



# 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 Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the June 2, 2020 7:00 PM public meeting of the Norfolk Select Board shall be physically closed to the public to avoid group congregation.**

**Alternative public access to this meeting shall be done via Zoom online video conferencing. This application will allow users to view the meeting and provide comments during allocated windows as outlined in the Board's Public Comment Policy.**

**To join, follow the web link or call the dial-in number listed below under the start time/Call to Order. The meeting will be recorded for future rebroadcast by Norfolk Community Television. For more information on getting connected and using the video conference features, please visit**

**<http://www.norfolk.ma.us/assets/files/news/resident-zoom-guide.pdf>**

**7:00 p.m. Call Meeting to Order**

**Zoom Meeting Link: <https://zoom.us/j/3560716045>**

**Zoom Meeting Call-In: 1-929-205-6099 (Meeting ID 3560716045)**

- 1. COVID-19 Updates**
- 2. Public Comment**

### **Action Items**

- 3. Please consider approving a refunding of the 2012 bond issue and approval of a new bond issue as a result of a bond sale on June 1, 2020**
- 4. Please consider executing the warrant for the 2020 annual town meeting**
- 5. Please consider authorizing the Chair to execute a grant application for Federal CARES funding incurred in response to the COVID-19 outbreak**
- 6. Please consider making appointments to various Town Boards & Committees**
- 7. Please consider setting the Board's Meeting Schedule for 2020**
- 8. Please consider executing Proclamations for Eagle Scouts**

**Discussion Items**

9. Please discuss the status of changes to the FY21 budget to achieve reductions approved by the Board
10. Please discuss future changes to the premium cost share for retiree health insurance
11. Please discuss reopening plans for Town buildings
  
12. Town Administrator Updates

**Report of Warrants**

13. The following warrants have been signed:

- 5/10/2020 47V20 \$2,500,882.06 (CW)
- 5/22/2020 23P20 and 23PS20 \$823,545.05 (CW)
- 5/26/2020 48V20 \$361,177.73 (CVT)
- 5/26/2020 48VS20 \$67,046.93 (CVT)

**Approve Minutes**

14. 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  
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May 28, 2020

MEMO TO: Select Board

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

RE: **Agenda Background – June 2, 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. COVID-19 Updates
2. Public Comment
3. Please consider approving a refunding of the 2012 bond issue and approval of a new bond issue as a result of a bond sale on June 1, 2020

The Town has bond sale scheduled for Monday, June 1<sup>st</sup> for two purposes. The first is to take advantage of market conditions and refund a 2012 bond issue for the Freeman Kennedy School, and to place debt for the H. Olive Day Roof project as well as Road Repairs and the DPW Roll Off truck approved at last fall's special Town meeting. In all, the bond issue is for \$4,055,000. Prior to the sale we held meetings with both bond rating agencies (S&P and Moody's), and both have affirmed the Town's rating, though with a negative outlook. We attribute the negative outlook primarily to the current economic situation; however, both have noted that the Town's reserve levels are not where they believe they should be, and this could put our ratings in jeopardy in the future. Copies of both rating updates are included in your packet. We've also included a portion of the Official Statement for this issue in your packet, and a full copy of the 139 pages with the agenda posting. As the sale is not until Monday, the motion below is not final. Once we have the results the bid will be awarded to the bidder with the lowest true interest cost. As a result, we'll have updated information for you on Tuesday night.

**MOVE** that the Board vote to award bonds for the 2020 issue of \$4,055,000 to the bidder who submits the lowest true interest cost at the sale held on June 1, 2020.

4. Please consider executing the warrant for the 2020 annual town meeting

Included in your packet is a copy of the warrant that needs to be executed by the Board on Tuesday night. The warrant has evolved on a couple of fronts since you received the last version. In summary, we've needed to amend the opening section to reflect the new date of the meeting and its location at the High School, and included language to enable us to move it back to the Middle School if neither State Legislation or a Court Order (that we've applied for) come through in time to enable us to hold the meeting in Wrentham. Secondly, there has been activity relative to citizen petitions, and at this point there are now two. Ms. Betsey Whitney has over the last three weeks submitted three versions of petition for a zoning bylaw change, and withdrawn the first two, thus included in the warrant is the 3<sup>rd</sup> version. On a separate note, resident Peter Chipman submitted by email today language he would like the Board to support and put on the warrant to create a Finance Committee. As we've just received this I've forwarded it to Town Counsel for his review. We'll have an appropriately worded version available for you Tuesday night, so that if you decide to sponsor it, it can be added to the document. Copies of Mr. Chipman's email and proposed language are also attached. Finally, I would point out that the Advisory Committee is not meeting until tonight and then again on June 3<sup>rd</sup>, so not all of their recommendations have been finalized to put in the document.

**MOVE** that the board execute the warrant for the 2020 annual town meeting to be held on June 24, 2020 at the KP High School in Wrentham as it is not possible to adequately conduct town meeting in a location within the geographic limits of the town in a manner that ensures health and safety; however, in the event that a court ruling or state legislation prohibits the town from conducting its town meeting at the KP Regional High School, then the alternative warrant shall be issued identifying KP Middle School as the meeting location.

5. Please consider authorizing the Chair to execute a grant application for Federal CARES funding incurred in response to the COVID-19 outbreak

Earlier this year the Federal government passed the CARES act, which has provided funding to all 50 states to cover COVID-19 related expenses. The State has disseminated the attached guidance in which they have committed \$500 million of Massachusetts funds to cities and towns. The amounts are apportioned by population, and Norfolk's amount is \$1,056,955. This item is on the agenda because the state is accepting grant applications in two rounds, the first of which closes on June 5<sup>th</sup>. We are in the process of gathering and categorizing the costs, and intend to provide you with a spreadsheet on Monday for all COVID related items and salaries since the federal declaration was made on March 1<sup>st</sup>. The grant requires that the Chief Executive Officer (The Board) vote to approve of the application. We will provide you with an updated version of the expenses prior to the meeting. We expect to make a second application closer to the end of the calendar year when further costs are known and accounted for.

**MOVE** that the Board authorize the Chair to make application to the Commonwealth of Massachusetts for CARES Act funds to reimburse Norfolk's for its necessary expenditures due to the public health emergency which began March 1, 2020 to date.

6. Please consider making appointments to various Town Boards & Committees

Annually in June the Board begins the process of appointing residents to various boards/committees. These include reappointments for those who wish to continue in their

roles, and new appointments where there are vacancies. Included in your packet is a spreadsheet from Judith showing all of the relevant committees and the status of the membership. She has reached out the chairs of each committee to inquire about whether members want to be reappointed and if they have any applicants for vacancies. We recommend that you consider moving to reappoint all of the persons who are highlighted in yellow on the attached spreadsheet. As we clarify the situation with other openings we'll bring this back to you for further action.

**MOVE** that the Board vote to make the appointments to committees for the period beginning July 1, 2020 all those persons highlighted in yellow the appointments list.

7. Please consider setting the Board's Meeting Schedule for 2020

At this time of year, the board typically sets its meeting calendar for the balance of 2020. The Board has traditionally met on the first and third Tuesday's of the month, except during the summer to accommodate time away.

**MOVE** that the Board set the following meeting dates for 2020 \_\_\_\_\_.

8. Please consider executing Proclamations for Eagle Scouts

We've had a request from Mr. Adam Cambria, Scoutmaster for Norfolk Troop 80 for the Board to recognize the significant achievement of eight scouts that have attained the ranking of Eagle Scout. Included in your packet are proclamations for each of the scouts which outline what they've done to achieve this rank. Mr. Cambria has asked that they each be recognized on a different day, so that each can celebrate in their own manner, and as such the first proclamation is for June 8<sup>th</sup>, and the next seven business days after that. Should the Board approve them we'll need you to stop in and sign them following the meeting.

**MOVE** that the Board execute proclamations for Owen Conlin, Christopher Currier, Nicholas Dadasis, Casey Frommer, Brendan McLaughlin, Adrian Mercado, Michael Norberg, and Tristan Stephani in recognitions of their attaining the rank of Eagle Scout.

9. Please discuss the status of changes to the FY21 budget to achieve reductions approved by the Board

This item is on the agenda to give the Board an update on our actions to balance the budget to the 0.13% increase approved at the last meeting. As you recall, the reduction of \$983,063 was broken down in the following manner:

MECC Assessment	\$380,564	(3/4 cut now, 1/4 at Sp. Town Meeting)
Town of Norfolk	204,849	
Norfolk Schools	284,822	
KP Schools	<u>112,828</u>	
Total:	(\$983,063)	

For the Town-side services, our focus is to mitigate to the greatest extent possible reductions in services that our residents have. To that end we've approached each of our unions to request that they work with us to forgo a portion of their negotiated pay increases for FY21 to make up our shortfall. We believe that our previous work to reduce the budget to what would have been a 2.43% budget increase already led us to cut expenses and some positions. Should all four of our unions agree, we would effect a change to reduce all salary line items by 2.3%, including non-union and contracted employees by about 2.3%. The listing of the budget changes that would be made is included in your packet, as well as the overall budget status with the other changes for MECC and both school districts. Should we not be successful with concessions, then Mr. Lindmark and I will develop a list of other budget reductions that may include either not filling some positions, layoffs, expense reductions or some combination of cuts. We will be prepared to discuss these documents and the process with you at the meeting.

10. Please discuss future changes to the premium cost share for retiree health insurance

As you will know after the discussion on the previous item on the agenda, we are still in the process of finalizing adjustments for the budget to be recommended by the Board to voters at Town Meeting. And as of this date, we do not have information from the State regarding various revenues we receive from them. With that in mind the Chair has placed this item on the agenda for the Board to discuss bringing a vote on this matter back up once we do have clarity on revenues, especially if further reductions must be made before the tax rate is set in the fall. As background the information about the premium share changes for retirees that you've received previously is included in your packet.

11. Please discuss reopening plans for Town buildings

As the metrics have improved in the State with regard to the COVID-19 pandemic and phased reopening plan has begun, we have been working on the same for Town buildings. Although the State is in Phase 1 and we could reopen because most Town services are considered essential, we've been focused on the measures we need to have in place to safely start welcoming residents back to our buildings. We've developed the attached reopening plan that I'd like to review with you. As you may know, the Library staff have begun to return to offer more services on a remote basis, and for Town Hall we're targeting a reopening for June 8<sup>th</sup> for services by appointment.

12. Town Administrator Update

This item is on the agenda on a trial basis to provide the Board and those from the public who join the meeting to provide some updates and insights to Town operations. I plan to provide those updates orally at the meeting.

13. The following warrants have been signed:

- 5/10/2020 47V20 \$2,500,882.06 (CW)
- 5/22/2020 23P20 and 23PS20 \$823,545.05 (CW)
- 5/26/2020 48V20 \$361,177.73 (CVT)
- 5/26/2020 48VS20 \$67,046.93 (CVT)

14. Approval of Minutes

**MOVE** that the Board approve the minutes of the April 7 and April 21, 2020 regular meetings.

This Preliminary Official Statement and the information contained herein are subject to completion or amendment. Under no circumstances shall this Preliminary Official Statement constitute an offer to sell or the solicitation of an offer to buy, nor shall there be any sale of the Bonds in any jurisdiction in which such offer, solicitation or sale would be unlawful prior to registration or qualification under the securities laws of any such jurisdiction.

S&P Global Ratings:  
(See "Rating" herein)

**NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT DATED MAY 22, 2020**

In the opinion of Locke Lord LLP, Bond Counsel, based upon an analysis of existing law and assuming, among other matters, compliance with certain covenants, interest on the Bonds is excluded from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"). Interest on the Bonds will not be included in computing the alternative minimum taxable<sup>3x</sup> income of individuals. Under existing law, interest on the Bonds is exempt from Massachusetts personal income taxes, and the Bonds are exempt from Massachusetts personal property taxes. **The Bonds will be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.** Bond Counsel expresses no opinion regarding any other tax consequences related to the ownership or disposition of, or the accrual or receipt of interest on, the Bonds. See "Tax Exemption" herein.

**\$4,055,000\***  
**TOWN OF NORFOLK**  
**Massachusetts**

**GENERAL OBLIGATION MUNICIPAL PURPOSE LOAN OF 2020 BONDS**

**Dated: June 15, 2020**

**Due: April 1, 2021-2032**

**MATURITIES**

<u>Year</u>	<u>Principal Amount*</u>	<u>Interest Rate</u>	<u>Price/ Yield</u>	<u>CUSIP 655745</u>	<u>Year</u>	<u>Principal Amount*</u>	<u>Interest Rate</u>	<u>Price/ Yield</u>	<u>CUSIP 655745</u>
2021	\$375,000				2027	\$325,000			
2022	355,000				2028	330,000			
2023	355,000				2029	330,000			
2024	360,000				2030	330,000			
2025	360,000				2031	305,000			
2026	325,000				2032	305,000			

*\*Preliminary, subject to change.*

Principal of the Bonds will be payable April 1 of the years in which the Bonds mature. Interest from the date of the Bonds will be payable on October 1, 2020 and semi-annually thereafter on each April 1 and October 1 until maturity or redemption prior to maturity. The Bonds are subject to redemption prior to their stated dates of maturity as described herein.

The Bonds are issuable in fully registered form without coupons, and, when issued, will be registered in the name of Cede & Co., as Bondowner and nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the Bonds. Purchases of the Bonds will be made in book-entry form, in the denomination of \$5,000 or any integral multiple thereof. (See "Book-Entry Transfer System" herein.)

The legality of the Bonds will be approved by Locke Lord LLP, of Boston, Massachusetts, Bond Counsel to the Town. UniBank Fiscal Advisory Services, Inc., Whitinsville, Massachusetts serves as municipal advisor to the Town. It is expected that the Bonds, in definitive form, will be delivered to DTC, or the offices of its custodial agent, on or about June 15, 2020 against payment in federal reserve funds.

**Electronic Bids Received  
Until  
12:00 Noon (Eastern Daylight Savings Time)  
Monday, June 1, 2020**



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The information and expressions of opinion in this Official Statement are subject to change without notice. Neither the delivery of this Official Statement nor any sale of the Bonds shall, under any circumstances, create any implication that there has been no material change in the affairs of the Town since the date of this Official Statement.

## ISSUE SUMMARY STATEMENT

Issuer: Town of Norfolk, Massachusetts

Date of Sale: Monday, June 1, 2020 until 12:00 Noon (Eastern Daylight Savings Time)

Method of Sale: Electronic Bids via Parity

Location of Sale: UniBank Fiscal Advisory Services, Inc., 49 Church St., Whitinsville, MA

Issue: \$4,055,000\* General Obligation Municipal Purpose Loan of 2020 Bonds, Book-Entry Only (See “Book-Entry Transfer System”, herein.)

Purpose: Current refunding of 2012 Bonds, school roof, truck and roads. (See “Authorization and Use of Proceeds” herein.)

Minimum Bid: **Par plus a premium of \$52,000**

Dated Date of Bonds: June 15, 2020

Maturity Date of Bonds: Serially on April 1, 2021 through 2032, as detailed herein.

Credit Rating: S&P Global Ratings rating is pending.

Redemption: The Bonds are subject to redemption prior to their stated dates of maturity as described herein.

Security: The Bonds are valid general obligations of the Town of Norfolk, Massachusetts and the principal of and interest on the Bonds are payable from ad valorem taxes which may be levied upon all property in the Town without limitation as to rate or amount, except as provided under Chapter 44, Section 20 of the General Laws, with respect to that portion of the principal and interest payments that the Town has voted to exempt from the limit imposed by Chapter 59, Section 21C of the General Laws, and subject to the limit imposed by Chapter 59, Section 21C of the General Laws with respect to that portion of the principal and interest payments that the Town has not voted to exempt from that limit.

Basis of Award: Lowest true interest cost (TIC) as of the dated date of the Bonds.

Tax Exemption: Refer to Tax Exemption and Appendix C – “Proposed Form of Legal Opinion” herein.

Continuing Disclosure: Refer to Continuing Disclosure and Appendix D – “Proposed Form of Continuing Disclosure Certificate” herein.

Bank Qualification: The Bonds will be designated as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Paying Agent: U.S. Bank National Association, Boston, Massachusetts

Legal Opinion: Locke Lord LLP, Boston, Massachusetts.

Delivery and Payment: It is expected that the Bonds will be delivered to DTC, or the offices of its custodial agent, against payment to the account of the Town in federal reserve funds on or about June 15, 2020.

Issue Contacts: Anne Marie Duggan, Treasurer, Town of Norfolk,  
Telephone # (508) 541-3323  
Margaret A. MacLean, Vice President, UniBank Fiscal Advisory Services, Inc.,  
Telephone # (508) 849-4225  
Brenda M. McDonough, Locke Lord LLP, Boston, MA,  
Telephone # (617) 239-0684

Additional Information: Refer to the Preliminary Official Statement dated May 22, 2020.

*\*Preliminary, subject to change.*

**NOTICE OF SALE**

**TOWN OF NORFOLK  
Massachusetts**

**\$4,055,000\***

**GENERAL OBLIGATION MUNICIPAL PURPOSE LOAN OF 2020 BONDS**

The Town of Norfolk, Massachusetts, will receive electronic proposals until 12:00 Noon (Eastern Daylight Savings Time), on Monday, June 1, 2020, at UniBank Fiscal Advisory Services, Inc., Whitinsville, Massachusetts, for the purchase of the following described Bonds:

**\$4,055,000\*** **GENERAL OBLIGATION MUNICIPAL PURPOSE LOAN OF 2020 BONDS**, payable April 1 of the years and in the amounts as follows:

<b><u>Due</u></b> <b><u>April 1</u></b>	<b><u>Principal</u></b> <b><u>Amount*</u></b>	<b><u>Due</u></b> <b><u>April 1</u></b>	<b><u>Principal</u></b> <b><u>Amount*</u></b>
2021	\$375,000	2027	\$325,000
2022	355,000	2028	330,000
2023	355,000	2029	330,000
2024	360,000	2030	330,000
2025	360,000	2031	305,000
2026	325,000	2032	305,000

*\*Preliminary, subject to change.*

**Details of the Bonds**

The Bonds will be dated June 15, 2020. Interest from the date of the Bonds will be payable on October 1, 2020, and semi-annually thereafter on each April 1 and October 1, until maturity or redemption prior to maturity. Principal of and interest on the Bonds will be paid as described below.

The Bonds will be issued by means of a book-entry system with no physical distribution of the Bonds made to the public. One certificate for each maturity of the Bonds will be issued to The Depository Trust Company, New York, New York (DTC), and immobilized in its custody. A book-entry system will be employed, evidencing ownership of the Bonds in principal amounts of \$5,000 or any integral multiple thereof, with transfers of ownership effected on the records of DTC and its participants pursuant to rules and procedures adopted by DTC and its participants. The winning bidder, as a condition to delivery of the Bonds, shall be required to deposit the Bonds with DTC, registered in the name of Cede & Co. Principal of and interest on the Bonds will be payable to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants of DTC will be the responsibility of such participants and other nominees of beneficial owners. Neither the Town nor the Paying Agent will be responsible or liable for maintaining, supervising or reviewing the records maintained by DTC, its participants or persons acting through such participants.

**Bank Qualification**

The Bonds will be designated as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

**Optional Redemption of the Bonds**

The Bonds are subject to redemption, at the option of the Town, upon the terms and conditions set forth in the Town’s Preliminary Official Statement dated May 22, 2020, prepared in connection with the issuance of the Bonds.

## **Term Bonds**

For Bonds maturing on and after April 1, 2029, bidders may specify that all of the principal amount of such Bonds having two or more consecutive maturities, may in lieu of having separate maturity dates, be combined to comprise one or more Term Bonds, and shall be subject to mandatory redemption or mature at par as described above, in each of the years and in the principal amounts specified in the foregoing maturity schedule. Each mandatory redemption shall be allocated to the payment of the Term Bond having the nearest subsequent maturity date.

Term Bonds, if any, shall be subject to mandatory redemption on April 1 in the year immediately prior to the stated maturity of such Term Bond (the particular Bonds of such maturity to be redeemed to be selected by lot), as indicated in the foregoing maturity schedule at the principal amount thereof plus accrued interest to the redemption date, without premium.

## **Form of Bid and Basis of Award**

Electronic proposals will be submitted through *i-Deal*<sup>®</sup>. If any provisions in this Notice of Sale conflict with information provided by *i-Deal*<sup>®</sup>, this Notice of Sale shall control. Further information about *i-Deal*<sup>®</sup>, including any fees charged, may be obtained from *i-Deal*<sup>®</sup> at (212) 849-5000. The Town assumes no responsibility or liability for bids submitted through *i-Deal*<sup>®</sup>. An electronic bid made in accordance with this Notice of Sale shall be deemed an irrevocable offer to purchase the Bonds in accordance with the terms provided in this Notice of Sale and shall be binding upon the bidder as if made by a signed and sealed written bid delivered to the Town.

A good faith deposit is not required.

Bidders shall state the rate or rates of interest per annum which the Bonds are to bear in a multiple of 1/8th or 1/20th of 1% but shall not state (a) more than one interest rate for any Bonds having a like maturity, and (b) any interest rate which exceeds the interest rate stated for any other Bonds by more than 3%.

## **Minimum bid of par plus a premium of no less than \$52,000.**

As between proposals which comply with this Notice of Sale, the award will be to the bidder who offers to purchase all the Bonds at the lowest net effective interest rate to the Town. Such interest rate shall be determined on a true interest cost (TIC) basis, which shall mean that rate which, as of June 15, 2020, discounts semi-annually all future payments on account of principal and interest to the price bid, not including interest accrued to June 15, 2020, if any, which accrued interest shall be paid by the successful bidder. The award of the Bonds to the winning bidder will not be effective until the bid has been approved by the Board of Selectmen and the Treasurer of the Town. In the event that two or more bidders submit the same lowest true interest cost for the Bonds, the Town Treasurer shall determine the winning bidder by lot from among all such proposals.

## **Bond Insurance**

The Town has not contracted for the issuance of any policy of municipal bond insurance for the Bonds. If the Bonds qualify for issuance of any such policy or commitment therefor, any purchase of such insurance or commitment shall be at the sole option and expense of the bidder. Proposals shall not be conditioned upon the issuance of any such policy or commitment. Any failure of the Bonds to be so insured or of any such policy or commitment to be issued shall not in any way relieve the purchaser of the contractual obligations arising from the acceptance of a proposal for the purchase of the Bonds. Should the successful bidder purchase municipal bond insurance, all expenses associated with such policy or commitment will be borne by the bidder, except for the fee paid to S&P Global Ratings for the rating of the Bonds. Any such fee paid to S&P Global Ratings would be borne by the Town.

## **Par Amount Subject to Change**

Within the limits set forth herein, the Town reserves the right to adjust the aggregate principal amount of the Bonds, and to adjust the principal amount of individual maturities of the Bonds, even if the aggregate principal amount is unchanged. The purpose of such adjustments, if any, will be to limit the amount of the current refunding proceeds, including premium,

to the amount needed to effect the current refunding to be undertaken with the proceeds of the Bonds, to fund project costs, and to pay the costs of issuance and to do so without an over-issuance of Bonds. Immediately following the opening of the bids, the Town, acting through its municipal advisor, will contact the apparent successful bidder by telephone to obtain the initial reoffering prices of each maturity of the Bonds, the premium to be paid on account of bond insurance, if any, and other information relevant to the sale of the Bonds. The apparent successful bidder shall then immediately deliver to the Town written confirmation by facsimile transmission as to such reoffering prices and bond insurance premium, if any. Upon being supplied with such initial reoffering prices and bond insurance premiums, if any, the Town will determine the need to otherwise re-allocate the principal maturities of the Bonds. The Town expects to advise the successful bidder as soon as possible, but no later than 3:00 p.m., Eastern Daylight Savings Time, on the date of the sale of the amount, if any, of any changes in either the aggregate principal amount (which changes will be allocated among several maturities of the Bonds in a manner to be specified by the Town) or individual maturities (assuming no changes in the aggregate principal amount of the Bonds).

