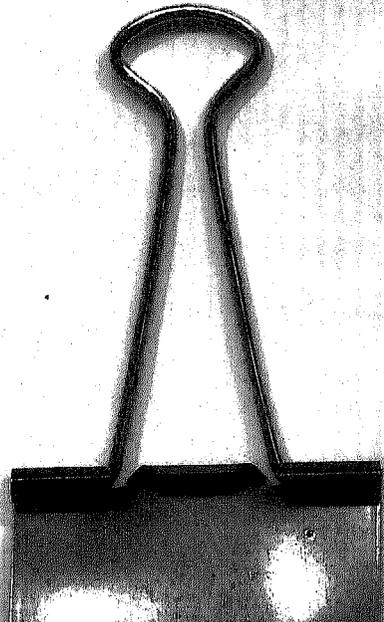
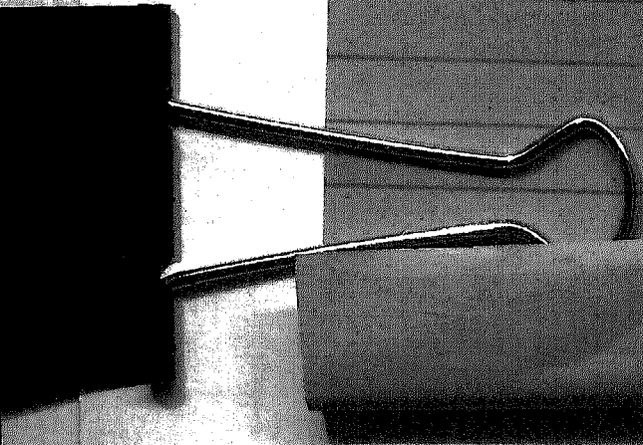


1983



TOWN OF NORFOLK
113th ANNUAL REPORT
YEAR ENDING December, 1983

OUR TOWN

SETTLED: 1678
 INCORPORATED: 1870
 POPULATION: 5,943
 MCI POPULATION: 1,919
 AREA: 15 Square Miles
 LOCATION: 20 miles south of Boston
 22 miles north of Providence
 BOUNDED BY: Foxboro, Franklin, Medfield,
 Medway, Millis, Walpole and
 Wrentham
 ELEVATION: 220
 VOTERS: 2,898
 TAX RATE: \$21.70 per \$1,000
 VALUATION: \$159,170,872.00
 SINGLE FAMILY DWELLINGS: 1,787
 MOTOR VEHICLES REGISTERED: 5,679
 FORM OF GOVERNMENT: Board of Selectmen,
 Open Town Meeting
 BUDGET:

General Government	\$ 250,695	5.4%
Protection/		
Persons and Property	641,009	13.8%
Health and Sanitation	30,710	.7%
Highways	477,708	10.4%
Veterans' Services	6,954	.1%
Schools	2,597,784	56.0%
Norfolk Elementary		
(\$1,212,737)		
King Philip Regional		
(\$1,298,508)		
Tri County Regional		
Vocational Technical		
School (\$86,539)		
Library	61,358	1.3%
Recreation	17,206	0.4%
Debts and Interest	138,284	3%
Unclassified	319,150	6.9%

Water Department		
Transferred from Water		
Revenue	106,537	

PUBLIC SAFETY:

Full Time Police Department	528-3232
Call Fire Department	528-3232
24-Hour Ambulance	528-3232
Full Time Highway Department	528-4990

AREA

HOSPITALS

Southwood Hospital, Norfolk
 Norwood Hospital, Norwood
 Sturdy Memorial Hospital,
 North Attleboro

CHURCHES:

The Federated Church of Norfolk —
 Interdenominational
 St. Jude's, Catholic
 Emmanuel Baptist

LIBRARY: Main Street, 528-3380

SCHOOLS: Freeman, K-3

Centennial, 4-6

King Philip Regional

Junior High, 7-8

King Philip Regional

Senior High, 9-12

Tri-County Vocational Regional

Technical School, 9-12

Norfolk County Agricultural

School, 9-12

RECREATION:

Programs sponsored jointly by the
 Town and individual groups. Nor-
 folk Youth Football, Soccer, Pony
 League, Lou Gehrig League, Little
 League, Swimming, Arts & Crafts,
 Cheerleaders, Softball, Senior
 Citizens Barbeque

TRANSPORTATION:

Train Service Daily to Boston,
 Two Taxi Cab Companies

SENATORS IN CONGRESS

Edward M. Kennedy

Paul E. Tsongas

REPRESENTATIVE IN CONGRESS

Joseph D. Early,

3rd Congressional District

STATE SENATOR

David H. Locke — Wellesley

Norfolk, Bristol, Middlesex

STATE REPRESENTATIVE

Francis H. Woodward, Walpole

9th Norfolk

COUNTY COMMISSIONERS

James J. Collins

George B. McDonald

David C. Ahearn

SHERIFF NORFOLK COUNTY

Clifford H. Marshall

DISTRICT ATTORNEY

William D. Delahunt

QUALIFICATIONS FOR REGISTRATION

AS VOTERS:

Must be 18 years of age, American born
 or fully naturalized. Registration:
 Monday through Friday — 9:00 a.m. to 4:30 p.m.,
 Tuesday 7:00 to 8:00 p.m., at Town Clerk's
 office;
 Special evening Sessions of Registrars held
 preceding elections.

ABSENTEE VOTING:

All elections

DOG LICENSES:

All licenses expire March 31.

A dog should be licensed when 3 months old.

Fee: Male \$3.00; Female \$6.00; Spayed \$3.00.

Penalty for late licensing \$10.00.

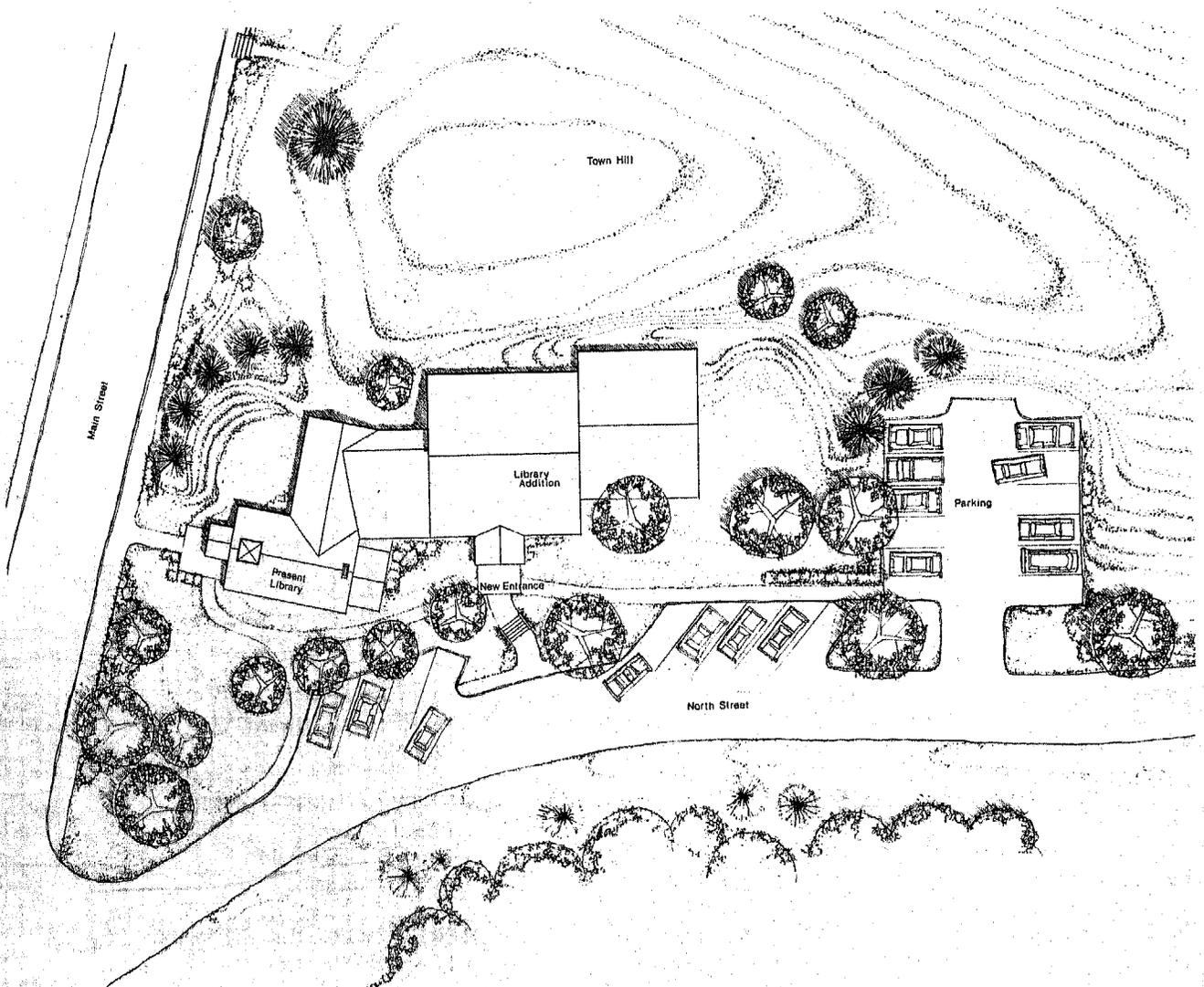
TAX BILLS:

Tax bills are paid semi-annually.

First payment is due on October first, or thirty days from mailing of bill, whichever is latest. If unpaid by due date, interest will be added according to law from October 1.

The second payment is due on May 1. If unpaid on May 1, interest will be added according to law from April 1.

Motor vehicle excise and water bills are due sixty days from date of issuance.



Public Library — Site Plan

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TOWN OFFICERS
Elected Town Officers
1983

OFFICERS	TERM EXPIRES	OFFICERS	TERM EXPIRES
MODERATOR Frank Gross	1984	KING PHILIP REGIONAL SCHOOL COMMITTEE Marcella Wylie	1985
TOWN CLERK Elinor Pearson	1984	James Davies	1984
BOARD OF SELECTMEN John J. McFeeley	1984	Paul Pelletier	1984
Fred L. Pfischner	1985	TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL COMMITTEE REPRESENTATIVE Melvin Long	1984
George J. Murray	1986	HOUSING AUTHORITY John J. Allen	1988
Diane Powers	1983	Arthur F. Bremilst, Sr.	1985
COLLECTOR OF TAXES Elinor Pearson	1986	Shirley A. Mackey	1988
TOWN TREASURER Thomas Crane	1986	Charles H. Weeber, Jr.	1987
BOARD OF ASSESSORS John H. Robbins, Jr.	1985	Russell M. Arnold	1986
John Evans	1986	RECREATION COMMISSION Thomas Terpstra	1984
Walter Zagieboylo	1984	Gary Johnston	1986
BOARD OF HEALTH David J. Waters	1986	Gretta Atkinson	1985
Thomas R. Gilbert	1985	Ann Willeyer	1985
Girard L. St. Amand	1984	Judith Horton	1984
PLANNING BOARD M. Charles Cheney	1986	TRUSTEES OF THE PUBLIC LIBRARY Francis Holman	1984
David Richardson	1986	Robert Boucher	1986
Robert Haddleton	1985	Julia Dardi	1985
Peter Belgbeder	1984	CONSTABLES Samuel Johnston	1986
Norman Mullaney	1984	George Katapodis	1986
BOARD OF WATER COMMISSIONERS Clifford J. Herman	1986	TREE WARDEN Kenneth Tripp	1985
Charles H. Weeber, Jr.	1985	TRUSTEE OF JOSIAH WARE FUND Town Treasurer	
Paul H. Blinco	1984	COMMISSIONER OF TRUST FUNDS Board of Selectmen	
SCHOOL COMMITTEE Frank Gross	1986		
Christopher Mackey	1985		
Priscilla Chick	1985		
James Davies	1984		
Patricia McDargh	1984		

APPOINTED TOWN OFFICERS

MODERATOR APPOINTMENTS

APPOINTMENTS	TERM EXPIRES
ADVISORY BOARD	
William Wright	1984
Cheryl Masterson	1986
Robert Cooke	1985
Marjorie Cavanaugh	1985
Gerald Flynn	1986
Harold Sundquist	1985
Roger Gilbert	1984
* Lee Gentile	1983
* Holly Davenport	1984
BY—LAW STUDY COMMITTEE	
James Davies	1984
* Albert Leverone	1985
Austen Smithers	1983
Deborah Brogan	1984
James Klimas	1983
PERSONNEL BOARD	
Joyce Locke	1985
Robert Partridge	1985
William Dillon	1986
Thomas Thetford	1984
* Beverly Panetiere	1984

BOARD OF HEALTH APPOINTMENTS

APPOINTMENTS	TERM EXPIRES
BOARD OF HEALTH AGENTS	
William Domey	1984
Elinor Pearson	1984
Dorothy Campbell	1984
SANITARIAN	
Robert Cooper	1984
HAZARDOUS WASTE COMMITTEE	
Ronald Lawler	1984
Thomas King	1984
Raphael Maliakal	1984
* David Richardson	
TREASURER APPOINTMENTS	
ASSISTANT TOWN TREASURER	
Cheryl Kelley	1984
TOWN CLERK APPOINTMENTS	
ASSISTANT TOWN CLERK	
Lorraine Bain	1984

BOARD OF SELECTMEN APPOINTMENTS

EXECUTIVE SECRETARY Marilyn Morris		KEEPER OF LOCKUP Samuel J. Johnston
TOWN ACCOUNTANT Caroline Price	1984	SERGEANTS ** Herbert Carr, Jr. John Holmes
ASSISTANT TOWN ACCOUNTANT Lorraine Foley	1983	DETECTIVE/INVESTIGATIVE OFFICER William Treeful
TOWN COUNSEL Paul Maggioni	1984	REGULAR POLICE OFFICERS J. William Meau George Katapodis Albert Leverone Paul Murphy Charles Stone, Jr. Charles Ray David McConnell
POLICE COMMISSIONERS John McFeeley Fred Pfischner George Murray Diane Powers		
CHIEF OF POLICE Samuel J. Johnston		

* Resigned

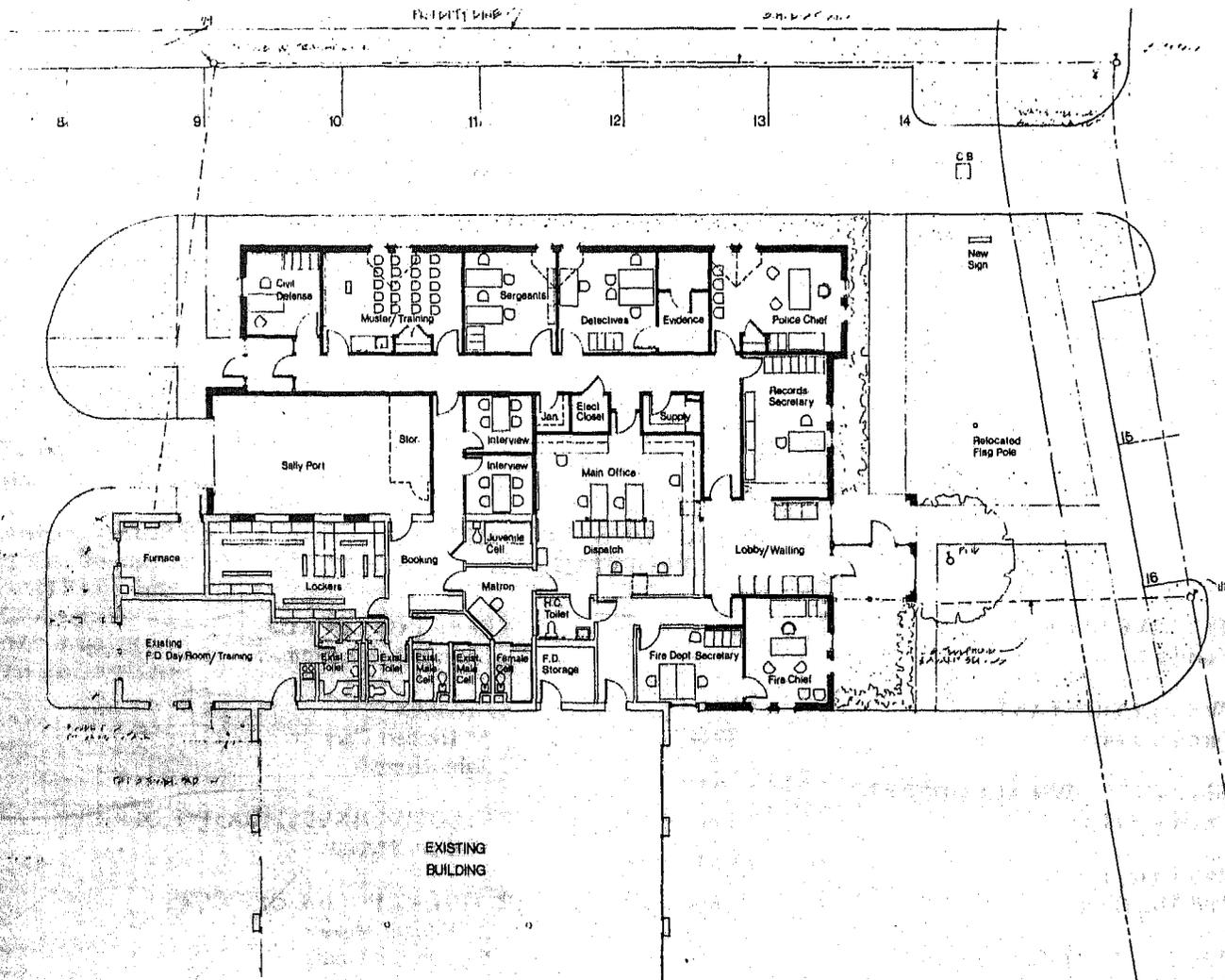
** Retired

Albin F. Ober
 Peter P. O'Loughlin
 Elinor Pearson
 Fred Pfischner
 James M. Phelan
 Diane C. Powers
 Edward G. Ravinski
 Robert F. Ravinski
 William Reagan
 John Reifsnyder

John H. Robbins, Jr.
 Harry L. Sanborn, Jr.
 Michael Shaw
 Charles H. Stone, Jr.

Edmund Waitkevich, Jr.
 Gary S. Wilson

** EMT/Firefighter



Proposed Addition To: Fire Police Communications Center

PERMANENT INTERMITTENT

POLICE OFFICER

A. Bruce Wood

POLICE DEPARTMENT

ADMINISTRATIVE SECRETARY

Jean Ravinski

POLICE MATRONS

Jean Ravinski

Dorothy Campbell

Joy Leonard

Jeannette Wood

Betty Jane Forsberg

SPECIAL POLICE OFFICERS

George Bentley, Jr.

Edwin Bettencourt

George Blackwood

Arthur Bremilst, Sr.

Robert Bremilst, Sr.

Bernard Brule

Maureen Buck

Dorothy Campbell

George A. Carr

Herbert M. Carr, Jr.

Jonathan Carroll, Sr.

Stanley Collins

Kenneth Cooper, Sr.

Robert Cooper

Harry G. Coulter

William J. Davis

William Domey

Einar C. Elbert

John W. Evans

James L. Foley

Edward Forsburg

Clarence S. Fuller

Charles Gattoni

George F. Gehman

Louis Gentile

Thomas R. Gilbert

Karen Granito

Edward Hamwey

David Holt

Charles Hovey

Gerald Hughes

Bryon C. Hurder

Bruce E. Johnston

William F. Kelley

William Lang

Joy Leonard

Alan A. Mackey

Paul Maggioni

James A. Martin, III

William Mitchell

Roy Monson

Marilyn Morris

George J. Murray

James K. Murray

John J. McFeeley

Rene Neveux

James Sewell

Abraham Snyder

Girard St. Amand

Kenneth E. Tripp

David Waters

Alan Washkewits

A. Bruce Wood

A. Bruce Wood, Jr.

F. Arthur Woodworth, Jr.

Walter Zagieboylo

Police Chaplain Rev. Lowell R. Kantzer

Police Chaplain Rev. Michael Sullivan

Police Chaplain Rev. Gary Morris

SUPERINTENDENT OF STREETS

F. Arthur Woodworth, Jr.

HIGHWAY PERSONNEL

Reeve E. Boulter, Jr.

Arthur R. Keenan

John Haehnel

Kenneth Cooper

Gordon Bourque

Stephen Daley

Markene Burton

Francis Bourque

Kenneth Salisbury

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

** William F. Kelley

FIRE DEPARTMENT PERSONNEL

Stephen A. Wood, Assistant Fire Chief

Markene E. Burton, Captain

** Austin G. Enos, 1st Lieutenant

** James J. Foley, 2nd Lieutenant

A. Roger Callahan, 3rd Lieutenant

** Peter Maxon, EMT Coordinator

Marian L. Harrington, Secretary

Blair Belcher

** Patricia Bixby

Reeve E. Boulter, Jr.

Gordon Bourque

Robert Bremilst

** Deborah Brogan

Wayne Burton

Richard Clancy, Jr.

Stephen P. Daley

** Norman P. Eykel

** James L. Foley

John P. Haehnel

** Stephen R. Hamlin

** Peter S. Hildebrandt

David Holmes, Jr.

David H. Lawry

James F. Leary, Jr.

** Lawrence E. Mullins

Mark Nelson

Peter Nelson

** Peter J. Petruchik

FOREST WARDEN
William F. Kelley

FIRE/POLICE COMMUNICATIONS

CHIEF DISPATCHER
Dorothy M. Campbell

DISPATCHERS
Charles Hovey
Einar Elbert
Joy Leonard

AUXILIARY POLICE CHIEF
Norman P. Eykel

LIEUTENANT
Robert Haddleton

SERGEANT
Jeannette Wood

CORPORALS
Charles Burnett
William Davis
David Holt

PATROLMEN
Paul Carr
Nicholas DiPalma
Robert Graves
Richard Kent
Robert Shannon
Greg Terrio

CIVIL DEFENSE DIRECTOR
A. Bruce Wood

DEPUTY DIRECTORS C.D.
Samuel Johnston
Albert Leverone

RADIO OFFICER C.D.
George Wright

RADIO OPERATOR C.D.
Einar Elbert

COMMUNICATIONS OFFICER C.D.
Francis Cody

ENGINEERING OFFICER C.D.
F. Arthur Woodworth, Jr.

FIRE OFFICER C.D.
William F. Kelley

TRANSPORTATION OFFICER C.D.
Eugene Newman

NURSING CONSULTANT C.D.
Linda Wood

SHELTER MANAGEMENT C.D.
Robert Haddleton

BUILDING COMMISSIONER
Gerald Hughes

LOCAL INSPECTOR
James Sewell

FENCE VIEWER
Gerald Hughes

ASSISTANT FENCE VIEWER
Anthony Martucci

INSPECTOR OF WIRES
Peter O'Loughlin

DEPUTY INSPECTOR OF WIRES
Edward Ravinski

INSPECTOR OF GAS FITTINGS
Edward Forsberg

PLUMBING INSPECTOR
James K. Murray

INSPECTOR OF ANIMALS
Harry L. Sanborn, Jr.

ANIMAL CONTROL OFFICER
Harry L. Sanborn, jr.

ASSISTANT ANIMAL CONTROL OFFICER
Theresa Sanborn

SEALER OF WEIGHTS AND MEASURES
Peter S. Hildebrandt

VETERANS' SERVICE AGENT
Arthur Sullivan

CUSTODIAN OF VETERANS' GRAVES
Olaf Olsen

LOCAL SUPERINTENDENT OF
INSECT PEST CONTROL
Kenneth E. Tripp

TOWN HISTORIAN
Philip White

128 WEST RESOURCE RECOVERY COUNCIL
Clifton Holman

BOARDS COMMISSIONS COUNCILS

Authorized by Statute or By-Law

<p>BOARD OF APPEALS</p> <p>Dudley Harrelson 1985 Nancy Connors 1987 Myron Peterson 1984 Isabel Lenihan 1986 Thomas Fallon 1988</p> <p>ASSOCIATE MEMBERS</p> <p>Raymond Calleaux 1984 Marvin Jacobson 1984</p> <p>ARTS COUNCIL</p> <p>Sharon Turner 1985 Helena Drolette 1985 lady Lee Gilbert 1985 Terry Ferraris 1985 Jan Conklin 1984 Brian McGorrill 1984 Janet McLaren 1984</p> <p>CABLE COMMITTEE</p> <p>Barbara Harrelson 1984 David J. Smith 1984 Norman Wirtz 1984 Charles Pyne 1984 James F. Leary, Jr. 1984 Robert Lowndes 1984 Jan Pirrong 1984</p> <p>CAPITAL OUTLAY COMMITTEE</p> <p>James Hankey 1985 Gerald Boucher 1985 Mark Latimer 1985 Ralph McDargh 1984 Norman Mullaney Planning Board 1985 Harold Sundquist Advisory Board 1985 Victor Panettiere Advisory Board 1985</p> <p>CEMETERY COMMISSION</p> <p>Robert Kirby 1986 Paul Kozak 1984 Frank J. Gross 1985</p> <p>CONSERVATION COMMISSION</p> <p>Thomas Gilbert 1986 Robert Nicodemus 1986 Gail Andersen 1986 Thomas Terpstra 1985 Richard Smith 1984 Virginia Kenney 1984 Anthony Martucci 1985</p> <p>COUNCIL ON AGING</p> <p>M. Elizabeth Swenson 1984 Ethel Smith 1984 Ross Connors 1985 Michael Donohue 1985 Leslie Lincoln 1984 Arthur Bremilst, Sr. 1984 Reginald Beaver 1984</p>	<p>ASSOCIATE MEMBERS</p> <p>Emily Cashen 1984 Margaret Burrows 1984 Gwendolyn Woods 1984 Russell Quist 1984 Adelaide O'Brien 1984</p> <p>EARTH REMOVAL ADVISORY COMMITTEE</p> <p>Anthony Martucci 1984 Robert Haddleton 1984 Robert Ravinski 1984 Walter Zagieboylo 1984 Edward Morris 1984</p> <p>HISTORICAL COMMISSION</p> <p>Paul Hanna 1986 Helena Drolette 1986 Mary Elizabeth Pyne 1984 Emily Jacques 1984 Thelma Ravinski 1984 Charles H. Weeber, Jr. 1985 Donna Beernick 1985</p> <p>ASSOCIATE MEMBER</p> <p>Suzanne Burns 1984 Catherine Zeigler 1984 Camilia Noyes 1984</p> <p>MBTA ADVISORY BOARD REPRESENTATIVE</p> <p>Leonard Mirtsching</p> <p>METROPOLITAN AREA PLANNING COUNCIL REPRESENTATIVE</p> <p>David Richardson</p> <p>NORFOLK COUNTY ADVISORY BOARD MEMBER</p> <p>John J. McFeeley, Jr.</p> <p>PERMANENT BUILDING COMMITTEE</p> <p>Kevin Delaney 1985 Martin Moeckel 1986 Robert Lowndes 1984 Anthony Brizzolara 1984 Wayne Bredvik 1986</p> <p>REGISTRARS OF VOTERS</p> <p>R — Janet Sievert 1986 D — Andrea Mackey 1984 R — Elinor Pearson Town Clerk D — Jane Sullivan 1985</p> <p>VETERANS SERVICES</p> <p>Arthur T. Sullivan Veteran's Agent 1984 Jane F. Sullivan Clerk 1984</p>
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BOARDS AND COMMITTEES
Appointed by Board of Selectmen

BAY STATE CORRECTIONAL CENTER/ NORFOLK MCI/CITIZENS ADVISORY COMMITTEE		TERM EXPIRES
Richard Connors		1984
Gail Andersen		1984
Patricia Wysocki		1984
lady Lee Gilbert		1984
Mary Leary		1984
COMPUTER STUDY COMMITTEE		
Robert Sheppard		1984
Caroline Price		1984
Charles Jerome		1984
Kenneth Wiegand		1984
Charles Burnett		1984
Gailen Vick		1984
DOWNTOWN REVITALIZATION COMMITTEE		
Linda Spink		1984
Celeste Hankey		1984
John Finase		1984
INSURANCE ADVISORY COMMITTEE		
Paula Adamson		1984
Edmund Silk		1984
Dallas Knight, Sr.		1984
William Ohrenberger		1984
MIRROR LAKE STUDY COMMITTEE		
Paul St. Francis		1984
Virginia Graves		1984
John Brogan		1984
Deborah Brogan		1984
Marilyn Morris		1984
PEST CONTROL ADVISORY COMMITTEE		
Donna Putt		1984
Stanis Hartford		1984
Lynnie Nelson		1984
Donna Shaw		1984
Rosemary Cooney		1984

RATIONING BOARD	TERM EXPIRES
Samuel J. Johnston	1984
M. Agnes Pink	1984
John Robbins	1984
Jean Ravinski	1984
SANITARY LANDFILL COMMITTEE	
Charles Jerome	1984
Richard Smith	1984
Frank Gaynor	1984
F.A. Woodworth Jr., ex officio	1984
SEWER STUDY COMMITTEE	
William Ring	1984
Deborah Brogan	1984
Lauren Beaver	1984
Laura Locke	1984
Suzanne Phillips	1984
SIDEWALK STUDY COMMITTEE	
Charles Jerome	1984
Gary Brown	1984
Anne Willever	1984
F.A. Woodworth, Jr., ex officio	1984
SOUTHWOOD HOSPITAL COMMITTEE	
Lorraine Foley	1984
George Butler	1984
Helen Cleary	1984
Bruce King	1984
William Ohrenberger	1984
ZONING BY-LAW STUDY COMMITTEE	
Austen Smithers	1984
Kenneth Gore	1984
Norman Lenihan	1984

GENERAL GOVERNMENT

REPORT OF THE BOARD OF SELECTMEN

The Board of Selectmen hereby submits the 1983 report of all elected and appointed officials, boards, commissions, councils, and committees in accordance with Town by-law, Article V, Section I giving a summary of their activities and a report of the Town's financial transactions.

IN MEMORIAM

James McMullen Selectman	1902-1983 1932-1934
Horace Hamlin Housing Authority Council on Aging Election Official	1902-1983 1973-1978 1972-1975
Harry L. Morriss Registrar of Voters	1924-1983 1962-1975
Edith Church School Nurse Election Official	1925-1983

The Board dedicates this report to the many citizens who volunteer so many hours of their time so willingly to the Town. Your service on various boards, commissions, councils, and committees is a vital part in the development of your town, your expertise provides experience and knowledge to the Government officials of the Community. We thank you sincerely for all your assistance; it is deeply appreciated.

Herewith, we respectfully submit our report on the activities of the Office of the Board of Selectmen.

The Board of Selectmen began 1983 by reviewing in detail all the budgets of the various departments and committees which are under the aegis of the Selectmen. The final approved budgets were passed on to the Advisory Board for recommendations to the Town Meeting.

The Board joined the Board of Health in a Landfill Assignment public hearing on January 26. This hearing centered on assigning the remainder of the 50 acre parcel as a landfill to serve the Town for many years into the future. A vote to assign was taken on May 24, 1983.

The Town, through the efforts of Representative Woodward and Senator Locke, received state funding to purchase a ladder truck for the Fire Department. Since the Town responds to

emergency problems at the Correctional Institutions, the Commonwealth chose to reimburse the Town of Norfolk in this manner. The Town owes a great deal to our hard-working, conscientious Representative and Senator. Our new fire truck arrived on April 4, 1983, in time to be driven in the Little League Parade so that the townspeople could see the newest acquisition of the Fire Department.

Four new firefighters were appointed to the Call Department: Wayne Burton, David Holmes, Richard Ciancy, and Gary Wilson.

In February, the Board held a public hearing to determine the town's interest in cable television. Many residents attended the public hearing generating great interest in obtaining cable for Norfolk. The Board decided to go forward with the process. A seven member Cable Television Advisory Committee was formed to aid the Board in drawing up the Town's proposal. After months of work by the committee in formulating the specifications, one proposal was received from Massachusetts Cablevision Systems, Inc. The committee continues to work with this firm to obtain the best possible cable system and options for the town.

There was no appeal taken to the revocation by the County Commissioners of a kennel license on Seekonk St. The Board had recommended to the Commissioners that the license be revoked after holding a lengthy public hearing on the license violations of this kennel.

In February, the Board interviewed Jim Sewell for the position of Local Inspector. This position is actually the assistant building inspector position. Jim was eminently qualified for the position as he has operated his own construction business for 12 years in Franklin. The Board appointed Jim Sewell to the position of Local Inspector for the Town of Norfolk.

Resignations from the Recreation Commission were received early in the year. The Board and the remaining members of the Recreation Commission met together and voted to elect Judy Horton and Anne Willever to fill these vacancies until the May town election. Anne and Judy were then elected by the voters to fill the remainder of the terms on the Recreation Commission.

Several earth removal permits were reviewed, and two new applications were heard at Public Hearings.

The Board ordered a crackdown on

all unregistered motor vehicles in accordance with the town bylaws. A list of unregistered vehicles was provided to the Board by the police department, and letters seeking compliance with Norfolk's bylaw were sent to the homeowners harboring these cars. In our opinion, the town will be greatly enhanced by the removal of these cars.

In March, the Board challenged the Department of Environmental Quality Engineering's position that the Sanitary Landfill required a liner. In order to expand the area in which the rubbish could be dumped, DEQE is requiring the town to install an impervious liner in the 2 acre parcel. This is not yet an approved state regulation; therefore, the Board believes the town should comply with the regulations currently in effect which do not require a liner. Guerriere and Halnon, the town's contracted engineers, were instructed by the Board to submit plans to DEQE which did not include an impervious liner. The plan was submitted and a letter was received from DEQE which rejected the plan. Guerriere and Halnon redrew the plans and upgraded the operating manual to include the liner — this was sent on May 10th to DEQE. To date there has been no response from DEQE, therefore the Board has enlisted the aid of Senator Locke and Representative Woodward on this project. The Board is also actively pursuing this issue with the Division of Local Mandates, seeking reimbursement from the Commonwealth for the added expense of the liner.

The Board with the help of David Waters of the Board of Health negotiated a contract with Charles River Pollution Control District (CRPCD) to allow the Town of Norfolk to join the District. There will be an immediate savings to the taxpayers in cost/comparison to the charges assessed by the MDC. The Board signed the contract with the CRPCD District in August.

One of the most pleasant evenings the Board enjoyed happened when Joann Allen brought her Junior Girl Scout Troop #2218 to visit the Board of Selectmen. The Junior Girl Scouts had decided that the month of March would be "Thanking Month." The Scouts presented the Board with a poster, which thanked the individual members for all the Board had done for the town. Each Board member was delighted to be so honored by the Girl Scouts.

Over the past few years the Board and the Police Chief have tried to adopt hir-

GENERAL GOVERNMENT

ing procedures for the Police Department. After years of review and discussion, the Board voted to adopt the Town of Norfolk Police Hiring Procedures. These procedures establish a Reserve Officer Force from which permanent police personnel will be appointed in Norfolk. Stringent testing requirements are the backbone of these procedures.

The town's problem with the Postal Service continues to hold center stage. Postmaster Sullivan sent a representative to the Selectmen meeting on April 12 to discuss the letter all postal patrons received on "held" mail. The serious inconvenience experienced by many Norfolk residents was brought to the attention of the Post Office representative once again. He explained to the Board that due consideration would be given to all the problems the Board had discussed with him. He also promised to reword the letter so that the intent of the letter would be clearer to all Norfolk residents. A copy would be sent to the Board of Selectmen as soon as possible. When the Board did receive the letter, the explanation was still confusing and should have been clarified further. The Board requested another hearing with the Post Office as soon as Postmaster Philip Sullivan is able to attend. There are still at least a dozen unanswered questions. In the meantime, the complaints continue to come in.

Twice this year the Board has had the Department of Corrections' personnel in to a meeting concerning the expansion of the correctional facilities in the Town. A proposal to double the population of Bay State Correctional Center had reached the engineering study/funding request stage before the Board heard about the expansion proposal. Rep. Woodward attended this meeting and will file legislation on behalf of the town to cap the inmate population at the current level. During this period, the Board also heard about a Capital Program which would bring leased modular units (trailers) into Norfolk/MCI to house 100 more inmates. The Board requested a meeting with Commissioner Fair to discuss this. In September, Commissioner Fair, Superintendent Vose, Superintendent Streeter, Superintendent Cyr, Deputy Superintendent Betten-court of the Dept. of Corrections as well as Director John Gallagher and Fred Butterworth of the Commonwealth's Division of Development office attended

the Selectmen meeting to discuss the issue of the increasing population count at MCI/Norfolk.

The Corrections personnel stressed the fact that they were interested in having a good working relationship with the community. One concern of this Board centered on being informed of changes or any construction, additions to the buildings, etc., particularly as they impact on the town. The Board will stay informed on this and attend all public hearings concerning expansion plans.

Diane Powers, having served two three year terms on the Board decided not to seek reelection this year.

Registrar Mackey, Rep. Woodward, Chiefs Johnston and Kelley and many others were present at a small party held to honor Diane and to present her with a plaque and several certificates for her years of dedicated service to Norfolk. Diane in continuing her service to the town is sitting on the Norfolk County Agricultural School Budget Committee, whose function it is to evaluate the School budget and to advise and recommend on that budget to the County Advisory Board. The Board members who have served with Diane thank her for her tireless efforts on behalf of the Town.

On May 3rd, George J. Murray was elected to the Board. George brings years of municipal experience to the Board having served the town on several departments and committees as well as his many years of service on the Board of Health. Welcome aboard, George.

In the reorganization of the Board, John J. McFeeley was elected Chairman and Fred Pfischner will serve as Clerk.

