



ANNUAL TOWN MEETING WARRANT

Including Advisory Committee
Recommendations

MAY 12, 2015
7:00 p.m.

King Philip Middle School
18 King Street
Norfolk

INDEX

WARRANT AND RECOMMENDATIONS

ANNUAL TOWN MEETING

MAY 12, 2015

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*Moderators Rules of Town Meeting *

To All Residents of the Town of Norfolk

On behalf of the Advisory Committee, I invite you to Norfolk's Annual Town Meeting to be held at the King Philip Middle School (18 King Street, Norfolk) at 7:00 PM on Tuesday, May 12, 2015. This is the meeting at which the town's budget for the upcoming fiscal year beginning July 1, 2015 and ending June 30, 2016 (FY16) is determined.

The Warrant also contains a number of articles related to other financial matters as well as proposed zoning changes and other matters. For each of the focus areas, a brief summary of the articles included in the Warrant is provided below.

The articles included in the Warrant and the Advisory Committee's discussion and recommendations for each immediately follow this introduction.

Annual Town Budget

The Town's proposed operating budget for FY2016 is \$33.9 million, representing an increase of \$1.8 million (or 5.5%) over last year. The increase is primarily funded by \$0.6 million from the Prop 2 ½ levy, \$0.7 million from property taxes received from new growth, and an increase of \$0.4 million in Fees & Other, a combination of higher expected fees and the use of more Free Cash (state-certified funds resulting from excess revenue or underspent budgets in previous fiscal years) than in the previous fiscal year. Unfortunately, state aid is expected to remain essentially flat as has been the recent case. A summary of the primary sources of revenue and the significant areas of the operating budget are included below (all amounts are in millions).

	FY15	FY16	Change
Revenue			
Property Taxes	\$ 24.8	\$ 26.1	\$ 1.3
State Aid	4.0	4.0	-
Fees & Other	3.3	3.8	0.5
Total	\$ 32.1	\$ 33.9	\$ 1.8
Expenses			
Schools	\$ 18.4	\$ 19.3	\$ 0.9
Public Safety	4.3	4.6	0.3
Benefits & Insurance	4.0	4.3	0.3
General Government	2.3	2.4	0.1
DPW	1.9	2.0	0.1
Other	1.2	1.3	0.1
Total	\$ 32.1	\$ 33.9	\$ 1.8

As in most years, the largest portion of the increase is being spent on our schools. The schools (Norfolk Elementary and King Philip Regional) have proposed a mostly level-services budget.

The most significant exception included in the budget is the request to provide free full-day kindergarten (currently half-day is free and full-day is tuition-based), which has an annual cost of approximately \$250,000 (loss of the tuition fees, partially offset by savings related to costs associated with the half-day program). The vast majority (over 90%) of kindergarten students are currently enrolled in the full-day program. There are also smaller increases for the elimination of the bus fees for the elementary schools and an additional math teacher and guidance counselor, as well as higher special education costs, at King Philip.

The remaining budget increase is mostly for Public Safety, i.e. our Police and Fire Departments, and Benefits and Insurance. The Public Safety increase is primarily related to contractual salary increases as well as the full year cost of a mid-year hire in fiscal 2015. The Benefits and Insurance increase relates to a higher assessment from the Norfolk County Retirement Fund for our share of employee retirement benefits. Further details of the budget, both revenue and expenses, are included later in the Warrant under the budget article.

As you can imagine with the winter that we had, the snow and ice budget was not sufficient. The deficit is expected to be addressed in the transfer article, through a FEMA grant and potentially in the fall via additional budget transfers. Additionally, the state has recently enacted legislation to allow cities and towns to budget to recoup their snow and ice deficit over a three-year period due to extraordinary nature of this year's storms.

Other Financial

There are various articles for capital purchases (mostly for replacement of aging vehicles or antiquated equipment), use of CPC funds primarily for operations and an affordable housing outlay, and the funding of our portion of the purchase of an artificial turf field at the high school. There is also a transfer article where the final details of the transfer were still being prepared as the printing deadline approached – we will make our recommendation for this article at Town Meeting.

Other articles related to the Town's finances are the Water Division's budget and the Sewer Division's budget – both of which are funded by the users of those services.

Zoning

The zoning-related articles to be considered include some additional restrictive language regarding ground-mounted solar and wind systems and a petitioner article for allowing a shared driveway on up to two lots.

Other Matters

In addition to the financial and zoning matters, there are various other articles on the warrant. A few of these do not require a vote at Town Meeting, as they are simply procedural in nature. Many of the other articles are typically approved with little or no discussion because they are mandatory, or they enable some of the basic everyday functions of Town government, or they are just noncontroversial.

The remaining articles relate to the elimination of the Capital Outlay Committee, a petitioner's article for a nonbinding vote on education requirements and standardized testing and a change to the three-town KP agreement regarding the timing of the preliminary budget submission.

All of the above are important issues for the Town, so please join us at Town Meeting to voice your opinions and to cast your vote. We look forward to seeing you there.

Dave Benton, Advisory Committee Chairman

Committee Members:

Josh Dalton, Arthur Frontczak, Jonathan Hurwitz, Lisa Keating, Pat Snead (past Chairman), Arlie Sterling (past Chairman) and Rick Stillman

Administrators:

Susan Jacobson & Marian Harrington

NORFOLK, ss.