Any adjustment in either the aggregate principal amount or the individual maturities of the Bonds will be in an amount of \$5,000 or an integral multiple thereof and will be made only as necessary to comply with the amortization requirements imposed by state law and to achieve a final issue price to fund project costs and cost of issuance for the project without an over issuance of bonds. **Bidders should be advised that bidding with a large premium could result in a reduction in the par amount of the Bonds.**

The dollar amount bid by the successful bidder will be adjusted to reflect any adjustment in the aggregate principal amount of the Bonds to be issued. The adjusted bid price will reflect changes in the dollar amount of the underwriter's discount and original issue discount/premium, if any, but will not change the per-bond underwriter's discount as calculated from the bid and reoffering prices required to be delivered to the Town as stated herein. The successful bidder may not withdraw its bid or change the interest rates bid or initial reoffering prices as a result of any changes made to the principal amounts within these limits.

#### **Establishment of Issue Price**

The successful bidder shall assist the Town in establishing the issue price of the Bonds and shall execute and deliver to the Town on the Closing Date an "issue price" or similar certificate, in the applicable form set forth in Exhibit 1 to this Notice of Sale, setting forth the reasonably expected initial offering prices to the public or the sales price of the Bonds together with the supporting pricing wires or equivalent communications, or, if applicable, the amount bid, with such modifications as may be appropriate or necessary, in the reasonable judgment of the successful bidder, the Town and Bond Counsel. All actions to be taken by the Town under this Notice of Sale to establish the issue price of the Bonds may be taken on behalf of the Town by UniBank Fiscal Advisory Services, Inc. (the "Municipal Advisor") and any notice or report to be provided to the Town may be provided to the Municipal Advisor.

**Competitive Sale Requirements.** If the competitive sale requirements ("competitive sale requirements") set forth in Treasury Regulation § 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the Bonds) have been satisfied, the Town will furnish to the successful bidder on the Closing Date a certificate of the Municipal Advisor, which will certify each of the following conditions to be true:

1. the Town has disseminated this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
2. all bidders had an equal opportunity to bid;
3. the Town received bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
4. the Town awarded the sale of the Bonds to the bidder who submitted a firm offer to purchase the Bonds at the highest price (or lowest interest cost), as set forth in this Notice of Sale.

**Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the Bonds, as specified in the bid. Unless a bidder notifies the Town prior to submitting its bid by facsimile or email to the**

Municipal Advisor (508-234-1938 and/or [margaret.maclean@unibank.com](mailto:margaret.maclean@unibank.com)) or in its bid submitted via Parity, that it will not be an “underwriter” (as defined below) of the Bonds, by submitting its bid, each bidder shall be deemed to confirm that it has an established industry reputation for underwriting new issuances of municipal bonds. Unless the bidder has notified the Town that it will not be an “underwriter” (as defined below) of the Bonds, in submitting a bid, each bidder is deemed to acknowledge that it is an “underwriter” that intends to reoffer the Bonds to the public.

In the event that the competitive sale requirements are not satisfied, the Town shall so advise the successful bidder. In this event, the Successful Bidder may use Option A or Option B set forth below.

**Failure to Meet the Competitive Sale Requirements – Option A – The Successful Bidder Intends to Reoffer the Bonds to the Public and the 10% Test to Apply.** If the competitive sale requirements are not satisfied and the successful bidder intends to reoffer the Bonds to the public, the successful bidder may, at its option, use the first price at which 10% of a maturity of the Bonds (the “10% test”) is sold to the public as the issue price of that maturity, applied on a maturity-by-maturity basis, of the Bonds. The successful bidder shall advise the Municipal Advisor if any maturity of the Bonds satisfies the 10% test as of the date and time of the award of the Bonds. The Town will not require bidders to comply with the “hold-the-offering-price rule” set forth in the applicable Treasury Regulations and therefore does not intend to use the initial offering price to the public as of the Sale Date of any maturity of the Bonds as the issue price of that maturity, if the competitive sale requirements are not met.

If the competitive sale requirements are not satisfied, then until the 10% test has been satisfied as to each maturity of the Bonds or all of the Bonds are sold to the public, the successful bidder agrees to promptly report to the Municipal Advisor the prices at which the unsold Bonds of each maturity have been sold to the public, which reporting obligation shall continue, whether or not the Closing Date has occurred, until the 10% test has been satisfied for each maturity of the Bonds or until all the Bonds of a maturity have been sold. The successful bidder shall be obligated to report each sale of Bonds to the Municipal Advisor until notified in writing by the Town or the Municipal Advisor that it no longer needs to do so. If the Successful Bidder uses Option A, the Successful Bidder shall provide to the Town on or before the closing date the certificate attached to this Notice of Sale as Exhibit 1-Option A.

By submitting a bid and if the competitive sale requirements are not met, each bidder confirms that: (i) any agreement among underwriters, any selling group agreement and each third-party distribution agreement (to which the bidder is a party) relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such third-party distribution agreement, as applicable, to report the prices at which it sells to the public the unsold Bonds of each maturity allotted to it until it is notified by the successful bidder that either the 10% test has been satisfied as to the Bonds of that maturity or all Bonds of that maturity have been sold to the public, if and for so long as directed by the successful bidder and as set forth in the related pricing wires and (ii) any agreement among underwriters relating to the initial sale of the Bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a third-party distribution agreement to be employed in connection with the initial sale of the Bonds to the public to require each broker-dealer that is a party to such third-party distribution agreement to report the prices at which it sells to the public the unsold Bonds of each maturity allotted to it until it is notified by the successful bidder or such underwriter that either the 10% test has been satisfied as to the Bonds of that maturity or all Bonds of that maturity have been sold to the public if and for so long as directed by the successful bidder or such underwriter and as set forth in the related pricing wires.

Sales of any Bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

1. “public” means any person other than an underwriter or a related party,
2. “underwriter” means (A) any person that agrees pursuant to a written contract with the Town (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the Bonds to the public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the Bonds to the public), and

3. a purchaser of any of the Bonds is a “related party” to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) more than 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other).

**Failure to Meet the Competitive Sale Requirements – Option B – The Successful Bidder Intends to Reoffer the Bonds to the Public and Agrees to Hold the Price of Maturities of Bonds for Which the 10% Test in Option A Is Not Met as of the Sale Date.** The successful bidder may, at its option, notify the Municipal Advisor in writing, which may be by email (the “Hold the Price Notice”), not later than 4:00 p.m. on the Sale Date, that it has not sold 10% of the maturities of the Bonds listed in the Hold the Price Notice (the “Unsold Maturities”) and that the successful bidder will not offer the Unsold Maturities to any person at a price that is higher than the initial offering price to the public during the period starting on the Sale Date and ending on the earlier of (i) the close of the fifth business day after the Sale Date or (ii) the date on which the successful bidder has sold at least 10% of the applicable Unsold Maturity to the public at a price that is no higher than the initial offering price to the public. If the successful bidder delivers a Hold the Price Notice to the Municipal Advisor, the successful bidder must provide to the Issuer on or before the Closing Date, in addition to the certification described in Option A above, evidence that each underwriter of the Bonds, including underwriters in an underwriting syndicate or selling group, has agreed in writing to hold the price of the Unsold Maturities in the manner described in the preceding sentence.

**Failure to Meet the Competitive Sale Requirements and/or the Successful Bidder Does Not Intend to Reoffer the Bonds to the Public – Option C.** If the successful bidder has purchased the Bonds for its own account and will not distribute or resell the Bonds to the public, then, whether or not the competitive sale requirements were met, the reoffering price certificate will recite such facts and identify the price or prices at which the purchase of the Bonds was made.

### **Legal Opinion**

The legality of the Bonds will be approved by Locke Lord LLP, Boston, Massachusetts, whose opinion will be furnished to the purchaser without charge.

The scope of engagement of Bond Counsel does not extend to passing upon or assuming responsibility for the accuracy or adequacy of any statements made in this Official Statement other than matters expressly set forth as their opinion and they make no representation that they have independently verified the same.

### **Documents to be Delivered at Closing**

It shall be a condition to the obligation of the successful bidder to accept delivery of and pay for the Bonds that the bidder shall be furnished, without cost, with (a) the approving opinion of the firm of Locke Lord LLP, Boston, Massachusetts, substantially in the form presented in Appendix C of the Preliminary Official Statement dated May 22, 2020, included herein, (b) a certificate in form satisfactory to said firm dated as of June 15, 2020, the delivery date of the Bonds and receipt of payment therefor, to the effect that there is no litigation pending or, to the knowledge of the signers thereof, threatened affecting the validity of the Bonds or the power of the Town to levy and collect taxes to pay them, (c) a certificate of the Town Treasurer to the effect that, to the best of her knowledge and belief, the Preliminary Official Statement did not, as of its date and the date of sale, and the Final Official Statement referred to below, did not as of its date and does not as of the date of delivery of the Bonds, contain any untrue statement of a material fact and does not omit to state a material fact necessary to make the statements made therein, in the light of the circumstances under which they were made, not misleading; and (d) a Continuing Disclosure Certificate substantially in the form presented in Appendix D of the Preliminary Official Statement dated May 22, 2020, included herein.

### **CUSIP Identification Numbers**

It is anticipated that CUSIP identification numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond, nor any error with respect thereto shall constitute cause for a failure or refusal by the purchaser thereof to accept delivery of and pay for the Bonds. The Town assumes no responsibility for any CUSIP Service Bureau or other charge that may be imposed for the assignment of such numbers.

### **Continuing Disclosure**

In order to assist bidders in complying with Rule 15c2-12(b)(5) promulgated by the Securities and Exchange Commission, the Town will undertake to provide annual reports and notices of certain significant events. A description of this undertaking is set forth in the Preliminary Official Statement.

### **Delivery**

The Bonds, in definitive form, will be delivered to the purchaser at DTC, or the offices of its custodial agent, on or about June 15, 2020, against payment in federal reserve funds.

### **Additional Information and Copies of the Official Statement**

Additional information concerning the Town and the Bonds is contained in the Preliminary Official Statement dated May 22, 2020, to which prospective bidders are directed. The Preliminary Official Statement is provided for informational purposes only and is not a part of this Notice of Sale. Such Preliminary Official Statement is deemed final by the Town as of its date for purposes of SEC Rule 15c2-12(b)(1). Copies of the Preliminary Official Statement may be obtained from Margaret A. MacLean, Vice President, UniBank Fiscal Advisory Services, Inc., 49 Church Street, Whitinsville, Massachusetts 01588, telephone (508) 849-4225. Within seven (7) business days following award of the Bonds in accordance herewith, up to twenty-five (25) copies of a Final Official Statement will be furnished to the successful bidder. Additional copies may be obtained at the purchaser's expense.

The right is reserved to reject any or all bids and to reject any bid not complying with this Notice of Sale and, so far as permitted by law, to waive any irregularity with respect to any proposal.

**TOWN OF NORFOLK,  
MASSACHUSETTS**

/s/ Anne Marie Duggan  
Treasurer

Dated: May 22, 2020

# RatingsDirect®

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## Summary:

# Norfolk, Massachusetts; General Obligation

### Primary Credit Analyst:

Krystal Tena, New York + 1 (212) 438-1628; krystal.tena@spglobal.com

### Secondary Contact:

Timothy W Barrett, Washington D.C. (1) 202-942-8711; timothy.barrett@spglobal.com

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## Summary:

# Norfolk, Massachusetts; General Obligation

### Credit Profile

US\$4.055 mil GO mun purp loan ser 2020 dtd 06/15/2020 due 04/01/2032		
<i>Long Term Rating</i>	AA+/Negative	New
Norfolk Twn GO bnds		
<i>Long Term Rating</i>	AA+/Negative	Outlook Revised

## Rating Action

S&P Global Ratings has revised the outlook to negative from stable on Norfolk, Mass.' general obligation (GO) debt outstanding and affirmed its 'AA+' long-term rating on the debt. At the same time, we assigned our 'AA+' long-term rating to the town's series 2020 \$4.05 million municipal-purpose GO bonds. The outlook is negative.

The outlook revision reflects recent weakening of Norfolk's reserve profile, which we believe, given the current economic uncertainty, could create some weakness for the town's financial profile over the next year or two. Despite the use of reserves for capital projects, which we generally view as prudent, the town's declining financial flexibility, in light of economic uncertainty in the near term, may pose a risk. Should these stabilize, we could revise the outlook back to stable.

Bond proceeds will be used to refund the series 2012 municipal-purpose loan, as well as to finance the H. Olive Day Elementary School roof replacement project, road repairs, and the purchase of a rolloff truck. Securing debt service on the bonds is the town's full faith and credit subject to limitations under Proposition 2-1/2. Despite limitations imposed by the commonwealth levy limit law, we do not make a rating distinction for the limited-tax GO pledge due to Norfolk's flexibility under the levy limit.

### Credit overview

The affirmation of the credit rating reflects Norfolk's overall strong and stable tax base and its access to the Boston metropolitan statistical area (MSA). While management has traditionally produced at least balanced operating results, its reserve profile has weakened in recent years, which we believe could be exacerbated by recessionary pressures resulting from the COVID-19 pandemic. While we expect retirement-related costs to rise, we believe management is working to incorporate new financial management tools to ensure continued financial stability.

The rating reflects our opinion of Norfolk's:

- Very strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Adequate management, with standard financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Adequate budgetary performance, with a slight operating deficit in the general fund but a slight operating surplus at the total governmental fund level in fiscal 2019;

- Adequate budgetary flexibility, with an available fund balance in fiscal 2019 of 6.2% of operating expenditures;
- Very strong liquidity, with total government available cash at 8.3% of total governmental fund expenditures and 1.7x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt and contingent liability position, with debt service carrying charges at 4.9% of expenditures and net direct debt that is 50.2% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value; and
- Strong institutional framework score.

### **Environmental, social, and governance factors**

Our rating incorporates our view regarding the indirect risks posed by the COVID-19 pandemic, which we view as a health and safety risk. Absent the implications of COVID-19, we consider the town's environmental, social, and governance risks in line with those of the sector.

## **Negative Outlook**

The negative outlook reflects our opinion that there is at least a one-in-three change that we could lower the rating. If imbalanced operations lead to a decline in reserves or a reduction in liquidity levels, we could lower the rating.

## **Credit Opinion**

### **Very strong economy**

We consider Norfolk's economy very strong. The town, with an estimated population of 11,861, is in Norfolk County, approximately 20 miles southwest of Boston. It is in the Boston-Cambridge-Newton MSA, which we consider to be broad and diverse. It has a projected per capita effective buying income of 160% of the national level and per capita market value of \$155,919. Overall, market value grew by 3.1% over the past year to \$1.8 billion in 2020. The county unemployment rate was 3.0% in 2018.

While the county unemployment rate was 2.5% in 2019, we expect this number to increase given deteriorating labor market conditions resulting from the COVID-19 pandemic and associated recessionary pressures (see "U.S. Jobs Market Buckles Under the Coronavirus Pandemic," published April 2, 2020, on RatingsDirect); the county's unemployment peaked at 7.8% during the Great Recession.

Norfolk, a primarily residential community, is on a Massachusetts Bay Transportation Authority commuter rail line, with Route 1A also providing access to the surrounding areas. While most residents commute to Boston for work, some commute to Providence, R.I., approximately 30 miles to the south. Management had previously reported an increase in the number of permanent telecommuters, which is anticipated to grow further.

Within Norfolk, the largest employer is the Massachusetts Correctional Institution at Norfolk (about 500 employees). Other large employers include W.T. Holmes Transportation Co. Inc. (150 employees) and Jofran Sales (74). Residential property has historically accounted for the majority of Norfolk's total assessed valuation (AV), with residential AV accounting for 93% of the fiscal 2020 total valuation. Management reports that several new housing

developments are either underway, with no construction postponed as a result of the pandemic stay-at-home directives. Despite possible stagnation of new growth over the near term, we expect Norfolk to maintain a very strong economic base over the next several years, due to its proximity to Boston and stable residential base.

### **Adequate management**

We view the town's management as adequate, with standard financial policies and practices under our FMA methodology, indicating the finance department maintains adequate policies in some, but not all, key areas.

Management uses several years of revenue data when projecting revenues, and incorporates three years' worth of budget-to-actuals when projecting expenditures. The forward-looking budget process includes the next budgeted year, as well as projections for the following two fiscal years. Budget-to-actuals are reported quarterly to the board, while amendments are permitted during the twice-yearly town meeting days. The town maintains a formal investment management policy, which mirrors state law.

The town has informal debt and reserve policies, and has been adhering to them, though it is not clear that they were incorporated into the decision-making process in the recent past. The debt policy has a minimum principal amount, limits the financing term to the useful life of the asset, limits the ratio of net debt to total AV to 1.5%, limits general fund nonexempt debt to 10% of general fund revenues, and requires 50% of outstanding principal to be repaid within 10 years. The reserve policy requires reserves to be maintained between 5%-10% of general fund revenues, as well as how funds may be used.

We understand that management is in the process of implementing a new capital improvement plan, in conjunction with revised revenue and expenditure forecasting. However, the town maintains a 20-year vehicle replacement plan, which management notes represents the majority of its capital costs. Management has worked with the state's Department of Revenue, Division of Local Services, to develop and implement the revised plans. As the town adopts these new plans and policies, and as they are integrated into the budgeting process, we will continue to re-evaluate its policies under our FMA.

### **Adequate budgetary performance**

Norfolk's budgetary performance is adequate, in our opinion. The town had slight deficit operating results in the general fund of negative 1.4% of expenditures, but a slight surplus result across all governmental funds of 0.9% in fiscal 2019.

This assessment incorporates our view that heightened uncertainty exists relative to the recessionary pressures related to the COVID-19 pandemic.

We adjusted budgetary performance to account for annually recurring transfers into and out of the general fund. Additionally, we adjusted for revenues and expenditures in the Lawrence Street Project, school roof, and the police/dispatch center funds when assessing total governmental funds performance. The town's fiscal year-end date is June 30.

Subsequent to eight years of general fund surpluses, the town drew down fund balance in fiscal years 2018 and 2019, in particular as it is undertaking various capital projects. In fiscal 2019, it had to absorb an approximately 5% assessment increase from its regional high school, leading to variations in assessments; while net results posted

negative, results were more favorable than budgeted estimates. Property taxes accounted for 74% of general fund revenue, followed by intergovernmental revenues at 18%, of which approximately one-third is allocated to the teachers' retirement system, and local receipts at 10%.

The town's fiscal 2020 budget was balanced at \$42.9 million, a 4.2% increase over its fiscal 2019 budget. Management indicates fiscal 2020 revenue actuals were outperforming budgeted estimates and expenditures were tracking as budgeted as of April 2020. Resulting from the COVID-19 pandemic stay-at-home orders, the town expects to incur approximately \$120,000 in costs for which it anticipates reimbursement from already available and designated emergency funds for the town totaling about \$1.5 million. Norfolk has also implemented cost-saving measures, including a discretionary spending and hiring freeze, and furloughing of select staff.

The town's drafted fiscal 2021 budget is balanced and forecasts a total of 11%, or almost \$1 million, reduction of state aid and local receipt revenues. As we view property tax revenue collections as relatively stable revenue sources, we expect the town's budgetary performance to remain at least adequate.

### **Adequate budgetary flexibility**

Norfolk's budgetary flexibility is adequate, in our view, with an available fund balance in fiscal 2019 of 6.2% of operating expenditures, or \$2.8 million.

Following an almost \$500,000 draw of reserves in fiscal 2018, the town used fund balance again in fiscal 2019 due to increased budgetary expenditures largely due to ongoing capital project expenditures. As it is closely tracking budget-to-actuals, in addition to the cost-saving measures it has implemented, we understand that management expects no drawdown for fiscal 2020 year-end. Nor does it intend to draw on fund balance for fiscal 2021, as the draft budget is balanced and includes reduced revenue contingencies. We expect the town's flexibility profile to remain adequate over the near term, and do not anticipate revising our view.

### **Very strong liquidity**

In our opinion, Norfolk's liquidity is very strong, with total government available cash at 8.3% of total governmental fund expenditures and 1.7x governmental debt service in 2019. In our view, the town has strong access to external liquidity if necessary.

Norfolk has demonstrated strong access to external liquidity by issuing GO debt frequently within the past 20 years. The town does not have any variable-rate or direct-purchase debt, nor does it have any contingent liquidity risks from financial instruments with payment provisions that change on the occurrence of certain events. Its investments are primarily in short-term instruments that mature in less than one year. Therefore, we believe its liquidity profile will likely remain very strong over the next two fiscal years.

### **Very strong debt and contingent liability profile**

In our view, Norfolk's debt and contingent liability profile is very strong. Total governmental fund debt service is 4.9% of total governmental fund expenditures, and net direct debt is 50.2% of total governmental fund revenue. Overall net debt is low at 1.5% of market value, which is, in our view, a positive credit factor.

Following this issuance, Norfolk will have approximately \$29.6 million in outstanding debt, which includes \$639,000 in bond anticipation notes (BANs) issued for vehicle procurement that it expects to pay off within the next several years.

Additionally, it has approximately \$4.1 million in self-supporting debt related to the water enterprise fund. We do not expect any material new-money debt issuances within the next few years.

Norfolk's combined required pension and actual OPEB contributions totaled 5.4% of total governmental fund expenditures in 2019. Of that amount, 4.2% represented required contributions to pension obligations, and 1.1% represented OPEB payments. The town made its full annual required pension contribution in 2019.

Norfolk's combined required pension and actual OPEB contributions totaled 5.4% of total governmental fund expenditures in 2019. Of that amount, 4.2% represented required contributions to pension obligations, and 1.1% represented OPEB payments. The town made its full annual required pension contribution in 2019.

### **Pensions**

- While we do not view pension and OPEB liabilities as an immediate source of credit pressure for Norfolk's pension funding levels, as we expect costs to increase.
- Because the town's pension actuarially determined contribution is built from what we view as weak assumptions and methodologies, we believe it increases the risk of unexpected contribution escalations. However, we anticipate higher contributions will likely remain affordable given the strength of the revenue base and our expectation that management will factor rising costs into the budget.
- OPEB liabilities are funded on a pay-as-you-go basis, which, given claims volatility as well as medical cost and demographic trends, is likely to lead to escalating costs.

Norfolk participated in the following plan as of June 30, 2019:

- Norfolk County Retirement System: funded at 58.4% with a proportionate share of net pension liability of \$19.7 million, and an annual required contribution of \$2.1 million

Norfolk also provides OPEBs in the form of health care benefits for retired employees; the town provides health, dental, and life insurance to retirees and their survivors. Norfolk's net OPEB liability is about \$26 million, which the town funds on a pay-as-you-go basis.

Given the low funded status of the pension system, we believe costs could accelerate, potentially pressuring the operating budget. We do not expect our view of the town's pension and OPEB liabilities to change within the outlook period.

### **Strong institutional framework**

The institutional framework score for Massachusetts municipalities is strong.

## **Related Research**

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Criteria Guidance: Assessing U.S. Public Finance Pension And Other Postemployment Obligations For GO Debt, Local Government GO Ratings, And State Ratings, Oct. 7, 2019

**Ratings Detail (As Of May 27, 2020) (cont.)**

Norfolk Twn GO rfdg bnds		
<i>Long Term Rating</i>	AA+/Negative	Outlook Revised
Norfolk Twn GO (AGM)		
<i>Unenhanced Rating</i>	AA+(SPUR)/Negative	Outlook Revised

Many issues are enhanced by bond insurance.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.standardandpoors.com](http://www.standardandpoors.com) for further information. Complete ratings information is available to subscribers of RatingsDirect at [www.capitaliq.com](http://www.capitaliq.com). All ratings affected by this rating action can be found on S&P Global Ratings' public website at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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## CREDIT OPINION

27 May 2020

 Rate this Research

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## Norfolk (Town of) MA

Update to credit analysis following assignment of negative outlook

### Summary

Norfolk (Aa3 negative) benefits from a moderately sized and stable tax base with high resident wealth and incomes that are above average for the rating category. The town maintains a limited financial position with reserves that are well below the median for the rating category and could be a challenge to maintain and improve over the short term given the recent weakening of the overall economy. We expect the debt burden as well as the unfunded pension and OPEB liabilities to remain manageable including low fixed costs and overall leverage.

On May 27, 2020 we assigned a negative outlook to the town's Aa3 general obligation limited tax bond rating.

### Credit strengths

- » Strong resident wealth and incomes
- » Stable tax base valuation
- » Below average fixed costs and overall leverage

### Credit challenges

- » Limited financial position
- » Revenue raising flexibility constrained by Proposition 2½

### Rating outlook

The negative outlook reflects the continued weakness in the town's financial position resulting from gradual decline in the available general fund reserves. At current levels, the reserves are well below the median for the rating category. Dependence on modest use of reserves to balance operations in recent years combined with the currently challenging economic climate will make it difficult for the town to stabilize and increase reserves to a level more consistent with the Aa rating category.

