

# ANNUAL TOWN MEETING

**MAY 14, 2019  
7:00 p.m.**

**King Philip Middle School  
18 King Street  
Norfolk, MA**

**PLEASE BRING THIS WITH YOU**

**WARRANT AND RECOMMENDATIONS  
ANNUAL TOWN MEETING  
MAY 14, 2019**

<b>ARTICLE</b>	<b>PROPONENT</b>	<b>DESCRIPTION</b>
1	Town Clerk	Election (May 7 <sup>th</sup> )
2	Board of Selectmen	Unpaid Bills of a Prior Year
3	Board of Selectmen	FY 2019 Budget Transfers
4	Town Administrator	Non Contractual Compensation Schedule
5	Board of Selectmen	FY 2020 Operating Budget
6	Board of Selectmen	FY 2020 Water Division Budget
7	Board of Selectmen	FY 2020 Sewer Division Budget
8	Board of Selectmen	Capital Cash Funding Request
9	Board of Selectmen	Capital Debt Funding Request
10	Board of Selectmen	FY 2020 Capital Budget Enterprise Funds
11	Board of Selectmen	Committee Reports
12	Town Clerk	Amend Bylaw Gender Specific Pronouns
13	Planning Board	Road Acceptance
14	Board of Selectmen	Revolving Funds
15	CPC	Operating Budget
16	CPC	Reservation of Revenues
17	CPC	Restoration of Tramp House
18	Board of Selectmen	Chapter 90 – Road Funds
19	Board of Selectmen	Accept Grants
20	Board of Selectmen	Acquire Easements/Drainage
21	Board of Selectmen	Sell Surplus Property

**CPC** = Community Preservation Committee

## Annual Town Meeting – May 14, 2019

On behalf of the Advisory Committee, I hope you will attend Norfolk's Annual Spring Town Meeting at the King Philip Junior High School, 18 King Street, Norfolk, on Tuesday, May 14, 2019, at 7:00 p.m.

During town meeting, you will have the opportunity to vote on motions presented by the Advisory Committee regarding articles proposed by the Board of Selectmen, the Town Administrator, the Town Clerk, the Planning Board, and the Community Preservation Committee. A brief introductory summary of the articles included in the Warrant follows below. The full articles and the Advisory Committee's comments and recommendations appear after this summary. The Spring Town Meeting is also when the Town's budget for the upcoming fiscal year (July 1, 2019, through June 30, 2020) is determined.

Updates and reports from Town Departments and Boards/Committees may be presented, as authorized by *Article 11*.

### **Annual Town Budget**

The Town's proposed operating budget for FY20 is \$39.8 million, which is \$1,461,667.00 above last year's budget, an approximate 3.8% increase. This increase is funded by new growth to our tax base and the Proposition 2 ½ levy. The Town will receive \$86,000.00 in new revenues generated by the Joint Communications Center housed upstairs in our new police station.

There is little money devoted to new initiatives. On a positive note, medical insurance costs decreased by 2%. KP Schools were able to hold their increased medical insurance costs to 3%, significantly lower than the projected amount of 10%. The Facilities Maintenance Department budget increased by 22%, but they are undertaking several new responsibilities and performing increased levels of maintenance on buildings and major mechanical components, including the new police station. Such efforts should prolong the useful life of the systems.

### **Standard Items**

Articles One through Five of the warrant are standard items, some of which do not require any recommendation by the Advisory Committee. *Article One* simply sets forth that our town election will occur on May 7, 2019. *Article 2* provides funds for any unpaid bills from 2018. As of this writing, there are no unpaid bills.

*Article Three* is the standard transfer article, allowing for the adjustment of departmental budgets for the current fiscal year. *Article Four* allows for a customary modest cost of living increase of 1.5% to non-union employees, primarily department heads and part-time staff. *Article Five* is the General Fund Budget, which also sets the salary for all elected officials of the town, and is included at the end of this document.

