



TOWN OF NORFOLK

BOARD OF SELECTMEN

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

In accordance with the provisions of M.G.L. Chapter 30A, Section 20, notice is hereby given that the Board of Selectmen will meet on Tuesday, August 13, 2019, at 7:00 p.m., in Meeting Room 124, One Liberty Lane, Norfolk, MA

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

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

Action Items

- 2. Please consider awarding the sale of the current re-funding of 2011 outstanding bonds**
- 3. Please consider making the following appointments the Energy Committee: Anthony Kennedy; John Kent (as an associate member)**
- 4. Please consider approving private street names as proposed for The Enclave 40B Project**
- 5. Please consider approving the name of a new private street proposed as Ox Pasture Way**
- 6. Please consider approving the 29th Annual Rodman Ride for Kids to ride on Norfolk roads on September 21, 2019**
- 7. Please consider issuing a one-day liquor license to the Norfolk Library to host a brew night on September 27, 2019 from 6:30 p.m. – 8:30 p.m.**
- 8. Please consider establishing dates to hold Liberty Lane and Old Town Hall Parking Lottery and rates for permit period October 1, 2019 – September 30, 2020**
- 9. Please consider approving the request for use of Town Hill from Girls the Scouts for their annual kick-off party to be held on Tuesday, September 10th from 6:00 – 7:30 p.m., with a rain date of Thursday, September 12th from 6:00 -7:30 p.m.**

Discussion Items

10. Please discuss the Board's intention to lay out various streets for acceptance at the fall Special Town Meeting as follows:

- Tailwind Circle
- Westfield Drive
- Saddle Ridge
- Liberty Lane
- Meetinghouse Road
- Silver Fox Run

11. Please discuss the Police Substation located at 117 Main Street
12. Please discuss the structure of the fall special town meeting
13. Please discuss the potential of implementing a public comment period to the Board's agenda

Report of Warrants

14. The following warrants have been signed:

- 06/30/2019 54VS19 \$10,995.15 (CVT)
- 07/09/2019 54V19 \$626,653.16 (CVT)
- 07/09/2019 02V20 \$438,572.56 (CVT)
- 07/16/2019 03V20 \$1,352,431.68 (KK)
- 07/19/2019 02LONG \$111,471.98 (KK)
- 07/21/2019 01P20 and 01PS20 \$486,109.11 (KK)
- 07/23/2019 04VS20 \$175,538.35 (KK)
- 07/23/2019 04V20 \$333,076.26 (CW)
- 07/25/2019 20P19 and 20PS19 \$787,585.52 (KK)
- 07/30/2019 05V20 \$230,829.50 (KK)
- 07/30/2019 05DEBT20 \$348,568.41 (CW)
- 08/02/2019 02P20 and 02PS20 \$444,892.06 (CW)
- 08/06/2019 06V20 \$1,837,849.16 (CW)

Approve Minutes

15. Please consider approval and release of regular and executive session minutes

Any other unanticipated business that may come before the Board

ADJOURNMENT



Blythe C. Robinson, Town Administrator



TOWN OF NORFOLK

BOARD OF SELECTMEN

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

August 8, 2019

MEMO TO: Board of Selectmen

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

RE: **Agenda Background – August 13, 2019**

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

1. 7:00 pm. Call Meeting to Order
2. Please consider awarding the sale of the current re-funding of 2011 outstanding bonds

In 2011 the Town issued long-term bonds for the financing of the Freeman Kennedy School, and Spruce Road well. Those bonds have a call provision, which enables the Town to "call" the bonds and go to the bond market through a bid process, the goal for which is to obtain a lower interest rate and thus reduced cost to our taxpayers. Included in your packet is a PowerPoint Presentation from Todd Lindmark that provides you with detail about debt in general, the reason for this action, the results of the bid opening and impact on our debt. Todd will be attending the meeting to review the presentation and answer any questions you have about this sale, our debt strategy overall and how we go about implementing and managing that strategy. The outcome of this item is that the Board needs to award a sale of these bonds for these projects.

MOVE that in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund all of the Town's \$15,673,000 General Obligation Municipal Purpose Loan of 2011 Bonds dated March 15, 2011 maturing on and after March 15, 2020, in the aggregate principal amount of \$9,190,000 (the "Refunded Bonds") and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

Further MOVE that the sale of the \$ 8,040,000 General Obligation Municipal Purpose Loan of 2019 Bonds of the Town dated August 22, 2019 (the "Bonds"), to Fidelity Capital Markets, a Division of National Financial Services LLC, at the price of \$9,138,201.21 and accrued interest,

if any, is hereby approved and confirmed. The Bonds shall be payable on March 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2020	\$615,000	5.00%	2026	\$690,000	5.00%
2021	670,000	5.00	2027	690,000	5.00
2022	680,000	5.00	2028	685,000	4.00
2023	680,000	5.00	2029	675,000	3.00
2024	685,000	5.00	2030	650,000	3.00
2025	690,000	5.00	2031	630,000	2.00

Further MOVE that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 30, 2019 and a final Official Statement dated August 6, 2019 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further MOVE that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further MOVE that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further MOVE that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further MOVE that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

3. Please consider making the following appointments the Energy Committee: Anthony Kennedy; John Kent (as an associate member)

At the last meeting the Board decided to request that the Energy Committee clarify how many regular members they wish to have, and who they recommend for a regular and associate members. They met and recommend that Anthony Kennedy be the regular member, and that that John Kent be named as the associate.

You might also be interested to know that the Committee will shortly be submitting a draft of the application to become a Green Community to the State so that they can obtain feedback before the final application is due in the fall. They will be seeking the Board's approval to submit that application at a meeting in September or early October, and they are on track to submit a plan that reduces energy consumption of the Town by 20% over a five year period as the grant requires.

MOVE that the following appointments be made to the Energy Committee: Anthony Kennedy as a regular member and John Kent as an Associate member.

4. Please consider approving private street names as proposed for The Enclave 40B Project

The Enclave development off of Village Green requires that a street name be assigned to the new street. While the developer Mr. DiPlacido had originally asked to name it "Scout's Way", the Historical Commission recommends Avery Street. Mr. DiPlacido is agreeable to the name Avery, but prefers that it be called "Avery Way" rather than street. As you will see from the email thread, both the Historical Commission Chair and Police Chief concur on this name.

MOVE that the Board vote to name a new street in the Enclave development "Avery Way".

5. Please consider approving the name of a new private street proposed as Ox Pasture Way

The Town has received a request from the Alfred family who is in the process of subdividing ten acres they own off of North Street into four homes on a private way. Their request to the Board is to be able to name the private way "Ox Pasture Way". Included in your packet is an email thread with their request, and input from both Betsy Pyne and Barbara Bartholomew, as well as some historical documents indicating that for a very long time this area has been known as "ox pasture". As you will note, the Historical Commission believes this naming is appropriate, and both Police and Fire have no objection.

MOVE that the Board vote to name a new private way off of North Street "Ox Pasture Way" as requested by the property owners.

6. Please consider approving the 29th Annual Rodman Ride for Kids to ride on Norfolk roads on September 21, 2019

Included in your packet is a request from the Rodman Ride for Kids to hold their 29th annual event which utilizes some Town roads and state highways. This request has been reviewed by Chief Stone who indicates that from his experience Town paid police details are not required for this event and he supports the event.

MOVE that the Board approve the use of Town roads on September 21st for the Rodman Ride for Kids.

7. Please consider issuing a one-day liquor license to the Norfolk Library to host a brew night on September 27, 2019 from 6:30 p.m. – 8:30 p.m.

The Library has requested a one-day license so that they can have a brew night program in September at which three local breweries will come and speak about the process of making beer, their products and offer tastings to participants. They are hoping to draw 100 people and it will be held in the Community Room. Our office has obtained the required paperwork and insurance, and Chief Stone has noted his approval.

MOVE that the Board grant a special one-day license for the serving of malts to be drunk on premises to the Norfolk Public Library on September 27, 2019.

8. Please consider establishing dates to hold Liberty Lane and Old Town Hall Parking Lottery and rates for permit period October 1, 2019 – September 30, 2020

For a few years the Board has held a lottery to sell 90 parking passes for commuters to use at the Old Town Hall, and earlier this year a similar lottery was held for 32 spaces on Liberty Lane. The yearly cycle for these passes runs from October 1st to September 30th, so this item is on the agenda so the Board can determine the cost of the passes for the next year. The cost of the passes in the current cycle is:

- Old Town Hall - \$75/year + \$5 for a second sticker (1 car parked at a time)
- Liberty Lane - \$105/year in FY19 for six months – proposed for \$150/year in FY20, also with a second sticker for \$5/year

Prior to advertising the lottery, staff would like a decision of the board on what to charge for the coming year. Just for context, it is my understanding that previous Boards have sought to offer an economical parking opportunity just for Town residents at a rate much lower than the \$80/month charged by the MBTA. These passes were as a benefit to residents, not a revenue producing endeavor.

It would be my recommendation that the Board increase these rates by some amount, so that the Liberty Lane spaces are as much as half of an MBTA pass given the proximity to the train station, and that the stickers for Old Town Hall be at a lower cost than this given that it is further away.

MOVE that the Board set the parking permit rates for the following locations for October 1, 2019 – September 30, 2020 as _____/year for 90 spaces Old Town Hall and _____ for 32 spaces on Liberty Lane.

9. Please consider approving the request for use of Town Hill from the Girls Scouts for their annual kick-off party to be held on Tuesday, September 10th from 6:00 – 7:30 p.m., with a rain date of Thursday, September 12th from 6:00 -7:30 p.m.

For a number of years, the local Girl Scouts Troop has held their annual kick-off party on Town Hill and has requested to do so again this year on September 10th. From the

enclosed information you will note that they anticipate having approximately 75 participants for this early evening activity.

MOVE that the Board approve the use of Town Hill on September 10th (rain date September 12th) by the Girl Scouts for their annual kick-off party.

10. Please discuss the Board's intention to lay out various streets for acceptance at the Fall Special Town Meeting as follows:

- Tailwind Circle
- Westfield Drive
- Saddle Ridge
- Liberty Lane
- Meetinghouse Road
- Silver Fox Run

As you will note, there are six roads that are proposed to become public ways through a process that is ultimately approved by the voters at Town Meeting. Included in your packet are several items that outline what that process is, as well as a memo from Planning Director Rich McCarthy on the action needed on each of these six roads. Regardless of what step each are at, the first step in the process is for the board to have this item on its agenda to discuss the matter so it can then be referred to the Planning Board to take the next step.

11. Please discuss the Police Substation located at 117 Main Street

At the last meeting Select Board Member Van Tine asked that this item be included on this agenda. In support of that please find enclosed a memo from Chief Stone that provides some history on why it was determined that a portion of the Fire Station remain a substation, and the pluses and minuses of doing so. We hope that this information and context will help with the discussion about this matter, and Chief Stone will be at the meeting to discuss this memo and participate in the deliberations.

12. Please discuss the structure of the fall special town meeting

Typically the Town holds a special town meeting in mid-November. Prior to officially opening a warrant for the meeting, this item is on the agenda so that the Board can discuss the types of articles we anticipate will be brought forward and how to structure the meeting to conduct this business. To that end, included in your packet is a draft list of possible articles, as well as a timeline that I would propose we follow to prepare for the meeting, targeted right now for November 19th at the Freeman Kennedy School.

As you will note from the list, there are several articles contemplated related to the zoning bylaw. The Board may want to give some thought to whether these are taken up as a group and in a particular order or possibly on a second evening. Following this meeting I would propose that the warrant be officially opened on September 3rd.

13. Please discuss the potential of implementing a public comment period to the Board's agenda

In its present structure, the Board's agenda does not provide the public with an opportunity to come to a meeting and discuss an item not already on the agenda. A number of communities do offer such an opportunity typically either at the beginning or end of the meeting. If a member of the public wants to comment on an item already on the agenda, it is usually up to the Chairperson how long that individual may speak and at what point in the discussion. Should the Board want to add a public comment item to its agenda, it is recommended that a policy be in place as to how the Board will go about it, and the expectations it has for those who wish to make comments. Enclosed in your packet is a sample passed recently in another community that you may find helpful.

14. Please consider approval of the following warrants:

MOVE that the Board approve the following warrants:

- 06/30/2019 54VS19 \$10,995.15 (CVT)
- 07/09/2019 54V19 \$626,653.16 (CVT)
- 07/09/2019 02V20 \$438,572.56 (CVT)
- 07/16/2019 03V20 \$1,352,431.68 (KK)
- 07/19/2019 02LONG \$111,471.98 (KK)
- 07/21/2019 01P20 and 01PS20 \$486,109.11 (KK)
- 07/23/2019 04VS20 \$175,538.35 (KK)
- 07/23/2019 04V20 \$333,076.26 (CW)
- 07/25/2019 20P19 and 20PS19 \$787,585.52 (KK)
- 07/30/2019 05V20 \$230,829.50 (KK)
- 07/30/2019 05DEBT20 \$348,568.41 (CW)
- 08/02/2019 02P20 and 02PS20 \$444,892.06 (CW)
- 08/06/2019 06V20 \$1,837,849.16 (CW)

15. Please consider approval and release of regular and executive session minutes

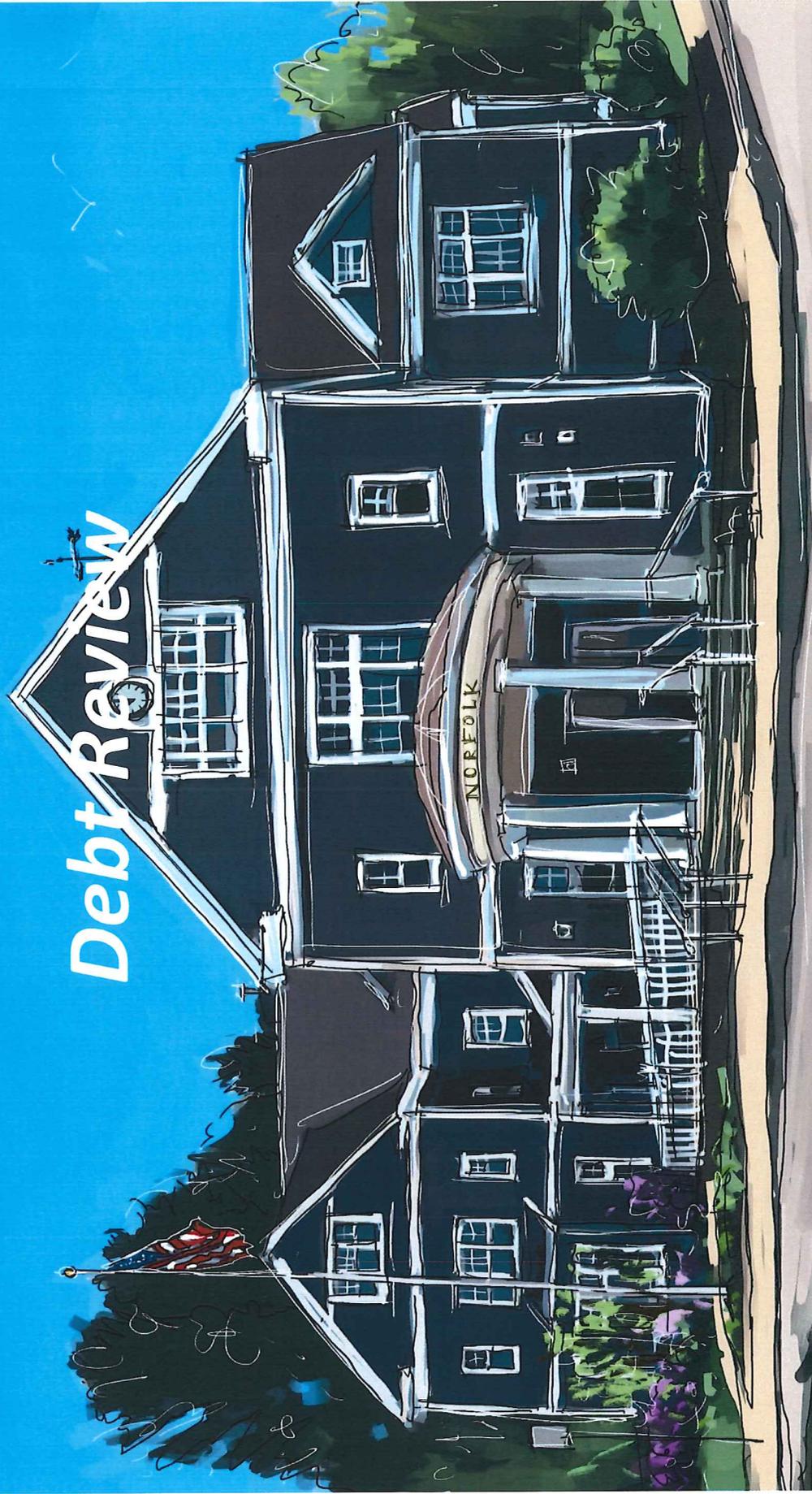
In your packet are the regular meeting minutes of the meetings held on May 21st, June 4th and June 25th which have been submitted to the clerk for review. Also included are a number of sets of executive session minutes that have previously been approved in executive session and are ready to be officially released.

MOVE that the Board approve the minutes of the May 21st, June 4th and June 25th regular meetings.

MOVE that the Board release the following sets of executive session minutes: April 23, 2018 and May 20, 2018.

TOWN OF NORFOLK

Debt Review



Town Hall, Norfolk, MA

Kim Norin Weineck

Municipal Bonds

- Town authorizes debt (borrowing) at Town Meeting for capital projects by a 2/3 town meeting vote
- After Debt is voted (Authorized) at Town Meeting, Town can borrow funds to pay for capital projects –
- Length of borrowing for project (maximum number of years) determined by Mass General Laws, Ch. 44

Municipal Bonds

- Town issues general obligation bonds to obtain financing
 - Bids are submitted by underwriters on date of sale
 - Town awards Bonds to underwriter who bids the lowest (based on TIC = True Interest Cost)
- Bonds are purchased by underwriters (bidders)
 - Bond proceeds are deposited to Town's account
 - Town will need to repay bonds over a predetermined period

Municipal Bonds

- Bond proceeds include:
 - Par amount of bonds borrowed (amount the Town is paying back)
 - Bond premium – Next Slide

Town Hall, Norfolk, VA

Paula Davis Mitchell

Municipal Bond Premiums

- Bond Premium – funds paid by underwriter (purchaser of bonds) to Town in addition to the amount of bonds borrowed by Town
- Bond Premiums result when - market rates are low, bidders want to put a higher rate on the bonds so they offer additional cash (bond premium) to Town
 - Bonds are awarded to bidder who has the lowest TIC (true interest cost) at time of sale. Bond Premium is given to lower the TIC of bonds.
 - Premium is considered bond proceeds but does not have to be repaid
 - Bond Premium can be used to reduce amount of bonds borrowed or for another capital project which the Town can borrow for (thereby eliminating the need to borrow for another project)
- Bond Premium – is not general fund revenue

Municipal Bonds

- Bond proceeds are limited to –
 - Project costs
 - Cost of issuance for project (cost to prepare, issue and market bonds such as bond counsel, rating agency, financial advisor, paying agent)

Town of Norfolk Bond Refunding

- On August 6, 2019 sold \$8,040,000 general obligation refunding bonds.
- Refunding the outstanding balance of the Town's \$15,673,000 General Obligation Bonds originally dated March 15, 2011 and maturing March 15, 2020 through 2031.
- The outstanding balance of the 2011 bonds are for the Elementary School and the Spruce Road Well. The refunding bonds will be dated August 22, 2019.

Town of Norfolk Bond Refunding

- Bonds with a maturity of longer than 10 years are usually sold with a “call” feature.
- The call feature is what allows bonds to be paid off prior to the original maturity dates.
- When the 2011 bonds were issued, they had a call date effective March 15, 2019. A call date is the point at which bonds can be redeemed prior to maturity.
- A Town Meeting vote is not required for a refunding issue, just a vote of the Select Board.

Town of Norfolk Bond Refunding

- The 2011 bonds will be called on October 1, 2019. They were sold competitively on August 6 and received 8 bids from various underwriting firms.
- The lowest bidder was Fidelity Capital Markets.
- The refunding will produce a Net Present Value (NPV) savings of just over \$1.5 million or 16.9%. The Select Board are expected to vote the refunding and award the bonds to Fidelity Capital Market at this meeting.
- After the call on October 1, 2019, the 2011 bonds will be paid in full and the refunding bonds issued on August 22, 2019 will replace them.

BOS APPOINTMENTS

For August 13, 2019 Meeting

Energy Committee – 3 year term (5 members)

Anthony Kennedy (term expires 6/30/22)

John Kent (as Associate)(term expires 6/30/20)

One Liberty Lane
Norfolk, MA 02056
(508) 440-2855

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

Mon, May 13, 2019 at 5:08 PM

Yes that is the process.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Nancy Langlois <nlanglois@norfolk.ma.us>
Date: 5/13/19 4:17 PM (GMT-05:00)
To: Andrew Bakinowski <bakinowski@verizon.net>
Subject: Re: Fwd: Energy Committee

Ok, great. I'm assuming the process is that you will make a recommendation to the BOS for appointment if you believe he is a good fit?

Nancy

On Mon, May 13, 2019 at 4:14 PM Andrew Bakinowski <bakinowski@verizon.net> wrote:

Thanks Nancy I'll call him.

On Monday, May 13, 2019 Nancy Langlois <nlanglois@norfolk.ma.us> wrote:
Hi Andy,

I am forwarding the following email. Mr. Kennedy would like to become a member of the Energy Committee. Please forward your comments to me.

Thank you.

Nancy Langlois

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

From: **ANTHONY-KENNEDY ANTHONY-KENNEDY** <anthonykennedy@comcast.net>
Date: Thu, May 9, 2019 at 2:06 PM
Subject: Energy Committee
To: <nlanglois@norfolk.ma.us>

Dear Ms. Langlois,

As we briefly discussed, I am interested in joining the Norfolk Energy Committee.

Having just moved in to Norfolk last fall, I am interested in continuing to give back to the community.

Dear Ms. Langlois,

As we briefly discussed, I am interested in joining the Norfolk Energy Committee.

Having just moved in to Norfolk last fall, I am interested in continuing to give back to the community.

I was very active in Town affairs in Stoneham:

- 6 years on the Finance and Advisory Board
- 9 years as a Selectman
- 9 years on the Board of Assessors.

I have a keen interest in energy savings and can make a contribution using my Babson College MBA as a tool to help.

I look forward to hearing from you.

Sincerely

Anthony C Kennedy

Cell 781-367-6800

--

Nancy A. Langlois
Senior Office Assistant
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
(508) 440-2855

--

Nancy A. Langlois
Senior Office Assistant
Town of Norfolk



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

RE: Fwd: Energy Committee

3 messages

Andrew Bakinowski <bakinowski@verizon.net>

Mon, May 13, 2019 at 4:13 PM

To: nlanglois@norfolk.ma.us

Thanks Nancy I'll call him.

On Monday, May 13, 2019 Nancy Langlois <nlanglois@norfolk.ma.us> wrote:
Hi Andy,

I am forwarding the following email. Mr. Kennedy would like to become a member of the Energy Committee. Please forward your comments to me.

Thank you.

Nancy Langlois

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

From: **ANTHONY-KENNEDY ANTHONY-KENNEDY** <anthonykennedy@comcast.net>

Date: Thu, May 9, 2019 at 2:06 PM

Subject: Energy Committee

To: <nlanglois@norfolk.ma.us>

Dear Ms. Langlois,

As we briefly discussed, I am interested in joining the Norfolk Energy Committee.

Having just moved in to Norfolk last fall, I am interested in continuing to give back to the community.

I was very active in Town affairs in Stoneham:

- 6 years on the Finance and Advisory Board
- 9 years as a Selectman
- 9 years on the Board of Assessors.



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Select Board Meeting Appointment and Election (Energy Committee and BOA)

1 message

Andrew Bakinowski <bakinowski@verizon.net>

Thu, Jun 20, 2019 at 1:07 PM

To: nlanglois@norfolk.ma.us

Nancy:

We'll be there at 7 pm

Please reappoint Jim and Larry

Yes we would like Anthony Kennedy to be appointed.

Also there was a John Kent lives on Rockwood Road - we would like to have him appointed to the Energy Committee. Sue Jacobson sent me his resume back on May 6th but he pdf file won't open now.