### Factors that could lead to an upgrade

- » Significant growth in available general fund reserves
- » Material growth in the tax base

## Factors that could lead to a downgrade

- » Fiscal year 2020 general fund operating deficit
- » Further decline in the available general fund reserves as a percent of revenue
- » Material increase in the debt burden and/or pension and OPEB liabilities

## Key indicators

Exhibit 1

Norfolk (Town of) MA	2015	2016	2017	2018	2019
<b>Economy/Tax Base</b>					
Total Full Value (\$000)	\$1,506,630	\$1,506,630	\$1,697,791	\$1,697,791	\$1,805,854
Population	11,660	11,639	11,671	11,748	11,748
Full Value Per Capita	\$129,214	\$129,447	\$145,471	\$144,517	\$153,716
Median Family Income (% of US Median)	227.4%	228.7%	217.0%	217.8%	217.8%
<b>Finances</b>					
Operating Revenue (\$000)	\$36,444	\$39,054	\$40,161	\$41,522	\$43,761
Fund Balance (\$000)	\$3,096	\$3,919	\$4,013	\$3,604	\$2,976
Cash Balance (\$000)	\$4,130	\$4,992	\$5,538	\$5,073	\$2,956
Fund Balance as a % of Revenues	8.5%	10.0%	10.0%	8.7%	6.8%
Cash Balance as a % of Revenues	11.3%	12.8%	13.8%	12.2%	6.8%
<b>Debt/Pensions</b>					
Net Direct Debt (\$000)	\$21,392	\$20,124	\$18,402	\$24,332	\$31,359
3-Year Average of Moody's ANPL (\$000)	\$38,971	\$38,026	\$35,371	\$36,834	\$38,571
Net Direct Debt / Full Value (%)	1.4%	1.3%	1.1%	1.4%	1.7%
Net Direct Debt / Operating Revenues (x)	0.6x	0.5x	0.5x	0.6x	0.7x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	2.6%	2.5%	2.1%	2.2%	2.1%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	1.1x	1.0x	0.9x	0.9x	0.9x

As of June 30 fiscal year end

Source: Moody's Investors Service and Norfolk's audited financial statements

## Profile

Norfolk is primarily a residential town located 20 miles southwest of Boston (Aaa stable). The town has a population of approximately 11,748 and covers an area of 15.35 square miles. The town is governed by a selectmen-open town meeting form of government.

## Detailed credit considerations

### Economy and tax base: stable tax base with strong wealth and income levels

Norfolk's moderately sized \$1.8 billion tax base (2019-20 equalized value) will likely remain stable over the near term with limited growth as the recent economic downturn related to the coronavirus may dampen valuation growth in the next few years. The town is primarily residential with commercial and industrial sectors representing less than 10% of assessed value. Assessed value grew by 3.1% in 2020 bringing the five year compound annual growth rate to 3.7%. The town has experienced assessed value growth for nine consecutive years and only declined by a total of 9% during the Great Recession. New development in progress will likely continue over the next year including an expansion in the town's industrial park, new apartment and condo units and an affordable housing project. The Top 10 taxpayers account for a low 3.5% of the base and the top employer in the town is the Massachusetts Department of Corrections.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moody.com](http://www.moody.com) for the most updated credit rating action information and rating history.

The town's resident wealth and income profile is strong with median family income equal to 218% of the US median and a 2020 equalized value per capita of \$153,716. The town's February 2020 unemployment rate was 2.8% and historically trends below the state and US rates, although this level will rise given the coronavirus pandemic's impact on the labor market.

#### **Financial operations and reserves: low reserves limit the financial position as economic challenges increase**

The town's financial position is limited given a gradual decline in available general fund reserves due to recent draws to fund operations. The decline in the financial position over the last two years (fiscal 2018 and 2019) has weakened the available reserves to just under \$3 million, representing 6.8% of revenue, a drop from a previously stable reserve balance of around 10%. The town's reserves are well below the Massachusetts Aa3 rating category median of 14% for available reserves as a percent of revenue. Coupled with a challenging economy over the short term, the town could struggle to stabilize reserves and gradually return to levels consistent with the rating category. The town has been reducing the annual free cash appropriation for operations each year and was planning for its removal from the budget in the next two years. However, the negative turn in the economy may make that plan a challenge.

The fiscal 2020 budget increased 4.6% from the prior year and included a tax levy increase to the 2.5% limit as well as \$163 thousand in free cash. Year end estimates reflect an operating surplus in the general fund attributed to positive variance in both revenue and expenses. The town is not as exposed to economically sensitive revenue as others given that the primary revenue source is property taxes which represent 75% of general fund revenue. The town has around \$60 thousand in coronavirus expenses to date and expects to be reimbursed from federal and state sources in the coming months. The timing of reimbursement could impact fiscal 2022 operating results.

The fiscal 2021 preliminary budget reflects a 0.13% increase from 2020 reflecting anticipated cuts to state aid which are still undetermined, and a decline in excise taxes which only represent around 5% of revenue. The town has no plans so far to furlough or layoff employees, however, that is an option if operations into the year reflect the need for additional cuts.

#### **LIQUIDITY**

Cash and investments at the end of fiscal 2019 totaled almost \$3 million representing 6.8% of revenue. Management does not expect the liquidity position at the end of fiscal 2020 to be materially different.

#### **Debt, pension and OPEB liabilities: debt burden and long term liabilities expected to remain manageable with low fixed costs**

Norfolk's debt burden is very modest with net direct debt of \$14.3 million outstanding at the end of fiscal 2019 representing 0.9% of equalized value and 0.7 times general fund revenue. The town has recently developed a five-year capital improvement plan that includes school projects around \$20 million that could increase the debt burden in fiscal 2022.

#### **DEBT STRUCTURE**

The entire debt portfolio is fixed rate with fiscal 2019 debt service of \$2.5 million equal to 5.5% of general fund expenditures.

#### **DEBT-RELATED DERIVATIVES**

Norfolk is not party to any interest rate swaps or other derivative agreements.

#### **PENSIONS AND OPEB**

Norfolk's pension and retiree healthcare (OPEB) liabilities are similar in size to the debt burden and, though manageable at this time, represent a potential future credit challenge. The town participates in the Norfolk County Contributory Retirement System, a multi-employer defined benefit plan and makes annual required contributions based on at least its proportional share. The retirement plan is likely to be fully funded by 2032 and currently uses a high 7.75% discount rate or assumed return on pension assets. The town's teachers participate in the Massachusetts Teachers Retirement System in which the town receives on-behalf payments toward the liability that is covered by the Commonwealth. The town has historically funded its OPEB liability on a pay-go basis but established an OPEB trust last year which it funded with an initial deposit of \$25 thousand. Future contributions will depend on positive operating results. The table below summarizes the town's 2019 debt, pension and OPEB unfunded liabilities and contributions.

Exhibit 2

2019	Amount (\$ thousands)	% of Operating Revenues	Discount Rate
Operating Revenue	43,761		
Reported Net Pension Liability	19,748	45.13%	7.75%
Moody's Adjusted Net Pension Liability	39,813	90.98%	4.22%
Reported Net OPEB Liability	26,373	60.27%	3.00%
Moody's Adjusted Net OPEB Liability	22,152	50.62%	4.14%
Pension Contribution	2,122	4.85%	-
Pension Tread Water Gap [1]	Not available	N/A	-
OPEB Contribution	818	1.87%	-
Net Direct Debt	31,359	71.66%	-
Debt Service	2,473	5.65%	-
Total Fixed Costs	5,413	12.37%	-

[1] A positive pension tread water gap reflects a pension contribution smaller than the amount required to prevent the unfunded liability from increasing if all plan assumptions are realized. A negative tread water gap reflects a contribution larger than the amount required to keep the unfunded liability from increasing if all assumptions are realized.  
Source: Moody's Investors Service and Norfolk audited financial statements

The town's annual pension contributions in fiscal 2015-18 have averaged a healthy 120% of the tread water indicator which is the amount required to keep the unfunded liability from increasing if all actuarial assumptions are realized. Failure to realize the assumed return on pension assets could result in larger required increases to meet the funding schedule. As the number of retirees increases and they age, OPEB expense will likely increase.

## ESG considerations

The town of Norfolk does not face any material environmental risks associated with the town.

Physical environmental risk associated with climate change represents a limited credit risk for the town over the next several years that may become more significant over time. Of the physical climate risks at Moody's affiliate Four Twenty Seven evaluates, the town's most significant exposures are to extreme rainfall and related flooding and to hurricanes. This assessment is based on evaluation of risks at the county level. Four Twenty Seven tracks data at the county and metropolitan level for cities with populations large than 50,000. The town is mitigating its exposure to extreme rainfall with ongoing investment in road repairs and drainage improvements. Federal disaster relief mitigates the town's exposure to hurricanes.

Norfolk's social factors are incorporated and discussed in the economy and tax base section.

The town's management team has recently developed a five-year capital improvement plan and established an OPEB trust fund reflecting the need to address this liability over the long term. Over the last five years the town has relied on the appropriation of reserves to help balance operations that has resulted in the amount of reserves in the general fund not increasing at the same pace of annual operations; causing reserves as a percent of revenue to remain low. The town has more recently began reducing the use of reserves for operations.

Massachusetts towns have an Institutional Framework score of "Aa", which is strong. The sector's major revenue source of property taxes, are subject to the Proposition 2 1/2 tax levy cap which can be overridden with voter approval only. However, the cap of 2.5% still allows for moderate revenue-raising ability. Expenditures primarily consist of personnel costs, as well as education costs for towns that manage school operations, and are highly predictable given state-mandated school spending guidelines and employee contracts. Unpredictable revenue fluctuations tend to be minor, or under 5% annually. Across the sector, fixed and mandated costs are generally greater than 25% of expenditures. Fixed costs are driven mainly by debt service and pension costs. Unpredictable expenditure fluctuations tend to be minor, under 5% annually.

## Rating methodology and scorecard factors

The US Local Government General Obligation Debt methodology includes a scorecard, a tool providing a composite score of a local government's credit profile based on the weighted factors we consider most important, universal and measurable, as well as possible notching factors dependent on individual credit strengths and weaknesses. Its purpose is not to determine the final rating, but rather to provide a standard platform from which to analyze and compare local government credits.

Exhibit 3

Norfolk (Town of) MA		
Scorecard Factors	Measure	Score
<b>Economy/Tax Base (30%)</b> <sup>[1]</sup>		
Tax Base Size: Full Value (in 000s)	\$1,805,854	Aa
Full Value Per Capita	\$153,716	Aaa
Median Family Income (% of US Median)	217.8%	Aaa
<b>Finances (30%)</b>		
Fund Balance as a % of Revenues	6.8%	A
5-Year Dollar Change in Fund Balance as % of Revenues	-0.1%	Baa
Cash Balance as a % of Revenues	6.8%	A
5-Year Dollar Change in Cash Balance as % of Revenues	-3.0%	Baa
<b>Management (20%)</b>		
Institutional Framework	Aa	Aa
Operating History: 5-Year Average of Operating Revenues / Operating Expenditures (x)	1.0x	A
<b>Debt and Pensions (20%)</b>		
Net Direct Debt / Full Value (%)	1.7%	Aa
Net Direct Debt / Operating Revenues (x)	0.7x	A
3-Year Average of Moody's Adjusted Net Pension Liability / Full Value (%)	2.1%	A
3-Year Average of Moody's Adjusted Net Pension Liability / Operating Revenues (x)	0.9x	A
	Scorecard-Indicated Outcome	Aa3
	Assigned Rating	Aa3

[1] Economy measures are based on data from the most recent year available. [2] Notching Factors are specifically defined in the US Local Government General Obligation Debt methodology. [3] Standardized adjustments are outlined in the GO Methodology Scorecard Inputs publication.

Source: Moody's Investors Service and US Census Bureau

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**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, June 23, 2020, at 10:00 a.m., for the election of town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Wednesday, June 24, 2020 at 7:00 p.m. at the King Philip High School, 201 Franklin Street, Wrentham, Massachusetts 02093, 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. The election is scheduled to be held on June 23, 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 fiscal 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, as set forth as follows; or take any other action relative thereto.

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

Salaries	\$306,870.00
Expenses	887,254.00
Capital Outlay	173,000.00
Debt	539,390.00
Extra/Unforeseen	<u>50,000.00</u>
Total:	\$1,956,514.00

And that \$1,956,514.00 be raised as follows:

Departmental Receipts:	\$1,783,514.00
Retained Earnings	173,000.00
Total:	\$1,956,514.00

**Town Administrator's Comments**

Article 6 is the Water Division “Enterprise Fund” budget. This budget is funded from Water Division revenue and retained earnings.

**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, as set forth as follows; or take any other action relative thereto.

That the following sums be appropriated for the Wastewater Division Enterprise Fund:

Salaries	\$ 12,722.00
Expenses	123,545.00
Capital Outlay	-0-
Debt	-0-
Extra/Unforeseen	<u>20,000.00</u>
Total:	\$ 156,267.00

And that \$156,267.00 be raised as follows:

Departmental Receipts:	\$156,267.00
Retained Earnings	-0-
Total:	\$156,267.00

**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 for the Norfolk Public Schools, 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 favorable action.

**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 as a final sentence the following language, or take any other action relative thereto:

The Annual Town Meeting Warrant complete with Advisory Committee 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 Committee recommendations shall be mailed to residents no later than 14 days prior to the date of the meeting.

**Town Administrator's Comments**

Article 12 is intended to require that all town meeting warrants be mailed to residents. In recent years the Town has mailed the annual town meeting warrant, and sent a reminder postcard for the special town meeting.

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 7.5 to: (a) strike and terminate the Snow Removal Revolving Fund; (b) establish a Tobacco Control Compliance Revolving Fund to be expended under the direction of the Board of Health for the provision of Tobacco Control Compliance Inspections for which receipts credited to the fund include tobacco sales permit fees with an expenditure limit of \$1,000; and (c) insert a new row in the table after Council on Aging, as set forth as follows; 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
<del>2101 - Snow Removal</del>	<del>Select Board</del>	<del>\$20,000</del>
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.

The Advisory Committee recommends \_\_\_\_\_.

**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 we will designate 10% of FY21 CPA revenues towards each of the 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 Community Preservation Committee**

To see if the Town will vote to allocate from the Community Preservation Fund, Affordable Housing Reserve, \$50,000 to be transferred to the Norfolk Affordable Housing Trust Fund, to be used for a short-term rental assistance program with respect to residential units located in the town of Norfolk, developed in accordance with state and local agency standards and mortgage payment assistance for deed-restricted units located in the town of Norfolk, as allowed by Chapter 44B,, subject to a grant agreement between the Norfolk Select Board and the Norfolk Affordable Housing Trust and approved by the Community Preservation Committee, specifying how the funds will be used, any applicable time frame, and terms concerning reporting and accountability of the funds, which grant agreement may be revised after one year of its effective date to allow any monies remaining to be used to create affordable housing in the Town of Norfolk, or take any other action relative thereto.

**Town Administrator's Comments**

Article 16 would allocate \$50,000 to the Affordable Housing Trust to be used for a short-term rental assistance program for deed restricted housing units within the Town of Norfolk.

The Advisory Committee recommends \_\_\_\_\_.

**ARTICLE 17**

**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 Select Board, 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 17 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 18**

**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 18 is standard article that authorizes the Select Board to accept grants on behalf of the Town.

The Advisory Board recommends \_\_\_\_\_.

**ARTICLE 19**

**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 19 is standard article that authorizes the Select Board to sell surplus property such as furniture or vehicles. This article does not authorize them to sell Real Estate.

The Advisory Committee recommends \_\_\_\_\_.

**ARTICLE 20**

**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 other 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 20 will remove the option of allowing a two-family home that looks like a single family in a subdivision be split between one family who meets 40B income guidelines and the other half of the two family be a family who pays market rate. It will also pertain to two families in a two family that meet 40B income guidelines.

The Advisory Committee recommends \_\_\_\_\_.

**ARTICLE 21**

**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 other 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 21 would remove the limitation on the number of bedrooms per dwelling unit of 2. This provision discriminates against families, and families are a protected class under the Fair Housing Act. The Attorney General and the Department of Housing and Community Development contacted Town Counsel in 2013 to advise this restriction should be removed. The effect of this article would be to remove that restriction.

**The Advisory Committee recommends \_\_\_\_\_.**

**ARTICLE 22**

**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 other action relative thereto.

**Planning Board's Comments**

Article 22 would have the effect of accepting Nichols Way as a public way.

**The Advisory Committee recommends \_\_\_\_\_.**

**ARTICLE 23**

**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, or take any action relative thereto:

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 this 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.

**The Advisory Committee recommends indefinite postponement.**

**ARTICLE 24**

**Submitted by Citizen Petition**

To see if the Town of Norfolk will vote to amend Section J.7.a.1.C of the zoning bylaws by inserting the following new language below after Drive-UP WINDOWS, or take any action relative thereto:

### **J.7.a.1.C Special Permit Uses by the Planning Board**

"Residential DWELLINGS at a density of not less than 4 units per 30,000 square foot or greater lot and not more than 1 unit per 5000 square feet of land. Special Permit for the following area: Starting on the northern side of Route 115 (Pine Street), northwest of Everett Street at the intersection of the C-1 and R-3 district and running northwesterly along Route 115 (Pine Street) for a depth of 300 feet to Route 1A (Dedham Street) then turning northeasterly along Route 1A (Dedham Street) and running on the easterly side of Route 1A (Dedham Street) for a depth of 300 feet ending at Valley Street."

**The Advisory Committee recommends**



Town of Norfolk

Blythe Robinson &lt;brobinson@norfolk.ma.us&gt;

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**Town Bylaw change PROPOSED ARTICLE ATTACHED : finance com**

1 message

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**Peter Chipman** <chipman@gmail.com>

Thu, May 28, 2020 at 9:08 AM

To: Town Administrator &lt;brobinson@norfolk.ma.us&gt;

Cc: Kevin Kalkut &lt;kkalkut@norfolk.ma.us&gt;, cvantine@norfolk.ma.us, cwider@norfolk.ma.us

I am submitting this Article to the Select Board for its consideration at its next meeting.  
I am asking the Select Board to sponsor and support this Article on the Town Meeting Warrant.

This is not a citizens petition.

The purpose of this article is to point out the need for this Committee.  
The genesis of the existing Advisory Committee process dates back to 1936.  
The world is far more complicated now. What \$40-50 million company has one department which makes determinations for all operations? What \$40-50 million dollar company employs a consultancy with no experience?

Finance Committee should handle money

Planning Board, by law has to hold zoning change hearings. They handle zoning.

Town Admin/Select Board can handle the rest or offload to Adv Comm (for now)

Attached

thx pc

**REVISED Petition to create a Finance Committee for the Town of Norfolk.docx**

15K

Petition to create a Finance Committee for the Town of Norfolk

- A. Immediately following the Annual Town meeting following which this bylaw becomes effective, a majority of the Select Board shall appoint after final adjournment thereof, a committee to be known as the Finance Committee.
  
- B. The Finance Committee will consist of five citizens, none of whom shall hold any office, either elective or appointive, other than membership on this Committee and the Capital Outlay Committee. At least three members will have accounting or finance degrees and a minimum of three years employment background in either accounting or finance. Upon the election or appointment of any member of this Committee to any other Town office, their membership on this Committee shall cease. The term of Finance Committee members shall commence on the first day of the Fiscal Year following adjournment of the Annual Town Meeting. Said Committee to be appointed as follows: two members for a term of one year, two members for a term of two years, and one member for a term of three years. The Select Board shall appoint their successors for a term of three years and shall fill any vacancy which may occur in its membership and shall cease on the last day of the Fiscal Year three (3) years later.
  
- C. Furthermore, for all Town Meetings, recommendations of Finance Committee shall be available at Town Hall and the Norfolk Public Library and a copy of the recommendations shall be posted on the Town's website not less than five (5) day, or ten (10) days in the case of a Special Town Meeting, before the day appointed for the same.
  
- D. To this Committee shall be referred all articles involving the appropriation or expenditure of money and to it may be referred any other article in any Town warrant issued during its term of office; and it shall be the duty of the said Finance Committee, after due consideration of the subject matter of such articles as are referred to it, to report in writing such recommendation as it shall deem for the best interests of the Town.
  
- E. Furthermore, for all Town Meetings, a copy of the warrant and the recommendations of the Finance Committee shall be delivered to each residence prior to Town Meeting.
  
- F. The Finance Committee shall organize by choosing a Chairperson and a Clerk who shall cause to be kept a true record of all its proceedings.
  
- G. The Select Board, with the approval of the Chair of the Finance Committee, shall provide a suitable place in which to hold its meetings, and the Committee shall hold such meetings as it may find necessary for the purpose of affording opportunity to those interested in the various articles to be heard.
  
- H. Said Finance Committee may require the various officers and boards of the Town to meet 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 Finance 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.



MICHAEL  
HEFFERNAN  
SECRETARY

Commonwealth of Massachusetts

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

STATE HOUSE, ROOM 373  
BOSTON, MASSACHUSETTS 02133  
TELEPHONE (617) 727-2040  
WWW.MASS.GOV/ANF

To: Chief Executives of Massachusetts Cities and Towns  
From: Michael J. Heffernan, Secretary of Administration and Finance  
Date: May 14, 2020  
Re: Federal Coronavirus Relief Fund

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The federal Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) includes funds for Massachusetts governments to use to pay costs incurred in responding to the COVID-19 outbreak. This memo describes how your city or town can access funds for that purpose.

*Background*

The CARES Act authorized \$150 B through the Coronavirus Relief Fund for state and local governments, including \$2.7 B for Massachusetts. Aside from large local government units (Boston and Plymouth County), funds have been sent in the first instance to the state, with the expectation that the state will use funds for its own expenses and those of municipalities.

The Executive Office for Administration and Finance (“A&F”) has established an expendable trust to hold the federal funds and is authorized to spend from that trust on the basis of the federal law.

*Eligible Uses*

Under federal law, eligible uses must meet three conditions. They must be:

1. “Necessary expenditures incurred due to the public health emergency with respect to ... COVID-19”
  - a. Funds may not be used to substitute for lost revenue
2. Not budgeted as of March 27, 2020 when the CARES Act was enacted
  - a. May not supplant state or municipal spending
3. Incurred on or after March 1, 2020, up to December 30, 2020

For further context on costs that A&F anticipates municipalities may incur, see the attached list of potential uses (Attachment A). If your municipality contemplates the use of funds outside these parameters, please contact the Division of Local Services (DLS) at [LocalGovCaresAct@dor.state.ma.us](mailto:LocalGovCaresAct@dor.state.ma.us) and we will follow up to discuss your needs further.

Note that these eligible uses are as currently described in federal law and relevant guidance from the US Treasury. If these uses are modified by future federal actions, A&F will revisit the process and procedures described in this guidance.

### *Intersection with Other Funding Sources*

Eligible uses of the federal Coronavirus Relief Fund may overlap with allowable uses of other federal grants and reimbursements. A&F will be working with the Command Center,<sup>\*</sup> state agencies, and municipalities to optimize the use of federal funds.

As a condition of accepting federal Coronavirus Relief Fund money, municipalities must maximize Federal Emergency Management Agency (“FEMA”) reimbursements. In other words, for costs that appear eligible under the federal Coronavirus Relief Fund as well as for FEMA reimbursement, municipalities must apply for FEMA reimbursement.<sup>†</sup> Federal dollars cannot under any circumstances be claimed twice for the same spending. DLS will issue further guidance on establishment of appropriate fund structures for both anticipated FEMA reimbursement and CARES Act funds.

To the extent that municipalities are unsure of their precise needs or need money for cash flow purposes, they are free to request funds from the federal Coronavirus Relief Fund, with the understanding that unspent amounts will need to be returned to the Commonwealth.

While this approach may be a little complicated due to possible multiple funding sources for similar expenses, providing municipalities with funding now eliminates or reduces FY20 deficits and helps with cash flow issues.

