



TOWN OF NORFOLK

BOARD OF SELECTMEN

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

In accordance with the provisions of M.G.L. Chapter 30A, Section 20, notice is hereby given that the Board of Selectmen will meet on Tuesday, July 9, 2019, at 7:00 p.m., in Meeting Room 124, One Liberty Lane, Norfolk, MA

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

1. 7:00 p.m. Call Meeting to Order

Discussion Items

- 2. Please consider comments from the owner of 194 Main Street regarding Town process to enforce bylaws**

Action Items

- 3. Please consider holding a joint election with the Board of Assessors to fill a vacant position**
- 4. Please consider the entity responsible for approving change orders for the H. Olive Day Roof Project**
- 5. Please consider making appointments to various Town Boards and Committees and Poll Workers**
- 6. Please consider awarding a contract for Leachate Removal Services**
- 7. Please reconsider approving private street names as proposed for the Village at Norfolk development**

Report of Warrants

8. The following warrants have been signed:

- 06/21/19 26P19, 26PS19 \$591,403.34 (CW)**
- 06/25/19 52VS19 \$88,117.58 (CW)**
- 06/25/19 52V19 \$576,973.48 (CW)**
- 06/30/19 53VS19 \$157,433.72 (CVT)**
- 06/30/19 53VSA19 \$1,302.00 (CVT)**
- 07/02/19 01V20 \$2,421,791.34 (CVT)**
- 07/02/19 53V19 \$241,670.83 (CVT)**
- 07/05/19 27P19 27PS19 \$446,529.63 (CVT)**

Approve Minutes

- 9. Please consider approval of the minutes**

Executive Session

10. Executive Session under M.G.L. c.30A, §21(A)(3) to discuss strategy with respect to litigation regarding "Run and Gun" if an open meeting may have a detrimental effect on the bargaining position of the public body with regard to the pending litigation matters with the Town.

11. Executive Session under M.G.L. c.30A, §21(A)(7) to comply with the general laws for the purpose of review and approval of Executive Session minutes and whether those minutes should be released in open session.

Any other unanticipated business that may come before the Board

ADJOURNMENT



Blythe C. Robinson, Town Administrator



TOWN OF NORFOLK

BOARD OF SELECTMEN

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

July 3, 2019

MEMO TO: Board of Selectmen

From: Blythe C. Robinson, Town Administrator

BER

RE: **Agenda Background – July 9, 2019**

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

1. 7:00 pm. Call Meeting to Order
2. Please consider comments from the owner of 194 Main Street regarding Town process to enforce bylaws

Mr. Al Quaglieri has requested time on the Board's agenda to air his concerns regarding how the Town has gone about enforcing various rules and regulations. Mr. Quaglieri would like to share with you his frustrations about the approach taken in past situations, with the goal that a better path can be taken in the future. There is a current zoning enforcement order for this property, for which an appeal on this matter is being heard by the ZBA in July, which is the proper forum for such matters.

NO MOTION

3. Please consider holding a joint election with the Board of Assessors to fill a vacant position

When there is a vacancy in an elected board position, State law provides that the remaining members of that board and the Board of Selectmen may fill the vacancy until the next general election (next May) by having a joint meeting and voting to "elect" a person. In this case, the two remaining Board of Assessors and the Selectmen would hold this election. According to the attached email, BOA Chairman Andy Bakinowski is recommending Pat Salamone, a former board member for over 15 years and who is presently the Chief Assessor in the Town of Blackstone. Included in your packet is a list of Ms. Salamone's qualifications.

MOVE that nominations be opened for the vacant seat on the Board Assessors.

Someone nominates Ms. Salamone, and any other candidates that a BOA or BOS member wants to put into nomination.

MOVE that nominations be closed.

ROLL CALL vote to elect Ms. Salamone

4. Please consider the entity responsible for approving change orders for the H. Olive Day Roof Project

Now that we are fully underway on this project, there will be change orders to be processed. At the last meeting the Board authorized the School Superintendent and I to address the change of copper roof to shingle in various locations (deduct change order) and the addition of the decorative shingle pattern on the front of the building. We both attended the construction job meeting on Thursday and understand that there will be others coming including repair of deteriorated wood in various location, and a credit for some soffit repair.

In order to address these, an entity needs to be established to do so. In larger projects it would be a building committee under Town bylaws, and in the case of an MSBA funded project a school building committee. The Superintendent discussed this with the MSBA, and in a case of a rapid repair project such as this, a building committee does not need to be established, thus the determination falls back to the BOS. Given the short timeframe of this project and the fact that the Board does not meet again until August 13th, the Superintendent and I would recommend that this responsibility be delegated to us, as well as the Facilities Director for expenditures or credits less than \$50,000. Of course we would not be able to exceed the overall amount originally approved by the Town for the project. As part of the process, we will provide both the Board and School Committee with regular updates and information about the decisions that are made. To that end enclosed is a memo with more detail on the matters before us presently.

MOVE that the School Superintendent, Town Administrator and Facilities Director be granted authority to approve change orders on the H. Olive Day Roof Repair project up to \$50,000.

5. Please consider making appointments to various Town Boards & Committees and Poll Workers

There are several actions for your consideration at this meeting regarding appointments and, as well as addressing the size of the Town's Energy Committee. At the last meeting the Board appointed two members to the Energy Committee. Unbeknownst to staff, that Committee has for years not had a full complement of members, and in fact the former Board of Selectmen voted to reduce the number from seven to five members last fall (see email from the Town Clerk). Thus when the Board appointed two members recently this action brought the size of the committee up to six members. So at this point a decision needs to be made whether to increase the size of the committee to at least six members, or remove one of the new appointees. We have

reached out to the Committee Chair asking for his input on this topic, and in the meantime we've taken the liberty of scripting a draft motion for your consideration to again expand the committee.

Secondly, the Affordable Housing Trust has reached out to people who have worked with them to obtain a unit in Town to see if any would like to serve on this board, believing that a member who has experienced the process would be a valuable addition to the trust membership. Thus included in your packet is an application from Ms. Shana Kennedy who is seeking appointment to the remaining vacancy.

Finally, the Town Clerk has submitted a list of poll workers for the upcoming fiscal year that she is asking the Board to appoint.

MOVE that the Board increase the size of the Energy Committee from five members to seven members.

MOVE that the Board appoint Shana Kennedy to the Affordable Housing Trust.

MOVE that the Board appoint the Poll Workers as detailed in a list provided by the Town Clerk.

6. Please consider awarding a contract for Leachate Removal Services

Annually the Town requires outside services to remove leachate material that must be removed from the closed and capped landfill at the DPW facility. DPW bid this work out as they do and received one bid this year, and recommends that a contract be awarded to that firm. In his cover letter Mr. McGhee notes that the cost has gone up due to fewer sites where the material can be disposed of. I understand that we have come under budget by at least \$5,000 in recent years and expect to be able to cover this increase this year without any need for budget adjustment.

MOVE that the Board vote to authorize the Chair to execute a contract with Waste Water Services for Leachate removal services for FY2020.