Andy

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

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

To: Andrew Bakinowski <bakinowski@verizon.net>

Sent: Wed, Jun 19, 2019 11:46 am

Subject: Re: Select Board Meeting Appointment and Election (Energy Committee and BOA)

Hi Andy;

We have listed the joint election with the BOA as the first item on the Select Board's agenda next Tuesday. I suggest being here promptly at the 7:00 p.m. start time.

On another note, the Select Board will be re-appointing committee members who will expire on June 30, 2019 at Tuesday's meeting. The Energy Committee has 2 members expiring: James Wilkinson and Lawrence Sullivan. Are you recommending re-appointments? Also, have you decided to recommend appointing Anthony Kennedy? If so, for one of the vacant seats with terms to expire in 2021?

Thank you.

Nancy

On Mon, Jun 17, 2019 at 9:54 AM Andrew Bakinowski <bakinowski@verizon.net> wrote:

Hi all:

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

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

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

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

Please schedule time for a meeting on the 25th.

Thanks,

Andy Bakinowski



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Energy Committee - Members and other Items and such

1 message

Andrew Bakinowski <bakinowski@verizon.net>
To: nlanglois@norfolk.ma.us, brobinson@norfolk.ma.us

Wed, Jul 31, 2019 at 10:51 AM

Blythe and Nancy:

So the following was decided.

Anthony Kennedy will be the 5th full member.

John Kent will an Associate Member for a one year appointment.

Contrary to other boards the Energy Committee would like to have the opportunity to appoint other Associate Members - this would be set up to assign an Energy Committee member to various Town Projects as they come up. Most noticeably - Freeman Kennedy Expansion/Addition and the Fire Station. Matt Haffner has a dozen projects that have an energy component to them.

We continue to work with MAPC and have collected most of the data needed to complete the Green Community Application to state. The application is due in October...every year it moves by 2 weeks or 2 days - we are shooting for October 1.

Given the data we have now, we can meet the 20% reduction using FY 2019 as the base line year. Looking at lighting projects, some boiler upgrades, implementing and adhering to the Town vehicle policy. I do think that the Town really needs to review and assess the usage of Town vehicles and how they are used. A few possible projects were not included in the energy audit due to some unknowns - like street light replacements. We can investigate that over the next few years.

As for project implementation - There is some overlap between the Green Community Funding and the Municipal Vulnerability Preparedness (MVP) Program Application submitted earlier this year. While the DPW seems to be the lead on the Vulnerability Program there needs to be some coordination between the two goals of the program and Committee projects. Specifically, the section of the (MVP) that deals with climate change can be utilized to accomplish items on Matt Haffner's list of bringing natural gas to Town buildings and removing any fuel oil burning equipment. Nearly all of the fuel oil equipment in use within the town expect for the HOD school is beyond it's useful life of 20 or 25 years.

Andy



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

Re: Enclave Street Naming

1 message

Charles Stone <cstone@norfolk.ma.us> Mon, Jul 29, 2019 at 12:37 PM
To: Betsy Pyne <betsypyne@gmail.com>
Cc: Richard McCarthy <rmccarthy@norfolk.ma.us>, Robert Shannon <rshannon@norfolk.ma.us>, billconklin@comcast.net, Peter Petruchik <ppetrichik@norfolk.ma.us>, cmwider <chris@aquabarriers.net>, Blythe Robinson <brobinson@norfolk.ma.us>, Betsy Fijol <bfijol@norfolk.ma.us>, Tom Diplacido <tom@diplacidodevelopment.com>, Nancy Langlois <nlanglois@norfolk.ma.us>

I have no problem with Avery Way.

CS

On Mon, Jul 29, 2019 at 12:30 PM Betsy Pyne <betsypyne@gmail.com> wrote:

I have no problem with Avery Way

Betsy PYne
NHC

On Mon, Jul 29, 2019 at 12:13 PM Richard McCarthy <rmccarthy@norfolk.ma.us> wrote:

To all,

Tom DiPlicado had requested Scout's Way for the Enclave the new development off of Village Green. In the process of naming The Village at Norfolk the Historic Commission recommended Avery Street.

Tom DiPlicado is ok with Avery but would prefer Way instead of Street.

The Land Use office is working with the Select Board office to refine the Street Naming protocol.

Could everyone let me know about Avery Way for the Enclave by August 5th.

Thanks.

Richard J. McCarthy, Jr.

Town Planner

1 Liberty Lane

Norfolk, MA 02056

508-440-2807



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Enclave Street Naming

1 message

Richard McCarthy <rmccarthy@norfolk.ma.us>

Mon, Jul 29, 2019 at 12:13 PM

To: Charles Stone <cstone@norfolk.ma.us>, Robert Shannon <rshannon@norfolk.ma.us>, billconklin@comcast.net, Peter Petruchik <ppetruichik@norfolk.ma.us>, betsy pyne@gmail.com

Cc: cmwider <chris@aquabarriers.net>, Blythe Robinson <brobins@norfolk.ma.us>, Betsy Fijol <bfijol@norfolk.ma.us>, Tom Diplacido <tom@diplacidodevelopment.com>, Nancy Langlois <nlanglois@norfolk.ma.us>

To all,

Tom DiPlicado had requested Scout's Way for the Enclave the new development off of Village Green. In the process of naming The Village at Norfolk the Historic Commission recommended Avery Street.

Tom DiPlicado is ok with Avery but would prefer Way instead of Street.

The Land Use office is working with the Select Board office to refine the Street Naming protocol.

Could everyone let me know about Avery Way for the Enclave by August 5th.

Thanks.

Richard J. McCarthy, Jr.

Town Planner

[1 Liberty Lane](#)

[Norfolk, MA 02056](#)

508-440-2807

Office Hours- Monday through Thursday 9am to 6pm

Closed Fridays



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

FW: 1899 Ox Pasture Deed/Family Tree

1 message

Edward V. Cannon <EVC@dcdclaw.com>

Wed, Jul 10, 2019 at 2:25 PM

To: "nlanglois@norfolk.ma.us" <nlanglois@norfolk.ma.us>

Hi Nancy,

My clients would like to respectfully request that the Select Board name the new street they are creating off of North Street (which will remain a private way) "Ox Pasture Way". Their reasoning is below.

The Planning Board asked that we check in with the Select Board on this. I'm not sure they have the authority to name private ways, but in any event if we can all agree on "Ox Pasture Way" that will make my clients and the Planning Board happy.

Please let me know when the Select Board will take up this issue. One of my clients will most likely want to attend.

Thank you.

Ted

Edward V. Cannon, Jr., Esq.

Doherty, Dugan, Cannon,
Raymond & Weil, P.C.124 Grove Street, Suite 220
Franklin, MA 02038WEB: www.dcdclaw.com
TEL: 508-541-3000 x218
FAX: 508-541-3008MOB: 508-735-8852
EVC@dcdclaw.com**STATEMENT OF CONFIDENTIALITY**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential or privileged information exempt from disclosure under applicable law. If you are not the intended recipient, please notify Doherty, Ciechanowski, Dugan & Cannon P.C. immediately at 508-541-3000 or select reply on your email program and destroy all copies of this message and any attachments.

United States Treasury Regulations require us to disclose the following in connection with this message: Any tax advice included in this message and its attachments, if any, are not intended or written to be used, and cannot be used by the taxpayer, for the purpose of avoiding lawful taxes and penalties that may be imposed on the taxpayer.

From: Carlson, Eric <ECarlson@Vanderweil.com>
Sent: Wednesday, July 10, 2019 8:13 AM
To: Edward V. Cannon <EVC@DCDCLAW.com>
Subject: FW: 1899 Ox Pasture Deed/Family Tree

Ted:

Please see attached info.

The first, attachment shows the property being called the Ox Pasture as far back as 1899, I believe there is enough history to claim Ox Pasture Way as the name for the driveway/private road. I am having trouble reading the earlier deeds.

Eric Carlson

Building Manager

R.G. Vanderweil Engineers, LLP

T 617.556.9316 | C 617.921.0895

www.vanderweil.com



From: ECarlson@vanderweil.com [<mailto:ECarlson@vanderweil.com>]
Sent: Wednesday, July 10, 2019 7:56 AM
To: Carlson, Eric <ECarlson@Vanderweil.com>
Subject: 1899 Ox Pasture Deed

2 attachments



SBOS-7FL-CS19071007560.pdf
566K



SBOS-7FL-CS19071008080.pdf
567K



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

Re: Ox Pasture Attachments

1 message

toadville2@verizon.net <toadville2@verizon.net>

Thu, Jul 11, 2019 at 8:17 PM

To: betsypyne@gmail.comCc: brobinson@norfolk.ma.us

I think I have figured it out-- this parcel is located on North Street between the current 111 and 113 Lois (Carlson) Weirzbicki lives at 111 and her nephew, Eric Carlson at 113. The ten acre parcel which belonged to Lois and her brother, Russell Alfred, had been purchased by their father Alfred who was Walfred's brother he had bought it probably from C.J. Murphy . Russell is deceased and they are subdividing the ten acres into four house lots . To do this they are creating a private way into the back property from North Street and this is the name they have selected based on their research. Don't see any reason to object. Coming from Stony Brook, it would be on your left as approach Johnson;s at 134.

Barb Bartholomew

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

From: Betsy Pyne <betsypyne@gmail.com>To: Barbara Bartholomew <toadville2@verizon.net>

Sent: Thu, Jul 11, 2019 6:24 pm

Subject: Fwd: Ox Pasture Attachments

BOS would like us to comment on the name proposed. I read the first attachment which calls some land don't know if it is actually the land this street is on, but it is named Ox Pasture. I don't see any reason they can't name their private road Ox Pasture if they want. At least they have made an attempt to have some historical reasoning behind it. Do you know of or have you ever heard of the Universalist General Convention?. Looks like the land was purchased by Cornelius J. Murphy. The second attachment seems irrelevant. Do we need further info on exactly where on North Street this "Way" is?

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

From: **Blythe Robinson** <brobinson@norfolk.ma.us>

Date: Thu, Jul 11, 2019 at 3:04 PM

Subject: Fwd: Ox Pasture Attachments

To: <betsypyne@gmail.com>, Nancy Langlois <nlangois@norfolk.ma.us>

Hi Betsy,

I'm forwarding to you a request from an attorney to the Board of Selectmen to allow his clients to name a private way Ox Pasture Way. Chapter 85, section 3A does give this responsibility to the Selectmen as I'm sure you know. Given the priority that we name ways that have historical significance, I wanted to run this by you before the Board acts on August 13th. From the documentation provided there seems to be good reason for this name to be approved, but we'd appreciate your feedback ahead of time.

Best regards,



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

Ox Pasture Way

1 message

Betsy Pyne <betsypyne@gmail.com>

Thu, Jul 11, 2019 at 8:36 PM

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

Hi Blythe,

NHC's opinion is that Ox Pasture Way is ok. They have come up with a reason and background for the name that we think is fine.

thanks for checking with me.

Betsy

PS Barbara Bartholomew helped me on this one.



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: FW: 1899 Ox Pasture Deed/Family Tree

1 message

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

Tue, Jul 23, 2019 at 4:05 PM

I am good with this request
 Thanks
 CS

On Tue, Jul 23, 2019 at 12:31 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Afternoon;

We have a received a request that the Select Board name a new street off of North Street (which will remain a private way) "Ox Pasture Way". The below email chain details some of the historical significance of the name; the Historical Commission has commented that they are OK with the name.

Could you please provide comments and/or concerns about the name so that I can provide information to the Select Board at their August 13th meeting?

Thank you,
 Nancy

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

From: **Nancy Langlois** <nlanglois@norfolk.ma.us>
 Date: Wed, Jul 10, 2019 at 4:29 PM
 Subject: Re: FW: 1899 Ox Pasture Deed/Family Tree
 To: Blythe Robinson <br Robinson@norfolk.ma.us>

Hi Blythe,

This request came in to me today. As we are attempting to sort through the ways things have been dealt with in the past as compared to how the Select Board's policy is written (Street Policy attached), it seems as though I should see this process through. I did speak with Rich McCarthy, who agrees, and his opinion on this particular case is that the history provided in the request is sufficient and that we wouldn't have to check in with the Historical Commission. He suggested to run it by the Police and Fire Departments.

If this is good with you, I'll proceed and respond to Attorney Cannon that we will put it on our August 13th agenda.

Your thoughts?

Nancy

On Wed, Jul 10, 2019 at 2:25 PM Edward V. Cannon <EVC@dcclaw.com> wrote:

Hi Nancy,

My clients would like to respectfully request that the Select Board name the new street they are creating off of North Street (which will remain a private way) "Ox Pasture Way". Their reasoning is below.

The Planning Board asked that we check in with the Select Board on this. I'm not sure they have the authority to name private ways, but in any event if we can all agree on "Ox Pasture Way" that will make my clients and the Planning Board happy.



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: FW: 1899 Ox Pasture Deed/Family Tree

1 message

Nancy Langlois <nlanglois@norfolk.ma.us>

Thu, Jul 25, 2019 at 11:28 AM

To: Peter Petruchik <ppetruchik@norfolk.ma.us>

Thank you Peter! I'll have a couple more street names coming your way soon.
Nancy

On Thu, Jul 25, 2019 at 8:34 AM Peter Petruchik <ppetruchik@norfolk.ma.us> wrote:

Hi Nancy,

Fire Department is ok with name. Pete

On Tue, Jul 23, 2019 at 3:31 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Afternoon;

We have received a request that the Select Board name a new street off of North Street (which will remain a private way) "Ox Pasture Way". The below email chain details some of the historical significance of the name; the Historical Commission has commented that they are OK with the name.

Could you please provide comments and/or concerns about the name so that I can provide information to the Select Board at their August 13th meeting?

Thank you,
Nancy

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

From: **Nancy Langlois** <nlanglois@norfolk.ma.us>
Date: Wed, Jul 10, 2019 at 4:29 PM
Subject: Re: FW: 1899 Ox Pasture Deed/Family Tree
To: Blythe Robinson <brobins@norfolk.ma.us>

Hi Blythe,

This request came in to me today. As we are attempting to sort through the ways things have been dealt with in the past as compared to how the Select Board's policy is written (Street Policy attached), it seems as though I should see this process through. I did speak with Rich McCarthy, who agrees, and his opinion on this particular case is that the history provided in the request is sufficient and that we wouldn't have to check in with the Historical Commission. He suggested to run it by the Police and Fire Departments.

If this is good with you, I'll proceed and respond to Attorney Cannon that we will put it on our August 13th agenda.

Your thoughts?

Nancy

On Wed, Jul 10, 2019 at 2:25 PM Edward V. Cannon <EVC@dcdclaw.com> wrote:

Hi Nancy,

My clients would like to respectfully request that the Select Board name the new street they are creating off of North Street (which will remain a private way) "Ox Pasture Way". Their reasoning is below.

Universalist
General Convention
to
Murphy

corporation existing under the laws of the State of New York, in consideration of one dollar to it paid by L. J. Murphy, of Norfolk, formerly Wrentham, in the county of Norfolk and commonwealth of Massachusetts, the receipt whereof is hereby acknowledged, doth hereby remise, release, and forever quitclaim unto the said L. J. Murphy and to his heirs and assigns forever all the right, title and interest of the said The Universalist General Convention in and to a certain parcel of land in Wrentham, now Norfolk in the county of Norfolk and commonwealth of Massachusetts called the "Or pasture" containing ten acres more or less, and bounded westerly by the Old Post Road; northerly on land now or formerly of Keratis Blake; easterly on land now or formerly of Timothy Hill; and southerly on land now or formerly of Daniel Parker; being a parcel of land numbered 1 in a deed from Selina M. Trowbridge et al. to Joseph A. Blake dated November 28, 1853 and recorded with Norfolk Deeds, Volume fol. 266. To have and to hold the granted premises, with all the privileges and appurtenances thereto belonging to the said L. J. Murphy, his heirs and assigns, to their own use and behoof forever; and the said The Universalist General Convention for itself and its successors doth covenant with the said grantee and his heirs and assigns that the granted premises are free from all incumbrances made or suffered by it and it will and its successors shall warrant and defend the same to the said grantee and his heirs and assigns forever against the lawful claims and demands of all persons claiming by, through, or under it but against none other. In witness whereof the said The Universalist General Convention has caused this instrument to be executed by the Chairman of its Board of Trustees and its Secretary with its seal affixed, this 12th day of September 1879.

Signed, sealed and delivered) The Universalist General Convention
in presence of Geo. C. Mosar.) by Henry W. Rugg
State of New Hampshire.) Chairman Board of Trustees.
County of Hillsborough.) and by G. L. Demarest Secretary (Corporate seal)
On this twelfth day of September A. D. 1879, personally appeared G. L. Demarest Secretary of The Universalist General Convention, and acknowledged the foregoing instrument to be the free act and deed of the said The Universalist General Convention, before me, Geo. C. Mosar Notary Public (Notarial seal) State of Rhode Island Providence R. I. In Providence this 13th day of September A. D. 1879, personally appeared before me, Henry W. Rugg Chairman of the Board of Trustees of the Universalist Convention, known to me, and known by me to be the party who executed the foregoing

REUNION

OF THE

DESCENDANTS OF

ELISHA AND MARY (LORING) WHEELER

AT THE

UNITARIAN CHURCH, SUDBURY, MASS.,

Monday, June 18, 1917.

ELISHA WHEELER was a descendant of Obidiah Wheeler, who with his wife Susannah, and three nephews, came from Odell, Wiltshire, England, with Rev. Peter Bulkeley and others, and settled the present town of Concord, Mass.

His son, Obidiah, married Elizabeth White, daughter of Resolved White of the Mayflower. Their son, Uriah, married Abigail Rice of Sudbury and settled in that town. Elisha, son of Uriah, married Mary Loring, daughter of Rev. Israel Loring who was pastor of the church at Sudbury from 1705 to 1772. From Elisha and his wife are descended a large number of the inhabitants of Sudbury and the surrounding towns.

Elisha, with six of his sons, took part in the Battle at Concord, where he had his horse shot under him. He was a Lieutenant in Captain Moses Stone's Company. One of his sons, Asahel, when a youth of eighteen had been a private in Wolfe's army at Quebec, was a Lieutenant in Captain Nixon's Company

at Concord, and was a Captain of one of the Sudbury companies at Bunker Hill and thereafter. He took part in the capture of Burgoyne at Saratoga and helped escort the captured army to Cambridge. Throughout his long life he was an important man in Town and County, in Civil, Military, and Church affairs.

The present Remmon is planned to do honor to the memory of these noted ancestors, to keep their memory fresh, to cultivate the ideals in ourselves for which they lived and fought, and to bring those of a common lineage together for mutual benefit and pleasure.

You, *Archie, F. R. M.* are a descendant of Elisha, in the 5th . . . generation, through his son, *Amos* *Spald.* Will you not join with us on June 18 to help make the occasion a success and bring with you all the members of your own family and also extend this invitation to every other person that you may know to be of the same descent, including their families?

The party will gather at the Unitarian Church, Sudbury Center, the church home of these ancestors, at 11 A.M. for mutual greeting and getting acquainted. At 12 M. lunch, each having brought his own, will be eaten in or near the church where hot coffee will be provided for all.

A formal meeting will be called at 1 P.M. at which a general account will be given of Elisha Wheeler; of his ancestors, and of his descendants, so far as known, with remarks by anyone interested. Following these remarks it is hoped that a permanent organization may be formed and arrangements made for future meetings.

After the formal exercises a visit will be paid to the "old cemetery" near by where lie the remains of Elisha with many of his children and later descendants.

Sudbury is reached by trains from South Framingham, connecting at South Sudbury with trains on the Central Mass. R.R. at 8 A.M., and from Lowell, connecting at Concord Junction with the Fitchburg R.R., at 8 and at 11.47 A.M.

Trains from Boston via Central Mass. R.R. arrive at South Sudbury at 9.04 A.M. and at 12.40 P.M. and from the west at 9.19 A.M. A barge will be at the station for those who do not wish to walk. The walk from South Sudbury station to the church, about one mile, is a very pleasant one and some one of the committee of arrangements will meet the two earlier trains to lead the way.

All those who intend to be present will please so notify at least one week in advance if possible so that sufficient preparation of coffee may be made, and those who desire the barge ride from South Sudbury R.R. station should designate on which train they will arrive.

All replies should be addressed to GEORGE H. BARTON,

89 Trowbridge Street,
Cambridge, Mass.

GEORGE WOODMAN WHEELER, Boston.

ANNE SANDERSON WHEELER, Lincoln.

MRS. LAURETTA (WHEELER) TUCKER, Lincoln.

MRS. ALICE (WHEELER) WORCESTER, Waltham.

SARAH E. PRATT, Sudbury.

MRS. LILLIAN (GOODNOW) HUNT, Sudbury.

MRS. LAURELLA (HUNT) SANDERS, Weyland.

PERCY WARRER, Weston.

M. EVA WARRER, Weston.

MRS. LOUISA (FAIRBANKS) CLARK, Waltham.

GEORGE HUNT BARTON, Cambridge.

Pratt Family.

1. Thomas came from England and located first, probably in Watertown in 1647. He bought of Thomas Senor 30 acres of land in Framingham on Bratts Plain. He built there later, was the state Arsenal and some of the land became the State Muster field, and now in 1958 is a housing development.

He died in 1692. His wife, Susannah survived him. They had 10 sons. 1 dau.

Thomas - born 1656

Abiel - married Daniel Bigelow.

Ebenezer

Joseph

John - born 1665

Philip

Ephraim

2. Nathaniel

Jonathan

David

Jabez

3. Nathaniel - plumber - apprenticed in 1676 to Samuel Allen of Sudbury. Bought in 1707-32 acres of land in Framingham. He died in 1786. Married first Abigail Townsend of Watertown.

second Abigail Wait of Marlboro.
Aug. 18, 1712

Children of first wife

Nathaniel - born July 10, 1702

Martin " Dec. 13, 1703

Thomas - Feb. 14, 1705

Philip - Aug. 15, 1707

Abigail - Dec. 22, 1709

Phile

Children by second wife

Martha - born. Dec. 15, 1713

Deborah - Dec. 14, 1716 died 1771

Rebecca - Aug. 27, 1721 " 1743

Simon - pass. 24, 1725 " 1790

Abigail - May 21, 1721

3. Simon, born Jan. 24, 1725; died 1790
 He was struck by lightning at John
 Cloyer in Framingham, June 1, 1782. He
 recovered and died 8 years later.
 He married Jan. 3, 1750, Mercy Chamberlain
 of Holliston, who died in 1788.
 Children:

- Beriah born Sept. 30, 1750.
- Mary March 9, 1752
- Simon March 24, 1754
- Abigail Aug. 20, 1756
- Indratha Nov. 22, 1758
- Nathaniel March 1, 1760
- Ephraim May 23, 1763
- John Sept. 23, 1765
- Jonathan May 8, 1769
- William.

4 Nathaniel - Revolutionary soldier
 and pensioner. Enlisted Feb. 12, 1781.
 died before he was 21 years old. His
 younger brother, Ephraim, enlisted
 Jan. 27, 1781. Age 18. Both were 2 years in

Nathaniel died Nov. 1, 1834
 He married Elizabeth Bullard who
 died Feb. 25, 1859 Age 78.
 Children

- Moses born 1786 died 1802
- Cynthia " 1789 - married
 Curtis Billings of Sharon.
 born Dec. 7, 1792 died May 23
 " June 14, 1796 " Aug. 18
 " May 10, 1799 married
 Jan. 28, 1821. Charles Jones, note
 born Oct. 15, 1801
- Luke C. " June 20, 1806 d. Feb. 11, 18
 Elyza married Dec. 1, 1831
 Chas. H. Swallow, Jeffrey, N.Y.