To either Constable in the Town of Norfolk, in said County:

GREETINGS:

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2, and 3, to assemble in the designated polling places in the Freeman-Kennedy School, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, May 5, 2015, at 7:00 a.m., for the election of town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Tuesday, May 12, 2015 at 7:00 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056, for the adjourned 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 Moderator for a one year term; one Selectman for a three year term; one Assessor for a three year term; one Board of Health member for a three year term; two members of the Housing Authority, one for a one year unexpired term, one for a five year term; one Library Trustee for a three year term; one Planning Board member for a three year term; one Recreation Commission member for a three year term; two Norfolk School Committee members for three year terms; and one King Philip Regional School Committee member for a three year term.

Town Administrator's Comment

Norfolk's annual election is technically Article 1 of the Town Meeting. The Election is held on May 5th and the remaining articles are considered at Town Meeting on May 12th.

No Advisory Committee recommendation is needed for this Article.

ARTICLE 2

Submitted by the Board of Selectmen

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

Town Administrator's Comment

This article requests authority to pay a bill from a prior year.

The Advisory Committee recommends indefinite postponement of this article.

After the close of any fiscal year, no bill incurred in that year can be paid without the approval of Town Meeting. We have been advised that there are no such bills to be considered at this Town Meeting, although our recommendation may change if any such bills are received between the time our recommendation was made and Town Meeting.

ARTICLE 3

Submitted by the Board of Selectmen

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, 2015; or take any other action relative thereto.

Town Administrator’s Comment

This article requests authority for the Town Accountant to transfer funds from an available source, typically free cash or another departmental budget, to a budget line that requires additional funding.

The Advisory Committee will make its recommendation at Town Meeting.

Only Town Meeting has the authority to transfer funds between budget appropriations and to add additional funds to existing budget appropriations. The Town Administrator will present a list of those recommended transfers and additions to the Advisory Committee at our meeting immediately prior Town Meeting.

ARTICLE 4

Submitted by the Town Administrator

To see if the Town will vote to amend the Town of Norfolk Board of Selectmen’s Human Resource Policy, Schedule B. COMPENSATION SCHEDULE by applying a general increase of 1.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2015; or take any other action relative thereto.

Town Administrator’s Comment

This is an annual request that authorizes a Cost of Living Adjustment to the annual salary schedule for non-union personnel.

The Advisory Committee recommends approval of this article.

The 1.5% increase in the Compensation Schedule referenced by this article applies to a small number of Town employees who are not covered by either a union contract or an individual contract. The Advisory Committee has been informed that this proposed increase is comparable to the increases that union and contract employees are scheduled to receive this year.

ARTICLE 5 *budget available online @ virtualnorfolk.org

Submitted by the Board of Selectmen

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, Section 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, 2015; or take any other action relative thereto.

Town Administrator's Comment

In this article we seek approval of the next fiscal year budget.

The Advisory Committee recommends approval of this article.

The proposed budget (non-excluded budget sources) for the fiscal year ending June 30, 2016 (FY16) reflects a \$1,762,000 increase in operating expenses and revenue compared to the budget for the current fiscal year (FY15). The estimates for the sources of the anticipated increase in revenue are:

- 1) \$1,273,000 for real estate taxes, of which \$623,000 is attributable to the increase allowed under Proposition 2 ½, and \$650,000 is expected from new growth in FY16.
- 2) \$22,000 for an increase in state aid.
- 3) \$298,000 for other miscellaneous sources, consisting of increases in motor vehicle excise taxes, ambulance receipts and various other items.

The three items above total \$1,593,000. The remaining increase of \$169,000 is primarily comprised of the incremental usage of free cash in the FY16 budget as compared to the FY15 budget.

The budget proposes to spend this \$1,762,000 increase as follows:

- 1) \$445,000 to Norfolk Elementary Schools, representing a 4.3% increase. The most significant change in the elementary school budget is the funding of free full-day kindergarten (costing approximately \$250,000, net of some half-day program savings). This program was previously tuition-based, but more school districts are moving to free full-day kindergarten and over of our 90% of kindergarten students currently participate in the full-day program.
- 2) \$400,000 to the King Philip Middle and High Schools, representing a 5.5% increase in our assessment. As always, our actual contribution is contingent upon the funding decisions of Wrentham and Plainville. As was the case last year, it appears unlikely that the other two towns will agree on a higher percentage. Our percentage increase is higher than the King Philip Middle and High Schools actual budget increase due to state aid (representing about a quarter of the budget) being roughly flat and changes in the required minimum local contribution, as calculated by the State's formula. This is an unpredictable variable for each of the three towns, and the effect can be a swing of several hundred thousand dollars in either direction from one year to the next.
- 3) \$332,000 for fixed costs, representing an 8.4% increase. The most significant increase was a higher assessment from the Norfolk County Retirement Fund of \$224,000 for our

share of employee retirement benefits, as well as increases in various other employee benefit costs and insurance costs.

- 4) \$269,000 for public safety, representing a 6.3% increase. This primarily represents negotiated salary increases, the impact of a mid-year hire last fiscal year and additional funds for call firefighters.
- 5) \$149,000 for General Government, representing a 6.4% increase. The increase is driven by a part-time hire in IT, new employee training overlap related to retiring employees in municipal finance, additional expenses in town planning, the cost for the tri-annual property reassessments and various other increases.
- 6) \$167,000 for the remaining departments and activities of the Town, including the Department of Public Works, the Transfer Station, the Library and other departments. The DPW also administers a budget item included in this portion of the summary called "Shared Fixed Services." That budget includes the Snow and Ice account which is being increased another \$25,000 this year.
- 7) An additional note on a budget driver for FY16 is that all of the above budgets with personnel-related costs were slightly impacted by needing to account for a "53rd" week in the year due to the number of payroll weeks in FY16.

ARTICLE 6

Submitted by the Board of Selectmen

To see what sum of money the Town will vote to transfer from Department of Public Works Water Division revenues to fund the Water Division maintenance and operating expenses; or take any other action relative thereto.