The Police Department lost a dedicated officer when Sergeant Herbert Carr retired from the force. Herb is a great person who will be sorely missed by the Police Chief, all the men on the force, and the citizens of Norfolk. Happy retirement, Herb!

Other issues of concern to the Board centered on: the Executive Office of Communities and Development requirement that the town, through this Board, sign an agreement to investigate areas where low and moderate income housing could be located in the town; transfer of liquor license for Cliff's Package Store; additional space for Sea Crest Restaurant; the revocation of a Class III

license; discussion of job benefits with town employees; additional space needs for the various departments including the Fire/Police/Communications Department, and the Library; and the water tower which will allow constant water pressure throughout the town.

The Board and the town residents are continuing to wait for a decision from the Department of Public Utilities in response to the town's request and public hearing brought in October of 1982 for a single telephone exchange and upgrade of the telephone system for the Town of Norfolk.

The computer bids were opened in October, and Robert Sheppard, Chairman of the Computer Study Committee, has worked diligently to set up the several units, giving hours and hours of his time without recompense to wire and integrate the units. After the first of the year, Bob will conduct an Open House for the townspeople and set up a computer school so that the employees will be instructed on the use of the system. Thank you sincerely, Bob; a more dedicated public servant could not be found.

To all employees, our sincere appreciation to all of you for the high quality and dedicated service you give to the residents.

To all the people of Norfolk, we again pledge our energies and will strive for the continuance of the fine quality of life enjoyed here in Norfolk.

It is a pleasure to serve the community; we will continue to work always for your best interests.

Respectfully submitted,
John J. McFeeley, *Chairman*
Fred L. Pfischner, *Clerk*
George J. Murray, *Member*

REPORT OF THE TOWN CLERK

MARRIAGES RECORDED 1983

There were 66 recorded marriages in Norfolk. Of these, 40 included residents of Norfolk, 18 persons from correctional institutions and 8 involving persons from elsewhere.

Marriage intentions filed numbered 66. Marriage certificates issued numbered 65. One certificate was not used and one certificate was returned from 1982.

Respectfully submitted,
Elinor H. Pearson, *Town Clerk*
Lorraine C. Bain, *Assistant Town Clerk*

GENERAL GOVERNMENT

NOTICE

In accordance with General Laws, Chapter 64, Section 15, public notice is hereby given that the town clerk is prepared to furnish blanks for the Return of Birth to parents, householders, physicians and mid-wives who apply therefor.

The attention of parents and others is called to the importance of recording vital statistics correctly. If any errors or omissions are discovered, the same should be reported to the town clerk so that corrections may be made in accord-

ance with the law. Failure to correct birth information may result in inconvenience to the child in later years, such as entering school, seeking employment, property rights, voting rights, marriage, military and naval service, veterans' benefits, travel outside the United States, etc., when a birth certificate is required.

General Laws, Chapter 46, Section 6, provides that "Parents within 40 days after the birth of a child, and every householder within 40 days after a birth in his house, shall cause notice thereof to be given to the clerk of the town

where such child is born . . ."

General Laws, Chapter 273 of the Acts of 1946 provides that "Any resident of this Commonwealth who marries outside the Commonwealth and thereafter resides within the United States . . . may personally present to the town clerk of the town where such person was domiciled at the time of said marriage an original certificate, declaration or other written evidence of the same, or a photostatic copy thereof. The clerk may file such . . . as evidence establishing such marriage . . ."

NAME OMITTED FROM BIRTHS OF 1982

July 1982

31 Rebecca Springer Susan and Lawrence E. Mullins

1983 BIRTHS RECORDED IN THE TOWN OF NORFOLK

January

1	Katherine Anne	Susanne R. and David J. Grich
6	Kimberly Rose	Donna and William C. Cray
8	Stephanie Elena	Teresa L. and Richard G. Gilbert
11	Emily Melissa	Judith A. and David J. Holt
11	Adam Paul	Terri L. and Paul G. Manty
12	Keith Jude	Roberta S. and Edward J. Monahan
14	Andrew Vincent	Rosemary E. and Paul W. Calnan, Jr.
22	Courtney Anne	Maureen M. and Thomas B. Howard
25	Candice Ann	Cheryl A. and Robert M. Brabants
26	David Matthew	Joan A. and Gary R. Squires
26	Christopher Charles	Victoria L. and Clifford J. Herman

February

1	Meredith O'Brien	Maureen T. and Robert J. Sweeney
1	Drew William	Susan M. and Robert J. Martucci
5	Lindsay Dawn	Donna M. and Robert F. Anderson, Jr.
5	Peter Joseph	Donna M. and Robert F. Anderson, Jr.
6	Kelli Greer	Maria and Steven L. Nelson
6	Derek Michael	Julie E. and Lester E. Darling
12	Sarah Kelly	Barbara A. and Richard W. Burke
13	Heather Jean	Kathleen A. and John W. Powers
24	Joseph David	Lucinda A. and Paul H. Nagle
27	Cheryl Anne	Karen L. and David A. Tripp

March

2	Kathryn Maryellen	Susan M. and Clark B. Hills
3	Ryan Thomas	Donna J. and Peter F. Flaherty, Jr.
4	April Jean	Patricia J. and Gordon B. Barker, Jr.
4	Jonathan Carroll	Marcia L. and Thomas P. Martin
7	Ernest Matteo	Franca and Ernest Aquilio
8	Bethany Lynn	Barbara L. and Michael J. LaValley
26	Brian Michael	Patricia A. and Thomas V. O'Donnell
27	Justin Phillip	Nancy C. and Peter J. Bukunt
30	John	Janet M. and John Semanchik

GENERAL GOVERNMENT

April

2 Sean Dube
2 Nicole Meredith
16 Michael Patrick
17 Stephen Lloyd
20 Casey
27 Rebecca Lynn

Catherine E. and Stephen J. Fortin
Kathleen L. and Thomas S. Rockwood
Cathy L. and Mark F. Walsh
Patricia F. and Kenneth S. Brown
Marilyn K. and Robert L. Bremilst, Jr.
Mary M. and Dana H. Ritchie

May

8 Jeffrey Rand
20 Kevin William
26 Christine Anne
29 Eva Chait

Joyce M. and Rand F. Miller
Patricia A. and Bruce J. Healey
Adele M. and Kerry F. Reedy
Lisa J. and David C. Skillicorn

June

2 David John
3 Brian Francis
5 Emily Jane
7 Jessica Lynn
8 Elizabeth Bissell
10 Christine Joan
11 Linda
13 Stephen Daniel
14 Carl Richard
14 Michael Francis
16 Jonathan Robert
17 Lauren Ashley
26 Jason Lee
28 Brian Patrick
28 Todd James

Gladys R. and John J. Zawilinski
Nancy M. and Ronald R. Allaire
Sarah L. and Richard B. Holt
Sandra A. and Kenneth A. Wiegand
Barbara J. and Charles H. Pingree
Pamela J. and Ronald A. Holmes
Jane M. and John McLaughlin
Constance and Gary S. Morris
Shelia J. and Mark Nelson
Eileen A. and Michael F. Golden
Donna L. Bain and Jonathan A. Donovan
Barbara J. and Joseph F. Bille
Holly A. and Ricky C. Hamilton
Sandra A. and Christopher R. Downing
Jean A. and John T. Chipman

July

11 Raymond Daniel
28 Matthew Edward
29 Derek John

Denise L. and Raymond D. Fontaine
Joanna M. and Joel E. Richards
Roberta M. and John O. Leavitt, III

August

3 Margaret Mary
4 Derek Logan
5 Christopher Sean
13 Michele Leane
13 Vanessa Leigh
15 Jill Elizabeth
24 Nicholas Ian
25 William Ralph
27 Kara Michelle

Elizabeth A. and Joseph F. X. Casey
Jean E. and Bruce E. Skrine
Karen L. and Sean E. Flynn
Susan M. and George A. Hunt, Jr.
Julie A. and Michael J. Haynes
Maureen B. and Robert C. Andwood
Jean E. and Russell C. Merritt, Jr.
Susan E. and Ralph P. Costanza, Jr.
June B. and David J. Smith

September

8 Lauren Kathleen
9 Derrick Michael
11 Christopher Robert
12 Jill Cathryn
13 Ryan John
20 Judith
21 Todd Robinson
21 Caroline Simpson

Kathleen M. and Guy Denizard
Patricia A. and Donald G. Pond
Kathleen M. and Bradley J. Enegren
Paula and Robert K. Adamson
Rosemarie and John J. McQuillan
Jan and George T. Cronin
Nancy A. and Jonathan C. Murray
Jane and James R. Eggert

GENERAL GOVERNMENT

October

1	Ryan Francis	Joan P. and Robert F. Ankner
1	Sarah Elisabeth	Mary B. and Bruce P. King
6	Christopher Robert	Pamela A. and Robert W. Graves, Jr.
8	Amy Elizabeth	Karen L. and Richard J. Olivastro
9	Ellen Bates	Diane C. and Roddy J. Powers
10	Courtney Paige	Robin V. and Nicola U. Tritta
19	Evan William	Susan L. and Nelson R. Hill, Jr.
22	Sarah Kirsten	Liane N. and Scott E. Duffy

November

11	John Robert	Holly A. and Robert B. Davenport
13	Laura Anne	Ruth M. and Harvey V. Daley
14	Kelly Jayne	Kathleen M. and John F. Dinand
26	Morgan Bent	Kristen R. and John M. Bent
26	Matthew Kevin	Catherine and Kevin J. Pasionek
29	Nicole Christine	Marjorie S. and Arthur F. Verrochi, Jr.
30	Shaunelle Janine	Nancy A. and Stephen R. Matte
30	Scott Andrew	Sally A. and Peter J. Wood

December

3	Nicholas Alan	Cynthia C. and Donald A. Chiappisi
6	Tyler John	Rebecca A. and Gary J. Ring
10	Matthew Edward	Lisa M. & Kenneth M. Bires
13	James Michael	Catherine and Gary G. Ravinski
16	Andrea Williams	Barbara D. & William A. King
20	Lauren Anne	Noreen A. and Donald A. Hovey
22	Jessica Ann	Patricia A. and Daniel N. Coutu
24	Michael John	Virginia R. & John W. Jones, Jr.
26	Laura	Mary S. & Frank J. Anello
28	Kimberly Ann	Pamela A. and Paul G. Catalano
28	Megan Lee	Jeanine M. and James P. Kirby
28	Christopher Michael	Carole A. and David Ballard

Respectfully submitted,
 Elinor H. Pearson, *Town Clerk*
 Lorraine C. Bain, *Assistant Town Clerk*

NORFOLK RESIDENTS OMITTED FROM DEATHS OF 1982

Date:	Name:	Age:
September		
9	Sidney E. Whitman	84
December		
27	Mildred E. Brogan	68

NORFOLK RESIDENTS WHO DIED IN 1983

January		
4	Marie Edith Malone	88
28	Gertrude I. Moreau	80
March		
8	Paul Richard Simon	37
23	Horace Hamlin	80
26	David E. Olson	31
April		
23	John M. Packard	66
23	Liliah Belle Anderson	87

GENERAL GOVERNMENT

May		
16	John A. Granito	83
June		
28	John Wesley Townsend	79
July		
16	Louis A. LaRocca	88
August		
9	Bertha Wright	80
September		
21	Leo L. Leary	69
October		
2	Edith Luella Church	57
15	Ruth L. Cook	75
23	James Herbert McMullin	81
24	George E. Gould	59
29	Harry Lee Morriss	59
November		
10	Leona Emeline Bodenhoff	92
December		
13	Henry Matthew Pollock	74

In addition, 150 deaths were recorded of persons who died either at Southwood Hospital, the correctional institutions, or elsewhere.

Respectfully submitted,
 Elinor H. Pearson, *Town Clerk*
 Lorraine C. Bain, *Assistant Town Clerk*

SPORTING LICENSES 1983

97	Resident Citizen Fishing	@ \$12.50	\$1,212.50
19	Resident Citizen Hunting	12.50	237.50
53	Resident Citizen Sporting	19.50	1,033.50
8	Resident Citizen Minor Fishing	6.50	52.00
2	Non-Res. Citizen/Alien 7 Day Fishing	11.50	23.00
2	Resident Citizen Trapping	20.50	41.00
1	Duplicate (no fee to Town)	2.00	2.00
1	Non-Res. Citizen/Alien Hunting (Big Game)	48.50	48.50
23	Resident Citizen Sporting (over 70)	Free	Free
1	Resident Citizen Fishing (Paraplegic, Blind, Mentally retarded)	Free	Free
3	Resident Citizen Fishing (65-69)	6.25	18.75
1	Resident Citizen Sporting (65-69)	9.75	9.75
211			
17	Archery/Primitive Firearms Stamps	5.10	86.70
25	Mass. Waterfowl Stamps	1.25	31.25
			<u>\$2,796.45</u>

GENERAL GOVERNMENT

228	Town Clerk's Fees turned over to Town:	
186	Fees at \$.50	93.00
25	Stamp fees at \$.25	6.25
17	Stamp fees at \$.10	1.70
		100.95
	Division of Fisheries and Wildlife	— 100.95
		\$2,695.50
	Number of licenses issued in 1981	251
	Number of licenses issued in 1982	230

Respectfully submitted,
 Elinor H. Pearson, *Town Clerk*
 Lorraine C. Bain, *Assistant Town Clerk*

DOG LICENSES 1983

408	Males	at \$3.00	\$1,224.00
51	Females	6.00	306.00
404	Spayed Females	3.00	1,212.00
13	Kennels, 4 dogs or less	10.00	130.00
6	Kennels, 10 dogs or less	25.00	150.00
1	Kennel, 10 dogs or more	50.00	50.00
883			\$3,072.00

Town Clerk's fees turned over to Town (fees at \$.75)	662.25
Total paid to Norfolk County	\$2,409.75
Total number sold in 1981	871
Total number sold in 1982	979

Respectfully submitted,
 Elinor H. Pearson, *Town Clerk*
 Lorraine C. Bain, *Assistant Town Clerk*

Reminder: All dogs must be licensed by April first. An additional \$10.00 fee is charged to the owners of dogs licensed after July first.

Miscellaneous Licenses, Recordals, Certificates, Etc. Issued in 1983

	Issued	Unit Price	Total Price Paid to Town
Dog License Fees	883	Varied	\$ 662.25
Fish and Game Fees	228	Varied	100.95
Birth, Marriage, Death & other Certificates	1,235	Varied	3,866.25
Books & Maps	195	Varied	773.04
U.C.C. Recordals, Terminations & Research	127	Varied	1,205.00
Pole Location Recordals	10	\$25.00	250.00
Raffle & Bazaar Permits	8	10.00	80.00
Dog Tag Replacements	21	.35	7.35
Dog Transfers	3	.25	.75
Dog Fines	28	10.00	280.00
TOTALS	2,738		\$7,224.84

Respectfully submitted,
 Elinor H. Pearson, *Town Clerk*
 Lorraine C. Bain, *Assistant Town Clerk*

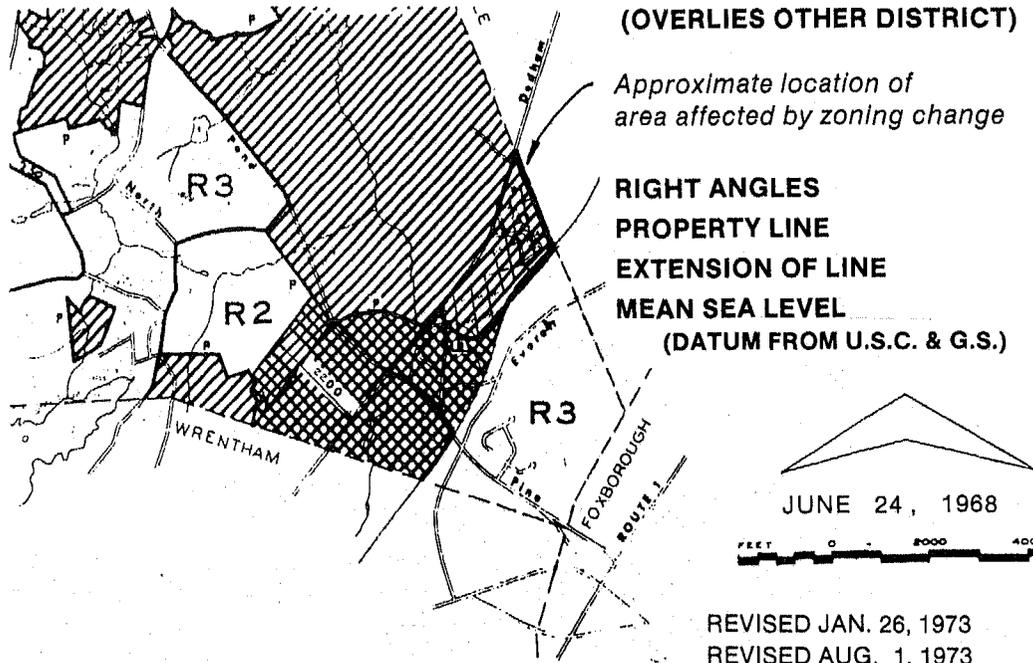
GENERAL GOVERNMENT

October 31, 1983

Boston, Massachusetts

The within zoning map pertaining to Article 21 of the warrant for the Norfolk Annual Town Meeting held May 3, 1983, is hereby approved.

Francis X. Bellotti,
Attorney General



October 31, 1983

Boston, Massachusetts

The foregoing amendments to the zoning by-laws adopted under Article 21, 24 and 25 of the warrant for the Norfolk Annual Town Meeting held May 3, 1983, are hereby approved.

Francis X. Bellotti,
Attorney General

I, Elinor H. Pearson, Town Clerk of Norfolk, certify that the following is a true record as taken from the official minutes of the Adjourned Annual Town Meeting held June 2, 1983:

Article 21. VOTED to amend the Town Zoning By-law and Zoning Map to the following extent:

1. By adding to Section B, the following definitions by inserting the same in alphabetical order within the list of present definitions:

- Health Club:** An entity which provides structured exercise programs utilizing both indoor and outdoor facilities such as a gymnasium, swimming pool, running track, court layouts and the like for the development of personal fitness under the supervision of personnel knowledgeable in health, physical education and exercise physiology.
- Hospice:** A facility that addresses the physical, spiritual, emotional, physiological, social and financial needs of the terminally ill patient and his family through an interdisciplinary team of professionals and trained volunteers in a variety of settings, both inpatient and at home; including bereavement counseling for his family.
- Life Care Center:** A facility which provides residents with private living accommodations; health services such as are provided by a nursing home; dining room and/or prepared food service; communal recreation facilities; other amenities such as a small commissary or variety store to serve persons who are unable to live wholly independently.

GENERAL GOVERNMENT

- Nursing Home:** A facility with an organized professional staff and permanent facilities including inpatient beds that provides continuous nursing and other health related psychosocial and personal services to patients who are not in an acute phase of illness but who do require care on an inpatient basis.
- Physical Therapy and Rehabilitation Facility:** A facility which provides professionally staffed programs for the restoration and development of function lost or impaired by trauma, accident or pathology.
- Respite Facility:** A facility providing short-term custodial care on a residential or day-care basis to older adults, including food service and twenty-four hour supervision and nursing care as appropriate, with a view to providing the individual's family or other care giver a respite from the provision of such care.
- Sports Medicine Facility:** A facility to provide the recreational individual or team athlete with education to prevent athletic injury as well as to serve as a resource center to coaches, trainers and other non-medicals who work with sports programs through an interdisciplinary utilization of physicians, orthopedic surgeons, physical therapists, nutritionists and other appropriate allied health personnel.

2. By adding to Section C-1-a, a new district to be known as "Health Maintenance and Professional Office — HM & PO".

3. By amending the Zoning Map by changing the Zoning District classification of the following described land from Resident — R2 to Health Maintenance and Professional Office — HM & PO.

Beginning at a point on the easterly sideline of Dedham Street, said point being the intersection of the Town Line between Norfolk and Walpole and the easterly sideline of Dedham Street; thence S. 22°-35'-38" E. By the Town Line between Norfolk and Walpole, One Thousand Nine Hundred Seventy-Four and 70/100 (1,974.70) feet; thence

S. 46°-14'-18" W. One Thousand Sixty-Two and 38/100 (1,062.38) feet; thence

Southwesterly By a curve to the left with a radius of One Thousand Nine Hundred Fifty-Seven and 33/100 (1,957.33) feet, a distance of Two Hundred Fifty-Three and 96/100 (253.96) feet; thence

S. 44°-17'-42" W. One Hundred Four and 52/100 (104.52) feet; thence

S. 32°-47'-19" W. Two Hundred Five and 42/100 (205.42) feet; thence

S. 23°-15'-25" W. Two Hundred Six and 46/100 (206.46) feet; thence

Southwesterly and Southerly

By a curve to the left with a radius of One Thousand Nine Hundred Fifty-Seven and 33/100 (1,957.33) feet, a distance of One Hundred Ninety-Six and 60/100 (199.60) feet; thence

S. 18°-01'-48" W. Two Hundred Twenty-Nine and 20/100 (229.20) feet; thence

S. 33°-32'-22" W. One Hundred Three and 78/100 (103.78) feet; the last eight courses being by the westerly sideline of land shown on the Plan as land of Penn Central Corporation; thence

N. 29°-36'-23" E. Nine and 01/100 (9.01) feet; thence

N. 68°-11'-49" W. Eleven and 25/100 (11.25) feet; thence

S. 08°-38'-22" W. Forty-Three and 37/100 (43.37) feet in part by a stone wall; thence

S. 53°-41'-14" W. Two Hundred Twenty-Two and 01/100 (222.01) feet by a stone wall, the last four courses being by land shown on the Plan as being land of Pondville Realty Trust.

N. 80°-18'-16" W. By a stone wall bounded by land shown on the Plan as being land of Pondville Realty Trust and William A. and Judith Riccio, Seven Hundred Eighty-Two and 47/100 (782.47) feet; thence

N. 06°-23'-36" W. In part by a stone wall by the easterly sideline of Valley Street, Three Hundred Sixty-Seven and 64/100 (367.64) feet; thence

N. 08°-26'-16" W. By a stone wall by the easterly sideline of Valley Street, Three Hundred Thirty-Two and 99/100 (332.99) feet; thence

N. 41°-35'-43" E. By the southeasterly sideline of Dedham Street, Six Hundred Sixty-Six and 61/100 (666.61) feet; thence

Northeasterly By the southeasterly sideline of Dedham Street, by a curve to the left with a radius of Five Thousand Seven Hundred Fifty-Four and 60/100 (5,754.60) a distance of Eight Hundred Two and 82/100 (802.82) feet; thence

Northeasterly and Northerly

By the southeasterly and easterly sideline of Dedham Street, by a curve to the left with a radius of Three Thousand One Hundred Fifty and 36/100 (3,150.36) feet, a distance of Seven Hundred Seventy-Two and 52/100 (772.52) feet; thence

N. 19°-33'-08" E. By the easterly sideline of Dedham Street, One Thousand Two Hundred Fifty-Five and 14/100 (1,255.14) feet, to the Point of Beginning.

Containing according to the Plan 3,742,627 square feet or 85.9193 acres of land.

4. By adding to Section D-1-e the words, "and Health Maintenance and Professional Office District" after the words, "in a Business District".

Further, by adding to Section D-1-e-2 the words, "or Health Maintenance and Professional Office District" after the words, "Business District".

Further, by adding to Section F-7-d the following, ", Health Maintenance and Professional Office" after the word "Business".

5. By deleting Section D-2-a, b, c, d, e, f and g (Schedule of Use Regulations) as the same now appear and by substituting therefor the following:

GENERAL GOVERNMENT

2. Schedule of Use Regulations

	Districts			
	R-1,2&3	HM&PO	B	I
a. Public and Semi-Public				
1) Religious	Yes	Yes	Yes	Yes
2) Municipal, County, State or Federal	SP	SP	Yes	Yes
3) Public Educational	Yes	Yes	Yes	Yes
4) Cemetery	SP	No	SP	SP
5) Private Club not conducted for profit	SP	No	Yes	SP
6) Non-profit general acute care hospital including facilities for the evaluation and treatment of acutely ill alcoholic or drug dependent patients and for persons suffering from mental illness who do not appear to be dangerous to others at the time of admission in the opinion of the attending physician	SP	SP	SP	No
7) Other hospitals, convalescent home, sanitarium, camp	SP	SP	SP	No
8) Day care nursery	SP	No	SP	No
9) Nursing home, hospice, respite facility, life care center, physical therapy and rehabilitation facility, health club, sports medicine facility	No	No	SP	No
10) Facility for the evaluation, treatment and counseling of persons suffering from alcoholism, drug dependence or mental illness who do not require general hospital admission	No	No	No	No
11) Schools of nursing, laboratory technician skills, physiotherapy with dormitory facilities ancillary thereto	No	No	No	No
12) Office or meeting room of a non-profit service organization	No	No	Yes	No
b. Transportation and Utility Uses				
13) Telephone exchange, transformer station, transmission lines, sub-station, pumping station, or other public utility	SP	No	Yes	Yes
14) Bus station, railway station	No	No	Yes	Yes
15) Aviation field	No	No	No	No
c. Residential				
16) Single family dwelling	Yes	No	SP	No
17) Conversion of a single family dwelling, in existence at the time of by-law adoption, to a two family dwelling	SP	No	SP	No
18) The use of a portion of a dwelling or of a building accessory thereto by a resident of the premises as an office, studio or workroom for the conduct of a profession or customary home occupation, subject to the conditions that: (a) not more than one other person is regularly employed thereon in connection with such use, (b) no stock in trade is regularly maintained except for products of the occupation itself, or for goods or materials customarily used incidental to its performance, (c) such use does not produce noise or other effects observable at the lot lines in amounts exceeding those normal to residential property, (d) no external change is made which alters the residential appearance of the buildings on the premises, and (e) there is no exterior display or other outward evidence that the premises are being used for any purpose other than residential (except for an accessory sign as hereinafter permitted). In particular, uses permitted hereunder may include, but are not limited to, the office of a physician, dentist, lawyer, architect, engineer, real estate agent or insurance agent, the studio of an artist, musician or teacher, or the workroom of a dress maker, milliner, photographer or hairdresser	Yes	No	Yes	No
19) The use of a portion of a dwelling or a building accessory thereto by a resident builder, carpenter, painter, plumber, or other artisan, or by a resident tree surgeon or landscape	Yes	No	Yes	No

GENERAL GOVERNMENT

gardener for incidental work and storage in connection with his off-premises occupation. Subject to the same conditions and limitations as are specified above for customary home occupations

20)	Renting of rooms to not more than 4 persons and furnishing of table board to not more than 5 persons	Yes	No	Yes	No
21)	Use of trailers, buses and mobile units for residence in excess of 30 days	No	No	No	No
22)	Foundation or cellar hole for residence	No	No	No	No
d.	Agricultural				
23)	Agricultural, green house or nursery	Yes	Yes	Yes	Yes
24)	Roadside stand selling produce the major part of which is raised on the premises	Yes	No	Yes	Yes
25)	Poultry or stock raising except that the number of swine shall be limited to not more than 5	Yes	No	No	No
26)	Noncommercial riding stable	Yes	No	Yes	No
27)	Kennel (4 or more dogs)	SP	No	SP	No
28)	Animal hospital	No	No	SP	No
e.	Commercial				
29)	Restaurants	No	No	Yes	SP
30)	Licensed Inn	No	No	Yes	SP
31)	Hotel or lodging house	No	No	Yes	No
32)	Filling station or garage	No	No	Yes	SP
33)	Newspaper or job printing	No	No	Yes	SP
34)	Retail or wholesale stores	No	No	Yes	SP
35)	Garaging of more than one commercial vehicle	No	SP	Yes	Sp
36)	Parking of house trailers, or mobile homes nearer to street than main building	No	No	SP	SP
37)	Professional office where patients or clients are seen by appointment, such as the office of a physician, psychiatrist, physiotherapist, speech therapist, or other licensed health professionals occupied by practitioners not resident on the premises	No	SP	Yes	SP
38)	General office where clients or customers are seen, met or dealt with without appointment; business offices existing other than as ancillary to a permitted use; banks	No	No	Yes	SP
f.	Industrial				
39)	Manufacturing, employing unobjectionable motive power utilizing hand labor or quiet machinery and processes	No	No	No	Yes
g.	Miscellaneous Uses				
40)	Off-street parking on vehicles as provided for in Section F-7	Yes	Yes	Yes	Yes
41)	Signs as provided for in Section F-9	Yes	Yes	Yes	Yes
42)	Golf course (excluding miniature golf)	SP	No	SP	SP

6. By adding to Section E-1-b (Intensity Regulations) the following:

Health Maintenance and	30,000	150	50	25	25	40%	—	40
------------------------	--------	-----	----	----	----	-----	---	----

Professional Office

7. By adding to Section F-9-b (Schedule of Sign Regulations) a new column for appropriate listings for the Health Maintenance and Professional Office District and by placing therein the following regulatory statements:

1)a)1	Yes
1)a)2(a)	Yes
1)a)2(b)	Yes
1)a)2(c)	Yes
1)a)3(a)	Yes
1)a)3(b)	SP
2)a	No
2)b	No

Counted vote: Yes, 122; No, 28

A True Copy;

ATTEST:

Elinor H. Pearson
Town Clerk

GENERAL GOVERNMENT

I, Elinor H. Pearson, Town Clerk of Norfolk, certify that the following is a true record as taken from the official minutes of the Adjourned Annual Town Meeting held June 2, 1983:

Article 24. VOTED UNANIMOUSLY to amend the present Zoning By-Laws, Industrial Basic Requirements, Section D, I-f Use Regulations by deleting the words "not less than 25% of the lot shall consist of landscaped area" and inserting the words "For each foot of frontage the lot shall contain 40 square feet of landscaping. This requirement shall not be conditional to require landscaping of more than 20% of the lot."

A True Copy;
 ATTEST: Elinor H. Pearson
 Town Clerk

I, Elinor H. Pearson, Town Clerk of Norfolk, certify that the following is a true copy as taken from the official minutes of the Adjourned Annual Town Meeting held June 2, 1983:

Article 25. VOTED UNANIMOUSLY to amend the Town of Norfolk Zoning By-laws by deleting in General Regulations Section F-9 b-2(b) in its entirety.

A True Copy;
 ATTEST: Elinor H. Pearson
 Town Clerk

November 2, 1983

Boston, Massachusetts

The foregoing amendments to the general by-laws adopted under Articles 26 and 27 of the warrant for the Norfolk Annual Town Meeting held May 3, 1983, are hereby approved.

Francis X. Bellotti
 Attorney General

I, Elinor H. Pearson, Town Clerk of Norfolk, certify that the following is a true record as taken from the official minutes of the Adjourned Annual Town Meeting held June 2, 1983:

Article 26. VOTED UNANIMOUSLY to amend Article VIII, section 5-f-1 of the revised By-laws by deleting the words "portable signs including"; change 3 to letter g and to add one new subsection to read:

"h. Temporary signs, including portable signs, not larger than 18" by 24", erected for Norfolk's public, political, charitable or religious institutions require no permit if removed within 21 days of erection, and otherwise conform with all requirements of the By-laws and Zoning By-laws."

A True Copy;
 ATTEST: Elinor H. Pearson
 Town Clerk

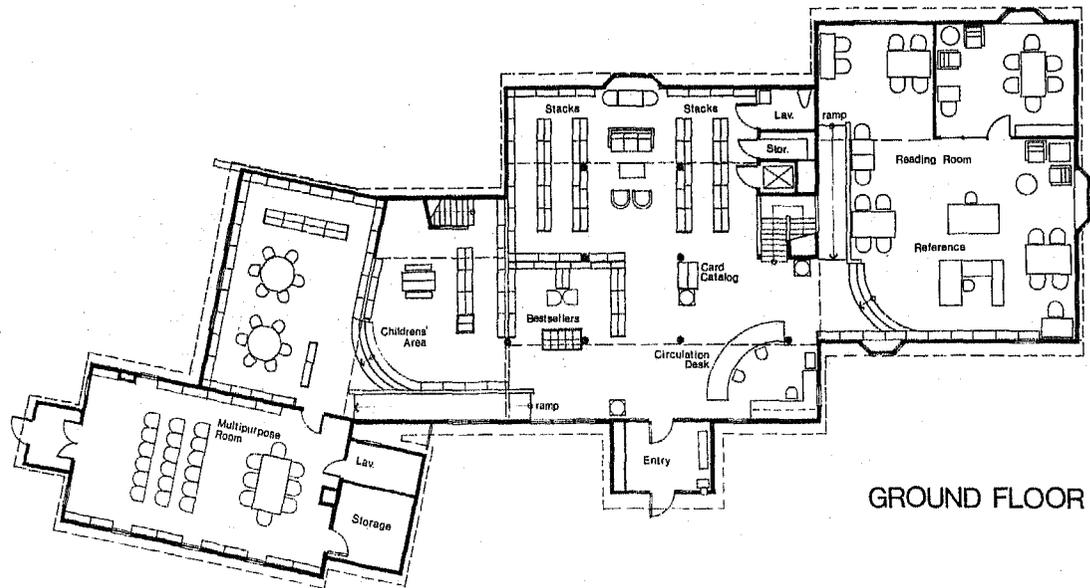
I, Elinor H. Pearson, Town Clerk of Norfolk, certify that the following is a true record as taken from the official minutes of the Adjourned Annual Town Meeting held June 2, 1983:

Article 27. VOTED to amend the By-laws of the Town, Article IX Police Regulations by inserting the following new section to be numbered sequentially:

"Section 32. Every private swimming pool shall be completely enclosed by a fence, wall, building or combination thereof, not less than five (5) feet in height. All gates or door openings through such enclosure shall not be less than five (5) feet in height and shall be self-closing with a self-latching device located not more than one (1) foot below the top for keeping the gate or door securely closed at all times when not in actual use, except that the door of any building which forms a part of the enclosure need not be so equipped. Such gate shall not be required for above-ground pools utilizing an access ladder which can be elevated and locked, if approved by the Building Commissioner. Each gate, door, or ladder shall be kept locked at all times when the swimming pool area is not in use.

Counted vote: Yes, 77; No, 43.

A True Copy;
 ATTEST: Elinor H. Pearson
 Town Clerk



GROUND FLOOR

Public Library: Ground Floor Proposed Addition

GENERAL GOVERNMENT

REPORT OF THE ANNUAL TOWN MEETING ARTICLE 1 — ELECTION MAY 3, 1983

Pursuant to the Warrant for the Annual Town Meeting, the Inhabitants of the Town of Norfolk qualified to vote in town affairs assembled in MacBride Auditorium at the Norfolk public elementary school on Tuesday, May 3, 1983 to act upon Article 1, the Annual Election of Town Officials.

Polls were declared open at 7 a.m. The Election Workers duly sworn in were Arthur F. Bremilst, Sr., Warden; Frances M. Holman, Clerk; Dorothy Nilsen, Janet Aronofsky, Jean Harper and Shirley Mackey, Tellers.

The ballot box was found to be in good working order and registered zero. Instructions to voters and specimen ballots were posted at the entrance and within the polling place and a corrected voting list was on display.

The polls were closed at 8 p.m. The ballot box registered 858 with the following results:

Moderator for One Year
* Frank J. Gross 645

Collector of Taxes for Three Years
* Elinor H. Pearson 650

Treasurer for Three Years
* Thomas P. Crane 647

Board of Selectmen for Three Years
Barbara J. Harrelson 408
* George J. Murray 432

Board of Health for Three Years
* David J. Waters 566

Board of Assessors for Three Years
* John Evans 642

Planning Board for Three Years
* M. Charles Cheney 515
Einar Elbert 309
* David O. Richardson 501

Housing Authority for Five Years
* John J. Allen 612

Housing Authority for Three Years
* Russell M. Arnold 623

Water Commissioner for Three Years
* Clifford Herman 598

Water Commissioner for One Year
* Paul H. Blinco (write-in) 16

Recreation Commission for Three Years
* Gary Johnston 586
* Gretta L. Atkinson 479

Recreation Commission for Two Years
* Ann S. Willever 549

Recreation Commission for One Year
* Judith E. Horton 570

School Committee for Three Years
* Frank J. Gross 587

School Committee for Two Years
* Priscilla J. Chick 601

School Committee for One Year
* Patricia K. McDargh 570

Library Trustee for Three Years
* Robert Boucher 577

Constable for Three Years
* Samuel J. Johnston 673
* George Katapodis 628

* Declared elected

Voted to adjourn this meeting until Friday, June 1, 1983 at 7:30 p.m. at King Philip Junior High School.

All resignations from office, whether elected or appointed, should be submitted and filed with the Town Clerk.

MINUTES OF ADJOURNED ANNUAL TOWN MEETING June 1, 1983

7:30 p.m.

King Philip Junior High School

Meeting opened by Moderator Frank Gross with the playing of the National Anthem.

The Moderator introduced as his assistant for the evening Shawn Slatery, Eagle Scout working on his Town Government badge; the Town Clerk, Accountant, Selectmen, the Executive Secretary, Town Counsel and the Advisory Board Chairman who introduced other members of his Board. 285 voters were present.

Sworn in as counters were Charles Jerome, Robert Haddleton, Richard Connors and James Leary.

VOTED to waive the reading of the Return of the Warrant and the reading of the Warrant.

Article 1. Completed (Annual Town Election held May 3, 1983).

Article 2. VOTED that the Town Treasurer, with the approval of the Selectmen be authorized to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 1983 in accordance with the provisions of General Laws, Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year and to review any notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17.

