fire or casualty insured against, then the SELLER shall, unless the SELLER has previously restored the premises to their former condition, either
a. pay over or assign to the BUYER, on delivery of the deed, all amounts recovered or recoverable on account of such insurance, less any amounts reasonably expended by the SELLER for any partial restoration, or
b. if a holder of a mortgage on said premises shall not permit the insurance proceeds or a part thereof to be used to restore the said premises to their former condition or to be so paid over or assigned, give to the BUYER a credit against the purchase price, on delivery of the deed, equal to said amounts so recovered or recoverable and retained by the holder of the said mortgage less any amounts reasonably expended by the SELLER for any partial restoration.
13. **ACCEPTANCE OF DEED** The acceptance and recording of a deed by the BUYER or his nominee as the case may be, shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of said deed.
14. **USE OF MONEY TO CLEAR TITLE** To enable the SELLER to make conveyance as herein provided, the SELLER may, at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, provided that all instruments so procured are recorded simultaneously with the delivery of said deed, or as soon as practicable thereafter pursuant to local and customary conveyancing practice.
15. **INSURANCE**
Insert amount
(list additional types of insurance and amounts as agreed)
Until the delivery of the deed, the SELLER shall maintain insurance on said premises as follows:
Type of Insurance
(i) Fire and Extended Coverage
(b)
Amount of Coverage
\$As presently insured.

Risk of loss shall remain with the Seller until the deed is recorded

*Wm
2/27*

16. **ADJUSTMENTS**
(list operating expenses, if any, or attach schedule)
Collected rents, mortgage interest, water use charges, operating expenses (if any) according to the schedule attached hereto or set forth below, and taxes for the then current fiscal year, shall be apportioned and fuel value shall be adjusted, as of the day of performance of this agreement and the net amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the BUYER at the time of delivery of the deed. ~~Uncollected rents for the current rental period shall be apportioned if and when collected by either party.~~
17. **ADJUSTMENT OF UNASSESSED AND ABATED TAXES**
If the amount of said taxes is not known at the time of the delivery of the deed, they shall be apportioned on the basis of the taxes assessed for the preceding year, with a reapportionment as soon as the new tax rate and valuation can be ascertained; and, if the taxes which are to be apportioned shall thereafter be reduced by abatement, the amount of such abatement, less the reasonable cost of obtaining of the same, shall be apportioned between the parties, provided that neither party shall be obligated to institute or prosecute proceedings for an abatement unless herein otherwise agreed.
18. **BROKER'S FEE**
(fill in fee with dollar amount or percentage; also name of Brokerage firm(s))
A Broker's fee for professional services of (as per MLS) is due from the SELLER to Coldwell Banker Residential Brokerage and Advanced Realty, the Broker(s) herein, but only if, as and when the Seller receives the full purchase price, and the Buyer accepts and records the Seller's deed.
19. **BROKER(S) WARRANTY**
(fill in name)
The Broker(s) named herein, to Coldwell Banker Residential Brokerage and Advanced Realty warrant(s) that the Broker(s) is (are) duly licensed as such by the Commonwealth of Massachusetts.
20. **DEPOSIT**
(fill in name)
All deposits made hereunder shall be held in escrow by to Coldwell Banker Residential Brokerage as escrow agent subject to the terms of this agreement and shall be duly accounted for at the time for performance of this agreement. In the event of any disagreement between the parties, the escrow agent may shall retain all deposits made under this agreement pending instructions mutually given in writing by the SELLER and the BUYER or by a Court of competent jurisdiction.
21. **BUYER'S DEFAULT; DAMAGES**
If the BUYER shall fail to fulfill the BUYER's agreements herein, all deposits made hereunder by the BUYER shall be retained by the SELLER as liquidated damages and this shall be Seller's sole and exclusive remedy at law or in equity. ~~unless within thirty days after the time for performance of this agreement or any extension thereof, the SELLER otherwise notifies the BUYER in writing~~
22. **RELEASE BY HUSBAND OR WIFE**
The SELLER'S spouse hereby agrees to join in said deed and to release and convey all statutory and other rights and interests in said premises.
23. **BROKER AS PARTY**
The Broker(s) named herein join(s) in this agreement and become(s) a party hereto, insofar as any provisions of this agreement expressly apply to Broker(s), and to any amendments or modifications of such provisions to which the Broker(s) agree(s) in writing.
24. **LIABILITY OF TRUSTEE, SHAREHOLDER, BENEFICIARY, ETC.**
If the SELLER or BUYER executes this agreement in a representative or fiduciary capacity, only the principal or estate represented shall be bound and neither the SELLER or BUYER so executing, nor any shareholder or beneficiary of any trust, shall be personally liable for any obligation, express or implied, hereunder.
25. **WARRANTIES AND REPRESENTATIONS**
(fill in); if none, state "none", if any listed, indicate by whom each warranty or representation was made
The BUYER acknowledges that the BUYER has not been influenced to enter into this transaction nor has he relied upon on any warranties or representations not set forth or incorporated in this agreement or previously made in writing, except for the following additional warranties and representations, if any, made by either the SELLER or the Broker(s):

None.

Handwritten signature

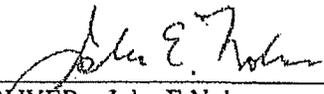
26. **MORTGAGE CONTINGENCY CLAUSE**
(omit if not provided for in Offer to Purchase) In order to help finance the acquisition of said premises, the BUYER shall apply for a conventional or other institutional mortgage loan of 0.00 at prevailing rates, terms and conditions. If despite the BUYER's diligent efforts a firm, written commitment for such loan cannot be obtained on or before ~~the BUYER may terminate this agreement by written notice to the SELLER and/or Broker(s), as agent(s) for the SELLER, prior to the expiration of such time, whereupon any payments made under this agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this agreement shall be void without recourse to the parties hereto. In no event will the BUYER shall be deemed to have used diligent efforts to obtain such commitment unless provided BUYER submits a one completed mortgage loan application conforming to the foregoing provisions on or before two (2) days after Buyer receives a fully signed copy of this Agreement.~~ INTENTIONALLY DELETED
27. **CONSTRUCTION AGREEMENT** OF This instrument, executed in multiple counterparts, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and inures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be cancelled modified or amended only by a written instrument executed by both the SELLER and the BUYER. If two or more persons are named herein as BUYER their obligations hereunder shall be joint and several. The captions and marginal notes are used only as a matter of convenience and are not to be considered a part of this agreement or to be used in determining the intent of the parties to it.
28. **LEAD PAINT LAW** The parties acknowledge that, under Massachusetts law, whenever a child or children under six years of age resides in any residential premises in which any paint, plaster or other accessible material contains dangerous levels of lead, the owner of said premises must remove or cover said paint, plaster or other material so as to make it inaccessible to children under six years of age.
29. **SMOKE DETECTORS** The SELLER shall, at the time of the delivery of the deed, deliver a certificate from the fire department of the city or town in which said premises are located stating that said premises have been equipped with approved smoke and carbon monoxide detectors in conformity with applicable law.
30. **CARBON MONOXIDE DETECTORS** For properties sold or conveyed after March 30, 2006, the Seller shall provide a certificate from the department of the city or town in which the premises are located, either in addition to or incorporated in certificate described above, stating that the premises have been equipped with carbon monoxide detector compliance with M.G.L. c 148 s. 26F 1/2 or that the Premises are otherwise exempted from the Statute.
31. **ADDITIONAL PROVISIONS** The initialed riders, if any, attached hereto, are incorporated herein by reference.

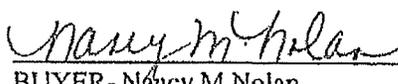
See Rider "A" attached hereto and incorporated herein by reference.

FOR RESIDENTIAL PROPERTY CONSTRUCTED PRIOR TO 1978, BUYER MUST ALSO HAVE SIGNED LEAD PAINT "PROPERTY TRANSFER NOTIFICATION CERTIFICATION"

NOTICE: This is a legal document that creates binding obligations. If not understood, consult an attorney.


SELLER - Charles H. Weeber, III, Trustee
of the Weeber Realty Trust


BUYER - John E Nolan


BUYER- Nancy M Nolan

RIDER A TO PURCHASE AND SALE AGREEMENT

75 Cleveland Street, Norfolk, MA

32. It is understood that portions of the premises may contain lead-based paint, plaster or other accessible lead-based material and that no representations have been made by the SELLER concerning the presence or absence of such lead-based materials. The BUYER may incur obligations to remove such lead-based materials pursuant to Section 197 of Chapter 111 of the General Laws and the Buyer hereby agrees to accept and assume any such obligations.
33. SELLER and BUYER each represent and warrant to the other that neither party has contacted any real estate broker in connection with this transaction (except those referenced herein), and were not directed to each other as a result of any services or facilities of any real estate broker (except those referenced herein). If a claim in connection with this transaction is made by any broker claiming to have dealt through or on behalf of one of the parties hereto, such party shall indemnify, defend and hold the other party hereunder harmless from all claims, losses, damages, costs or liabilities with respect to said claim. The provisions of this paragraph shall survive delivery of the deed.
34. Title Standard: Any title matter which is the subject of a title standard or practice of the Real Estate Bar Association of Massachusetts at the time for delivery of the deed shall be governed by said title standard or practice to the extent applicable.
35. This Agreement may be executed in counterparts, and as so executed shall constitute one complete agreement. Facsimile or electronically scanned signatures shall be deemed originals for all purposes. Further, by executing this Agreement, the Buyer and Seller hereby grant to their attorneys the actual authority to bind them for the sole limited purpose of allowing them to grant extensions, and the Seller and Buyer shall be able to rely upon signatures of said attorneys as binding unless they have actual knowledge that the principals have disclaimed the authority granted herein to bind them.
36. This Agreement, and any riders annexed hereto and the documents delivered pursuant hereto, constitute the entire agreement and understanding between the parties and supersede any prior agreement and understanding relating to the subject matter of this Agreement. This Agreement may be modified or amended only by a duly authorized written instrument executed by the parties or their authorized agents.
37. The document executed by the parties entitled "Contract to Purchase Real Estate" or "Offer to Purchase Real Estate," as well as any other prior memoranda or agreement between the parties, is hereby superseded and shall have no further force and effect.
38. All of SELLER's representations under this Agreement are to SELLER's actual knowledge, and without conducting any independent investigation or inquiry and are

*JA
Graham*

not intended to imply or create any obligation for the SELLER to take additional actions or make further inquiry with regard to any topics contained within this Agreement or elsewhere, including but not limited to, documents, to be executed in conjunction with the closing; furthermore, it is acknowledged and agreed by the parties that any such representations shall not constitute a representation or warranty against the existence of such conditions about which SELLER has no knowledge, nor a representation or warranty against the discovery or occurrence of such conditions. The provisions of this paragraph shall survive the closing and delivery of the deed hereunder.

39. SELLER may have prepared and delivered to BUYER a Disclosure Statement or Statement of Property Condition relative to the Premises. BUYER understands and acknowledges that said statement was provided to BUYER for informational purposes only and is not to be relied upon by BUYER. BUYER has been provided with the opportunity to make such inspections of the Premises as BUYER deems necessary to determine the condition of the Premises and all improvements thereon, therein or thereunder and BUYER acknowledges that he/she is relying solely upon such inspections in its decision to purchase the Premises and not on information provided by SELLER, and is acquiring the Premises in its then condition, as-is.
40. This Agreement may not be assigned or recorded by the BUYER without the prior written consent of the SELLER and any recordation by BUYER (including a recording of notice hereof) or purported assignment by BUYER in violation of this paragraph shall be considered a default by BUYER under this Agreement, whereupon all deposits hereunder shall be paid to SELLER with interest thereon and shall become SELLER's property and this Agreement shall terminate without further recourse to the parties hereto. This provision is not in derogation of BUYER's rights under paragraph 4 to designate a nominee to take title.
41. If this Agreement or any other provisions by way of reference incorporated herein shall contain any term or provision which shall be invalid, then the remainder of the Agreement or other instrument by way of reference incorporated herein, as the case may be, shall not be affected thereby and shall remain valid and in full force and effect to the fullest extent permitted by law.
42. Buyer and Seller recognize that it is extremely difficult and impracticable to ascertain the extent of detriment to Seller caused by the breach or default by Buyer under this agreement, or the amount of compensation Seller should receive as a result of Buyer's breach or default. Accordingly, the parties have taken these facts into account in setting the amount of the deposit hereunder and hereby agree (i) the deposit hereunder is the best estimate of the damages which would accrue to Seller in the event of Buyer's default hereunder; (ii) said deposit represents damages and not a penalty against Buyer; and (iii) if Buyer shall fail to fulfill Buyer's obligations hereunder (unless such failure is due to breach or default by Seller of Seller's obligations under this agreement), Seller shall retain Buyer's deposit as liquidated damages and this shall be his sole remedy at law and in equity.
43. All notices required or to be given hereunder shall be in writing and deemed duly given when delivered or mailed by registered or certified mail, return receipt requested.

*Jen
man*

postage and registration or certification charges prepaid, or sent via facsimile with confirmation of receipt, or e-mail with confirmation of receipt, or delivered addressed as follows:

If to SELLER: John R. Pollets, Esq
 Law Office of Louis J. Dakoyannis, LLC
 355 Providence Highway
 Westwood, MA 02090
 Phone: 781-493-6999
 Fax: 781-493-6998
 Cell: 7671-653-6661
 Email: jpollets@jplaw.us

If to BUYER: Thomas Flaherty, Esq
 15 South Main Street
 Randolph, MA 02368
 Email: tflaherty@bfbboston.com
 Tel: 781-963-5858

or to such other address or addresses as may from time to time be designated by either party by written notice to the other. A facsimile or e-mail of any notice regarding this P&S Agreement, by either the parties or their attorney, where receipt is acknowledged by the receiving party, shall be suitable notice and binding on the parties and any future modification shall be binding on the parties. Extensions and modifications to this agreement signed by the parties' attorneys shall be binding on all parties.

45. SELLER agrees to permit BUYER and its designees reasonable access, at reasonable times, to the said premises. Said right of access shall be exercised only in the presence of SELLER or SELLER'S agent, and only after reasonable prior notice to the SELLER and with SELLER'S prior consent. BUYER agrees to indemnify, defend and hold harmless the SELLER from any and all costs, damages and claims for damage to property or persons caused by BUYER or BUYER'S agent(s) while on the Premises or as a result of BUYER or BUYER'S agent(s) being on the Premises other than matters as a result of the SELLER'S negligence.