Town Administrator's Comment

In this article we seek approval of the next fiscal year budget for the Water Enterprise Fund.

The Advisory Committee recommends approval of this article.

This year's budget of \$1,598,000 for the Water Division of the Norfolk Department of Public Works is about \$22,000 higher than last year's budget (a 1.4% increase). This increase consists of \$5,000 in salaries, \$6,000 in expenses, and \$11,000 in debt service. Of the total budget, about \$500,000 is debt service, and the rest is operating expenses.

This budget is voted separately because it is funded by revenues collected from users of Town water and is completely independent of the Town's operating budget.

ARTICLE 7

Submitted by the Board of Selectmen

To see what sum of money the Town will vote to transfer from Department of Public Works Sewer Division revenues to fund the Sewer Division maintenance and operating expenses; or take any other action relative thereto.

Town Administrator's Comment

In this article we seek approval of the next fiscal year budget for the Sewer Enterprise Fund.

The Advisory Committee will make its recommendation at Town Meeting.

The proposed budget for FY16 is expected to be around \$100,000, but all of the final details were still under review prior to the printing of the Warrant.

This budget is voted separately from the main operating budget as the Sewer Division is its own enterprise fund and its sources of revenue are fees collected from the users of the town center sewer system.

ARTICLE 8

Submitted by the Board of Selectmen

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. (Capital Budget - Cash)

Town Administrator's Comment

This article requests an appropriation of funds to purchase capital items from an available source such as Free Cash, the Stabilization Fund or an unexpended budget line.

The Advisory Committee recommends approval of this article.

This article pertains to the purchase of capital items to be funded via available Free Cash. The amount to be spent is \$288,900 for the purchase of two police cars (\$95,400), equipment for DPW (\$76,000), a pick-up truck for DPW (\$43,800), an SUV for the fire department (\$41,700) and various smaller items for the police and fire departments (\$32,000).

The vehicle for the fire department is to replace the fire chief's car (a 2006 model year vehicle) and the pick-up truck for the DPW replaces an even older model. The police cars are also for the purpose of replacing older vehicles to ensure our police department is properly equipped with well-functioning vehicles. The equipment for DPW relates to a high band radio system (existing system is extremely old) and fuel monitoring equipment to manage fuel usage with town vehicles.

ARTICLE 9

Submitted by the Board of Selectmen

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. (Capital Budget – Debt Funded)

Town Administrator's Comment

This article requests authority to borrow money and use the proceeds to purchase capital items.

The Advisory Committee recommends approval of this article.

This article pertains to the purchase of the capital items to be funded by borrowing. The repayments will be funded through the Town's operating budget. The amount to be borrowed is \$235,000 for the purchase of a new ambulance. The Town currently has two ambulances. This purchase would replace the older of the two ambulances. The ambulance to be replaced is significantly past its useful life and is prone to down-time and repairs. It no longer makes sense to extend the life of this vehicle and we need two ambulances in order to maintain the expected level of service.

ARTICLE 10

Submitted by the Board of Selectmen

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. (Capital Budget – Debt Funded, Road Projects)

Town Administrator's Comment

This article requests authority to borrow money and use the proceeds to complete roadwork.

The Advisory Committee recommends indefinite postponement of this article.

There are no additional road projects currently proposed under this article at this time. The Town is receiving a significant amount of Chapter 90 road funds this year and is still working through the road projects approved at the Annual Town Meeting last spring. The status of these various projects and the budget capacity to add non-exempt debt to fund additional projects will be reviewed either in the fall or next spring.

ARTICLE 11

Submitted by the Board of Selectmen

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 Comment

This article allows for committees to present prepared reports and for participants to ask questions of committee members or Town officials.

No Advisory Committee recommendation is needed for this Article.

ARTICLE 12

Submitted by the Board of Selectmen

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

Town Administrator's Comment

This "boiler plate" article authorizes the Selectmen to accept MGL Chapter 90 "Road Funds" from the State and to make improvements and repairs to existing Town roadways with those funds.

The Advisory Committee recommends approval of this article.

This standard article authorizes the Board of Selectmen to use the Chapter 90 funds received from the State (anticipated to be approximately \$390,000 this year) for the maintenance, improvement and construction of Town roads.

ARTICLE 13

Submitted by the Board of Selectmen

To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 44, §53 E ½, to reauthorize the following revolving funds for Fiscal Year 2016 at the limits set forth below:

Town Administrator's Comment

This article seeks the reauthorization of previously approved revolving funds. Revolving funds that have been set up by prior Town Meetings allow departments to take in specific funds and spend them without additional authorization for the specific purposes defined in the article.

- (1) The revolving fund for the purpose of paying expenses related to the collection of parking ticket violations; said fund to be credited with parking ticket receipts and expended under the direction of the Board of Selectmen (limit \$1,000); or take any other action relative thereto.
- (2) A revolving fund for the purpose of paying the expenses of snow removal, including maintenance and replacement of equipment, from private property to include the King Philip Regional School and subdivision roads as required by the Planning Board rules and regulations; said fund to be credited with receipt of fees charged for this service and expended under the authority and direction of the Board of Selectmen (limit: \$20,000); or take any other action relative thereto.
- (3) A revolving fund for the purpose of paying the expenses of Recreational Field Maintenance, including materials, replacement and rental of equipment and contract labor; said fund to be credited with receipt of fees charged for this service and expended under the authority and direction of the Recreation Commission (limit: \$50,000.); or take any other action relative thereto.
- (4) A Conservation Management Revolving Fund to be credited with monies from timber harvesting on Conservation Land and expended under the direction of the Conservation Commission to develop and oversee management activities and projects on Town-owned conservation land (limit: \$5,000); or take any other action relative thereto.
- (5) A revolving fund to receive wetland hearing application fees to be expended under the direction of the Conservation Commission for payment of legal advertisements for such hearings (limit: \$5,000); or take any other action relative thereto.