Article 3. VOTED that the Board of Selectmen be and is authorized to advertise in a local paper and to sell at

public sale from time to time, as it may deem in the best interest of the Town, any and all lands or portions thereof which the Town has acquired or may acquire as Tax Title Land, so called, such sales to be made in the name and in behalf of the inhabitants of the Town of Norfolk and the Board of Selectmen is authorized to expend from the proceeds of such sale the necessary costs of recording fees, documentary stamps and auctioneer's fees if required.

Article 4. VOTED that the Board of Selectmen be authorized to sell surplus property of the Town exclusive of buildings and land that is no longer needed.

GENERAL GOVERNMENT

Article 5. VOTED that the Town amend the Personnel By-law, Paragraph b, by inserting the Classification Schedule as printed in the Warrant with the correction "Clerk, Treasurer" as Grade 8.

CLASSIFICATION SCHEDULE

MANAGEMENT

Position	Grade
Highway Superintendent	17
Executive Secretary	16
Water Superintendent	16
Fire Chief	15
Town Accountant	12
Building Commissioner	12
Librarian	11
Chief Dispatcher	10

CLERICAL

Position	Grade
Clerk III	
Administrative Secretary	9
Assistant Accountant	9
Assistant Town Clerk	9
Bookkeeper, Tax Collector	9
Executive Director, Council on Aging	9

CLERK II

Administrative Assistant, Board of Health	8
Administrative Assistant, Inspectors	8
Collector, Water Department	8
Registrar/Secretary, Water Department	8

Article 7. VOTED:

BOARD OF SELECTMEN

Salaries		37,960
Expenses		18,165
Committee Fund		2,376
Personnel Board		
Salaries	725	
Expenses	1,650	
Out of State	1	
Fuel & Utilities		3,500
Out of State Travel		1
Petty Cash		75

BOARD OF ASSESSORS

Salaries		21,764
Expenses		17,275
Out of State Travel		1

TREASURER

Salaries		12,685
Expenses		3,335

Secretary, Planning Board 8
Senior Clerk, Assessors 8

Clerk I

Bookkeeper, Accounting	6
Clerk, Board of Health	6
Clerk, Library	6
Clerk, Treasurer	6
Secretary, Fire	6
Secretary, Personnel	6
Secretary, Zoning Board	6

TECHNICAL/PROFESSIONAL

Position	Grade
EMT	K
Highway Foreman	K
Assistant Fire Chief	I
Equipment Operator	I
Fire Fighter	H
Laborer, Water	H
Assistant Assessor	G

Position

Position	Grade
Dispatch	F
Assistant/Associate Librarian	E
Meter Reader	E
Library Worker	C
Gatekeeper	B
Library Aide	A

Article 6. VOTED that the Town amend the Personnel By-law by inserting the Compensation Schedule as printed in the Warrant.

COMPENSATION SCHEDULE

MANAGEMENT (salaried)

Grade	Min.	Mid.	Max.
17	\$23,094	\$28,868	\$34,642
16	20,995	26,244	31,493
15	18,896	23,620	28,344
12	13,775	17,219	20,663
11	12,398	15,497	18,596
10	11,158	13,947	16,736

CLERICAL (hourly)

Grade	Min.	Mid.	Max.
9	\$5.52	\$6.91	\$8.28
8	4.97	6.21	7.46
6	3.98	4.98	5.97

TECHNICAL AND PROFESSIONAL (hourly)

Grade	Min.	Mid.	Max.
K	\$8.24	\$9.16	\$10.08
I	7.43	8.25	9.08
H	6.68	7.42	8.16
G	6.08	6.75	7.43
F	5.47	6.08	6.69
E	4.86	5.41	5.95
C	4.39	4.88	5.36
B	3.62	4.02	4.42
A	2.85	3.17	3.48

Raise & Appropriate

Cemetery Revenue

Revenue Sharing

Overlay Reserve

GENERAL GOVERNMENT

Article 7 — (Continued)

	<u>Raise & Appropriate</u>	<u>Cemetery Revenue</u>	<u>Revenue Sharing</u>	<u>Overlay Reserve</u>
TAX TITLE				
Salaries	1,611			
Expenses	5,000			
TAX COLLECTOR				
Salaries	24,943			
Expenses	7,503			
Travel, Meetings & Dues	275			
Petty Cash	75			
TOWN CLERK				
Salaries	16,394			
Expenses	2,019			
Travel, Meetings & Dues	160			
Petty Cash	25			
TOWN COUNSEL				
Retainer	7,020			
Legal Fees	4,000			
TOWN ACCOUNTANT				
Salaries	23,234			
Expenses	1,245			
PLANNING BOARD				
Salaries	3,158			
Expenses	950			
REGISTRARS OF VOTERS				
Salaries	2,280			
Expenses	960			
Computer Service	1,300			
APPEAL BOARD				
Salaries	865			
Expenses	661			
CONSERVATION COMMISSION				
Expenses	695			
Conservation Fund	5,000			
COUNCIL ON AGING				
Salaries	7,738			
Expenses	3,600			
Transportation Expenses	7,000			
Facilities Rental Fee	600			
ADVISORY BOARD				
Salaries	600			
Expenses	3,950			
HISTORICAL COMMISSION				
Expenses	260			
SEALER OF WEIGHTS & MEASURES				
Salaries	259			
Expenses	15			
BY-LAW COMMITTEE				

GENERAL GOVERNMENT

Article 7 — (Continued)

	<u>Raise & Appropriate</u>	<u>Cemetery Revenue</u>	<u>Revenue Sharing</u>	<u>Overlay Reserve</u>
Special Projects	89,550			
Sanitary Landfill				
Salaries	10,542			
Fuel & Utilities	5,480			
Expenses	12,425			
Snow Removal				
Salaries	21,522			
Fuel & Utilities	5,550			
Expenses	39,000			
Fuel & Utilities (Highway Garage)	28,295			
CEMETERY COMMISSION				
Operating Expenses		6,235		
VETERANS' SERVICES				
Veterans' Benefits	5,000			
Veterans' Administration				
Salaries	1,544			
Expenses	410			
SCHOOLS				
Norfolk Elementary Schools	1,212,737			
King Philip Regional School	1,298,508			
Tri-County Regional/Vocational School	86,538.58			
NORFOLK PUBLIC LIBRARY				
Salaries	38,653			
Expenses	18,505			
Fuel & Utilities	4,200			
RECREATION COMMITTEE				
Salaries	10,252			
Expenses	5,675			
Recreation for the Handicapped				
Salaries	279			
Expenses	1,000			
DEBTS & INTEREST			138,284	
TOWN MEMORIAL DAY	983			
STATE & COUNTY RETIREMENT SYSTEM	84,921			
RESERVE FUND				40,000
INTEREST TO COVER ARTICLE 2	2,000			
INSURANCE, GENERAL				
Hospital & Medical Expense	64,225			
Life Insurance	64,166			
	2,816			
SEPTAGE DISPOSAL ASSESSMENT	35,000			
NORFOLK MENTAL HEALTH ASSOC.	2,635			

GENERAL GOVERNMENT

Article 7 — (Continued)

	<u>Raise & Appropriate</u>	<u>Cemetery Revenue</u>	<u>Revenue Sharing</u>	<u>Overlay Reserve</u>
MODERATOR				
Salary	1			
Expenses	62			
FIRE DEPARTMENT				
Salaries	45,698			
Ambulance Salaries	17,467			
Fuel & Utilities	2,621			
Expenses	21,621			
Petty Cash	100			
Out of State Travel	1			
BUILDING DEPARTMENT				
Salaries				
Expenses	35,358			
Fuel & Utilities	1,684			
	1,865			
ANIMAL CONTROL DEPARTMENT				
Animal Control Officer				
Salaries				
Expenses	2,237			
Fuel & Utilities	1,000			
	1,400			
Animal Inspectors				
Salaries				
Expenses	688			
	75			
POLICE DEPARTMENT				
Salaries				
Expenses	357,027			
Out of State Travel	29,961			
Fuel & Utilities	1			
Petty Cash	15,210			
	50			
CIVIL DEFENSE				
Salary				
Expenses	372			
	576			
TREE DEPARTMENT & INSECT PEST CONTROL				
Tree Warden Expenses	13,275			
Insect Pest Control Expenses	7,593			
FIRE & POLICE COMMUNICATION				
Salaries				
Expenses	66,607			
	400			
FIRE & POLICE STATION EXPENSE				
Fuel & Utilities				
Expenses	10,700			
	7,422			
BOARD OF HEALTH				
Salaries				
Expenses	12,578			
	17,800			
SEWER STUDY COMMITTEE				
Expenses				
	332			
HIGHWAY DEPARTMENT				
Town Highway				
Salaries				
Expenses	185,254			
	80,090			

GENERAL GOVERNMENT

Article 7 — (Concluded)

	<u>Raise & Appropriate</u>	<u>Cemetery Revenue</u>	<u>Revenue Sharing</u>	<u>Overlay Reserve</u>
SO. NORFOLK ASSOC. FOR RETARDED CHILDREN	2,804			
STREET LIGHTING Fuel & Utilities	18,900			
TRAFFIC SIGNAL REPAIR, EXPENSES	600			
TOWN CLEAN-UP DAY	100			

Article 8. VOTED that the salaries of the several offices shall be fixed as follows: Moderator \$1; Selectmen \$3,573; Treasurer \$8,372; Town Clerk \$5,787; Tax Collector \$10,380; Assessors \$8,439; Board of Water Commissioners \$905; Planning Board \$2,230; Tree Warden \$224 and Board of Health Members \$3 and that any Town Board be authorized to employ for additional salary any of its members.

Article 9. VOTED that the Town transfer from the Water Department Revenue to Water Department Maintenance and Operation Expense: Salaries \$42,251; Expenses \$36,876; Fuel & Utilities \$18,640; Out of State Travel \$1; Petty Cash \$50; Note Principal \$4,600 and Note Interest \$4,119.

Article 10. VOTED to indefinitely postpone (funds to implement the Classification & Compensation Schedules).

Article 11. VOTED to indefinitely postpone (funds to implement the Classifications & Compensation Schedules for Water Dept.).

Article 12. VOTED that the Town transfer \$34,756 from Free Cash and raise & appropriate \$60,244 for a total of \$95,000 for materials, supplies, additional equipment and personnel to cap the five cells that are currently used at the landfill.

Article 13. VOTED that the Town transfer from Free Cash the sum of \$115,000 to complete the necessary engineering and design, purchase of materials, supplies, equipment and/or hire personnel to open Parcel D at the landfill for the disposal of trash.

Article 14. VOTED to transfer \$30,716 from Federal Revenue Sharing and raise and appropriate \$20,284 for a total of \$51,000 for the purchase, equipping and installation of a municipal computer system for the Town.

Article 15. VOTED to transfer the sum of \$350,000 from Free Cash to continue investigations and obtain engineering services relative to sewerage alternatives for a 201 Wastewater Grant. The program to be established will be so

administered as to assure that a minimum of \$300,000 will be returned to the Town over the life of the program.

Article 16. VOTED that the Board of Selectmen be authorized to enter into a contract with the Charles River Pollution Control District for Septage Treatment Services for the Town of Norfolk.

Article 17. VOTED that the Selectmen be charged to take whatever action is required to address the intent of Article 17 on the Warrant; said action to be reported to the Town within six months.

Article 18. VOTED to indefinitely postpone (sidewalk plow).

Article 19. DEFEATED motion to amend by-law (ambulance fee for town residents).

VOTED to adjourn to June 2, 1983 at 7:30 p.m. same place.

Meeting adjourned 11:47 p.m.

June 2, 1983
7:30 p.m.

Article 20. Voted to indefinitely postpone (street lights on Spring St.).

PLANNING BOARD

May 27, 1983

Frank Gross, Moderator
Town of Norfolk
Rockwood Road
Norfolk, MA 02056

Re: Planning Board Report Regarding Zoning Bylaw Articles on the 1983 Town Meeting Warrant

Dear Mr. Gross:

On April 25, 1983 the Planning Board held a public hearing on those warrant articles dealing with proposed additions or changes to the Norfolk Zoning Bylaws. A notice of the hearing was printed in the Country Gazette on April 6, 1983 and April 18, 1983. This hearing was continued until May 9, 1983 for that portion of the hearing dealing with Article 21. At our meeting of May 23, 1983 the Planning Board made the following recommendations regarding the merits of each article:

GENERAL GOVERNMENT

Article 21: The Planning Board voted to support Article 21, as amended, for the new zoning district (HM & PO) in the Town of Norfolk on the basis that (1) the Hospital will be recognized as being there already and (2) any new activities will be the subject of Special Permits.

Respectfully submitted,

NORFOLK PLANNING BOARD

M. Charles Cheney, Chairman

CC/lb

Article 21. VOTED to amend the Town Zoning By-law and Zoning Map to the following extent:

1. By adding to Section B, the following definitions by inserting the same in alphabetical order within the list of present definitions:

- Health Club:** An entity which provides structured exercise programs utilizing both indoor and outdoor facilities such as a gymnasium, swimming pool, running track, court layouts and the like for the development of personal fitness under the supervision of personnel knowledgeable in health, physical education and exercise physiology.
- Hospice:** A facility that addresses the physical, spiritual, emotional, physiological, social and financial needs of the terminally ill patient and his family through an interdisciplinary team of professionals and trained volunteers in a variety of settings, both inpatient and at home; including bereavement counseling for his family.
- Life Care Center:** A facility which provides residents with private living accommodations; health services such as are provided by a nursing home; dining room and/or prepared food service; communal recreation facilities; other amenities such as a small commissary or variety store to serve persons who are unable to live wholly independently.
- Nursing Home:** A facility with an organized professional staff and permanent facilities including inpatient beds that provides continuous nursing and other health related psychosocial and personal services to patients who are not in an acute phase of illness but who do require care on an inpatient basis.
- Physical Therapy and Rehabilitation Facility:** A facility which provides professionally staffed programs for the restoration and development of function lost or impaired by trauma, accident or pathology.
- Respite Facility:** A facility providing short-term custodial care on a residential or day-care basis to older adults, including food service and twenty-four hour supervision and nursing care as appropriate, with a view to providing the individual's family or other care giver a respite from the provision of such care.
- Sports Medicine Facility:** A facility to provide the recreational individual or team athlete with education to prevent athletic injury as well as to serve as a resource center to coaches, trainers and other non-medicals who work with sports programs through an interdisciplinary utilization of physicians, orthopedic surgeons, physical therapists, nutritionists and other appropriate allied health personnel.

2. By adding to Section C-1-a, a new district to be known as "Health Maintenance and Professional Office — HM & PO".

3. By amending the Zoning Map by changing the Zoning District classification of the following described land from Resident — R2 to Health Maintenance and Professional Office — HM & PO.

Beginning at a point on the easterly sideline of Dedham Street, said point being the intersection of the Town Line between Norfolk and Walpole and the easterly sideline of Dedham Street; thence

- S. 22°-35'-38" E. By the Town Line between Norfolk and Walpole, One Thousand Nine Hundred Seventy-Four and 70/100 (1,974.70) feet; thence
- S. 46°-14'-18" W. One Thousand Sixty-Two and 38/100 (1,062.38) feet; thence
- Southwesterly By a curve to the left with a radius of One Thousand Nine Hundred Fifty-Seven and 33/100 (1,957.33) feet, a distance of Two Hundred Fifty-Three and 96/100 (253.96) feet; thence
- S. 44°-17'-42" W. One Hundred Four and 52/100 (104.52) feet; thence
- S. 32°-47'-19" W. Two Hundred Five and 42/100 (205.42) feet; thence
- S. 23°-15'-25" W. Two Hundred Six and 46/100 (206.46) feet; thence
- Southwesterly and Southerly By a curve to the left with a radius of One Thousand Nine Hundred Fifty-Seven and 33/100 (1,957.33) feet, a distance of One Hundred Ninety-Six and 60/100 (196.60) feet; thence
- S. 18°-01'-48" W. Two Hundred Twenty-Nine and 20/100 (229.20) feet; thence
- S. 33°-32'-22" W. One Hundred Three and 78/100 (103.78) feet; the last eight courses being by the westerly sideline of land shown on the Plan as land of Penn Central Corporation; thence
- N. 29°-36'-23" E. Nine and 01/100 (9.01) feet; thence
- N. 68°-11'-49" W. Eleven and 25/100 (11.25) feet; thence
- S. 08°-38'-22" W. Forty-Three and 37/100 (43.37) feet in part by a stone wall; thence
- S. 53°-41'-14" W. Two Hundred Twenty-Two and 01/100 (222.01) feet by a stone wall, the last four courses being by land shown on the Plan as being land of Pondville Realty Trust.

GENERAL GOVERNMENT

- N. 80°-18'-16" W. By a stone wall bounded by land shown on the Plan as being land of Pondville Realty Trust and William A. and Judith Riccio, Seven Hundred Eighty-Two and 47/100 (782.47) feet; thence
- N. 06°-23'-36" W. In part by a stone wall by the easterly sideline of Valley Street, Three Hundred Sixty-Seven and 64/100 (367.64) feet; thence
- N. 08°-26'-16" W. By a stone wall by the easterly sideline of Valley Street, Three Hundred Thirty-Two and 99/100 (332.99) feet; thence
- N. 41°-35'-43" E. By the southeasterly sideline of Dedham Street, Six Hundred Sixty-Six and 61/100 (666.61) feet; thence
- Northeasterly By the southeasterly sideline of Dedham Street, by a curve to the left with a radius of Five Thousand Seven Hundred Fifty-Four and 60/100 (5,754.60) feet a distance of Eight Hundred Two and 82/100 (802.82) feet; thence
- Northeasterly and Northerly By the southeasterly and easterly sideline of Dedham Street, by a curve to the left with a radius of Three Thousand One Hundred Fifty and 36/100 (3,150.36) feet, a distance of Seven Hundred Seventy-Two and 52/100 (772.52) feet; thence
- N. 19°-33'-08" E. By the easterly sideline of Dedham Street, One Thousand Two Hundred Fifty-Five and 14/100 (1,255.14) feet, to the Point of Beginning.

Containing according to the Plan 3,742,627 square feet or 85.9193 acres of land.

4. By adding to Section D-1-e the words, "and Health Maintenance and Professional Office District" after the words, "in a Business District".

Further, by adding to Section D-1-e-2 the words, "or Health Maintenance and Professional Office District" after the words, "Business District".

Further, by adding to Section F-7-d the following, "Health Maintenance and Professional Office" after the word "Business".

5. By deleting Section D-2-a, b, c, d, e, f and g (Schedule of Use Regulations) as the same now appear and by substituting therefor the following:

2. Schedule of Use Regulations

	Districts			
	R-1,2&3	HM&PO	B	I
a. Public and Semi-Public				
1) Religious	Yes	Yes	Yes	Yes
2) Municipal, County, State or Federal	SP	SP	Yes	Yes
3) Public Educational	Yes	Yes	Yes	Yes
4) Cemetery	SP	No	SP	SP
5) Private Club not conducted for profit	SP	No	Yes	SP
6) Non-profit general acute care hospital including facilities for the evaluation and treatment of acutely ill alcoholic or drug dependent patients and for persons suffering from mental illness who do not appear to be dangerous to others at the time of admission in the opinion of the attending physician	SP	SP	SP	No
7) Other hospitals, convalescent home, sanitarium, camp	SP	SP	SP	No
8) Day care nursery	SP	No	SP	No
9) Nursing home, hospice, respite facility, life care center, physical therapy and rehabilitation facility, health club, sports medicine facility	No	No	SP	No
10) Facility for the evaluation, treatment and counseling of persons suffering from alcoholism, drug dependence or mental illness who do not require general hospital admission	No	No	No	No
11) Schools of nursing, laboratory technician skills, physiotherapy with dormitory facilities ancillary thereto	No	No	No	No
12) Office or meeting room of a non-profit service organization	No	No	Yes	No
b. Transportation and Utility Uses				
13) Telephone exchange, transformer station, transmission lines, sub-station, pumping station, or other public utility	SP	No	Yes	Yes
14) Bus station, railway station	No	No	Yes	Yes
15) Aviation field	No	No	No	No
c. Residential				
16) Single family dwelling	Yes	No	SP	No
17) Conversion of a single family dwelling, in existence at the time of by-law adoption, to a two family dwelling	SP	No	SP	No
18) The use of a portion of a dwelling or of a building accessory thereto by a resident of the premises as an office, studio or workroom for the conduct of a profession or customary home occupation, subject to the	Yes	No	Yes	No

GENERAL GOVERNMENT

conditions that: (a) not more than one other person is regularly employed thereon in connection with such use, (b) no stock in trade is regularly maintained except for products of the occupation itself, or for goods or materials customarily used incidental to its performance, (c) such use does not produce noise or other effects observable at the lot lines in amounts exceeding those normal to residential property, (d) no external change is made which alters the residential appearance of the buildings on the premises, and (e) there is no exterior display or other outward evidence that the premises are being used for any purpose other than residential (except for an accessory sign as hereinafter permitted). In particular, uses permitted hereunder may include, but are not limited to, the office of a physician, dentist, lawyer, architect, engineer, real estate agent or insurance agent, the studio of an artist, musician or teacher, or the workroom of a dress maker, milliner, photographer or hairdresser

	19) The use of a portion of a dwelling or a building accessory thereto by a resident builder, carpenter, painter, plumber, or other artisan, or by a resident tree surgeon or landscape gardener for incidental work and storage in connection with his off-premises occupation. Subject to the same conditions and limitations as are specified above for customary home occupations	Yes	No	Yes	No
	20) Renting of rooms to not more than 4 persons and furnishing of table board to not more than 5 persons	Yes	No	Yes	No
	21) Use of trailers, buses and mobile units for residence in excess of 30 days	No	No	No	No
d.	22) Foundation or cellar hole for residence	No	No	No	No
	Agricultural				
	23) Agricultural, greenhouse or nursery	Yes	Yes	Yes	Yes
	24) Roadside stand selling produce the major part of which is raised on the premises	Yes	No	Yes	Yes
	25) Poultry or stock raising except that the number of swine shall be limited to not more than 5	Yes	No	No	No
	26) Noncommercial riding stable	Yes	No	Yes	No
	27) Kennel (4 or more dogs)	SP	No	SP	No
	28) Animal hospital	No	No	SP	No
e.	Commercial				
	29) Restaurants	No	No	Yes	SP
	30) Licensed Inn	No	No	Yes	SP
	31) Hotel or lodging house	No	No	Yes	No
	32) Filling station or garage	No	No	Yes	SP
	33) Newspaper or job printing	No	No	Yes	SP
	34) Retail or wholesale stores	No	No	Yes	SP
	35) Garaging of more than one commercial vehicle	No	SP	Yes	Sp
	36) Parking of house trailers, or mobile homes nearer to street than main building	No	No	SP	SP
	37) Professional office where patients or clients are seen by appointment, such as the office of a physician, psychiatrist, physiotherapist, speech therapist, or other licensed health professionals occupied by practitioners not resident on the premises	No	SP	Yes	SP
	38) General office where clients or customers are seen, met or dealt with without appointment; business offices existing other than as ancillary to a permitted use; banks	No	No	Yes	SP
f.	Industrial				
	39) Manufacturing, employing unobjectionable motive power utilizing hand labor or quiet machinery and processes	No	No	No	Yes
g.	Miscellaneous Uses				
	40) Off-street parking on vehicles as provided for in Section F-7	Yes	Yes	Yes	Yes

GENERAL GOVERNMENT

41) Signs as provided for in Section F-9		Yes	Yes	Yes	Yes
42) Golf course (excluding miniature golf)		SP	No	SP	SP
6. By adding to Section E-1-b (Intensity Regulations) the following:					
Health Maintenance and Professional Office	30,000	150	50	25	25 40% — 40

7. By adding to Section F-9-b (Schedule of Sign Regulations) a new column for appropriate listings for the Health Maintenance and Professional Office District and by placing therein the following regulatory statements:

1)a)1	Yes
1)a)2(a)	Yes
1)a)2(b)	Yes
1)a)2(c)	Yes
1)a)3(a)	Yes
1)a)3(b)	SP
2)a	No
2)b	No

Counted vote: Yes, 122; No, 28

PLANNING BOARD

May 27, 1983

Frank Gross, Moderator
Town of Norfolk
Rockwood Road
Norfolk, MA 02056

Re: Planning Board Report Regarding Zoning Bylaw Articles on the 1983 Town Meeting Warrant

Dear Mr. Gross:

On April 25, 1983 the Planning Board held a public hearing on those warrant articles dealing with proposed additions or changes to the Norfolk Zoning Bylaws. A notice of the hearing was printed in the Country Gazette on April 6, 1983 and April 13, 1983. This hearing was continued until May 9, 1983 for that portion of the hearing dealing with Article 21. At our meeting of May 23, 1983 the Planning Board made the following recommendations regarding the merits of each article:

Article 22: As was the case when the previous public hearing was held in 1982, the Board feels that by keeping the Zoning Bylaws the way they are now gives the Town an extra measure of protection by allowing the Zoning Board of Appeals an opportunity to review any proposed business uses in Industrial areas. In addition, the article, as proposed, would not only cover the area of Rte. 1A for which the argument was made, but all the other industrial property in Town. The Board recommends indefinite postponement.

Respectfully submitted,

NORFOLK PLANNING BOARD

M. Charles Cheney, Chairman

CC/lb

Article 22. VOTED to indefinitely postpone this Article (amend Zoning By-law).

PLANNING BOARD

May 27, 1983

Frank Gross, Moderator
Town of Norfolk
Rockwood Road
Norfolk, MA 02056

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Dear Mr. Gross:

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GENERAL GOVERNMENT

Article 23: The Planning Board recommends indefinite postponement of the Article on the grounds that this article appears to be hastily prepared and inadequately studied prior to its submission for the warrant.

Respectfully submitted,

NORFOLK PLANNING BOARD

M. Charles Cheney, Chairman

CC/lb

Article 23. DEFEATED motion to amend the Zoning By-law of the Town by adding to Section B Definitions in the proper alphabetical sequence the following definitions:

Adult Entertainment Establishments: Such establishments shall include and be defined as follows:

1. Adult Bookstore — as defined in G.L.C. 40A s. 9A.
2. Adult Motion Picture Theater — as defined in G.L.C. 40A, S9A.
3. Adult Live Entertainment Establishments — establishments featuring as entertainment nudity or sexual conduct or sexual excitement as defined in G.L.C. 272, s31.
4. Massage Service Establishments — any establishment required to be licensed pursuant to G.L. C140 s51 excluding:
 - a. Physicians, surgeons, chiropractors, osteopaths or physical therapists who are duly licensed to practice their respective professions in the Commonwealth of Massachusetts.
 - b. Nurses who are registered under the laws of the Commonwealth of Massachusetts.
 - c. Barbers, apprentice barbers registered under C.112 sections 87H or 87I or hairdresser, operator or student under C.112 sections 87T-87JJ inclusive practicing facial or scalp massage only.

Counted vote: Yes 43; No, 63.

PLANNING BOARD

May 27, 1983

Frank Gross, Moderator
Town of Norfolk
Rockwood Road
Norfolk, MA 02056

Re: Planning Board Report Regarding Zoning Bylaw Articles on the 1983 Town Meeting Warrant

Dear Mr. Gross:

On April 25, 1983 the Planning Board held a public hearing on those warrant articles dealing with proposed additions or changes to the Norfolk Zoning Bylaws. A notice of the hearing was printed in the Country Gazette on April 6, 1983 and April 13, 1983. This hearing was continued until May 9, 1983 for that portion of the hearing dealing with Article 21. At our meeting of May 23, 1983 the Planning Board made the following recommendations regarding the merits of each article:

Article 24: The Planning Board recommends support of this article on the grounds that it eliminates possible internal contradiction in the Zoning Bylaws which require 105% of the lot be landscaped.

Respectfully submitted,

NORFOLK PLANNING BOARD

M. Charles Cheney, Chairman

CC/lb

Article 24. VOTED UNANIMOUSLY to amend the present Zoning By-laws, Industrial Basic Requirements, Section D, 1-f use Regulations by deleting the words "not less than 25% of the lot shall consist of landscaped area" and

GENERAL GOVERNMENT

inserting the words "For each foot of frontage the lot shall contain 40 square feet of landscaping. This requirement shall not be conditional to require landscaping of more than 20% of the lot."

PLANNING BOARD

May 27, 1983

Frank Gross, Moderator
Town of Norfolk
Rockwood Road
Norfolk, MA 02056

Re: Planning Board Report Regarding Zoning Bylaw Articles on the 1983 Town Meeting Warrant

Dear Mr. Gross:

On April 25, 1983 the Planning Board held a public hearing on those warrant articles dealing with proposed additions or changes to the Norfolk Zoning Bylaws. A notice of the hearing was printed in the Country Gazette on April 6, 1983 and April 13, 1983. This hearing was continued until May 9, 1983 for that portion of the hearing dealing with Article 21. At our meeting of May 23, 1983 the Planning Board made the following recommendations regarding the merits of each article:

Article 25: The Planning Board recommends approval of this article on the grounds that it will bring the Zoning Bylaws into agreement with the Town Bylaws.

Respectively submitted,

NORFOLK PLANNING BOARD

M. Charles Cheney, Chairman

CC/lb

Article 25. VOTED UNANIMOUSLY to amend the Town of Norfolk Zoning By-laws by deleting in General Regulations Section F-9 b-2(b) in its entirety.

Article 26. VOTED UNANIMOUSLY to amend Article VIII, section 5-f-1 of the revised By-laws by deleting the words "portable signs including"; change 3 to letter g and to add one new subsection to read:

"h. Temporary signs, including portable signs, not larger than 18" by 24", erected for Norfolk's public, political, charitable or religious institutions require no permit if removed within 21 days of erection, and otherwise conform with all requirements of the By-laws and Zoning By-laws."

Article 27. VOTED to amend the By-laws of the Town, Article IX Police Regulations by inserting the following new section to be numbered sequentially:

"Section 32. Every private swimming pool shall be completely enclosed by a fence, wall, building or combination thereof, not less than five (5) feet in height. All gates or door openings through such enclosure shall not be less than five (5) feet in height and shall be self-closing with a self-latching device located not more than one (1) foot below the top for keeping the gate or door securely closed at all times when not in actual use, except that the door of

any building which forms a part of the enclosure need not be so equipped. Such gate shall not be required for above-ground pools utilizing an access ladder which can be elevated and locked, if approved by the Building Commissioner. Each gate, door, or ladder shall be kept locked at all times when the swimming pool area is not in use.

Counted vote: Yes, 77; No, 43.

VOTED to adjourn this meeting until June 7, 1983 at 7:30 p.m., same place.
Meeting adjourned at 11:10 p.m.

June 7, 1983
7:30 p.m.

Article 28. VOTED to transfer \$3,500 from Free Cash to purchase a new copy machine for the Town Hall.

Article 29. VOTED UNANIMOUSLY to transfer from Free Cash the sum of \$20,000 to purchase a parcel of land on Seekonk Street containing 44,850 square feet for cemetery purposes as further described on Plan No. 870 recorded with the Norfolk County Registry of Deeds in Plan Book No. 258, dated October 2, 1976.

Article 30. VOTED UNANIMOUSLY that the Selectmen be instructed to petition the legislature to grant to the Town of Norfolk the right to acquire by gift all right, title and interest in and to the assets including land within the Town with buildings and edifices thereon, now owned by the Pondville Cemetery Corporation and to take over, operate and assume the obligations of the said Pondville Cemetery Corporation.

Article 31. VOTED to indefinitely postpone this Article (Personnel By-laws change).

Article 32. DEFEATED motion to direct the Treasurer to invest all money on account in the Conservation Fund in a high-yield bank account, such as a "Super N.O.W." account or any other legal investment account, so that all interest earned by the Fund will be credited to it.

Article 33. VOTED that the Board of Selectmen be authorized to transfer to the Town of Norfolk Conservation Commission to be held in accordance with the provisions of G.L. C40, s8C, Lot No. 200 as shown on Block 62 of the Assessors' maps numbered 6 and 12.

Counted vote: Yes, 50; No, 1.

GENERAL GOVERNMENT

Article 34. VOTED that the Town raise and appropriate \$1,374.14 received by the Public Library in payment of fines for lost or damaged books in fiscal year 1982 to purchase library materials.

Article 35. VOTED to indefinitely postpone this Article (installation of fuel tank at Public Library).

Article 36. VOTED to indefinitely postpone this Article (repair Library).

Article 37. VOTED to indefinitely postpone this Article.

Article 38. VOTED to indefinitely postpone this Article.

Article 39. VOTED to transfer from Free Cash the sum of \$1,500 for the Permanent Building Committee to prepare plans for an addition or new library building consistent aesthetically with the existing library building on Town Hill and to report back to the next annual Town Meeting.

Article 40. VOTED to transfer from Free Cash the sum of \$9,700 to purchase one Police cruiser.

Article 41. VOTED to indefinitely postpone this Article.

Article 42. VOTED to raise and appropriate the sum of \$1,012 to relocate the central unit for the flashing lights at the intersection of Main Street, Rockwood Road and Union Street.

Article 43. VOTED to transfer \$1,500 from Free Cash for the Permanent Building Committee to prepare plans for the construction of a shelter-garage for police vehicles, including the required storage, office and closet space for Fire, Police and Dispatching personnel and to report back to the next annual Town Meeting.

Article 44. VOTED to authorize the Board of Selectmen to accept and enter into contracts for the expenditures of any funds allotted or to be allotted by the Commonwealth for the construction or reconstruction or improvement of roads within the Town.

Article 45. VOTED to raise and appropriate the sum of \$33,000 for construction of and improvements to Main Street.

Article 46. VOTED to raise and appropriate the sum of \$9,600 to be used in conjunction with and in addition to any funds allotted by the Commonwealth pursuant to Chapter 191) for the construction, reconstruction or improvement to Park Street.

Article 47. VOTED to transfer \$24,044 from Free Cash to purchase a dump truck for the Highway Department.

Article 48. VOTED that the Town

and the Water Department on behalf of the Town accept all State and Federal Grants for the Water Department which do not require matching funds from the Town or any representative or agency thereof and will not obligate or encumber any resident of the Town of Norfolk without a Town Meeting vote.

Article 49. VOTED UNANIMOUSLY to authorize the Board of Selectmen to transfer by deed to the Town of Norfolk Water Department the gift of land from F. Diehl & Sons containing 56,000 sq. ft., plus or minus, which was accepted by the Town Meeting under Article 30 of the 1982 Annual Town Meeting.

Article 50. VOTED to appropriate the sum of \$174,000 for a water main extension on Main Street from North to Medway Street and then continuing on Medway Street to the junction of Tucker Road of which sum \$124,000 is to be raised and appropriated by the Town, \$40,000 is to be transferred from the Construction Well Account and \$10,000 is to be transferred from Water Department Revenues and any and all monies received from Grants shall be returned to General Revenue of the Town.

Article 51. VOTED UNANIMOUSLY to authorize the Board of Selectmen to acquire in the name of the Town of Norfolk Water Department by eminent domain or by purchase 115,716 sq. ft., more or less, of land on Medway Street to Gold Street as shown on a plan of land originally dated March 31, 1983 and revised on May 1983 by Dufresne-Henry, Inc.; the sum of \$10,000 is to be transferred from Free Cash for the foregoing purposes.

Article 52. VOTED to authorize the Board of Selectmen in the name of the Town of Norfolk Water Department for Water Department purposes to acquire by eminent domain or purchase approximately 14.5 acres of land in the vicinity of Spruce Street and specifically designated on a Plan of Land prepared for the Norfolk Water Department by Dufresne-Henry, Inc. — George R. Allan P.E. dated January 1983 and the sum of \$18,500 be transferred from Water Department Revenues for said purposes.

Counted vote: Yes, 105; No, 8.

Article 53. VOTED to indefinitely postpone this Article.

Article 54. VOTED to authorize the Board of Assessors to expend a portion of the unexpended departmental budget for the current year to reimburse the

elected members of the Board of Assessors and the Assistant Assessor for the use of personal motor vehicles in the work of the department.

Counted vote: Yes, 58; No, 40.

Article 55. VOTED that the Town accept Chapter 59, section 5, clause 37A of the General Laws as amended by Chapter 258 of the Acts of 1982.

Article 56. DEFEATED motion to accept the provisions of G.L. C111, s26F.

Article 57. VOTED that the reports of the following committees be accepted and the Selectmen be authorized to choose the following committees all to be appointed annually: seven members of the Arts Council; five members of the Bay State Correctional Center/Citizens Advisory Committee; three members of the Cemetery Commission; seven members of the Downtown Revitalization Committee; three members of the Insurance Advisory Committee; five members of the Pesticide Control Study Committee; four members of the Sanitary Landfill Committee; seven members of the Sewer Study Committee; three members of the Zoning By-Law Committee plus one ex-officio member of the Zoning By-Law Committee designated by each of the following: Board of Appeal, Planning Board, Conservation Commission, Board of Health, and also as ex-officio members, the Building Inspector and Town Counsel; seven members of the Cable Television Advisory Committee and three or five members to study the impact of Southwood Hospital.

Article 58. VOTED UNANIMOUSLY that the Town appropriate for the purposes of the Norfolk Arts Council any funds received from the Commonwealth for the Arts Council and any gifts or grants received by the Town on behalf of the Arts Council.

Article 59. VOTED to indefinitely postpone this Article.

Article 60. VOTED UNANIMOUSLY that the Town transfer to unappropriated available funds in the Treasury, the sum of \$258.08 from the unexpended appropriations remaining in: Article 14, 1982 Annual Town Meeting of \$141.00; Article 42, 1982 Annual Town Meeting of \$105.70 and Article 15, 1982 Annual Town Meeting of \$11.38

Article 61. VOTED to indefinitely postpone this Article.

VOTED to dissolve this meeting.
Meeting dissolved 11:30 p.m.

Elinor H. Pearson
Town Clerk

GENERAL GOVERNMENT

SPECIAL TOWN MEETING JUNE 22, 1983 King Philip Junior High 7:30 p.m.