7. Please reconsider approving private street names as proposed for the Village at Norfolk development

At the last meeting the Board took up the naming of two private ways within the "Village of Norfolk" as requested by the Planning Board, and affirmed the names of Pilgrim Way and Patriot Way. In bringing this forward to you we relied on a member of the Historical Commission that may not have been fully knowledgeable that the Commission does have some names for the Board to consider. Enclosed with your packet is an email from the Betsy Pyne, Chair of the Historical Commission with recommendations for the Board to consider for this development as well as others in the future.

MOVE that the Board name amend its vote made on June 25, 2019 regarding the private ways within the development known as Village of Norfolk and designate these ways to be named Dupee Street and Sumner Streets.

8. Please consider approval of the following warrants:

MOVE that the Board approve the following warrants:

- 06/21/19 26P19 26PS19 \$591,403.34 (CW)
- 06/25/19 52VS19 \$88,117.58 (CW)
- 06/25/19 52V19 \$576,973.48 (CW)
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- 07/02/19 53V19 \$241,670.83 (CVT)
- 07/05/19 27P19 27PS19 \$446,529.63 (CVT)

9. Please consider approval of the minutes

In your packet are the minutes of the meetings held on April 2nd and May 2nd, 2019 which have been reviewed by the clerk and are ready for approval. Please note that we are still catching up on minutes prior to this date, and will be asking for your approval of those at subsequent meetings.

MOVE that the Board approve the minutes of the April 2nd and May 2nd, 2019 regular meetings.



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Board of Assesor's and Selectmen Meeting

1 message

Andrew Bakinowski <bakinowski@verizon.net>

Mon, Jun 17, 2019 at 9:54 AM

To: nlanglois@norfolk.ma.us, kkalkut@norfolk.ma.us, kminshall@norfolk.ma.us, cwider@norfolk.ma.us, cvantine@norfolk.ma.us, brobinson@norfolk.ma.us, dclarke@norfolk.ma.us

Hi all:

So it looks like we have a good candidate for the remaining term for the open BOA seat.

Pat Salamone is a former Board member of over 15 years. She is currently a Chief Assessor in Blackstone and is up to speed on changes in the field and has all the required training.

Pat resigned her seat when she was applying for the Chief Assessor position which was ultimately filled by John Curran.

Pat is preparing a letter with her qualifications and this should be sent before the June 25th SB meeting (the Select Board).

Please schedule time for a meeting on the 25th.

Thanks,

Andy Bakinowski

-----Original Message-----

From: Andrew Bakinowski <bakinowski@verizon.net>

To: nlanglois <nlanglois@norfolk.ma.us>; kkalkut <kkalkut@norfolk.ma.us>; kminshall <kminshall@norfolk.ma.us>; cwider <cwider@norfolk.ma.us>; cvantine <cvantine@norfolk.ma.us>; brobinson <brobinson@norfolk.ma.us>; dclarke <dclarke@norfolk.ma.us>

Sent: Sat, Jun 1, 2019 12:57 pm

Subject: Board of Assesor's and Selectmen Meeting

Hi all:

It looks like a meeting with the BOA and BOS is not going to work in the next two to three weeks due to vacations, prior commitments, schedules and confirming conversations with potential interested residents.

At this point there is no reason why during the June 4th meeting of the BOS, that there can't be an announcement about the vacancy and interested parties should contact the Office of the Assessor's.

The possible meeting dates in later June have some conflicts with the MAAO meeting at least one of those weeks.

We have one possible candidate - Anthony Kennedy is also interested in the Energy Committee - Mr. Kennedy is a former BOA member in Stoneham as well as a former Select Board member. He has all the required BOA training. It would be my preference to have him appointed to the Energy Committee due to his past work with Stoneham as a Selectman.

We'll be talking over the next two weeks and Debbie Robbins is expected to be back in about 10 days. We'll keep the TA and BOS updated.

Andy



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Fwd: Qualifications of Pat Salamone

Kris Minshall <kminshall@norfolk.ma.us>

To: Nancy Langlois <nlanglois@norfolk.ma.us>, Don Clarke <dclarke@norfolk.ma.us>

Attached please find Pat Salamone's qualifications.

Kris Minshall
Assistant Assessor
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
508-528-1120
kminshall@norfolk.ma.us

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

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

From: **Patricia Salamone** <patsalamone@verizon.net>
Date: Wed, Jul 3, 2019 at 9:39 AM
Subject: Qualifications of Pat Salamone
To: <kminshall@norfolk.ma.us>

Hi Kris,

Attached is my "qualifications list" for the Board of Selectmen to consider for the open position on the Board of Assessors.

Could you forward this to the appropriate contact?

Also, please advise the Board of Selectmen that I am sorry that I cannot attend the July 9 meeting. I have to attend a previous commitment.

Please send me a confirmation that you have received this email and attachment.

Thank you for all of your assistance in this matter.

Have a happy and safe 4th of July.

Pat

**Letter of qualifications to the Norfolk Board of Selectmen.docx**

15K

To the Norfolk Board of Selectmen,

The following is a list of my qualifications to be a member of the Board of Assessors:

- 13 years serving as the Assistant Assessor, Department Head, for the Town of Blackstone Assessors' Office.
- MAAO Professional Designation MAA#1103
- Sole proprietor & chief Appraiser of Appraisal Associates of New England 7/2003-11/2016 - Licensed Certified Residential Appraiser
- Review Department Manager for Valuation Administration, a division of Fidelity Residential Solutions 9/2002-7/2003
- Buchanan Appraisal Services, Inc. – Staff Appraiser 7/92-9/02
- Member of the Mass Board of Real Estate Appraisers 7/92-2017
- Member of the Board of Assessors, Town of Norfolk 2001-2017

Respectfully submitted,

Patricia J. Salamone

Memo

To: Norfolk Select Board and Norfolk School Committee
From: Blythe Robinson, Ingrid N. Allardi
Re: HOD Roof Update
Date: July 3, 2019

As you are aware, construction is well underway on the H. Olive Day Roof project. At this time, the majority of the roof has been stripped and water and ice shield has been installed. Greenwood Industries has had a crew of approximately 25-35 members on site since the start of the project. We are hoping to see them increase this number after the holiday in order to keep the project on schedule and moving forward. There has been some unexpected wood rot found around the building- some plywood damage and rot in the soffit areas. Greenwood is working with Gale Engineers to determine a solution for replacement of the rotting wood sections and will put forward a cost estimate shortly.

As requested, we have sought information on the amount of a credit the town would receive if a change order is executed to replace the planned copper material on the cupolas and light wells to shingle. Greenwood is working on this and will bring forward a proposal next week. It is not anticipated that changing from aluminum to a lifetime shingle will result in much additional savings. At the Select Board meeting on June 25th, the Board authorized the Town Administrator and the Superintendent to make a decision based on the credit as to whether or not we could fund the design shingle at the front of the building. We will make this determination early next week, once numbers have been issued by Greenwood. We have verified with Greenwood and the roofing manufacturer that cutting the shingle would not violate the warranty. The red design shingle has a 40-year warranty, not the 30-year warranty we were initially expecting.