5. Caline - married Dec. 17, 1817
 Betsey Smith of Williston.
 She died Dec. 28, 1894
 Children - born Aug. 18, 1820
 Charles G. " Aug. 20, 1823
 James H. " March 22, 1831
 Martha

Albert B. born March 23, 1831
 Elizabeth B. Dec. 1, 1833
 George Edwin Jan. 1, 1837. He
 married Maria Batson (Aunt Maria)
 James Henry, born Aug. 30, 1823 died
 Dec. 4, 1900. He married at age 18
 Martha Wheeler Penner. born
 Sept. 15, 1823 died Sept. 3, 1875.
 Children
 William H. born Nov. 18, 1842 d. Nov. 21
 1912
 Ellen Maria Dec. 1, 1843 d. Sept. 30, 1877
 Wellington H. Feb. 20, 1847 d. May 8, 1922
 Emma d. Mar. 26, 1850 d. Mar. 29,
 1912
 Edgar Eva Hoyt May 11, 1852 d. Apr. 18, 1917
 Theodore Augustus Dec. 25, 1854 d. May 12, 1923
 Herbert Barton July 2, 1857 d. Sept. 10, 1889
 Nellie Maria July 20, 1859 d. 1933
 Preston Rogers July 26, 1861 d. Sept. 28, 1921
 Walter Carlton Nov. 1, 1863 d. Apr. 28, 1940
 Grace Geneva June 4, 1864 d. Jan. 16, 1944

7. Wellington Haldos
 married May 16, 1872 Susan Amelia A
 Children.
 8. Haldos Roscoe, born June 25, 1873 died
 Nov. 2, 1932.
 Arthur Henry, born May 30, 1875 d. Aug. 25,
 Arthur Adams. Aug. 20, 1877 d. Nov. 2, 19
 8. Haldos Roscoe, born in Hopkinton,
 June 25, 1873. Married Eva Mabel James
 Oct. 14, 1896. died Feb. 19
 Children
 9. Dorothy Adams, born in Framingham
 Oct. 22, 1898
 Lewis Haldos born Apr. 5, 1901 d. Apr. 10, 1
 Bessie James Sept. 28, 1902 d. Sept. 16, 19
 Paulina Foskett July 20, 1910

9. Dorothy Adams Pratt - born Oct. 22, 1898
 died in Cambridge May 15, 1957
 She was connected with the Red Cross
 in Boston and Cambridge for a number
 of years, both as a Staff member and as
 a volunteer "Gray Lady" and social
 service worker.
 She married Sept. 11, 1920, Chas. C. Bean
 and divorced him in 1937(?)
 Children:

10. Constance Ann. born Oct. 21, 1923
 10. Charles Abel Jr. " June 28, 1925-

10. Constance Ann Bean, married Sept. 5, 1947
 Russell Alfred Carlson of Woburn, Mass.
 in Cambridge, Mass.
 Children:

Andere Russell born Sept. 30, 1950
 Kristin Martha " Aug. 24, 1952
 Eric John " June 9, 1954

10. Charles Abel Bean Jr., born June 23, 1935 -
 married in Wilmington, Nov. 3, 1952
 Florence S. MacKinnon -
 Children:

11. Dorothy Elizabeth born Dec. 26, 1937 in
 Cambridge.
 Richard Alan born Jan. 31, 1960
 died Apr. 28, 1960
 Charles Richard born Feb. 4, 1962

9. Pauline Forsett Pratt, born in Framingham, July 20, 1910. She married in Waltham, Mass. March 20, 1935. Herbert Francis Fittow of Quincy. They are both are serving now (1958) under the Presbyterian Board of Foreign Missions, at Silliman University in Desmagueste City, Philippines. Children.

10 David Lawrence, born Jan. 14, 1936 in Cornwall, N.Y.
 Nancy Pratt, born Jan. 1939, Cornwall.
 Robert Stanley, " May 7, 1947 Exeter, N.H.

10 David Lawrence Fittow married Margot Brent in Rochester, N.Y. married 1964
 Children.
 Mark Stephen b. Aug 4, 1956 Rochester.
 Michael John b. Oct. 19, 1957 Hartford.
 Linda Susan b. Sept. 14, 1959 "
 Daniel Allan b. July 21, 1961 "

10. David Lawrence Fittow married
 Cynthia S. Martin Feb. 20, 1965. Quincy, Ma
 Children:
 Bruce Howard b. 11/12/69.
 Laura Jane b. 1/21/72

10 Robert Stanley Fittow married Diane Marie Swice March 11, 1972 Longsight, Arizona
 Children

11 Brian David S. 4/13/74

Carlson, Eric

Subject: The Will of John Foskett (Junior).

The Will of John Foskett (Junior).

In the name of God, Amen.

I John Foskett of Westminster, County of Worcester, Commonwealth of Massachusetts, Yeoman, being of sound mind and memory, but advanced in years and exorcised and bodily infirmity and bearing in mind of the uncertainty of human life do make, ordain and publish this my last will and testament in the manner and form following.

First

I will and order that all and any just debts and funeral charges be paid by my executor hereinafter named with all convenient speed after my decease.

Item) I give and bequeath to my beloved wife Abigail the use and improvement of my southeast rooms and the northeast chamber above and the privilege in the kitchen of doing all her cooking and one third of my cellar and the privilege of my well and the liberty to pass and repass thereto and all of the above gift to continue during her natural life.

Item) I give and bequeath to my beloved wife, wood sufficient for one fire, constantly brought to her door and cut and fit for her fire. Also 4 bushels of rye meal; 1 bushel of wheat, 6 bushels of indian meal, , 1 bushel (?), 90 pounds good salted pork, 8 pounds of good hogs fat, 40 pounds good salted beef, 1 peck white beans, 5 bushels potatoes, one bushel of peaches or quinces, 2 barrels of cider and a sufficient quantity of apples for her use. 14 pounds of sugar and 1 pound of tea, 1 gallon of rum, 1 gallon of molasses, 4 pounds of tallow, 1 peck of salt, 4 pounds of sheep's wool, 10 pounds of fleece, two pairs of shoes, all of which will be delivered to her immediately after my decease and continued to be delivered to her annually and she shall have use and improvement of one good milk cow well maintained and supported for her to dispose of as she shall think best. Also the privilege of a horse to ride when she shall think best, also to provide for her doctoring as occasion may require and at her decease to bury her decently. All this shall be done by my executor hereinafter named and this shall be in full satisfaction for her right of (?) and power of third in my estate.

Item) I give and bequeath to my son James Foskett sixty dollars to be paid by my executor hereinafter named within one year after my decease which with what I have already given him is his full share in my estate.

Item) I give and bequeath to my son Samuel Foskett sixty dollars to be paid by my executor hereinafter named within two years after my decease which with what I have already given him is his full share in my estate.

Item) I give and bequeath to my son Joel Foskett a piece of land lying the east side of the highway opposite the house where said Joel now dwells. It contains 32 rods of land beginning by the heap of stones by the road thence south 4 rods east to a heap of stones thence 8 rods to the heap of stones thence north 4 rods to a heap of stones by the highway thence by the highway 8 rods to the first mentioned bound, which with what I have already given him is his full share in my estate.

Item) I give and bequeath to my son Berthuel Foskett sixty dollars to be paid by my executor hereinafter named at the time he shall arrive at the age of twenty one years which is his full share in my estate.

Item) I give and bequeath to my son Daniel Foskett all my real and personal estate except what has heretofore disposed of in this will except my wearing apparel which is to be equally divided between my children.

And lastly, trusting to the integrity and faithfulness of my said son Daniel Foskett to fulfil and perform this will I hereby nominate and ordain and appoint said Daniel to be sole executor of this my last will and testament hereby revoking and declaring to be utterly void all former wills by me made.

In witness thereof I have herewith set my hand and seal on this 14th day of December 1795.

Signed sealed and delivered to the testator to be his last will and testament.

John Roper

Abel Wood

Nathaniel Totingham

A copy attest:

John Foskett (Seal)

Theophilus Wheeler Registrar



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Rodman Ride for Kids

1 message

Peter Petruchik <ppetruichik@norfolk.ma.us>

Mon, Jul 15, 2019 at 3:24 PM

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

Hi,

Looks good from fire. Thanks. Pete

On Mon, Jul 15, 2019 at 12:09 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Morning;

Attached please find information on the Rodman Ride for Kids which is scheduled to take place partially on Norfolk roads on September 21, 2019.

Please provide your comments and/or concerns so that I may inform the Selectmen prior to their vote at the August 13th meeting. Once voted, I'll notify you so that you can sign the Event Notification Form.

Thank you.

Nancy

--

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Rodman Ride for Kids

1 message

Charles Stone <cstone@norfolk.ma.us>

Mon, Jul 15, 2019 at 2:16 PM

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

Cc: Peter Petruchik <ppetruchik@norfolk.ma.us>, Blythe Robinson <brobenson@norfolk.ma.us>

I support this worthwhile event. We are not planning any details for any intersections that would be paid out of town funded appropriations.

CS

On Mon, Jul 15, 2019 at 12:09 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Morning;

Attached please find information on the Rodman Ride for Kids which is scheduled to take place partially on Norfolk roads on September 21, 2019.

Please provide your comments and/or concerns so that I may inform the Selectmen prior to their vote at the August 13th meeting. Once voted, I'll notify you so that you can sign the Event Notification Form.

Thank you.

Nancy

--

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801

--

Charles H. Stone Jr.

Chief of Police

Norfolk, Mass

FBINAA 165

508-520-4288

the Rodman



Honorary Chairman

Rob Gronkowski

Board of Directors

Don Rodman

President

Amy Branco

Jim Brett

Carolyn Chaplin

Joe D'Arrigo

John Keith

Tracey Manning

Jay Morton

Brett Rodman

Bruce Rodman

Curt Rodman

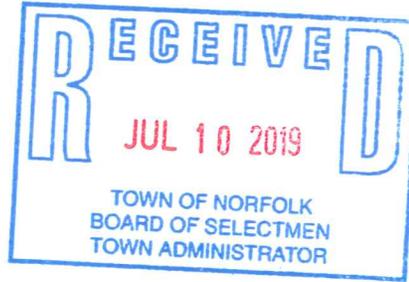
Ken Quigley

Bob Sheridan

Norman Stein

Paul Verrochi

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



Dear Ms. Robinson,

I am writing to request your permission for the 29th Annual Rodman Ride for Kids to ride on Norfolk town roads, including some state highways. The attached route sheets detail the roads on which we are requesting permission to ride.

We kindly request that the Municipal Council, Police and Fire Departments sign the attached Event Notification Form, which is required by Mass DOT in order for us to access state highways.

The Rodman Ride for Kids is the #1 single-day athletic event in the nation supporting at-risk kids, with over \$134 million raised since 1991. We anticipate raising an additional \$4.5 million this year. Your support would be most appreciated.

Our road crew will carefully sign our route on Friday, September 20, and all signs will be removed at the conclusion of the event on Saturday, September 21. Approximately 1,000 riders will pass through Norfolk in total, riding on both our 25 and 50-mile routes (we have eliminated the 100-mile route effective this year).

Staff

Tracey Manning
Executive Director

Amy Branco
Director of Events
and Communications

Thank you in advance for your consideration.

Sincerely,

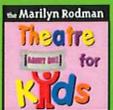
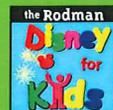
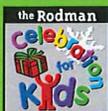
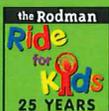
Jessica Feenan
Events & Communications Manager

p. 508.543.7892 | f. 508.543.0546 | rodmanrideforkids.org

RODMAN RIDE FOR KIDS | Lincoln Place | 10 Lincoln Road | Foxboro, MA 02035

The Rodman Ride for Kids is an umbrella matching gift charity raising funds for youth-focused social service agencies that support at-risk children in Massachusetts.

The Ride's mission is to have every child in our community live as we would want our own children to live.



EVENT NOTIFICATION FORM

Date: 7-9-19 (submission)
9-21-19 (event date)

Francisca Heming, District One Highway Director
MassDOT, Highway Division
270 Main Street, Lenox, MA 02140

Dear Sir:

Please be advised that the Grantee(s) of this Event Rodman Ride has notified the Board of Selectmen/City Council, Local Police Department, Local Fire Department and if applicable the State Police of its intention to conduct **road work/parade/race/ride** or other events impacting State Highways on Route(s) 115 in or through the City/Town(s) of Norfolk benefiting Rodman Ride for Kids

The Grantee(s) of this Event understands that it must give the Police and Fire Departments at least 48 hours notice before the commencement of the proposed event.

The Grantee(s) must supply a Traffic Management Plan when the roadway is occupied and for all detours associated with said events to this Department and to all officials listed below. The Grantee(s) must notify the local and/or state police to set up a detour of this area with appropriate signs and barricades. The local Fire Department must be notified of the detour to ensure that measures will be taken to minimize disruption to the Fire Department's emergency service during the event. The Grantee(s) must also notify local media (newspapers, radio) of this proposed event.

The following signatures are required prior to the issuance of the Permit.

LOCAL POLICE DEPARTMENT

Signed: _____

Title: _____

City/Town: _____

FIRE DEPARTMENT

Signed: _____

Title: _____

City/Town: _____

BOARD OF SELECTMEN/CITY COUNCIL

Signed: _____

Title: _____

City/Town: _____

STATE POLICE DEPARTMENT

Signed: _____

Title: _____

City/Town: _____

2018 RODMAN RIDE FOR KIDS – 50 MILE

**If you are lost or need assistance, call:
203-695-7492 or 203-695-7493**

**If you have a medical emergency, call:
911**

Mileage	Directions & Landmarks	Town
0.0	START LINE	Foxborough
0.2	RIGHT onto PINE STREET (Police Detail)	Norfolk
0.3	LEFT onto ROUTE 115 (Police Detail)	Wrentham
0.5	LEFT onto ROUTE 140 (Police Detail)	Foxborough
1.9	LEFT onto NORTH STREET (Police Detail)	
2.0	Bear RIGHT onto CHESTNUT	
2.4	caution: railroad tracks - Go LEFT at fork	
3.1	cross MECHANICS STREET	
4.0	LEFT onto COCASSET STREET	
5.6	LEFT onto EAST ST. before island turns into E. FOXBORO ST. (Police Detail)	
9.0	Bear RIGHT onto Beach St.	Sharon
9.7	WATER STOP on right through gate - (Police Detail)	(WS1)
9.9	RIGHT at Stop Sign onto POND ST (Police Detail)	
10.1	Through rotary onto MASSAPOAG AVENUE Police Detail (Police Detail)	
14.5	STRAIGHT onto MASSAPOAG AVENUE (Police Detail)	Easton
17.1	RIGHT onto POQUANTICUT AVENUE	
18.6	LEFT onto ROUTE 106 (Police Detail)	
19.3	RIGHT onto BAY ROAD	
20.7	townline	Norton
22.8	townline	Taunton
23.1	cross over ROUTE 495	
24	WATER STOP – North Taunton Baptist Church	(WS6)
24.1	LEFT on FIELD STREET (Police Detail)	
25.8	Town Line Taunton – FIELD STREET BECOMES CANES STREET	
26.5	Cross Rte. 138 at Lights	
26.7	RIGHT onto OAK STREET	
27.1	LEFT onto CENTER STREET	
28	LEFT onto Rte. 104 at stop lights	
29.3	Town Line RAYNHAM	RAYNHAM
29.6	Town Line BRIDGEWATER	BRIDGEWATER
31	LEFT onto ELM STREET at traffic lights (Police Detail)	
32.7	ELM becomes SCOTLAND STREET at town line	
33.6	RIGHT onto SOUTH ELM STREET	
34.9	cross over ROUTE 106 onto NORTH ELM STREET (Police Detail)	
36.1	LEFT onto CRESCENT STREET	
36.7	RIGHT onto WEST STREET at stop sign	
37.5	CROSS MANLEY STREET	
37.7	WATER STOP on right at Cowlicks & Pigtails Preschool	(WS5)
38.2	WEST STREET becomes PURCHASE STREET	Easton
38.3	CROSS TURNPIKE STREET at stop sign and flashing light (Police Detail)	
38.4	CROSS Rte 138 (Caution Busy Road) (Police Detail)	
39	BEAR LEFT at stop sign continuing on PURCHASE STREET	
40.3	LEFT onto Rte. 123 (DEPOT STREET), Caution: Busy Street (Police Detail)	
40.4	RIGHT onto CENTER STREET at monument	
41.1	LEFT onto SUMMER STREET	
41.7	GO LEFT to stay on SUMMER STREET	

42.6	RIGHT onto BAY ROAD	
43	LEFT onto ROCKLAND at Easton Baptist Church (Police Detail)	
44.7	STRAIGHT onto ROCKLAND STREET Becomes MAPLE STREET at stop sign	
46.3	RIGHT onto FRANKLIN STREET becomes East St. Turns into COCASSET STREET	Sharon
47.3	Pass under railroad bridge then pass VFW on right	
48.9	Pass under Rte. 95 then immediately turn RIGHT onto CHESTNUT STREET	
49.7	Cross MECHANIC STREET	
50.1	Caution: Railroad Tracks	
50.5	RIGHT onto Rte. 140 (MAIN STREET) – Caution: Busy Road	
51.2	RIGHT onto Rte. 115 (TURNER STREET)	Wrentham
51.3	RIGHT onto PINE STREET	Norfolk
51.7	LEFT into gate to FINISH LINE (Police Detail)	Foxborough

2018 RODMAN RIDE FOR KIDS – 25 MILE

**If you are lost or need assistance, call:
203-695-7492 or 203-695-7493**

**If you have a medical emergency, call:
911**

Mileage	Directions & Landmarks	Town
0	START LINE	FOXBORO
0.2	RIGHT onto PINE STREET (Police Detail)	NORFOLK
0.3	LEFT onto ROUTE 115 (Police Detail)	WRENTHAM
0.5	LEFT onto ROUTE 140 (Police Detail)	FOXBORO
1.9	LEFT onto NORTH STREET (Police Detail)	
2.0	Bear RIGHT on CHESTNUT STREET	
2.4	<i>caution: railroad tracks - Go LEFT at fork</i>	
3.1	cross MECHANICS STREET	
4.0	LEFT onto COCASSET STREET	
5.6	LEFT onto EAST ST. before island turns into E. FOXBORO ST. (Police Detail)	
9.0	Bear RIGHT onto Beach St	
9.7	WATER STOP at Memorial Park Beach on Right through gate (Police Detail) (WS1)	SHARON
	Turn RIGHT out of Water Stop Back onto BEACH STREET	
9.9	RIGHT at Stop Sign onto POND ST (Police Detail)	
10.1	Through rotary onto MASSAPOAG AVENUE (Police Detail)	MANSFIELD
15.1	RIGHT onto ROCKLAND at stop sign Becomes MAPLE STREET	
17.4	RIGHT onto FRANKLIN STREET becomes East St. Turns into COCASSET STREET	
18.4	pass under railroad bridge; then pass Foxboro VFW on right	FOXBORO
20	pass under ROUTE 95; then immediately turn RIGHT onto CHESTNUT STREET	
20.8	cross MECHANICS STREET	
21.6	<i>caution: railroad tracks</i>	
22	RIGHT onto ROUTE 140 (MAIN STREET) - <i>caution: busy road</i>	
22.6	pass under ROUTE 1	
22.7	RIGHT onto ROUTE 115 (TURNER STREET)	WRENTHAM
23.5	RIGHT onto PINE STREET	NORFOLK
24	LEFT onto fire road (Police Detail)	FOXBORO
24.8	FINISH LINE	



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: Brew Night

1 message

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

Tue, Aug 6, 2019 at 1:50 PM

Good Afternoon Chief,

Libby stated that they're hoping for 100 people. It will be a register only event and it will be held in the Library's Community Room.

Please let me know if you have any questions or concerns.

Thank you,

Nancy

On Mon, Aug 5, 2019 at 1:59 PM Charles Stone <cstone@norfolk.ma.us> wrote:

Is it inside? How big a crowd?

No other concerns!

CS

On Mon, Aug 5, 2019 at 10:44 AM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Good Morning Chief,

The Library would like to hold a "Brew Night" on September 27th from 6:30 - 8:30 pm. They have four breweries that they anticipate will participate: Jack's Abby, ZeLus, Exhibit A, and Wormtown. I have requested insurance certificates naming the Town and Library as insured; TIPS certifications from each brewery and a copy of their ABCC Farmer-Brewery license. Do you have any comments and/or concerns with this?

Thank you,

Nancy

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

From: **Elisabeth O'Neill** <eoneill@sailsinc.org>

Date: Mon, Jul 29, 2019 at 1:57 PM

Subject: Brew Night

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

Hi Nancy,

We'd like to try again for our Brew Night at the Library on September 27, 6:30 - 8:30pm.

Attached is the paperwork we have so far. Would we be able to get on the Aug. 13 Select Board meeting for this?

The participating breweries:

Jack's Abby

ZeLus

Exhibit A

Wormtown - just committed last week, still waiting on their paperwork!

Thanks,

Libby

--

Libby O'Neill

Library Director

To: Libby <elloneill@sailsinc.org>
Subject: Re: BREW NIGHT AT THE LIBRARY FORMS

Hi Libby,

Wormtown provided a copy of a pouring permit which allows them to serve alcohol on their premises. The special one-day license you are requesting requires that you provide alcohol from licensed suppliers, which the Farmers-Brewery License proves as such. Therefore, we still need copy of that license.

Also, just in case the Board asks, is this a tasting or will they actually be selling alcohol?

Thanks.

Nancy

On Mon, Aug 5, 2019 at 4:36 PM Libby <elloneill@sailsinc.org> wrote:

Hi Nancy,

Please see attached Wormtown paperwork.

I believe I sent Jack's Abby brewery license already, but I'll send again.

I haven't heard back from Zelus for those two forms. If I don't hear back in a day or two, I'd like to proceed without including them in our Brew Night.

To follow up on your other email for Chief Stone: we hope for 100 people. It will be a register only event. We will be holding it in the Library's Community Room.

Please let me know if you need anything else.

Thanks,

Libby

Sent from my iPhone

Begin forwarded message:

From: Evan Monast <evan@wormtownbrewery.com>
Date: August 5, 2019 at 10:46:16 AM EDT
To: Elisabeth O'Neill <elloneill@sailsinc.org>
Cc: Katrina Shabo <katrina@wormtownbrewery.com>, Michael Killoran <Buddy@wormtownbrewery.com>
Subject: BREW NIGHT AT THE LIBRARY FORMS

Sorry for the late response I just got back from vacation. Here are the forms you requested for the Brew Night on September 27th.

Cheers,

Evan Monast

Event Coordinator

Wormtown Brewery

[72 Shrewsbury St.](#)

[Worcester, MA 01604](#)

--

Nancy A. Langlois
Executive Assistant
Town of Norfolk
One Liberty Lane



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Fwd: BREW NIGHT AT THE LIBRARY FORMS

1 message

Libby <eoneill@sailsinc.org>

Wed, Aug 7, 2019 at 5:47 PM

To: nlanglois@norfolk.ma.us

Hi Nancy,

This should be the right document from Wormtown. Also got word that Zelus won't be able to participate, so it's just Exhibit A, Jack's Abby and Wormtown - Which I believe you have all the paperwork now.

This will be a tasting event, although to cover the costs for the library we may be charging participants \$5-10 materials fee.

Please let me know if you need anything else.

Thank you,

Libby

Sent from my iPhone

Begin forwarded message:

From: Evan Monast <evan@wormtownbrewery.com>
Date: August 7, 2019 at 3:20:48 PM EDT
To: Libby <eoneill@sailsinc.org>
Subject: Re: BREW NIGHT AT THE LIBRARY FORMS

Sorry it was in a mislabeled folder. This should be what you need.

Cheers,

Evan Monast

Event Coordinator
Wormtown Brewery
[72 Shrewsbury St.](#)
[Worcester, MA 01604](#)

From: Libby <eoneill@sailsinc.org>
Sent: Wednesday, August 7, 2019 2:50:13 PM
To: Evan Monast <evan@wormtownbrewery.com>
Subject: Fwd: BREW NIGHT AT THE LIBRARY FORMS

Hi Evan,

Please see Nancy's email below. Would you be able to send me the Farmers Brewery License ASAP?

Thanks,

Libby

Sent from my iPhone

Begin forwarded message:

From: Nancy Langlois <nlanglois@norfolk.ma.us>
Date: August 7, 2019 at 10:43:52 AM EDT

The Commonwealth of Massachusetts
Department of the State Treasurer

License Number: FB-LIC-000140
Record Number: 2016-000006-FB-AMEND
Capacity: More Than 20K but Less Than 100K Barrels



Alcoholic Beverages Control Commission

Hereby Grants a Farmer-Brewery License
Jack's Abby Brewing LLC

100 Clinton Street Framingham, MA 01702

This license authorizes the holder to manufacture and brew, keep and expose for sale and to sell in kegs, casks, barrels, bottles, or other containers malt containing not more than 12 per cent of alcohol by weight.