46. BUYER warrants, represents and acknowledges to SELLER and agrees that SELLER is relying upon the following: By execution of this Agreement, BUYER acknowledges that BUYER has had an opportunity to conduct any and all inspections of the Premises (either independently or through agents of the BUYER'S choice), including all improvements thereon, and any and all component parts thereof, desired by the BUYER (and that the SELLER has no responsibility for any failure by the BUYER to fully exercise such inspection rights), including, without limitation, mechanical, structural, groundwater tables, utility systems, all appliances and personal property being conveyed with the Premises as provided in this Agreement, pest, termite, lead paint, asbestos, radon, mold and any hazardous chemicals, materials, or substances, dimensions and area of the Premises, and that BUYER is fully satisfied with the results of same, and accepts the Premises "AS IS, AS IS, WHERE-IS, and WITH ALL FAULTS" (as of the time of BUYER'S inspection), reasonable use and wear thereof excepted, and is not relying upon any representations of the SELLER or SELLER'S agents in connection with same and in connection with BUYER'S decision to purchase the Premises (other than those specifically set forth in this Agreement), including, without limitation, as to the character, quality, use, value, quantity or condition of the Premises except as expressly set forth herein. BUYER further represents and agrees that the existence of any matter or condition revealed by,

*Jan
2008*

or which could have been revealed by such inspections shall not be deemed to be a default by SELLER under this Agreement. Any statements which may have previously been made by the SELLER, including without limitation in any realtor's/broker's questionnaire or so-called "Seller's Disclosure Statement" or property listing information, if any, are specifically hereby voided and are superseded by this Agreement. BUYER acknowledges and agrees that SELLER shall have no obligation to repair any defect existing on the date of this Agreement. Without intending to limit the generality of the foregoing, SELLER does not warrant or represent that the Premises complies with current municipal, county, state or federal codes, ordinances, statutes, laws, regulations or the like, relating to zoning, building, environmental, health or any involving the maintenance, operation or condition of the Premises. BUYER hereby agrees that SELLER shall have no responsibility or liability after closing for complying with any codes, ordinances, statutes, laws, regulations or the like which relate to lead paint, asbestos, radon, mold, hazardous chemicals, materials, or substances or any requirements that SELLER remove any or all of the same, BUYER hereby assuming any and all such responsibility and liability. SELLER makes no representations concerning the accuracy of any information provided by the realtor(s) or broker(s) unless expressly incorporated into this Agreement. The provisions of this paragraph shall survive the Closing and delivery of the Deed hereunder.

47. BUYER warrants and represents to SELLER and SELLER represents and warrants to BUYER that it has dealt with no broker or other person entitled to a broker's commission in connection with the negotiation or execution of this Agreement or the consummation of the transaction contemplated hereby except for the realtors named in this agreement and each agrees to hold the other harmless and indemnify the other against all damages, claims, losses and liabilities, including legal fees, incurred by the other, arising out of or resulting from the failure of its representation and warranty. This provision shall survive the closing hereunder.

48. All of SELLER's representations under this Agreement are to the SELLER's actual knowledge, and without conducting any independent investigation or inquiry and are not intended to imply or create any obligation for the SELLER to take additional actions or more further inquiry with regard to any topics contained within this Agreement or elsewhere, including but not limited to, documents, to be executed in conjunction with the Closing; furthermore, it is acknowledged and agreed by the Parties that any such representations shall not constitute a representation or warranty against the existence of such conditions about which SELLER has no knowledge, nor a representation or warranty against the discovery or occurrence of such conditions. Any representations and warranties made by the Seller shall terminate upon the recording of the deed. The provisions of this paragraph shall survive the Closing and delivery of the Deed hereunder.

49. Limited Power of Attorney: By executing this Agreement, the BUYER and SELLER hereby grant to their Attorneys (or Realtor if such party is not represented by an Attorney) the actual authority to bind them for the sole limited purpose of allowing them to grant extensions and the SELLER and the BUYER shall be able to rely upon the signatures of said Attorneys as binding unless they have actual knowledge that the principals have disclaimed the authority granted herein to bind them. Further for the purposes of this Agreement, facsimile signatures shall be binding.

50. Both BUYERS and SELLER hereby acknowledge that they have been offered the opportunity to seek and confer with qualified legal counsel of their choice prior to signing this agreement. The SELLERS have urged the BUYER to employ the assistance of a capable real estate attorney and a home, pest and septic inspector, and to consult, as appropriate, with local city or town officials such as tax assessors, zoning and building departments and the Board of Health, and to identify, investigate or verify all issues, concerns and matters that are important

*DEM
HMM*

to the BUYER. This information may include, without limitation, the age and condition of the home or its' components; square footage and boundaries of the lot; information concerning septic system or sewerage disposal; zoning; square footage of the home; condition of all parts of the home, including age of mechanical and electrical systems; past or present structural problems of the home, including problems with the roof or basement; the title to the property; annual taxes; if a condominium, the condition of the association, financial and otherwise, and it's legal status.

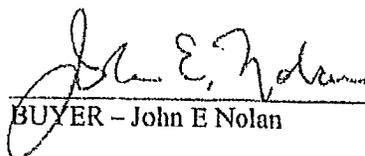
51. Buyer shall assume all costs associated with the inspection and installation of a septic system in compliance with Title 5 and agrees to release and hold the Seller harmless from any claim relative to the installation and functioning of any septic system.

52. Seller has disclosed that the subject Premises is currently being assessed as agricultural land pursuant to the provisions of M.G.L. Ch. 61 ("61"). Sellers shall provide the requisite written notice of this P&S agreement to the Town of Norfolk (the "Town") pursuant to the provisions of Chapter 61 (intent to sell), which allows the Town up to 120 days to purchase the Premises on the same terms as the Buyer. If the Town exercises its Right of First Refusal pursuant to 61, the Seller shall provide said notice of acceptance by the Town to the Buyers and this Agreement shall terminate and all deposits shall be forthwith refunded. If the Town does not exercise its Right of First Refusal, then the Seller shall proceed in accordance with this Agreement and shall record an Affidavit showing compliance with 61 or a waiver of the Right of First Refusal from the Town of Norfolk which shall be recorded at the time of the sale in the Norfolk Registry of Deeds. The Seller agrees to pay the Buyers a closing cost credit in the full amount of \$12,994.00 at the time of closing. The Buyer shall be responsible to pay all conveyance and rollback taxes or any other fees, if any, due relative to the sale of 61 property owned to the Town of Norfolk. This provision shall survive the closing. Seller agrees to begin the process to obtain the waiver of the Right of First Refusal within 3 business days from the execution of this agreement.

53. Seller shall provide the Buyer will all Plans and engineered drawings for the property held be the Seller or its agents.

Signed this 30th day of January 2020


SELLER - Charles H. Weeber, III, Trustee
of the Weeber Realty Trust


BUYER - John E Nolan


BUYER - Nancy M Nolan



COLDWELL BANKER
RESIDENTIAL
BROKERAGE

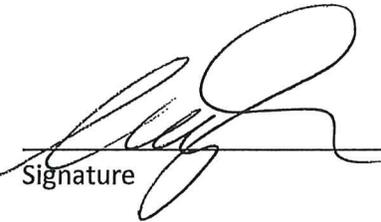


Feb 3, 2020

Town of Norfolk
 Board of Selectmen
 Norfolk Town Hall
 One Liberty Lane
 Norfolk, MA 02056
 Norfolk Town Hall
 One Liberty Lane
 Norfolk, MA 02056

I have received the Purchase and Sales Agreement between the seller Charles Weeber, III the trustee for Weeber Realty Trust and John and Nancy Nolan purchaser for said home and accompanying land.

The town has a 120 day right of first refusal for this home so time is of the essence.



 Signature



 Printed name

2/3/20

 Date received

____ Bill Ferellec Coldwell Residential Brokerage
 Sellers agent



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

Re: Right of First Refusal - 75 Cleveland Street

1 message

Mark and Cyndi Andrade <theandrades@sprynet.com>

Sat, Feb 8, 2020 at 1:53 PM

To: Nancy Langlois <nlanglois@norfolk.ma.us>, brobinson@norfolk.ma.us

Nancy, Blythe,

The CPC discussed the property at 75 Cleveland St. at its meeting on Wednesday, 2/5. This parcel had previously come before the Committee in late 2017. Both in 2017, and now, the Committee voted not to support/pursue purchase by the town utilizing CPA funds. Unfortunately, zoning and wetlands considerations make the parcel very difficult to utilize from the standpoint of allowed CPA uses.

Thank you very much for forwarding the P&S to the CPC under the right of first refusal for a 61A property.

Cyndi Andrade

On 2/3/2020 5:04 PM, Nancy Langlois wrote:

Good Afternoon,

Today the Select Board received the attached Purchase and Sales Agreement for property located at 75 Cleveland Street which is a property currently in the Chapter 61A program. The Town now has 120 days to exercise its right of first refusal.

Please get back to myself or Blythe with whether you believe the Town should exercise it's right. Due to the time limitations, please do this as soon as possible.

Thank you.

Regards,

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801



TOWN OF NORFOLK
BOARD OF ASSESSORS
ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056
www.norfolk.ma.us



PH: 508-528-1120

FAX: 508-541-3383

February 19, 2020

Board of Selectmen
1 Liberty Lane
Norfolk, MA 02056

Honorable Members,

Weeber Realty Trust, Charles Weeber, trustee, owner of land located on 75 Cleveland Street in Norfolk and shown as lot 34-141-1 on Assessors' map 16 has informed our office that he intends to sell or convert land which is currently classified under Chapter 61 to other use.

The Board of Assessors has no objection to the removal of this land from Chapter 61 Agricultural/Horticultural classification. The Board of Assessors would like to inform all parties that the attached Affidavit indicating that the property will be kept in Chapter use will need to be signed by prospective buyers or Rollback and/or Conveyance taxes will become due.

Sincerely,


Deborah Robbins, Chairman


Andrew Bakinowski

Patricia Salamone

Norfolk Board of Assessors



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

RE: Right of First Refusal - 75 Cleveland Street

1 message

Richard McCarthy <rmccarthy@norfolk.ma.us>
To: Nancy Langlois <nlanglois@norfolk.ma.us>

Thu, Feb 13, 2020 at 2:51 PM

I don't think the property is worth purchasing. The purchaser is proposing two homes which is a very limited development.

From: Nancy Langlois [mailto:nlanglois@norfolk.ma.us]
Sent: Thursday, February 13, 2020 12:35 PM
To: Richard McCarthy
Subject: Re: Right of First Refusal - 75 Cleveland Street

Hi Rich,

Just following up on. Do you have any thoughts or comments in regards to the Town's interest in the property on 75 Cleveland Street?

Nancy

On Mon, Feb 3, 2020 at 5:04 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Afternoon,

Today the Select Board received the attached Purchase and Sales Agreement for property located at 75 Cleveland Street which is a property currently in the Chapter 61A program. The Town now has 120 days to exercise its right of first refusal.

Please get back to myself or Blythe with whether you believe the Town should exercise it's right. Due to the time limitations, please do this as soon as possible.

Thank you.

Regards,

Nancy A. Langlois



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: 75 Cleveland Street

1 message

Amy Brady <abrady@norfolk.ma.us>

Thu, Feb 13, 2020 at 12:54 PM

To: Nancy Langlois <nlanglois@norfolk.ma.us>

Cc: David Turi <dturi@norfolk.ma.us>, Janet Delonga <jdelonga@norfolk.ma.us>

Good afternoon Nancy,

The **Conservation Commission** did vote unanimously at their meeting last night, 2/12/20, NOT to pursue purchasing the property at 75 Cleveland Street.

Best regards,
Amy Brady, Administrative Assistant
Norfolk Conservation Commission
Norfolk Zoning Board of Appeals
Office: 508-541-8455

Please be advised that the Secretary of State has determined that e-mail sent by or received by municipal employees is a public record.

On Thu, Feb 13, 2020 at 12:22 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Hi Amy,

Can you please confirm if the Conservation Commission's voted last evening on the right of first refusal for 75 Cleveland Street?

Thank you,

Nancy

--

Nancy A. Langlois
Executive Assistant
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
(508) 440-2801



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Right of First Refusal - 75 Cleveland Street

1 message

Barry Lariviere <blariviere@norfolk.ma.us>
To: Nancy Langlois <nlanglois@norfolk.ma.us>

Thu, Feb 13, 2020 at 12:47 PM

Hi Nancy,

Thanks for following up with me on this. The property abuts existing Town owned open space, it would make a nice continuation of a green corridor.

Al and I did look at it for the potential of an additional water source. I am not sure if it is large enough for us to get the 400' needed for the wellhead protection area, and we would not know the potential for water until some testing was done.

Regards,

Barry

Barry A. Lariviere

Interim DPW Director

Town of Norfolk

Norfolk DPW | O: 508.528.4990 x228 | C: 508.922.2226

On Thu, Feb 13, 2020 at 12:37 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Hi Barry,

Just following up on this. Do you have any thoughts or comments in regards to the Town's interest in the property on 75 Cleveland Street?

Thanks,

Nancy

On Mon, Feb 3, 2020 at 5:04 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Afternoon,

Today the Select Board received the attached Purchase and Sales Agreement for property located at 75 Cleveland Street which is a property currently in the Chapter 61A program. The Town now has 120 days to exercise its right of first refusal.

Please get back to myself or Blythe with whether you believe the Town should exercise it's right. Due to the time limitations, please do this as soon as possible.

Thank you.

Regards,

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801

--

February 19, 2020

Mr. Sam Zeigler
Grange Worthy Master
241 Main Street
Norfolk, MA 02056

Dear Sam,

On behalf of the Norfolk Historical Commission I am writing this letter to say we are in favor of your application for a matching grant from the Mass Historical Commission to replace the roof on the Grange. As the Norfolk Grange Hall is one of our most important landmarks, we completely endorse this project. The Commission members discussed the project this evening and all present were in favor of the project going forward.

Sincerely,

Betsy Pyne, Chair
Norfolk Historical Commission

D. Preservation Restriction Information

If an active MHC Preservation Restriction (PR) **in perpetuity** currently DOES exist on the property, the following items must be submitted in order for your Application to be complete:

1. Photocopy of the currently existing Preservation Restriction.
2. Current Assessor’s map and any legally recorded property surveys that may exist.

Applicant, in this instance, does NOT need to provide a legal opinion or letter of intent.

If an active MHC Preservation Restriction **in perpetuity** currently DOES NOT exist, the following items must be submitted in order for your Application to be complete:

1. Photocopy of the deed.
2. Photocopy of any existing restrictions on the property.
3. Current Assessor’s map and any legally recorded plot plans or surveys that may exist.
4. Letter of intent to execute & record the required PR (interior and exterior of building/ resource & associated land) signed by the owners and others with interest in the property such as mortgage holders. If applicant is not the owner of the resource and/or land that the resource sits on, applicant MUST include letter of intent from property owner(s) signifying acceptance of the terms of the Preservation Restriction agreement.
5. Certified copy of the vote to enter into a Preservation Restriction.
6. Legal opinion prepared by Applicant’s attorney containing the following:
 - a. The legal boundary description.
 - b. Assurance that a deed restriction for the property can be recorded in the Registry of Deeds.
 - c. Assurance that this Preservation Restriction will not be subordinate to any other restrictions, which may already be on the property.
 - d. List the correct names of the owners, and the correct names of all those who have an interest in the property who should be signatories to the Preservation Restriction, including mortgagees, if any.

E. Letters of Support

Include as separate attachments:

1. Public Support

Current letters of support for this MPPF Application from appropriate users, community leaders, public officials, etc.

2. Historical Commission Support (required)

A current letter(s) of support for this MPPF Application from the local historical commission and local historic district commission (if applicable), or evidence that the applicant requested a letter. The applicant must notify their local historical commission and local historic district commission (if applicable) to obtain written support before the Application is submitted. See F. 19. *Notification of Local Commission*, below.