(6) A Planning Board Revolving Fund to receive subdivision performance inspection fees, as established by the Planning Board, to be expended under the direction of the Planning Board for services related to the inspection and approval of subdivisions (limit: \$5,000); or take any other action relative thereto.

(7) A Planning Board Revolving Fund to receive mitigation funds required by the Planning Board under the Shade Tree Act and Scenic Roads Act, to be expended under the direction of the Planning Board for the purchase and planting of replacement trees (limit: \$10,000), or take any other action relative thereto.

(8) A Planning Board Revolving Fund to receive mitigation funds required by the Planning Board relative to off-site improvements due to the approval of subdivisions and site plans to be expended under the direction of the Planning Board for such off-site improvements (limit: \$91,000); or take any other action relative thereto.

(9) A Planning Board Revolving Fund to receive funds required by the Planning Board relative to the cleaning and maintenance of unaccepted subdivision roadways and drainage structures as may be required by the Planning Board for subdivision approvals, to be expended under the direction of the Planning Board for such cleaning and maintenance (limit: \$30,000); or take any other action relative thereto.

(10) A revolving fund for the Board of Assessors to receive funds required by the Board of Assessors for the processing of abutters lists to be expended under the direction of the Board of Assessors for expenditures associated with generating such lists, including the acquisition, operation and maintenance of technologies used for preparing and issuing abutters lists and mapping (limit: \$2,000); or take any other action relative thereto.

(11) A revolving fund for the Board of Library Trustees to receive funds required by the Board of Library Trustees to replace or repair lost or damaged library materials, to be expended under the direction of the Board of Library Trustees to replace or repair such lost or damaged materials (limit: \$7,500); or take any other action relative thereto.

(12) A revolving fund for the Public Library to receive funds remitted for the processing of passports, to be expended under the direction of the Board of Library Trustees for fees and expenses associated with processing of passports and other related purposes deemed appropriate by the Trustees (limit: \$5,000); or take any other action relative thereto.

(13) A revolving fund to be credited with receipts collected from charges to private parties or entities for police details involving the use of a police vehicle at construction sites, to be expended for the express purpose of vehicle replacement within the Police Department, under the authority of the Police Chief of the Town of Norfolk (limit: \$50,000); or take any other action relative thereto.

The Advisory Committee recommends approval of this article.

This is a standard article authorizing the continuation of various revolving funds for the next fiscal year. The individual revolving funds and each's fund limit is unchanged from previous years.

The purpose of these funds is to allow various Town boards and departments to collect revenue from sources such as program fees and mitigation funds and to pay expenses associated with the activities necessary for the collection of those fees. These sources of revenue are often relatively small, unpredictable and variable. As such, they are best handled through a revolving fund rather than through the general fund and the regular budget process. To avoid excess accumulation of funds outside of the regular budget process, balance limits are established on the amounts for each revolving fund. Any amounts received that would cause the fund balance to exceed the limit are added to the general receipts of the Town.

ARTICLE 14

Submitted by the Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen 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 Comment

In this article we seek authority to accept grants on behalf of the Town and expend those funds in a manner authorized by the grant.

The Advisory Committee recommends approval of this article.

ARTICLE 15

Submitted by the Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase or otherwise, such easements as may be necessary for drainage purposes and the laying out of public ways, and to raise and appropriate or transfer from any available source of funds, a sum of money for said purposes; or take any other action relative thereto.

Town Administrator's Comment

When roadways are developed the Town needs to acquire easements on properties surrounding the roadways to maintain conduits, outflows and other drainage equipment. This article allows the Selectmen to acquire those easements, typically at no cost. If funding is required it will be stated in the motion.

The Advisory Committee recommends approval of this article.

ARTICLE 16

Submitted by the Board of Selectmen

To see if the Town will vote to grant the Board of Selectmen 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 Comment

This article seeks authorization to allow the Selectmen to sell, per public procurement laws, surplus property other than land or buildings.

The Advisory Committee recommends approval of this article.

ARTICLE 17

Submitted by King Philip Turf Committee

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, borrow or bond a sum of money to transfer to the King Philip Regional School District for the purpose of paying the Town of Norfolk's portion of the cost of installing an artificial turf field and related facilities at the King Philip High School; or take any other action relative thereto.

Town Administrator's Comment

This article seeks authorization to raise funds, transfer or borrow funds and transfer those funds to King Philip Regional School District for the purpose of installing an artificial turf field at the High School where the stadium is located.

The Advisory Committee recommends approval of this article.

We unanimously recommend approval of this article to provide approximately \$207,000 of funding for the purchase and installation of an artificial turf field at the King Philip High School, contingent on the other two towns approving the funding of their respective proportional amounts. The source of the funding is expected to be non-exempt debt.

The KP Turf Committee has already raised approximately \$400,000 of the estimated \$1 million required to replace KP's existing sod field with an artificial turf field. The Norfolk funding amount represents its proportional share and, if approved by the other two towns as required by this motion, will be sufficient to close the remaining gap and for KP to replace its field.

While the article is being put forth by the KP Turf Committee, all funds that have been raised to date and the funds provided by the three towns, if approved, are maintained in KP School accounts and are under the control of the KP School Committee.