### *Available Funds*

A&F has determined that initially 25% of total federal Coronavirus Relief Fund dollars to the Commonwealth will be directly available for municipalities. After subtracting amounts for Boston and Plymouth County municipalities, funds have been allocated in proportion to population. The attached chart indicates total eligible amounts for each municipality to be distributed in this FY20 round and a subsequent FY21 round later in the calendar year.

At this time, cities and towns are asked to estimate their FY20 COVID-19 expenses. Municipalities who request less than the amount for which they are eligible do not forego the opportunity to ask for additional funds at a later date. Municipalities will be asked to estimate their COVID-19 expenses in FY21 still within the same ceiling. In other words, the ceiling is the preliminary total amount available for FY20 and FY21, but at this point all you are being asked to do is estimate your FY20 COVID-19 expenses.

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<sup>\*</sup> The Command Center, headed by Health and Human Services Secretary Marylou Sudders, is the coordinating entity for the administration’s response to the COVID-19 outbreak.

<sup>†</sup> For further information on the FEMA reimbursement process, please see MEMA’s resource page: <https://www.mass.gov/info-details/covid-19-federal-disaster-declaration>.

Note that to the extent actual expenditures are less than the amount requested, at this time A&F expects that municipalities will be required to return the balance of unspent funds to the Commonwealth.

This approach is intended to get money out to municipalities quickly, and to allow adjustments over the coming months. A&F and DLS will continue to monitor the situation and may make additional funds available at a later date. Please contact DLS at [LocalGovCaresAct@dor.state.ma.us](mailto:LocalGovCaresAct@dor.state.ma.us) if your FY20 expenditures are likely to exceed the eligible amounts in the first round. Municipalities located in Plymouth County should contact county officials for information about the Coronavirus Relief Fund.

### *Dispersal of Funds*

Municipalities, through their chief executive officer, should complete the [web-based application form](#). The application asks for estimates of FY20 incurred or anticipated expenses for each category listed in Attachment A. Based on these estimated amounts, the application will calculate an Estimated Request amount based on an assumed FEMA reimbursement rate for each category. Municipalities may request an amount above or below the Estimated Request using the Other Request field.

Further, municipalities must return the certification (see Attachment B) through the web-based application form and agree to document costs and to return unspent funds, if any. The application deadline is Friday, June 5, 2020, but submissions will be reviewed and approved on a rolling basis.

DLS will provide guidance regarding local accounting requirements (e.g., treatment of funds, general ledger entries, etc.) via a Bulletin.

### *Audit Provisions and Documentation*

Federal Coronavirus Relief Fund expenditures are subject to audit by an Inspector General within the U.S. Department of the Treasury. Documenting that costs were eligible uses are essential to managing compliance risk and to minimizing the possibility that the costs are deemed ineligible, thereby requiring that the municipality and the state may need to return funds to the federal government.

A&F will establish a bimonthly reporting process to monitor incurred spending relative to estimates, and to ensure that documentation is adequate to minimize compliance risk.

For now, we ask that you document costs clearly with respect to the date and nature of the expense incurred so that together we can best manage resources in the interests of the residents of Massachusetts. In general, we will be asking that you document expenses with the same specificity as for FEMA reimbursements. A&F will follow up with further guidance as necessary.

Thank you for your cooperation as we work together to protect the interests of all our residents.

## Attachment A- Potential Municipal Uses

*Note that the state and municipalities should coordinate on appropriate funding source where more than one source is potentially available for the purpose. For purposes of calculating the Estimated Request, costs in categories denoted with an asterisk (\*) are assumed to be ineligible for FEMA reimbursement but FEMA has final approval for eligibility determination. Cost in all other categories are assumed to be reimbursed by FEMA at a rate of 75 percent.*

- Core municipal services, in a declared state of emergency
  - First responder costs, including:
    - Direct staffing costs – Overtime, additional hires, and/or backfilling staff who test positive
    - Quarantine/isolation costs for first responders who may be infected and should not put household members at risk – or who should be kept apart from potentially infected household members
      - Including hotel/motel space, sanitization of first responder vehicles, etc.
  - Temporary staff to backfill sick or quarantined municipal employees including:
    - City/town management
    - Phone/administrative support
    - Janitorial
    - Police, fire, EMT
    - Trash collection
    - Other
  - Staff for compliance and reporting associated with this funding
  - Accelerated telework capacity – infrastructure, subscriptions for meeting services, hardware (laptops)\*
  - Hiring and training, including training for employees and contractors hired for COVID-19 response
  - PPE, including first responders, grocery store employees, gas station attendants and others who interact with public
  - Sanitation and Refuse Collection\*
  - Food inspection\*
  - Cleaning/disinfection of public buildings
    - Municipal buildings, including fire stations
    - Public housing
    - Specialized cleaning equipment
    - Air filtration / HVAC
  - School distance learning, to the extent not funded from other sources, including
    - Planning and development, including IT costs\*
    - Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location\*
    - Food for families that rely on food through the school system\*
  - Costs of debt financing related to COVID-19 investments – short-term borrowing and construction carrying costs\*

- Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs
- Expanded public health mission
  - Boards of health staffing needs – to the extent not addressed with public health funding
  - Use of public spaces/ building as field hospitals
  - Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk of or recovering from COVID-19
  - Food banks / food pantries – need tied to COVID-19\*
  - Travel expenses – for distribution of resources
  - Transporting residents to COVID-19 medical and testing appointments
  - Signage and communication including translation services
  - Educational materials related to COVID-19
  - Testing for COVID-19
- Services and supports to residents in their homes
  - Grocery and/or meals delivery – modeled on COA activities
    - Expanded participation
    - Replacement of meals delivery volunteer staff (often retirees)
  - Wellness check-ins with vulnerable elders\*
  - Short-term rental or mortgage support\*
  - Prescription drug delivery\*

Attachment B - CERTIFICATION

I, **[Insert name of signatory]**, am the chief executive of **[insert name of municipality]**, and I certify that:

1. I have the authority on behalf of **[insert name of municipality]** to request payment from the Commonwealth of Massachusetts. At this time, I am requesting payment in the amount of **[\$X – reflecting current estimate of eligible FY20 costs]** for fiscal year 2020 costs in connection with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (“section 601”).
2. I understand that the Commonwealth will rely on this certification as a material representation in making a payment to **[insert name of municipality]**.
3. As required by federal law, **[Insert name of municipality]**'s proposed uses of the funds provided as payment in response to this request will be used only to cover those costs that-
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - b. were not accounted for in the budget most recently approved as of March 27, 2020, for **[insert name of municipality]**; and
  - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. I will report bimonthly on incurred expenses in a form prescribed by the Secretary of Administration and Finance, and will cooperate with the Executive Office for Administration and Finance in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 601.
5. I will coordinate with the Executive Office for Administration and Finance in optimizing federal funds from section 601 and other potentially available federal sources. In particular, I will prioritize and coordinate application for FEMA reimbursement where available.
6. To the extent actual expenditures are less than the amount requested per item 1 above, I agree to return the balance of unspent funds to the Commonwealth. If the United States Department of the Treasury recoups funds from the Commonwealth based on a determination they were used by **[insert name of municipality]** in a manner not in compliance with section 601, I agree that the Commonwealth may recover funds from the city or town through an assessment or deduction from the city or town’s periodic unrestricted local aid distribution.

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment C – Total Eligible Amounts (Round 1 and 2)

	<u>Total Eligible Amounts</u>		<u>Total Eligible Amounts</u>
<b>Acton</b>	\$2,092,925	<b>Brewster</b>	\$864,573
<b>Acushnet</b>	\$932,814	<b>Brimfield</b>	\$332,569
<b>Adams</b>	\$712,131	<b>Brookfield</b>	\$304,884
<b>Agawam</b>	\$2,543,991	<b>Brookline</b>	\$5,229,227
<b>Alford</b>	\$43,290	<b>Buckland</b>	\$165,314
<b>Amesbury</b>	\$1,549,019	<b>Burlington</b>	\$2,534,116
<b>Amherst</b>	\$3,482,889	<b>Cambridge</b>	\$10,489,930
<b>Andover</b>	\$3,209,569	<b>Canton</b>	\$2,083,315
<b>Aquinnah</b>	\$28,831	<b>Carlisle</b>	\$462,616
<b>Arlington</b>	\$4,022,564	<b>Charlemont</b>	\$109,769
<b>Ashburnham</b>	\$559,512	<b>Charlton</b>	\$1,207,633
<b>Ashby</b>	\$285,134	<b>Chatham</b>	\$543,113
<b>Ashfield</b>	\$152,883	<b>Chelmsford</b>	\$3,113,466
<b>Ashland</b>	\$1,564,007	<b>Chelsea</b>	\$3,540,815
<b>Athol</b>	\$1,036,235	<b>Cheshire</b>	\$277,199
<b>Attleboro</b>	\$3,977,863	<b>Chester</b>	\$122,024
<b>Auburn</b>	\$1,479,631	<b>Chesterfield</b>	\$110,915
<b>Avon</b>	\$398,430	<b>Chicopee</b>	\$4,900,538
<b>Ayer</b>	\$719,801	<b>Chilmark</b>	\$80,850
<b>Barnstable</b>	\$3,919,936	<b>Clarksburg</b>	\$145,477
<b>Barre</b>	\$493,034	<b>Clinton</b>	\$1,236,288
<b>Becket</b>	\$152,530	<b>Cohasset</b>	\$753,040
<b>Bedford</b>	\$1,251,541	<b>Colrain</b>	\$147,857
<b>Belchertown</b>	\$1,334,330	<b>Concord</b>	\$1,693,790
<b>Bellingham</b>	\$1,514,898	<b>Conway</b>	\$166,813
<b>Belmont</b>	\$2,321,456	<b>Cummington</b>	\$77,411
<b>Berkley</b>	\$599,717	<b>Dalton</b>	\$579,174
<b>Berlin</b>	\$283,900	<b>Danvers</b>	\$2,444,626
<b>Bernardston</b>	\$186,387	<b>Dartmouth</b>	\$3,024,770
<b>Beverly</b>	\$3,730,552	<b>Dedham</b>	\$2,233,641
<b>Billerica</b>	\$3,860,335	<b>Deerfield</b>	\$444,542
<b>Blackstone</b>	\$822,252	<b>Dennis</b>	\$1,224,209
<b>Blandford</b>	\$111,091	<b>Dighton</b>	\$695,731
<b>Bolton</b>	\$473,990	<b>Douglas</b>	\$789,454
<b>Bourne</b>	\$1,752,069	<b>Dover</b>	\$537,911
<b>Boxborough</b>	\$563,215	<b>Dracut</b>	\$2,799,060
<b>Boxford</b>	\$737,699	<b>Dudley</b>	\$1,040,555
<b>Boylston</b>	\$413,330	<b>Dunstable</b>	\$300,123
<b>Braintree</b>	\$3,284,247	<b>East Brookfield</b>	\$195,291

	<u>Total Eligible Amounts</u>		<u>Total Eligible Amounts</u>
<b>East Longmeadow</b>	\$1,436,781	<b>Heath</b>	\$61,894
<b>Eastham</b>	\$429,465	<b>Hinsdale</b>	\$169,458
<b>Easthampton</b>	\$1,409,537	<b>Holbrook</b>	\$974,077
<b>Easton</b>	\$2,208,601	<b>Holden</b>	\$1,689,558
<b>Edgartown</b>	\$382,912	<b>Holland</b>	\$220,155
<b>Egremont</b>	\$106,507	<b>Holliston</b>	\$1,317,137
<b>Erving</b>	\$156,410	<b>Holyoke</b>	\$3,558,273
<b>Essex</b>	\$334,067	<b>Hopedale</b>	\$526,009
<b>Everett</b>	\$4,133,302	<b>Hopkinton</b>	\$1,610,736
<b>Fairhaven</b>	\$1,418,971	<b>Hubbardston</b>	\$422,059
<b>Fall River</b>	\$7,905,205	<b>Hudson</b>	\$1,759,828
<b>Falmouth</b>	\$2,734,874	<b>Huntington</b>	\$192,382
<b>Fitchburg</b>	\$3,604,472	<b>Ipswich</b>	\$1,242,459
<b>Florida</b>	\$63,833	<b>Lancaster</b>	\$721,653
<b>Foxborough</b>	\$1,558,012	<b>Lanesborough</b>	\$261,417
<b>Framingham</b>	\$6,447,088	<b>Lawrence</b>	\$7,086,568
<b>Franklin</b>	\$2,929,813	<b>Lee</b>	\$503,878
<b>Freetown</b>	\$828,336	<b>Leicester</b>	\$1,004,583
<b>Gardner</b>	\$1,826,747	<b>Lenox</b>	\$437,665
<b>Georgetown</b>	\$773,495	<b>Leominster</b>	\$3,687,438
<b>Gill</b>	\$131,282	<b>Leverett</b>	\$164,080
<b>Gloucester</b>	\$2,680,387	<b>Lexington</b>	\$2,979,363
<b>Goshen</b>	\$93,810	<b>Leyden</b>	\$63,833
<b>Gosnold</b>	\$6,613	<b>Lincoln</b>	\$599,276
<b>Grafton</b>	\$1,665,047	<b>Littleton</b>	\$902,926
<b>Granby</b>	\$559,600	<b>Longmeadow</b>	\$1,395,430
<b>Granville</b>	\$143,184	<b>Lowell</b>	\$9,845,688
<b>Great Barrington</b>	\$604,125	<b>Ludlow</b>	\$1,893,666
<b>Greenfield</b>	\$1,539,408	<b>Lunenburg</b>	\$1,027,771
<b>Groton</b>	\$1,003,878	<b>Lynn</b>	\$8,345,427
<b>Groveland</b>	\$603,949	<b>Lynnfield</b>	\$1,149,795
<b>Hadley</b>	\$471,345	<b>Malden</b>	\$5,381,404
<b>Hamilton</b>	\$713,982	<b>Manchester By The Sea</b>	\$478,663
<b>Hampden</b>	\$460,235	<b>Mansfield</b>	\$2,121,580
<b>Hancock</b>	\$61,806	<b>Marblehead</b>	\$1,819,253
<b>Hardwick</b>	\$269,441	<b>Marlborough</b>	\$3,511,279
<b>Harvard</b>	\$582,789	<b>Mashpee</b>	\$1,250,218
<b>Harwich</b>	\$1,069,739	<b>Maynard</b>	\$940,485
<b>Hatfield</b>	\$289,543	<b>Medfield</b>	\$1,137,716
<b>Haverhill</b>	\$5,646,348	<b>Medford</b>	\$5,093,008
<b>Hawley</b>	\$29,624		

	<u>Total Eligible Amounts</u>		<u>Total Eligible Amounts</u>
<b>Medway</b>	\$1,183,828	<b>Norwood</b>	\$2,585,694
<b>Melrose</b>	\$2,485,712	<b>Oak Bluffs</b>	\$412,449
<b>Mendon</b>	\$545,141	<b>Oakham</b>	\$173,073
<b>Merrimac</b>	\$614,970	<b>Orange</b>	\$675,717
<b>Methuen</b>	\$4,469,927	<b>Orleans</b>	\$511,196
<b>Middlefield</b>	\$46,729	<b>Otis</b>	\$136,484
<b>Middleton</b>	\$886,086	<b>Oxford</b>	\$1,237,963
<b>Milford</b>	\$2,566,121	<b>Palmer</b>	\$1,085,256
<b>Millbury</b>	\$1,222,533	<b>Paxton</b>	\$437,576
<b>Millis</b>	\$729,147	<b>Peabody</b>	\$4,697,399
<b>Millville</b>	\$287,868	<b>Pelham</b>	\$116,558
<b>Milton</b>	\$2,434,840	<b>Pepperell</b>	\$1,072,208
<b>Monroe</b>	\$9,875	<b>Peru</b>	\$73,796
<b>Monson</b>	\$781,607	<b>Petersham</b>	\$110,474
<b>Montague</b>	\$733,203	<b>Phillipston</b>	\$154,382
<b>Monterey</b>	\$81,908	<b>Pittsfield</b>	\$3,750,037
<b>Montgomery</b>	\$76,706	<b>Plainfield</b>	\$58,543
<b>Mount Washington</b>	\$13,930	<b>Plainville</b>	\$813,788
<b>Nahant</b>	\$310,703	<b>Princeton</b>	\$306,647
<b>Nantucket</b>	\$998,676	<b>Provincetown</b>	\$260,976
<b>Natick</b>	\$3,194,228	<b>Quincy</b>	\$8,338,902
<b>Needham</b>	\$2,755,065	<b>Randolph</b>	\$3,032,793
<b>New Ashford</b>	\$19,838	<b>Raynham</b>	\$1,261,944
<b>New Bedford</b>	\$8,403,705	<b>Reading</b>	\$2,233,905
<b>New Braintree</b>	\$90,725	<b>Rehoboth</b>	\$1,081,377
<b>New Marlborough</b>	\$128,549	<b>Revere</b>	\$4,745,274
<b>New Salem</b>	\$89,931	<b>Richmond</b>	\$125,374
<b>Newbury</b>	\$629,870	<b>Rockport</b>	\$643,183
<b>Newburyport</b>	\$1,604,829	<b>Rowe</b>	\$34,738
<b>Newton</b>	\$7,838,462	<b>Rowley</b>	\$560,570
<b>Norfolk</b>	\$1,056,955	<b>Royalston</b>	\$112,502
<b>North Adams</b>	\$1,137,716	<b>Russell</b>	\$158,878
<b>North Andover</b>	\$2,759,297	<b>Rutland</b>	\$779,932
<b>North</b>		<b>Salem</b>	\$3,840,497
<b>Attleborough</b>	\$2,587,634	<b>Salisbury</b>	\$836,623
<b>North Brookfield</b>	\$423,910	<b>Sandisfield</b>	\$78,910
<b>North Reading</b>	\$1,385,115	<b>Sandwich</b>	\$1,783,280
<b>Northampton</b>	\$2,532,706	<b>Saugus</b>	\$2,502,641
<b>Northborough</b>	\$1,331,421	<b>Savoy</b>	\$60,219
<b>Northbridge</b>	\$1,475,222	<b>Seekonk</b>	\$1,384,409
<b>Northfield</b>	\$263,798	<b>Sharon</b>	\$1,670,161
<b>Norton</b>	\$1,758,770		

	<u>Total Eligible Amounts</u>		<u>Total Eligible Amounts</u>
<b>Sheffield</b>	\$277,905	<b>Waltham</b>	\$5,551,215
<b>Shelburne</b>	\$164,080	<b>Ware</b>	\$865,013
<b>Sherborn</b>	\$382,736	<b>Warren</b>	\$462,704
<b>Shirley</b>	\$674,395	<b>Warwick</b>	\$68,771
<b>Shrewsbury</b>	\$3,347,993	<b>Washington</b>	\$47,699
<b>Shutesbury</b>	\$156,410	<b>Watertown</b>	\$3,169,982
<b>Somerset</b>	\$1,602,977	<b>Wayland</b>	\$1,223,944
<b>Somerville</b>	\$7,191,135	<b>Webster</b>	\$1,501,232
<b>South Hadley</b>	\$1,569,914	<b>Wellesley</b>	\$2,616,201
<b>Southampton</b>	\$546,287	<b>Wellfleet</b>	\$240,610
<b>Southborough</b>	\$896,577	<b>Wendell</b>	\$78,117
<b>Southbridge</b>	\$1,492,768	<b>Wenham</b>	\$465,878
<b>Southwick</b>	\$863,426	<b>West Boylston</b>	\$724,298
<b>Spencer</b>	\$1,055,456	<b>West Brookfield</b>	\$333,715
<b>Springfield</b>	\$13,668,817	<b>West Newbury</b>	\$413,595
<b>Sterling</b>	\$722,094	<b>West Springfield</b>	\$2,534,557
<b>Stockbridge</b>	\$167,783	<b>West Stockbridge</b>	\$111,444
<b>Stoneham</b>	\$2,003,964	<b>West Tisbury</b>	\$255,775
<b>Stoughton</b>	\$2,552,455	<b>Westborough</b>	\$1,691,850
<b>Stow</b>	\$636,042	<b>Westfield</b>	\$3,674,830
<b>Sturbridge</b>	\$849,937	<b>Westford</b>	\$2,142,123
<b>Sudbury</b>	\$1,730,468	<b>Westhampton</b>	\$144,683
<b>Sunderland</b>	\$322,606	<b>Westminster</b>	\$695,114
<b>Sutton</b>	\$842,090	<b>Weston</b>	\$1,069,827
<b>Swampscott</b>	\$1,342,530	<b>Westport</b>	\$1,409,625
<b>Swansea</b>	\$1,472,842	<b>Westwood</b>	\$1,421,881
<b>Taunton</b>	\$5,051,657	<b>Weymouth</b>	\$5,088,952
<b>Templeton</b>	\$718,831	<b>Whately</b>	\$139,305
<b>Tewksbury</b>	\$2,767,408	<b>Wilbraham</b>	\$1,300,386
<b>Tisbury</b>	\$362,457	<b>Williamsburg</b>	\$219,449
<b>Tolland</b>	\$44,877	<b>Williamstown</b>	\$704,725
<b>Topsfield</b>	\$584,287	<b>Wilmington</b>	\$2,107,825
<b>Townsend</b>	\$841,737	<b>Winchendon</b>	\$961,998
<b>Truro</b>	\$176,247	<b>Winchester</b>	\$2,014,720
<b>Tyngsborough</b>	\$1,094,867	<b>Windsor</b>	\$77,147
<b>Tyringham</b>	\$27,861	<b>Winthrop</b>	\$1,647,678
<b>Upton</b>	\$706,400	<b>Woburn</b>	\$3,561,711
<b>Uxbridge</b>	\$1,242,724	<b>Worcester</b>	\$16,388,350
<b>Wakefield</b>	\$2,392,431	<b>Worthington</b>	\$104,655
<b>Wales</b>	\$167,342	<b>Wrentham</b>	\$1,054,839
<b>Walpole</b>	\$2,222,620	<b>Yarmouth</b>	\$2,055,630

PEACH - SELECT BOARD (SB) APPOINTMENT PURPLE - JOINT	First Name	Last Name	Name Suffix	Date Resigned	Term Expires	Designation if Any & Comments
<b>Color Code:</b>						
Blue = Reappointment Made at Select Board Meeting (date to be determined)						
Green = New Appointment Recommendation						
Yellow = Re-Appointment Recommendation						
Gray = we have no expression of interest to fill these positions						
Pink = Not Seeking Re-Appointment						
No Highlight Color = No response yet from Committee Chair						
<b>SELECT BOARD (SB) APPOINTMENTS</b>						
<b>MUNICIPAL AFFORDABLE HOUSING TRUST - SB APPT</b>						
7 members - 2 year appointment	Thomas	Cleverdon			6/30/2020	Sue Jacobson responded verbally on 5/21/20; she will send a formal email later
6 appointed members	William	Conklin			6/30/2020	
1 TA or Select Board rep	Sandra	Smith			6/30/2020	
Susan Jacobson - director	Blythe	Robinson			6/30/2021	
	Mark	Henney			6/30/2021	
	Robert	Shannon			6/30/2021	
	Shana	Kennedy			6/30/2021	
<b>CONSERVATION COMMISSION - SB APPT</b>						
7 members - 3 year appointment	vacant				6/30/2020	Amy Brady responded on 5/21/20. Note: J. Wilson will be a 3 year appt.
Janet DeLonga - Conservation Agent	James	Wilson			6/30/2020	
Amy Brady Admin	David	Turi			6/30/2021	
	Alexandra	Fraher			6/30/2021	
	Alex	Weisheit			6/30/2021	<b>Note: Val Stone is an applicant for the vacancy</b>
	Allen	Phinney			6/30/2022	
	Alfred	Laberge			6/30/2022	

