



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, October 15, 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**
- 2. Public Comment**
- 3. Presentation of DPW Capital Projects**

Action Items

- 4. Please consider appointing Timothy Martin to the Zoning Board of Appeals**
- 5. Please consider appointing new Parking Clerk**
- 6. Please consider signing DPW Grievance Settlement**
- 7. Please consider executing Proclamations for Eagle Scouts**
- 8. Please consider approval of the Heather's Hungry Turkey Trot on November 28, 2019**

Discussion Items

- 9. Please discuss funding for Norfolk's 150th Anniversary Parade**
- 10. Please discuss the draft Special Town Meeting Warrant/Various Articles**
- 11. Please discuss updates to Select Board Policies**
- 12. Please discuss the status of the Select Board's FY20 Work Plan**

Report of Warrants

- 13. The following warrants have been signed:**

- 09/27/2019 06P20 and 06PS20 \$839,547.21 (CVT)**
- 10/01/2019 14V20 \$722,222.31 (CVT)**
- 10/08/2019 15V20 \$10,749,798.16 (CW)**
- 10/08/2019 15VSA20 \$3,352.50 (CW)**
- 10/08/2019 15VS20 \$121,904.20 (CW)**

Approve Minutes

14. Please consider approval of the minutes:

- **March 19, 2019**
- **April 16, 2019**
- **September 24, 2019**

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
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October 11, 2019

MEMO TO: Board of Selectmen

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

RE: **Agenda Background – October 15, 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. Public Comment
3. Presentation of DPW Capital Projects

DPW Director Bob McGhee and Assistant Director Barry Lariviere will be at the meeting to discuss the attached presentation. They will be focusing on the pavement management program and strategy, the requests for FY20, and their rationale behind the various projects and purchases that are included in the draft capital improvement program. A copy of the draft CIP is also included for your reference.

4. Please consider appointing Timothy Martin to the Zoning Board of Appeals

This week we received the enclosed application and resume from Mr. Timothy Martin who has expressed interest in the remaining Associate position on the ZBA. Mr. Martin has confirmed that he is available to attend Tuesday's meeting to discuss his background and interest in serving in this capacity.

MOVE that the Board appoint Mr. Timothy Martin to the Zoning Board of Appeals as an Associate Members for a term to expire June 30, 2020.

5. Please consider appointing new Parking Clerk

For quite some time the duties of Parking Clerk have been handled by the Executive Assistant in our office, most recently Sue Jacobson. With Sue's transition back to Affordable Housing, having her continue as Parking Clerk is not ideal. In considering how to fill this

position, Town Clerk Carol Greene has offered to assume this role. The primary duty of the job in Norfolk is to process tickets when they come in. Very occasionally the Parking Clerk needs to hear a complaint on why a ticket should not have been issued and resolve it. Included in your packet is resignation from the position by Ms. Jacobson, and a copy of the State law about the duties of the Parking Clerk. I support this change to the job being performed by the Town Clerk as her office is already a "one stop shop" for various tasks along these lines. A recent survey by her of other Town Clerks revealed that a majority of them perform this service in smaller communities.

MOVE that the Board accept the resignation of Susan Jacobson from the position of Parking Clerk and appoint Ms. Carol Greene to the position of Parking Clerk.

6. Please consider signing DPW Grievance Settlement

Included in your packet is a memo from Scott Bragdon with background on this item. The DPW union brought a grievance as to how vacation is earned, for which we recommend settlement. As Mr. Bragdon points out, there is no cost to town to agree to the change. Certainly when the next contract negotiations period comes up we can revisit this matter if we believe it is important to make a change.

MOVE that the Board authorize a settlement agreement and release with the Norfolk Highway Department Employees Union regarding Article 13, Section 2 vacation wording.

7. Please consider executing Proclamations for Eagle Scouts

As you know, there is an Eagle Scout Court of Honor being held on October 20th, at which four scouts will be receiving this designation. It has been the Town's practice to provide them with a proclamation and "naming" a day after them in recognition of this achievement. Included in your packet are copies of the proclamations for these scouts for whom we would ask the Board to execute, and vote to proclaim a day in their honor. The dates selected were done in alphabetical order by the scout's names.

MOVE that the Board vote proclaim in the Town of Norfolk:

- October 21, 2019 – Jack Sebastian Collentro Day
- October 22, 2019 – John Charles Norberg Day
- October 23, 2019 – Brandon Douglas O'Neill Day
- October 24, 2019 – Mathew Joseph Stetter Day

8. Please consider approval of the Heather's Hungry Turkey Trot on November 28, 2019

Mr. Jay Oliveri has requested approval to hold a 5K road race on Thanksgiving following the route enclosed in your packet. Resident Katie McNamara has filed a request with our office for approval to hold a Halloween Parade and block party on Saturday, October 26th. This would require that Eric Road from Park Street to Erin Road be blocked from 3:00 – 6:00 PM which is the estimated duration of both events. The residents of this street held a similar event last year with no issues. Chief Stone has indicated that the department would approve the request provided that the road be blocked with a removable barricade in case

there is an emergency, and that to barricade should indicate that the road is detoured and the route to get around the blocked area for those who are not attending the event. The fire department also approves of the event with no further restrictions.

MOVE that the Board approves a request to hold a Turkey Trot Road Race on Thursday, November 28, 2019.

9. Please discuss funding for Norfolk's 150th Anniversary Parade

Mr. Paul Terrio has expressed interest in planning a parade in recognition of the Town's 150th Anniversary (February 23, 2020). Included in your packet is an email thread from Mr. Terrio that outlines his ideas for the parade route and other details. He has asked to be on this agenda so he can discuss his ideas with the Board and receive feedback as to your interest in having the event, and what amount of support he could expect to have to pull it together. I have let him know that to this point the Town has only budgeted \$2,250 in this fiscal year to support the 150th Anniversary celebration dinner scheduled at the KP Middle School on May 16th. A budget such as he suggests would likely need to be included as part of the FY21 budget process. In anticipation of questions from the board I contacted him asking for further detail about how he would propose to spend \$20K – 40K on this event. Paul will give that some thought and discuss it with you Tuesday, based upon the type of parade the board would like to have.

10. Please discuss the draft Special Town Meeting Warrant/Various Articles

Included in your packet is a full copy of the proposed warrant for the November 19th special town meeting. The order of articles follows the enclosed spreadsheet, and for the most part the language is very similar to the way that Norfolk has structured its articles in past years. At the meeting we would like to do the following:

- Review the details of various article requests with staff. The staff persons who will be at the meeting Tuesday include:
 - DPW – Bob McGhee and Barry Lariviere
 - Police – Chief Stone
 - HR – Scott Bragdon
 - IT – Thanh Tran
 - Finance – Todd Lindmark
- Discuss whether the Board plans to support all of the articles submitted before the document is finalized for the October 29th meeting
- Discuss the order of the warrant and whether it should be changed in some fashion
- Discuss the funding strategy of the various articles that require same – some important points and updates on this subject include:
 - I have added/updated two items to the list – due to 43 Rockwood Road litigation going to trial I've added \$15,000 for Town Counsel services to fund this item. I've also updated the dollar figure for the replacement of police radios from \$25,000 - \$42,000 to enable the department to buy ½ the needed radios rather than one third after conferring further with the Chief.
 - The Town has a deficit of just over \$235,000 from FY19 snow and ice expenditures. As you may know, this is one of the few instances that Town may deficit spend a line item approved at Town Meeting. This can be handled

either by adding that amount to the tax rate for this fiscal year to cover the cost, or utilizing a portion of free cash to do so. With Todd Lindmark at the meeting I would like to discuss that, as right now utilizing free cash **is not** on the list of budget transfers.

A copy of the warrant article list and background about the articles is also included. There are some changes based on new information I've received this week regarding the DPW Roll Off truck.

11. Please discuss updates to Select Board Policies

Scott Bragdon would like a few minutes of your time to bring you up to date on changes he's made to the Board's policy manual of late. A copy of items that required update because of business changes which you haven't yet seen are included in your packet.

12. Please discuss the status of the Select Board's FY20 Work Plan

Included in your packet is the work plan update that you've been receiving monthly. With the first quarter of the year behind us, the Chair has put this on the agenda so the Board can review progress and discuss whether the priorities remain the same or if we want to shift focus on some items. I have been focusing largely on the staff projects and financial items, and would appreciate direction if the Board would like to shift priorities.

13. Please consider approval of the following warrants:

MOVE that the Board approve the following warrants:

- 09/27/2019 06P20 and 06PS20 \$839,547.21 (CVT)
- 10/01/2019 14V20 \$722,222.31 (CVT)
- 10/08/2019 15V20 \$10,749,798.16 (CW)
- 10/08/2019 15VSA20 \$3,352.50 (CW)
- 10/08/2019 15VS20 \$121,904.20 (CW)

14. Please consider approval of the minutes

MOVE that the Board approves the minutes of the March 19, 2019; April 16, 2019; and September 24, 2019 meetings.

Board votes to adjourn the public meeting.



**Town of Norfolk
Department of Public works
Norfolk Selectmen's Meeting**

October 15, 2019



CIP Discussion Agenda

- Department of Public Works – CIP Overview
- Pavement Management Presentation
- Proposed FY20 CIP
- Draft FY21 - FY22 CIP



- **Presenters**
 - Robert McGhee, DPW Director
 - Barry Lariviere, DPW Assistant Director



CIP Prioritization Overview

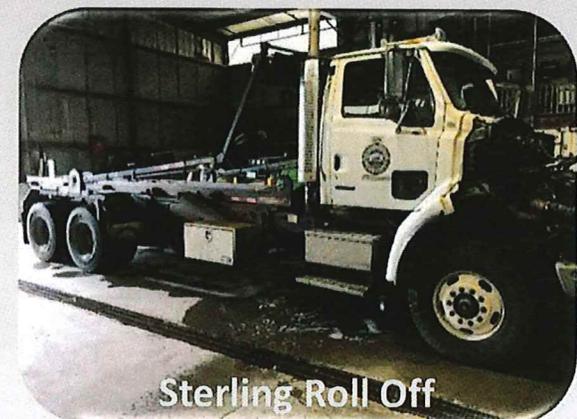
- **Department of Public Works – CIP**
 - Road Construction Stabilization – Pavement Management
 - Major Roadway Projects – Pavement Management
 - Equipment – Age Replacement and Upgrades
 - Facilities – Functionality and Age Replacement
 - Compliance – State and Federal Mandates
 - Technology – Updates to Existing Systems and Practices



Truck H17



DPW Parking Lot

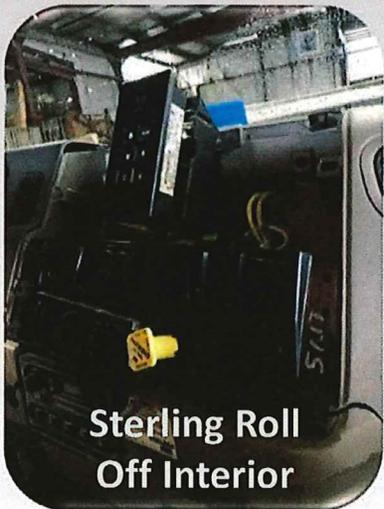


Sterling Roll Off

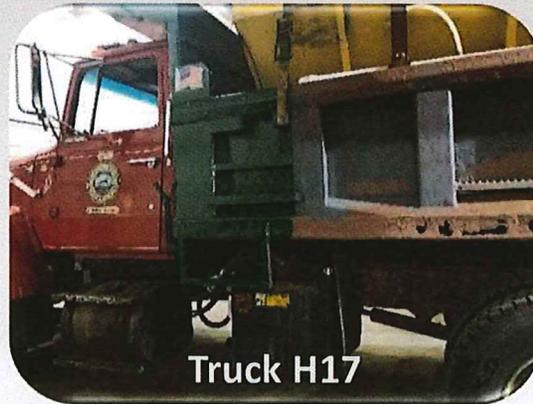


CIP Equipment Prioritization

Division	ID	Year	Current Vehicle	Status	Equipment Description
Solid Waste	T6	2006	Sterling LT9500	Replace	Roll Off Truck
Grounds	G-13		Walker Mower	Replace	Mower Collector Replace w/X Mark or Equal w/High Lift
Highway	H-17	1990	Ford L-8000	Replace	Dump Truck - 33,000 lbs
Highway				New	Trackless - Multi Use Machine w/Attachments Sidewalk Plow, Roadside Brush Cutting,
Grounds	G-2	1999	Ford F250 Pickup Utility Body	Replace	F-550 Utility Body
Highway	G-1	1994	Ford F350	Replace	F-350 Pickup (this truck is used for shovelers and has added tail gate lift)
Water	W-3	2004	Ford F250 Pickup Utility Body	Replace	F-550 One Ton Utility Dump
Highway	H-15	1997	Ford LN8000	Replace	Dump Truck - 33,000 lbs.
Highway	H-11	1997	Ford LN8000	Replace	Dump Truck - 33,000 lbs.
Vehicle Maintenance				Replace	Generator Upgrade
Highway	H-24	1994	Volvo Loader	Replace	Front End Loader w/ 2 buckets, Plow & Forks
Highway	H-6	2005	Ford F550 Truck	Replace	F-550 One Ton Dump
Shared Use				New	Mini Excavator (Shared Use With All DPW Divisions)
Grounds	H-5	1997	Ford F450 Dump	Replace	F-550 One Ton Dump
Highway	H-7	2005	Ford F550 S/D	Replace	F-550 One Ton Dump



Sterling Roll Off Interior



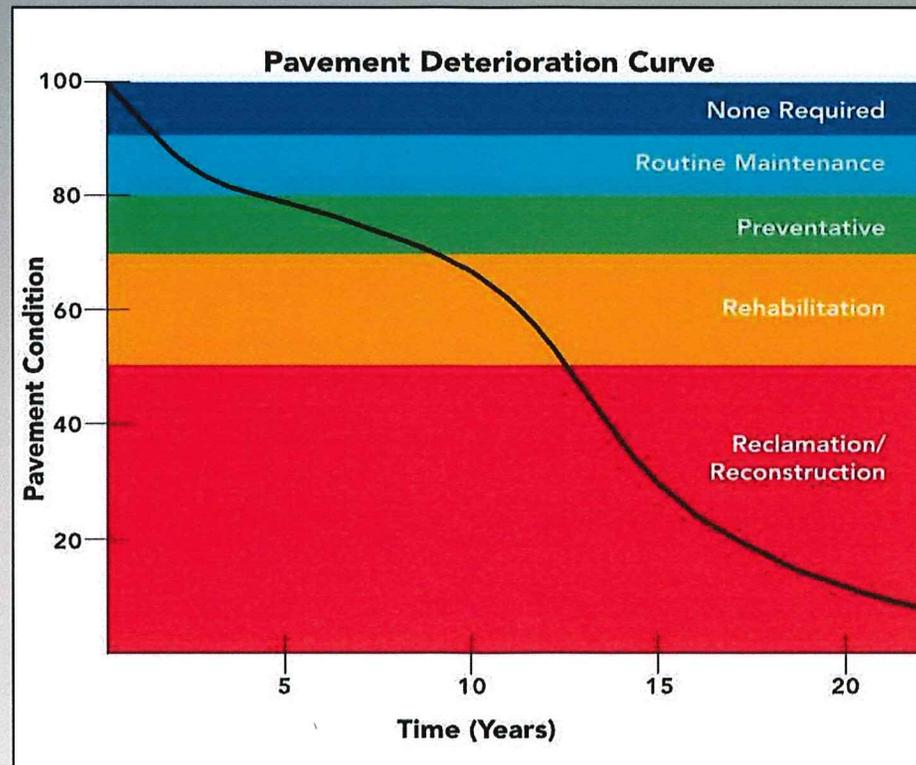
Truck H17



Trackless With Mower



Pavement Management



Source: Federal Highway Administration

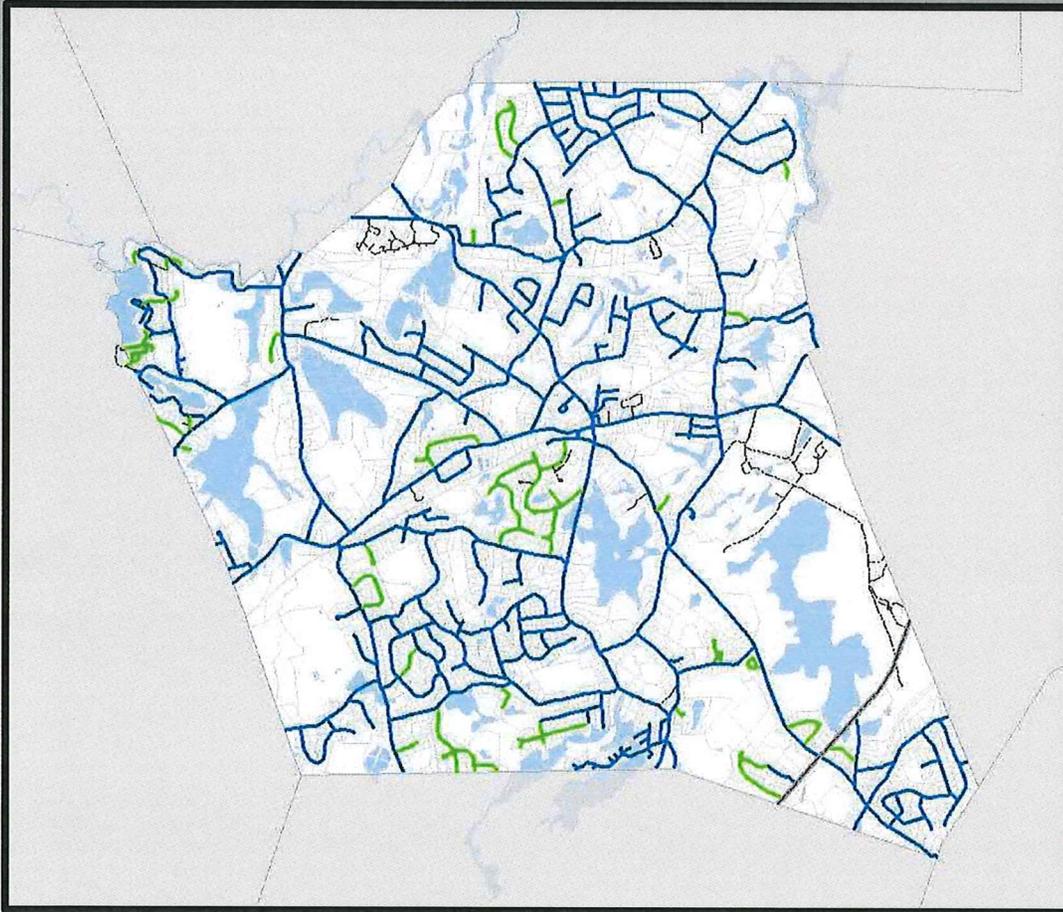
- Inventory and Management Tool
- Prioritize Roadway Improvements
- Forecasting & Budgetary Needs
- Multi-year Capital Improvement Planning

It is more cost effective to keep good roads in good condition



Roadway Inventory and GIS

Norfolk Roadway Profile



Type	Miles
Town Accepted*	72.34
Town Unaccepted	10.82
State	1.37
Other	9.0
Total	93.53

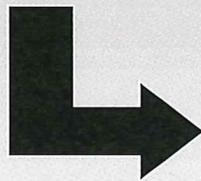
*FY2020 Ch. 90 Mileage – 70.58 miles

71.77 Paved Accepted Miles
Lake Street Gravel Section 0.58 Miles



Existing Conditions Summary

Repair Method	Length (Miles)	Percent Repair	Estimated Cost
<i>Reclamation - F</i>	11.02	15.36%	\$6,184,570
<i>Rehabilitation - D</i>	20.93	29.17%	\$4,373,608
<i>Preventative Maintenance - C</i>	14.39	20.05%	\$1,242,624
<i>Routine Maintenance - B</i>	15.19	21.16%	\$114,973
<i>No Maintenance Required - A</i>	10.95	14.26%	\$0
Total	71.77	100.00%	\$11,915,776



Backlog = Approx. \$12 Million

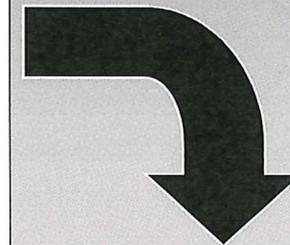
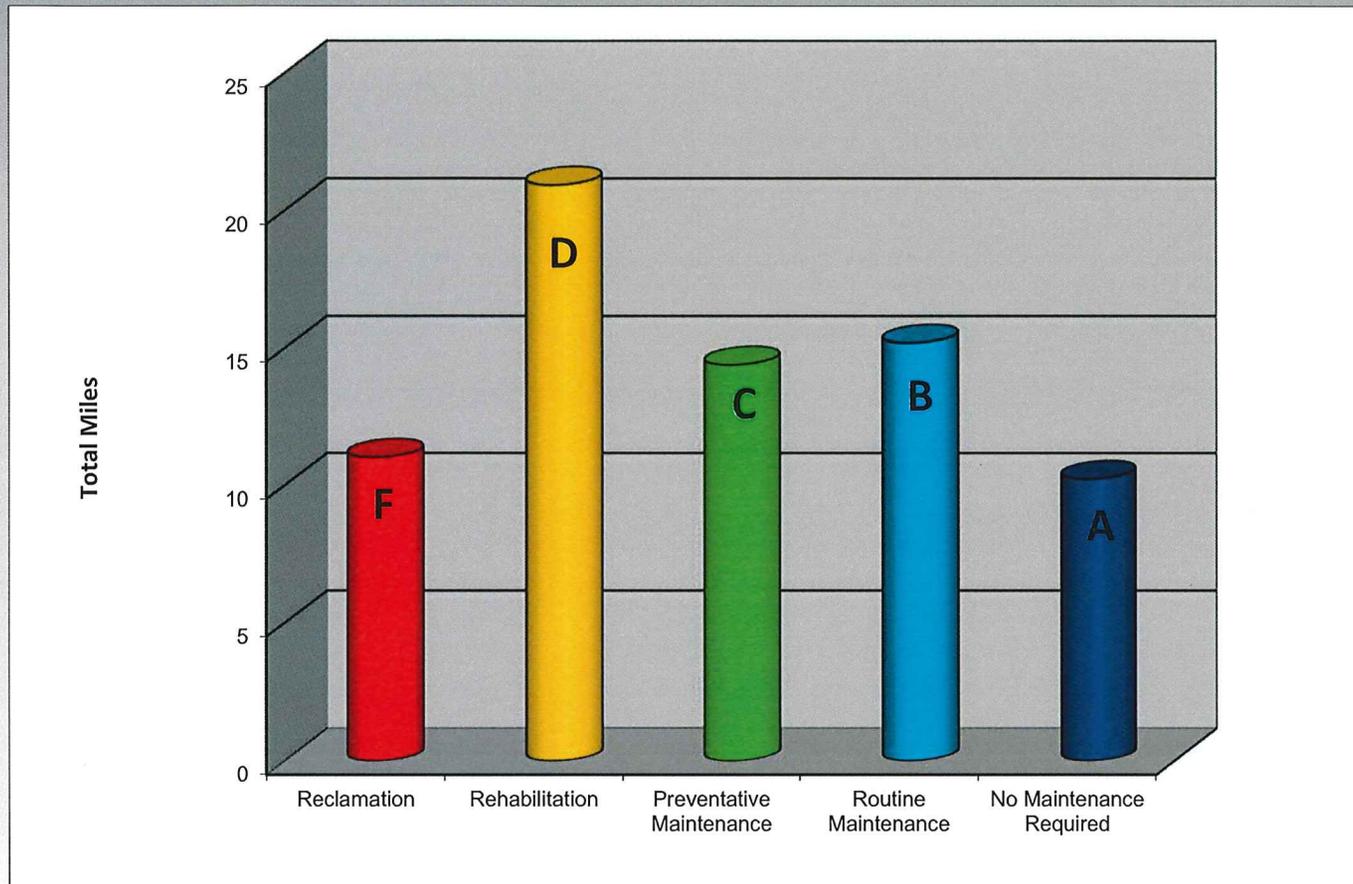
Curb to Curb Improvements Only
Does Not Include Drainage, Sidewalks, Ramps