Meeting called to order by Moderator, Frank J. Gross at 7:45 p.m. 353 present.

Counters sworn in by the Moderator were: James Leary, Clifford Herman, Charles Pyne, Charles Jerome and William Dillion.

Article 1. VOTED to join the Norfolk County Mosquito Control Project, provided that:

1. The Norfolk County Mosquito Control Project will notify the Town Dispatch Center before any spraying is commenced;

2. The Norfolk County Mosquito Control Project will make an effort to inform our residents if that night's location will be in Norfolk if the resident calls the N.C.M.C.P. office the prior afternoon;

3. The Norfolk County Mosquito Control Project will make available to the residents of Norfolk the type of chemical to be used and the area to be sprayed;

4. The Norfolk County Mosquito Control Project will on request omit spraying individual houses if notice is given in accordance with regulations and if special marking of property to be omitted is required, N.C.M.C.P. will provide such information to the residents;

5. The Norfolk County Mosquito Control Project will participate with the Conservation Commission and other Town Agencies in long range mosquito control.

Counted vote: Yes, 206; No, 129.

DEFEATED motion to reconsider Article 1.

Article 2. VOTED to indefinitely postpone this Article.

Article 3. VOTED to indefinitely postpone this Article.

Article 4. VOTED to accept Clause 41B, Chapter 59, section 5 of the General Laws regulating real estate exemptions for persons over seventy years of age.

Article 5. VOTED to indefinitely postpone this Article.

Article 6. VOTED to transfer from Free Cash the sum of \$256.15 to pay for this meeting.

**VOTED to dissolve this meeting.
Meeting dissolved 9:25 p.m.**

**Elinor H. Pearson
Town Clerk**

BOARD OF REGISTRARS OF VOTERS

The Board of Registrars holds its business meetings on the second Monday of each month, meeting at 7:30 at the Town Hall. Andrea Mackey, Jane Sullivan and Janet Sievert are appointed by the Board of Selectmen and Elinor Pearson is a member by virtue of her position as Town Clerk.

Voter registration is our primary function for which the Board conducts Special Voter Registration Sessions prior to any election held in Town. The Board also conducts the annual Town Census each year. This provides data from which lists can be made to assist the

School Department, Fire and Police Departments, Town Clerk, Council on Aging, and the Jury Commission of the Commonwealth.

The January 1, 1983 Census counted 5,941 persons residing in Norfolk, not including any persons in institutions located in the Town. This figure represents an increase of 136 persons over the population counted in 1982. It is anticipated that the spurt in housing construction in Norfolk this past year will result in an even higher count in 1984. The Board of Selectmen and the Board of Registrars are preparing to divide the

town into two precincts as is required when population exceeds 6,000 persons.

As of April 12, 1983 when the voting list was last certified, there were 2,898 registered voters and many more have registered since that time. The registration breaks down as follows:

Democrats:	793
Republicans:	565
Independents:	1,540

Respectfully submitted,
Andrea Mackey
Jane Sullivan
Janet Sievert, *Chairman*
Elinor Pearson, *Town Clerk*

ANNUAL REPORT OF TOWN COUNSEL

During 1983, as Town Counsel, I have rendered fifty-two (52) formal opinions to the various Boards, Commissions and Offices, researched land titles, drawn contracts, rendered numerous informal opinions and met with the Selectmen, School Committee, Assessors, Water Commissioners and Board of Appeals.

In 1983 the volume of Court Litigation increased substantially to the extent that the amount of total recorded time spent on Town of Norfolk matters increased by 63%. Fortunately in litigated matters carried to a final conclusion, the result in each case

was favorable for the Town, particularly on the Appellate Tax Board matters.

As in the past, the legal work of the Town has been made easier by the excellent cooperation and assistance of all Department Heads and Officers, particularly the Executive Secretary, without whose assistance the requests for legal services would be unmanageable.

Respectfully submitted,
Paul D. Maggioni
Town Counsel

GENERAL GOVERNMENT

JURORS 1983

Charles H. Anthony
57 Fruit Street
General Construction
C. Anthony Construction

Karen Barry
3 Diamond Street
Health Occupations
Instructor
Tri-County Regional
Vocational School

Ilse H. Baumann
6 Lafayette Lane
Housewife

Gail M. Beaver
40 River Road
Order Entry Clerk
Crosby Valve & Gage Co.

Dorothy A. Bent
107 Seekonk Street
Homemaker

Edward R. Berry, Jr.
61 Fruit Street
Retired

George W. Bibber
36 Everett Street
Retired

Barry C. Birch
43 Myrtle Street
Interstate Truck Driver
Liquid Carbonic Corp.

Henry H. Bisnaw, Jr.
40 Mirror Lake Avenue
Electrical Contractor
Bisnaw Electric

Paul Henry Blinco
11 Masconomet Ave.
Supervisor of Hydraulic
Studies
Stone and Webster

Ignacio E. Bobillo
2 Medway Ave.
Sr. System Support
Specialist
Analog Devices, Inc.

James P. Bowes
12 King Philip Trail
Sales & Marketing
Polaroid Corp.

Helen T. Brule
12 Malcolm St.
L.P.N. Alcohol Rehabilitation
Southwood Community
Hospital

Karen A. Bryant
59 Cleveland St.
Traffic Manager
Sunroof of Mass.

Bradford Buck
12 Spring Street
Full Time Student

Barbara A. Budgell
36 Boardman Street
Bookkeeper/Principal Clerk
Dept. of Corrections

Charles E. Burnett
84 Cleveland St.
Computer Programmer
Unemployed

Linda L. Byrnes
12 Marshall Street
Tax Analyst
Foxboro Co.

Claire A. Cabbage
5 Cottage Court
Mental Retardation Aide
Wrentham State School

Dorothy E. Callahan
21 Holbrook Street
Switchboard Operator
Southwood Community
Hospital

Jean I. Candela
60 Myrtle Street
Procedures Clerk
Wrentham District Court

Emily Cashen
112 Myrtle Street
Retired

Dorothy Chitty
5 Fruit Street
Library Worker
Norfolk Public Library

Sandra J. Clive
77 River Road
Elementary School Teacher
Medfield Public Schools

Margaret A. Coleman
8 Meadowbrook Way
Registered Nurse
Staff Builders

Patricia A. Coutu
8 Marshall Street
General Assembler
Northrop Corp.

Barbara L. Crandall
10 Ridgfield Road
Full Time Student

Diantha Dadulak
19 Park Street
Office Manager
Countryside Equipment

Patricia L. Diamond
114 Main Street
Student

Melissa L. Dion
59 Priscilla Ave.
Stable Hand
Norman Hall Stables

Barbara L. Dupont
4 Village Green
Associate Manager Sales/
Marketing
Norwood Municipal Airport

Benito Fernandez
3 Bigelow Place
Marketing Manager
Corning Medical

George H. Gallagher
17 Priscilla Ave.
Elevator Service Mechanic

Helen J. Huntoon
30 Grove Street
Housewife

Donnan M. Iadonisi
5 Lark Road
Housekeeping
Milford Hospital

Laura M. Larkin
54 Miller Street
Full Time Student

Margaret R. Larkin
54 Miller Street
Cafeteria Manager/School
Norfolk Public Schools

Eric R. Lewin
4 Ferndale Avenue
Sales Rep.
Low-N- Associates

Judith A. Marzullo
9 Norfolk Avenue
Housewife

Janet M. McLaren
22 Old Populatic
Administrative Secretary
Norwood Hospital

Matthew F. Malloy
53 Priscilla Ave.
Self-Employed
Matt Molloy Enterprises

Catherine D. O'Loughlin
41 Kingsbury Road
Secretary
O'Loughlin Construction, Inc.

Robert J. Partridge
4 Stacey Road
Sr. VP Director of Personnel
Sheraton Corp.

Robert Peecha
16 Everett Street
Salesman
United Liquor

Alverta E. Petrovick
10 Norwell Street
Nurse/LPN
Norwood Hospital

Janet A. Roche
9 Kingsbury Road
Production Control Assistant
Raytheon Corp.

Mary N. Wolpers
26 Holbrook Street
Secretary
John Hancock Mutual Life
Insurance

David G. Wood
3 Wyllie Road
Eyeglass Maker
Hilsinger Corp.

David R. Zimmerman
50 Maple Street
Systems Technician/
Installation
N.E. Telephone Co.

GENERAL GOVERNMENT

PERSONNEL BOARD

This year the Personnel Board has concentrated its efforts on the research and consideration of longevity proposals (both step and service longevity) and merit increases and their feasibility as applicable to Norfolk. These items are presently under consideration, and a final recommendation will be presented at Town Meeting.

The Board also has taken under advisement reclassification requests as well as classification of new positions. Unfortunately, stipend positions will not be classified this year because of hiring authority failure to furnish requested job descriptions and relevant documen-

tation. Hopefully this can be addressed next year.

The Personnel Board has also developed a personnel requisition procedure and a comprehensive employment application form.

At present the Personnel Board is studying the employment practices in Norfolk with the intention of formulating a revised procedure that will encompass the latest personnel practices and will be in compliance with the State and Federal laws and the agreement signed by the Chairman of the Board of Selectmen with the Massachusetts Commission Against Discrimination. The

development and implementation of these procedures will not change the power of the appointing authorities to make the final decision in filling any position subject to the Personnel By-Law.

The present and projected growth of the Town of Norfolk requires an adequate management of our personnel resources, including an impartial and efficient system to maintain accurate records and a uniform procedure for job requirement, promotion, pay, grievances, etc. The Personnel Board is working to achieve these ends.



Sergeant Herbert Carr and his dog Joshua enjoying their retirement

PUBLIC SAFETY

REPORT OF THE POLICE DEPARTMENT ANNUAL REPORT POLICE CHIEF

During 1983 the Permanent Building Committee, the Fire Chief and myself have spent many hours in planning and design for an addition to the Police/-Fire Complex. After visits to various police/fire buildings, a final plan for an addition was chosen. This proposed addition should handle our physical space needs for years to come. I want to thank the Committee for their efforts. They have done an excellent job.

However, all their effort on your behalf will have been in vain if you do

not attend town meeting and support our collective effort. The departments desperately need space. Those of you who have only seen the complex from the outside probably believe that we have plenty of space. Please take time out of your busy schedule and visit the inside of our building. We will be glad to give you a tour of the department and how it is utilized. I am confident that you will, after viewing our crowded conditions, agree that our new addition is a necessity and not a luxury.

The budget this year includes a request for funding of an additional officer. This officer is necessary for the continued presence of police cruisers patrolling our rapidly growing residential community. In the interest of security, I will further justify this request at Town Meeting. Please be there!!! Your support and vote is important to keep Norfolk — "NORFOLK".

Respectfully submitted,
Samuel J. Johnston
Chief of Police

REPORT OF THE POLICE DEPARTMENT

I herewith submit my 26th annual report of the activities of the Police Department for the year 1983:

PART I CRIMES	1982	1983
Robbery	0	0
Forcible Rape	1	0
Aggravated Assault	3	5
Burglary (Breaking & Entering)	56	32
Larceny	77	56
Motor Vehicle Theft	7	15

PART II CRIMES	1982	1983
Non-Aggravated Assault	7	7
Arson & Bombing	3	10
Forgery & Counterfeiting	0	1
Fraud	0	7
Receiving Stolen Property	3	0
Vandalism	220	218
Weapons Violations	2	0
Sex Offenses	2	12
Drug Law Violations	6	8
Offenses Against Family & Children	2	4
Operating Under Influence	18	10
Violation of Liquor Laws	6	5
Disorderly Conduct	19	9
General Offenses	2	4
Trespassing	73	56
Civil Complaint	16	8
Unlawful Possession/Tools	0	0
Juvenile Offense	22	8
Attempted Burglary	11	5
Recovered Stolen Property	20	18
Threats	0	9
Harrassment	0	5

MISCELLANEOUS	1982	1983
Officer Field Investigation	81	67
Local Ordinances/By Laws	37	52
Missing Persons	33	16
Missing Property	101	113

Disturbance (General)	76	31
Disturbance (Family)	58	52
Disturbance (Gathering)	249	198
Disturbance (School)	0	4
Child/Youth in Street	5	6
Noise Complaint	142	144
Annoying Phone Calls	38	30
Suspicious Activity	305	226
General Services	219	199
Officer Wanted	153	135
Escort	38	35
Prisoner Transportation	6	1
Building Check/found open	478	474
Message Delivery	56	70
Animal Complaint	135	109
Assist Municipal Agencies	130	137
Requests Non-police Functions	135	181
Assist Citizen/lock out	44	63
Incapacitated Person	0	0
Fire Alarm — Assists	67	47
Burglar Alarms Answered	386	426
Summonses Delivered	115	85
Assist Other Police Departments	151	252
Attempted Larceny	3	4
Attempted Motor Vehicle Theft	2	1
VIN Checks	18	22

ARRESTS	1982	1983
Arrests	74	47
Court action/non-arrest	15	27

MEDICAL/EMERGENCY	1982	1983
Emergency Services	1	1
Ambulance Assists	113	85
Medical/Mental	28	28
Reported Death	4	0

TRAFFIC SERVICES	1982	1983
Motorists Assisted	318	249
Traffic/Motor Vehicle Complaints	209	299

PUBLIC SAFETY

Unlawful Operation of Motor Vehicles	9	16
Complaint (Citations written)	143	234
Leaving Scene	13	15
Traffic Control	481	436
Abandoned Vehicle	50	36
Traffic Warning (Citations)	125	277
Recreation Vehicle Complaint	61	30
Traffic Warning (verbal)	103	213

TRAFFIC ACCIDENTS

Vehicle Accident (Personal Injury)	55	59
Vehicle Accident (Property Damage)	138	150

PERMITS ISSUED

Licenses to carry Firearms	114
Firearms Identification Cards	44

Fees collected for above & turned over to Town Treasurer	\$ 1,082.00
Reports to Insurance Companies	106
Fees collected & turned over to Town Treasurer	502.20
Off Duty Details Amount Billed	\$27,943.95
Amount Paid Officers	\$25,337.08
Difference turned over to Town Treasurer	\$ 2,606.87

PROPERTY STOLEN/RECOVERED

	STOLEN	RECOVERED
January	\$ 5,834.00	\$ — 0 —
February	3,410.00	605.00
March	7,000.00	— 0 —
April	10,604.00	10,150.00
May	8,027.00	2,487.00
June	35,355.00	19,357.00
July	2,135.00	1,755.00
August	9,059.00	3,415.00
September	14,180.00	1,960.00
October	2,888.00	247.00
November	30,786.00	3,450.00
December	6,575.00	— 0 —
Totals	\$135,853.00	\$43,426.00

31.96% recovery rate

INSURANCE RECOVERY ACCOUNT

Amount Received	\$218.18
Amount Spent	— 0 —
Balance	\$218.18

ANNUAL ACTIVITY REPORT DETECTIVE DIVISION

Crime prevention and safety programs were presented throughout the year to the schools and other organizations. Subjects covered were auto safety, home security, crime watch, etc. These programs are available to any interested parties or organizations. A call to the crime prevention officer at the police station will provide the necessary information.

The investigation division spent a considerable amount of time doing follow up investigations into criminal activities. Much time was spent working with investigators in adjacent towns

with mutual problems. Without their help many crimes would go unsolved. Our greatest problem continues to be house breaks into private homes. Fortunately we have been able to solve a large percentage of them. Your cooperation with department investigators has been a big help in solving a number of these breaks.

I would like to thank the citizens of Norfolk and the investigators from the adjacent towns for their cooperation throughout the year.

Respectfully submitted,
Albert A. Leverone
Detective
Norfolk Police Department

ANNUAL REPORT OF THE FIRE DEPARTMENT

The Fire Department provides fire prevention, fire suppression, emergency medical services and renders assistance to property owners for certain non-fire emergencies.

The Fire Department personnel consists of one full-time Chief, twenty-eight call firefighters who are paid for their services on a call basis. The Fire Department also employs a part time Secretary.

The Fire Department responded to four serious house fires during the past year. It was very alarming to discover that only one home out of the four had

PUBLIC SAFETY

Smoke Detectors. I would like to take this opportunity to stress the importance of having Smoke Detectors installed for the protection of life and property. I would be very happy to assist any resident with the proper installation of these life saving devices.

TRAINING

Training is held monthly for both Firefighters and Emergency Medical Technicians. In addition to these monthly sessions, members attend programs sponsored by the Massachusetts Fire Fighting Academy, Community Colleges and other professional organizations.

Personnel are involved in the yearly updating procedures for Cardio-Pulmonary Resuscitation and Emergency Medical techniques.

FIRE PREVENTION

The Fire Department has continued to inspect public buildings throughout the year, such as all schools, churches, Southwood Hospital, mercantile establishments and private homes for oil burner, smoke detectors and L.P.G. storage installations.

Annual Fire Prevention Week was observed this year with the Chief giving Fire Safety lectures to all school children. The Annual Open House was held in October. Fire Safety brochures and explanations of the equipment were available for the many children and adults who attended.

Inspections and Permits	1982	1983
Smoke Detector Inspections	118	273
Oil Burner Inspections	44	135
Blasting Permits	9	19
Gun Powder Permits	3	5
Model Rocket Permits	3	6
Propane Storage Permits	2	6
Burning Permits	613	672

EQUIPMENT

976 Mack — 1250 GPM 1,000 gal. water capacity
967 Ford 850 — 750 GPM 1,000 gal. water capacity
983 85' Aerial Ladder with 200 feet of ground ladders
965 Chevrolet 5 Ton Tanker 2,600 gal. water capacity
980 Chevrolet Brush Truck 250 gal. water capacity

1968 Dodge Brush Truck 400 gal. water capacity
1963 Ford Econoline Emergency Truck
1978 Ford E350 — Class I Ambulance
1982 Chevrolet Impala — Fire Chief's Car
1 Ten Foot Rescue Boat

In April 1983, the Fire Department received delivery of our first 85' Aerial Ladder Truck. The addition of this apparatus has added a great deal of safety insurance to the hazardous tasks of fire-fighting.

ACTIVITIES BY MONTH

Month	Fire Response	Public Service	Ambulance	Total
January	6	3	7	16
February	8	3	10	21
March	10	1	14	25
April	19	5	14	38
May	14	2	11	27
June	14	—	16	30
July	13	—	16	29
August	9	—	20	29
September	6	—	11	17
October	13	—	16	29
November	11	3	14	28
December	13	1	14	28
TOTAL	136	18	163	317

SUMMARY OF ACTIVITY

Structural Fires	20
Vehicle Fires	16
Brush Fires	26
Rescue	6
False Alarm	2
Fire Alarm Malfunction	5
Miscellaneous Responses	61
TOTAL	136

PUBLIC SERVICE RESPONSE

Pump Flooded Basement	13
Cat in Tree	1
Portable Generator (power outage)	2
Medical Assistance	2
TOTAL	18

Ambulance Responses	155
Mutual Aid to Other Towns	7
Mutual Aid Received	1
Total Ambulance Responses	163
TOTAL RESPONSES	317

The Emergency Number for all Ambulance, Fire and Police Services is 528-3232. Business calls should be directed to 528-3207.

I would like to extend my appreciation to the citizens and all town officials who have provided me with a great deal of support and cooperation during the past year. A special note of appreciation is in order for the personnel of the department for their sincere dedication and devotion that they have shown during the past year.

Respectfully submitted,
William F. Kelley
Fire Chief

FIRE/POLICE COMMUNICATIONS

The Fire/Police Communications Department is the lifeline for all residents to receive services requiring emergency equipment and trained personnel in all cases of need.

The dispatchers, as we are called, receive all calls for police service, fire equipment, and/or ambulance service 24 hours a day, 7 days a week. In addition, as a public service, we accept calls from service agencies such as Norfolk County Mosquito Control Project in able to inform residents when the spraying will be done during the early morning hours. We were quite busy for quite a period of time when the landfill decals were distributed. Since our department is the only department open 24 hours a day, we agreed to assign these decals to residents who are not available in town during working hours. We also act as agents of the Board of Health to accommodate Funeral Directors in the issuance of death certificates.

Your Communications Department stands ready and alert to aid and assist you at all times.

Our department thanks all departments, boards, and the people of Norfolk for their cooperation and support. We will continue to give you our best service.

Respectfully submitted,
Dorothy M. Campbell,
Chief Dispatcher
Einar Elbert
Charles Hovey
Joy Leonard

PUBLIC SAFETY

BUILDING DEPARTMENT REPORT

During 1983 the Building Department experienced a large increase in the number of new dwellings constructed as well as the number of renovations and additions to existing buildings. The statistics below will verify this fact.

Due to the conscientiousness and diligence of all the Inspectors and the organization of the office by our very capable Administrative Assistant, Janet Prevett, the department is able to keep pace with and review the many plans that are submitted as well as the hundreds of inspections that ensure compliance with the codes for the safety and protection of Norfolk residents.

In cooperation with the Board of Health and compliance under Title V of the State Sanitary Code, the Building Commissioner implemented the enforcement of this law by requiring all building application requests for additions and accessory buildings to be reviewed by the Board of Health Engineer for approval of the existing septic system. The applicant must submit a plot plan showing existing and proposed structures, setback dimension, property lines, sewage systems, and expansion area location. This is necessary to assure that the proposed construction does not interfere with or violate setback requirements of the Board of Health rules and regulations, based on the information submitted. It is expected that the applicant will not cause any increase in wastewater flow to the septic system. If any increase occurs, which causes the system to fail, it would be necessary to construct a replacement system.

Southwood Hospital's renovation of the Bigelow Building consumed many hours of our time. Prior to approval of the Building Permit, numerous meetings and consultations were held between this department, Fire Chief William Kelley, the Administrators and Engineering Dept. of the hospital, together with Southwood's architect, all of whom we might add, were most cooperative in complying with all requests. Presently, the entire interior of the Bigelow Building has been demolished and construction of the third and fourth floors, North and South sections, has begun after extensive monitoring and inspections by the Town of Norfolk Inspectors. These two floors are heading for completion and the hospital hopes to occupy these two sections, for the Norcap Treatment Center, in June of 1984. Construction of the remaining floors will continue so that the department expects to be involved with Southwood's project for some time to come.

In addition to the dwellings and the hospital, the department oversaw the completion of five units of an eight-unit Professional Building as well as the start of a large restaurant addition to the Norfolk Power Equipment Building. We have been working with the contractor of the proposed "Country Crossing" Professional Building which should be underway very shortly. This will be a very attractive building, located on the site of the former St. Jude's Rectory at the corner of Main Street and Rockwood Road, and will be in keeping with

the country atmosphere of our town.

Many formal complaints were received from residents concerning neighbors who were violating Zoning and Building Codes. Most of the complaints were resolved, while some are still in the process of being resolved. A formal complaint is one that is in writing and signed by the person making the complaint. We would like to take this opportunity to stress the importance of having a signed complaint as there are certain facts that must be verified before proceeding with the investigation.

The outlook for construction growth during 1984 is expected to be as great, if not greater, than it was in 1983.

Should any homeowner encounter any problem or have any questions prior to or during any phase of a construction project to their home, all of the Inspectors are available to answer any questions you may have. Appointments for this purpose may be made by calling the Building Department, in the Town Hall, at 528-7747, Monday through Friday from 9:00 A.M. — 4:00 P.M.

The Building Department would like to extend its appreciation to all town departments, committees and boards, especially the Selectmen's Office, Board of Health, Fire Chief William Kelley, Planning Board, Zoning Board of Appeals, Conservation Commission, for the support and cooperation they have given us during this past year.

The following is a list of permits that have been issued during 1983:

NO. OF PERMITS		EXPLANATION	EST. VALUE
1982	1983		
54	167	New — Residential	\$10,725,700
2	3	New — Commercial Garages	23,700
56	80	Addition — Alt. Residential	472,796
7	15	Addition — Alt. Commercial	154,800
6	10	Pools	45,800
32	48	Wood/Coal Stoves	23,230
7	1	Solar Systems	5,000
4	5	Signs	6,150
3	3	Demolitions	3,200
0	6	Siding	18,800
0	12	Reroofing	13,150
0	1	Hospital Renovation	1,722,000
TOTAL			\$13,213,826
Total fees forwarded to Treasurer			\$ 45,000

PUBLIC SAFETY

BUILDING PERMITS -- (Continued)

NO. OF PERMITS		EXPLANATION	EST. VALUE
1982	1983		
177	336	ELECTRICAL PERMITS Electrical Permits Issued	
		Total fees forwarded to Treasurer	\$ 10,273
24	14	GAS PERMITS Gas Permits Issued	
		Total fees forwarded to Treasurer	\$ 165
93	189	PLUMBING PERMITS Plumbing Permits Issued	
		Total fees forwarded to Treasurer	\$ 6,497

Respectfully submitted,
 Gerald E. Hughes, *Building Commissioner*
 James Sewell, *Asst. Bldg. Inspector*
 Peter P. O'Louglin, *Wiring Inspector*
 Edward G. Ravinski, *Asst. Wiring Inspector*
 James K. Murray, *Plumbing Inspector*
 Edward J. Forsberg, *Gas Inspector*

HIGHWAY DEPARTMENT REPORT

The Highway Department consists of a superintendent, foreman, eight full time employees and a part time secretary.

The department is responsible for the maintenance and improvements to 56 miles of accepted streets and 14 miles of unaccepted streets. Most of these unaccepted streets are in sub-divisions under some phase of construction. In addition to our regular maintenance program, the department completed rebuilding and re-paving Leland Road, Park Street and roads in the Mirror Lake area. Drainage projects were completed on Leland Road, East Cedar Street, Main Street and Park Street.

State aid monies this year will be used to re-pave a portion of Rockwood Road. In addition, the gas tax monies (Chapter 497) will be used in conjunction with two previous years' monies to lower Main Street in the center of town.

The sanitary landfill plan of operation has been completed by the town's engineering firm and sent to D.E.Q.E.

for their approval. An early spring date is anticipated for acceptance by D.E.Q.E. and our construction of the landfill base will follow.

F. Arthur Woodworth, Jr.
Highway Superintendent

TREE WARDEN AND INSECT PEST CONTROL SUPERINTENDENT REPORT

The Tree Department is still in the process of removing dead and hazardous limbs and trees. Gypsy Moth larvae has been the main factor in the loss of so many of these old trees. It is the policy of the tree department to leave these trees at the site after taking them down for taxpayers to cut up and take away for their own wood stoves. In that way, the tree removal is not a total loss. Even the large oak at the Library, which was thoroughly rotted throughout, must have helped to keep a few homes warm.

Please call the Tree Warden at 528-2115 if you have any dead or hazardous Town trees near your property.

The Insect Pest Control Superinten-

dent is appointed by the Board of Selectmen every three years. An appointee must be qualified by training and experience as well as possessing a supervisory license issued by the Dept. of Food and Agriculture, Commonwealth of Massachusetts.

The duties of the Superintendent are the suppression of pest and public nuisances. We are continuing to remove White Oak devastated by the Gypsy Moth larvae and also other species that I have listed in previous reports.

Respectfully submitted,
 Kenneth E. Tripp
Tree Warden
I.P.C. Superintendent

CIVIL DEFENSE AGENCY

Civil Defense Agencies in this country are seeing rapid changes taking place on federal level organization. These changes are seemingly being well received by the state as well as the local level officials with whom we have met at our monthly sector meetings. The Federal Emergency Management Adminis-

PUBLIC SAFETY

tration, (FEMA) with increased funding, along with a fresh approach, being the mother agency, hopefully, will be the guideline that will be followed by our state agency and eventually filter down to the local level.

Your local agency will endeavor to update its programs using the basic concepts being proposed by the aforementioned agencies. At the several state level meetings we attended, we learned of planned surveys to be instituted by state level authorities to assist towns and cities in earmarking and allocating priorities and to rework assistance programs.

This agency implores you the townspeople along with appointed and elected officials of our town to strongly support the funding being requested for an addition to the Fire/Police facility. At present Civil Defense is without space in which to operate and must impose on the extremely crowded quarters of the Fire and Police departments who have been more than cooperative in our time of need. Space is allocated for us in the renovations of said building, thus our plea for your support.

We wish to express our thanks to all those participating and assisting us in our endeavors during this past year.

Respectfully submitted,
A. Bruce Wood
Director

ANIMAL CONTROL REPORT

I herewith submit my 16th annual report as the Animal Control Officer for the Town of Norfolk.

The basic duties of the Animal Control Department include answering all complaints. These complaints usually come in by telephone calls to my home from residents, the Selectmen office, Board of Health office, or the Police Department.

Each complaint receives immediate attention whether it is a dog bite, dog howling, packs of dogs, or an animal hit by a motor vehicle. There are trips made to homes to pick up dogs as well as trips to veterinarians with animals needing attention.

A fairly accurate assessment of the hours spent on the job reflects approximately 1100 hours.

The Animal Control Officer must attend all hearings held on dog com-

plaints, submit the documentation on all bites, as well as rounding up stray farm animals when they choose to wander.

All non-licensed dogs which are picked up must be held for 10 days under state statutes. These dogs are kept and fed in pens constructed on my property.

The following is the yearly report of the Animal Control Department:

Dogs handled:	176
Cats handled:	43
Lost and found animals reported:	404
Dog bites reported:	20
Cat bites reported:	1
Police calls and assists:	25
Complaint and Information calls:	226
Other animals handled:	15
Injured animals to veterinarian:	15

Respectfully submitted:
Harry Sanborn
Animal Control Officer

HAZARDOUS WASTE COMMITTEE

The Hazardous Waste Committee was formed in December, 1981, to advise the Board of Health on matters related to the identification and disposal of hazardous waste materials as well as assisting in evaluating the impact such materials might have on the health of the community. The Committee serves in this capacity primarily as a conduit for the dissemination of technical information and regulations which are coordinated at the State level by the Massachusetts Department of Environmental Quality Engineering (DEQE). State regulations are now in effect which define those wastes considered to be hazardous and establish licensing procedures and technical standards for their storage, treatment and disposal.

During 1983 the Committee assisted in evaluating possible hazardous materials at the sanitary landfill and in fill adjacent to a well. In both cases the nature and quantities of the materials and the manner of their disposal were such as to pose no threat to public health.

Respectfully submitted,
Ronald Lawler*, *Coordinator*
Thomas King
Raphael Maliakal
* Replacing David Richardson

ANIMAL CONTROL ADVISORY COMMITTEE

The Animal Control Advisory Committee appointed by and reporting to the Board of Health was formed to serve the Board in an advisory capacity on matters pertaining to animals and their co-existence with citizens within the Town of Norfolk.

This Committee is comprised of seven members with many years experience raising several different types of livestock.

These volunteer members offer the Town their expertise in the areas of proper care, feeding, and housing of livestock and we strive to offer solutions of peaceful co-existence between animal and non-animal owners.

The Committee is available to the Board of Health on a call basis and assists members of the Board in inspections as a result of any complaints. The Committee responded to one official complaint, and two informal inquiries; all have been resolved satisfactorily, with no cost to the animal owner or the Town.

Respectfully submitted,
Bruce Simpson, *Chairman*
Marie Simpson
Albert Andersen, D.V.M.
Gail Andersen
Ronald Ober
Annette Pierce
Betty Varey

PEST CONTROL ADVISORY COMMITTEE

In July 1983 the Pesticide Study Committee was reorganized and the goals restated. The name was changed to the Pest Control Advisory Committee.

The same month Norfolk rejoined the Norfolk County Mosquito Control Project. As a result of the reinstatement of the NCMCP in town, the new committee focused most of its early attention to addressing the questions of residents concerning mosquito control, particularly a reliable notification system to be used during ground spraying operations and proper posting procedures.

The committee, in cooperation with NCMCP, the Water Department and the Conservation Committee is devising a water management plan which has targeted some areas of town which are in

PUBLIC SAFETY

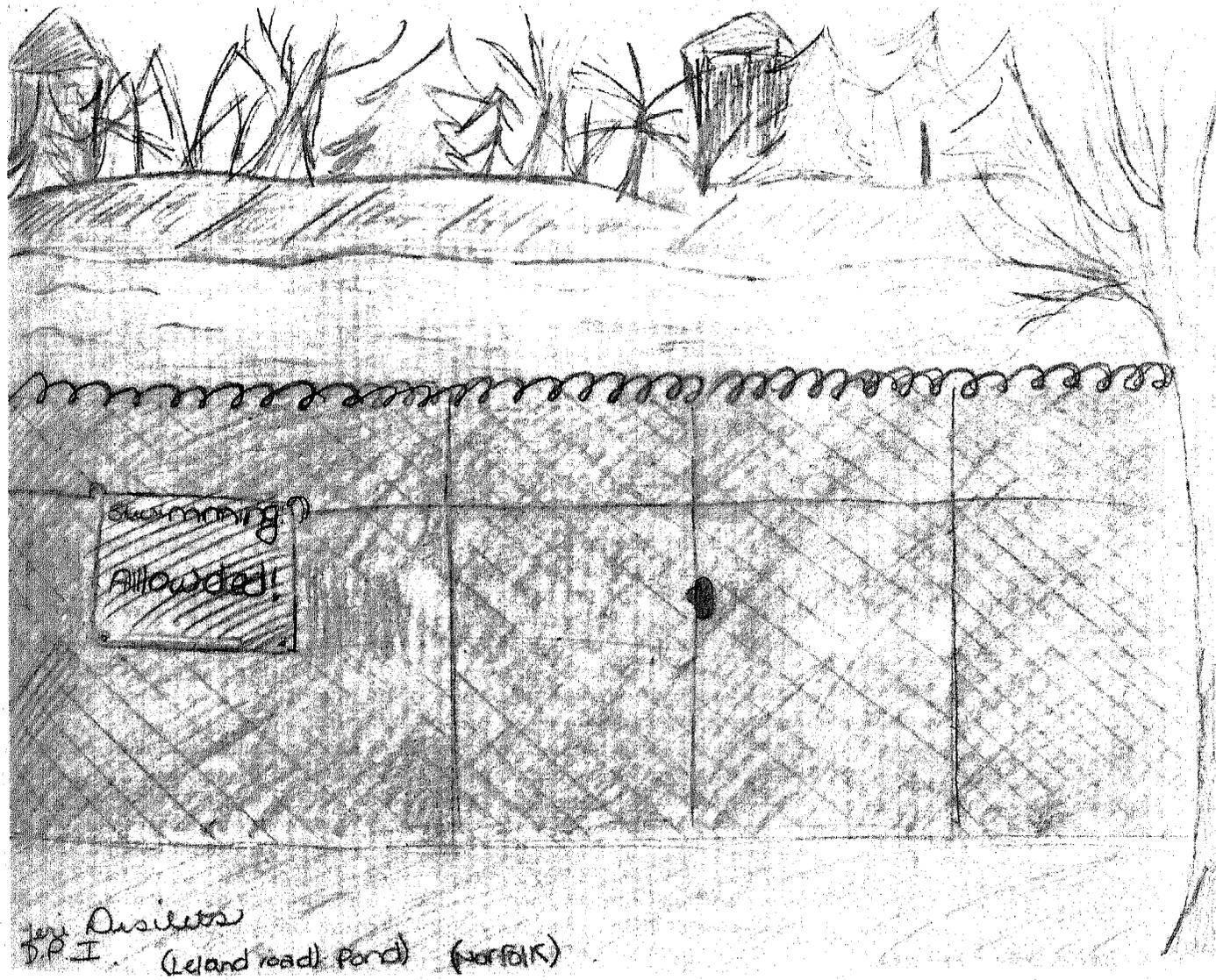
need of cleaning operations. These 'ditching' procedures will alleviate the debris and vegetation obstructing the flow of streams, which when not clear create breeding grounds for mosquitos. The 'ditching' areas will be cleared using heavy equipment provided by the NCMCP with no threat to surrounding vegetation and trees. Hand clearing is another technique used in water management that the NCMCP used in Norfolk this Fall.

A sub-committee has been working on locating abutters and well owners along the Railroad Right of Way. A notification procedure will be established to ensure the resident is made

aware of the Railroad's intent to herbicide. At this time, only the town is notified.

The focus of the committee has been and will continue to be to represent all residents and to preserve the environment.

Respectfully submitted,
Donna Putt, *Chairperson*
Lynne Nelson, *Vice Chairperson*
Rose Marie Cooney, *Secretary*
Donna Shaw
Stanis Hartford



Leland Road Pond

PUBLIC FACILITIES

WATER DEPARTMENT REPORT

	<u>1981-1982</u>	<u>1982-1983</u>
Miles of mains	24	25.3
Services	799	857
Services per mile	33	25.1
Amount Committed	\$103,175.07	\$125,396.27
Gallons pumped	59,782,900	64,436,810
Gallons used per service	75,293	75,189

IMPORTANT MESSAGE TO THE TOWN OF NORFOLK

One of the most important concerns of a Water Department is to supply 24 hours a day dependable service to our takers. That means we should always have adequate pressure in our lines so no areas will suffer low pressure and in addition in the event of a fire there will be adequate hydrant pressure.

Our new well off Medway St., is producing it's rated capacity, however, there are times when due to electrical failure as a result of lightning or storm damage to the wires we have to rely on the Wrentham State School standpipe as a temporary backup. Its location is approximately 4 miles from Norfolk and the water flows through one 8" main. This is far from a desirable situation and must be corrected as soon as possible.

Recently, on more than one occasion, we have had a very serious pressure drop due to electrical failure, when some of the water takers had no water at all.

Your Board of Water Commissioners recognizes this. The solution is *our own standpipe* located on land owned by the Water Department near the center of Norfolk. This standpipe would store at least 5 days supply of water at adequate pressure to protect the town in the event of an emergency.

Now we must have your support for an article at the Annual Town Meeting to authorize the appropriation by bond issue to construct this tower.