This license is subject to the following conditions:

1. The licensed premises and all books, records and other documents relating to the business authorized to be conducted under this license shall be subject to inspection at any time by any member of the Commission or any duly authorized agent thereof.
2. Alcoholic beverages shall not be kept or exposed for sale on premises other than those described in this license.
3. Alcoholic beverages shall not be sold to any person under twenty-one years of age; or delivered to any person under eighteen years of age.
4. This license authorizes the holder to package and sell malt beverages brewed by him to any person authorized under the provisions of Chapter 138 of the General Laws, as amended, to re-sell such beverages; and to make sales as provided by Sections 28 and 19C of said Chapter 138, as amended.
5. Licensees hereunder shall not sell or deliver alcoholic beverages on Sundays or legal holidays (except to Section 14 licensees); nor shall any sales or deliveries of such beverages be made to retail licensees during polling hours on the day on which a State or Municipal election, primary or caucus is being held unless sales by such licensees are authorized by Local Licensing Authorities of the City or Town wherein their licensed premises are situated. Sales and deliveries hereunder are authorized on other days between the hours of 8:00 o'clock AM and 11:00 o'clock PM only.
6. This license is subject to suspension, cancellation or revocation for breach of any of its conditions or for violation of any law of the Commonwealth.

This license is issued conditionally and subject to the fact that there exists no breach of any condition of any previous license or violation of any law of the Commonwealth under any previous license and this license shall be subject to revocation, cancellation, modification or suspension for any such breach of condition or violation of law.

2017 IN WITNESS WHEREOF, the undersigned have hereunto affixed their official signatures this March 23, 2016.

This License will expire
12/31/2017 unless otherwise
suspended or revoked during this period

Kim S. Gainsboro
Kim S. Gainsboro, Chairman

Elizabeth Lashway
Elizabeth Lashway, Commissioner

Kathleen McNally
Kathleen McNally, Commissioner

This License Shall Be Displayed on the Premises in a Conspicuous Place Where It Can Be Easily Read.

Fee \$ 82.00



JACKS-3

OP ID: GR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/30/2019

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

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

PRODUCER
LJM Insurance Agency, Inc.
327 Union Avenue
Framingham, MA 01702
Lindsey J. Morris



CONTACT NAME: Lindsey J. Morris
PHONE (A/C, No, Ext): 508-872-0662 FAX (A/C, No): 508-879-5299
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE NAIC #
INSURER A: The Hartford 29424

INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

INSURED
Jack's Abby Brewing, LLC
100 Clinton Street
Framingham, MA 01702

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			08UUNAZ3883	01/15/2019	01/15/2020	EACH OCCURRENCE \$ 1,000,000
				08UUNAZ3883	01/15/2019	01/15/2020	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COMP/OP AGG \$ 2,000,000	
						Liquor \$ 1M/2M	
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			08UENAZ4159	01/15/2019	01/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
						BODILY INJURY (Per person) \$	
						BODILY INJURY (Per accident) \$	
						PROPERTY DAMAGE (Per accident) \$	
						\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			08RHUAZ4028	01/15/2019	01/15/2020	EACH OCCURRENCE \$ 6,000,000
							AGGREGATE \$ 6,000,000
							\$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			08WECEK6705	08/22/2018	08/22/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Event Date: September 27, 2019

CERTIFICATE HOLDER

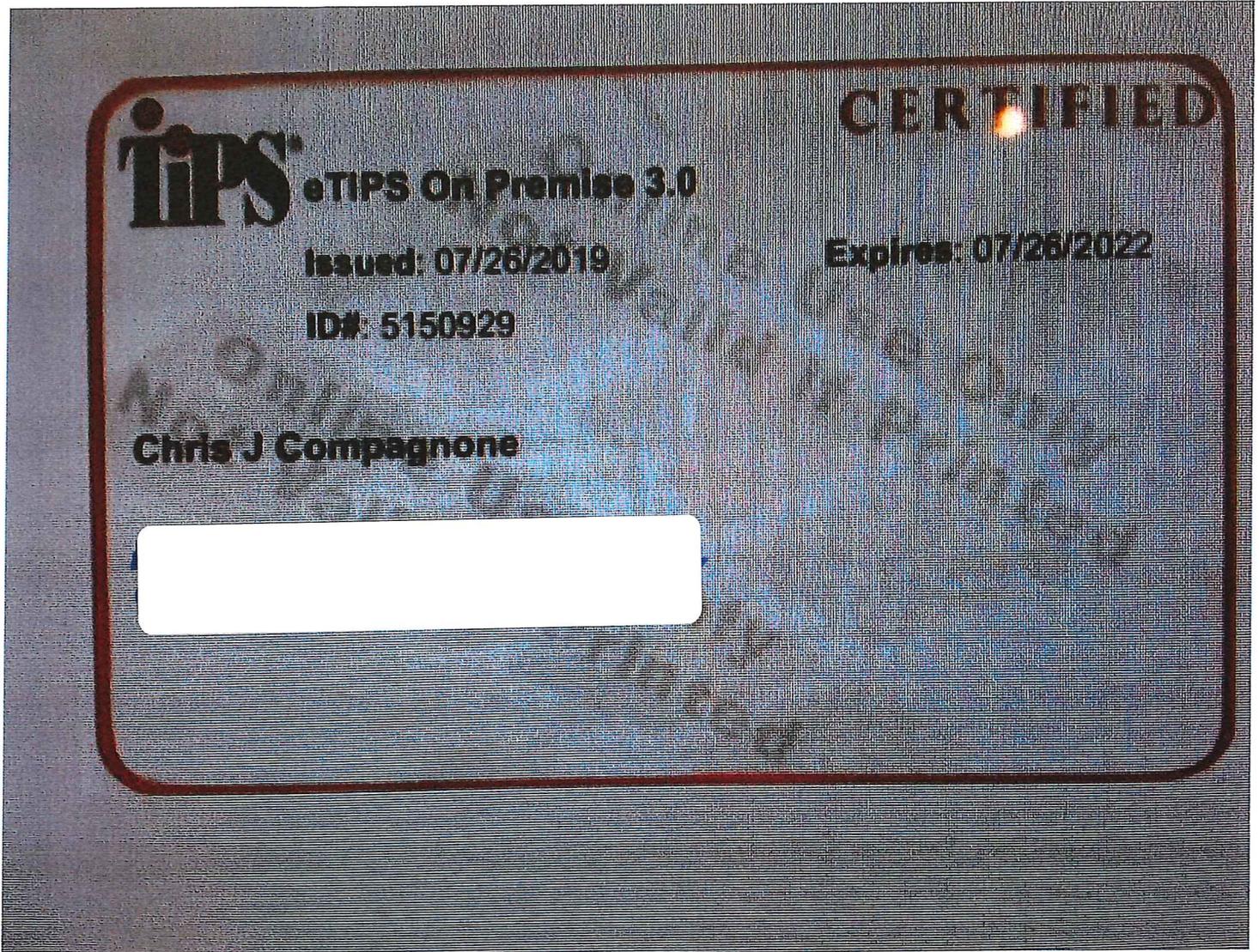
NORFOLP

Town of Norfolk
Norfolk Public Library
2 Liberty Lane
Norfolk, MA 02056

CANCELLATION

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

AUTHORIZED REPRESENTATIVE



Jacks Abby Tips



Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

FARMER-BREWERY LICENSE

M.G.L. c. 138, § 19C

This Farmer-Brewery License authorizes the following licensee to manufacture and brew, keep and expose for sale and to sell in kegs, casks, barrels, bottles or other containers malt containing not more than twelve percent alcohol by weight:

Exhibit A Brewing Company, Inc. DBA Exhibit 'A' Brewing Co.

81 Morton Street
Framingham, MA 01702

Approved by the Alcoholic Beverages Control Commission on December 03, 2018

Jean M. Lorigio
Jean Lorigio, Chairman

Elizabeth Lashway
Elizabeth Lashway, Commissioner

Kathleen McNally
Kathleen McNally, Commissioner

License Number: **FB-LIC-000158**

Record Number: **2018-000097-FB-REN**

Capacity: **5K Barrels or Less**

THIS LICENSE WILL EXPIRE DECEMBER 31, 2019 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS LICENSE MUST BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ



EXHIABR-01

COMMERCIAL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/30/2019

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

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

PRODUCER
WM. F. Borhek Insurance Agency
311 Plymouth St
Halifax, MA 02338

CONTACT NAME:
PHONE (A/C, No, Ext): (781) 293-6331 FAX (A/C, No): (781) 293-2171
E-MAIL ADDRESS:

AUG 05 2019

TOWN OF NORFOLK
BOARD OF SELECTMEN
TOWN ADMINISTRATOR

INSURED
Exhibit A Brewing Company, Inc.
Attn: Matthew Steinberg
81 Morton Street
Framingham, MA 01702

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Tri-State Insurance Co of MN	31003
INSURER B : Acadia Insurance Company	31325
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			ADV5401392	7/3/2019	7/3/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 NONOWNED HIRED \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCA 5401393	7/3/2019	7/3/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			ADV5401392	7/3/2019	7/3/2020	Each Common Cause 2,000,000
A	Liquor Liability			ADV5401392	7/3/2019	7/3/2020	Aggregate 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Event September 27, 2019

CERTIFICATE HOLDER

CANCELLATION

Town of Norfolk
1 Liberty Lane
Norfolk, MA 02056

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

AUTHORIZED REPRESENTATIVE

Kevin
Lamory

2017



Expires:
9/25/20

Issued By:
K. Edward Duffin
Chief of Police

ALCOHOL SERVER ID

FRAMINGHAM

In case of complaint or discourtesy
notify Framingham Police Department
(508) 872-1212

Duffin
John

2016



Expires:
9/27/19

Issued By:
K. Edward Duffin
Chief of Police

ALCOHOL SERVER ID

FRAMINGHAM

In case of complaint or discourtesy
notify Framingham Police Department
(508) 872-1212

Exhibit A Tips



eTIPS On Premise 3.0

CERTIFIED

Issued: 4/22/2017
ID#: 4508370

Expires: 4/22/2020

John Edward Duffin
11 Vig Way Apt 4
Natick, MA 01760-3908

For service visit us online at www.gettips.com



Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

FARMER-BREWERY LICENSE

M.G.L. c. 138, § 19C

This Farmer-Brewery License authorizes the following licensee to manufacture and brew, keep and expose for sale and to sell in kegs, casks, barrels, bottles or other containers malt containing not more than twelve percent alcohol by weight:

Wormtown Brewery LLC

72 Shrewsbury St
Worcester, MA 01604

Approved by the Alcoholic Beverages Control Commission on 12/21/2018

Jean M. Lorizio
Jean Lorizio, Chairman

Elizabeth Lashway
Elizabeth Lashway, Commissioner

Kathleen McNally
Kathleen McNally, Commissioner

License Number: **FB-LIC-000071**

Record Number: **2018-000133-FB-REN**

Capacity: **More Than 20K but Less Than 100K Barrels**

THIS LICENSE WILL EXPIRE DECEMBER 31, 2019 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD

THIS LICENSE MUST BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ



eTIPS On Premise 3.0

CERTIFIED

Issued: 6/24/2017

Expires: 6/24/2020

ID#: 4561145

**Keith S Sebastyanski
Wormtown Brewery
72 Shrewsbury St
Worcester, MA 01604-4625**

For service visit us online at www.gettips.com

THE COMMONWEALTH OF MASSACHUSETTS

NO. 19-004

FEE: WAIVED



THE TOWN OF NORFOLK

This is to certify that: The Norfolk Public Library

IS HEREBY GRANTED A SPECIAL ONE-DAY LICENSE

FOR SERVING OF MALTS
TO BE DRUNK ON THE PREMISES

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

At the Norfolk Public Library
2 Liberty Lane
Norfolk, MA

On September 27, 2019 6:30 p.m. – 8:30 p.m.

This license is granted in conformity with the statutes and ordinances relating thereto, and expires September 28, 2019 unless sooner suspended or revoked.

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

LICENSING AUTHORITY
NORFOLK SELECT BOARD

Date: August 13, 2019

Please consider establishing dates to hold Liberty Lane and Old Town Hall Parking Lottery and rates for permit period October 1, 2019 – September 30, 2020

For a few years the Board has held a lottery to sell 90 parking passes for commuters to use at the Old Town Hall, and earlier this year a similar lottery was held for 32 spaces on Liberty Lane. The yearly cycle for these passes runs from October 1st to September 30th, so this item is on the agenda so the Board can determine the cost of the passes for the next year. The cost of the passes in the current cycle is:

- Old Town Hall - \$75/year + \$5 for a second sticker (1 car parked at a time)
- Liberty Lane - \$105/year in FY19 for six months – proposed for \$150/year in FY20, also with a second sticker for \$5/year

Prior to advertising the lottery, staff would like a decision of the board on what to charge for the coming year. Just for context, it is my understanding that previous Boards have sought to offer an economical parking opportunity just for Town residents at a rate much lower than the \$80/month charged by the MBTA. These passes were as a benefit to residents, not a revenue producing endeavor.

It would be my recommendation that the Board increase these rates by some amount, so that the Liberty Lane spaces are as much as half of an MBTA pass given the proximity to the train station, and that the stickers for Old Town Hall be at a lower cost than this given that it is further away.

MOVE that the Board set the parking permit rates for the following locations for October 1, 2019 – September 30, 2020 as _____/year for 90 spaces Old Town Hall and _____ for 32 spaces on Liberty Lane.



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Re: 8/13 BoS agenda item for Girl Scouts

1 message

jenndesan@aol.com <jenndesan@aol.com>

Mon, Aug 5, 2019 at 7:22 PM

To: nlanglois@norfolk.ma.us

Cc: kkalkut@norfolk.ma.us, cvantine@norfolk.ma.us, cwider@norfolk.ma.us

Hi

I am new to this position this year and I spoke with the past SUC, Colleen O'Shea, who said she never had to give any info. My estimate would be 75 people which includes families so cars would be 30 in the early evening 6pm. It's been a tradition for the past 10 plus years. The town Girl Scouts and their families are invited to dance to a DJ, register for CORIs (parents) and buy patches.

I will let the Town GS leaders know BoS is now requiring a deposit- the BoS never required money before but I am sure we can ask parents for help funding this. Would the BoS consider waiving the fee since this is a nonprofit used by taxpayers? But if this is the new BoS policy, I will let people know and send out an SOS on some FB pages for help funding to pay the BoS requirement. We will find the money :), please put us on the agenda.

Thanks so much.

Jenn Wynn

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

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

To: jenndesan <jenndesan@aol.com>

Sent: Mon, Aug 5, 2019 5:21 pm

Subject: Re: 8/13 BoS agenda item for Girl Scouts

Also Jenn. Can you please give me a little background on the event? We have two new Select Board members, as well as a new Town Administrator and Executive Assistant. The number of people anticipated and parking details for the event would be helpful.

Thank you.

Nancy Langlois

On Mon, Aug 5, 2019 at 5:17 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

Hi Jenn,

Sorry for the confusion. We can get this on the agenda for August 13th. We do have a policy now that a \$100 deposit is required prior to the event. The deposit is returned provided there is no damage or expenses incurred after the event.

If you have any questions, please let me know.

Regards,

Nancy Langlois

On Mon, Aug 5, 2019 at 5:05 PM <jenndesan@aol.com> wrote:

Hi!

I just saw your reply- sometimes I think I get too much email...

Please lmk if you can get it on the agenda

I did cc the rest of the BoS

Thanks!

Jenn wynn

Sent from AOL Mobile Mail
Get the new AOL app: mail.mobile.aol.com

On Wednesday, July 17, 2019, kkalkut@norfolk.ma.us <kkalkut@norfolk.ma.us> wrote:

Hello

I am writing to request permission for the Norfolk Girl Scouts to hold their annual Kick-off party on Town Hill on Tuesday, September 10th from 6-7:30 PM, with a *rain date* of Thursday, September 12th from 6-7:30 PM.

Thank You,
Jennifer Wynn
Norfolk Girl Scouts Service Unit Coordinator

--

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

--

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

MEMORANDUM

TO: Norfolk Board of Selectmen
FROM: David DeLuca, Town Counsel
DATE: April 4, 2019
SUBJECT: Procedure for Accept Tailwind Circle

As we discussed, the following process should be followed in order to accept Tailwind Circle as a public way. Please keep in mind that these steps can be taken before or after the Town Meeting Warrant closes, but must be completed at least seven (7) days before Town Meeting.

Layout Process

1. The layout process begins with either: 1) a petition submitted to the Board of Selectmen (“BOS”) by a resident; or 2) by the BOS.
2. In order to lay out a way, a plan showing the dimensions and location of the proposed public way must be submitted to the BOS. In this case the developer has already submitted an as-built plan to the Planning Board, which was reviewed by the DPW Engineer and determined to be accurate (“Plan”). The Plan should be submitted to the BOS for use by the BOS to lay out Tailwind Circle.¹
3. Upon receipt of the Plan, the BOS must vote its intent to lay out Tailwind Circle at a BOS meeting. Please use **Form 1** to certify the BOS’s vote. The BOS meeting minutes should reflect the vote taken.
4. Abutters and owners do not need to receive individual notice of the BOS meeting wherein the BOS will vote its intent to lay out Tailwind Circle as a public way unless the Town intends to acquire rights to Tailwind Circle by eminent domain.²
5. The BOS must then refer the proposed layout to the Planning Board for its review pursuant to G.L. c.41, §§81G, 81I. The Planning Board has 45 days after the

¹Please confirm that the developer has all requisite ownership rights in the proposed layout.

²If interest in a way is going to be taken by eminent domain, (which is not the case here) the BOS must hold a public hearing, with notice to the owner and abutters. The public hearing takes place during the BOS meeting to layout Willow Lane. **Form 2** can be used to notify both owners and abutters to the way. A copy of a completed **Form 1** should be sent with **Form 2**. These notices must be received by each owner and abutter at least seven (7) days prior to the date set for the Selectmen’s public hearing to lay out Tailwind Circle. If the developer intends to transfer its rights in Tailwind Circle to the Town by quitclaim deed (gift), the Town may want to provide the owner(s) and abutters individual notice that the BOS will hold a public hearing to determine whether it will vote to layout Tailwind Circle as a public way in case circumstances change and the Town decides to take an interest in the way by eminent domain.

referral to submit a verbal or written non-binding report to the BOS.³ The BOS may not lay out the public way until the Planning Board has made its report or 45 days have elapsed since the referral without a report from the Planning Board, whichever is earlier.

6. Once the BOS has received the Planning Board's report (or 45 days have passed from the referral) the BOS must meet to determine whether Tailwind Circle is ready for acceptance.

7. At this meeting the BOS may vote to lay out or to decline to lay out Tailwind Circle, or they may continue the hearing to gather more information on Willow Lane. The BOS should use **Form 3** to record its vote to layout Willow Lane.

8. The completed **Form 3** must be filed with the Town Clerk at least seven (7) days before Town Meeting.

Acceptance of Willow Lane as Public Way

1. Town Meeting must vote on whether to accept Tailwind Circle. Therefore, the Town Meeting Warrant must include an article for the acceptance of Willow Lane.⁴ A Town Meeting Warrant article has already been prepared for the acceptance of Tailwind Circle as a public way.
2. Town Meeting may not vote on the acceptance of Tailwind Circle unless at least 7 days have passed since the filing of the BOS's vote to layout Tailwind Circle with the Town Clerk.
3. Under G.L. c.82, §32, the Town clerk must record the layout description or reference the layout plan in a book kept for this purpose within 10 days after the legislative body has accepted the way as public.

Acquisition of Rights in Tailwind Circle

1. The Town Meeting Warrant Article, mentioned above, also authorizes the BOS to acquire all rights in Tailwind Circle.
2. Pursuant to G.L. c.82, §24, the Town must acquire sufficient property rights within Tailwind Circle no later than one hundred twenty (120) days from the dissolution of the Town Meeting at which Willow Lane was accepted. If the

³ Although, the Planning Board is not required by state law to hold a public hearing, it may be required to do so by local charter or bylaw.

⁴ If Tailwind Circle is shown on a subdivision plan approved by the Planning Board, Town Meeting may accept the way by majority vote, subject to any applicable charter provisions. If Tailwind Circle is not shown on an approved subdivision plan, a two-thirds vote of the legislative body is necessary to accept the way as public. G.L. c.41, §81Y.

Town fails to act during this period, it will have to repeat both the layout and acceptance process, including a new Town Meeting vote.^{5 6}

cc:

⁵ The acquisition of easements on abutting lots for drainage, access, utility, slope, and/or other purposes is not a mandatory part of the street acceptance process and, therefore, the 120-day time limit for acquiring rights within the layout of the way does not apply to such easements.

⁶ The Town can acquire either a “fee interest,” in the land (full ownership) within the layout of Willow Lane or an easement to use the way for public way purposes. Either interest will provide the Town and the public the requisite rights to use the way as a public way. Please be advised that ownership of the way in fee carries with it liability for existing land conditions. Consequently, many municipalities acquire only an easement in the layout for public way purposes, including the ability to install utilities.

CHECKLIST FOR STREET ACCEPTANCE

STREET NAME _____

DEVELOPER NAME & ADDRESS _____

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

FORM 1

VOTE OF INTENTION TO LAY OUT A TOWN WAY

This is to certify that on this [redacted] day of _____, 2019, the Board of Selectmen of the Town of Norfolk has voted, on its own initiative and based upon the recommendation of the Public Works Engineer, -----, and Planning Director, -----, it intends to lay out a Town way at Tailwind Circle Lane ([redacted] Subdivision). It is the opinion of the Selectmen that common convenience and necessity require the laying out of Town ways at these locations.

In order to comply with the provisions of Chapter 82 of the Massachusetts General Laws, and to provide for a full and proper public discourse on this matter, the Board of Selectmen has also voted that notice of this intention be served upon the owners of the lands that will be acquired for this purpose, and on abutters thereto. This notice shall state the intentions of the Selectmen, and announce that the Selectmen will meet on (DATE) in the (LOCATION) to hear all persons interested in the laying out of these Town ways.

Signed,

Blythe Robinson, Town Administrator

FORM 2

_____, 2019

NOTICE OF INTENT TO LAY OUT TAILWIND CIRCLE

To All Abutters and Owners of Tailwind Circle:

The Board of Selectmen wishes to extend an invitation to you to comment on its intention to ask the Town to accept Tailwind Circle as a public way, as described below:

(INSERT LEGAL DESCRIPTION OR REFERENCE TO PLAN)

The Selectmen encourage you to attend a public meeting on the laying out of this street, which will be held at **(LOCATION)** on **(DATE AND TIME)**.

In order for the Selectmen to best address the acceptance of this street, the Board would appreciate it if prior to the public meeting you would relay any concerns or comments to the Public Works Engineer -----, or Planning Director, ----- who will then be able to investigate any issues that you raise prior to the public meeting. You may reach t the Public Works Department, and the Planning Department by telephone at ----- or by mail at-----

Please have your advance comments to The Town Engineer and/Town Planner no later than **(DAY BEFORE HEARING)**.

Thank you for your interest and assistance on this issue.

Sincerely,

Blythe Robinson, Town Administrator

FORM 3

Tailwind Circle
Street Name

COMMONWEALTH OF MASSACHUSETTS

Norfolk , ss

Town of Norfolk

SELECTMEN'S LAYING OUT OF A TOWN WAY

This is to certify that the Board of Selectmen of the Town of Norfolk has determined and adjudged that common convenience and necessity require that a Town way be laid out in the location described below. Having complied with all requirements of law relating to notice to the owners of land to be taken therefor, having notified the abutters of same, and having held a public hearing in the (LOCATION AND DATE AND TIME) and heard all persons present who desired to be heard, the undersigned Selectmen of Norfolk hereby certify that they have voted to lay out a Town way substantially in the location of the private way known as Tailwind Circle. The boundaries and measurements of said Town way as so laid out are as follows:

(INSERT LEGAL DESCRIPTION OR REFERENCE TO PLAN)

We hereby report this laying out to the Town for acceptance and order that the same be forthwith filed in the office of the Town Clerk.

WITNESS our hands as Bedford aforesaid, this ____ day of April, 2019.