### **Other Budgets – Water & Sewer; Capital Items**

Regular attendees of TM will recognize *Articles Six and Seven*, the Water & Sewer Division operating budgets and transfers to their respective Enterprise Funds. The users of those services fund these budgets.

*Article Eight* requests authorization to purchase capital items through cash, but none are anticipated at this time. Thus, this Article would be Indefinitely Postponed. *Article Nine* relates to transfers funded by debt funding. This year, the town seeks to have major repairs completed to the roof at the H. Olive Day School. Some of the cost will be reimbursed by the MA School Building Authority (MSBA).

### **Acceptance of Gender-Neutral Pronouns**

*Article 12*, submitted by the Town Clerk, seeks to change gender-specific pronouns to gender-neutral pronouns in the Town Bylaws.

### **New Street Acceptance – Tailwind Circle**

*Article 13*, submitted by the Planning Board, seeks the acceptance of a new street. Tailwind Circle is part of the Norfolk Landing development.

### **Revolving Funds**

Revolving funds are used to raise revenues from a specific service and use those revenues to support the service without more formal appropriation. There may be a quiz on this later.

Mass. Gen. Laws c. 44 § 53e requires that each revolving fund be reauthorized every year at annual town meeting, and include a monetary limit for each fund. Thus, *Article 14* not surprisingly sets forth our revolving funds and seeks to reauthorize them.

### **Community Preservation Committee (CPC) Articles**

*Article 15* seeks to appropriate the sum of \$15,000 to fund the budget for the CPC. This is a standard article. *Article 16* is another standard article relative to CPC funds, and *Article 17* seeks to use \$25,000 of CPC funds (historic reserves) for restorations to the Tramp House on Town Hill.

For history fans out there, Tramp Houses were intended to provide the most basic of housing for various undesirables that wandered into town. Often, these folks were referred to as “vagabonds” and “tramps.” Under no circumstances, however, should tramps be confused with gypsies or thieves. Just four Tramp Houses are known to still exist in Massachusetts: Weston, Middleton, Kingston, and Norfolk. Tramp houses were most often constructed by towns near railroad beds, a preferred method of travel for vagabonds. To our commuter rail-riding friends, taking the train does not mean you are a tramp.

Our Tramp House was built around 1886. It functioned as a school from 1918 until 1950. Thus, saving the Tramp House is important to preserving our history.

The remaining few articles are standard, and involve Chapter 90 funds which are reimbursements for improving public roads; authorizing the Select Board members to accept grants on behalf of the town and accept easements for drainage and laying out public ways, and authorize the Select Board to sell surplus property, but not real estate.

### **Advisory Committee Updates**

- To assist with planning and increase the amount of information the committee has about upcoming capital expenses, we have designated members of the Advisory Committee as liaisons to major departments and boards. This initiative will assist our members in developing an increased understanding of both the needs and challenges of various departments and provide additional background information relative to specific issues from other town boards, such as a zoning article for example.
- Late last year, veteran Advisory Committee member Pat Snead resigned after many years of service to the town. Pat provided helpful information to newer members of the committee, and like long-time member Jim Tomaszewski who left earlier in 2018, he is missed. Their departures left two big sets of shoes to fill, and I thank them for their kind assistance for the last few years since I joined the committee. While some people like to complain about things from the wings, these two long-time residents spent countless hours volunteering in various capacities to benefit Norfolk.
- Related to the above, we welcome our newest member, Michael Hough.

We hope you will attend town meeting on May 14, 2019, the purest form of democratic governance established in Massachusetts in 1622. Get involved, ask questions, and cast your votes at town meeting. We hope to see you there.