Due to the quick turnaround time of accelerated repair projects, there is not a designated building committee responsible for approving change orders. In this case, the Select Board can vote to assign this responsibility to the Town Administrator, Superintendent and Facilities Director. We are requesting that the Board vote to allow these parties to approve change orders under \$50,000 in order to allow us to make timely decisions and ensure the project is not delayed unnecessarily. At the current time, there are four pending change orders that we anticipate coming through. These include the following:

- 1- To approve the use of lifetime shingle in place of copper on the light wells and cupolas. Town of Norfolk to receive a credit for the cost savings to the project.

- 2- To approve an alternate proposal for the soffit modification proposed by Greenwood and approved by Gale Engineers that will result in additional cost savings and decreased time and labor. Town of Norfolk to receive a credit for the cost savings to the project.

- 3- To approve the acceptance of Alt. #1 on the base bid to include installation of architectural design shingle on the front of the H. Olive Day School. Cost to be offset by savings achieved by bullet #1 and #2.

- 4- To approve an addition to the scope of work for Greenwood to include replacement and repair of damaged and rotting wood in both the soffit and main roof areas based on review and recommendations of Gale Engineers. Awaiting cost estimate, but expected to be moderate.

At the current time we are not anticipating any other change orders. We are happy to provide both the Norfolk School Committee and the Board of Selectman with bi-weekly reports on the status of the roof project and any change orders approved.

BOS APPOINTMENTS

For July 9, 2019 Meeting

MUNICIPAL AFFORDABLE HOUSING TRUST – 2 year term (7 members)

Shana Kennedy (term expires 6/30/21)

POLL WORKERS – 1 year term

Please see the attached list of recommendations by the Town Clerk



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Individual Appointment to NMAHT

1 message

Tom Cleverdon <clevertc@aol.com>

Wed, Jul 3, 2019 at 10:52 AM

To: Brobinson@norfolk.ma.us

Cc: nlanglois@norfolk.ma.us

Hi Blythe,

I am requesting that the Board of Selectmen appoint Shana Kennedy of [98 Cleveland Street, Norfolk, MA](#) to the Norfolk Municipal Affordable Housing Trust. Shana was a NMAHT Lottery winner and occupies one of our affordable housing units. As an individual who has experienced the positive results of our affordable housing actions to bring people into our wonderful town who otherwise would not have been financially able to do so, Shana is a great asset to our team and efforts. She additionally has worked with the YMCA in helping disadvantaged people to improve themselves. Quite a record.

Shana's appointment will fill our Board of Trustees - 7 Trustees. Title VII, Chapter 44, Section 55C of Massachusetts General Laws requires the Trust has a minimum of 5 trustees, and Norfolk has by the GL increased the number of trustees to 7 trustees.

Thanks Blythe for assisting in Shana's appointment. And thank the Board of Selectmen for me as well.

Best,

Tom Cleverdon - Chair, Norfolk Municipal Affordable Housing Trust

Tom Cleverdon - President
TC Cleverdon & Associates, Inc.

clevertc@aol.com

508 520 7042 - Office

508 801 7373 - Cell



TOWN OF NORFOLK

Request for Committee Appointment

Norfolk residents interested in serving on a Town Board, Committee, Commission or Group should complete this form in its entirety and submit to:

Board of Selectmen, One Liberty Lane, Norfolk, MA 20256

The information received will be given to the applicable officials.

Name: Shana M Kennedy
(First) (M.I.) (Last) (Suffix)

Address: 98 Cleveland St. Norfolk, MA 02056

Telephone: (H) _____ (W) _____ (Cell) _____

E-Mail Address: Shana.Kennedy36@gmail.com

Are you a Norfolk Registered Voter Yes No (circle one)

1. Please list the Boards, Committees, Commissions or Groups you are interested in:

Affordable housing trust

2. Please describe your interest in serving for the above Boards, Committees, Commissions or Group:

wish to support the Program that has done so much for my family.

3. Do you presently serve on any Town Boards or Committees, etc? Yes No (circle one)

4. Please list positions you previously held in Town Government (with committee name and approximate dates served). This may be applicable to both Norfolk or other towns:

5. Please list your past/present education and/or special training:

BA in Fine Art with a minor in Psy. lower income families Have worked with

6. Please list the amount of time available for a Town Board or Committee, etc:

2 hours a week if needed

for 6 years as part of the YMCA of Providence

7. Please state any other comments you would like to add:

Shana Kennedy
Signature

7/2/19
Date

<u>Last Name</u>	<u>First Name</u>
Abramo	Lois
Ackley	Stephanie
Alpher	Dorothy
Armitage	Kim
Asci	Edmund
Bennotti	Beverly
Callahan	Margaret
Cleverdon	Chris
Cochran	Patricia
Connelly	Susan
Cronin	Heidi
Dubois	Linda
Fallon	Daniel
Fox	Kathleen
Gallup	Karen
Gay	Timothy
Healy	Janice
Holmes	Vida
Kevorkian-Birkner	Marguerite
Lindmark	Todd
Lupfer	Daniel
Maliakal	Tessy
McGonagle	Deborah
McGonagle	John
Mlinarcik	Mary
Moore	Julia
Perron	Richard
Pitt	Claire
Ross	Judith
Sera	Jean
Sesay	Ibrahim
Shriberg	Ann
Skinner	Susan
Sotir	Richard
Sullivan	Timothy
Tomaszewski	Maria
Touhey	Laurie
Tripp	Jessica
Turi	David
Twohig	Ann
Tyer	Peggy
Watterson	Linda
Wesalowski	Catherine
Wesalowski	Philip
Zimmer	Carol

Please
Appoint
my
workers

Appointed
group

Thank you!



**TOWN OF NORFOLK
DEPARTMENT OF PUBLIC WORKS**

33 Medway Branch Road
Norfolk, Massachusetts 02056

(508) 528-4990
(508) 528-2773 Facsimile



Robert J. McGhee
Director of Public Works
bmcghee@norfolk.ma.us

MEMORANDUM

TO: Select Board
Town Administrator

FROM: Robert J. McGhee, Director of Public Works 

DATE: June 19, 2019

SUBJECT: Leachate Removal Service Proposal (Three Year)
FY-2020, FY-2021, FY-2022

On Wednesday, June 19, 2019, proposals were opened at the Department of Public Works for Leachate Removal Services. The request for proposals was posted with the Town Clerk on May 29, 2019 and advertised in the Sun Chronicle on May 31, 2019.

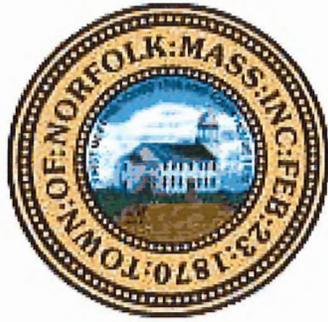
Waste Water Services, Inc. was the only vendor to submit a proposal for this service.