<b>MASS CORRECTIONS ADVISORY COMMITTEE - SB APPT</b>						
<b>3 members - 1 year appointment (DOC - State Committee)</b>	Kevin	Roche			6/30/2020	Committee is over.
	vacant				6/30/2020	Do not reappoint or fill
	vacant				6/30/2020	
<b>COUNCIL ON AGING - SB APPT</b>						
<b>9 members - 3 year appointment</b>	Mary	Nuhbian			6/30/2020	Sherry Norman responded on
	Gerald	Calhoun			6/30/2020	5/21/2020
<b>Sheryl Norman Director office 508-528-4430</b>	Janice	Axberg			6/30/2020	
	James	Schweitzer			6/30/2021	
	Deborah	Grover			6/30/2021	
<b>**COA appoints their own associates They have as many as they want, but they are not acutal appointments</b>	Tom	Mirabile			6/30/2021	
	Linda	Hennessy			6/30/2022	
	Karen	Edwards			6/30/2022	
	vacant				6/30/2022	
<b>Associate Member:</b>	Kathy	Burkle			n/a	
<b>Associate Member:</b>	William	Crane			n/a	
<b>Associate Member:</b>	Monica	Weiss			n/a	
<b>Associate Member:</b>	Suzanne	Willis			n/a	
<b>CULTURAL COUNCIL - SB APPT</b>						
<b>at least 5 but not more than 22 3 year appointment</b>	Lissa	Banks			6/30/2020	L. Banks is stepping down
	Gary	Sullivan	II		6/30/2020	
	Joseph	Vickers			6/30/2020	Chair McVay responded
	Michelle	Quinn			6/30/2020	on 5/19/20
	Cynthia	Andrade			6/30/2020	
	Kenneth	Spritz			6/30/2020	K. Spritz has served max. terms
	Charity	Stolarz			6/30/2021	must leave for one year
	Taylor	McVay			6/30/2021	
<b>ELECTION WORKERS - SB APPT</b>						
<b>1 year appointment between 7/15 and 8/15</b>	Group	Carol Greene provided group list			8/30/2020	List received from Carol
						on 5/21/20
<b>ENERGY COMMITTEE - SB APPT</b>						
<b>5 members - 3 year appointment</b>	John	Kent			6/30/2020	Chair Bakinowski responded on
	Andrew	Bakinowski			6/30/2020	on 5/21/20. Still not sure about
	Anthony	Kennedy			6/30/2021	John Kent-will let us know
	James	Wilkinson			6/30/2022	
	Lawrence	Sullivan			6/30/2022	

	<b>Associate member:</b>	Christopher	Chand			6/30/2021	
	<b>Associate member:</b>	Chrarlle	Kohl			6/30/2021	
<b>HISTORICAL COMMISSION - SB APPT</b>							
<b>7 members - 3 year appointment</b>		Geraldine	Tasker			6/30/2020	Chair Pyne responded on 5/14/20
<b>**Historical appoints their own associates They have as many as they want, but they are not actual appointments</b>		Marcia	Johnston			6/30/2021	
		Barbara	Bartholomew			6/30/2021	
		Elizabeth	Whitney			6/30/2021	
		Sandra	Paquette			6/30/2022	
		Gail	Sullivan			6/30/2022	
		Mary (Betsy)	Pyne			6/30/2022	
	<b>Associate member:</b>	Thelma	Ravinski			n/a	
	<b>Associate member:</b>	Michelle	Maheu			n/a	
	<b>Associate member:</b>	Donna	Jones			n/a	
	<b>Associate member:</b>	Kathy	Lang			n/a	
<b>INSPECTOR OF ANIMALS - SB APPT</b>							
<b>1 year appointment</b>		Christopher	Wider			4/30/2021	Annually complete State required forms
<b>ANIMAL CONTROL OFFICER - SB APPT</b>							
<b>1 year appointment</b>		Hilary	Cohen			6/30/2020	
<b>NORFOLK COUNTY ADVISORY BOARD - SB APPT</b>							
<b>1 year appointment</b>		Patricia	Saint Aubin			6/30/2020	
<b>METROPOLITAN AREA PLANNING COUNCIL</b>							
<b>3 year appointment</b>		Richard	McCarthy			6/30/2020	
<b>MUNICIPAL HEARING OFFICER (FIRE DEPARTMENT)</b>							
<b>1 year appointment</b>		Carol	Greene			6/30/2020	Carol stated that she did not want to seek reappointment Reach out to Chief Kinney to let him know
<b>PARKING CLERK - SB APPT</b>							
<b>1 year appointment</b>		Carol	Greene			6/30/2020	
<b>RECORDS ACCESS OFFICER - SB APPT</b>							
<b>1 year appointment</b>		Judith	Lizardi			6/30/2020	

<b>REGISTRARS OF VOTERS - SB APPT</b>						
<b>(Also known as: Board of Registrars)</b>						
<b>3 members + Town Clerk - 3 year appointment</b>	Pete	Stagg			3/31/2021	R
	Mary	Sharkey			3/31/2022	R
	David	Rosenberg			3/31/2023	D
	Carol	Greene			Town Clerk	U
<b>SOUTH WEST AREA PLANNING COUNCIL (SWAP) - SB APPT</b>						
<b>1 year appointment</b>	Richard	McCarthy			6/30/2020	
	Robert	Nicodemus			6/30/2020	
<b>TOWN ADMINISTRATOR - SB APPT</b>						
<b>3 year appointment</b>	Blythe	Robinson		Apr-19	6/30/2022	
<b>TOWN COUNSEL - SB APPT</b>						
<b>1 year appointment</b>	Peter	Mello			6/30/2020	
<b>Murphy, Hesse, Toomey &amp; Lehane, LLP</b>						
<b>TOWN GOVERNMENT STUDY COMMITTEE - SB APPT</b>						
<b>7 plus members - 2 year appointment</b>	Jonathan	Smith			9/18/2020	Chair Smith responded on 5/19/2020
	Anthony	Kennedy			9/18/2020	
	Gary	Sullivan	II		6/30/2020	
	Anthony	Turi		Feb. 2020		
	vacant					
	vacant					
	vacant					
<b>VETERANS' SERVICES OFFICER - SB APPT</b>						
<b>1 year appointment</b>	William	Conklin			6/30/2020	
<b>ZONING BOARD OF APPEALS (ZBA) - SB APPT</b>						
<b>5 members - 5 year appointment</b>	Donald	Hanssen			6/30/2020	Amy Brady responded on 5/27/20.
<b>2 associate members 1 year appointment</b>	Michael	Kulesza			6/30/2021	
<b>Amy Brady - Admin</b>	Christopher	Wider			6/30/2022	Note: D. Hanssen will be 5 year appt.
	Devin	Howe			6/30/2023	
	Joseph	Sebastiano			6/30/2024	J. Cordahi & T. Martin will be 1 year appts.
<b>Associate:</b>	Josephine	Cordahi			6/30/2020	
<b>Associate:</b>	Timothy	Martin			6/30/2020	



						<b>Sent email out on 5/27/20</b>
<b>DESIGN REVIEW BOARD</b>						
<b>5 members - total - 3 year appointment</b>	Erin	Hunt			6/30/2020	Select Board appt.
<b>2 members from planning board chair</b>	Arlen	Li			6/30/2020	Planning Board appt.
<b>1 member from historical chair</b>	Michelle	Maheu			6/30/2020	Historical Comm. Appt.
<b>2 members from SB chair</b>	Robert	Nicodemus			6/30/2021	Planning Board appt.
<b>Betsy Fijol admin</b>	David	LaPointe			6/30/2022	Select Board appt.
<b>Sent email out on 5/27/20</b>						
<b>PUBLIC SAFETY BUILDING COMMITTEE</b>						
<b>3 Select Board appts.; Fire Chief;</b>	George	Cronin			end of project	Select Board appt.
<b>1 Select Board member; Town Planner;</b>	Todd	Lindmark			end of project	Select Board appt.
<b>Building Inspector ex-officio; Police Chief;</b>	Matthew	Haffner			end of project	Select Board appt.
<b>Town Administrator</b>	Cole	Bushnell			end of project	Fire Chiel (Retired)
	Erron	Kinney			end of project	Fire Chief (2019)
	Charles	Stone			end of project	Police Chief
	Jack	Hathaway			end of project	Town Admin (retired)
	Blythe	Robinson			end of project	Town Admin (2019)
	James	Lehan			end of project	Select Board rep (end of term)
	Robert	Bullock	Jr.		end of project	Bldg Commissioner (ex-officio)
	Carolyn	Van Tine			end of project	Select Board representative
	Richard	McCarthy			end of project	Town Planner
<b>PLANNING BOARD, ASSOCIATE MEMBER</b>						
<b>Select Board and Planning Board JOINT APPT</b>	Peter	Svalbe			6/30/2020	<b>Sent email on 5/27/20</b>
<b>1 Year Appointment</b>						
<b>TRI-COUNTY VOCATIONAL TECHNICAL SCHOOL COMMITTEE - JOINT SB APPT &amp; OTHERS</b>						
<b>3 year appointment</b>	Brian	Mushnick			6/30/2020	Talked to Carol 5/27/20--not sure if Norfolk Schoo Comm or KP
<b>Joint Select Board Chair, Moderator and School Committee Chair Appointment</b>						School Comm appoints as this is a high school. Talk to B. Mushnick

# TOWN OF NORFOLK SELECT BOARD

## **\*\* P R O C L A M A T I O N \*\***

- WHEREAS:** Owen Thomas Clarke Conlin is a resident of the Town of Norfolk, and
- WHEREAS:** Owen Thomas Clarke Conlin is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for twelve (12) years starting in Cub Scouts, and achieved Eagle rank on September 26, 2019, and
- WHEREAS:** Owen Thomas Clarke Conlin has held leadership positions including Assistance Senior Patrol Leader, Patrol Leader, Leave No Trace Trainer, and possesses 24 merit badges, and
- WHEREAS:** Owen Thomas Clarke Conlin's Eagle project consisted of constructing an office in the house basement of Always Hope sober home for women in North Attleboro, MA, for use by the house manager/administrator. The work entailed clearing out the area, sanding wood beams and floorboards, and cleaning walls and floors. Following clean out and prep work, Owen and his crew made walls, installed Pergo flooring, designed and constructed a desk, and finished with the installation of a door and file cabinets. This was done in an old house with a basement of lower height. It is thought, by some, that the hard hat was invented here.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Owen, his family, friends and acquaintances.
- NOW THEREFORE:** We, the Norfolk Select Board, issue this proclamation to Owen in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

**June 8, 2020**

**AS**

**OWEN THOMAS CLARKE CONLIN DAY  
IN NORFOLK**

**And we encourage all citizens of our community to congratulate and celebrate with Owen and his family on his achievements.**

**In witness thereof:**

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**Kevin Kalkut, Chair**

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**Christopher Wider, Vice Chair**

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**Carolyn Van Tine, Clerk**

# TOWN OF NORFOLK SELECT BOARD

## **\*\* P R O C L A M A T I O N \*\***

- WHEREAS:** Christopher Alejandro Currier is a resident of the Town of Norfolk, and
- WHEREAS:** Christopher Alejandro Currier is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for twelve (12) years starting in Cub Scouts, and achieved Eagle rank on November 21, 2019, and
- WHEREAS:** Christopher Alejandro Currier has held leadership positions including Den Chief, Patrol Leader, Leave No Trace Trainer, Instructor, Quartermaster, Assistant Patrol Leader, and possesses 23 merit badges, and
- WHEREAS:** Christopher Alejandro Currier's Eagle project consisted of designing and building a serenity garden complete with waterfall and perennial plantings as part of the overall landscape design for Gilly's House, a supported recovery residence for young men in Wrentham, MA.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Christopher, his family, friends and acquaintances.
- NOW THEREFORE:** We, the Norfolk Select Board, issue this proclamation to Christopher in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

**June 9, 2020**

**AS**

**CHRISTOPHER ALEJANDRO CURRIER DAY  
IN NORFOLK**

**And we encourage all citizens of our community to congratulate and celebrate with Christopher and his family on his achievements.**

**In witness thereof:**

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**Kevin Kalkut, Chair**

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**Christopher Wider, Vice Chair**

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**Carolyn Van Tine, Clerk**

# **TOWN OF NORFOLK SELECT BOARD**

## **\*\* P R O C L A M A T I O N \*\***

- WHEREAS:** Nicholas Peter Dadasis is a resident of the Town of Norfolk, and
- WHEREAS:** Nicholas Peter Dadasis is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for three and one-half (3.5) years, and achieved Eagle rank on October 24, 2019, and
- WHEREAS:** Nicholas Peter Dadasis has held leadership positions including Librarian, and possesses 21 merit badges, and
- WHEREAS:** Nicholas Peter Dadasis's Eagle project consisted of cleaning 70 gravestones in the Norfolk Cemetery. The sponsor was the Historical Society and they requested that Nick and the scouts be trained and clean the stones in the oldest part of the cemetery. It was very exciting when the scouts saw names appear on these stones after all their hard work. It was a very rewarding project.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Nicholas, his family, friends and acquaintances.
- NOW THEREFORE:** We, the Norfolk Select Board, issue this proclamation to Nicholas in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

**June 10, 2020**

**AS**

**NICHOLAS PETER DADASIS DAY**

**IN NORFOLK**

**And we encourage all citizens of our community to congratulate and celebrate with Nicholas and his family on his achievements.**

**In witness thereof:**

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**Kevin Kalkut, Chair**

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**Christopher Wider, Vice Chair**

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**Carolyn Van Tine, Clerk**

# TOWN OF NORFOLK SELECT BOARD

## **\*\* P R O C L A M A T I O N \*\***

- WHEREAS:** Casey Ryan Frommer is a resident of the Town of Norfolk, and
- WHEREAS:** Casey Ryan Frommer is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for twelve (12) years starting in Cub Scouts, and achieved Eagle rank on April 30, 2020, and
- WHEREAS:** Casey Ryan Frommer has held leadership positions including Instructor, Patrol Leader, Den Chief, and possesses 31 merit badges, and
- WHEREAS:** Casey Ryan Frommer's Eagle project consisted of restarting the beekeeping program at Norfolk Agricultural High School. He trained to be a beekeeper and then refurbished bee boxes and established two bee colonies. The beekeeping program will continue at the high school.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Casey, his family, friends and acquaintances.
- NOW THEREFORE:** We, the Norfolk Select Board, issue this proclamation to Casey in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

**June 11, 2020**

**AS**

**CASEY RYAN FROMMER DAY**

**IN NORFOLK**

**And we encourage all citizens of our community to congratulate and celebrate with Casey and his family on his achievements.**

**In witness thereof:**

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**Kevin Kalkut, Chair**

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**Christopher Wider, Vice Chair**

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**Carolyn Van Tine, Clerk**

# TOWN OF NORFOLK SELECT BOARD

## **\*\* P R O C L A M A T I O N \*\***

- WHEREAS:** Brendan Thomas McLaughlin is a resident of the Town of Norfolk, and
- WHEREAS:** Brendan Thomas McLaughlin is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for eleven (11) years starting in Cub Scouts, and achieved Eagle rank on November 21, 2019, and
- WHEREAS:** Brendan Thomas McLaughlin has held leadership positions including Instructor, Assistance Patrol Leader, Den Chief, and possesses 31 merit badges, and
- WHEREAS:** Brendan Thomas McLaughlin's Eagle project consisted of creating a Mill Stone Fountain and surrounding Tranquility Garden at St. Mark's Episcopal Church in Foxboro. It will be used by the church community as well as other groups such as recovery programs that use the church to meet.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Brendan, his family, friends and acquaintances.
- NOW THEREFORE:** We, the Norfolk Select Board, issue this proclamation to Brendan in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

**June 12, 2020**

**AS**

**BRENDAN THOMAS MCLAUGHLIN DAY  
IN NORFOLK**

**And we encourage all citizens of our community to congratulate and celebrate with Brendan and his family on his achievements.**

**In witness thereof:**

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**Kevin Kalkut, Chair**

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**Christopher Wider, Vice Chair**

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**Carolyn Van Tine, Clerk**

# **TOWN OF NORFOLK SELECT BOARD**

## **\*\* P R O C L A M A T I O N \*\***

- WHEREAS:** Adrian Miguel Mercado is a resident of the Town of Norfolk, and
- WHEREAS:** Adrian Miguel Mercado is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for four and one-half (4.5) years, and achieved Eagle rank on April 23, 2020, and
- WHEREAS:** Adrian Miguel Mercado has held leadership positions including Instructor, Patrol Leader, Den Chief, and possesses 21 merit badges, and
- WHEREAS:** Adrian Miguel Mercado's Eagle project consisted of constructing and installing a platform behind Our Redeemer Childcare Center. The platform was made to provide the youngest kids a solid, level spot for outdoor activities. Adrian used to attend Our Redeemer and he was happy to give back to the childcare center.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Adrian, his family, friends and acquaintances.
- NOW THEREFORE:** We, the Norfolk Select Board, issue this proclamation to Adrian in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

**June 15, 2020**

**AS**

**ADRIAN MIGUEL MERCADO DAY**

**IN NORFOLK**

**And we encourage all citizens of our community to congratulate and celebrate with Adrian and his family on his achievements.**

**In witness thereof:**

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**Kevin Kalkut, Chair**

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**Christopher Wider, Vice Chair**

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**Carolyn Van Tine, Clerk**

# TOWN OF NORFOLK SELECT BOARD

## **\*\* P R O C L A M A T I O N \*\***

- WHEREAS:** Michael Thomas Norberg is a resident of the Town of Norfolk, and
- WHEREAS:** Michael Thomas Norberg is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for twelve (12) years starting in Cub Scouts, and achieved Eagle rank on April 2, 2020, and
- WHEREAS:** Michael Thomas Norberg has held leadership positions including Assistant Senior Patrol Leader, Patrol Leader, Instructor, Scribe, and possesses 29 merit badges, and
- WHEREAS:** Michael Thomas Norberg's Eagle project consisted of cleaning-up and making enhancements to the Cross Country course behind King Philip Middle School. The clean-up included removal of trees that had fallen on the course, pruning of low hanging limbs and trimming of encroaching bushes. The enhancements included new directional signage, granite start/finish line and an accurate measurement of the course.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Michael, his family, friends and acquaintances.
- NOW THEREFORE:** We, the Norfolk Select Board, issue this proclamation to Michael in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

**June 16, 2020**

**AS**

**MICHAEL THOMAS NORBERG DAY  
IN NORFOLK**

**And we encourage all citizens of our community to congratulate and celebrate with Michael and his family on his achievements.**

**In witness thereof:**

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**Kevin Kalkut, Chair**

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**Christopher Wider, Vice Chair**

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**Carolyn Van Tine, Clerk**

# **TOWN OF NORFOLK SELECT BOARD**

## **\*\* P R O C L A M A T I O N \*\***

- WHEREAS:** Tristan August Stephani is a resident of the Town of Norfolk, and
- WHEREAS:** Tristan August Stephani is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for twelve (12) years starting in Cub Scouts, and achieved Eagle rank on April 30, 2020, and
- WHEREAS:** Tristan August Stephani has held leadership positions including Patrol Leader, Instructor, and possesses 26 merit badges, and
- WHEREAS:** Tristan August Stephani's Eagle project consisted of building a 100 ft. privacy fence on the property line at the Gilly's House in Wrentham, a sober house for men. This was to provide privacy for the neighbors as well as for the residents at Gilly's House. This project helped to fulfill a requirement for Gilly's House to be able to open to residents.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Tristan, his family, friends and acquaintances.
- NOW THEREFORE:** We, the Norfolk Select Board, issue this proclamation to Tristan in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

**June 17, 2020**

**AS**

**TRISTAN AUGUST STEPHANI DAY  
IN NORFOLK**

**And we encourage all citizens of our community to congratulate and celebrate with Tristan and his family on his achievements.**

**In witness thereof:**

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**Kevin Kalkut, Chair**

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**Christopher Wider, Vice Chair**

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**Carolyn Van Tine, Clerk**



# TOWN OF NORFOLK FY21 BUDGET

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
1	REVENUE BUDGET	2
2	BUDGET DRIVERS	3
3	EMPLOYEE BENEFITS	4
4	EXCLUDED DEBT	5
5	DEBT	6
6	SUMMARY BUDGET	7-10
7	WATER ENTERPRISE BUDGET	11
8	WASTE WATER ENTERPRISE BUDGET	12

## 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
	<b>Reserve for Abatements</b>	<b>(\$75,000)</b>	<b>(\$125,000)</b>	<b>(\$125,000)</b>	<b>(\$125,000)</b>
	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	\$1,775,000
	Penalties/Interest on Taxes	\$110,000	\$110,000	\$110,000	\$90,000
	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	\$250,000
	Fees	\$20,000	\$20,000	\$20,000	\$17,500
	Other Dept'l Revenue	\$125,000	\$130,000	\$125,000	\$150,000
	Lease & Maintenance - Public Safety	\$0	\$0	\$86,000	\$90,000
	Licenses & Permits	\$380,000	\$415,000	\$415,000	\$400,000
	Fines & Forfeits	\$20,000	\$20,000	\$20,000	\$17,500
	Investment Income	\$7,500	\$25,000	\$25,000	\$25,000
	Meals Tax	\$80,000	\$85,000	\$85,000	\$80,000
	Ambulance Receipts	\$380,000	\$380,000	\$410,000	\$470,000
Miscellaneous Recurring	\$27,000	\$27,000	\$25,000	\$25,000	
Miscellaneous Non - Recurring	\$90,000	\$90,000	\$250,000	\$0	
<b>Total Estimated Receipts</b>	<b>\$3,659,500</b>	<b>\$3,772,000</b>	<b>\$4,041,000</b>	<b>\$3,535,000</b>	
<b>Cherry Sheet:</b>					
School Aid					
Chapter 70	\$3,406,815	\$3,424,875	\$3,452,225	\$3,410,361	
Charter School Reimbursement	\$21,531	\$3,996	\$3,381	\$72,650	
<b>Total Education - State Aid</b>	<b>\$3,428,346</b>	<b>\$3,428,871</b>	<b>\$3,455,606</b>	<b>\$3,483,011</b>	
<b>General Government</b>					
Lottery	\$958,026	\$991,557	\$1,018,329	\$889,816	
Additional Aid	\$15,457	\$15,573	\$16,511	\$15,064	
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	\$192,063	
<b>Total General Government - State Aid</b>	<b>\$1,187,007</b>	<b>\$1,276,053</b>	<b>\$1,321,572</b>	<b>\$1,179,346</b>	
<b>Cherry Sheet Revenue Total</b>	<b>\$4,615,353</b>	<b>\$4,704,924</b>	<b>\$4,777,178</b>	<b>\$4,662,357</b>	
<b>Cherry Sheet Assessments</b>	<b>(\$468,979)</b>	<b>(\$444,132)</b>	<b>(\$498,098)</b>	<b>(\$659,600)</b>	
<b>Net Cherry Sheet Total</b>	<b>\$4,146,374</b>	<b>\$4,260,792</b>	<b>\$4,279,080</b>	<b>\$4,002,757</b>	
<b>Total Operating Revenue</b>	<b>\$36,398,028</b>	<b>\$37,955,089</b>	<b>\$39,576,549</b>	<b>\$40,178,763</b>	
<b>Other Sources:</b>					
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	\$124,679	
<b>Total Other Sources</b>	<b>\$325,000</b>	<b>\$405,000</b>	<b>\$233,197</b>	<b>\$124,679</b>	
<b>Total Non-Exclud Budget Sources</b>	<b>\$36,723,028</b>	<b>\$38,360,089</b>	<b>\$39,809,746</b>	<b>\$40,303,442</b>	
	\$1,372,303	\$1,637,061	\$1,449,657	\$493,696	

# 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	\$4,002,757	(\$276,323)	-6.46%
Local Receipts	\$3,659,500	\$3,772,000	\$4,041,000	\$3,535,000	(\$506,000)	-12.52%
Non Recurring Revenues	\$325,000	\$405,000	\$233,197	\$124,679	(\$108,518)	-46.53%
<b>Total Available (Non Excluded)</b>	<b>\$36,723,028</b>	<b>\$38,360,089</b>	<b>\$39,809,746</b>	<b>\$40,303,442</b>		
<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	\$630,000	\$117,065	22.82%
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	\$427,281	\$7,663	1.83%
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	\$450,424	\$9,467	2.15%
<b>Total</b>	<b>\$7,067,149</b>	<b>\$7,218,811</b>	<b>\$7,133,099</b>	<b>\$7,541,354</b>		
<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	\$13,000,562	\$246,725	1.93%
General Government	\$2,073,668	\$2,251,261	\$2,294,408	\$2,335,175	\$40,767	1.78%
{Facilities Maintenance}	\$595,822	\$863,426	\$1,058,663	\$1,134,004	\$75,341	7.12%
Public Safety	\$4,943,336	\$5,233,809	\$5,576,854	\$5,496,852	(\$80,002)	-1.43%
Public Works - Operations	\$1,268,203	\$1,273,684	\$1,395,266	\$1,347,846	(\$47,420)	-3.40%
King Philip Operating Budget & Turf	\$8,263,166	\$8,624,390	\$8,852,281	\$8,869,046	\$16,765	0.19%
Culture and Recreation	\$699,568	\$730,070	\$770,769	\$783,452	\$12,683	1.65%
<b>Total</b>	<b>\$29,674,985</b>	<b>\$31,240,002</b>	<b>\$32,702,078</b>	<b>\$32,966,937</b>		