James Lehan, Chairman

Kevin Kalkut, Clerk



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

Street up for Town Meeting Acceptance

1 message

Richard McCarthy <rmccarthy@norfolk.ma.us>

Wed, Jul 24, 2019 at 12:57 PM

To: Bob McGhee <bmcghee@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>

Cc: Betsy Fijol <bfijol@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Bob and Barry,

We are working on the following streets for Town acceptance:

- [Tailwind Circle](#)
- [Westfield Drive](#)
- [Saddle Ridge](#)
- [Liberty Lane](#)
- [Meetinghouse Road](#)
- [Silver Fox Run](#)

1. We do not have a deed for the layout of Saddle Ridge. It may require a taking for town acceptance if we can't get a deed for the layout.
2. Do we have the deed for Meetinghouse Road and the portion of Liberty Lane you would like to accept.

Let's talk.

Richard J. McCarthy, Jr.

Town Planner

[1 Liberty Lane](#)

[Norfolk, MA 02056](#)

508-440-2807

Office Hours- Monday through Thursday 9am to 6pm

Closed Fridays

Rich

From: Chris Nation [mailto:nation5901@gmail.com]

Sent: Wednesday, July 31, 2019 9:21 AM

To: Richard McCarthy

Cc: Cheryl Nation; Betsy Fijol; Ron Nation; David DeLuca; Nancy Langlois; Blythe Robinson

Subject: Re: Westfield Drive

Rich,

Can you provide an update on situation with Tailwind and westfield drive?

Tailwind should be on with selectman meeting now? Do we have a date?

Westfield drive, town counsel has reviewed to advise?

I need some traction here to ensure both these are accepted at fall town meeting.

Chris

On Thu, Jul 18, 2019 at 6:16 PM Richard McCarthy <rmccarthy@norfolk.ma.us> wrote:

Chris

I'm sending the attached title report to Town Counsel. We will need to get a deed or take the road by eminent domain in order to become a public way. We will continue forward with the road for the fall town meeting but the process will be different than Tailwind Circle.

Suzanne Peterson and Roberta Barrett have interest in the road.

We will have to coordinate with Town Counsel to get this done.

Regards,

Richard J. McCarthy, Jr.

Town Planner

1 Liberty Lane

Norfolk, MA 02056

508-440-2807

Office Hours- Monday through Thursday 9am to 6pm



Town of Norfolk

Nancy Langlois <nlanglois@norfolk.ma.us>

RE: Westfield Drive

1 message

David A. DeLuca <ddeluca@mhtl.com>

Thu, Aug 1, 2019 at 6:10 PM

To: Richard McCarthy <rmccarthy@norfolk.ma.us>, Chris Nation <nation5901@gmail.com>

Cc: Cheryl Nation <cheryl.nation@gmail.com>, Betsy Fijol <bfijol@norfolk.ma.us>, Ron Nation <r.nation@comcast.net>, Nancy Langlois <nlanglois@norfolk.ma.us>, Blythe Robinson <brobenson@norfolk.ma.us>

Rich, This is to summarize our discussions from earlier this week concerning the process of "acceptance" of the following roads in Norfolk: [Tailwind Circle](#), [Westfield Drive](#), [Silver Fox Run](#), [Meetinghouse Road](#), [Liberty Lane](#), and [Saddle Ridge Way](#). We reviewed the memo with sample forms provided to you and the BOS in April, 2019. (see attached). As a threshold issue you distinguished Tailwind Circle and Silver Fox Run as ways to which the Town presently holds title, and we agreed there should be no delay in the "layout" process before the BOS, and the "acceptance" by Town Meeting. However as we discussed today, the remaining roads which may require some form of taking or acquisition of rights (fee or easement) is a process which may occur subsequent to Town Meeting. Therefore it is recommended that each of the ways to be considered for acceptance be presented to the BOS with a plan or survey (as built plan ok) showing the way. The BOS then refers to the Planning Board for recommendation. With an affirmative report from the Planning Board, the BOS then notify the abutters of a hearing on this matter (see Forms 1 and 2). (N.B. While the formal abutter notice is not necessary for the ways in which the Town already acquired rights, it is necessary for all others, and nonetheless recommended as good custom and practice for all). The BOS may vote the "layout" based upon a recordable plan provided at the time of the hearing, and the vote and the plan must be filed with the Town Clerk at least 7 days prior to the Town Meeting vote on acceptance. If necessary the Article for Town Meeting may be drafted as a place holder anticipating timely action of the BOS prior to Town Meeting. A single Town Meeting Article is sufficient but we must have adequate reference to the plan which was voted by the BOS. If there needs to an acquisition of rights in the way from abutters, this may occur with 120 days after the vote of Town Meeting. Therefore all of the ways may proceed through the process of "layout " and " acceptance" before the BOS and Town Meeting, but I recommend the logical starting point for all of this is the production of a recordable survey or plan showing the metes and bounds and location of the way. Call or email to discuss any details of this process. Thanks, DD

David A. DeLuca, Esq.

617-479-5000

From: Richard McCarthy [mailto:rmccarthy@norfolk.ma.us]**Sent:** Wednesday, July 31, 2019 1:15 PM**To:** Chris Nation**Cc:** Cheryl Nation; Betsy Fijol; Ron Nation; David A. DeLuca; Nancy Langlois; Blythe Robinson**Subject:** Westfield Drive

Chris,

There is traction. We will need a plan and deed for the portion of Westfield Drive from Suzanne Peterson and Roberta Barrett. I believe we will be asking your assistance to have a plan and deed prepared for each party to sign.

I will let you know shortly. The schedule is for the Select Board to discuss road acceptance August 13 for yours and others.



TOWN OF NORFOLK

Richard J. McCarthy, Jr.

TOWN PLANNER

ONE LIBERTY LANE

NORFOLK, MASSACHUSETTS 02056

Phone: 508-440-2807

Email: rmccarthy@norfolk.ma.us

August 7, 2018

Kevin Kalkut, Chairperson

Norfolk Select Board

1 Liberty Lane

Dear Mr. Kalkut:

I'm writing to the Select Board in your capacity as Road Commissioners to start the process to layout several roads to become public ways.

- Meetinghouse Road from Liberty Lane to Castle Road
- Liberty Lane from Independence Drive to MBTA parking lot
- Tailwind Circle
- Westfield Drive
- Silver Fox Run
- Saddle Ridge Way

The Select Board will need to vote their intention to layout the above roads as public ways.

As part of the road acceptance process the Select Board will hold a hearing on each road which notice will be sent to abutters that abut each road. As part of the road acceptance process each road will be referred to the Planning Board for their recommendation, the Planning Board has 45 days to make a recommendation on each road and report back to the Select Board. The Select Board must hold a hearing at least 7 days prior to Town Meeting.

In order to give the Planning Board and the Select Board ample time to fulfill the statutory requirements I would suggest the Select Board hearing before at the end of October or early November prior to Town Meeting. As part of the acceptance process the DPW Department will make recommendations to the Planning Board and the Select Board.

I've been working with DPW and the developers on the street acceptance process. For Tailwind Circle, Silver Fox Run the developers have reserved the land which the road is on and will provide the deed to the road to the Town. We don't need the prior to Town Meeting vote but will within 120 days after Town Meeting to be recorded at the Registry of Deeds.

Westfield Drive the developer has reserved the land for a portion of the road; however, we will need a deed for the land from two abutters that abut the road. The developer is working with us on preparing a plan and drafting a deed under Town Counsel's review that hopefully will be sign by the two abutters that have interest in the road. If they don't sign over their interest the land which the road sits on can be taken by eminent domain. The amount of land we are talking about is approximately 40 feet by 141 feet and 40 feet by 112.38 feet long. The portion of Westfield Drive up for acceptance is a portion of Priscilla Ave from a previous

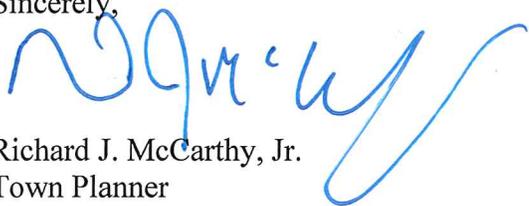
subdivision plan. Priscilla Avenue off of Leland Road was accepted as a town road. This portion was unimproved. It has a different name because the roads don't physically connect.

Meetinghouse Road, Liberty Lane and Saddle Ridge Way are roads that the Town took over completion from the developers. They may need to go through eminent domain to obtain the land if we can't get the previous owners to sign off on a deed. Again, the Town needs to vote to accept these roads and after Town Meeting acquire the land.

I will be working with Blythe, Nancy, Bob McGee, Town Counsel and developers to coordinate all efforts for the road acceptances. First step is to vote your intention to layout these roads which can be done in early September.

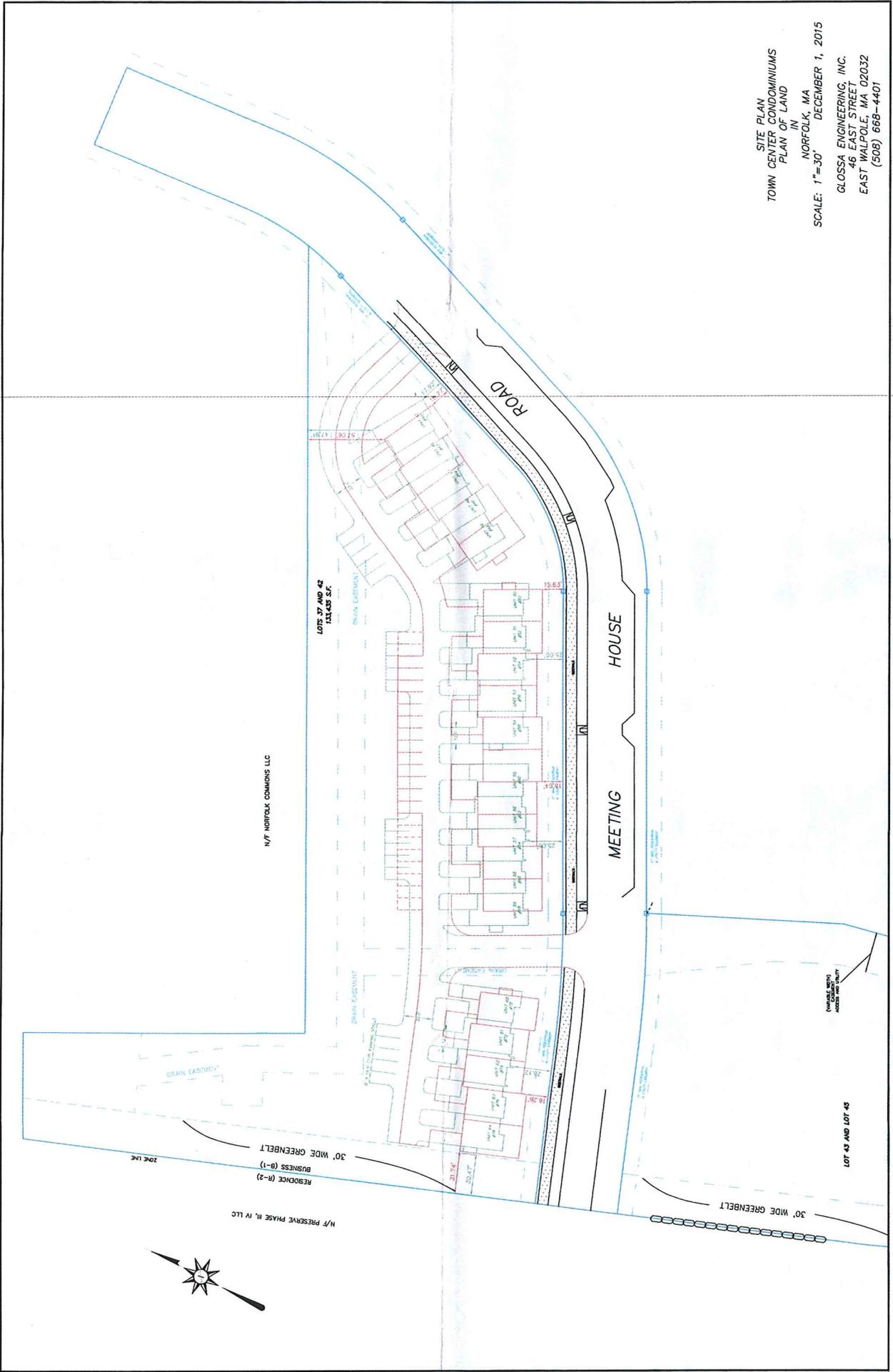
I look forward to your anticipated response. If you have any questions please feel free to contact via email or phone at 508-440-2807.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard J. McCarthy, Jr.", written in a cursive style.

Richard J. McCarthy, Jr.
Town Planner

RJM/rjm



N/F NORFOLK COMMONS LLC

LOTS 37 AND 42
111,432 S.F.

N/F PRESERVE PHASE III, IV LLC

RESIDENCE (R-2)
BUSINESS (B-1)

LOT 43 AND LOT 45

(UNDEVELOPED)
ADDRESS AND UTILITY

SITE PLAN
TOWN CENTER CONDOMINIUMS
PLAN OF LAND
IN
NORFOLK, MA
DECEMBER 1, 2015
GLOSSA ENGINEERING, INC.
46 EAST STREET
EAST WALPOLE, MA 02032
(508) 668-4401

DATE: 11/19/15

APPROVED DATE:
NORFOLK PLANNING BOARD

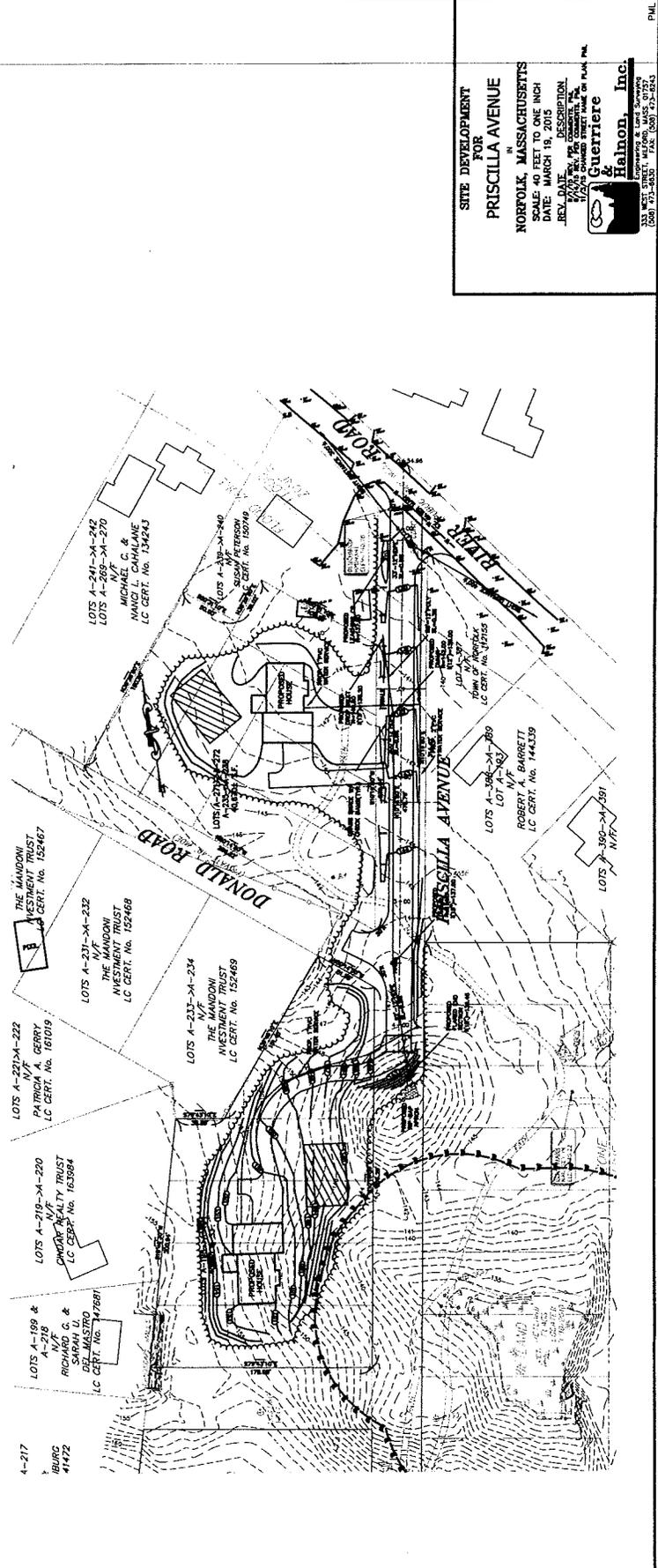
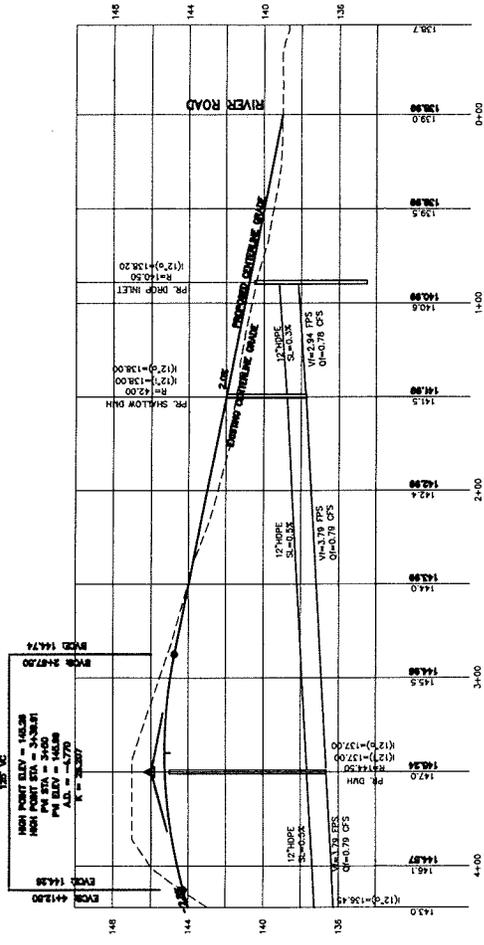
[Signature]
DATE: 11/19/15

SIGNATURE DATE: Nov 19, 2015

I, THE TOWN CLERK OF THE TOWN OF NORFOLK, RECEIVED THIS PLAN AND NO APPEAL HAS BEEN TAKEN FOR FIFTY DAYS NEXT AFTER RECEIPT AND RECORDING OF SAME.

TOWN CLERK: *[Signature]* DATE: 11/19/15

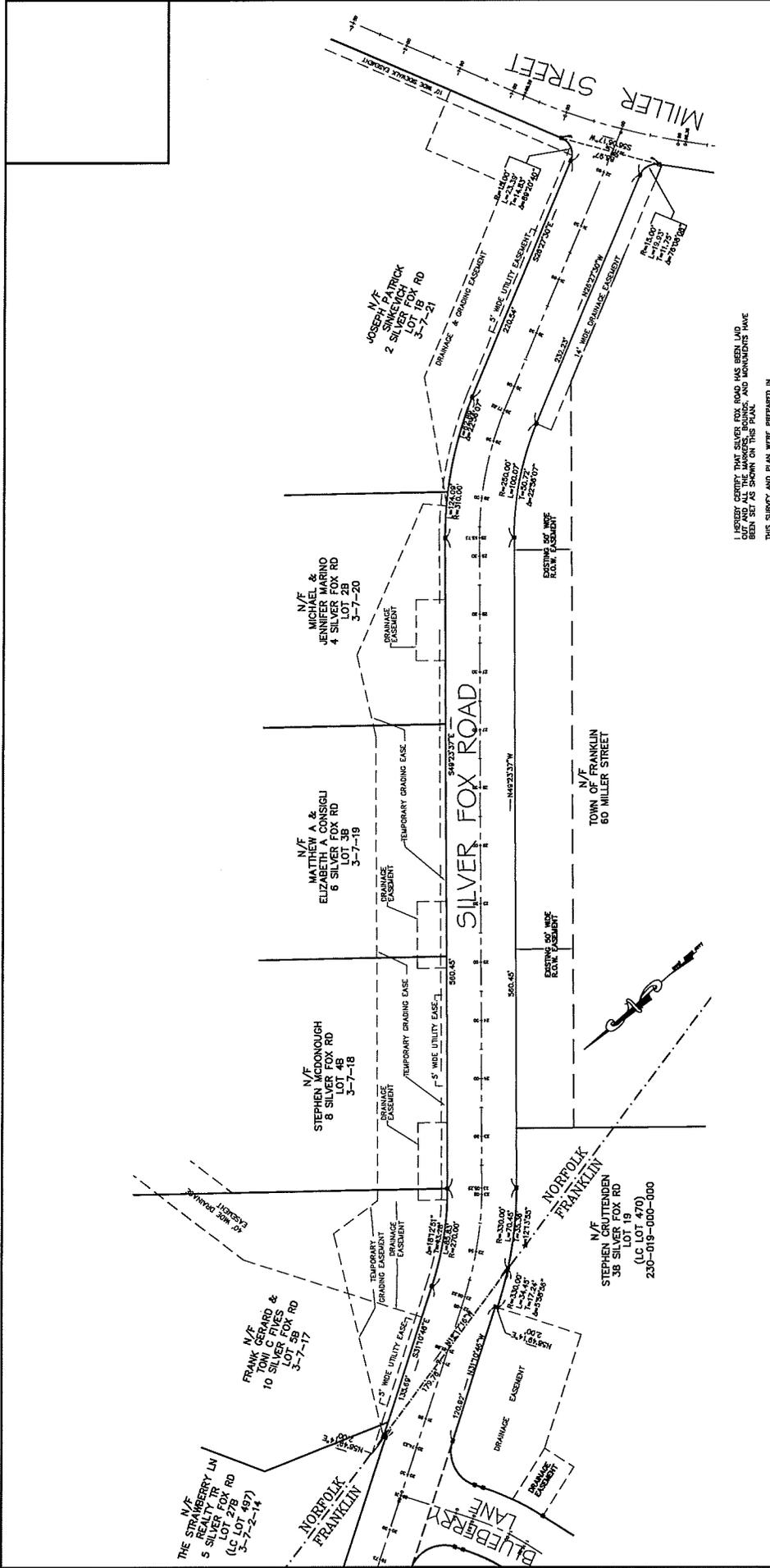
DRIVEWAY PROFILE
SCALE: HORIZONTAL: 1"=30'
VERTICAL: 1"=3'



SITE DEVELOPMENT FOR PRISCILLA AVENUE
NORFOLK, MASSACHUSETTS
SCALE: 40 FEET TO ONE INCH
DATE: MARCH 19, 2015

REV. DATE: 11/19/15
DESCRIPTION: DRIVEWAY PROFILES
PREPARED BY: GUERRIERE & HALMON, INC.
2001 WEST STREET, NORFOLK, MASSACHUSETTS 01923

Guerriere & Halmon, Inc.
ENGINEERING & LAND SURVEYING
STATE LICENSE NO. 01923



ACCEPTANCE PLAN
"SANDY KNOLL ESTATES"
SILVER FOX ROAD
NORFOLK, MA

STATION 21+61.89 TO STATION 32+14.39

788. 19, 2019

SCALE: HORIZ. 1"=40'

PREPARED FOR:
 MAPLE SANDS CORP.
 45 SILVER FOX ROAD
 FRANKLIN, MASSACHUSETTS

GLM ENGINEERING
 GLM CONSULTANTS, INC.
 19 EXCHANGE STREET
 HOLLISTON, MASSACHUSETTS 01746
 (609)468-1100 FAX(609)468-1100

JOB NO.:
 0906 RD-088.00C

SHEET 1 of 1

I HEREBY CERTIFY THAT SILVER FOX ROAD HAS BEEN Laid OUT AND ALL THE MARKERS, BOUNDS, AND MONUMENTS HAVE BEEN SET AS SHOWN ON THIS PLAN.

NO WARRANTY IS MADE BY THE ENGINEER AS TO THE ACCURACY AND THE PROCESSING AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS.

THE ENGINEER HAS REVIEWED THE RECORDS TO DETERMINE THE NECESSARY RECORDS TO OBTAIN A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN.

THE ENGINEER HAS REVIEWED THE RECORDS TO DETERMINE THE NECESSARY RECORDS TO OBTAIN A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN.

THE ENGINEER HAS REVIEWED THE RECORDS TO DETERMINE THE NECESSARY RECORDS TO OBTAIN A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN.

THE ENGINEER HAS REVIEWED THE RECORDS TO DETERMINE THE NECESSARY RECORDS TO OBTAIN A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN.

