



**NORFOLK  
MASSACHUSETTS  
ANNUAL REPORT - 2018**

**Cover: Town Hall**

**Picture courtesy of Kim Morin Weineck**

TOWN OF NORFOLK  
148<sup>TH</sup> ANNUAL REPORT



YEAR ENDING DECEMBER 2018

# *IN MEMORIAM*

*Michael LaValley*

*January 11, 2018*

Recreation 1986-1990

Fire/Police Dispatcher 1988-2002

*Charles L. Manos*

*January 25, 2018*

KP Regional School Superintendent 1968-1970

Norfolk Elementary School Superintendent 1968-1984

*Frances Holman*

*February 24, 2018*

Library Trustee 1966-2006

Library Study Building Committee 1975-1980

125<sup>th</sup> Anniversary Committee 1994-1995

*Richard C. Connors*

*June 19, 2018*

Council on Aging 2011-2017

Community Preservation Committee 2006-2008

Old Fire Station Study Committee

Zoning By-Law Study Committee

*Randi Wilson*

*June 30, 2018*

Teacher at Freeman 1966-2001

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**ELECTED OFFICIALS**

**MODERATOR**

Jason Talerman 2019

**BOARD OF SELECTMEN**

James C. Lehan 2019  
 Jeffrey Palumbo 2020  
 Kevin Kalkut 2021

**TOWN CLERK**

Carol Greene 2020

**BOARD OF ASSESSORS**

Kathleen Mullineaux 2019  
 Carolyn Van Tine 2020  
 Andrew Bakinowski 2021

**BOARD OF HEALTH**

Jeffrey Kane 2019  
 Frances Sullivan 2020  
 Thomas Gilbert 2021

**LIBRARY TRUSTEES**

Kenneth W. Nelson 2019  
 Glenn Hill 2020  
 Patricia McCarty 2021

**NORFOLK SCHOOL COMMITTEE**

Thomas Doyle 2019  
 Jeffrey Curry 2020  
 Paul Cochran, Jr. 2020  
 Midora Champagne 2021  
 Jennifer Wynn 2021

**CONSTABLES**

Mark Flaherty 2019  
 Paul Terrio 2020

**HOUSING AUTHORITY**

Herbert Mores  
 Elizabeth Lehan 2020  
 Heidi Compagnone 2021  
 Robert Shannon 2023  
 Carol Greene (State Appointment)

**PLANNING BOARD**

Jennifer West 2019  
 Walter Byron 2019  
 Kevin Kalkut 2020  
 John Weddleton 2020  
 Erin Hunt 2021

**RECREATION COMMISSION**

Liza Carreiro 2019  
 Todd Lindmark 2019  
 Brendan Carty 2020  
 Mark Edwards 2020  
 William Ridgon 2021

**KING PHILIP REGIONAL SCHOOL COMMITTEE**

Kenneth Dow 2020  
 Michael Gee 2021

**APPOINTED TOWN OFFICERS**

**MODERATOR APPOINTMENTS**

**ADVISORY COMMITTEE**

Patrick Snead 2019  
 Joyce Terrio 2019  
 James Tomaszewski 2019  
 Margaret Drisko 2020  
 Jonathan Hurwitz 2020  
 Stephen McDonough 2020  
 Brian Beachkofski 2021  
 Arthur Frontczak 2021  
 Susan Klien 2021

**BOARD OF HEALTH APPOINTMENTS**

**BOARD OF HEALTH AGENTS**

Betsy Fijol 2019  
 Tom Houston 2019  
 Wade Saucier 2019  
 Carol Greene 2019  
 Mark Oram 2019  
**Animal Advisory Agent**  
 Hilary Cohen 2019  
**Emergency Preparedness Agent**  
 Ed Nolan 2019

**FINANCE DIRECTOR  
APPOINTMENTS**

**TREASURER/COLLECTOR**

Anne Marie Duggan

**ASSISTANT TREASURER**

Karen Tripp

**CHIEF ASSESSOR**

John Curran

**ASSISTANT TOWN ACCOUNTANT**

Theresa Knowles

**LIBRARY TRUSTEE  
APPOINTMENTS**

**LIBRARY DIRECTOR**

Libby O'Neill

**ASSOCIATE DIRECTOR**

Sharon Ward

**SENIOR YOUTH SERVICES LIBRARIAN**

Courtney Allen

**CHILDREN'S LIBRARIAN**

Meghan Malone

**YOUTH SERVICES LIBRARIAN**

Meghan Malone

**INFORMATION SYSTEMS ADMINISTRATOR**

John Spinney

**TECHNICAL SERVICES**

Kathy Astley

Tamara Dalton

**CIRCULATION SUPERVISOR**

Carolyn Iacoviello

**LIBRARY ASSOCIATES**

Elaine Burke

Emily Ellen

Matthew McCarthy

Deb McKinney

Alice Talerman

**TOWN CLERK APPOINTMENT**

**ASSISTANT TOWN CLERK**

Anthony Turi

**JOINT BOARD OF SELECTMEN CHAIRMAN,  
MODERATOR AND SCHOOL COMMITTEE  
CHAIRMAN APPOINTMENT**

**TRI-COUNTY VOCATIONAL TECHNICAL  
SCHOOL COMMITTEE**

Brian Mushnick

**BOARD OF SELECTMEN APPOINTMENTS**

**TOWN ADMINISTRATOR**

Jack Hathaway – Retired December, 2018

**TOWN COUNSEL**

Murphy, Hesse, Toomey and Lehan, P.C.

**PARKING CLERK**

Marian Harrington

**TOWN ADMINISTRATOR APPOINTMENTS**

**FINANCE DIRECTOR/TOWN ACCOUNTANT**

Todd Lindmark

**POLICE DEPARTMENT**

**CHIEF OF POLICE**

Charles H. Stone, Jr.

**DEPUTY CHIEF**

Jonathan M. Carroll, Sr.

**LIEUTENANTS**

Paul J. Murphy – retired

Robert Shannon

**SERGEANTS**

Timothy P. Heinz

Kevin Roake

David J. Eberle

Eric Van Ness

**REGULAR POLICE OFFICERS**

Thomas G. Degnim

Glen R. Eykel

Susan Fornaciari

James Hazeldine

Koren Kanadianian

James Lorusso

Samuel Webb

Michelle Palladini

Stephen K. Plympton - Retired

James Vinson

2020

**RESERVE POLICE OFFICERS**

Garin Eisele  
Robert Forsythe  
Robert Holst  
John Wayne  
Jason Keen  
Christopher Catalano  
Joseph Choiniere  
Ryan Jasset  
Daniel Mazzola, Jr.  
Nicholas Polisopoulos

**SPECIAL POLICE OFFICERS**

George Bent  
Hilary Cohen  
Garin Eisele  
Leo Ethier  
Christopher Halacy  
Jack Hathaway  
David Holt  
James Kozak  
David McConnell  
William Mouyos  
Edward Nolan  
Jason Romans  
Charles Stone, III  
George Willis

**POLICE CHAPLAINS**

Pastor Peter Hogleung, Emmanuel Baptist  
Pastor Scott Cousineau, Norfolk Federated  
Pastor Steven Zukas, St. Jude's

**POLICE COMMISSIONERS**

James Lehan  
Jeffrey Palumbo  
Kevin Kalkut

**POLICE MATRONS**

Pamela Cartin  
Hilary Cohen  
Kelly Quinlan

**POLICE/FIRE COMMUNICATIONS**

Joseph Castellano  
Garin Eisele  
Michael Milano  
William Mouyos  
Paul Altmeyer  
Kevin Brady  
Benjamin Campbell  
Kate Howarth  
Kathryn Jacobson  
Brendan Penttila  
Christopher Catalano

**FIRE DEPARTMENT**

**CHIEF OF FIRE DEPARTMENT**

Coleman C. Bushnell

**DEPUTY CHIEF**

Peter J. Petrushik

**LIEUTENANTS**

David C. Holmes, Jr.  
John F. Kelley  
Michael P. Findlen  
Douglas E. Johnston, III

**FIRE DEPARTMENT PERSONNEL**

Mark Amiot  
Kevin Brady  
Ryan Connolly  
William Getchell  
William Greaves, III  
Seth Hamilton  
Kate Howarth  
Jamie Masterson  
Thomas Newman  
Patrick Rockett  
Richard Yunker

**FOREST WARDEN**

Coleman C. Bushnell, Chief

**DEPARTMENT OF PUBLIC WORKS**

**DIRECTOR**

Robert J. McGhee

**BUILDING COMMISSIONER**

Robert J. Bullock, Jr.

**ZONING OFFICER**

Robert J. Bullock, Jr.

**FENCE VIEWER**

Robert J. Bullock, Jr.

**LOCAL INSPECTOR/ASS'T ZONING OFFICER**

Thomas Patnode

**ASSISTANT FENCE VIEWER**

Thomas Patnode

**INSPECTOR OF WIRES**

Peter Diamond

**ASSISTANT INSPECTOR OF WIRES**

Keith Carlson

**INSPECTOR OF GAS FITTINGS AND PLUMBING**

Paul Steeves

**ASSISTANT INSPECTOR OF GAS FITTING AND PLUMBING**

Jerry Smolinsky

**MECHANICAL INSPECTOR**

Michael Brogan

**ANIMAL CONTROL OFFICER**

Hilary Cohen

**EMERGENCY MANAGEMENT DIRECTOR**

Edward Nolan

**FIRE OFFICER**

Coleman C. Bushnell, Chief

**BOARDS-COMMISSIONS-COUNCILS****AUTHORIZED BY STATUTE OR BYLAW****APPOINTED BY THE BOARD OF SELECTMEN****BOARD OF APPEALS (ZONING)**

Joseph Sebastiano	2019
Donald Hanssen	2020
Michael Kulesza	2021
Christopher Wider	2022
Devin Howe	2023

**ASSOCIATE MEMBERS**

Robert Luciano	2019
Medora Champagne	2019

**COMMUNITY PRESERVATION COMMITTEE**

Paul Terrio, Precinct 2	2019
Cynthia Andrade, Precinct 3	2020
Peter Diamond, At Large	2020
Robert Paschke, Precinct 1	2021

**CONSERVATION COMMISSION**

Michelle Lauria (resigned)	2019
Thomas Norton (resigned)	2019
Patrick Tuohey (resigned)	2019
Bruce Jacobson	2020
James Wilson	2020
Alexandra Fraher	2021
David Turi	2021

**COUNCIL ON AGING**

Kathy Burkle	2019
Barbara Phillips	2019
Elisabeth Vallee	2019
Janice Axberg	2020
Gerald Calhoun	2020
James Wilson	2020
Deborah Grover	2021
Thomas Mirabile	2021
James Schweitzer	2021

**CULTURAL COUNCIL**

Cinci Andrade	2020
Lisa Banks	2020
Melissa Ennulat	2020
Michelle Quinn	2020
Kenneth Spitz	2020
Gary Sullivan, II	2020
Joseph Vickers	2020
Taylor McVay	2021
Charity Stolarz	2021

**DESIGN REVIEW BOARD**

David LaPointe	2019
Erin Hunt	2020

**HISTORICAL COMMISSION**

Sandra Paquette	2019
Mary Elizabeth Pyne	2019
Gail Sullivan	2019
Geraldine Tasker	2020
Barbara Bartholomew	2021
Marcia Johnston	2021
Betsey Whitney	2021
Thelma Ravinski (Associate Member)	

**METROPOLITAN AREA PLANNING COUNCIL**

Richard McCarthy	2019
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**MUNICIPAL AFFORDABLE HOUSING TRUST**

Scott Cousineau	2019
Mark Henney	2019
Thomas Cleverdon	2020
R. William Conklin	2020
Sandra Smith	2020

**NORFOLK COUNTY ADVISORY BOARD**

Patricia Saint Aubin	2019
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**REGISTRARS OF VOTERS**

Mary Sharkey – R	2019
David M. Rosenberg – D	2020
Kenneth Ralff – R	2021

**VETERANS SERVICES OFFICER**

R. William Conklin	2019
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**BOARDS AND COMMITTEES  
APPOINTED BY THE BOARD OF SELECTMEN****CORRECTIONS ADVISORY COMMITTEE**

Kevin Roche	2019
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**ENERGY COMMITTEE**

Larry Sullivan 2019  
James Wilkinson 2019  
Andrew Bakinowski 2020  
Emre Schveighoffer 2020

**INSURANCE ADVISORY COMMITTEE**

Scott Bragdon 2019  
Neil Cross 2019  
James Dyer 2019

**PUBLIC SAFETY BUILDING COMMITTEE**

James C. Lehan, Board of Selectmen  
Jack Hathaway, Town Administrator  
Charles H. Stone, Jr., Police Chief  
Coleman C. Bushnell, Fire Chief  
Matthew Haffner, Facilities Director  
Richard McCarthy, Town Planner  
George Cronin  
Michael Guidice  
Robert J. Bullock, Jr. Building Commissioner  
(ex-officio)

**TOWN GOVERNMENT STUDY COMMITTEE**

Anthony Kennedy 2019  
Kristen Balash 2020  
Chris Cleverdon 2020  
Robert Garrity 2020  
Jonathan Smith 2020  
Anthony Turi 2020

**SOUTH WEST AREA PLANNING COUNCIL**

Richard McCarthy, Town Planner 2019  
Robert Nicodemus 2019

**ZONING WORKING COMMITTEE**

Richard McCarthy, Town Planner  
James Lehan, Selectman – ex-Officio and non voting  
Chrisopher Wider, Zoning Board of Appeals  
Robert Bullock, Jr., Building Inspector  
John Weddleton, Conservation Commission  
Walter Byron, Planning Board  
Thomas Gilbert, Board of Health  
Peter Diamond, At-Large Member  
Erin Hunt, At-Large Member

**APPOINTMENT MADE JOINTLY BY BOARD OF SELECTMEN & PLANNING BOARD**

**PLANNING BOARD, ASSOCIATE MEMBER**

Gary Searle 2019



# **General Government**

## **BOARD OF SELECTMEN**

As is required by the Town of Norfolk Bylaws, it is our pleasure to join other Boards, Commissions, Committees and Councils in providing you with an Annual Report of the activities of the Board of Selectmen.

The members of the Board of Selectmen are the Town's Chief Executive Officers under State Law. Members of the Board are elected to three year terms. The terms of the Board are staggered such that one of the three positions is open for each election year. The meetings are held in room 124 of Town Hall and are open to the public. Our meetings are audio and video taped and are broadcast live on Comcast channel 22 and Verizon channels 41 and 42. Agendas are posted in Town and on our website at least 48 hours in advance of the meeting.

One of the primary responsibilities of the Board is the operational budget of the Town and to ensure that we operate in a fiscally responsible manner. The budget adopted in our annual spring meeting is developed by department heads and school committees, reviewed by the Board of Selectmen and Advisory Board, and presented to the voters for approval.

The primary sources of revenue available to the Town are State aid and real estate tax from residential, industrial and commercial sources. Additionally, the Town receives revenues from new growth, excise taxes and permitting fees. The Town's reserves known as our Stabilization Fund resides at an all-time high nearing \$2m. The Town has a AA+ Bond Rating which allows us to borrow at very competitive rates. Maintaining and increasing this rating continues to be a priority for the Board. We continue to monitor our resources and seek opportunities to share services with our neighboring communities.

Work towards the completion of the Town's new Police Station continued to be a major project in 2018. The Station is targeted to go on-line in May of 2019. Additionally our Regional Dispatch Center is on schedule to go active on May 6' 2019. This is an exciting project that has taken years to come to fruition. The Dispatch Center services Wrentham, Plainville, Franklin and Norfolk and will significantly increase our ability to meet the needs of our citizens. The police station is long overdue and we are grateful for the financial support of our citizens. The project was the first of its kind in that it incorporated a new police facility and dispatch center and the complexity of the project did result in cost overruns. We will continue to work through the financials as we must also look to complete a new fire facility as well.

We continue to be one of the safest communities in the State. Our police continue under the leadership of Chief Stone. We are all grateful for the professionalism of our police and their dedication to our community. Our fire professionals continue under the leadership of Chief Bushnell. Chief Bushnell announced his retirement. His leadership and dedication will be deeply missed. Under his direction he has transformed our fire professionals into a full ALS capability.

Our Department of Public Works under the leadership of Bob McGhee continues to make progress in maintaining our infrastructure. New developments will continue to strain our resources and provide challenges for years to come. Bob and his dedicated crew work tirelessly throughout the community to maintain our roads, recreation facilities and our Town Center. Their efforts frequently go unrecognized and we are grateful for their dedication to our community.

In May, the Board welcomed a new Selectman, Mr. Kevin Kalkut, to the Board. The Board reorganized and Jim Lehan became Chair, Jeff Palumbo became Vice Chair and Kevin Kalkut served as Clerk.

The Town Administrator, Jack Hathaway retired in December after serving the Town for 15 years. The Executive Assistant to the Town Administrator, Marian Harrington, retired in November after 30 years of service. Susan Jacobson served as interim Executive Assistant; and Nancy Langlois was hired as Senior Office Assistant.

The Board noted the loss of several citizens who have served our committee. Michael LaValley, Charles Manos, Frances Holman, Richard C. Connors and Randi Wilson. Each one helped shaped Norfolk as we enjoy it today.

We wish to thank all the volunteers who serve on our Boards and Committees. We are all citizens of Norfolk and their willingness to contribute their time and talent to help maintain and improve our committees does not go unnoticed. We are always in need of volunteers to serve. Any resident interested in serving, please feel free to contact our office.

Respectfully Submitted,

Jim Lehan, Chairman  
Jeff Palumbo, Vice Chairman  
Kevin Kalkut, Clerk

**ANNUAL REPORT OF THE  
TOWN CLERK**

2018 was a busy year in the Town Clerk's Office. With three elections: the Annual Town Election, the State Primary, and the State General Election, and two Town Meetings: Annual Town Meeting in May and the Special Town Meeting in November, there was plenty to keep us hopping.

I wish to express my appreciation to my Election and Town Meeting staff. Their dedication to the Town of Norfolk is clearly evident. My staff is well trained and knowledgeable with respect to their election and town meeting responsibilities and it is those qualities that provide the voters of the Town of Norfolk with smooth and successful elections.

I wish to express my sincere thanks to Norfolk's Assistant Town Clerk Anthony Turi. Our town is very lucky to have someone as reliable and knowledgeable as he is. He performs the role of Records Access Officer as well as his Assistant Town Clerk duties with a competence and dedication that is well above standard.

As always, I extend my appreciation and thanks to the staff of the Town of Norfolk Police Department and the School Department. The cooperation of these departments with mine is essential to running smooth elections and town meetings.

**VITAL STATISTICS  
Births: 110**

Boys – 54

Girls - 56

**Marriages:**

**January**

Walter Astin IV & James Morrison  
John Almquist & Lisa Fabiano

**April**

William Hill & Duchanh Nguyen  
Ryan Douglass & Sarah Gambon

**May**

Chad Chapin & Lynn Levinson  
Matthew Robbert & Katherine Lioy

**June**

Kevin Baker & Debra Riddoch  
Brian Chesmore & Audrey Stiles

**July**

James Zadrozny & Sandra D'Avignon  
John Ahigian & Allison Murphy

**August**

Shawn Raymond & Michelle Healey

Shilo Chaves & Cassandra Locke  
Anthony Harris Jr & Cayleigh Cooper-Noyes

**September**

Nathaniel Rivers & Emma Watson  
Maxwell Cotter & McKenzie Walters

**October**

Timothy Norton & Koren Bradford  
Kate Howarth & Debra Nelson  
John Gikas II & Kaitlin Berry  
Kian Habin & Amanda Sullivan

**November**

James Mattson & Stephanie Dowling

**December**

Philip Powers Jr. & Caitlin Davis  
William Gutfarb & Jidapa Wuthipitak  
Irbaz Hannan & Amra Massod

**Deaths:**

**January:**

Harold Fine, Knowell Greenwood, Michael Hovey, Michael Lavalley, Lucia Martino, Albert Rogers

**February:**

Mary Crehan, Philip Jones, Elaine Kane, George Mandoni, Lawrence Picone, Sandra Simole

**March:**

Alice O'Connell, Lowell Robinson

**April:**

Matthew Cox, Margaret Falcone, Christopher Rogers, Franklyn Whall

**May:**

Patricia Simmons, Bernardine Urquhart

**June:**

Richard Connors, Michael Forte, Gayle Flaherty, Joseph Johnson, Lois Rodi, Randi Wilson

**July:**

Nicholas Cullen, Richard Gunnoe, Richard Howard, Paul Lazarus, Marion Robinson

**August:**

Ann Benninghof, Dorothy Buckles, Virginia Carver, Gerard Martel, Mary Robbins, Albert Stivaletta

**September:**

Stephen Burns, Camelia Corbescu, Theresa Galler, Gordon Haine, Richard Simpson

**October:**

Ralph Candela

**November:**

Irene Leverone

**December:**

Vina Lang, Russell Proctor

**VOTER REGISTRATION**

The Town Clerk acting in the capacity as a Registrar of Voters held three late night voter registration sessions pursuant to Chapter 51, Section 28 of the Massachusetts General Laws during 2018. As-of December 31, 2018 there are 7,249 registered voters in the Town of Norfolk. A resident can register to vote or change their registration at my office in the Town Hall.

<b>Republican</b>	<b>1299 voters</b>
<b>Democrat</b>	<b>1381 voters</b>
<b>Unenrolled (Independent)</b>	<b>4531 voters</b>
<b>Other</b>	<b>388 voters</b>

**Official Results from the May 1<sup>st</sup>, 2018 Annual Town Election**

**Total Ballots Cast:** 946 voters or just over 13% of registered voters

<b>Selectmen</b>	<b>Votes</b>
Scott Bugbee	387
Kevin Kalkut	508

<b>Board of Assessors</b>	
Andy Bakinowski	681

<b>Board of Health</b>	
Thomas Gilbert	688

<b>Housing Authority</b>	
Robert Shannon	710

<b>KP School Committee</b>	
Peter (Mike) Gee	661

<b>Norfolk School Committee</b>	
Mark Flaherty	293

Medora Champagne	582
Jennifer Wynn	634

<b>Planning Board (3 year)</b>	<b>Votes</b>
Erin Hunt	665

<b>Planning Board (1 year)</b>	
Greg Damiano	644

<b>Recreation Commission</b>	
William Rigdon	675

<b>Library Trustee</b>	
Patti McCarty	74
Kum Kum Malik	37

**Ballot Question #1 - Shall the town vote to have its elected Town Clerk become an appointed Town Clerk?**

Yes	298
No	616

**Results from the September 4, 2018 Massachusetts State Primary**

<b>STATE PRIMARY VOTE STATISTICS</b>	
Eligible Registered Voters	7066
Ballots Cast	1697
Turnout	24.01 %
Absentee Ballots returned	81

<b>OFFICIAL DEMOCRATIC PARTY STATE PRIMARY RESULTS</b>	
<b>SENATOR IN CONGRESS</b>	<b>Votes</b>
Elizabeth Warren	723
Write-in	23
<b>GOVERNOR</b>	
Jay M. Gonzalez	450
Bob Massie	224
Write-in	14
<b>LT. GOVERNOR</b>	
Quentin Palfrey	401
Jimmy Tingle	279
Write-in	3
<b>ATTORNEY GENERAL</b>	<b>Votes</b>
Maura Healey	753
Write-in	13
<b>SECRETARY OF STATE</b>	
William Francis Galvin	605
Josh Zakim	218
Write-in	1
<b>TREASURER</b>	
Deborah B. Goldberg	676
Write-in	4
<b>AUDITOR</b>	
Suzanne M. Bump	664

Write-in	7
<b>REPRESENTATIVE IN CONGRESS</b>	
Joseph P. Kennedy III	773
Gary J. Rucinski	61
Write-in	1
<b>COUNCILLOR</b>	
Robert L. Jubinville	617
Write-in	4
<b>SENATOR IN GENERAL COURT</b>	
Kristopher K. Aleksov	27
Jacqueline S. Katz	628
Rebecca L. Rausch	122
Write-in	3
<b>REPRESENTATIVE IN GENERAL COURT</b>	<b>Votes</b>
Brian P. Hamlin	708
Write-in	4
<b>DISTRICT ATTORNEY</b>	
Michael W. Morrissey	672
Write-in	5
<b>CLERK OF COURTS</b>	
Walter F. Timilty, Jr	663
Write-in	4
<b>REGISTER OF DEEDS</b>	
William P. O'Donnell	673

Write-in	4
<b>COUNTY COMMISSIONER</b>	
Peter H. Collins	638
Write-in	4
<b>COUNTY TREASURER</b>	
James E. Timilty	667
Write-in	3

<b>ATTORNEY GENERAL</b>	
James R. McMahon III	370
Daniel L. Shores	298
Write-in	3
<b>SECRETARY OF STATE</b>	
Anthony M. Amore	569
Write-in	6
<b>TREASURER</b>	
Keiko M. Orrall	553
Write-in	3
<b>AUDITOR</b>	<b>Votes</b>
Helen Brady	551
Write-in	3
<b>REPRESENTATIVE IN CONGRESS</b>	
Write-in	64
<b>COUNCILLOR</b>	
Write-in	50
<b>SENATOR IN GENERAL COURT</b>	
RICHARD J ROSS	672
Write-in	5
<b>REPRESENTATIVE IN GENERAL COURT</b>	
SHAWN C DOOLEY	702
Write-in	15

<b>OFFICIAL REPUBLICAN PARTY STATE PRIMARY RESULTS</b>	
<b>SENATOR IN CONGRESS</b>	<b>Votes</b>
Geoff Diehl	365
John Kingston	206
Beth Joyce Lindstrom	225
Write-in	2
<b>GOVERNOR</b>	
Charles D. Baker	588
Scott D. Lively	242
Write-in	1
<b>LT. GOVERNOR</b>	
Karyn E. Politio	628
Write-in	11

<b>DISTRICT ATTORNEY</b>	
Write-in	34
<b>CLERK OF COURTS</b>	
Write-in	33
<b>REGISTER OF DEEDS</b>	
Write-in	33
<b>COUNTY COMMISSIONER</b>	
Write-in	31
<b>COUNTY TREASURER</b>	
Write-in	36

<b>OFFICIAL LIBERTARIAN PARTY STATE PRIMARY RESULTS</b>	
<b>SENATOR IN CONGRESS</b>	
Write-in	3
<b>GOVERNOR</b>	
Write-in	3
<b>LT. GOVERNOR</b>	
Write-in	1
<b>ATTORNEY GENERAL</b>	
Write-in	1

<b>SECRETARY OF STATE</b>	
Write-in	2
<b>TREASURER</b>	
Write-in	1
<b>AUDITOR</b>	
Daniel Fishman	1
Write-in	1
<b>REPRESENTATIVE IN CONGRESS</b>	
Write-in	1
<b>COUNCILLOR</b>	<b>Votes</b>
Write-in	0
<b>SENATOR IN GENERAL COURT</b>	
Write-in	2
<b>REPRESENTATIVE IN GENERAL COURT</b>	
Write-in	0
<b>DISTRICT ATTORNEY</b>	
Write-in	0
<b>CLERK OF COURTS</b>	
Write-in	0
<b>REGISTER OF DEEDS</b>	
Write-in	0

<b>COUNTY COMMISSIONER</b>	
Write-in	0
<b>COUNTY TREASURER</b>	
Write-in	0

**Results from the November 6, 2018  
Massachusetts State Election**

<b>General Election Voter Statistics</b>			
Voting Age Population of Norfolk (estimated)	8600		
Registered Voters (as of 11/6/18)	7220		
Percentage Registered to vote	83.953%		
Registered Voters (as of 10/6/18)	7220		
Total Ballots Cast	5315		
Registered Voter Turnout	73.615%		
Absentee Ballots Sent	314		
Absentee Ballots Returned	255		
Absentee Ballot return rate	81.210%		
Percentage of vote cast by Absentee Ballot	4.798%		
Early Ballots Cast	1451		

Percentage of vote cast by Early Ballot	27.300%		
<b>Official General Election Results</b>			
<b>Senator in Congress</b>	<b>Votes</b>	<b>% of vote</b>	
Elizabeth A. Warren	2421	45.550	
Geoff Diehl	2623	49.351	
Shiva Ayyadurai	193	3.631	
Blanks	73	1.373	
Write in	5	0.094	
<b>Governor and Lieutenant Governor</b>	<b>Votes</b>	<b>% of vote</b>	
Baker/Polito	4049	76.181	
Gonzalez/Palfrey	1105	20.790	
Blanks	146	2.747	
Write in	15	0.282	
<b>Attorney General</b>	<b>Votes</b>	<b>% of vote</b>	
Maura Healey	3134	58.965	
James R McMahon III	2074	39.022	
Blanks	106	1.994	
Write In	1	0.019	
<b>Secretary of State</b>	<b>Votes</b>	<b>% of vote</b>	
William Galvin	3331	62.672	
Anthony Amore	1706	32.098	
Juan Sanchez Jr	102	1.919	
Blanks	175	3.293	

Write In	1	0.019
<b>Treasurer</b>	<b>Votes</b>	<b>% of vote</b>
Deborah Goldberg	2880	54.186
Keiko Orrall	2051	38.589
Jamie Guerin	92	1.731
Blanks	290	5.456
Write in	2	0.038
<b>Auditor</b>	<b>Votes</b>	<b>% of vote</b>
Suzanne Bump	2579	48.523
Helen Brady	2153	40.508
Daniel Fishman	209	3.932
Edward Stamas	63	1.185
Blanks	306	5.757
Write in	5	0.094
<b>Representative in Congress</b>	<b>Votes</b>	<b>% of vote</b>
Joseph Kennedy III	3641	68.504
Blanks	1529	28.768
Write in	145	2.728
<b>Councillor</b>	<b>Votes</b>	<b>% of vote</b>
Robert Jubinville	3377	63.537
Blanks	1854	34.882
Write in	84	1.580
<b>Senator in General Court</b>	<b>Votes</b>	<b>% of vote</b>
Richard J. Ross	3135	58.984
Rebecca Rausch	1990	37.441
Blanks	184	3.462

Write in	6	0.113
<b>Representative in General Court</b>	<b>Votes</b>	<b>% of vote</b>
Shawn C. Dooley	2993	56.312
Brian Hamlin	2188	41.167
Blanks	129	2.427
Write in	5	0.094
<b>District Attorney</b>	<b>Votes</b>	<b>% of vote</b>
Michael Morrissey	3546	66.717
Blanks	1698	31.947
Write In	71	1.336%
<b>Clerk of Courts</b>	<b>Votes</b>	<b>% of vote</b>
Walter Timilty Jr	3504	65.927
Blanks	1737	32.681
Write In	74	1.392
<b>Register of Deeds</b>	<b>Votes</b>	<b>% of vote</b>
William O'Donnell	3593	67.601
Blanks	1658	31.195
Write In	64	1.204
<b>County Commissioner</b>	<b>Votes</b>	<b>% of vote</b>
Peter Collins	3445	64.817
Blanks	1800	33.866
Write in	70	1.317
<b>County Treasurer</b>	<b>Votes</b>	<b>% of vote</b>
James E. Timilty	3300	62.088
Blanks	1953	36.745

Write in	62	1.167
<b>Question 1</b>	<b>Votes</b>	<b>% of vote</b>
Yes	1339	25.193
No	3880	73.001
Blanks	96	1.806
<b>Question 2</b>	<b>Votes</b>	<b>% of vote</b>
Yes	3517	66.171
No	1606	30.216
Blanks	192	3.612

<b>Question 3</b>	<b>Votes</b>	<b>% of vote</b>
Yes	3369	63.387
No	1844	34.694
Blanks	102	1.919

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***Minutes from the Annual Town Meeting  
May 8, 2018***

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**NORFOLK, ss.  
ANNUAL TOWN MEETING MINUTES – MAY 8, 2018**

On Tuesday, the 8th day of May 2018, at 7:06 p.m. Moderator Jason Talerma called Annual Town Meeting to order. This meeting was held at the King Philip Middle School, 18 King Street, Norfolk, MA 02056.

Mr. Moderator declared the warrant duly posted and waived the reading of the warrant.

Norfolk Boy Scouts from Troop 80: Jason Collentro, Nate Gebhard, Jackson Henry, Ben Simmons, Alex Stock, Kevin O'Neill, Thomas Laight, Dylan Morrison, Nick Dadasis, and Adrian Mercado led the audience in the Pledge of Allegiance.

Mr. Moderator called for a moment of silence for residents Peter O'Loughlin, John Oliveri, Patricia Seeley Michel, John Holmes, Harvard Nasuti, John Robbins Jr, Michael LaValley, Charles Monos, and Fran Holman, who have passed away during the previous year and were being remembered for their service to the town.

Introductions were made; Town Clerk – Carol Greene, Assistant Town Clerk – Anthony Turi, Town Administrator – Jack Hathaway, Finance Director – Todd Lindmark, Board of Selectmen – James Lehan and Kevin Kalkut, Town Counsel – David DeLuca from Murphy Hesse Toomey and Lehan LLP, the Advisory Committee: Chairman Stephen McDonough, Patrick Snead, Joyce Terrio, Margaret Drisko, Jonathan Hurwitz, Arthur Frontczak, and James Tomaszewski.

Selectman James Lehan announced the two newest additions to the special recognition plaques for residents who have been great service to the Town of Norfolk: Richard Connors and Fran Holman. A moment of silence was observed.

Town Administrator Jack Hathaway presented a third plaque for special recognition to James Lehan for his many years of dedicated service.

Moderator Talerman gave instructions to the citizens in attendance on the rules of Town Meeting.

There were 163 registered voters and 24 visitors in attendance.

**The warrant, with comments, Advisory Board recommendations and final votes are as follows:**

**GREETINGS:**

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2, and 3, to assemble in the designated polling places in the Freeman-Kennedy School, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, May 1, 2018, at 7:00 a.m., for the election of town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Tuesday, May 8, 2018 at 7:00 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056, for the adjourned business session of the Annual Town Meeting, then and there to act on the following articles commencing with Article 2, viz:

**ARTICLE 1**

**Submitted by the Town Clerk**

To choose by ballot, the following Town officers: One Selectman for a three year term; one Assessor for a three year term; one Board of Health member for a three year term; one Housing Authority member for a five year term; one Library Trustee for a three year term; one Planning Board member for a three year term; one Planning Board member for a one year term; one Recreation Commission member for a three year term; two Norfolk School Committee members for three year terms; one King Philip School Committee member for a three year term.