*Town Accepted Paved Roadways Only



Existing Conditions Summary

General Rating by Mile*



71.77

Road Miles

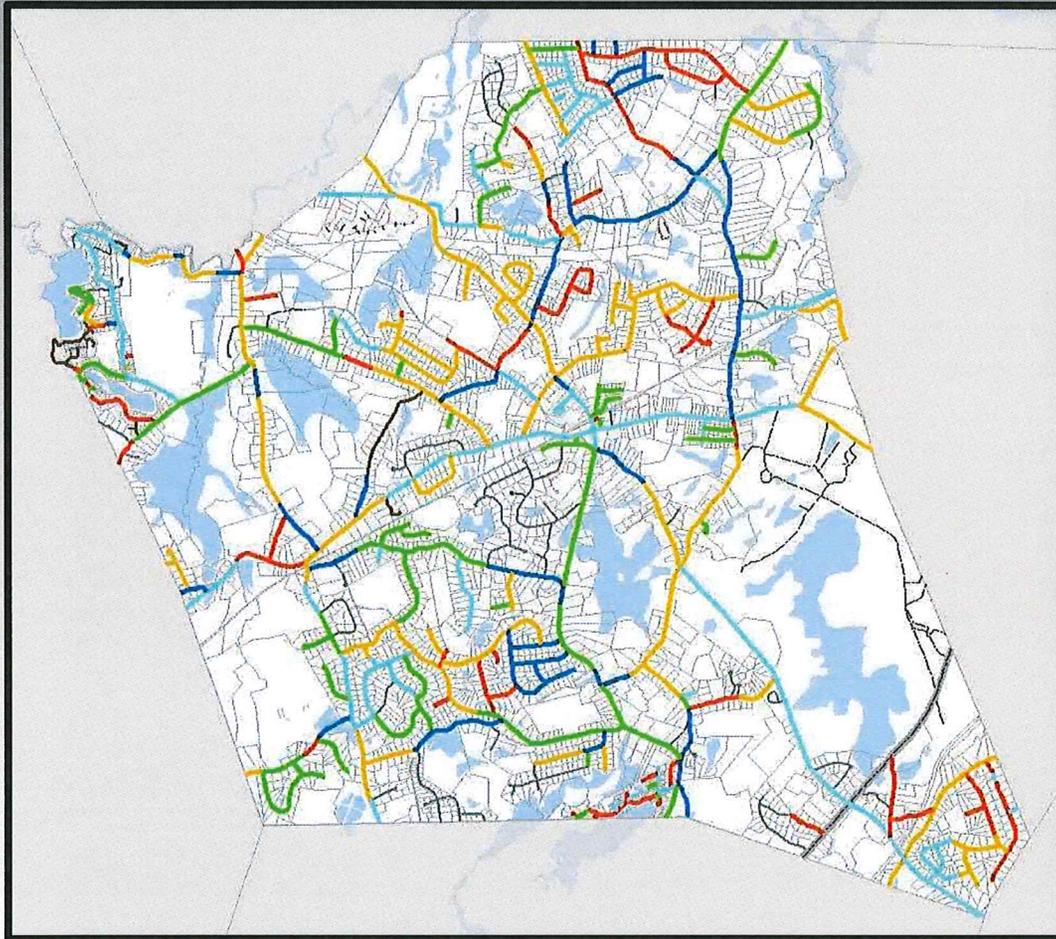
OCI = 66.53

***Town Accepted Paved Roadways Only**



Existing Conditions and GIS

Norfolk Roadway OCI Profile



*Town Accepted Paved Roadways Only

Repair Category	Rating
Defer Maintenance	A
Routine Maintenance	B
Preventative Maintenance	C
Rehabilitation	D
Reclamation	F

71.77
Road Miles
OCI = 66.53



Pavement Inspection Program

Representative Conditions and Banding



Reclamation
OCI Range: F
Fruit Street



Rehabilitation
(Mill and Overlay)
OCI Range: D
Noon Hill Avenue



Pavement Inspection Program

Representative Conditions



Preventative Maintenance

(Section Patching)

OCI Range: C

Holbrook Street



Routine Maintenance

(Crack Seal)

OCI Range: B

Audubon Trail



Pavement Inspection Program

Representative Conditions and Banding



Defer Maintenance

OCI Range: A

Winston Road



Defer Maintenance

OCI Range: A

Lawrence Street



Capital Improvement Planning

- **Identify Funding Sources** - Chapter 90, Local, Grants, Other Funding
- **Balanced Approach** - (Plan should incorporate Crack Sealing and Preventative Maintenance Work, not a “*worst first*” approach)



Capital Improvement Planning

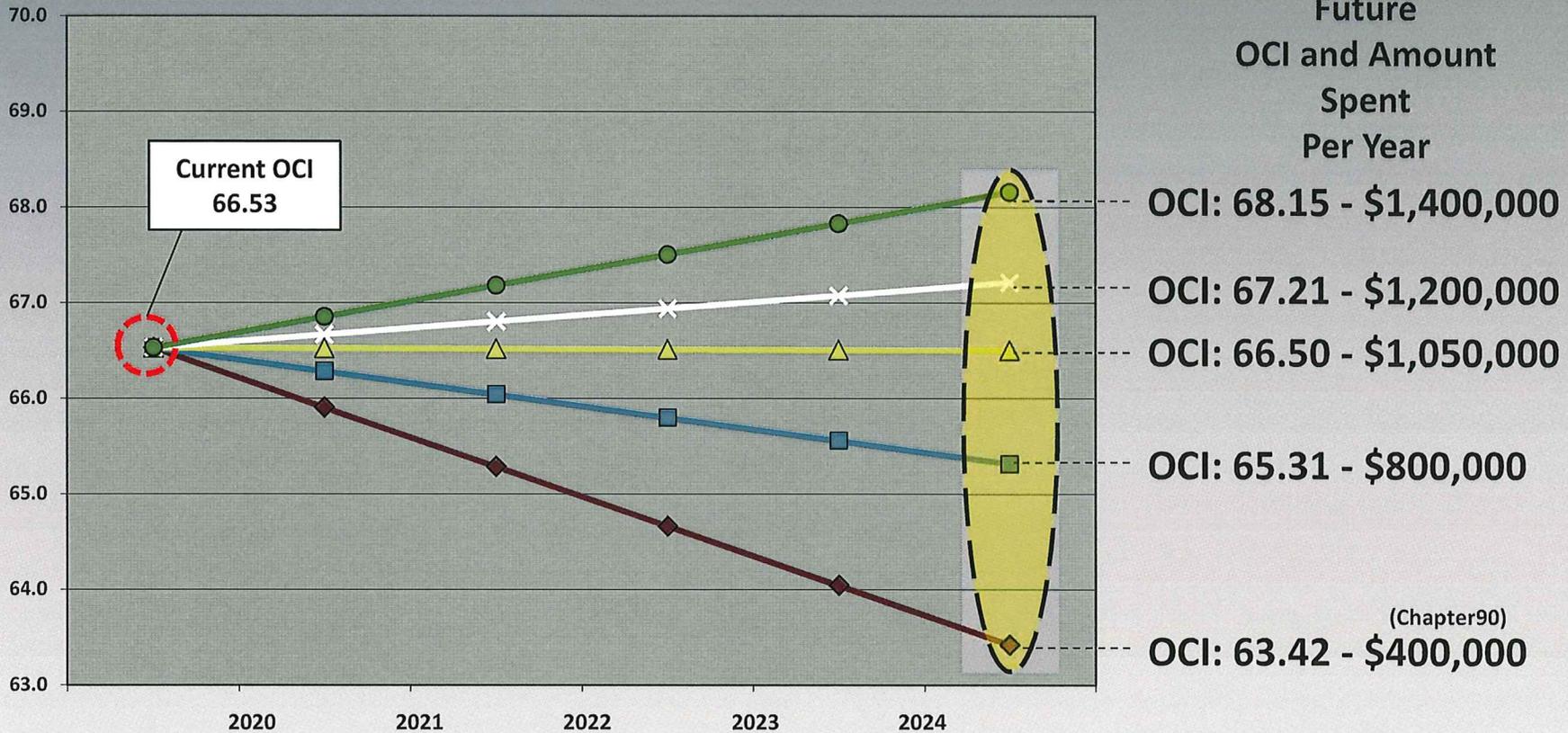
Current Repair Strategies and Budget

Repair Types	% of Budget
<i>Routine Maintenance - B</i>	0%
<i>Preventative Maintenance (Section Paving) - C</i>	10%
<i>Rehabilitation (Mill and Overlay) - D</i>	80%
<i>Reclamation - F</i>	10%
<i>Reconstruction – Roadway Redesign</i>	0%
Total	100%

*Worst First Plan As Compared To A Balanced Plan



Capital Improvement Planning



Future
OCI and Amount
Spent
Per Year

OCI: 68.15 - \$1,400,000

OCI: 67.21 - \$1,200,000

OCI: 66.50 - \$1,050,000

OCI: 65.31 - \$800,000

(Chapter90)
OCI: 63.42 - \$400,000

*OCI – Operational Condition Index
Curb to Curb Improvements Only
Does Not Include Drainage, Sidewalks, Ramps

*Town Accepted Paved Roadways Only



5 Year Capital Improvement Planning

- **\$1.0M** per year to maintain current OCI
- **\$400K** per year will lower the network OCI to a 63.42 in 5 years (**approx. 3.1 point decrease**)
- **\$800K** per year will lower the network OCI to a 65.31 in 5 years (**approx. 1.2 point decrease**)



5 Year Capital Improvement Planning

- **\$1.2M** per year will raise the network OCI to a 67.21 in 5 years (approx. 1 point increase)
- **\$1.4M** per year will raise the network OCI to a 68.15 in 5 years (approx. 2 point increase)



Proposed FY20 CIP

- **Department of Public Works**

- Road Construction Stabilization – \$400,000
- Lake Street Supplement - \$140,000
- Transfer Station Roll Off Truck - \$196,400
- High Lift Mower/Collector - \$17,500
- Holbrook Well - Water Main Installation - \$270,000
- **Total - \$1,023,900**



Draft FY21 – FY22 CIP Overview

DPW Projects	Project Category	FY 2021	FY 2022
Road Construction Stabilization	Paving	\$400,000.00	\$400,000.00
Rockwood Rd - Boardman - Millis	Paving	\$421,702.00	
Main St - City Mills Dam - Myrtle St	Paving	\$216,633.00	
Roundabout - Needham St/North St	Construction		\$850,000.00
Dump Truck Replacement (1991)	Equipment	\$168,500.00	
New Trackless Multi-Use Machine	Equipment	\$154,500.00	
F-550 Utility Body Replacement	Equipment	\$75,000.00	
F-350 Truck Replacement (1994)	Equipment		\$56,650.00
DPW Parking Lot Paving	Facilities		\$79,008.00
Solid Waste Site Renovation	Facilities		\$60,000.00
OSHA Compliance	Compliance	\$20,000.00	
Street Sign Replacements	Compliance	\$15,000.00	\$15,000.00
Work Order Tracking system	Technology		\$30,000.00
Fleet Maintenance system	Technology		\$20,000.00
	Summary	\$1,471,335.00	\$1,510,658.00



Draft FY21 – FY22 CIP Overview

Cemetery	Project Category	FY 2022	FY 2023
Cemetery Mapping	Technology		\$30,000.00
Cemeter Expansion	Planning		\$20,000.00
	Summary	\$0.00	\$50,000.00
Sewer - Enterprise	Project Category	FY 2021	FY 2022
WWTP - Sewer	Upgrades/Maintena	\$30,000.00	
WWTP - Sewer	Long Term Repairs		\$50,000.00
	Summary	\$30,000.00	\$50,000.00
Water - Enterprise	Project Category	FY 2021	FY 2022
Replace Spruce Road Generator		\$28,845.00	
Transit Pipe Replacement Program		\$450,000.00	\$450,000.00
Water Main Looping Projects			\$160,811.00
F-550 One-Ton Utility Truck	Equipment		\$82,500.00
	Summary	\$478,845.00	\$693,311.00



**Town of Norfolk
Summary**

Town Department	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<i>Assessors Department</i>	15,000.00	0.00	0.00	0.00	0.00	0.00
<i>Building Department</i>	0.00	0.00	0.00	0.00	0.00	0.00
<i>Council on Aging</i>	0.00	100,000.00	165,000.00	20,000.00	15,000.00	110,000.00
<i>Dept of Public Works</i>	753,900.00	1,471,335.00	1,580,658.00	1,644,268.00	1,437,782.00	1,033,860.00
<i>Dept of Public Works - Cemeteries</i>	0.00	0.00	0.00	50,000.00	0.00	0.00
<i>Dept of Public Works - Sewer</i>	0.00	30,000.00	50,000.00	0.00	0.00	0.00
<i>Dept of Public Works - Water</i>	270,000.00	478,845.00	693,311.00	751,522.00	570,609.00	954,182.00
<i>Fire Department</i>	25,960.00	105,000.00	350,000.00	7,820,000.00	915,000.00	0.00
<i>Freeman Kennedy School</i>	0.00	20,000,000.00	25,000.00	0.00	0.00	50,000.00
<i>H. Olive Day School</i>	0.00	48,000.00	250,000.00	155,000.00	162,587.00	500,000.00
<i>Information Technology</i>	40,156.28	111,867.28	71,107.71	59,156.28	93,156.28	60,966.18
<i>Library Department</i>	0.00	90,000.00	95,000.00	65,000.00	65,000.00	450,000.00
<i>Maintenance Department</i>	0.00	0.00	0.00	65,000.00	10,000.00	0.00
<i>Planning Department</i>	225,000.00	20,000.00	100,000.00	0.00	0.00	0.00
<i>Police Department</i>	148,000.00	168,070.00	152,320.00	127,320.00	127,320.00	123,000.00
<i>Recreation Department</i>	22,000.00	91,100.00	95,000.00	450,000.00	45,000.00	3,970,000.00
<i>Town Clerks Office</i>	0.00	20,480.00	0.00	0.00	0.00	23,420.00
<i>Town Hall</i>	0.00	0.00	75,000.00	250,000.00	120,000.00	225,000.00
Total	1,500,016.28	22,734,697.28	3,702,396.71	11,457,266.28	3,561,454.28	7,500,428.18

**Town of Norfolk
Assessors**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Vision 8 Upgrade	Technology		15,000.00					
			Total	15,000.00	0.00	0.00	0.00	0.00	0.00

**Town of Norfolk
Council on Aging**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Parking Lot Paving				100,000.00				
	Exterior Repair & Painting					85,000.00			
	Parking Lot LED Replacment					60,000.00			
	Kitchen Equip. Safety Valves					20,000.00			
	Spray Foam Insulation						20,000.00		
	Interior LED Light Completion							15,000.00	
	Office Renovation								110,000.00
	Video Surveillance								
Summary				0.00	100,000.00	165,000.00	20,000.00	15,000.00	110,000.00

**Town of Norfolk
DPW - Cemeteries**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Cemetery Mapping	Technology					30,000.00		
	Cemeter Expansion	Planning					20,000.00		
Summary				0.00	0.00	0.00	50,000.00	0.00	0.00

Town of Norfolk
DPW - Sewer

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	WWTP	Upgrades/Maintenance	Sewer		30,000.00				
	WWTP	Long Term Repairs	Sewer			50,000.00			
Summary				0.00	30,000.00	50,000.00	0.00	0.00	0.00

**Town of Norfolk
DPW - Water**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Holbrook Well Water Main Installation		Water	270,000.00					
	Replace Spruce Road Generator		Water		28,845.00				
	Transit Pipe Replacement Program		Water		450,000.00	450,000.00	450,000.00	450,000.00	450,000.00
	Water Main Looping Projects		Water						
	Valley Street		Water			160,811.00			
	Maple Street		Water				301,522.00		
	Grove Street - Trailside - Strawberry		Water					120,609.00	
	Grove Street - #91 - Park Street		Water						504,182.00
	F-550 One-Ton Utility Truck Replacmnt	Equipment	Water			82,500.00			
			Summary	270,000.00	478,845.00	693,311.00	751,522.00	570,609.00	954,182.00

**Town of Norfolk
Fire Department**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Replace Car 1	Vehicles			50,000.00				
	Purchase Mobile Data Terminals	Technology		25,960.00					
	Replace Personal Protective Clothing	Equipment			40,000.00				
	Replace Multi Gas Meters	Equipment			15,000.00				
	Ladder 1 Refurbishment	Vehicles				350,000.00			
	Replace Radio Equipment	Equipment					100,000.00		
	Replace Rescue 1	Vehicles					320,000.00		
	Fire Station Construction	Buildings					7,400,000.00		
	Replace Hydraulic Tools	Equipment						65,000.00	
	Replace Engine 1	Vehicles						850,000.00	
Summary				25,960.00	105,000.00	350,000.00	7,820,000.00	915,000.00	0.00

**Town of Norfolk
FK School**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	HVAC Recommissioning	Equipment				25,000.00			
	FK Expansion - Design & Construction	Construction	Debt Excl.		20,000,000.00				
	Interior Painting	Maintenance							50,000.00
	Sub-Total			0.00	20,000,000.00	25,000.00	0.00	0.00	50,000.00

**Town of Norfolk
HOD School**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Circulator Pump Replacements	Equipment			28,000.00				
	Sewer Ejector Pump Rebuild	Equipment			20,000.00				
	Building Mgmt System Upgrades	Equipment				250,000.00			
	Air Handler Refurbishment	Equipment					80,000.00		
	Parking Lot Light Replacement						75,000.00		
	Parking Lot Repaving							162,587.00	
	Interior Painting								50,000.00
	Boiler & Burner Replacements	Equipment							450,000.00
Summary				0.00	48,000.00	250,000.00	155,000.00	162,587.00	500,000.00

**Town of Norfolk
Info Tech**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Desktop Replacements	Technology		27,762.04	27,762.04	27,762.04	27,762.04	27,762.04	
	Licensing/Printers/Switches	Technology		12,394.24	12,394.24	12,394.24	12,394.24	12,394.24	
	Firewall Replacement	Technology				16,951.43			
	Town Hall server applications	Technology			12,000.00	14,000.00	19,000.00	53,000.00	32,000.00
	Veeam Backup software				12,595.00				
	Phone System Replacement	Technology			47,116.00				
	Server Replacement - Police	Technology							28,966.18
Summary				40,156.28	111,867.28	71,107.71	59,156.28	93,156.28	60,966.18

**Town of Norfolk
Library**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Book Drop Awning								
	Computer Replacement	Technology							
	Exterior Painting	Maintenance			75,000.00				
	Interior Painting	Maintenance			15,000.00	15,000.00	15,000.00	15,000.00	
	Carpet Replacement	Maintenance				30,000.00			
	Building Mgmt System Upgrades	Equipment				50,000.00			
	Fire Alarm Panel Replacement	Equipment					50,000.00		
	LED Lighting - Interior	Maintenance						25,000.00	
	Parking Lot LED Replacement	Maintenance						25,000.00	
	Chiller/Condensor Replacment	Equipment							450,000.00
	Video Surveillance System	Technology							
	Outdoor Children's Area								
Summary				0.00	90,000.00	95,000.00	65,000.00	65,000.00	450,000.00

**Town of Norfolk
Maintenance Dept**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	F350 Replacement	Vehicles					65,000.00		
	Dump Trailer							10,000.00	
Summary				0.00	0.00	0.00	65,000.00	10,000.00	0.00

**Town of Norfolk
Police**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Taser Replacements	Equipment			4,320.00	4,320.00	4,320.00	4,320.00	
	Cruiser Replacement	Vehicles		61,500.00					
	Cruiser Replacement	Vehicles		61,500.00					
	Radio Replacements	Equipment		25,000.00	25,000.00	25,000.00			
	Firearms Replacements	Equipment			15,750.00				
	Cruiser Replacement	Vehicles			61,500.00				
	Cruiser Replacement	Vehicles			61,500.00				
	Cruiser Replacement	Vehicles				61,500.00			
	Cruiser Replacement	Vehicles				61,500.00			
	Cruiser Replacement	Vehicles					61,500.00		
	Cruiser Replacement	Vehicles					61,500.00		
	Cruiser Replacement	Vehicles						61,500.00	
	Cruiser Replacement	Vehicles						61,500.00	
	Cruiser Replacement	Vehicles							61,500.00
	Cruiser Replacement	Vehicles							61,500.00
Summary				148,000.00	168,070.00	152,320.00	127,320.00	127,320.00	123,000.00

**Town of Norfolk
Town Clerk**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Voting Booths/Tables				11,600.00				10,700.00
	Poll Pad Replacement				3,180.00				12,720.00
	Voting Tabulator				5,700.00				
Summary				0.00	20,480.00	0.00	0.00	0.00	23,420.00

**Town of Norfolk
Town Hall**

Project ID #	Project Title	Project Category	Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	Install Natural Gas Service					75,000.00			
	New Boiler/Circ Pumps/Overall Chiller						250,000.00		
	Install Emergency Generator							120,000.00	
	Carpet Replacement	Maintenance							25,000.00
	Interior Painting	Maintenance							25,000.00
	Building Mgmt System Upgrade								90,000.00
	Electrical System Upgrade								25,000.00
	Video Surveillance System Upgrade								60,000.00
Summary				0.00	0.00	75,000.00	250,000.00	120,000.00	225,000.00

Timothy R. Martin
40 Turner Street
Norfolk, MA 02056
508-844-7979

2005 - Current

Commercial Loan Officer Rockland Federal Credit Union, Rockland, MA

Responsibilities include commercial loan origination, underwriting, risk analysis, preparation of loan requests for Senior Officer and Board consideration. Maintain and grow a well diversified, risk adverse, balanced loan portfolio creating reoccurring income.

Perform regular loan reviews with a validated Risk Rating process. Develop and implement loan workout strategies with early detection to avoid or minimize losses.

Achievements include originating and managing a very well performing commercial loan portfolio in excess of \$100MM in accordance with Federal Regulations and Credit Union Policies. Implemented and managed a construction loan portfolio with a diverse group of builders that has produced fee and interest income with no losses.

Direct report to Chief Financial Officer and Chief Executive Officer

2000 -2005

New England Real Estate Manager Keyspan Energy/Boston Gas, Waltham MA

Integrated several New England energy companies real estate holdings under the Keyspan (now National Grid) brand and achieved efficiencies and income by consolidating and relocating executive offices, gas operations, warehousing, call centers, and field operations with no disruption to customer service and accommodating both management and union requirements.

Identified and monetized underperforming properties by generating leasehold income, sale of office buildings, industrial properties, warehouses, and land. Achieved sales over \$10M and generated new leasehold income in excess of \$1M annually.

1991-2000

Self Employed Attorney - Walpole/Boston, MA

Practice area focus on real estate, zoning, conveyancing, title complex title issues, permitting and development. Title insurance agent.

Credentials, Affiliations, and Interests

Professional

28 years licensed Attorney admitted in Massachusetts and Federal Courts
Licensed Massachusetts Real Estate Broker

Agricultural

Former member Massachusetts Farm Bureau
Norfolk County Bee Association

Municipal

Town of Walpole former Finance Committee Member,
Walpole Community Television volunteer and former Board President

TOWN OF NORFOLK

FOLK:M

SE 1721
AND TO

NORFO

NG HOUSE
FIRST MEET

QUSE 1870

INC:FEB

Request for Committee Appointment

Mo1:04

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

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

The information received will be given to the applicable officials.

Name: Timothy
(First)

(M.I.) Raymond
(Last) Martin
(Suffix)

Address: 40 Turner Street, Norfolk, MA 02056

Telephone: (H) 508-346-3465
(W)
(Cell) 508-844-7979

E-Mail Address: TimMartinEsq@gmail.com

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

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

2.
Please describe your interest in serving for the above Boards,
Committees, Commissions or Group:
I believe my legal background and my experience with the

Zoning Board in the past will be beneficial to the residents and the Town of Norfolk.