JOYCE E. HASTINGS, P.L.S. DATE

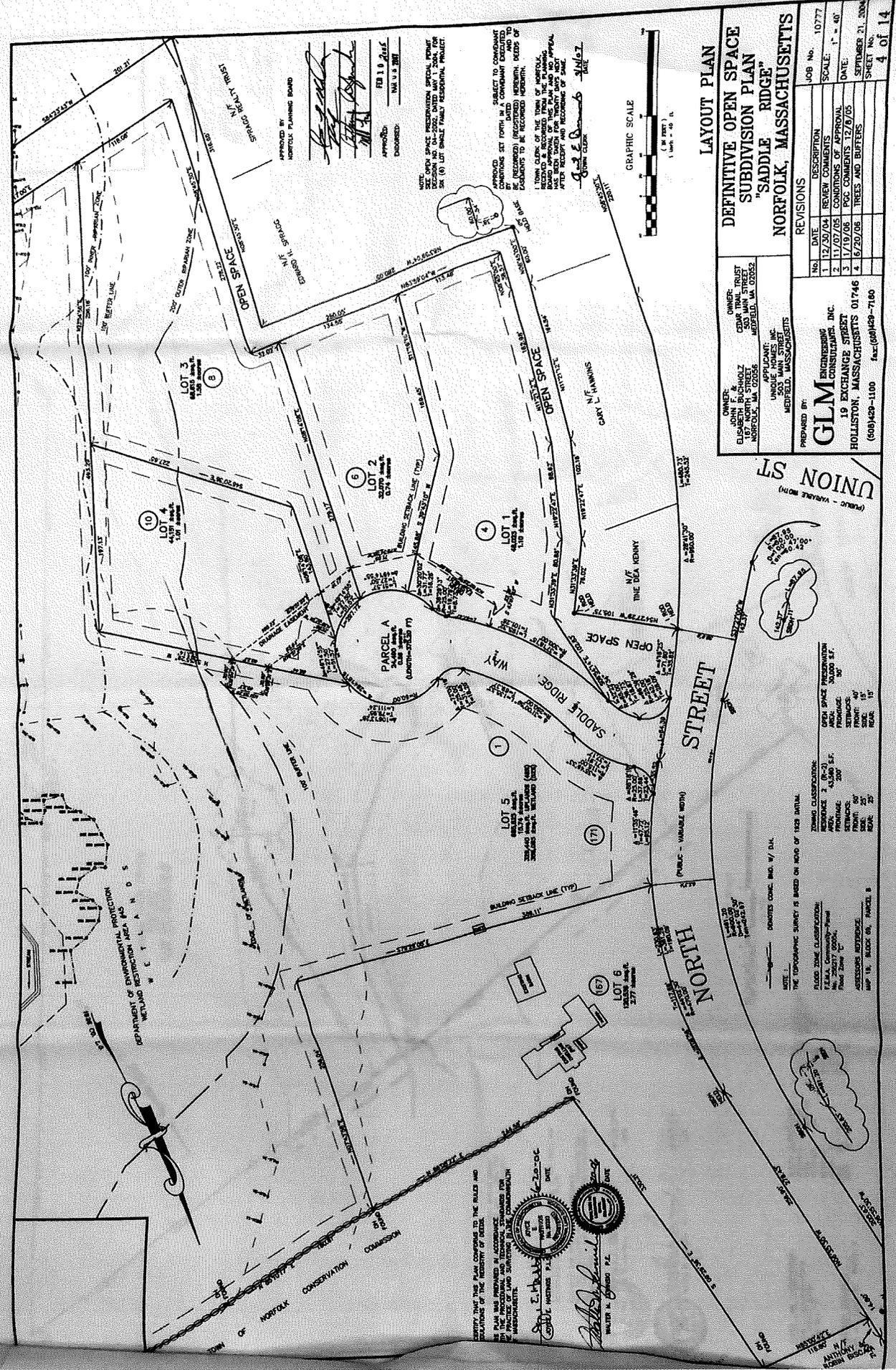
THE PROPERTY LINES SHOWN ARE LINES DIVIDING LAND INTO OWNERSHIP AND THE LINES OF PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND NO NEW LINES OF DIVISION OF EXISTING OWNERSHIP OR NEW WAYS ARE SHOWN.

JOYCE E. HASTINGS, P.L.S. DATE

DEED REFERENCE:
 DEEDS
 DOCUMENT NO. 898589 NO. 160815
 BOOK 1362A PAGE 578

PLAN REFERENCE:
 NORFOLK REGISTRY OF DEEDS
 6018 P
 6018 X
 6018 Y

GRAPHIC SCALE
 1"=40' (SEE PAGE 578)



LAYOUT PLAN
DEFINITIVE OPEN SPACE
SUBDIVISION PLAN
"SADDLE RIDGE"
NORFOLK, MASSACHUSETTS

OWNER: ELIZABETH BUCHHOLZ, CAROL T. TRUST, 19 EXCHANGE STREET, NORFOLK, MA 01922
 APPLICANT: UNIQUE HOMES, INC., 19 EXCHANGE STREET, NORFOLK, MASSACHUSETTS

PREPARED BY: **GLM ENGINEERING CONSULTANTS, INC.**
 19 EXCHANGE STREET
 NORFOLK, MASSACHUSETTS 01746
 (608)409-1100 FAX: (608)409-7180

JOB NO. 10777
 SCALE: 1" = 40'
 DATE: 12/20/04
 REVISIONS: 1. 12/20/04 REVIEW COMMENTS
 2. 1/13/05 SITE CHANGES APPROVAL
 3. 1/13/05 SITE CHANGES APPROVAL
 4. 6/20/05 TREES AND BUFFERS SPRINGER 21, 2004
 SHEET NO. 4 OF 14

I HEREBY CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE RECORDING OFFICE.
 GARY L. HARRIS, P.L.
 MARTIN S. GARDNER, P.L.

APPROVED BY:
 NORFOLK PLANNING BOARD
 APPROVED: FEB 19 2005
 DECEASED: MAR 03 2005



NOTE: THE TOPGRAPHIC SURVEY IS BASED ON ROAD OF 1928 INITIAL.

ZONE CLASSIFICATION	AREA	FRONTAGE	FRONT	DEPTH	AREA
RESIDENTIAL	2,800 S.F.	200'	150'	15'	4,200 S.F.
OPEN SPACE PRESERVATION	1,200 S.F.	200'	150'	15'	1,800 S.F.

UNION STREET (PUBLIC - VARIABLE WIDTH)
 SADDLE RIDGE STREET (PUBLIC - VARIABLE WIDTH)
 NORTH STREET (PUBLIC - VARIABLE WIDTH)

ARTICLE _____

Submitted by Planning Board

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Saddle Ridge Way in its entirety, from Station _____ to Station _____, as approved by the Board of Selectmen as shown on the acceptance plan dated _____ drawn by _____, of _____, MA and as further described in documents entitled, _____ and further 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.

Blythe,

For almost 100 years, residents have been going to a police station at either 100 Main Street or 117 Main Street. 100 Main Street had the Police and Fire Station on the first floor, the Selectmen's meeting room, Boards and Commission offices on the second floor and the Highway Department on the basement level. In 1966 the 117 Main Street location was opened for Police, Fire and Civil Defense and at that point the 100 Main Street location became the Town Hall offices, Water Department and Highway Department. The Communications department moved from an employee's home to the 117 Main Street site in the early 1980's to provide 24 hour coverage in one location and not long after that in 1984-1985 an addition was added to the 117 Main Street site.

The proposed MECC (Metacomet Emergency Communications Center) was originally proposed to go into the Wrentham Police and Fire Facility, but it was determined by that town that those departments would be giving up too much of their space to the MECC needs and after discussion with the member towns Wrentham was abandoned as a site. There was an exhaustive search of other sites in all four towns and as a result the site that was chosen by the Chiefs, MECC representatives and Town Administrators was the 14 Sharon Avenue site.

Once the Sharon Avenue site was chosen and purchased, the committee decided that the 117 Main Street site would be too tight for both the Police and Fire Departments to fit the proposed building plan onto, especially if both departments were compressed onto this site and would there still be room for septic, parking and circulation, and more importantly would the 117 Main Street site achieve the future needs of each department and allow for future growth.

It has always been discussed that the fire department would remain in a central location so that they could respond to calls from the hub or center of the town. The Police Department is more mobile and as a result of sector assignments police vehicles are most likely already in the area of the call for service whatever that might be.

After Sharon Avenue was chosen and during the design process for 117 Main Street it was always determined that the Norfolk Police would have an office off the lobby or in one corner of any rebuild or new design in order to provide the residents of Norfolk the opportunity to gain services at the old location and the new location.

The public could gain access to the substation office, by going to the communication device at the front door of 117 Main Street, picking up the phone which calls the MECC directly and if the person needs to come into the lobby due to weather or safekeeping the MECC can open the front door remotely and let that person into what we call a safe haven area. That person is on camera at the MECC and can be seen by a MECC employee and a little of what might be going on adjacent to them. The public would include MBTA commuters who often access the old Police and Fire Station by walking directly to it or by it on the way to the town parking lots or others or even their homes. MBTA ridership often experiences the simple pleasures in life (a dead battery in the winter because they left the headlights on at 6AM, flat tires, and reports of damage to their vehicles, being blocked in by other vehicles, walk in medicals and other issues). Businesses and Commuters that are passing through town and residents who are driving by occasionally need to speak to an officer or file a report, and by parking a marked unit out in front of the station when they are working on a report, allows that opportunity and at the same time provides passive traffic calming as motorists will often slow down as a result of seeing a cruiser on the side of the

road and that adds to achieving safer roads. Leaving from the substation office by the North sector car would be quicker and easier for an emergency, a medical, fire, B&E, Domestic, vehicle crash or report of an OUI, and I would find it unconscionable that anyone would not want us to have that additional ability. The nature of the Public Safety Business and Town Government is customer service to our residents, the same residents who pay our salaries; volunteer for our great community and vote during elections and it is our opinion that we should do everything we can to satisfy their needs.

The ACO (Animal Control Officer) was originally supposed to have an office at the Town Hall from the very beginning of building discussions and right up until May 7, 2019 the day the Police Department moved to 14 Sharon Avenue, that was the intent. The offices within the town hall were reassigned during the weeks leading up to May 7 as a result of their changes and ongoing needs and there was no longer a suitable space for the ACO so at that point it was decided to also include the ACO in the police office.

The ACO has occupied the old Police Administrative Assistant office off the lobby since May 7th and as a result has often been available to handle ACO calls from that location. It may come as a surprise to hear that she has also availed herself from that office to sign for or take packages from UPS, Federal Express, DHS, USPS, and direct others to the fire office that are dropping off Fire Department inspection requests, or permit applications. Many times the Fire Department is out of the building on a call or if the Administrative Secretary is not available, and as a result the ACO has been able to direct them to the Fire Department office, so in my opinion this has created a service to the town, the residents, businesses and service agencies.

The office is certainly available for the very near future and since it is very quiet the ACO gets her reports done very quickly and can redeploy as necessary and as a result there should be minimal impact to the Fire Department to allow the use of one small office until construction starts for a new facility and a new office is designed and built. There is already a computer at that location with phone lines, a printer, copier and a fax so if an officer was taking a domestic report a restraining order could be faxed to that location by the on duty judge. It should seem reasonable that this location has many service oriented purposes for the near future and many years to come.

I would ask that the honorable Board of Selectmen agree with the years of planning by volunteers and public safety professionals and allow us to keep this adjunct office.

Charles H. Stone Jr.

Chief of Police

Special Town Meeting Calendar - November 19, 2019

Date	Action
September 3rd	Open STM Warrant
September 4th	Send out Notices - Warrant Opened
September 8th	Last Day to Register to Vote - 9AM - 8PM
September 26th	Close STM Warrant
October 1st	Selectmen review list of articles
October 4th	Language due from Boards/Committees/Petitioners
October 24th	Finalize Language with Town Counsel
October 29th	Selectmen vote to execute the Warrant
by November 1st	Warrant Posted
November 5th	Organizational Meeting with the Moderator
November 15th	Motions Finalized
November 19th	Special Town Meeting

Draft Special Town Meeting Article List - November 19, 2019

Article #	Topic	Proponent	Dollar Amount	Source of Funds
1	Budget Transfers			
2	Pay unpaid bills from prior year			
3	Appropriate State Ridesharing funds			
4	Capital Expenditures other than from borrowing			
5	Lake Street Paving - Additional Funds			
6	Water Enterprise fund capital expenditures			
7	Wastewater Enterprise fund capital expenditures			
8	Hear reports from Town Committees			
9	CPC Fund - annual allocations			
10	Amend General Bylaw - Bidding Procedures			
11	Amend Zoning Bylaws regarding site plan approval			
12	Amend Zoning Bylaw - B-1 Center Zone			
13	Zone II Aquifer Protection - Holbrook Street Well			
14	Various Street Acceptances			

8/6/2019

DRAFT
NORFOLK PUBLIC COMMENT POLICY

PURPOSE:

To establish a policy of the Select Board (Board) with regard to those persons wishing to speak at meetings of the Board.

POLICY:

The Board welcomes information, concerns, and opinions from those attending Board meetings that are related to matters within the Board's jurisdiction. The Board hereby adopts this policy: to provide members of the public a fair opportunity to speak; to ensure compliance with the *Open Meeting Law* and other legal obligations; and to facilitate the orderly conduct of the Board's meetings.

APPLICABILITY

This policy applies to all persons wishing to speak at a Board meeting. The Board, at the chair's discretion, may provide the following opportunities to speak during the meeting: (i) at a "Citizen Speak" period generally scheduled at the beginning of a meeting; and (ii) at designated periods for comment on topics identified on the Board's agenda. The Board welcomes comments expressing any viewpoint related to the topics of any particular comment period

PROCEDURES:

- a. The Board will typically schedule time for a "Citizen Speak" comment period at or near the beginning of its meetings. "Citizen Speak" is a limited forum to comment on topics not otherwise listed on the Board's agenda and within the Board's jurisdiction. To ensure compliance with the *Open Meeting Law*, privacy laws, and other legal obligations, Board members will rarely engage with a speaker or with each other during "Citizen Speak" periods.
- b. The Board may also provide time for public comment on topics identified on the Board's agenda. Comments during such periods are limited to those related to the specific topic under deliberation.
- c. Persons wishing to provide comments to the Board shall first sign the sign-in sheet provided by the Board and identify themselves by name and address prior to commenting.
- d. All comments shall be addressed to or through the chair or acting chair of the Board.
- e. Each comment period shall not exceed 15 minutes and each speaker shall not

exceed three minutes, unless otherwise determined by the chair.

- f. Disruptive comments and conduct are not allowed. Disruptive comments and conduct include, but are not limited to: the use of profanity; discriminatory statements; vulgarity; comments or conduct that violate the law; comments outside of the dedicated topics for comment; and other comments or conduct that interfere with the orderly conduct of Board meetings.

The chair shall provide at least one verbal warning to a speaker if he or she makes a disruptive comment or engages in disruptive conduct. If, after at least one verbal warning, the speaker persists in making disruptive comments or engaging in disruptive conduct, the chair may end that person's privilege of address for that meeting.

DEFINITION:

None

REGULATORY / STATUTORY REFERENCES

Massachusetts G.L. c.30A, §20

APPROVED BY:

07/03/2019 10:35
9730b660

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

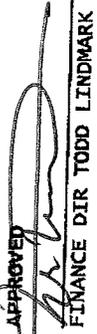
1
apwarrnt

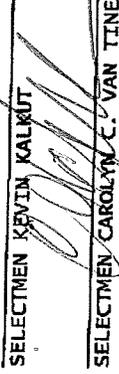
DATE: 06/30/2019 WARRANT: 54VSI9 AMOUNT: \$ 10,995.15

TO THE TREASURER:

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

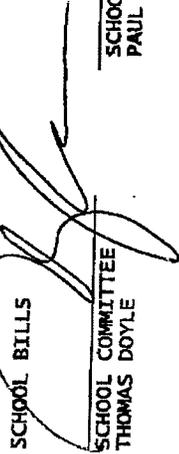
APPROVED


FINANCE DIR TODD LINDMARK


SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

07/09/2019 15:29
9730TIOV

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

1
P
apwarrant

DATE: 07/09/2019 WARRANT: 54V19 AMOUNT: \$ 626,653.16

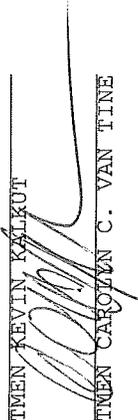
TO THE TREASURER:

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

APPROVED


FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT



SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

07/09/2019 14:20
9730rr0v

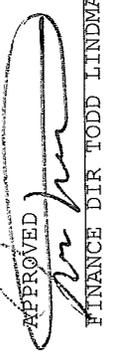
Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

DATE: 07/09/2019 WARRANT: 02V20 AMOUNT: \$ 438,572.56

0 . C
3,990.89 +
6,147.92 +
110,201.58 +
318,232.17 +
438,572.56 *

TO THE TREASURER:

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

APPROVED

FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKOT

SELECTMEN CAROLYN C. VAN TINE

SELECTMEN CHRISTOPHER WIDER

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

07/16/2019 13:30
9730TIOV

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 07/16/2019 WARRANT: 03V20 AMOUNT: \$ 1,352,431.68

595.51
923.26
639,047.21
312,000.00
323,938.65
4,255.83
16,012.04
22,060.79
15.00
6,849.46
1,121.22
16,693.78
8,918.93
1,352,431.68

TO THE TREASURER:

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

APPROVED

FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

Fire Holiday		012201 511000		
Fire Monthly		012201 511000		
Fire/Details		7421 511000		
Fire-SAFE Grant		2451 511000		
Fire-Uniform Cln		012202 578110		
Fire-EMT Training		012201 511000		
Fire Preven Gift		2260 511000		
Fire Assistance		2459 578000		
FIRE FEMA		2460 578000		
FIRE-NIMS Grant		2465 578000		
Building		012411 511000		
Chapt 43D Grant		2435 578000		
Facilities Salary		011921 511000		
Police Construction		3117 511000		
Fire Station Remodel		3117 511300		
Animal Con		012921 511000		
Animal Inspector		012961 511000		
Dispatch		012251 511000		
Dispatch OT		012251 511000		
Dispatch Training		012251 511000		
Dispatch FLSA		012251 511000		
Dis Clean Allow		012252 578110		
Dis 911 Grant		2466 511000		
DPW/Highway		014201 511000		
DPW/TS		014331 511000		
DPW/Grounds		014221 511000		
DPW/Cemetery		014911 511000		
DPW Snow & Ice		014232 511000		
Water		60002 511000		
DPW Admin		014101 511000		
DPW/Vehicle Maint		014251 511000		
Waste Water Treatment		50002 511000		
Cust Vet Grav		014921 511000		
COA		015411 511000		
COA Part Time(MW)		015411 511500		
COA/Elder		015412 578002		
Sr. Tax -Overlay Acct		0100 123016		
COA/Elder Grant		2422 511000		
Vet Agent		015431 511000		
Library		016101 511000		
Lib Grant ECRC		2411 511000		
Lib. Mother Goose		2405 511000		
Rec		016301 511000		
REC/Rev		2151 511000		
Wetland Protec		2074 5781000		
CPA		2150 511000		
Affordable Housing		7120 511000		
CPA Enc		21506 578000		
Town Total				
Café Longevity		82203400 515000	1,692.93	
School Payroll		91210100 511340		
94-142				
Early Childhood				
SACC Longevity		82603520 511495	3,731.44	
Use of Facilities				
Other Dept. Longevity		019122 515003	85,487.05	
Water Longevity		60002 578950	2,165.56	
		Total	111,471.98	
Town Medicare - Town		019122-515006		
Town Medicare - School		019122-515006		
		Grand Total	111,471.98	

Payroll Warrant

TO THE TREASURER:

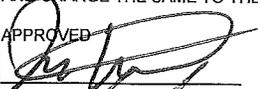
02LONG 7/19/2019

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

\$ 111,471.98

AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED




07/19/2019 13:59
9730b000

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

1
papwarrnt

DATE: 07/23/2019 WARRANT: 04VS20 AMOUNT: \$ 175,538.35

TO THE TREASURER:

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

APPROVED


FINANCE DIR TODD LINDMARK

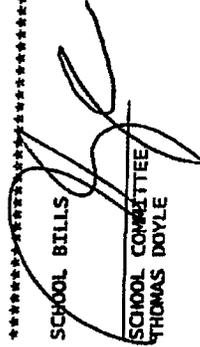

SELECTMEN KEVIN KALKUT

3,057.28 +
14,152.6 +
63,020.29 +
4,890.62 +
7,473.45 +
1,429.75 +
4,197.29 +
7,507.92 +
80,128.35 +
17,839.35 +

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS


SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY



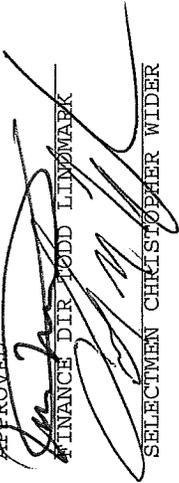
DATE: 07/23/2019 WARRANT: 04V20 AMOUNT: \$ 333,076.26

0.*

TO THE TREASURER:

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

APPROVED


FINANCE DIR TODD LINNMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

24,893.82+
1,773.04+
134,257.77+
9,365.12+
70,763.74+
26,601.71+
6,825.77+
2,038.36+
250.+
55,559.01+
747.92+
333,076.26*+

DATE: 07/30/2019 WARRANT: 05V20 AMOUNT: \$ 230,829.50

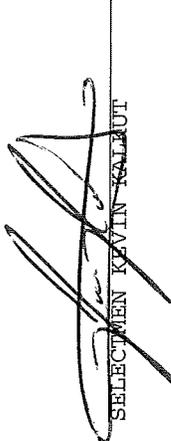
TO THE TREASURER:

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

APPROVED



FINANCE DIR TODD LINDMARK



SELECTMEN KEVIN KALCUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

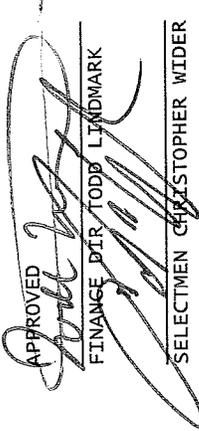
SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

DATE: 07/30/2019 WARRANT: 05DEBT20 AMOUNT: \$ 348,568.41

TO THE TREASURER:

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

APPROVED

FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

DATE: 08/06/2019 WARRANT: 06V20 AMOUNT: \$ 1,837,849.16

3,145.90
41,491.74
276,811.55
2,750.14
24,952.01
4,635.56
1,017.45
389,347.03
479,287.25
552,093.56
4,357.98
3,106.90
17,530.82
10,951.19
418.56
20,563.09
5,388.43
1,837,849.16

TO THE TREASURER:

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

APPROVED

FINANCE DIR TODD LANDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

Norfolk Board of Selectmen's Open Session Meeting Minutes May 21, 2019

Present: Kevin Kalkut; Christopher Wider; CiCi Van Tine; Blythe Robinson, Town Administrator; Nancy Langlois, Executive Assistant

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order at 7:04 p.m. Mr. Kalkut announced this meeting is being both video and audio taped.

All present recited the Pledge of Allegiance.

Ms. Robinson read the agenda.

Action Items

Please Consider Selectmen's Liaison Assignments

Ms. Robinson explained that the Board typically assigns members to be liaisons to other Town boards and committees so that there is a point of contact with each entity. This process facilitates an exchange of knowledge about what each board is doing, and any work that the boards need to do jointly.

A motion was made by Mr. Wider to assign Board members as liaisons as follows:

Mr. Kalkut

Norfolk Schools
Planning Board
Conservation Commission
Energy Committee
Buckley Mann Project

Mr. Wider

Board of Health
Zoning Board of Appeals
Community Preservation Committee
Council on Aging
Tri-County School

Ms. Van Tine

Historical Commission
Library
Public Safety Building Committee
Recreation Commission
King Philip Schools

It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider appointing Gary Sullivan to the Town Government Study Committee

Gary Sullivan was present to speak about his interest in the Committee. He stated that he is a five year resident of the Town. He stated that at Town Meeting, the Chair of the committee announced there were vacancies.

Ms. Van Tine asked him about his experience. He explained that he has a technical background and has been in IT since 1998. He currently works for a consulting group. He has given time to several non-profit organizations and currently serves on the Norfolk Cultural Council.