The Advisory Committee feels that this project will provide substantial benefits to all KP students. It is an unfortunate circumstance that an artificial turf field was not completed as part of the high school expansion and refurbishment project. This has cost us financially, in lost opportunities, and in the perception of the quality of our schools, an important factor in real estate values. Ultimately, this project comes down to whether the three towns want to purchase an artificial turf field for their high school at a roughly 40% discount due to the efforts of the KP Turf Committee in obtaining cash and in-kind donations.

ARTICLE 18

Submitted by the King Philip School Committee

To see if the Town will vote to amend pursuant to the provisions of Chapter 1025 of the acts of 1973, the agreement entered into between the towns of Norfolk, Plainville, and Wrentham Massachusetts, under which the King Philip Regional School District was established and now operates, be hereby further amended as follows;

(1) To amend Section IV (F), and Amendment #6 (1) so as to change from the first regular school committee meeting in February, the date on or before which the District Committee shall prepare a tentative budget and submitting copies thereof to the Finance Committee of the member Towns to March 15, the date on or before which the District Committee shall prepare a tentative budget and submitting copies thereof to the Finance Committee of the member Towns. This provision is to take effect with fiscal year 2017 (tentative budget for that fiscal year to be submitted on or before March 15, 2016); or take any other action relative thereto.

Town Administrator's Comment

If approved this article will amend the King Philip Regional agreement, changing the date that the School Committee is required to send their first budget to the Towns from February 14th to March 15th.

The Advisory Committee recommends approval of this article.

We recommend approval of the motion to extend the submission date to the three towns of the tentative budget for KP from early February to mid-March.

The filing extension would allow the KP School Committee to gather more information and prepare a more-informed budget, particularly in areas such as special education where costs can be extremely fluid. The Advisory Committee unanimously felt that the gains in terms of more time for budget deliberations were significant. The Advisory Committee did weigh the impact to the Town's budget process as the Town has its Town Meeting approximately one month ahead of the other two towns, but thought the process would remain manageable.

ARTICLE 19

Submitted by the King Philip School Committee

To see if the Town will vote to authorize the additional expenditure of a sum of \$17,140 by the King Philip Regional School District from the District's own funds, being whatever source, including its excess and deficiency fund, as being the Town's share (constituting 34.28 percent) of the incremental total cost of \$50,000 of the sewer improvement repair project, said total project cost being approximately \$200,000, at the King Philip Regional Middle School within the King Philip Regional School District, of which the Town of Norfolk is a member, said amount to be expended at the direction of the King Philip Regional School Committee; or take any other action relative thereto.

Town Administrator's Comment

This request from the King Philip School Committee is to authorize them to spend an additional \$50,000 from their funds to complete the repairs to their sewer system. This request does not require additional funding from the towns.

The Advisory Committee recommends approval of this article.

We recommend approval of this motion to authorize our share of the additional \$50,000 expenditure by the KP School Committee for sewer repair project at the Middle School. Our share of the initial \$150,000 was approved at Town Meeting last spring.

The KP School Committee is required to obtain approval for capital expenditures such as these from the three towns. As was the case with the initial authorization, the funds have already been committed by the towns as part of previous annual budgets; no incremental town spending is required.

ARTICLE 20 **Submitted by the Community Preservation Committee**
To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, Section 5, to appropriate and transfer the sum of \$35,000 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 Comment

In this article the Community Preservation Committee seeks authority to spend funds for normal operating costs including salary for their clerical staff and other miscellaneous expense items.

The Advisory Committee recommends approval of this article.

This is a standard article requiring annual approval by the Town to transfer funds from the Community Preservation Fund to the Community Preservation Committee's Administrative and Operating Budget. The amount requested this year is \$35,000, which is the same as the last several years. Any unused amounts are automatically returned to the Community Preservation Fund at the end of the year.

ARTICLE 21 **Submitted by the 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 FY2016 Community Preservation Fund revenues for Open Space; 10% from FY2016 Community Preservation Fund revenues for Affordable Housing; and 10% from FY2016 Community Preservation Fund revenues for Historic Resources; or take any other action relative thereto.

Town Administrator's Comment

This article mirrors State Law and instructs the Town Accountant to reserve 10% of annual revenues for future appropriations, by Town Meeting, for each of the Community Preservation purposes; Open Space, Affordable Housing and Historical Preservation. By doing this, we know that we are spending at least 10% of our CPA funds on each of the three CPA purposes. The remaining 70% of the funds remain in the "Undesignated Reserves" and are available to be appropriated for any of the three purposes.

The Advisory Committee recommends approval of this article.

This is a standard article requiring annual approval by the Town to reserve funds from the Community Preservation Fund revenue equal to the state-mandated minimums of 10% for Open Space, 10% for Affordable Housing, and 10% for Historic Resources.

ARTICLE 22

Submitted by the Community Preservation Committee

To see if the Town will vote to appropriate from the Community Preservation Fund, \$40,000 from the Affordable Housing Reserve and \$360,000 from Community Preservation Undesignated Reserves, to be granted to the Norfolk Affordable Housing Trust Fund, to be used to create community housing in the Town of Norfolk; or take any other action relative thereto.

Town Administrator's Comment

In this article the Community Preservation Committee recommends an appropriation of funds from the CPC fund, to be transferred to the Affordable Housing Trust so the Trustees may continue their work in creating affordable housing opportunities in Norfolk.

The Advisory Committee recommends approval of this article.

This appropriation will release a total of \$400,000 from the sources indicated to the Norfolk Affordable Housing Trust to be used for affordable housing projects. By moving these funds into the Trust, this allows the continued creation of affordable housing opportunities in Norfolk.

ARTICLE 23

Submitted by the Community Preservation Committee

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Historic Reserves \$5,000 for ground penetration radar scanning at the Norfolk and Pondville Cemeteries; or take any other action relative thereto.