Total Non-Excluded Expense Budget

Surplus / (Shortage)

(\$204,849)

## 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 21

		FY17	FY18	FY19	FY20	FY21
<b>Excluded Debt Revenue</b>	<b>Debt Exclusions</b>					
	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
	<b>Total Debt Exclusions</b>	<b>\$2,420,300</b>	<b>\$2,353,684</b>	<b>\$2,738,654</b>	<b>\$3,092,001</b>	<b>\$2,795,195</b>

<b>Excluded Debt Budget</b>	<b>Debt Exclusions</b>					
	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
	<b>Total Debt Exclusions</b>	<b>\$2,420,300</b>	<b>\$2,353,684</b>	<b>\$2,738,654</b>	<b>\$3,092,001</b>	<b>\$2,795,195</b>

<u>Date of Issue</u>	<u>Purpose</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<b>General Fund Non-Exempt</b>					
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
<b>Total Non-Exempt Debt</b>		<b>566,758.42</b>	<b>455,875.48</b>	<b>348,471.99</b>	<b>284,463.90</b>
<b>General Fund Exempt Debt</b>					
		<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
<b>Total Exempt Debt</b>		<b>2,270,656.53</b>	<b>2,201,644.75</b>	<b>2,148,170.75</b>	<b>2,067,196.75</b>
<b>Water Debt</b>					
		<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
<b>Total Water Debt</b>		<b>556,563.55</b>	<b>539,387.68</b>	<b>523,829.00</b>	<b>453,239.00</b>
<b>Total All Debt</b>		<b>3,393,978.50</b>	<b>3,196,907.91</b>	<b>3,020,471.74</b>	<b>2,804,899.65</b>

## Town of Norfolk - Fiscal 2021 General Fund Budget

		FY 20 Budget	FY 21 Requested	Change	%
<b>GENERAL GOVERNMENT</b>					
<b>Selectmen/Town Admin.</b>	Salary	\$270,000	\$292,395		
	Expense	\$31,600	\$28,400		
	<b>Total</b>	<b>\$301,600</b>	<b>\$320,795</b>	\$19,195	<b>6.4%</b>
<b>Advisory</b>	Salary	\$6,000	\$6,000		
	Expense	\$7,000	\$7,000		
	<b>Sub Total</b>	<b>\$13,000</b>	<b>\$13,000</b>		
	Reserve Fund	\$50,000	\$50,000		
	<b>Advisory Board Total</b>	<b>\$63,000</b>	<b>\$63,000</b>	\$0	<b>0.0%</b>
<b>Municipal Finance Board of Assessors</b>	Salary	\$636,204	\$647,767		
	Expense	\$158,081	\$159,350		
	Audit	\$36,000	\$35,000		
	<b>Assessors</b>	\$6,000	\$7,000		
	<b>Assessors</b>	\$2,000	\$2,000		
	<b>Total</b>	<b>\$838,285</b>	<b>\$851,117</b>	\$12,832	<b>1.5%</b>
<b>Town Counsel</b>	Expense	\$90,000	\$90,000		
	<b>Total</b>	<b>\$90,000</b>	<b>\$90,000</b>	\$0	<b>0.0%</b>
<b>Human Resources</b>	Salary	\$107,138	\$110,352		
	Expense	\$1,000	\$750		
	<b>Total</b>	<b>\$108,138</b>	<b>\$111,102</b>	\$2,964	<b>2.7%</b>
<b>Information Technology</b>	Salary	\$123,461	\$101,707		
	Expenses	\$96,862	\$99,767		
	<b>Total</b>	<b>\$220,323</b>	<b>\$201,474</b>	(\$18,849)	<b>-8.6%</b>
<b>Tax Title/Foreclosure</b>	Expense	\$15,000	\$15,000		
	<b>Total</b>	<b>\$15,000</b>	<b>\$15,000</b>	\$0	<b>0.0%</b>
<b>Facilities Management</b>	Salary	\$260,779	\$270,014		
	Expense	\$797,884	\$863,990		
	<b>Total</b>	<b>\$1,058,663</b>	<b>\$1,134,004</b>	\$75,341	<b>7.1%</b>
<b>(INFORMATIONAL)</b>	Expense	\$14,300	\$16,100	\$1,800	<b>12.6%</b>
	Town Hall	\$76,174	\$70,250	(\$5,924)	<b>-7.8%</b>
	DPW	\$37,300	\$47,900	\$10,600	<b>28.4%</b>
	Senior Center	\$43,400	\$44,640	\$1,240	<b>2.9%</b>
	Old Town Hall & Garage	\$2,000	\$1,200	(\$800)	<b>-40.0%</b>
	Fire Station	\$52,100	\$50,500	(\$1,600)	<b>-3.1%</b>
	Police Station	\$82,810	\$76,400	(\$6,410)	<b>-7.7%</b>
	Solar Power Generation	\$192,350	\$275,350	\$83,000	<b>43.2%</b>
	Elementary Maintenance	\$196,250	\$181,250	(\$15,000)	<b>-7.6%</b>
	Library	\$51,200	\$50,400	(\$800)	<b>-1.6%</b>
	Major Maintenance	\$50,000	\$50,000	\$0	<b>0.0%</b>
	<b>Sub-Total</b>	<b>\$797,884</b>	<b>\$863,990</b>	\$66,106	<b>8.3%</b>
<b>Town Clerk</b>	Salary	\$133,389	\$138,678		
<b>Elections</b>	Expense	\$29,340	\$29,500		
	<b>Total</b>	<b>\$162,729</b>	<b>\$168,178</b>	\$5,449	<b>3.3%</b>
<b>Land Use Department</b>	Salary	\$270,584	\$287,926		
	Expense	\$17,850	\$29,850		
<b>Planning Board</b>	Expense	\$20,000	\$0		
	<b>Total</b>	<b>\$308,434</b>	<b>\$317,776</b>	\$9,342	<b>3.0%</b>

<b>Town Reports</b>	Expense	\$2,000	\$1,500		
	Total	<b>\$2,000</b>	<b>\$1,500</b>	(\$500)	<b>-25.0%</b>
<b>GENERAL GOVERNMENT</b>		<b>\$3,168,172</b>	<b>\$3,273,946</b>	<b>\$105,774</b>	<b>3.3%</b>
<b>PUBLIC SAFETY</b>					
<b>Police</b>	Salary	\$2,686,821	\$2,751,528		
	Expense	\$173,350	\$174,450		
	Total	<b>\$2,860,171</b>	<b>\$2,925,978</b>	\$65,807	<b>2.3%</b>
<b>Fire &amp; Ambulance</b>	Salary	\$1,715,590	\$1,912,158		
	Expense	\$131,200	\$105,700		
	Total	<b>\$1,846,790</b>	<b>\$2,017,858</b>	\$171,068	<b>9.3%</b>
<b>Ambulance Billing</b>	Expense	\$25,000	\$10,000		
	Total	<b>\$25,000</b>	<b>\$10,000</b>	(\$15,000)	<b>-60.0%</b>
<b>Building Dept</b>	Salary	\$356,141	\$353,122		
	Expense	\$13,200	\$13,200		
	Total	<b>\$369,341</b>	<b>\$366,322</b>	(\$3,019)	<b>-0.8%</b>
<b>Weights &amp; Measures</b>	Salary				
	Expense	\$1,000	\$1,000		
	Total	<b>\$1,000</b>	<b>\$1,000</b>	\$0	<b>0.0%</b>
<b>Emergency Management</b>	Salary	\$700	\$700		
	Expense	\$900	\$900		
	Total	<b>\$1,600</b>	<b>\$1,600</b>	\$0	<b>0.0%</b>
<b>Animal Inspector</b>	Salary	\$2,593	\$2,671		
	Expense	\$2,505	\$200		
	Total	<b>\$5,098</b>	<b>\$2,871</b>	(\$2,227)	<b>-43.7%</b>
<b>Animal Control</b>	Salary	\$70,720	\$68,549		
	Expense	\$8,000	\$7,533		
	Total	<b>\$78,720</b>	<b>\$76,082</b>	(\$2,638)	<b>-3.4%</b>
<b>MECC - Assessment</b>	Salary	\$0	\$0		
	Regional	\$389,134	\$95,141		
	Expense	\$0	\$0		
	Total	<b>\$389,134</b>	<b>\$95,141</b>	(\$293,993)	<b>-75.6%</b>
<b>Total Public Safety</b>		<b>\$5,576,854</b>	<b>\$5,496,852</b>	<b>(\$80,002)</b>	<b>-1.4%</b>
<b>EDUCATION</b>					
	<b>Norfolk Elementary</b>	<b>\$12,753,837</b>	<b>\$13,000,562</b>	\$246,725	<b>1.9%</b>
	<b>King Philip Regional (Operating)</b>	<b>\$8,852,281</b>	<b>\$8,869,046</b>	\$16,765	<b>0.2%</b>
	<b>King Philip Regional (Stabilization Transfer)</b>				
	<b>Norfolk Agricultural School</b>	<b>\$21,500</b>	<b>\$14,000</b>	(\$7,500)	<b>-34.9%</b>
	<b>Tri-County</b>	<b>\$360,053</b>	<b>\$362,201</b>	\$2,148	<b>0.6%</b>
<b>Total Education</b>		<b>\$21,987,671</b>	<b>\$22,245,809</b>	<b>\$258,138</b>	<b>1.2%</b>
<b>PUBLIC WORKS</b>					
<b>DPW Administration</b>	Salary	\$206,609	\$144,060		
	Expense	\$72,072	\$63,480		
	Total	<b>\$278,681</b>	<b>\$207,540</b>	(\$71,141)	<b>-25.5%</b>
<b>Highway</b>	Salary	\$287,205	\$296,775		
	Expense	\$149,500	\$179,300		
	Total	<b>\$436,705</b>	<b>\$476,075</b>	\$39,370	<b>9.0%</b>

Vehicle Maintenance	Salary	\$156,861	\$135,534		
	Expense	\$162,711	\$157,000		
	<b>Total</b>	<b>\$319,572</b>	<b>\$292,534</b>	(\$27,038)	<b>-8.5%</b>
Grounds Municipal	Salary	\$270,067	\$278,450		
	Expense	\$52,150	\$59,650		
	<b>Total</b>	<b>\$322,217</b>	<b>\$338,100</b>	\$15,883	<b>4.9%</b>
Grounds - Cemetery	Salary	\$24,073	\$20,997		
	Expense	\$10,000	\$10,100		
	<b>Total</b>	<b>\$34,073</b>	<b>\$31,097</b>	(\$2,976)	<b>-8.7%</b>
Custodian of Veteran Graves	Salary				
	Expense	\$4,018	\$2,500		
	<b>Total</b>	<b>\$4,018</b>	<b>\$2,500</b>	(\$1,518)	<b>-37.8%</b>
<b>Sub-Total Public Works</b>		<b>\$1,395,266</b>	<b>\$1,347,846</b>	<b>(\$47,420)</b>	<b>-3.4%</b>
<b>SHARED/FIXED COSTS (Administered by DPW)</b>					
Road Program	<b>Total</b>	<b>\$1</b>	<b>\$1</b>	<b>\$0</b>	<b>0.0%</b>
Non - Appropriated Funds Road Program (Chapter 90)		<b>\$389,773</b>			
Landfill	Expense	\$98,210	\$97,900		
	<b>Total</b>	<b>\$98,210</b>	<b>\$97,900</b>	(\$310)	<b>-0.3%</b>
Snow & Ice	Expense	\$250,000	\$250,000		
	<b>Total</b>	<b>\$250,000</b>	<b>\$250,000</b>	\$0	<b>0.0%</b>
Street Lighting	Expense	\$5,700	\$5,700		
	<b>Total</b>	<b>\$5,700</b>	<b>\$5,700</b>	\$0	<b>0.0%</b>
Town Vehicle Fuel	Expense	\$87,046	\$96,823		
	<b>Total</b>	<b>\$87,046</b>	<b>\$96,823</b>	\$9,777	<b>11.2%</b>
<b>Total Shared / Fixed Costs</b>		<b>\$440,957</b>	<b>\$450,424</b>	<b>\$9,467</b>	<b>2.1%</b>
<b>Transfer Station</b>					
Transfer Station	Salary	\$252,216	\$238,571		
	Expense	\$167,402	\$188,710		
	<b>Total</b>	<b>\$419,618</b>	<b>\$427,281</b>	\$7,663	<b>1.8%</b>
<b>Total Transfer Station</b>		<b>\$419,618</b>	<b>\$427,281</b>	<b>\$7,663</b>	<b>1.8%</b>
<b>Total Public Works</b>		<b>\$2,255,841</b>	<b>\$2,225,551</b>	<b>(\$30,290)</b>	<b>-1.3%</b>
<b>HUMAN SERVICES</b>					
Board of Health	Salary				
	Expense	\$18,875	\$18,875		
	<b>Total</b>	<b>\$18,875</b>	<b>\$18,875</b>	\$0	<b>0.0%</b>
Special Programs	SNCARC	\$4,025	\$4,025		
	<b>Total</b>	<b>\$4,025</b>	<b>\$4,025</b>	\$0	<b>0.0%</b>
Council on Aging	Salary	\$167,799	\$174,651		
	Expense	\$10,000	\$8,482		
	<b>Total</b>	<b>\$177,799</b>	<b>\$183,133</b>	\$5,334	<b>3.0%</b>
Veteran's Services	Salary	\$7,200	\$7,200		
	Expense	\$27,000	\$32,000		
	<b>Total</b>	<b>\$34,200</b>	<b>\$39,200</b>	\$5,000	<b>14.6%</b>
<b>Total Human Services</b>		<b>\$234,899</b>	<b>\$245,233</b>	<b>\$10,334</b>	<b>4.4%</b>

<b>CULTURE AND RECREATION</b>					
<b>Library</b>	Salary	\$463,101	\$469,995		
	Expense	\$174,467	\$176,700		
	<b>Total</b>	<b>\$637,568</b>	<b>\$646,695</b>	\$9,127	1.4%
<b>Recreation</b>	Salary	\$127,826	\$131,732		
	Expense	\$2,375	\$2,375		
	<b>Total</b>	<b>\$130,201</b>	<b>\$134,107</b>	\$3,906	3.0%
<b>Historical Commission</b>	Expense	\$2,500	\$2,000		
	<b>Total</b>	<b>\$2,500</b>	<b>\$2,000</b>	(\$500)	-20.0%
<b>Memorial Day</b>	Expense	\$500	\$650		
	<b>Total</b>	<b>\$500</b>	<b>\$650</b>	\$150	30.0%
<b>Total Culture &amp; Rec.</b>		<b>\$770,769</b>	<b>\$783,452</b>	\$12,683	1.6%
<b>FIXED COSTS</b>					
	Employee Benefits	\$4,953,035	\$5,221,197	\$268,162	5.4%
	Building/Liability Insurance	\$375,000	\$386,250	\$11,250	3.0%
<b>Total Fixed Costs</b>		<b>\$5,328,035</b>	<b>\$5,607,447</b>	\$279,412	5.2%
<b>DEBT SERVICE</b>					
	Non - Exempt Debt Service	\$512,935	\$630,000	\$117,065	22.8%
<b>Total Local Debt Service</b>		<b>\$512,935</b>	<b>\$630,000</b>	<b>\$117,065</b>	<b>22.8%</b>
<b>TOTAL OPERATING BUDGET WITHOUT EXEMPT DE</b>		<b>\$39,835,176</b>	<b>\$40,508,290</b>	<b>\$673,114</b>	
<b>EXEMPT DEBT</b>					
	<b>Local</b>	<b>\$2,452,101</b>	<b>\$2,201,646</b>		
	<b>King Philip</b>	<b>\$639,900</b>	<b>\$593,549</b>		
	<b>Total - Exempt Debt</b>	<b>\$3,092,001</b>	<b>\$2,795,195</b>		
	<b>Grand Total</b>	<b>\$42,943,757</b>	<b>\$43,303,486</b>	<b>\$359,729</b>	<b>0.84%</b>
<b>REVENUES</b>					
	Municipal Tax Revenue		\$32,641,006		
	Local Receipts		\$3,535,000		
	State Aid		\$4,002,757		
	Debt Exclusion		\$2,795,195		
	Other Sources		\$124,679		
	<b>Total Operating Budget Sources</b>		<b>\$43,098,637</b>		
<b>Surplus / (Deficit)</b>					<b>(\$204,849)</b>

<b>TOWN OF NORFOLK - WATER DEPARTMENT BUDGET</b>			
	<b>FY2020</b>	<b>FY2021</b>	
		<b>Requested</b>	
<b>Salaries</b>	310,119	306,870	(3,249)
<b>Expenses</b>	165,506	196,550	31,044
<b>Engineering &amp; Contract Services</b>	316,500	370,420	53,920
<b>Water Purchase</b>	33,662	30,000	(3,662)
<b>Fuel &amp; Utilities</b>	96,035	92,650	(3,385)
<b>Indirect Costs</b>	184,330	190,134	5,804
<b>Indirect Costs - Technology</b>	7,500	7,500	0
<b>Unforeseen Expenses</b>	50,000	50,000	0
<b>Sub Total (Salaries &amp; Expenses)</b>	<b>1,163,652</b>	<b>1,244,124</b>	<b>80,472</b>
<b>Debt Service</b>	580,367	539,390	(40,977)
<b>Capital - Retained Earnings</b>		173,000	173,000
<b>Total (including Debt &amp; Capital)</b>	<b>1,744,019</b>	<b>1,956,514</b>	<b>212,495</b>

<b>TOWN OF NORFOLK</b>				
<b>Waste Water Treatment Facility - Town Cent</b>	<b>FY2020</b>	<b>FY2021</b>	<b>INCREASE</b>	
		<b>Requested</b>	<b>(DECREASE)</b>	<b>COMMENTS</b>
<b>SALARIES</b>	10,000	12,772	2,772	
<b>EXPENSES</b>				
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	
<b>TOTAL SALARIES &amp; EXPENSES</b>	<b>150,000</b>	<b>156,267</b>	<b>6,267</b>	

ta	292,395.00	6,795
finance	647,767.00	15,053
HR	110,352.00	2,564
IT	101,707.00	2,363
FacMg	270,014.00	6,274
T Clerk	126,453.00	2,938
Land Use	287,926.00	6,691
Police	2,751,528.00	63,939
Fire	1,912,158.00	44,434
Build	353,122.00	8,206
Insp	2,671.00	62
A Contr	68,549.00	1,593
DPW A	144,060.00	3,348
High	296,775.00	6,896
Veh	135,534.00	3,149
Grounds	278,450.00	6,471
Ceme	20,997.00	488
Trans	238,571.00	5,544
COA	174,651.00	4,058
Library	469,995.00	10,922
REC	131,732.00	3,061

8,815,407.00

204,849.00

2.32% to each

**Retiree Health Plan Cost Comparison - Premium Share Change**

4/2/2020

Health Plan	Plan Type	Total Cost/Month	Enrolled	Current Town/ Employee Split	Number of Retirees	Retiree Premium Share Options						
						35% Cost/Month	40% Cost/Month	45% Cost/Month	50% Cost/Month	40% Diff. Annually	45% Diff. Annually	50% Diff. Annually
Medex BlueMedcare Full Pay	Individual	\$ 325	123	65/35%	123	\$113.80	\$130.06	\$146.32	\$162.58	\$195.09	\$390.18	\$585.27
Health Plan	Plan Type	Cost	Active Enrolled	Town/ Employee Split	Number of Retirees							
BCBS HMO NE Benchmark 2	Family	\$ 2,393	61	65/35%	4	\$837.43	\$957.06	\$1,076.70	\$1,196.33	\$1,435.60	\$2,871.19	\$4,306.79
	Individ +1	\$ 1,710	34	65/35%	3	598.39	683.87	769.36	854.84	1,025.81	2,051.62	3,077.42
	Individual	\$ 855	65	65/35%	7	299.19	341.93	384.67	427.42	512.90	1,025.80	1,538.69

**Total # Retiree Plans**

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TOWN OF NORFOLK  
REOPENING POLICY  
May 28, 2020

The purpose of this policy is to set forth guidelines for the reopening of Town of Norfolk buildings, the reestablishment of services, and the safe return of employees to the workplace following the COVID-19 non-essential services closure order from the State of Massachusetts.

**SCOPE**

The Town of Norfolk will not resume all services at once; instead, the Town will open in phases. This policy will incorporate guidance given by the State of Massachusetts. The Norfolk Board of Health will continue to follow the guidance outlined by the CDC for Interim Guidance for Businesses and Employers, along with any other pertinent guidance given. In addition to this policy, all employees shall follow any additional orders given to the public from Norfolk Board of Health or Town of Norfolk.

**PROCEDURE**

Once the Town facilities are allowed to reopen, services will resume with continued social distancing and the procedures outlined below to maintain health and safety for all. For employees who will report to work in a Town building, the following procedures must be adhered to.

**Employee Screening**

- A. If an employee has a temperature of (100.4° F [38.0° C] or greater, the employee should contact their supervisor and remain home.
- B. All staff must check their temperature at home before going to work.
- C. All supervisors will need to ask each employee the following questions each day.
  - a. Do you have any of the following?
    - i. Fever - Employees who have a temperature of 100.4° F [38.0° C] or greater should stay home. Please keep a log of your temperatures at home.
    - ii. Shortness of breath
    - iii. Cough
    - iv. Chills
    - v. Repeated shaking with chills

- vi. Muscle pain
  - vii. Headache
  - viii. Sore throat
  - ix. New loss of taste or smell
- b. Are you ill or caring for someone who is ill?
- i. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
  - ii. If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
  - iii. In the two weeks before you felt sick, did you have contact with someone diagnosed with COVID-19?
- D. After checking with employees, each manager must send an email to [covid19@norfolk.ma.us](mailto:covid19@norfolk.ma.us) from their work email account to acknowledge their staff is in and are OK.
- E. If staff is unable to take their temperature at home, an infrared thermometer will be available for use at work. The thermometer must be cleaned before and after each use by the employee using it. Disinfecting wipes will be supplied. The infrared thermometers will be located in each of the following facilities: Town Hall, Library, Police, Fire, DPW, and Council on Aging.

### Face Masks

- A. When wearing a face mask, it must include covering over both nose and mouth.
- B. In a shared office, you must wear a face mask at all times if you are within 6 feet of a colleague.
- C. If you are in an isolated office, you do not need to wear a face mask when in your office/work space; however, once you leave your area, you must wear a face mask.
- D. All employees must wear a face mask when not in their own office/work space.
- E. Employees must wear a face mask when interacting in-person with the public or during any inspection.
- F. Each employee will receive three reusable face masks.
- G. Once all employees are provided with the face masks, additional masks can be given to those departments with staff who work with the public outside.

- H. Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g. due to age or underlying conditions) are encouraged to work from home as often as possible as long as an employee's job function allows.
- I. Masks must be worn whenever interacting with the public face to face.

### **Employees Who Test Positive or are on a Mandated Quarantine**

- A. Encourage workers who test positive for COVID-19 to disclose to the employer of the office for purposes of cleaning/disinfecting and contact tracing.
- B. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise which workers need to isolate and self-quarantine.
- C. Workers who test positive must self-quarantine for at least 14 days and until they are cleared by their medical professional. A note to return to work may be required.
- D. Testing of other workers may be recommended consistent with guidance and/or at the request of the LBOH.

### **Postings**

- A. Human Resources will ensure that the proper COVID-19 legal postings are posted at each work site.
- B. The building capacity will be posted at each location.

### **Training**

- A. All employees will receive training on the reopening requirements and procedures prior to the buildings opening.