For your reference we have enclosed a copy of the proposal summary and proposal information submitted by the bidder. Increasing costs and limited availability of disposal sites have resulted in a substantial increase from previous proposals. We would like to recommend that the Select Board award the contract to the firm noted below:

Waste Water Services, Inc.
1997 Bedford Street
Bridgewater, MA 02324

RJM/ct
enclosures

TOWN OF NORFOLK



Leachate Removal Services FY 2020 - 2021 - 2022

Deadline: June 19, 2019 10:00 am

Table of Contents

<u>Section</u>	<u>Page(s)</u>
Notice to Contractors	N - 1
Specifications	S - 1 through S - 6
Proposal Form	B - 1
Certification as to Compliance with Tax Laws	C - 1

Request for Proposals
Leachate Removal Services

The Town of Norfolk, Department of Public Works will accept sealed proposals for Fiscal Years 2020, 2021 and 2022 for ***Leachate Removal***. Specifications may be obtained at the Department of Public Works Office, 33 Medway Branch, Norfolk, between the hours of 8:00 am and 3:00 pm.

Sealed proposals will be received at the Department of Public Works Office until 10:00 am Wednesday June 19, 2019.

The Town of Norfolk reserves the right to accept or reject any or all proposals, as deemed in the best interest of the Town.

Robert J. McGhee
Director of Public Works

TOWN OF NORFOLK

**Leachate Removal
Specifications**

Scope of Work:

The scope of work includes furnishing all labor and equipment to remove and dispose of leachate from leachate ponds located in the rear of the landfill area at the end of Medway Branch Road, Norfolk, MA. The leachate will be hauled to a Wastewater Treatment Facility for disposal.

Disposal will be in accordance with the Massachusetts Department of Environmental Protection and the Federal Environmental Protection Agency.

It is estimated that 300,000 gallons of leachate will be removed from the leachate ponds on a yearly basis.

The frequency of leachate disposal will be determined by the Director of Public Works or his designee.

The removal shall be performed Monday through Friday, during the hours of 7:00 am to 3:30 pm.

All bidders may visit the site to examine existing conditions and shall examine all contract documents before submitting their bid document.

Pricing:

One lump sum price per gallon to include all of the scope of work in accordance with the specifications and proposal documents. Price per gallon will not be adjusted during the term of contract.

Method of Payment:

Invoices received for payment will be processed within fifteen (15) days of receipt. Invoices shall specify dates worked, amount of gallons pumped for each date, total gallons for the period and total amount due.

Invoices will be submitted to the Town of Norfolk, Department of Public Works, 33 Medway Branch, Norfolk, MA 02056.

Legal Obligations and Insurance:

The duration of the contract will be three (3) years (July 1, 2019 through June 30, 2022). Funding for this contract is contingent on annual funding.

TOWN OF NORFOLK

**Leachate Removal
Specifications**

Legal Obligations and Insurance: (continued)

Successful bidder must comply with all regulations, fines, fees etc. imposed by local or State authorities.

The Contractor/Hauler shall provide a tank vehicle suitable for the pumping and hauling of leachate and appropriately licensed and placarded for its intended use.

The Wastewater Facility shall be licensed by appropriate State and Federal agencies for leachate disposal and processing.

Bid to Include:

Contractor/Hauler shall provide copies of all licenses or certifications and/or letters from a licensed Wastewater Treatment Facility that they will accept the leachate.

Certificate of Insurance in the amounts:

Public Liability	\$ 500,000
Property Damage Liability	\$ 300,000

The Contractor/Hauler shall submit evidence that all of their employees are covered by Workmen's Compensation Insurance in accordance with the regulations of the Commonwealth of Massachusetts.

Insurance Certificate:

The Insurance certificate will be submitted within fifteen (15) days after the written notification of the proposal award or the contract will be null and void.

PROPOSAL FORM

Leachate Removal Services

ITEM

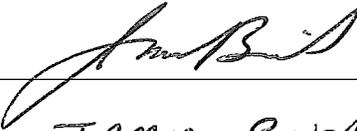
PRICE, DOLLARS AND CENTS

Leachate Removal and Disposal

For about 300,000 gallons @ \$.125 Per gallon, at a total of \$ 37,500.00

Company Name: Waste Water Services Inc.

Address: 1997 Bedford St Bridgewater MA 02324

Authorized Signature: 

Name (type or print): JAMES Baird president

Title: JAMES Baird president

Telephone: 508-697-9974

Date: 6/19/19

FID#: 04-3578078

The above signed hereby declares to have carefully examined the specifications attached hereto, and proposes to furnish all labor, equipment and materials required for the work described at the unit price bid.

CERTIFICATION AS TO COMPLIANCE WITH TAX LAWS

I, JAMES BARD, the duly Authorized Representative of
(Type or print name)

Waste Water Services Inc, certify under the pains and penalties of

perjury it has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

By:  president
Signature of Authorized Representative

For: Waste water Services Inc.

Date: 6/19/19

Incorporated 1669
347 Years of Progress



CRANBERRY CAPITAL
OF THE WORLD



Todd A. Goldman
Wastewater Superintendent

Town of Middleborough
Massachusetts
Department of Public Works
48 Wareham Street
Middleborough, MA 02346
Phone 508-946-2485 Fax 508-946-2484

June 9, 2016

To Whom It May Concern:

Please be advised that the Town of Middleborough, Water Pollution Control Facility accepts leachate from the Norfolk Landfill.

Respectfully,

A handwritten signature in black ink that reads "T Goldman".

Todd A. Goldman
Superintendent



The Commonwealth of Massachusetts

Board of Health of the Town of Norfolk

Fee

\$100.00

SEPTAGE HAULER PERMIT

Permit No. SH-19-12

December 27, 2018

In accordance with regulations promulgated under authority of 310 CMR 15.500-15.505 and applicable local regulations, a permit is hereby granted to haul septage and the contents of privies and cesspools to:

Wastewater Services, Inc.

Location of Business: 1997 Bedford Street, Bridgewater, MA

Permit Expires: December 31, 2019

Board of Health

PERMIT NUMBER : PUM-2019-0353

FEE : \$250.00



**THE COMMONWEALTH OF MASSACHUSETTS
Town of Middleborough
Board of Health**

This is to certify that:

**Waste Waters Services Inc.
1997 Bedford Street
Bridgewater MA 02324**

IS HEREBY GRANTED A PUMPING PERMIT

To engage in the removal and transportation of the contents of septic systems in accordance with the provision of Section 31A of Chapter III, General Laws.

This permit is granted in conformity with the Statutes and ordinances relating thereto.

Permit Expires on: December 31, 2019

Issue Date: 12/12/2018

For the Board of Health

Robert E. Buker
Health Officer



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Fwd: FW: naming of streets at Village at Norfolk

1 message

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

Tue, Jul 2, 2019 at 4:37 PM

Nancy,

This is the email that should go in the packet regarding the naming of the streets.