3. Do you presently serve on any Town Boards or Committees, etc?

Yes

No X

(circle one)

4.

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

Walpole Finance Committee Member

Walpole Community Television Former Board Member and President

5.

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

See resume enclosed.

Licensed Massachusetts Attorney

6.

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

As needed

7.

Please state any other comments you would like to add:

None

Signature *Timothy R. Martin (electronic signature)*

Date 10/9/2019

Date: October 9, 2019

To: Blythe Robinson

From: Susan Jacobson

RE: Parking Clerk

Please accept this letter as my resignation from the position of Parking Clerk effective 10/15/2019.

This position was held by the Executive Assistant in the Board of Selectmen's Office and I am no longer in that role.

Thank you,


Susan Jacobson

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XIV	PUBLIC WAYS AND WORKS
Chapter 90	MOTOR VEHICLES AND AIRCRAFT
Section 20A	PARKING REGULATIONS; VIOLATIONS; NOTICE TO APPEAR; FAILURE TO APPEAR; ADJUDICATION BY MAIL

Section 20A. In any city or town accepting the provisions of this section, each city manager in a city having a Plan D or E form of charter or the mayor with the approval of the city council or board of aldermen in any other city or the town council or board of selectmen of a town shall designate or appoint a parking clerk, who may also perform other municipal functions except police functions. The parking clerk shall be directly responsible to said city manager, mayor, town council or board of selectmen and shall supervise and coordinate the processing of parking notices in such city or town. The parking clerk shall have the authority, subject to the approval of the city manager or mayor in a city or town manager or board of selectmen in a town, to hire or designate such personnel and organize such divisions as he may deem necessary or contract, by competitive bidding, for such services subject to appropriation to carry out the provisions of this section.

It shall be the duty of any police officer, except in cities and towns subject to the provisions of section twenty A1/2, who takes cognizance of a violation of any provision of any rule, regulation, order, ordinance or by-law regulating the parking of motor vehicles established by any city or town, forthwith to give to the offender a notice to appear before the parking clerk of the city or town wherein the violation occurred at any time during regular office hours, not later than twenty-one days after the time of said violation.

Said notice must be made in triplicate and one copy shall be affixed securely to the motor vehicle and shall contain, but shall not be limited to, the following information: the make, color, registration number and state of issuance of said registration number of the vehicle involved, the date, time and place of the violation, the specific violation charged and, if a meter violation, the number of said meter, the name and badge number of the officer and his division, a schedule of established fines, instructions for the return of the notice and a notice which reads as follows: This notice may be returned by mail, personally or by an authorized person. A hearing may be obtained upon the written request of the registered owner. Failure to obey this notice within twenty-one days after the date of violation may result in the non-renewal of the license to drive and the certificate of registration of the registered owner.

Whenever it is not possible to deliver a copy of said notice to the offender at the time and place of the violation by affixing it to the motor vehicle, said copy shall be sent by the officer, or by his commanding officer or any person authorized by said commanding officer, in the case of a violation involving a motor vehicle registered under the laws of this commonwealth, within five days of the offense, and in the case of any motor vehicle registered under the laws of another state or country, within ten days thereof, exclusive, in either case, of Sundays and holidays, to the address of the registrant of the motor vehicle registered under the laws of this commonwealth, in the records of the registry of motor vehicles, or, in the case of a motor vehicle registered under the laws of another state or country, in the records of the official in such state or country having charge of the registration of such motor vehicle. Such notice mailed by the officer, his commanding officer, or the person so authorized, to the last address of such registrant as appearing as aforesaid, shall be deemed as sufficient notice, and a certificate of the officer or person so mailing such notice that it has been mailed in accordance with this section shall be deemed prima facie evidence thereof and shall be admissible in any judicial or administrative proceeding as to the facts contained therein. At or before the completion of each tour of duty the officer shall give to his commanding officer those copies of each notice of such a violation taken cognizance of during such tour which have not already been delivered or mailed by him as aforesaid. Said commanding officer shall retain and safely preserve one of such copies and shall, at a time not later than the end of the second business day of the city or town after said delivery or mailing, deliver another of such copies to the parking clerk before whom the offender has been notified to appear. The parking clerk shall maintain a docket of all such notices to appear.

Any person notified to appear before the parking clerk, as provided herein, may appear before such parking clerk or his designee and confess the offense charged, either personally or through an agent duly authorized in writing or by mailing to such parking clerk the notice and the fine provided herein, such payment to be made only by postal note, money order or check made out to the parking clerk. If it is the first violation subject to this section committed by such person in a particular city or town in the calendar year, the parking clerk shall dismiss the charge without the payment of any fine; if it is the second, third or fourth violation so committed in such city or town in the calendar year, payment to the parking clerk of a fine of five dollars for each such violation shall operate as a final disposition of the case; and if it is the fifth or subsequent violation so committed in such city or town in the calendar year, payment to the parking clerk of a fine of ten dollars for each such violation shall operate as a final disposition of the case; provided, however, that the provisions of this sentence shall not apply to any violation subject to this section committed in any city or town wherein the city council or board of aldermen, town council, board of selectmen, or traffic commission or traffic director having authority to promulgate traffic rules shall have established by municipal rule, regulation, ordinance or by-law a schedule of fines for such violations. The schedule of fines shall be uniform for the same offense committed in the same zone or district, if any, and shall not exceed \$25 if paid within 21 days, \$35 if paid thereafter but before the parking clerk reports to the registrar as provided below, and \$50 if paid thereafter; provided, however, that the fine for the violation of

parking a motor vehicle within a posted bus stop shall be \$100. Notice affixed to a motor vehicle as provided in this section shall be deemed a sufficient notice, and a certificate of the officer affixing such notice that it has been affixed thereto, in accordance with this section, shall be deemed prima facie evidence thereof and shall be admissible in any judicial or administrative proceeding as to the facts contained therein. Whenever it becomes necessary to ascertain whether a person owning two or more motor vehicles is chargeable as such owner with a first, second, third, fourth, fifth or subsequent violation hereunder, such question shall, in the case of vehicles singly registered, be determined separately with respect to the particular vehicle involved in such violation and, in the case of vehicles subject to section five, with respect to the particular number plate or plates used on the vehicle involved in such violation at the time thereof.

Should any person notified to appear hereunder fail to appear and, if a fine is provided hereunder, to pay the same, or having appeared desire not to avail himself of the benefits of the procedure established by this section, the parking clerk shall forthwith schedule the matter before a person hereafter referred to as a hearing officer, said hearing officer to be the parking clerk of the city or town wherein the violation occurred or such other person or persons as the parking clerk may designate. Written notice of the date, time and place of said hearing shall be sent by first-class mail to the registered owner. Said hearing shall be informal, the rules of evidence shall not apply and the decision of the hearing officer shall be final subject to judicial review as provided by section fourteen of chapter thirty A.

If any person fails to appear in accordance with said notice, the parking clerk shall notify the registrar of motor vehicles who shall place the matter on record and, upon receipt of two or more such notices, shall not renew the license to operate a motor vehicle of the registered owner of the vehicle or the registration of said vehicle until after notice from the parking clerk that all such matters have been disposed of in accordance with law. Upon such notification to the registrar, an additional twenty dollar charge, payable to the registrar of motor vehicles, shall be assessed against the registered owner of said vehicle. It shall be the duty of the parking clerk to notify the registrar forthwith that such case has been disposed of in accordance with law, provided however, that a certified receipt of full and final payment from the parking clerk of the city or town in which the violation occurred shall also serve as legal notice to the registrar that said violation has been so disposed of. The notice to appear provided herein shall be printed in such form as the registrar of motor vehicles may approve. The parking clerk shall distribute such notices to the commanding officer of the police department of the city or town upon request, and shall take a receipt therefor. The registrar shall approve such other forms as he deems appropriate to implement this section, and said forms shall be printed and used by the cities and towns.

If any person shall have failed to appear in accordance with five or more said notices, notwithstanding any notification to the registrar, the parking clerk may notify the chief of police or director of traffic or parking of said city or town that the vehicle involved in said multiple violations shall be removed

and stored, or otherwise immobilized by a mechanical device, at the expense of the registered owner of said vehicle until such time as the matter has been disposed of in accordance with law.

As used in this section, the words "motor vehicle" shall, so far as apt, include trailer, semi-trailer and semi-trailer unit.

The provisions of this section shall apply to violations of rules and regulations relative to the use of parking areas subject to the control of the county commissioners adjacent to or abutting county buildings, and county commissioners are hereby authorized to make said rules and regulations.

Any person notified to appear before the parking clerk, as provided herein, without waiving his right to a hearing before the parking clerk or hearing officer as provided by this section, and also without waiving judicial review as provided by section fourteen of chapter thirty A, may challenge the validity of the parking violation notice and receive a review and disposition of the violation from the parking clerk or a hearing officer by mail. The alleged parking violator may, upon receipt of the notice to appear, send a signed statement explaining his objections to the violation notice as well as signed statements from witnesses, police officers, government officials and any other relevant parties. Photographs, diagrams, maps and other documents may also be sent with the statements. Any such statements or materials sent to the parking clerk for review shall have attached the persons' name and address as well as the ticket number and the date of the violation. The parking clerk or hearing officer shall, within twenty-one days of receipt of said material, review the material and dismiss or uphold the violation and notify, by mail, the alleged violator of the disposition of the hearing. If the outcome of the hearing is against the alleged violator, the parking clerk or hearing officer shall explain the reasons for the outcome on the notice. Such review and disposition handled by mail shall be informal, the rules of evidence shall not apply, and the decision of the parking clerk shall be final subject to any hearing provisions provided by this section or to judicial review as provided by section fourteen of chapter thirty A. Each parking violation issued shall carry a statement explaining the procedure to adjudicate the violation by mail.



October 7, 2019

TO: Blythe Robinson

From: Scott Bragdon

RE: DPW Union Grievance Settlement

The DPW Union recently filed a grievance saying that Article 13 Section 2A Section 2 of the contract was changed without negotiations. There is new leadership in the union that was not part of the negotiations.

The new wording was included in the contract to eliminate the problematic wording that says that vacation is earned based the previous year. I am confident that the new wording was in every draft of the new contract during the negotiation process hence I am comfortable that the grievance is baseless.

However similar wording is the subject of an upcoming arbitration with another town union. Hence Todd and I do not believe that now is the time to push further on this contractual wording and believe that it is our best interest to change the wording back as requested by the union.

There is no cost to the Town based on this change. If anything it may save the Town some money if any union members hit an anniversary that increases their vacation allotment. The old wording increases the vacation allotment the following year instead of the current year.

I asked that the Select Board approve the attached settlement.

Scott Bragdon
Human Resource Director

enclosures

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release is made and entered into by and between Norfolk Highway Department Employees Union, International Federation of Professional and Technical Engineers, Local 301, AFL-CIO-CLC ("Grievant") and the Town of Norfolk, Massachusetts ("Respondent").

WHEREAS, the Grievant has asked that the vacation wording changes in the contract effective 2018 be restored to the wording in the 2015 Contract. The revised wording is as follows:

Article 13, Section 2

A. The established vacation year is the fiscal year, July 1 through June 30. Vacation time is accrued or earned based on the employee's length of service and time worked the previous year Regular full-time employees will accrue paid vacation time according to the following schedule:

<u>Service Period</u>	<u>Paid Vacation</u>
First Fiscal Year	5/6 days per month worked
Fiscal years 2 through 4	5/6 days per month worked (10 days Maximum)
Fiscal years 5 through 9	1 ¼ days per month worked (15 days Maximum)
Fiscal years 10 through 19	1 2/3 days per month (20 days Maximum)
Fiscal years 20 and over	2 1/8 days per month worked (25 days maximum)

The following wording will be removed:

Article 13, Section 2

E. Employees meeting a threshold that earns them more vacation will accrue the vacation effective the beginning of the respective fiscal year.

WHEREAS, Grievant and Respondent are desirous of entering into this Settlement Agreement and Release to resolve all matters relating to this grievance dated August 1, 2019.

1. Grievant shall dismiss with prejudice this grievance and do hereby waive, release, acquit and discharge Respondent from any and all liabilities, attorney fees, claims, demands, controversies, damages, actions and causes of action of every kind and character, arising from the facts and circumstances of this grievance, which he or she may now have or may have in the future concerning the subject matter of this grievance.

2. This Settlement Agreement and Release shall be binding on Grievant and Respondent hereto and their assigns.

3. Grievant acknowledges that they have read this Settlement Agreement and Release and has had a reasonable period of time to consider this Settlement Agreement and Release and to consult an attorney, if desired. Grievant further acknowledges that they understand all the terms of the Settlement Agreement and Release and have knowingly and voluntarily agreed to those terms, which may not be changed.

4. Grievant and Respondent expressly acknowledge that the entire agreement is contained in this Settlement Agreement and Release and no representations, promises, or inducements have been made by or to Grievant other than as appear in this Settlement Agreement and Release. The parties understand and agree that this Settlement Agreement and Release may not be changed orally. This Settlement Agreement and Release supersedes all prior agreements and understandings concerning the subject matter hereof, including, but not limited to, the Grievant employment with Respondent.

5. Grievant agree that they will keep the settlement negotiations and the terms of this Settlement Agreement and Release completely confidential. Although the Respondent will not disseminate or otherwise release this Settlement Agreement and Release, the understands that the Respondent is a municipality of Massachusetts and may Agreement and Release pursuant to Massachusetts Public Records

HEREOF, Grievant and Respondent execute this Settlement Agreement and effective the latest of dates set forth below.

For the Norfolk Highway Department Employees Union, International Federation of Professional and Technical Engineers, Local 301, AFL-CIO-CLC:

The Select Board of the Town of Norfolk Department of Public Works Employee Union have caused this Agreement to be signed and executed this _____ day of _____, 2019.

The Town of Norfolk,
By its Select Board

Department of Public Works Employee Union

Kevin Kalkut, Chairman

Christopher Wider, Vice-Chairman

Carolyn Van Tine, Clerk

LOCAL 301 GRIEVANCE COMPLAINT

DATE 8/1/19

NAME Paul Yonker

DEPARTMENT Public Works

GRIEVANCE/ISSUE IN Regards to Article 13 Section 2 A.
Section 2 A was changed without Union negotiation or
union approval

REMEDY SOUGHT change Article 13 section 2A to what it
over →

Superintendent Approve Denied Date _____ Name _____

Director Approve Denied Date _____ Name _____

Town Administrator or Designee
Approve Denied Date _____ Name _____

was during the last contract of July 1, 2015 to ~~July~~ June 30, 2018 ~~and~~
and to read as follows:

Section 2 VACATIONS:

A. The established vacation year is the fiscal year, July 1 through June 30. Vacation time is accrued or earned based on the employee's length of service and time worked the previous year. Regular full-time employees will accrue paid vacation time according to the following schedule:

<u>Service Period</u>	<u>Paid VACATION</u>
First fiscal year	5/6 days per month worked
Fiscal years 2 through 4 (ten (10) days maximum)	5/6 days per month worked
Fiscal years 5 through 9	1 1/4 Days per month worked (fifteen (15) days max)
Fiscal years 10 through 19	1 2/3 days per month worked (twenty (20) days max.)
Fiscal years 20 and over	2 1/8 days per month worked (twenty five (25) days max)

Time worked shall include, in addition to days actually worked, paid vacation, holidays, sick or bereavement leave. Each employee must work at least 75% of the normal work schedule each month in order for the month to count in computation of vacation accrual benefits.

TOWN OF NORFOLK BOARD OF SELECTMEN

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

WHEREAS: Jack Sebastian Collentro is a resident of the Town of Norfolk, and a student at King Philip Regional High School, and

WHEREA Jack Sebastian Collentro is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for ten (10) years, and

WHEREAS: Jack Sebastian Collentro has held leadership positions including Assistant Senior Patrol Leader, Assistant Patrol Leader, Quartermaster and Instructor, and possesses 27 merit badges, and

WHEREAS: Jack Sebastian Collentro's Eagle project consisted of the renovation of the concession stand at King Philip High School. Through the guidance of Joe Zahner, head groundskeeper at King Philip, Jack and fellow scouts demolished the existing interior of the concession stand. After the demolition, Jack and fellow scouts installed new appliances, which were donated from companies that Jack had reached out to in order to lessen the price. New electricity, plumbing, and roofing was installed professionally, and Jack and his team installed new siding, laid gravel for new concrete to go on, and painted the interior. Jack and his team finished by laying gravel outside to give the concession stand a better appearance. The concession stand has become much more functional and accessible and has also sparked more interest for the stand to be used; more sports teams have been able to use the concession stand to raise money for their individual programs.

WHEREAS: The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and

WHEREAS: The ideals of being an Eagle Scout will have a positive effect on the future of Jack, his family, friends and acquaintances, as evidenced at his Eagle Scout Court of Honor ceremony on October 20, 2019,

NOW THEREFORE: We, the Norfolk Board of Selectmen, issue this proclamation to Jack in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

October 21, 2019

AS

JACK SEBASTIAN COLLENTRO DAY

IN NORFOLK

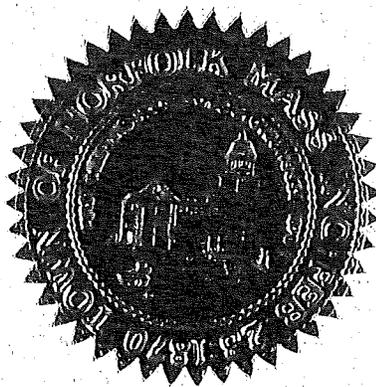
And we encourage all citizens of our community to congratulate and celebrate with Jack and his family on his achievements.

In witness thereof:

Kevin Kalkut, Chairman

Christopher Wider, Vice Chairman

Carolyn Van Tine, Clerk



TOWN OF NORFOLK BOARD OF SELECTMEN

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

- WHEREAS:** John Charles Norberg is a resident of the Town of Norfolk, and a student at King Philip Regional High School, and
- WHEREA:** John Charles Norberg is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for twelve (12) years, and
- WHEREAS:** John Charles Norberg has held leadership positions including Senior Patrol Leader, Assistant Patrol Leader and Scribe, and possesses 28 merit badges, and
- WHEREAS:** John Charles Norberg's Eagle project consisted of moving the flagpole and American Flag located near the athletic complex at King Philip High School. Prior to the moving of the flag pole, the flag was located in an area away from the scoreboard, snack shack and other buildings associated with the complex. The flag flew 24/7 and was not lit at night and its proximity to the woods made it difficult to see during evening events. After relocating the flagpole and flag to an area next to the scoreboard and snack shack, an electrician installed lighting that comes on every evening to illuminate the flag from dusk to dawn. The project also incorporated building a retaining wall and garden around the flagpole and scoreboard. John painted the rusted steel beams that hold up the scoreboard, installed decorative windcreens, and landscaped the surrounding area. The school has referred to the project as "the beautification of the scoreboard area."
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of John, his family, friends and acquaintances, as evidenced at his Eagle Scout Court of Honor ceremony on October 20, 2019,
- NOW THEREFORE:** We, the Norfolk Board of Selectmen, issue this proclamation to John in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

October 22, 2019

AS

JOHN CHARLES NORBERG DAY

IN NORFOLK

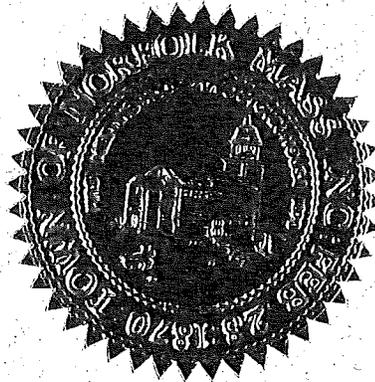
And we encourage all citizens of our community to congratulate and celebrate with John and his family on his achievements.

In witness thereof:

Kevin Kalkut, Chairman

Christopher Wider, Vice Chairman

Carolyn Van Tine, Clerk



TOWN OF NORFOLK BOARD OF SELECTMEN

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

- WHEREAS:** Brandon Douglas O'Neill is a resident of the Town of Norfolk, and a student at King Philip Regional High School, and
- WHEREA** Brandon Douglas O'Neill is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for twelve (12) years, and
- WHEREAS:** Brandon Douglas O'Neill has held leadership positions including Senior Patrol Leader, Order of the Arrow Representative, Patrol Leader and Quartermaster, and possesses 38 merit badges, and
- WHEREAS:** Brandon Douglas O'Neill's Eagle project consisted of refurbishing an old one-car garage located at Gilly's House which is a residential program, located in Wrentham, for young men who have struggled with addiction and want to continue their recovery. Brandon's project began with clearing out the inside of the garage to make space for new supplies. Landscaping was done to remove brush and a drainage ditch was built to the side of the garage to allow water to flow away from the building. The weathered paint on the outside of the building was stripped off and the boards were sanded. The wood that needed to be replaced was removed and new siding and trim was installed. Then, the entire building was painted. After the garage was repainted, the windows were replaced with new windows. The garage doors needed to be replaced. Brandon built new doors with tongue and groove wood and then frames were constructed to ensure the doors had support and were rugged enough to last for years.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Brandon, his family, friends and acquaintances, as evidenced at his Eagle Scout Court of Honor ceremony on October 20, 2019,
- NOW THEREFORE:** We, the Norfolk Board of Selectmen, issue this proclamation to Brandon in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

October 23, 2019

AS

**BRANDON DOUGLAS O'NEILL DAY
IN NORFOLK**

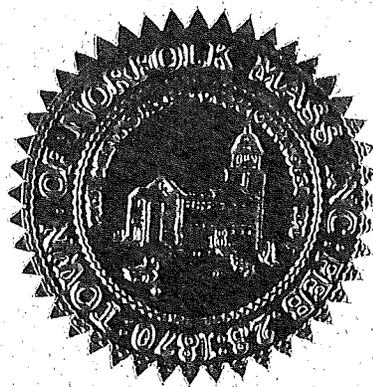
And we encourage all citizens of our community to congratulate and celebrate with Brandon and his family on his achievements.

In witness thereof:

Kevin Kalkut, Chairman

Christopher Wider, Vice Chairman

Carolyn Van Tine, Clerk



TOWN OF NORFOLK BOARD OF SELECTMEN

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

- WHEREAS:** Matthew Joseph Stetter is a resident of the Town of Norfolk, and a student at King Philip Regional High School, and
- WHEREA** Matthew Joseph Stetter is a member of Norfolk's Boy Scouts of America Troop 80, and has been in scouting for twelve (12) years, and
- WHEREAS:** Matthew Joseph Stetter has held leadership positions including Quartermaster, Assistant Patrol Leader, Den Chief and Historian, and possesses 27 merit badges, and
- WHEREAS:** Matthew Joseph Stetter's Eagle project consisted of making 54 no-sew fleece blankets on behalf of local charity Annie's Kindness Blankets. Three daughters who lost their mother due to depression and suicide founded this charity four years ago. The blankets are an everlasting hug, and they are distributed to anyone who could use some comforting. The blankets that Matthew made were distributed to three local non-profits: Gilly's House, a men's sober home located in Wrentham; Serenity House, a residential addiction treatment center for young mothers and their babies located in Hopkinton; and St. Mary's Center for Women and Children of Dorchester which provides shelter for single mothers and their families while providing job training and child care, so the families are able to transition out of homelessness. Since completing his Eagle Service Project, Matthew has continued to work with Annie's Kindness Blankets. To date, he has made over 50 additional blankets that have been distributed to people in need throughout the United States.
- WHEREAS:** The leadership and the members of Troop 80 have been noted for outstanding citizenship and work within the local community, and
- WHEREAS:** The ideals of being an Eagle Scout will have a positive effect on the future of Matthew, his family, friends and acquaintances, as evidenced at his Eagle Scout Court of Honor ceremony on October 20, 2019,
- NOW THEREFORE:** We, the Norfolk Board of Selectmen, issue this proclamation to Matthew in recognition of being an outstanding young leader and wish him the best of success in his future endeavors, and declare

October 24, 2019

AS

MATTHEW JOSEPH STETTER DAY

IN NORFOLK

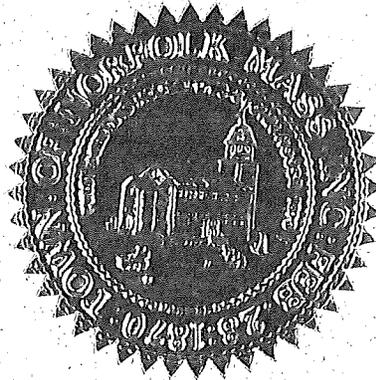
And we encourage all citizens of our community to congratulate and celebrate with Matthew and his family on his achievements.