### **Citizens' & Vendors' Transaction Guidelines**

- A. Our goal is to make doing business with the Town as easy as possible during these difficult times and to follow the State and local Board of Health guidelines.
- B. For instructions and guidelines on doing business with the Town, citizens and vendors should visit [www.norfolk.ma.us](http://www.norfolk.ma.us) and review the information provided under "What's New."
- C. Instructions

- a. Please call/email the appropriate department with your request to meet. Allow one business day for the Town department to respond to emails or phone calls.
  - b. If call/email does not sufficiently satisfy citizens'/vendors' needs, schedule a Zoom Meeting at an agreed upon time.
  - c. If business must be conducted "in-person," a meeting with the department involved must be scheduled.
  - d. No unscheduled meetings will be allowed. Each department will work with clients to conduct meetings as expeditiously as possible. Departments such as the DPW, COA, and Library should either schedule meetings at Town Hall or create a designated space within their facility.
  - e. Instructions must include "No Mask – No Entry" into Town of Norfolk facilities. It is required that citizens/vendors self-certify they do not have a body temperature of 100.4° F [38.0° C] or greater. Please notify the Town department if you have a medical reason to not wear a mask, and alternative arrangements will be made.
- D. We will open to the public on an appointment only basis to help decrease the number of people in the building.
  - E. The public will be required to wear a face covering for their appointment. It will be up to managers and employees providing access a Town building to enforce the policy.
  - F. Doors will remain locked at this time. If a citizen has an appointment and needs entrance, the department employee should be prepared to open the door for the citizen.
  - G. Dedicated rooms will be set up at Town Hall to meet with residents away from an employee's office.
  - H. At this point, only employees are allowed in employee work areas.
  - I. If a customer arrives to their appointment early, they will need to maintain social distancing of 6 feet.
  - J. At no time is the number of non-employees in any Town buildings to exceed 25% of the occupancy level permitted for that building.

### **Facilities/Cleaning and Sanitizing**

- A. Before the COVID-19 outbreak, the Facilities Department purchased electrostatic sprayers for sanitizing and disinfecting areas as part of the regular cleaning procedure. Due to current circumstances, sanitizing and disinfecting has become a daily necessity.

- B. Occupied buildings are cleaned daily as regular custodial duties. Hospital grade disinfectants are sprayed each day through the department's electrostatic sprayers. All surfaces that have human contact are sprayed after the areas are cleaned by the Facilities Department.
- C. To further help safeguard Town employees and the public, the Facilities Department has purchased additional backpack sprayers (non-electrostatic) and disinfectants that have been deployed to the DPW, PD, and the FD. We will be giving one to the COA and NPL as well when they reopen. All departments will be able to disinfect areas after public interaction or when they feel it necessary to do so via the backpack sprayers or the disinfectant products that have been given to them.
- D. All building department heads will be in charge of their individual plans. DPW would like to have a bank box installed. Facilities would acquire an engineer for a design plan per the Building Department.
- E. All departments are aware they are responsible for disinfecting their areas after public interaction. This excludes bathrooms. Staff can clean areas with disinfecting wipes or spray disinfectants with microfiber rags. Please do not dispose of microfiber rags. Buildings can set up a location with the custodian where the rags will be collected for washing and dirty rags will be exchanged for clean rags. It is also important to note to try and allow surfaces to air dry after using wipes or sprays. If time does not permit for air drying, ideally you want to keep surfaces wet or damp for 10 minutes before you dry.
- F. Portable folding barricades will be setup after the first floor bathrooms to prevent the public from entering other areas. Similar actions will be conducted on the basement level when voting takes place.
- G. Signage will be installed to help remind people of proper social distancing. Signage includes wall posters and floor markers.

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Town of Norfolk - LIVE  
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrrt

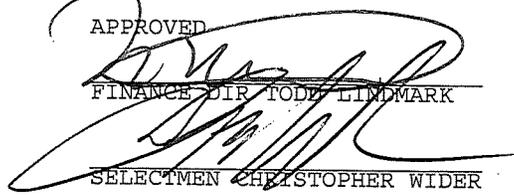
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<b>2,500,882.06</b>

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



05/26/2020 12:02  
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Town of Norfolk - LIVE  
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

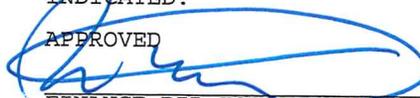
DATE: 05/26/2020 WARRANT: 48V20 AMOUNT: \$ 361,177.73

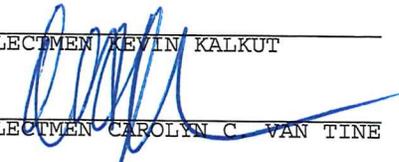
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\$	4,826.41
\$	3,300.09
<b>\$</b>	<b>361,177.73</b>

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

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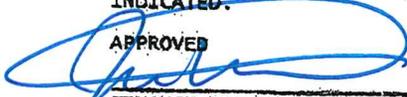
Town of Norfolk - LIVE  
ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

DATE: 05/26/2020 WARRANT: 48VS20 AMOUNT: \$ 67,046.93

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

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SCHOOL BILLS

  
SCHOOL COMMITTEE  
PAUL COCHRAN

SCHOOL COMMITTEE  
THOMAS DOYLE

SCHOOL COMMITTEE  
JENNIFER WYNN

SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

SCHOOL COMMITTEE  
JEFFREY CURRY

12,933.6 +  
49,287.5 +  
2,568.04 +  
1,252.79 +  
67,046.93 ✓



## **Norfolk Select Board's Open Session Meeting Minutes April 7, 2020**

### **This meeting was held as a Remote Access Zoom Virtual Meeting.**

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

Mr. Kalkut called the Remote Access Zoom Virtual Meeting to order at 7:00 p.m. He announced this meeting is being both video and audio recorded. He read a statement regarding the Massachusetts State of Emergency and the associated state legislation allowing towns to hold remote access virtual meetings during the COVID-19 pandemic crisis. He reviewed that in accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the April 7, 2020, 7:00 p.m. public meeting of the Norfolk Select Board shall be physically closed to the public to avoid group congregation. Alternative public access to this meeting shall be done via Zoom online video conferencing. This application will allow users to view the meeting and provide comments during allocated windows as outlined in the Board's Public Comment Policy. He provided the Zoom Meeting link and the Zoom Meeting call-in number, as provided on the agenda.

Ms. Robinson reviewed the agenda.

#### COVID-19 Updates

Ms. Robinson stated that the Board of Health met last Thursday night and agreed to provide information about the number of COVID-19 cases in Norfolk. The number of cases along with any other important information residents should be aware of will be reported on Mondays and Thursdays. She stated that changes were made at the Transfer Station and they have returned to doing recycling; Transfer Station stickers are being sold online and at the Transfer Station. Seniors and people in need in the community should contact the COA for help in obtaining resources. She noted that due to the pandemic, some activities have been cancelled such as the Garden Club of Norfolk's Annual Plant and Bake Sale and Norfolk Grange's Annual Clean and Green event. The Board of Health made some changes to spring mosquito spraying. Spraying will be limited to bodies of water and wetlands rather than the whole Town; updates to the mosquito spraying schedule will be upcoming. She stated that Town staff schedules are being adjusted to comply with social distancing, expenses related to COVID-19 are being tracked, and PPE for staff in the field is being monitored and is adequate at this time.

#### Public Comment

Mr. Ed Haddad, 138 Red Maple Run, requested an update regarding the Police Station review and asked when it will be on an upcoming agenda. Mr. Kalkut stated that this item was discussed at the last executive session meeting of the Select Board. The Select Board is continuing to work on and exhaust every measure for a resolution. As soon as the Select Board has something to share, they will do so.

#### Presentation of the Results of the FY19 Annual Audit

Ms. Robinson stated that every year the Town is required to perform a financial audit. Included in the Select Board's meeting packet are several documents associated with the annual audit of the Town's financial records for the fiscal year ending June 30, 2019 (FY19). This work was performed by CliftonLarsenAllen (CLA), led by Principal Matt Hunt. She stated that Mr. Hunt and his associate Jim Piotrowski will be participating in the meeting to provide an overview of the audit, their opinion of

Norfolk's financial statements, and any salient points they think the Select Board should be aware of. Overall, they found no material weaknesses and the books are in order.

Mr. Hunt noted that historically CLA has not had this type of post-audit meeting with Norfolk. He provided highlights of the financial statements, discussed the two-page auditor's report on internal control and compliance, and reviewed the management letter which outlines recommendations. He reported that there are no material weaknesses or significant deficiencies in internal controls. CLA's opinion on the financial statements is of an "unmodified opinion" which is the very best opinion that can be received. Based on CLA's audit, the financial statements are free of any material misstatements. Mr. Piotrowski thanked Mr. Lindmark and Ms. Duggan for providing them with all the requested information. He stated the General Fund and Community Preservation Fund are the primary focus of his presentation. Mr. Hunt provided details on the financial position of several funds, the status of new debt, OPEB liability and pension liability.

Mr. Hunt stated Norfolk does not have any material weaknesses or deficiencies in internal controls. During the audit they did not find any non-compliance with laws or regulations that may impact the financial statements. CLA conducted a site visit and audit of the Transfer Station and found the staff was doing a very good job. There are good written policies and procedures. He did recommend that as an extra layer of accountability, a member of the Transfer Station should sign off on the deposits that have been reviewed before being turned over to the Treasurer. He stated the DPW keeps an inventory of trash stickers that are sold. They do a good job of maintaining the count in Excel; however, they should also perform a physical count of the stickers and document the reconciliation. He also noted some testing that was done such as confirming all of the Town's bank accounts. One such account was discovered and has been dealt with. He recommended the Town perform this process annually. He stated that overall, the Town does an excellent job and is well run in regard to finances. Mr. Kalkut thanked Mr. Hunt and Mr. Piotrowski for providing a thorough overview and report. Mr. Wider congratulated the Finance Department for doing such a good job.

### **Action Items**

#### Please consider changing the date of the 2020 Town Election

Ms. Robinson stated that at the last meeting the Select Board voted to postpone the annual election, but did not set a date. The date that was mentioned was June 2<sup>nd</sup>. Since that time, the shelter in place order was extended by the Governor to May 4<sup>th</sup>. With so many questions about how long such orders will remain in place, Town Clerk Carol Greene proposed that the Select Board, besides considering June 2<sup>nd</sup> (1<sup>st</sup> Tuesday in June), also considers the option of June 23<sup>rd</sup> which would be the 4<sup>th</sup> Tuesday of the month. She noted that holding the election on June 23<sup>rd</sup> would come after the currently scheduled Annual Town Meeting on June 9<sup>th</sup>, and Norfolk has always held its election first.

Ms. Greene requested the date of the Town Election be changed to June 23, 2020. With the current uncertainty, it is better to be cautious with this later date as it will be a safer situation for citizens and poll workers. The election must be completed by June 30, 2020. Mr. Kalkut asked if there is any problem holding the Annual Town Meeting, scheduled for June 9, 2020, before the Town Election. Ms. Greene stated there was no issue. She stated that an item in the state's bill is to allow early voting by mail which is helpful. She stated that she would speak with Town Moderator Jay Talerman regarding Article 1 of the Town Meeting Warrant as historically Article 1 is voted on at Town Meeting to accept the election results. With the Town Election after Town Meeting, that is not possible. Ms. Jen Wynn, 3 Hemlock Lane, asked about the need for social distancing in June. Ms. Greene stated she has a

mitigation plan and will only allow a specified number of people in the polling location at one time, and other safety measures and precautions would be put in place.

A motion was made by Mr. Kalkut that the Board set the annual Town Election date on Tuesday, June 23, 2020. 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.

Please Consider an Appointment to the Board of Registrars

Ms. Robinson stated that Mr. Ken Ralff has resigned effective immediately as the republican appointee to the Board of Registrars. Included in the Select Board's meeting packet is an email from Donna Dicenso nominating Mr. Peter Stagg to be appointed in his place. She stated that Mr. Rosenberg asked that in the future the Select Board rotate the number of registrars in each party.

Mr. Wider stated that he spoke with Ms. Dicenso about this appointment.

A motion was made by Mr. Kalkut that the Board appoint Mr. Peter Stagg to the Board of Registrars for a term to expire March 31, 2021. It 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.

Please Consider Approval of Transfer Station Fees Effective July 1, 2020

Ms. Robinson stated that since the March 17, 2020, Select Board meeting at which transfer station fees were discussed, staff has reviewed them further with the Select Board's comments in mind. Included in the Select Board's meeting packet are the rates and charges proposed for FY21. The change from the earlier version is to increase the cost of renting a roll off container from \$200 to \$400. DPW has conducted some additional research and believes this is still a lower price point than commercial companies, but better represents the Town's costs to providing this service. With the Select Board's approval of these rates, staff will work to have the program ready to go for July 1, 2020; the biggest change being a transition from bag stickers for household trash to colored bags issued by the Town of Norfolk. With this change, it is believed the revenue will go up for next year to \$310,000 which is currently budgeted.

Mr. Lariviere said the average rate for renting a roll off container was approximately \$500. He does not want to charge that much as they do not want to lose customers. They believe \$400 is a good rate and they can reassess next year to determine if they should increase the price.

A motion was made by Mr. Kalkut that the Board approve the revised fees and charges for the Transfer Station effective July 1, 2020. It 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.

Please Consider Determining the Amount of the FY21 Operating Budget to Propose to Town Meeting

Ms. Robinson stated the FY21 budget has continued to be refined as a result of the last Select Board meeting, the result of which is included in the Select Board's meeting packet. Two assumptions have been made in order to arrive at this point. It has been assumed that the Select Board agrees with the changes in Transfer Station fees, and are not in favor of a change in the premium share of health insurance for retirees which was valued at \$120,000. Those assumptions led to revenue adjustments and a number of expense reductions to balance the budget. The net of these changes is that the budget increase from FY20 to FY21 is now 2.42 percent for a budget of \$41,191,364; she reviewed the list of changes and reductions. She stated that alternative scenarios for the retiree health plans have been provided for the Select Board's review and consideration.

Mr. Lindmark stated that a 5 percent change to the retiree health plan rate would provide a budget change of approximately \$30,000 to \$40,000. Mr. Wider said he applauded the budget efforts; however, the results and impacts of the COVID-19 pandemic on the Town are not known. They will have to look at the budget even deeper now based on the financial crisis. This budget should not be passed on to Town Meeting without a contingency plan; the Town must be prepared for austerity measures. Ms. Robinson discussed measures to deal with the impact of COVID-19. The Governor said they are not ready to discuss what local aid cuts could be expected. She stated there is concern about the receipt of Chapter 70 dollars and the prison mitigation funds which are discretionary. On the local level, she anticipates a reduction in meals tax revenue from the restaurants. It is too soon to determine the impact of building permit revenue. She recommended waiting a little longer to determine the pandemic impacts and then talk with the unions and schools to make adjustments that are needed to balance the budget. She discussed that two additional towns would like to join the MECC; it looks very positive. The assessment for the Town would go from \$380,000 to zero for the next two years and then would gradually increase over the next two years. This addition to the MECC will not be in place until the end of June and not ready for Town Meeting. Mr. Kalkut questioned if the state determines a 10 percent to 15 percent reduction in revenues, could adjustments be made to the budget prior to Town Meeting in June. Ms. Robinson said if the state delivers a concrete number, the Town's budget can be looked at more closely.

Ms. Van Tine stated she is uncomfortable with the idea that all will be fine and therefore go with the budget as is, and if it is not fine, the budget can be looked at again at the Fall Town Meeting. She expects the new growth is not going to happen and the prison mitigation money might go away. She suggested waiting a few weeks to see if more information from the state is known. She asked if the Select Board must vote tonight on this budget as the money the Town thought they had may not be available to spend. Ms. Robinson pointed out that this will need to go to the bargaining units at the appropriate time to resolve any shortfalls. But, until there is good information on what the budget gap is, having a conversation with unions is not fruitful. Mr. Lindmark said the new growth numbers are based on June 30<sup>th</sup> of this year. Ms. Van Tine suggested waiting a few days or weeks before voting on the budget number. Ms. Robinson stated it can wait; she will let the Advisory Committee know. Mr. Kalkut stated that he reached out to neighboring communities regarding actions they are taking. One community is looking at ways to reduce their budget, and the other community is going forward. Ms. Jen Wynn agreed with Ms. Van Tine that decisions should be made on facts and data. If the Town is not getting money, then they have to cut. Mr. Haddad said there are too many unknowns; we are in a financial crisis. The state is just one part of the revenue number. He thinks it is respectful to talk to the employees now and let them know about possible cuts.

Mr. Kalkut summarized that it is the Select Board's position that more information is needed to finalize the budget numbers. He would like table this vote until the next Select Board meeting on April 21, 2020. No motion was made.

Please Consider Extending the Deadline to Pay FY20 4th Quarter Real Estate & Personal Property Taxes in Compliance with Chapter 53 of the Acts of 2020

Ms. Robinson stated that on Friday, April 3, 2020, the governor signed into law this act that makes a myriad of changes to state law affecting local governments and their ability to conduct business during this pandemic. A copy of the law is included in the Select Board's meeting packet. Section 7 of the law provides for several local options regarding the payment of real estate and personal property taxes, and the ability to waive interest and other penalties for late payment of excise, tax, betterment assessments, and water use charges. At this time, staff recommends that the Select Board consider

changing the due date for real estate and personal property taxes due, but not any other provisions. There have been a number of questions raised about the other provisions concerning the payment of interest and penalties which need to be clarified after which will be brought back to the Select Board at the next meeting for consideration. Fourth quarter taxes are due to the Town on May 1<sup>st</sup>. The law allows the Select Board to vote to change that date to June 1<sup>st</sup>, giving residents 30 additional days to make this payment. She recommended the change. If the Select Board approves, this update would be posted to the Town website and Facebook to announce it to residents.

Mr. Lindmark stated that changing the date from May 1<sup>st</sup> to June 1<sup>st</sup> is allowed by the State of Massachusetts law. He noted that about 50 percent of the payments are received by mortgage companies. Most of those remaining payments will probably be paid on May 1<sup>st</sup>; he does not think this date change will impact the Town. He recommended changing the date to June 1, 2020, but not on the penalties aspect until the next Select Board meeting. Mr. Wider stated that this is a good idea. Mr. Kalkut confirmed that even if the 50 percent that are not paid by the mortgage companies do not pay on May 1<sup>st</sup>, there will be no impact on the Town to change the date from May 1<sup>st</sup> to June 1<sup>st</sup>. Mr. David Rosenberg, 123 North Street, asked about payments from auto-pay wizard and noted a payment date cannot be selected. Mr. Lindmark stated he would look into this situation and provide an answer.

A motion was made by Mr. Kalkut that the Board approve an extension of the deadline to pay real estate and personal property taxes from May 1<sup>st</sup> to June 1<sup>st</sup> 2020 as authorized by Chapter 53 of the Acts of 2020. 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.

## **Discussion Items**

### Please Discuss Holding Virtual Select Board Office Hours

Mr. Kalkut said the Select Board previously implemented monthly office hours which was met with some success; however, usually the same handful of people attended. In the current environment with the pandemic, in-person meetings are not ideal. In an effort to continue to offer this service to residents, he suggested conducting Select Board office hours in a virtual setting.

Ms. Van Tine said she likes to hold in-person office hours. She does not like the medium of a virtual setting. If someone wants to talk to her, send her an email or give her a phone call. She stated that the Select Board is not mandated to have office hours; they are offered to increase transparency. She suggested the Select Board return to the face-to-face office hours when this crisis situation allows. Mr. Kalkut and Mr. Wider agreed. Ms. Jen Wynn asked how many citizens attend the in-person office hours, and can the questions and concerns be dealt with through email. Mr. Kalkut stated that usually only two to four citizens attend the office hours. Mr. Rosenberg stated he appreciates the level of transparency and openness this Select Board has had. He thinks face-to-face meetings are best. He would like the Select Board to continue with some type of direct interaction with citizens during this pandemic and thinks email is not a good choice. Ms. Donna Jones, 64 North Street, asked who a citizen should email if they have a question. Mr. Kalkut stated that a citizen can email any Select Board member and/or the Town Administrator. If the email is sent to all three Select Board members, the members would coordinate their response. He summarized that it appears that the Select Board would like to focus on having in-person meetings; therefore, they will focus their efforts on in-person meetings when the Town is on the other side of this crisis.

Please Discuss Whether to Move Forward with a 150th Anniversary Parade on September 13, 2020

Ms. Robinson stated that included in the Select Board's meeting packet is an email from Paul Terrio providing the Select Board with an update on the parade committee's progress on raising funds for the event. He has asked that the Select Board discuss this and provide direction on whether or not to continue planning for the event. Input received from the Recreation Department regarding this event is also included in the packet.

Mr. Terrio updated the Select Board on the status of contributions and participation. He stated that due to the pandemic, the Committee has put a hold on things. They have about \$5,000 in committed funds; they have not scratched the surface in regard to contributions or participants. He stated it is premature to discuss the parade route. He asked for the Select Board's thoughts on how to proceed. Mr. Kalkut thanked the 150<sup>th</sup> Anniversary Parade Committee for putting time and effort into this event. He reviewed the concerns raised by the Recreation Department regarding the proposed parade date and time. Mr. Terrio stated that the committee reviewed dates carefully and the proposed date had the least impact with the Patriot's football schedule, religious activities, and Town soccer events; it is not possible to accommodate every group in Town. He recommends the proposed date of September 13, 2020. Mr. Wider agreed that not everyone can be accommodated. Mr. Kalkut stated many sporting events have already been moved; September 13, 2020 seems to be a relatively good date. Ms. Van Tine said she understands the need to pick a date for the event. She reiterated that based on the current economic situation, no Town of Norfolk money should be given to the parade. She said there was no way to know if the September 13<sup>th</sup> date is good or not. Mr. Terrio stated they have made sure that anyone who contributed money would be able to receive their money back should the parade not be held. He discussed that the parade could possibly be postponed until 2021 depending on the situation. They do not plan to spend any money prior to the parade. Ms. Van Tine agreed a 2021 date be considered. Ms. Jen Wynn thanked Mr. Terrio and the parade committee for their hard work. She asked if he had thought about coordinating the parade with Community Day. Mr. Terrio explained that Community Day is held in June and is a big event for the Lions Club. As the Lions Club will also want to participate in the parade event, the members would be stretched too thin. Therefore, it would be best to keep the two events separate. Ms. Donna Jones confirmed the 150<sup>th</sup> Anniversary Dinner event scheduled for May has been postponed; it is now scheduled for September. She asked if there was a date deadline for determining if both the dinner and parade would need to be cancelled. Mr. Terrio direction from the state is needed about relaxing the social distancing rules. He noted the parade can be a great celebration in light of what is going on. Ms. Anne Marie Battistone, 59 Seekonk Street, stated that she agrees with Ms. Van Tine that no Town money should be spent on the parade. Mr. Kalkut summarized that the overwhelming opinion is to set the date, but be flexible based on state restrictions due to the pandemic and NFL dates.

**Report of Warrants**

Please consider approval of the following warrants:

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

- 3/24/2020 39V20 \$372,791.69
- 3/24/2020 39VS20 \$7,268.80
- 3/27/2020 19P20 and 19PS20 \$852,980.34
- 3/31/2020 40V20 \$826,887.38
- 3/31/2020 40VS20 \$32,396.67

It was seconded by Mr. Kalkut. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

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

- 3/13/2020 18P20 and 18PS20 \$825,965.40
- 3/17/2020 38V20 \$200,135.48
- 3/17/2020 38VS20 \$103,614.87

It was seconded by Mr. Kalkut. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

**Approve Minutes**

Please consider approval of the minutes

A motion was made by Ms. Van Tine that the Board approve the minutes of the March 4 and March 24, 2020 regular meetings. It was seconded by Mr. Kalkut. A roll call vote was taken as follows: Mr. Wider – aye; Ms. Van Tine – aye; Mr. Kalkut – aye. All were in favor.

Select Board members agreed they would be available for a joint executive session meeting with the Planning Board on April 14, 2020, at 6:30 p.m.

Mr. Kalkut thanked everyone for their continued social distancing efforts.

At 9:08 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. 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.

The next meeting of the Norfolk Select Board is scheduled to be held remotely on Tuesday, April 21, 2020, at 7:00 p.m.

This is a true and accurate report of the Select Board’s remote meeting of April 7, 2020.