Blythe

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

From: **Betsy Pyne** <betsypyne@gmail.com>

Date: Mon, Jul 1, 2019 at 10:57 AM

Subject: Re: FW: naming of streets at Village at Norfolk

To: Chris Wider <chris@aquabarriers.net>, Blythe Robinson <brobinson@norfolk.ma.us>, Ray Goff <rmccarthy@norfolk.ma.us>, Barbara Bartholomew <toadville2@verizon.net>, Geri Tasker <g_tasker@verizon.net>

Hi Blythe, Richard and Chris and NHC

Please correct my message sent last night naming the streets at the Village at Norfolk. NHC would like to name the two streets **Dupee Street and Sumner Street** instead of Pilgrim and Patriot. Last night's message of suggestions was sent in a hurry and I found out this morning those names, (Avery and McClure) will be better used elsewhere.

Sarah Dupee ran a luncheonette and the Norfolk Post office in the house we all know as Frank Gross's office on Rockwood Road. She was a prominent Norfolk Citizen and one of Norfolk's first women leaders. The Sumners operated a market and store nearby on Rockwood Road. It was widely known and was a place of business for many years.

Avery Street should be reserved for the development at 16 Village St. The Enclave. Long ago present day Boardman Street ran through Village Green where David Avery lived. As I mentioned in an earlier email, Boardman Street was Avery Street until it was renamed for a veteran of one of the World Wars. So it is kind of lucky that we have this occasion to include Rev. David Avery back into our streets and that it will be close to his actual house.

Larua McClure Way needs to wait until we do more work to see if it can be used close to the location of her house near the Grange Hall. She lived at [26 Rockwood Road](#) and will involve a private way.

Naming streets with better names than Pilgrim is a very good idea. Our history and being aware of it makes our town a better place to live! Please let me know directly when you will need more names. How many names and the location of where they are make the job easier to do. We are working on names for the Seekonk Street Development at 144 Seekonk. How many names will be needed there? I was wondering, do we have two developments Lakeland Farms and Lakeland Hills???

Thank you,

Betsy Pyne

On Mon, Jul 1, 2019 at 7:56 AM Chris Wider <chris@aquabarriers.net> wrote:

FYI!

From: Chris Wider

Sent: Monday, July 01, 2019 6:03 AM

To: Blythe Robinson <brobinson@norfolk.ma.us>; Richard McCarthy <rmccarthy@norfolk.ma.us>

Subject: FW: naming of streets at Village at Norfolk

Please see below. I asked about this at the selectmen's meeting and we were told no names were brought forward by the historical commission. I think we should reconsider the names voted on at the last selectmen's meeting in light of this information.

Chris

From: Betsy Pyne <betsypyne@gmail.com>
Sent: Sunday, June 30, 2019 10:09 PM
To: Chris Wider <chris@aquabarriers.net>; Donna Jones <dljones64@hotmail.com>
Subject: naming of streets at Village at Norfolk

Hi Chris,

I just watched the Selectmen's meeting of June 25th on my computer where you voted on the names of streets for the Village at Norfolk.

I didn't know the Board needed suggestions for this development. The Historical Commission met on June 15th and could have voted on a name but nobody asked us. We were notified by Donna Jones who was at your meeting.

Instead of Pilgrim Way we would like to have McClure Street used because Mrs. Laura McClure who lived in this area of Rockwood Road, was Norfolk's first Librarian serving first at the Grange Hall. Later when the Library was created on the Town Hill she continued serving the town as the Librarian for many years. She lived at [26 Rockwood Road](#).

The other name of Pilgram Way should be Avery Street. David Avery was Norfolk's first leader who lead half the congregation away from the Wrentham Congregational Church in 1795 to found the Church at North Wrentham. He lived near Cleveland Street and Village Green. Aveny Street used to be the name of the present Boardman Street and was eliminated in favor of Boardman when he was killed in WW1. (or WW2 I'm not sure now).

We are currently working on several names for the development off Seekonk Street. I will let you know what we suggest.

Can you please see that Blithe Robinson and or Ronald McCarthy get this message. Thanks.

Betsy Pyne

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

Fire-Uniform Clp		012202 578110		
Fire-EMT Training		012201 511000		
Fire Preven Gift		2260 511000		
Fire Assistance		2459 578000		
FIRE FEMA		2460 578000		
FIRE-NIMS Grant		2465 578000		
Building		012411 511000	14,649.99	
Chapt 43D Grant		2435 578000		
Facilities Salary		011921 511000	4,700.80	4,700.80
Police Construction		3117 511000		
Fire Station Remodel		3117 511300		
Animal Con		012921 511000	2,633.40	
Animal Inspector		012961 511000	209.00	
Dispatch		012251 511000		
Dispatch OT		012251 511000		
Dispatch Training		012251 511000		
Dispatch FLSA		012251 511000		
Dis Clean Allow		012252 578110		
Dis 911 Grant		2466 511000		
DPW/Highway		014201 511000	5,982.02	
DPW/ TS		014331 511000	9,312.59	
DPW/Grounds		014221 511000	9,074.16	
DPW/Cemetary		014911 511000	352.04	
DPW Snow & Ice		014232 511000	0.00	
Water		60002 511000	13,785.08	
DPW Admin		014101 511000	6,436.66	
DPW/Vehicle Maint		014251 511000	5,505.56	
Waste Water Treatment		50002 511000	127.44	50,575.55
Cust Vet Grav		014921 511000	600.00	
COA		015411 511000	6,161.68	
COA Part Time(MW)		015411 511500		6,161.68
COA/Elder		015412 578002	0.00	
Sr. Tax -Overlay Acct		0100 123016		
COA/Elder Grant		2422 511000		
Vet Agent		015431 511000		
Library		016101 511000	16,921.80	
Lib Grant ECRC		2411 511000		
Lib. Mother Goose		2405 511000		
Rec		016301 511000	4,919.06	
REC/Rev		2151 511000	2,277.57	7,196.63
Wetland Protec		2074 5781000		
CPA		2150 511000	588.57	
Affordable Housing		7120 511000	2,692.00	
CPA Enc		21506 578000		
Town Total				423,616.30
Café Longevity		82203400 515000		
School Payroll		91210100 511340	158,989.73	
94-142				
Early Childhood				
SACC Longevity		82603520 511495		
Use of Facilities				
Other Dept. Longevity	COLE	019122 515003	1,665.00	
		Total	584,271.03	
Town Medicare - Town		019122-515006	5,136.58	
Town Medicare - School		019122-515006	1,995.73	
		Grand Total	591,403.34	

Payroll Warrant

TO THE TREASURER:

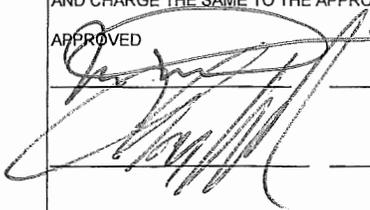
26P19 6/21/2019
26PS19

PAY TO EACH OF THE PERSONS NAMES IN THE ABOVE WARRANT, ACCOMPANYING

\$ 591,403.34

AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED



06/20/2019 15:34
9730bhoo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

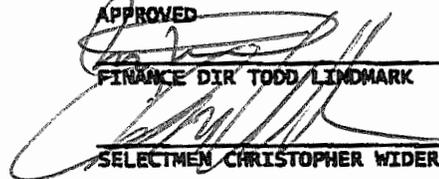
P 1
apwarrnt

DATE: 06/25/2019 WARRANT: 52vs19 AMOUNT: \$ 88,117.58

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.