**Town Administrator's Comments**

Article 1 is the Election, which this year includes the election of Town Officials and one ballot question. The Election was held on May 1, 2018

**ARTICLE 2 IP-unanimous**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

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

**The Advisory Committee recommends Indefinite Postponement of this article**

**ARTICLE 3 passed-unanimous**

**Submitted by the Board of Selectmen**

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to be added to departmental budgets and appropriations for the fiscal year ending on June 30, 2018; or take any other action relative thereto.

**Town Administrator's Comments**

Article 3 is the Transfer article and asks for authorization to adjust budgets for the current fiscal year. The anticipated transfer list is at the end of this booklet.

**The Advisory Committee recommends approval of the transfers as provided.**

ANNUAL TOWN MEETING May 8, 2018			
<b>FY 18 DEPARTMENTAL TRANSFERS</b>			Article # 3
<b>FROM</b>	Free Cash	\$91,000.00	
	Advisory Board Reserve	\$38,000.00	
<b>TO</b>	Fire Department - Salaries		\$40,000.00
	Building Dept - Salaries		\$15,000.00
	Facilities Maint - Elec Expenses		\$49,000.00
	Zoning Board Expenses		\$29,000.00
	<b>Total</b>	<b>\$129,000.00</b>	<b>\$129,000.00</b>
<b>CAPITAL BORROWING AUTHORIZATION</b>			Article # 9
	Ambulance Borrowing	\$295,000.00	
	Ambulance		\$265,000.00
	Ambulance Software and Systems		\$30,000.00
<b>WATER CAPITAL BORROWING AUTHORIZATION</b>			Article # 10
	Borrowing Authorization	\$2,600,000.00	
	Holbrook Street Well Project		\$2,600,000.00

**ARTICLE 4 passed-unanimous**

**Submitted by the Town Administrator**

To see if the Town will vote to amend the Town of Norfolk Board of Selectmen’s Human Resource Policy, Schedule B. COMPENSATION SCHEDULE by applying a general increase of 1.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2018; or take any other action relative thereto.

**Town Administrator’s Comments**

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

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

The 1.5% increase in the compensation schedule referenced by this article applies to a small number of town employees who are not covered by either collective bargaining agreement or an individual contract.

**ARTICLE 5 passed-declared 2/3**

**Submitted by the Board of Selectmen**

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, Section 108; and further to see what sum of money the Town will raise and appropriate, transfer from any available source of funds, borrow or bond, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing on July 1, 2018; or take any other action relative thereto.

**Town Administrator’s Comments**

Article 5 is the General Fund budget, included at the end of this document

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

The proposed budget for the fiscal year ending June 30, 2019 is \$38,312,580 as well as \$2,738,654 is previously approved excluded debt. The increase to the operating budget is \$1,560,447 or 4.2%. Available revenue has increased by 4.35%, consisting of the following three main categories:  
 Revenue from Personal and Property Taxes (increase of \$1,291,459)  
 Local Receipts including Fees, Excise taxes and fines (increase of \$112,500)  
 State Aid (increase of \$114,418)  
 The Town has free cash available of \$684,263. For FY19, it is proposed that \$380,000 be applied towards funding the budget.

Major expense components of the FY19 budget include increases in the following areas:

- 1) The \$432,000 for the Norfolk Elementary Schools reflecting a 3.65% increase. The budget represents a level service budget with most of the increase going to contractual salary obligations, the addition of a part-time speech and language pathologist, a part-time therapeutic teacher at the Freeman-Kennedy School, and a part-time paraprofessional staff member to work with students identified as English Language Learners.
- 2) The \$329,330 for the King Philip Middle and High Schools, representing approximately a 4% increase in our assessment for FY19. Norfolk's assessment increased from \$8,196,530 to \$8,524,390. Last year, the state funding formula benefitted Norfolk, but for FY19, Norfolk had the highest percentage increase in the request from King Philip with a 7.21% increase in the assessment.
- 3) The Police Department Budget would increase 5.4% in FY19, or \$136,185. These increases are mainly salary-driven, and include having staff available to cover the new station.
- 4) Health insurance costs increase by 3.5%, or \$81,000.00
- 5) Contributions to the Norfolk County Retirement System have increased by 6.3% or \$121,639.

<b>Town of Norfolk - Fiscal 2019 General Fund Budget</b>					
		<b>FY18 Budget</b>	<b>FY 19 Requested</b>	<b>Change</b>	<b>%</b>
<b>GENERAL GOVERNMENT</b>					
<b>Selectmen/Town Admin.</b>					
	Salary	\$257,600	\$270,000		
	Expense	\$26,850	\$31,600		
	<b>Total</b>	<b>\$284,450</b>	<b>\$301,600</b>	\$17,150	<b>6.0</b>
<b>Advisory</b>					
	Salary	\$7,500	\$7,500		
	Expense	\$7,000	\$7,000		
	<b>Sub Total</b>	<b>\$14,500</b>	<b>\$14,500</b>		
	Reserve Fund	\$75,000	\$50,000		
	<b>Advisory Board Total</b>	<b>\$89,500</b>	<b>\$64,500</b>	(\$25,000)	<b>27.9</b>
<b>Municipal Finance</b>					
	Salary	\$608,192	\$603,656		
	Expense	\$148,431	\$153,613		
	Audit	\$40,000	\$36,000		
	<b>Total</b>	<b>\$796,623</b>	<b>\$793,269</b>	(\$3,354)	<b>-0.4</b>
<b>Board of Assessors</b>					
	Salary	\$0	\$0		
	Recertification	\$6,000	\$6,000		
	Expense	\$1,700	\$2,000		
	<b>Total</b>	<b>\$7,700</b>	<b>\$8,000</b>	\$300	<b>3.9</b>

<b>Town Counsel</b>	Expense	\$75,000	\$95,000		
	Total	<b>\$75,000</b>	<b>\$95,000</b>	\$20,000	<b>26.7</b>
<b>Human Resources</b>	Salary	\$96,810	\$102,980		
	Expense	\$1,000	\$1,000		
	Total	<b>\$97,810</b>	<b>\$103,980</b>	\$6,170	<b>6.3</b>
<b>Information Technology</b>	Salary	\$117,397	\$122,093		
	Expenses	\$70,000	\$100,356		
	Total	<b>\$187,397</b>	<b>\$222,449</b>	\$35,052	<b>18.7</b>
<b>Tax Title/Foreclosure</b>	Expense	\$12,000	\$15,000		
	Total	<b>\$12,000</b>	<b>\$15,000</b>	\$3,000	<b>25.0</b>
<b>Facilities Management</b>	Salary	\$173,472	\$241,533		
	Expense	\$452,350	\$621,894		
	Total	<b>\$625,822</b>	<b>\$863,426</b>	\$237,604	<b>38.0</b>
<b>(INFORMATIONAL)</b>	Expense	\$11,800	\$13,800	\$2,000	<b>16.9</b>
	Town Hall	\$59,000	\$67,074	\$8,074	<b>13.7</b>
	DPW	\$0	\$34,556	\$34,556	<b>0.0</b>
	Senior Center	\$33,300	\$39,800	\$6,500	<b>19.5</b>
	Old Town Hall & Garage	\$500	\$2,000	\$1,500	<b>300.</b>
	Fire Station	\$44,000	\$50,578	\$6,578	<b>14.9</b>
	Police Station	\$0	\$62,886	\$62,886	<b>100.</b>
	Solar Power Generation	\$130,000	\$170,000	\$40,000	<b>30.8</b>
	Elementary Maintenance	\$72,250	\$84,750	\$12,500	<b>17.3</b>
	Library	\$39,000	\$46,450	\$7,450	<b>19.1</b>
	Major Maintenance	\$32,500	\$50,000	\$17,500	<b>53.8</b>
	<b>Sub-Total</b>	<b>\$422,350</b>	<b>\$621,894</b>	<b>\$199,544</b>	<b>47.2</b>
<b>Town Clerk Elections Voter Registration</b>	Salary	\$106,063	\$136,132		
	Expense	\$25,580	\$31,260		
	Total	<b>\$131,643</b>	<b>\$167,392</b>	<b>\$35,749</b>	<b>27.2</b>
<b>Wetlands - 2074</b>	Salary	\$16,250	\$16,838		
	Total	<b>\$16,250</b>	<b>\$16,838</b>	<b>\$588</b>	<b>3.6</b>
<b>Planning Board</b>	Expense	\$10,000	\$10,000		
	Total	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>0.0</b>
<b>Land Use</b>	Salary	\$229,250	\$257,725		

<b>Department</b>					
	Expense	\$19,100	\$17,100		
	Total	<b>\$248,350</b>	<b>\$274,825</b>	<b>\$26,475</b>	<b>10.7</b>
<b>Town Reports</b>	Expense	\$2,000	\$2,000		
	Total	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$0</b>	<b>0.0</b>
<b>GENERAL GOVERNMENT</b>		<b>\$2,568,295</b>	<b>\$2,921,441</b>	<b>\$353,146</b>	<b>13.8</b>
<b>PUBLIC SAFETY</b>					
<b>Police</b>	Salary	\$2,415,399	\$2,516,834		
	Expense	\$152,950	\$158,250		
	Total	<b>\$2,568,349</b>	<b>\$2,675,084</b>	<b>\$106,735</b>	<b>4.2</b>
<b>Fire &amp; Ambulance</b>	Salary	\$1,556,723	\$1,585,707		
	Expense	\$127,932	\$86,700		
	Total	<b>\$1,684,655</b>	<b>\$1,672,407</b>	<b>(\$12,248)</b>	<b>-0.7</b>
	Expense	\$20,000	\$20,000		
<b>Ambulance Billing</b>	Total	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>	<b>0.0</b>
<b>Building Dept.</b>	Salary	\$301,063	\$347,029		
	Expense	\$10,000	\$12,200		
	Total	<b>\$311,063</b>	<b>\$359,229</b>	<b>\$48,166</b>	<b>15.5</b>
<b>Weights &amp; Measures</b>	Salary	\$0	\$0		
	Expense	\$1,000	\$1,000		
	Total	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>0.0</b>
<b>Emergency Management</b>	Salary	\$700	\$700		
	Expense	\$900	\$900		
	Total	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$0</b>	<b>0.0</b>
<b>Animal Inspector</b>	Salary	\$2,420	\$2,517		
	Expense	\$200	\$2,505		
	Total	<b>\$2,620</b>	<b>\$5,022</b>	<b>\$2,402</b>	<b>91.7</b>
<b>Animal Control</b>	Salary	\$55,604	\$67,879		
	Expense	\$6,000	\$8,000		
	Total	<b>\$61,604</b>	<b>\$75,879</b>	<b>\$14,275</b>	<b>23.2</b>
<b>Fire/Police Comm</b>	Salary	\$296,003	\$150,000		
	Regional	\$32,000	\$184,000		
	Expense	\$11,100	\$6,000		
	Total	<b>\$339,103</b>	<b>\$340,000</b>	<b>\$897</b>	<b>0.3</b>

<b>Total Public Safety</b>		<b>\$4,989,994</b>	<b>\$5,150,221</b>	<b>\$160,227</b>	<b>3.2</b>
<b>EDUCATION</b>					
	<b>Norfolk Elementary</b>	<b>\$11,831,222</b>	<b>\$12,263,361</b>	\$432,139	<b>3.7</b>
	<b>King Philip Regional (Operating)</b>	<b>\$8,196,530</b>	<b>\$8,524,390</b>	\$427,860	<b>5.22</b>
	<b>King Philip Regional (Stabilization Transfer)</b>	<b>\$0</b>	<b>\$100,000</b>		
	<b>Turf Assessment</b>	<b>\$66,636</b>	<b>\$68,106</b>	<b>\$1,470</b>	<b>2.2</b>
	<b>Norfolk Agricultural School</b>	<b>\$19,610</b>	<b>\$20,394</b>	<b>\$784</b>	<b>4.0</b>
	<b>Tri-County</b>	<b>\$466,841</b>	<b>\$454,072</b>	<b>(\$12,769)</b>	<b>-2.7</b>
	<b>Total Education</b>	<b>\$20,580,839</b>	<b>\$21,430,323</b>	<b>\$849,484</b>	<b>4.1</b>
<b>PUBLIC WORKS</b>					
<b>DPW</b>					
<b>Administration</b>	Salary	\$156,771	\$162,724		
	Expense	\$83,128	\$68,572		
	<b>Total</b>	<b>\$239,899</b>	<b>\$231,296</b>	<b>(\$8,603)</b>	<b>-3.6</b>
<b>Highway</b>	Salary	\$237,180	\$244,301		
	Expense	\$144,000	\$147,000		
	<b>Total</b>	<b>\$381,180</b>	<b>\$391,301</b>	<b>\$10,121</b>	<b>2.7</b>
<b>Vehicle Maintenance</b>	Salary	\$150,594	\$152,142		
	Expense	\$160,605	\$148,714		
	<b>Total</b>	<b>\$311,199</b>	<b>\$300,856</b>	<b>(\$10,343)</b>	<b>-3.3</b>
<b>Grounds Municipal</b>	Salary	\$256,527	\$264,723		
	Expense	\$46,720	\$52,150		
	<b>Total</b>	<b>\$303,247</b>	<b>\$316,873</b>	<b>\$13,626</b>	<b>4.5</b>
<b>Grounds - Cemetery</b>	Salary	\$18,660	\$19,340		
	Expense	\$10,000	\$10,000		
	<b>Total</b>	<b>\$28,660</b>	<b>\$29,340</b>	<b>\$680</b>	<b>2.4</b>
<b>Custodian of Veteran Graves</b>	Salary	\$0			
	Expense	\$4,018	\$4,018		
	<b>Total</b>	<b>\$4,018</b>	<b>\$4,018</b>	<b>\$0</b>	<b>0.0</b>

<b>Total Public Works</b>		<b>\$1,268,203</b>	<b>\$1,273,684</b>	<b>\$5,481</b>	<b>0.4</b>
<b>SHARED/FIXED COSTS (Administered by DPW)</b>					
<b>Road Program</b>	<b>Total</b>	<b>\$1</b>	<b>\$1</b>	<b>\$0</b>	<b>0.0</b>
<b>Non - Appropriated Funds Road Program (Chapter 90)</b>		<b>\$393,086</b>	<b>\$391,645</b>		
<b>Landfill</b>	Expense	\$97,775	\$100,210		
	<b>Total</b>	<b>\$97,775</b>	<b>\$100,210</b>	\$2,435	<b>2.5</b>
<b>Snow &amp; Ice</b>	Expense	\$250,000	\$250,000		
	<b>Total</b>	<b>\$250,000</b>	<b>\$250,000</b>	\$0	<b>0.0</b>
<b>Street Lighting</b>	Expense	\$5,700	\$5,700		
	<b>Total</b>	<b>\$5,700</b>	<b>\$5,700</b>	\$0	<b>0.0</b>
<b>Town Vehicle Fuel</b>	Expense	\$87,046	\$87,046		
	<b>Total</b>	<b>\$87,046</b>	<b>\$87,046</b>	\$0	<b>0.0</b>
<b>Total Shared / Fixed Costs</b>		<b>\$440,522</b>	<b>\$442,957</b>	<b>\$2,435</b>	<b>0.6</b>
<b>Transfer Station</b>					
<b>Transfer Station</b>	Salary	\$236,659	\$239,942		
	Expense	\$151,287	\$163,287		
	<b>Total</b>	<b>\$387,946</b>	<b>\$403,229</b>	<b>\$15,283</b>	<b>3.9</b>
<b>Total Transfer Station</b>		<b>\$387,946</b>	<b>\$403,229</b>	<b>\$15,283</b>	<b>3.9</b>
<b>HUMAN SERVICES</b>					
<b>Board of Health</b>	Salary				
	Expense	\$17,875	\$18,875		
	<b>Total</b>	<b>\$17,875</b>	<b>\$18,875</b>	<b>\$1,000</b>	<b>5.6</b>
<b>Special Programs</b>	SNCARC	\$4,025	\$4,025		
	<b>Total</b>	<b>\$4,025</b>	<b>\$4,025</b>	<b>\$0</b>	<b>0.0</b>
<b>Council on Aging</b>	Salary	\$158,256	\$145,396		
	Expense	\$5,439	\$10,000		
	<b>Total</b>	<b>\$163,695</b>	<b>\$155,396</b>	<b>(\$8,299)</b>	<b>-5.1</b>
<b>Veteran's Services</b>	Salary	\$7,200	\$7,200		
	Expense	\$27,000	\$27,000		
	<b>Total</b>	<b>\$34,200</b>	<b>\$34,200</b>	<b>\$0</b>	<b>0.0</b>
<b>Total Human</b>		<b>\$219,795</b>	<b>\$212,496</b>	<b>(\$7,299)</b>	<b>-3.3</b>

<b>Services</b>					
<b>CULTURE AND RECREATION</b>					
<b>Library</b>	Salary	\$421,818	\$444,839		
	Expense	\$165,546	\$168,933		
	<b>Total</b>	<b>\$587,364</b>	<b>\$613,772</b>	\$26,408	<b>4.5</b>
<b>Recreation</b>	Salary	\$107,594	\$111,938		
	Expense	\$1,610	\$1,610		
	<b>Total</b>	<b>\$109,204</b>	<b>\$113,548</b>	\$4,344	<b>4.0</b>
<b>Historical Commission</b>	Expense	\$250	\$250		
	<b>Total</b>	<b>\$250</b>	<b>\$250</b>	\$0	<b>0.0</b>
<b>Memorial Day</b>	Expense	\$2,750	\$2,500		
	<b>Total</b>	<b>\$2,750</b>	<b>\$2,500</b>	(\$250)	<b>-9.1</b>
<b>Total Culture &amp; Rec.</b>		<b>\$699,568</b>	<b>\$730,070</b>	<b>\$30,502</b>	<b>4.4</b>
<b>FIXED COSTS</b>					
	Employee Benefits	\$4,632,855	\$4,847,729	\$214,874	<b>4.6</b>
	Building/Liability Insurance	\$350,000	\$360,000	\$10,000	<b>2.9</b>
<b>Total Fixed Costs</b>		<b>\$4,982,855</b>	<b>\$5,207,729</b>	<b>\$224,874</b>	<b>4.5</b>
<b>DEBT SERVICE</b>					
	Non - Exempt Debt Service	\$694,374	\$640,429	(\$53,945)	<b>-7.8</b>
<b>Total Local Debt Service</b>		<b>\$694,374</b>	<b>\$640,429</b>	<b>(\$53,945)</b>	<b>-7.8</b>
<b>TOTAL OPERATING BUDGET WITHOUT EXEMPT DEBT</b>					
		<b>\$36,832,391</b>	<b>\$38,412,580</b>	<b>\$1,580,189</b>	<b>4.3</b>
<b>EXEMPT DEBT</b>		<b>\$36,832,391</b>	<b>\$38,412,580</b>	<b>\$1,580,189</b>	<b>4.3</b>
	<b>Local</b>	<b>\$1,672,199</b>	<b>\$2,066,679</b>		
	<b>King Philip</b>	<b>\$681,485</b>	<b>\$671,975</b>		
	<b>Total - Exempt Debt</b>	<b>\$2,353,684</b>	<b>\$2,738,654</b>		
<b>Grand Total</b>		<b>\$39,186,076</b>	<b>\$41,151,235</b>		
<b>REVENUES</b>					
	Municipal Tax Revenue		\$29,874,789		
	Local Receipts		\$3,772,000		
	State Aid		\$4,260,792		

Debt Exclusion	\$2,738,654	
Other Sources	\$505,000	
<b>Total Operating Budget Sources</b>		<b>\$41,151,235</b>
<b>Surplus / (Deficit)</b>	<b>(\$0)</b>	

**ARTICLE 6 passed-unanimous Submitted by the Board of Selectmen**

To see what sum of money the Town will vote to transfer from Department of Public Works Water Division revenues to fund the Water Division Enterprise Fund’s maintenance, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2018; or take any other action relative thereto.

**Town Administrator’s Comments**  
 Article 6 is the Water Division “Enterprise Fund” budget. This budget is funded from Water Division revenue, included at the end of this document

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

This year’s budget \$1,582,088 for the Water Division of the Norfolk Department of Public Works is \$48,557 lower than last year’s budget, a 3% decrease.

**ARTICLE 7 passed-unanimous Submitted by the Board of Selectmen**

To see what sum of money the Town will vote to transfer from Department of Public Works Sewer Division revenues to fund the Sewer Division maintenance, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2018; or take any other action relative thereto.

**Town Administrator’s Comments**  
 Article 7 is the Sewer Division “Enterprise Fund” budget. This budget is funded from Sewer Division revenue, included at the end of this document

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

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

**ARTICLE 8 IP passed-unanimous Submitted by the Board of Selectmen**

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

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

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

**ARTICLE 9 passed-unanimous Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 9 is intended to request authorization to purchase capital items through debt funding. The Town is seeking authorization to purchase a new ambulance and related technology equipment. We anticipate paying this debt through future ambulance revenue.

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

This article pertains to the purchase of the capital items to be funded by borrowing. The repayments will be funded through the Town's Ambulance Receipts Fund. The amount to be borrowed is \$295,000 for the purchase of a new ambulance. The Town currently has two ambulances. This purchase will replace the older of the two ambulances. The ambulance to be replaced is significantly past its useful life and is prone to down-time and repairs. It no longer makes sense to extend the life of this vehicle and we need two ambulances in order to maintain the expected level of service.

**ARTICLE 10 passed-unanimous**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 10 is intended to allow the authorization of capital items for the Water and Sewer enterprise funds. The Town is seeking authority to borrow money to complete the construction of the Holbrook Street well and to upgrade related technologies, including the SCADA system and KP system. The SCADA system allows us to control and monitor both the Water and Sewer equipment and the KP system is the radio billing system that connects homes to the Town's system.

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

There are several well and water treatment projects required to help sustain level service and increase water quality.

- A new well located off of Holbrook Street will allow Norfolk to maintain the same level of water production due in part to lowered output of the 2 existing wells. Additionally, bringing a new well online will allow for redundancy in the event of existing well failures.
  - Norfolk's water system is in need of a SCADA system upgrade, which allows for water infrastructure diagnostics, control, and security.
  - Lastly, it is proposed to convert the Gold Street and Spruce Road facilities from treating water with Sodium Hydroxide to Potassium Hydroxide.
- The request is to authorize borrowing authorization up to \$2.6 million dollars for the necessary engineering services, permitting, bidding and construction costs for these critical projects.

**ARTICLE 11 failed-majority**

**Submitted by Petition**

**Moderator Talerma reminded residents that Article 11 is a non-binding article.**

**Petitioner Peter Chipman presented Article 11 as written in the warrant and recommended approval.**

To see if the Town will vote to approve this article to direct the Board of Selectmen and Town Administrator to return the Town Hall to a five (5) day a week operation – open Monday through Friday.

**Town Administrator's Comments**

Article 11 is a petition article, filed by residents

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

Town Hall is currently operating on a Monday-Thursday, 8am-6pm schedule. It has been identified that the current schedule meets the needs of the majority of citizens, in addition to providing compelling benefits to Town Hall employees, which have been leveraged as a key part to attract and retain talent. If Town Hall were to open Monday-Friday, the actual operating hours during the week would not increase, so as to maintain level expense, however it is expected that utilities and other building operating expenses would increase as a result. As more services move online over time, such as tax payments and permitting, this is further expected to support citizen needs on demand. This article is additionally opposed by the Town Administrator, HR Director, and a majority of Town Hall employees.

**ARTICLE 12 failed-majority**

**Submitted by Petition**

**Petitioner Peter Chipman presented Article 12 as written in the warrant and recommended approval.**

**Motion to amend was made by Shawn Dooley to insert Section 7A: No recall petition shall be filed against an officer within 90 days after he/she takes office nor, in the case of an officer subjected to a recall election and not recalled thereby, shall not be subject to this recall provision for the remainder of their current term.**

**Motion to amend was seconded.**

**Motion to amend passed with declared majority**

**Resident John Nuhibian made a substitute motion to refer Article 12 for further study. Motion was seconded.**

**Motion to refer passed with counted show of hands 64 yea 30 nay**

"To see if the Town will vote to petition the State Legislature to enact the following Recall Procedure; or take any other action relative thereto.

**Town Administrator's Comments**

Article 12 is a petition article, filed by residents

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

This article, submitted by petition, would provide for recall elections in the Town of Norfolk. It was noted by a resident during an Advisory Board meeting that the proposed language is similar to that of a nearby community, but some of the protective provisions had been removed. For example, language that would require a time limit following an election before a recall could be initiated was removed.

There was information provided that some technical issues with the language of this article exist, including the provision about petitioning the state legislature. Some members of the Advisory Committee voiced concerns that a recall election could be used by a person or group that were simply unhappy with the results of an election, or to exert a personal vendetta against a properly elected official. There were concerns that a recall election provision could have a further chilling effect on someone considering running for town office. The Advisory Committee was interested in learning what options would be available if an elected official committed some serious breach of the public trust or a serious crime, but such information was not available during the Advisory Board meeting.

It was also noted that if the Town should decide to create a Town Government Study Committee as proposed in Article 19 (and favorably recommended by the Advisory Board), that this is one issue that could be addressed as part of that process.

## **An Act Providing for Recall Elections in the Town of Norfolk**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**Section 1.** A holder of an elected office in the Town of Norfolk may be recalled therefrom by the registered voters of said town as herein provided, except that the maximum number of members of a board that may be recalled is a majority.

**Section 2.** Any two hundred registered voters of the Town of Norfolk may initiate a recall petition by filing with the Town Clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds for recall. At least sixty-six names of registered voters shall be from each of the voting precincts into which said town is divided. Said Town Clerk shall thereupon deliver to said voters making such affidavit, a sufficient number of copies of petition blanks demanding such recall, a supply of which shall be kept on hand. Such blanks shall be issued by the Town Clerk, with his/her signature and official seal attached thereto. Further, such blanks shall be dated, shall be addressed to the Selectmen of said town and shall contain the names of all persons to whom they are issued, the name of the person whose recall is sought and the grounds of recall as stated in the affidavit and shall demand the election of a successor to said office. A copy of the affidavit shall be entered in a record book to be kept in the office of said Town Clerk. Said recall petition shall be returned and filed with the Town Clerk within twenty days after the filing of the affidavit and shall be signed by a least fifteen percent of the registered of said town, who shall add to their signatures their place of residence, including their street, number and precinct; provided; however, that not more than thirty-three and one third percent of the total number shall be from any one precinct.

The Town Clerk shall, within twenty-four hours of receipt thereof, submit the signed petition to the Registrars of Voters in the town and said registrars shall, within five working days, certify thereon the number of signatures which are names of registered voters of the town.

**Section 3.** If the petition shall be found and certified by the Town Clerk to be sufficient, said Town Clerk shall submit the same with his certificate to the Selectmen within five working days, give written notice of receipt of the certificate to the officer sought to be recalled and shall, if the officer does not resign within five days thereafter, order an election to be held on a date fixed by them not less that sixty-five nor more than ninety days after the date of the Town Clerk's certificate that a sufficient petition has been filed; provided, however, that if any other town election is to occur within one hundred days after the date of the certificate the Selectmen shall postpone the holding of the recall election to the date of such other election. No person shall be subject to recall if his term of office expires within ninety days of this certificate. If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.

**Section 4.** An officer sought to be removed may be a candidate to succeed himself and, unless such officer requests otherwise in writing, the Town Clerk shall place his name on the ballot without nomination. The nomination of other candidates, the publication of the warrant for the removal election and the conduct of same, shall be in accordance with the provisions of law relative to elections unless otherwise provided herein.

**Section 5.** An incumbent shall continue to perform the duties of the office until a recall election is held. If not recalled, such officer shall continue in office for the remainder of his unexpired term subject to recall as before, except as provided in this section. If such officer is recalled in the recall election, he shall be deemed removed upon the qualification of his successor, who shall hold office for the remainder of the unexpired term. If a successor fails to qualify within five days after receiving notification of his election, the incumbent shall thereupon be deemed removed and the office vacant.

**Section 6.** Ballots used in a recall election shall submit the following propositions in the order indicated;

For the recall of (name of officer).

Against the recall of (name of officer).

Immediately at the right of each proposition there shall be an oval in which a voter, by filling in the oval may vote for either of said propositions. Under the propositions shall appear the word "Candidates", the directions to the voters required by Section forty-two of Chapter fifty-four of the General Laws and, beneath this, the names of candidates nominated in accordance with the provisions of law relating to elections. If two-thirds of the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be declared. If more than one-third of the votes on the question are in the negative, the ballots for candidates need not be counted.

**Section 7.** No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against him shall be appointed to town office within one year after such recall or such resignation.

**Section 8.** This act shall take effect upon its passage."

**ARTICLE 13 no motion or vote required**

**Submitted by the Board of Selectmen**

**Committees reporting:**

**Affordable Housing – Susan Jacobson,**

**Public Safety Building Committee – George Cronin,**

**State update – Shawn Dooley**

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.

**No Advisory Committee recommendation is required**

**ARTICLE 14 IP passed-majority**

**Submitted by the Town Clerk**

To see if the Town will vote to amend the General Bylaws, Section 1 by deleting "Tuesday" and replacing it with "Saturday"

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

The Town Clerk is concerned that the current schedule for the vote conflicts with school activities and that the heavy traffic at voting time in the school parking lot poses a safety issue. However, the Town Clerk has requested that more time be allowed to evaluate other options which may not require that the vote be rescheduled.

Old Language

**SECTION 1. Annual Town Meeting**

The Annual Town Meeting for the election of officers and for the transaction of other business pertaining to the prudential affairs of the Town shall be held on the first **Tuesday** in May of each year.

New Language

**SECTION 1. Annual Town Meeting**

The Annual Town Meeting for the election of officers and for the transaction of other business pertaining to the prudential affairs of the Town shall be held on the first Saturday in May of each year.

and to amend the General Bylaws, Section 3 by deleting the word "first" and replacing it with "second", or take any other action relative thereto.

Old Language

**SECTION 3. Adoption of Operating and Capital Budgets**

The voters will meet on the first Tuesday following the Town Election to consider and adopt an operating and capital budget and to act on fiscal subjects or other pertinent matters. This meeting shall be continued to other days until all articles on the warrant shall have been acted upon. All matters on the warrant must be acted upon by June 30 of the current fiscal year.

Current Language

**SECTION 3. Adoption of Operating and Capital Budgets**

The voters will meet on the second Tuesday following the Town Election to consider and adopt an operating and capital budget and to act on fiscal subjects or other pertinent matters. This meeting shall be continued to other days until all articles on the warrant shall have been acted upon. All matters on the warrant must be acted upon by June 30 of the current fiscal year.

**Town Administrator's Comments**

Article 14 is a request by the Town Clerk to change the General Bylaws, which would allow us to change voting for local elections from Saturday to Tuesday. The Town Clerk has asked the Advisory Committee to Indefinitely Postpone this article until additional options may be reviewed

**ARTICLE 15      passed-declared 2/3**

**Submitted by Town Planner**

To see if the Town of Norfolk will vote to amend Section H.3 Affordable Housing Development of the zoning bylaws by deleting the following strikethrough language and inserting the following new language in bold italics print as follows.

**Town Administrator's Comments**

Article 15 is a zoning article and is intended to make some technical corrections in our "Inclusionary Bylaw". This bylaw requires that a sub-division with more than 10 homes include an affordable housing component. The corrections clarify the requirements for the developer including when they must apply for a permit and when the affordable unit(s) must be delivered to the Town. The change would also allow the developer to contribute to the Norfolk Municipal Housing Trust rather than construct an affordable home(s). This option would only be allowed if the Planning Board agreed.

The Advisory Committee recommends approval of this article.

**This article, approved by the Planning Board, looks to amend certain language in the current zoning bylaws, relating to AFFORDABLE HOUSING DEVELOPMENT as noted in your handouts, with one change in Section H.3.d, paragraph 1 a, Section 3, deleting words "an applicant may contribute" to be replaced with "contribution"**

H.3.c Special Permit:

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The development of any project set forth in Section H.3.b (above) shall require the grant of a Special Permit from the Planning Board. A Special Permit shall be granted if the proposal meets the requirements of this bylaw. ***An application shall be filed simultaneously for any project set forth in Section H.3.b or within ninety (90) days after said project(s) is approved and no appeals taken. If appeal is taken an application does not need to be applied for until said appeal is resolved.*** The application procedure for the Special permit shall be as defined in Section G.4.

#### H.3.d Mandatory Provision of Affordable Units:

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1. As a condition of approval for a Special Permit, the applicant shall contribute to the local stock of affordable unit in accordance with the following requirements:

(a) At least ten (10) percent of the units in a division of land or multiple unit development subject to this bylaw shall be established as affordable housing units in any one or combination of methods provided for below:

(1) constructed or rehabilitated on the locus subject to the Special Permit (see Section H.3.e); or

(2) constructed or rehabilitated on a locus different than the one subject to the Special Permit (see Section H.3.f); ***or***

***(3) an applicant may contribution of funds to the Norfolk Municipal Affordable Housing Trust Fund to be used for the creation of affordable housing in lieu of construction and offering affordable units within the locus of the proposed development. For the purposes of this Bylaw, the cash payment per affordable unit required shall be equal to the difference between the median single-family home sales price in Norfolk for the most recent calendar year as determined by the SPGA and the price affordable to a qualified purchaser as determined by the SPGA, based on applicable guidelines of the DHCD, Local Initiative Program (LIP). Where the calculation of affordable units results in fractional units, a cash payment may be made as provided in this section on a pro rata basis. The cash payment formula and timetable may be adjusted by the SPGA from time to time through the issuance of guidelines or regulations. If the SPGA issues a Special Permit to authorize a cash payment in lieu of units and the Board of Trustees of Norfolk Municipal Affordable Housing Trust Fund votes to accept said contributions, the payment shall be paid to the Norfolk Affordable Housing Trust Fund prior to the issuance of any building permits for the development or prior to the sale of any lots, if applicable. Alternatively, the SPGA may allow payment of said contributions according to a specified timetable in proportion to the rate of development or sale of lots. This cash contribution alternative shall apply only to homeownership developments and division of land and shall not apply to rental development.***

***(b) The applicant may offer, and the SPGA may accept, any combination of this Section (1-3) requirements provided that in no event shall the total number of units provided be less than the equivalent number of affordable units required by this bylaw;***

***(c) As a condition for the granting of a Special Permit, all affordable housing units shall be subject to an affordable housing restriction and a regulatory agreement in a form acceptable to the Planning Board. The regulatory agreement shall be consistent with any applicable guidelines issued by the Department of Housing and Community Development and shall ensure that affordable units can be counted towards the Norfolk's Subsidized Housing Inventory. The regulatory agreement shall also address all applicable restrictions H.3.h of this bylaw. The Special Permit shall not take effect until the restriction, the regulatory agreement and the special permit are recorded at the Registry of Deeds and a copy provided to the Planning Board.***

H.3.e. 1. Provisions Applicable to Affordable Housing Units On- and Off-Site:

Siting of affordable units. All affordable units constructed or rehabilitated under this bylaw shall be situated within the development so as not to be in less desirable locations than market-rate units in the development and shall, on average, be no less accessible to public amenities, such as open space, as the market-rate units. The affordable units shall be located within the subdivision unless otherwise waived by the SPGA. If such a waiver is granted, it shall be subject to H.3.f (provision of Affordable Housing Units Off-Site). The affordable units shall not be replaced with Market Rate units within the subdivision unless the developer demonstrates, to the satisfaction of the SPGA, that doing so will create a clear benefit to the Town.