Sam Zeigler

Master of Norfolk Grange 135

Missions and Goals for the Norfolk Grange

Hello Fellow Graingers,

I thought it would be a good idea to outline what being in the Grange means for me.

MISSIONS

1. Continue the traditions of the Grange
2. Promote local agriculture
3. Support protection of the environment
4. Preserve and maintain the historic Grange Hall
5. Provide service to the community

GOALS

1. Plan for agricultural/ wellness fair for next September
2. Continue Clean & Green event
3. Hold an essay contest for Norfolk 6th graders with a prize for the three best essays about preservation of the environment and world climate
4. Support the free Thanksgiving dinner
5. Promote the rental of the Hall for community groups and events with improvement to website with online calendar
6. Improvements to the Hall
 - a. Add air conditioning
 - b. Improve kitchen area with a sink and counterspace, and refrigerator
7. Plan ahead for replacement of roof and related repairs to steeple



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

Re: Grange roof

1 message

Christopher Wider <cwider@norfolk.ma.us>

Wed, Feb 19, 2020 at 8:40 AM

To: Blythe Robinson <brobinson@norfolk.ma.us>

I am okay with this. I asked the Grange master to put together some information on what services the Grange provides in Norfolk so you can include in a letter. Always best to take advantage of grants quickly!!!!

Chris

On Wed, Feb 19, 2020 at 8:33 AM Blythe Robinson <brobinson@norfolk.ma.us> wrote:

It can be done by either. I'm happy to do it and write it "on behalf of the board", however I just want to make sure that the board has no concerns about it. I suggest that either each of you write me back individually to let me know you're okay with me writing it for you, or it can wait until the next meeting and you could write one for the BOard to approve. I don't know if there is a deadline for the letters and when that is.

If the consensus is for me to write it, some background on the business and the grant would be helpful.

Blythe

On Wed, Feb 19, 2020 at 6:16 AM Christopher Wider <cwider@norfolk.ma.us> wrote:

Blythe, Is this something that can be executed by the selectboard or yourself?

Thanks,
Chris

----- Forwarded message -----

From: **Samuel C Zeigler** <sam@szrestoration.com>

Date: Tue, Feb 18, 2020 at 5:22 PM

Subject: Grange roof

To: <cwider@norfolk.ma.us>, Chris Wider <chris@aquabarriers.net>

Chris, Could you see if we can get a letter from the town for this.

-



--
Blythe C. Robinson
Town Administrator
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
brobinson@norfolk.ma.us
508-440-2855



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

David Rosenberg as Democratic Registrar of Voters

1 message

David M Rosenberg <Rosenberg@acm.org>

Thu, Feb 13, 2020 at 11:09 PM

To: Blythe Robinson <BRobinson@norfolk.ma.us>, Kevin Kalkut <KKalkut@norfolk.ma.us>, CiCi Van Tine <CVanTine@norfolk.ma.us>, Chris Wider <CWider@norfolk.ma.us>

Cc: NDTC-Officers@googlegroups.com

This message is being sent on behalf of Daniel Fallon, the chair of the Norfolk Democratic Town Committee (NDTC).

At the NDTC meeting on 13-Feb-2020, the NDTC voted to nominate David M. Rosenberg for another term as a Registrar of Voters.

His address and contact information are:

David M. Rosenberg
123 North Street
Norfolk, MA 02056
1-508-528-7124
Rosenberg@ACM.org

If you have any questions, feel free to contact Daniel Fallon by phone at 508-528-4786 or by Email at DLF542@gmail.com or contact me.

Thanks.

/David

International mail.
Insurance coverage is not available for purchase with Certified Mail service. However, the purchase of Certified Mail service does not change the insurance coverage automatically included with certain Priority Mail items.
For an additional fee, and with a proper endorsement on the mailpiece, you may request the following services:
- Return receipt service, which provides a record of delivery (including the recipient's signature). You can request a hardcopy return receipt or an electronic version. For a hardcopy return receipt, complete PS Form 3811, *Domestic Return Receipt*, attach PS Form 3811 to your mailpiece; *Helpful*, attach PS Form 3811 to your mailpiece.
IMPORTANT: Save this receipt for your records and provide delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).

OF NORFOLK LECT BOARD

VE LIBERTY LANE
LK, MASSACHUSETTS

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



Blythe C. Robinson
Town Administrator

January 9, 2020

REGISTERED MAIL RETURN RECEIPT REQUESTED

Mr. Daniel Fallon
Democratic Town Committee Chair
27 Hillcrest Village
Norfolk, MA 02056

Dear Mr. Fallon:

The Town of Norfolk has a vacancy on the Board of Registrar of Voters. Please have your committee vote and provide us with a list of three enrolled members in your party to be considered for the appointment.

Please forward your committee's selections to me for the Select Board's consideration as soon as possible. The committee has 45 days to respond to this request.

Feel free to contact me with any questions or concerns.

Very truly yours,

Nancy Langlois
Executive Assistant

/nal

cc: Carol Greene, Norfolk Town Clerk



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Federated Church of Norfolk's Annual Easter Sunrise Service - April 12, 2020

3 messages

Judith Lizardi <jlizardi@norfolk.ma.us> Tue, Feb 25, 2020 at 2:35 PM
To: Charles Stone <cstone@norfolk.ma.us>, Erron Kinney <ekinney@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Christine Tardanico <ctardanico@norfolk.ma.us>
Cc: Blythe Robinson <brobenson@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Good Afternoon,

Attached please find a request from the Federated Church of Norfolk to use the Gazebo on Town Hill on Easter Sunday, April 12, 2020, for their annual sunrise service from 5:30 to 7:00 a.m.

Please provide any comments and/or concerns regarding the event so we can pass them along to the Select Board for their consideration at their upcoming meeting next week.

Thank you.
Best,
Judith

--

Judith Lizardi
Executive Assistant
Town Administrator's Office
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
(508) 528-1408

Federated Church Easter Event on Town Hill.pdf
322K

Charles Stone <cstone@norfolk.ma.us> Tue, Feb 25, 2020 at 2:53 PM
To: Judith Lizardi <jlizardi@norfolk.ma.us>

I expect to hear that you were all in attendance. No comments from me. It's been going on forever.
CS

[Quoted text hidden]

--

Charles H. Stone Jr.
Chief of Police
Norfolk, Mass
FBINAA 165
508-520-4288

Barry Lariviere <blariviere@norfolk.ma.us> Tue, Feb 25, 2020 at 2:55 PM
To: Judith Lizardi <jlizardi@norfolk.ma.us>

No concerns from the DPW

Barry A. Lariviere

Interim DPW Director
Town of Norfolk

Norfolk DPW | O: 508.528.4990 x228 | C: 508.922.2226

On Tue, Feb 25, 2020 at 2:36 PM Judith Lizardi <jlizardi@norfolk.ma.us> wrote:
[Quoted text hidden]



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Federated Church of Norfolk's Annual Easter Sunrise Service - April 12, 2020

Erron Kinney <ekinney@norfolk.ma.us>

Mon, Mar 2, 2020 at 10:01 AM

To: Judith Lizardi <jlizardi@norfolk.ma.us>

Cc: Blythe Robinson <brobenson@norfolk.ma.us>, Nancy Langlois <nlangois@norfolk.ma.us>

Approved no special request or comments

[Quoted text hidden]

--

Erron Q. Kinney

Fire Chief



117 Main Street Norfolk, MA

ekinney@norfolk.ma.us

(508)528-3207



Federated Church of Norfolk

Rev. William Reed Main, Interim Minister

1 Union Street, PO Box 315

Norfolk MA 02056

Phone (508) 528 -0262 E-Mail: mail@fcon.org

February 20, 2020



Town of Norfolk
Board of Selectmen
1 Liberty Lane
Norfolk MA 02056

Gentlemen:

As in years past, we are planning to celebrate Easter with a sunrise service. We would like to hold this service at the Gazebo on Town Hill, on Sunday, April 12th from 5:30-7:00 a.m. This service is a highlight of our Easter Celebration and we look forward to continuing this tradition.

If you have any questions, please call the church office at (508) 528-0262.

Sincerely,

Rev William R. Main

Rev. William R. Main
Interim Pastor
Federated Church of Norfolk

February 24, 2020

Blythe Robinson
Town Administrator
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056

Dear Blythe,

Please accept this letter as formal notification of my resignation as the Town of Norfolk's Records Access Officer, effective immediately.

Regards,

Anthony Turi
Assistant Town Clerk

A handwritten signature in black ink, appearing to read 'AT', with a horizontal line underneath.

Cc: Town Clerk - Carol Greene



Updated Public Records Law

On June 3, 2016, Governor Baker signed An Act to Improve Public Records into law. The updated Public Records Law took effect January 1, 2017.

Below are a few of the provisions of the new version of the Public Records Law. It is suggested you consult the complete text of the new law which can be found at:

<https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter121>

If you have any questions, please contact the Public Records Division at 617-727-2832 or pre@sec.state.ma.us.

New Provisions

Records Access Officers

Agencies and municipalities are required to designate 1 or more Records Access Officer (RAO). The contact information for the RAO must be posted conspicuously, including on the agency's or municipality's website, if available. The RAO has a duty to:

- Coordinate the agency's or municipality's response to requests for access to public records;
- Assist individuals seeking public records in identifying the records requested;
- Assist the custodian of records in preserving public records; and
- Prepare guidelines that enable requestors to make informed requests.

Electronic Records

Under the new version of the law, RAOs must provide public records to a requestor in an electronic format *unless* the record is not available in an electronic format or the requestor does not have the ability to receive or access the records in a useable electronic format.

Additionally, as of January 1, 2017, **agency RAOs** will be required to provide on a searchable website electronic copies of commonly requested records, including: final opinions, annual reports, minutes of open meetings and agency budgets. **Municipal RAOs** will also be required to post commonly requested records on their municipal websites, to the extent feasible.

Response Time

Under the current law, a records custodian must respond to a request for records in writing within 10 calendar days.

Beginning January 1, 2017, a RAO must permit inspection or furnish a copy of a requested public record within **10 business days** following receipt of the request. RAOs may petition the Supervisor of Records for an extension if they are unable to grant access to the requested public records in this time period.

Fees

The Supervisor of Records' Public Access Regulations allowing records custodians to charge **5 cents** for black and white paper copies or computer printouts of public records for both single and double-sided sheets was codified and will remain effective with the new law.

Beginning January 1, 2017, if a response to a public records request requires more than 4 hours of employee time, an **agency RAO** may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record. However, the fee shall not exceed \$25 an hour.

Beginning January 1, 2017, if a response to a public records request requires more than 2 hours of employee time, a **municipal RAO** may assess a fee of the hourly rate of the lowest paid employee with the skills necessary to search for, compile, segregate, redact or reproduce a requested record. However, the fee shall not exceed \$25 an hour, unless approved by the Supervisor of Records. Municipalities with populations of 20,000 people or fewer will be permitted to charge for the first 2 hours of employee time.

Administrative Appeals

As of January 1, 2017, if an agency or municipality fails to comply with a requirement of the new law, the requestor may file an appeal with the Supervisor of Records who will then issue a determination on the public status of the records within **10 business days** of receipt of the request for an appeal.

Attorney Fees

Under the new Public Records Law, if a requestor prevails in a court action against an agency or municipal RAO, the court may award the requestor attorney fees or costs.

William Francis Galvin, Secretary of the Commonwealth of Massachusetts

[Terms and Conditions](#)

[Accessibility Statement](#)

Draft Annual Town Meeting Article List - May 12, 2020

Article #	Topic	Proponent	Dollar	Source of funds		Other Sources
			Amount	Free Cash	Other	
1	Annual Election					
2	Pay unpaid bills from prior year	BOS	-			
3	Budget Transfers	BOS				
4	Compensation Schedule - Non Union Employees	BOS				
5	Appropriate FY21 Budget	BOS				
6	Water Enterprise Fund Budget	BOS				
7	Wastewater Enterprise Fund Budget	BOS				
8	Capital Expenditures other than from borrowing	BOS				
9	Capital Expenditures from Borrowing	BOS				
10	Establish a SPED Reserve Fund	SC				
11	Hear reports from Town Committees					
12	General Bylaws - Mailing of all Town Meeting Warrants	TGSC				
13	Reauthorize Revolving Fund Spending Limits	BOS				
14	CPC - Administrative Expenses	CPC				
15	CPC - Annual Distributions	CPC				
16	Chapter 90 Fund Authorization	BOS				
17	Acceptance of Grants	BOS				
18	Sale of Surplus Property	BOS				
19	Affordable Housing - eliminate 2 family Provision	PB				
20	Amend Zoning Bylaws - B-1 remove limitation of bedrooms I.4.a.11	PB				
21	Amend Zoning Bylaws - L.4.a.8-Building Scale C-6 Commercial Zone Remove Provision	PB				
22	Amend Zoning Bylaws - L.4.a.8-Building Scale C-6 Commercial Zone Change special permit permitting from Zoning Board of Appeals to Planning Board	PB				
23	Amend Zoning Bylaws-L.7.b to add Warehouse as an Allowed Use	PB				
24	Amend Zoning Bylaws -L.7.b Remove Garaging of commercial vehicles as special permit use	PB				
25	Amend Zoning Bylaws- Create new Section L.7.c Special Permit Use by Planning Board Garaging of commercial vehicles	PB				
26	Amend Zoning Bylaws-Section L.7.c Prohibited Uses remove Outdoor Commercial Vehicle Storage and Truck Terminal or Motor Freight Station	PB				
27	Amend Zoning Bylaws-Section L.7.d Prohibited Uses remove Outdoor Commercial Vehicle Storage and Truck Terminal or Motor Freight Station	PB				
28	Various Street Acceptances (Nichols Way)	BOS/PB				
29	Citizens Petition By-Law amendment re: Advisory Appts.	Petition				
30						
31						
			\$ -	0.00	0.00	

0.00

GREETINGS:

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2, and 3, to assemble in the designated polling places in the Freeman-Kennedy School, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, May 5, 2020, at 7:00 a.m., for the election of town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Tuesday, May 12, 2020 at 7:00 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056, for the convened business session of the Annual Town Meeting, then and there to act on the following articles commencing with Article 2, viz:

ARTICLE 1

Submitted by the Town Clerk

To choose by ballot, the following Town officers: One Select Board Member for a three (3) year term, one Town Clerk for a three (3) year term, one Assessor for a three (3) year term, one Constable for a three (3) year term, one Board of Health member for a three (3) year term, one Housing Authority member for a five (5) year term, one King Philip Regional School Committee member for a three (3) year term, one Library Trustee for a three (3) year term, two Planning Board members for three (3) year terms, two Recreation Commission members for three (3) year terms, and two Norfolk School Committee members for three (3) year terms.

Town Administrator's Comments

Article 1 is the Election, which this year includes the election of Town Officials and one ballot question. The Election is held on May 5, 2020.

ARTICLE 2

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to pay unpaid bills of a prior year pursuant to Massachusetts General Laws Chapter 44, Section 64; or take any other action relative thereto.

Town Administrator's Comments

Article 2 requests authorization to pay bills from a prior fiscal year, as of publication we do not anticipate the need to utilize.