In witness thereof:

Kevin Kalkut, Chairman

Christopher Wider, Vice Chairman

Carolyn Van Tine, Clerk





Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Fwd: Heathers Hungry Turkey Trot

5 messages

Nancy Langlois <nlanglois@norfolk.ma.us>

Thu, Oct 3, 2019 at 2:43 PM

To: Charles Stone <cstone@norfolk.ma.us>, Peter Petruchik <ppetruchik@norfolk.ma.us>

Cc: Bob McGhee <bmcghee@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Blythe Robinson <brobinson@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

Good Afternoon,

Attached please find a request to hold a 5K road race (Turkey Trot) this Thanksgiving, November 28, 2019. Start time is 8:00 a.m. and approximately 100 participants are anticipated. The race route is included in the request below. Please provide your comments and or concerns so we can pass along to the Select Board for their consideration.

If you have any questions, please do not hesitate to contact me.

Thank you,

Nancy

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

From: **Jay Olivieri** <jayolivieri@gmail.com>

Date: Thu, Oct 3, 2019 at 1:27 PM

Subject: Heathers Hungry Turkey Trot

To: <nlanglois@norfolk.ma.us>

Hello Nancy,

As we discussed earlier in the week I would like to put on a Turkey Trot annually in Norfolk and would like this on the October 15th town meeting.

I am expecting fewer than 100 people.

The race will be a 5k.

Race start will be 8am on November 28th.

I will get \$1,000,000 in liability insurance and \$25,000 in medical payments insurance for participants, *(if this is ok with you then I will purchase and get you the certificate of insurance ASAP.)*

The race will be put on by Westford Dermatology and all expenses will be covered by Westford Dermatology while all 100% Revenue will go to Westford Dermatology and transferred into a Trust for Heather Olivieri's Son. Heather recently died of Cancer leaving a two year old child behind. Westford Dermatology was a company that was started by Heather and myself.

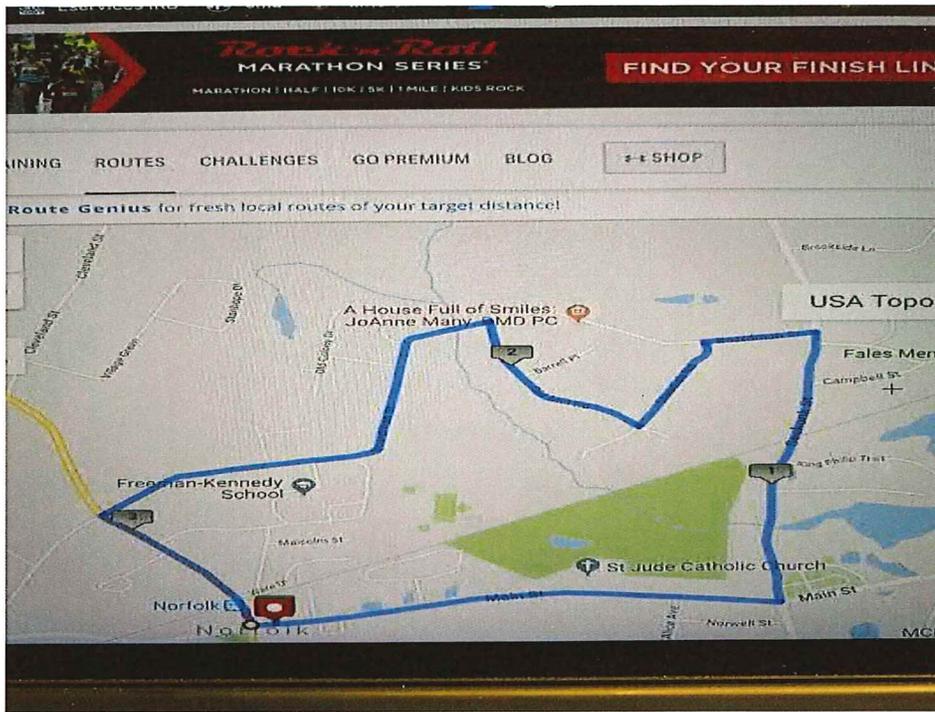
I believe I will need two police officers. One at the intersection of 115 and Main st and another at Main St. and Needham St.

I included an attachment that shows the route I would like to take. I would like the race to start in the train parking lot by Dunkin Donuts go down Main st, turn left on Seekonk st, turn left on Boardman st, left on Standish rd right on old mill left on Boardman st and left on 115 and left on Main St.

If you need any more information please let me know.

Many Thanks,

Jay Olivieri



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

Nancy Langlois <nlanglois@norfolk.ma.us>
 To: Blythe Robinson <brobinson@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

Thu, Oct 3, 2019 at 3:31 PM

FYI

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

From: **Charles Stone** <cstone@norfolk.ma.us>
 Date: Thu, Oct 3, 2019 at 3:19 PM
 Subject: Re: Heathers Hungry Turkey Trot
 To: Nancy Langlois <nlanglois@norfolk.ma.us>

Nancy
 We are fine with this race and the course as outlined in the attachment
 CS

[Quoted text hidden]

--
 Charles H. Stone Jr.
 Chief of Police
 Norfolk, Mass
 FBINAA 165
 508-520-4288
 [Quoted text hidden]

Nancy Langlois <nlanglois@norfolk.ma.us>
 To: Judith Lizardi <jlizardi@norfolk.ma.us>, Blythe Robinson <brobinson@norfolk.ma.us>

Thu, Oct 3, 2019 at 4:09 PM

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

From: **Peter Petruchik** <ppetruchik@norfolk.ma.us>
Date: Thu, Oct 3, 2019 at 3:50 PM
Subject: Re: Heathers Hungry Turkey Trot
To: Nancy Langlois <nlanglois@norfolk.ma.us>

Hi Nancy,

Fire is good. Thanks. Pete

On Thu, Oct 3, 2019 at 2:44 PM Nancy Langlois <nlanglois@norfolk.ma.us> wrote:

[Quoted text hidden]

[Quoted text hidden]

Nancy Langlois <nlanglois@norfolk.ma.us>
To: Jay Olivieri <jayolivieri@gmail.com>
Cc: Judith Lizardi <jlizardi@norfolk.ma.us>, Blythe Robinson <brobinson@norfolk.ma.us>

Thu, Oct 3, 2019 at 6:12 PM

Hi Jay,

We will be putting your request on the October 15th Select Board's Agenda. I will be out of the office until the day of the meeting. If you have any questions in the meantime, please contact Judith Lizardi at jlizardi@norfolk.ma.us.

Sincerely,

Nancy Langlois
[Quoted text hidden]

Bob McGhee <bmcghee@norfolk.ma.us>
To: Nancy Langlois <nlanglois@norfolk.ma.us>, Blair Crane <bcrane@norfolk.ma.us>
Cc: Charles Stone <cstone@norfolk.ma.us>, Peter Petruchik <ppetruchik@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Blythe Robinson <brobinson@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

Fri, Oct 4, 2019 at 8:03 AM

Nancy,

Please add these comments on behalf of the DPW:

- Upon request we can leave barrels and cones at the DPW for pick up or we would be happy to deliver to a select designation.
- We expect return back to the DPW
- We will inspect the rout to insure safe running (potholes etc.) and we will sweep the rout the day before the race

Note: *The DPW will be closed on Thanksgiving so it will be important to discuss pick and delivery (and any other details) during a work day before Thanksgiving. It would be a good idea for*

Jay Olivieri to meet with for Blair at the DPW to cover all the details.

Thanks

Bob McGhee, Director

On Thu, Oct 3, 2019 at 2:44 PM Nancy Langlois <nlangois@norfolk.ma.us> wrote:
[Quoted text hidden]



Town of Norfolk

Blythe Robinson <brobinson@norfolk.ma.us>

Re: 150 Year Parade

1 message

Paul Terrio <phterio@gmail.com>

Tue, Sep 24, 2019 at 11:09 AM

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

Cc: Kevin Kalkut <kkalkut@norfolk.ma.us>, Betsy Pyne <betsypyne@gmail.com>, nlangolis@norfolk.ma.us, cvantine@norfolk.ma.us, cwider@norfolk.ma.us

Hi Blythe

Thank you for the reply. I just spoke with Betsy. I asked to be put on the agenda for the next meeting (next week) to understand the following and I have looped everybody in again.

1. What are the Town Leaders vision for this event. What are their expectations
2. What kind of resources will the Town put behind this event.
3. I anticipate that a budget in excess of \$20K -40K dollars will be needed (have not done a budget yet)
4. What will the town absorb for expenses and will the town stand behind this event.

Here is my vision and maybe it will help clarify my thoughts and ideas.

Parade duration 2-3 hours

Divisions: 4 to 6

Multiple Bands, Groups, Guests, Politicians, Town companies, floats and the like.

Route 1 proposal: Start from FK, on Boardman go out to 115, turn left, head down to center, go right at circle past Library then left to Walgreens, left again to Town Hall, Left at circle towards the church and then right to lower MBTA where it terminates.

Route 2 proposal, Start from FK, on Boardman, go to 115 and cross over, up to main street, turn left on main, come down main to center and terminate at lower MBTA Parking Lot.

Route 3 Proposal Start from FK, on Boardman, go to 115 and cross over, up to main street, turn left on main, come down main to center and turn right to Walgreens, left to Town Hall, Left to 115 and Main, Right to terminate at lower MBTA Parking Lot.

Support from MBTA will be needed for parking lots. Roads will need to be closed, Parking will be needed and support from the Highway Dept.

Date: 1st or 2nd week of Sept. (after labor day)

This event will require a lot of support from the Town. If this is not what the Select Board want to support or see happen, please let me know.

Thanks,
Paul Terrio
508-528-1922

On Tue, Sep 24, 2019 at 9:53 AM Blythe Robinson <brobinson@norfolk.ma.us> wrote:

Paul,

Thank you for your email letting us know you'd like to organize the parade. After speaking to Kevin Kalkut about this I reached out to Betsy Pyne (Historical Commission Chairman) this morning as she is organizing the dinner on May 16th. She would welcome your offer to organize the parade, and we don't

believe that this is a decision that requires the Selectmen's approval. I've copied Betsy on this and suggest that you give her a call to talk about details.

Assuming that the parade won't be held until warmer weather arrives next year, perhaps as we get closer to that point you and others involved in the celebrations can come to a Selectmen's meeting to give an overview of the events that will be taking place.

Regards,
Blythe

On Thu, Sep 12, 2019 at 8:59 AM Paul Terrio <phterrio@gmail.com> wrote:

Hi Blythe,

We have not met yet but I sent this off to Kevin Kalkut last night for Tuesdays Agenda.

I wanted to know what you ie the town was planning on doing for the 150th?

I want to be the Parade Coordinator.

Thanks,
Paul Terrio
508-528-1922

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

From: **Paul Terrio** <phterrio@gmail.com>

Date: Wed, Sep 11, 2019 at 3:28 PM

Subject: 150 Year Parade

To: <kkalkut@norfolk.ma.us>, <cwider@norfolk.ma.us>, <cvantine@norfolk.ma.us>

Hi Kevin,

Can you please put me on the agenda for Tuesdays meeting?

I would like to discuss what your plans are for the 150th Anniversary, Budget and Activities.

I would like to be the person who organizes a Parade.

Please advise

Thanks,
Paul Terrio
57 Rockwood Road
Norfolk MA 02056
508-528-1922

--

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

NOVEMBER 19, 2019 SPECIAL TOWN MEETING WARRANT

NORFOLK, ss.

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

GREETINGS:

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2, and 3, to meet on Tuesday, November 19, 2019 at 7:00 p.m. at the Freeman Kennedy Elementary School, 70 Boardman Street, Norfolk, MA 02056, for a Special Town Meeting, then and there to act on the following articles, viz:

ARTICLE 1

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to be added to departmental budgets and appropriations for the fiscal year ending on June 30, 2020; or take any other action relative thereto.

Town Administrator's Comments

Article 1 is the Transfer article and asks for authorization to adjust budgets for the current fiscal year. The anticipated transfer list is at the end of this booklet.

ARTICLE 2

Submitted by the Select Board

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

Town Administrator's Comments

Article 2 is the request to authorize paying bills from a prior fiscal year. At the time the warrant was executed, none are anticipated.

ARTICLE 3

Submitted by the Select Board

To see if the Town will vote to appropriate the funds received from the Commonwealth Transportation Infrastructure Fund ("Fund") pursuant to St. 2016, c.187, § 8(c)(i) to address the impact of transportation network services on municipal roads, bridges and other transportation networks; or take any other action relative thereto.

Town Administrator's Comments

Article 3 is a request to appropriate monies received from ridesharing services (Uber & Lyft) that originated in Norfolk in calendar years 2017 and 2018 totaling \$1,208.20.

ARTICLE 4

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to purchase a trailer mounted message board sign; or take any other action relative thereto.

Town Administrator's Comments

Article 4 is intended to request \$8,600.00 to supplement a State grant of \$10,000 to purchase a second trailer mounted message board sign.

ARTICLE 5

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum money for a Human Resources classification and compensation plan review; or take any action relative thereto.

Town Administrator's Comments

Article 5 is intended to request funds to conduct this study to update the current system which was developed in 2002.

ARTICLE 6

Submitted by the Select Board

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for purchase of a roll off truck; as well as engineering, construction and materials for repairs to Lake Street, including all expenses incidental and related, and further, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow such sum pursuant to M.G.L. Chapter 44, §§7 or 8 or any other enabling authority and issue bonds or notes therefor; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Chapter 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or, to take any other action relative thereto.

Town Administrator's Comments

Article 6 is intended to request authorization to purchase capital items through debt funding. The Town is seeking authorization purchase a replacement truck used to haul waste and recyclables from the transfer station, and funds to complete the paving of Lake Street.

ARTICLE 7

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds a sum of money to fund capital and other expense items; or take any other action relative thereto.

Town Administrator's Comments

Article 7 is intended to request authorization to purchase capital items through cash funding. None are anticipated at time of print and this article will be indefinitely postponed. The anticipated list of capital items is at the end of this booklet.

ARTICLE 8

Submitted by the Select Board

To see if the Town will vote to establish a Council on Aging Revolving Fund by amending the General Bylaws of the Town Article II, Section 5 to insert a new row in the table after Planning Board - Advertising; or take any other action relative thereto.

Town Administrator's Comments

Article 8 is a request to authorize a new revolving fund for Council on Aging programming. The registration fees for programs will be paid into the fund. The costs of running the programs will be paid from the fund.

ARTICLE 9

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer a sum of money to the Other Post-Employment Benefits Liability Trust Fund established by the Board of Selectmen on April 16, 2019, to meet the Town's obligations under standards set by the Government Accounting Standards Board (GASB) to fund the Town's future obligations for the cost of other post-employment benefits identified by the GASB; or, to take any other action relative thereto.

Town Administrator's Comments

Article 9 is a request to begin funding the Town's share of the cost of providing health insurance coverage for employees who retire from the Town of Norfolk.

ARTICLE 10

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to fund capital and other expense items for the Water Enterprise Fund; or take any other action relative thereto.

Town Administrator's Comments

Article 10 is intended to allow the authorization of capital items for the Water enterprise fund. This year the request is to install a water main to the new Holbrook Street well field.

ARTICLE 11

Submitted by the Select Board

To see if the Town will vote to appoint any committee, or hear or act on the report of any committee or town officer, or instruct any committee or town officer; or take any other action relative thereto.

Town Administrator's Comments

Article 11 provides the opportunity for Town Officials to provide status updates and for residents to ask questions.

ARTICLE 12

Submitted by Community Preservation Committee

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Historic Reserve, a sum of \$10,000 for the purpose of removing, repairing, resetting, and cleaning approximately 40 headstones in the Norfolk and Pondville Cemeteries; or take any other action relative thereto.

Community Preservation Committee Comments

Article 12 is intended to provide funds to repair old headstones at these cemeteries that have broken over time.

ARTICLE 13

Submitted by Community Preservation Committee

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Historic Reserve, an amount of \$500 to build and install a display case for historic items, to be located outside of meeting room G-7 in Norfolk Town Hall; or take any other action relative thereto.

Community Preservation Committee Comments

Article 13 would enable the Historic Commission to erect a display case similar to the existing display cases near the Historic Commission office. It will be removable in the event that the roll-up window is utilized in the future.

ARTICLE 14

Submitted by Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund, Open Space and Recreation Reserve, an amount not to exceed \$40,000 for a three- to five-year weed control program to preserve Highland Lake and City Mills Pond, or take any other action relative thereto.

Community Preservation Committee Comments

Article 14 would provide funds for an on-going weed control program necessary to preserve open water. Residents near Highland Lake had been hand harvesting the water chestnut weed in past years. This summer, a mechanical harvester was used to remove the weeds (ATM approved General Fund). This weed spreads exponentially. City Mills Pond has not been treated in the past.

ARTICLE 15

Submitted by Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund, Open Space and Recreation Reserve, an amount not to exceed \$90,000 for the rehabilitation and restoration of three Norfolk ball fields: the Little League/AAA Baseball Field (Recreation Field 8) and the Softball Field (Field 2) at the Freeman Kennedy School, and

the Babe Ruth Field at the Pond Street Complex (Field 12); or take any other action relative thereto.

Community Preservation Committee Comments

These fields require restoration beyond what can be done by DPW to bring them up to field standards, with the goal of having them complete for the 2020 season.

ARTICLE 16 **Submitted by Town Government Study Committee**
To see if the Town of Norfolk will vote to amend Article VI: Contracts of the general bylaws by deleting the following strikethrough language and inserting the new underlined language in bold print:

“SECTION 1. Town Employees Prohibited from Selling Materials to the Town

No Town officer and no salaried employee of the Town or any agent of any such officer or employee shall sell materials or supplies or furnish labor to the Town by contract or otherwise without permission of the Select Board or other board authorized to purchase or otherwise secure materials, supplies and labor for the Town, expressed in a vote which shall appear on the records of such board with the reason therefore. All such contracts or agreements shall be made or awarded as far as is practicable, in such manner as to secure reasonable competition. (3/16/36)

SECTION 2. Compliance with the Massachusetts Uniform Procurement Act

All contracts for goods, equipment or services in the Town of Norfolk will be put out to competitive bid in conformance with Chapter 30B, the Uniform Procurement Act of the Commonwealth of Massachusetts. (5/7/91)

~~SECTION 3. Bid Procedures~~

~~The bids shall be sealed, properly endorsed and kept under lock and key until opened at the time stated, in the presence of the board, committee or officer authorized by the Town to make the contract. No bids shall be received after the time advertised for openings. Any or all bids may be rejected. (3/16/36)~~

SECTION 34. Performance Bond Requirement

Every contract exceeding \$2,000 **\$10,000** shall be accompanied by a suitable bond for the performance of same, or by the deposit of money or security to the amount of such bond. **Unless required by Massachusetts General Law, the awarding authority may waive this requirement.** (3/16/36), **Amended 3/18/63, Amended on 11/19/19**

SECTION 45. Review of Contracts by ~~Town Accountant~~ Finance Director

No contract for equipment, goods, services or a labor agreement shall be signed until the contract has been reviewed by the Town’s **Finance Director** ~~Accountant~~. Said review shall be expeditious and shall not be unreasonably withheld. Amended on 11/19/19”;

or take any action relative thereto

Town Government Study Committee Comments

These language changes would bring the Town's contract laws up to date with state law and current practice.

ARTICLE 17

Submitted by the Town Clerk

To see if the Town will vote to amend the General Bylaws of the Town by inserting in Article I a new section "C" to read as follows:

"The Town Clerk shall have the authority to assign appropriate numbers or letters to General Bylaw sections, subsection, paragraphs and subparagraphs and to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the bylaws to ensure accuracy and conformity.

This section shall not be construed to authorize the Town Clerk to make any substantive revisions or changes to the bylaws or proposed additions or amendments, not allowed by law. Such changes include textual changes, correction of typographical errors, or changes pertaining to punctuation";

or take any action relative thereto.

Town Clerk Comments

This bylaw change would enable the Town Clerk to make appropriate corrections to lettering and numbering in the bylaws to ensure consistency.

ARTICLE 18

Submitted by the Town Clerk

To see if the Town will vote to amend the General Bylaws of the Town by inserting a new section - Article XVIII to read as follows:

"In addition to and notwithstanding any other language in the General Bylaws regarding severability should any provision or section of the General Bylaws be held invalid, such holding shall not be construed as affecting the validity of any remaining provisions or sections, it being the intent that the General Bylaws shall stand notwithstanding the invalidity of any section or provision thereof. Such invalidity shall be construed as narrowly as possible.";

or take any other action relative thereto.

Town Clerk Comments

This bylaw change would ensure that if one section of the Town's bylaws were found to be invalid, it would not make the rest of the bylaw invalid.

ARTICLE 19

Submitted by the Planning Board

To see if the Town of Norfolk will vote to amend Section F.11 of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“F.11. SITE PLAN APPROVAL

F.11.a. Requirements for Site Plan

In all districts no BUILDING or ~~structure~~ **STRUCTURE** shall be constructed or externally enlarged and no use shall be expanded in ground area or established in an existing BUILDING **or no new tenancy** except in conformity with a site plan bearing an endorsement of approval by the Planning Board unless Site Plan Approval is specifically exempted **under M.G.L. Chapter 40A, Section 3** or herein. This provision shall not apply to **any SINGLE or TWO FAMILY homes in any district**, including additions or enlargements. ~~In addition, this provision shall not apply to uses exempt under M.G.L. Chapter 40A, Section 3, which are permitted in the district in which the property is located as a matter of right including single family homes located within an Open Space Preservation residential subdivision. In addition, this provision shall not apply to uses exempt under M.G.L. Chapter 40A, Section 3 or to continuously occupied single family residentially occupied dwellings in the B1 and C1 Districts.~~ The Building Commissioner/Zoning Enforcement Officer **and Town Planner** shall make a determination as to which of the following applies:

1. ~~F.11.a.1 Full Site Plan Approval Not Required; or, under Section F.11.a.;~~
2. ~~F.11. a.2 Site Plan Modification Approval is required; or,~~
3. ~~F. 11.a.3 Site Plan Full Approval is required. Site Plan Approval is not required as the application either meets the conditions for Non Applicability or the application is exempt; 3). Limited review applies and Site Plan Approval shall have a limited scope of review.~~

F.11.a.1. Site Plan Approval Not Required ~~Conditions for Non Applicability of Section F.11.a.:~~ Upon payment of a fee and the formal application for a determination submitted to the Building Commissioner/Zoning Enforcement Officer and **Town Planner** for change of use or change to an existing, occupied BUILDING **with a previous site plan approval**, the Site Plan Approval requirements of **Full or Modification** may not apply if all of the following information is provided and the following conditions (A-F) are determined to exist by the Building Commissioner/Zoning Enforcement Officer:

- A. Provide a **BUILDING floor** plan indicating the occupied space's existing use, its proposed new use, its ~~net floor area~~ **USABLE FLOOR AREA** and its locus within the BUILDING **and that it is in accordance with the original site plan approved.**
- B. Provide a written statement indicating ~~the new use is no more intensive than the existing use and that the new space use is permitted as a matter of right (per current zoning) in the district in which the BUILDING is located~~ **and that it is in accordance with the original site plan approved.**
- C. Provide a written statement for the number of required parking spaces **in accordance with the original site plan approved** ~~indicating the new use and/or change will generate no increase in parking or traffic activity.~~ based on current zoning for the existing use.