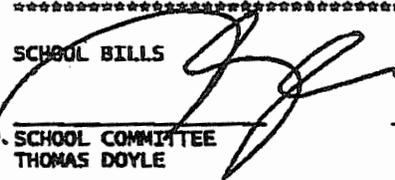
APPROVED


FINANCE DIR TODD LINDMARK

SELECTMEN CHRISTOPHER WIDER

SELECTMEN KEVIN KALKUT

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

6,381.05 +
6,157.6 +
46,432.47 +
5,602.6 +
21,543.96 +
78,117.58 ✓

06/25/2019 13:48
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 06/25/2019 WARRANT: 52V19 AMOUNT: \$ 576,973.48

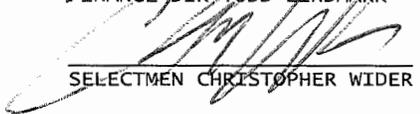
TO THE TREASURER:

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

06/28/2019 13:37
9730bboo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 06/30/2019 WARRANT: 53VS19 AMOUNT: \$ 157,433.72

TO THE TREASURER:

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

APPROVED

Todd Lindmark
FINANCE DIR, TODD LINDMARK
Asst Jan Clark

SELECTMEN KEVIN KALKUT

Barolyn C. Van Tine
SELECTMEN BAROLYN C. VAN TINE

SELECTMEN CHRISTOPHER WIDER

SCHOOL BILLS

Thomas Doyle
SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

40,078.09 +
102,815.74 +
10,406.44 +
10,092.44 +
157,433.72 ✓

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

07/01/2019 13:31
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 06/30/2019 WARRANT: 53VSA19 AMOUNT: \$ 1,302.00

TO THE TREASURER:

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

APPROVED

Theresa Lindmark
FINANCE DIR TODD LINDMARK
and John Wald

SELECTMEN KEVIN KALKUT

Carlyn C. Van Tine

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

07/02/2019 14:37
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 07/02/2019 WARRANT: 01V20 AMOUNT: \$ 2,421,791.34

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

Theresa Lindmark
FINANCE DIR THERESA LINDMARK
Asst Town Acct

SELECTMEN KEVIN KALHUT

SELECTMEN CHRISTOPHER WIDER

Carolyn C. Van Tine
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

07/02/2019 14:50
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

\$ 25,966.96
\$ 17,169.44
\$ 53,585.45
\$ 4,389.81
\$ 2,827.21
\$ 11,633.51
\$ 3,725.27
\$ 1,034.05
\$ 11,310.05
\$ 1,132.67
\$ 8,363.55
\$ 3,435.09
\$ 430.47
\$ 249.56
\$ 10,854.65
\$ 83,376.10
\$ 2,186.99
\$ **241,670.83**

DATE: 07/02/2019 WARRANT: 53V19 AMOUNT: \$ 241,670.83

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

*Sheresa K...
Asst Town Acct*
FINANCE DIR. TOWN, LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

[Signature]
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

finance

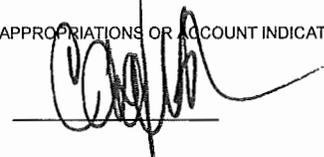
Fire-Uniform Cln		012202 578110		
Fire-EMT Training		012201 511000		
Fire Preven Gift		2260 511000		
Fire Assistance		2459 578000		
FIRE FEMA		2460 578000		
FIRE-NIMS Grant		2465 578000		
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Chapt 43D Grant		2435 578000		
Facilities Salary		011921 511000	4,782.40	4,782.40
Police Construction		3117 511000		
Fire Station Remodel		3117 511300		
Animal Con		012921 511000	2,383.92	
Animal Inspector		012961 511000		
Dispatch		012251 511000		
Dispatch OT		012251 511000		
Dispatch Training		012251 511000		
Dispatch FLSA		012251 511000		
Dis Clean Allow		012252 578110		
Dis 911 Grant		2466 511000		
DPW/Highway		014201 511000	5,985.31	
DPW/ TS		014331 511000	9,222.51	
DPW/Grounds		014221 511000	10,707.96	
DPW/Cemetery		014911 511000	72.92	
DPW Snow & Ice		014232 511000	0.00	
Water		60002 511000	13,766.96	
DPW Admin		014101 511000	6,436.66	
DPW/Vehicle Maint		014251 511000	5,505.56	
Waste Water Treatment		50002 511000	127.44	51,825.32
Cust Vet Grav		014921 511000		
COA		015411 511000	6,257.09	
COA Part Time(MW)		015411 511500		6,257.09
COA/Elder		015412 578002	0.00	
Sr. Tax -Overlay Acct		0100 123016		
COA/Elder Grant		2422 511000		
Vet Agent		015431 511000		
Library		016101 511000	16,536.85	
Lib Grant ECRC		2411 511000		
Lib. Mother Goose		2405 511000		
Rec		016301 511000	4,787.58	
REC/Rev		2151 511000	11,800.88	16,588.44
Wetland Protec		2074 5781000		
CPA		2150 511000		
Affordable Housing		7120 511000	2,692.00	
CPA Enc		21506 578000		
Town Total				366,995.83
Café Longevity		82203400 515000		
School Payroll		91210100 511340	73,961.50	
94-142				
Early Childhood				
SACC Longevity		82603520 511495		
Use of Facilities				
Other Dept. Longevity COLE		019122 515003		
		Total	440,957.33	
Town Medicare - Town		019122-515006	4,638.00	
Town Medicare - School		019122-515006	934.30	
		Grand Total	446,529.63	

Payroll Warrant

TO THE TREASURER: 27P19 7/5/2019
27PS19
 PAY TO EACH OF THE PERSONS NAMES IN THE ABOVE WARRANT, ACCOMPANYING

\$ 446,529.63

AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED  

Norfolk Board of Selectmen's Open Session Meeting Minutes April 2, 2019

Present: Jim Lehan; Kevin Kalkut; Todd Lindmark, Interim Town Administrator; Nancy Langlois, Senior Office Assistant

The meeting was held in Room 124, Town Hall. Jim Lehan called the meeting to order at 7:07 p.m. Jim announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Todd read the agenda.

Please consider approving Verizon and NSTAR Easement for Norway Farms

Robert Cain from Norway Farms Drive, LLC was present representing the "grantor" for an easement to Verizon New England, Inc. and NSTAR to lay, construct, reconstruct, operate, maintain, replace and remove lines for the transmission of intelligence and telecommunications, and for the transmission and/or distribution of electricity, upon, over, under and across a certain private way know as Norway Farms Drive.