Private developers in the King St. area added 4400' of main at their expense. The town added about 2300' of 12" mains on Medway St. out to Main St. The balance of this extension will be completed in the Spring of 1984, when the State Department of Public Works gives us the proper grades for the relocation of the Main St. bridge. On completion of this section the water lines will connect with the existing main in front of the Wayside Building on Main St.

The Water Collector, Johanna Hayden is doing an excellent job in holding down the overdue balances by persist-

ent calling of these accounts.

The department has reduced the days for payment from 60 days to 30 days before the account is subjected to late charges.

Our Superintendent, James A. Martin III, has installed 63 new services this year. He and Marilyn Ghioni have done an excellent job of keeping up with the additional work these services and the daily work that the department entails.

The Water Department office is open from 9:00 a.m. to 1:00 p.m., Monday through Friday. A recording service is on the phone line, 528-1412, 24 hours a day, for your convenience. In an emergency you may call the Police — Fire Dispatcher at 528-3206.

Respectfully submitted,
Board of Water Commissioners
Clifford J. Herman, *Chairman*
Charles H. Weeber, Jr., *Clerk*
Paul H. Blinco, *Member*

REPORT OF THE CEMETERY COMMISSION

The Town of Norfolk acquired the 1.1 acres of land adjacent to the cemetery on July 1, 1983. This land, when fully developed, will contain approximately 700 lots. We plan to start development in the fall of 1984. The Town Meeting is requested to appropriate from cemetery funds the sum of \$1,000 for engineering (laying out lots, paths, boundaries and avenues) and \$3,000.00 for land clearing (removal of trees and stumps). Full development will be done a section at a time and we expect completion in about five years.

A bill to allow the Town to accept as a gift the land and assets of the Pondville Cemetery is pending in the Legislature. An article to accept this gift will be placed on the warrant by the Commission if necessary court and legislative approval have been received.

All inquiries to the Commission

should be directed to the Cemetery Superintendent at 528-4990.

Respectfully submitted,
Frank J. Gross
Robert L. Kirby
Paul L. Kozak

SEWER STUDY COMMITTEE REPORT

After five years of study, restudy, and final review of all options available to the Town to correct any problem septic systems, the Sewer Study Committee with the able assistance of the engineering firm of Lilenthal Eisenberg and Anderson of Boston submitted a 201 Wastewater Plan to the Department of Environmental Quality Engineering on April 15, 1983.

The committee breathed a sigh of relief at having completed the arduous task of compiling the materials, investigating all options and costs, and having these options reviewed and approved by the Board of Selectmen, and Board of Health, as well as the Advisory Board who would have to recommend on the funding to Town Meeting.

In May, at the Annual Town Meeting, the town voted to appropriate \$350,000 as the town share of the plan; the Commonwealth and the Federal Government would pay the other 85% of the costs.

Surveys of the areas revealed 100± homes with suspected septic problems. The proposal submitted to DEQE calls for on lot solutions, i.e. installing new systems to replace failing septic systems.

To date there has been no response from DEQE on the town's 201 plan beyond the Department sending the plan to several other departments within DEQE for review and recommendation to the Division of Water Pollution Control.

The Selectmen have contacted Representative Woodward and Senator Locke to assist the town in moving the proposal to the approval stage.

Your committee will continue to work on behalf of the town to aid the Board of Selectmen and the Board of Health to resolve the issue.

Respectfully submitted:
Deborah Brogan, *Chairman*
Lauren Beaver
Laura Locke
Suzanne Phillips
William Ring

EDUCATION, LIBRARY, ARTS

REPORT OF THE NORFOLK SCHOOL COMMITTEE

The Committee meets on the fourth Thursday of each month at the Centennial School at 7:30 P.M. Notice of all regular and special meetings and changes in time and place of meetings are posted at the Town Hall. All meetings are open to the public.

All citizens are welcome to attend meetings and express their concerns and ideas to the committee. When possible, visitors will be heard by the committee

as the first order of business. If you plan to attend a meeting for the purpose of addressing the committee, please call the superintendent at least four days prior to the meeting and ask to be placed on the agenda.

Vandalism to the buildings and grounds has been extensive and costly during the past three years resulting in the committee adopting a 10:00 P.M. to 7:00 A.M. curfew of persons on school grounds. We have placed an article on the warrant for enforcement of this curfew and request your support of the article.

We thank the voters for their support of our educational program and its budget requirements.

We were saddened in October, 1983 by the death of our school nurse and former school committee member Lou Church.

Respectfully submitted,
Priscilla Chick
James Davis
Frank J. Gross
Christopher Mackey
Patricia McDargh

NORFOLK PUBLIC SCHOOLS

Enrollment by Grades October 1, 1983

<u>Teacher</u>	<u>Grade</u>	<u>Boys</u>	<u>Girls</u>	<u>Total by Room</u>	<u>Total by Grade</u>
Mrs. Candela	6	14	9	23	
Mrs. Evans	6	13	11	24	
Mrs. Hedberg	6	12	12	24	
Mrs. Wilson	6	11	12	23	94
Mrs. Cardaci	5	14	13	27	
Mrs. Grout	5	14	13	27	
Mrs. Kaufman	5	14	13	27	
Mrs. Kiewlicz	5	15	12	27	108
Mrs. Burke	4	16	7	23	
Mrs. Holt	4	13	9	22	
Mrs. Luecke	4	15	8	23	
Mrs. Thibodeau	4	14	9	23	91
Mrs. Casey	3	10	14	24	
Mrs. Gallerani	3	12	12	24	
Mrs. Howard	3	13	11	24	
Mrs. Kirby	3	14	11	25	97
Mrs. Leone	2	8	11	19	
Mrs. Odoardi	2	11	9	20	
Mrs. Pizzi	2	7	13	20	
Mrs. Welch	2	8	12	20	79
Mrs. Bradbury	1	11	13	24	
Mrs. Houle	1	11	13	24	
Mrs. Peeler	1	15	10	25	
Mrs. Wells	1	10	14	24	97
Mrs. Potter	K—A.M.	10	10	20	
Mrs. Ransom	K—A.M.	11	8	19	
Mrs. Potter	K—P.M.	11	11	22	
Mrs. Ransom	K—P.M.	11	9	20	81
Totals		338	309	647	647

EDUCATION, LIBRARY, ARTS

NORFOLK PUBLIC SCHOOLS

REPORT OF THE SUPERINTENDENT OF SCHOOLS

To the School Committee of the Town of Norfolk:

It is with mixed emotions that I submit this my sixteenth and final report as Superintendent of the Norfolk Public Schools. Although it is always a pleasurable task to report on good things, a certain sense of nostalgia makes me pause and reflect on what, to me, will be the end of one era and the beginning of another.

When I assumed the superintendency in 1968, Norfolk was the smallest of the towns served by the regional school district. The school population was crowded into a sorely inadequate building (Norfolk Central School) with no library, no cafeteria, no music room, no art room and no facilities or program, as such, for students with any type of special needs. Nor was there any kindergarten.

With enrollment projections showing a potential school enrollment for 1978 of 828 students (our actual enrollment in 1978 was 841), it became a matter of utmost importance to plan for a new school to house the additional students. As a result, the Centennial School was planned and constructed. Students and staff first occupied the building in January, 1972. In this new school and in the renovated Alvin J. Freeman School, we now have: one of the finest elementary school libraries in the state of Massachusetts, excellent art and music programs and facilities, a special education program that is rated among the best in Massachusetts and a kitchen and cafeteria second to none.

The physical facilities of both schools are in excellent condition because of the fine work of our custodial staff. Energy-wise, many changes have been made which have reduced fuel consumption and therefore lowered costs to the taxpayers of Norfolk. A few major changes are: the oil burners in the Freeman school were replaced by burners using #2 oil to coincide with the type used in the Centennial School; therefore, we are able to make purchases in larger quantities for greater savings. New ceilings along with nine inches of insulation were installed in the Freeman School and both schools are fully equipped with storm windows. A new hot water boiler was purchased for the Centennial

School cafeteria. These items have enabled us to reduce the amount of fuel consumed by over 50%. Other changes have lowered our electrical consumption and resulted in substantial savings.

Academically, our schools are excellent. Achievement scores for the Iowa Test of Basic Skills for the past eight years have ranked in the middle to high 90th percentiles based on national norms. We have a fine group of talented young people together with an active, innovative teaching staff of high caliber.

All of the students in grades 1-6 are now working with computers. First, the Teacher-Parent Association donated two "Apples". With federal funds, we have added five more computers plus a printer. We expect to have an additional three computers by the end of the school year — again through the generosity of the T.P.A.

We have always been proud of our Chapter I program. Although federal funds have been steadily reduced each year we have maintained a very effective remedial program to aid children with problems in reading and arithmetic.

Again this year I wish to express my sincere appreciation to Martha Donovan, president of the T.P.A. and to all of the many parent volunteers who give unselfishly of their time as clerical aides, room mothers, computer aides, lunch-room aides and library aides. The T.P.A. is to be commended for the splendid assembly programs and for partially subsidizing our annual class trips.

CAN-DO, the T.P.A.'s enrichment program has become an instant success because of the dedicated efforts of Donna Goldman and her able assistants. This has been a terrific addition to the overall school program.

Unfortunately, this school year was darkened by tragedy. We were all saddened by the untimely death of our school nurse, Edith "Lou" Church. She was an excellent school nurse who loved children and gave untiringly of her time on their behalf. We truly miss her.

My sincere thanks to:

H. Olive Day, Principal of the A.J. Freeman School

Jack Thomas, Head Teacher

Linda Breen, Coordinator of Special Needs

Patricia Murray, Director of Chapter I

All classroom and special teachers
Our very able office staff:

Marilyn Eden, my secretary

Marion Potter, bookkeeper

Audrey Carson, Special Needs Secretary

Charles Gattoni and his custodial staff

Margaret Larkin and her cafeteria staff

all of whom have played an important role in making the Norfolk School System one of which the townspeople can be justifiably proud.

Even though I am retiring this year after almost 34 years in education, I know that I will miss you all very much.

Lastly, to Frank J. Gross, who has been a member of the school committee for 16 years and Chairman for 15 years, and with whom I have worked so closely, to Mr. James H. Davies, who has been a committee member for 12 years, to Christopher Mackey, Priscilla Chick and Patricia McDargh, thank you very much for your dedicated efforts on behalf of the children of Norfolk. I have truly appreciated your concern, your understanding and your professional action on all occasions. As a committee, you have worked with one goal in mind: to provide a quality education for our children.

Sincerely yours,
Charles L. Manos
Superintendent of Schools

EDUCATION, LIBRARY, ARTS

REPORT OF THE ALVIN J. FREEMAN SCHOOL

To the Superintendent of Schools:

I am pleased to submit my annual report as principal of the Alvin J. Freeman School.

The opening of school in September brought two changes in our faculty and school personnel. Mrs. Natalie Moeckel, our music supervisor for twelve years, resigned to explore other facets in music, and Mr. Gary Mazzola, a graduate of the University of Dayton in Ohio, was elected to replace her.

At this time I should like to thank Mrs. Moeckel for her wonderful cooperation, her interest in our boys and girls, the splendid programs she presented at the Freeman School and her assistance at the annual Memorial Day program at the Norfolk Cemetery.

Mrs. Edith Church, our school nurse, was unable to return in September when school opened because of illness. Mrs. Jacquelyn McFeeley and Mrs. Christine Pirrong with several other volunteers shared her duties during the busy first month of school.

On October 3rd the faculty, school personnel, students and parents were saddened when we learned of the tragic and unfortunate death of Mrs. Church who was killed in an automobile accident in Brewster. Mrs. Church had rendered loyal and excellent nursing service to the pupils of the Norfolk Elementary Schools for twelve years. She always had the best interests of the children in her heart and was loved by all the boys and girls. She has been missed by all, and we can wholeheartedly reiterate that familiar quotation, "Well done, good and faithful servant."

Since that unfortunate happening Mrs. McFeeley and Mrs. Pirrong, who were elected to serve as our school nurses, have been dividing the duties each week. At this time I should like to commend them both for the superb job they have done. It was very difficult to assume these duties at such a critical time. They have been efficient, most cooperative and are well-liked by the children.

Whenever a child returns to school, may we remind everyone not to forget to send in an absentee note explaining the reason for the child's absence from school.

Pupils entering the Freeman School for the first time *must* bring an immunization record with the doctor's signa-

ture. Without this, a pupil *will not be admitted* to the classroom.

Since there has been a very limited number of cases of pediculosis this year, we deem it advisable to continue to check hair at home frequently. If you are at all suspicious or have any questions, please contact the school nurse immediately. The telephone number is 528-1247.

We also suggest that everyone occasionally check the lost and found department for missing articles of clothing. At the end of the year there are usually several cartons of excellent unclaimed clothing including mittens, gloves, caps, handmade sweaters, etc.

The Chapter I program, formerly known as Title I is once again in operation at the Norfolk Public Schools. The funding for the program is provided by the Federal government. The program provides assistance in reading and math. There are 44 students in the program this year.

Standardized tests are administered to the students in the fall and spring. The students' educational needs are determined from a review of various test scores, classroom teacher recommendations and parent conference information. A notice is sent to parents notifying them that their child is receiving extra help in reading or math. Parent-teacher conferences are held in the fall or upon the request of a parent. The remedial reading program is under the direction of Mrs. Patricia Murray. The reading program is designed for vocabulary development, fluency in oral reading comprehension and word attack skills. The Lippincott Codebook Series and the Distar Program are used. Supplementary materials include electronic learning aids such as the Spellbinder and Language Master, filmstrips, tapes and a variety of phonetic and reading games.

The remedial math program has been under the direction of Mrs. Rachel Perkins. The main objectives of the math program are to improve computation and problem solving skills and to give the student a better understanding of the basic mathematical concepts as related to the student's everyday life. The math program uses Houghton Mifflin's "Mathematics for Individual Achievement." Supplementary materials include Chip Trading, a manipulative non-

graded game which teachers place value in a fun way; electronic calculators that make learning the number facts enjoyable and a variety of other manipulative aids and math games.

In accordance with the Chapter I regulation, Norfolk has a Parent Advisory Council. The council meets several times a year to discuss various aspects of the Chapter I program.

During the months of September through November the Freeman School principal, secretary and teachers participated in two computer courses. The first was an introductory course in the technology, the capabilities and the application of computers in the elementary school. The second was an intensive course in exploratory processes using Delta Draw. The courses and the software for the computers were funded by a federal grant written by the Freeman staff.

In January the children will be using the Apple II computers with the assistance of teachers and trained volunteer aides in the areas of mathematics, reading, language and Delta Draw. A schedule has been designed to enable every pupil in grades one, two and three to use the computers on an equal basis from January through June under guidance and supervision. At this time I should like to thank Mrs. Gerrie and all her volunteer computer assistants for the excellent work they have done in preparing for the launching of the computer program in the Freeman School.

The music education department of the Norfolk Public Schools has been very busy during the 1983-84 school year. Under the direction of Mr. Gary Mazzola, music supervisor at the Freeman and Centennial Schools, assembly programs presented the opportunity to stage five major musical productions during the fall of 1983. Mr. Mazzola, himself, wrote much of the script and music for these stage productions.

Also, an evening elementary choral program was instituted for the fourth, fifth and sixth grade pupils of the Centennial School with 147 boys and girls participating.

In addition to preparing for the assembly programs, the children have been working diligently in general music classes, not only learning about and developing good singing and speech, but studying the five basic components

EDUCATION, LIBRARY, ARTS

of a music curriculum: rhythm, harmony, melody, form and tone color through the Kodaly approach. The children in the Norfolk schools have demonstrated and will continue to develop in music class perceptive listening, performance criteria, reading and writing of traditional music symbols and notation, ways of creating music and an understanding of musical structure, literature and history. The students will continue to perform in musical organizations, attend and perform music activities that are curriculum related and demonstrate evidence of evaluating and valuing music through the school year.

Mastery of the basic fundamentals is conducive to successful learning at the intermediate and secondary levels. Although we are constantly adding new units to our curriculum, our first and foremost objective in the primary grades is to emphasize the need for teaching the basic reading, phonics and math skills upon which education is established. Listening skills, work study skills, word problems, map study skills, creative writing, graphs, penmanship, dictionary skills, sentence structure and library usage are some of the areas included in the curriculum.

In November the kindergarten teachers attended the annual kindergarten conference in Randolph sponsored by Lesley College. Helpful ideas were acquired and interesting new textbooks viewed.

Kindergarten pupils, under the guidance of Mrs. Jane Potter and Mrs. Sharon Ransom, continue to be well prepared for first grade. Letter sounds,

numbers, auditory and visual discrimination, social studies, general science, oral expression, enjoyment of books, creativity, holiday observance, proper nutrition, safety, art, music, and weekly library periods are all included in the kindergarten curriculum. At the end of the year most pupils are able to read short stories.

The Distar Reading Program is used in all fourth level reading groups and most third reading groups. This program has been very successful. Most pupils who have been in this program for three years are able to read fluently with expression and attack vocabulary words with self confidence in reading and other subject areas at grade level in the intermediate grades.

Energy conservation, ecology, bus and bicycle safety, fire prevention, career awareness, health, food and nutrition, food safety, computers and agriculture have all been added to the curriculum in recent years. French, Spanish and Japanese have also been taught in some areas on a limited basis.

I should like to commend the Freeman School faculty for their dedication, outstanding teaching, and keen interest in meeting the needs of each individual pupil. The teachers are innovative and use many manipulative aids and audio visual equipment to vary the method of motivation as lessons and new concepts are presented.

On behalf of the faculty and pupils I wish to thank Mrs. Donovan and the T.P.A. for the gifts of additional enrichment materials which will be used in language arts and science. All pupils

will have the opportunity to use these gifts.

I extend my sincere thanks and appreciation to all the volunteer aides, clerical aides, lunchroom and playground aides and room mothers who have served so efficiently in these capacities.

In closing I wish to thank Mr. Manos, the members of the Norfolk School Committee, all the faculty and pupils; Mrs. Marion Potter, our school secretary; Mrs. Jacquelyn McFeeley, and Mrs. Christine Pirrong, the school nurses; Mrs. Barbara Sabatini who volunteers so willingly of her time to assist in many ways; Mrs. Margaret Larkin, Cafeteria Manager, and her cafeteria personnel; Mr. Charles Gattoni and his fellow custodians; the Norfolk T.P.A.; Mrs. Cynthia Thomas and the Stony Brook Nature Center; Mr. Holmes and all bus drivers; Mrs. Doris Lasky for her many kindnesses; the Norfolk Police Department; Mrs. Callaway, the Boston Edison Company, the 4-H Extension Services, Mr. William Kelley and the Norfolk Fire Department; the Norfolk American Legion Post #335; Mrs. Beard for the excellent and varied cultural assembly programs; all substitute teachers; all parents, interested citizens, friends and organizations of the town for their loyal support, keen interest, wonderful cooperation, friendly spirit and courtesies extended throughout the school year.

Respectfully submitted,
H. Olive Day
Principal

KING PHILIP REGIONAL SCHOOL DISTRICT

REPORT OF THE CHAIRMAN

The committee continues to strive for excellence in education while working within the stringent financial demands of Proposition 2½. Proposition 2½ was designed to function at the city-town level. It does not have provisions meeting the needs of regional schools that by statute must operate more as towns than as town departments, yet draw financial support from member communities which are in difficult fiscal circumstances. This is a very complex situation and leads to many misunderstandings. Recent meetings with the finance-advisory committees and boards

of selectmen should lead to greater openness, understanding and co-operation in dealing with problems of mutual concern.

This year we lost three experienced and valued administrators who retired from King Philip. Dr. Joseph S. Nicasio, Director, King Philip Regional Vocational High School, Anthony DiRe, Principal, King Philip Regional School-North, and Frank Hart, Assistant Principal, King Philip Regional School. They made many contributions to the quality of the schools they served. They were skilled, dedicated and loyal to King Philip. The committee and I wish them good health, happiness and suc-

cess in all of their future endeavors.

The health of students and staff is always a concern to the committee. We were pleased when the asbestos testing revealed that no hazard existed in the schools. The independent testing company analyzed core samples of insulation as prescribed by the Environmental Protection Agency and found asbestos only on a few pipes in the boiler rooms and that asbestos was encapsulated posing no rush. There was a previous test three years ago in which air samples were filtered to detect particles. The schools very successfully passed that test also.

Within the area of health and safety

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the students have formalized their group "SADD", "Students Against Drunk Driving," to combat teenage drinking and the related motor vehicle fatalities. Another activity supported by the committee is the King Philip Counseling Clinic that has broadened mental health services for students and parents in the District. Since motor vehicle accidents and suicide are the leading causes of death among teenagers, it is appropriate that we try to keep them mentally and physically healthy to assist them in realizing their potential as happy, successful, productive citizens.

Two important areas of development currently being implemented are the challenging advanced placement and computer based courses. There have been rapid and significant changes made in these areas.

REPORT OF THE SUPERINTENDENT

Herewith submit my eleventh annual report as Superintendent of the King Philip Regional School District.

Currently there is considerable concern throughout the nation regarding the quality of public education. The recommendations published by several study committees reflect the educational philosophy pursued at King Philip and the direction of change over the last decade.

At King Philip we have always taken an approach unique from other Massachusetts' schools. The secondary schools' physical plant was designed to house curriculum programs based upon meeting the needs of all students. The second phase has been the constant improvement of individual courses and course sequences to provide quality programs to challenge students at every achievement level whether their interests are college entrance or entry level in a trade or business area.

The District has been and remains committed to quality education and dedicated to innovation in strengthening course, sequences, methods and materials.

It is obvious to us that school achievement can be enhanced by the procedures we are implementing:

1. Strong leadership at the school level
2. High expectations by all staff in all schools for their personal profes-

The committee has to a large extent depleted its Excess and Deficiency Account in fulfilling the demands of the high school accreditation report updating and replacing equipment and textbooks that have not been purchased in sufficient quantities in the last four years, maintaining and repairing facilities, and entering the "computer age" in both the vocational and academic high schools.

Each of these areas is an important step, subject to some criticism, but motivated by the absolute necessity of enhancing the quality of the curriculum to meet student academic/vocational requirements and maintaining the physical plant. As the Superintendent's report will indicate, our future finances appear at this time to be rather tenuous.

Everything considered, it has been a

sional performance and the performance of their students

3. An orderly productive climate
4. Strong continuing emphasis on teaching basic skills
5. Frequent monitoring and evaluation of teaching, staff, and students' progress
6. Proper allocation of available resources by establishing priorities

I am highly optimistic about these programs, but only cautiously optimistic about our future finances.

Educationally we know where we are and what is needed to develop excellence in our courses of study. Financially we have endured two 4% spending caps and are entering the third year of Proposition 2½. Four factors have helped to offset the marginal increases in local support:

1. Stable energy costs
2. Recent increases in some areas of state aid
3. The staff's prioritizing of needs and exercising restraint in requests
4. The school committee's determination, despite considerable criticism, to meet student needs by deficit financing and the use of its Excess and Deficiency Account

Stable fuel prices are far from a certainty and state aid is a political variable. The Excess and Deficiency Account

very good year and although Proposition 2½ continues to cloud our financial future, we shall meet it with optimism and energy. In the long run the public will have the kind of schools it wants and is willing to support. We believe the public demands educationally effective and cost efficient schools. We shall continue to work toward these goals even more strenuously in the future than we have in the past. The combined efforts of the School Committee, communities served, students, parents, faculty and administration can realize the unique potential of the Regional District and attain the goal of an even greater quality of education for each student.

Respectfully submitted,
Marcella Wylie, *Chairman*
King Philip Regional School District Committee

is becoming depleted and some budget areas have been reduced to dangerously low levels to save staff.

With cooperation, tenacity and a sense of purpose we can make Prop. 2½ a survivable impediment not a fatal disease. Obviously, for the welfare of the students whom we serve, that must be done.

Senior High School — Academic Division

King Philip Regional High School received accreditation from the New England Association of Schools and Colleges because of excellence in program offerings.

Many of the recommendations made by the Association were instituted during the school year. A Parents Advisory Council was formed and met several times to discuss educational issues and to increase awareness of the high school curriculum.

Curriculum development included the continuation of advanced placement courses in English and Biology with several students continuing the MIT High School Studies Program, as well as the development of a complete computer program starting with Computer Literacy thru Computer Programming to Advance Topics in Computer Programming.

To meet student needs and interest other courses were added to the Pro-

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gram of Studies such as Chorus, Graphic Design, Ceramics, High School/College Reading and Study Skills, American Political Studies, and Conversational Spanish. Low enrollment courses were eliminated.

Beyond the addition of new courses, there was a renewed student interest and spirit in the extracurricular activities offered at the high school. There was an increase in the number of participants in the athletic program, band, color guard, drama, and activities coordinated by the different school clubs and organizations.

Senior High School — Vocational Division

The vocational division of the senior high school continued its past practice of servicing the needs of the students, the school building facilities, the regional school district, and the three member communities.

During the 82-83 school year, extensive renovations were made in the Automotive Department, i.e., tire racks were fabricated, all the lifts were serviced and repairs were made to the automotive machinery. The carpentry class completed its 23rd home. A ranch style home was built on Grove Street, Norfolk. The home incorporated a substantial number of innovations designed by the owners, the carpentry instructor, and the Architectural Drafting Department. The Electrical Department wired the residence. In addition to the house project, the Carpentry Department built a shed to house the graduation platforms. Repairs were also made to the bleachers. The carpentry laboratory for occupational classes was completely renovated moving the Project Share Lab and housing it in the Plant Maintenance area of the Plumbing Department. This move was successfully made after extensive coordination between the electrical, carpentry, plumbing and sheet metal disciplines.

The services of the Electrical Department were used throughout the Junior and Senior High School. Three math classrooms were wired for IBM computers and counter tops and cabinets were constructed by the Carpentry Department to house the equipment.

The Culinary Arts Department continued the practice of preparing food and pastry for extra-curricular functions sponsored by service agencies. A

120 gallon water heater was installed in the Foods Area and it solved the problem of short supply of hot water.

During the summer of 1983, a Graphics Arts Department was established at King Philip Regional High School. The equipment covers the full graphic arts industry including typesetting by computer, photography, plate making, presses, and a complete bindery operation.

King Philip students can now be offered a complete graphic arts curriculum in both vocational and the occupational areas.

This new shop area required the extensive services of the Electrical and Plumbing Departments to place it in operation. We are proud to say that this department is exceptionally well equipped and expands our educational offerings to the students of the King Philip Regional School District.

The Vocational Division is engaged in the on-going process of self-evaluation prior to a Chapter 74 evaluation and accreditation by the Southeastern Regional Office of the Division of Occupational Education.

Junior High School

A very well attended Open House was used as a "kick-off" for the development of a District Parent Advisory Group. Both the senior and junior high school principals met as an administrative team with parents to discuss common educational concerns.

The Principal's Advisory Committee, along with parental representatives, met regularly to revise the Parent/Student Handbook.

Staff participated on the Regional Computer Study Committee which led to the system-wide development of a computer education program. The 1982-1983 school year will see the inception of computer instruction for our Eighth Grade students.

The awards Ceremony in June continues to be a high point in the academic year providing considerable motivation to improve individual achievement.

The junior high school students conducted a very successful candle sale to help in supporting the Student Activities Fund. We are pleased that in these difficult financial times they are striving to finance their activities.

District — Special Services

Overall the special needs program has

remained stable. After approximately eight years of growth, starting with the advent of Chapter 766 in 1974, the student population has begun to level off. We did have an unusually large group (exceeding 100 students) at the junior high school last year and this is being reflected in the high school population this year. However, that is viewed as the exception rather than the rule, and will occur periodically.

The 1982-1983 school year saw the combining of special needs and guidance programs District-wide for the first time since 1974. This is an important positive step in unifying and coordinating all student services. One program cannot work totally independently of the other. Long term goals are to establish both groups in a joint program of providing consistent services in both areas for our students.

With the coming of the computer age we are finding it important to involve all students to some extent in the use of computers. To this end we will be introducing some special needs math students to the computer before the end of the year. In some ways, as a learning tool rather than a future employment skill, the computer has more to offer special needs students than any other specialized groups or individuals.

Furthermore, we must look to the computerization of much of the information requested by the state. Tentative long term plans are to put programs and statistical data onto discs for quick recall and reduction of lengthy routine tasks now performed by teachers and secretaries. It is also hoped that by purchasing compatible software, both guidance and special needs will benefit at all levels.

Programmatically we have also set up a new curriculum at the high school for some students who have the need of constant student-teacher interaction. This is in its first year (1983-1984) and will be evaluated carefully throughout to determine its effectiveness and how it will impact on future staffing patterns.

Presently all staff are being utilized maximally and yet we have maintained a certain flexibility to the program which affords us some ability to adjust for student program changes, new student transfers and individual differences. Overall, we are providing for the needs of our students with a very caring and cooperative staff.

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Conclusion —

The School Committee has actively participated and supported us in our many endeavors. Its leadership and cooperation remain active and vital. I also sincerely appreciate the efforts of our

students, their parents, teachers, guidance counselors, nurses, custodians, office personnel, cafeteria workers and administrators in all of our schools. The success of the schools is dependent upon the interaction of all who teach, learn,

serve and support the schools of the regional district.

Respectfully submitted,
William J. Costa
Superintendent of Schools

KING PHILIP REGIONAL SCHOOL DISTRICT

BALANCE SHEET — JUNE 30, 1983

Assets		\$669,857.98
Cash		
In Banks		
Petty Cash		
Supt.'s Office	\$ 50.00	
H.S. Prin.'s Office	50.00	
J.H.S. Prin.'s Office	50.00	
School Cafe.	100.00	
Voc. School	50.00	
		300.00
		\$670,157.98
 Liabilities		
Outstanding FY83		
Vouchers Due	176,092.00	
Payroll Ded.	16,392.90	
		192,484.90
 Reserved Appropriations		
Petty Cash	300.00	
Tailings-Unclaimed Checks	1,292.30	
		1,592.30
 Federal Grant Balances	2,413.90	2,413.90
 Revolving Funds		
Cafeteria	36,533.28	
Athletics	2,134.05	
Athletic Fees	2,458.75	
Plainville lot	825.00	
	41,951.08	41,951.08
 Excess and Deficiency Fund		431,715.80
		\$670,157.98

NOTE: \$100,000 E & D funds obligated to FY84 budget

EDUCATION, LIBRARY, ARTS

KING PHILIP REGIONAL SCHOOL DISTRICT

Reconstruction of Excess & Deficiency Account

June 30, 1983

Balance 6/30/82	\$471,041.18	
Less expenditure		
FY83 Budget	-100,000.00	
Ret'd to 3 towns	-170,366.84	
For Computers	- 98,691.84	
Balance		\$101,982.50
Less Estimated Receipts overestimated		
State Wards	1,807.00	
Residential Sch. Cost	<u>20,000.00</u>	(21,807.00)
Less Operating Accts. overdrawn		
Vocational	37,838.66	
Admin.	3,016.90	
Instruction	8,267.13	
Aquis. of Fixed Assets	8,992.09	
Debt Service	.50	
Tuition to other Dist.	<u>43,096.43</u>	(101,211.71)
Add Est. Rec. Underestimated		
Transportation	46,575.00	
Reg. Sch. Aid	49,298.00	
Chapter 70	493.00	
BC/BS Refund	18,864.83	
Spec. Ed. Trans.	5,804.00	
Misc. Local Rev.	31,479.36	
Sch. Bldg. Reimb.	<u>194,704.58</u>	347,218.77
Add Balance in Oper. Accts.		
Other Sch. Serv.	18,297.13	
Oper. & Maint.	77,512.66	
Fixed Charges	7,433.75	
FY83 Outstanding Bills Pay.	1,328.18	
Balances in Voc. Rev. Accts.	<u>961.52</u>	105,533.24
Balance 6/30/83		\$431,715.80
Less obligated to FY84 Budget		100,000.00
Less obligated 7/5/83		<u>100,943.00</u>
Surplus available FY84		\$230,772.80

EDUCATION, LIBRARY, ARTS

KING PHILIP REGIONAL SCHOOL DISTRICT

ESTIMATED vs ACTUAL RECEIPTS

June 30, 1983

<u>Estimated Receipts</u>	<u>Estimated</u>	<u>Actual</u>	<u>+ Over Balance (-) Under</u>
Transportation	\$ 175,000	\$ 221,575.00	+\$ 46,575.00
Chapter 70	990,000	990,493.00	+ 493.00
Regional School Aid	815,000	864,298.00	+ 49,298.00
State Wards	6,000	4,193.00	(-1,807.00)
Spec. Ed. Trans.	14,000	19,804.00	+ 5,804.00
Residential Sch. Cost	20,000		(-20,000.00)
Misc. local revenue	45,000	76,479.36	+ 31,479.36
School Bldg. Assistance	304,121	498,825.58	+ 194,704.58
	<u>\$2,369,121</u>	<u>\$2,675,667.94</u>	<u>\$306,546.94</u>

Misc. Local Rev. as follows:

Facility Rentals	\$ 2,137.25
Interest of invest.	66,368.04
Other Misc.	<u>7,974.07</u>
	\$76,479.36

Other

BC/BS Refund	\$18,864.83
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KING PHILIP REGIONAL SCHOOL DISTRICT

June 30, 1983

DEBT ACCOUNTS

Net Fixed Debts	\$3,165.00	
Serial Loans R.J.H. Const.		\$ 240,000
Serial Loans R.H.S. Add.		2,925,000
Trust Funds in Treas. Custody	\$2,120.25	
Scholarships fund — Mrs. Leona Johnson		422.68
Scholarships fund — Mr. John A. Warren		438.29
Scholarships fund — Mr. Peter LaPierre		141.36
Scholarships fund — Mr. Lawrence Perkins		1,117.92

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KING PHILIP REGIONAL SCHOOL DISTRICT COMMITTEE

Marcella Wylie, <i>Chairman</i>	1985
John Barrett, Jr.,	1984
David Brown	1985
James Davies	1984*
Keith Grant, <i>Vice-Chairman</i>	1984*
William Lynch	1984*
Paul Pelletier	1984
Marsha Robbins	1984
Robert Spitler	1985

* Appointed by local school committee

ORGANIZATION

Marcella Wylie, *Chairman*
Keith Grant, *Vice-Chairman*
William B. White, *Treasurer*
Shirley Larsen, *Secretary*

SUPERINTENDENT OF SCHOOLS

William J. Costa
34 Village Street
Millis, MA 02054

SUPERINTENDENT'S OFFICE

Mrs. Jennie Kosten
Mrs. Shirley Maduskuie

Mr. Barbara Fink
Mrs. William B. White

Regular meetings of the School District Committee are held every first and third Monday of the month at the King Philip Regional School at 7 p.m.

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

The Tri-County Regional School District Committee is pleased at this time to report on happenings of 1983 and hopes for future years. At the first meeting in July, we reorganized and Albert Chouinard, Medfield, was elected Chairman. Timothy Greene from the Town of Sherborn was elected Vice-Chairman and Robert Riccio, No. Attleboro, was chosen as the new Secretary. We decided that meetings would be scheduled for the second and fourth Wednesdays of each month as has been a long-standing practice. There were no changes in the makeup of the Committee during the past year so in addition to the officers the membership

remains as follows: Robert Rappa and Carole Russell, Franklin; John Hurley, Medway; Robert McDonough, Millis; Melvin Long, Norfolk; Arthur Hillman, No. Attleboro; John Hanley, Seekonk; Sidney Hatch and Louis Hoegler, Walpole.

Budget 1983-84

Once again the operating and capital budget was held to a 2½% increase. The two major factors that contributed to that achievement was a lower than anticipated bid on pupil transportation and the decision to postpone appropriations for much-needed new equipment and equipment replacement. However, population shifts and an overall decline

in student enrollment required an increased assessment to all towns with the exception of Sherborn and Walpole. The assessment to the Town of Norfolk was increased by \$4,481. Fortunately, the Chapter 70 pass-through monies were granted in July and Norfolk's assessment was reduced by \$2,958. Additionally, we declared a budget surplus at the close of the fiscal year in the amount of \$57,522 and \$1,938 was returned to the Town as their proportionate share. The Committee is sincere about its obligation to operate the school in a manner that is considerate of the financial status of all member communities and at the same time provide

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quality vocational education to the young men and women who reside in our communities. Obviously, this is becoming increasingly more difficult to accomplish; but with your continued cooperation and a state school aid formula that gives equal recognition to the needs of regional schools, we are hopeful for the future.

Vocational Programs

Auto Repair is presently developing an "Engine Rebuilding Section" for adoption into their course curriculum. An area in shop has been sectioned off and designated where total engine repair and rebuilding will become a part of grades eleven and twelve instruction.

Auto Body is awaiting the installation of its "Frame Straightening Machine" (should be installed by 1/15/84). The teachers will instruct the art of "frame straightening" on "unitized bodies." This teaching concept is of vital importance because of the large increase in automotive production to "unit type" body construction.

Machine Shop has added a CNC Vertical Miller to its shop equipment. Computer numerical control machines are being widely used in the Machine Shop industry today. This added curriculum instruction will be of great value to the training and development of our students. This learning will place these students on a more competitive level when seeking work in the Machine Shop industry.

Metal Fabrication is about to install a "Oxy Fuel Shape Cutting Machine". This piece of metal cutting equipment will enable the Metal Fab instructors to teach our students some of the finer points in metal cutting. This added instruction will also assist our teachers to help develop "metal burning" (cutting) operators. The training will benefit students who lack the dexterity and skills of becoming proficient welders.