How many required parking spaces based on Section F.7 for the new use. If it's a multi-use BUILDING(s) show parking requirements based on Section F.7 for all the different tenants of the building and their designated spaces.

D. Provide a written statement indicating how the existing BUILDING and site functions **in accordance with the original site plan approved** relative to **handicapped accessibility, storage, exterior lighting** ~~percent of impervious site surface, storm water discharge and property line to BUILDING setback (with site diagram).~~

E. Provide a written statement indicating that the existing BUILDING has been continuously occupied which shall be defined as a BUILDING that has not been fully vacant for a period of no more than 23 months.

F. An application is not considered complete until the owner(s) of record or legally authorized agent of the owner(s) of the property walks the property with Building Commissioner/Zoning Officer and Town Planner.

G.F. The Building Commissioner/Zoning Enforcement Officer may determine that the proposed new use and/or change in the existing BUILDING **does not require Site Plan Modification or Full Site Plan Approval.** ~~, is no more intensive than the current use, generates no increase in parking or traffic than the current use, will have no increased impact on the neighborhood or adjacent property(s) and is permitted in the district as a matter of right.~~ A determination under this section shall be issued within 15 days after the completed application is received for action by the Building Commissioner/Zoning Enforcement Officer. Occupancy shall not occur until compliance with all conditions of the determination have occurred.

H. G. A determination may be issued with conditions which are consistent with the Planning Board's most current Rules and Regulations.

~~H.~~ ~~The following uses shall not be considered for non-applicability of this bylaw: restaurants, coffee shops, bakeries, schools, and banks permitted as a matter of right in the district where the BUILDING is located.~~

I. The Building Commissioner/Zoning Enforcement Officer may make a finding that the application does not qualify for a determination under this section in which case **Site Plan Modification or Full Approval** or ~~Limited Site Plan Approval~~ is required.

Plan Requirements Modification or Full Site Plan Approval F.11.a.2 and 3

If **Modification** or ~~Limited~~ **Full Site Plan Approval** is required, said plan shall show, among other things, all existing and proposed BUILDINGS, STRUCTURES, free standing signs, parking spaces, driveway openings, driveways, service areas, open area uses and other improvements; all disposal facilities for sewage, refuse and other waste disposal; and for surface water drainage and all storage facilities for equipment, material and other; all landscape features (such as fences, walls, planting areas, and walks); and all existing natural features, including ponds, brooks, and wetlands on the LOT. The site plan shall be prepared by a Professional Engineer (PE) and a Registered Land Surveyor, as appropriate, and certified by same with their seal stamp

and signature. The proposed use(s) and site development shall conform to the requirements set forth in this bylaw and other regulations as applicable. The plan shall conform to the administrative requirements set forth in the Planning Board Rules and Regulations as most recently adopted.

~~Compliance with the requirements of F.11.a. shall not apply to continuously occupied buildings meeting the Conditions of Non-Applicability, F.11.a.1. Further, compliance with the requirements of F.11.a. may be exempted or modified for changes to an existing, continuously occupied BUILDING and site by decision of the Building Commissioner/Zoning Enforcement Officer for which there is a determination of minimal impact as herein set forth in Sections F.11.a.1., F.11.a.2., or F.11.a.3.~~

F.11.a.2. Site Plan Modification to a previously approved Site Plan Exemption.

Upon payment of a fee and submission of a formal application, the Building Commissioner/Zoning Enforcement Officer **and Town Planner** shall make a finding as to whether the Site Plan **Modification is applicable** Application is exempt. The conditions for **Modification exemption** shall be based on a determination that 1). The site has a previous Site Plan Approval by the Planning Board and 2). a determination is made that the proposed change generates minimal impact using the following criteria: a). the use is allowed as a matter of right; b). **the alteration or the BUILDING enlargement and use requires the addition of (2) up to 10 or fewer additional parking spaces. or less than 5 % more parking whichever is greater the addition of less than 10 % of the current parking whichever is greater;** and c). no critical elements of the site are being **minimally** altered. Critical elements shall be defined as location, width, and surface materials of the egress, walkways, driveways, parking areas, drainage, lighting or screened trash or storage areas, and traffic.

The determination by the Building Commissioner/Zoning Enforcement Officer, **Town Planner and Planning Board Chairman** shall be rendered within **30 15** days of the submitting of the a complete application with required plans and statements(s) for an **Modification exemption**.

A. A determination may be issued with conditions which are consistent with the Planning Board's most current Rules and Regulations.

B. The Building Commissioner/Zoning Enforcement Officer may make a finding that the application does not qualify for a determination under this section in which case **Full Site Plan Approval or Limited Site Plan Approval** is required.

F.11.a.3. Conditions of Full Limited Site Plan Approval under Section F.11.a.: Upon payment of a fee and submission of a formal application to the Building Commissioner/Zoning Enforcement Officer a change in an allowed use and/or configuration of a BUILDING and/or site layout **will require Full Site Plan Approval if:** may be determined to not require full compliance with Section F.11.a., Requirements for Site Plan.

The conditions for Limited Site Plan Approval shall be based on a determination that: 1). The site **does not have** a previous Site Plan Approval by the Planning Board and 2). A determination is made that the proposed change of use or configuration is not substantial. The following criteria shall be satisfied: a). The use proposed is a permitted as a matter of right; b). The alteration or enlargement would result in the addition of ~~(5)~~ **11** or more fewer parking spaces. **or the addition of less than 11 % of the current parking whichever is greater.** or the addition of less than 10% of the current parking capacity whichever is greater; and c). The change or alteration does not substantially impact the existing site's critical elements. Critical elements shall be defined as location, width, and surface materials of the egress, walkways, driveways, parking areas, drainage, lighting or screened trash or storage areas and traffic.

~~A. A determination that a proposal is subject to Full Site Plan Approval eligible for Limited Applicability shall permit an applicant to request a site plan approval from the Planning Board complying with Section F.11.a. limited to the area of specific impact.~~

~~B. The determination by the Building Commissioner/Zoning Enforcement Officer **and Town Planner** shall be rendered within 30 **15** days of submitting of the complete application with required plans and statements. for limited applicability.~~

~~C. The Building Commissioner/Zoning Enforcement Officer may make a finding that the application does not qualify for a determination under this section in which case Site Plan Approval or Limited Site Plan Approval is required.~~

F.11.b. Procedure for Approval

Any person desiring approval of a site plan under this Section shall submit said plan with application for approval and appropriate fee in accordance with the Site Plan Approval Rules and Regulations as most recently amended thereof directly to the Planning Board. The Board shall, within ~~ten fifteen (15)~~ **(10)** days after the receipt, transmit one (1) copy of such plan to the following: Building ~~Inspector~~ **Commissioner**, Board of Health, Conservation Commission, ~~Water Commissioners~~, Police Chief, Fire Chief, ~~Highway Superintendent~~ DPW Superintendent.

Said agencies shall, at their discretion, investigate the case and report in writing, their recommendations to the Planning Board. When a site plan is submitted in conjunction with an application to the Board of Appeals for a Special Permit (Section G.6.b.2.f), the Planning Board shall also request a review and report of findings from the Board of Appeals. The Planning Board shall include the findings from the Board of Appeals in its recommendations.

The Planning Board shall not take final action on such plan until it has received reports from said agencies or until said agencies have allowed twenty-one (21) days to elapse after receipt of such plan without submission of a report thereon. No building permit shall be issued unless the site plan has been approved by the Planning Board. No Certificate of Occupancy shall be issued until all requirements of the approved site

plan have been completed. **For site plans that have not been completed; a temporary occupancy permit can be issued by the Building Commissioner where the Planning Board has made a recommendation for a temporary occupancy permit based upon a request from the property owner of said site.**

In exercising its jurisdiction under this Section, the Planning Board shall conform to all requirements and procedures applicable to a PERMIT GRANTING AUTHORITY when deciding requests for special permits. Specifically that the requirements for notice, public hearing and appeals required by Sections 11 and 17 of Chapter 40A as most recently amended shall be followed.

F.11.c. General Conditions for Approval

In considering a site plan under this Section, the Planning Board shall assure, to a degree consistent with a reasonable use of the site for the purposes permitted or permissible by the regulations of the district in which located:

F.11.c.1. protection of adjoining premises against seriously detrimental or offensive uses on the site;

F.11.c.2. convenience and safety of vehicular and pedestrian movement within the site, and in relation to adjacent STREETS, property, or improvements;

F.11.c.3. adequacy of the methods of disposal for sewage, refuse, and other wastes resulting from the uses on the site, and the methods of drainage for surface water from its parking spaces and driveways;

F.11.c.4. adequacy and safety of storage facilities/methods for fuel, refuse, vehicles and other material and equipment incidental to the use of the site;

F.11.c.5. provision for emergency access and operations within the site;

F.11.c.6. provision for off-STREET loading, unloading, and parking of vehicles incidental to the normal operation of the establishment.

F.11.d. Authority of the Board

The Planning Board shall have the power to require that technical data and study results be provided by the APPLICANT to support the site plan and resulting findings.

The Planning Board shall have power to **modify a determination from Section F.11.a 2 of the Building Commissioner/Zoning Enforcement Officer and to** modify or amend its approval of a site plan on application of the person owning or leasing the premises, or upon its own motion in the event of changes in physical conditions sufficient to justify such action within the intent of this Section. All of the provisions of this Section applicable to approval shall, where apt, be applicable to such modification or amendment.

Site Plan Approval may be revoked by the Board if, after a public hearing, it determines that a site has not been developed or maintained in accordance with the approved site plan.”;

or take any action relative thereto.

Planning Board Comments
Article 19 would _____

ARTICLE 20

Submitted by the Planning Board

1. To see if the Town of Norfolk will vote to amend Section F.7.b.1.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

F.7.b.1.a. DWELLING UNIT, other than a SINGLE FAMILY DWELLING	1.5 1 per unit
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;or take any action thereto.

2. To see if the Town of Norfolk will vote to amend Section I.4.a.1. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“I.4.a.1. Building Scale. ~~No Building FOOTPRINT, other than a GROCERY STORE, Municipal BUILDING, or VARIETY STORE, shall exceed 15,000 square feet. No GROCERY STORE or VARIETY STORE FOOTPRINT shall exceed 50,000~~ **20,000** square feet. No Municipal BUILDING FOOTPRINT shall exceed 30,000 square feet.”;

or take any action relative thereto.

3. To see if the Town of Norfolk will vote to amend Section I.4.a.6. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“I.4.a.6. Building Height and Facade. Within the B-1 District BUILDING HEIGHT shall not be more than ~~forty (40) feet~~ **forty six (46) feet** in height to the **mean level of the highest gable or slope of a hip roof.** ~~peak of the roof unless otherwise provided for by the Planning Board through a site plan approval process. In such cases, BUILDING HEIGHT may be extended up to forty six (46) feet to the peak of the roof for the purpose of accommodating pitched roof lines, but in no case shall the height exceed three~~ **and a half (3 1/2)** stories as measured from the street facing finish grade of the building or structure, including the third **and half** story within the pitched roof. All buildings shall have a pitched roof, or the look of a pitched roof (with a minimum of a 5:12 pitch) and consistent with architecture prevalent within Town Center. In the event that a flat roof is desired, the building shall have the look of a pitched roof, from the front, sides, and the rear, depending upon what may be visible from the street.

BUILDING HEIGHT shall not include any steeples, flag poles, weather vanes, or cupolas. The highest point of any such steeples, flag poles, weather vanes, or cupolas shall not exceed eighty (80') feet.

At least 60% of the vertical wall area of the FRONTAGE SIDE facade of a BUILDING shall be made up of vertical BUILDING wall, dormers, or a parapet or false facade to a minimum height of 20 feet;”;

or take any action relative thereto.

4. To see if the Town of Norfolk will vote to amend Section I.4.a.11. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“I.4.a.11. Residential Density. ~~Residential DWELLING UNITS, except for ASSISTED LIVING FACILITIES, shall not have more than two bedrooms per unit. Residential densities, except for ASSISTED LIVING FACILITIES, shall not exceed the ratio of sixteen units per acre, unless otherwise provided by Special Permit by the Planning Board through a site plan approval process. bedrooms for any single LOT or entire PMLD except by special permit. Residential densities for ASSISTED LIVING FACILITIES shall not exceed the ratio of 16 bedrooms per acre for any single LOT except by Special Permit by the Zoning Board of Appeals.”;~~
Residential DWELLING UNITS, except for ASSISTED LIVING FACILITIES, shall not have more than two bedrooms per unit. Residential densities, except for ASSISTED LIVING FACILITIES, shall not exceed the ratio of sixteen units per acre, unless otherwise provided by Special Permit by the Planning Board through a site plan approval process. bedrooms for any single LOT or entire PMLD except by special permit. Residential densities for ASSISTED LIVING FACILITIES shall not exceed the ratio of 16 bedrooms per acre for any single LOT except by Special Permit by the Zoning Board of Appeals.”;

or take any action relative thereto.

5. To see if the Town of Norfolk will vote to amend Section I.4.b.1.A. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“I.4.b.1.A. No BUILDING, STRUCTURE, Use, PARKING AREA, driveway, vehicle circulation area, or other vehicle access way shall be located less than 50 feet from an adjacent parcel within a Residential Zoning District unless otherwise provided by Special Permit by the Zoning Board of Appeals. ~~Planning Board.~~”;

or take any action relative thereto.

6. To see if the Town of Norfolk will vote to amend Section I.6.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“I.6.a. Shared Parking. Where the APPLICANT demonstrates to the Planning Board through the Site Plan Approval process that **the combination of uses on the site are non-simultaneous and not needing the number of required parking spaces, up to thirty percent (30%) of the minimum amount of the parking spaces may be waived.** ~~or parking spaces within the STREET within the B-1 District can be utilized by more than one use located within 500 feet of the entrance of the principal BUILDING, STRUCTURE, or use of the premises, such that vehicles occupying a particular number of spaces are unlikely to require the use of those spaces at the same time of day or the~~

same day of the week, the immediate construction of up to 30% of a parking area may be postponed, provided: (i) adequate land area is reserved for additional parking should it be needed in the future, (ii) the area reserved for future parking is shown on the site plan, (iii) no BUILDING or STRUCTURE may be placed on any area reserved for future parking, (iv) surety or other means of performance assurance in a form and amount acceptable to the Planning Board is given to the Town to insure that such additional parking area (including drainage and landscaping) will be constructed if needed, and (v) as a condition of postponing such construction, the Planning Board shall review the adequacy of the parking area every three years after endorsement of the site plan, or more frequently upon request of the Zoning Enforcement Officer, and certify that the number of parking spaces provided continues to be sufficient having regard for the actual uses of the site. The Planning Board shall be the determining authority regarding the future need of such parking.”;

or take any action relative thereto.

7. To see if the Town of Norfolk will vote to amend Section I.7. and I.7.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“I.7. Uses Permitted and Regulated in the B-1 District

No BUILDING, STRUCTURE or land in the B-1 District shall be used for any purpose or in any manner other than as set forth in this section. Any use not specifically listed in Section I.7.a. and I.7.b. is prohibited. **A B-1 Business Core project shall be mixed-use with a combination of any allowed and/or special permit uses that may contain Residential DWELLINGS UNITS, other than a SINGLE FAMILY DWELLING, and appurtenant residential uses, except on the ground floor of PRINCIPAL BUILDING(S). A minimum of one (1) PRINCIPAL BUILDING with a non-residential ground floor shall be located within the Build-to Line. For a site plan with multiple buildings, additional PRINCIPAL BUILDING(S) shall be located within the Build-to Line to fill the primary street frontage(s). A site plan with a full frontage of PRINCIPAL BUILDING(S) is allowed SECONDARY BUILDING(S) to be located outside of the Build-to Line.**

I.7.a. Allowed Uses

- ADULT DAY CARE ancillary to an ASSISTED LIVING FACILITY;
- Art Galleries and Studios;
- ASSISTED LIVING FACILITIES if on a LOT with an existing ground elevation at the proposed BUILDING
- at or above 255 feet elevation, mean sea level (1927) datum;
- Automatic teller machines;
- Bakeries;
- Banks;
- CHILD CARE FACILITY; (added 5/9/17)
- Coffee shops;
- Collection center for dry cleaning and laundry drop-off;
- CONVENIENCE STORES;

- CRAFT WORKSHOP;
- Cultural Center, symphony hall or other place for the Community's or the Public's enjoyment of indoor or outdoor musical, dramatic, or artistic performances; amphitheatres;
- Dance, exercise and aerobic studios, martial arts studio;
- Delicatessens;
- Electric Vehicle Recharger Facilities;
- FARMER'S MARKETS;
- Funeral home;
- GROCERY STORE;
- HARDGOOD sales stores;
- Historical or cultural society;
- JOB PRINTING;
- Laundromats;
- Licensed INN or HOTEL;
- LIMITED USED MOTOR VEHICLE SALES;
- Medical, Dental and Optical Clinics;
- Meeting Rooms or BUILDINGS Accessory to ASSISTED LIVING FACILITIES;
- Mixed use comprised of any of the Allowed uses;
- Municipal BUILDINGS;
- Offices and Office BUILDINGS;
- Open Space, village greens and squares;
- Parking lot as Principal Use as part of a Planned Multi-Lot development, except on corner LOTS;
- **Parking is allowed to be part of the ground floor of a building, if concealed behind the building façade and with a minimum of fifty percent (50%) set behind non-residential uses on the ground floor.**
- Post office;
- Private Schools (for profit);
- Public transit facilities including stations and platforms;
- Residential DWELLINGS UNITS, **other than a SINGLE FAMILY DWELLING. No residential dwelling units shall be allowed on the ground floor of principal building(s) located within the Build-to Line. In projects with multiple buildings on a site, only one (1) principal building is required to be located within the Build-to Line. Secondary buildings not located within the Build-to Line may be one hundred percent (100%) residential including dwelling units on the ground floor. In the B-1 Business Core, fifteen percent (15%) of the dwelling units shall be affordable to those earning less than eighty percent (80%) of the area median income (AMI) which supersedes the ten percent (10%) requirement in Section H.d1.a, all other requirements of Section H.3. shall be followed as part of a commercial site plan where the square footage of residential dwelling units consists of 65% or less of the total combined square footage of the residential and commercial structures(s) and the footprint of residential structure(s) is equal to or less than the footprint of the commercial structure(s), provided that the commercial structure is constructed prior to residential occupancy.**

- ~~Residential DWELLING UNITS located above the ground floor of BUILDINGS, provided that the ground floor is constructed for, and limited to, business or commercial uses prior to residential occupaney;~~
- RESTAURANTS;
- RETAIL SALES;
- RETAIL SERVICES;
- SOFTGOOD sales stores;
- TAKE OUT RESTAURANTS;
- Theaters; movie cinemas;
- VARIETY STORE;
- Video conferencing and/or conference facility.”;

or take any action relative thereto.

8. To see if the Town of Norfolk will vote to amend Section B. DEFINITIONS of the zoning bylaws by adding the following new language in bold print in alphabetical order.

“BUILDING PRINCIPAL – In the B-1 Business Core, a building located within the Build-to Line that is most important and prominent in terms of its position on the property, size and scale, architectural massing and design, and relationship to the street and sidewalk. No residential dwelling units shall be allowed on the ground floor of a principal building.

BUILDING SECONDARY – In the B-1 Business Core, a building located outside of the Build-to Line and set behind the principal building in such a way that it is subordinate to the principal building, but supports a cohesive site layout. The building shall be less important and prominent than the principal building in terms of its position on the property, size and scale, architectural massing and design, and relationship to the street and sidewalk. A secondary building may include one hundred percent (100%) residential uses, including dwelling units on the ground floor.”;

or take any action relative thereto.

ARTICLE 21

Submitted by the Planning Board

To see if the Town of Norfolk will vote to amend Section F.7.e of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“F.7.e. In the Business 1 through Business 4 and Commercial 1 through Commercial 6 districts, PARKING AREAS shall be located in the rear YARD or side YARD of STRUCTURES and not in the front YARD of such STRUCTURES, unless otherwise authorized by Special Permit issued by the ~~Zoning Board of Appeals~~ **Planning Board.**”

or take any action relative thereto.

Planning Board Comments

Article 21 would transfer responsibility for approval of parking areas in several zoning districts from the Zoning Board of Appeals to the Planning Board.

ARTICLE 22

Submitted by the Planning Board

To see if the Town of Norfolk will vote to amend Section D.4.d.2. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“D.4.d.2. The boundaries of the Water Supply Protection District are delineated on the Zoning Map dated ~~November 27, 2018~~ **November 19, 2019** which is depicted and is hereby made a part of this Bylaw. These boundaries reflect the best hydrologic information available as of the date of the map(s). In the event of a discrepancy between the map and the criteria that follow, the criteria shall govern.”;

or take any action relative thereto.

Planning Board Comments
Article 22 would add to the zoning map the new Holbrook Street well field as is required by the State Department of Environmental Protection as part of the Town’s permit to construct and operate this well.

ARTICLE 23

Submitted by the Planning Board

To see if the Town of Norfolk will vote to amend Section C.2.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

“C.2.a. Said districts are located and bounded as shown on a map entitled "Zoning Map of Norfolk, Massachusetts", dated ~~April 2, 2002~~ **November 19, 2019** as most recently amended, and on file in the office of the Town Clerk. The Zoning Map, with all explanatory matter thereon, is hereby made a part of this bylaw;

or take any action relative thereto.

Planning Board Comments
Article 23 would update the Town’s zoning map from the version approved in 2002 to this version effective the date of this meeting.

ARTICLE 24

Submitted by the Select Board

To see if the Town will vote to accept as public ways the following streets as laid out by the Board of Selectmen: Meetinghouse Circle, Liberty Lane, Tailwind Circle, Westfield Drive, Saddle Ridge, and Silver Fox Run; or take any other action relative thereto.

Town Administrator Comments

Article 24 would accept these streets as public ways, which transfers ownership and responsibility for maintenance to the Town of Norfolk.