The Advisory Committee recommends.

ARTICLE 3

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to be added to departmental budgets and appropriations for the fiscal year ending on June 30, 2020; or take any other action relative thereto.

Town Administrator's Comments

Article 3 is the Transfer article and asks for authorization to adjust budgets for the current fiscal year.

The Advisory Committee recommends _____.

ARTICLE 4

Submitted by the Town Administrator

To see if the Town will vote to amend the Town of Norfolk Select Board’s Human Resource Policy, Schedule B. COMPENSATION SCHEDULE by applying a general increase of 0.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2020; or take any other action relative thereto.

Town Administrator's Comments

Article 4 requests authorization to provide a 0.5% Cost of Living Adjustment to the non-union employees, which is predominantly department heads and part time non-union staff.

The Advisory Committee recommends _____.

ARTICLE 5

Submitted by the Select Board

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, §108; and further to see what sum of money the Town will raise and appropriate, transfer from any available source of funds, borrow or bond, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing on July 1, 2020; or take any other action relative thereto.

Town Administrator's Comments

Article 5 is the Town’s General Fund budget.

The Advisory Committee recommends _____.

ARTICLE 6

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Public Works Water Division Enterprise Fund for the fiscal year commencing on July 1, 2020; or take any other action relative thereto.

That the following sums be appropriated for the Water Enterprise Fund:

Salaries	\$312,086.00
Expenses	887,254.00
Capital Outlay	-0-
Debt	539,390.00
Extra/Unforeseen	<u>50,000.00</u>
Total:	\$1,788,730.00

And that \$1,828,207.00 be raised as follows:

Departmental Receipts:	\$1,788,730.00
Retained Earnings	-0-
Total:	\$1,788,730.00

Town Administrator's Comments

Article 6 is the Water Division "Enterprise Fund" budget. This budget is funded from Water Division revenue.

The Advisory Board recommends _____.

ARTICLE 7

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Public Works Wastewater Division Enterprise Fund for the fiscal year commencing on July 1, 2020; or take any other action relative thereto.

That the following sums be appropriated for the Water Enterprise Fund:

Salaries	\$ 10,922.00
Expenses	123,495.00
Capital Outlay	-0-
Debt	-0-
Extra/Unforeseen	<u>20,000.00</u>
Total:	\$ 154,417.00

And that \$154,417.00 be raised as follows:

Departmental Receipts:	\$154,417.00
Retained Earnings	-0-
Total:	\$154,417.00

Town Administrator's Comments

Article 7 is the Waste Water (Sewer) Division "Enterprise Fund" budget. This budget is funded from Sewer Division revenue.

The Advisory Committee recommends _____.

ARTICLE 8

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds a sum of money to fund capital and other expense items; or take any other action relative thereto.

Town Administrator's Comments

Article 8 is intended to request authorization to purchase capital items through cash funding. None are anticipated at time of print and this article will be indefinitely postponed.

The Advisory Committee recommends _____.

ARTICLE 9

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to fund capital and other expense items; or take any other action relative thereto.

Town Administrator's Comments

Article 9 is intended to request authorization to purchase capital items through debt funding. None are anticipated at this time.

The Advisory Committee recommends _____.

ARTICLE 10

Submitted by the School Committee

To see if the Town will vote to accept Massachusetts General Laws, Chapter 40, §13E in order to establish a Special Education Reserve Fund, to be utilized in the upcoming years for unanticipated or unbudgeted special education costs, out-of-district tuition or transportation; and further to transfer from available funds or otherwise provide an initial amount to the Special Education Reserve Fund, for unanticipated special education costs, out-of-district tuition or transportation; or take any other action relative thereto.

Town Administrator's Comments

Article 10 is intended to establish a reserve fund to fund unanticipated school special education costs not otherwise included in the Norfolk School budget. Expenditure of the funds may be made after a majority vote of both the School Committee and the Select Board. The funding source would be _____.

The Advisory Committee recommends _____.

ARTICLE 11

Submitted by the Select Board

To see if the Town will vote to appoint any committee, or hear or act on the report of any committee or town officer, or instruct any committee or town officer; or take any other action relative thereto.

Town Administrator's Comments

Article 11 is intended to allow any committee or town officer to provide an update.

The Advisory Committee _____.

ARTICLE 12

Submitted by the Town Government Study Committee

To see if the Town will vote to amend Article 1, Section 5 of the General Bylaw of the Town of Norfolk to add the following language. The Annual Town Meeting Warrant complete with Advisory Board recommendations shall be mailed to residents no later than 7 days prior to the date of the meeting. Any Special Town Meeting warrant complete with Advisory Board recommendations shall be mailed to residents no later than 14 days prior to the date of the meeting; or take any other action relative thereto.

Town Administrator's Comments

Article 12 is intended to allow any committee or town officer to provide an update.

The Advisory Committee _____.

ARTICLE 13

Submitted by the Select Board

To see if the Town will vote to amend the General Bylaws of the Town Article II, Section five to establish a Tobacco Control Compliance Revolving Fund by inserting a new row in the table after Council on Aging; and further to reauthorize the spending limits on the following revolving funds previously authorized by the Town; or take any other action relative thereto.

Town Administrator's Comments

Article 13 is a request to remove a revolving fund, add a fund and reauthorize the expenditure limits of existing revolving funds.

Revolving Fund	Department	Expenditure Limit
2100 - Parking Tickets	Select Board	\$1,000
2101 - Snow Removal	Select Board	\$20,000
2102 - Recreation Field Maintenance	Recreation Commission	\$100,000
2103 - Conservation Timber Harvesting	Conservation Commission	\$5,000
2104 - Off-site Improvements	Planning Board	\$91,000
2105 - Shade Tree and Scenic Roads	Planning Board	\$10,000
2106 - Wetland Hearing Application	Conservation Commission	\$5,000
2111 - Abutters List	Board of Assessors	\$2,000

2112 – Police Vehicle Details	Chief of Police	\$50,000
2113 – Subdivision Performance Inspection	Planning Board	\$5,000
2114 – Cleaning and Maintenance-Unaccepted Subdivision	Planning Board	\$30,000
2115 – Community Garden Rental	Select Board	\$5,000
2152 – Passports	Board of Library Trustees	\$5,000
2155- Lost or Damaged Library Materials	Board of Library Trustees	\$7,500
2110 - Zoning Board-Advertising	Zoning Board	\$5,000
2109 - Planning Board-Advertising	Planning Board	\$5,000
2116 - Council on Aging	Council on Aging	\$6,000
Tobacco Compliance Checks	Board of Health	\$1,000

The Advisory Committee recommends _____.

ARTICLE 14 **Submitted by Community Preservation Committee**
 To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, Section 5 to appropriate the sum of \$15,000 from the annual revenues in the Community Preservation Fund for the purpose of funding the Administrative and Operating Budget for the Community Preservation Committee; or take any other action relative thereto.

Town Administrator's Comments

Article 14 is a request to authorize the Community Preservation Committee to utilize \$15,000 of CPA funds for administrative and operating purposes.

ARTICLE 15 **Submitted by Community Preservation Committee**
 To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2021 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2021 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2021 Community Preservation Fund revenues for the future appropriation towards the acquisition, preservation, rehabilitation and restoration of Historic Resources; or take any other action relative thereto.

Town Administrator's Comments

Article 15 is a standard article that states that we will designate 10% of FY21 CPA revenues towards each of three CPA purposes. The remaining 70% will be undesignated, but would still be required to be dedicated to one of the three allowable purposes.

The Advisory Committee recommends _____.

ARTICLE 16

Submitted by the Select Board

To see if the Town will vote to accept and authorize the Select Board to enter into contracts for the expenditure of Chapter 90 funds allocated by the Commonwealth for the construction, reconstruction, or improvements of public roads and other improvements within the Town, as requested by the Selectmen, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement; or take any other action relative thereto.

Town Administrator's Comments

Article 16 is a standard article that allows the Select Board to utilize Chapter 90 funds from the State for the purposes of improving public roads.

The Advisory Board recommends _____.

ARTICLE 17

Submitted by the Select Board

To see if the Town will vote to authorize the Select Board to accept any monies received through grants applied for by various Town Departments or Boards; or take any other action relative thereto.

Town Administrator's Comments

Article 17 is standard article that authorizes the Selectmen to accept grants on behalf of the Town.

The Advisory Board recommends _____.

ARTICLE 18

Submitted by the Select Board

To see if the Town will vote to grant the Select Board permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town; or take any other action relative thereto.

Town Administrator's Comments

Article 18 is standard article that authorizes the Selectmen to sell surplus property such as furniture or vehicles. This article does not authorize them to sell Real Estate.

The Advisory Committee recommends _____.

ARTICLE 19

Submitted by the Planning Board

To see if the Town of Norfolk will vote to amend Section H.3.e.2 of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto:

H.3.e. 2. In a subdivision, the required affordable unit(s) may be provided within a two-family home designed to appear as a single family home whose exterior appearance

(including a single driveway and common entryways) and architecture is compatible with that of the other houses within the subdivision. If only a single affordable unit is required (that is, if the subdivision creates exactly ten lots), the second unit in the two-family home may be a market rate unit. In no case shall the total number of units exceed the number of lots that would be allowed in a conventional subdivision. However, the bonus provisions of H.2.c.3 shall still apply to subdivisions developed under Section H.2.
Reserved for future use.

Planning Board's Comments
Article 19 .

The Advisory Committee recommends _____.

ARTICLE 20 **Submitted by the Planning Board**
To see if the Town will vote to amend Section I.4.a.11 Residential Density of the Norfolk Zoning Bylaws by deleting the following strikethrough language; or take any action relative thereto:

I.4.a.11 Residential Density. ~~Residential DWELLING UNITS, except for ASSISTED LIVING FACILITIES, shall not have more than two bedrooms per unit.~~ Residential densities, except for ASSISTED LIVING FACILITIES, shall not exceed the ratio of sixteen bedrooms for any single LOT except by special permit. Residential densities for ASSISTED LIVING FACILITIES shall not exceed the ratio of 16 bedrooms per acre for any single LOT except by Special Permit by the Zoning Board of Appeals.

Planning Board's Comments
Article 20 is .

The Advisory Committee recommends _____.

ARTICLE 21 **Submitted by the Planning Board**
To see if the Town will vote to amend Section L.4.a.8 Building Scale of the Norfolk Zoning Bylaws by deleting the following strikethrough language and by inserting the following new language in bold print; or take any action relative thereto:

L.4.a.8. Building Scale.
~~No BUILDING FOOTPRINT, other than Offices, shall exceed 50,000 square feet except by Special Permit by the Zoning Board of Appeals.~~

RESERVED FOR FUTURE USE

Planning Board's Comments

Article 21 is .

The Advisory Committee recommends _____.

ARTICLE 22

Submitted by the Planning Board

To see if the Town will vote to amend Section L.4.a.8 Building Scale of the Norfolk Zoning Bylaws by deleting the following strikethrough language and by inserting the following new language in bold print; or take any action relative thereto:

L.4.a.8. Building Scale.

No BUILDING FOOTPRINT, other than Offices, shall exceed 50,000 square feet except by Special Permit by ~~the Zoning Board of Appeals~~ **Planning Board**.

Planning Board's Comments

Article 22 .

The Advisory Committee recommends _____.

ARTICLE 23

Submitted by the Planning Board

To see if the Town will vote to amend Section L.7.a Allowed Uses of the Norfolk Zoning Bylaws by inserting the following new language in bold print in alphabetical order; or take any action relative thereto:

WAREHOUSES

Planning Board's Comments

Article 23 .

The Advisory Committee recommends _____.

ARTICLE 24

Submitted by the Planning Board

To see if the Town will vote to amend C-6 Residential/Commercial Use District (Route 1A, Dedham Street) by adding a new Section L.7.c Special Permit Uses by the Planning Board as follows; or take any action relative thereto.

Garaging of commercial vehicles ancillary to an allowed or special permit use.

Planning Board's Comments
Article 24 .

The Advisory Committee recommends _____.

ARTICLE 25

Submitted by the Planning Board

To see if the Town will vote to amend Section L.7.c Prohibited Uses in the C-6 District by renaming it L7.d Prohibited Uses in the C-6 and by deleting the following strikethrough language; or take any action relative thereto:

~~Outdoor Commercial Vehicle Storage.
Truck Terminal or Motor Freight Station~~

Planning Board's Comments
Article 25 .

The Advisory Committee recommends _____.

ARTICLE 26

Submitted by the Planning Board

To see if the Town will vote to amend Section L.7.c Prohibited Uses in the C-6 District by renaming it L7.d Prohibited Uses in the C-6 and by deleting the following strikethrough language; or take any action relative thereto:

~~Outdoor Commercial Vehicle Storage.
Truck Terminal or Motor Freight Station~~

Planning Board's Comments
Article 26 .

The Advisory Committee recommends _____.

ARTICLE 27

Submitted by the Planning Board

To see if the Town will vote to amend Section L.7.c Prohibited Uses in the C-6 District by following strikethrough language; or take any action relative thereto:

~~Outdoor Commercial Vehicle Storage.~~
~~Truck Terminal or Motor Freight Station.~~

Planning Board's Comments
Article 27 .

The Advisory Committee recommends _____.

ARTICLE 28

Submitted by the Planning Board

To see if the Town will vote to accept as a public way the following street as laid out by the Select Board: Nichols Way; or take any action relative thereto.

Planning Board's Comments
Article 28 .

The Advisory Committee recommends _____.

ARTICLE 29

Submitted by Citizen Petition

To see if the Town will vote to amend the General Bylaws, Article III, Section 2 – Advisory Committee, by adding the following language as Paragraph G:

The Advisory Committee shall include at least two members with a degree in Accounting or Finance and a minimum of four (4) years experience in an accounting or finance position. After approval of Paragraph G by Town Meeting, the next two expired terms of Advisory Committee members shall be filled by candidates with the qualifications set forth herein. Only if, after a diligent search, no such candidates are found to be available for appointment, may other residents generally qualified for the committee be appointed. However, as Committee member terms subsequently expire, every reasonable effort shall be made to appoint candidates with the qualifications set forth herein until two such candidates have been appointed to the committee.

with it at such time and place said Committee shall appoint for the purpose of information and consultation upon matters referred to it, and it shall be the duty of said officers and boards to so meet the Committee; provided, however, any information may be withheld when in the opinion of the said officers or boards the communications thereof might injuriously affect the interest of the Town. (3/16/36)

SECTION 3. Deleted May 12, 2015

SECTION 4. Council on Aging

- A. A Council of Aging of nine (9) members shall be appointed by the Select Board, following recommendations made by said Council, for three (3) year overlapping terms, provided that a term of less than three years may be established for any interim appointment so that the terms of no more than three members expire in any given year. Members shall serve without compensation. Any vacancy on the Council shall be filled by the Select Board following recommendations made by the Council. (5/18/10) (amended 11/27/2018)
- B. After appointments are made by the Select Board and at its first meeting and thereafter annually in June, the Council on Aging shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer. In the event a vacancy occurs in any of these offices, the Council shall hold a special meeting for the purpose of electing one of its members to fill such vacancy.
- C. The Council shall coordinate and carry out programs designed to meet the problems of aging persons in cooperation with the programs of the Department of Elder Affairs established under Chapter 19, Section 1, of the Massachusetts General Laws.
- D. The Council shall prepare and submit an Annual Report of its activities to the Town and shall send a copy thereof to the Department of Elder Affairs. The Council may appoint such clerks and other employees as it may require. (Amended 10/22/02)

SECTION 5. Bylaw Committee (Deleted 12/1/2015)

SECTION 6. Committees for Major Building Projects (10/23/07)

The Town

Meeting shall establish a committee to oversee the design, construction, and completion of major buildings in the Town, the projected cost of which is in excess of 5% of the General Fund budget.