Sheet Metal has developed and established a solid basic "Sheet Metal Program." Students are being instructed in "duct work" construction of all types. This includes design and lay-out as well as fabricating and assembly. This department under the guidance of their instructors has completely removed the present "exhaust eliminating system" in the Metal Fabrication Shop. The teachers and students are responsible for a completely new exhaust system. This includes the design, lay-out, fabrication, and installation.

Plumbing continues to train and develop our future plumbers. It has become a very popular program, one which boasts a very high percentage of job placement in this trade. Recently, the instructors and students designed, developed, fabricated, and installed a model "Solar Hot Water Heating System" in their own shop. All of the design, even the solar heating panels, were made at the school. This "Solar Heating System" can be seen and appreciated by visiting our school. A noteworthy point is that this department (students and teachers) have taken care of all the plumbing needs throughout the school (maintenance/repairs/new installations).

Electrical (shop) is growing and developing rapidly. There is a great demand for electrical apprentices. We are helping to ease this demand by placing many of our students in the electrical work field. Presently, a "Motor Control and Test Laboratory" is being constructed to give our students a competitive edge when seeking jobs in the electrical trade field. Our Electrical students and teachers have satisfied many of the electrical maintenance and new wiring installations here in our school.

Masonry continues to be a very popular program here at Tri-County. The course curriculum is well organized and meaningful. Recently our students and teachers contributed a service to the Town of Franklin. They provided the skills and abilities needed to restore the brick "Band Stand" at the Town Common. This job brought out much attention and praise.

Plant Maintenance, another popular program in our school, continues to hold a great deal of interest as it steadily advances. In this department the training modules accent carpentry, machine shop, welding, electrical, plumbing and small engine. The curriculum being taught in these many trade areas are mostly basic in design. However, enough is being applied whereby the student can develop and advance in any one specific trade area or in all of them.

Paintings & Decorating, Painting, wallpapering, interior decorating, furniture refinishing, sign painting and cabinetmaking are on-going activities for this program. Much of the painting and maintenance needs in our school are being satisfied by the P & D students and teachers. The trade skills being taught are of high value to our student

graduates. (It is a tremendous asset in any school, town agency, or building to have a department capable of maintaining the proper appearances necessary because of public scrutiny.)

Carpentry/Cabinetmaking. At Tri-County, future carpenters and cabinet-makers are being trained and sent forth into their trade fields. The knowledge and skills derived from our course instruction certainly enable our graduates to find their place in the work market. Many of the carpentry/cabinetmaking student graduates have gained prestigious employment. An "Overhead Router" is the latest piece of equipment that will be used to help train our young people. The carpentry department has done outside jobs (buildings, roofs, renovations) for many of the district town agencies. There are several jobs under consideration at this present time.

Air Conditioning & Refrigeration. A lot of growth and development has taken place in this department. The students and teachers have organized their shop facilities and work stations into a compact training area. Air Conditioning & Refrigeration troubleshooting, repairing, designing, and installing of new systems make up some of the course training study units. The students and teachers are responsible for most all of the air conditioning and refrigeration needs throughout the entire school.

Technical Programs

As in all high technology fields, Drafting has experienced a revolution. Pencils, french curves, and drawing tables have been replaced by CPU's, digitizers and plotters. Known in the trade as a CAD/D system, computer-aided design/drafting enables a draftsman to make, store, copy or change drawings by pushing a button. This micro computer-based graphics system is efficient, fast, and accurate. It is also becoming standard equipment in the drafting industry. Without the knowledge of operating a CAD/D system, students will be at an employment disadvantage.

Armed with these facts, Tri-County applied for and received a federal grant of \$5,000 to be applied to the cost of the necessary equipment. This grant did not cover the cost of a complete system, however, so a plea was made to several hi-tech companies requesting monetary contributions.

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Codex Corporation of Mansfield and Bird Machine Company of Walpole responded to that plea. The generous amount of \$1,500 will allow the program to be offered to seniors this year. This collaboration strengthens the existing relationship between education and industry which ultimately enhances the employability skills of students.

The Foxboro Company has been very supportive of Tri-County in the past through their active participation in our advisory committees, and in the Business Education Collaborative of which Tri-County is also a member. Students have been welcomed on a cooperative basis as well as being hired after graduation. Foxboro Company's most recent contribution has been an audio-visual teaching aid on operational amplifiers to be used by the Electronics Department. This educational tool will not only assist students in learning the concepts, but also present the material in greater depth and detail. The market value of these tapes is \$1,200.

All of these donations are extremely timely in light of the fact that the robots have arrived at Tri-County. A new component of the Electronics Program now includes an industrial automation course which placed Tri-County in line with the state of the art.

The assembly of the HERO robot has just been completed and the "armdroid" has been programmed to move, select and deposit objects. The students have worked diligently and learned a great deal by completing this rather complex task.

Plans are in the preliminary stages for the development of a "computer center" at Tri-County which will not only introduce a new concept for the hi-tech programs, but also allow all students in the school to interact with computers in a manner that will enhance their learning.

Contact has been made with one of the local banking firms to discuss the feasibility of establishing a full service banking branch at Tri-County. Since this occupation is always in demand, students will be exposed to and taught the skills for viable employment.

Service Occupations

Students in the Cosmetology Department continue to offer a wide variety of beauty services to both men and women in the surrounding towns. A very popular feature has been the facial treatment

which is now considered a specialty and requires licensure by the Massachusetts Board of Cosmetology. Since Tri-County's instructors are already licensed and the demand is so great, it is hoped the addition of more equipment will allow the school to offer a course to train aestheticians.

Students in the Food Trades Department were offered a unique opportunity to interface with industry while serving the public. The management of King Philip Ballroom hosted a group of 600 senior citizens during the week of October 3rd. These folks were scheduled to meet Monday through Friday for a sit-down luncheon. King Philip sent out a request for workers — as many as possible, and Tri-County was happy to respond by sending twelve sophomores and seniors.

The seniors worked as waiters and waitresses; the sophomores were bus persons. For many, this was their first experience working in the real world. At week's end, both students and supervisors were pleased with the program. Mr. Richard Enegren, President and Treasurer of King Philip, stated, "The students did all that was asked and more. We were very pleased. The patrons were highly complimentary. I hope we have opportunities like this again in the future."

On October 29th, students from the Food Trades Shops of Tri-County assembled and decorated a four-tier, 120-pound anniversary cake at the Walpole Mall. The sixty pounds of cake and sixty pounds of icing were prepared by junior class members during their regular shop classes. They spent four hours building and decorating the cake, using several borders and two garlands of icing roses. After a short ceremony, the cake was sliced and given away to passing customers. In slightly less than an hour, several hundred persons had received an early Halloween treat.

In November, the Franklin Businessmen's Association held their fall dinner meeting in the Rainbow Room. The group is newly formed and their membership is growing according to Michael Tavalone, President of the association.

The forty-six members that attended were extremely pleased with the dinner and service the students provided. They look forward to returning in the near future.

The Tri-County was once again proud

to offer its facilities and assistance to the Franklin Life Savers. Fran Malloy and Bill Arnold of the Franklin Life Savers were able to offer the life-saving cardiopulmonary resuscitation program to dozens of area residents at Tri-County. Tri-County is pleased to be part of this community effort.

Academic Programs

Tri-County's academic programs continue to serve the needs of the work bound and college bound student alike. The graduating class of 1983 proved no exception to these goals with 21% of its graduates continuing their education in two and four-year institutions of higher learning.

This year saw the continued development and maturing of academic programs at Tri-County. The English, Math, and Science Departments are working in cooperation with selected Tri-County shops as well as schools of higher learning in a joint effort to develop an advanced, technically based program for Tri-County students so oriented. While at the same time the English Department's Reading program continues to advance students two grade levels, on average, based upon standardized reading comprehension test scores. The Math program now boasts fifteen offerings designed to meet the needs of every student whether he/she be a future baker or electronic engineer.

The Business program has undergone the most encompassing change during 1983. Because of these changes, all students who graduate from Tri-County will take with them typing skills. In addition, all students will undergo a program of computer literacy. Many students will also graduate with functional competence in word processing. All of this due to planned development and redesign of the Business Education curriculum implemented in 1983.

The Physical Education Department has also been busy in 1983. Plans have been developed for implementation this winter of a community based, life-skills physical education program. Students will be engaged in activities ranging from racquetball, ice skating, and bowling to golf. However, these activities will all take place in and around the Franklin area at local recreational sites.

Tri-County will continue to offer in 1984 the finest academic programs possible so as to best prepare district students for whatever their vision and

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future demands of them.

Pupil Services

At this relatively early date the two hundred and forty seniors who graduated in June are accounted for in the following manner: Employed full time are 72% of the graduating class; 21% are attending two and four-year colleges; 6% are unemployed; and the status of 1% is unknown.

Scholarships in the amount of \$15,000.00 were awarded to deserving graduates.

During their senior year one hundred and five students were placed on cooperative work programs (alternate weeks) at thirty-six business and industrial sites.

The Department administered the Preliminary Scholastic Aptitude Test, S.R.A. Achievement Tests, the Armed Services Vocational Battery, and Basic Skills Tests.

Workshops were presented for students and parents regarding financial aid and representatives of thirty colleges and technical schools visited Tri-County.

Members of the guidance staff conducted skills classes for resume writing and interviewing.

Athletics

This past year was a very exciting period in Tri-County athletics. The Cougars became full-time members of the Mayflower Athletic League and many of the athletes excelled in their respective sports becoming League all-stars and acknowledged by the area newspapers.

While no teams captured team titles or championships, many of the student-athletes performed superbly. Each team had its leaders: Boys Basketball Team — Brian Fisk (Seekonk). Girls Basketball Team — Candy Bryda (North Attleboro). Baseball Team — Wally Songin (Walpole). Track and Field — Chris Charette (North Attleboro). Football — Joe Taranto (Franklin). Cross-Country — Charlie Huidobro (Franklin). Volleyball — Luann Cormier (Franklin). Soccer — Mike Steinborn (Franklin).

The Cross Country Team once again (4th consecutive time) captured the Franklin Town Trophy. This team established itself as a league power, finishing second in the league and third in the State Vocational Meet.

A new sport emerged this year at Tri-County — Volleyball. The team was

very representative and should be very competitive next Fall.

The Football Team played its first night game at North Attleboro's Community Field and also flew to a game against Nantucket High School.

Once again, the Tri-County Boosters provided the athletes with three Sports Banquets and the seniors received their letter jackets.

The Athletic Department looks forward to 1984 with a new spirit and a renewed dedication to competition and participation in athletics.

Student Activities

The Junior Class held its annual festive Junior Prom at the Sheraton Mansfield in Mansfield, Mass. The prom committee along with their adviser, Mr. Slaney, worked diligently to formulate plans that provided a successful and fun evening for everyone. The manner in which the students accomplished this task was professional, polite, and mature, which elicited several complimentary remarks from the business representatives with whom they worked.

A Halloween Dance was initiated by the Junior Class this year and, with the help of their adviser and other staff members, they managed in a very short period of time to decorate the cafeteria, contact a disc jockey, and sell tickets. Ten-dollar gift certificates were presented to the most original, the most creative, and the scariest costume of the evening. It was such a success that it will no doubt be a yearly event.

Distributive Education identifies a program of instruction which teaches marketing, merchandising, and management. DECA, Distributive Education Clubs of America, is an organization whose program of leadership, personal development, and career encouragement is designed specifically for students enrolled in distributive education.

At Tri-County, the D.E. program has been very active in DECA for the year 1983. In February, thirty-five students of the Tri-County DECA chapter attended the District II Leadership Conference held at Sturbridge, Mass. Over 300 students participated in the conference from eleven schools. The students took two competency based exams in Distributive Education careers and the top six students in each area competed in the State Leadership Conference.

Several Tri-County students won second and third prizes in these competitions, and although there were no gold

medal winners to send to the nationals in June, the DECA students are determined to participate in the events in Kansas City in 1984.

The Class of 1983 had several successful fund-raising and class-related activities during their senior year. Flower drives, rock poster sales, and a senior class outing produced revenue and were very well supported by class members. The annual blood drive sponsored by seniors was so well done that more than 110 pints of blood were collected — a record breaking number for Tri-County.

Of course, the highlight events were the Senior Dinner Dance and Graduation. In attendance were 120 seniors along with a large number of faculty members. After a buffet dinner prepared and served by the Culinary Arts students, everyone danced to and enjoyed the music of the "Rough Mix."

On Sunday, June 5, 1983, the seniors assembled for the last time to greet friends, sign yearbooks, and say goodbye. The weather cooperated and the outdoor graduation ceremonies were pleasant and enjoyable. The Southeastern Community Concert Band provided music for the event and Reverend Alan Cleeton of Franklin gave the invocation and benediction. The address to graduates was given by Mr. Carl Lind, Director of Operations at Analog Devices, Norwood, Mass.

Graduates from the Town of Norfolk were: Craig Anderson, Donna Bain, Russell Bain, Russell Card, Brenda Flaherty, Beverly Gomes, Ethel Lavalley, Lisa Leonard, Kevin Morrison, Donald Readell, Kevin Roche.

The Fall of 1983 brought with it what might be one of Tri-County's most significant and profound developments — the establishment of a SADD Chapter at Tri-County.

Mr. Robert Anastas, the founder of SADD (Students Against Driving Drunk), came to Tri-County and spoke to the entire student body. During Mr. Anastas' two-hour presentation, students learned of the goals of SADD which focus on the elimination of the drunk driver and the saving of lives. All students, through their English classes, have embarked upon a fifteen session curriculum which will alert and inform students of the potential dangers of alcohol misuse and abuse. Following these sessions students and parents will join in a contract which commits the parent or friend to drive an alcohol-

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impaired student home from anywhere at anytime.

The students of Tri-County have willingly and enthusiastically joined in this program to combat the number one killer of young people — the drunk driver. They have been given the school's complete support and are confident of receiving their parents' support as well.

Respectfully submitted,

Tri-County Regional Vocational
Technical School Committee

Albert G. Chouinard, *Chairman*
Melvin C. Long, *Norfolk*

REPORT OF THE NORFOLK PUBLIC LIBRARY

A not-so-trivial question — What town service is available year round to all of its citizens — young and old — for less than 1% of the whole tax levied?

YOUR PUBLIC LIBRARY!!!

There are those who claim that the need for a public library in Norfolk has never been shown and that a library might not even be needed —

To them I say — Here are the library statistics for FY 1983:

<u>Circulation</u>	
Adult Fiction	28,420
Adult Non-fiction	8,702
Juvenile Fiction	15,018
Juvenile Non-fiction	3,751
Periodicals	6,111
Records & Cassettes	1,080
Films	75
Museum Passes	483
	<hr/>
	63,640
 <u>New Acquisitions (includes donations)</u>	
Books	1,598
Audio-Visual	42
New Borrowers	346
Out of Town Borrowers	213
Inter-Library Loan Requests	481
Inter-Library Loans out	67
Fines and lost books	\$1,139.03

Rounding off our present population to 6,000 persons and dividing this past years' total circulation of 63,640 by 6,000 makes Norfolk's average per person circulation 10.6. This ranks among the highest per person average in the entire state.

In 1973 our circulation was 24,052 — during the decade demands on the library have increased by 265%. In 1978 circulation was 39,784 — and in the past 5 years alone the demands on the library have increased by another 160%. Needless to say, library space, staff and acquisitions have not kept pace.

There are those who say we cannot afford to provide a new library. To them I say we cannot afford not to. The town has an investment valued close to \$500,000.00 stored under unacceptable conditions. Conditions are so bad that it is very difficult for people to use the resources. Something must be done this year.

The library's resources and services are a combination of help from the private and public sectors.

This year from the private sector the library thanks:

The Friends of the Library for their continuing support — their largest contribution being the wonderful new \$2,100.00 copying machine given and maintained completely by the Friends — The family passes to the Aquarium (\$500.00), Fine Arts Museum (\$60.00), to name a few of the services provided.

The Lions Club for the pass to the Children's Museum (\$500.00) — The Reading Enrichment Program for young adults (\$400.00) and the helium each year for the fair balloons.

NOVA for the Christmas wreaths and lighting — The Museum of Science pass (\$500.00) and the wonderful books for new NOVA babies.

Father Sullivan for caring about the library staff by donating a coffee maker complete with coffee as his expression of appreciation.

The countless people who cared enough to give time, books, and of themselves to make the library a better place.

Thanks to the public sector goes to the Highway Department for their continuing support — to the Eastern Region for providing the thousands of books to enrich our holdings — for the van service allowing to us fill almost 500 inter-library loans — for the cooperative buying program that allows us to buy more for less — for the loan of films for both pleasure and education and finally for the grant to begin 3 years retrospective cataloguing on Marc Tape for future computerized library services.

To the Board of Library Commissioners for the State Aid Grant and their

help in library planning.

To the Permanent Building Committee for their support and pursuit of a building program.

Most of all, thanks to the entire staff who, under the worst of conditions, manage to deliver the best of services.

In closing — to meet our community's library needs, much more has to be done by both the public and private sectors.

THIS MUST BE THE YEAR OF THE LIBRARY.

Respectfully submitted,
Jeanne D. Hill
Director

ANNUAL REPORT LIBRARY TRUSTEES

Nineteen eighty-three has been a most productive year for our Norfolk Library. The Trustees have been working diligently toward solving the numerous problems encountered in the every day operation of the library.

Our efforts were directed towards meeting the needs of the community, particularly in space requirements and computerization. We have been working closely with the Permanent Building Committee and the architect in planning for expanded library facilities.

In the spirit of cooperation, we have joined with the Sharon and Walpole Libraries in the formation of a regional computerized resource information system (CLIP). When this system is operational, it will provide our patrons with additional information from these libraries.

Your Trustees participated in the Literacy Volunteers of America Program. Mrs. Eunice Whitman, of Norfolk, represented our library at the LVA Tutor Training Program. She is prepared to handle the needs of any adult requiring assistance to improve reading skills.

The Board accepted, with regret, the resignation of Helen Zanzie. We wish to thank her for her many years of faithful service to the library.

The Trustees also wish to thank the various organizations and individuals who, through their contribution of time, money, and services have increased the number and variety of resources available to our patrons.

Last, but not least, the Board wishes to thank the staff for their tireless efforts

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and flexibility in serving the increasing needs of the community.

Respectfully submitted,
Frances Holman, *Chairperson*
Julia C. Dardi, *Secretary*
Robert G. Boucher

ANNUAL REPORT OF THE NORFOLK HISTORICAL COMMISSION

The Historical Commission has had an active year during 1983. Our board is now at full membership with seven members and three alternates.

During the year we began an oral history project. The Commission has recorded reminiscences from five subjects so far, and more are planned in the future. We are very grateful to the people who have agreed to be recorded. They are a great historical resource! These taped recorded interviews will be transcribed and perhaps printed in a booklet when we have collected a number of them.

The historic building survey is being added to each year. We have an inventory of about 60 buildings and fifteen additional sites were done this year.

The Tri-County Regional Vocational School will be making house plaques for the Commission. We hope to have a few more hung in the coming year. In 1984 we are hoping to nominate the Boyd-Miller House on Myrtle and Miller Streets to the National Register. Another goal for the future is to nominate the town center including the Norfolk Grange Hall to the National Register as an Historic District.

Respectfully submitted,
Emily Jacques, *Chairman*
Betsy Pyne, *Secretary*
Charles Weeber
Donna Beernick
Helena Drolette
Paul Hanna
Thelma Ravinski
Suzanne Burns, *Associate member*
Kathy Zeigler, *Associate member*
Camilla Noyes, *Associate member*

NORFOLK ARTS COUNCIL REPORT

As director of the Norfolk Arts Council since March, 1983, I hereby present

an update of a newly organized and activated Arts Council consisting of six members. A support group under the title of FAN (Friends of the Arts of Norfolk) was re-activated and will be assisting the council with future projects. The chairperson of FAN is Joyce Locke and the secretary is Lori Latham.

Our first two applications for the State allotted funds were submitted in May of 1983 for the July disbursement period. The Arts Council contributed two hundred dollars towards a summer craft program for elementary and junior high school children. This was a very well attended program conducted at the Centennial School with Carol Beard as teacher-director. It was the belief of the Arts Council that this donation would provide better materials than were used in past years in hope this would stimulate students' interest in art and create encouragement for future programs.

During this allotment period we shared a project with the Wrentham Arts Council to supplement \$350.00 granted by each council for a choral program for the King Philip High School. The total aggregate would allow \$700.00 for the King Philip High School to promote a chorus that would start in September of 1983 and run through May of 1984. When September came, only three students had signed up for the chorus, and the funding was paid out of the school's budget. We have, since that time, applied the Council's money toward a musical feeder program at the junior high level. Currently Mr. Tony Ansevino who is the music and drama director at King Philip Jr. High is working with the students on a musical production that will take place in mid-March. He is hoping this will stimulate an interest in music before the students go into high school.

We want to support all forms of the arts and be sure that our own local talent isn't neglected so we called upon two local violinists and a pianist to conduct a free concert for all to enjoy. Instructor and pianist Brian McGorrill, Ellen Arnold Mabel and her brother Tim Arnold violinists presented Christmas in Williamsburg, "an evening of the great classics, on December 4th, and the church was packed, even though it was a very stormy night.

We believe this Christmas program allowed the community to realize the great potential of the local artists resid-

ing in Norfolk and set the stage for participation of more Norfolk people in future endeavors.

We are presently in need of three more council members as we have many exciting programs planned for 1984. Any encouragement the Board of Selectmen or townspeople may offer will be greatly appreciated.

We thank all who have supported us so far in our endeavors, particularly the Selectmen's office in their encouragement and assistance. You will be hearing much more about the Council in 1984.

Respectfully submitted,
Sharon Turner, *Director*
Norfolk Arts Council
Helena Drolette
Lady Lee Gilbert
Jan Conklin
Brian McGorrill
Janet McLaren

PLANNING AND DEVELOPMENT

PLANNING BOARD

The Norfolk Planning Board operates under the authority of Massachusetts General Laws Chapter 41, Section 81. Our board, with individual members elected every three years, has legal responsibilities for municipal planning, including streets, sites for public buildings and structures, building and zoning districts, waterways, and public transportation routes. Our major activity is administering the Subdivision Control Law, Control Law, Section 81K thru 81GG. That law, supplemented by our rules and regulations (on file at the Library and for sale by the Town Clerk), strictly regulates what can and cannot be required of persons who wish to divide tracts of land or build roads.

Our board will be happy to answer questions regarding roads, land, and zoning at no cost to applicants. It is advisable to contact a board member by telephone before coming to a meeting as appointments are needed for complex or time-consuming matters. Appointments may be made with our secretary, Lois Boucher.

Our meetings are at 7:30 p.m. on the second and fourth Mondays of every month in the Planning Board Office, second floor, Town Hall. Changes, if any, to meeting times or dates are posted on the Town Clerk's Bulletin Board in the Town Hall. Legal notices are published in the Sun Chronicle, and abutters are notified by certified mail before public hearings. Before each public hearing, we leave a copy of the plan or other matter under consideration at the Town Clerk's Office for public inspection.

The current demand for building lots resulted in a sharply increased Planning Board work load. Many lots in existing subdivisions were released under bonds. New preliminary subdivision plans were approved in the King Street and Park Street areas. Other lots having frontage on existing streets were endorsed by the Board as meeting the zoning requirements.

One incumbent member, Charles Cheney, was reelected this year. David Richardson was also elected for a 3-year term.

We wish to thank the other Town Boards and Commissions for their assistance. Highway Superintendent F. Arthur Woodworth, Jr., Building Commissioner Gerald Hughes, Executive Secretary Marilyn Morris, and Town

Clerk Elinor Pearson have been especially helpful to us in the performance of our duties. Finally, we wish to thank Einar Elbert, who ended a long term of service to the Planning Board this year. His dedication and impressive knowledge of the Town will be missed.

Plans submitted to date:

Preliminary Plans: Filed: GMS Trust
Approved: Rolling Ridge
Diana Estates
Definitive Plans: Filed: Rolling Ridge
Diana Estates

Lots released in subdivisions: 55
Non-subdivision lots endorsed: 26

Respectfully submitted,
Charles Cheney, *Chairman*
Robert Haddleton, *Vice-Chairman*
Norman Mullaney, *Clerk*
Peter Beigbeder
David Richardson

REPORT OF NORFOLK'S REPRESENTATIVE TO THE METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council prepares regionwide plans and policies which relate to issues in land use, environmental quality, housing, economic development and transportation.

Pursuant to Chapter 40B, Section 26 of the Massachusetts General Laws, the Town of Norfolk is a member of the Metropolitan Area Planning Council, the regional planning agency for 101 communities in the metropolitan Boston area.

In 1983, the Town of Norfolk was represented on the Council by David Richardson, who was appointed to a 3-year term by the Selectmen on May 18, 1983 and is active in Council affairs.

Under several different programs, MAPC works with its member communities to review the impact of a variety of projects. Through the environmental impact process, MAPC helps member communities assess the environmental effects of proposed projects requiring state or federal funding or permits. Via the process known as the A-95 (formerly federally mandated, now operated by the state), the Council helps inform and counsel cities and towns on the development of publicly-funded projects. MAPC is also responsible for the review and evaluation of state capital expenditure projects, industrial revenue

bonds (IRBs) and urban development action grants (UDAGs).

In addition to developing regional plans and policies, the Metropolitan Area Planning Council provides services to its member communities by providing local technical assistance upon request (free up to two weeks, then at cost) for projects in zoning, planning site analysis, traffic, groundwater protection and other areas. MAPC, at the request of the Town of Norfolk, provided the following technical assistance in 1983: undertook Norfolk Center revitalization project.

For the period July 1, 1982-December 31, 1983, MAPC reviewed 144 A-95 applications representing approximately \$380 million in federally-assisted projects. The staff and representatives also reviewed and commented on 31 environmental reviews (both state and federal) for projects representing an estimated \$4.3 billion in construction activities.

In addition, the Council received notice that 224 Industrial Revenue Bonds were issued totaling approximately \$527,389,879 and reviewed 110 Capital Outlay Request projects totaling \$250,348,539.

For the Town of Norfolk, MAPC reviewed one environmental assessment, technically titled an Environmental Notification Form (ENF), totaling an estimated \$1.5M in federal funding and construction costs. David Richardson also commented on various transportation and health-related proposals for the region.

The Metropolitan Area Planning Council is an autonomous public agency governed by representatives of its member cities and towns. Its membership also includes 34 heads of selected state and Boston agencies and gubernatorial appointees for a total of 135 members.

The Metropolitan Area Planning Council is funded by local assessment at the rate of approximately \$.17 per capita, and by federal and state grants for transportation, economic development and environmental planning. Like its member communities, the Council is subject to Proposition 2½.

Local officials and citizens interested in regional planning issues affecting Norfolk are encouraged to contact the MAPC representative for more information.

David Richardson
MAPC Representative

PLANNING AND DEVELOPMENT

THE ZONING BOARD OF APPEALS

The Zoning Board of Appeals is appointed by the Board of Selectmen in accordance with Norfolk's bylaws and Mass. General Laws, Chapter 40A. Under Norfolk's zoning by-laws this board is also designated as the permit granting authority.

It is a five member board with two associate members. The board sits as a quasi-judicial body whose powers are both conferred and limited by statute, Mass. General Laws Chapter 40A, and the zoning by-laws of the town of Norfolk.

The Board's function is to hear and decide appeals, applications for special permits, and petitions for variances.

During the year, the board accepted the resignations of Girard L. St. Amand and Edward Boiteau. The board thanks both of these gentlemen for their valued contributions during their tenure. Thomas Fallon and Isabel Lenihan, both associate members, were appointed to fill these full member positions. Marvin Jacobson and Raymond Calleaux were appointed to associate member positions.

The board received 33 applications during the year. Disposition of the applications was as follows: 27 hearings were held resulting in 6 variances and 10 special permits being granted. One application was scheduled for hearing in January, 1984.

A special note of thanks to Lois Boucher, the Board's recording secretary, for her fast and accurate accounting of the hearings.

Respectfully submitted,
D. Dudley Harrelson, *Chairman*
Nancy Connors, *Vice-Chairman*
Thomas Fallon, *Clerk*
Myron Peterson
Isabel Lenihan

Associate Members
Raymond Calleaux
Marvin Jacobson

REPORT OF THE PERMANENT BUILDING COMMITTEE

After a careful review of the Town's public building needs, the Committee decided early in the year that the highest priority should be given to addressing

the space needs of Norfolk's Public Library and Police and Fire Station.

Accordingly, the Committee has focused most of its time on these two priorities. In both cases this has involved three distinct phases: the development of a reasonable space program; the selection of the design architect; and the translation of the space program into specific design plans in collaboration with the architect. The Committee has worked closely throughout all phases of the Library project with Librarian Jeanne Hill and the Library Trustees, and in the Police/Fire Communications Station project with Police Chief Samuel Johnston, Fire Chief William Kelley and Chief Dispatcher Dorothy Campbell. In addition, the Committee has actively sought the views of the town's people via open houses and press releases, as well as through the many public committee meetings.

In developing both projects, the Committee has been mindful of the need for both projects to blend with the traditional New England architectural style of the town. Most importantly, the Committee has been determined to ensure that the projects yield efficient buildings with as low a construction cost as reasonably possible, and that the designs contain sufficient flexibility to allow for future expansion, if the need arises.

By any national average, the present **Norfolk Public Library** building is woefully small and inadequate for the size of the town. During the last twenty years, the population of the town has more than doubled, library usage has more than quintupled and is growing rapidly, but the library public space has remained the same at some 1350 square feet (plus a 700 square foot trailer which is primarily for storage and does not have public access). As a result, the present structure provides an overcrowded, dysfunctional, inefficient facility simply unable to cope appropriately with the varied needs of its users, or even to ensure the preservation of present library materials (many items are deteriorating through storage in the damp trailer and at the highway garage because of the lack of library space).

After extensive discussions, the Permanent Building Committee approved a new library building program totalling some 6,500 square feet. The program called for significantly increased book

collection and periodical space, increased formal (quiet) and informal (browsing) reader space, a specific area set aside for children, a multi-purpose area for exhibitions, seminars, meetings and the like by either library or non-library users, and appropriate staff working space.

After advertisement, the Committee received applications from 34 architectural firms wishing to be considered for the project. After reviewing the credentials of all applicants, and interviewing 6 candidates, the Committee ultimately chose the *Design Partnership of Cambridge* by unanimous vote. Wilson Rains and Douglas Flockhart, the two principals of the company, working closely with the Committee and officers of the Library, translated the approved building program into an attractive and efficient library design.

The proposed new library will be created by adding space to the present building; this addition will front on North Street and will, therefore, leave the top of Town Hill untouched. The library will be of traditional new England design, blending in with the existing library building, and will have adequate parking mainly on the south side. The choice to extend the present building, rather than to build an entirely new separate structure, was made for three compelling reasons: it was the least expensive way to proceed; it best preserved the integrity of Town Hill by minimizing the land area needed; and it incorporated and preserved the historic structure presently housing the library (the main room of the present library was once a one-room school on the corner of Fruit and Cleveland streets which was moved in 1900 to its present location to become Norfolk's first Fire Department; after a new Fire House was built on Main Street, which ultimately became our present Town Hall, this building became the Public Library in 1951 and was expanded by a 600 square foot addition in 1962).

There are four main areas proposed for the interior of the new library: the children's room and a multi-purpose area, which will be placed within the existing building; the circulation desk, browsing area and bookstacks, which will be directly accessible from the new front door on North Street; the reading and reference areas, which will be to the south and, therefore, separated from the

PLANNING AND DEVELOPMENT

children's area; and the librarian's office, work areas and storage, which will be placed on a mezzanine for construction efficiency and to reduce the overall land area needed for the expansion.

Built 18 years ago, **Norfolk's Police and Fire Station** has been overcrowded and dysfunctional for the last several years. Norfolk's rapid growth has produced a corresponding growth in the two departments, especially the Police Department, which has quadrupled in size. In addition to being crowded, unsafe and poorly laid out, the Police Station does not meet the State Requirements for detention facilities. A study by the Permanent Building committee indicated that 3700 square feet of office, training, detention, storage, dispatch and interrogation space should be added to the existing facility.

After advertisement, the Committee received 32 applications from architectural firms wishing to be considered for the Police and Fire Station project. After reviewing the credentials of all the applicants and interviewing 5 candidates, the Committee selected *Donham and Sweeney* of Boston by unanimous vote.

The proposed solution for the Police and Fire Station expansion, developed by Brett Donham, is to wrap the new space around the front and side of the administrative part of the existing building (no changes will be made to the Fire Department garage area). Several options were considered and the Committee selected this as the preferred one. Functionally, the proposal provides a public entrance on the Main Street side of the building, visible and easily accessible, and removed from the "business" end of the building. In the rear, just off the officer's parking area is the officer's entrance. Further to the rear, away from public visibility is the sallyport or secure entrance for detained persons. The public entrance leads directly to the dispatch and information center. Further access by the public is limited and is controlled at this point.

The Fire Chief's and Police Chief's offices as well as the Records Office are immediately adjacent to the controlled entrance. Officers entering at the rear have the muster room and the duty sergeant's office immediately adjacent. Detained persons will be brought from the sallyport directly into the booking area and then into the cells. Central to the whole operation with direct control over

all three entrances is the dispatch - main office space. The result is a highly centralized and efficient layout that should meet the Town's needs for 15 to 20 years. Provision has been made for future expansion on a second floor level. A pre-fabricated garage for impounded cars and police cruisers is proposed for the rear of the lot.

In appearance, the addition will be brick to match the existing building. Pitched roofs have been designed to make the addition look more attractive alongside the large expanse of Fire Department garage, to relate to a more traditional image and to provide attic space to run air ducts and heating lines. Windows, arched openings, and the general massing of the addition are intended to give a more traditional and pleasing appearance than the present building.

The full details of the designs and cost estimates for both proposals for the Library and the Police/Fire Communications Station expansions will be presented to the Town for its consideration this Spring.

Respectfully submitted,
Robert P. Lowndes, *Chairman*
Wayne Bredvik
Anthony M. Brizzolara
Kevin B. Delaney
Martin R. Moeckel

EARTH REMOVAL ADVISORY COMMITTEE REPORT

Residents who are unaware of the duties of the ERAC had an opportunity to witness firsthand the earth removal in town that this committee reviews and makes recommendations on to the Board of Selectmen prior to the issuance of a permit. 1983 saw the beginning of the most visible operation to date with the excavation at the site of the old St. Jude's rectory in Norfolk center. This operation is an example of how much earth can be removed in a short time frame.

While the earth removal at the center was beginning, two other operations were quietly winding down to the loaming and seeding part of their operations, one on Medway St. and the other on King St. Countdown Enterprises, Pond St., was the only new permit issued in 1983. We will continue to monitor this removal and all other applications coming before the committee.

The committee does not anticipate any more large operations in the near future.

Submitted:
Anthony Martucci, *Chairman*
Robert Haddleton
Gerald Hughes
Edward Morris
Walter Zagieboylo

DOWNTOWN REVITALIZATION COMMITTEE

It has been a quiet year for the committee. We have met with selectmen to discuss the "Main Street" project. The final monies will be requested on the warrant this year for the lowering of Main Street in front of the library. Additionally, we met with the developer of the land on the old "rectory" site and shared with him the results of the MAPC study.

At the completion of the Main Street project, we recommend dissolution of this committee as we believe that we will have then accomplished the goals originally set by the town and the committee.

Respectfully submitted,
Linda M. Spink, *Chairman*
Celeste D. Hankey
John Finase

SOUTHWOOD HOSPITAL COMMITTEE

The Southwood Hospital Committee was appointed by the Board of Selectmen to serve as a link between the Southwood Community Hospital and the Town of Norfolk. The 1983 Town Meeting raised many questions as to the hospital's plans for the Pondville site. Due to the desire of the townspeople to allow the hospital to go forward with their medical office facility, a modified version of the Warrant Article, was passed by the voters at the annual town meeting.

The committee was appointed by the Board of Selectmen in the late summer. The first organizational meeting was held in November. The group reviewed the situation surrounding the Warrant Article as presented by the hospital for the 1983 town meeting as well as other pertinent records in the town office. In December the committee met with Mi

PLANNING AND DEVELOPMENT

John Dalton, Hospital Administrator and Mr. John Fuller, Chairman of the hospital Board of Trustees. Together they reviewed the organizational make-up of Southwood Community Hospital which is part of the Neponset Valley Health System and has various entities such as Norwood Hospital, Norfolk-Bristol Home Health Services, etc. The Board of Directors of N.V.H.S. reviews the budgets of Southwood and Norwood Hospitals as well as all other units of the N.V.H.S. The Board of Directors is the ultimate decision makers for all matters concerning the health system. Mr. Dalton and Mr. Fuller indicated that the hospital hopes to serve the town by providing some health services which the town needs. Messrs. Dalton and Fuller recognize the changes in the whole approach today to medical services such as HMO's, Preferred Provider Plans, etc. They intend to continue services such as Cancer Care, their Hospice Program, which is an outpatient program now operating on weekends, NORCAP will expand to a 36-bed unit, the LPN School of Nursing and Public Information lectures on such subjects as high blood pressure, diabetes, etc. They do not intend in the interest of cost effectiveness to duplicate any of the facilities of Norwood Hospital. They indicated that they have a desire to maintain a spirit of cooperation and will keep the town informed of any future plans for the hospital.

They plan to start, in the near future, to remodel one floor of an existing building for use as medical offices for the physicians who practice at the hospital. There is a possibility that several of the cottages could be converted to a nursing home or some other hospital use. This is only in the idea stage and there are no immediate plans to do so.

The committee consists of five members who are appointed annually by the Board of Selectmen. This will be an ongoing committee to act as a liaison with the hospital to be sure that the best interests of the town will be met in future expansion plans and that the effect of those plans, both long and short term, on the town will be positive.