Draft Special Town Meeting Article List - November 19, 2019

10/11/2019

Article #	Topic	Proponent	Dollar Amount	Other Sources
1	Budget Transfers	BOS		
	Reserve Fund - Replenish		13,000.00	Insurance Settlement
	Town Clerk - Ass't Clerk Additional Hours		7,000.00	KP Budget
	Fire Department Salaries		34,000.00	KP Budget
	Legal Fees - ZBA		20,000.00	KP Budget
	Town Counsel Services		15,000.00	
2	Pay unpaid bills from prior year	BOS	-	
3	Appropriate State Ridesharing funds	BOS	1,208.20	State Funds
4	Matching Grant Funds - Message Board Sign	BOS	18,600.00	EMPG Grant
5	HR Pay & Classification Plan Update	BOS	22,000.00	Community Compact Funds
6	Capital Expenditures from Borrowing			
	- DPW Rolloff Truck Replacement	BOS	196,400.00	Inside Levy Borrowing
	- Lake Street Paving - Additional Funds		140,000.00	
7	Capital Expenditures other than from borrowing	BOS		
	- IT - desktop computers/licenses		40,156.00	
	- DPW Replacement Field Mower		17,500.00	Transfer from Salaries
	- Stormwater Management		50,000.00	State Grant
	- Police Radios		42,000.00	
	- Police Cruiser		61,500.00	
	- Fire Department Mobile Data Terminals		25,960.00	MECC Grant Funds
	- Codification of Town Bylaws		15,000.00	
	- Vision Appraisal System Update		15,000.00	
7	Establish a COA Revolving Fund	BOS	6,000.00	COA User Fees for programs
8	OPEB - Contribution of funds to the Trust	BOS	25,000.00	Initial contribution to trust
10	Water Enterprise fund capital - Holbrook water main	BOS	270,000.00	Enterprise Funds
11	Hear reports from Town Committees			
12	Headstone Repairs at Town Cemeteries	CPC	10,000.00	
13	Install Display case at Town Hall/Historical Items	CPC	500.00	
14	Weed control program for Highland Lake & City Mills	CPC	40,000.00	

15		Athletic Field Restoration - Three fields	CPC	90,000.00	
16		Amend General Bylaw - Bidding Procedures	TGSC		
17		Amend General Bylaw - Town Clerk/bylaw corrections	Town Clerk		
18		Ameng General Bylaws - severability language	Town Clerk		
19		Amend Zoning Bylaws - F-11 site plan approval	Planning		
20		Amend Zoning Bylaw - B-1 Center Zone	Planning		
21		Amend Zoning Bylaw - F.7.e Business Center Zone	Planning		
22		Update Zoning Map Watershed District -Holbrook St Well	Planning		
23		Update Town's zoning Map from 2002 to 2019	Planning		
24		Various Street Acceptances	BOS/PB		
		- Meetinghouse Road			
		- Liberty Lane			
		- Tailwind Circle			
		- Westfield Drive			
		- Saddle Ridge			
		- Silver Fox Run			
				\$ 1,175,824.20	

Warrant Article Background

November 19, 2019 Special Town Meeting

1. **Budget Transfers** – there are three transfers proposed for this town meeting. They include:
 - Replenish the reserve fund – The IT department had one of its primary servers crash in early July which required a transfer of \$13,000 to pay for outside services to recover the data from the drives, and some equipment to that was purchased in the interim. The Town filed an insurance claim for this event and recovered \$10,500 for the outside services. This request will be covered primarily from the insurance proceeds, and the remaining from free cash. Insurance will also covered the replacement of the actual virtual server, and the payment for that will be taken from the insurance proceeds.
 - Town Clerk salaries – when the FY20 budget was being developed, a request was made to increase the hours of the Assistant Town Clerk/RAO from 32 to 40 per week to better manage the workload of the office. The request was inadvertently omitted from the budget. Funding it from December 1st – June 30th requires a transfer of \$7,000.
 - Fire Department Salaries – when the FY20 budget was finalized, in order to fully fund the KP school budget at the proposed rate, a decision was made to reduce the fire department budget by \$34,788. This request would restore those funds. Since that time a number of things have occurred – the fire chief retired on June 30th and the new Chief starts December 2nd, the Town has been awarded a federal grant to hire two firefighter/paramedics for which there is a cost share to fund, and there was an employee out on injury leave for which coverage of their shifts was required. The end result is that the Fire Department has requested that the funds removed from the budget be restored.
 - Planning Group legal fees – the Town continues to incur legal fees related to several 40B projects for which it requires special counsel. The Planning Group estimates that the original budget of \$20,000 for this work this year is insufficient, and has requested an additional \$20,000 to cover work anticipated to continue into the spring of 2020.
 - Town Counsel Services – We've added a request for \$15,000 to the list because we recently learned that the lawsuit regarding the ZBA decision for 43 Rockwood Road has been scheduled for trial. Town Counsel estimates the cost at this amount to prepare and defend the town through this process.

2. **Prior year bills** – as of the writing of this background there are no unpaid bills to be approved.

3. **Appropriate Ride Sharing funds** – in 2016 the State Legislature passed a law requiring that Transportation Network Companies (TNC) pay the State twenty cents from each ridesharing trip (Uber/Lyft) be collected from every ride and attributed to the town where the ride originated. Half of those funds are returned to the community, which they in turn appropriate at Town Meeting to be used to fund transportation improvement projects and activities. For calendar years 2017 and 2018 the Town of

Norfolk has received a total of \$1,208.20 representing 12,082 trips. We recommend that these funds be used to purchase signs and other small items that are transportation related.

4. **Matching grant funds** – Message Board trailer – over the summer Ed Nolan (Emergency Management Director) alerted us to a competitive State grant program to purchase equipment to help us be better prepared for emergencies. We requested the full amount available of \$10,000 to purchase a second trailer mounted electronic message board sign. The Town was awarded the grant and must appropriate \$8,600 in order to purchase this item or lose the grant. On numerous occasions over the years we've found that one sign isn't sufficient to notify residents of an emergency or road closure, or simply announce important information in multiple locations. The sign will be housed at the Police Station and managed by them.

5. **Update the Town's HR Classification and Compensation plan** – the most recent classification and compensation plan was last completed in 2002. The pay plan governs the compensation for all employees in the clerical union and all non-union employees. Ideally the Town would update this plan every five years, but at the very least every 10 years. This has not been done, and the current plan is quite out of date. A number of things since the last plan was developed including:
 - a. The way work is performed and the tools used to do so (computers, & software)
 - b. Some jobs do not have job descriptions, and responsibilities in others have changed over 17 years
 - c. Job descriptions are not all compliant with recent changes in the law (ADA, Massachusetts Equal pay act, Occupational Safety & Health Act).
 - d. Educational requirements for jobs have changed over time

Once job descriptions are updated, they need to be graded as part of an updated compensation plan, and a new plan structure developed. The current structure has 13 grades and 20 steps. The issues with this structure include:

- The lowest step on the pay plan is unrealistic in today's compensation environment and hinders recruitment
- Some positions are paid above the top of the range because the highest step is insufficient to attract a qualified employee in the current market
- With no recent salary surveys (based on updated job descriptions) it isn't clear whether employees are paid more or less than similar and neighboring communities
- A pay range with 20 steps is not typical in today's marketplace. Most plans have 10 or fewer steps.

The Town's contract with the clerical employees is in place through June 30, 2021. The reason for requesting funding for this work now is that it will take at least six months to complete, and once done will form the basis for negotiating the successor agreement. Waiting until spring 2020 to fund would make keeping to this schedule more difficult.

This project is estimated to cost \$22,000 of which \$5,000 can be covered through funds remaining in a State Community Compact grant to the Town to improve HR practices.

6. **Capital expenditures from borrowing** – we propose that two capital items be funded through borrowing inside the levy limit given the cost of the items which are:

- **Roll Off Truck** – Transfer Station – the Town has one 2006 Roll Off Truck. It is a Sterling, Model LT9500 with over 360,000 miles. This truck is used to haul 30 & 40 yard containers filled with tons of household trash and recyclables to various locations within the State on a daily basis. We also deliver and pick up rental dumpsters to customers throughout Town. In its current condition the truck is becoming unreliable and expensive to operate. The engine leaks oil, metal fatigue requires welding and the cab requires fabricated repairs due to parts being discontinued etc. In the last year or so the Town has spent about \$8,000 to replace a front end and drive shaft, a repair to address rear wheel vibration (an indication the frame is at risk), and numerous small repairs. The transmission has begun to indicate wear which would require \$10,000 to replace.

This is the highest priority piece of equipment identified by DPW to replace, and has been their priority for the last three years. It is important to note that it is the only vehicle that we have to haul materials. When it is down for repairs we can adjust for a couple of days by using a loader to switch out roll off containers at the station, and a few years ago we borrowed a truck from another Town to haul until ours was back in service (and we've done the same for them). But unlike snow plowing or regular maintenance, we don't have a backup or can't simply make a snow plow route longer to compensate. It also doesn't have the life span that our other larger trucks have because it is consistently hauling heavy loads for many more miles than our other pieces that for the most part operate only within Norfolk. The staff has also investigated sharing with another community, paying a hauler to transport the materials on a contract basis and has determined that this purchase would be more affordable and dependable. Finance recommends that given the price point of this truck, that the funds to purchase be borrowed within the levy limit.

- **Lake Street Paving** – The funds requested in this article would be utilized towards installing drainage and paving the currently unpaved portion of Lake Street, as well as to install the final wearing course of pavement and curbing on the paved portion of the road. The paving of Lake Street has been a multi-year process. In 2014 the Town authorized \$139,376 for this project as part of a borrowing to pay for this work to be done. For a number of reasons, the work was never completed, although some tasks were addressed such as removal of trees, police details to support that work, repairs to the road after heavy storms, and in recent years, engineering work to design the final improvements. The work was also delayed due to questions about whether or not the Town owned the road (settled by Town acceptance of the road in 2017), and litigation brought by two residents over the Town's plan to pave the road and the impact to a property. The Conservation Commission has just

issued an order of conditions as to what needs to be done to protect the wetlands and abutting pond so the work can go forward. However there are not sufficient funds remaining from the 2014 appropriation to do so. The remaining balance is \$81,812, to which DPW estimates we need a further \$84,890 to complete the unpaved section of road. \$55,000 of the request will be utilized to perform the final paving on the paved portion of the road. While it does not need to be done now as it is not subject to the order of conditions, we have received some complaints from the abutters of this section that the final paving needs to be done as it will include some curbing that will eliminate runoff onto their properties that they are presently experiencing. Given the date of Town Meeting, the work will be delayed until the spring when paving can resume. It should also be pointed out that the litigation resulted in a settlement obligating the Town to complete the road work, so the Town will need to complete it as soon as possible.

7. **Capital expenditures other than from borrowing** – typically the Town allocates funds for various capital projects and equipment at the fall meeting. Below is a list of those items and a description.

- IT – Desktop computers & licenses & site switches – the Town has 95 computers on its network not including the Library and schools, of which about 30% were bought in 2010-2013, 30% from 2014-2015, and the balance between 2016 and 2019. Licenses are also not up to date, with some machines running Windows 7 which is no longer supported at the end of this calendar year. This expenditure would put the Town on a replacement program of every five years replacing 19 units, and update machines with outdated licenses to current. The computers use the same switch as the VOIP phone system. The POE (power over Ethernet) site switches need to be on the same replacement cycle as desktop computers due to the fact that they run 24/7 and are subject to a short life expectancy. The total cost is \$40,156 and had been planned when the FY20 budget was developed.
- DPW – Replace Field Mower – The Grounds Division requires a replacement for its 2013 Mower Collector. This Mower cuts ball fields and other Municipal Properties and is used daily. At this time the machine requires on going repairs and parts replacements due to its extreme use. The replacement model will have “high lift dumping” abilities to be able to dump into small trucks or loaders. Currently this mower (G-8) needs to dump on the ground and is removed by a loader at a later date.
- Storm Water Management – in order for the Town to maintain its compliance with the Federal MS4 permit, it needs to spend \$50,000/year over the next 5 to perform mandated storm water compliance procedures and reporting tasks. Funds were not included in the FY20 budget but are required for storm water system mapping, outfall inspections and sampling, Illicit Discharge Detection and Elimination program (IDDE), Storm water Management Program (SWMP), Public Outreach and a variety of other storm water related tasks The State awarded \$50,000 to Plainville, Wrentham and Norfolk for storm water initiatives this year, of which \$16,000 will be coming to Norfolk, leaving the Town to fund the balance of \$34,000.

- Police Radios – The police department has 35 radios for its full time, special and reserve staff, as well as a couple of spares. A majority of the units were purchased in 2002 and have outlived their useful life. Increasingly the department has experienced some situations of late where radios have failed to work when officers are out on a call. A further issue is inoperability as the towns around us have been switching to digital units, which means in some cases we aren't able to communicate with them which is a safety concern. The new radios will be digital but according to the department will be able to communicate with our remaining analog units until those are replaced. The funds requested here would pay to replace 18 radios this fall, with the balance next year. Each unit costs \$2,250 along with a programming charge of \$1,033 when new units are put in service.
- Police Cruiser – the department has requested funding to replace two cruisers this year, complete with the accompanying equipment and mobile data terminals. The total cost of a unit is \$61,500. Due to budget constraints we've recommended the replacement of only one car, which would remove a 2008 Crown Victoria from the fleet (of which there are a total of 15 vehicles and two motorcycles). That vehicle has 166,500 miles, an estimated 666K engine hours of driving and idling time based on its age. It is currently used as an unmarked vehicle for transportation to training or court and has been undependable in recent years. The department has spent almost \$5,000 in repairs on the vehicle over the past three fiscal years to keep it in service.
- Fire Department Mobile data terminals – The fire department has requested \$25,960 to purchase 8 MDT's to put in service in a various vehicles in the department. When the MECC was originally conceived, it was anticipated that these would be bought for each community with State grant funds. That did not happen, and Norfolk is the only community that does not have them. These terminals will enable department staff to receive more information electronically then they do today, and take advantage of such information now provided by the MECC such as GIS locations, information about buildings and the hazards within, and eventually dispatching over the terminals instead of radios as appropriate. The State did provide the MECC with a one-time "transition grant" of \$200,000 just recently, of which about \$35,000 is being returned to Norfolk by a lowering of its quarterly assessment to fund the MECC. We recommend that the funds needed by buy these terminals be transferred from this source.
- Codification of Town Bylaws – over the years the Town's bylaws have had new sections added, parts amended or deleted, and other changes made but there has never been a comprehensive review and reorganization of our bylaws, the result of which is a set of laws that are unorganized and in some ways out of date. The Clerk's office has attempted to undertake some of the edits and updates but it is a much more intensive process than they are able to accomplish without assistance. General Code, which provides our Laserfiche services, also has a bylaw codification service which includes a review, rewrite, reorganization and publishing of both general and zoning bylaws. We have obtained a cost estimate for a complete codification of both out general and zoning bylaws of

\$15,000. Once codified the bylaws would be available through our website “in the cloud” as a hosted service. One of the very attractive features of the service is that our bylaws and any other documents we load to the system would be searchable by all users, something we can’t offer now. The ongoing costs would be about \$1,200 a year for hosting, and as needed a cost to codify new bylaws approved by Town Meeting.

- Vision Appraisal System update – the Assessor’s Office utilizes the Vision Appraisal system for its work, and is currently operating version 6.5 which shortly will no longer be supported by the vendor. The Town needs to upgrade to the latest version (8.0) and we have negotiated a price to do so of \$15,000. It is important that the Town move forward on this right away, (and has tentatively scheduled this for December) because the Town will be in the process of conducting a full revaluation of all properties in FY21, and must have the latest version in place to do so ahead of this very intensive process.
8. **Establish a COA Revolving Fund** – the Council on Aging has requested that town meeting authorize the establishment of a revolving fund for its programs. Currently, the Town charges \$2 to each participant for programs they choose, and the funds are deposited in the general fund. The costs of the programs are primarily paid for out of the State grant, and occasionally out of the COA’s expense budget. Once the fund is established, the revenue from fees would be deposited in the revolving fund, and in turn costs to provide programs paid from it as well. The COA has committed to a review of the fees charged to program users, so that over time the cost of programs can be more fully paid for by those who enroll in them, freeing up the State grant to be used for other purposes. The COA has requested a budget of \$6,000 for the fund.
 9. **OPEB Trust Contribution** – On April 16, 2019, the Board of Selectmen established an Other Post-Employment Benefits (OPEB) trust. In 1967 the Town accepted a section of State Chapter 32B guaranteeing those town employees who meet the requirements to retire from service to the Town be able to receive their retiree health insurance from the Town by paying 50% of the cost, the other 50% to be paid by the Town. Currently, the Town has 134 retirees in the plan, and the cost to provide those benefits is paid out of the annual operating budget. The Town is required to perform an actuarial evaluation of the future cost of these benefits, which at present are \$21,287,774. In order to fund that liability, the Town should be setting aside \$505,860 annually. The purpose of the trust is to set aside funds that can be invested towards the goal of eventually fully funding this obligation. While the trust was established, no dollars were set aside. The \$25,000 requested would be a first step towards committing funds to this annually. Once funds are set aside, the trustees can begin the process of investing the funds.
 10. **Holbrook Well Water Main** – part of the project to bring on line the new well field at Holbrook Street is to extend the water main to this new source. This article requests

that the Town appropriate \$270,000 from the water enterprise fund for this work. The main needs to be extended by 1,500 feet.

11. **Hear reports from Town Committees** – this is a typical placeholder article so that Town Committees can make reports to Town Meeting.
12. **CPC – Headstone repairs at Town Cemeteries**
The CPC proposes an article to fund \$10,000 to allow for repairs to be made to headstones at Norfolk and Pondville cemeteries that have broken over time.
13. **CPC – Install display case at Town Hall for Historical Items**
The historical commission has requested \$500 to install a second display case on the ground floor of Town Hall to display items of a historical nature.
14. **CPC – Weed control program at Highland Lake & City Mills**
At the spring town meeting \$20,000 was allocated to enable the Town to rent a weed harvester to remove some of the chestnut weeds in Highland Lake. That work was successful, but the limited funds did not enable the work to be completed. CPC funds have been requested to continue work on Highland Lake and treat City Mills pond.
15. **Athletic Field Restoration of three fields**
The Recreation Commission requested CPC funds in the amount of \$90,000 to fund the restoration of the Triple A Field at Freeman Kennedy, the Babe Ruth Field at Pond Street and the Premier Softball Field at Freeman Kennedy School. This work will be performed in the off season before play begins in April.
16. **Amend General Bylaws – Contracting Procedures**
The Town Government Study Committee recommends several updates to the general bylaws regarding contracting to bring them into current practice. Specifically, the bid procedures approved in 1936 are now out of date, and the procedures for which have been replaced by M.G.L. Chapter 30B and other state laws governing how all communities must contract for services. Along the same lines, section 4 regarding performance bonds is also out of date, both to the minimum amount of a bond, and when a bond is required (also governed by State law). Finally, the reference to the Town Accountant is also out of date, as the person responsible for contracting is now titled Finance Director.
17. **Amend General Bylaws – Enable Town Clerk to make Numerical & Lettering Corrections**
The Town Clerk has identified that from time to time amendments are made to the general bylaws that then require sections of the bylaws to be renumbered or re-lettered so that they are sequential. Absent the language proposed by the Clerk, she may not make changes to the bylaws without Town Meeting and then Attorney General's office approval. This language would only allow changes in numbering or lettering, anything

further would be prohibited to ensure that as our laws are proposed for amendment that could only be taken on by Town Meeting. The language proposed has been approved by the Attorney General's Office in a number of other communities.

18. Amend General Bylaws – severability language

The Town Clerk's Office has identified a potential "gap" in our town bylaws regarding severability. While we have severability clauses in a couple of our articles, there is no language that covers the bylaws as a whole. It is recommended that we amend our bylaws to add a "general severability" clause, allowing parts of the bylaws to be invalidated without invalidating the whole thing.

19. Amend Zoning Bylaws – Update the F-11 Site plan Process

The F-11 process to determine if a parcel needs to undergo site plan approval by the Planning Board has received much scrutiny in recent months. The effect of this bylaw change would transfer responsibility for that process from the Building Commissioner/Zoning Enforcement Officer to the Planning Director.

20. Amend Zoning Bylaw – Changes to the B-1 District

The B-1 Working Committee and the Planning Board have been working over the past months to develop a recommended set of amendments to this zoning district. The purpose of this is to encourage establishment of a vibrant mixed use Town Center that allows for higher density housing and active ground floor uses in this district. Additional information about the project can be found on the website on the Land Use Departments page.

21. Amend zoning bylaws – F.7.e Parking Areas

This article would change the responsibility for granting special permit for parking areas from the Zoning Board of Appeals to the Planning Board.

22. Amend Zoning Bylaw – Update Town Zoning Map

This article would update the zoning map to the most current version of November 19, 2019 based upon the actions of this Town Meeting. That would replace the current map on file that dates from April 2, 2002.

23. Zone II Aquifer Protection – Holbrook Street Well

The Town needs to add the zone 2 for the Holbrook Street well to the existing zoning map. This is one of the permit requirements by the DEP in order for the well to go on line next year. This is a similar article to the action taken at last fall's STM for the Spruce & Gold Street wells, and a well for the State MCI-Norfolk prison.

24. Various Street Acceptances

Six different streets in Town have been proposed for acceptance by the Town. There are various reasons for the acceptances from subdivisions being completed and now ready

to be turned over, to streets taken over by the Town but not yet formally accepted. The Board of Selectmen have voted their intent to accept them, and the Planning Board is in the process of review and submitting their report so a public hearing can be held on November 5th ahead of Town Meeting.

Part of the process of acceptance is to obtain the deeds for these streets. We have those for Tailwind, Westfield and Silver Fox run, but not as yet for Meetinghouse, Liberty and Saddle Ridge. While we are working to resolve this there is a possibility that we will not bring a motion at this town meeting for these three.



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Fw: Policy Changes

1 message

Judith Lizardi <judithlizardi@ymail.com>
To: Judith Lizardi <jlizardi@norfolk.ma.us>

Tue, Oct 8, 2019 at 7:54 PM

----- Forwarded Message -----

From: Scott Bragdon <sbragdon@norfolk.ma.us>
To: Judith Lizardi <judithlizardi@ymail.com>
Sent: Tuesday, October 8, 2019, 10:57:53 AM EDT
Subject: Policy Changes

I want the Select Board to know that I rewrote the Select Board policies to make them gender neutral. In addition I changed "Board of Selectmen" to "Select Board", and added the new Public Comment Policy to the package. Lastly, I corrected a couple of job grades that were listed incorrectly per the payroll system, and removed the special section for Dispatchers benefits from the Human Resource Policy because we no longer have Dispatch employees.

Scott

Scott Bragdon
Human Resource Director
Town of Norfolk
508 440 2826**BOS norfolk policies Final Finalrevised 10-02-2019 Gender Neutral.doc**
714K

HUMAN RESOURCE POLICY
10/2/2019

Under the direction of the Town Administrator the Human Resource Director may issue, amend, or repeal administrative orders, procedural rules, and regulations for the purpose of implementing powers and duties vested in it by this except as limited by collective bargaining agreements.

The Human Resource Director shall monitor the administration of all aspects of personnel policies and shall make such recommendations to the Town Administrator as deemed necessary, proper and prudent, to maintain the integrity of the operation and policies.

The Human Resource Director shall review and investigate the work and standard rates of compensation of all positions under its jurisdiction, said reviews and investigations to cover all such positions annually. The Human Resource Director may make such other investigations of the conditions of employment of town employees, as it deems necessary and proper, and may investigate any complaint relative to such conditions, as may be filed by any department head, town employee or town board or committee member. All employees and elected officers shall comply with and assist in furnishing records, reports and other information requested by the Human Resource Director.

Requests by department heads, individuals or groups of individuals for changes in the classification of personnel, for changes in the compensation of personnel will be reviewed by the Human Resource Director for appropriateness and consistency. Final recommendations will be approved by the Town Administrator.

Application

All Town departments and positions shall be subject to the provisions of this policy except positions under the supervision of the School Committee, positions covered by a collective bargaining agreement, and positions which are filled by direct election unless otherwise noted. Nothing in this

policy shall be construed to limit any rights of employees pursuant to M.G.L. Chapter 150E. This policy is intended to be in accordance with all applicable state and federal laws.

All employees' employment with The Town of Norfolk is "at will." "At will" is defined as allowing either Employee or Employer to terminate their employment at any time, for any reason permitted by law, with or without cause and with or without notice except as may be limited by law or contract.

Definitions

As used in this policy, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth of Massachusetts

Appointment - The placement of a person in a position in the service of the Town.

Classification Plan - The classification plan established by Section 6 of this Policy and by votes of the Town Meeting in relation thereto, under authority of M.G.L. Chapter 41, Section 108A and 108C, as amended.

Classify - To establish the compensation grade level of a specific position by a detailed job description of the job functions, skills, education and experience requirements.

Compensation Schedule - The compensation schedule established by this Policy and by votes of the Town Meeting in relation thereto, under authority of M.G.L. Chapter 41, section 108A and 108C, as amended.

Compensatory Time - Paid authorized absence from work during normally scheduled working hours administered to employees in lieu of payment for hours previously worked but unpaid.

Continuous Employment – Uninterrupted employment in one or more consecutive permanent full-time or permanent part-time positions in Town service, from the first date of hire until the date of separation, subject to adjustment due to unpaid leaves of absence.