The term of the committee shall be the length of time of the project. The Committee shall consist of (subject to State and/or Federal statute or regulation) members of the Board or Committee for whose benefit the project is being constructed, the number of whom is the maximum number of members not constituting a quorum of that Board or Committee, the Senior manager(s) working under the supervision of that board or committee, the Town Administrator, the Building Commissioner (ex-officio and non-voting), and at least three, but not more than five members of the community appointed by the Select Board.



**Town of Norfolk
Code of Conduct
March 2020
DRAFT**

I. PURPOSE

The intent of this policy is to establish clear guidelines to serve as the standard for achieving and maintaining a high level of public confidence, trust, and professional respect with regard to how the Town and its officials conduct business. This policy is intended to define and create a centralized policy with regard to standards of conduct.

The Select Board recognizes the importance of professional standards at all levels of the government, including by those who volunteer their time and services on behalf of the Town. The Select Board encourages other boards/commissions/committees of the Town that are not appointed by the Select Board to adopt this standard by reference, thereby creating a unified Code of Conduct for Town officials.

II. APPLICABILITY

This policy and all its sections shall apply to the Select Board and to the boards, presiding officers, public officials, commissions and committees, and other representatives of the Town appointed by the Select Board and those appointed by the Town Administrator.

- The terms “Board” shall apply to the Select Board.
- The term “member” shall apply to those appointed by the Select Board or the Town Administrator.
- The term “official” shall apply to a Select Board member or a member appointed by the Select Board or the Town Administrator.
- The term “appointing authority” shall apply to the Select Board.
- All board members, commission members, committee members, representatives appointed by the Select Board and other officials mentioned in this guideline are subject to this policy.

III. CODE OF CONDUCT

These obligations and commitments shall be assumed by all members of the Select Board and other officials defined in the Applicability section.

A. Conduct Generally and in Relation to the Community

- Be well informed concerning the local and state duties of a board/commission/committee member.

- Remember that you represent the Town of Norfolk at all times.
- Accept your position as a means of unselfish public service, not to benefit personally, professionally, or financially from your board/commission/committee position.
- Recognize that the chief function of our local government at all times is to serve the best interests of all of the residents of the Town of Norfolk.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Seek no favor and believe that personal aggrandizement or profit secured by holding these positions is dishonest and/or unlawful.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner as to give the clear impression that you cannot be improperly influenced in the performance of your official duties.
 - Unless specifically exempted (e.g. Executive Session), conduct the business of the public in a manner that promotes open and transparent government. Comply fully with all Town policies, without limitation.
- Comply fully with all applicable laws, including, without limitation, the following:
 - The Open Meeting Law
 - Procurement Laws
 - The Ethics/Conflict of Interest Statute (G.L. c.268A).

B. Conduct in Relation to Your Fellow Board/Commission/Committee Members

- Treat all members of boards/commissions/committees with respect despite differences of opinion, keeping in mind that professional respect does not preclude honest differences of opinion, but requires respect within those differences.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chair should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a board/commission/committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/commission/committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the board/commission/committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.

- Make decisions only after all facts on a question have been presented and discussed.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.

C. Conduct of Select Board in Relation to the Town Administrator

- Treat the Town Administrator as a professional, and respect the abilities, experience, and dignity of the incumbent. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Administrator full responsibility for discharging their disposition and/or solutions.
- Refrain from giving orders or directions to the Town Administrator for action as an individual Select Board member.
- Individual Select Board members should refrain from giving instructions to or requesting assistance from Town department heads, but rather channel all such activities through the full Select Board and the Town Administrator.
- Individual Select Board members should refrain from providing information to the Town Administrator that they would not be willing to share with other Select Board members.

D. Conduct of Select Board in Relation to Town Staff

- Treat all Town staff as professionals and respect the abilities, experience, and dignity of each individual. Accept that Board members are covered under the same Anti-Bullying Policy and discrimination policies as are employees.
- Direct questions for Town staff and/or requests for additional background information through the Town Administrator.
- Never publicly criticize an individual employee or a department. Concerns about staff performance should only be made to the Town Administrator through private communication.
- Insure that all requests for staff support go through the Town Administrator's office.

IV. DISTRIBUTION AND EDUCATION

- The Town Clerk shall provide a copy of this policy to all members as defined in the Applicability section upon its issuance and upon the subsequent appointment or re-appointment of any member.
- The Town Clerk shall also maintain and distribute educational materials from the State Ethics Commission to members.

- The Town Clerk shall develop a schedule of training programs to educate the Select Board and members on the Conflict of Interest Law and ensure compliance with said Law.
- The Town Clerk shall educate the boards/commissions/committees, members, and officials on the Conflict of Interest Law and ensure compliance with annual state mandated on-line training.
- The Town Clerk shall have each member sign a statement that they have read this policy and will comply with all requirements set forth in this policy; this form shall be available for public view. In the event that any member declines to sign the form, that fact shall be noted by the Town Clerk on the form.

V. ENFORCEMENT

This Code of conduct is intended to be self-enforcing, with members being familiar with its provisions. Members themselves have responsibility to assure the standards are met.

If there is a disagreement or inaction by any board/commission/committee, the Select Board has the ultimate responsibility for enforcing this policy within the Town of Norfolk and the determination of any appropriate action.

VISITORS' CODE OF CONDUCT

The Town of Norfolk strives to provide a workplace that is conducive to personal safety and security and is free from intimidation, threats, or violent acts. The Town maintains a zero-tolerance policy toward workplace violence, including the threat of violence, by anyone who conducts business within the Town facilities.

The Town will not tolerate harassing conduct by visitors that affects employment conditions, interferes unreasonably with an individual's performance, or creates an intimidating, hostile, or offensive work environment.

Following this Code of Conduct is required by all people doing business in Town facilities. Violators who do not comply with this policy may be asked to leave the premises.

EXPECTED CONDUCT

- AVOID CAUSING DISTURBANCES OR DISRUPTIONS
- SHOW RESPECT FOR OTHERS, BUILDING FACILITIES, AND PERSONAL PROPERTY OF OTHERS
- USE COMMON COURTESY WHEN INTERACTING WITH OTHERS
- DO NOT ENGAGE IN ANY LEWD OR OFFENSIVE BEHAVIOR
- VIOLENCE IN ANY FORM IS PROHIBITED
- SMOKING, DRINKING ALCOHOL, OR BEING UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE IS PROHIBITED

Town Employees are instructed to call their manager for assistance or 911 if they feel threatened or unsafe. Repeated violations may result in suspension of facility privileges.

Thank you for your cooperation!

NORFOLK SELECT BOARD

02/18/2020 13:16
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

3,571.46
129,020.97
5,794.22
5,050.05
7,540.34
785.54
21,311.88
1,139.60
19,315.13
3,497.87
1,704.00
198,731.06

DATE: 02/18/2020 WARRANT: 34V20 AMOUNT: \$ 198,731.06

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

02/11/2020 15:30
9730bboo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 02/18/2020 WARRANT: 34VS20 AMOUNT: \$ 110,793.59

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

[Signature]
FINANCE DIR TODD LANDMARK SELECTMEN KEVIN KALKUT

[Signature]
SELECTMEN CHRISTOPHER WIDER SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS
[Signature]
SCHOOL COMMITTEE THOMAS DOYLE SCHOOL COMMITTEE PAUL COCHRAN

SCHOOL COMMITTEE JENNIFER WYNN SCHOOL COMMITTEE MEDORA CHAMPAGNE

SCHOOL COMMITTEE JEFFREY CURRY

3,320.82 +
1,570.82 +
27,816.1 +
8,146.8 +
69,639.05 +
110,793.59 ✓



02/25/2020 12:46
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrrt

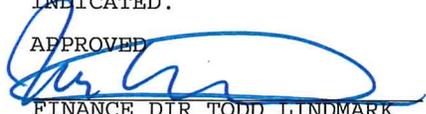
DATE: 02/25/2020 WARRANT: 35V20 AMOUNT: \$ 165,608.10

\$	6,430.54
\$	5,560.69
\$	110,341.98
\$	561.65
\$	4,391.46
\$	494.07
\$	2,171.79
\$	1,694.43
\$	24,879.74
\$	1,139.29
\$	7,602.46
\$	340.00
\$	165,608.10

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



DRAFT

**Norfolk Select Board's Open Session Meeting Minutes
January 28, 2020**

Members Present: Kevin Kalkut; Christopher Wider; Cici Van Tine. Members Not Present: None. Also Present: Blythe Robinson, Town Administrator; Judith Lizardi, Executive Assistant.

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order at 6:00 p.m. He noted the Select Board is starting their meeting at 6:00 p.m. tonight as an executive session is scheduled on the agenda.

Executive Session

Executive Session under M.G.L. c.30A, §21(a)(1) to discuss a complaint against a public body

At 6:00 p.m. a motion was made by Mr. Kalkut to move that the Board vote to enter into executive session under Massachusetts G.L. c.30A, §21(a)(1) to discuss a complaint against a public body, and further to invite Town Administrator Blythe Robinson, Human Resources Director Scott Bragdon, and Executive Assistant Judith Lizardi. The Board will reconvene into open session to conduct the rest of the meeting.

Mr. Wider stated that as this complaint is against a public body, he is concerned that the Select Board may be in violation of Open Meeting Law with regard to the level of detail identified in this executive session agenda item; it could put the Select Board at risk in the future in regard to this matter. Ms. Robinson said that in preparing the executive session agenda she spoke with both Town Counsel and with the lawyer-of-the-day at the Attorney General's office. She stated it was their advice that Purpose #1 for convening an executive session is one of the very few situations where the item can be described as was done on the this agenda to protect the rights of either the individuals or the board in question; those person(s) have privacy rights. The Town's legal team felt it was not needed to be more specific for the posting on the agenda. Mr. Wider said he spoke with the Director at the Attorney General's office and was told the Board was exposed by not listing the body that was being identified. He reiterated he does not want to put this body at risk.

Ms. Robinson stated Town Counsel provided her with three State decisions regarding this point. It will be up to the Select Board to vote if they want to go in executive session. Mr. Wider stated that he is uncomfortable with this executive session posting per the response of the Director at the Attorney General's office; he does not want to put the Board at risk. He stated the agenda item could be reposted with greater detail for the next meeting. Ms. Van Tine commented that further legal research could be done regarding this item. She clarified that Mr. Wider would like to identify the board in question and asked if the person should also be identified. Ms. Robinson said that no one person in the body was particularly named. She stated that Town Counsel said the privacy of the person who made the complaint should be protected. She stated that further legal opinions could be obtained for the next meeting. Ms. Van Tine commented that there would be no harm in gathering more legal research. Mr. Kalkut noted that legal research was already conducted regarding this agenda item. Ms. Robinson said the executive session could be reposted for next week's meeting with the board identified. Ms. Van Tine said she is willing to defer this item to resolve the posting concern. Mr. Wider confirmed the next Select Board meeting is scheduled for Tuesday, February 4th; he would like the executive session reposted to indicate the board to which the complaint is against as he does not want any Open Meeting Law violations.

Select Board members agreed to reschedule the executive session to next week's Select Board meeting at 6:00 p.m. with the executive session agenda item posted naming the board to which the complaint is against. Ms. Robinson noted there is a possibility of a second executive session on another matter at the next meeting.

The motion (to enter into executive session) was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider - no; Ms. Van Tine – no; Mr. Kalkut – no. All were **not** in favor. Motion failed.

Chair Kalkut called a recess until 7:00 p.m.

Mr. Kalkut called the meeting back to order at 7:00 p.m. He announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson reviewed the agenda.

Public Comment

Ms. Anita Mecklenburg, 35 Lakeshore Drive, stated she moved to Norfolk 26 years ago. She does not agree with some of the public comment remarks made during the last Select Board meeting. She stated that she does not mind paying taxes as many benefits and services are received. She provided examples of positive actions and services performed by Norfolk's firefighters, police, and schools demonstrating the great level of service that Norfolk residents receive. She stated it was hurtful to hear the public comments about cutting the Town's budget and zero growth. The townspeople know what will happen if they go to zero growth as it was done before. She stated the opinions presented by those residents are not the opinions of the entire town. She stated if we want these amazing services and great things for the Town, they are not free.

Mr. David Rosenberg, 123 North Street, stated that he felt there was some misunderstanding by the audience members about the remote participation agenda item discussed at the last Select Board meeting. He noted that some comments suggested that by adopting remote participation, it would give members of a public body the ability to attend or not attend a meeting at their pleasure; he stated that is not the case. If reasonably possible, a board/committee member must attend the meeting. Remote participation can only be used if it is unreasonably difficult to attend the meeting. He stated that it is not about the public being able to look the board/committee member in the eye when a vote is cast; it is about the board/committee member being able to cast or not cast the vote. He stated that the public body member is disenfranchised if they cannot participate in the meeting. He discussed the concern that more technological equipment is needed for remote participation and explained that the facilities already available are adequate. He noted that a board/committee member could use a laptop to Skype a member who was not able to be present at a meeting and noted that if the connection was not clear, the remote participation would not be used. He added that for a very low cost, speakers could be purchased and installed in the meeting rooms to increase the volume of remote participation members. He stated that he hopes the Select Board will reconsider this item and not disenfranchise public body members who cannot participate in person.

Mr. Edward Haddad, 138 Red Maple Run, discussed having a Permanent Building Committee. He stated that it has been previously spoken about and is in the bylaws. He has not seen anything about this item on the Select Board's agendas. He stated there are some major projects in the future, and he would like this considered.

Action Items

Please consider approving the Southeastern Regional Services Group DPW Services Award for 2/1/20-1/31/21

Ms. Robinson explained that the Town belongs to the SERSG services group whose primary mission is to bid out on behalf of all its member communities various commodities and services needed by them which are not otherwise available under other procurements. At this time of year, the SERSG bid is for various items required by public works departments for the upcoming construction season. Attached are the results of those bids for nine different items which have been recommended for award by the SERSG board. She stated that staff recommends the Select Board approves this list of services and commodities so that DPW may contract with these firms throughout this next year.

A motion was made by Mr. Kalkut to award the SERSG DPW Services bids as proposed by the SERSG Board of Directors for the period February 1, 2020 through January 31, 2021. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider appointing John Kent as a member of the Energy Committee

Mr. Andy Bakinowski, Energy Committee Chair, stated that Mr. John Kent was appointed as an associate member of the committee approximately six to eight months ago. As there was a recent resignation of a committee member, Mr. Kent is in a position to move to full member. He reviewed Mr. Kent's background and experience and noted his appointment would expire on June 30, 2020. Mr. Bakinowski mentioned that he has yet to hear about the Green Communities designation, but it should be very soon.