Town Administrator's Comment

In this article the CPC is seeking appropriation of \$5,000 from the funds designated for Historic Preservation purposes to scan the Norfolk Cemeteries.

The Advisory Committee recommends approval of this article.

The CPC would like to utilize this technology to locate any lost or unmarked graves and hopefully be able to better map the cemetery for historical purposes and for future use.

ARTICLE 24

Submitted by the Board of Selectmen

To see if the Town will vote to amend the Town of Norfolk General Bylaws by inserting the following as Article 2, Section 7;

All contracts entered into by Municipal Departments, Municipal Officials and Municipal; Committees that are for a period of time greater than one year or extend or renew an existing contract for a total or combined period of greater than one year must be approved by the Board of Selectmen prior to final execution.

or take any other action relative thereto.

Town Administrator's Comment

This article proposes an addition to the Town's General Bylaws, which would require that all municipal contracts over 1 year would require approval of the Board of Selectmen. This bylaw would not impact the school districts.

The Advisory Committee recommends approval of this article.

The Advisory Committee unanimously recommends the approval of this article. From time to time Norfolk Town boards/committees enter into legal contracts; typically for specialized expertise & services. While this work is critical to the mission of these groups, their part-time, volunteer nature does not always allow best contracting practices to be followed in negotiation and oversight. Any long-term contract or ongoing, renewable contractual relationships (e.g. one year or greater in length) entered into by Town boards and committees would require sign-off by the Board of Selectman. This mechanism was the simplest method of improving contract due diligence while balancing the separation and independence of Town boards/committees.

ARTICLE 25

Submitted by the Board of Selectmen

To see if the Town will vote to amend the Town of Norfolk General Bylaws by deleting Article 3, Section 3 in its entirety and by striking “and the Capital Outlay Committee” from Article 3, Section 2, Paragraph A.

Town Administrator’s Comment

This article eliminates the need for a separate capital committee. The Town Administrator and Finance Director will continue to create the Capital Budget with input from Department Heads and will then present it directly to the Board of Selectmen and Advisory Committee for review prior to it being considered by Town Meeting. Should there be an opportunity for a significant capital budget campaign the Selectmen have the option to create an Ad-Hoc committee to handle that challenge.

The Advisory Committee recommends approval of this article.

The successful operation of our town requires periodical capital investments. This has been managed in different ways over the past several years. Sometimes a Capital Outlay Committee was organized and utilized. However, maintaining an active committee has proven to be difficult and, in practice, having the Town Administrator propose capital investments directly to the Board of Selectmen and the Advisory Committee as part of the budgeting process has worked the best. This article eliminates the formal requirement of a Capital Outlay Committee in favor of the more streamlined arrangement. Should a significant capital project or campaign arise, however, an ad-hoc committee can always be established. The Advisory Committee unanimously approves this article.

ARTICLE 26

Submitted by Petition

Executive Summary: This article is to authorize the town to discontinue the use of the Common Core State Standards (CCSS) and the associated testing known as PARCC within the Norfolk School District and King Philip Regional School District, and return to using the Pre-2009 Massachusetts standards in ELA, Math, science/technology, and history/social science, and associated testing known as MCAS, which has made Massachusetts’ education number one in the nation and competitive with the top ranking countries on international standardized tests.

To see if the town will vote to discontinue the use of the Common Core State Standards (CCSS) and the associated testing known as PARCC within the Norfolk Public School District and King Philip Regional School District, and return to using the Pre-2009 Massachusetts standards in ELA, Math, science/technology, and history/social science and associated testing known as MCAS.

“WHEREAS: The Commonwealth of Massachusetts has had the highest educational standards in the country for decades because of effective policy handled by local school boards with input from parents; and

WHEREAS: Education is most effectively handled at the local level, where parents can have direct control over school curriculum and policy; and

WHEREAS: The federal government’s takeover of education, known as “Common Core”, threatens parental control over their children’s education” 1 as noted below: “The Common Core State Standards Initiative (CCSSI) is a set of national K-12 standards developed primarily by a nonprofit called Achieve, Inc., in Washington, D.C. under the auspices of the National Governors Association (NGA) and the Council of Chief State School Officers (CCSSO). The Common Core was developed without state legislative knowledge and/or authority.” 2

By linking Race-to-the-Top grant funds to the implementation of Common Core State Standards “and linking the Common Core to No Child Left Behind waivers, the federal government is acting as the “enforcer” to herd states into the “one-size-fits- all” Common Core in spite of the fact that three federal laws” 2 (The Department of Education Organizational Act, established in 1979, Section 103b; The General Education Provisions Act; and The Elementary and Secondary Act, first enacted in 1965) “prohibit the federal government from guiding the educational curriculum of the states. Not only the U.S. Constitution, but also state constitutions maintain that education is a power reserved to the states and their citizens. Yet, state legislatures or state school boards cannot change the Common Core.” 2 “Taxpayers pay hundreds of billions in state and local taxes per year for K-12 education. Yet, the Common Core guarantees taxpayers and parents NO VOICE in math and English content standards of their states and thus no control over what children will learn in these subjects. In fact, most states agreed to implement the Common Core before the standards were even released, all without state legislative approval or even public hearings.” 2 “The Common Core ensures that the states build expensive high-tech systems that will track student performance and other personal data and provide that information to the federal government. The unfunded mandates associated with the Common Core are open-ended in areas such as professional development, new textbooks and instructional materials, testing, and data-tracking systems. A recent study shows implementation will cost \$16 billion or more nationwide, with about 90 percent of this paid for by states and local districts, despite the \$4.35 billion Race to the Top grants. The Common Core fuels a money pot of tax dollars going to pre-selected vendors.” 2

THEREFORE: We reject the use of the Common Core State Standards and the associated testing known as PARCC (Partnership of Assessment of Readiness for College and Careers) which stifles academic freedom and achievement, and return control over education to the local school district of Norfolk and King Philip School District, Massachusetts. We choose to use the Pre-

2009 Massachusetts standards in ELA, Math, science/technology, and history/social science and associated testing, known as MCAS, which has made Massachusetts' education number one in the nation, and competitive with the top ranking countries on international standardized tests

A "YES" vote is a vote to SUPPORT LOCAL control over education. A "YES" states that you would like the Norfolk Public School District and King Philip Regional School District, and return to using the Pre-2009 Massachusetts standards in ELA, Math, science/technology, and history/social science and associated testing known as MCAS.