A motion was made by Kevin Kalkut to approve the Easement for Norway Farms Drive. It was seconded by Jim Lehan, and so voted. All were in favor.

7:10 p.m. Water Rate Hearing (continued)

A motion was made by Kevin Kalkut to re-open the Water Rate Hearing at 7:12 p.m. It was seconded by Jim Lehan, and so voted. All were in favor.

There were no comments.

A motion was made by Kevin Kalkut to close the Water Rate Hearing at 7:12 p.m. It was seconded by Jim Lehan, and so voted. All were in favor.

At 7:13 p.m., a roll call vote was taken to enter Executive Session under MGL Chapter 30A, Section 21 **to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body, and the chair so declares. Subject: Clerical Grievances.** Roll call vote: Kevin Kalkut – aye; Jim Lehan – aye.

At 7:20 p.m. The Board returned to Open Session

Action Items

Please consider approving water rates for FY2020

Jim Lehan inquired if any comments were received regarding water rates. Todd Lindmark answered that no comments were received.

DPW Director, Robert McGhee provided a detailed memo which explained that water rates have not increased since 2012. He further explained the proposed increase. A motion was made by Kevin Kalkut to approve the water rates as presented by Mr. McGhee as follows:

1. The Annual Service Charge will increase for all size Meters by 20%.
2. The Metered Water rates will increase from FY-19 to FY-20 as follows:

	FY 2019	FY 2020	Increase
1 – 15,000 gallons	\$ 5.39	\$ 6.00	11%
15,001 – 35,000 gallons	\$ 6.83	\$ 7.67	12%
35,001 – 50,000 gallons	\$ 8.87	\$10.72	21%
Over 50,000 gallons	\$12.52	\$15.50	24%

3. A Capital Improvement fee of \$1.45 per 1,000 gallons will be charged for the new well site.

The motion was seconded by Jim Lehan, and so voted. All were in favor.

Please consider removing "Special Employee Status" from the position of Senior Clerk in the Assessor's Office

Special Employee Status was approved in 1995 so that Kathy Mullineaux could be on the Personnel Board and later on the Board of Assessor's. The Special Employee Status goes with a position, not a person, and the need going forward is non-existent. A motion was made by Kevin Kalkut to remove Special Employee Status from the position of Senior Clerk in the Assessor's Office. It was seconded by Jim Lehan, and so voted. All were in favor.

Please consider the Town Not exercise its Right of First Refusal to purchase property at 110 Park Street

This is a 61A property and the Town has 120 days in which to match the offer. The property was reviewed by ConComm, CPC, Recreation and Affordable Housing Trust; each recommended not pursuing the purchase of the property.

A motion was made by Kevin Kalkut for the Town to not exercise its right to purchase the property at 110 Park Street. It was seconded by Jim Lehan, and so moved. All were in favor.

Please consider re-affirming vote of Fire Chief Appointment

Jim and Kevin discussed some updates to this item. Jim met with Deputy Chief, Peter Petruchick as well as Chief Cole Bushnell. Chief Bushnell agreed that he would reconsider his original resignation and extend to the end of his contract which is June 30, 2020.

Kevin also met with Chief Bushnell and Deputy Chief Petruchik. Kevin would like additional time to meet with the Chief (his initial meeting was limited in time) prior to a motion in order to get a better understanding. This was tabled until next meeting.

The Board agreed to meet Thursday, April 11th at 3:00 p.m. to sign the police contract; sign the fire contract; and to consider re-affirming the vote of Fire Chief Appointment. Please consider approving a one-day liquor license

The Cultural Council is requesting a one-day liquor license for this annual event.

A motion was made by Kevin Kalkut to approve a one-day liquor license to serve beer and wine at the Norfolk Cultural Council's Annual Juried Art Exhibition on Saturday, April 20th from 5:30 p.m. to 7:30 p.m. It was seconded by Jim Lehan, and so voted. All were in favor.

Please consider approving use of Town Hill for SEPAC post-race activities

The SEPAC 5K race was approved at a prior meeting and the organization is now requesting use of Town Hill for post-race activities.

A motion was made by Kevin Kalkut to approve the use of Town Hill for SEPAC post-race activities on Sunday, May 5th from 10:30 a.m. to 1:30 p.m. It was seconded by Jim Lehan, and so voted. All were in favor.

Please consider approving use of Town Hill – Garden Club of Norfolk

The Garden Club is requesting use of Town Hill for a re-dedication ceremony.

A motion was made by Kevin Kalkut to approve the Garden Club's request for use of Town Hill for a ceremony to re-dedicate the Rose Garden on Saturday, June 15th from 10:00 a.m. to 2:00 p.m. It was seconded by Jim Lehan, and so voted. All were in favor.

Please consider approving the Use of the Town Gazebo – Families of Exhale Dance Studio

This local dance studio is requesting use of the Town Gazebo to celebrate 2 years of dance. They expect approximately 30 people.

A motion was made by Kevin Kalkut to approve the Families of Exhale Dance Studio's request for the use of the Town Gazebo on Thursday, April 25th from 7:00 to 8:00 p.m. It was seconded by Jim Lehan, and so voted. All were in favor.

Please consider approval of minutes

A motion was made by Kevin Kalkut to approve the meeting minutes of March 13, 2019 and March 27, 2019. It was seconded by Jim Lehan, and so voted. All were in favor.

Jim updated the Board and the Interim Town Administrator on a meeting he had with the KP School Superintendent. The Superintendent will be going to the Advisory Committee tomorrow evening to present the budget. Jim stated that this budget is the best he has ever seen; it is very well done, efficiently and reasonably. There is a 3.58% increase in the budget.

Discussion Item

The Fales Park discussion will be deferred until 4/16 at the request of Barbara Bartholomew.

Run and Gun will be discussed on 4/16 also and Dave Deluca will be there as well.

Todd stated the budget balanced at this time. Jim stated a good job was done by Todd.

At 7:35 p.m. Kevin Kalkut made a motion to adjourn. It was seconded by Jim Lehan, and so voted. All were in favor.

The next meeting is scheduled for Thursday, April 11th at 3:00 p.m.
The next regular meeting is scheduled for Tuesday, April 16th at 7:00 p.m., Room 124, Town Hall.

This is a true and accurate report of the Board of Selectmen's Meeting of April 2, 2019.

Kevin Kalkut, Clerk

Norfolk Board of Selectmen's Open Session Meeting Minutes May 2, 2019

Present: Jim Lehan; Kevin Kalkut; Blythe Robinson, Town Administrator; Jay Talerman, Moderator; Nancy Langlois, Senior Office Assistant

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

Ms. Robinson read the Agenda

7:00 p.m.

Community Discussion regarding the Annual Town Meeting Warrant

The purpose of this item on the agenda is to give the public the opportunity to come and ask questions about any of the articles on the warrant so they can learn about them in more detail prior to the meeting on May 14th. Present at this meeting is the Moderator, Jay Talerman and Todd Lindmark, Finance Director. Mr. Talerman is here to provide an overview of Town Meeting procedure, and Todd will be able to assist with questions on the budget and other financial articles. Extra copies of the warrant are available for people.