A motion was made by Mr. Kalkut to appoint John Kent as a member of the Energy Committee for a term to expire on June 30, 2020. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider appointing Christopher Chand and Charlie Kohl as associate members of the Energy Committee

Mr. Bakinowski reviewed the backgrounds and experience of Christopher Chand and Charlie Kohl and noted they both have financial and technology backgrounds. He stated the committee is excited to have these two applicants as associate members; the committee is envisioning that the associate members will be project-specific liaisons.

A motion was made by Mr. Kalkut to appoint Christopher Chand and Charlie Kohl as associate members of the Energy Committee, both terms to expire on June 30, 2021. It was seconded by Mr. Wider. Mr. Kalkut added a friendly amendment to the motion to clarify that both associate members' terms expire on June 30, 2021. And so voted. All were in favor.

Please consider appointing a Select Board Liaison to the Advisory Committee

Ms. Robinson explained that the Advisory Committee has indicated that in past years there was fairly regular attendance at their meetings by a Select Board member which they found helpful during preparations for Town Meeting in order to keep the lines of communication open. The Advisory Committee Chair has asked if the Select Board would consider appointing one of its members to act as a liaison to them as we go through the process to prepare for the annual Town Meeting. She noted the next meeting of the Advisory Committee is February 12th.

Ms. Van Tine and Mr. Wider agreed this was a good idea. Mr. Wider stated that with his participation on the ZBA, he could not give the Advisory Committee the time needed. Ms. Van Tine stated that she had previously been on the Advisory Committee and the moderator. She suggested the fresh perspective that Mr. Kalkut would bring to the committee would benefit the Town.

A motion was made by Mr. Wider to appoint Kevin Kalkut as the Select Board liaison to the Advisory Committee. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider renaming Philips Way to Shire Drive

Ms. Robinson stated a request was received by John M. Puntonio to rename Philips Way within the Shire Industrial Park to Shire Drive. Mr. Puntonio owns property on the street and has experienced difficulty with people locating him and expressed concern about timely public safety responses. The Planning Board discussed this at their January 14, 2020 meeting and agrees with this change. She noted that both Police and Fire have no concerns about the change. As well, the Historical Commission and Veterans' Agent are usually notified regarding the naming of new streets; they were made aware of this change and provided no concerns.

A motion was made by Mr. Kalkut to vote to rename Philips Way as Shire Drive. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider authorizing the Chair to execute an amendment to the Project Funding Agreement for roof repair at the H. Olive Day Elementary School (MSBA Project No. 201802080015)

Ms. Robinson reviewed that in 2019 the Select Board executed a Project Funding Agreement (PFA) with the MSBA in order to receive a grant to offset some of the cost of replacing the H. Olive Day roof under the State's Rapid Repair program. Following the MSBA's protocols, that first agreement was executed by the MSBA and the Town prior to the project being bid out, based upon the estimated cost of the work. The bids came in higher than the estimated amount, and in such cases, the MSBA requires that the PFA be amended to reflect those numbers. She pointed out that this change does not affect the 51.63 percent cost share or the maximum amount the Town could receive which is \$1,066,359. The actual final amount the Town will receive will be determined during the project closeout phase of the MSBA program, which will start once this amendment is executed by the State. She noted that some of the work at the school had to wait until the Christmas vacation; now, those final calculations can begin. That work was completed as required.

A motion was made by Mr. Kalkut to authorize the Select Board Chair to execute an amendment to the Project Funding Agreement for roof repair at the H. Olive Day Elementary School. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider adopting the proposed Health Insurance Opt Out Policy

Ms. Robinson reviewed that the Town is required by State law to offer health insurance to all its employees and their dependents who regularly work more than 20 hours/week. Throughout the school and Town departments there are approximately 340 employees who are eligible for this benefit, of which about 140 receive health insurance through the Town. She stated that typically, the Town would expect that the number of employees covered by the Town's plan to be higher; however, in recent years the Town negotiated with its unions changes to the health plans. This likely incentivized a number of employees to seek coverage from their spouse or some other source. Regardless of this, health insurance is still a major cost in the Town's budget. In FY20,

the Town's 65 percent share of the following plans is: Single at \$6,667.68; Two Person at \$13,335.48; and Family Plan at \$18,662.76. She recommended that the Select Board considers adopting a policy to incentivize employees to purchase their coverage from another source. This has been done successfully in a number of communities in the Commonwealth. Such a policy would provide an employee with a payment of a portion of the Town's cost to utilize as they see fit to purchase insurance either through a spouse or in the insurance marketplace. Employees would be eligible for a payment for the type of plan they otherwise had, provided that they furnish the Town with proof that they have obtained alternate coverage. Employees would be eligible for the incentive to be paid monthly, for every month they waive coverage. She reviewed some of the salient points of the plan including that the employee must have been on the plan for at least one year before they are eligible for the incentive, the employee may come back onto the Town's plan if they have a "qualifying event" such as a loss of a job by a spouse they had obtained insurance from or during open enrollment, if the employee comes back onto the Town's plan, they must remain on it for 24 months until they could opt out again, and the employee must provide proof of insurance from another carrier. She stated that while it is within the purview of the Select Board to offer such a plan, it must first be negotiated with the Town's employee Insurance Advisory Committee (IAC). Ms. Robinson stated that she and HR Director Scott Bragdon introduced this concept to the Town's IAC last fall, and after several meetings the committee voted on January 22, 2020 to approve the plan. While it is difficult to determine how many employees will take advantage of the program, a conservative estimate is five percent. If that were to be achieved, the savings to the Town in FY21 could be approximately \$66,000. This would enable the Town to utilize those funds for other services and expenses. She noted that if the Select Board adopts this policy, as it gets closer to July 1st, a memo will be sent to all employees letting them know of this opportunity. She noted that if the policy is adopted, the Select Board could change it or rescind it in the future.

Mr. Kalkut thanked Ms. Robinson for bringing forward creative ways to keep costs down. Mr. Wider asked if a person were to leave the Town's employment, would the incentive be prorated. Ms. Robinson said the incentive would be paid monthly so there would be no additional payout if an employee were to leave. She noted employees currently pay 35 percent of their health insurance. This may have been an incentive for people to purchase health care elsewhere for less cost. Ms. Robinson stated the Town is part of MIIA Health Insurance Trust which covers 134 communities in the State. The Town is rated in part by the Town's experience and in part by the pool's experience. She stated the finance team would hopefully have a sense of how many people would opt out and when; this would be built into the FY21 budget. Ms. Van Tine confirmed that 200 employees have already opted out and asked if they would expect an incentive check for opting out. Ms. Robinson stated that if an employee has already decided to opt out, they generally do not come back. However, it is possible to return during the open enrollment period which makes it somewhat difficult to budget for. She explained that an employee would have to stay in the program for two years before they could then opt out and receive the Town's incentive benefit. Ms. Van Tine asked about other towns that have done this. Ms. Robinson said that Norfolk is more of a leader for how much they require their employees to pay which is 35 percent; many towns are at 25 percent. Mr. Rosenberg said he does not understand why the 200 employees who already opted out of the Town's plan would not be entitled to the opt-out money from this new policy. Ms. Robinson explained that is not what was negotiated with the insurance advisory committee.

A motion was made by Mr. Kalkut to approve the proposed Health Insurance Opt Out Policy effective July 1, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Discussion Items

Please discuss Water Conservation Proposal

Ms. Robinson stated that Mr. Andy Bakinowski, Energy Committee Chair, will discuss future water conservation measures. She noted that a copy of his proposal is included in the Select Board members' packets.

Mr. Bakinowski stated that many years ago he presented this same water conservation plan. He noted this plan was based on what Concord, MA, did to reduce water usage and it has been used in that town for the past 10 years. He said there is manganese in Norfolk's water because the system is being over-pumped. This proposal involves replacing toilets that use greater than three gallons of water per flush and allows new toilets of no more than 1.6 gallons per flush to be installed without a permit. He discussed that there are approximately 1,600 homes in Norfolk built pre-1960 to 1980. He noted that after 1980, most toilets were three gallons or less per flush. He made a conservative estimate and assumed approximately half were not on Town water. Therefore, estimating 800 homes for an approximate total of 1025 toilets using more than three gallons of water per flush, with an estimate of six flushes per day per toilet, he estimated that about 28,000 gallons of water can be saved per day by replacing the high flush volume toilets with low flush volume toilets. Hence, the overall water savings equated to 10 million gallons per year. As well, the Town would see savings from less energy used for pumping, fewer chemicals needing to be used, and less wear and tear on equipment. Rate users would see cost savings on their bill. He noted licensed plumbers would be required to replace the toilets and a \$50 rebate per toilet would be provided by the Town. He suggested it would probably cost \$175 to \$200 for a toilet that meets the flushing requirements. He discussed that Franklin also uses this program for low water volume washing machines. He would like to get this item into the Warrant for the Town Meeting.

Mr. Kalkut said he thinks it is a great idea and questioned why it would not be expanded to showers, washing machines, and anything that impacts efficiency. Ms. Van Tine asked if people with wells would be eligible for a rebate. Mr. Bakinowski said people with wells are not eligible. The purpose of the proposal is to protect the Town's water supply. He explained that details including the rebate amount still have to be worked out. Toilets are the most obvious to start with; showers and washing machines can be added. Ms. Robinson asked if other towns did this by bylaw change or if enterprise funds were increased to pay for the rebates. She requested a contact from Franklin or Concord so she could get additional information. Mr. Bakinowski stated the proposal includes that the plumbing permit fee would be waived as long as a licensed plumber performed the work. Mr. Rosenberg discussed if there should be a maximum number of toilets per household that would be eligible for the rebate. Mr. Haddad suggested that a \$50 rebate is not going to make people change all their appliances; he remarked that this is a good-sounding program so why put limitations on it. Mr. Bakinowski stated this is the start of the concept and it will be refined. He stated he would provide contact names to Ms. Robinson.

Please discuss ground rules for the February 8th Budget Workshop

Mr. Kalkut stated that he added this item to the agenda to outline the flow of how the budget review process will operate, set some expectations of how the day will work, and discuss the ground rules for the day. He discussed the day's schedule and noted the meetings with the individual departments start at 10 a.m. and end around 5 p.m. He pointed out the focus will be on bringing the Select Board up to speed as to where the departments were in prior years' funding, explanations and backup as to what brought them up to those funding levels, and how

the fixed and variable costs will impact service with a level funding to prior year as well as a three percent increase to prior year funding. He stated that presentations will be made by the department heads to the Select Board and the Select Board members could ask clarification questions to obtain more information to get a better understanding of what contributes to those funding levels and what the impact would be of the various funding levels. He explained that the Select Board members will interact with the department heads as it is for the Select Board to gain an understanding about how the budgets were built and the methodology behind the budgets. As such, while the public will be invited, there will be no public comment. However, the public can document any questions they may have and submit them to the Select Board for review.

Ms. Robinson said an FY21 Preliminary Budget book is being prepared which includes about 100 pages in a generally consistent format with sections on each department such as what the department does, how it is staffed, the services it provides, and a budget narrative about what a level funded budget and level service budget would mean. The document will be completed late this week or at the latest by next Monday. She encouraged the Select Board members to review the book in advance of the February 8, 2020 budget workshop session in order to be prepared with questions for the department heads as it is a rather tight schedule throughout the day. The information will also be provided on the website. Mr. Kalkut confirmed the schools will not be part of this day's presentations; they will provide their information at a later date. He said this will serve as the basis for the deliberations for the expected output of this Select Board to deliver a percentage to the finance team for them to work the budget into that expectation. He confirmed there will be no conclusions made at the February 8th budget workshop meeting.

Mr. Haddad asked if there would be an opportunity for the public to submit questions to the Select Board for their consideration. Mr. Kalkut stated note cards will be offered at the meeting for audience members to write down questions which will be compiled and provided to the Select Board to include in their deliberation review. Residents can also email questions to the Town Administrator's Office or the Select Board members. Mr. Haddad asked if there would be a review by the Advisory Committee. Ms. Robinson said the Advisory Committee is scheduling meetings throughout February and March. She does not know if they will be attending the February 8, 2020 meeting. Mr. Rosenberg asked if the budget information would be available to the public prior to February 8th, and if the public could submit questions to the Select Board prior to that meeting so the Select Board could consider asking those questions during the meeting. Ms. Robinson stated they will try; however, she anticipates they will be very busy making sure the presentation is ready and wants to focus on having an effective day. Mr. Kalkut said anyone can submit questions to the office, and they will do their best to get the questions in front of the Select Board prior to the meeting.

Please discuss a meeting interaction and engagement Policy

Mr. Kalkut confirmed Ms. Van Tine requested this agenda item. Ms. Van Tine stated her issues regard an overall concern relative to the interactions between the Select Board and the public that have been occurring at some of the Select Board meetings, including during the public comment sessions and the back and forth that occurs by the public when specific agenda items come up for approval or discussion. She noted that the Select Board meetings are formal meetings; it is not Town meeting, and it is not a collaborative process. The Select Board members were elected to represent the citizens. She expressed concern that some of the questions and comments from the public do not stay on the topic at hand and have led to other matters that are not on the agenda. This could possibly lead to Open Meeting Law violations. In addition, there is an overarching lack of

courtesy; there is often whispering, laughing, joking or commenting by audience members. She is not the chair of the Select Board, therefore she feels reluctant to weigh in. She stated that she agrees with transparency; however, that does not mean every person gets their question answered at that meeting with a back and forth dialogue. Possibly, the audience could get their questions answered after the meeting or submit them in writing. She provided examples of how public comment has many times been used to provide good information or concerns from the public; however, sometimes it has been used as finger pointing and nastiness. In addition, if it has been determined that the information provided by the public was not correct, no one returns to the Select Board to provide the correct information. She wants to start the conversation about how to manage transparency, be available, and get the meeting done in a timely manner without people bludgeoning each other.

Mr. Kalkut said the Select Board has made great efforts to encourage engagement and interaction such as with the public comment sessions to get people involved and express their thoughts, opinions, and questions. However, this may have been pushed too far regarding the balance between trying to engage people, maintaining efficient and streamlined meeting agendas, and having the discussions stay on point. Therefore, he has reworked some of the public comment policy as well as some of the ways in which to handle engagement during the meeting. He addressed the inability of the Select Board to interact with people during public comment. He noted that because of the way the Select Board is structured, as they have to adhere to Open Meeting Law, they cannot comment on a topic if it is not on the agenda. As such, he recommended comments be limited to those items that are on the agenda. If the public has another issue, they should write to the Select Board about the item and it could put be on a future agenda. Then, at the future meeting, the agenda item could be addressed during the public comment session. As well, the goal would be to have comments provided during the public comment session, not throughout the Select Board meeting. In addition, to give people the ability to react to the meeting proceedings, he proposed providing another opportunity for people to comment to items discussed on the agenda at the end of the meeting. Ms. Van Tine agreed with Mr. Kalkut's proposal. Mr. Wider asked what happens if the Select Board votes on an agenda item and the audience is not allowed to comment until the end of the meeting. Mr. Kalkut stated that as that item was already on the agenda, the audience should have made their comments during the initial public comment session. Ms. Van Tine agreed that residents should bring up concerns at the initial public comment session. Select Board members discussed the value of a second public comment session at the end of the meeting. Select Board members agreed that interaction from the public is important and that people can always send questions to the Town Administrator's office or to Select Board members.