Minimum design and construction standards for affordable units. Affordable housing units shall be integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of materials with other units.

Timing of construction or provision of affordable units or lots. Where feasible, affordable housing units shall be provided coincident to the development of market-rate units, but in no event shall the development of affordable units be delayed beyond the schedule noted below:

<b>Market Rate Units</b> (%Complete)	<b>Affordable Units</b> (%Required)
<30%	—
30% plus 1 unit	10%
Up to 50%	30%
Up to 75%	50%
75% plus 1 unit	70%
Up to 90%	100%

<b>Market Rate Units (MRU)</b>	<b>Affordable Units (AU)</b>
<b>10-19</b>	<b>1 AU prior to 6<sup>th</sup> MRU</b>
<b>20-29</b>	<b>Same as 10-19 plus 2nd AU prior to 19<sup>th</sup> MRU</b>
<b>30-39</b>	<b>Same as 20-29 plus 3<sup>rd</sup> AU prior to 29<sup>th</sup> MRU</b>
<b>40-49</b>	<b>Same as 30-39 plus 4<sup>th</sup> AU prior to 39<sup>th</sup> MRU</b>
<b>50-59</b>	<b>Same as 40-49 plus 5<sup>th</sup> AU prior to 49<sup>th</sup> MRU</b>
<b>60-69</b>	<b>Same as 50-59 plus 6<sup>th</sup> AU prior to the 59<sup>th</sup> MRU</b>
<b>70-79</b>	<b>Same as 60-69 plus 7<sup>th</sup> AU prior to the 69<sup>th</sup> MRU</b>
<b>80-89</b>	<b>Same as 70-79 plus 8<sup>th</sup> prior to the 79<sup>th</sup> MRU</b>
<b>90-99</b>	<b>Same as 80-89 plus 9<sup>th</sup> AU prior to 89<sup>th</sup> MRU</b>
<b>100-109</b>	<b>Same as 90-99 plus 10<sup>th</sup> AU prior to 99<sup>th</sup> MRU</b>
<b>Greater than 110</b>	<b>Same formula as above plus AU prior to 9<sup>th</sup> MRU in groups of 10 MRU</b>

**ARTICLE 16 passed-unanimous**

**Submitted by Town Planner**

To see if the Town of Norfolk will vote to amend Section B of the zoning bylaws by adding the following new definition after Earth Removal:

**Town Administrator's Comments**

Article 16 is a zoning change that is supported by the Planning Board, please note this article is in two sections.





Zoning Board-Advertising	Zoning Board	Fees charged to applicants to cover the costs of activities in column D.	Advertising and related costs for hearing notices	Limit \$5,000
Planning Board-Advertising	Planning Board	Fees charged to applicants to cover the costs of activities in column D.	Advertising and related costs for hearing notices	Limit \$5,000

**Town Administrator's Comments**  
Article 20 is a request to create two Revolving funds that will be used to fund the advertising needed to conduct hearings for the ZBA and Planning Board.

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

The revolving funds will simplify cash flow management for the Planning and Zoning boards and responds to the increasing demands on the boards. The \$5,000 spending limit and definition of approved spending from the revolving funds are consistent with town practice and the board's responsibility.

**ARTICLE 21 passed-unanimous**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**  
Article 21 is a request to reauthorize existing revolving funds

<b>A</b> Revolving Fund	<b>B</b> Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	<b>C</b> Fees, Charges or Other Receipts Credited to Fund	<b>D</b> Program or Activity Expenses Payable from Fund	<b>E</b> Restrictions or Conditions on Expenses Payable from Fund
2100 - Parking Tickets	Board of Selectmen	Parking ticket receipts.	Expenses related to the collection of parking ticket violations.	Limit \$1,000

2101 - Snow Removal	Board of Selectmen	Fees charged for snow removal services as identified in column D.	Expenses related to snow removal including maintenance and replacement of equipment, from private property to include King Philip Regional School and subdivision roads as required by the Planning Board rules and regulations.	Limit \$20,000
2102 – Recreation Field Maintenance	Recreation Commission	Fees charged for this service – Field usage fees as identified in the Field allocation Policies.	Expenses related to field maintenance materials, replacement and rental of equipment and contract labor.	Limit \$100,000
2103 – Conservation Timber Harvesting	Conservation Commission	Monies from timber harvesting on conservation land.	Expenses under the direction of the Conservation Commission to develop and oversee management activities and projects on Town-owned conservation land.	Limit \$5,000
2104 – Off-site Improvements	Planning Board	Mitigation funds required by the planning board relative to off-site improvements due to approval of subdivisions and site plans.	Expenses related to such off-site improvements.	Limit \$91,000

2105 – Shade Tree and Scenic Roads	Planning Board	Mitigation funds required by the Planning Board under the Shade Tree Act and Scenic Roads Act for the purchase and planting of replacement trees.	Expenses related to the purchasing and planting of trees as required.	Limit \$10,000
2106 – Wetland Hearing Application	Conservation Commission	Receive wetland hearing application fees.	Expenses related to the payment of legal advertisements for the wetland hearings.	Limit \$5,000
2111 – Abutters List	Board of Assessors	Receive funds required by the Board of Assessors for the processing of abutters lists.	Expenses associated with generating such lists, including the acquisition, operation and maintenance of technologies used for preparing and issuing abutters lists and mapping.	Limit \$2,000
2112 – Police Vehicle Details	Chief of Police	Receive funds collected from charges to private parties or entities for police details involving the use of a police vehicle at construction sites.	Expenses for the express purpose of vehicle replacement within the Police Department under the Authority of the Police Chief.	Limit \$50,000
2113 – Subdivision Performance Inspection	Planning Board	Receive subdivision performance inspection fees as established by the Planning Board.	Expenses for services related to inspection and approval of subdivisions.	Limit \$5,000

2114 – Cleaning and Maintenance - Unaccepted Subdivision	Planning Board	Receive funds required by the Planning Board relative to the cleaning and maintenance of unaccepted subdivision roadways and drainage structures.	Expenses related to such cleaning and maintenance.	Limit \$30,000
2115 – Community Garden Rental (2017)	Board of Selectmen	Receive funds from lot rental fees at the Community Gardens.	Expenses related to purchase goods, tools and services, including water resources, for the use of the gardeners at the community Gardens.	Limit \$5,000
2152 – Passports	Board of Library Trustees	Receive funds remitted for the processing of passports.	Expenses associated with processing of passports and other related purposes deemed appropriate by the Trustees.	Limit \$5,000
2155- Lost or Damaged Library Materials	Board of Library Trustees	Receive funds required by the Board of Library Trustees to replace or repair lost or damaged library materials.	Expenses related to replacing or repairing such lost or damaged materials.	Limit \$7,500

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

This is a routine motion required to approve the Town’s existing revolving funds. There are no changes to the uses of funds or spending limits. The AC understands that the revolving funds will be reviewed over the course of the next year to identify opportunities to terminate under-utilized revolvers.

**ARTICLE 22 passed-unanimous Submitted by Community Preservation Committee**

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, Section 5 to appropriate the sum of \$20,000 from the annual revenues in the Community Preservation Fund for the purpose of funding the Administrative and Operating Budget for the Community Preservation Committee; or take any other action relative thereto.

**Town Administrator's Comments**

Article 22 is a request to authorize the Community Preservation Committee to utilize \$20,000 of CPA funds for Administrative and operating purposes

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

This is a standard article each year that appropriates monies from the annual revenues in the Community Preservation Fund for funding the administrative and operating budgets for the CPC.

**ARTICLE 23 passed-unanimous Submitted by Community Preservation Committee**

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2019 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2019 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2019 Community Preservation Fund revenues for the future appropriation towards the acquisition, preservation, rehabilitation and restoration of Historic Resources; or take any other action relative thereto.

**Town Administrator's Comments**

Article 23 is a standard article that states that we will designate 10% of FY19 CPA revenues towards each of three CPA purposes. The remaining 70% will be undesignated, but would still be required to be dedicated to one of the three allowable purposes.

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

This is a standard article each year to reserve a state mandated minimum amount of 10% from Fiscal 2019 Community Preservation Fund revenues for Open Space creation acquisition, and preservation. The same amount 10% is to be reserved from Fiscal 2019 Community Preservation Fund revenues for Affordable Housing. Also 10% is to be reserved from the Fiscal 2019 Community Preservation Fund revenues for Historic Resources.

**ARTICLE 24 passed-unanimous Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 24 is a standard article that allows the Board of Selectmen to utilize Chapter 90 funds from the State for the purposes of improving public roads.

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

This is a standard annual article that authorizes the Board of Selectmen to conduct business as noted in the wording of subject matter in this article.

**ARTICLE 25 passed-unanimous**

**Submitted by the Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments or Boards; or take any other action relative thereto.

**Town Administrator's Comments**

Article 25 is standard article that authorizes the Selectmen to accept grants on behalf of the Town

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

This is a standard annual article that authorizes the Board of Selectmen to conduct business as noted in the wording of subject matter in this article

**ARTICLE 26 passed-unanimous**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 26 is a standard article which authorizes the Selectmen to accept easements for the purposes of drainage or public ways. We will not be requested any funding for this purpose.

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

This is a standard annual article that authorizes the Board of Selectmen to conduct business as noted in the wording of subject matter in this article.

**ARTICLE 27 passed-unanimous**

**Submitted by the Board of Selectmen**

To see if the Town will vote to grant the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town; or take any other action relative thereto.

**Town Administrator's Comments**

Article 27 is standard article that authorizes the Selectmen to sell surplus property such as furniture or vehicles. This article does not authorize them to sell Real Estate.

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

This is a standard annual article that authorizes the Board of Selectmen to conduct business as noted in the wording of subject matter in this article.

**ARTICLE 28 passed-majority**

**Submitted by the Finance Director**

To see if the Town will vote to rescind \$250,000 of excess borrowing authorization approved under Article 14 of the May 14, 2008 Annual Town Meeting for the purpose of a School Feasibility Study.

**Town Administrator's Comments**

Articles 28 - 30 is an article requesting authority to rescind authorized but unissued debt. This funding is no longer needed.

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

To see if the Town will vote to rescind \$250,000 of excess borrowing authorization approved under Article 14 of the May 14, 2008 Annual Town Meeting for the purpose of a School Feasibility Study.

This article rescinds borrowing authority no longer needed for the School Feasibility Study. The study is complete and borrowing authority in excess of any remaining balance counts against the Town's current borrowing limit and can impact our bond rating or terms of future loans. Without a need for this borrowing authorization, the Advisory Committee recommends its rescinding.

**ARTICLE 29 passed-unanimous**

**Submitted by the Finance Director**

To see if the Town will vote to rescind \$145,000 of excess borrowing authorization approved under Article 13 of the May 12, 2009 Annual Town Meeting for the purpose of Public Safety Building Design.

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

This article rescinds borrowing authority no longer needed for the Public Safety Building Design. The design is complete and borrowing authority in excess of any remaining balance counts against the Town's current borrowing limit and can impact our bond rating or terms of future loans. Without a need for this borrowing authorization, the Advisory Committee recommends its rescinding.

**ARTICLE 30 passed-majority**

**Submitted by the Finance Director**

To see if the Town will vote to rescind \$500,000 of excess borrowing authorization approved under Article 30 of the May 18, 2010 Annual Town Meeting for the purpose of Solar Electric Generating Facility.

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

This article rescinds borrowing authority no longer needed for the Solar Electric Generating Facility. The design is complete and borrowing authority in excess of any remaining balance counts against the Town's current borrowing limit and can impact our bond rating or terms of future loans. Without a need for this borrowing authorization, the Advisory Committee recommends its rescinding.

Motion to dissolve Town Meeting made and seconded. Town Meeting dissolved at 10:13 PM

Respectfully submitted  
Carol Greene, Town Clerk

*November 27, 2018*

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**NORFOLK, ss.  
SPECIAL TOWN MEETING MINUTES – NOVEMBER 27, 2018**

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On Tuesday, the 27th day of November 2018, at 7:02 p.m. Moderator Jason Talerma called Fall Special Town Meeting to order. This meeting was held at the King Philip Middle School, 18 King Street, Norfolk, MA 02056.

Mr. Moderator declared the warrant duly posted and waived the reading of the warrant.

Introductions were made; Town Clerk – Carol Greene, Assistant Town Clerk – Anthony Turi, Town Administrator – Jack Hathaway, Finance Director – Todd Lindmark, Board of Selectmen – James Lehan, Jeffrey Palumbo, and Kevin Kalkut, Town Counsel – David DeLuca from Murphy Hesse Toomey and Lehane LLP, and Advisory Committee chairman Stephen McDonough. Also in attendance were Advisory Board members: Joyce Terrio, David Lutes, Jonathan Hurwitz, Arthur Frontczak, Susan Klein and Brian Beachkofski.

Selectman James Lehan gave a few words and presented a plaque to Town Administrator Jack Hathaway for his 15 years of service to the town and wished him well on his move to Maine.

Moderator Talerman gave instructions to the citizens in attendance on the rules of Town Meeting.

There were 110 registered voters and 19 visitors in attendance.

**The warrant, with comments, Advisory Board motions and final votes are as follows:**

**ARTICLE 1 – passed unanimous**

**Submitted by the Finance Director**

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

**Town Administrator Comments**

Article 1 is requesting authority to transfer any premium (money) received by the Town during a bond issuance to the related project. This will allow us to reduce the actual amount borrowed by the Town.

Motion made by Stephen McDonough.

*Mr. MODERATOR, I move to approve Article 1 as printed in the Warrant.*

**Advisory Committee recommendation:**

- Article 1, submitted by the Finance Director, requests authority to transfer any funds acquired by the Town through the issuance of a bond related to a specific capital project. Capital projects include things like constructing a building or purchasing a piece of equipment.
- The premium received by the Town upon the sale of the bond or notes, could then be applied to pay project costs, thus reducing the amount borrowed for the specific capital item.
- This language comports with Chapter 44, Sect. 20 of the Mass. General Laws, which was last amended in November of 2016.

**ARTICLE 2 - passed unanimous**

**Submitted by the Board of Selectmen**

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to be added to departmental budgets and appropriations for the fiscal year ending on June 30, 2019; or take any other action relative thereto.

**Town Administrator's Comments**

Article 2 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.

Motion made by Stephen McDonough

*Mr. MODERATOR, I move to approve the Transfers as displayed on the screen and provided in the handout*

**Advisory Committee Recommendation:**

- The AB recommends approval of this Article, which is our standard transfer article requesting authorization to adjust departmental budgets for the current fiscal year, FY 2019.
- Only Town Meeting has the authority to transfer funds between budget appropriations and to add funds to existing budget appropriations.
- The transfer list is set forth in a handout and shown on the screen.

**ARTICLE 3 - passed unanimous**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 3 is the request to authorize paying bills from a prior fiscal year, of which we have two bills this year.

Motion made by Stephen McDonough

*Mr. MODERATOR, I move to approve Article 3 in the amount of \$501.63*

**Advisory Committee Recommendation:**

After the close of any fiscal year, no bills incurred in that year can be paid without the approval of Town Meeting. We have been advised that there are 2 unpaid bills.

**ARTICLE 4 - both passed unanimous**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 4 is intended to request authorization to purchase capital items for the General Fund.

**Article 4 was split into two separate recommendations and votes as follows:**

Motion made by Stephen McDonough

*Mr. MODERATOR, I move to approve Article 4 as displayed on the screen and provided in the handout.*

**Advisory Committee Recommendation:**

Article 4 provides funds from free cash in the amount of \$531,716 to fund capital items as set forth in the handout and displayed on the screen, including:

**Article 4 B**

**MOTION/VOTE/ORDER**

**The Advisory Committee recommends approval of Article 4B as displayed on the screen.**

I move that the Town of Norfolk appropriate the amount of two hundred and fifty thousand dollars (\$250,000) for the purpose of paying costs of Massachusetts School Building Authority required Designer Services, and Owner Project Management fees, at the H. Olive Day Elementary School, located at 232 Main Street, Norfolk, MA 02056, the engineering and design of the roof replacement at the school building, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town of Norfolk may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Norfolk School Committee. Said amount is in addition to fifty thousand dollars (\$50,000) received from the Norfolk Advisory Committee reserve fund transfer on July 26<sup>th</sup>, 2018 for this aforementioned project.

To meet this appropriation the treasurer with the approval of the Town of Norfolk Board of Selectmen is authorized to transfer said amount from Freeman School Construction (Fund account number 3133) received pursuant to Special Town Meeting Article 4, November 10, 2009, totaling \$946,605. The Town of Norfolk acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town of Norfolk incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Norfolk; provided further that any grant that the Town of Norfolk may receive from the MSBA for the Project shall not exceed the lesser of fifty one and 63/100 percent (51.63%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum Grant amount determined by the MSBA.

**ARTICLE 5 - passed unanimous**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 5 is intended to allow the authorization of capital items for the Water enterprise fund.

Motion made by David Lutes

*Mr. Moderator, I move to approve Article 5 as displayed on the screen and provided in the handout.*

**Advisory Committee Recommendation:**

- The revenues and expenses associated with providing water to the Town's residents are independent of the Town's general operating expenses. Revenues from water users are

segregated into the Water Enterprise Fund, and all expenses associated with providing Town water are paid from that fund.

- However, Town Meeting approval is still required for the payment of these expenses.

The expenses covered by this article are of two types:

- 1) routine operating expenses, mostly paid to third party service providers; and
- 2) reallocation of small amounts remaining from completed funds to the Holbrook Street Well Project

**ARTICLE 6 - passed unanimous**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 6 is intended to allow the authorization of capital items for the Waste Water enterprise fund.

Motion made by David Lutes

*Mr. Moderator, I move to approve Article 6 as displayed on the screen and provided in the handout.*

**Advisory Committee Recommendation:**

- This is a request to spend \$2,700 for expenses in connection with the Town's Waste Water Enterprise Fund.
- This Fund is similar in concept to the Water Enterprise Fund except on a much smaller scale. All expenses are funded by Town residents who utilize the services provided by the waste water treatment, but the payment of any expenses from this fund requires Town Meeting approval.

**ARTICLE 7**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 7 provides the opportunity for Town Officials to provide status updates and for residents to ask questions.

**No recommendation from the Advisory Board is necessary for this article.**

**Two committees gave reports. George Cronin updated Town Meeting for the Public Safety Building Committee, and Jonathan Smith updated Town Meeting on the Town Government Study Committee**

**ARTICLE 8 – passed majority**

**Submitted by Community Preservation Committee**

To see if the Town will vote to allocate from the Community Preservation Fund, \$60,800 from the Affordable Housing Reserve and \$250,000 from the Undesignated Reserve to be transferred to the Norfolk Affordable Housing Trust Fund, to be used to create affordable housing in the Town of Norfolk: subject to a grant agreement between the Norfolk Board of Selectmen and the Norfolk Affordable Housing Trust and approved by the Community Preservation Committee, specifying how the funds will be used, time frame, and reporting and accountability of the funds, or take any other action relative thereto.

**Town Administrator's Comments**

Article 8 is a request to transfer funds from the Community Preservation Fund to the Norfolk Affordable Housing Trust Fund.

*Motion made by Susan Klein.*

Mr. MODERATOR, **I move to approve Article 8 as printed in the Warrant.**

**Advisory Committee Recommendation:**

- The article was submitted by The Community Preservation Committee with the approval and advice of the Board of Selectmen.
- The article allows for the allocation of Community Preservation Funds, including \$60,800 from the *Affordable Housing Reserve Fund* and \$250,000 from the *Undesignated Reserve Fund* to the *Norfolk Affordable Housing Trust Fund* so they may purchase existing homes and designate them as affordable housing units.

**ARTICLE 9 – passed declared 2/3**

**Submitted by the Planning Board**

To see if the Town will vote to amend Section D.4.d.2 of the Norfolk Zoning bylaws by making the following revisions, with underline type indicating additions and strikethrough type indicating deletions, or take any other action relative thereto:

D.4.d.2. The boundaries of the Water Supply Protection District are delineated on the Zoning Map dated November 27, 2018 which is depicted ~~a map available on the Mass GIS Oliver Maps, Aquifer and Zone IIs for aquifer and water supply zone IIs.~~ 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.

**Town Administrator Comments**

Article 9 is a request to modify the Zoning Bylaws. The Planning Board's recommendation will be distributed at Town meeting and is available on the Town's website.

*Motion made by Brian Beachkofski*

Mr. MODERATOR,

***I move to approve Article 9 as printed in the Warrant with correction shown in red on the screen.***

**Advisory Recommendation:**

- The Planning Board's intent in this Article is to provide greater access to the Water Supply Protection District. Today, it is only available on the GIS system. The Planning Board feels that does not make it readily available to the public. Once the bylaws are changed, the map will be displayed where the bylaws are available (e.g. Town Hall, Library), as well as on the website.
- A consideration is that by incorporating a map of a specific date in the bylaws, any change to the map will require a modification of the bylaws to update. However, in the event of a discrepancy the bylaws have criteria that govern the boundaries.

**Substitute motion was submitted by resident Sandra Myatt of 8 Eric Road to IP – Substitute motion failed by majority vote.**

Respectfully Submitted,  
Carol Greene, Town Clerk



# SOUTHEASTERN REGIONAL SERVICES GROUP

Moira Rouse, Regional Administrator

The Town of Norfolk receives procurement and other services from the Southeastern Regional Services Group (SERSG) and has since the organization's inception in 1993. SERSG membership increased by two towns during 2018 and now serves twenty-three members. These twenty one towns and two cities are served by one Regional Administrator. Annual dues of \$4,100 support these services. Norfolk recovers this amount directly from savings in using these contracts and indirectly by devoting less administrative and management time to procurement. Other services include contract administration and annual trainings.

SERSG administered bids and created new contracts on behalf of the Town for Paper, DPW Supplies, Water and Sewer Treatment Chemicals, and DPW Services.

- A two-year Office Supply contract currently in force provides a 71.4% discount off non-excluded items using a standard wholesaler's catalog, while ink and toner cartridges are discounted at a rate of 46.4%. In the first three quarters of 2018 Norfolk spent \$27,495 on office supplies, while saving \$54,890 off list price for those purchases.
- The Town and schools also pay competitive fixed prices for paper using a SERSG contract. Norfolk spent \$1,785 in the first three quarters of 2018.
- SERSG administered bids for and created 9 DPW Supply contracts for 27 products, and 4 Water Treatment Chemical contracts for 5 products. The estimated value of all products covered by these contracts is \$391,116.
- New DPW Services were bid in November and contracts will take effect on 2/1/19. In planning road work and other public works services, the Norfolk public works department requested contracts for 8 services. These were based on \$176,119 in estimated value. In addition, a few SERSG DPW Service contracts may be renewed for up to 3 contract years and Norfolk requested \$1,406,391 in contract renewals as well.
- A bid for federally-required Drug and Alcohol Testing was administered in 2017 and remains in effect for two more years. It provides a contract for all necessary services at competitive prices.

Favorable pricing is the primary membership benefit. Additionally, every SERSG bid saves many hours of skilled staff time and hundreds of dollars in bid-advertising and other costs. SERSG contract pricing is equal to or lower than state contract prices and requires less time and effort for departments to use.

Finally, monthly meetings continue monthly for municipal administration, public works, and quarterly for stormwater specialists.





# Public Safety

## ANIMAL CONTROL DEPARTMENT

Each year the Animal Control Department works with both the residents and animals of the town in all facets of animal control and responsible pet ownership. The Animal Control Department also responds to many wildlife, feline, and livestock issues and emergencies. These statistics do not include general service responses via telephone, email, fax, postal mail regarding (but not limited to) information on pet care, control, town and state law guidance, communications between other professionals in the animal health profession, local and state agencies, and reporting parties that did not want formal actions initiated.

I want to thank all those who have donated to the Animal Gift Account over the year to help the animals in need. Our annual budget cannot handle the necessary funds needed when emaciated, abandoned, or other animals come in for a cruelty case.

This October I was voted in for a 8th term as one of the Vice President for Animal Control Officer's Association of Massachusetts where I work extensively at strengthening the professionalism and education for animal control officers across the Commonwealth. Another project that this department has taken on for the past year was implementing Memorandum of Understandings (mutual aid agreement) for Animal Control Officials in some of our surrounding communities. I also was on Governor Baker's Animal Cruelty Task Force where a group of animal experts were tasked with reviewing the Commonwealth's animal laws to find areas of strengths and weaknesses and to help revise any laws that needed to be revised. This group was instrumental in bringing forward Paws Act and Paws Act II legislation and helping to advocate these changes into law.

Respectfully,  
Hilary Cohen

Cruelty/Neglect investigations:	11	Nuisance barking	25
Domestic animals v. motor vehicle:	7	Wildlife v motor vehicle:	39
Wildlife interaction:	7	Loose/lost dogs:	73
Lost cat reports:	18	Wildlife in house:	9
Adoptions:	2	Loose livestock:	35
Aggression/attack complaint:	34	Rabies concern	9
Dog bites (humans/animals):	29	Mutual Aid:	19 days
Animal rescues: (domestic & non)	33	Misc. nuisance:	8
Road kill (MV and Locomotive):	23	Kennel Inspections:	6
Wildlife concerns:	22	Bats in house:	4
Livestock complaints:	8	Citations:	147
Public hearings:	1		

## FIRE DEPARTMENT

Norfolk's demand for emergency services totaled 2,001 calls this past year, **which represents the highest call volume ever experienced by the Department.** This represents a 27% increase from ten years ago and 58% increase in services requested from 1998.

Regrettably work on the fire station was halted given construction issues for the Police/MECC Regional Dispatch facility. The Department looks forward to a time whereby efforts may be restarted to provide the Department with an adequate facility. During the interim Department staff assisted by the Facilities Department continue to adapt the existing facility for the operations synonymous with the fire service.

Efforts to bolster the Department's Call Firefighter staffing moved ahead this year as two new members were appointed; Jeff Eszlari and Tyler Connolly, both Norfolk residents. Each has attained their EMT Certification and they are moving ahead to obtain paramedic Licensure. Their firefighting training is being coordinated by the career staff. Presently they are available for basic life support ambulance transports and to support fire suppression operations. Welcome aboard Jeff and Tyler!

Through the commitment shown by town leaders and support from Town Meeting, the Department has been able to adhere to a vehicle replacement schedule. This has allowed the Department to continue ambulance replacement every eight years (four years as the "front line" ambulance and four years as the "back-up") through the order of a new ambulance. Also the Department will replace the shift officer's response vehicle thereby moving the existing truck to back-up and placing a 1995 Ford Squad unit for auction. The new vehicles are due in early 2019.

The March trifecta of winter storms caused property damage to several residences and cut power for several days to the community. A total of 180 emergency responses were handled by the Department attributed to the storms. Firefighters using chain saws continually cleared roads for emergency traffic allowing the Department of Public Works to concentrate on snow removal. The Fire Department's Facebook posting of March 13<sup>th</sup> simply stated "Uncle".

Norfolk Engine 2 played a role in the "*Merrimack Valley Gas Explosions*" being activated as part of Structural Task Force 4B on Sunday, September 16<sup>th</sup>. Along with five other engine companies; Medway, Norwood, Walpole, Westwood and Wrentham, supported by ladder companies from Franklin and Medfield, the Task Force rallied at Gillette Stadium, caravanned on I-495 and spent 16 hours in Lawrence. Shortly after arriving, Task Force 4B was dispatched to a 3<sup>rd</sup> alarm fire in an apartment complex. Norfolk's engine supplied water to Franklin's tower ladder to halt a fast moving fire. Three members from Task Force 4B were injured at the fire; two from Norfolk and a firefighter from Norwood. Deputy Fire Chief Peter Petruchik fell through the second floor, suffering an injury which required surgery and fortunately is due to return to work in early 2019. Throughout the deployment Norfolk responded to three gas leaks, two elevator emergencies and handled a medical call. Chief Bushnell served as the South Area Chief. Norfolk's station was covered by recalled staff.

Noting the continual national tragedy involving gun violence, Norfolk was fortunate to obtain funding for personal protective equipment for response to an "active shooter" incident. Body armour including vests and helmets were purchased along with medical kits designed to control bleeding. The Department also received "active shooter" training from the Department of Fire Services (DFS) and participated in joint practical exercises with the Police Department. We pray to never having to use this equipment, but know to trust our training.

Through the support of the Town's Administrator, Jack Hathaway, the Department contracted with O2X, a wellness firm utilized by the Boston Fire Department for training first responders as "combat ready athletes". All career staff participated in the initial assessment for individual performance abilities. Fire staff

will have access to nutrition guidance, individualized workout regimes and access to former Navy Seal Team members, athletes and trainers to enhance life style options towards being better firefighters.

Training ensures our "combat ready athletes" are proficient in fire suppression and EMS having honed these skills during periods of instruction. An all-day "live fire" training exercise was conducted on Myrtle Street where firefighters extinguished fires; conducted "vent and enter" rescue searches over ladders through windows and roof ventilation operations. DFS provided a program on ice rescue and included several hours of actual simulated rescue operations. The owners of Knowles Farm and 4H provided a session on removing horses from dangerous situations. All firefighters had an opportunity to actually "handle" a horse. Springfield Fire Lieutenant and former Norfolk firefighter, Dan Keenan, provided a day long "hands-on" program for vehicle extrication and stabilization. Norfolk Auto donated many vehicles and their lot as firefighters used hydraulic rescue tools, JAWS OF LIFE, and various stabilization equipment. Firefighters also spent a day training on drafting water from the City Mills Pond and supplying the aerial ladder and engines. The afternoon was spent familiarizing firefighters with the Department's Boston Whaler and inflatable boats.

Firefighter/paramedics successfully revived two patients in cardiac arrest during the year. Furthermore advanced life support (ALS) ensured 263 patients experienced positive outcomes after arrival at a medical facility. These patients ranged from chest pains, difficulty breathing to stroke, diabetic emergency and airway management. Fourteen years of ALS can attest to **2,302** patients whose medical outcomes were enhanced by the firefighter/paramedics.

The Department performed a total of 663 fire safety related inspections: 184 property resale; 103 new fire alarms; 119 LPG installations; 86 building fire safety tours; 50 oil burner/tanks and 24 transfer tanks. Also 74 plans reviews for new/renovated buildings and permit issuance/violation notices were filed. Other activity included 23 sprinkler systems/fire pumps; 29 fuel oil tank installations; 8 commercial building plans reviewed; 15 site plans reviewed; 20 Permits for storage/use of flammable/combustible liquids and 27 Tickets issued for violations.

Community service remains a hallmark of the Department as members participated in Community Day feeding the hungry public; Norfolk Community League's Haunted Train Ride; Annual Senior Holiday Dinner and the Santa Parade. Unfortunately The Annual Open House was cancelled this year, but is planned for 2019.

Analysis of the 2,001 emergency responses continues to present the majority of the responses involve calls for emergency medical assistance, such as difficulty breathing, cardiac conditions, allergic reactions or trauma from accidents. This year's **Significant Fire/Incident Review** has been presented as follows:

### **Significant Fire/Incident Review – 2018 (Norfolk in-town calls in bold)**

1-3 – **Medway Street**, Cardiac Arrest: Patient revived

1-8 – **43 Everett Street**, Working Fire: Foxboro, Wrentham & Medway assisted on scene, Millis covered the station, garage destroyed by fire

1-24 – *Mutual Aid to Medway, 44 Milford Street, Gas Leak*: Engine 2 assisted at scene.

1-30 – **MCI-Norfolk**: Fire confined to cell, Walpole & Wrentham dispatched, Wrentham redirected to motor vehicle accident on Pine Street

2-3 – *Mutual Aid to Franklin, Warwick Road, 2<sup>nd</sup> Alarm*: Engine 2 assisted at scene, rescued dog.

2-4 – *Mutual Aid to Wrentham, Wrentham Development Center, HAZMAT*: Engine 2 assisted

2-4 – *Mutual Aid to Franklin, Warwick Road, 2<sup>nd</sup> Alarm:* Engine 2 laid line and used deck gun

2-7 – **15 Harlow Avenue**, HAZMAT: Department of Fire Services (DFS) Hazardous Materials Team assisted to render scene safe. Norfolk firefighters rescued occupant and Rescue 1 transported to MGH. Millis assisted on scene. Rescue 2 evaluated two patients on scene. Foxboro engine covering the station and Walpole ambulance handled EMS call at MCI-Norfolk

2-16 – *Mutual Aid to Wrentham, KP High School, Gas Odor:* Engine 2 assisted on scene.