Employee – An appointee to the Town of Norfolk occupying a position in the classification plan and designated as one of the following:

Regular Full-Time – Work at least 35 hours per week throughout the year

Regular Part-Time – Work at least 20 hours per week, but less than 35 hours per week, throughout the year.

Part-time - Work less than 20 hours per week

Temporary - May work either Full-Time or Part-Time, but are employed for a limited time period.

Exempt Employee – An employee who is exempt from the overtime provisions of the Federal Fair Labor Standards Act and applicable State Laws.

Fair Labor Standards Act – The United States Act first adopted in 1938, enforced by the U. S. Department of Labor, that sets minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees who are covered by the Act and not exempt from specific provisions.

Job Title - The title of each position as listed in the classification plan shall be the official title of the position and shall be used to the exclusion of all others on payrolls, budgets, and other official records and reports pertaining to the position.

Longevity – The length of an employee’s continuous employment.

Pay Grade – The designated pay range for each position as listed on the Compensation Schedule.

Probationary Period – The first 90 days of employment is a probationary period.

Promotion - *The* advancement of an employee from a position of a lower classification grade into a position of a higher classification grade.

Re-classify - To review and establish the compensation grade level of a position previously classified, by updating the existing job description to include the functions, skills, education and experience requirements currently being performed.

Re-evaluate - To review and establish the compensation grade level of a position previously classified, by updating the existing job description to include *new* functions, skills, education and experience requirements not currently being performed.

Classification Plan

The official Classification Plan, or list of positions in the service of the Town, shall consist of the titles listed in Schedule A.. Every job title is assigned to a particular grade, based on a description of the job's content, and a survey of pay levels for equivalent jobs in other Towns or in private sector. In particular, the job description identifies the duties and responsibilities of the position, the skills and abilities, the variety and complexity of the problems to be solved, the authority to make decisions, the working conditions and the importance of the work performed. The Human Resource Director will maintain the Salary Classification Plan for all positions under the jurisdiction of this policy, and have responsibility for the review and approval of new or revised job descriptions, and the assignment of each job title to a pay grade in the salary structure.

Compensation Plan

The official Compensation Plan, as provided in Schedule B which is incorporated as a part hereof, shall consist of the pay grades showing the minimum and maximum hourly rates and/or salaries, with step rate

increases therefore, to be paid to employees in positions allocated to the Classification Schedule. The Human Resource Director is responsible for conducting periodic surveys to determine whether a particular job is assigned to the correct pay grade, and/or whether an adjustment in the whole salary structure is appropriate. The Human Resource Director shall furnish an annual recommendation for a wage adjustment based on information obtained from the U. S. Department of Labor, Bureau of Labor Statistics or other appropriate source. The Human Resource Director may consult with the Advisory Board before submitting a recommendation to the Select Board.

Amendments to Classification and Compensation Plans

The Human Resource Director and Town Administrator shall recommend such amendments to the Classification and Compensation Plan as it may deem appropriate. The pay grades shall be effective on the date so recommended by the Human Resource Director and approved by the Town Administrator.

Pay Period

Employees are paid by check on a weekly or bi-weekly basis, according to the payment plan for each specific department.

Annual Step Increases

Each employee's performance shall be evaluated annually in accordance with the Performance Appraisal Program established by the Human Resource Director. If an employee's overall rating is "Meets Expectations" or better, the employee shall advance on their Salary Anniversary Date to the next appropriate step annually until they reach the maximum step in grade.

Once an employee reaches the maximum step in the position's designated Pay Grade, the employee will subsequently receive the applicable rate in effect for such step on their salary anniversary date.

Call Fire Fighters Salaries

Salaries for Call Fire Fighters shall be reviewed and set periodically by the Fire Chief and the Human Resource Director or Town Administrator based on market conditions and the Fire Department budget. Call Fire Fighters do not automatically receive cost of living raises or step increases.

Recruitment, Selection and Employment

The Town of Norfolk is an equal opportunity employer and seeks to employ, promote, and retain the most qualified individuals. New or vacated positions to be filled must be posted "in-house" for a period of 10 business days. If the position is not filled in-house then candidates may be sourced by word of mouth or through advertising. In-house posting does not guarantee placement for an existing employee, but strives to ensure all employees are given the opportunity to apply.

The appointing authority will make the final decision in filling any position that is subject to the Personnel Policy.

A new employee must complete a job application, W-4 forms, Form I-9 (Employment Eligibility Verification), and any other forms deemed necessary. A copy of the completed job application is to be forwarded to the Human Resource Director.

All new employees are to be hired at Step 1. If the applicant is found to possess an experience level, education level or other job related certification that warrants a higher compensation level, the hiring supervisor may hire at Step 2 or Step 3 based on the following:

- New employees who possess an education level of 2 or more years above the minimum required for the job may be placed at step 2; and/or
- New employees who possess related experience in excess of the maximum required for the job may be placed at Step 2 (for 2

additional years of related experience) or Step 3 (for 4 or more additional years of related experience).

- Other exceptions may be made on rare occasions as recommended by the Human Resource Director and approved by the Town Administrator.

The first ninety (90) calendar days of consecutive employment will be considered a probationary period. A performance evaluation should be conducted prior to the 90th consecutive day of employment. If the employee's performance is satisfactory, a regular appointment will be made. During the probationary period the grievance procedure may not be invoked by the employee.

Promotions

The Town of Norfolk is an equal opportunity employer and seeks to promote and retain the most qualified individuals. Employees who are promoted shall be recognized with an appropriate salary increase. The increase will be determined in accordance with the following promotion formula adopted by the Human Resource Director.

The promotion formula establishes the minimum compensation for an employee who is promoted to a new position (or whose job has been re-evaluated to a higher grade). Such employees will be placed at step 2 of the new grade. If the employee's current compensation exceeds the new grade Step 2, then the employee will be placed at the next step just above the employees' current compensation level.

The effective date of the employee's promotion shall become an adjusted anniversary date for the purpose of computing future step increases. The Department Head shall review each position and respective employee on a case-by-case basis and may make recommendations for approving compensation above the promotion formula to the Human Resource Director.

Performance Appraisal Program

This program is intended to accomplish a number of goals:

- a. Provide a basis for evaluating an employee's performance for completion of probation; annual increase; promotion; and general performance.
- b. Provide a method of improving the effectiveness and the efficiency of the employees and the organization.
- c. Serve as a conduit for communications and feedback between employees and their supervisors outside of routine daily interactions.
- d. Provide a basis for formal personnel decision making.
- e. Serve as a basis for recognizing employee accomplishments, need for guidance, professional development, training and support.
- f. Provide a process of establishing performance goals and objectives.

Performance reviews shall be conducted annually and not later than March 1st. Employees' performance shall also be evaluated prior to the end of any probationary period, and may be evaluated at any other time at the discretion of the supervisor. An employee may request a performance review at any time.

The Human Resource Director shall designate performance appraisal forms to be used by all personnel. Upon completion of the review, the forms shall be signed by the immediate supervisor, the employee, and the second evaluator. A copy of the completed form will be given to the employee and the department head for filing, the Human Resource Director receives the original form for their files.

Employee Benefits

The following benefits apply to Regular Full-Time and Regular Part-Time employees. Employees, who work less than 20 hours per week, or work on a temporary basis regardless of the number of hours, do not receive benefits with the exception of longevity.

All benefits are pro-rated based on the number of hours worked per week in relation to the established work week for the department.

Sick Leave/Short Term Disability

Sick leave is earned at the rate of 25% of the employees' scheduled weekly hours for each month of service, credit to begin the last working day of the month in which employed. Each employee must work at least seventy-five percent of their normal work schedule each month in order to receive sick leave. Employees may accrue sick leave up to a maximum of 150 days. Sick Leave is considered insurance for the benefit of the employees should a long term illness arise. In no event will unused sick leave be compensated for, monetarily or otherwise. Sick leave is the absence from work without loss of pay for the following reasons, subject to the approval of the supervisor.

- A bona fide personal and non-service connected illness or injury for which no compensation is received under workman's compensation or MGL C41, S111f or other insurance coverage paid for by the Town.
- Caring for a spouse, child, parent, sibling, grandparent or grandchild of either the employee or their spouse, or a person for whom the employee is a legal guardian, who is seriously ill.
- Exposure to contagious disease that may jeopardize the health of others.
- Medical and Dental appointments that cannot be reasonably scheduled outside of working hours.

Immediate notice of any absence must be given to department heads or immediate supervisor. Failure to do so may result in loss of pay.

An employee who is incapacitated, by reason of injuries in the course of and arising out of employment by the Town, may elect to receive, from accumulated sick leave, the difference between their normal work week compensation and the weekly benefits of the Workmen's Compensation Act. Beginning the first day of incapacity the employee may be paid their normal week of compensation from their accumulated sick leave until

Workmen's Compensation is approved and received. When it is received, deductions will be made from the employee's subsequent paycheck(s) for the difference paid and the appropriate amount of sick time shall be credited back to the employee's accumulated sick leave.

Injury, illness or disability self-imposed, or resulting from the abuse of chemical substances should not be considered a proper claim for a leave under this section.

A doctor's certificate may be required for an absence of three (3) consecutive work days or longer or may be required at any time at the discretion of the Town; the Town may designate a physician to conduct physical examinations at the Town's expense.

Generally the use of 6 or more sick day per calendar year is considered excessive. In the event of apparent abuse of any regulation pertaining to sick leave, the Town through its Human Resource Director or other responsible Board/Commission may disallow sick leave and may take disciplinary action against the employee up to and including termination.

Vacation Leave

Vacation Leave

The established vacation year is the fiscal year, July 1 through June 30. Employees with less than one (1) year of service shall receive one half day vacation for each month of employment not to exceed five (5) days vacation for the first twelve (12) months. Vacation time is calculated beginning their first day of work but is not credited until after 90 days. Employees are not allowed to use time accrued until the probationary period of ninety (90) days have passed unless otherwise approved by the Town Administrator. Vacation time is earned based on the employee's length of service and is credited monthly for the first ten months of the fiscal year up to the maximum vacation eligibility for three years of service.

<u>Service Period</u>	<u>Paid Vacation</u>
First Fiscal Year	1/2 day per month worked*
Fiscal years 2 through 4	1 day per month worked* (2 weeks)
Fiscal years 5 through 9	1.5 days per month worked* (3 weeks)
Fiscal years 10 through 19	2.0 days per month worked* (4 weeks)
Fiscal years 20 and over	2.5 days per month worked* (5 weeks)

*Based on a 5 day work week. Other schedules with be calculated based on the number of days worked per week.

This vacation policy is effective 7/1/2013.

Employees that are retirement eligible will be given their full unused vacation allotment upon termination. Other exceptions to this policy may be made by the Human Resource Director or the Town Administrator.

If a paid holiday should fall during vacation leave, an additional day of vacation shall be taken by mutual consent between the employee and the department head.

Vacation leave shall be utilized no later than June 30th in the fiscal year in which it is granted and shall not be accumulated. Under unusual circumstances the immediate supervisor may grant to an employee a carryover of up to 1 week of vacation time from one fiscal year to the next fiscal year. Each time a carryover is granted the Human Resource Director shall be notified in writing. Carryover of vacation time in excess of 1 week must be approved by the Human Resource Director.

If an employee has expended all earned sick days, but has a medical reason to extend their absence, the Town of Norfolk's policy is to assist the employee and retain benefits as required by The Family Medical Leave Act. If the person is eligible to receive vacation benefits, such leave may be deducted proportionally from the amount of vacation leave earned and due for the year in which the absence occurred. If the employee has already used all earned vacation benefits during a fiscal year, the absence may then be chargeable against the next succeeding vacation leave allowance for a maximum of not more than thirty (30) days.

Upon approval of the department head and the Human Resource Director, an applicant may be granted early vacation entitlement.

Hiring Supervisors may start new hires with paid vacation benefits based on years of service from other job related experience with other industries and/or municipalities as if the new hire had Norfolk years of service, with written approval from the Human Resource Director or the Town Administrator.

Upon separation from employment for any reasons, cash payment for accrued vacation shall be made in accordance with State/Federal requirements.

Under no circumstances will an individual be compensated for more than one pay category for the same period of time.

Paid Holidays

Town offices are closed on the following holidays.

New Year's Day	Martin Luther King Day
President's Day	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Christmas Day	
Close at 1:00 pm Christmas Eve*	
Close at 1:00 pm Thanksgiving Eve	

* Provided that such a day is normally scheduled workday.

Employees shall receive the holiday off with pay when said holiday falls on their regular workday. Except for the early closings on Christmas Eve and Thanksgiving Eve if any of the above holidays should fall on an employee's normal day off, or during a vacation period, an alternate day off shall be

given, subject to the approval of the department head. Holidays must be taken and no compensation will be allowed for failure to do so.

Employees required to work on a scheduled Holiday due to an emergency will be given another day off with pay. Public Safety Communications Specialists required to work on a scheduled holiday will be given another day off with pay or receive their holiday pay in addition to their regular pay.

Personal Days

Three (3) personal days per fiscal year may be taken for such purposes as personal business, medical appointments, and family obligations pursuant to Massachusetts General Laws Chapter 149, Section 52D. A minimum notice of forty-eight (48) hours should be given to, and approval must be received from, the supervisor prior to taking a Personal Day. Personal Days not utilized by June 30th of the fiscal year in which it was granted will be forfeited.

Funeral or Bereavement Leave

For death or memorial services in the immediate family of a permanent employee or of their spouse, 1 work week with pay shall be granted. Cases involving special circumstances including travel for extensive periods of time must be approved by the Department Head. Definitions of immediate family include: mother, father, mother-in-law, father-in-law, sister, brother, wife, husband, son, daughter, grandparents, grandchildren, brother-in-law and sister-in-law of the employee, son-in-law, and daughter-in-law. For the deaths of relatives other than immediate family, an absence of up to one full day with pay shall be allowed to attend funeral or memorial services.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) of 1993 provides an entitlement of up to twelve (12) weeks of job-protected, unpaid leave during any 12-months for the following reasons:

- 1) The birth of a child
- 2) The placement of an adopted or foster child
- 3) To care for a child, spouse, or parent with a serious health condition
- 4) For the employee's own serious health condition

If the employee has accumulated sick leave, vacation leave or other personal leave, the employee may use such paid leave to offset a portion of this unpaid leave.

The FMLA also requires the employer provide health coverage under any "group health plan" for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. After completion of the leave, the employee must be restored to the same or equivalent position.

Personal Leave of Absence

Leaves of absence for personal reasons not covered under any other section of this Policy, if approved by the immediate supervisor and the Human Resource Director will be unpaid. The employee must utilize vacation time earned first. Such absences, however, may not be charged to vacation leave beyond that which the employee has earned at the time of such application. A leave of absence under this section shall be without compensation (unless the employee has the required time available) and shall be for a maximum of thirty (30) days. After the thirty (30) day period, employees will be required to obtain the written approval of the Department Head and the Human Resource Director if an extension is requested. In the absence of written approval beyond the thirty (30) day period, the Department Head may consider the position vacant and begin the hiring process.

Jury Duty

An employee called for jury duty shall be paid the difference between regular pay and the compensation received as a juror, exclusive of travel allowances. Employees summoned as a witness on behalf of the Town shall be granted leave and paid the difference of their regular pay and the witness fee, exclusive of travel allowance.

Military Leave

Military leave shall be granted to employees in accordance with the requirements of State and Federal Law.

Broken Service

A rehired employee will be eligible to receive an adjusted date of hire after returning to work within thirty-six (36) months of the date of separation. The employee will be credited with the same number of years or months as the original length of service. This adjusted date of hire will be used for Employee Benefit calculations regarding vacation leave and longevity.

Call Back Pay

Any Town employee called back to their position by management for the specific purpose of emergency service to the Town shall receive a minimum of three hours compensation.

Work at Home

Employees will perform their work at their designated Town Work Site. If an employee cannot perform their duties at their designated Town Work Site due to extraordinary circumstances, written authorization is required in advance by the employee's supervisor and the Human Resource Director. Once approved, at-home work must be separately noted on an employee's time sheet, including days and hours worked. A copy of the authorization will be on file in the Finance Department and a copy forwarded to the Human Resource Director immediately.

Compensatory Time

Compensatory time is paid time off from work in exchange for unpaid time previously worked in excess of an employee's regular scheduled work hours.

Exempt Employees are not entitled to compensatory time and will not receive additional payment, or time off for excess work hours under any circumstances.

At times it may be deemed advisable for a non-exempt employee to work beyond the regular scheduled number of hours and be granted compensatory time in lieu of compensation. Such compensatory time will be granted in lieu of compensation at the discretion of the employee. The immediate supervisor must approve, in advance, in writing, requests for accrual of compensatory time. Use of compensatory time must be approved by the immediate supervisor in advance.

Non-exempt employees may accrue compensatory time up to an amount equal to their regular week's scheduled work hours. No employee shall lose any accrued compensatory time.

Compensatory time will accrue at straight time for eligible hours which otherwise would be compensated at straight time, and will accrue at a rate of 1.5 for eligible hours which otherwise would be compensated at that rate.

Longevity Program

ELIGIBILITY - Paid annually in July; employees having completed thirty-six (36) months or more of service on June 30 of the previous fiscal year will be qualified to receive a longevity payment provided the employee was employed by the Town on June 30th of the previous fiscal year. The lump sum payment is based on the number of hours worked in the previous fiscal year, up to Two Thousand Eighty (2080) hours per year (for a 52-week year), according to the schedule below. Should an employee retire or die during the previous year, that employee or their estate will receive a

pro-rated portion of longevity pay based on the number of hours worked for that fiscal year. Said funds are to be distributed by the Finance Department with approval of the Town Administrator and Human Resource Director.

Months of Service Completed as of June 30 th	Per Hour Rate
0 - 35	0
36 - 59	.10
60 - 83	.20
84 - 107	.30
108 - 131	.40
132 - 143	.50
144 - 155	.60
156 - 167	.70
168 - over	.80

Insurance

LIFE INSURANCE in the amount of \$10,000.00 will be available to all qualified employees. Retirees of the Town will be eligible to receive \$5,000.00 in life insurance. The Town will contribute a portion of the premium each year as specified by the Select Board and submitted to the voters of the Town of Norfolk annually via the Omnibus Budget.

HEALTH INSURANCE is provided by the Town with the Town contributing a portion of the premium of said health insurance. Increases in the Town's share of the premium payment are approved by the Select Board and submitted to the voters of the Town of Norfolk annually via the Omnibus Budget.

Retirement

Qualifying employees must participate in the Norfolk County Retirement System.

All other employees must be covered by the State mandated 457 (OBRA) Plan.

Issue Resolution Process

Employees covered by the Town Personnel Policy have recourse if they feel that their rights or conditions of employment have been violated. The employee must first discuss the matter with their supervisor. If this does not result in a satisfactory solution, the employee should state their case in writing to their supervisor's supervisor with a copy to the Human Resource Director; the supervisor has seven days to provide a written reply. Employees still dissatisfied have seven days to submit a written statement to the Human Resource Director. The Human Resource Director will hold a hearing on the matter within fourteen days of receipt of the grievance and render a final decision within fourteen days of the hearing.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such action may range from training to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances. All disciplinary action that results in an employee's termination of employment must be reviewed by the Human Resource Director or Town Administrator prior to notifying the employee. If the manager feels that they must remove the employee from the work site immediately and the Human Resource Director or Town Administrator are not available, the manager may send the employee home with pay until the termination is reviewed. An employee involuntarily terminated or laid off from their position must be paid in full on the day of discharge.

Resignations

Employees shall provide notice of their intent to resign in writing to their supervisor at least two (2) weeks in advance of their resignation date.

Responsibilities when Separating from Employment

Upon an employee's separation from employment, at the time of leaving, it is the employee's responsibility to return all Town property, such as equipment used on the job, keys, uniforms, etc. If not returned, the employee will be expected to reimburse the Town for such property. The final paycheck may be picked up at the Town Treasurer's office after checkout is completed, or arrangements may be made for mailing.

Employees who are separated from employment will receive all accrued and unpaid salary and vacation pay in accordance with the Fair Labor Standards Act. An employee that resigns their employment must be paid in full on the following pay day, or in the absence of a regular pay day no later than the following Saturday. An employee involuntarily terminated or laid off from their position must be paid in full on the day of discharge.

Calendar

Anytime	Requests for Classification of New Positions
March	Performance Appraisals completed and original sent to the Human Resource Director no later than March 1 st .
April	Public Hearing by Human Resource Director for all changes proposed on the Annual Town Meeting Warrant.
April	Response to Performance Appraisals (when appropriate)
July	Longevity paid

September Public Hearing by Human Resource Director for all changes proposed on the Fall Town Meeting Warrant.

December/June Requests for re-classification and/or re-evaluation of positions, approved by the Department Head and the Town Administrator, must be received at least four (4) months prior to a Town Meeting.

Schedule A
Classification Schedule

- Grade 1 Library Page
- Grade 2 Clerk (Fire Dept., ConComm, ZBA, Planning Board, CPC)
Records Assistant (Town Clerk's Office)
Payroll Clerk
- Grade 3 Library Associate (Public or School)
Custodian
- Grade 4 Department Assistant (Recreation)
- Grade 5 Department Assistant (Advisory, Municipal Affordable
Housing, etc.)