Mr. Kalkut stated the policy will be tweaked over time as they get to a happy medium between having an engaged community and running a streamlined meeting. Ms. Van Tine and Mr. Wider agreed with having public comment sessions at the beginning and end of the meeting with no public comment during the meeting. Mr. Rosenberg praised the Select Board for their openness and transparency; however, he stated he has concerns about the proposal as there needs to be an opportunity for the public to raise issues not on the agenda. Regarding Open Meeting Law, he does not think the Select Board is precluded from answering questions during public comment if they could be answered briefly. He stated that having two public comment sessions is good, but not necessary. With respect to not allowing any questions or comments during discussions on agenda items, the Select Board may miss important information that they are unaware of. He suggested the Chair state that a comment is out of order or not germane to the discussion rather than prohibiting questions or comments. Mr. Haddad applauded the decision to leave the public comment session intact. He suggested that twice per year the Select Board hold public meetings to let the public have

discussions. Mr. Kalkut stated he believes holding a town hall meeting is on the Select Board's list of goals. He stated he will draft an amended policy for the public comment period for review and comment at the next Select Board meeting. Ms. Robinson said she would send the draft policy to Town Counsel to confirm it is acceptable and there are no concerns.

Please consider approval of the following warrants:

A motion was made by Ms. Van Tine to approve the following warrants:

- 1/3/2020 13P20 & 13PS20 \$803,156.31
- 1/7/2020 28V20 \$931,883.85

It was seconded by Mr. Kalkut, and so voted. All were in favor.

A motion was made by Mr. Wider to approve the following warrants:

- 1/14/2020 29V20 \$115,953.85
- 1/17/2020 14P20 & 14PS20 \$816,997.30
- 1/21/2020 30VS20 \$111,355.76
- 1/21/2020 30V20 \$226,486.25

It was seconded by Mr. Kalkut, and so voted. All were in favor.

Please consider approval of the minutes

A motion was made by Ms. Van Tine to approve the minutes of the October 1, 2019, October 29, 2019, November 6, 2019, November 19, 2019, December 17, 2019, and January 7, 2020 regular meetings. It was seconded by Mr. Kalkut with the stipulation that minor grammatical/typographical revisions be made on the October 1, 2019 meeting minutes. And so voted. All were in favor.

Ms. Robinson asked if the Select Board writes its own Annual Report or if staff writes the report for the Select Board to review. Susan Jacobson, Affordable Housing Director, stated that typically the Select Board Chair prepares the report. Ms. Robinson stated she would be happy to help Mr. Kalkut prepare the report.

Ms. Robinson noted that there is a public hearing scheduled for February 18, 2020 for the water rates. The hearing must be opened 120 days prior to the start of the fiscal year. She noted that Ms. Van Tine may not be in attendance for that Select Board meeting. Therefore, Ms. Robinson suggested the public hearing be opened on February 18th and continued to the next Select Board meeting.

Mr. Wider noted that free posters regarding vaping are available from the MMA; they must be applied for. He asked if there was any additional information regarding the dark night sky locations discussed at the last Select Board meeting. Ms. Robinson stated that Town Planner Rich McCarthy was looking into it. Mr. Ernest Alix, 40 North Street, provided information on a dark night sky location, but said he was not sure who owned the land. Ms. Robinson said she would research who owns the land.

At 8:47 p.m. a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, February 4, 2020, at 6:00 p.m.

This is a true and accurate report of the Select Board's meeting of January 28, 2020.

CiCi Van Tine, Clerk

**Norfolk Select Board's Open Session Meeting Minutes
February 4, 2020**

Members Present: Kevin Kalkut; Christopher Wider; Cici Van Tine. Members Not Present: None. Also Present: Blythe Robinson, Town Administrator; Judith Lizardi, Executive Assistant.

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order a 6:00 p.m.

Executive Session

A. Executive Session under M.G.L. c.30A, §21(a)(3) to discuss strategy with respect to litigation regarding 144 Seekonk Street, insofar as an open meeting may have a detrimental effect on the litigation position of the public body.

This agenda item was not taken.

B. Executive Session under M.G.L. c.30A, §21(a)(1) to discuss a bullying complaint against the Select Board

At 6:00 p.m. a motion was made by Mr. Kalkut to move that the Board vote to enter into executive session under Massachusetts G.L. c.30A, §21(a)(1) to discuss a bullying complaint against the Select Board, and further to invite Town Administrator Blythe Robinson, Human Resources Director Scott Bragdon, and Executive Assistant Judith Lizardi. The Board will reconvene into open session to conduct the rest of the meeting. The motion was seconded by Mr. Wider. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

At 7:25 p.m. a motion was made by Mr. Kalkut to close the Executive Session and enter into open session. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

Chair Kalkut called a five-minute recess.

Mr. Kalkut called the meeting back to order at 7:30 p.m. He announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson reviewed the agenda.

Public Comment

Mr. David Rosenberg, 123 North Street, stated that he understands the desire of the Select Board to function efficiently and not get distracted with tangential issues people bring up; however, if a person has information or facts regarding an item the Select Board discusses, it may help the Select Board to decide. He stated two drafts for the comment policy were provided in the meeting packet; he supports the second draft.

Ms. Susan Jacobson, Affordable Housing Director, 46 Needham Street, stated that she has worked for the Town for 10 years and currently works for the Municipal Housing Trust. She does not want to work in a hostile work environment. She stated that when the Select Board ignores attacks by the public, they are actually establishing the ground rules to let the inappropriate behavior continue. She read aloud an inappropriate email that was sent to her and copied to the Select Board members by a resident. She expressed concern that none of the Select Board members found it necessary to

respond to the email even though the email suggested a female employee be replaced by a dog. She said there are hundreds of emails like this. She stated she hopes the Select Board will take the necessary steps to address this.

Mr. Ernest Alix, 40 North Street, discussed the trash and hazardous materials at the abandoned Pondville Hospital. The runoff from the site is going to a river below. He stated that when a church abandons property, it should come under the same jurisdiction as when anyone abandons property. He stated that a large recreation area is being built next to the site. The area should be fenced. If someone gets hurt at the site, it will become a problem and there will be a lawsuit. He asked if the Town's attorney could prepare and send documentation to the church as he wants the Town to be covered.

Action Items

Please consider ratifying the appointment of the Public Works Director as recommended by the Town Administrator

Ms. Robinson introduced Mr. Thomas Temple, candidate for the Public Works Director position. She reviewed that former Public Works Director Bob McGhee retired in December. Before his retirement, the process to select his replacement commenced. Three final candidates were chosen in November; however, for various reasons, all three candidates withdrew from the process. The candidate search was restarted. Thirteen resumes were received. Six candidates were interviewed. The first round of interviews was conducted with herself, Mr. Bragdon, and a DPW Director from another town to provide perspective. It was narrowed down to three candidates. As she wanted to make sure to get the best candidate for the position, and as this is a critical department head, she had the Police Chief, the Highway Superintendent, and the Recreation Director spend time with the three candidates. Based on those interviews, Mr. Temple was selected as the candidate to fill the position of DPW Director.

Mr. Temple discussed his background and experience and stated he has been involved with public works for 36 years. He stated that his engineering background has helped in many construction projects throughout his career. He discussed that he has been responsible for many employees and enjoys working with the public. He reviewed his snow and ice experience.

Mr. Kalkut stated the condition of the roads in Norfolk is very important, and he asked Mr. Temple about pavement management. Mr. Temple discussed roadway conditions and the need to determine what is appropriate for each roadway to put it in good condition. He discussed the different types of pavement and possible issues that need to be considered when deciding which pavement or road reconstruction should be done. Ms. Van Tine referenced Mr. Temple's cover letter and asked what education he has that dovetails with what Norfolk's needs are. Mr. Temple provided a review of the many trainings and certificates he has received that relate to the Town's needs. Ms. Van Tine noted Mr. Temple has worked in Chatham for four years and asked what is appealing to him about Norfolk. Mr. Temple stated he grew up in Marlboro and for family reasons, they would like to move back to the area.

Mr. Wider asked what stood out for Mr. Temple when he toured the Town with the police. Mr. Temple said he noticed the condition of the roadways. He was surprised there were two roundabouts in such close proximity. He enjoyed the people and staff he met and how well they handle themselves and the knowledge they have. Mr. Wider asked Mr. Temple about the flow chart for his position as DPW Director in Chatham, how Chatham's transfer station compares to Norfolk's, his knowledge of wastewater treatment plants, and how he feels about GPS in public

works' vehicles. Mr. Temple reviewed the employee organization chart for the DPW Director in Chatham. He stated he has four DPW foreman, he started a work order system, he reviewed the sticker system for trash disposal, he noted commercial haulers can dump at the transfer station, he explained that the recycling market is not very good at this time, he discussed the sewer treatment plant, he confirmed he likes to have GPS in vehicles, and he believes in getting work done in a timely manner. Mr. Kalkut asked Mr. Temple about his approach in budgeting. Mr. Temple explained he prepares the budgets for his various divisions; it is a five-year capital budget. He stated that he also reviews and determines the equipment for replacement; the life expectancy on bigger vehicles is about 13 years.

Mr. Kalkut asked what has been successful regarding community engagement. Mr. Temple stated that being up front and honest with residents is the best method. For instance, if work is being done in front of a home, they make sure the area is left in better shape than it was to start with. As well, he talks to the residents ahead of any work to be done to explain what is going to happen. If it would not be acceptable to do in front of his house, he would not do it. Ms. Van Tine asked about budgeting and noted that Norfolk may not have the same resources as Chatham; Norfolk is dealing with managing budgets to try not to grow so quickly that senior citizens are priced out of Town. Mr. Temple reviewed his experience in budgeting. He reviewed projects that he has come in under budget and on time; saving money and being frugal is important. Mr. Wider asked how Mr. Temple would motivate a small group of people to accomplish the tasks that sometimes seem overwhelming. Mr. Temple stated he has five highway workers in Chatham. He stated that most people are hard working. As you get to know an employee, they learn what the expectation is when doing projects, and everyone pulls their weight when getting a job done. He stated that saying thank you is important. He discussed that in Chatman, his employee groups help out other divisions when needed. He discussed that the outside-of-the-division overtime is fair and equitable, and everyone appreciates the fact that everyone was considered for the overtime.

Ms. Robinson stated she wanted to make sure the best candidate was selected for this position; she recommended Mr. Temple as that candidate. She wanted the candidate who had the most experience in dealing with less than what is ideal but had experience in many areas. Mr. Temple has had experience regarding transfer stations, restructuring water rates, bringing projects in on time and under budget, and developing both union and public relationships. His references have stated that Mr. Temple has great skills as a department head and as a co-worker who both supports his employees and has high expectations of them. She noted that Mr. Temple wants to move back to this area. She discussed that feedback from other departments was considered to find the candidate who was the best fit for the needs of the community. She stated Mr. Temple's contract will not be discussed tonight; it will be scheduled on the February 8, 2020 meeting agenda. Ms. Van Tine asked if the former DPW Director Bob McGhee was involved in the search. Ms. Robinson stated that Mr. McGhee was not involved; however, she had a content expert/DPW Director from another town involved in the search process. Mr. Bragdon stated that before starting the search process, he had several conversations with Mr. McGhee about what would be important for the position.

A motion was made by Mr. Kalkut to ratify the appointment of Thomas Temple as Director of Public Works as recommended by the Town Administrator. It was seconded by Mr. Wider, and so voted. All were in favor.

Mr. Kalkut thanked everyone for a successful candidate search.

Please consider appointing a Tax Possession Custodian for the purpose of auctioning off Town-owned properties acquired through foreclosure

Ms. Robinson reviewed that one of the functions of the Town Treasurer is to pursue the collection of taxes for all properties in the Town. Norfolk has a strong collection rate of 98 percent; however, that indicates that 2 percent of owners may not be current on their taxes. State law governs the process by which properties that are delinquent are entered first into tax title, and then, if that process does not satisfy the obligation, the Town may foreclose on properties for non-payment of taxes. This is a lengthy Land Court process during which the taxpayer receives multiple notifications. When Land Court issues judgement in favor of the municipality, the property becomes Town owned. These properties are referred to as tax possession properties and the Town can proceed to sell them at public auction. In order to commence this process, it is required that a Tax Possession Custodian be appointed. This appointment is often the Town Treasurer because they are the most knowledgeable about the process, history of the parcels, and the collection responsibilities. The custodian in turn selects a tax title attorney and an auctioneer. The Town of Norfolk has held two auctions in recent history. One was a multi-property auction in 2002 that generated in excess of \$500,000. The second was held in 2012 and was a single property auction that brought \$190,000 into the Town's general fund. The cost of the legal fees and auction services work will be borne by the successful bidders of the parcels sold so that the high bid price from each property comes directly to the Town. The auctioneer will conduct research on the properties and prepare a comprehensive marketing plan to maximize exposure and generate competition. There are 40 properties that the Town has acquired over time. Various departments have reviewed the current properties and agree in their recommendation that we proceed to prepare for a spring auction offering some of the current tax possession parcels. All the parcels are land with the exception of 4 Pine Road which is a single-family house in disrepair. She reviewed the provided spreadsheet listing all parcels.

Ms. Van Tine asked if the custodian is compensated for this role. Ms. Robinson said the custodian would not be compensated any more than her regularly salary. Mr. Kalkut asked if there is an assessed value for the properties. Ms. Robinson said this would be determined by the auctioneer working with the assessor, planner, and treasurer to determine the value. After the Town owns a property for one year, the Town can keep all money received from the auction.

A motion was made by Mr. Kalkut to vote as provided under MGL Chapter 60, Section 77B, to appoint Anne Marie Duggan, Town Treasurer, as Tax Possession Custodian who shall have the care, custody, management and control of all property acquired by foreclosure, deed in-lieu of foreclosure, or by treasurer's deed for unpaid taxes. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Discussion Items

Please discuss amendments to the Board's Public Comment Policy

Ms. Robinson reviewed that at the last Select Board meeting, it was discussed to amend the public comment policy to facilitate public input and questions in a structure that improved the flow of the meeting. She stated that included in the Select Board members' meeting packets are two versions of the policy provided by Mr. Kalkut for the Board's review and continued discussion. She noted that Town Counsel has provided legal input on the policies.

Mr. Kalkut stated that at the last Select Board meeting they discussed how to enhance the efficiency of the Select Board meetings and the possibility of a public comment period at both

the beginning and end of the meetings. Mr. Wider said he likes the second version of the public comment policy as it keeps the meeting moving but also allows for additional information. Ms. Van Tine said that if an item is going to be voted on, the public could provide information ahead of time. As well, allowing someone to weigh in with legitimate information would be valuable. She stated that she hopes the public would adhere to the policy, but if not, it would be the Chair's role to encourage adherence. Mr. Kalkut reviewed the proposed changes to the policy as indicated on the second version, as well as those provided by Town Counsel. Ms. Robinson said the policy will be finalized for the next meeting.