A "NO" vote is a vote to SUPPORT the federal educational standards called COMMON CORE, which will continue to increase the cost of education while lowering, Massachusetts's educational standards.

The Advisory Committee makes no recommendation regarding this Article.

This petitioner's article does not involve a financial matter for the Town or a zoning or town by-law change for the Town. The purpose of the article is to express a nonbinding position of the Town.

ARTICLE 27

Submitted by Petition

To be Section E.1.H.

Development of Private Roads or Shared Driveways

That the Town of Norfolk Planning Board will allow the construction of private roads and or shared driveways for the residential development of up to two single family lots where public roads could have been approved but were waived due to the amount of land available. Construction of such private roads or shared driveways to be determined by the planning Board and the Department of Public Works.

Lots must meet minimum lot acreage and have a minimum 50 feet of frontage and have access along a town accepted or state road.

The Advisory Committee recommends indefinite postponement of this article.

This article was submitted by a petitioner and amends the Norfolk Zoning Bylaws by inserting additional language into Section E.1.H.

While the proposed zoning by-law change may have merit, the recommendation of the Advisory Committee is based on the procedural aspects of amending a zoning by-law. The proposed zoning by-law amendment did not follow the typical process that occurs with proposed changes to the Town's zoning by-laws. Without this process, the proposed zoning change does not receive a thorough vetting before consideration at Town Meeting. In order to ensure and understand the potential consequences of such a change and minimize the possibility of unintended, detrimental consequences, the Advisory Committee supports the process of deliberation and review by appropriate parties before bringing such a change to Town Meeting.

ARTICLE 28

Submitted by the Building Commissioner

To see if the Town will vote to amend the Norfolk Zoning Bylaws, by adding the text shown below in bold to Section D.2.c. Residential Uses and Section D.2.e. Commercial Uses; or take any other action relative thereto.

	DISTRICTS						
	R	B1*	B2- B4	C1 **	C2/ C3/ C5	C4 ***	C6 ** **
D.2.c. Residential Uses							
D.2.c.9. Roof Mounted Solar Photovoltaic System	Yes	Yes	Yes	Yes	Yes	Yes	Yes
D.2.c.10. Ground Mounted Solar Photovoltaic System Accessory To A Residential Building	SP	SP	SP	SP	SP	SP	SP
D.2.c.11. Wind Energy System Accessory To A Residential Building	SP	SP	SP	SP	SP	SP	SP

	DISTRICTS						
	R	B1*	B2- B4	C1 **	C2/ C3/ C5	C4 ***	C6 ** **
D.2.e. Commercial Uses							
D.2.e.26. Roof Mounted Solar Photovoltaic System Accessory to a Commercial Building	Yes	Yes	Yes	Yes	Yes	Yes	Yes
D.2.e.27. Ground Mounted Solar Photovoltaic System Accessory To A Commercial Building	SP	SP	SP	SP	SP	SP	SP
D.2.e.28. Wind Energy System Accessory To A Commercial Building	SP	SP	SP	SP	SP	SP	SP

Town Administrator's Comment

This is a zoning article that requires a 2/3 majority to pass. The intent of the bylaw is to clarify a bylaw that was adopted last fall. The impact of this change would require that ground mounted solar systems would be allowed by special permit, but ONLY as an accessory to a residential building. In other words you would not be able to place a ground mounted solar system on an empty lot, a house would have to be on the lot.

The Advisory Committee recommends approval of this article.

The current Norfolk zoning by-laws allows citizens to install roof mounted solar systems on their homes for residential use. Ground mounted solar and wind systems are also allowed by special permit. These allowances and restrictions also apply to commercial properties.

This article would keep the status quo for owners with a home on their property, but prohibit ground mounted systems on lots without residences (i.e. plots of land with no house or similar structure on it). The purpose of the amendment is to prevent undeveloped residential land from being turned into power generation fields with potentially negative aesthetic and safety impacts on neighborhoods.

The Advisory Committee supports this article, but the vote was not unanimous. Some felt that property owners should have this right and any potential problems could be dealt with through the special permit process rather than a blanket rule. The majority position was that special permit safeguards were insufficient and having ground mounted power systems on empty lots in neighborhoods stretched the spirit of what are supposed to be residential zones. The amendment also applies the same restrictions to commercial parcels.

In the future, any property owner who objected to this restriction could petition an article at town meeting to create a solar overlay district, such as designation created on the town transfer station land, for their lot, thereby enabling exceptions on a case by case basis.

Rules of Town Meeting

TOWN MEETING

Norfolk's Town Meeting is an open town meeting in which all registered voters may participate in the voting. The Meeting is a deliberative assembly, conducted in the democratic process, charged with engaging in a full but expedient debate on all matters presented, and with full regard to the rights of those who are either supportive of, opposed to or neutral on the subject being discussed.