2-16 – *Mutual Aid to Medway, 7 Mallard Road, Working Fire:* Tank 1 assisted on scene

3-2 – **Storm** – During a 20 hour period Department responded to 58 emergency calls: 45 trees/wires down; 8 EMS; 3 fire alarms; 1 MVA & 1 CO call

3-3 – **King & Ridgefield FIRE DETAIL:** Ridgefield neighborhood cut off by downed utility poles, wires and trees. Staffed for 8 hours, Squad 4 responded to 2 emergency calls in this area

3-7 – **Storm** – During 11 hour period Department responded to 17 emergency calls: 11 trees/wires down, 2 MVAs, 2 EMS & 1 fire alarm

3-8 – **Storm** – During 8 hour period Department responded to 74 emergency calls: 61 trees/wires down, 6 fire alarms, 5 EMS, 1 MVA & 1 smoke investigation in residence

3-8 – *Mutual Aid to Franklin, 110 Woodside Road, CO investigation:* Engine 2 assisted on scene

3-9 – *Mutual Aid to Franklin, 30 Beech Road, Working Fire:* Engine 2 assisted on scene

3-13 – **Storm** – During 18 hour period Department responded to 31 emergency calls: 29 trees/wires down, 1 EMS & 1 MVA

3-14 – **228 Dedham Street**, Building Fire – Engine 2 responded from MCI-Norfolk EMS call to fire, which was contained to building's exterior, Foxboro & Wrentham assisted on scene

3-19 – *Mutual Aid to Bellingham, 101 Cross Street, Working Fire:* Engine 2 assisted on scene

3-21 – **20 Union Street**, Chimney Fire: Engine 2 & Ladder used to extinguish fire, no extension

4-7 – **15 Birch Road**, Building Fire: Engine 2 & Ladder 1 assisted by Wrentham and Millis engine companies, Franklin covered Norfolk. Fire contained to interior walls

4-9 – **Medway Street:** MEDFLIGHT transported patient from Freeman/Kennedy LZ, patient initially stabilized by firefighter/paramedics on Rescue 1

5-3 – *Mutual Aid to Medway, 24 Azalea Way, Working Fire:* Engine 2 assisted on scene

5-11 – **46 Main Street**, R & D Automotive, Building Fire: Engine 2 & Ladder 1 assisted by a Wrentham engine and Foxboro ambulance to evaluate minor injury. Foxboro covered Norfolk. Fire contained to garage

6-18 – *Mutual Aid to Westwood, Frugal Fanny's, Mass Casualty Incident:* Rescue 1 transported patient, incident involved release of tear gas type aerosol

6-25 – *Mutual Aid to Medway, Medway High School, Extrication:* Engine 2 assisted with extrication of school staff from locker collapse

7-2 – **Village of River's Edge**, Clubhouse, Cardiac Arrest: patient revived

7-11 – *Mutual Aid to Millis, 55 Pleasant Street, Working Fire:* Engine 2 assisted on scene

7-17 – **8 Eagle Drive**, HAZMAT: Initially dispatched to a medical on Bretts Farm Road, where a resident had been exposed to a chemical while cleaning at 8 Eagle Drive. HAZMAT technician from Foxboro Fire arrived to assist with mitigation. Resident transported to Norwood by Rescue 1 and Franklin Fire covered the station. Franklin Fire responded to a medical call while covering.

7-20 – **Main & Short Streets**, Motor Vehicle Fire: Engine 2 was assisted by Franklin Fire extinguishing a fully involved vehicle fire

8-3 – *Mutual Aid to Bellingham, 10 Pine Acres, 2<sup>nd</sup> Alarm Fire:* Engine 2 assisted on scene

8-8 – **Multiple Calls Received:** Eric Road medical, transported by Rescue 1 to Norwood; Millis Fire responded to 35 Berkshire Road for fire alarm and Foxboro Fire responded to Hillcrest Village for fire alarm.

8-13 – *Mutual Aid to Franklin, 10 Church Street, Working Fire:* Engine 2 assisted on scene.

8-15 – **Noon Hill Road**, Missing Person: Alzheimer patient located in Medfield by Norfolk Police after a nearly two hour search. Norfolk Fire assisted by Medfield Fire.

8-15 – **210 Dedham Street**, Horse'n Carriage, Electrical Fire: Mutual aid engines from Foxboro, Millis, Wrentham and Plainville along with a Franklin tower ladder and Bellingham ambulance assisted Norfolk with an electrical fire in the attic.

8-16 – **Mutual Aid to Wrentham, KPSrHA, MEDFLIGHT:** Engine 2 set up LZ for MEDFLIGHT.

8-20 – *Mutual Aid to Wrentham, Kenneth Minor Drive, Truck Fire:* Engine 2 assisted on scene.

8-21 – **18 King Street**, KPMS, HAZMAT: A chemical reaction required a Tier 1 HAZMAT response by the DFS Hazardous Materials Team. Chemical was neutralized using a hoseline from Engine 2. Wrentham Fire provided an engine, which laid a supply line for E2. Franklin Fire covered the station. Franklin also responded to medical at MCI-Norfolk with Foxboro's Rescue1. State Fire Marshal's Office responded with the Department of Environmental Protection. Providence Canteen provided rehab for firefighters on scene.

8-29 – **MCI-Norfolk**, Electrical Fire: Wrentham, and engine and Walpole, a ladder assisted Norfolk with an electrical fire in the Voc-Ed Building.

9-6 – *Mutual aid to Wrentham, 474 Park Street, House Struck by Lightning:* Engine 2 assisted on scene. Fast moving lightning storm resulted in six additional calls in Norfolk; 2 homes struck by lightning, 3 fire alarms and a tree down on wires.

9-7 – *Mutual Aid to Franklin, 18 Opal Circle, Working Fire:* Engine 2 assisted on scene

9-16 – *Mutual Aid to Lawrence, Structural Task Force 4B:* Norfolk's engine responded to Diamond Drive for a 3<sup>rd</sup> alarm fire along with response to 3 gas leaks, 2 elevator emergencies and a medical call. Two Norfolk members were injured at the 3<sup>rd</sup> alarm fire.

9-18 – *Mutual Aid to Franklin, 5 Celinda Way, Working Fire:* Engine 2 assisted on scene.

9-26 – *Mutual Aid to Wrentham, 25 Commercial Drive, Fire Alarm:* Ladder 1 assisted on scene.

10-1 – **5 Baltimore Street**, MVA: Millis Fire assisted with an MVA involving a van and tractor trailer unit. Rescues 1 & 2 transported injured to Norwood Hospital.

10-5 – **29 Ridge Road**, Chimney Fire: Foxboro's ladder & Wrentham engine company assisted.

10-21 – *Mutual Aid to Wrentham, Wrentham Developmental Center, 11 Smith Avenue, Working Fire:* Engine 2 pumped hydrant supplying Wrentham engine and a hose line to extinguish fire in an abandoned building, Chief Bushnell directed operations.

11-2 – **Multiple Incidents:** Starting at 6am the Department responded to 5 incidents during 90 minute span: Union Street power line; Fruit Street EMS transport by Rescue1; 7 Mirror Lake oil burner misfired; Union Street reported fire (Wrentham responded with an engine company) and an MVA on Myrtle Street (Wrentham responded with Rescue 2).

11-14 – **2 Sagamore Drive**, Vehicle Fire: Engine 1 assisted by Wrentham engine extinguished.

11-15 – **10 Sweetland Farms**, Chimney Fire: Engine 2 & Ladder 1 assisted by Millis engine and Medway tanker extinguished a stubborn chimney. Wrentham covered the Norfolk station.

11-16 – *Mutual Aid to Bellingham, 221 Pulaski Blvd, Working Fire:* Engine 2 assisted on scene.

11-21 – **5 Audubon Trail, Chimney Fire:** Wrentham assisted Engine 2 & Ladder 1 extinguish.

11-24 – *Mutual Aid to Franklin, 19 Hawthorne Drive, 2<sup>nd</sup> Alarm:* Engine 2 assisted on scene.

11-29 – *Mutual Aid to Franklin, 345 East Central Street, McDonald's, 2<sup>nd</sup> Alarm:* E2 laid 500' of supply line to Franklin E1 and E2 crew assisted inside the restaurant extinguishing fire.

12-5 – **139 Main Street, Norfolk Library**, Sprinkler System Activation: A frozen sprinkler head broke causing damage to the Library's book circulation area. Firefighters using water vacuums assisted clearing water and removed debris.

12-12 – **MCI-Norfolk**, Equipment Fire: A heat transfer machine fire in the Industries Building was quickly extinguished by Corrections staff. Wrentham sent an engine company.

12-29 – *Mutual Aid to Wrentham, 15 Tilting Rock Road, Building Fire:* L1 assisted on scene.

The Fire Department would not be able to perform our mission of delivering emergency service without the help of the dedicated staffs from the Police Department, DPW, Building and Facilities Department along with the dispatchers staffing the Public Safety Communications Center. Those staffing these Departments exhibit true professionalism and cooperation each day for the firefighter staffs. Their dedication makes our job easier! Each year the Department reserves a special "shout out" to the DPW Vehicle Maintenance staff whose prompt response and attention to detail keeps fire apparatus and ambulances ready to safely respond! To the residents and businesses of the community we wish to convey our most sincere thanks for the support shown each day! We appreciate all your kind words and especially the baked treats which maintain our spirits even through the difficult times. Again, thank you!

This year the Department regretfully notes the "moving on" of our friend and boss, Town Administrator Jack Hathaway. Incidents big and small, Jack would invariably be present to lend a supporting voice or to

hand out water to those working an emergency. Jack was an enthusiastic facilitator for the Department and staff always ready with a dry sense of humor to show his engagement with our operation. As Jack moves on to York, Maine and a new future with his family we wish him smooth sailing on the York River.

Respectfully submitted,  
Coleman C. Bushnell  
Fire Chief

## **FIRE DEPARTMENT STAFFING**

### **FIRE CHIEF**

Coleman Bushnell, EMT, career

### **DEPUTY CHIEF**

Peter Petruchik, EMT, career

### **LIEUTENANTS**

John Kelley, EMT, career

Michael Findlen, Paramedic, career

Douglas Johnston III, Paramedic, career

David Holmes, EMT, call

### **FIREFIGHTERS**

Mark Amiot, Paramedic, EMS Director, career

Ryan Connolly, Paramedic, call

Jeff Eszlari, EMT, call

Gus Greaves, EMT, career

Kate Howarth, Paramedic, career

Thomas Newman, Paramedic, career

Richard Yunker, Paramedic, career

Kevin Brady, Paramedic, career

Tyler Connolly, EMT, call

William Getchell, Paramedic, career

Seth Hamilton, Paramedic, career

Jamie Masterson, Paramedic, career

Patrick Rockett, Paramedic, call

### **ADMINISTRATIVE ASSISTANT**

Marie Simpson

## **POLICE DEPARTMENT**

The 2018 Police Department activities report is my twenty-fifth as Chief of Police of the Norfolk Police Department. This year marked the retirement of Lieutenant Paul J. Murphy after 41 years and Officer Stephen K. Plympton after 32 years.

The Town of Norfolk was again recognized as one of the safest communities in the United States and in Massachusetts. Even with this status I continually suggest to homeowners that they have an alarm system with video capability which helps us apprehend the individual that may have broken into their home. Drug use is still an issue in Massachusetts starting as early as Middle School and the increase in opioid use is a real problem everywhere. School age children may be shoplifting, stealing money from parents and siblings or using their part time employment to cover the costs of drugs. Parents should be ever vigilant about leaving prescription drugs in the "medicine cabinet" as these are now popular with teens and college age children because they are easy to obtain and then use or sell. Heroin is the drug of choice because it is cheap, but the side effects are overdose and in many cases death as a result of unchecked Fentanyl content. Norfolk Police and Fire both carry Noxolone as a result of this overdose issue and unfortunately have had to use it to bring drug users back to life after overdosing. We will continue to do everything we can to prevent these crimes and if not prevent them, then apprehend these criminals and slow down the drug trade. Credit card fraud is an ongoing crime so we suggest you use great caution when buying items online and transmit your information to and constantly review your bills for suspicious activity. We as parents still need to be especially vigilant about who our children contact on the internet and who they are allowed to see as a result. Social media sites continue to have individuals who patrol these sites in hopes of luring a young teen or adult away from their home with intentions that are ultimately not good for anyone, so extreme caution must be used when accessing these sites. People continue to call saying they are the IRS and want you to send gift cards to pay off your outstanding debt, the IRS will not call by phone demanding an instant payment with a credit card or gift card. If you are contacted by phone and question if a fund raising cause or other request for money is legitimate, call our department and we will find out so you are not a victim of a fund raising scam.

The Norfolk Police Department will continue to make every effort to provide the level of services that you expect and deserve with the personnel and resources available to us. The department will continue to be involved in the Metro-LEC tactical unit. The unit is made up of officers from the 28 cities and towns in Norfolk County and additional towns from other counties, and is available for all incidents requiring the services of a tactical unit including searches for missing persons, strikes, hostage situations, warrant apprehension, C.A.R.T. and investigation work, etc. I want to thank Patrolman Glen Eykel, Sergeant David Eberle, Sergeant Eric Van Ness, Officer Robert Holst and Officer Robert Forsythe for their participation in this unit and the countless hours of hard work, training and responses to those calls at all hours of the day and night. NORPAC is another group we belong to which includes detectives from 15 communities that work together to investigate the sale of drugs. Breaking and entering, and other crimes, and our representatives in 2018 were Koren Kanadianian and Michelle Palladini.

We want to thank Officer Stephen K. Plympton for his tireless efforts and dedication to the D.A.R.E. program for over 25 years and his interests in the youth of this town and the King Phillip School District and since he retired in August of 2018 we wish him well on a well-earned retirement. The D.A.R.E. program is a partnership between the Norfolk Police Department, the parents and their children that we hope will help everyone achieve a long, happy and fulfilling life, and we remain dedicated to achieving that result with the help of each of the participants in the partnership. This is the 5th year that Michelle Palladini served as a school resource officer and works at King Philip Junior High in Norfolk. We are very thankful that she is there and we appreciate the school administration making it possible and making funds available so she could be free to do so.

Charles H. Stone Jr  
Chief of Police

INCIDENT TYPE	2017	2018	INCIDENT TYPE	2017	2018
51A Filed (Child Neglect/Abuse)	3	9	Lockout - Motor Vehicle	50	46
911 Disconnect Investigation	392	304	Lockout - Residential	9	23
Accident - Train	1	0	Malicious Destruction	8	16
Alarm Burglar Commercial	213	165	MetroLec/SWAT Callout	28	20
Alarm Burglar Residential	214	187	Missing Child	11	3
Animal Complaint	316	405	Missing Person	19	3
Alzheimer's Registration	-	1	Motor Vehicle Crash - Deer	22	12
Arrest	123	142	Motor Vehicle Crash - Pedestrian	1	1
Arson	1	0	Motor Vehicle Crash - Injury	23	14
Assault - Sexual	1	2	Motor Vehicle Crash - Fatal	0	0
Assault - Dangerous Weapon	4	1	Motor Vehicle Crash - No Injury	154	137
Assault - Misdemeanor	15	6	Motor Vehicle Stop	2,613	2,514
Assault and Battery	15	12	Motor Vehicle - Citation Issued	1,068	1,117
Assault and Battery on Police	0	4	Motor Vehicle - Warning	1,083	1,268
Assist Fire Department	481	448	Murder -Attempted	1	0
Assist Ambulance	657	620	Mutual Aid	70	77
Autism Registry	-	2	Narcans Administered	1	1
B&E - Attempted	3	0	OUI - Liquor	15	22
B&E - Motor Vehicle	14	11	OUI - Drugs	3	9
B&E - Building	9	6	Parking Violation	24	29
Building Check	2,332	2,484	Property Damage	20	29
Civil Complaint	1	6	Property Found	61	23
Counterfeiting	2	0	Property Reported Lost	13	5
Court Order Served	39	62	Property Recovered- Stolen	20	21
Crisis Intervention Team	7	5	Protective Custody	7	15
Death Investigation	3	7	Psychiatric Emergency	-	10
Disabled Motorist Assist	129	124	Rape - Force	1	2
Disturbance	134	97	Recreational Vehicle Offense	16	5
Domestic - Family Disturbance	25	22	Repossession - Assist	3	9
Drug Distribution	6	4	Resisting Arrest	2	2
Drug Overdose	5	9	Restraining Order - Violation	7	9
Drug Overdose - Fatal	1	1	Restraining Order - Served	9	24
Drug Possession	12	13	Road Hazard	128	170
Fireworks Complaint	9	5	Sex Offender Registration	1	1
Firearm Violation	0	2	Suicide Attempt	1	1
Follow-up Investigation	172	131	Suicide	1	2
Fraud/Identity Theft	47	49	Suspicious Activity	574	596
General Offense	85	151	Threats	13	11
General Service	1,948	2,129	Town By-Law Violation	6	9
Harassment	34	20	Transport	73	117
Harassment - Telephone	6	3	Trespass	11	18
Harassment - Sexual	1	0	Warrant- Alcohol/Drug Evaluation	4	5
Hazardous Incident	54	102	Warrant- Psychiatric Evaluation	7	13
legal Dumping/Littering	4	3	Weapons Violations	1	1
Industrial Accident	0	1	Well Being Check	91	104
Larceny	22	22	Wires Down	50	150
Larceny - Motor Vehicle	2	2			
Letter Disinvite Trespass Notice	13	7			
Liquor Violation	1	1			
			<b>TOTAL CALLS</b>	<b>10,620</b>	<b>11,475</b>
			<b>TOTAL ARRESTS</b>	<b>123</b>	<b>142</b>
			<b>PROTECTIVE CUSTODIES</b>	<b>8</b>	<b>15</b>
			<b>CRIMINAL SUMMONS</b>	<b>213</b>	<b>208</b>
			<b>CRIMINAL COMPLAINTS FILED</b>	<b>390</b>	<b>431</b>

## 2018 ANNUAL REPORT OF THE DETECTIVE DIVISION

The Detective Division of the Norfolk Police Department is currently staffed by two Detectives. Detective Michelle Palladini splits her time between the detective division and her assignment as School Resource Officer, and Detective Koren V. Kanadianian worked in a full-time Detective assignment from 5pm-1am.

Detectives utilized the New England State Police Information Network (NESPIN) database as well as surveillance equipment for various investigations, and the RISSNET (Rhode Island State Police) database for intelligence and information sharing. Detectives also facilitated a department-wide training by NESPIN for the patrol division to access and utilize RISSNET resources, which was also combined with training in COPLINK for the department. Detectives utilized COPLINK in a number of cases.

Mutual aid with area towns was used in several cases which involved similar types of theft. Detectives used outside law enforcement and non-law enforcement resources to work on several cases involving theft, fraud, and breaking and entering.

METRO-LEC Computer Crime Lab and the State Police Crime Lab were utilized for computer forensic analysis when needed for cases.

### **Some of the investigations undertaken by the Detectives in 2018 include:**

Detectives investigated 6 breaking and entering cases, 11 B&E/larceny from a vehicle, 22 larcenies and 49 cases of fraud/identity theft.

One notable breaking and entering case was in August 2018, where 4 dirt bikes valued at over \$30,000 were stolen from Cliffs Cycles. Detective Palladini recovered fingerprints at the scene which were analyzed by the Massachusetts State Police Crime Laboratory. A suspect was identified from these prints and a warrant placed for his arrest. The case is pending court prosecution.

The Town of Norfolk also had a number of motor vehicle break-in's at business establishments in the Dedham Street area. After a lengthy investigation, a suspect was identified, and also wanted in several area towns for the same crime. The suspect was arrested and brought before Wrentham District Court for charges out of Norfolk, Wrentham, Walpole and Foxboro.

Detectives investigated 9 drug overdoses, mostly involving heroin and fentanyl (1 of the overdoses was fatal).

Detectives investigated 3 sudden deaths, 2 of which were investigated as suicides.

Detectives investigated 3 suicide attempts.

6 missing persons reports were filed and investigated.

2 rapes and 2 sexual assaults occurred in 2018.

One case resulted in the arrest of a resident for multiple counts of aggravated rape of a child (among other charges), after a lengthy investigation by Detective Palladini.

1 drug investigation was conducted by Detective Kanadianian where a resident in Norfolk was believed to be using or selling drugs at his residence.

After a lengthy investigation, Detective Kanadian and Norfolk Officers (with the assistance of the NORPAC drug task force, MetroLEC SWAT, Wrentham Police and Franklin Police) conducted a raid of the residence in 2018 where 5 arrests were made, and a quantity of crack cocaine, fentanyl, drug packaging and drug paraphernalia were seized.

### **Pro-active Programming:**

1. Detective Palladini continues to hold the Community Crisis Intervention Team (CCIT) which meets monthly. The mission of the team is two-fold: principally it exists to promote communication and enhance the response of public and private agencies when summonsed to intervene with individuals who are mentally ill, or experiencing drug/alcohol addiction and other issues in their lives. The team is comprised of a number of individuals to include members of various social service agencies (Norfolk Public Health Nurse, Riverside Emergency Services, Dana-Group, Private Practice Therapy, S.A.F.E. Coalition and the Norfolk Council on Aging). The team assisted a number of residents with mental health concerns (of all ages) in 2018, as well as several victims of domestic violence. Notably, the team assisted a man with 3 serious suicide attempts (which posed substantial risk to first responders [police and fire]) within a short amount of time. The man continues to thrive today due to the help he received.
2. Detectives continue to operate a "registry" for children with autism, persons with disabilities, and seniors with Alzheimer's/dementia (and related). The registry is maintained and updated annually, with rolling application for new residents, or newly diagnosed residents. The purpose of the registry is to identify residents who are prone to wandering, that could potentially go missing. In addition, the registry also provides an opportunity for Norfolk Police to learn more about the best way to interact with residents with special needs (i.e. responding without lights and sirens, etc). This registry proved successful during one instance where a resident with dementia went missing in the early morning hours. His wife woke up to find him missing and immediately called Norfolk Police. Detective Palladini had registered this gentleman just one week prior, and already had pertinent information available to aid in the search. The gentleman was found (unharmd) in a short amount of time thanks to the hard work and dedication of Norfolk Police and Fire, as well as assistance from the MetroLEC Search and Rescue team who were a short 2 miles away training at Bay State Correctional Facility.
3. A number of drug related investigations involved families/individuals seeking help and assistance for their addictions. Detectives helped to facilitate resources, paperwork and court processes for persons interested in drug rehabilitation and assistance. In early 2018, Detective Palladini was named to the Board of Directors for the S.A.F.E. Coalition where she volunteers her time attending meetings and events, and also gives law enforcement perspective at community meetings and events when requested. S.A.F.E. continues to be a resource for the Norfolk Police Department and Wrentham District Court, used often in matters of substance abuse. Additionally, Norfolk Police (along with surrounding municipalities) were provided with a substance abuse "recovery coach" through PAARI (Police Assisted Addiction Recovery Initiative). This recovery coach was called upon by Norfolk Police/Detectives on 3 occasions in 2018 to assist residents in need.
4. Detective Kanadian conducted a presentation for senior citizens on common elderly scams, detailing a lengthy investigation he conducted where a couple was scammed out of over \$100,000. Detective Palladini was involved in several public service announcements via social media with Senator Ross and Norfolk Community Television. She also offered a number of educational presentations geared towards residents with children in the schools (topics included: drugs/alcohol, social media and smartphone safety, dating violence, and personal safety).

During this past year, Detectives attended a number of trainings/seminars/workshops for continuing education.

Detectives also completed two alcohol compliance checks throughout the year, whereby local businesses were checked for liquor law violations regarding sales of alcohol to under-aged persons. There were no violations at any of the establishments in Norfolk in 2018.

The Detective Division wishes to thank Chief Stone and the men and women of the Norfolk Police Department for their continued support, hard work, and dedication. We also wish to thank the residents and business owners for their support and assistance as well.

Respectfully,

Detective Palladini and Detective Kanadianian

## **2018 POLICE AND FIRE COMMUNICATIONS DEPARTMENT**

The Norfolk Communications Department is responsible for dispatching all emergency and non-emergency incidents including Police, Fire, EMS and Animal Control. Our Communications Specialists fill a vital role as the first contact in most emergencies.

During 2018 the department logged approximately 11731 calls for service. We continue to ensure the department delivers the highest level of service to the community. Our department trains year round on a number of different incident types and technology advancements. Most times our department is not seen by the community but their hard work and dedication ensures our first responders are dispatched rapid and efficiently. Specialists attend to the day to day business operations of public safety.

### **2018 Activity**

**Police/Fire/EMS/ACO Incidents: 11,731**

**911 Calls : 1,837**

**Non-Emergency Calls: 36,770**

**Radio Calls (Police): 43,659**

**Radio Calls (Fire): 17,128**

In 2018 the Communications Department consisted of 4 full time dispatchers: Joseph Castellano has 15 years of experience and is currently the Communications Supervisor; Garin Eisele who is also a reserve police officer and serves on the Metro-LEC Tactical Response Mobile Command Unit; William Mouyos and Michael Milano round out the full time staff and serve as special officers in town as well. Part time officers include Paul Altmeyer, Ben Campbell, Brendan Penttila, Kevin Brady, Kate Howarth, James Vinson, James Hazeldine and Kathryn Jacobson.

In the upcoming year we will be joining a regionalization communication center with Wrentham, Franklin and Plainville. I would like to thank Chief Stone and Chief Bushnell as well as the entire command staff and officers from both Police and Fire for their support and dedication over the last 15 years, it has been a pleasure and honor to work for the town. We have had an amazing working relationship. I would also like to thank the Community of Norfolk for allowing us to represent you!!!

Respectfully Submitted

Joseph Castellano

Communications Supervisor

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works strives to support and enhance a high quality of life for the Town's residents, businesses and visitors by providing well planned, environmentally sensitive, cost effective infrastructure and services to promote public health, personal safety, transportation, economic growth and civic vitality.

The Department of Public Works is also responsible for planning, designing, constructing and maintaining the Town's infrastructure with oversight by the Town Administrator and Board of Selectmen.

So that each function of the Department of Public Works can be adequately explained, this report is broken down by the following divisions:

### HIGHWAY DIVISION

The Highway Division is responsible for the rehabilitation, reconstruction, maintenance and engineering design of over 70 miles of town-owned roadway which includes municipal storm-water systems, retention area headwalls, culvert crossings, signage, pavement markings, sidewalks, shoulders and tree removal. The Highway Division also maintains the parking areas at all municipal buildings and schools. The Highway Division is responsible for all snow and ice events, with support from all Divisions.

This year the Highway Division completed multiple Permanent Asphalt Repairs, "Perm Patch", at various locations throughout the Town. The process includes machine milling and excavation of deteriorated street pavement and replacing with hot mix asphalt, applied, raked and compacted in place. When asphalt plants are closed and hot mix is unavailable Cold Patch is purchased and applied to potholes as a method of temporary repair.

Street Line painting was completed town wide to include: 282,388 lf of double yellow center lines, 152,594 lf of single white edge lines, cross walks, stop lines, r/r crossings and more. All streets are swept at least once in the spring time and the Town Center was swept clean on a weekly basis in the Spring and Summer. Sweeping was also completed in multiple locations before scheduled events and for clean up purposes after accidents etc. Over 1,800 catch basins were cleaned. As a result, approximately 305 cy of catch basin cleanings each year are stock piled on site at the Town's landfill. These materials are sampled annually and certified for re-use under roads through a Beneficial Use Determination (BUD) and approved by the DEP.

In 2018 the Town received an allotment of \$393,086.00 through Chapter 90 Funds for pavement improvements to the following streets:

Boardman Street	from	Rockwood Rd.	to	335' south of Rockwood Rd	335'
Rockwood Road	from	#30 Rockwood Rd.	to	#48 Rockwood Rd.	915'
Tucker Road	from	Rockwood Rd.	to	200' south of Rockwood Rd.	200'
Cleveland Street	from	Rockwood Rd.	to	Holbrook St.	2,330'
Fruit Street	from	Cleveland St.	to	685' west of Cleveland St.	1,000'
Myrtle Street	from	Main St.	to	Hannover St.	1,400'
Myrtle Street	from	Hannover St.	to	River Rd.	1,000'
River Road	from	Myrtle St.	to	Lakeshore Dr.	1,000'
North Street	from	Mirror lake Ave.	to	Wrentham Town Line	900'
North Street	from	Union St.	to	Marshal St.	1,450'
Diamond Street	from	North St.	to	Diamond St. Culvert	800'
Union Street	from	Diamond St.	to	500' north of Diamond St.	500'
Union Street	from	Grove St.	to	556' south of Grove St.	556'

Short Street	from	Main St.	to	School St.	200'
School Street	from	Short St.	to	Franklin Town line	625'
Lake Street	from	Main St.	to	1,252' N. of Main St	1,252'

\*\*\* Rockwood Road / Boardman Street Intersection – Line of Site and Traffic Signal Improvements

\*\*\* Three (3) Brick walkways (Street Crossings) were replaced with Cobbles at the Town Library and the Town Hall.

\*\*\* Grants Applied for and Awarded to the Town included:

1. Municipal Small Grant for the Lawrence Street Bridge - \$ 500,000
2. Mass Works Infrastructure Grant for Lawrence Street Improvements - \$1,800,000
3. City Mills Dam Grant for study, Recommendations and limited repairs - \$ 200,000

\*\*\* From Articles approved at the May 2017 Annual Town Meeting the Department completed Transfer Station Paving and also received delivery on a Transfer Station Pickup Truck with Plow assembly. The Highway Division received delivery on a Large Dump Truck with Sander and Plow assembly and other small equipment pieces.

\*\*\* From Bonds received from Private Developers the Department is completing the paving and improvements on Meetinghouse Rd and the Saddle Ridge Subdivision.

### **GROUNDS MAINTENANCE DIVISION**

The Grounds Maintenance Division is responsible for the rehabilitation, construction and maintenance of 52 acres of recreational field space, green space of all municipal buildings and property including schools and Memorial Sites. The Division manages and maintains the two town-owned cemeteries (Norfolk Cemetery and Pondville Cemetery), including the sale of lots and burial services. In 2018 there were 14 burials and 7 cremation burials.

The Grounds Maintenance Division is funded through three sources. Materials and supplies for recreational field space are funded through a user-fee collected by the Recreation Commission. Cemetery maintenance costs are defrayed through sales of graves, fees for burials and interest from the perpetual fund. Municipal services are funded through the General Fund.

Beyond the daily maintenance of fields and green space, the Division is responsible for completing various intersection and "line of site" projects. During the winter months the Grounds crew is responsible for roadside clearing, Tree Trimming, Tree removal and all related Tree emergencies. The Division is also works with "Highway" for Snow & Ice Operations and installation of all holiday decorations, lights, flags, wreaths etc.

### **VEHICLE MAINTENANCE DIVISION**

The Vehicle Maintenance Division is responsible for the purchase, repair and maintenance of the Town owned fleet consisting of 70 vehicles and 118 accessory pieces. The Vehicle Maintenance Division, in compliance with the Capital Outlay Committee's request, created a 15 year vehicle replacement program for all Town-owned vehicles which projects a definitive 5 year funding requirement and projected 10 year estimate. This program is updated annually. This Replacement Program would allow the Town to manage the fleet in a cost effective manner and would reflect a savings in vehicle maintenance expenses. When the annual funding for this program is interrupted, equipment is not replaced as designed. As a result, maintenance expenses increase and equipment dependability becomes an issue.

This year the Town voted to approve funding for three (3) Trucks and a Plate Compactor for the Highway Division and a Mower-Collector and Leaf Vacuum-Collector for the Grounds Division totaling, \$296,500.

Departments that utilize the Vehicle Maintenance Division's services include Police, Fire, DPW (Grounds, Highway, Solid Waste and Water Divisions), Building Department, Council on Aging, Animal Control, Town Hall Administrative, Facilities Maintenance Department, Recreation and Schools. As we move forward, we will continue to evaluate the Town's fleet and create cost effective consolidation to reduce major repair costs and maintain a quality fleet of service vehicles.

Vehicle maintenance is also responsible for building maintenance at the DPW facility, including fuel storage, fuel dispensing, annual testing and certification of fuel system, fire suppression systems, air vessels and furnace.

### **SOLID WASTE DIVISION**

The Solid Waste Division is responsible for monitoring, collecting and disposing of solid waste, hazardous waste, bulky waste, yard waste and recyclables. The Division provides a solid waste and recyclable collection service for municipal buildings, recreation areas and conservation areas. Solid waste and the Landfill are monitored to insure compliance with DEP Regulations. The Solid Waste Division is partially self-supporting through various fees from collections, recyclables and drop-offs that are submitted to the Town to offset annual costs for operation and debt service.

Wood waste and yard waste products have been processed into usable material for residents, area nurseries, and farms (i.e. compost, wood chips, etc.). The Transfer Station also offers a bulky waste pick-up and disposal service for all residents. Details regarding the services and associated fees are outlined in the annual newsletter. Solid Waste is now producing screened loams and gravels which can be purchased by residents and local businesses. The Transfer Station also offers roll-off container rental service to residents.

The Solid Waste Division is working closely with the Department of Environmental Protection (who is very impressed with our source separating program and facility layout) to acquire grants to help fund upgrades. Pursuant to the Recycling Dividend Program (RDP) Contract with MassDEP, the Town earned a payment of \$3,850. In addition, the Solid Waste Division works diligently each year to maximize its efficiency in methods and markets for disposal. Compaction of bulky materials such as cardboard and plastics has reduced the number of hauls, saving labor, repairs, fuel and maintenance costs, while increasing tipping weight per haul, thereby increasing revenue per haul. Compacting of cardboard began in December of 2012, and #1 clear plastic began in March of 2013. The compaction of these two materials has reduced the number of hauls by approximately 50% and the tonnage hauled per trip has approximately doubled when averaged over the year. This decrease in trips has allowed these labor hours to be used to do much needed repairs to the facility and to produce saleable materials such as loam, compost, woodchips, etc.

To use the Recycling/Transfer Station, you must be a resident of Norfolk and purchase a decal for your vehicle. Specifics are outlined in our annual newsletter, which is mailed to every household. Residents currently using a curbside pick-up service - please feel free to come by and tour the facility. There are many services available to you that you may not be aware of. For example:

- ❖ Disposal of oil & antifreeze
- ❖ Collection area for yard & brush waste
- ❖ Disposal of household hazardous waste
- ❖ Donations are accepted for charities: Red Cross, Community Clothes Recycling, St. Vincent DePaul, Goodwill, Salvation Army, Lions (eye glasses) King Philip Boosters (returnable plastic bottles & cans), Norfolk Schools (cell phones & printer cartridges), and Friends of the Library (books).

TOWN OF NORFOLK TRANSFER STATION ANNUAL REPORT 2018

All of the figures in this report relate to the calendar year January 1, 2018, through December 31, 2018. The Transfer Station was open to Norfolk residents on Wednesdays and Saturdays from January 1, 2018 through December 31, 2018. The total number of operating days in 2018 was 105.

Non-Recyclable Waste

The Town of Norfolk contracts with Wheelabrator Millbury, Inc. for disposal of household waste and for bulky waste.

Total compacted waste	529 tons
Total bulky waste	279 tons
Total non-recyclable waste	808 tons
Daily average	8 tons

The 529 tons of compacted waste represents 30,228 bags of household waste.

Recyclable Waste

Newspaper & Mixed Paper	95 tons
Corrugated Cardboard	103 tons
Plastics (#1-#7)	52 tons
Metal (white goods & metal cans)	96 tons
Tires	4 tons
DPW Waste	608 tons
Glass (white and colored)	47 tons
Leaves/Yard Waste	457 tons
Brush	825 tons
Wood	62 tons
Textiles – St. Vincent dePaul	8 tons
Discover Books	7 tons
Total Recyclable Waste	2,268 tons
Daily Average	22 tons

Recycling Rate

Total recyclable plus total non-recyclable waste is 3,076 tons. This figure achieves a recycling rate of 74%. (Before accounting for private haulers, hazardous waste.)