Ms. Anne Marie Battistone, 59 Seekonk Street, asked what an unfounded comment is and who would decide if the comments by the public extend to what is being discussed. Mr. Kalkut stated he would decide if a comment is founded or unfounded.

Please consider approval of the following warrants:

A motion was made by Ms. Van Tine to approve the following warrant:

- 1/28/2020 31V20 \$610,956.28

It was seconded by Mr. Wider, and so voted. All were in favor.

Public Comment

Mr. Ernest Alix, 40 North Street, asked, in regard to auctioning off property, if the CPC can meet the high bidder and own the property. Ms. Robinson stated the Town already owns the property; they can choose to sell or not sell. She explained that various Town departments look at the properties to determine if there is a good reason to keep them.

At 8:40 p.m. a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Saturday, February 8, 2020, at 10:00 a.m.

This is a true and accurate report of the Select Board's meeting of February 4, 2020.

CiCi Van Tine, Clerk

DRAFT

**Norfolk Select Board's Open Session Meeting Minutes
February 8, 2020**

Members Present: Kevin Kalkut; Christopher Wider. Members Not Present: Cici Van Tine.
Also Present: Blythe Robinson, Town Administrator; Todd Lindmark, Finance Director.

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order at 10:00 a.m. Mr. Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Discussion Items

Please discuss the FY21 Departmental Budget Presentations

Ms. Robinson provided an overview of the budget presentations. She stated that each department's budget presentation provides what the department does, how it is staffed, the staffing history, the services it provides, and a budget narrative about what a level funded budget and level service budget would mean. She noted that each department has provided their budget history including FY2018 Actual, FY2019 Actual, FY2020 Budget, FY2020 YTD, FY2021 Zero Increase, and FY2021 3.0% increase. She stated that revenues, expenditures, enterprise funds, employee benefits, debt service, and building & insurance are included in the budget presentation document.

Budget presentations were provided by the following departments: Matt Haffner, Facilities; Erron Kinney, Fire; Carol Green, Town Clerk; Scott Bragdon, Human Resources; Sherry Norman, COA; Bob Bullock, Building; Libby O'Neill, Library; Chuck Stone, Police; Ann Proto, Recreation; Rich McCarthy, Land Use/Health; Thanh Tran, Technology; Barry Lariviere, DPW; Blythe Robinson, Select Board; and Todd Lindmark, Finance. Select Board members asked questions for further explanation and details. There were no deliberations and no votes taken by the Select Board.

Action Items

Please consider ratifying the DPW Director's employment contract

Ms. Robinson reviewed the proposed employment contract for DPW Director Thomas Temple. Select Board members discussed the proposed contract agreement. Select Board members requested to reduce the length of time the candidate could receive a vehicle stipend to six months. Mr. Wider questioned that since the Town is preparing to hire such a high level DPW director, will it still be necessary to have an assistant DPW director. Select Board members requested that Ms. Van Tine be involved with this discussion prior to signing the contract.

At 6:20 p.m. a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Mr. Wider, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, February 18, 2020, at 7:00 p.m.

This is a true and accurate report of the Select Board's meeting of February 8, 2020.

CiCi Van Tine, Clerk

02-08-20

Norfolk Select Board's Open Session Meeting Minutes February 18, 2020

Members Present: Kevin Kalkut; Christopher Wider. Members Not Present: Cici Van Tine. Also Present: Blythe Robinson, Town Administrator; Judith Lizardi, Executive Assistant.

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order at 7:00 p.m. Mr. Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson reviewed the agenda.

Public Hearing on FY21 Water Rates

Interim DPW Director Barry Lariviere narrated a slideshow presentation and reviewed the proposed water rates for FY21. He discussed the water rate overview, the budget and revenue status, and the water system updates. He stated that water rates had not been raised in five to six years until FY20. The annual minimum charge will be raised each year until \$150. There will be separate rates for FY20, FY21, and FY22. The rates are designed to generate approximately \$1,800,000 each year. The rate increase is needed to cover new debt, Holbrook Street Well, and to fund capital projects and strengthen the Enterprise Fund by \$100,000 each year. He reviewed the FY20 Step Rate increase of 11 percent to 24 percent. He noted that quarterly billing was implemented January 13, 2020. He stated that for FY21, the water rate increase proposed is 5 percent. This will provide incremental rate raises versus a large increase. He stated that with the proposed rate changes for FY21, the typical resident would see an increase from \$60 to \$70. As well, the consumption rate will increase for all users. He discussed proposed billing examples for FY21 and reviewed the Water Enterprise budget appropriation, budget expenses, and water revenue. He stated that the total FY20 water billing commitment should be about \$1,634,500. He explained that it is important to maintain a level of six months reserves of unreserved retained earnings in the Water Enterprise Fund that is sufficient to address the financing of working capital, revenue shortfalls, emergency expenditures, and new regulatory requirements. Ms. Robinson provided background information on Enterprise Funds. Mr. Lariviere stated the Holbrook Street wellfield was approved as a water supply at a maximum pumping rate of 400,000 gallons per day in October 2019. Addition of a groundwater supply in the flow range will provide the Town with a redundant supply that is crucial to the water system, which currently only has two supplies. He discussed the Chemical Conversion Project including the Gold Street Well and the Spruce Road Well, and he reviewed the Supervisory Control and Data Acquisition (SCADA) system upgrades.

Ms. Robinson reviewed that the Town had an outside consultant perform a rate study last year that revealed that water rates needed to be raised significantly in FY20 in order to raise revenues sufficient to manage the system, and that in the following years they should be raised consistently so as to keep pace with expenses and ensure a responsible level of retained earnings. She noted that a copy of the rate study is included in the Select Board's meeting packet. Mr. Lariviere stated the proposed water rate increase is in line with the consultant's recommendations. Select Board members asked questions. Ms. Robinson pointed out assumptions in the report such as to add a superintendent's position, but noted that is not planned. She discussed items that the Town needs to be prepared for. For instance, the PFAS regulation was not expected; money has had to be added to the budget to plan for that. As well, they did not put together a five-year plan for having to spend money consistently on transite pipe replacement. She stated that no one wants to promote a rate increase in any year, but even though the Town had the 11 to 24 percent increase, we cannot say

with assurance that we are going to bring in that amount of money each year. Whether people have chosen to use less water, or it was wetter year and people did not water their lawns, these factors contribute to fluctuations in revenue. Therefore, we have to be prepared for some of those ups and downs so that as the new regulations come into play, or we have to address something new, like any business, we have the ability to deal with it.

Mr. Kalkut stated single-family homes with irrigation systems are not encouraged. Mr. Lariviere said he is crafting a letter to residents about water conservation. Ms. Robinson said the Holbrook Street Well was approved as a redundant water supply, but it will not provide more water. It is important to be able to make sure people are conserving and living within the Town's current water permit. It is responsible for the Town to continue to raise the rates a small amount to be prepared. Mr. Wider asked how to stop consumers from large water use. Mr. Lariviere discussed how much the Town wants to enforce lawn irrigation use. He stated the department can see who the people are with high water use in the summer, and a letter could be sent to them about conserving water. Select Board members asked questions. Mr. Lariviere discussed some of the items in the consultant's report. Ms. Robinson said the report is a living document as things keep changing. Mr. Lariviere stated the Town is down to two to three percent for leaks.

Mr. David Rosenberg, 123 North Street, mentioned the 14.5 percent interest rate for residents who are late in paying their water bills. He stated the Town ought to be more considerate of people having financial difficulty. He stated that the switch from semi-annual to quarterly billing is annoying, inconvenient, and of no benefit to the Town. Mr. Kalkut said the interest rate is meant to deter people from paying late; if someone is having a financial issue, arrangements could be made. Mr. Lariviere stated the office staff would address a customer's financial concern. Mr. Rosenberg said that he would like to let residents know this. Mr. Kalkut suggested a notice be included in the water bills indicating that if a resident is having difficulty paying the water bill, they should contact the office. Mr. Lariviere stated he will review how often the interest rate penalty has been used. Mr. Kalkut stated that the idea for the quarterly payments is to help people rather than have people receive larger bills semi-annually. Mr. Lariviere said this billing method puts the Town in line with other communities.

A motion was made by Mr. Kalkut to continue the Public Hearing on FY21 Water Rates to the March 17, 2020 Select Board meeting at 7:00 p.m. It was seconded by Mr. Wider, and so voted. All were in favor.

Public Comment

Ms. Christina Gleason, 249 Main Street, stated that there is a very large sign which is lit at night at the Freeman-Centennial building. However, the Police Station/Dispatch Center has a sign that is very difficult to see. The public does not know the building is there. She would like the sign situation to be remedied. She stated the sign should be lit at night and be larger to indicate the building is there. She stated she does not know if there are any sign restrictions. She suggested that a sign be put on Sharon Avenue to indicate the Police Station location. Ms. Robinson said they have been looking into the Police Station signage. The Town does not own the right of way or land on the state road. The current small blue sign is the largest sign the Town can put on the post that is already there; there is no electricity for a sign. She stated that in the short term, they are looking at a small solar sign which would be something better than what is there currently. In the long term, Shire Drive is planned to be paved in the next year or so, and possibly, there will be an area to install a larger sign for such a significant public building. This signage issue is being worked on.

Mr. Rosenberg requested that the Town ask the State for permission to put a sign on the state-owned land. He said that he has previously spoken to the Select Board about his desire to increase citizen engagement in Town government. He stated the item was postponed due to preparation for Fall Town Meeting. He reminded the Select Board that this topic is important. He stated that he feels he got a commitment from the Select Board to work on this topic and he would like to work on it.

Action Items

Please consider authorizing the Select Board Chair to execute the Town's Green Community Designation Grant Application

Ms. Robinson stated that the Town has been named a Green Community for which we will be receiving a grant of \$144,600 to begin implementing the energy reduction measures to reduce our consumption over the next five years. The State requires that the Town submit an application to request these funds, and that application must be executed by the Chief Executive Officer which is defined as a person designated by the Select Board. The Energy Committee met earlier this week, and will be proposing two projects with this grant. The projects include lighting upgrades in a portion of the H. Olive Day School, and insulation of the truck bay at the DPW. Both projects were identified on the energy reduction plan previously approved by the Select Board, and staff believes both can be accomplished within the grant amount. Approval is being requested to designate the Select Board Chair to execute the application on the Town's behalf. The application has to be submitted by the end of the month. She stated they are in the process of getting experts to analyze both projects and vet the numbers to finish up the application and submit it. The projects are planned to be completed during the summer, and the Town can get started on the next round of funding to obtain every dollar available from the State. She confirmed the \$144,600 covers both projects.

A motion was made by Mr. Kalkut that the Board authorize the Select Board Chair to certify the Town's application for \$144,600 from the State Green Community Grant program. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider approval of the Board's revised Public Comment Policy

Ms. Robinson stated that at the last meeting the Select Board discussed the public comment policy by reviewing two versions proposed by the Chair. The Select Board also reviewed advice from Town Counsel regarding the amendments, and determined that the second version as modified by Town Counsel was the direction they wished to take. That second version, in its final form, has been provided in the Select Board's meeting packet for the Board's consideration. Mr. Kalkut confirmed this is the final version from previous discussions. Mr. Wider questioned who "others" were in Item H. Ms. Robinson stated "others" was everyone including the public.

A motion was made by Mr. Kalkut that the Board approve the revised version of the Public Comment Policy. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider approval of the 2nd Annual Norfolk SEPAC 5K Road Race on Sunday, May 31, 2020 beginning at 10 a.m., with a rain date of Sunday, June 7, 2020

Ms. Robinson stated that included in the Select Board's meeting packet is a request to hold the 2nd annual Norfolk SEPAC Road Race on May 31st. The course is the same as it was last year. Comments from both Police and Fire were requested; they are supportive of the race again this year and have no concerns.

A motion was made by Mr. Kalkut that the Board approve the request to hold the 2nd Annual Norfolk SEPAC 5K Road Race on Sunday, May 31, 2020 beginning at 10 a.m., with a rain date of Sunday, June 7, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider approval of the Norfolk Grange's 11th Annual Clean & Green Town-wide Cleanup on Saturday, April 18, 2020 from 9-4 p.m.

Ms. Robinson stated that included in the Select Board's meeting packet is a letter from the Grange requesting that the Town provide a dumpster to facilitate their 11th Annual Clean & Green Town-wide Cleanup Day on April 18th. She stated that she reviewed this with Public Works and understands that historically the Town has hauled away roughly three tons of materials per year. It is estimated that the same should occur this year, and the cost of this to the Town would be approximately \$452.00. That cost includes \$68.97 per ton to dump general refuse as well as the Town's labor or trucking costs to drop off and pick up the dumpster and truck the materials to Wheelabrator in Millbury. The cost of this would be borne by the Transfer Station budget. Staff recommends approval of this request to support a very worthy volunteer town-wide initiative. Residents are helping to keep the community green. Mr. Kalkut confirmed this is the 11th annual event.

A motion was made by Mr. Kalkut that the Board approve a request by the Norfolk Grange to provide a dumpster in support of their 11th Annual Clean & Green Town-wide Cleanup on Saturday, April 18, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Discussion Items

None.

Report of Warrants

Please consider approval of the following warrants:

A motion was made by Mr. Wider to approve the following warrants:

- 1/31/2020 15P20 and 15PS20 \$843,797.70
- 2/04/2020 32VS20 \$28,340.75
- 2/04/2020 32V20 \$3,191,775.36

It was seconded by Mr. Kalkut, and so voted. All were in favor.

A motion was made by Mr. Kalkut to approve the following warrants:

- 2/11/2020 33VSA20 \$1,600.00
- 2/11/2020 33V20 \$245,941.94

It was seconded by Mr. Wider, and so voted. All were in favor.

Approve Minutes

None.

Information Section

Follow-up to questions from February 8, 2020 Budget Presentations Workshop

Ms. Robinson stated that there were a number of questions raised at the budget workshop on February 8th both by Select Board members and residents. In the Select Board's meeting packet, which is available online, are responses to those questions. This information is provided as background for the Select Board in its further deliberations on the budget. She stated that if members of the public have follow-up questions, they can send her an email.

Mr. Kalkut recognized a moment of silence for the passing of Mr. Frank Gross, former Norfolk Town Moderator for 30 years, Chairman of the Norfolk School Committee for 21 years, and member of many groups and committees.

Ms. Robinson discussed the next scheduled Select Board meeting date. She noted the presidential primary is being held on March 3, 2020. Legally, the Select Board can hold a meeting on that date; however, typically the Town does not hold meetings on an election night. Select Board members discussed possible meeting dates. Mr. Kalkut stated that budget deliberations would be part of this meeting; therefore, Room G-7 would not work well for the public attendees. Ms. Robinson noted that there may be some executive sessions on the agenda, as well. Select Board members agreed the next meeting will be held on March 5th and commence at 5:30 p.m.

At 7:54 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Mr. Wider, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, March 5, 2020, at 5:30 p.m.

This is a true and accurate report of the Select Board's meeting of February 18, 2020.

CiCi Van Tine, Clerk