*Stephen McDonough, Chair  
Norfolk Advisory Committee*

*Committee Members: Peg Drisko, Arthur Frontczak, Jonathan Hurwitz, Joyce Terrio, Brian Beachkofski, Susan Klein, David Lutes, and Michael Hough.*

*Administrator: Susan Jacobson*

**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 7, 2019, 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 14, 2019 at 7:00 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056, for the convened business session of the Annual Town Meeting, then and there to act on the following articles commencing with Article 2, viz:

**ARTICLE 1**

**Submitted by the Town Clerk**

To choose by ballot, the following Town officers: One Selectman for a three (3) year term, one Selectman for a one (1) year unexpired term, one Assessor for a three (3) year term, one Board of Health member for a three (3) year term, one Constable for a three (3) year term, one Library Trustee for a three (3) year term, one Moderator for a three (3) year term, three Planning Board members, two for three (3) year terms, and one for a (1) year unexpired term, two Recreation Commission members for three (3) year terms, and one Norfolk School Committee member for a three (3) year term.

**Town Administrator's Comments**

Article 1 is the Election, which this year includes the election of Town Officials and one ballot question. The Election is held on May 7, 2019.

**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 Comments**

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

**The Advisory Committee recommends indefinite postponement of this article.**

**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, 2019; or take any other action relative thereto.

**Town Administrator's Comments**

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

**The Advisory Committee recommends approval of this article.**

**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, 2019; or take any other action relative thereto.

**Town Administrator's Comments**

Article 4 requests authorization to provide a 1.5% Cost of Living Adjustment to the non-union employees, which is predominantly department heads and part time non-union staff.

**The Advisory Committee recommends approval of this article.**

**ARTICLE 5**

**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, 2019; or take any other action relative thereto.

**Town Administrator's Comments**

Article 5 is the General Fund budget.

**The Advisory Committee recommends approval of this article.**

**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 Enterprise Fund’s maintenance, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2019; or take any other action relative thereto.

**Town Administrator's Comments**

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

**The Advisory Board recommends approval of this article.**

**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, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2019; or take any other action relative thereto.

**Town Administrator's Comments**

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

**The Advisory Committee recommends approval of this article.**

**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.

**Town Administrator's Comments**

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

**The Advisory Committee recommends indefinite postponement of this article.**

**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.

**Town Administrator's Comments**

Article 9 is intended to request authorization to purchase capital items through debt funding. The Town is seeking authorization to repair a school roof. This will be funded with cash previously received on the school project along with debt funding and reimbursement from the MSBA.

**The Advisory Committee recommends approval of this article.**

**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 for the Water Enterprise Fund; or take any other action relative thereto.

**Town Administrator's Comments**

Article 10 is intended to allow the authorization of capital items for the Water and Sewer enterprise funds. The Town is not seeking any capital items at this time.

**The Advisory Committee recommends indefinite postponement of this article.**

**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 Comments**

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

**The Advisory Committee takes no position on this article.**

**ARTICLE 12**

**Submitted by the Town Clerk**

To see if the Town will vote to amend the Town’s General Bylaws to change all gender specific pronouns to gender neutral pronouns in a manner consistent with the examples below; or take any action related thereto.

- “Board of Selectmen” changes to “the Select Board”*
- “Selectmen” changes to “Select Board member” or “member of the Select Board”*
- “Chairman” changes to “the Chair” or “the Chairperson”*
- “Vice-Chairman” changes to “Vice-Chair” or “Vice-Chairperson”*
- “He” changes to “he/she”*
- “His” changes to “his/hers”*
- “Him” changes to “him/her”*

**Town Administrator's Comments**

Article 12 is a request by the Town Clerk to change/update the General Bylaws, which would change all gender specific pronouns as identified above.

**The Advisory Board recommends approval of this article.**

**ARTICLE 13**

**Submitted by the Planning Board**

To see if the Town will vote to accept Tailwind Circle as a public way in its entirety from station 0.00 to station 477.49, and any appurtenant drainage, water and utility easements related to said Tailwind Circle, as laid out by the Norfolk Board of Selectmen and as shown on the acceptance plan dated October 5, 2018 drawn by Precision Land Surveying, Inc., of Southborough, MA and as further described in documents entitled, As-Built in Norfolk, MA-

Tailwind Circle and further authorize the Norfolk Board of Selectmen to acquire by gift, purchase or eminent domain pursuant to Chapter 79 of the General Laws and to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any action relative thereto.