Town Administrator, Blythe Robinson reviewed the May 14, 2019 Annual Town Meeting Warrant Article by Article. She stopped periodically to ask if there were any questions.

A discussion on Article 5 regarding the General Fund Budget ensued.

Mr. Talerman discussed the FY2020 Budget presentation (i.e., order and some procedural changes). Traditionally, line items can be held. At May 14th meeting bottom lines will be called; holds can still be made but this will facilitate the process.

Ms. Robinson mentioned that the proposed budget is available tonight and will also be available at Town election.

Betsy Pyne, Chair of the Historical Commission was in the audience and asked Mr. Lehan to explain at Town Meeting the event celebrating the 125th birthday of the Town proposed to be held on February 23rd. She explained that there will be 12-15 past residents (deceased) in a reenactment. A subset of people will discuss why they travelled back through time to come to the party. Jim explained that there is a small amount in the budget to subsidize the project.

David Rosenberg asked the panel to review all budget items. Mr. Lindmark, explained increases and decreases line by line.

Ms. Robinson continued the Article review.

David Rosenberg asked what the total amount being asked for the Olive Day Roof Project (Article 9) is. Todd stated that number is \$2.8 million; however of that the MSBA is reimbursing the Town at 51.63% and there are leftover funds of approximately \$1M that will be used. The Town may need to ask for >\$1M in debt. The total town expense will be approximately \$1.8M.

Mr. Lehan thanked the Department Heads for their hard work.

After no further questions were raised by the audience, the Board resumed the normal business of the meeting at 7:35 p.m.

ACTION ITEMS

Please consider amending the proposed FY2020 Budget

The budget has already been voted on and approved by both the Selectmen and the Advisory Committee to recommend a general fund budget for FY20 of \$39,851,756. Last week, at a meeting with the King Philip School Superintendent it was learned that the figure we were carrying for the school district assessment was lower than the amount certified by that School Committee. They had certified \$9,557,760 and we were carrying \$9,523,022 (operating budget and excluded debt), a difference of \$34,738. Ms. Robinson explained that in order to fully fund that certified budget, we need to increase the Town's budget by that shortfall. The budget being voted on corrects this figure, and the corresponding amount has been reduced from the Fire & Ambulance

A motion was made by Kevin Kalkut that the Board approve an amended FY2020 operating budget to the Annual Town Meeting of \$39,851,756 by increasing the regional school budget and adjusting the Fire & Ambulance budget by \$34,738. It was seconded by Jim Lehan, and so voted. All were in favor.

Please consider approving and executing the Fire Union Contract

Mr. Lehan explained that there are still some open issues (minor) and the Board will not execute the contract this evening. This will be further heard under the new Board.

Please consider approving and executing the Fire Chief's Contract

Mr. Lehan explained that it was the hope of the Town that Deputy Fire Chief, Peter Petruichik, would take on the Fire Chief position; however, he has reconsidered and would like to stay on as Deputy Chief.

Jim expressed his appreciation to Chief Cole Bushnell who, amongst other things, brought the Town to providing ALS-level emergency medical services.

Please consider issuing a One-Day Alcohol License to the Tapped Mobil Beer Truck LLC

The Board had previously approved the SEPAK 5k road race on May 5th, however last week they contacted us to let us know that they wanted to have a mobile beer truck at the event, which requires that they obtain a one-day beer and wine license from the Board. The vendor has provided certifications and insurance, as required. Police Chief Stone is recommending that the truck be placed in the Library parking lot, nearer Walgreens because the event takes place on a Sunday within 100 yards of the Federated Church during the time of service.

A motion was made by Kevin Kalkut to approve a One-Day Alcohol License for **Tapped Beer Truck, LLC** for an event on May 5, 2019, 10:30 a.m. – 1:30 p.m. in the Library parking lot (post Sepak 5K Road Race). It was seconded by Jim Lehan, and so voted. All were in favor.

Please review State Municipal Vulnerability Program Project

The State has developed a municipal vulnerability program to provide grants to towns to begin the process of planning for vulnerabilities related to climate change. Town Planner, Richard McCarthy and Paul Smith from BETA Engineering presented a PowerPoint presentation on the grant. The deadline for applications is Friday, May 3rd for this year.

Wrentham, Walpole and Medfield have already held workshops. Kevin asked Rich if there were any specific targets. Rich explained not specifically however, possibly scenic roads, downtown revitalization and dams.

Kevin also asked about a current emergency management plan. Blythe explained that there is a director and a plan; however, the plan should not be broadcast for security reasons.

A motion was made by Kevin Kalkut that the board authorize the Town Administrator to submit an application to the Executive Office of Energy and Environmental Affairs for a Municipal Vulnerability Program Project grant.

Please consider approving a request from Three Squares New England for the 8th Annual Bicycle Ride for Food through Norfolk on October 6, 2019

Ms. Robinson noted that Three Squares New England is requesting the Board's approval to hold this bike race on this Sunday in October to raise awareness and funds to combat hunger in New England. This year, funds raised will support food pantries in Dedham, Needham, Newton and Wellesley, along with various hunger relief organizations. We have reviewed this request with the Police Department and they have no issues with the request, and will plan to provide a police detail at the intersection of Holbrook and Route 115.

A motion was made by Kevin Kalkut that the Board approve the request for the 8th annual bicycle ride for food through Norfolk on Sunday, October 6, 2019. It was seconded by Jim Lehan, and so voted. All were in favor.

Please consider a reorganization of the Board of Selectmen

There are two open seats on the Board that will be decided at the election on May 7th, after which Kevin Kalkut will be the only current member who will be continuing. Thus, the Board will vote whether to reorganize prior to that election so that Kevin can lead the transition of officer positions at the meeting following the election.

A motion was made by Jim Lehan that the Board appoint Kevin Kalkut as Vice-Chair of the Board of Selectmen. It was seconded by Kevin Kalkut, and so voted. All were in favor.

Report of the Warrants

A motion was made by Jim Lehan to approve the following warrants which have been signed:

- 4/12/19 - 21PS19 - \$769,686.74
- 4/16/19 - 42V19 - \$188,414.09
- 4/16/19 - 42VS19 - \$91,724.89

It was seconded by Kevin Kalkut, and so moved. All were in favor.

Approval of Minutes

A motion was made by Kevin Kalkut to approve the meeting minutes of March 5, 2019. It was seconded by Jim Lehan, and so voted.

David Rosenberg thanked the present Board, past Boards and Jim in particular for their hard work and commitment.

As this will be Jim Lehan's last meeting serving on this Board, he thanked the residents for allowing him to serve them.

At 8:07 p.m., a motion was made by Kevin Kalkut to adjourn the meeting. It was seconded by Jim Lehan, and so voted. All were in favor.

The next meeting is scheduled for 8:00 p.m. on May 7, 2019 at the Freeman Kennedy Gym.

This is a true and accurate report of the Board of Selectmen's Meeting of May 2, 2019.

Kevin Kalkut, Vice-Chair