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CiCi Van Tine, Clerk

## **Norfolk Select Board's Open Session Meeting Minutes April 21, 2020**

### **This meeting was held as a Remote Access Zoom Virtual Meeting.**

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

Mr. Kalkut called the Remote Access Zoom Virtual Meeting to order at 7:00 p.m. He announced this meeting is being both video and audio recorded. He read a statement regarding the Massachusetts State of Emergency and the associated state legislation allowing towns to hold remote access virtual meetings during the COVID-19 pandemic crisis. He reviewed that in accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the April 21, 2020, 7:00 p.m. public meeting of the Norfolk Select Board shall be physically closed to the public to avoid group congregation. Alternative public access to this meeting shall be done via Zoom online video conferencing. This application will allow users to view the meeting and provide comments during allocated windows as outlined in the Board's Public Comment Policy. He provided the Zoom Meeting link and the Zoom Meeting call-in number, as provided on the agenda. He stated that all supporting materials have been published to the website.

Ms. Robinson reviewed the agenda.

#### COVID-19 Updates

Ms. Robinson stated that she posted the latest COVID-19 information update to the Town's website today. There are currently 14 cases of COVID-19 in Norfolk; no new cases have been identified since last Thursday. Governor Baker signed an executive order to extend the closure of schools through the end of the school year and the closure of child care centers to the end of June. Later this week it is expected that the governor will update information regarding the stay-at-home advisory. There are no positive cases of any Town employees. She thanked all staff for doing a great job of continuing to provide services to the community and keeping the Town's business running as usual.

#### Public Comment

Mr. Edward Haddad, 138 Red Maple Run, asked how residents will get a school update. Ms. Robinson stated the School Committee can answer school questions as they have been working on plans related to the COVID-19 emergency.

Mr. Tony Centore, 118 Grey Birch Road, asked if the Town has heard from the state or federal governments about any expected budget shortfalls. He stated that he hopes this will not become a surtax to the Town. He asked how the Town was proceeding to conduct business as usual. For instance, the library is closed but are staff still working or are they idle? Should they be reassigned to assist other departments? Mr. Kalkut said these items will be addressed during the budget item on tonight's agenda.

Dr. Ingrid Allardi, Superintendent of Schools, discussed the extended school closures. Citizens should look at the school's website for all related information. The learning plans through the end of the year have been published as well as an outline of staff responsibilities. They are expecting additional guidance from the Department of Education; adjustments to the remote learning plan will be made based on that guidance.

**Action Items****Please consider ratifying the appointment of the Public Works Director as recommended by the Town Administrator and approve a contract for same**

Ms. Robinson stated that after much consideration, she is recommending Mr. Blair Crane, Norfolk's current DPW Superintendent, to the position of Public Works Director because his background and experience make him the best candidate to lead this department into the future. She noted that both he and Mr. Barry Lariviere have strengths that are beneficial to the Town and that this has been a tough decision. Her reasons for choosing Mr. Crane include that he has held the role of DPW Director in another community, and he brings a wealth of experience to many of the responsibilities of the DPW including construction, budgeting, road work, transfer station operations, cemeteries, parks and grounds, personnel, and snow and ice operations. His strong leadership skills and management of people set him apart. As the DPW budget has been reduced for next year, it is important to have a director who has the ability to motivate and manage the workforce and at the same time work collaboratively with other departments and the public. She stated that she believes Mr. Crane has these qualities, and he has the background and experience to improve the operations of the department and service level to the community. She stated that included in the Select Board's meeting packet is the proposed contract for the position that would be effective April 27, 2020 through June 30, 2023. The proposed salary is well within the range discussed with the Select Board, and the benefits afforded to the position are on par with other non-union department heads. She pointed out that with the superintendent position eliminated from the FY21 budget, the new director will be assuming more responsibility for the day-to-day operations of the department than the previous director, including being on site and working during winter storm events.

Mr. Crane stated he is currently Norfolk's Superintendent of Highway, Grounds and Solid Waste. He was previously the Director of Public Works for a small town in the Berkshires which included working in many roles. He provided an overview of his background and explained why his experience is relevant to this job. He noted that there is no shortage of regulations and tasks that need to be done on a daily basis. He stated that his and Mr. Lariviere's skill sets are very complementary. He will be reviewing their skill sets along with other department members in reorganizing the department, assigning daily duties and tasks, and bringing the department forward. Mr. Kalkut asked where Mr. Crane's emphasis would be in the first few weeks. Mr. Crane stated that on day one he would work with Mr. Lariviere and look at the organization as a whole including the effects of COVID-19 on manpower and tasks and begin to create an organizational plan that fits each member best. There would not be a great change right away, but as the spring commences, he would continue to look at how COVID-19 has impacted the department; he noted there needs to be flexibility going forward.

Mr. Wider stated he never agreed to having a DPW director and a DPW assistant director while removing the supervisor position. He thought the DPW would have the director and supervisor positions, and the assistant director position would be eliminated for a savings of \$20,000. He stated that Mr. Lariviere did a great job as DPW interim director, and he would prefer Mr. Lariviere for the role of DPW Director. He stated that Mr. Lariviere has an engineering degree and Mr. Crane does not. Mr. Lariviere was under the tutelage of former DPW Director Bob McGhee for two years, and Mr. Crane has only been with the Town of Norfolk for a short time. He questioned why there needs to be a contract for three years. He stated that Mr. Lariviere was doing the job of DPW Interim Director for \$115,000; why is Mr. Crane being offered \$118,000 and being offered a vehicle. He understands a vehicle might be needed in the winter, but the days of vehicles for directors for commuting must end.

Mr. Kalkut stated that the Select Board discussed parameters for what they were looking for in filling this position. He does not remember discussing any specific DPW positions to be eliminated. Ms. Robinson stated it is her responsibility to determine the structure of the DPW; the Select Board requested fewer management positions and she complied. Mr. Lariviere has a degree in geography, not engineering. She stated that two candidate searches have already been conducted; this is a difficult position to fill. There is a lot of competition for candidates; having a contract is a way to offer a candidate a little protection. She stated that former DPW Director McGhee was not responsible for coming in for storms, whereas with fewer people in the department, the new director will need to. She stated the vehicle is for business not personal use.

Ms. Van Tine stated that Mr. Crane is an excellent choice; she fully supports this candidate and the work Ms. Robinson has done to secure the candidate. She believes it is her job to support the Town Administrator. Regarding the conversation about reducing top heaviness of Town staff, she does not know if the role they were going to eliminate was named, as long as there were not so many management roles. The difference in salary may need to be discussed during the budget item. She is less concerned about what titles they call themselves than if there is enough money in the budget to support them. She stated she has no problem with the contract, but has concern about the vehicle. She stated that former DPW Director McGhee did not have a contract. Ms. Robinson clarified that former DPW Director McGhee did have a contract.

Mr. Wider stated the supervisory position's salary was \$87,000. Mr. Lariviere received an increase to \$115,000 when taking over as interim director. If Mr. Lariviere was willing to do the job for \$115,000, why is the salary being increased to \$118,000 for Mr. Crane. He asked why this is not a performance-based one-year contract. It was recognized that the new director will have more responsibilities than in the past; therefore, the salary was established at \$118,000. The assistant director will also take on more work as there will no longer be a superintendent position; as such, the salary is \$92,000. She stated that she does not disagree that the Town should go with a performance-based system. However, putting a program in place for such evaluations will take time to establish.

Mr. Kalkut stated that he fully supports Ms. Robinson's selection of Mr. Crane as the DPW Director as she is responsible for the position. He is confident that Mr. Crane and Mr. Lariviere will make a great team and looks forward to them working in tandem to take the DPW to the next level. He stated that Ms. Robinson worked within the parameters the Select Board laid out for her, and she has eliminated one position. He stated that those were no vehicle expectations given to Ms. Robinson. Currently, the DPW is looking for leadership; he is not on board with delaying this contract. Ms. Van Tine said her concern is not just about mileage as there are other costs associated with Town vehicles. She requested her concern be noted and going forward that for any other contract she would need to see in advance a reason why a particular individual would need a car. Mr. Kalkut stated that the appointment of the position and the authorization of the contract have been put forth as a singular motion. He asked if the Select Board members would like to split this item into two separate motions. Mr. Wider stated that either way is acceptable. Ms. Van Tine said it would be her preference to bifurcate the motion. She stated that she is still voting yes, but the money for the vehicle is coming from someplace else in the budget because the Town has no money. Ms. Robinson said she does not have with her the list of employees who have take-home vehicles; however, those staff are all responsible to be on call 24/7. Fire, police, and emergency staff have to respond immediately as do DPW staff in public safety situations including snowstorms. She explained there are cases where employees come to work in their personal vehicle, but use a Town vehicle while doing their job. Ms. Van Tine said she understands certain roles including this one require the use of Town vehicles, but

noted that it is disingenuous to suggest that the cost to the Town is only the cost of the gas when it actually includes the purchase, maintenance, and eventual replacement of the vehicle.

A motion was made by Mr. Kalkut that the Board ratify the recommendation of the Town Administrator to appoint Blair Crane to the position of DPW Director and authorize a contract for the position as proposed. The second to the motion was not audible. A roll call vote was taken as follows: Mr. Wider – nay; Ms. Van Tine – aye; Mr. Kalkut – aye. Vote: Yes-2; No-1.

Please consider changing the premium cost share for retiree health insurance effective July 1, 2020

Ms. Robinson stated this item is to ask the Select Board to reconsider a change in the premium cost share for both current and future retirees. Ms. Robinson reviewed the spreadsheet and options the Board could consider. If the Select Board reaches consensus on a 5 percent change for existing retirees, the reduction would bring the overall budget increase for FY21 to 2.33 percent, and it would also result in a \$1.8 million reduction in overall OPEB liability. Existing retirees will pay about \$16 more/month for the majority of people.

Mr. Kalkut said the Town must prepare for the future, and this is a way to be more efficient. He stated that originally, he was a proponent of this action and was prepared to reduce the benefit to 50 percent; however, after much review, he is now hesitant to even reduce the benefit to a 5 percent change. Ms. Van Tine stated she is concerned about such a jump for people who are already retired and planned to get the benefit amount they are receiving. She appreciates the work Ms. Robinson did on this item as a potential area for savings, but she does not think she is ready to vote in favor of this. However, she is mindful that being in a pandemic, this may be an item that has to be looked at in the future. She stated that she did not know there is an Insurance Advisory Committee; they should be given a chance to meet and discuss this. She stated she wants to go on record that she is not trying to protect any interest group; all these are hard choices. Mr. Wider stated his concerns include that the Insurance Advisory Committee was unaware of this, and this reduction would affect those who have already retired; he is not in favor of this. Mr. Kalkut said once the Town gets to the step of needed reactions to this crisis, this item may be considered as a two, three, or four-tiered item. However, he is not advocating to move forward with this item at this time.

Ms. Betsy Fijol, resident and Town employee, stated she is glad the Select Board is not ready to vote on this; it should not even be considered. To balance the budget on the backs of retirees is not correct. Mr. Edward Haddad, 138 Red Maple Run, stated it is not right to make cuts on the backs of retirees; they have earned what they have for retirement and expect and deserve it. However, looking at cuts for future retirees would be a valid conversation.

No motion was made.

Please consider the current status of the FY21 Operating Budget to recommend to the Annual Town Meeting

Ms. Robinson stated that the budget document included in the Select Board's meeting packet is the same version provided to the Select Board at the last meeting indicating a 2.43 percent increase. At that meeting, the Select Board indicated an interest in waiting an additional two weeks to see if there was new information to know what revenue losses to adjust for. That information has not come forth, and no indication has been received as to when it will. She stated that also in the Select Board's meeting packet is a memo outlining what is being done in the last quarter of FY20 to limit expenses, the revenue sources to monitor going forward, what revenue changes would trigger reductions in the FY21 budget, and the steps to be taken to reduce the budget as needed. Ms. Robinson described some

of the actions staff has taken related to the pandemic. She explained that state revenue is a concern as Norfolk relies on about \$4.5 million in state aid, and we are waiting to hear when the state is going to make decisions about revenue losses and reductions. It is not clear what funding will come from the federal budget which may help. Therefore, it is not known what decisions Norfolk has to make. She stated that with the emergency declaration, the Town is eligible for 75 percent of pandemic costs, and those costs are being tracked carefully. Discretionary spending has been shut down, and a hiring freeze has been instituted. She also reviewed steps taken by the schools.

Mr. Kalkut stated that the last time the Select Board spoke about this agenda item, they needed more information to bring the budget to Town Meeting scheduled for June 9, 2020. Based on the new school and day care closings, the Select Board may have to further review the Town Meeting date. He proposed options including if the Select Board were to move forward with June 9<sup>th</sup> date, they could vote on the current budget and make adjustments as needed after receiving state information, or at the June 9<sup>th</sup> Town Meeting they could vote on a rounded number reduction to reduce funding overall and at the Fall Town Meeting bring back what could be reestablished, or the date of Town Meeting could be pushed forward to allow more time to get additional information. Mr. Wider stated that the wait-and-see attitude does not make sense. He does not like an across-the-board cut. Every department should be asked what they can cut, and the results of a 10 percent and 15 percent cut should be known before Town Meeting. If the cuts are approved, they could be restored at the Fall Town Meeting if funds become available. He said the Library should be closed and the COA and library staff should be furloughed. He stated the Town has to move quickly. He does not want to ask departments in the fall to determine where cuts can be made; every department has to begin to look now. Mr. Kalkut asked for the Select Board's opinion of moving Town Meeting into FY21 and using 1/12 of the current budget per month. Mr. Wider said he is in favor if this helps departments put together reductions. Ms. Van Tine agreed with moving Town Meeting to FY21. She stated that a conservative estimate for the State is about 14.4 percent reduction which is about \$4 billion; there is a potential for things to be catastrophic. She stated she has been getting a flurry of emails from people who say cut now and from residents who say hold steady. She stated that Walpole is looking at a 10 percent budget reduction, and Plainville is looking at a 10 percent and 15 percent budget cut. She agreed with Mr. Wider that it cannot be an across-the-board cut. She stated there is going to be a huge reduction in real estate taxes, and the Town is probably not going to receive prison mitigation money. If there is no place to cut, then they can ask the people of the Town if they want an override.

Ms. Robinson addressed executing a 1/12 budget, which requires State approval. The Town can pay bills, but cannot increase spending. She agreed that if the emergency declaration is not lifted, or if residents do not feel safe coming to Town Meeting, moving the date may be best. To prepare a reduction plan she requested clarity regarding if there are any areas of Town government that the Select Board does not want cut. She noted that she and Mr. Lindmark will review the fixed costs and can then review the rest of the organization and the schools to determine where cuts can be made that are least impactful to residents. Mr. Wider said they should start looking at the cherry sheet numbers and that the fixed costs are already known. He stated that they should start discussions with the schools and unions now. Mr. Kalkut discussed a tiered approach to cuts. Ms. Robinson noted that due to retirements there are positions within departments that will not be filled. Local receipts will also be reviewed. She stated she wants to make a plan responsive to the Select Board's requests. Ms. Van Tine clarified her view that they need to look at the budget now; she thinks most people see the reality. She stated that the Select Board should let Ms. Robinson know what they do not want her to cut. Mr. Kalkut agreed and stated that using 1/12 of the budget month by month is a good approach. Mr. Wider said Ms. Robinson should assume 5 percent, 10 percent, 15 percent, and 20 percent cuts and tier the reductions. He requested the labor associated with the cuts be provided; if people are being cut, then

services are being cut. Mr. Kalkut clarified that the 5 percent, 10 percent, 15 percent, and 20 percent cuts are from the overall budget, not just state aid. He noted that \$2 million is a 5 percent reduction, and \$4 million is a 10 percent reduction. He stated that he also wants to research what surrounding towns are doing.

Mr. Edward Haddad, 138 Red Maple Run, stated that he does not like to hear anything about an override. He stated concern that no one mentioned the taxpayer. This is not just about Town workers; it is about seniors in Town, service providers, and business owners. Mr. Kalkut stated the entire conversation is centered around the residents and how to best serve them. He noted that if an override is something that the residents of the Town want and it is driven by the residents, it is not the Select Board's purview to say no. Superintendent of Schools Ingrid Allardi stated that with the current school closures, they are looking at ways to save. In conversations with colleagues, they are looking at 10 percent to 15 percent reduction in state aid which is about \$1 million. A 10 percent to 15 percent overall budget cut is much more. Mr. Kalkut stated that he is not ready to indicate a specific reduction percentage. Ms. Van Tine agreed. She said she does not like the idea of an override which is why the budget should be figured out now. Mr. Wider stated the reduction have to be 10 percent to 15 percent on the Town's overall budget. Ms. Jennifer Wynn, 3 Hemlock Lane, recommended that the Select Board determine a middle-ground reduction number for all departments to work with. Ms. Donna Jones, 64 North Street, said the Select Board, Ms. Robinson, and Mr. Lindmark spent a Saturday in February going over the budget. At that time, each department head explained what they asked for in the budget and why. This was very informative and everyone should review that meeting.

No motion was made.

Please consider authorizing a Professional Engineering Services Agreement for the Town Center Wastewater Master Plan Study

Ms. Robinson stated that earlier this year the Town was awarded a \$224,000 State Housing Choice grant to conduct a town center wastewater master plan study. This grant was awarded for the purpose of determining the capacity of the plant and options to support possible changes to the B-1 district the Town has been working on. The scope of work was put out to the market in a Request for Proposals, and Woodard and Curran were selected due to their expertise in this area, the fact that they already perform work in Town for the prison, and they have specialized experience operating a small package plant similar to Norfolk's. She stated that all supporting documentation is provided in the Select Board's meeting packet. She stated that staff recommends approval of this contract.

Mr. Wider asked why the contract indicates \$240,000 but the grant is for \$224,000. Town Planner Richard McCarthy stated that there was an incorrect number in the contract; the correct amount is \$224,000. The contract will be corrected. There is no money coming from the Town for this.

A motion was made by Mr. Kalkut that the Board approve a contract with Woodard & Curran to conduct the Town Center Wastewater Master Plan Study in the amount of \$224,000. It 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.

Please consider approval of the request by the Cactus and Succulent Society of Massachusetts to hold a Cactus and Succulent Plant Sale on the Town Hill from 7 AM until 5 PM on Saturday, September 12, 2020.

Mr. Wider said this is a great event, and he hopes the event can be held in September.

A motion was made by Mr. Kalkut that the Board approve the request by the Cactus and Succulent Society of Massachusetts to hold a Cactus and Succulent Plant Sale on the Town Hill from 7 AM - 5 PM on Saturday, September 12, 2020. It 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.

Please consider Proclaiming May 3-9 Children’s Mental Health Week

Ms. Robinson stated that included in the Select Board’s meeting packet is an email from the Parent/Professional Advocacy League who advocates for improved access to mental health services for children. They are asking the Town to proclaim the first full week of May as Children’s Mental Health Week. A proclamation has been drafted that they sent for the Select Board’s consideration. Lighting up a portion of Town Hill in green as they’ve suggested has been looked into, and while that can be done, colored lights to replace what is there would need to be procured.

Ms. Van tine said she would not advocate for spending money on green lights. Mr. Wider and Mr. Kalkut stated proclaiming the first full week of May as Children’s Mental Health Week was great.

A motion was made by Mr. Kalkut that the Board proclaim May 3 – 9, 2020 as Children’s Mental Health Week in Norfolk and execute a proclamation for this purpose. It 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.

## **Discussion Items**

Please discuss the status of the budget for the construction of the Holbrook Street Wellfield

Ms. Robinson stated that included in the Select Board’s meeting packet are two memos from Ryan Allgrove of Environmental Partners regarding the status of this project and the need to appropriate additional funding to ensure there is a sufficient contingency to complete this work. In summary, this project has taken far longer than was initially anticipated to complete, and at the time it was developed, no provisions were made for escalation in construction costs because it was anticipated to be done within a year. Now, two years later in 2020, it is known that escalation was worth approximately 8 percent in this time period, the requirements by DEP have changed in some ways, and some aspects of the project components have seen even higher increases. If bid today, the base bid is projected to come in for exactly the amount of funding that is remaining. Thus, it is recommended that the annual town meeting budget for the project be increased by \$173,000 in capital, and the source of funds for this be retained earnings. The goal will be to spend very little of these funds, but to have them on hand should they be needed either to execute a contract or address any unforeseen conditions that may result. She also noted the background memo on the steps and dollar amounts that the Town has spent in the last five years to develop this water source. Joining the meeting virtually is Ms. Ann Marie Petricca, hydrologist, and Mr. Ryan Allgrove, project engineer, both of Environmental Partners to update the Select Board on the status of the project, the budget, and what is requested at the Annual Town Meeting.

Mr. Allgrove stated that in 2018 the project was budgeted before preliminary design. It was not planned that the project would take as long as it did to permit. They have gotten through the regulatory hurdles and are waiting for the last permit on the pump station. They are ready to go out to bid in the next few weeks. He stated a third party did a cost review. He stated that they need to have some contingency in the construction phase. He referenced his two memos and explained that as much as possible was cut from the design. The wellfield is a long-term investment for the Town. Ms. Petricca stated that the Town needs a redundant wellfield, and DEP agrees that the Town could use another wellfield. It has been a long permitting process and there were hurdles in dealing with the Charles

River Watershed. However, the benefits for the Town for the wellfield are great. Mr. Wider stated the Town has a history of large overruns due to things that were missed. He asked if it can be built as designed for the cost indicated. Mr. Allgrove said they have a rigorous quality control program before a job goes out to bid. DEP reviews this as well and he is confident they did not miss anything required by DEP. Mr. Allgrove said the typical contingency target for this type of project is 10 percent; the current funding contingency is about 1 percent.

Please discuss a draft of the annual town meeting warrant

Ms. Robinson stated that included in the Select Board's meeting packet, in anticipation of Town Meeting being conducted on June 9<sup>th</sup>, is an updated version of the warrant which has been reviewed by Town Counsel. The warrant has been shortened by seven articles and now totals 22 items. The items removed were zoning articles submitted by the Planning Board in anticipation of development at the former Southwood Hospital. While discussions about that project continue, the Planning Board voted this week to withdraw those articles. There is a new article that has been proposed by the CPC but is not included in this warrant. The CPC met last week and voted to support an item to transfer \$50,000 in affordable housing funds for a rental assistance program to be managed by the Affordable Housing Trust. This is an allowed expense as a result of the COVID-19 pandemic. Town Counsel is reviewing this article. She stated that she anticipates asking the Select Board to open the warrant to add this article at the May 5<sup>th</sup> Select Board meeting.

Mr. Wider asked if it would make sense for the CPC to put a halt on the 1 percent that comes from taxpayers for one year. Ms. Robinson said Ms. Cynthia Andrade, CPC Chair, would want to bring that to the committee to be looked into. Mr. Kalkut said there will be upcoming discussions about the date of Town Meeting; the order for articles does not need to be identified at this time.

Please discuss expansion of the Metacomet Emergency Communications Center

Ms. Robinson stated that as she has mentioned at recent Select Board meetings, the MECC has been approached by the Towns of Mendon and Millville, as well as the State 911 Department, asking the MECC to consider amending the district to admit these two communities. She reviewed a memo providing the Select Board with an overview of this topic and what it would mean for the Town of Norfolk. She stated that the State will give a four-year transition grant and would pay two years full, 50 percent the third year and 25 percent the last year. They will also increase the support grant. Norfolk's share of the budget will fall from 16 percent to 12.5 percent. If this were to go forward, it would begin in January 2021. She noted that there are some issues to be worked through. She said that the MECC could possibly add one additional small town in the future.

Mr. Wider said this is a great opportunity, and he hopes it goes forward.

**Report of Warrants**

Please consider approval of the following warrants:

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

- 4/07/2020 41V20 \$32,874.06
- 4/10/2020 20P20 and 20PS20 \$785,290.28
- 4/14/2020 42VS20 \$59,791.98
- 4/14/2020 42V20 \$332,324.71

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.

**Approve Minutes**

Please consider approval of the minutes

A motion was made by Ms. Van Tine that the Board approve the minutes of the March 5, 2020 regular meeting. It 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.

Mr. Kalkut stated that he and his family thank everyone for their thoughts and condolences on the loss of their beloved family member from COVID-19.

At 10:06 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. It 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.

The next meeting of the Norfolk Select Board is scheduled to be held remotely on Tuesday, May 5, 2020, at 7:00 p.m.

This is a true and accurate report of the Select Board’s remote meeting of April 21, 2020.

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CiCi Van Tine, Clerk