**WATER DIVISION**

The Water Division is responsible for operation and maintenance of the town-owned water system, and delivery of potable water to its customers. The system consists of 74 miles of water main, 2,584 +\ services, 4 supply wells and 2 one million-gallon storage tanks. The system is in compliance with all Massachusetts Department of Environmental Protection (MassDEP) Rules and Regulations. The Division is self-supporting and fees from water revenues are managed through an Enterprise Fund, for construction, maintenance, and new source development.

During the past year, the following significant water projects were undertaken and completed:

- Continued the process for the new water source off Holbrook Street. We are still working with MassDEP on approval of the new well field.
- Preliminary design has been completed and submitted to MassDEP.
- Worked with our consultants to upgrade the existing SCADA system. The system is original and due some significant upgrades to not only reduce the potential for failure, but encompass the new well field and wastewater treatment plant.
- Hydrant Maintenance Program – we continue to conduct our complete hydrant maintenance program. This program includes a technical inspection of fire hydrant, repairs, painting, location flags and GPS identification of infrastructure.
- Pump Station Maintenance – painting of station interiors and maintenance of paved access roads at Spruce Road and Gold Street stations.
- Continue the challenge of reducing and minimizing unaccounted-for-water (5%) by locating and repairing leaks in the water mains and services, and promoting resource protection and conservation.
- Testing and replacing faulty water meters.
- Conducted Spring & Fall town-wide hydraulic flushing of the entire distribution system. This program is key to supplying the highest quality water we can to our customers.
- Managed leak detection, backflow testing, master meter testing, generator testing, and contract operations of the pump stations.

The Water Division continues to work cooperatively with the MCI Norfolk Water Department to provide the facility water for emergencies and maintenance purposes.

The Department of Public Works is dedicated to the delivery of potable water pertaining to quality and quantity and continues to investigate new water supply resources to meet the community's future needs.

**WATER SERVICE INFORMATION**

	<u><b>2017</b></u>	<u><b>2018</b></u>
Miles of water main in service	73	74
Total water services*	2,509	2,584
Number of services per mile of water main	34	34
Total gallons pumped	159,027,000	162,640,200
Total gallons purchased	664,700	732,500
Average gallons pumped per day	435,690	445,589
Average annual gallons used per service	63,647	63,224
Average gallons used per service per day	174	173
Total Water Bill and Betterment Revenue	\$1,632,113	\$1,609,693

\*Reflects metered services only. Fire services are not included in this figure.

Finally, we would like to offer a special note of thanks to all the Town Departments, Boards, Commissions, and Committees for their continued support and working relationship.

Respectfully Submitted,  
 Robert J. McGhee  
 Director of Public Works



**Education**

**Library**

**Arts**

## **REPORT OF THE KING PHILIP REGIONAL SCHOOL DISTRICT School Year 2017-2018**

On September 5, 2017, the 2017-2018 school year opened very smoothly. The work of the King Philip Regional School District is guided by the Mission Statement: "To foster an educational community where students come first, and every child has the opportunity to achieve to his or her fullest potential. This will be accomplished by embracing the values of respect, individual and collective responsibility, creativity, and enthusiasm for learning. We will ensure a caring and supportive environment that balances academic rigor with the development of character and a strong sense of self." This is very exciting work. As your superintendent of schools, I share with all of you this awesome responsibility of educating our young people. This complex task requires the cooperation and support of an entire team and an entire community. Thank you to each of you who helped to shape this school year and who contributed to providing a world class education for all the students who attend the King Philip Regional School District.

The King Philip Regional School Committee is comprised on nine members, with three members from each of the towns of Norfolk, Plainville and Wrentham. Six members are elected, with two from each of the respective towns with staggered three-year terms. The other three members are appointed by their respective town/school committees. The committee generally meets twice a month at the King Philip Regional High School in the Library to conduct business. These meetings are open to the public. Dates and times of these meetings are posted on the school district's website at [www.kingphilip.org](http://www.kingphilip.org) and also posted in the Superintendent's Office.

In addition to the bi-monthly meetings, members of the school committee also serve on subcommittees that meet on an as needed basis throughout the year. Those subcommittees include a Budget & Finance Subcommittee, Policy Subcommittee, Collective Bargaining Negotiations Subcommittees for Unit A (Teachers); Unit B (Custodians); Unit C (Secretaries); Unit D (Teacher Assistants); and, KP Cafeteria Association. School Committee members also serve as representatives to Sick Bank and the Health & Welfare Trust Subcommittee. The work of each of these subcommittees varies depending on the needs of the district.

The Budget & Finance Subcommittee worked with the Superintendent of Schools and Director of Finance & Operations in the preparation of a budget request which would be presented to the residents at each communities' annual town meeting. The subcommittee and the full school committee spent much of their meeting time during the winter and spring months working with the superintendent and administration to develop an operational budget request for the school department. At the annual spring town meetings, the requested budget was approved.

In 2017 the KP Community Working Groups were established and tasked with the objective of supporting the School Committee and the Administration in the areas of Strategic Planning, Budget and Public Relations, while building strong relationships between the community and the school. The King Philip Regional School District is very appreciative of the time and effort that members devoted toward this effort. The District would like to offer a special thank you to the community volunteers who spent tireless hours fulfilling this objective: Mrs. Julie Redlitz, Mrs. Tracey Molloy, Mrs. Gwynne Sawtelle, Mrs. Tina Desprez, Mrs. Kendra Kannally and Mrs. Kim Eldred.

The 2017-2018 school year began with a walk through of the buildings on August 28, 2017. Traditionally, the school committee spends time in each building at the start of school year to review the status of the facilities. The school committee determined that the facilities are in very good condition due to the on-going generosity of the town budget, periodic improvement projects and the hard work of the maintenance, custodial and administrative staff.

On June 10, 2018, the King Philip School Committee awarded diplomas to 326 King Philip graduates.

Attorney Patrick Francomano, served as the Chairperson for the King Philip Regional School Committee from April 2017 through April 2018. Mr. Michael Gee served as Vice-chair. The King Philip Regional School Committee would like to express its gratitude to Marion Linde, the student representative to the school committee, for her input at meetings. The committee would also like to recognize the work of Mrs. Elisa Witkus who serves as Secretary to the School Committee.

During the month of September, the Commonwealth of Massachusetts released the results of the Massachusetts Comprehensive Assessment System (MCAS). The analysis of these scores by department-based data teams in each building drives curriculum decisions and instructional and assessment practices. An outcome of high performance on the MCAS resulted in 88 students qualifying for the John and Abigail Adams Scholarship. This scholarship entitled these high performing students to four years of free tuition at a Massachusetts state university or two-year community college.

During the spring of 2017, the Massachusetts Department of Elementary and Secondary Education rolled out a new version of the MCAS assessment for grades 7 and 8 in English/Language Arts and Mathematics, entitled Next Generation MCAS. Students in grade 8 still participated in the traditional MCAS science exam. Students also took the MCAS biology exam in grade 10 and the traditional MCAS English Language Arts and mathematics exams in grade 10. The traditional version has been named MCAS Legacy.

The accomplishments of the King Philip Regional School District do not end in the classroom. Athletes brought pride to the district both on the fields and on the court. Warrior pride is more than just a score at a game. The students who attend King Philip Regional Schools exemplify good sportsmanship and team spirit at every event. The district is very proud of all of the accomplishments of each and every player and coach and commends them for a job well done.

In March of 2018 a public forum on the FY2019 school department budget was held. The purpose of the public forum on the budget was to provide the community with detailed information about the school committee's budget request that ultimately came before the voters at the respective town meetings in May and June.

Due to the hard work of a strong administrative team, numerous accomplishments were realized during the 2017-2018 school year. The district has made tremendous progress in their work with the development of curriculum. Dynamic updates are reflected in our [curriculum online](#) view designed to support parent access to curriculum maps, unit designs, and essential understandings. Our professional development initiatives have been aligned with state curriculum changes. Most recently our emphasis is on changes made in science, digital literacies, and history.

Middle School academics are strong and we have students excelling in the region, state, and nationally. Our middle school science teams, Smarticle Particles, and Nano Know It Alls, took the top prize in the Massachusetts Science Trivia Competition for the 5<sup>th</sup> year out of 8 years that we have attended the competition. As part of the prize, our students dined with Dr. Philip Sharp, Nobel Laureate in Physiology/Medicine. Through student conversation with Dr. Sharp they learned more about "discontinuous genes" in mammalian cells along with how that discovery changed scientists' understanding of gene structure. In the New England Mathematics competition, we were pleased to have one student recognized as a top scorer in Norfolk County and in New England.

The King Philip Middle School ELA department had 9 students recognized for their poetry submissions in the yearly publication of the Norfolk Quill. Nearly 50 Grade 8 students were recognized by the Young Writers of USA association and were published in the Spine Chillers Anthology: Mini Sagas from Massachusetts. Our students performed on a high level in our National Language competitions. Thirty-six of the students taking the exam in French or Spanish received recognition. This included 2 gold medals, 5 silver medals, 6 bronze medals, and 23 honorable mentions.

King Philip Middle School Student Ambassadors, supported by our History Department advisors Mr. Sean Jones and Mrs. Lisa McIntyre, continued their involvement in Project 351, a statewide program that empowers teens to make change and progress within their community. The 351 Program was initiated years ago to reflect Governor Patrick's belief in the power of young people, statewide unity, and youth leadership. This year, eighth graders Makayla Hickey, Samantha Asprelli, and Cooper Hancock were selected to represent KPMS and the communities of Wrentham, Norfolk, and Plainville. While Project 351 spend a day in Boston working on the project, there mission was to return to their home communities and continue efforts to champion and bring other students together for various causes that make a difference in the lives of young people.

Middle School Athletics continued to offer opportunities for intramurals such as cross country, basketball, volleyball, and track and field. Once again both the boys and girls after-school Cross Country team finished the fall season undefeated. Two students represented KPMS at the State Championship Invitational held in Devens and placed in the top 15% of all cross country runners in the state. Thanks to the efforts of Mr. Steve Myette, long-time middle school physical education teacher who is now retired, our Disc Golf course, now open to the tri-town community, had its grand opening ceremony in October.

KP Middle School continues to teach our students to care. Our Science Department helped to organize the second annual youth/family education day which brought families from New England together to meet with professionals and share with other families impacted by Huntington's disease. Through our Amazing Race and our Candy Cane drive, our students learned about kindness supported local families that were in need as well as bringing several tons of food to our local food pantries. The Physical Education Department helped to host a Basketball 3-vs-3 tournament to benefit the Sihanouk Hospital in Cambodia. In collaboration with our PTSO, a Pickle ball tournament was held to raise money for the students at KPMS. Over the last decade, our Math Department has worked annually with students to support St. Jude raising over \$12,000 to support cancer research. With the support of World Language teachers, middle school students helped to sponsor a Peace Corps Partnership Project in Peru, communicating with volunteers through letters and through media. Through the project our students learned about worldwide leadership and humanitarian efforts.

Our Arts program shined through our performance ensembles and theater programming. Both Choirs and Bands in Grades 7 and 8 brought home gold medals and had opportunities to perform either at Mechanics Hall in Worchester and/or Symphony Hall in Boston. Twenty Grade 8 students performed with the KPHS Marching Band who earned their 31<sup>st</sup> consecutive Gold Medal at the MICCA State Marching Finals and came in 2<sup>nd</sup> place at the US Bands Group 4 National Championships. Seven middle school students were selected to participate in the Southeast District Festival Band and Orchestra. Band Teacher, Mr. Wolloff received the MICCA Paul Smith Hall of Fame award for his tireless support of the Massachusetts Instrumental and Choral Conductors Association. The spring musical has become known for their performances to sold out crowds in our communities. In the spring of 2018, a talented KPMS Cast and Crew performed Annie, Jr. under the direction of Mrs. Osborne, Mr. DeWolfe, Mr. Jones, and Ms. Duffy.

Thanks to Norfolk, Plainville, and Wrentham community volunteers, the school offered a Grade 8 Career Day experience for over 375 Grade 8 students. This was an outstanding opportunity to experience professionals working in a wide range of fields such as medicine, law, business, trades that are reflective of our communities and begin planning for their future life choices.

King Philip Regional High School students demonstrated success in all aspects of high school life. Academically, we had our first graduates, Colin Glaser and Emma Powers, with distinction in the areas of STEM and Humanities. We completed our first year as an AP Capstone School and were recognized for another year of being on the AP Honor Roll. 86.1% of our seniors headed off to higher education this fall,

with 3.3% furthering their education in an apprentice program or technical program. 2.1% of our Seniors have chosen to serve our country in a branch of the military and 2.5% going directly into the workforce.

Our students represented KP in Art All State, won gold and silver medals in the Scholastic Arts Competition and presented their art in exhibit at the Attleboro Art Museum. KP's Pride and Passion has won gold for the 31<sup>st</sup> year in a row at the state final MICCA festival. They were the Division 4 Open Massachusetts Champion and place second at the National Championship winning Best Music Award. Our KP Chorus was a gold medal winner at MICCA and earned a performance at Mechanic's Hall of Worcester. Our Drama department led by Mr. Joseph Ferreira and Ms. Missy Taddeo performed Peter Pan and Arsenic and Old Lace. Two very successful performances.

Students in our World Language Department performed at the gold, silver and bronze level on the National exam. DECA had another stellar year with two DECA teams earning "DECA Glass" as first place finishers in the international competition. We offer our students a choice from 20 Advanced Placement Courses and we highly encourage students to stretch themselves to embrace an AP for all philosophy.

King Philip Regional High School students have access to 27 Athletic programs most of which compete at the freshman, JV and Varsity levels. Last year our Gymnastics team was awarded the Good Sportsmanship award by the MIAA and our King Philip Warrior Football Team won the State Championship for the second year in a row. Catherine Cummings essay for the Women in Sports Essay contest took second place with the MIAA. In addition to our strong athletic program we offer students many opportunities to participate in extra-curricular activities such as KP Cares, Model UN, Student Council, Leo Club and many more. KP Cares led by advisor Cheryl Rowe traveled to Costa Rica for a service trip where they worked with children in an orphanage, participated in tree reforestation, worked with local school children on their English and visited the rain forest.

Thank you to each active participant who helped to shape this school year and who contributed to a bright future for the children and families of the King Philip Regional School District. Through your continued support, the children who attend King Philip continue to receive a world class education designed to create lifelong learners and responsible citizens in today's global society.

Respectfully submitted,

Paul A. Zinni, C.A.G.S.  
Superintendent of Schools

## **NORFOLK ELEMENTARY SCHOOLS** **January 2018 – December 2018**

### **Vision Statement**

Teach. Inspire. Empower. Succeed.

### **Mission Statement**

The Norfolk Public Schools offer a safe, joyful and challenging learning environment that meets the needs of our diverse students. Through school, family and community partnerships, we provide an education that inspires life-long learners and cultivates caring and productive citizens of our ever-changing world.

### **Budget**

The FY 2018 Approved Budget for the Norfolk Public Schools was \$11,831,222.

### **Personnel Changes**

Two valued teachers for the Norfolk Public Schools who touched the lives of many students and colleagues during their years of extraordinary service retired in 2018. We acknowledge, with gratitude the dedication and excellent service of these two professionals Mrs. Donna Anderson, Grade 2 Teacher (22 years) and Mrs. Judy Manoogian, Speech and Language Pathologist (26 years).

### **School Councils**

The School Councils are representative committees composed of the principal, parents, teachers and community members. They serve in an advisory capacity to the principal. The Councils meet on a monthly basis. During the 2017–2018 school year, the School Councils spent time at their monthly meetings discussing a variety of topics including: the diverse learning needs of students, differentiated instruction, curriculum initiatives, student assessments, home-school communication, integration of technology into the curriculum, school budget and special school events.

The H. Olive Day School Council conducted a Parent Survey in order to collect information from parents to be included in the School Improvement Plan (SIP). An open Parent Forum was held at HOD to share the results of the survey with parents and provide an informal format for parents to ask general questions about the school and express their thoughts regarding additional areas of focus for the next SIP. The Freeman-Kennedy School Council sent parents a survey on bullying, cyber bullying, bullying prevention, and digital citizenship. The data from the survey responses was shared with parents and staff and will be used to inform the FK SIP goals and to enhance programs in and outside of school. The FK School Council is in the process of developing a parent survey to collect additional information regarding school culture, curriculum and communication.

The School Improvement Plan for each school is developed by the School Council and includes goals related to curriculum, professional development, student achievement, parent and community participation, school climate and the provision of safe, secure and well-maintained school facilities. The Plans for the next three years will be shared at the June 2019 School Committee meeting.

### **Curriculum**

The English Language Arts Curriculum Committee continued to support the implementation of the *Units of Study for Teaching Reading and Writing*. Professional development opportunities for teachers have focused on supporting the full implementation of the Readers Workshop model as well as the Writers Workshop Model. The Math Curriculum Committee completed a program review of the math curriculum and materials and presented their recommendations to the Superintendent and the School Committee in the spring of 2018. The recommendation was approved and the updated edition of the GoMath program was purchased and implemented in September 2018. The Science Curriculum Committee continues to work on updating existing curriculum materials and practices in response to the changes in the Massachusetts Science Curriculum Framework.

### **Enrollment**

Enrollment data is reported to the Massachusetts Department of Elementary & Secondary Education (DESE) on October 1<sup>st</sup> every school year.

The following indicates the number of classes at each grade level, the average class size and the student enrollment in the Norfolk Schools on October 1, 2018 as reported to the Department of Education.

<b><u>Grade</u></b>	<b><u>Class Enrollment and Average Class Size</u></b>		
	<b><u># of Students</u></b>	<b><u># of Classes</u></b>	<b><u>Average Class Size</u></b>
<b>PK</b>	<b>70</b>	<b>6</b>	<b>12</b>
<b>K</b>	<b>124</b>	<b>6</b>	<b>21</b>
<b>1</b>	<b>119</b>	<b>7</b>	<b>17</b>
<b>2</b>	<b>131</b>	<b>7</b>	<b>19</b>
<b>3</b>	<b>148</b>	<b>7</b>	<b>21</b>
<b>4</b>	<b>118</b>	<b>5</b>	<b>24</b>
<b>5</b>	<b>135</b>	<b>7</b>	<b>19</b>
<b>6</b>	<b>117</b>	<b>5</b>	<b>23</b>
<b>Total Enrollment</b>	<b>962</b>		

### **2018 MCAS Results**

Our students performed well on the MCAS tests that were given in grades three, four, five, and six during April and May 2018. The percentage of students who scored in the Exceeding Expectations Meeting Expectations, Partially Meeting Expectations and Not Meeting Expectations categories are listed below:

	<b><u>Exceeding Expectations</u></b>	<b><u>Meeting Expectations</u></b>	<b><u>Partially Meeting Expectations</u></b>	<b><u>Not Meeting Expectations</u></b>
<b>ELA Gr. 3</b>	12%	55%	32%	1%
<b>Math Gr. 3</b>	12%	50%	34%	4%
<b>ELA Gr. 4</b>	8%	73%	16%	3%
<b>Math Gr. 4</b>	9%	61%	29%	1%
<b>ELA Gr. 5</b>	5%	65%	27%	3%
<b>Gr. 5 Science &amp; Tech</b>	2%	68%	29%	2%
<b>Math Gr. 5</b>	22%	45%	30%	3%

<b>Math Gr. 6</b>	18%	61%	18%	3%
<b>ELA Gr. 6</b>	13%	45%	39%	2%

Respectfully submitted:

*Linda A. Balfour*

Principal, H. Olive Day School

*Lisa Altham-Hickey*

Principal, Freeman-Kennedy School

### **Special Education Department**

The Special Education Department has had a productive year! Major accomplishments this year include continuing to develop and strengthen specific programming to address varying types of disabilities. Professional development for all staff has been provided to address identification, assessment, and instructional methods related to specific learning disabilities in the areas of reading, writing, and math. Professional development has been provided to assist with writing standards based Individualized Education Programs to support the district's efforts with implementation of the standards-based report cards. The special education department continues to review curriculum for academic resource rooms and language-based programming, in order to implement research-based curriculum in the areas of reading and writing. In general, our department has been an integral component of the reading, writing, and math initiatives. Norfolk has actively pursued sharing resources with Plainville and Wrentham and is successfully cost sharing several services and professional development. Our district continues to participate in a special education strategic planning initiative for the tri-towns and this past fall, successfully created a grades PreK to 12 shared special education vision statement and common understanding of FAPE (Free and Appropriate Public Education). Our department continues to grow in social/emotional/behavioral programming, training staff on specific methods and curriculum such as mindfulness, social thinking curriculum, and assessment. Finally, the district is very proud of its co-teaching initiative in order to increase collaboration between general and special education teams and increase a student's ability to access the curriculum in a meaningful way, within the general education setting, to the greatest degree possible.

The Norfolk Public Schools Special Education Department runs multiple specialized programs. Housed at the H. Olive Day School is a Preschool program in its eighth year of implementation. This initiative has increased preschool options and provides early intervention services for students starting at the age of three years. Our preschool options include a two or three day program for 3 year olds, a four day afternoon program for 4 year olds, a five day/half day program for 4 year olds, a full day preschool classroom, and a substantially separate preschool classroom for students with a higher level of developmental delays, offering support for students on the autistic spectrum and for students with global developmental delays. General programming for students on the autistic spectrum is overseen by a Board-Certified Behavior Analyst/Moderate Special Education Teacher and is based on the principles of Applied Behavior Analysis (ABA) Programming. This resource has allowed the district to increase programming options for students on the autism spectrum. Another specialized resource room, for grades K – 2, provides a continuum of services for students with behavioral, social, and emotional disabilities. The district offers an academic support classroom, as a component of this program. Finally, the language-based continuum of services continues to provide services for our second grade 2 students.

Housed within in the Freeman-Kennedy School for students in grades 3-6 are two specific programs. In its sixth year of implementation is specialized resource program, which provides services to in-district students diagnosed with social, emotional, and behavioral health needs. The district continues to offer an academic support classroom, as a component of this program. The Language-Based program has two classrooms, grades 3 and 4 and grades 5 and 6. It has existed at the Freeman-Kennedy School for nine years. This program is designed to provide specially designed instruction like Orton-Gillingham, Wilson Reading System and Project READ, and uses research-based curriculum like Making Meaning and Empowering Writers for students diagnosed with language-based learning disabilities or for those students who require language-

based learning strategies in order to access the curriculum. As a direct result of this program no new students have left the district for private language-based schools in the last 7 years.

Finally, the District continues to offer strong traditional academic resource support for students who need either inclusion or pullout instruction in grades kindergarten through grade six. All of our academic teachers have training in the Wilson methodology.

The District continues to implement a Team of regular educators and special educators in order to address more significant social/emotional school community needs. This Team meets once a month and problem solves and plans for more significant student needs. This Team has participated in multiple professional development opportunities such as collaborative and proactive solutions by Dr. Ross Greene, mindfulness strategies, training in cognitive behavioral therapy, childhood trauma training by Dr. Jessica Griffin, and more recently Social Thinking training by Nancy Clement.

This past year, the district has seen an increase in servicing students with disabilities. Where the average state percentage of students on IEP's at 17%, our district is hovering between 19 – 20%. As a result, the special education department has undertaken a comprehensive review of data in order to better understand eligibility practices and develop an action plan to address over identification.

This fall the Special Educational Parent Advisory Council (SEPAC) hosted a very successful Halloween party called "Trunk or Treat" for students and their families at the H. Olive Day School. In addition, the SEPAC has provided numerous presentations to the community by Norfolk Public School's special education staff and outside presenters, which address supporting students with disabilities including Donna Kincaid's Executive Functioning Workshop. The SEPAC chairmen and board run monthly meetings, providing ongoing support and education to parents. The SEPAC continues to support the implementation of a district initiative in order to educate the school community about disabilities called the iCare Program. The SEPAC is in its fifth year of publishing a monthly newsletter for the community in order to increase communication and provide information to families.

It has been a successful year!

Respectfully Submitted:  
Anna Eberwein-Tupper, Ph.D.  
Director of Student Support Services

## **Technology**

Norfolk Public Schools Technology Department has had another exciting year!

We are happy to report that we had two groups of 6th Grade students selected this year to present their technology projects at New England's premier technology conference, MassCue, at Gillette Stadium! Another team of students presented mini-workshops at a district-wide Professional Learning day on coding, programming, and engineering. In addition, we also established our own chapter of the "Girls Who Code" club!

"If we teach today's students as we taught yesterday, we rob them of tomorrow"

John Dewey

The accelerating advances in technology are eliminating millions and millions of structured routine jobs across the globe. Recently a study was done at Oxford University that stated 45% of all current jobs will disappear in 10 years, some will be completely automated or at least upgraded to the point where only a fraction of the workforce is needed. The innovation economy is upending the traditional model. Today, millions of people are generating income through micro economies like Care.com, TaskRabbit, and Uber, just to name a few. As the global economy changes, we need to be mindful of how we are preparing our students on their educational journey at Norfolk Public Schools. Students need to be future ready not only in content areas but technology as well.

The Norfolk Public Schools Technology Team continues to deliver technology instruction based on the 4C's of the 21st Century skills; communication, collaboration, critical thinking and creative problem solving. The team's thoughtful approach works towards bridging technology within all content areas. This year the team presented several professional learning opportunities for staff to enhance their technology skills. In October, the team co-hosted a Professional Learning Day with Wrentham Public Schools; ten workshops were offered on how best to integrate technology within the content areas. It is our hope that using this model of instruction paired with these professional learning opportunities that we can assist staff and students expand their technology skills in a world of technological change.

The goal of the NPS Technology Team is to inspire, engage, and empower learners to actively use technology resources to question, collaborate and extend their learning beyond the classroom walls. Through child-led inquiry, analysis, creating and sharing, students develop the skills necessary to thrive in a connected global environment.

Respectfully submitted:

*Trish Kelley*, Director of Technology

### **Buildings and Grounds**

Improvement projects at the H. Olive Day School include:

- Application re-submitted to MSBA for accelerated repairs project to fund roof replacement  
Selected to receive funding from MSBA for over one million dollars towards roof replacement
- Replaced and repaired failed boiler sections of hot water heating boiler one
- Continue replacing fluorescent lighting with LED. Gym and café completed
- Multiple locksmith repairs on interior/exterior doors for security purposes
- Completion of wiring repairs to portions of the existing fire alarm system
- HVAC controls system repairs and upgrades through in-house HVAC employee and Unitrol Company
- Complete replacement of buildings time clock/public address system
- Resurfaced selected library table laminate
- Underground storage tank plan created. Inspection for compliance completed and now fully insured

Improvement projects at the Freeman Kennedy School include:

- Major improvements have been made to the HVAC system
- All HVAC rooftop units have been serviced, with all known deficiencies corrected
- The building management system software has been upgraded and new server installed
- Re-surfacing of the gymnasium floor was completed
- Improvements have been made to the HVAC automated logic controls.
  - New contract signed
  - Staff sent to Automated Logic Training
- Roof capstones: backer rod installed, and joints caulked
- Playground fence repairs can be completed quicker with the new purchase of a welder
- Parking lot light poles have been repaired/replaced from snow removal damage
- Installation of 3M ballistic window film in cafe, gym, and front office areas
- Support technology department with relocation of existing cameras and installation of new cameras
- Electrical upgrades to computer storage closets

District Wide improvements include:

- Safety training for the entire custodial staff that included efficient cleaning techniques, personal protection, equipment usage and dealing with blood borne pathogens
  - Hazard Communication Program created and implemented
  - Exposure Control Plan created and implemented
  - PPE inventory and distribution log created and in service

- Online access for training through MIAA. Employees signed up and are assigned different topics to complete
- Integrated Pest Management (IPS) plans have been created and we are fully compliant with state regulations
- AHERA guidelines have been followed and both schools are fully compliant with state regulations
- Safety data centers were created. Each school has two stations with a fully updated safety data sheet for each chemical that the facilities/cafeteria uses. Continually updating
- Facility Dude software is now being used for town and school buildings as an asset management and work order system
- MIIA grant for entrance matting. Replaced existing worn out and damaged mats school wide and town-wide
- Continually work on painting areas that are in need throughout the year
- Saturday regular shift custodian has helped increase profit from rentals by not paying overtime salary
- Purchase of drain cleaner to combat sewer backups has lowered costs by keeping work in house rather than hiring contractors

A preventative maintenance plan has been developed for all mechanical devices district-wide. All cleaning products have been changed to safe, non-toxic products district-wide. We continue safety training for all custodial staff. We have implemented a district-wide web based work order and management system.

Respectfully submitted:  
*Matt Haffner*, Director of Facilities

**School Age Child Care (SACC)**

SACC is a non-profit, self-supporting organization that provides a structured recreation and enrichment program for children in kindergarten through grade six. The program offers before and after school care to children who attend the Norfolk elementary schools with program sites at both the H. Olive Day and Freeman-Kennedy Schools.

SACC follows guidelines established by the Department of Education for school run extended day programs and is under the general supervision of both the Norfolk School Committee and the Superintendent of Schools. The program strives to provide children with an environment within which they can safely explore, discover, create, interact, and grow. SACC offers stimulating activities designed to enhance children's physical, emotional, social, and intellectual development.

Currently, the SACC program provides care to over 125 students in the before and after school programs.

Respectfully submitted:  
 Toni Marie Davis, Program Director



## **TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT ANNUAL REPORT – 2018**

The School Committee reorganized in July of 2017, and elected Steve Trask from Franklin as its Chair, David Bento from Medfield its Vice Chair, and Douglas Brown from Seekonk as its Secretary. Monthly meetings continued to be held on the third Wednesday of each month at the school. Subcommittee meetings were held as needed.

Tri-County's secondary program, postsecondary program and continuing education program experienced continued enrollment growth. The ongoing increase in numbers is recognition of our successful three-fold mission: high vocational standards to train the workforce; high academic standards to prepare students for college; and high community service standards to prepare good citizens. These standards are visible in the achievements of our students and in their services throughout our member towns.

The vocational and civic skills of Tri-County students are extremely useful in these stressful economic times. Plumbing, carpentry, electrical and other programs work on public sector buildings and projects to save our district towns' labor costs. The vocational skills of our students can also be witnessed by a visit to Tri-County to take advantage of services such as Culinary Arts, Cosmetology, Auto Collision and Auto Technology.

Their citizenship skills are also to be observed throughout the member towns. Look for them as they undertake projects to improve their local community oftentimes utilizing skills learned in their respective program majors here at Tri-County RVTHS.

Tri-County again hosted a Manufacturing Round Table attended by local and state government representatives and several local manufacturing representatives.

It has been forty years since Tri-County opened its doors to its students, and to celebrate this milestone, Tri-County held a *Celebration and Benefit*, hosting alumni, retirees, current faculty, parents and friends.

### **Graduation**

Two hundred eight students graduated in an outdoor afternoon ceremony on Sunday, June 3, 2018. Superintendent-Director Stephen Dockray presided over the ceremony. School Committee Chair, Steven Trask, and School Committee Vice Chair, David Bento, presented diplomas to the graduates. John Martin, Director of Special Education, presented scholarships and awards to deserving seniors. The grand total of scholarships and awards that are given solely to Tri-County graduates was \$76,000.

### **Guidance**

September 5, 2017, Tri-County welcomed 983 students to the new school year. The respective number of students from member towns was as follows: Franklin – 180, Medfield – 10, Medway – 60, Millis – 41, Norfolk – 29, North Attleborough – 323, Plainville – 91, Seekonk – 82, Sherborn – 0, Walpole – 43, and Wrentham – 53.

During the 2017-2018 school year, the Guidance department continued its programs to provide information to students, parents, sending schools and district communities. The Guidance department provided counseling for students in career pathways and postsecondary education. Tri-County continues to work with the Department of Elementary and Secondary Education on its development of *Your Plan For The Future*, a no-cost, comprehensive college and career planning portal designed to help

Massachusetts students manage their educational and career pathways. The guidance department started the year with the announcement that the YPFTF program was “updated” and renamed *MEFA Pathways*.

Tri-County hosted Career Days for Grade 8 students from the regional districts. We hosted a Saturday community open house and an evening grade 8 open house. The Guidance department, with assistance of personnel from the Massachusetts Educational Financing Authority (MEFA), presented programs on college preparation. In addition, the Guidance department hosted a very successful evening College Fair.

The Guidance department organized and implemented PSAT (practice SAT), ASVAB (military entrance exam), and began to implement the college placement exam called the Accuplacer through their growing relationship with the CVTE coordinators at Bristol Community College.

### **Academics**

Tri-County Regional Vocational Technical High School continues to earn wide-spread recognition for academic and vocational success by combining rigorous and challenging academic courses with modern vocational studies. Implementation of the newest technology as well as innovative vocational technical programs ensures student success. Their success is measured in the classroom and ultimately in a chosen career path whether it is higher education, entrance in their vocational trade or military careers.

The class of 2020 scored exceptionally well in all three areas of MCAS. In ELA, 97% of students scored Proficient/Advanced. In Mathematics, 84% of students scored Proficient/Advanced. In Biology, 80% of students scored Proficient/Advanced. Tri-County earned a 79% under the All Students Indicator and a 49% under the Lowest Performing Students Indicator. This earned Tri-County a 64% as their Criterion-Referenced Target Performance under the new accountability rating.

All students completed the Mass Core Curriculum requirement which is the Department of Elementary and Secondary Education recommended academic program for college and career readiness.

Fifty-three seniors from the Class of 2018 were awarded John and Abigail Adams Scholarships. These scholarships are awarded to students who achieve a minimum of two proficient and one advanced score on the Grade 10 English Language Arts, Mathematics, and Biology MCAS exams. Student scores must be in the top 25% of tested students.

Tri-County continued its implementation of the *itsLearning* platform this year. Teachers have embraced this learning platform, using it for lessons, power point slides, class notes, embedding video, remediation links, textbook links, uploading worksheets, collecting homework, online polls, data collection, submitting work and taking exams. All academic and many of our vocational teachers have been trained and are using *itsLearning* on a regular basis. Academic standards are all on *itsLearning* and can be used for both formative and summative assessments.

Tri-County continued year three of training our teachers in an in-house professional development focused on Differentiation this year. This year, we utilized the Instructional Technology Specialist along with both the Academic Coordinator and the Vocational Director to lead the training. Approximately 12 teachers were added to the cohort, in addition to the 27 teachers trained the last two years. Teachers from academics, vocational, and special education, all worked together during the course of the year to learn about the different types of differentiation, observe colleagues from cohorts past years, and take place in learning walks, in an effort to enhance their teaching practice. Mentors were also added to the Differentiation PD, in an effort to match each new member of the cohort with a teacher who had been trained in previous years. This enabled the new participant to have a “go to” person to help plan, observe, and discuss differentiated strategies in addition to the ongoing meetings of the cohort group. The mentor program was a huge success. The Academic Coordinator, Vocational Coordinator, and Instructional Technology Specialist all participated in each meeting and worked with the cohort groups in an effort to bring all areas together, plan, debrief, and most of all, learn from one another, in an effort to understand the value and need for differentiation to occur in all classrooms on a regular basis.