Respectfully submitted,
Lorraine H. Foley, *Chairman*
George J. Butler
Helen P. Cleary
Bruce P. King
William A. Ohrenberger

NORFOLK COMPUTER STUDY COMMITTEE REPORT

During the past year, this committee was almost completely restructured, in order to proceed with acquiring the computer equipment authorized at the last year's town meeting. Using the system requirements which had been developed in prior years as a base, a general equipment configuration was developed. The configuration had two objectives in mind: 1) provide a foundation which will meet town growth over the next several years; and 2) enable the initial equipment acquisition to be accomplished within the \$51,000 appropriation.

In support of these objectives, specifications for the system were produced and distributed to over 30 vendors. More than 12 responses were received, and after thorough evaluation for both quality and price, the system as depicted in the attached diagram was selected.

Several months have elapsed since the purchase orders were authorized. All of the equipment has been installed and training for the various town departments scheduled. Plans also include the scheduling of an open house prior to final deployment of the terminals. Before next year's town meeting, we anticipate that each department receiving a terminal will be fully trained and using the new system.

In short, we feel that we have been very successful in building a base for future town growth in the data processing area. New and improved systems, introducing both additional efficiencies and cost savings, can be well supported by the foundation which has been installed.

Computer Study Committee
Robert Sheppard, *Chairman*
Kenneth Wiegand
Caroline Price, *Town Accountant*
Charles Burnett
Gailen Vick

SIDEWALK STUDY COMMITTEE

The purpose of this committee is to determine whether there is a need for a sidewalk on the section of Boardman Street between Main Street and Rockwood Road. At this time residents are concerned because of the extremely

heavy volume of truck and car traffic on this narrow street. With the closing of the Main Street bridge for repair and the subsequent detour on Boardman Street, the problem will intensify. Therefore, the committee concluded that construction of a sidewalk was justified. Meetings were held to find out the cost of construction and the methods for obtaining land for the sidewalk. The County Engineers drew up plans for the sidewalk, which were approved by the Committee in December. Meetings with residents of Boardman Street will be held in January to gain their approval. The issue will be addressed at a Town Meeting in the Spring of 1984.

Members

Charles Jerome, *Chairman*
Ann Willever, *Secretary*
Gary Brown
F. Arthur Woodworth, *ex officio*

ZONING BY-LAW STUDY COMMITTEE

We are studying an outline of the potential issues which face the town. Of course, since our jurisdiction is limited to zoning by-laws we should consider only those issues which can be regulated by appropriately drafted zoning regulations such as:

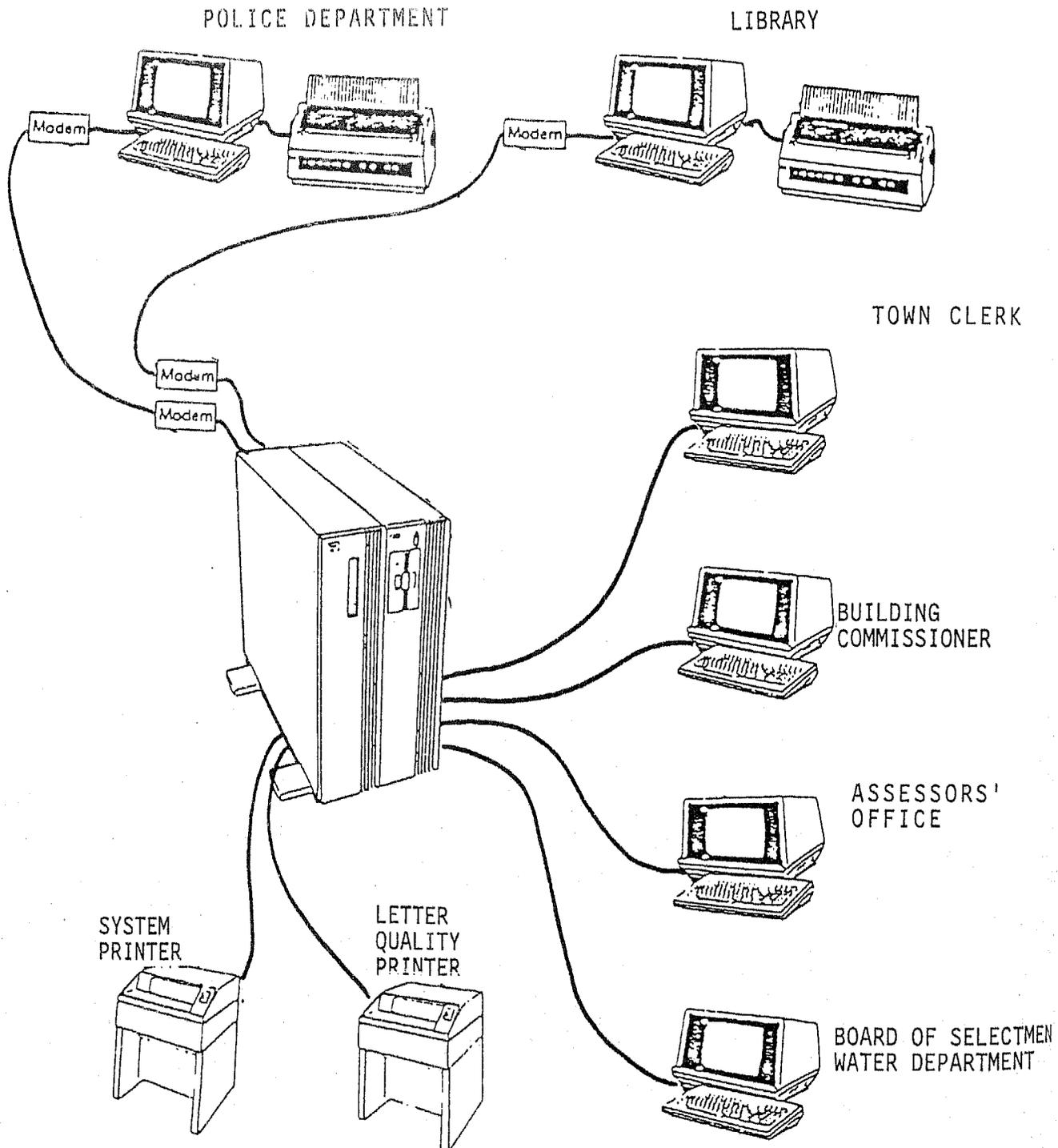
- Economic Development
- Industrial Growth
- Small Business
- Downtown Revitalization
- Housing and Residential Growth
- Building Rehabilitation
- Low and Moderate Income Developments
- Cluster Developments/Mandatory greenbelt-recreational areas
- Environmental Regulation
- Solid Waste-Landfill Use
- Toxic Waste
- Energy Use (protecting solar access rights)
- Recreational Areas
- Wastewater Treatment

As progress is made there will be committee discussions and the Selectmen will be fully informed.

Sincerely,
Kenneth Gore
Austen Smithers
Richard Mabel

PLANNING AND DEVELOPMENT

Computer System for the Town



HARDWARE

NCR Tower Computer
Visual V102 Terminals
Okidata 84 & 93 Printers
UDS 1200 A/D Modems

SOFTWARE

Unix Based System
Electronic Spread Sheet
Word Processing
Electronic Mail

HUMAN RESOURCES

COUNCIL ON AGING

The Norfolk Council on Aging is made up of seven members who are appointed by the Selectmen. There is an undesignated number of Associate Members appointed by the Council. The function of the Council is to identify the needs of the elderly of the town and to seek out ways to meet such needs, to seek support for the services from the town, legislation, grant proposals, and policy-making. Services provided include transportation, nutrition, preventative health care, education, information and referral, outreach, and assistance, dental aid and legal aid.

The Council employs an Executive Director who is responsible for each of the services named.

During 1983, transportation for seniors was provided by the Franklin Transportation Network and was supported by funds from the Town of Norfolk. We provided approximately 6,050 rides to medical appointments, lunch sites, and shopping places. The Council also conducted 7 pleasure trips for 280 seniors, which was not part of the Franklin Network Program.

Reginald Beaver was hired in March by King Philip Elder Services, Inc. to manage the Wednesday lunch site at the Federated Church, replacing Vivian Herrington. We serve an average of 48 people each week. The suggested donation is 75¢. The Executive Director conducts a homebound meals program which provides a hot lunch each day to shut-ins. The Council wants to thank all of our many volunteers who make these programs possible.

Four series of arts & crafts lessons were held this year including stencilling, candlewick embroidery, doll-making and lampshade sculpturing. Bernice Arnold was the teacher.

We have two friendly visitors working this year. They are Phyllis Jones and Edith Seaverns. They will be visiting shut-ins.

The Executive Director takes fuel assistance applications, and works with the Norfolk Red Cross distributing government commodities. The Centennial School staff has been most helpful.

The Council worked with the Norfolk Board of Health and the Walpole Area Visiting Nurses Association in holding a flu clinic for 90 seniors. We also work with the visiting nurses at a monthly health and blood pressure clinic, and a

new diabetes screening clinic which is held 4 times a year.

The Council conducts a drop-in center at the Federated Church each Wednesday. A wide variety of programs is offered there. This year a new podiatry clinic, meeting once every 6 weeks, was established. It has been very successful. We also offer speakers on health care and nutrition, and a monthly exercise program, "Fit as a Fiddle". Other programs include a talk by the Police Department on senior citizen security, a Medicare/Medex seminar, bi-monthly Legal Aid, and tax assistance. Entertainment included Bingo, holiday parties, birthday celebrations, and musical specials. This year we had an arts & crafts sale, took part in the Annual Senior Jamboree, and entered the state-wide nutrition recipe contest, where we had 3 winners. With the support of the recreation commission we held a chicken barbecue for 125, with Bud Allen as Chef, and an ice cream social for 61. In May, we held a dinner dance with help from the Norfolk Arts Council.

A monthly newsletter is sent to the 610 seniors in Norfolk, containing pertinent information, news, schedules and announcements.

We established a retired men's club in May and held 5 meetings. At this time this group will meet twice yearly.

Reginald Beaver was appointed to the Council in 1983. Janet Sievert and Gwendolyn Woods represent Norfolk on the board of King Philip Elder Services, Inc. Their service is appreciated.

The Council on Aging meets each month on the third Monday of the month at 9:30 a.m. at the Town Hall. The public is invited.

Executive Director
Carol Belcher

Respectfully submitted,
Leslie Lincoln, *Chairman*
Ross Connors, *Vice-Chairman*
Arthur Bremilist, Sr., *Treasurer*
Ethel Smith, *Secretary*
Michael Donahue
M. Elizabeth Swenson
Reginald Beaver

Associate Members
Margaret Burrows
Emily Cashen
Russell Quist
Gwendolyn Woods
Adelaide O'Brien

HOUSING AUTHORITY REPORT

The Norfolk Housing Authority maintains a total of 64 units — 60 for low-income elderly and 4 for handicapped of any age. One third of the apartments are inhabited by Norfolk residents. At the end of 1983 we were housing 76 residents with an average age of 76: 45 women, 7 men and 12 couples. The lowest rent paid is \$50 and the highest is \$194. Average rent throughout the year runs \$118 per month. State regulations govern how we the local housing authority determine a tenant's rent. Numerous factors are taken into account: income, assets, payments for medical insurance and health costs, and the number of people in the apartment.

Utilities continue to be our major expense. Electricity ran \$49,000 and water \$4,000 for 1983. We had a Mass Save audit, and as a result of their report several energy-saving measures were taken: lowering temperatures in the hallways, weather-stripping the apartment doors, smaller hot water tanks to be installed as needed, aerators installed in sinks throughout the complex, hot water temperatures lowered and hot water tanks insulated. We have a well on our property and have been using this water strictly for shrub and lawn watering. This year we began trying to obtain permission from DEQE for the use of this well for tenant consumption. It is the Authority's desire to bring down the costs of electricity and water, two very expensive utilities.

Last spring the Water Department made application to the Executive Office of Communities and Development for a water grant. The Board of Selectmen was informed that the EOCD considered the Town of Norfolk unreasonably restrictive of housing in that they had no form of housing assistance available for low-income families. It is the Housing Authority's position that as no need for such housing has been brought to their attention they see no reason at this time for managing any housing other than low income elderly. If such need develops, the Norfolk Housing Authority will certainly do its part to help Norfolk residents who need housing assistance.

Our waiting list is short compared with surrounding communities; however, we average only five vacancies per year. The tenants and the Authority work together to make Hillcrest Village

HUMAN RESOURCES

one of the nicest low-income elderly projects in the state. We welcome visitors and an application may be picked up at the Authority Office along with help in filling it out.

Respectfully submitted,
Maureen M. Buck
Executive Director

John J. Allen, *Chairman*
Shirley A. Mackey, *Vice Chairman*
Arthur Bremilst, Sr., *Treasurer*
Charles H. Weeber, Jr., *Secretary*
Russell M. Arnold,
Assistant Treasurer

VETERANS' SERVICES DEPARTMENT

Herewith is my report for the Department of Veterans' Services for the year 1983-1984.

Veterans' Services are mandated by State General Laws, Chapter 115, Section 5 which provides for the payment of aid to eligible, qualified veterans.

The function of this office is to assist all Veterans of all wars, their dependents, widows or children who may need financial aid or have questions regarding Veterans' benefits.

The Veterans' Services Department is actually an information center for Veterans' affairs. We assisted a number of Veterans in preparing eligibility determination and loan guaranty entitlements.

The Self-Help, Inc. program was continued in the Fall and we assisted with applications to people with low incomes to help with their fuel problems.

Several cases were processed because of unemployment or sickness.

The Town of Norfolk is reimbursed at the rate of 50% by the State.

Respectfully submitted,
Arthur T. Sullivan
Veterans' Agent

BOARD OF HEALTH

The rapid rate of development in Norfolk as experienced in recent years continued in 1983, as manifested by the number of permits issued by the Board for new septic systems, for soil tests, and for the drilling of private wells. In fact, the permitting process itself was strained attempting to keep up with the burst of

building activity that occurred during the summer. Fortunately, the rate of new applications subsided by fall. Due to the efforts of our staff, and particularly of our engineer, Bill Domey, delays were maintained at a minimum. Their diligence and productivity are much appreciated. Board of Health reviews of subdivision plans, as well as disposal system plans, are frequently delayed because they lack important information or do not conform to Board of Health regulations. Applicants are advised to check their plans against Board of Health guidelines to avoid delays.

In response to the need to operate the sanitary landfill in an efficient manner, and thereby extend its use for many years, the Board oversaw the hiring of a new Landfill Monitor during 1983. The principal function of the Monitor is to ensure that only Norfolk trash goes into the Norfolk Landfill. Estimates have been made indicating a 25% reduction in traffic since the Monitor's job was created. The vehicle sticker system is being enforced effectively and fairly and complete records of landfill usage by commercial haulers are kept. Dr. Waters has made provision for recycling scrap metal. Thanks to the cooperation of the Townspeople, it has been a success. Provisions for recycling paper has been arranged. This will be instituted as soon as the Highway Department can provide a suitable location.

The Board amended the Sanitary Landfill Site Assignment adding parcels C and D as well as assuming regulatory authority and the right to review operations. Plans for future use of these parcels have been drawn up which provide for buffer zones between the waste disposal areas and abutting property and which provide for protection of ground water quality in the area.

The quality of ground water and drinking water in Norfolk came under review in 1983. Receiving reports of arsenic contamination of a private well on Maple Street, the Board ordered testing of the suspected well. Confirming the contamination, Mr. Domey the Board's Health Agent/Engineer researched geological maps of the area to determine the aquifer from which the contaminated well draws. DEQE support was requested and promptly received. DEQE tested, under the Board's coordination, all wells within the aquifer. No other contaminated wells were located. However, a new well in the area

has had low level contamination detected. The Board is continuing to monitor the situation and has required that all new wells in Town must be tested for Lead and Arsenic. The Board highly recommends that all households on private wells have their water tested. Any questions may be directed to this Board.

In a separate incident, the Board has received a report of illegal disposal of industrial waste. This has been turned over to the Department of Hazardous Waste. At this time, the Department of Hazardous Waste has not reported any positive findings.

With the joining of the Charles River Pollution Control District, the Board instituted a trip ticket system verifiable by the Board and the CRPCD. A system has been developed that requires no citizen action except signing and verifying pumping of their systems. The pumpers' inconvenience was also minimized. The system has been effective and will result in a \$20,000/year savings to the Town.

We called upon our Animal Control Advisory Committee to investigate complaints of negligence or health or sanitation problems resulting from the keeping of farm animals. The Committee has proved itself to be an effective force in bringing about resolution to complaints through education of both the animal owner and this Board. We thank the Committee for their conscientious efforts in this work and for their constructive suggestions.

Robert Cooper, our Consulting Sanitarian, reports that the food stores and restaurants are generally being operated in accordance with State and Local Sanitary Codes. Most violations detected in the past, which were mostly limited to one particular establishment, have now been corrected.

The following permits and licenses were issued during 1983:

- 14 Food Service Permits
- 5 Retail Food Service Permits
- 13 Milk and Cream Licenses
- 4 Milk and Cream Store Licenses
- 9 Refuse Haulers Permits
- 12 Septic Removal Permits
- 38 Disposal Works Installers Permits
- 14 Repair of Septic System Permits
- 172 Soil Tests
- 147 New Septic System Permits
- 5 Renewal of Expired Septic System Permits
- 70 Revised Septic System Permits
- 75 Well Permits

HUMAN RESOURCES

- 3 Sub-Division Review Plans
- 1 Semi-Public Swimming Pool Permit
- 1 General Permit

Respectfully submitted,
 Girard St. Amand, *Chairman*
 David Waters
 Thomas Gilbert

WALPOLE AREA VISITING NURSE ASSOCIATION ANNUAL REPORT — 1983 NORFOLK

Nineteen eighty-three has been a year of continued growth for the Walpole Area Visiting Nurse Association. The agency's services of skilled nursing; personal care by home health aides; physical, occupational, and speech therapies; and medical social workers are available for Norfolk residents as well as residents of Walpole, Medfield, Dover, Sharon, and Wrentham.

The above services are usually reimbursed by third party payments such as Medicare, Medicaid, and private health insurance. However, when services are needed and a family is truly needy, a sliding scale fee is available.

As the number of visits has increased, new staff has been added to maintain our high standards of quality care.

Our Public Health Program, which the town of Norfolk supports, is an important part of our total organization. Health promotion visits to the chronically ill and the elderly are vital in helping to maintain these persons in their homes. These health promotion visits increased by 89.7% in 1983 over 1982.

Other people, not seen in the home, have received services at our many clinics. The monthly Senior Citizen Health Clinics continue to be held on the first Wednesday of every month at Hillcrest Village and the third Wednesday of each month at the Federated Church. During these clinics blood pressures are taken, weight is monitored, and diet and medication counseling is offered. These services are also available during office hours which are held Monday, Tuesday, and Friday mornings between 9:00 a.m. and 10:00 a.m.

The flu/pneumonia clinic was well attended again this year. Screening programs for diabetes, hypertension, and cancer have been offered throughout the year. One of these screenings was held at the Stony Brook Fair in Norfolk when the Walpole Area Visiting Nurse Association staff offered free blood pressure readings.

An additional facet of our public health program includes appropriate follow-up for certain contagious diseases as mandated by the Massachusetts Department of Public Health.

Our Maternal-Child Program continues to grow with visits to newborns and their families with related service. Childbirth classes are offered several times throughout the year.

We continue to work closely with local physicians and community organizations. Thank you to all those people in the community, especially those town officials who chose our agency to help meet the varied health needs of your community this year.

This is a time of growth in home care and many agencies are offering services that do not include the public health programs offered by the Walpole Area Visiting Nurse Association. As we enter our seventy-fifth year of service, we hope that if you or anyone you know requires health related services or home care, you will call upon us.

WALPOLE AREA VISITING NURSE ASSOCIATION STATISTICS 1983 TOWN OF NORFOLK

Clinics:	Sessions	Patients
Senior Citizen Health	11	374
Hypertension	1	119
Flu/Pneumonia	1	119
	13	612

Nursing Therapeutic Visits	683
Health Promotion Visits	258
Physical Therapy Visits	185
Home Health Aide Visits	744
Occupational Therapy Visits	15
Speech Therapy Visits	20
Medical Social Worker Visits	16
TOTAL SERVICE VISITS	1921

WALPOLE AREA VISITING NURSE ASSOCIATION

Susan B. Campbell, *President*
 Robert G. Keeling, *Vice President*
 Marjorie C. Smeltzer, *Secretary*
 Barbara J. Hill, *Treasurer*

Barbara J. Lawless,
Acting Administrator/Supervisor
 Patricia A. Grugnale,
Home Health Aide Coordinator
 Arlene H. Whitney,
 Nursing Coordinator

- 12 Registered Nurses
- 4 Physical Therapists
- 2 Occupational Therapists
- 2 Medical Social Workers
- 1 Speech Therapist
- 24 Home Health Aides
- 7 Clerical Staff

NORFOLK MENTAL HEALTH ASSOCIATION TOWN REPORT

Through its partnership with the Norfolk Mental Health Association, the town of Norfolk is able to guarantee its residents — children, youth and adults — access to an integrated network of quality outpatient mental health services. Town contribution enables Cutler Counseling Center, a comprehensive clinic sponsored by the Association with limited support from the State Department of Mental Health, to provide a wide range of outpatient counseling services to citizens who need them at fees based on their ability to pay.

The Norfolk Mental Health Association is a private non-profit corporation, governed by a citizen Board of Directors who represent each of the twelve towns in its service area, Canton, Dedham, Foxboro, Medfield, Millis, Norfolk, Norwood, Plainville, Sharon, Walpole, Westwood and Wrentham.

The major programs of NMHA available to Norfolk residents are: CUTLER COUNSELING CENTER, which has a large multi-disciplinary staff serving individuals, couples and families. Services include evaluation, referral, treatment, educational and support groups (e.g. Widowed Lifeline, Gym Program for

HUMAN RESOURCES

Children, Social Rehabilitation, Divorce-Separation Workshops, Stress Management), children's groups, parent-toddler groups, as well as consultation and training services to community agencies, schools, and local industries; NORFOLK CLINICAL CHILDREN'S CENTER, a therapeutic day program for emotionally, behaviorally or developmentally distressed children ages 3-8; SUPERVISED APARTMENT PROGRAM, a residential program providing supervised living for deinstitutionalized mentally ill/mentally retarded adults; PROJECT HIRE, a sheltered vocational rehabilitation facility for people with emotional, developmental or physical handicaps. Programs include diagnostic evaluations, electronic skill training, work adjustment training and counseling, sheltered long-term employment, and transitional employment and job placement; CASE AIDE AND PARENT AIDE PROGRAMS, offering trained and supervised volunteer aides who provide one-to-one help to clients both in the community, families and individuals in crisis, victims of domestic violence, parents at risk of abusing or neglecting their children, isolated elderly; INTERGENERATIONAL CARE PROGRAM, providing the opportunity for elderly residents in a Nursing Home to participate in providing group child care to pre-school children from families experiencing stress, simultaneously giving respite and support to the parents; COMMUNITY EDUCATION AND INFORMATION, offering publication of an informative newsletter, *The Reporter*, to every home in the service area, speakers for community meetings, workshops, consultation and educational materials.

During fiscal year 1983, Cutler Counseling Center provided direct services to approximately 119 people from Norfolk. The total value of these services was \$25,995 of which the town of Norfolk allocated \$2,635.

In the past year people from Norfolk who came to us for assistance were often referred by friends, neighbors or family, may have read our newspaper, or were referred by clergy, school, physicians or community agencies. The most common requests for help concerned such problems as depression and anxiety, difficulties in marriage or family relationships, school or behavior-related problems, alcohol or drug abuse, and work-related problems.

The Norfolk Mental Health Association Board of Directors includes Marilyn Eden, Ralph McDargh and Hugh McMackin from Norfolk.

SOUTH NORFOLK COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC. ANNUAL REPORT

The South Norfolk County Association for Retarded Citizens, Inc., is a dynamic, vigorous organization run by and for local citizens, dedicated to the dignity and potential of all people.

Its function is to advocate for the rights of mentally retarded and developmentally disabled citizens of the South Norfolk communities and to provide or obtain quality services for individuals and their families.

SNCARC is a private, nonprofit organization which has been a vital part of the twelve South Norfolk County communities since 1954.

SNCARC provides a comprehensive and integrated network of services designed to address a wide range of needs and developmental levels.

The Early Intervention Team provides preventive professional consultation, counseling and community education, and home-based programming for families with children age birth to three.

Our vocational programs provide pre-vocational, basic skills, work adjustment, on-site job training and job placement services. Our newest program this year is a Day Habilitation Program at the First Baptist Educational Center in Westwood which provides intensive training in speech, physical and occupational therapy, skills of daily living and prevocational training.

SNCARC also provides a residential program which includes group homes, supervised apartments and cooperative apartments providing living environments which are conducive to personal growth.

Everyone is welcome at our social and recreational programs, many of which are held at the First Baptist Educational Center and include a Tuesday Drop-in Center and monthly dances at St. Denis Church, also in Westwood.

Our Family Support Services include information and referral services, respite care, training projects, parent and sibling groups, special interest groups, and regular social functions. We spon-

sor two teen groups, one of which is held on Tuesday nights in St. Martha's Parish in Plainville and the other on Wednesday evenings in the Deerfield School Westwood.

The Citizen Advocacy Program is a way in which interested citizen volunteers can show their concern for mentally retarded persons in the most meaningful way by forming close personal relationships with them and helping them to realize their full potential as individuals.

Our Community Education and Consultation provides speakers and/or professional consultants to local public and private groups, professional agencies, business and industry, schools, etc.

The overall goal of the agency is to enable individuals to become increasingly more self-sufficient, productive and creative, and to become respected and valued participants in the life of their community.

For information call : 762-4001.

1983/84

SELF HELP INCORPORATED

Self-Help, Inc., is Greater Brockton's anti-poverty agency dedicated to improving the quality of life of limited income individuals and families, and making all segments of the community responsive to the needs of limited income, disadvantaged and minority needs.

During the program year ending September 30, 1983, Self Help, Inc. received a total funding of \$11,491,998 and provided 700,828 direct services to the area's limited income individuals and families.

Norfolk residents received 2,692 direct services totaling \$42,935 during our program year.

The total funding of \$11.5 million does not tell the real value of human services delivered to the area as a whole. Self Help's funding enabled us to mobilize an additional \$1,062,180 of other community resources such as CETA, Commonwealth Service Corps, and local City and Town contributions as well as volunteers. The gross volume of Self Help, Inc., during the past program year was \$12.6 million.

Self Help currently employs 252 individuals, many of whom are limited income and minorities.

We feel that the program year 10/1/82 to 9/30/83 was a successful one for Self

HUMAN RESOURCES

Help. Inc., and very helpful to our limited income population. We thank the area's Board of Selectmen and town volunteers for helping to make our program a success.

Respectfully submitted,
Ulysses G. Shelton, Jr.
Executive Director

MCI NORFOLK & BAY STATE CORRECTIONAL CENTER CITIZENS ADVISORY COMMITTEE

The year 1983 was at the outset a quiet year for the CAC. The Committee met a total of three times. Two of these meetings were at the request of the Selectmen. The first, a regular update of the CAC membership and projects, and the second during September when MCI Norfolk representatives from both the Norfolk and Boston offices accompanied Commissioner Michael Fair in a meeting with the Selectmen. Richard Connors, Pay Wysocki and Gail Andersen met for discussion prior to and following each of these meetings.

The Board of Selectmen spent much of their time and energy during the Spring and Summer of 1983 keeping close tabs on MCI Norfolk as it became evident that the prison population was on the increase and housing for the inmates was being arranged without

proper notification of town officials. The role of CAC had until this time been limited to being a liaison group for the town and the Bay State Correctional Facility. It was during this time period that CAC met and discussed requesting the expansion of the scope of responsibility of the CAC; during September the Board of Selectmen approved the request. Gail Andersen or Mary Leary, who came on as a new member during this time, were agreeable to being the committee persons to contact should the need arise. Pay Wysocki resigned during September as she found less and less time available to give to the committee. We were sorry to lose Pat but very happy to regain lady Lee Gilbert who had been a very active member previously and enjoyed an easy and open communication level with Mr. Streeter and other administrators of Bay State Correctional Facility; an asset we feel is most valuable particularly in view of the latter portion of 1983 and our communications, or lack of, with the prison.

We do intend to initiate better communications with both Bay State and MCI Norfolk. During 1983 plans were in the preliminary stages to have inmates prepare and paint the Town Hall. Finding the particular trust fund that was set aside for this specific purpose held things up to a small degree, and then communications broke down between Bay State and our own Highway

Department, we found ourselves too late in the season to proceed. The CAC will ensure completion of this project and others like it in 1984.

We are seeking additional members and look forward to a productive year. We have already requested of Superintendent Vose regular meetings during which time we may inquire about any projects the Prison may be planning, structural or otherwise, that may impact the Town's natural resources and, therefore, its citizens.

The CAC in conjunction with the Norfolk Conservation Commission has initiated this past Summer and Fall, through Mr. Brian Gendren of the Department of Corrections, a project to clean and reconstruct ditches and culverts that are a part of the water system known as the "Prison Farm Lateral". This project is being planned and carried out by the Army Corps of Engineers and in part by the Norfolk County Mosquito Control Project. The clearing of the "Prison Farm Lateral" is approximately one third of an area we hope to see "ditched" as only a beginning of what we feel to be good conservation and additionally helpful in control of mosquitoes.

Respectfully submitted,
Gail Andersen, *Co-Chairperson*
lady Lee Gilbert, *Co-Chairperson*
Richard Connors
Mary Leary



Norfolk Common

NATURAL RESOURCES AND RECREATION

CONSERVATION COMMISSION REPORT — 1983

1983 saw another increase in activity for the Commission in its enforcement of the Wetlands Protection Act. During the year, public hearings were held and orders regulating alterations in and near wetlands and flood-prone areas were issued for construction activity in the Sweetland Farms subdivision and for individual lots on Day Street, Miller Street, River Road, Brewster Road (2) and for a commercial building and an industrial building on Dedham Street. Because the industrial lot extended into Wrentham and represented just the first step in a much larger development, the Wrentham Conservation Commission was invited to that public hearing, and their representative was asked to comment on the Order of Conditions and to keep the Norfolk Commission informed of future development.

Because of concern over the rapidly disappearing farm-land in Norfolk, the Commission began a project, under the direction of Gail Andersen, to develop ways to protect our agricultural resources. The late Gregory Finn of the Massachusetts Farm Bureau explained several of the State programs designed to save farm-land at our August meeting and suggested that the Town make use of the Agricultural Preservation Restriction (APR) program in which the State buys the development rights of farm-land while the farmer keeps ownership of the land. To bring this program to the attention of the farmers in Town, an inventory of all active farm-land will be made in 1984, and the owners advised of the APR program.

To provide better public access to the

Campbell Town Forest, a parking lot was constructed off North Street. The project was planned and directed by Shawn Slattery as part of his qualifying for Eagle Scout.

In response to a vote at a special Town Meeting concerning mosquito control in Norfolk, the Conservation Commission met with representatives of the Norfolk County Mosquito Control Project. As a result of the meeting, the Commission worked with members of the Town's Mosquito Control Committee to identify those potential breeding grounds which should be targeted for ditching and draining by the County Project.

The Commission's land acquisition program for the preservation of open space took a major step forward with the addition of approximately 70 acres of tax-title land on Maple Street to our holdings. A plan for maintaining and developing this parcel and several others is to be drawn up during the 1984/85 fiscal year.

Respectfully submitted,
Thomas R. Gilbert, *Chairman*
Virginia Kenney, *Secretary*
Thomas R. Terpstra, *Treasurer*
Gail M. Andersen
Richard B. Smith
Robert E. Nicodemus
Anthony E. Martucci

RECREATION COMMISSION ANNUAL REPORT

The Recreation Commission is a five member board whose main function is to oversee and implement recreational programs for the town.

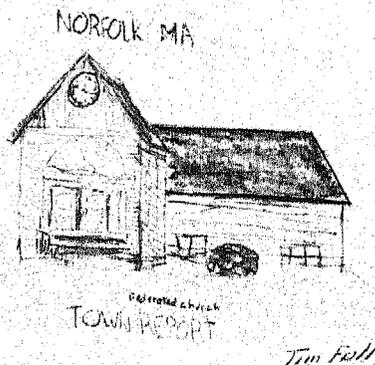
During 1983 we sponsored several

new programs. More than 100 children from the Centennial School participated in Jump Rope for Heart, a three hour jumpathon which raised close to \$3,000 for the American Heart Association. Adult co-ed volleyball was played Tuesday evenings at the Freeman School Gym from November through April. The 1st annual Senior Citizen ice cream social was held in June. We assisted the Conservation Commission in updating their Master Plan. We enhanced our Arts and Crafts program with new supplies thanks to the generosity of the Norfolk Arts Council. We are currently compiling information for a Recreation Activity Booklet, which will list all known activities within the town, complete with contact names and telephone numbers. We expect to have this booklet published in the spring or early summer.

In addition to new programs, we continued to sponsor the Senior Citizen Barbeque, Summer Tennis Lessons, the King Philip Youth Summer Program, an instructional swimming program for beginners through senior lifesaving, and our Arts and Crafts program.

We would like to thank Jack Thomas for his invaluable assistance in the Jump Rope for Heart program, Charles Manos for his cooperation in allowing the Commission to use school facilities, and Arthur Woodworth and his crew for all their work in preparing the Town Pond and maintaining our ballfields for your use.

Respectfully submitted,
Thomas F. Terpstra, *Chairman*
Ann Willever, *Secretary*
Judy Horton
Gretta Atkinson
Gary Johnston



Federated Church

REPORT OF THE TOWN ACCOUNTANT

Submitted herewith is the report of the Town Accountant for the twelve-month period ending June 30, 1983, as follows:

1. Detailed listing of all receipts of the Town
2. Detailed listing of all expenditures of the Town
3. Summary of all departmental accounts showing appropriations, expenditures and balances
4. Status of Water Department accounts
5. Statement of Outstanding Debt and Repayment Schedule of the Town
6. Balance Sheet as of June 30, 1983

I would like to express my appreciation to Lorraine Foley, Assistant Town Accountant, and Chester Blakely, Bookkeeper, for their continued support and assistance.