**Town Administrator's Comments**

Article 13 is a request to accept Tailwind Circle as a public way.

**The Advisory Committee recommends approval of this article.**

**ARTICLE 14**

**Submitted by the Board of Selectmen**

To see if the Town will reauthorize the spending limits on the following revolving funds previously authorized by the Town; or take any other action relative thereto.

**Town Administrator's Comments**

Article 14 is a request to reauthorize existing revolving funds.

**The Advisory Committee recommends approval of this article.**

<b>Revolving Fund</b>	<b>Department</b>	<b>Expenditure Limit</b>
2100 - Parking Tickets	Board of Selectmen	\$1,000
2101 - Snow Removal	Board of Selectmen	\$20,000
2102 – Recreation Field Maintenance	Recreation Commission	\$100,000
2103 – Conservation Timber Harvesting	Conservation Commission	\$5,000
2104 – Off-site Improvements	Planning Board	\$91,000
2105 – Shade Tree and Scenic Roads	Planning Board	\$10,000
2106 – Wetland Hearing Application	Conservation Commission	\$5,000
2111 – Abutters List	Board of Assessors	\$2,000
2112 – Police Vehicle Details	Chief of Police	\$50,000
2113 – Subdivision Performance Inspection	Planning Board	\$5,000
2114 – Cleaning and Maintenance-Unaccepted Subdivision	Planning Board	\$30,000
2115 – Community Garden Rental	Board of Selectmen	\$5,000
2152 – Passports	Board of Library Trustees	\$5,000
2155- Lost or Damaged Library Materials	Board of Library Trustees	\$7,500
Zoning Board-Advertising	Zoning Board	\$5,000
Planning Board-Advertising	Planning Board	\$5,000

**ARTICLE 15**

**Submitted by Community Preservation Committee**

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

**Town Administrator's Comments**

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

**The Advisory Committee recommends approval of this article.**

**ARTICLE 16**

**Submitted by Community Preservation Committee**

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2020 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2020 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2020 Community Preservation Fund revenues for the future appropriation towards the acquisition, preservation, rehabilitation and restoration of Historic Resources; or take any other action relative thereto.

**Town Administrator's Comments**

Article 16 is a standard article that states that we will designate 10% of FY20 CPA revenues towards each of three CPA purposes. The remaining 70% will be undesignated, but would still be required to be dedicated to one of the three allowable purposes.

**The Advisory Committee recommends approval of this article.**

**ARTICLE 17**

**Submitted by Community Preservation Committee**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Historic Reserves, \$25,000, for the restoration of the exterior of the historic Tramp House located on Town Hill; or take any other action relative thereto.

**Town Administrator's Comments**

Article 17 is a request to authorize the Community Preservation Committee to utilize \$25,000 of CPA funds (Historic Reserves) for restorations to the Tramp House on Town Hill.

**The Advisory Committee recommends approval of this article.**

**ARTICLE 18**

**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 Comments**

Article 18 is a standard article that allows the Board of Selectmen to utilize Chapter 90 funds from the State for the purposes of improving public roads.

**The Advisory Board recommends approval of this article.**

**ARTICLE 19**

**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 Comments**

Article 19 is standard article that authorizes the Selectmen to accept grants on behalf of the Town.

**The Advisory Board recommends approval of this article.**

**ARTICLE 20**

**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 Comments**

Article 20 is a standard article which authorizes the Selectmen to accept easements for the purposes of drainage or public ways. We will not be requesting any funding for this purpose.