AUTHORITY

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. The Moderator is guided by State Law, the Town's General Bylaws, a treatise on parliamentary procedure entitled Town Meeting Time, and common sense. No attendee of Town Meeting may speak on an issue without being recognized by the Moderator. All declarations of the Moderator are final, subject to points of order that may be legitimately raised. The Moderator appoints Tellers for the purpose of counting close votes of the meeting.

The Town Clerk is responsible for voter registration and keeping the record of the Meeting.

The Advisory Committee prepares recommendations for Town Meeting articles and presents the Main Motion for most of the articles on the Town Meeting Warrant.

The Planning Board makes recommendations on all articles proposing zoning amendments.

Town Counsel is present to address, as directed by the Moderator, any legal questions that arise during Town Meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is predominantly the responsibility of the Board of Selectmen. The Selectmen may consider the inclusion of items proposed by local officials, boards and committees. Other items may be added to the warrant at the discretion of certain local boards such as the Community Preservation Committee, or by groups of ten or more registered voters (100 or more registered voters for a Special Town Meeting). The Advisory Committee reviews the warrant, making recommendations on all the items of business to be presented. In accordance with the by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order.

PARTICIPATION

Anyone wanting to ask questions, make a statement, or otherwise participate in the meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, speakers must state their name and address and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to address the Town Meeting.

All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may interrupt any speaker to halt inappropriate comments and request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to leave the Meeting and if he fails to withdraw, may order a police officer to remove such person from the Meeting.

Under local bylaws, the Moderator may, but is not required to, limit any speaker to two opportunities to speak on any motion, with the first opportunity being limited to five minutes and the second opportunity limited to three minutes. There is no fixed time limit to the debate of any question. Regardless of these limits, each individual who speaks to the Meeting

should make an effort to be as brief as possible, out of consideration for the others attending the Meeting and the need to give adequate time to all matters coming before it. The Moderator may limit repetitive comments in an effort to expedite the Meeting.

Anyone who wishes to make a special presentation with respect to any article must, prior to the Meeting, inform the Moderator of the length of time required and the nature of the presentation in seeking his approval. This is preferably done at the Moderator's Organizational Meeting which occurs two weeks prior to Town Meeting.

In the event that any Town Meeting attendee believes that debate has gone on too long, such person may "move the question" or "move to cut off debate." The moderator may reject such a motion if he feels it is premature. Passage of such a motion requires a two-thirds majority vote.

HOW ARE MOTIONS CLASSIFIED?

Main Motions

Motions of this group are generally for the bringing of consideration of the particular warrant article before the Meeting for consideration. Only one main motion can be considered at a given time by the Meeting, and such a motion, when introduced, excludes all other main motions until it has been disposed of. Main motions include both motions to approve the article under consideration or to reject it. The latter can be accomplished by a Motion to Indefinitely Postpone or a Motion to Pass Over. Motions to Reconsider a particular matter are also classified as main motions. Motions to Reconsider can be made only once with respect to any particular article and must be made within two articles of the article being reconsidered.

Subsidiary Motions

Motions of this group have for their object the amendment or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the main motion that is before the Meeting, it is "in order" to propose them when a main motion is still before the Meeting and to vote upon them before voting upon the main motion. Subsidiary motions include a wide variety of various devices including, but not limited to: motions to amend a main motion and motions to postpone consideration of a main motion.

Incidental Motions

Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name, "incidental," has been chosen because they arise only incidentally out of the business of the Meeting. These motions include such devices as a motion to divide a particular article into two or more parts for separate consideration. Raising a "point of order" which is the raising of a question regarding the correctness of the procedure being employed, is also classified as an incidental motion

Privileged Motions

Motions of this group have no connection whatsoever with the main motion before the Meeting, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the Meeting and include motions to dissolve or adjourn the Town Meeting.

VOTING

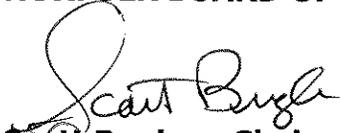
Voting is by voice or hand vote and the Moderator declares the results of such votes. At the Moderator's discretion the Moderator may employ the Tellers to count the votes. If seven or more registered voters immediately question the vote, so declared, the Moderator shall determine the results by a standing count of votes by the Tellers.

ADJOURNMENT AND DISSOLUTION

Sessions of the Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as the Meeting upon vote of the majority may determine. The Town Meeting may be adjourned to a specific time and date if there are remaining articles to be considered. The Town Meeting may be dissolved (or adjourned without a new date) when all articles in the warrant have been properly considered or when the Town Meeting determines that Meeting should be concluded.

Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting. Given under our hands and seal of the Town of Norfolk on the thirty-first day of March, 2015 A.D.

NORFOLK BOARD OF SELECTMEN


Scott Bugbee, Chairman


James C. Lehan, Vice Chairman


Jeffrey T. Palumbo, Clerk

A true copy, attest:
Town of Norfolk
Norfolk, ss

By virtue of this Warrant, I have notified and warned the legal voters of the Town of Norfolk aforesaid to meet at the time and place and for the purposes specified in said Warrant, by posting true and attested copies thereof in the Town Hall, and in at least one public place in each of the three (3) precincts, not less than seven (7) days at least before the date of said meeting.

Constable

Date

TOWN OF NORFOLK
NORFOLK ADVISORY COMMITTEE
ONE LIBERTY LANE
NORFOLK, MA 02056

U.S. POSTAGE
PAID
Norfolk, MA
02056
Permit #12
PRSTD-STD
ECRWSS



POSTAL PATRON
NORFOLK, MA 02056

MAY 12, 2015
ANNUAL TOWN MEETING

KING PHILIP MIDDLE SCHOOL
NORFOLK, MA 02056

PLEASE ATTEND

YOUR VOTE IS IMPORTANT