A motion was made Mr. Wider to appoint Gary Sullivan to the Town Government Study Committee with a term to expire June 30, 2020. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider approving and executing the Fire Union Contract

As negotiations are still ongoing, this item is will be placed on hold.

Please consider the following topics and actions for the H. Olive Day Roof Replacement Project

Ms. Robinson stated that since Town Meeting has approved the motion to authorize the borrowing for this project, one of the next steps is to execute the project funding agreement (PFA) with the MSBA.

A motion was made by Mr. Wider to authorize the chair to execute the MSBA Project Funding Agreement. It was seconded by Ms. Van Tine and so voted. All were in favor.

Ms. Van Tine questioned the contract execution process in relation to the School Dept. and the Select Board being able to have a little more input in contract development prior to authorization. She expressed that maybe someone with knowledge from the Select Board (i.e., Mr. Wider) could be a liaison and perhaps they may be able to take a look at ways to cut costs, etc.

Matt Haffner, Facilities Director spoke that not much will change in the scope of the project. The project was engineered per MSBA specifications and best practices. We could possibly go down in quality and/or materials and the architect has been asked to propose alternative materials.

Ms. Robinson explained that we are only authorizing the award not the contract. So there will be room for changes prior to executing the contract.

Ms. Van Tine suggested that perhaps Mr. Wider would be a good fit to meet during negotiations.

There was a discussion on copper roofing vs. shingle roofing. Mr. Wider stated that there will be no material/labor warranty on copper after 10 years. However, he feels there is no room to go back to the contractor at this point. Ms. Van Tine feels it is still worth trying. Mr. Haffner stated we could pull back but it will take a couple of weeks so timing to complete the project before school starts could be an issue.

Ms. Robinson suggested that if we go ahead with the award tonight in the full amount, it will allow us to get going on the process and figured out if there is anything can be saved, with the goal being to end up with an amount less than the bid.

A motion was made by Mr. Kalkut for the Board to authorize award to Greenwood Industries in the amount of \$3,043,000.00 and further to authorize the Chair to execute the contract for the H. Olive Day Roof Repair Project. It was seconded by Ms. Van Tine and so voted (2/1). Mr. Wider opposed.

Please Consider authorizing the Chair to execute a contract with PARE Corporation for Stormwater Engineering Services

Ms. Robinson reviewed the history of the project: In 1994, the Town took action to take by eminent domain a portion of land at 201 Main Street and in return for that action, agreed that a future development of that property would include the right to hook into the Town's storm water system. However to date, the development has not moved forward. Nevertheless, the owner has indicated his interest in proposing a project, thus the Town needs to determine whether or not the existing storm water system can accommodate additional flow, and if it can't, what would need to be done to allow this to take place. She stated that Town Planner, Richard McCarthy undertook a process to obtain three proposals from engineering firms to conduct this study, and recommends that the Town retains PARE Corporation for the work. They offered the most competitive price and are prepared to begin the work in the next few weeks. She explained that one of the transfers approved at Town Meeting was for \$19,000 to cover this contract.

Mr. Wider stated that it's great to see this move in the right direction.

A motion was made by Mr. Wider that the Board vote to authorize the Chair to execute a contract with PARE Corporation for Storm Water Engineering Services. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider authorizing the Chair to award a Bid for SERSG Water & Sewer Chemicals to various bidders for Fiscal Year2020

Ms. Robinson explained that The Town is a member of the Southeastern Regional Services Group (SERSG) which is a consortium of 23 towns in three counties whose mission is to jointly undertake procurement and administrative services that serve the needs of those

communities. One of those tasks is to bid out the procurement of water and sewer treatment chemicals that its members need. They have done so and enclosed you will find a list of three items that are used by the Town for water treatment, of which the SERSG board recommends that two be awarded.

A motion was made by Mr. Wider that the Board vote to award a contract for water and sewer treatment chemicals for FY2020 as recommended by SERSG and authorize the chair to execute the award documents as follows:

- Liquid Potassium Hydroxide to Borden & Remington Co., Fall River, MA
- Sodium hypochlorite – reject all bids
- Orthopolyphosphate to Carus Corp., Peru, IL

It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider authorizing the Town Administrator to sign a FEMA Reimbursement Grant request for expenses incurred by the Town for the March 18, 2018 snowstorm

Ms. Robinson explained to the Board that in recent years, when the Governor declares a state of emergency due to a significant weather event, funds may be eligible from the Federal Emergency Management Agency (FEMA) to communities to reimburse a portion of their costs to respond to that emergency. It is a long and laborious process to gather the data and costs that are eligible, submit them to the State to access the funds and then receive them. The March 13, 2018 storm was deemed eligible and the amount of the reimbursement to Norfolk is \$93,725.89. Typically these documents have just been executed by the Town Administrator, and she is now asking for the Board's approval to do so. She is hopeful that the funds will actually come in by June 30th so they can be counted in our Free Cash for next year. Ms. Robinson commended work by both Public Works and Finance to gather and analyze the data for the benefit of the Town.

A motion was made by Mr. Wider that the Board authorize the Chair to execute the FEMA reimbursement to the Town of Norfolk for the March 13, 2018 snowstorm. It was seconded by Ms. Van Tine and so voted. All were in favor.

Please consider re-establishment of Economic Development Committee

Mr. Kalkut stated that he proposed this item. He spoke about B-1 Zoning Working Committee proposed zoning amendments at Fall Town Meeting.

Mr. Wider expressed that it may be too much of an overlap with the -1 Zoning Working Committee. And that perhaps the committee could be established after the Fall Town Meeting at which time the B-1 Committee will disband.

Ms. Van Tine stated the Board could still put the committee in place now to get organized with the understanding that nothing will get rolled out until a later date.

Mr. Kalkut suggested holding off until next meeting and bring in Town Planner, Rich McCarthy to discuss a master plan.

A motion was made by Mr. Wider to stay this item until the June 4, 2019 Select Board Meeting. It was seconded by Ms. Van Tine and so voted. All were in favor.

Please discuss the process to search to fill the position of Fire Chief

Ms. Robinson explained that with the departure of Chief Bushnell at the end of June, and the decision by the Deputy Chief to remain in his position, the Board needs to begin the process to search for a new Chief. She outlined her recommendation on how to approach the recruitment process: review draft job description; form a search committee; develop a job posting and begin recruitment; retain a consultant to run an Assessment Center (consultant charges approximately \$7,000-\$10,000); bring the selected candidates from the Assessment Center in for a tour of the town and to meet existing staff; final interviews; and, negotiate a contract with final candidate.

The Board discussed the recommendations and agreed to look at the costs of consultants. They also agreed to re-post the position internally for 10 days.

Please discuss the Board's goals and work plan for the ensuing Fiscal Year

The Board continued its discussion from last week's meeting concerning the goals and work plan for the upcoming year.

Mr. Wider feels the Master Plan; economic development; consolidation; looking where to save spending; and what are we doing for our elderly. He mentioned another nearby town that locks in tax rate after 75 years old (Waltham). Ms. Robinson mentioned that some towns will defer the tax and pay later.

Ms. Van Tine mentioned she would like to bring the goals more clearly in a video forum. She would also like a document to be published and Mr. Kalkut agreed. The Board agreed that putting the Select Board's packet on the Town website is a good idea.

Mr. Kalkut stated that Council on Aging Director, Sherry Norman has some good ideas on programs for the seniors.

Mr. Kalkut added that community engagement is important (i.e., Town Hall forum; meeting public comment period; potential projects for Boy Scouts; and Town Hall office hours). He suggested a visual budget component to the website, possibly an interactive tool for residents to see where their tax dollars are being spent.

Norfolk resident, David Rosenberg, stated that a preliminary budget availability process could also be extended to warrant articles.

Mr. Kalkut stated that a document with the latest goals will be brought to next Select Board meeting.

Please discuss the roles and responsibilities of the Board of Selectmen and the Town Administrator

Ms. Robinson stated that there was some discussion at last week's meeting and the general discussion was that the Board's expectation was that they are the policy makers and the Town Administrator is charged with day to day operations of the departments under the Board. She would like to continue to clarify this, on matters such as execution of contracts of which there are several on this agenda.

Ms. Robinson stated that there is no by-law on who is responsible for what. Some departments are signing contracts themselves. She explained there could be cost repercussions and delays with contracts being signed independently.

The Board and Town Administrator discussed why the overseeing of maintenance at schools and library does not fall under the Town Administrator. The state law is specific on schools and school committees vs. Select Boards in towns. Town Counsel, David Deluca further explained the statutory requirements.

Reports of Warrants

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

- 4/23/19 43V19 \$969,119.96
- 4/30/19 44VS19 \$62,992.11
- 4/30/19 44VSA19 \$2,336.42
- 4/30/19 44V19 \$424,418.70
- 5/7/19 45V19 \$168,229.12
- 5/14/19 46VS19 \$100,673.72
- 5/14/19 46V19 \$268,177.66

It was seconded by Ms. Van Tine, and so moved. All were in favor.

Ms. Robinson described the signing of the warrants process. David Rosenberg would like more descriptive explanations on the agendas for the warrant payments. Ms. Robinson explained what various payments are for. Ms. Van Tine commented that the description of the warrants will be in the packets which will be posted on the website.

David Rosenberg suggested that public comment period could be added to the agenda for each meeting.

Ms. Robinson believes a policy should be developed on this and she will draft one.

Mr. Kalkut suggested that any public discussion items be submitted ahead of time so the Board could list them on the agenda.

Executive Session

A motion was made by Ms. Van Tine to exit Open Session at 8:52 p.m. and enter Executive Session under MGL Chapter 30A, Section 21 (A)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body with regard to the Fire Union Contract and invite Town Counsel David DeLuca, Mr. Scott Bragdon, Ms. Robinson and Ms. Langlois to participate. Mr. Kalkut declared that an open meeting would have a detrimental effect on the bargaining position of the public body.

Roll call vote: Mr. Wider-aye; Ms. Van Tine-aye; Mr. Kalkut-aye

A motion was made at 9:34 p.m. by Ms. Van Tine exit Executive Session. It was seconded by Mr. Kalkut, and so voted.

Roll call vote: Mr. Wider-aye; Mr. Kalkut-aye; Ms. Van Tine-aye.

A motion was made at 9:35 p.m. by Ms. Van Tine to enter into Executive Session under MGL Chapter 30A, Section 21(A)(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining position of the public body with regard to the pending litigation matters and invite Town Counsel David DeLuca, Ms. Robinson and Ms. Langlois to participate. Mr. Kalkut declared that an open meeting would have a detrimental effect on the bargaining position of the public body.

Roll call vote: Mr. Wider-aye; Ms. Van Tine-aye; Mr. Kalkut-aye.

A motion was made at 10:03 p.m. by Mr. Kalkut to conclude Executive Session and enter into Open Session for the purpose of adjourning. It was seconded by Ms. Van Tine.

Roll call vote: Mr. Wider-aye; Mr. Kalkut-aye; Ms. Van Tine-aye.

The Board returned to Open Session at 10:05 p.m.

A motion was made by Mr. Kalkut to adjourn. It was seconded by Ms. Van Tine, and so voted. All were favor.

This is a true and accurate report of the Board of Selectmen's Meeting of May 21, 2019.

Ms. Van Tine, Clerk

Norfolk Select Board Open Session Meeting Minutes June 4, 2019

Present: Kevin Kalkut; Christopher Wider; CiCi Van Tine; Blythe Robinson, Town Administrator; Nancy Langlois, Executive Assistant

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

Ms. Robinson read the agenda

Action Items

Please consider setting the Board's 2019 meeting schedule

Ms. Robinson stated that the Board typically meets twice a month (1st and 3rd Tuesdays) except during the summer when there is just one meeting.

The Board set the following meeting dates:

June 25th

July 9th

August 20th

September 3rd and 17th

Please consider making appointments to various boards and committees

Ms. Robinson explained that June is typically when the Board acts to appoint or reappoint residents to various boards and committees. She stated that at this time, we would like to begin the appointment process with boards and committees which we have received requests and/or recommendations for. There will be several more at future meetings.

A motion was made by Ms. Van Tine to make the following appointments/re-appointments effective July 1, 2019:

- Mary Sharkey re-appointed to the Board of Registrars with a term to expire 6/30/22
- Fred Laberge re-appointed to the Conservation Commission with a term to expire 6/30/22
- Karen Edwards re-appointed to the Council on Aging with a term to expire 6/30/22
- Linda Hennessey re-appointed to the Council on Aging with a term to expire 6/30/22

- Scott Bradgon re-appointed to the Insurance Advisory Committee with a term to expire 6/30/20
- Blythe Robinson appointed to the Municipal Affordable Housing Trust with a term to expire 6/30/21
- Anthony Turi re-appointed as Records Access Officer with a term to expire 6/30/20

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

Please consider authorizing the Chair to award a Bid for SERSG DPW supplies to various bidders for Fiscal Year 2020

Ms. Robinson explained Southeastern Regional Services Group (SERSG) bids out a large variety of DPW supplies that its member towns require.

A motion was made by Mr. Kalkut that the Board vote to award a contract for DPW Supplies for FY2020 as recommended by SERSG and authorize the Chair to execute the award documents. It was seconded by Mr. Wider, and so voted. All were in favor

Please consider sending letters of support for Mass. House Bill 2775

Resident David Rosenberg has asked that this item be placed on the agenda. Mr. Rosenberg has prepared a thorough outline of this legislation, which would define a "public internet discussion" as being different from a meeting of a public body.

Ms. Van Tine expressed concern about whether the Board should weigh in on State and Federal matters. She thought the Board should first decide if they would, as a whole, take on this type of matter.

Mr. Wider asked where we draw the line. He questioned the prison mitigation letter that the Board recently authorized. Ms. Van Tine described the difference is that prison mitigation directly impacts the Town of Norfolk in that we recently lost \$250,000 in funding.

Ms. Robinson stated they could take no action or go ahead and make a decision.

Mr. Kalkut stated that the Board did something similar to this in the past. Last year, in relation to cable network funding, the Board voted to support stations like NC TV to be able to keep operating. However, he does understand Ms. Van Tine's point. He suggested that perhaps they take it on an individual level and if they want to support the matter, they can do it on their own outside of the Board's venue.

Mr. Rosenberg stated several reasons of support:

- 1) It is common for the MMA to support and submit letters to legislature;
- 2) The timeliness of this is important. The hearing will be June 10th and comments would be more appropriate before rather than later;
- 3) This bill was originally filed because of a problem in Norfolk with a web based forum to discuss warrant articles for Town Meeting. Members of boards and committees and elected officials were reluctant to comment in the forum because they were afraid of violating the Open Meeting Laws. The people who knew most about certain issues were not willing to answer questions, etc.

Ms. Van Tine would like to be definitive in each case to determine if it would impact the Town. She agrees that perhaps this one could be defined as such given the example (number 3 above) Mr. Rosenberg gave.

Mr. Wider agreed that if it directly impacts the Town, we could go forward.

Mr. Kalkut stated that it seems to be established that this bill does directly impact the Town.

Mr. Rosenberg spoke more about the bill and described what it covers. He stated he feels this will increase efficiency and transparency.

Mr. Kalkut thanked Mr. Rosenberg for his thoroughness.

A motion was made by Mr. Kalkut to support Massachusetts House Bill 2775 and authorize the Chair to send letters to the Massachusetts Municipal Association and our legislative body in support of the bill. It was seconded by Mr. Wider, and so voted. All were in favor.

Please Consider Approval of the Hockomock Area Triathlon Race Request for July 21, 2019

Ms. Robinson informed the Board that this was reviewed by Chief Stone who informed us that he will not require a detail officer working. This has gone on for a couple of years without incident and he recommends approval.

A motion was made by Mr. Kalkut that the Board vote to authorize the Hockomock Area YMCA to hold its annual triathlon on July 21, 2019. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider the use of Town Hill by the Cactus and Succulent Society

Ms. Robinson explained that this is an event that has occurred in past years. She cited that the Town Policy requires a security deposit.

A motion was made by Mr. Kalkut to authorize the use of Town Hill by the Cactus and Succulent Society on Saturday, September 14, 2019 from 9:00 a.m. to 4 p.m. It was seconded by Mr. Wider, and so moved. All were in favor.

Please consider executing an amendment to a 2004 agreement regarding the Norfolk Waste Water Treatment Plant

Ms. Robinson explained that the original agreement made provisions for the regular and normal expenses of the wastewater treatment plant. Since that time, Meetinghouse Village LLC is a successor to that agreement and has responsibility for a portion of the use of the treatment plant for the benefit of its condominium association. Town Planner Richard McCarthy explained that there are four parties to the wastewater treatment plant that have sewer capacity; one of which is the condominium development. The last condo was sold and now ownership will transfer over to the condominium association and therefore, the agreement needs to be in place for the homeowner association.

Mr. McCarthy stated that we want the residents of the condominiums to know that they will be paying for their sewer charges. The plant is owned and operated by the Town.

A motion was made by Mr. Kalkut that the Board approve the amendment to the 2004 agreement affecting the Norfolk Waste Water Treatment Plant. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider approving and executing the Fire Union Contract

Ms. Robinson explained that Human Resource Director, Scott Bragdon; Finance Director, Todd Lindmark, and she recently met with the fire union and the union has agreed to amend an item (on promotions) which the Select Board wanted and that the both parties are now in agreement on the terms.

Ms. Robinson answered questions asked by Ms. Van Tine and Mr. Wider on the contract.

A motion was made by Mr. Kalkut that the Board vote to approve a three year contract with the International Association of Firefighters, Local 4134 for the period July 1, 2019 – June 30, 2022 as presented. It was seconded by Mr. Wider, and so voted. All were in favor.

Mr. Kalkut thanked Ms. Robinson, Mr. Bragdon and members of the Fire Department for their work.

Discussion Items

Please discuss an update to the Town's Master Plan

Mr. Kalkut stated that at the Select Board's last meeting, there was a discussion on the re-institution of an Economic Development Committee and the need for a master plan as a basis to work from.

Town Planner, Richard McCarthy and Planning Board members, Walter Byron and Chad Peck, were present to update the Board on the current master plan. Mr. McCarthy explained that the last update to the plan (2007 Master Plan) is still valid in some areas, however outdated in other areas.

He stated that several efforts have taken place more recently, such as: The Open Space and Recreation Plan has been completed; the Affordable Municipal Housing Trust and Susan Jacobson completed the Housing Production Plan in 2017 (five year plan); there has been work with the Planning Board and MAPC on a town wide economic strategy; the Complete Streets was recently completed; and several other areas that may overlap.

Mr. McCarthy also mentioned the B1 Zoning District Working Committee is looking at zoning related to town center and the regulations of different boards and committees are incorporating the older plans with what is now valid.

He discussed a MAPC study, and a grant through Mass Housing which was obtained with the help of Representative Dooley.

He further discussed that there are costs associated with completing a plan. The last effort was through a committee with volunteers helping which kept costs down.

Mr. Byron stated that with a volunteer approach they are not starting from scratch. He suggested we should spell out an objective and set a time table. He explained that the last plan was a massive amount of work.

Ms. Van Tine stated that she likes the idea of using volunteers.

Ernie Alex of 40 North Street was present and stated the Town could make money by installing its own septic system down by Town Pond; we could be charging for usage.

Mr. Kalkut thanked him and stated that that is something to look into down the line.

Mr. Wider asked Ms. Robinson if she had experience in updating master plans. She stated in Wellesley they combined the master plan with a strategic plan.

A discussion on the costs associated with the plan and the use of volunteers, with or without consultants, ensued.

The positives and negatives of sewers were also discussed. Mr. McCarthy pointed out that there is a grant currently available (due June 20th) to hire engineers to study sewer expansion in the area.

The Board then discussed the necessity of the Economic Development Committee and timing of the Master Plan and B1 zoning bylaw changes.

Mr. Kalkut summarized that the Board will look to recruit volunteers for the Economic Development Committee over the summer; continue working towards the Master Plan; and pursue the engineering grant.

Mr. McCarthy stated that there will be an update on the Town Center Grant at the June 11, 2019 Planning Board meeting.

Mr. Kalkut thanked Mr. McCarthy and Mr. Byron.

Please discuss the Boards goals and work plan for the ensuing Fiscal Year

Mr. Kalkut explained a draft goals handout. Ms. Van Tine began by reading the Select Board's draft goals (attached) Item No. 1.

Ms. Van Tine and Mr. Wider feel goals are moving in right direction.

Ms. Van Tine then read draft goal Item No. 2

Ms. Van Tine stated that she is especially pleased with the 10 year roadway improvement plan and that it dovetails with the Master Plan, Economic Development Plan and community involvement.

Ms. Robinson stated that the DPW Director provided her with a copy of a road plan from 11 years ago and she will provide it to the Board. It will help figure out current status and spending per year to move towards goals.

The Board agreed that they will start getting out more information to the community beginning with a list of roads to be repaved provided by DPW which will be on the Town's website with a schedule.

Mr. Kalkut stated that a lot of work has been done by the DPW Assistant Director, Barry Lariviere, to create a GIS overly that would color code and identify the status and condition of the roads. This will have the ability for residents to see priority areas.

Ms. Van Tine then read draft goal Item No. 3

Mr. Wider stated that Fire Station needs to be priority.

Ms. Robinson stated she will update her spreadsheet, incorporate staff work plans and provide to the Select Board each month.

A final version of the draft goals will be completed and posted to website.

Please discuss comments from the owner of 194 Main Street Regarding Town process to enforce bylaws

The owner of this property was not able to be at this evening's meeting. This item will be discussed at the June 25th meeting.

Please discuss the process to search to fill the position of Fire Chief

Ms. Robinson updated the Board on the current status of the search. The job has been advertised internally and two current employees have expressed interest. She would like to know how the Board wants to move forward. She recommends an assessment center to better understand what types of candidates they are considering. She also pointed out

that the Town needs to name an interim Chief and that the Deputy Chief is willing to serve as an interim at his current salary.

Ms. Van Tine asked if there is a by-law that defines how the search process works and if they are able to do the process in tandem - posting internal and outside or is there an order.

Mr. Wider asked for elaboration on the assessment center. Ms. Robinson explained the process.

The Board agreed to do the initial review in-house and move on to the assessment center for the final four candidates. The Board will review resumes over the summer.

Ms. Robinson and Mr. Bragdon will work on finalizing a firm for the assessment center and advertising externally.

Report of the Warrants

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

- 04/26/19 22P19 and 22PS19 \$751,047.86 (KK)
- 05/21/19 47V19 \$2,565,662.91 (KK)

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

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

- 05/24/19 24P19 and 24PS19 \$850,668.03 (CW)
- 05/28/19 48VSA19 \$3,625.75 (CW)
- 05/28/19 48VS19 \$111,881.78 (CW)
- 05/28/19 48V19 \$464,782.13 (CW)

It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider approval of the minutes

A motion was made by Ms. Van Tine to approve the Open Session meeting minutes of May 7, 2019, May 13, 2019 and May 14, 2019.

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

Ms. Van Tine requested an item on the next meeting agenda to discuss office space construction at the current fire station.

A motion by was made by Mr. Wider at 9:30 p.m. to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

This is a true and accurate report of the Board of Selectmen's Meeting of June 4, 2019.

CiCi Van Tine, Clerk

DRAFT 2019-2020 BoS Goals & Objectives

1. Community Engagement (CE)
 - a. Goal CE-1 - "Development of additional and more efficient means by which residents can interact with, learn about and provide feedback to town officials."
 - b. Supporting Objectives
 - i. CE 1.1 – Structure a schedule for holding reoccurring monthly "office hours" to allow residents a dedicated window to engage with a member of the board one-on-one.
 - ii. CE 1.2 – Explore the possibility of expanding the monthly "Conversation Corner" program to a more interactive Facebook Live stream to allow for a wider audience with Q&A functions.
 - iii. CE 1.3 – Explore the addition of a Visual Budget component to the Town website to provide the public with a visual representation of the Town's financial history and outlook, as well as illustrate key trends.
 - iv. CE 1.4 – Explore the possibility of holding a "town hall" style session where a single member or full board is available with or without key department heads to field questions/concerns from residents on a single topic or in a more general sense in a less formal session than public meeting.
 - v. CE 1.5 – Develop a newsletter for public distribution (print and/or electronic) that will include town project updates, notices, events and general town hall happenings.
 - vi. CE 1.6 – Evaluate and Potentially Implement a public comment period into the Select Board public meeting agenda (multi-faceted approach for comments and for dialogue).
 - vii. CE 1.7 – Explore and evaluate a potential partnership with the local Boy Scouts for projects and service opportunities.