**The Advisory Committee recommends approval of this article.**

**ARTICLE 21**

**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 Comments**

Article 21 is standard article that authorizes the Selectmen to sell surplus property such as furniture or vehicles. This article does not authorize them to sell Real Estate.

**The Advisory Committee recommends approval of this article.**

## *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.

## ***GLOSSARY OF TERMS***

The following list is Glossary of Terms commonly used at Town Meeting:

**Article** - An item listed in the Town Meeting Warrant which must contain a sufficient description of what is proposed to be voted upon. Every action taken at the town meeting must be pursuant to some Article printed in the Warrant, and must be within the scope of such Article.

**Assessed Valuation** - A valuation set upon real property and personal property by the Board of Assessors as a basis for levying taxes.

**Available Funds** - Balances in the various fund types that represent non-recurring revenue sources. Examples of Available Funds include Free Cash, Stabilization Funds, and Overlay Surplus.

**Chapter 70 School Aid** – Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993, by which the state aid portion of public education funding is distributed to cities and towns.

**Chapter 90 Highway Funds** – State funds derived from periodic transportation bond authorizations and apportioned to communities for roadway projects based on a formula under the provisions of MGL Ch. 90 §34. The amount granted to each town is paid in the form of reimbursements by the state after the town completes local work and submits certified expenditure reports to Mass Highway.

**Cherry Sheet** – A cherry-colored form issued by the State each year which lists all state and county charges required to be paid by the town, as well as all reimbursements and Local Aid to be paid to the town. Some reimbursements paid to the town are based on formulas which review how much the town spent on certain items during the previous fiscal year.

**Community Preservation Act (“CPA”)** – Enacted in 2000, MGL Ch. 44B permits towns accepting its provisions to establish a restricted fund from which monies can only be appropriated for the acquisition, creation and preservation of open space, historic resources, land for recreational use, community housing, and the rehabilitation and restoration of those town assets previously acquired or created using monies from the fund. Community Preservation is funded annually by a combination of a surcharge on the local real property tax levied on valuations of \$100,000 and above and a variable percentage state match using funds realized from deed registration fees.

**Debt Exclusion** - A town can vote to assess taxes in excess of its Levy Limit (see below) in order to borrow money and make annual loan payments. A Debt Exclusion for a town is similar to a mortgage for a home, with the exception that annual payments for Debt Exclusions usually decrease each year until the debt is completely paid. The additional amount approved for the payment of the annual loan payments (“Debt Service”) is added to the Levy Limit for the life of the debt only. Unlike Overrides (see below), Debt Exclusions do not become part of the base upon which the Levy Limit is calculated for future years. A Debt Exclusion is typically used to pay for capital equipment purchases and municipal building construction/renovation projects.

**Debt Service** – The repayment cost to be budgeted each year to make principal and interest payments due on the bonds owed by the town. It is similar to a homeowner’s budget for mortgage payments.

**Enterprise Funds** - Funds that are set up pursuant to MGL Chapter 44 §53F½ to collect fees paid by users to pay for certain self-sufficient programs. These funds account for all revenues and expenditures for services and allow surpluses to be used to reduce future fees for the services or to pay for future capital improvements for that service. Each fund has an independent budget.

**Estimated Receipts** – Funds expected to be received by the town in the coming fiscal year, but not including real estate taxes. Building permit fees, marriage license fees, and automobile and boat excise taxes are examples of items included in Estimated Receipts.

**Fixed Costs** – Costs that are legally or contractually mandated; such as retirement, FICA/Social Security, the town’s liability insurance, or Debt Service.

**Free Cash** - Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items.

**General Fund** – The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

**Level Funded Budget** – A budget for a certain department(s) or town service(s) which provides the same total dollar amount as last year’s budget. Since costs usually rise each year (fuel, salaries, supplies), a Level Funded Budget typically results in reduced services to residents because the same budget amount must pay for the rising costs, which will require reductions in work hours, staffing or other department services in order to balance the budget.