Tri-County purchased one hundred additional Chromebooks this year for use in the academic classrooms. Over the course of the year, Chromebook use increased and students commented on how much they enjoyed using this additional technology in their classes. There are multiple Chromebook carts placed in all core departments: Science, Social Studies, Math, and English. Teachers must go through training in order to sign out the carts and each year, more teachers are certified and utilizing this technology to enhance their classroom experience.

Tri-County has completed year two with Mass Insight to not only increase our AP scores in the future, but to also improve how we teach both our AP and pre-AP courses. Several of our teachers attended pre-AP strategies workshops in an effort to improve vertical teaming to attract more students to enroll and be successful in our AP programs. Our hope is to improve our qualifying scores on AP exams through our partnership with Mass Insight. Teachers attended extensive trainings through Mass Insight this year and students spent three Saturdays at workshops with other AP students to learn strategies, curriculum, and take mock exams. Tri-County offers AP Physics 1, AP Calculus (AB), AP Language and Composition, AP Literature and Composition, AP Statistics, and AP Computer Science Principles.

In an effort to successfully transition to the new Common Core State Standards (CCSS), Tri-County continues its work at rewriting curriculum using the Understanding by Design (UbD) model. Teams of teachers worked this summer to write curriculum for math and English that included common assessments, on-line assessments aligned to standards, and updated curriculum in anticipation of MCAS 2.0.

Finally, Tri-County continued its leadership efforts within the vocational math community by hosting the Twenty-first Annual Vocational Mathematics Competition with over 17 teams competing from vocational schools from throughout the State. Topics covered are Algebra I, Geometry, Algebra II, and Related Technical Math. Tri-County's Mathematics teams consisted of freshmen, sophomores, and juniors and placed second and fourth place this year.

### **Vocational Technical Programs**

Students in the seventeen Vocational Technical Programs experienced many successes, both in their individual programs and school wide. All grade 10 students achieved their OSHA 10 Hour Safety credentials. The training included interactive and specialized curriculum for both general industry and construction trades.

Students in Early Education, Dental Assisting, Culinary Arts, Medical Careers, Legal and Protective Services and Construction Craft Laborers received American Red Cross CPR and First Aid Training. All students in grades 10 – 12 in those programs are now certified and able to work in companies requiring their employees to have these credentials.

The Tri-County Robotics Team, named "Tri-Force", was busy this year. They began preparing for the FIRST Robotics Regional Competition at WPI in January. They qualified to then move on to compete at the FIRST Robotics State Competition in March. The team then qualified for the World Championships in Detroit.

Finally, Tri-County SkillsUSA achieved much success as nine students competed at the National Conference in Kentucky. Career Pathway in Business Management and Technology team achieved a silver medal. Other participants were Action Skills, Additive Manufacturing and Career Pathways Arts & Communication, all finishing in the top ten.

**Auto Collision Repair:** The Auto Collision Repair Program continued to be a NATEF Accredited program. With the NATEF accreditation, our students are able to take advantage of the rich curriculum offered to achieve Certificates of Achievement in the NATEF Standards. All grade 11 and 12 students achieved the ASE Welding Certification. Grade 12 students achieved some of the ASE Auto Collision Repair student certifications. Tri-County students practice using water based paint and other environmentally safe materials to meet the most current industry standards. Students in this program continued to serve the community needs and the Tri-County School District by repairing and restoring

vehicles under the supervision of their instructors. Students also participated in field trips to emphasize the diverse career opportunities available upon graduation from the program.

**Auto Technology:** Students in the Auto Technology program performed well in the ASE student certification exams that were administered in May. All students achieved ASE Certification in at least 6 of 9 categories. The program continues to have Master Automobile Service Technology Accreditation through NATEF. Students practice their skills on state of the art diagnostic equipment. Students in the Auto Technology program experience a real world application of the skills by diagnosing and repairing school vehicles, staff automobiles and cars and trucks owned by members of our eleven town district.

**Carpentry:** Under the supervision of the Carpentry teachers, students in the program worked at several community projects this past year. In Franklin the Carpentry program worked on the Housing Authority garage. In Millis they built display cabinets for the Historical Society and a shed for the library. The Carpentry students also teamed up with our Early Education and Graphics programs to build a creative play set for the library. Two lecterns for the town hall in Seekonk were designed and built over the winter as well as wall cabinets for the Sherborn Fire Department. Graduates of the Carpentry program with a GPA of at least 3.0 and who have met or exceeded the standards for graduation from a Chapter 74 program attained pre-apprenticeship cards through the Massachusetts Division of Apprenticeship Training. Many seniors and a few juniors participated in the Cooperative Education Program this year, earning money while practicing the skills learned at Tri-County in real work experiences.

**Computer Information Systems:** The students in the Computer Information Systems program are being trained in the Cisco Networking Academy curriculum. All students in the program are able to take CISCO exams and attain certifications in many aspects of the curriculum. All grade 11 students take AP Principles of Computer Science as part of the CIS curriculum. A team of students participated in the Cyber Patriot Competition with other students around the state and achieved the gold standard for their region. Students in this program work closely with the IT department at Tri-County to update the school's website.

**Construction Craft Laborer:** Students in this program are trained in all aspects of large construction, including highway construction. During this school year, under the supervision of their teacher, the CCL students framed and poured a concrete pad for the Franklin Recreation Department, as well as stairs to the Franklin Police Department. They work collaboratively with our Carpentry students to create concrete forms and construct foundations for buildings which are then constructed by students in Carpentry.

**Cosmetology:** The Cosmetology Program continues to operate a full service hair and nail salon for the members of the eleven towns in the Tri-County School District. Senior citizen groups from the towns patronize the salon several times during the school year. The students also performed community service by assisting at the Miss Amazing Beauty Pageant this past year, helping developmentally delayed young adult women enjoy an exciting event. Students also helped the Franklin Best Buddies group get ready for their prom night with hair, make-up and nails. Seniors met the 1000-hour requirement to sit for the Cosmetology License exam prior to graduation. In fact, this year a junior student has already achieved her Cosmetology License and will be prepared to participate in Tri-County's Cooperative Education program in September.

**Culinary Arts:** Gerry's Place Restaurant and Bake Shop enjoyed another successful year serving lunch and baked goods to the public. Students in the program received their certification in Serve Safe and OSHA, as well as meeting all standards set forth by the American Culinary Foundation. Students in the program continue to tend and nurture the school garden, which has been successful for the last five years. Bounty from the garden is donated to local food pantries. Students also create Farm to Table recipes using some of the produce grown in the garden. Our students continue to work with Franklin TV to film "Cooking Thyme", a cooking show featuring students preparing culinary delights to be enjoyed by the community through the Franklin Cable TV programming.

**Dental Assisting:** Students in the Dental Assisting Program have practiced their skills in several community service projects this past year. Students in the Dental Assisting program also assisted the

Massachusetts Department of Public Health to dispense fluoride to school age children in a local elementary schools and Medfield Middle School. Grade 11 students continued to participate in the clinical practicum at local dental offices. Students in grade 10 took the DANB Infection Control exam and students in grade 11 took the DANB Radiography exam at the end of the school year and achieved certifications in each. They also received CPR and First Aid training.

**Early Education:** Students in the Early Education program continued to supervise and educate preschool age children in the Tri-County Preschool Program. The EEC students teamed up with our Carpentry and Graphics students to design a play center for children at the Plainville Library. All grade 11 students participated in a field placement at local child care centers and public kindergarten classrooms to expand their experiences working with young children. Along with certifications in First Aid, CPR and OSHA, students in this program achieved certificates for successful completion of the Strengthening Families Workshop. They also participated in training to work with traumatized children through the Life is Good Corporation. Students accompanied their teachers to the Massachusetts State House for Advocacy Day for Early Education and Care in February, where they were able to communicate their views on providing the highest quality programs and services to children birth to age eight. One of the junior students in Early Education attained a Gold Medal at the State Skills USA Conference in April, 2017 and competed in Louisville Kentucky at the Skills USA National conference where she attained a fourth place finish!

**Electrical Technology:** Students in the Electrical Technology program are trained in all aspects of residential and commercial applications. Students in this program assisted the Technology Director and the Director of Facilities in performing electrical wiring projects at the school. Students in this program also gain valuable training in renewable and sustainable technology by practicing installation and monitoring energy conservation at the photovoltaic system on school grounds. Students will accrue up to 300 hours of Electrical Code instruction and 1500 hours of practical application toward their Journeyman license requirements upon graduation. Students also wired a large garage in Medfield this past year. With donations from local companies, students are also being trained to install and troubleshoot all types of motor controls and fire alarm systems.

**Engineering Technology:** The Engineering Technology program incorporates Digital Electronics, Introduction to Engineering Design, Principles of Engineering, Computer Integrated Machining, Architectural Design, and Bio Engineering into their curriculum. This past year, the program was expanded to include training in Advanced Manufacturing. Students practice programming, operating and troubleshooting CNC turning and milling machines. All HAAS machines were purchased through grant money provided by the Massachusetts Skills Grant Program. Students also have gained skill in using 3D printing technology and a robotic arm. With Project Lead the Way Certification, the students are able to transfer their skills to many PLTW affiliated colleges upon graduation. Students once again participated in the HUNCH (High School Students United with NASA to Create Hardware) program. Their goal was to develop a device that could make an astronaut's life easier in space. Students also participated in the Boston Society of Civil Engineers sponsored competition to design a bridge online as well as the Zero Robotics competition in which the students programmed robots, known as SPHERES.

An Inaugural Robotics Expo was held at Tri-County which paired the Tri-County Robotics Team members with first graders from a Plainville Girl Scout group and local middle-schoolers. The event encouraged younger students to participate and older students to feel a sense of pride in their work.

**Graphic Communications:** Design, pre-press, and printing skills are honed by students enrolled in this program. Students continued to practice their skills on the digital press, serving the printing needs of many sending towns and non-profit organizations. Some projects completed by the Graphic program include business cards for the Town of Seekonk and teaming up with EEC and Carpentry on the Plainville Library project for small children. Students achieve several Adobe certifications as a result of successfully completing the curriculum and passing the comprehensive online exams. Students in the Graphic Communications program can be proud of their contributions to all Tri-County publications.

**HVAC&R:** Students are trained in all aspects of heating, cooling, and ventilation of both residential and commercial buildings. Students in grades 11 and 12 succeeded at attaining their EPA 608 certifications

after passing intensive curriculum and taking the national exam. With this certification, graduates will be well prepared for high paying employment and further education. Students also honed their sheet metal skills this year and they prepared to take the sheet metal license upon graduation. Students who complete 200 hours as a refrigeration apprentice and achieve a trade certificate upon graduation may sit for the Refrigeration Technician's License exam.

**Legal and Protective Services:** Students in this program gain skill and knowledge in various aspects of the justice and protective services occupations. The students learn how to secure a crime scene and look for evidence using state of the art equipment. They also hone their skill in utilizing research methods to conduct a mock trial, roleplaying defense attorney, prosecuting attorney, and other members of the trial. Students participated in field trips to local courts to observe the system in practice. Guest speakers were invited to the class to inform the students of the many career opportunities in the criminal justice field. This past year, the students learned about installing and monitoring security systems and surveillance equipment. We want to congratulate the first graduating class from the Legal and Protective Services Program. All students will be either attending college in the fall or beginning a career in the military.

**Medical Careers:** Students in the Medical Careers program are trained in various aspects of health care. Grade 11 students achieved their Certified Nursing Assistant credentials. Grade 12 students received a Home Health Aide certification and those students who did not participate in the Cooperative Education program received training in EMT. Grade 10 Medical Careers students received Epi-pen training and therapeutic feeding training. Tri-County continues to enjoy a partnership with Golden Pond Assisted Living Center as well as HMEA (Horace Mann Education Associates) where students participate in clinical experiences each year. During the last school year, Medical Careers students again trained students in all vocational programs in Hands Only CPR. The Medical Careers program received the Department of Public Health annual evaluation and met or exceeded all standards and requirements of Massachusetts and Federal Guidelines for Nursing Assistant Training Programs. The Medical Career students assisted pharmacists from Rite Aid Pharmacy to conduct a Flu Clinic for all staff at Tri-County. Students in this program conducted several public service programs in which they educated the public in the dangers of sun exposure and other potentially harmful lifestyle habits. Students graduating from this program are well prepared to pursue highly competitive health care careers.

**Metal Fabrication and Joining:** Students in the Metal Fabrication program achieve several AWS welding certifications, including GMAW-V, GMAW-O, GTAW-ST, and GTAW-SS. Students used their special skills in welding and fabricating aluminum to repair posts for the King Philip Regional School District. They also learn the fundamentals of metal fabrication and joining processes. Students participated in field trips to local metal fabrication companies to observe various business practices. The graduates from this program will be prepared for occupations in not only welding but in metal forming, cutting and fabricating. They are also trained in sheet metal processes and may pursue the sheet metal license upon graduation. Seniors who are eligible for cooperative education employment are consistently placed in an industry of high need in the community.

**Plumbing:** Plumbing students are trained in residential and commercial plumbing applications. Students in grade 11 completed their Tier I Plumbing course and grade 12 students completed Tier II. All students take the exams at the end of the course. Successful completion of the courses allows students to be prepared to take Tier III immediately upon graduation. Plumbing students work closely with the Director of Facilities here at Tri-County to perform plumbing repairs throughout the school building, further honing their skills. Students from the Plumbing program may begin their formal apprenticeships with their employers while still in high school.

### **Adult Education**

Tri-County offers both Postsecondary and Continuing Education courses through its Adult Education Office. The majority of adults served through the various continuing education programs are from within the school district; however, students represent cities and towns from all over Central and Eastern Massachusetts, as well as Rhode Island. In addition to classes held at the school in the traditional manner Tri-County now offers a large selection of online courses. Tri-County offers online registration

allowing community members to register for Continuing Education classes on the internet. The online registration system also extends to summer camps and summer school programs run by Tri-County.

Postsecondary Cosmetology and Practical Nursing programs are available on either a day or evening schedule. Additional postsecondary courses available with an evening schedule include Aesthetics, and Nursing Assistant programs. Tri-County's postsecondary programs have an average placement rate of over 90 percent. Tri-County offers access to Federal Financial Aid in the form of Pell Grants, to qualifying students in our Practical Nursing and Adult Cosmetology programs with about 20 percent of our students taking advantage of the PELL grants. This offering continues to improve community access to these programs through this need-based support.

Adult Cosmetology: There were 10 graduates from the Adult Day Cosmetology program in 2018. The Adult Day Cosmetology program is a full-time program that follows the high school calendar and runs from September to June. The student learns hairstyling, cutting, permanent waves, coloring, manicuring and skin care. This program provides students with the mandated 1,000 hours of schooling and prepares them to pass the State Board of Cosmetology's licensing exam. Registration for the program begins in the spring and details are available by contacting the Adult Education office at Tri-County.

Adult Day Practical Nursing: Graduating 27 students in 2018, the Practical Nursing program continues to flourish. This is a full-time day program which follows the high school calendar as classes are held from September through June. The Practical Nursing program at Tri-County is designed to prepare graduates for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), which tests for entry-level competency. Successful completion of this examination permits practice as a Licensed Practical Nurse (LPN). Registration for this program requires that prospective students take the TEAS (Test of Essential Academic Skills) exam. The pre-admission tests are administered from October to March. Details are available by contacting the Practical Nursing office at Tri-County.

Adult Evening Practical Nursing: Tri-County's two-year evening program began its new class schedule in September 2017 after graduating 11 students from the program in June of 2017. The evening Practical Nursing program is an eighteen-month program that is held on Tuesdays, Wednesdays and Thursdays, 4:00-9:30 p.m. After successful completion of the course, the students are eligible to sit for the NCLEX-PN examination for licensure. Successful completion of this examination permits practice as a Licensed Practical Nurse.

Continuing Education Program: The evening Continuing Education program at Tri-County consists of more than 100 traditional style courses offered in the fall and spring semesters. Additionally an expanding menu of distance learning (online) courses are offered through the continuing education program. Registration for fall courses begins in July while registration for spring courses begins in December. Registration for distance learning classes is available anytime of the year. Continuing Education course information is found in brochures available to the public via direct mail or the Tri-County Website. Program information along with online course registration is available at the Tri-County RVTHS website at <http://www.tri-county.us>, or by calling the Continuing Education office.

## **Summary**

Tri-County Regional Vocational Technical High School is proud to provide a quality career education to the residents of its eleven member towns. Tri-County students are highly visible in our sending districts in a variety of roles. They serve as interns, summer employees, and cooperative education students, and have completed a number of outside projects within our member communities. Each of these experiences assists our students in demonstrating what they have learned in their vocational programs.

Vocational training is only part of our success. Academic preparation is noted through the growing number of scholarships acquired from local associations and organizations, as well as the increased number of students now attending college upon graduation. We have completed our second year with Mass Insight Education. In addition, our seniors must complete and pass all aspects of the Senior Project. The Senior Project is an excellent example of the integration of vocational and academic skills. Tri-County continues to prepare students as good citizens and this is witnessed through the actions of

individual accomplishment of students through community service projects organized through a number of extra-curricular organizations. Our students participate in the annual *Holiday Gift Drive*, coordinated by the Santa Foundation. In another outstanding example of community school collaboration, Medical Careers students teamed up with Franklin Police and Arbella Insurance to educate teens about risky behavior behind the wheel. In addition, we are most excited to report that our Culinary Arts students and their teachers collaborated with Franklin Cable TV to produce *Cooking Thyme* with Tri-County.

Tri-County is your town's vocational technical school. Our goal is to prepare our students to be good citizens who serve their community. Many of the programs offered at Tri-County are available to the public and service programs are open to residents. Our facilities continue to be available to town administrators for meeting use.

Projects for member towns which were completed by Tri-County students included: *Carpentry Students* – completed a garage for the Franklin Housing Authority, display cabinets for the Millis Historical Society, a shed for the Millis Public Library, lecterns for the Town of Seekonk, and wall cabinets for the Sherborn Fire Department, *Metal Fabrication Students* - repaired aluminum poles for the King Philip Regional School District. *Dental Students* – provided fluoride treatments for students at Medfield Middle School. *Graphic Students* - provided business cards for the Town of Seekonk and designed help design a reading center for the Plainville Public Library.

Tri-County students also completed many projects located here at the school. Plumbing students repaired and replaced plumbing fixtures in the school; Electrical students installed lighting in various areas; Construction Craft Laborers completed masonry repairs; HVAC students installed an ice machine in our Athletic Trainer's room; Carpentry students built raisers for the school garden; CIS students re-designed the Tri-County website; Legal and Protective students developed a Public Safety Fair; and Medical Careers students developed a Hands-Only CPR campaign and a Summer Safety Fair.

Tri-County lives by its mission statement, specifically in the charge to prepare tomorrow's workforce; to provide a solid academic foundation for further education; and to prepare good citizens. Over the past year, this mission statement continued to move from words on a page, to action.



## Norfolk Public Library

After almost thirty years of service at the Norfolk Public Library in a variety of roles, Sarina Bluhm retired in November of 2018. She touched many lives, first as the Children's Librarian, instilling a love of reading to children and families. She then became Assistant Director, followed by Acting Director and remains a valuable spokesperson, promoting the library as a place where people gather and connect. She will continue to participate as both patron and volunteer in the future and we welcome her continued dedication and input for years to come.

In addition to Sarina leaving the NPL, there were several other staffing changes in 2018: Marissa Antosh left to become Children's Librarian at the Duxbury Free Library; Courtney Allen was hired in her place as the Senior Youth Services Librarian, and Meghan Malone as Children's Librarian. Together, they bring energy and enthusiasm to children's services, as well as new and exciting programs to the families of Norfolk. Sarah Ward was appointed Associate Director and has exceeded expectations with her organizational skills and knowledge of library policies. Finally, Libby O'Neill, formerly Library Director at the Elizabeth Taber Library in Marion, was hired as the new Director and started on November 1, 2018. Libby strongly believes that a library should be the focal point of the community, providing enriching programs and free services to patrons of all ages.

The Norfolk Public Library offers a wide variety of services, including access to over 100,000 locally held books, audiobooks, DVDs, magazines, and museum passes, as well as access to over four million items available through our affiliation with the SAILS Library Network. In addition, a new collection of electronic video games was added to the library this year. Circulation of physical items decreased by 8.8% in 2018 due to the use of downloadable materials such as eBooks, audiobooks, magazines, and streaming videos which continue to reflect the digital trend of borrowers. Use of these items increased by more than 33% over 2017. Hoopla Digital has been a great addition to our collection, allowing patrons to check out videos, music, audiobooks, eBooks, and comics. The library has also continued to expand its services with our Stuffbrary collection, including unique items to check out and try, like an Instant Pot, a Nintendo Switch, a Sous Vide, and a Ukulele.

We hosted a variety of amazing programs for patrons of all ages in 2018, including: a stuffed animal sleepover, book discussion groups, a Fashion in Fiction lecture, an author visit with Jannie Ho, a 4H workshop, half day hangouts, Touch a Truck, NanoWriMo, Toto the Tornado Kitten, Zentangle, an online safety workshop for teens, and technology assistance by appointment. We partnered with NCTV on technology tutorials and the Norfolk Historical Commission for a talk on the history of the Schoolhouse. We also organized a special program in which the library collected items and sent care packages to local resident John Kent's unit while he was stationed in Kuwait. The Norfolk Community League generously paid to ship each of these packages.

A SAILS Mobile app was introduced this year to all library card holders. Through this app, SAILS patrons can now search the library catalog, place holds for physical items, scan barcodes on books to check the availability at SAILS libraries, manage your account, pay any fines via credit card, and digitally store your library barcode to present at checkout.

In early December, the library experienced a sprinkler malfunction that caused flooding and damage to the building, furniture and a good deal of children's material. As a result, we were forced to restrict access to that part of the building for a brief period of time. We want to thank both the Facilities and Fire departments for their prompt responses.

Here is the NPL Fact Sheet for 2018:

Collection size	110,557
New items added	6,842
Circulation	93,288 Physical items 13,754 E-Books, Downloadable Audio & Video
Staff	4 Full-time / 10 Part-time
Patrons with library cards	7,607
Interlibrary Loans	22,824 Sent 12,460 Received
Hours open per week	50 hrs. 54 hrs. October - April
Library visits	84,632
Library Sponsored Programs/ Attendance	613 programs / 7,643 in attendance
Volunteers	93 volunteers / 1,529 volunteer hours
Meeting Room Reservations by Community Groups	588
Passport applications accepted	723
16 Public computers	Averaging 62 logins weekly

We would like to extend a sincere thank you to our Friends group for all that they do to enhance library services here in Norfolk. The Friends of the Norfolk Public Library is a private, non-profit organization that supports the library by providing materials, programs, and services not funded by the library's normal operating budget. The Friends group, led by President Nanci Murphy, is staffed entirely by a team of enthusiastic, devoted volunteers. In 2018, as in years past, the Friends sponsored the majority of the programs at NPL, including, but not limited to: the Summer Reading Program, preschool monthly sing-alongs with Ed Morgan, Read It & Eat It, our cookbook discussion group, "No Fail" Crafts, a Cooking with Chocolate demo, material supplies for our giant candy land, Aromatherapy, ballet classes, Mr. Vinny and his Shadow Puppets, Jungle Jim, Crop Circles with John Root, baby sign language classes, and an author talk with Ted Reinstein. The Friends also fund thirty-six Zinio Digital Magazine subscriptions, the Marquee Movie Collection, and Hoopla, our digital streaming service. Of the nineteen museum passes available at NPL, the Friends sponsor thirteen. Norfolk Community League generously sponsors the library pass for the Museum of Science. The Norfolk Lions continue to fund the Boston Children's Museum and the Harvard Museums of Science and Culture.

NPL is especially appreciative of our wonderful volunteers who dedicate their time and talent throughout the year. Our volunteers of all ages perform a wide variety of tasks that are a vital part of the daily operations of the library. In 2018, 93 volunteers donated 1,529 hours of their time. We don't know what we would do without their commitment and assistance!

The Norfolk Public Library remains a valuable resource for the town and our dedicated library staff continues to strive to meet the educational, informational, and recreational needs of the community. The Board of Library Trustees and the staff would like to thank all of the community for their continued support. We hope that you'll visit us soon to enjoy all that the library has to offer.

Respectfully submitted,

Board of Library Trustees

Kenneth W. Nelson, Chair

Glenn Hill, Clerk

Patti McCarty, Member

Libby O'Neill, Library Director



# **Planning & Development**

## Norfolk Planning Board

The mission of the Planning Board is to guide development that is keeping with the goals and objectives outlined in the Norfolk Master Plan. This is done during the course of business which includes writing and reviewing proposed new bylaws, reviewing development proposals, subdivision plans, special permits and conducting site plan review.

The 2018 Norfolk Planning Board consists of five (5) volunteers who are elected for three year staggered terms and one appointed associate member. The Board generally meets monthly in Room 124 of Town Hall. Over the course of the year, the Board met a total of twelve (12) times and had numerous site visits.

In 2018, the Planning Board reviewed and approved one (1) Special Permits for an Estate Lot at 67 Myrtle Street.

Four (4) Site Plans were reviewed and approved that included 14 Sharon Avenue modification to police station, a commercial building at 16-18 Sharon Avenue, 77 Pond Street commercial building and 7 Hill Street 9 duplex homes.

The Planning Board also reviewed and approved a fourteen (14) lot open space definitive subdivision off Medway Street called Norway Farms. The open space subdivision resulted in the preservation of almost 23 acres of undeveloped land. The Planning Board also reviewed and approved a special permit for a twenty-two (22) lot open space residential subdivision off Lawrence Street called Cranberry Heights. The open space subdivision resulted in the preservation of almost 16 acres of undeveloped land.

The Planning Board also approved one (1) ANR plan (Subdivision Approval Not Required).

In other business, there were a few zoning changes in May: (a) to amend the site plan approval bylaw procedures section to reduce the amount of hard copies as the Town moves toward online permitting, (b) an amendment to affordable bylaw that updated the schedule of delivery of affordable units and added another provision for the creation of affordable housing by making a payment in lieu of providing affordable housing, (c) a ban was voted against commercial recreational marijuana cultivation, production and sales, and (d) in November, a zoning amendment was passed to add the Zone II well field boundaries on the zoning map.

In addition, the Board conducted ongoing project monitoring of various developments during their construction via such activities as approval of lot releases and completion bond setting and/or adjustments, among others.

Consulting engineering services were performed by BETA Group Inc. These services included peer review of development proposal plans and oversight of development construction to ensure compliance with approved plans and consistency with general engineering practices.

For further information about the Planning Board, please consult our web page at [norfolk.ma.us](http://norfolk.ma.us) or contact Richard J. McCarthy, Town Planner or assistant, Betsy Fijol.

Respectfully submitted,  
Norfolk Planning Board

Walter Byron, Chairman, 2019  
John Weddleton, Vice Chairman, 2020  
Erin Hunt, Member, 2021  
Kevin Kalkut, Clerk, 2020  
Gregg Damiano, Member 2019  
Gary Searle, Associate Member, 2019

## **NORFOLK RECREATION COMMISSION**

The Recreation Commission consists of five elected commissioners. The Recreation Department has a full-time Director, Ann Proto, and Assistant Director, Kathy O'Brien, along with program instructors. Norfolk Recreation offers year round programs for all age groups. In 2018, we accepted 4582 registrations; a continued increase from previous years. All of Norfolk Recreation's programs and events offerings are fee-based or free. The fees support all the costs of the free and for fee programs, as well as half of the salary of the administrative support. We do not receive tax dollars for any programs.

Norfolk Recreation's goal is to contribute to Norfolk's community spirit, health and opportunity by offering a variety of programs as well as free community events. Residents are notified of program offerings through the distribution of the program brochure three times a year as well as through our website. This brochure also lists the free community events sponsored by other organizations. The majority of program registrations are on-line, but registrations are also accepted by mail and in our office.

Norfolk Recreation offers a wide variety of programming with our own instructors and is pleased to partner with local community organizations to enhance program choices such as NCTV, Franklin YMCA, Forekicks, Wrentham Recreation, Millis Recreation and Fungineers, as well as the Norfolk Public Schools and King Philip Schools. Some of our more popular programs are the Summer Playground Program, Practicing Pre-School, Norfolk-Wrentham Youth Basketball, Mommy, Music, and Me, After School Sports with F.A.S.T. Athletics, Drama Kids, Adult Exercise and Men's Basketball. In 2018, we offered Kindergarten Readiness in conjunction with the H. O. Day School. It was very well received and we look forward to offering to each summer.

In addition to fee-based programs, the Recreation Department organized and funded many free and low-cost programs such as the Free Summer Concert Series, the drop-in Summer Playground, and the Tree Lighting Celebration. Free informational seminars, such as 'Estate Basics,' were also offered to residents throughout the year.

Recreation works closely with the Department of Public Works (DPW) and sport organizations to maintain the playing fields at the Freeman Kennedy School and at the Pond Street Recreational Complex along with the park areas. The primary goals of field and park maintenance are safety, playability, and durability. The Recreation Commission allocates the playing fields to local sport organizations through a series of scheduled Field Allocation Meetings. Field requests are prioritized with Norfolk and King Philip organizations receiving fields before all others. We are pleased to be able to provide fields to the King Philip High School JV Soccer teams and practice fields to the Boys Varsity Soccer team.

Each week approximately 1500-2500 players from local sport organizations use the fields in Norfolk for practices and games. Each participant pays a field user fee to help offset the cost of field maintenance. The Recreation Commission manages this revolving fund and is responsible for contracting for outside services. Norfolk Recreation continues to work with sport organizations to best maintain fields and to search out new options for fields as we are beyond capacity for most fields. Along with the fields, Norfolk Recreation manages the playground at the Community Park at Rockwood Road and the Pond Street Complex.

Norfolk Recreation is greatly appreciative of the support we receive from our citizens, other Town departments, and the organizations that donate to make our free events possible including the Norfolk Cultural Council, the Norfolk Community League, Norfolk Lions Club, Kim Williams/Marissa Muldowney Coldwell Banker team, Berkshire Hathaway Page Realtors, William Raveis Realty, Boyde's Crossing, and Maplegate Day Camp. We also would like to thank both the Norfolk Elementary Schools and the King Philip Schools for being supportive and cooperative partners.

We thank our residents for supporting and advocating for Norfolk Recreation and look forward to continuing to offer programs and services that enhance our community.

Respectfully submitted,  
Todd Lindmark, Chairperson  
Liza Carreiro, Clerk  
Mark Edwards, Member  
Brendan Carty, Member  
William Rigdon, Member  
Ann Proto, Recreation Director

## **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals consists of five Full Members with staggered terms of 5 years, and two Associate Members with terms of 1 year; all are appointed by the Board of Selectmen. The Board welcomed Medora Champagne as an Associate Member in February, and completed the year with a full Board. The Board schedules a meeting on the 3rd Wednesday of every month, unless the workload dictates additional meetings.

During the 2018 calendar year, the Board received applications for 8 Special Permits, 1 Variance, 4 Appeals and 1 Comprehensive (40B) Permit application. The Board granted 2 of the Special Permits, 3 were withdrawn and 3 were pending at the close of the year. The Variance pending at the end of 2017, and the one filed in 2018 were both withdrawn. Of the 2 Appeals pending at the end of 2017 and the 4 filed in 2018, 2 were granted, 2 were granted with modifications, 1 was denied, 1 was pending at the end of the year.

The Board had five pending Comprehensive Permit (CP) applications at the close of 2017, all of which are still pending. Three are in the active hearing stage, and two were merged into one; it was "stayed" and remains on hold until the close of at least one of the current CP hearings. In addition, another CP application was received at the end of the year, and it is also currently on hold.

Respectfully submitted,

Christopher Wider, Chairman - 2022  
Michael Kulesza, Vice-chairman – 2021  
Joseph Sebastiano, Clerk – 2019  
Devin Howe, Full Member - 2023  
Donald Hanssen, Full Member - 2020  
Robert Luciano, Associate Member – 2019  
Medora Champagne, Associate Member - 2019

**BUILDING INSPECTIONAL / ZONING ENFORCEMENT  
FACILITIES DEPARTMENT**

The Building / Inspectional Department functions to protect the public health and safety by overseeing all aspects of building construction. We ensure public safety through compliance with all laws and related ordinances that pertain to the Massachusetts State Building Code, Specifically; we encompass the administration of the State Building Code, Electrical Code, Plumbing and Gas Code, Mechanical Code and Architectural Access Board Regulations. This Department is also responsible for the interpretation and enforcement of the town zoning bylaws. The department reviews applications for building permits ranging from new construction, repairs to demolition of structures. Mechanical, Electrical, Plumbing and Gas permits are also issued from this department.

The Building Commissioner, in conjunction with the Fire Chief conducts annual safety inspections on restaurants, religious institutions and other places of assembly. The Building Inspector and Electrical inspector are also called on to assist the Fire Department on calls.

Permits processed in 2018:	Permit Totals	Fees
• Building	431	\$ 259,051.09
• Sheet Metal	116	\$ 27,143.00
• Electrical	403	\$ 71,580.38
• Plumbing	169	\$ 24,452.00
• Gas	161	\$ 15,143.00
• Total	1,280	\$ 397,369.47

2018 was an active year in the Building Department. There are numerous new residential developments in Town not to mention the Police Building so we have been very busy with plan reviews and inspections. The Town also approved the implementation of a new online permitting system. The system was "built" with the tremendous help from our own Stephanie Ackley, who sadly left the Department taking a different path in her career. We wish her well but she is missed every day, we are grateful for the visits and the help she still gives us. We did gain a wonderful new Assistant, Tara Nicholson. Tara has many years in the Building trade by way of her work with a large Electrical firm.

Robert J. Bullock  
Building Commissioner



# Human Resources

## Norfolk County Registry of Deeds

This year was a very special year for the Norfolk County Registry of Deeds as we celebrated our 225<sup>th</sup> anniversary, making us one of the oldest registries in the United States. The public event, which took place last June, was highlighted by the publication of a historical booklet illustrating the many advances that had taken place at the Registry over the past two and a quarter centuries. The booklet also exhibited some of the notable land records of famous people who have lived in Norfolk County, including four United States Presidents, Nobel Prize winners and a person from each one of the county's twenty-eight communities.