2. Strategic Planning (SP)

- a. Goal SP-1 – “Update and align the community directional plans to provide a clear and consistent path forward for residents, business partners and developers”
- b. Supporting Objectives
 - i. SP 1.1 – Evaluate the effort to update the Master Plan and outline a delivery schedule for development and proposal to Town Meeting.
 - ii. SP 1.2 – Evaluate and potentially reorganize the Economic Development Committee to carry forward any accepted recommendations put forth by the B1 Zoning Working Committee
 - iii. SP 1.3 – Develop a 10yr roadway improvement plan, including a publicly available tracking sheet that identifies condition and priority
 - iv. SP 1.4 – Evaluate operational efficiency either through professional outside assessment or internal review to identify any opportunities or validate
 - v. SP 1.5 – Evaluate any programs, both existing statewide or potential new local, that could alleviate the fiscal burden on our senior community

3. Town Facilities (TF)

- a. Goal TF-1 – “Review, update and map out the growing needs of the community and match them with a prioritized plan aligned with Goal SP-1”
- b. Supporting Objectives
 - i. TF 1.1 – Evaluate needs/timeline for potential Freeman Kennedy School Expansion
 - ii. TF 1.2 – Recalibrate on Fire Station project with updated projections related to cost/timeline as well as define a collective path forward
 - iii. TF 1.3 – Assess Town Government space needs, including seniors, recreation, parking, etc. and establish a prioritization plan for addressing opportunities
 - iv. TF 1.4 – Evaluate the value in obtaining commuter parking space to offer as benefit to residents at a discounted rate.

Norfolk Board of Selectmen's Open Session Meeting Minutes June 25, 2019

Present: Kevin Kalkut; CiCi Van Tine; Christopher Wider; Blythe Robinson, Town Administrator; Nancy Langlois; Executive Assistant

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order at 7:02 p.m. Mr. Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson read the agenda

Action Items

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

The Board of Assessor's was not able to post this meeting within the 48 hour required notice therefore this item has been postponed until the July 9, 2019 meeting.

Please consider making appointments to various Town Boards & Committees

Ms. Robinson explained to the Board that there are several more appointments/re-appointments to be voted on at this meeting.

A motion was made by Ms. Van Tine to appoint Robert Shannon to the Affordable Municipal Housing Trust for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to appoint Allen Phinney to the Conservation Commission for a term to expire June 30, 2022. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to appoint Anthony Kennedy to the Energy Committee for a term to expire June 30, 2021. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to appoint John Kent to the Energy Committee for a term to expire June 30, 2021. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to appoint Edward Henkes to the Insurance Advisory Committee for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to appoint Blythe Robinson as Town Administrator for a term to expire June 30, 2022. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to appoint Michael Brogan to the ZBA. It was seconded by Mr. Wider. Mr. Kalkut stated his opinion was that due to current litigation involving Mr. Brogan and the Town, he does not believe the appointment should be made. Mr. Kalkut also pointed

out that Mr. Brogan is a former Town employee. It was discussed that Mr. Brogan was dismissed by the Town. Mr. Wider stated that Mr. Brogan is an inspector/building commissioner and brings valuable insight to the area.

A vote was taken as follows: Ms. Van Tine – nay; Mr. Kalkut – nay; Mr. Wider – aye.

A motion was made by Ms. Van Tine to appoint Peter Svalbe as an Associate to the Planning Board for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Kevin Roche to the Corrections Advisory Committee for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint James Wilkinson and Lawrence Sullivan to the Energy Committee for a term to expire June 30, 2022. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Sandra Paquette, Gail Sullivan and Mary Pyne to the Historical Commission for a term to expire June 30, 2022. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint James Dyer and Neil Cross to the Insurance Advisory Committee for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Patricia Saint Auburn to the Norfolk City Advisory Board for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Richard McCarthy to the Metropolitan Area Planning Council for a term to expire June 30, 2021. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Susan Jacobson as Parking Clerk for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Richard McCarthy and Robert Nicodermus to SWAP for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Murphy, Hesse, Toomey & Lehane, LLP as Town Counsel for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Mr. Wider asked about recent correspondence received from another legal firm. Ms. Robinson explained that it was basically a letter to solicit new business that was probably sent out to other towns as well. She further explained that if the Town were interested in changing Counsel, they could send out an RFP, however, it is a process that would take some time. She

recommended at this time to go ahead and re-appoint the current firm and if the Town decides it would like to pursue another firm, we could unappoint the current firm in the future.

A motion was made by Ms. Van Tine to re-appoint William Conklin as a Veteran's Agent for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Joseph Sebastiano to the ZBA for a term to expire June 30, 2024. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Medora Champagne as an Associate to the ZBA for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint Paul Terrio to the CPC for a term to expire June 30, 2022. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to re-appoint David LaPoint to the Design Review Board for a term to expire June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Ms. Robinson stated that the board and committee vacancies list will be updated.

Mr. Kalkut thanked all those for volunteering.

Consider appointing Peter Petrushik as Interim Fire Chief

Ms. Robinson stated that the current chief is leaving at the end of the week.

A motion was made by Ms. Van Tine that the Board vote to appoint Peter Petrushik as Interim Fire Chief beginning June 29, 2019. It was seconded by Mr. Wider, and so moved. All were in favor.

Please consider approval of year-end transfers

Ms. Robinson explained to the Board that State law allows towns to make transfers between various accounts for the last two months of the current fiscal year and the first 15 days of the next fiscal year upon a vote by both. Larger transfers are usually done during Town Meeting. Salaries and expenses cannot be overspent; however, sub-accounts can be transferred within.

The Finance Director proposed the total amount requested for transfer is \$91,696.68. It was noted that the total amount came down because Conservation and legal expenses were not as high as initially thought.

She explained that the Advisory Committee has planned a meeting tomorrow to vote as well.

Mr. Wider questioned why salaries went over. Ms. Robinson explained things such as change of staff; an adjustment to a salary based on a salary study; additional hours for part-time staff and new director with a higher salary than previous were factors involved. Dispatch was due to

MECC not turning over as soon as originally anticipated therefore the Town had to pay salaries longer than anticipated.

Mr. Wider questioned the process for the Recreation Director's salary increase and if that was an allowable authorization by the former Town Administrator. Ms. Robinson explained it is allowable however suggested a more structured process for the future.

The Board discussed transparency and the pay classification system and a process for determining individual salaries in the future. Ms. Robinson stated that the Town has not had a complete pay classification study done since the early 2000's. She suggested that it probably should be done every 7 to 9 years to keep on track with surrounding communities.

A motion was made by Mr. Kalkut that the Board authorize year end transfers as outlined in a memo dated June 20, 2019 from Todd Lindmark (attached). It was seconded by Mr. Wider, and so moved. All were in favor.

Please consider declaring a state of water supply conservation

Ms. Robinson explained that this is routine item voted on annually as a preventive measure due to water consumption typically increasing during the summer months.

A motion was made by Mr. Kalkut that the Board declare a state of water supply conservation through September 2019 and impose the following restrictions: Only hand held watering; no automatic sprinkler systems; no filling of swimming pools. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider authorizing the Chair to award a bid for SERGS office supplies and paper to various bidders for Fiscal Year 2020

Ms. Robinson stated that there is one more contract for the Board to approve for FY20 that was bid out by the SERSG group on behalf of its 23 members, and that is for office supplies and paper.

A motion was made by Mr. Kalkut that the Board authorize the Chair to execute contracts bid out on the Town's behalf for office supplies and paper for fiscal year 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider approving private street names as proposed for the Village at Norfolk Development

Mr. Kalkut explained that typically the Planning Board will make a street name recommendation to the Select Board and the standard in town is that we first consider veterans' names and names of people of significance with Town history. Town Planner Richard McCarthy stated that Veteran's Agent Bill Conklin was contacted and there were no veterans' names available at this time. Also, the Historical Commission was also contacted and stated that there were no historically significant names for the development.

A motion was made by Mr. Kalkut to name the private roads at the Village of Norfolk Pilgrim Way and Patriot Way as called for on the plan provided by the Planning Board. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider contract amendments for H. Olive Day Roof Contract

Ms. Robinson gave the Board an update regarding the proposed contract amendments that will provide cost savings to the Town.

Matt Haffner, Facilities Director was present to give background and answer questions on the proposed amendments to change the copper roof area to aluminum.

Mr. Wider asked Mr. Haffner why shingles wouldn't be used in this area. What is the maintenance requiring a material other than shingles?

Mr. Haffner stated that endurance and maintenance issues were first considered. A shingle roof is possible; however the parties involved were concerned with uplift. It is also not easy to gain access to this area, therefore, limiting future potential problems and costs was considered.

Mr. Wider asked about shingle manufacturer's warranty. Will they cover areas near the monitors or the cupola? If the manufacturer would exclude those areas, Mr. Wider would agree that shingles should not be considered. If the manufacturer would not exclude the areas, then it should be covered under a 50 year warranty similar to copper. He feels that aluminum is a lesser product than both shingle and copper.

Mr. Haffner explained that the original recommendation of the engineers to use copper was taken.

The Board discussed the cost savings versus performance versus warranties.

Ms. Robinson asked Mr. Haffner if he can get an answer on shingle warranty. He stated he could possibly get an answer by end of week and if the Select Board can meet early next week there should not be an issue with it significantly effecting cost and outcome.

Mr. Wider stated he wanted the Board to understand that shingles are not a lesser product.

Mr. Haffner stated that the materials could possibly have been procured already and if so, the Town would own it at this point.

It was decided that Mr. Haffner will get answers on the shingle warranty and the Board will meet next week.

Mr. Kalkut stated he would not be available next week. There was a brief discussion on remote participation at public meetings.

Ernie Alex, a resident of 40 North Street pointed out that shingles are under cupolas on several Town buildings.

Resident David Rosenberg explained some aspects of remote participation at public meetings and Open Meeting Laws on where and when public meetings can take place.

The next part of the contract amendment was then discussed. Ms. Robinson explained that this item addresses a request from school Principal Linda Balfour asking that the Board consider accepting an alternate (that was rejected when the bids were opened) to replace the patterned shingles on the front of the building with a similar pattern. The alternate bid for this was \$20,000.

Resident and Olive H. Day Assistant Principal, Anita Mecklenburg; resident, Betty Varey (who also worked at the school); and Principal Linda Balfour were present at the meeting to ask for the Board's consideration and spoke about their support for this item. They discussed the possibility of fundraising. Principle Balfour presented several letters of support from others in favor of the design.

A discussion on costs, potential problems with the cut of the shingles (and manufacturer warranty), fundraising and funding took place.

Mr. Haffner pointed out that if there are cost savings from the shingle vs. copper roofing materials, it could possibly fund the entrance shingles.

A motion was made by Mr. Kalkut that the Board approve the Town Administrator and Superintendent of Schools to review the information provided by the Facilities Director on a substitute material as listed in Change Order No. 1 with shingle instead of aluminum, evaluate the cost savings and make an executive decision to adjust based on their professional views and if any performance issues arise, they will come back to the Board.

It was seconded by Ms. Van Tine, and so voted. All were in favor.

Mr. Kalkut thanked Mr. Haffner and everyone involved for their input.

Mr. Kalkut then called for a brief recess at 9:05 p.m.

At 9:12 p.m., the Board came back to Open Session.

Discussion Items

Please consider a presentation from Town Planner and Charles River Watershed Association on DEP Water Management Grant

Richard McCarthy, Town Planner, was present as well as Pallavi Kalia Mande, Director of Watershed Resilience of the CRWA to discuss groundwater recharge in Town Center. Mr. McCarthy stated that the Town is under contract with CRWA through a DEP Grant regarding Integrating Water Smart Planning and Practices. Last week a workshop was held for residents on smart landscaping to think about better ways to use water efficiently.

Ms. Mande then presented a slideshow on Water Smart Planning in Norfolk.

She explained that the grant's objectives are to raise awareness and identify opportunities to use water smartly. Ms. Mande also defined the water shed's boundaries and areas and how CRWA is looking to apply regional approaches to effect local actions. She discussed conservation and drought management; opportunities to increase groundwater recharge; and presented possible landscape designs for public properties in the Town Norfolk.

Ms. Mande stated that there will be more information available on the Town's website, CRWA's website and the Norfolk Garden Club.

Ms. Mande thanked the Town and the MassDep. She then explained the Charles River Climate Compact whose mission it is to bring communities in the Charles River Watershed together to work on strategies and that CRWA sent out invitations to the communities to join the Compact.

Mr. McCarthy stated that Ms. Robinson has joined the Compact. He spoke about storm water management and rain gardens being one aspects of handling storm water. Some of the rain gardens can be planted with native species that will reduce maintenance.

Ms. Van Tine asked about costs associated with plantings, maintenance and what would the gardens give back in recharge to evaluate cost-benefits.

Ms. Mande indicated that in some towns, the garden clubs will help with plantings and maintenance. These can also be phased in (over ~7 years). She also stated that in the report that comes out of the grant, the recharge area gallons are spelled out.

Ms. Robinson further explained the Federal EPA MS4 permit which the Town is obligated to follow will cost \$50,000 per year to meet requirements of mapping all storm drains and testing, etc.

The Board further discussed approaches of implementation of smart storm water systems.

Mr. Kalkut thanked everyone for their input.

Please discuss comments from the owner of 194 Main Street regarding Town process to enforce bylaws

This item will be heard on July 9th.

Please discuss a process to address, repair, or replacement of Fire Station

Ms. Robinson made recommendations for the Town to disband the existing building committee, seat a new one, and follow a similar process to that of the Police Station to determine how to either replace or repair the station. She recommended a feasibility study.

Mr. Wider asked how much is left over from the Police Station. Ms. Robinson answered that it is approximately \$2,840,000 which more than likely will not be enough for the Fire Station. The original budget was for \$4,800,000 with all costs included.

Some work has already been done and billed for at Fire Department such as site work, draft floor plans and an architectural feasibility study.

The Board discussed various differing factors between the original design and priorities today.

Mr. Kalkut thanked the existing building committee for the work they have done but agrees that due to many changes in the situation, it may be best to move forward with a new committee.

Ernie Alex offered his opinion that re-building a new fire station would be a better alternative to saving the existing one due to cost factors and unanticipated problems arising.

Mr. Wider questioned the fence that is surrounding the area. He stated it is an eyesore and asked if the Town is paying for it. Mr. Haffner answered that it costs approximately \$2,400 per year and it is there because we don't want people getting hurt and want to limit the Town's liability. Mr. Wider asked that it be maintained. Ms. Robinson will speak with DPW tomorrow.

Ms. Robinson, the interim Fire Chief and Matt Haffner will meet to discuss options and will come back to the Board with recommendations on the next steps to take in the process.

Please discuss the closeout process for the Police Station

Ms. Robinson discussed this process. She stated that we have obtained the names of six different lawyers who specialize in the area of construction litigation. We have discussed our project with several attorneys, but reached no conclusions yet of whom to recommend the Board appoint as special counsel.

She further explained that the firms we have talked to all recommend that the Town needs to spend between \$10,000 - \$25,000 to hire special counsel and a peer review architect to review the plans, specifications, project documents and change orders to determine whether or not the project architect exercised a reasonable level of care on this project and what errors and omissions exist. These costs can be paid from the existing appropriation for the public safety buildings.

She informed the Board that she and Mr. Haffner have also met with the project contractor, BC Construction. BC takes the same position as the Town that the errors and omissions of the architect caused the change orders on this project to approach 35% of the job when in most cases change orders are less than 10%. BC has agreed to conduct a review of the change orders and document for the Town what they believe is beyond the responsibility of the Town of Norfolk and the reasons behind it. They will work with Mr. Haffner on this task.

The Board and Ms. Robinson discussed if the Town may want to consider litigation and how to determine if it would be cost effective.

Mr. Wider stated he would like to see what BC comes back with as far as total change orders costs before moving forward.

Mr. Haffner stated that it may be a few weeks before he and Mike Cresta of BC look at the final numbers.

Ms. Robinson asked if staff should be delegated to sign and approve remaining requisitions.

A motion was made by Mr. Kalkut to authorize the Town Administrator to close out the final invoices to the police station. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider comments from the owner of 63 North Street regarding renovation of this property

The resident was unable to be present at this evening's meeting.

Warrants

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

- 06/04/19 49V19 \$594,340.40
- 06/07/19 25P19 and 25PS19 \$788,202.95
- 06/11/19 50VS19 \$122,185.05
- 06/11/19 50V19 \$249,199.33

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

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

- 06/14/19 LUMP19 \$1,487,576.29
- 06/18/19 51V19 \$617,920.03
- 06/18/19 51VSA19 \$1,890.00

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

Approval of Minutes

A motion was made by Ms. Van Tine that the Board approve the minutes of the May 28, 2019 regular meeting. It was seconded by Mr. Wider, and so voted. All were in favor.

Prior to adjourning, Ms. Robinson explained to the Board that she met with the Town Treasurer, Finance Director and the Town's financial advisor regarding a refinancing of bond issues from 2011. She explained that a bid opening for refinancing of the bond needs a vote from the Board. There is a specific timeframe to follow and according to the financial advisor, the July 9th meeting is too early and August 20th is too late. Therefore, she is requesting to change the August 20th meeting to August 13th. The Board agreed to the change.

Mr. Rosenberg asked about Fall Town Meeting date and closing of the warrant for it. Ms. Robinson informed him that the meeting will be held on November 19th at Freeman Kennedy School.

At 10:37 p.m. A motion was made by Mr. Wider to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, July 9, 2019 at 7:00 p.m.

This is a true and accurate report of the Board of Selectmen's Meeting of June 25, 2019.

CiCi Van Tine, Clerk

06-25-19



TOWN OF NORFOLK

ONE LIBERTY LANE
 NORFOLK, MA 02056

Phone: 508-528-5686
 Fax: 508-528-3071

Finance Department
 Town of Norfolk

Date: 6/20/2019

**REQUEST FOR YEAR END
 DEPARTMENTAL TRANSFER**

Board Members:

Request is hereby made for the following year-end departmental transfer from the in accordance with Chapter 44, Section 33B of the Massachusetts General Laws:

FROM			
011322--578000	Advisory Board Reserve	50,000.00	Available Funds
014201--511000	Highway Salaries	32,695.00	Available Funds
011908--541001	Maintenance MECC-Police	7,000.00	Available Funds
2422--578000	Elder Affairs Grant	2,000.00	Available Funds
7458--578000	Saddle Ridge Account - Trust	1.68	Available Funds
	Total	91,696.68	
TO			
011221--511000	Selectperson Salaries	1,500.00	Changes in Personnel
011221--578000	Selectperson Expenses	5,000.00	Consultant Charges TA Search
011512--530400	Town Counsel Expenses	7,000.00	Additional Billings
011701--511000	Land Use Salaries	150.00	Small Adjust
011712--530400	Conservation Commission Legal	5,000.00	10k already trsfed - 144 Seekonk
011921--511000	Maintenance Dept Salaries	8,750.00	Add'l Work on New Bldg
012251--511000	Dispatch Salaries	10,345.00	Additional time on payroll
015411--511000	COA Salaries	11,400.00	Additional time/ New Director
016301--511000	Recreation Salaries	6,700.00	Adjust to Salaries - Reviews
014202--553305	Highway Expenses	25,000.00	Additional Road Work
014222--578200	Grounds - Trees	7,500.00	Additional Work Tree removal
01990--497600	Transfer in Trust Funds	1.68	Close Saddle Ridge Acct to GF
019452--574000	Insurance Premiums	3,350.00	14 Sharon Ave Coverage
	Total	91,696.68	

The amount requested will be used for those items listed above.

 Board of Selectmen

Board of Selectmen Executive Session Meeting Minutes:

April 23, 2018

A motion was made by Jim Lehan at 8:15 p.m. to go into Executive Session under MGL Chapter 30A, Section 21 to discuss strategy with respect to collective bargaining or litigation –Police Chief, Deputy Chief Contracts. Jeff Palumbo: aye; Scott Bugbee: aye; Jim Lehan: aye.

Jack said he discussed Contracts with Chief Stone and Deputy Chief Carroll there was discussion with regard to what type of contract they would be negotiating. Jon Carroll will probably leave in August of 2019. He is looking for a two year contract. Jim said he will be deeply missed. He wants to be stay through the new building process. Chuck sent Jack a note and moved Jon from 5% to 4% he is looking for a bump in his longevity. Jack will review that. Jack said he would like a two year contract but would like to give him a three year contract.

Chief Stone came back with 4%, 4%, 3.5%, 3.5% and 3.5% for a five year contract. He is looking for a bump in his longevity. After you are here for three years you get \$150.00 longevity payment and when you have been here for 30 years you receive the maximum amount of \$1650.00. Chief Stone would like us to increase his longevity. Jim said he was thinking 3%, 3%, 3%, 3.5% and 4% for Chief Stone. Chief Bushnell received 4% increases. Chief Stone's retirement is locked it will not inflate his contribution.

Jim likes paying the sick time over five years and that is a win. Jim thinks it has to be a reasonable number most are 4% increases but Cole is paid much less. Jeff suggested a 3.5% increase each year. Scott felt that the increase should be 3.5% for the five years.

Jim and Scott asked what type of an increase he wanted with longevity. Jack said he will go back with the 3.5%. Jeff said that if we have to throw in a 4% increase put it in the last year. Jack said he gets paid well. He manages a budget incredibly well and he manages his team very well. He may have a disgruntled employee every now and that is because he is on working them. Paul Murphy is leaving this summer he's third in command and Jon Carroll, Tom Degnim and Officer Plympton are all retiring within the upcoming couple of years. Jack said if Chief Stone does leave then we will have to make payments to retirement and pay a new Chief. We don't have to pay his retirement. Jack thinks that a 3.5%, 3.5%, 3.5%, 4%, 3.5. %. Jack said the rank and file Officers salaries are controlled quite well.

At 8:32 p.m., being no further business, Jim Lehan moved to return to open session. Jeff Palumbo seconded, and it was a roll call vote: Jim Lehan, aye; Jeff Palumbo, aye; and Scott Bugbee, aye.

This is a true and accurate report of the Executive Session of April 23, 2018.



Susan Jacobson, Executive Assistant

Board of Selectmen Executive Session Minutes:

May 29, 2018

A motion was made by Jim Lehan at 3:30 p.m. to go into Executive Session under MGL Chapter 30A, Section 21 to discuss strategy with respect to collective bargaining or litigation –Preparation for contract negotiations with regard to the Clerical Union Contract and the DPW Union Contract discussion. Kevin Kalkut: aye; Jim Lehan: aye; Jeff Palumbo: aye.

Jack said the negotiations are continuing and they are working through the bereavement policy they would like to have it read that you get a week off if someone living in your home passes away (not necessarily an immediate family member). Jack is struggling with this, he believes it will open up the door and become difficult to enforce. They have not had further discussion.

Jack said that Scott discussed compensation and doing the 1.5% percent cost of living increase and they were pushing for something higher than that. They get 2.5% step increase. The police only get a step increase every five years. Jack feels that they need to educate them on that. He does not feel that a 12% increase over 3 years would be problematic. They Clerical Union is the newest union and it is often easier to deal with the unions have been around longer and understand negotiations tactics.

The DPW Contract is close they were hoping to get some vague language in the last contract that would allow them if called in the middle of the night they would get a 4 hour minimum. If they completed the job in 1 hour and twenty minutes later got called back in again they wanted an additional 4 hours. They would shrink the time back if they called in before their shift they will shrink to one hour before shift in exchange for getting paid multiple four hour minimums. They have negotiated some additional funding for equipment, boots and protective gears. They have taken on more chain saw and chipping requirements and they have not gotten any new gear for those jobs.

Jim said that if the Clerical Union wants to discuss it with him his vote is a no. The Admin from the police department is the one who brought up the Step increase.

Jack is confident that he will have Chief Stone's and Deputy Chief Carrol's contract for the next meeting in June.

At 4:05 p.m., being no further business, Jeff Palumbo moved to close the Executive Session they will not be returning to Open Session. Kevin Kalkut seconded, and it was a roll call vote: Jim Lehan, aye; Jeff Palumbo, aye; Kevin Kalkut, aye.

This is a true and accurate report of the Executive Session Selectmen's Meeting of May 29, 2019.



Kevin Kalkut, Clerk