**Level Service Budget** – A budget for a certain department(s) or town service(s) which provides increased funding which is sufficient only to provide for the same level of services as last year’s level of services. No new employees or expanded services are funded for the coming Fiscal Year.

**Levy Limit** – The maximum amount that any town can collect (or levy) in a given fiscal year through the real estate tax and personal property tax. The Levy Limit can grow by 2½% of the prior year’s Levy Limit, plus New Growth and any voter-approved Overrides or Debt Exclusions.

**Local Aid** – Revenue allocated and paid by the State to our town. Some Local Aid is unrestricted (the town votes how to spend it), and other types of Local Aid are restricted to education uses, highway/street maintenance, and the like.

**Local Revenues** – Locally generated revenues which do not include real estate taxes or personal property taxes. Examples include motor vehicle excise taxes, investment income, permit fees paid to the town, etc.

**New Growth** – Additional tax revenue expected to be collected by the town in the coming fiscal year due to taxes being assessed to new construction projects (commercial and residential) and other increases in the property tax base (home renovations, building upgrades or additions, etc.).

**Non-Recurring Funds** – Money that the town expects to collect this year, but not next year. As an example, if the town plans to sell a piece of real estate this year, the money received from the sale would be Non-Recurring Funds.

**Overlay** - The Overlay is the amount used by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover tax abatements granted.

**Override** – The ability of residents to increase the town’s Levy Limit by more than 2½% by voting to approve a higher Levy Limit. A majority vote by the Board of Selectmen is required to place an Override question on a ballot, and a majority vote by registered voters at a subsequent ballot box election is required to approve an Override.

**Raise and Appropriate** – A phrase used to mean that an item will be paid for by real estate taxes and other revenue sources (excise taxes, permit fees, local aid, etc.) to be collected by the town in the coming fiscal year.

**Recurring Funds** – Money that the town expects to collect each and every year for the foreseeable future, although the exact amounts may vary. Real estate taxes, fees collected for local permits and licenses, and local aid money from the state are all examples of Recurring Funds.

**Reserve Fund** - A small fund established each year by the Annual Town Meeting. The money is controlled by the Advisory Committee, which may authorize transfers at the end of each fiscal year to cover any extraordinary or unforeseen expenditures of the town.

**Revolving Fund** – Funds established each year for certain town departments to allow those departments to collect fees for a specific service and use those fees/revenues to support the service without using tax dollars. Per MGL Ch. 44 §3E½, each Revolving Fund must be re- authorized each year at the Annual Town Meeting, as well as the limit on the total amount that may be spent from each fund.

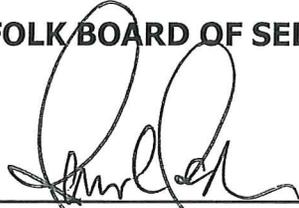
**Stabilization Fund** - A special account created to provide a reserve for municipal purposes. It is typically considered as a town’s savings account or a “rainy day fund”, to be used to balance budget shortfalls in years when local revenues or state

aid is low, or when unique or unexpected expenses arise, or for any other purpose that Town Meeting authorizes. To deposit or withdraw money from the Stabilization Fund, Town Meeting must approve the amount by a 2/3 vote.

**Surplus Revenue** - The total amount of cash, accounts receivable, and other current assets that exceed liabilities and reserves. As a simple example, if the Town collected taxes, fees and local aid of \$100, but only spent \$90 on actual costs and expenses, our Surplus Revenue would be \$10.

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 twenty third day of April, 2019 A.D.

**NORFOLK BOARD OF SELECTMEN**



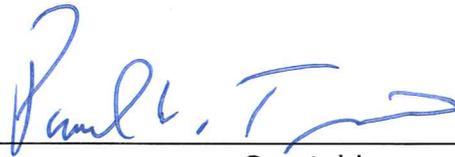
**James Lehan, Chairman**



**Kevin Kalkut, 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

4/25/19

Date