The Registry of Deeds is the principal office for real property records in Norfolk County. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002.

### 2018 Registry Achievements

- Register William P. O'Donnell and his staff continued their direct outreach to town halls, senior centers, businesses, historical commissions and civic groups across Norfolk County. The Register held office hours at Norfolk Town Hall on March 22<sup>nd</sup>.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. This year alone, the Center handled more than 5,000 requests. These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2018, the Registry collected more than \$55 million in revenue.
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2019, we will continue to advocate for mortgage transparency by refiling legislation requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, approximately 1,530.
- In 2018, we hit a record high of recording our 36,490 Registry of Deeds book. For the sake of security and redundancy, we store our documents three different ways: hard copy, electronically and by microfiche.
- In calendar year 2018, the Registry processed over 12,000 Homestead applications. The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.
- The Registry continues to fine tune its completed History Comes Alive Transcription program. The initiative, the first in New England, makes land recorded documents written by scribes of the 18<sup>th</sup> and 19<sup>th</sup> centuries in the old cursive hand writing style much easier to read by converting the

words into easy-to-read electronic text. The program earned the praise of two-time Pulitzer Prize historian, David McCullough.

- During the end of 2018, the Registry of Deeds started a major renovation project which included updating its electrical system, repairing the ceilings, remodeling the recording area and public work stations.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- For the first year, patrons had the ability in Land Court to scan their plans in color.
- We also continued our commitment to cyber security with annual training of our employees.
- In 2018, we have expanded our website by including a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law
- The Registry's website [www.norfolkdeeds.org](http://www.norfolkdeeds.org) routinely updates the public on such news as real estate statistics, answers to frequently asked questions, the latest schedule for our community outreach initiatives, along with detailing of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service experienced a 21% increase in enrollment from the previous year. This consumer/public safety program allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: [www.norfolkdeeds.org](http://www.norfolkdeeds.org).
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the general public, municipal officials, real estate professionals, genealogists and the legal community.
- The Registry continued its community outreach commitment by working with Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy and the VA Boston Healthcare System, Voluntary Service Program on our 'Suits for Success' program and supporting the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. Our Toys for Tots' Drive has collected over the years 1,950 presents. Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. This year's food drive collected enough groceries and household products to be able to visit multiple food pantries. Finally, the Registry has received more than 4,000 pieces of clothing donations for our "Suits for Success" programs.

Respectfully submitted by,



William P. O'Donnell  
Norfolk County Register of Deeds  
649 High Street, Dedham, MA 0202

**Town of Norfolk Real Estate Activity Report  
January 1, 2018 – December 31, 2018**

During 2018, Norfolk real estate activity saw large increases in both total sales volume and average sales price.

There was a 2% increase in documents recorded at the Norfolk County Registry of Deeds for Norfolk in 2018, resulting in an increase of 40 documents from 2,296 to 2,336.

The total volume of real estate sales in Norfolk during 2018 was \$300,771,681, a 154% increase from 2017. The average sale price of homes and commercial property was also up 129% in Norfolk. The average sale was \$1,302,041. These numbers were impacted by the \$177.6 million sale of Steward Norwood Hospital that included property located in Norfolk. The sale took place on 6/28/18.

The number of mortgages recorded (460) on Norfolk properties in 2018 was down 4% from the previous year. Also, total mortgage indebtedness decreased 9% to \$140,869,745 during the same period.

There were two foreclosure deeds filed in Norfolk during 2018, representing a 50% decrease from the previous year when there were 4 foreclosure deeds filed.

Homestead activity increased 6% in Norfolk during 2018 with 264 homesteads filed compared to 249 in 2017.

The Norfolk notable land deeds selection for the 225 Anniversary Commemoration booklet was Dr. Helen Cleary, public health and community leader. Dr. Cleary was born in Brookline, MA in 1920. She received her degrees from Regis College, Yale and a PHd from Harvard University in Public Health. In 1942 she joined the Marines and her duties included decoding top secret weather forecast for the pilots on the each coast. She retired as a Lt. Colonel in the Marine Corp Reserves. She held several major public health care positions and one of her greatest accomplishments was developing the National Certification of Healthcare Professionals. In 1965 she became the first woman to serve on the Norfolk Board of Selectmen. When the town built the "Wall of Gratitude" Helen Cleary was the first citizen honored for her volunteer service. Dr. Cleary died in 2016.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,



William P. O'Donnell  
Norfolk County Register of Deeds  
649 High Street, Dedham, MA 02026

## Board of Health

The Board of Health's mission, under the guidance of the elected board members, is to promote good public health, prevent disease and protect the environment. This is carried out through routine inspections, investigating complaints, plan review, overseeing many programs and regulations (local and state), educating our residents and businesses and serving the public.

### Appointments

Board of Health Agents:

Betsy J. Fijol – Administrative Assistant/Agent  
Wade Saucier – Health Agent  
Tom Houston – Health Agent  
Hilary Cohen – Animal Advisory Agent  
Carol Green – Agent for Issuing Burial Permits  
Mark Oram – Sanitarian for Food Establishment Inspections & Housing Codes  
Ed Nolan – Emergency Preparedness Agent

### Permits and Licenses Issued

	2017	2018
Burial Permits	15	13
Form 1.0 (Review for home improvement)	28	28
Perc Testing	50	126
Well Permits	29	17
Septic System Permits:		
New Construction	26	17
Upgrades	22	22
Component Replacements	25	37
Variance Hearings	3	1
Food Establishments	53	47
Tobacco Sales	7	7
Refuse Haulers	7	7
Septic Installers	48	53
Septage Pumpers	19	16
Camps	2	4

### Other Board Issues

The Board of Health sponsored its annual Rabies Clinic on Saturday, April 28, 2018 at the Norfolk DPW facility on Medway Branch Road. Dr. Shelly Sandler, D.V.M. and staff vaccinated a total of 27 dogs and cats of Norfolk residents and surrounding towns.

The Board of Health partnered with Rite Aid Pharmacy and the Walpole Area VNA to sponsor a Seasonal Flu Clinic on October 18, 2018 at the Senior Center and vaccinated more than 50 residents. Many thanks to Rite Aid, WAVNA, Council on Aging, and the volunteers that make this event possible.

The Board's all-volunteer Medical Reserve Corp (MRC) team has been revitalized and has grown to include almost fifty residents with medical and non-medical backgrounds. The purpose of the MRC is to generate community awareness and to educate our town on how to prepare for an emergency. The MRC meets monthly and has begun to host training classes and guest speakers. Becoming an informed citizen and being prepared for an emergency can help save lives—consider joining the Norfolk MRC. Visit the Board of Health web page for more information on the MRC.

The Board of Health funded the town's Connect-CTY mass communication service again this year through a Homeland Security grant. Residents are reminded to visit the town's web site and click on the link that says "SIGN UP NOW-SERVICES BY BLACKBOARD CONNECT" to enter their complete contact information.

The Board of Health would like to thank all of our volunteers for their dedication, hard work and continued support throughout the year.

Please consult our web page at [www.norfolk.ma.us](http://www.norfolk.ma.us) or contact our assistant, Betsy Fijol, for information about current public health concerns, applications, regulations and the services the Board of Health provides all Norfolk residents.

Respectfully submitted,

Norfolk Board of Health

Thomas R. Gilbert, Chairman  
Frances Sullivan, Clerk  
Jeffrey Kane, Member

## NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

### TOWN OF NORFOLK

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

#### Surveillance

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town:	2 samples submitted, no isolations in 2018
Requests for service:	107

#### Water Management

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	17 culverts
Drainage ditches checked/hand cleaned	4,600 feet
Intensive hand clean/brushing*	3,200 feet
Mechanical water management	0 feet
Tires collected	18

\* *Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

#### Larval Control

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	196.1 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	2.2 acres
Abandoned/unopened pool or other manmade structures treated	0

#### Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra low volume (ULV) applications from trucks	2,439 acres
Barrier applications on municipal property	0

Respectfully submitted,  
David A. Lawson, Director

## Community Preservation Committee

The Community Preservation Committee (CPC) meets monthly at Town Hall and is comprised of nine members representing the Conservation, Historic, and Recreation Commissions, and the Housing Authority and Planning Board, as well as the three Norfolk precincts plus one at-large representative, as prescribed in its bylaws. Since the first year (2002) that the Community Preservation Act surcharge was collected, the Norfolk CPA fund has collected nearly \$10.1 million, with about 39% of that sum coming from State matching funds. At 2018 year end, the fund had an unencumbered balance of \$2.97 million, exclusive of the funds earmarked for projects already approved. To date, the CPC has spent or allocated nearly \$7.1 million for projects within the Town of Norfolk. These projects fall under mandated priorities: open space and recreation, affordable housing, and historic preservation. In 2014 the CPA surcharge was reduced to 1% from 3% in accordance with a previous Town vote. Norfolk's CPA fund now collects less money locally, as well as receives significantly reduced state match funds, which have averaged only 18.1% since 2014.

During the past year, the CPC reviewed funding applications and worked with various groups and individuals in town to identify opportunities to expend CPA funds for projects that are consistent with the mission of the CPA and that will have long-term benefits for Norfolk. Some highlights are:

- The Recreation Department made progress on a well and irrigation system for up to five athletic fields at the Freeman Kennedy School. This CPA-funded project was approved by voters at the 2017 Spring Town Meeting.
- A Norfolk resident proposed the idea of a rail trail in the Pondville section of Norfolk on property that is currently privately owned. The CPC continues to investigate this project.
- The CPC has had ongoing discussions with the new owner of "The Warelands" on Boardman Street, a historically significant property listed on the National Register of Historic Places, which has fallen into a state of disrepair.
- The CPC is exploring the possible acquisition of a vacant 13-acre property abutting Campbell Town Forest.
- November 2018 Town Meeting voters approved the allocation of \$60,800 from the Affordable Housing Reserve and \$250,000 from the Undesignated Reserve to the Norfolk Municipal Housing Trust for the creation of affordable housing in Norfolk.
- The CPC had discussions with several property owners in Norfolk, exploring conservation, recreation, and acquisition options for their parcels. We also had several conversations regarding historic preservation projects.

Please visit [www.norfolk.ma.us](http://www.norfolk.ma.us) to view our meeting schedule and minutes along with downloadable forms for project applications. We encourage people to get involved with the CPC and to bring us ideas of possible projects. We appreciate the support of the Town of Norfolk and look forward to continuing our efforts.

Respectfully submitted,

Community Preservation Committee

## Council on Aging

The Council on Aging is made up of nine members appointed by the Board of Selectmen. The Council can also appoint an undesignated number of Associate Members. The mission of the Norfolk Council on Aging is to identify and address the diverse needs of residents age 60 and older. The Senior Center provides a warm, welcoming place for people to stay connected and age well. We strive to offer a wide variety of programs and services that enhance the quality of life, promote healthy aging and foster independence in our senior population. We also serve as an advocate on issues that impact seniors and provide information and referrals to resources for seniors, their families and caregivers.

The Council works closely with the Executive Office of Elder Affairs, the Massachusetts Council on Aging (MCOA), HESSCO (Health and Social Services Consortium, Inc.) Elder Services, the Friends of the Norfolk Council on Aging, other area agencies, state legislators and local officials to ensure that the needs of Norfolk seniors are being met.

The Council employs a full time Director, and part-time: Program Coordinator, Outreach Coordinator, Administrative Assistant and Bus Driver.

The Council received a formula grant from the Executive Office of Elder Affairs in the amount of \$15,801 which was used primarily to pay the MCOA annual dues and conference fees, newsletter postage and program instructors.

The Norfolk Senior Center's monthly newsletter, "The Silver Set Gazette", is mailed to Norfolk seniors and can also be accessed online through the town's website and through our Face Book page [www.facebook.com/NorfolkSeniorCenter](http://www.facebook.com/NorfolkSeniorCenter). It contains a calendar of social, educational and wellness events such as health screenings, nutrition programs, meditation, yoga, fitness classes, cards, trips, speakers, legal assistance, crafts and knitting, musical entertainment, and swimming at the Wrentham Developmental Center pool. Other programs and services provided by the Council include referrals to outside agencies, outreach programs, caregiver support, a tax relief program, SHINE (Serving the Health Insurance Needs of Everyone on Medicare) Counseling, fuel assistance, food stamps and transportation.

The Council on Aging gratefully acknowledges the assistance and support of the Executive Office of Elder Affairs, HESSCO, Norfolk Facilities, DPW, Board of Health, Fire and Police Departments, Walpole Visiting Nurses, Norfolk Cultural Council, Norfolk Community TV, the Friends of the Council on Aging, all our community partners and our many volunteers.

The Council on Aging meets at 9:00 a.m. on the third Friday of each month at the Senior Center. All are welcome to attend.

<u>Council on Aging</u>	<u>Term Expires</u>
Deborah Grover, Chair	2021
Kathy Burkle, Secretary	2019
Gerald Calhoun	2020
Karen Edwards	2019
Linda Hennessy	2019
Mary Nuhibian	2020
James Schweitzer	2021
Suzanne Willis	2021

## Historical Commission

The Norfolk Historical Commission continues its dedicated service to preserve the vibrant history of our town.

Several initiatives were undertaken during 2018, and some are ongoing:

- The *Warelands* was sold; members walked the grounds with Jeff Gongeau from Preservation MA to make observations of the land and buildings. This property has been listed on the National Register of Historic Places since 1977 and has a conservation restriction on the land.
- The Eisner House, another historic property with an exterior preservation restriction, is for sale. Members toured the home to view the restoration work being completed, and we shall monitor the progress.
- We continue to work with the Grange to uphold the guidelines of the preservation restriction on the site and to enhance their landscaping project. The Grange Hall was recognized by the National Register of Historic Places in 1989.
- A historical marker was approved for purchase by the current owner of the Cleveland Street homestead of Rev. Daniel Rounds dating to 1875.
- We are working with the Friends of Highland Lake to find a solution to control the overgrown weed problem there; the infestation is also affecting other lakes in town. This is an ongoing issue, and we hope to collaborate with the DPW.
- We met with the Friends of Lawrence Street regarding their concerns about the rebuilding of the Lawrence Street Bridge.
- The Fales History Panel was vandalized; this was located on the site of Fales Memorial Park Preserve. The panel has been restored and moved to a more prominent location for safety issues.
- A panel was made for 29 Valley Street depicting the old house built by Virgil S. Pond ca. 1890 which was demolished and replaced by modern condominiums. The developer provided funding for the panel and will have it installed on the property.
- NHC members prepared a talk, "The History of the Library's Schoolhouse" tracing its evolution from the 1845 one-room school near Cleveland Street to the School Room, a permanent part of the Norfolk Public Library today. A presentation was given at the library, and plans are in place for additional presentations as requested.
- The sale of sweatshirts and mugs has been successful; we started this initiative in an effort to instill enthusiasm for our town and commemorate the upcoming celebration. We are grateful to the Town Clerk for selling these items from her office. We also held a raffle that included a lovely basket of goodies generously donated by several local businesses and NHC. All proceeds from the sales and raffle will help fund a scholarship which we plan to award during Norfolk's 150<sup>th</sup> anniversary year.
- Efforts continue to publish the *History of Norfolk* by Bertha Fales. The manuscript has been computerized and edited; we are currently working on the appendix sections. In addition, we are working on a pictorial history book for the 150<sup>th</sup> anniversary celebration. It is our goal to have both books published during 2019 in preparation for Norfolk's sesquicentennial celebration in 2020.

### Norfolk Historical Commission Board Members

Betsy Pyne, Chairman  
Sandra Paquette, Treasurer  
Marcia Johnston  
Betsey Whitney

Geri Tasker, Secretary  
Barbara Bartholomew  
Gail Sullivan

## MUNICIPAL AFFORDABLE HOUSING TRUST

The Norfolk Municipal Affordable Housing Trust (“NMAHT”) generally meets on the first Tuesday of each month at 12:00 noon. NMAHT is presently made up of 7 members with one Selectman representing the town as prescribed by state law. The mission of NMAHT is to provide the Town of Norfolk with more affordable housing units. Presently, the town’s affordable housing stock is approximately 4.7% (as of September 1, 2018). Additional properties are added throughout the year. The state mandates that each community in the state shall have a minimum of ten percent (10%) affordable housing or be working toward that goal.

In 2018 the Norfolk Affordable Housing Trust was able to obtain a certified Housing Production Plan with assistance from a housing consultant. DHCD certified this plan in October of 2018.

Affordable homes will all have a deed restriction making them affordable in perpetuity. Affordable homes will go to qualified working individuals and families who fall under state guideline income levels. Typically, the phrase “affordable housing” means total housing costs that are affordable (costing no more than 30% of income) for a family earning at or below 80% of the area median income (AMI). As an example, a family of four (4) is eligible if their annual income level does not exceed \$81,100. Household assets cannot exceed \$75,000.

The Trust is always looking at properties that could fit its affordable housing formula. Funding for the Trust comes from Norfolk’s CPC, and sales of new condominiums at Norfolk Commons on the hill overlooking the town center (\$10,000 per unit sold). Upon sale of houses purchased by NMAHT, funds will come back to the Trust and used to purchase additional land or homes to continue NMAHT’s mission. It is the goal of the Trust; to acquire, build, or retro-fit single family homes within the Town of Norfolk that fit the neighborhood for the purpose of improving the affordable housing opportunities for those qualified individuals/families interested in establishing housing within Norfolk.

James Lehan, Chair  
Mark Henney, Vice Chair  
Thomas Cleverdon, Clerk  
Sandy Smith, Trustee  
Scott Cousineau, Trustee  
William Conklin, Trustee  
Susan Jacobson, Director

## **Department of Veterans' Services**

Your local Veterans' Service Officer (VSO) is committed to assist our resident veterans and their dependents with information and access to a variety of Veterans Services provided by both the Federal Government and the Commonwealth of Massachusetts. Your local VSO is specially charged with the administration of Massachusetts General Law Chapter 115. This Law was established in 1861 to assist eligible veterans with monetary assistance for living and medical expenses. Approved claims are paid by the Town with 75% reimbursement from the Commonwealth to the Town. Your VSO continues to meet his responsibilities to Norfolk taxpayers with diligence to insure that recipients are bonified eligible veterans or dependents and that other forms of Federal and State financial assistance/entitlements (Social Security, Mass Health, Unemployment, Federal VA support, etc.) are first utilized.

Because of Norfolk's population of less than 12,000 residents, our Town is serviced by a Part-time Veterans' Service Officer. In June 2011, Norfolk resident and veteran Bill Conklin was approved by the Selectmen to serve as the Norfolk Veterans' Service Officer.

VSO Bill Conklin meets with veterans and their families by appointment at the Veteran's Office in Town Hall or at the Veteran's home. For an appointment call either the Town Clerk, or the Town Administrator's Office.

We have approximately 400 Veteran families residing in Norfolk. We thank them for their service to the nation.

Respectfully submitted,

R. William Conklin



# Natural Resources

## **CONSERVATION COMMISSION**

The Conservation Commission began 2018 with a full staff of seven dedicated volunteers, but saw the resignation of three of those members over the course of the year, as well as the expired term of the Chairman, John Weddleton, who chose not to renew. The Commission was delighted to welcome Alexandra Fraher in August, 2018, and closed out the year with four members.

The Conservation Commission meets monthly on the 2<sup>nd</sup> Wednesday of each month. The Commission's jurisdictional responsibilities are guided by the State Wetlands Protection Act (WPA) and 310 Commonwealth of Massachusetts (CMR) 10.00, as well as the local Wetlands Protection Bylaw and Regulations. The Commission also oversees and manages dedicated conservation land and open space in Norfolk. The Commission's agent, Janet DeLonga, maintains public office hours on Monday through Thursday from 9:00 A.M. to 3:00 P.M. in the Conservation Office, Room 105C at the Town Hall.

During the 2018 calendar year, the Commission conducted public hearings for 5 Notices of Intent (NOI) applications; four Orders of Conditions (OOC) were issued, and one NOI was pending at the close of the year. The Commission also issued two OOC Extensions and one OOC Amendment. Six Full Certificates of Compliance were issued, as were four Certificates of Release. Five Requests for Determination of Applicability were heard and voted upon; one Abbreviated Notice of Resource Area Delineation was heard, and three Orders of Resource Area Delineation were issued. A Conservation Restriction was signed for the Norway Farms open space subdivision.

Respectfully submitted,

David Turi, Chairman, 2021  
James Wilson, Vice Chair & Clerk, 2020  
Bruce Jacobson, Full Member, 2020  
Alexandra Fraher, Full Member, 2021  
John Weddleton, Chairman 2018 (Term Expired)  
Michelle Lauria, Vice-chairman 2019 (Resigned)  
Patrick Touhey, Clerk 2019 (Resigned)  
Tom Norton, Full Member 2019 (Resigned)



## **BOARD OF ASSESSORS**

The sales that occurred in calendar year 2017 were inspected during calendar year 2018 to establish the assessment for all properties in town as of January 1, 2018.

The average residential assessment for single family homes increased in value by approximately 1.7%. The average assessed value for commercial and industrial property did not increase in value. The total value for all taxable property in Norfolk for Fiscal Year 2018 was \$1,665,413,394. The total value for all taxable property in Norfolk for Fiscal Year 2017 was \$1,639,523,939 reflecting an increase of 1.56%.

The tax rate for Fiscal Year 2018 was \$18.69 per \$1,000 for all classes of property in Norfolk. The tax rate for Fiscal Year 2107 was \$18.22.

The assessing department continues to be responsible for the administration of property tax exemptions for qualifying seniors, disabled veterans, surviving spouses and blind persons. They are also responsible for the commitments and administration of Motor Vehicle Excise tax bills and abatements. Information relative to real estate exemptions or excise abatements is available in the office or on our website.

We are sorry to lose John Curran is the Chief Assessor; we wish him the best in his new endeavors. We have hired Don Clarke as our new Chief Assessor; he has been in assessing in a nearby municipality and has his MAA designation. We look forward to him starting in this position January of 2019. We would also like to welcome our new Assistant Assessor, Kris Minshall and we expect that she will be a great addition to the office.

Mr. Andrew Bakinowski served as Chair of the Board of Assessors with Kathleen Mullineaux and Caroline Van Tine serving as members of the Board of Assessors.

## **Town Treasurer/Collector**

The Treasurer/Collector's Office has two full-time and two part-time employees. In addition to the Town Treasurer/Collector, there is an Assistant Town Treasurer/Collector, one Revenue Collector and one Payroll Coordinator.

Collection related duties and responsibilities focus on the billing and collection of Real Estate and Personal Property taxes, Water payments and Motor Vehicle Excise taxes. Collection of delinquent taxes and Water is done through various processes such as sending demand bills, applying water liens, utilizing the Deputy Tax Collector as well as Tax Takings which is done annually. The office is also responsible for processing Municipal Lien Certificates.

The Treasurer's aspect of this office receives all monies which come into the Town and is responsible for all Town expenditures including vendor payments and the processing of payroll of 550 full and part-time employees. Is responsible for investing Town funds, does all short and long-term borrowing which Town Meeting has authorized, with the approval of the Board of Selectmen and manages the Town's property which is in Tax Title or Foreclosure.

The Town of Norfolk is on a quarterly Real Estate/Personal Property tax due date cycle; the first quarter payment is due August 1st, second quarter is due November 1st, third quarter is due February 1st, and the 4th quarter is due May 1st. Real Estate tax bills are mailed out twice a year with two remittance slips. The first property tax bill, which is the preliminary bill, is mailed at the end of June and is for the first and second quarter taxes. Preliminary bills are calculated by using half of the previous year's total tax bill. The second property tax bill, which is the actual tax bill calculated at the new tax rate, is mailed at the end of December and is for the third and fourth quarters.

There are several options for residents to submit payments to the Town, walk-in counter drop-off, U.S. mail, locked drop-box outside Town Hall parking lot entrance and online payments.

Online payments can be made through the Town's website: [www.norfolk.ma.us](http://www.norfolk.ma.us). From the Treasurer/Collector's page Real Estate, Personal Property, Motor Vehicle, Water bills as well as Decals for the Transfer Station can be purchased. Payments for other Town department fees and services are also available through those specific department's pages.

The Treasurer/Collector's office hours are Mondays-Thursdays 9am-6pm. The office is closed on Fridays.

Respectfully submitted,

Anne Marie Duggan  
Treasurer/Collector

## **ADVISORY COMMITTEE**

The Advisory Committee's primary function is to review financial and other articles on the Town Meeting warrant and make recommendations to the Town Meeting. The Advisory Committee consists of nine members appointed to three year terms by the Town Moderator. Each year the terms of three of the members end and those members may be reappointed, or new members selected, at the discretion of the Town Moderator. In addition, appointments to the Committee are periodically made to replace members who resign prior to the expiration of their terms.

During the months preceding Town Meeting, the Advisory Committee meets several times to discuss the articles that will be voted upon at Town Meeting. The Committee welcomes input from anyone who wishes to provide opinions or information regarding any of the articles under consideration. Anyone who wishes to be included on the agenda for the discussion of a particular article can make arrangements by calling the Committee's administrative assistant.

The article which requires the greatest amount of the Committee's time and attention is the Town's annual budget, which is voted upon each year at the spring Town Meeting. The Selectmen present their budget proposals to the Advisory Committee, which then holds budget review sessions with various Town departments and boards. The Committee works with the Selectmen to develop the final budget recommendations for presentation to the Annual Town Meeting.

In addition to reviewing and making recommendations regarding the articles in the warrant, the Advisory Committee also prepares a summary of its recommendations along with a discussion of the reasons for the recommendations being made. This summary is made available to all town residents prior to the Town Meeting.

The final responsibility of the Advisory Committee is the oversight of an amount of money in the Annual Budget which is known as the reserve. The amount of the reserve varies from year to year, usually between \$25,000 and \$100,000. During the fiscal year, if a municipal department encounters an "extraordinary and unforeseen expense" which was not anticipated in the budget approved at Town Meeting, a request can be made to the Advisory Committee for a transfer from the reserve. Any such request is discussed and voted upon by the Committee. At the end of the fiscal year, any funds remaining in the reserve are returned to the Town.

Respectively Submitted,

Stephen McDonough, Chair

## **FINANCE DEPARTMENT**

A Fiscal 2018 audit of the Town's financial records was successfully completed by Clifton Larson Allen in accordance with generally accepted auditing standards and determined there were no material weaknesses. The Town of Norfolk has addressed all of the prior year management comments and is implementing recommendations made by the Auditors.

Through careful budget management by Town Department heads, the Town of Norfolk had free cash certified for Fiscal Year 2018 in the amount of \$1,033,194. At the Annual Town Meeting in May, departmental budget transfers were approved to assist in reducing a deficit of \$224,652 in the FY18 Snow and Ice account. The Special Town Meeting in November 2018 authorized a portion of FY18 free cash to be used for various departmental budgets and to fund capital assets of \$546,716 for the Advisory Board, Maintenance Department, Building Department, Police, Fire, Energy Audit Committee and Public Works Departments equipment, capital and vehicle needs.

Included with the Town Accountant's Report is a copy of the Fiscal Year 2018 Town of Norfolk's general fund operating budgets.

All accounts payable and payroll warrants are processed in the Finance Department. The department provides regular reports to all departments and assists all town wide departments with many accounting matters throughout the year.

I would like to thank Renee Rovedo and Theresa Knowles for their continued support and tireless dedication throughout the year.

Respectfully Submitted,  
Todd Lindmark  
Finance Director/ Town Accountant



**2018  
Town  
Meeting  
Warrants**

**GREETINGS:**

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2, and 3, to assemble in the designated polling places in the Freeman-Kennedy School, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, May 1, 2018, at 7:00 a.m., for the election of town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Tuesday, May 8, 2018 at 7:00 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056, for the adjourned business session of the Annual Town Meeting, then and there to act on the following articles commencing with Article 2, viz:

**ARTICLE 1**

**Submitted by the Town Clerk**

To choose by ballot, the following Town officers: One Selectman for a three year term; one Assessor for a three year term; one Board of Health member for a three year term; one Housing Authority member for a five year term; one Library Trustee for a three year term; one Planning Board member for a three year term; one Planning Board member for a one year term; one Recreation Commission member for a three year term; two Norfolk School Committee members for three year terms; one King Philip School Committee member for a three year term.

**Town Administrator’s Comments**  
Article 1 is the Election, which this year includes the election of Town Officials and one ballot question. The Election was held on May 1, 2018

**ARTICLE 2**

**Submitted by the Board of Selectmen**

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

**Town Administrator’s Comments**  
Article 2 requests authorization to pay bills from a prior fiscal year. As of publication, we do not anticipate the need to have this authorization.

**The Advisory Committee recommends Indefinite Postponement of this article**

**ARTICLE 3**

**Submitted by the Board of Selectmen**

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to be added to departmental budgets and appropriations for the fiscal year ending on June 30, 2018; or take any other action relative thereto.

**Town Administrator’s Comments**  
Article 3 is the Transfer article and asks for authorization to adjust budgets for the current fiscal year. The anticipated transfer list is at the end of this booklet.

**The Advisory Committee will make its recommendation at Town Meeting for this article.**

**ARTICLE 4**

**Submitted by the Town Administrator**

To see if the Town will vote to amend the Town of Norfolk Board of Selectmen’s Human Resource Policy, Schedule B. COMPENSATION SCHEDULE by applying a general increase of 1.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2018; or take any other action relative thereto.

**Town Administrator’s Comments**

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

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

The 1.5% increase in the compensation schedule referenced by this article applies to a small number of town employees who are not covered by either collective bargaining agreement or an individual contract.

**ARTICLE 5**

**Submitted by the Board of Selectmen**

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, Section 108; and further to see what sum of money the Town will raise and appropriate, transfer from any available source of funds, borrow or bond, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing on July 1, 2018; or take any other action relative thereto.

**Town Administrator’s Comments**

Article 5 is the General Fund budget, included at the end of this document

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

The proposed budget for the fiscal year ending June 30, 2019 is \$38,312,580 as well as \$2,738,654 is previously approved excluded debt. The increase to the operating budget is \$1,560,447 or 4.2%. Available revenue has increased by 4.35%, consisting of the following three main categories:

- Revenue from Personal and Property Taxes (increase of \$1,291,459)
- Local Receipts including Fees, Excise taxes and fines (increase of \$112,500)
- State Aid (increase of \$114,418)

The Town has free cash available of \$684,263. For FY19, it is proposed that \$380,000 be applied towards funding the budget.

Major expense components of the FY19 budget include increases in the following areas:

- 1) The \$432,000 for the Norfolk Elementary Schools reflecting a 3.65% increase. The budget represents a level service budget with most of the increase going to contractual salary obligations, the addition of a part-time speech and language pathologist, a part-time therapeutic teacher at the Freeman-Kennedy School,

and a part-time paraprofessional staff member to work with students identified as English Language Learners.

- 2) The \$329,330 for the King Philip Middle and High Schools, representing approximately a 4% increase in our assessment for FY19. Norfolk's assessment increased from \$8,196,530 to \$8,524,390. Last year, the state funding formula benefitted Norfolk, but for FY19, Norfolk had the highest percentage increase in the request from King Philip with a 7.21% increase in the assessment.
- 3) The Police Department Budget would increase 5.4% in FY19, or \$136,185. These increases are mainly salary-driven, and include having staff available to cover the new station.
- 4) Health insurance costs increase by 3.5%, or \$81,000.00
- 5) Contributions to the Norfolk County Retirement System have increased by 6.3% or \$121,639.

#### **ARTICLE 6**

**Submitted by the Board of Selectmen**

To see what sum of money the Town will vote to transfer from Department of Public Works Water Division revenues to fund the Water Division Enterprise Fund's maintenance, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2018; or take any other action relative thereto.

**Town Administrator's Comments**

Article 6 is the Water Division "Enterprise Fund" budget. This budget is funded from Water Division revenue, included at the end of this document

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

This year's budget \$1,582,088 for the Water Division of the Norfolk Department of Public Works is \$48,557 lower than last year's budget, a 3% decrease.

#### **ARTICLE 7**

**Submitted by the Board of Selectmen**

To see what sum of money the Town will vote to transfer from Department of Public Works Sewer Division revenues to fund the Sewer Division maintenance, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2018; or take any other action relative thereto.

**Town Administrator's Comments**

Article 7 is the Sewer Division "Enterprise Fund" budget. This budget is funded from Sewer Division revenue, included at the end of this document

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

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

**ARTICLE 8**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

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

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

**ARTICLE 9**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 9 is intended to request authorization to purchase capital items through debt funding. The Town is seeking authorization to purchase a new ambulance and related technology equipment. We anticipate paying this debt through future ambulance revenue.

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

This article pertains to the purchase of the capital items to be funded by borrowing. The repayments will be funded through the Town's Ambulance Receipts Fund. The amount to be borrowed is \$295,000 for the purchase of a new ambulance. The Town currently has two ambulances. This purchase will replace the older of the two ambulances. The ambulance to be replaced is significantly past its useful life and is prone to down-time and repairs. It no longer makes sense to extend the life of this vehicle and we need two ambulances in order to maintain the expected level of service.

**ARTICLE 10**

**Submitted by the Board of Selectmen**

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to fund

capital and other expense items for the Water Enterprise Fund; or take any other action relative thereto.

**Town Administrator’s Comments**

Article 10 is intended to allow the authorization of capital items for the Water and Sewer enterprise funds. The Town is seeking authority to borrow money to complete the construction of the Holbrook Street well and to upgrade related technologies, including the SCADA system and KP system. The SCADA system allows us to control and monitor both the Water and Sewer equipment and the KP system is the radio billing system that connects homes to the Town’s system.

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

There are several well and water treatment projects required to help sustain level service and increase water quality.

- A new well located off of Holbrook Street will allow Norfolk to maintain the same level of water production due in part to lowered output of the 2 existing wells. Additionally, bringing a new well online will allow for redundancy in the event of existing well failures.
- Norfolk’s water system is in need of a SCADA system upgrade, which allows for water infrastructure diagnostics, control, and security.
- Lastly, it is proposed to convert the Gold Street and Spruce Road facilities from treating water with Sodium Hydroxide to Potassium Hydroxide.  
The request is to authorize borrowing authorization up to \$2.6 million dollars for the necessary engineering services, permitting, bidding and construction costs for these critical projects.

**ARTICLE 11**

**Submitted by Petition**

To see if the Town will vote to approve this article to direct the Board of Selectmen and Town Administrator to return the Town Hall to a five (5) day a week operation – open Monday through Friday.