Animal Inspector
- Grade 6 Outreach Worker
Veterans' Agent (stipend)
- Grade 7 Assistant Wiring Inspector
Gas Inspector/ Assistant Plumbing Inspector(stipend)
Plumbing Inspector/ Assistant Gas Inspector(stipend)
Wiring Inspector
Public Safety Communications Supervisor
Affordable Housing Coordinator
Assistant Town Clerk
- Grade 8 Assistant Town Accountant
Executive Assistant (Town Administrator) I
Assistant Town Treasurer/Collector II

Assistant Town Treasurer/Collector I

Grade 8A HVAC Technician / Building Maintenance Specialist

Grade 9 Executive Assistant (Town Administrator) II

Associate Director of Libraries

Town Treasurer/Collector

Council on Aging Executive Director

Information Technology Coordinator

Chief Assessor

Fire Lieutenant

DPW Superintendent

Grade 10 Deputy Fire Chief

Public Works Director

Grade 11 Director of Libraries

Recreation Director

Grade 12 Director of Municipal Finance

Fire Chief

Human Resource Director

Grade 13 Town Administrator

Building Commissioner

Selectmen's Office Work Plan - October - FY20

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
SELECTMEN'S GOALS						
<i>Community Engagement:</i>						
Expand Conversation Corner program						
Explore Visual Budget Pres. On the website	Look at available software/systems	Contact providers for demos (OpenGov, ClearGov, etc).			Blythe	
Explore Holding Town Hall "forums"						
Develop Town newsletter - paper & electronic	Launch a newsletter	Investigate options & costs, coord. w/depts				
Explore partnering w/Boy scouts for projects						
<i>Strategic Planning</i>						
Develop proposal to update Master Plan	Conduct update to 2007 Plan	Staff to recommend options to facilitate	Form committee, staff time, \$\$		Rich, Blythe	
Potentially reorg Econ. Development Comm.	Discuss as a follow up to B-1 Committee					
Develop 10 Year Pavement Mgmt Plan	No current plan for long term upgrades	Plan updated, review with BOS at 10/15 mtg			Bob McGhee	
Investigate operational efficiencies	Discuss regional solutions w/other towns	Mtg w/Plainville & Wrentham 8/29 & 11/12				
Eval. Programs to reduce fiscal burden Seniors	COA Director review Senior Work Off program	COA Director soliciting "jobs" for seniors to do for various departments			Sherry Norman	
<i>Town Facilities</i>						
Evaluate & Plan Freeman Kennedy Expansion	School reaching capacity	SC coming to 10/29 Mtg-review enrollment				
Fire Station Project - timeline/cost projection	Renovation or replace current station	Process proposed, BOS deciding on how/when to form Committee				
Assess town gov't space needs						
Evaluate expansion of commuter parking	Lack of sufficient commuter parking					
STAFF PRIORITY PROJECTS						
Lawrence Street Bridge Completion	Add'l grant funds of \$130K awarded, Final pave - summer	Final paving done August 30th, project closeout in process	2 State grants = \$2.3 M	Kevin	Bob McGhee	Aug. 2019
Police Station Project Closeout	Punchlist complete, final payments complete.	Town Counsel to retain architect & begin file review to quantify a demand letter	Town debt exclusion		Blythe, Matt, Todd	
DPW Director Hiring	Bob McGhee retires Dec/January	Ads placed, receiving resumes			Scott, Blythe	January 1st
DEVELOPMENT & 40B PROJECTS						
Southwood Hospital	Developer withdrew	Set up Mtg with Owner to discuss options				
Abbyville	Met with Developer & residents	Project revised just to Lorusso property			Rich, Blythe	
144 Seekonk Street	Wetlands invest. Done, hearings opened	Conduct comp. permit process			Rich	
Main Street Apartments					Rich	
FINANCIAL PROJECTS						
Develop Capital Improvement Program	No plan in place, draft a 5-year plan	Draft plan to BOS 10/01, continue to refine, analyze funding, discuss priorities	Gather data from all departments		Todd, Blythe	
OPEB Funding Schedule	Need a plan to fund Town's liability	Begin funding - \$25K at Fall STM			Blythe, Todd	2020 ATM
POLICIES/BYLAWS						
Updated Pay & Classification Plan	Plan outdated, job descrip not up to date	Cost est. for class plan update = \$22,000	Funding at town meeting		Blythe, Scott	
Plowing of Private Ways	Town doesn't follow state law, dev. policy	Prepare a white paper on topic for the board			Bob McGhee	
OTHER PROJECTS						
Olive Day Roof Replacement	Work complete, punch list in process	Some punchlist items scheduled for Christmas break, final closeout after that			Matt, Blythe	Aug-19
Holbrook Well	Finalize permit with DEP	Finalize design, put out to bid			Bob McGhee	Aug. 2020
COMPLETED PROJECTS						
Structure monthly BOS Office Hours	Setup monthly office hrs for residents	Monthly Mtgs began September 11th	Selectmen time, conference room	N/A		Sept. 11th
Consider BOS agenda item - public comment	Debate merits of a public comment period	Reviewed draft 8/13, adopt on Sept. 3rd				Sept. 3rd
Fire Chief Hiring	Hire new chief fall, 2019	Chief Kinney begins on December 2nd	Assmnt Center Cost - \$4,000		Blythe, Scott	Sept. 2019

10/01/2019 13:38
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

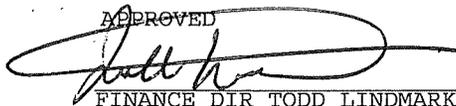
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\$	6,727.08
\$	241.12
\$	78,409.04
\$	70.00
\$	14,479.73
\$	2,227.20
\$	722,222.31

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

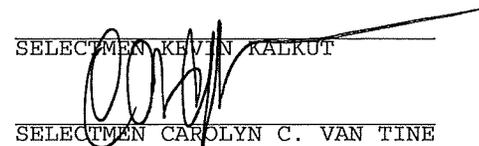


FINANCE DIR TODD LINDMARK



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

10/08/2019 13:01
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

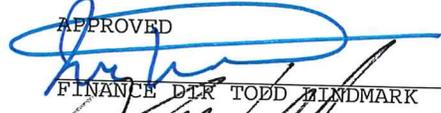
DATE: 10/08/2019 WARRANT: 15V20 AMOUNT: \$ 10,749,798.16

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\$	3,799.08
\$	29,205.27
\$	9,209,044.82
\$	1,865.33
\$	140.00
\$	402.72
\$	65,539.21
\$	6,238.38
\$	3,461.16
\$	10,749,798.16

TO THE TREASURER:

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APPROVED



FINANCE DIR TODD MINDMARK

SELECTMEN KEVIN KALKUT



SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

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SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

10/08/2019 10:36
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 10/08/2019 WARRANT: 15VSA20 AMOUNT: \$ 3,352.50

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
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INDICATED.

APPROVED



FINANCE DIR TODD LINDMARK

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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

10/04/2019 16:09
9730bboo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 10/08/2019 WARRANT: 15VS20 AMOUNT: \$ 121,904.20

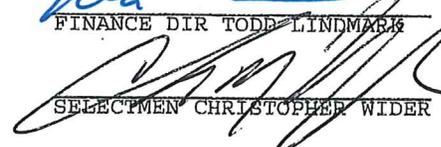
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INDICATED.

APPROVED

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JEFFREY CURRY

Norfolk Board of Selectmen's Open Session Meeting Minutes

March 19, 2019

Present: Jim Lehan; Kevin Kalkut, Todd Lindmark, Interim Town Administrator; Susan Jacobson, Executive Assistant

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

Todd Lindmark read the Agenda.

At 7:00 p.m. Jim Lehan called the meeting called to order.

7:00 Rich McCarthy Complete Street Prioritization Plan

Rich said they would have a final presentation on the Complete Streets Program which outlines projects that they want to seek future funding on. They had a Community Meeting on December 6, 2019 and a Wiki Map which gave the residents the opportunity to give comments town wide on all transportation modes. With that feedback they are now in the final phase of putting the final presentation together. Rich is turning to Casey and Paul from Howard, Stein Hudson Company to go through the presentation. Casey reviewed the Complete Streets with all the data that they received at the first public meeting and the Wiki Map that allowed feedback. Casey outlined the Complete Streets presentations and discussed the Funding Program History. Municipalities can be reimbursed up to \$400,000 annually. The projects must be fully designed. The Town is currently in the Tier Two Phase. She outlined the priority plan process. They prioritize the project and gather input from the community and Town Officials. There were 192 comments on the Wiki map results. Casey broke down the comments. The top three concerns were public safety, missing sidewalks and high speeds. Speed limit enforcement was a comment that was said many times. People identified Union Street that would provide access to the Center of Town, Medway Branch and Needham Street were also mentioned. The third concern was poor intersections. They heard from residents that there are roads that need to be safer. Union and Holbrook were mentioned. Residents also expressed concern about cut through roads. They also mentioned some bike routes on Seekonk and Needham Streets. Casey discussed the sources used for the draft project list

Casey said they ranked the project on several criteria. Criteria includes network connections, biking and walking demands, bicycles and pedestrian crashes, bicycle level of comfort pedestrian network input on school zones.

Each project receives a final score and that is how they move forward. The Prioritization Plan will be attached with these minutes for resident review. She continued to discuss different project and how they relate to Pedestrian Mobility and ADA Accessibility. They shared what areas would move forward in the first phase two intersections include two roundabouts. One would be located at the intersection of Needham/North (115) and second one for 115 and Everett Street. The Everett Street roundabout requires more studies and will be resubmitted. Kevin asked why one intersection requires more study.

Casey said it needed additional speed and accident data studies. Jim asked if there was data that proved roundabouts were more efficient than stop signs. They are suggesting the right type of roundabout would be best because everyone has to stop for it and change directions it helps with speed. A resident asked if something was not prioritized for this submittal could they be brought back at a later date. They will continue to keep these projects in the grouping. Jim said that the DPW sat down to prioritize each road/sidewalk/intersection. Rich said they want to identify all the projects but did not want to set false expectation that they would all be completed. A resident provided video for the 115/Everett Street she would like this prioritized. Betsy Whitney asked if they have discussed having one way Streets, making some of these more dangerous road/intersections into one way Streets. David Rosenberg asked if the construction is paid for 100%. Casey said that MASS DOT will fund up to \$400,000 if a project is less they may fund the entire project. Sometimes it is only a partial funding. Casey said MASS DOT will pay by the project the town would be expected to construct the project through completion if full funding was received. They town does not have to construct a project they do not receive funding for. There several other comments from residents regarding specific street issues. Bob McGhee and Barry Larivere discussed some of the project identified by the Complete Street Program. Rich discussed how they would determine what would be selected. Kevin said the key issue is the master list is already built. Having that master list allows the Town of Norfolk to move forward and start with the first project identified. Jim said we have three meeting in April and he wanted to try and get this moving before the deadline, he does not want to miss the opportunity.

7:15 p.m. Hillary Cohen/ACO MOU Agreement (signatures required)

Hillary has been working on and MOU with three separate towns for three years, it somehow has always been derailed for one reason or another. In light of what happened in January when she was on a mutual aid call in another town. The Chief and she were adamant that the other two towns sign the MOU. She is here tonight to request the Selectmen sign the MOU. ****Get copy of MOU for Todd****

7:30 PM Bob McGhee and Barry spoke about /Holbrook Street Well Site – Decision for land Purchase/Lawrence Street Bridge and Walkway Update, City Mills Dam \$200,00, Grant and Pare Engineering Update, Lake Street – NOI Pare Engineering Update and Solid Waste Contract for Engineering (LSP Services).

Water Hearing:

Kevin read the Public Hearing Notice to determine the water budget for the full year 2019. This year it will be conducted on March 19, 2019 at One Liberty Lane, Norfolk Town Hall, Norfolk, MA 02056. Bob said he was here to discuss the Water Rates. It has been five years since we have had a water increase. Bob said we did not have much money in the reserve fund and they did not raise the water rates against Doug's advice. He wanted to reduce the water leaks that the town had. Today we are at around 5% we are in great shapes as far as the leaks go. They did not take on any projects that they did not have to. They have built the reserve fund to over \$1,000,000.00. Bob believes at this time we have to raise the water rates he is going to turn it over to Doug who presented the reasons for increasing the water rates.

The presentation is attached to this set of minutes for residents to review. At the completion of the presentation there was some additional discussion on the rates between both Kevin and Jim. Jim wanted to confirm that he had run the numbers a number of ways to come up with new rate. Jim also mentioned that two of the wells are older. Doug said you must look both to the long and short term. Jim felt that this was a fair and equitable way to set the rate.

Kevin said he sat with Doug and Bob to determine how and why we arrived at this proposal. He said it is never a good thing to pass on increases to residents but sometimes it is a necessary thing to keep things running as smoothly as they are. David Rosenberg asked about the consumer price index as compared to five years ago. He wanted to know how this increase compared to inflation. Doug said government does not care about the consumer price index. What drives these costs are what allowed by the State Regulatory Division. The Town must generate x number of dollars and we only have 3,000 accounts smaller systems almost always have higher rates. David asked if there were expenses related to new regulations. Doug said he does not have any specifics but there is the safe drinking water bill, it is a fee that is paid to DEP.

They have been trying to make this system better and to make sure they have the capital to make sure they have what is needed to support this infrastructure. Jim said it is not driven by any single factor it is driven by the needs of the water system.

The rates are not over inflated to account for people who don't pay their bills. David said the penalties for people who don't pay should cover the cost to collect from people who don't pay. Bob said we have some people who pay a couple of thousand dollars and some people who pay a couple of hundred dollars a year. 2700 residents are \$135,000 of revenue is brought in from the base charge of \$50 minimum charge everyone pays. Doug said that they looked at the frequency at which the bill is generated. The town bills twice a year and Doug would like to recommend a quarterly billing. He believes for some of the customer s who pay larger bills would allow them to pay it over four periods not two. The true benefit is that if a customer has a leak you will find that at least three months sooner which will help both the customer and the town.

A motion to close the Public Hearing on Water Rates was made by Kevin Kalkut. It was seconded by Kevin Kalkut and so voted. All were in favor. Jim said that he had a question on procedure on the Action Item. In the past he said that he thought that the vote was listed as an Agenda Item. Susan said that she copied it from the prior Agenda. Jim asked that we put it on the Agenda for the next meeting to be sure that we have followed the appropriate procedure. It will be an Action Item on the April 2, 2109 Agenda. Bob will email it to Susan just as if it were a contract so it can be voted at the next meeting.

Lawrence Street Bridge:

There was discussion on the Lawrence Street Bridge and Walkway. Kevin said we did have a bit of a delay and are still targeting May 17th for completion.

Mike Guidace posed several questions with regard to some mistakes that had been made. Bob said that the site was a very tight work area. It had roots six feet underground. The Causeway had to be built and

they are doing the best they can to work within the constraints of that particular site. Bob said he would take a look the site he is confident that we will not be going back to the people for funding. Kevin said we did have a bit of a delay and are still targeting May 17th for completion. David Maestro said if the deadline is not reached will they be penalized for not making the deadline. He wanted to know if it was in writing Bob McGhee said it was language in bid specification. Mike said that back at the start the contractor was clearing grub at the sideway, DEP issued an order. Mike wanted to know who was responsible for that error. Bob said he is not taking sides he serves the people of this town; he has no allegiance and feels it was the engineer and the design form company is both at fault. We only had a visual we did our best to price the mitigation was \$150,000 and they have it done to \$60,000 and they have to figure out who will pay for it. Kevin said the posting for today had two milestones that were a bit delayed because of the ground freezing but we are still on target.

Bob said you don't address fees until you reach that point. Starting out on a project saying that fees will be levied is not the makings of a good working relationship. David said as a tax payer he is not willing to pay for anything because of their mistakes. David said there is a 3 week delay because of their errors. Bob said we are 50 to 75% done. The water comes down and is stubbed at Park and has the water all the way down past the causeway right to the edge of the project. Jim said he thought all had agreed to take the water the remaining 957 feet down. He thought was already going to be done. Bob said there may be some money left in the grant and if there is future development they can pay for it. It is good for the people who live there to have the opportunity to hook up to water. Jim answered Mr. Mastro's question you don't get into a forum and speculate what you will or will not do based on certain circumstances. Jim said we will deal with whatever the contracts allows for. They cannot discuss those issues prior to them happening.

David asked if they have moved all contaminated material from the site. Bob said it is one time in and one time out so they have not removed it all at this point. It should be down within the next two weeks. David said that it is PCB's and driving it on the trucks and he hopes the workers know that PCB's get absorbed into their bodies and he hopes that they know what they are working with. Bob said that he did not know where they are specifically and he said he will look into that. Dave said it is a liability to us as a town if they get sick. They are driving around the foundation David said that is the same area that showed dots. Barry said they are a bit farther away than where they were. Kevin said that an order has been given to us and the Town is taking an extra step so the direction we have given them is purely an action taken by the town to protect those steps.

Bob was not aware that they were driving around the site to remove the dirt. Dave Mastro is concerned for the workers and Bob said he is quite practical and wonders about all the kids that have been driving their dirt-bikes around down there for many years and he has not seen anyone come down with anything.

City Mills Dam:

A \$200,000 Grant was awarded to the Town of Norfolk to study the bridge and make recommendations to do limited repairs. A representative from PARE Engineering presented what they saw during inspections.

He discussed what options may be available for the City Mill Dam and how the \$200,000 grant would be helpful. PARE was hired to do one in November of 2018 next scheduled review is two months from now they will be done every two months until it is determined that it can be reviewed after a longer period of time. What are the concerns with the dam and what are the requirements of dam. This dam was deemed deficient. See presentation attached to these minutes. They will continue to look at the structure. To replace this structure is not necessary they are looking to produce plans to do some concrete repairs and this will extend the life of the structure. They did confirm DCR's statement that the dam structure is in adequate to pass the storm flows and part of what they did was to look into remedial measures to address that. They have come up with a couple of possibilities. This means the structure is in good shape they have potential solution to be able to modify the spillway to make them larger in place. This would allow them to take on more water and to enlarge the basin and this would utilize the space and this would satisfy the regulatory requirement. DCR is putting more stringent requirement because of the storms we have had. The discussed tree growth around the dam when trees die they leave large spaces and you could have a breach in certain spots. They have put together a tree plan and they expect the order of conditions next week. He will continue to keep Bob and the Board updated. Trees will be taken down within the next few months. Those are first steps.

Bob discussed the Holbrook Street Well Site (see the handout attached to these minutes)

He said they are moving forward. He passed out a schedule for the file and it was put on the screen during the meeting. He reviewed the schedule and summarized it.

Action Items:

A motion was made by Kevin Kalkut to appoint Janice Axberg and Thomas Mirabile to the COA Board. It was seconded by Jim Lehan and so voted. All were in favor

A motion was made by Kevin Kalkut to approve Norfolk's Clean and Green Campaign on April 27, 2019. It was seconded by Jim Lehan and so voted. All were in favor.

A motion to consider signing the Deed for 66 Priscilla Ave, Norfolk, MA 02056 was made by Kevin Kalkut. It was seconded by Jim Lehan and so voted. All were in favor (Jim explained the mix up of the property) Jim said there were two lots one was owned by the Town and engineers placed the house on half of each lot.

Minutes:

A motion was made to approve minutes dated February 15th and 21st 2019 by Kevin Kalkut. It was seconded by Jim Lehan and so voted. All were in favor.

A motion was made to approve Warrant Numbered: 36VS19 \$78,730.23 (JL) 36V19 \$5,255,796.36 (JL) 36VSA19 \$60.00 (JL) 77V19 \$226,477.90 by Jim Lehan. It was seconded by Kevin Kalkut and so voted. All were in favor. Mr. Rosenberg asked what the Warrants were for. Jim Lehan said that they were the Town and School bills.

Executive Session:

Upon a motion by Kevin and seconded by Jim, the Board took a roll call vote to exit Open Session at 9:37 p.m. and enter Executive Session under MGL Chapter 30A, Section 21 discussion strategy with regard to both Police and Fire Contracts. Roll call vote: Kevin Kalkut – aye; Jim Lehan – aye. They will not be returning to Open Session.

This is a true and accurate report of the Board of Selectmen's Meeting of March 19, 2019.

Kevin Kalkut, Clerk

Board of Selectmen Open Meeting

April 16, 2019

Present was: Jim Lehan, Kevin Kalkut, Blythe Robinson, Susan Jacobson

At 7:45 p.m., being no further business, Kevin Kalkut motioned to adjourn and exit Executive Session and return Open Session. Jim Lehan seconded, and it was so voted. Roll call vote: Kevin Kalkut, aye; Jim Lehan, aye.

Action Items:

A motion was made to approve the request from **the Garden Club of Norfolk** to use the Rose Garden area of Town Hill on Saturday June 15, 2109 from 9:30AM through 2:00PM. It was seconded by Jim Lehan and so voted. All were in favor.

A motion was made to approve a request from the **Federated Church** to use Town Hill on Easter Sunday, April 21, 2019 for their annual sunrise service from 6:30AM through 8:00AM. It was seconded by Kevin Kalkut and so voted. There was only one vote Jim recused himself from this vote. He is a member of this Church.

A motion was made to approve and sign the **Police Union Contract** by Kevin Kalkut. It was seconded by Jim Lehan and so voted. All were in favor.

A motion was made to approve and sign the **Norfolk Landing Open Space Deed** by Kevin Kalkut. It was seconded by Jim Lehan and so voted. All were in favor.

A motion was made to approve **the Fire Chief Contract naming Peter Petruchick** to be appointed as of July 1, 2019 by Kevin Kalkut. It was seconded by Jim Lehan and so voted. All were in favor. Both Selectmen congratulated Peter and wished him well in his appointment.

A motion was made to authorize and sign the **Town of Norfolk Other Post – Employment – Benefits (“OPEB”) Trust** by Kevin Kalkut. It was seconded by Jim Lehan and so voted. All were in favor.

Tailwind Circle: Jim said this will be taken up at a later date.

A motion was made to approve the **Norfolk Baseball Association and Norfolk Softball Association’s Opening Day Parade to be held on April 27, 2019 at 10:30AM** by Kevin Kalkut. It was seconded by Jim Lehan and so voted. All were in favor.

Barbara Bartholomew attended this evening to discuss Fales Pond and the options available she wanted to tidy up the Fales Park situation there was clarification needed on Fales Park Road.

She said she had spoken to Arthur Frontczak and she told him he and Jack had agreed that Fales Park Road ran from Main Street to the parking area. The town would be responsible from Main Street to the

parking area and the rest of the road would be the responsibility of the two owners. Jack had clarified this so she believes it is no longer an issue. Barbara discussed mud ruts in the roads and did not want any problems to arise. Jim said the DPW did take care of this issue and Jim wanted to make sure that it was taken care of. Jim asked Chief Stone if it was an accepted Road. Chief Stone said it was not an accepted Road and the Town does not own the Road and it would have to go on the Warrant to be accepted. Jim said it may be resolved conceptually but not legally.

Blythe asked if the owners would be willing to give the Town the easement she felt that we should have some right to use as defined. Jim said he would leave this to Kevin and Blythe offered to meet with Barbara separately so she could meet with the owners to try and resolve this issue. Blythe said generally towns are not able to do work on private property.

The second issue is property on Campbell Street the owner's son decided to sell or donate it to the Town. Barbara provided the history on this site. (See documents). The history of each sale related to the property was explained. She is looking for the yellow area (see document) she is asking the BOS to incorporate this piece of property into Fales Park. They want to place the new plaque that was damaged and move it out to this site. It was vandalized in 2018 and Jack provided the funding to replace the panel and she would like to have it installed this year. It will be located in an area that is not easily seen with the hope that it will not be vandalized again.

Warrants:

A motion was made by Kevin Kalkut to approve the following Warrants:

4/9/19 41V19 \$144,644.72 and 4/9/19 41VSA19 \$3,450.00

At 8:38PM a motion was made by Kevin Kalkut to adjourn the meeting. It was seconded by Jim Lehan and so voted. All were in favor.

Meeting adjourned at 8:38PM.

This is a true and accurate report of the Norfolk Board of Selectmen's meeting of March 27, 2019.

Kevin Kalkut, Clerk

Norfolk Board of Selectmen's Open Session Meeting Minutes September 24, 2019

Present: Kevin Kalkut; CiCi Van Tine; Christopher Wider; Blythe Robinson, Town Administrator.

The meeting was held in Room 124, Town Hall. Mr. Kalkut called the meeting to order at 4:30 p.m. Mr. Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

ACTION ITEMS

Please consider executing a contract with Erron Kinney as Fire Chief

Ms. Robinson gave an overview of the contract terms negotiated with Mr. Kinney. She also discussed the cost comparison that was developed to identify that the overall cost of this contract was quite similar to that which had been paid to Chief Bushnell.

Mr. Wider brought up several concerns he had about the contract. He indicated that he did not believe we had negotiated it within the parameters set because we had not monetized the value of the vehicle. Ms. Robinson noted that both chiefs would have use of a car, and the Town did not need to procure a car, that the cost comparison was only on the terms where the Town would pay the Chief. Mr. Wider stated that he believed the vehicle was worth \$10,000 per year. Ms. Van Tine noted that she was glad to see that the contract was changed so that the vehicle could only be used in state rather than what had been previously. Mr. Wider also expressed his concern about the salary level. Ms. Robinson answered that we had made a lower offer, but that Mr. Kinney received a counter offer from his current employer that we had to either match or withdraw and select another candidate. She explained the reasoning behind the final numbers. Mr. Wider also questioned some of the contract language regarding various items that the Board discussed.

A motion was made by Mr. Kalkut to execute a contract with Erron Kinney as Fire Chief. It was seconded by Ms. Van Tine and so voted. All were in favor.

Mr. Ed Haddad asked what type of salary benchmarking was used to determine compensation. Mr. Kalkut answered that we did analyze data for salaries of other chiefs as part of this process. He also asked if there was a comparison to what other departmental staff are paid. Ms. Robinson noted that the other employees were governed by a union contract which is separately negotiated.

Mr. Paul Denver asked when the STM warrant would be available. Ms. Robinson noted that the Board would receive a list of articles at the October 1st meeting, a draft warrant would be available on October 15th and the Board would execute it on October 29th. All will be available on the website.

Mr. Denver also asked about a status update on the police station given that the STM will be held November 19th. Mr. Kalkut answered that this is something everyone wants, and the Town is working on this with Town Counsel with urgency, but there is nothing we can report at this time.

At 5:10 p.m. A motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Mr. Wider, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, October 1, 2019 at 7:00 p.m.

This is a true and accurate report of the Board of Selectmen's Meeting of September 24, 2019.

CiCi Van Tine, Clerk