**Town Administrator’s Comments**

Article 11 is a petition article, filed by residents

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

Town Hall is currently operating on a Monday-Thursday, 8am-6pm schedule. It has been identified that the current schedule meets the needs of the majority of citizens, in addition to providing compelling benefits to Town Hall employees, which have been leveraged as a key part to attract and retain talent. If Town Hall were to open Monday-Friday, the actual operating hours during the week would not increase, so as to maintain level expense, however it is expected that utilities and other building operating expenses would increase as a result. As more services move online over time, such as tax payments and

permitting, this is further expected to support citizen needs on demand. This article is additionally opposed by the Town Administrator, HR Director, and a majority of Town Hall employees.

**ARTICLE 12**

**Submitted by Petition**

“To see if the Town will vote to petition the State Legislature to enact the following Recall Procedure; or take any other action relative thereto.

**Town Administrator’s Comments**

Article 12 is a petition article, filed by residents

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

This article, submitted by petition, would provide for recall elections in the Town of Norfolk. It was noted by a resident during an Advisory Board meeting that the proposed language is similar to that of a nearby community, but some of the protective provisions had been removed. For example, language that would require a time limit following an election before a recall could be initiated was removed.

There was information provided that some technical issues with the language of this article exist, including the provision about petitioning the state legislature. Some members of the Advisory Committee voiced concerns that a recall election could be used by a person or group that were simply unhappy with the results of an election, or to exert a personal vendetta against a properly elected official. There were concerns that a recall election provision could have a further chilling effect on someone considering running for town office. The Advisory Committee was interested in learning what options would be available if an elected official committed some serious breach of the public trust or a serious crime, but such information was not available during the Advisory Board meeting.

It was also noted that if the Town should decide to create a Town Government Study Committee as proposed in Article 19 (and favorably recommended by the Advisory Board), that this is one issue that could be addressed as part of that process.

**An Act Providing for Recall Elections in the Town of Norfolk**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**Section 1.** A holder of an elected office in the Town of Norfolk may be recalled therefrom by the registered voters of said town as herein provided, except that the maximum number of members of a board that may be recalled is a majority.

**Section 2.** Any two hundred registered voters of the Town of Norfolk may initiate a recall petition by filing with the Town Clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds for recall. At least sixty-six names of registered voters shall be from each of the voting precincts into which said town

is divided. Said Town Clerk shall thereupon deliver to said voters making such affidavit, a sufficient number of copies of petition blanks demanding such recall, a supply of which shall be kept on hand. Such blanks shall be issued by the Town Clerk, with his/her signature and official seal attached thereto. Further, such blanks shall be dated, shall be addressed to the Selectmen of said town and shall contain the names of all persons to whom they are issued, the name of the person whose recall is sought and the grounds of recall as stated in the affidavit and shall demand the election of a successor to said office. A copy of the affidavit shall be entered in a record book to be kept in the office of said Town Clerk. Said recall petition shall be returned and filed with the Town Clerk within twenty days after the filing of the affidavit and shall be signed by a least fifteen percent of the registered of said town, who shall add to their signatures their place of residence, including their street, number and precinct; provided; however, that not more than thirty-three and one third percent of the total number shall be from any one precinct.

The Town Clerk shall, within twenty-four hours of receipt thereof, submit the signed petition to the Registrars of Voters in the town and said registrars shall, within five working days, certify thereon the number of signatures which are names of registered voters of the town.

**Section 3.** If the petition shall be found and certified by the Town Clerk to be sufficient, said Town Clerk shall submit the same with his certificate to the Selectmen within five working days, give written notice of receipt of the certificate to the officer sought to be recalled and shall, if the officer does not resign within five days thereafter, order an election to be held on a date fixed by them not less that sixty-five nor more than ninety days after the date of the Town Clerk's certificate that a sufficient petition has been filed; provided, however, that if any other town election is to occur within one hundred days after the date of the certificate the Selectmen shall postpone the holding of the recall election to the date of such other election. No person shall be subject to recall if his term of office expires within ninety days of this certificate. If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.

**Section 4.** An officer sought to be removed may be a candidate to succeed himself and, unless such officer requests otherwise in writing, the Town Clerk shall place his name on the ballot without nomination. The nomination of other candidates, the publication of the warrant for the removal election and the conduct of same, shall be in accordance with the provisions of law relative to elections unless otherwise provided herein.

**Section 5.** An incumbent shall continue to perform the duties of the office until a recall election is held. If not recalled, such officer shall continue in office for the remainder of his unexpired term subject to recall as before, except as provided in this section. If such officer is recalled in the recall election, he shall be deemed removed upon the qualification of his successor, who shall hold office for the remainder of the unexpired term. If a successor fails to qualify within five days after receiving notification of his election, the incumbent shall thereupon be deemed removed and the office vacant.

**Section 6.** Ballots used in a recall election shall submit the following propositions in the order indicated;

For the recall of (name of officer).

Against the recall of (name of officer).

Immediately at the right of each proposition there shall be an oval in which a voter, by filling in the oval may vote for either of said propositions. Under the propositions shall appear the word “Candidates”, the directions to the voters required by Section forty-two of Chapter fifty-four of the General Laws and, beneath this, the names of candidates nominated in accordance with the provisions of law relating to elections. If two-thirds of the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be declared. If more than one-third of the votes on the question are in the negative, the ballots for candidates need not be counted.

**Section 7.** No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against him shall be appointed to town office within one year after such recall or such resignation.

**Section 8.** This act shall take effect upon its passage.”

**ARTICLE 13**

**Submitted by the Board of Selectmen**

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

**No Advisory Committee recommendation is required**

**ARTICLE 14**

**Submitted by the Town Clerk**

To see if the Town will vote to amend the General Bylaws, Section 1 by deleting “Tuesday” and replacing it with “Saturday”

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

The Town Clerk is concerned that the current schedule for the vote conflicts with school activities and that the heavy traffic at voting time in the school parking lot poses a safety issue. However, the Town Clerk has requested that more time be allowed to evaluate other options which may not require that the vote be rescheduled.

Old Language

**SECTION 1. Annual Town Meeting**

The Annual Town Meeting for the election of officers and for the transaction of other business pertaining to the prudential affairs of the Town shall be held on the first **Tuesday** in May of each year.

New Language

**SECTION 1. Annual Town Meeting**

The Annual Town Meeting for the election of officers and for the transaction of other business pertaining to the prudential affairs of the Town shall be held on the first Saturday in May of each year.

and to amend the General Bylaws, Section 3 by deleting the word “first” and replacing it with “second”, or take any other action relative thereto.

Old Language

**SECTION 3. Adoption of Operating and Capital Budgets**

The voters will meet on the first Tuesday following the Town Election to consider and adopt an operating and capital budget and to act on fiscal subjects or other pertinent matters. This meeting shall be continued to other days until all articles on the warrant shall have been acted upon. All matters on the warrant must be acted upon by June 30 of the current fiscal year.

Current Language

**SECTION 3. Adoption of Operating and Capital Budgets**

The voters will meet on the second Tuesday following the Town Election to consider and adopt an operating and capital budget and to act on fiscal subjects or other pertinent matters. This meeting shall be continued to other days until all articles on the warrant shall have been acted upon. All matters on the warrant must be acted upon by June 30 of the current fiscal year.

**Town Administrator’s Comments**

Article 14 is a request by the Town Clerk to change the General Bylaws, which would allow us to change voting for local elections from Saturday to Tuesday. The Town Clerk has asked the Advisory Committee to Indefinitely Postpone this article until additional options may be reviewed

**ARTICLE 15**

**Submitted by Town Planner**

To see if the Town of Norfolk will vote to amend Section H.3 Affordable Housing Development of the zoning bylaws by deleting the following strikethrough language and inserting the following new language in bold italics print as follows.

**Town Administrator’s Comments**

Article 15 is a zoning article and is intended to make some technical corrections in our “Inclusionary Bylaw”. This bylaw requires that a sub-division with more than 10 homes include an affordable housing component. The corrections clarify the requirements for the developer including when they must apply for a permit and when the affordable unit(s) must be delivered to the Town. The change would also allow the developer to contribute to the Norfolk Municipal Housing Trust rather than construct an affordable home(s). This option would only be allowed if the Planning Board agreed.

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

This article, approved by the Planning Board, looks to amend certain language in the current zoning bylaws, relating to AFFORDABLE HOUSING DEVELOPMENT as noted in your handouts, with one change in Section H.3.d, paragraph 1 a, Section 3, deleting words “an applicant may contribute” to be replaced with “contribution”

**H.3.c Special Permit:**

The development of any project set forth in Section H.3.b (above) shall require the grant of a Special Permit from the Planning Board. A Special Permit shall be granted if the proposal meets the requirements of this bylaw. *An application shall be filed simultaneously for any project set forth in Section H.3.b or within ninety (90) days after said project(s) is approved and no appeals taken. If appeal is taken an application does not need to be applied for until said appeal is resolved.* The application procedure for the Special permit shall be as defined in Section G.4.

**H.3.d Mandatory Provision of Affordable Units:**

1. As a condition of approval for a Special Permit, the applicant shall contribute to the local stock of affordable unit in accordance with the following requirements:

(a) At least ten (10) percent of the units in a division of land or multiple unit development subject to this bylaw shall be established as affordable housing units in any one or combination of methods provided for below:

(1) constructed or rehabilitated on the locus subject to the Special Permit (see Section H.3.e); or

(2) constructed or rehabilitated on a locus different than the one subject to the Special Permit (see Section H.3.f);*or*

*(3) an applicant may contribute funds to the Norfolk Municipal Affordable Housing Trust Fund to be used for the creation of affordable housing in lieu of construction and offering affordable units within the locus of the proposed development. For the purposes of this Bylaw, the cash payment per affordable unit required shall be equal to the difference between the median single-family home sales price in Norfolk for the most recent calendar year as determined by the SPGA and the price affordable to a qualified purchaser as determined by the SPGA, based on applicable guidelines of the DHCD, Local Initiative Program (LIP). Where the calculation of affordable units results in fractional units, a cash payment may be made as provided in this section on a pro rata basis. The cash payment formula and timetable may be adjusted by the SPGA from time to time through the issuance of guidelines or regulations. If the SPGA issues a Special Permit to authorize a cash payment in lieu of units and the Board of Trustees of Norfolk Municipal Affordable Housing Trust Fund votes to accept said contributions, the*

*payment shall be paid to the Norfolk Affordable Housing Trust Fund prior to the issuance of any building permits for the development or prior to the sale of any lots, if applicable. Alternatively, the SPGA may allow payment of said contributions according to a specified timetable in proportion to the rate of development or sale of lots. This cash contribution alternative shall apply only to homeownership developments and division of land and shall not apply to rental development.*

**(b) *The applicant may offer, and the SPGA may accept, any combination of this Section (1-3) requirements provided that in no event shall the total number of units provided be less than the equivalent number of affordable units required by this bylaw;***

**(c) *As a condition for the granting of a Special Permit, all affordable housing units shall be subject to an affordable housing restriction and a regulatory agreement in a form acceptable to the Planning Board. The regulatory agreement shall be consistent with any applicable guidelines issued by the Department of Housing and Community Development and shall ensure that affordable units can be counted towards the Norfolk's Subsidized Housing Inventory. The regulatory agreement shall also address all applicable restrictions H.3.h of this bylaw. The Special Permit shall not take effect until the restriction, the regulatory agreement and the special permit are recorded at the Registry of Deeds and a copy provided to the Planning Board.***

### **H.3.e. 1. Provisions Applicable to Affordable Housing Units On- and Off-Site:**

- (1) Siting of affordable units. All affordable units constructed or rehabilitated under this bylaw shall be situated within the development so as not to be in less desirable locations than market-rate units in the development and shall, on average, be no less accessible to public amenities, such as open space, as the market-rate units. The affordable units shall be located within the subdivision unless otherwise waived by the SPGA. If such a waiver is granted, it shall be subject to H.3.f (provision of Affordable Housing Units Off-Site). The affordable units shall not be replaced with Market Rate units within the subdivision unless the developer demonstrates, to the satisfaction of the SPGA, that doing so will create a clear benefit to the Town.
- (2) Minimum design and construction standards for affordable units. Affordable housing units shall be integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of materials with other units.
- (3) Timing of construction or provision of affordable units or lots. Where feasible, affordable housing units shall be provided coincident to the development of market-rate units, but in no event shall the development of affordable units be delayed beyond the schedule noted below:

<b>Market Rate Units (% Complete)</b>	<b>Affordable Units (% Required)</b>
<30%	--
30% plus 1 unit	10%
Up to 50%	30%
Up to 75%	50%
75% plus 1 unit	70%
Up to 90%	100%

Fractions of units shall not be counted.

<i>Market Rate Units (MRU)</i>	<i>Affordable Units (AU)</i>
<i>10-19</i>	<i>1 AU prior to 6<sup>th</sup> MRU</i>
<i>20-29</i>	<i>Same as 10-19 plus 2<sup>nd</sup> AU prior to 19<sup>th</sup> MRU</i>
<i>30-39</i>	<i>Same as 20-29 plus 3<sup>rd</sup> AU prior to 29<sup>th</sup> MRU</i>
<i>40-49</i>	<i>Same as 30-39 plus 4<sup>th</sup> AU prior to 39<sup>th</sup> MRU</i>
<i>50-59</i>	<i>Same as 40-49 plus 5<sup>th</sup> AU prior to 49<sup>th</sup> MRU</i>
<i>60-69</i>	<i>Same as 50-59 plus 6<sup>th</sup> AU prior to the 59<sup>th</sup> MRU</i>
<i>70-79</i>	<i>Same as 60-69 plus 7<sup>th</sup> AU prior to the 69<sup>th</sup> MRU</i>
<i>80-89</i>	<i>Same as 70-79 plus 8<sup>th</sup> prior to the 79<sup>th</sup> MRU</i>
<i>90-99</i>	<i>Same as 80-89 plus 9<sup>th</sup> AU prior to 89<sup>th</sup> MRU</i>
<i>100-109</i>	<i>Same as 90-99 plus 10<sup>th</sup> AU prior to 99<sup>th</sup> MRU</i>
<i>Greater than 110</i>	<i>Same formula as above plus AU prior to 9<sup>th</sup> MRU in groups of 10 MRU</i>

**ARTICLE 16**

**Submitted by Town Planner**

To see if the Town of Norfolk will vote to amend Section B of the zoning bylaws by adding the following new definition after Earth Removal:

**Town Administrator's Comments**

Article 16 is a zoning change that is supported by the Planning Board, please note this article is in two sections.

**EXERCISE/AEROBIC STUDIO-**

A commercial establishment that is open to the public for a fee that provides services and facilities for physical fitness training, which includes but is not limited to yoga, walking, running, swimming, cycling, rowing, boxing, dancing handball and racket sports. Other similar facilities featuring exercise or other active physical conditioning shall also be

considered an "exercise/aerobic studio." Such uses may include meditation, nutrition, and massage as accessory uses; or take any action relative thereto.

To see if the Town of Norfolk will vote to amend Section K.7a by deleting Exercise/aerobics studio and insert EXERCISE/AEROBICS STUDIO; or take any action relative thereto.

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

As commercial enterprises grow, Norfolk wants to help ensure success. This is a simple zoning change to allow businesses within an established business zone to expand their services and offerings.

**ARTICLE 17**

**Submitted by Town Planner**

To see if the Town of Norfolk will vote to amend zoning bylaw by adding new Section N as follows.

**Town Administrator's Comments**

Article 17 is a Zoning Change that would prohibit licensed recreational marijuana uses. This is in concert with the General Bylaw that prohibits these uses that was adopted at the Fall STM.

**Recreational Establishment(s)**, as defined in Massachusetts General Laws Chapter 94G, Section 1 and as may otherwise be defined by Massachusetts law or regulation, to include, without limitation, all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers, on-site consumption of marijuana at a marijuana retailer location, any other types of licensed marijuana-related businesses, and the conducting of any such activity for commercial purposes by whichever name used, shall be prohibited within the Town of Norfolk. This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105 CMR 725.000 (as the same may be amended from time to time); or take any action relative thereto.

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

Article 17 was submitted by the Town Planner and requests an amendment to our zoning bylaw by adding language that mirrors the general bylaw approved at our Fall 2017 Town Meeting relative to prohibiting marijuana-related commercial business and activity; including marijuana cultivators, testing facilities, and retailers. The use of medical marijuana is not affected by this Article.

Although we have a general bylaw in place relative to the above prohibitions, information received from state officials and Town Counsel suggests that municipalities should also update their zoning bylaws to reflect the prohibition of marijuana-related businesses and

commercial activity, in addition to the general bylaw that was adopted at Town Meeting last year.

**ARTICLE 18**

**Submitted by Town Planner**

To see if the Town will vote to amend the Zoning Bylaws Section B, Definitions, by amending the definition for "Limited Used Motor Vehicle Sales" by making the following revisions, with underline type indicating additions and strikethrough type indicating deletions, or take any other action relative thereto:

**Town Administrator's Comments**

Article 18 is a zoning change that is supported by the Planning Board.

LIMITED USED MOTOR VEHICLE SALES - use of an office, building and/or site to conduct a business requiring a Class 2 License under the provisions of G.L. Chapter 140, Section 59, for the sale and preparation for sale of used motor vehicles, but which does not ~~store, maintain, or~~ display vehicles for sale on the premises.

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

The amended definition will expand opportunities for business in the Town. The Town has been contacted by a web-based car sales firm that could use the lot as a holding area for vehicles to be delivered by the company to the new owners. This category of business did not exist when the zoning bylaws were originally drafted and the AC feels that the change is consistent with the Town's development goals and standards.

**ARTICLE 19**

**Submitted by Town Administrator**

To see if the Town will vote to create a Town Government Study Committee, as appointed by the Board of Selectmen, for the purpose of creating a Town Charter or take any other action relative thereto;

**Town Administrator's Comments**

Article 19 is a proposal by the Town Administrator and is a process that we have gone through before and was recently completed by some of our neighboring communities including Wrentham. This would allow us to review how Town Government is organized, how we conduct business and how we make changes going forward. This committee will make a recommendation to a future Town Meeting regarding any proposed changes.

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

This article was brought forward by the Town Administrator and is a process that the town has gone through, but not for at least ten years. Studies of this nature have also been recently completed by some of our neighboring communities. This study would

allow us to review how our town government is currently organized, how we conduct business and how we make changes going forward. This Committee will make a recommendation to a future Town Meeting regarding any proposed changes. It is expected that this would be approximately a two year process.

**ARTICLE 20**

**Submitted by the Town Planner**

To see if the Town will vote to establish two revolving funds as shown in the table below, and to amend the General Bylaws of the Town by amending the table in Article II, Section 5 by inserting the two rows from the table below, or take any other action relative thereto.

<b>A</b>  Revolving Fund	<b>B</b>  Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	<b>C</b>  Fees, Charges or Other Receipts Credited to Fund	<b>D</b>  Program or Activity Expenses Payable from Fund	<b>E</b>  Restrictions or Conditions on Expenses Payable from Fund (Annual)
Zoning Board-Advertising	Zoning Board	Fees charged to applicants to cover the costs of activities in column D.	Advertising and related costs for hearing notices	Limit \$5,000
Planning Board-Advertising	Planning Board	Fees charged to applicants to cover the costs of activities in column D.	Advertising and related costs for hearing notices	Limit \$5,000

**Town Administrator's Comments**

Article 20 is a request to create two Revolving funds that will be used to fund the advertising needed to conduct hearings for the ZBA and Planning Board.

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

The revolving funds will simplify cash flow management for the Planning and Zoning boards and responds to the increasing demands on the boards. The \$5,000 spending limit and definition of approved spending from the revolving funds are consistent with town practice and the board's responsibility.

**ARTICLE 21**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 21 is a request to reauthorize existing revolving funds

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Revolving Fund</b>	<b>Department, Board, Committee, Agency or Officer</b>	<b>Fees, Charges or Other Receipts Credited to</b>	<b>Program or Activity Expenses Payable from Fund</b>	<b>Restrictions or Conditions on Expenses Payable from Fund</b>
2100 - Parking Tickets	Board of Selectmen	Parking ticket receipts.	Expenses related to the collection of parking ticket violations	Limit \$1,000
2101 - Snow Removal	Board of Selectmen	Fees charged for snow removal services as identified in column D.	Expenses related to snow removal including maintenance and replacement of equipment, from private property to include King Philip Regional School and subdivision roads as required by the Planning Board rules and regulations.	Limit \$20,000
2102 – Recreation Field Maintenance	Recreation Commission	Fees charged for this service – Field usage fees as identified in the Field allocation Policies.	Expenses related to field maintenance materials, replacement and rental of equipment and contract labor.	Limit \$100,000
2103 – Conservation Timber Harvesting	Conservation Commission	Monies from timber harvesting on conservation land.	Expenses under the direction of the Conservation Commission to develop and oversee management activities and projects on Town-owned conservation land.	Limit \$5,000
2104 – Off-site Improvements	Planning Board	Mitigation funds required by the planning board relative to off-site improvements due to approval of subdivisions and site plans.	Expenses related to such off-site improvements.	Limit \$91,000
2105 – Shade Tree and Scenic Roads	Planning Board	Mitigation funds required by the Planning Board under the Shade Tree Act and Scenic Roads Act for the purchase and planting of replacement trees.	Expenses related to the purchasing and planting of trees as required.	Limit \$10,000
2106 – Wetland Hearing Application	Conservation Commission	Receive wetland hearing application fees.	Expenses related to the payment of legal advertisements for the wetland hearings.	Limit \$5,000

2111 – Abutters List	Board of Assessors	Receive funds required by the Board of Assessors for the processing of abutters lists.	Expenses associated with generating such lists, including the acquisition, operation and maintenance of technologies used for preparing and issuing abutters lists and mapping.	Limit \$2,000
2112 – Police Vehicle Details	Chief of Police	Receive funds collected from charges to private parties or entities for police details involving the use of a police vehicle at construction sites.	Expenses for the express purpose of vehicle replacement within the Police Department under the Authority of the Police Chief.	Limit \$50,000
2113 – Subdivision Performance Inspection	Planning Board	Receive subdivision performance inspection fees as established by the Planning Board.	Expenses for services related to inspection and approval of subdivisions.	Limit \$5,000
2114 – Cleaning and Maintenance - Unaccepted Subdivision	Planning Board	Receive funds required by the Planning Board relative to the cleaning and maintenance of unaccepted subdivision roadways and drainage structures.	Expenses related to such cleaning and maintenance.	Limit \$30,000
2115 – Community Garden Rental (2017)	Board of Selectmen	Receive funds from lot rental fees at the Community Gardens.	Expenses related to purchase goods, tools and services, including water resources, for the use of the gardeners at the community Gardens.	Limit \$5,000
2152 – Passports	Board of Library Trustees	Receive funds remitted for the processing of passports.	Expenses associated with processing of passports and other related purposes deemed appropriate by the Trustees.	Limit \$5,000
2155- Lost or Damaged Library Materials	Board of Library Trustees	Receive funds required by the Board of Library Trustees to replace or repair lost or damaged library materials.	Expenses related to replacing or repairing such lost or damaged materials.	Limit \$7,500

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

This is a routine motion required to approve the Town’s existing revolving funds. There are no changes to the uses of funds or spending limits. The AC understands that the revolving funds will be reviewed over the course of the next year to identify opportunities to terminate under-utilized revolvers.

**ARTICLE 22** **Submitted by Community Preservation Committee**  
 To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, Section 5 to appropriate the sum of \$20,000 from the annual revenues in the Community

Preservation Fund for the purpose of funding the Administrative and Operating Budget for the Community Preservation Committee; or take any other action relative thereto.

**Town Administrator's Comments**

Article 22 is a request to authorize the Community Preservation Committee to utilize \$20,000 of CPA funds for Administrative and operating purposes

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

This is a standard article each year that appropriates monies from the annual revenues in the Community Preservation Fund for funding the administrative and operating budgets for the CPC.

**ARTICLE 23**

**Submitted by Community Preservation Committee**

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2019 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2019 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2019 Community Preservation Fund revenues for the future appropriation towards the acquisition, preservation, rehabilitation and restoration of Historic Resources; or take any other action relative thereto.

**Town Administrator's Comments**

Article 23 is a standard article that states that we will designate 10% of FY19 CPA revenues towards each of three CPA purposes. The remaining 70% will be undesignated, but would still be required to be dedicated to one of the three allowable purposes.

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

This is a standard article each year to reserve a state mandated minimum amount of 10% from Fiscal 2019 Community Preservation Fund revenues for Open Space creation acquisition, and preservation. The same amount 10% is to be reserved from Fiscal 2019 Community Preservation Fund revenues for Affordable Housing. Also 10% is to be reserved from the Fiscal 2019 Community Preservation Fund revenues for Historic Resources.

**ARTICLE 24**

**Submitted by the Board of Selectmen**

To see if the Town will vote to accept and authorize the Board of Selectmen to enter into contracts for the expenditure of Chapter 90 funds allocated by the Commonwealth for the construction, reconstruction, or improvements of public roads and other improvements within the Town, as requested by the Selectmen, and to authorize the Treasurer to borrow

or bond, pursuant to any applicable statute in anticipation of reimbursement; or take any other action relative thereto.

**Town Administrator's Comments**

Article 24 is a standard article that allows the Board of Selectmen to utilize Chapter 90 funds from the State for the purposes of improving public roads.

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

This is a standard annual article that authorizes the Board of Selectmen to conduct business as noted in the wording of subject matter in this article.

**ARTICLE 25**

**Submitted by the Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments or Boards; or take any other action relative thereto.

**Town Administrator's Comments**

Article 25 is standard article that authorizes the Selectmen to accept grants on behalf of the Town

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

This is a standard annual article that authorizes the Board of Selectmen to conduct business as noted in the wording of subject matter in this article

**ARTICLE 26**

**Submitted by the Board of Selectmen**

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

**Town Administrator's Comments**

Article 26 is a standard article which authorizes the Selectmen to accept easements for the purposes of drainage or public ways. We will not be requested any funding for this purpose.

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

This is a standard annual article that authorizes the Board of Selectmen to conduct business as noted in the wording of subject matter in this article.

**ARTICLE 27**

**Submitted by the Board of Selectmen**

To see if the Town will vote to grant the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town; or take any other action relative thereto.

**Town Administrator’s Comments**

Article 27 is standard article that authorizes the Selectmen to sell surplus property such as furniture or vehicles. This article does not authorize them to sell Real Estate.

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

This is a standard annual article that authorizes the Board of Selectmen to conduct business as noted in the wording of subject matter in this article.

**ARTICLE 28**

**Submitted by the Finance Director**

To see if the Town will vote to rescind \$250,000 of excess borrowing authorization approved under Article 14 of the May 14, 2008 Annual Town Meeting for the purpose of a School Feasibility Study.

**Town Administrator’s Comments**

Articles 28 - 30 is an article requesting authority to rescind authorized but unissued debt. This funding is no longer needed.

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

To see if the Town will vote to rescind \$250,000 of excess borrowing authorization approved under Article 14 of the May 14, 2008 Annual Town Meeting for the purpose of a School Feasibility Study.

This article rescinds borrowing authority no longer needed for the School Feasibility Study. The study is complete and borrowing authority in excess of any remaining balance counts against the Town’s current borrowing limit and can impact our bond rating or terms of future loans. Without a need for this borrowing authorization, the Advisory Committee recommends its rescinding.

**ARTICLE 29**

**Submitted by the Finance Director**

To see if the Town will vote to rescind \$145,000 of excess borrowing authorization approved under Article 13 of the May 12, 2009 Annual Town Meeting for the purpose of Public Safety Building Design.

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

This article rescinds borrowing authority no longer needed for the Public Safety Building Design. The design is complete and borrowing authority in excess of any remaining balance counts against the Town's current borrowing limit and can impact our bond rating or terms of future loans. Without a need for this borrowing authorization, the Advisory Committee recommends its rescinding.

**ARTICLE 30**

**Submitted by the Finance Director**

To see if the Town will vote to rescind \$500,000 of excess borrowing authorization approved under Article 30 of the May 18, 2010 Annual Town Meeting for the purpose of Solar Electric Generating Facility.

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

This article rescinds borrowing authority no longer needed for the Solar Electric Generating Facility. The design is complete and borrowing authority in excess of any remaining balance counts against the Town's current borrowing limit and can impact our bond rating or terms of future loans. Without a need for this borrowing authorization, the Advisory Committee recommends its rescinding.

**TOWN OF NORFOLK**  
**148<sup>TH</sup> ANNUAL REPORT**  
Year Ending December, 2018

**SETTLED:** 1678

**INCORPORATED:**1870

**POPULATION:**

**MCI NORFOLK POPULATION:** 1,468

**AREA:** 15 Square Miles

**LOCATION:** 20 miles south of Boston,MA - 22 miles north of Providence, RI

**BOUNDED BY:** Foxborough, Franklin, Medfield, Medway, Millis, Walpole and Wrentham

**ELEVATION:** 220 feet

**VOTERS:** 7,249

**TAX RATE:** \$18.62 per \$1,000

**VALUATION:** \$1,665,413,394

**PROPERTY CLASSIFICATION:**

92.20490% Residential

4.4531% Commercial

0.0610% Industrial

2.2418% Personal

0.0392% Open Space

**SINGLE FAMILY DWELLINGS:** 3,102

**FORM OF GOVERNMENT:** Open Town Meeting  
Board of Selectmen

**PAVED ROAD MILES:** Over 70 miles

**AREA HOSPITALS:**

Norwood Hospital, Norwood

Sturdy Memorial Hospital, Attleboro

Milford Regional Medical Center, Milford

**CHURCHES:**

The Federated Church of Norfolk  
Interdenominational

St. Judes – Catholic

Emmanuel – Baptist

**LIBRARY:**

Monday – Thursday 10:00 – 7:30

Friday – Saturday 10:00 – 4:00

Sunday Closed

\*\*See Website for Holiday, Summer/Fall Hours\*\*

**ABSENTEE VOTING:** All Elections, Town Clerk's Office  
508-528-1400

**QUALIFICATIONS FOR REGISTRATION AS VOTERS:**

Must be 18 years of age, American born or naturalized.

Registration: Monday through Thursday 8:00 am to 10 pm at the Town Clerk's office. Special evening sessions for registration of voters held by Registrars preceding elections.

**DOG LICENSES:**

All licenses expire December 31. A dog must be licensed if over six (6) months old.

Fees: spayed female and neutered male: \$10.00

female and male: \$15.00

late fee from May 1: \$15.00 - \$50.00

Please show evidence of current rabies inoculation.

**TAX BILLS:**

Tax bills are paid quarterly. First payment is due on August first, second payment is due on November first, third payment is due on February first and fourth payment is due on May first or thirty days from mailing of bill, whichever is latest. Motor vehicle excise bills and water bills are due thirty (30) days from date of issue.

**SCHOOLS:**

H. Oliver Day: Pre K-2

Freeman/Kennedy: 3-6

King Philip Regional Middle School: 7-8

King Philip regional Senior High School: 9-12

Tri County Vocational Regional Technical: 9-12

Norfolk County Agricultural School: 9-12

**TRANSPORTATION:**

MBTA rail service daily to Boston

GATRA dial-a-ride: 800-698-7676

**SENATORS IN CONGRESS:**

Elizabeth A. Warren, 2400 JFK Federal Building  
15 New Sudbury Street, Boston, MA 02203  
617-565-3170

Edward Markey, 975 JFK Federal Building  
15 New Sudbury Street, Boston, MA 02203  
617-565-8519

**REPRESENTATIVE IN CONGRESS:**

Joseph P. Kennedy, III – 4<sup>th</sup> Congressional District  
304 Cannon House Office Building  
Washington, DC 20515  
202-225-5931

District Office: 8 North Main Street, Suite 200  
Attleboro, MA 02703  
508-431-1110

**STATE SENATOR:**

Richard J. Ross – Norfolk, Bristol, Middlesex District  
State House, Room 540, Boston, MA 02133

**STATE REPRESENTATIVE:**

Shawn C. Dooley – 9<sup>th</sup> Norfolk District  
State House, Room 167, Boston, MA 02133  
617-722-2810

**NORFOLK COUNTY COMMISSIONERS:**

Francis W. O'Brien

Joseph P. Shea

Peter H. Collins

614 High Street, Dedham, MA 02027

781-461-6105

**DISTRICT ATTORNEY:**

Michael W. Morrissey

45 Shawmut Road, Canton, MA 02021

781-830-4800

**SHERIFF NORFOLK COUNTY:**

Michael G. Bellotti

220 West Street – P. O. Box 149

Dedham, MA 02027

781-329-3705

**REGISTER OF DEEDS – NORFOLK COUNTY:**

William P. O'Donnell

649 High Street, Dedham, MA 02026

781-461-6101

## TOWN DEPARTMENTS

<b>Town Hall Main Number</b> .....	<b>(508) 528-1408</b>
Accounting/Finance Department.....	528-5686
Animal Control.....	440-2816
Assessors.....	528-1120
Board of Appeals.....	541-8455
Building Department.....	528-5088
Board of Health.....	528-7747
Community Preservation Committee.....	528-1408 x467
Conservation Commission.....	541-8455
Council on Aging.....	528-4430
Department of Public Works.....	528-4990
Fire Department (Information).....	528-3207.
Historical Commission.....	528-1408 x213
Housing Authority.....	528-4800
Human Resource Director.....	440-2826
Library.....	528-3380
Municipal Affordable Housing Trust .....	440-2812
Planning Board.....	528-2961
Town Planner.....	440-2807
Police Department (Information).....	528-3206
Recreation.....	520-1315
Schools:	
Superintendent's Office.....	528-1225
Freeman/Kennedy.....	528-1266
H. Olive Day.....	541-5475
King Philip High School.....	384-1000
King Philip Middle School.....	541-7324
Tri-County Regional Vocational High School.....	528-5400
Norfolk Agricultural High School.....	668-0268
Selectmen/Town Administrator.....	440-2855
Tax Collector.....	520-0058
Town Clerk.....	528-1400
Treasurer.....	520-0058

**POLICE / FIRE / AMBULANCE EMERGENCY** ..... **911**  
**POLICE / FIRE / AMBULANCE NON-EMERGENCY**..... **(508) 590-9030**

### RECYCLING/TRANSFER STATION

You must be a resident of Norfolk and purchase a decal for your vehicle in order to use the Transfer Station. Decals may be purchased at the Transfer Station during normal hours of operation. – 508-528-4990

#### Hours of Operation:

<b>Wednesday</b>	11:00 a.m. to 7:00 p.m. (April 1- September 30)
	9:30 a.m. to 5:00 p.m. (October 1– March 31)
<b>Saturday</b>	8:00 a.m. to 4:00 p.m.

### CLOSED LEGAL HOLIDAYS