Respectfully submitted,

Caroline F. Price
Town Accountant

SCHEDULE OF RECEIPTS
July 1, 1982 - June 30, 1983

TAXES:			
Current Year:			
Real Estate	\$2,176,256.46		
Personal Property	<u>101,852.99</u>	\$2,278,109.45	
Prior Years:			
Real Estate	67,022.34		
Personal Property	<u>4,158.56</u>	<u>71,180.90</u>	
			\$2,349,290.35
			77,543.85
TAX TITLE REDEMPTIONS			
SPECIAL ASSESSMENTS:			
Motor Vehicle Excise			
Current Year	94,526.62		
Prior Years	<u>56,132.47</u>		
		150,659.09	
Farm Animal		272.56	
Forest Products		112.63	
Special Taxes		369.70	
In Lieu of Taxes		<u>573.17</u>	
			151,987.15
LOCAL AID RECEIPTS FROM STATE:			
School Aid:			
School Building Construction	38,776.17		
Schools Chapter 70	264,945.00		
Chapter 71B Health Trans.	3,642.00		
Chapter 71A Special Trans.	3,640.00		
Chapter 71-Aid Pupil Trans.	52,291.00		
Lunch Program	<u>4,224.49</u>		
		367,518.66	
Loss of Taxes, State-Owned Land		189,186.03	

Highway Aid	114,077.00	
Lottery	47,061.00	
Property Tax Reimb.	5,803.06	
Local Aid	377,838.00	
Abated Taxes	6,896.55	
Veterans Benefits	3,576.20	
Library Aid	<u>3,965.59</u>	1,115,922.09

FEDERAL GRANTS:		
School Lunch Program	12,288.84	
Title I	900.00	
Title IV	23,370.00	
Title I - Low Income	18,140.00	
Chapter II ECIA	3,553.00	
Education Computer Study	1,275.00	
Title VI B	664.00	
Sp. Ed. Tech. Assist	<u>1,692.00</u>	61,882.84

FEDERAL REVENUE SHARING:		
Cash Receipts	115,664.00	
Interest on Investments	12,455.76	
Investment of Surplus Cash	<u>132,000.00</u>	260,119.76

DEPARTMENTAL REVENUE:

Selectmen:		
Earth Removal	2,558.00	
Adv.	28.75	
Copy Machine	23.99	
Filing Fee	100.00	
Petty Cash	<u>75.00</u>	2,785.74

Treasurer:		
Tax Title Release, etc.	243.00	
Filing Fee	72.11	
Court Costs	<u>1,050.00</u>	1,365.11

Tax Collector:		
Demand Fees and Charges	3,086.52	
Municipal Liens	5,505.00	
Cash Short	(1.40)	
Petty Cash Refund	<u>75.00</u>	8,665.12

FINANCES

Town Clerk:		
Dog Fees for Town	639.75	
Sporting Fees for Town	120.90	
Certified Copies of Records	3,816.75	
Books and Maps	609.18	
Uniform Commercial Code Filings	933.00	
Duplicate Dog Tags	9.80	
Pole Locations	800.00	
Dog Fines	500.00	
Unidentified Receipts	99.00	
Raffle	30.00	
Dog Transfers	.75	
Petty Cash Refund	<u>25.00</u>	7,584.13
Assessors Department:		
Copies of Deeds, Maps, etc.		273.00
Planning Board:		
Filing Fees, etc.		245.00
Appeals Board:		
Hearings		1,600.00
Conservation Commission:		
Filing Fee		125.00
Police Department:		
Off Duty Details	39,674.89	
Off Duty Details Fees	4,083.87	
Court Fines and Restitution	5,338.12	
Accident Reports-Copies	405.50	
Licenses-Permits, Firearms	1,369.00	
Firearm-ID Cards	<u>60.00</u>	50,931.38
Fire Department:		
Ambulance Fees	10,458.20	
Off Duty Details	223.85	
Off Duty Details Fees	22.29	
Smoke Detector & Oil Burner Inspections	1,380.00	
Blasting-L.P.G.-Gun Powder Permits	155.00	
Insurance Reports	10.00	
Petty Cash Refund	<u>100.00</u>	12,349.34

Inspectors Fees:			
Gas Inspector		242.00	
Electrical Inspector		7,162.00	
Building Inspector		<u>25,944.00</u>	33,348.00
Health Department:			
Installers Permit		580.00	
Pumpers Permit		350.00	
Milk & Food Permit		707.00	
Well Permit		2,450.00	
Disposal Permit		13,345.00	
General Copies		63.25	
Refuse Permit		150.00	
Perk Tests		4,880.00	
Sub-Division Review		330.00	
Sanitary Landfill Permits		7,295.00	
Sanitary Landfill Fine		50.00	
Plumbing Inspector		<u>4,084.00</u>	34,284.25
Schools:			
Lunch Program			
Students	48,668.85		
Adults	4,963.00		
Elderly	213.00		
Other	<u>621.15</u>		
		54,466.00	
Rental School Hall, etc.		3,127.26	
Copy Machine Use		32.90	
Damaged Books		15.44	
Tri-County Refund		6,690.49	
King Philip School District Refund		<u>54,303.20</u>	118,635.29
Library:			
Library Gift		329.00	
Interest from Trust Funds		55.05	
Fines		826.70	
Lost and Damaged Books		<u>16.20</u>	1,226.95
Highway Department:			
Refund Previous Year Bill Adjustment			471.00

Recreation:

Soccer Registration	28.00		
Swimming Registration	31.00		
		<u>59.00</u>	273,948.31

LICENSES:

Class I-II-III-Junk	1,285.00		
Liquor-Malt-Common Vict.-Entertainment	6,640.00		
Taxi-Auctioneer Permit	41.00		
Gas-Flower Permits	56.25		
Common Victualer	75.00		
Sunday License	100.00		
Amusement License	700.00		
			<u>8,897.25</u>

PUBLIC ENTERPRISE:

Water Department			
Use of Water and Well Charges			
Current Year	84,665.46		
Prior Years	32,472.26		
Installations	8,500.00		
Fees	640.00		
Demands	1,593.46		
Insurance Recovery	197.20		
Garnished Receipts	629.80		
DEQ Grant	950.00		
Earned Interest (Water Project)	17,447.35		
Interest	3,084.88		
Petty Cash Refund	50.00		
		<u>150,230.41</u>	
Water Project Reimbursement		4,608.00	154,838.41

INTEREST:

Investment on Surplus Funds		52,986.76	
Deferred Taxes		8,229.99	
Tax Title Redemption		<u>14,568.68</u>	75,785.43

EARNED INTEREST:

Tax Collector		1,291.81	
Town Clerk		<u>15.89</u>	1,307.70

AGENCY AND INVESTMENT:

Investment of Surplus Cash

2,982,000.00

Payroll Deductions:

State Income Tax	81,859.96
Federal Income Tax	259,917.76
Retirement Pensions	84,614.94
Group Insurance	59,189.29
Tax Sheltered Annuities	15,262.00
Teachers Association Dues	2,520.00
Washington Insurance	114.36
Colonial Insurance	741.00
Garnished Wages	4,149.98
Police Dues	216.00

508,585.29

3,490,585.29

SPORTING LICENSES FOR STATE

3,151.75

DOG LICENSES FOR COUNTY

2,304.25

MEAL TAX SCHOOL LUNCH PROGRAM FOR STATE

248.14

ANTICIPATION OF '83 REAL ESTATE TAX PAYMENTS

2,856.64

GIFT FUND - CHRISTMAS

100.00

TRUST FUND INCOME

22,265.28

CAPITAL PROJECTS

3,997.05

EPA GRANT (STATE AND FEDERAL)

6,346.00

COUNCIL ON AGING GRANT

750.12

U.S. TREASURY

IN LIEU OF TAXES

130.00

REIMBURSEMENTS AND REFUNDS:

Insurance Recoveries	3,683.00
Group Insurance Premiums Paid in 1982	24,178.00
Cemetery	6,185.00
Miscellaneous Refunds	1,149.45

35,195.45

35,195.45

TOTAL CASH RECEIPTS

\$8,099,453.11

EXPENDITURES BY CLASSIFICATION
July 1, 1982 - June 30, 1983

BOARD OF SELECTMEN

SALARIES	
Selectmen's Salaries	3,376.00
Executive Secretary	19,652.00
Administrative Secretary (@ \$6.14/hr.)	9,814.00
Custodian - Veterans Graves	69.00
Maintenance - Town Hill	500.00
Transition Replacement	541.00
Vacation Replacement	<u>105.00</u>
Sub-Total Salaries	34,057.00

EXPENSES	
Office Supplies & Publications	2,389.00
Travel, Meetings & Dues	1,635.00
Annual Report	6,200.00
Forms and Printing	1,907.00
Special Town Meeting Expense	256.00
Postage	912.00
Petty Cash	75.00
Equipment Repair & Maintenance	1,030.00
Building Maintenance	2,254.00
General Operating Materials-Flags	128.00
Railroad Station Rent	100.00
Town Physician	389.00
Fuel Oil	1,597.00
Electricity	1,829.00
Telephone	836.00
Water	51.00
Land Appraisal & Expense	<u>1,350.00</u>
Sub-Total Expenses	22,938.00

Prior Year Balances	
Building Maintenance	120.00
Sub-Total Prior Years	<u>120.00</u>

TOTALS	57,115.00
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BOARD OF ASSESSORS

SALARIES	
Board Members	7,976.00
Clerical	<u>6,672.00</u>
Sub-Total Salaries	14,548.00

EXPENSES	
Office Supplies and Publications	644.00
Travel, Meetings and Dues	1,185.00
Forms and Printing	194.00
Data Processing	6,688.00
Photostating of Legal Records	189.00
Binding of Books and Records	110.00
Map Upkeep	60.00
In State Travel	329.00
Telephone	<u>585.00</u>
Sub-Total Expenses	9,984.00

ARTICLE 54A (1982) - UPGRADE ASSESSMENTS	
Salary	5,706.00
Expense	<u>9,190.00</u>
Sub-Total Other	<u>14,896.00</u>

TOTALS	39,528.00
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TREASURER

SALARIES	
Treasurer	7,913.00
Clerical	3,292.00
Assistant Treasurer	<u>387.00</u>
Sub-Total Salaries	11,592.00

EXPENSES	
Office Supplies & Publications	2,412.00
Travel, Meetings & Dues	679.00
Equipment Repair & Maintenance	<u>99.00</u>
Sub-Total Expenses	3,190.00

Prior Year Balances	
Office Supplies & Publications	<u>105.00</u>
Sub-Total Prior Years	<u>105.00</u>

TOTALS	14,887.00
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TAX TITLE EXPENSE

SALARIES		
Clerical	1,133.00	
Sub-Total Salaries		1,133.00
EXPENSES		
Tax Title Expense	3,233.00	
Telephone	<u>27.00</u>	
Sub-Total Expenses		<u>3,260.00</u>
TOTALS		4,393.00

COLLECTOR OF TAXES

SALARIES		
Collector	9,811.00	
Bookkeeper (@ \$6.20/hr.)	<u>12,654.00</u>	
Sub-Total Salaries		22,465.00
EXPENSES		
Office Supplies & Publications	3,321.00	
Travel, Meetings & Dues	393.00	
Tax Title Recording & Advertising	1,928.00	
Petty Cash	75.00	
Binding of Books and Records	200.00	
Telephone	256.00	
Microfiche Tapes	<u>20.00</u>	
Sub-Total Expenses		<u>6,193.00</u>
TOTALS		28,658.00

TOWN CLERK

SALARIES		
Town Clerk	5,470.00	
Asst. Town Clerk (@ \$5.84/hr., 30 hrs/wk)	6,906.00	
Election Workers @ \$3.50/hr.	<u>2,105.00</u>	
Sub-Total Salaries		14,481.00
EXPENSES		
Office Supplies & Publications	746.00	
Travel, Meetings & Dues	281.00	
Town Ballots	220.00	
Petty Cash	25.00	
Binding of Books and Records	350.00	
Telephone	<u>443.00</u>	
Sub-Total Expenses		<u>2,065.00</u>
TOTALS		16,546.00

TOWN COUNSEL

SALARIES		
Retainer	6,392.00	
Sub-Total Salaries		6,392.00
EXPENSES		
Litigation-Fees-Filing	4,420.00	
Sub-Total Expenses		<u>4,420.00</u>
TOTALS		10,812.00

ACCOUNTING DEPARTMENT

SALARIES		
Town Accountant	9,579.00	
Assistant Town Accountant	8,208.00	
Bookkeeper (@ \$5.33/hr., 15 hrs/wk)	<u>3,932.00</u>	
Sub-Total Salaries		21,719.00
EXPENSES		
Office Supplies & Publications	391.00	
Travel, Meetings & Dues	153.00	
Special Forms (for all Depts.)	206.00	
Binding of Books and Records	29.00	
Equipment Repair and Maintenance	39.00	
Telephone	260.00	
Office Equipment	<u>915.00</u>	
Sub-Total Expenses		1,993.00
Prior Year Balances		
Special Forms (for all Depts.)	91.00	
Sub-Total Prior Years		<u>91.00</u>
TOTALS		23,803.00

PLANNING BOARD

SALARIES		
Board Members	2,110.00	
Clerical	<u>750.00</u>	
Sub-Total Salaries		2,860.00
EXPENSES		
Office Supplies & Publications	130.00	
Travel, Meetings & Dues	20.00	
Forms and Printing	61.00	
Advertising	110.00	
Engineering and Services	<u>58.00</u>	
Sub-Total Expenses		<u>379.00</u>
TOTALS		3,239.00

BOARD OF REGISTRARS

SALARIES		
Registrars & Asst. Registrars	260.00	
Census Takers (@ \$.80/household)	1,478.00	
Census Coordinator	250.00	
Stipendiary (Town Clerk)	<u>150.00</u>	
Sub-Total Salaries		2,138.00
EXPENSES		
Office Supplies & Publications	116.00	
Computer Services	1,178.00	
Computer Listings	<u>557.00</u>	
Sub-Total Expenses		<u>1,851.00</u>
TOTALS		3,989.00

BOARD OF APPEALS - PERMIT GRANTING AUTH.

SALARIES		
Board Members	120.00	
Clerical	<u>660.00</u>	
Sub-Total Salaries		780.00
EXPENSES		
Office Supplies & Publications	137.00	
Travel, Meetings & Dues	20.00	
Advertising	448.00	
Telephone	<u>13.00</u>	
Sub-Total Expenses		<u>618.00</u>
TOTALS		1,398.00

CONSERVATION COMMISSION

EXPENSES		
Office Supplies & Publications	20.00	
Travel, Meetings & Dues	<u>40.00</u>	
Sub-Total Expenses		60.00
Prior Year Balances		
Land Maintenance	599.00	
Sub-Total Prior Years		<u>599.00</u>
TOTALS		659.00

COUNCIL ON AGING

SALARIES		
Secretary/Director - 25 hrs/wk.	6,700.00	
Sub-Total Salaries		6,700.00
EXPENSES		
Office Supplies & Publications	308.00	
Travel, Meetings & Dues	52.00	
Postage - Bulk Mailing	705.00	
Drop in Center Supplies	938.00	
Arts and Crafts Supplies	235.00	
Transportation Expense	7,000.00	
Bus Trips - Per Year	487.00	
Friendly Visitor	221.00	
Facilities Rental Fee	600.00	
Telephone	<u>272.00</u>	
Sub-Total Expenses		<u>10,817.00</u>
TOTALS		17,517.00

ADVISORY BOARD

SALARIES		
Clerical	342.00	
Sub-Total Salaries		342.00
EXPENSES		
Office Supplies & Publications	82.00	
Travel, Meetings and Dues	109.00	
Printing Annual Report	3,961.00	
Advertising	<u>151.00</u>	
Sub-Total Expenses		<u>4,303.00</u>
TOTALS		4,645.00

HISTORICAL COMMISSION

EXPENSES		
Office Supplies & Publications	66.00	
TOTALS		66.00

SEALER OF WEIGHTS AND MEASURES

SALARIES		
Sealer Salary	245.00	
TOTALS		245.00

MODERATOR

SALARIES		
Moderator Salary	1.00	
TOTALS		1.00

PERSONNEL BOARD

SALARIES			
Clerical	175.00		
Sub-Total Salaries		175.00	
EXPENSES			
Office Supplies, Postage & Publications	948.00		
Travel, Meetings & Dues	550.00		
Office Equipment	<u>1,881.00</u>		
Sub-Total Expenses		<u>3,379.00</u>	
TOTALS			3,554.00

FIRE DEPARTMENT

SALARIES			
Fire Chief	21,091.00		
Clerical	2,530.00		
Firefighters	12,755.00		
Ambulance Salaries	<u>10,951.00</u>		
Sub-Total Salaries		47,327.00	
EXPENSES			
Travel, Meetings & Dues	404.00		
Petty Cash	100.00		
Out of State Travel	74.00		
Vehicle Maintenance	1,258.00		
Communication Equipment Repair	681.00		
Uniform Cleaning	387.00		
Uniform Allowance, EMT & Fire	640.00		
Ambulance Repair & Maintenance	1,395.00		
Gasoline and Oil	2,337.00		
New Tires and Rims	112.00		
Fire Expense	2,380.00		
Training and Tuition	3,735.00		
Chief's Vehicle	9,261.00		
New Equipment	<u>953.00</u>		
Sub-Total Expenses		23,717.00	
Prior Year Balances			
Fire Chief	222.00		
Sub-Total Prior Years		<u>222.00</u>	
TOTALS			71,266.00

BUILDING DEPARTMENT

SALARIES			
Building Commissioner	4,515.00		
Administrative Assistant (@\$5.26/hr.)	4,137.00		
Plumbing Inspector	4,220.00		
Electrical Inspector	4,515.00		
Gas Inspector	791.00		
Asst. Building Inspector	311.00		
Asst. Electrical Inspector	<u>565.00</u>		
Sub-Total Salaries			19,054.00
EXPENSES			
Office Supplies, Postage & Publications	551.00		
Travel, Meetings and Dues	37.00		
Gasoline and Oil	566.00		
Gas Inspector Expense	<u>47.00</u>		
Sub-Total Expenses			1,201.00
Prior Year Balances			
Building Commissioner	81.00		
Office Supplies, Postage & Publications	25.00		
Gasoline and Oil	<u>409.00</u>		
Sub-Total Prior Years			515.00
TOTALS			20,770.00

ANIMAL CONTROL

SALARIES			
Animal Control Officer	2,019.00		
Sub-Total Salaries			2,019.00
EXPENSES			
Vehicle Maintenance	706.00		
Gasoline and Oil	1,294.00		
Kennel Maintenance and Supplies	445.00		
Property Restitution	<u>94.00</u>		
Sub-Total Expenses			2,539.00
TOTALS			4,558.00

ANIMAL INSPECTOR

SALARIES			
Animal Inspector	650.00		
Sub-Total Salaries			650.00
EXPENSES			
Office Supplies & Publications	75.00		
Sub-Total Expenses			<u>75.00</u>
TOTALS			725.00

FINANCES

POLICE DEPARTMENT

SALARIES		
Police Chief	35,941.00	
Police Adm. Secretary	17,064.00	
Total Salaries	222,816.00	
Replacement Shifts	8,978.00	
Court Appearances	1,405.00	
Extra Help, Overtime	2,878.00	
In Service Training	1,268.00	
Shift Differential	3,848.00	
Vacation Replacement	12,506.00	
Sick Leave	8,414.00	
Sick Leave Buy Back	1,320.00	
Holidays	7,261.00	
Sub-Total Salaries		323,699.00

EXPENSES		
Office Supplies & Publications	3,397.00	
Chief's Expense	384.00	
Petty Cash	50.00	
Vehicle Maintenance	6,540.00	
Equipment Repair & Maintenance	3,662.00	
Communication Equipment Repair	3,545.00	
Uniform Cleaning	3,792.00	
Gasoline and Oil	13,903.00	
Replacement Uniforms	3,099.00	
Safety Dept. Supplies	164.00	
Building Custodial Supplies	1,066.00	
Investigative Section Expense	200.00	
Training and Tuition	481.00	
Prisoner Expense	26.00	
Court Travel Expense	38.00	
New Vehicles	17,633.00	
Sub-Total Expenses		57,980.00

Prior Year Balances		
Vacation Replacement	4,879.00	
Office Supplies & Publications	36.00	
Vehicle Maintenance	87.00	
Equipment Repair & Maintenance	168.00	
Communication Equipment Repair	669.00	
Sub-Total Prior Years		5,839.00
TOTALS		387,518.00

CIVIL DEFENSE

SALARIES		
Director	230.00	
Deputy Directors (2)	120.00	
Sub-Total Salaries		350.00

EXPENSES

Office Supplies & Publications	20.00	
Auxiliary Police	467.00	
Mass. Auxiliary Police Assoc.	168.00	
Training and Tuition	101.00	
Sub-Total Expenses		756.00

TOTALS 1,106.00

TREE DEPARTMENT AND INSECT PEST CONTROL

SALARIES		
Part time, Tree Dept.	6,079.00	
Part time, IPC	3,579.00	
Sub-Total Salaries		9,658.00

EXPENSES		
Tree Warden	211.00	
Equipment Hire, IPC	2,812.00	
Equipment Hire, Tree Dept.	7,061.00	
Sub-Total Expenses		10,084.00

TOTALS 19,742.00

FIRE AND POLICE COMMUNICATIONS

SALARIES		
Chief Dispatcher	15,080.00	
Dispatchers (3) (@ \$6.35/hr.)	39,192.00	
Relief Dispatcher	2,254.00	
Vacations	3,388.00	
Emergency Leave	192.00	
Sick Leave	4,130.00	
Paid Holidays (44 days)	2,222.00	
Sub-Total Salaries		66,458.00

EXPENSES		
General Operating Materials	389.00	
Sub-Total Expenses		389.00

Prior Year Balances		
Vacations	960.00	
General Operating Materials	119.00	
Sub-Total Prior Years		1,079.00

TOTALS 67,926.00

FIRE AND POLICE STATION EXPENSES

EXPENSES			
Generator Service Contract	147.00		
Equipment Repair & Maintenance	511.00		
Plumbing Repairs	634.00		
Energy Management Study	360.00		
Fuel Oil	3,345.00		
Electricity	3,317.00		
Telephone	3,735.00		
Water	144.00		
Generator Fuel	81.00		
Sub-Total Expenses		12,274.00	
Prior Year Balances			
Grounds Maintenance	500.00		
Electricity	299.00		
Sub-Total Prior Years		799.00	
TOTALS			13,073.00
BOARD OF HEALTH			
SALARIES			
Board Salaries	3.00		
Clerical	5,038.00		
Vacation Replacement	56.00		
Sub-Total Salaries		5,097.00	
EXPENSES			
Office Supplies & Publications	361.00		
Travel, Meetings & Dues	60.00		
Advertising	345.00		
Medical Aid	76.00		
Engineering & Services	7,700.00		
District Nurse Assessment	3,750.00		
Burial Permits	65.00		
Sanitarian	615.00		
Telephone	708.00		
Sub-Total Expenses		13,680.00	
Prior Year Balances			
Office Supplies & Publications	466.00		
Sanitarian	176.00		
Telephone	51.00		
Sub-Total Prior Years		693.00	
TOTALS			19,470.00

TOWN HIGHWAY

SALARIES			
Superintendent	24,835.00		
Clerical	3,281.00		
Foreman (@ \$9.67/hr.)	18,883.00		
First Grade Men (7 @ \$8.28/hr.)	123,406.00		
Extra Help, Overtime	167.00		
Sub-Total Salaries		170,572.00	
EXPENSES			
Office Supplies & Publications	161.00		
Travel, Meetings & Dues	45.00		
Vehicle Maintenance	7,779.00		
Equipment Repair & Maintenance	8,651.00		
Building Maintenance	1,940.00		
Uniform Cleaning	2,466.00		
Motor Oil & Grease	1,068.00		
Tires and Batteries	2,340.00		
Street Signs	3,111.00		
Hand Tools	675.00		
Drainage Materials	500.00		
Road Repair & Maintenance Materials	18,750.00		
General Operating Materials	9,021.00		
Equipment Hire	9,226.00		
Street Lining	3,052.00		
Telephone	834.00		
Water	178.00		
New Truck	5,773.00		
New Equipment	475.00		
Sub-Total Expenses		76,045.00	
Prior Year Balances			
Road Repair and Maintenance Materials	1,146.00		
Water	109.00		
Sub-Total Prior Years		1,255.00	
TOTALS			247,872.00
MISCELLANEOUS ACCOUNTS			
Chap. 570 State Aid Article 40	4,264.00		
Chap. 329 State Aid Article 41	7,291.00		
Const. Or Improvement of Roads Art. 39	6,636.00		
Purchase of Tractor, Article 14	5,859.00		
Engineering - San. Landfill Art. 32	10,000.00		
Eng. Exp. Landfill Expansion - Art. 13	239.00		
Grove Street Drainage	1,619.00		
Remove/Relocate Street Lights - Art. 7	827.00		
1982 Balance - Engr. Groundwater Art. 37	192.00		
TOTALS		36,927.00	

SPECIAL PROJECTS

EXPENSES			
Unassigned	80,020.00		
Sub-Total Expenses		80,020.00	
Prior Year Balances			
Unassigned	3,212.00		
Sub-Total Prior Years		<u>3,212.00</u>	
TOTALS			83,232.00

SANITARY LANDFILL

SALARIES			
Operator (24 hrs. @ \$8.28/hr.)	10,069.00		
Gate Control Officer (24 hrs @ \$4.20/hr)	<u>5,132.00</u>		
Sub-Total Salaries		15,201.00	
EXPENSES			
Equipment Repair & Maintenance	9,608.00		
Motor Oil and Grease	349.00		
Diesel Fuel (Sanitary Landfill)	4,110.00		
General Operating Materials	105.00		
Engineering and Services	845.00		
Landfill Building	<u>662.00</u>		
Sub-Total Expenses		15,679.00	
Prior Year Balances			
Engineering and Services	4,142.00		
Sub-Total Prior Years		<u>4,142.00</u>	
TOTALS			35,022.00

SNOW REMOVAL

SALARIES			
Extra Time and Overtime	15,202.00		
Sub-Total Salaries		15,202.00	
EXPENSES			
Vehicle Maintenance	4,324.00		
Equipment Repair & Maintenance	2,361.00		
Motor Oil and Grease	1,151.00		
Gasoline (Snow Removal)	2,247.00		
Sand	3,131.00		
General Operating Materials	2,221.00		
Tire Chains	1,228.00		
Road Salt	18,784.00		
Plow Blades	1,580.00		
Equipment Hire	<u>1,650.00</u>		
Sub-Total Expenses		<u>38,677.00</u>	
TOTALS			53,879.00

FUEL AND UTILITIES (HIGHWAY GARAGE)

EXPENSES			
Tax (Diesel Fuel)	226.00		
Gasoline (Town Highway)	12,073.00		
Diesel Fuel (Town Highway)	2,300.00		
Fuel Oil	9,385.00		
Electricity	<u>3,801.00</u>		
Sub-Total Expenses		27,785.00	
Prior Year Balances			
Electricity	214.00		
Sub-Total Prior Years		<u>214.00</u>	
TOTALS			27,999.00

CEMETERY COMMISSION

SALARIES			
Superintendent	1,800.00		
Labor	<u>2,728.00</u>		
Sub-Total Salaries		4,528.00	
EXPENSES			
Office Supplies & Publications	45.00		
Equipment Repair	428.00		
Land Maintenance	565.00		
Water	<u>53.00</u>		
Sub-Total Expense		<u>1,091.00</u>	
TOTALS			5,619.00

VETERANS BENEFITS

EXPENSES			
Veterans Services	2,217.00		
TOTALS			2,217.00

VETERANS ADMINISTRATION

SALARIES			
Department Administrator Salaries	1,050.00		
Clerical	<u>399.00</u>		
Sub-Total Salaries		1,449.00	
EXPENSES			
Office Supplies & Publications	31.00		
Travel, Meetings & Dues	303.00		
Telephone	<u>16.00</u>		
Sub-Total Expenses		350.00	

Prior Year Balances			
Travel, Meetings & Dues	54.00		
Sub-Total Prior Years		<u>54.00</u>	
TOTALS			1,853.00
NORFOLK ELEMENTARY SCHOOLS			
SALARIES	810,136.00		
Sub-Total Salaries		810,136.00	
EXPENSES			
Expense	195,680.00		
Fuel Oil	28,752.00		
Electricity	29,006.00		
Water	852.00		
Propane	<u>200.00</u>		
Sub-Total Expenses		254,490.00	
Prior Year Balances			
Salaries	12,924.00		
Expense	73,029.00		
Fuel Oil	15,695.00		
Electricity	1,553.00		
Water	<u>113.00</u>		
Sub-Total Prior Years		<u>103,314.00</u>	
TOTALS			1,167,940.00
KING PHILIP REGIONAL SCHOOLS			
EXPENSES			
Operation and Maintenance	1,186,646.00		
Principal and Interest	<u>91,842.00</u>		
TOTALS			1,278,488.00
TRI-COUNTY REGIONAL VOCATIONAL SCHOOL			
EXPENSES			
Operation and Maintenance	56,957.00		
Principal and Interest	<u>25,100.00</u>		
TOTALS			82,057.00

NORFOLK LIBRARY

SALARIES			
Director	15,000.00		
Clerical	3,462.00		
Library Salaries	17,470.00		
Library Custodian	<u>156.00</u>		
Sub-Total Salaries			36,088.00
EXPENSES			
Office Supplies & Publications	526.00		
Travel, Meetings & Dues	316.00		
Binding of Books and Records	117.00		
Building Maintenance	212.00		
General Operating Materials	950.00		
Books, Periodicals	12,495.00		
Building Custodial Supplies	61.00		
Damaged Books, Library Fines	1,023.00		
Heating Fuel	1,382.00		
Electricity	1,527.00		
Telephone	539.00		
Water	51.00		
Heating - Propane	744.00		
New Ceiling	<u>1,130.00</u>		
Sub-Total Expenses			21,073.00
Prior Year Balances			
Damaged Books, Library Fines	4.00		
Sub-Total Prior Years		<u>4.00</u>	
TOTALS			57,165.00
RECREATION COMMISSION			
SALARIES			
Senior Lifeguards	3,047.00		
Swimming Director	478.00		
Swimming Instructors	2,107.00		
Arts & Crafts Director	355.00		
Arts & Crafts Assistants	<u>336.00</u>		
Sub-Total Salaries			6,323.00
EXPENSES			
Office Supplies & Publications	165.00		
Pond Maintenance	1,049.00		
Pond Supplies	446.00		
Arts & Crafts Supplies	282.00		
Organized Sports	687.00		
Recreation Special Projects	300.00		
Senior Citizen Barbeque	<u>341.00</u>		
Sub-Total Expenses			3,270.00

Prior Year Balances			
Pond Supplies	45.00		
Organized Sports	<u>140.00</u>		
Sub-Total Prior Years		<u>185.00</u>	
TOTALS			9,778.00
RECREATION FOR THE HANDICAPPED			
SALARIES			
Swim Instruction	360.00		
Sub-Total Salaries		360.00	
EXPENSES			
Handicap Sports	1,000.00		
Sub-Total Expenses		1,000.00	
Prior Year Balances			
Handicap Sports	807.00		
Sub-Total Prior Years		<u>807.00</u>	
TOTALS			2,167.00
RECREATION FIELD MAINTENANCE			
SALARIES			
Part time Salaries	3,240.00		
Sub-Total Salaries		3,240.00	
EXPENSES			
Land Maintenance	907.00		
Sub-Total Expenses		<u>907.00</u>	
TOTALS			4,147.00
ELEMENTARY SCHOOLS - BONDS			
EXPENSES			
Total Maturing Debt	75,000.00		
Total Interest on Debt	<u>26,456.00</u>		
TOTALS			101,456.00
FIRE AND POLICE STATION - BOND			
EXPENSES			
Total Maturing Debt	5,000.00		
Total Interest on Debt	<u>683.00</u>		
TOTALS			5,683.00

WATER DEPARTMENT - NOTES

EXPENSES			
Total Maturing Debt	18,400.00		
Total Interest on Debt	<u>17,875.00</u>		
TOTALS			36,275.00
MISCELLANEOUS ACCOUNTS			
Audit of Accounts - Art. 26 (1982)	9,500.00		
TOTALS			9,500.00
TOWN MEMORIAL DAY			
Prior Year Balances			
EXPENSE	796.00		
TOTALS			796.00
OTHER UNCLASSIFIED			
Earth Removal Engineer - Services	2,642.00		
TOTALS			2,642.00
STATE AND COUNTY RETIREMENT			
EXPENSES			
Expense	66,562.00		
TOTALS			66,562.00
TOWN INSURANCE			
EXPENSES			
Hospital and Medical Expense	52,695.00		
Life Insurance	2,385.00		
Municipal Insurance	<u>53,079.00</u>		
TOTALS			108,159.00
SEPTAGE DISPOSAL ASSESSMENT			
EXPENSES			
Expense	19,547.00		
Sub-Total Expenses		19,547.00	
Prior Year Balances			
Expense	3,689.00		
Sub-Total Prior Years		<u>3,689.00</u>	
TOTALS			23,236.00

COMMUNITY PROJECTS

EXPENSES

Norfolk Mental Health 2,635.00
 South Norfolk Association 2,804.00

TOTALS 5,439.00

UNEMPLOYMENT COMPENSATION

EXPENSES

Expenses 4,717.00

TOTALS 4,717.00

STREET LIGHTING

EXPENSES

Electricity 16,804.00

Sub-Total Expenses 16,804.00

Prior Year Balances

Electricity 1,081.00

Sub-Total Prior Years 1,081.00

TOTALS 17,885.00

CHRISTMAS DECORATIONS

EXPENSES

Expense 101.00

TOTALS 101.00

TRAFFIC SIGNAL REPAIR

EXPENSES

Expense 454.00

TOTALS 454.00

TOWN CLEAN UP DAY

EXPENSES

Expense 49.00

TOTALS 49.00

NORFOLK WATER DEPARTMENT

SALARIES

Commissioners (3) 307.00
 Superintendent (@ \$10.68/hr.) 19,060.00
 Clerical 5,014.00
 Back Hoe Operator (@ \$7.86/hr.) 206.00
 Maintenance Man (@ \$7.07/hr.) 1,611.00
 Emergency Salary (Police, etc.) 429.00
 Collector (@ \$5.26/hr.) 1,605.00

Sub-Total Salaries 28,732.00

EXPENSES

Postage, Printing, Stationery 2,002.00
 Travel, Meetings, & Dues 257.00
 Superintendent BC/BS 415.00
 Petty Cash 50.00
 Vehicle Maintenance 526.00
 Building Maintenance 14.00
 Gasoline and Oil 860.00
 Road Patch (to Highway Dept.) 1,980.00
 General Operating Materials 6,819.00
 Outside Contract/Emergencies 1,434.00
 Engineering and Services 16,364.00
 Purchase of Water 976.00
 Testing of New Well Sites 6,647.00
 Fuel Oil 965.00
 Electricity 113.00
 Electricity - Pumping 9,855.00
 Telephone 1,506.00
 Fuel - LPG 86.00
 Construction of Well, Pump, etc. 4,608.00
 Note Principal 4,600.00
 Note Interest 4,469.00

Sub-Total Expenses 64,546.00

Prior Year Balances

Miscellaneous Overtime 976.00
 Building Maintenance 47.00
 Purchase of Water 46.00
 Telephone 108.00

Sub-Total Prior Years 1,177.00

TOTALS 94,455.00

FEDERAL AND STATE GRANTS

29	NDEA Fund Title III	\$ 4,997.00	
29A	Energy Audit	1,211.00	
29B	ESEA Title I	13,734.00	
29C	ECIA Distribution 97-35	2,482.00	
29D	Title VI-B 94-142	1,540.00	
29G	In-Service Computer Training	1,275.00	
29K	94-142	742.00	
29L	Title VI-B 94-142	664.00	
29M	Title VI 94-142	22,093.00	
29N	ESEA 95-561	3,693.00	
29J	Title I 89-313	900.00	
			\$ 53,331.00
	Facility Plan		
	Federal Grant	4,200.00	
	State Grant	2,146.00	6,346.00
	Council on Aging - State Grant		285.00
	Chapt. 335 Highway Pot Holes - State Grant		2,942.00
	Library Grant LSCA - Title I		283.00
	TOTAL FEDERAL AND STATE GRANTS		63,187.00

NON-APPROPRIATION ITEMS

	Garnished Receipts - Water Department	630.00	
	Unidentified Receipts - Water Department	114.00	
	Insurance Recoveries	3,500.00	
	Friends of the Library - Gift	329.00	
	School Lunch Program	70,708.00	
	Cemetery Expense	672.00	
	Christmas Lighting - Gift Fund	100.00	
	Dog License Fees Paid to County	2,232.00	
	Prepayment of 1983 Taxes	2,857.00	
	Group Insurance Refunds	12,071.00	
	Police - Off Duty Work Details	39,675.00	
	Firemen - Off Duty Work Details	224.00	
	Sporting Licenses Paid to State	2,886.00	
	Estimated Receipts	110.00	
	Cash Investments	2,346,000.00	
	Real Estate Tax Refunds	6,796.00	
	Motor Vehicle Excise Tax Refunds	2,906.00	
	TOTAL NON-APPROPRIATION ITEMS		\$ 2,491,810.00

PAYROLL DEDUCTIONS

	State Withholding Taxes	81,860.00
	Federal Withholding Taxes	259,918.00
	Pensions	85,543.00
	Additional Pensions	918.00
	Group Insurance	58,766.00
	Tax-Sheltered Annuities	15,062.00
	Teachers Association Dues	2,520.00
	Accident Insurance	111.00
	Teachers Insurance	741.00
	Garnished Wages	4,150.00
	Norfolk Police Union Dues	216.00
	TOTAL PAYROLL DEDUCTIONS	\$ 509,805.00

TOWN OF NORFOLK
 RECAPITULATION OF APPROPRIATIONS AND EXPENDITURES
 FISCAL PERIOD - JULY 1, 1982 THROUGH JUNE 30, 1983

Account Title	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
GENERAL GOVERNMENT							
Selectmen:							
Salaries		\$35,117.00			\$34,056.05	\$1,060.95	
Annual Report		6,500.00			6,199.50	300.50	
Permanent Bldg. Committee		5,000.00	\$2,642.41				\$ 7,642.41
Lanergan Property		1,350.42			1,350.42		
Expense	\$ 120.00	10,445.00	50.38	1,327.54	11,751.63		191.29
Fuel & Utilities		3,900.00			3,425.66	474.34	
Out of State Travel		1.00				1.00	
Petty Cash		75.00			75.00		
Special T.M. Expense		256.13			256.13		
Town Moderator Salary		1.00			1.00		
Town Clerk:							
Salaries		14,084.00		397.65	14,481.53	.12	
Expense		2,050.00		35.14	2,039.58	.20	45.36
Petty Cash		25.00			25.00		
Treasury Department:							
Salaries		11,592.00			11,592.00		
Expense	107.38	3,190.00			3,294.87	2.51	
Tax Titles:							
Salaries		1,133.00			1,133.00		
Expense	2,171.28	4,000.00			3,260.47		2,910.81
Tax Collector:							
Salaries		21,997.00		468.00	22,464.52	.48	
Expense		5,525.00	100.00	668.37	4,189.84		2,103.53
Petty Cash		75.00			75.00		
Tax Title Expense			2,000.00		1,928.50		71.50

	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
Assessing Department:							
Salaries		16,475.00			14,648.24	1,826.76	
Maint. & Upgrade Assessments		15,000.00			14,895.58		104.42
Expense		10,150.00			9,984.20		165.80
Out of State Travel		1.00				1.00	
Accounting Department:							
Salaries		21,719.00			21,719.00		
Expense	91.02	2,055.00			2,084.34		61.68
Board of Appeals:							
Salaries		789.00			779.60	9.40	
Expense		621.00			618.76	2.24	
Advisory Board:							
Salaries		1.00		354.22	342.28	12.94	
Expense		3,350.00	6.52	952.88	4,302.98	6.42	
Registrar of Voters:							
Salaries		2,305.00		14.00	2,138.66	59.58	120.76
Expense		380.00			115.68	264.32	
Computer Listings		550.00		7.00	557.00		
Computer Services		1,300.00			1,177.90	122.10	
Council on Aging:							
Salaries		6,746.00			6,700.31	45.69	
Facilities Rental Fee		600.00			600.00		
Expense		2,850.00			2,729.65	120.35	
Transportation Expense		7,500.00			7,487.00	13.00	
Earth Removal:							
Engineering Services	6,244.00				2,642.00		3,602.00
Historical Commission:							
Expense		75.00			66.47	8.53	

	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
Town Counsel:							
Retainer		6,392.00			6,392.00		
Legal Fees		4,000.00		419.90	4,419.90		
Planning Board:							
Salaries		2,893.00			2,860.32	32.68	
Map Update		500.00					500.00
Zoning Map Update		500.00					500.00
Expense		950.00			378.54	6.90	564.56
Personnel Board:							
				3,625.00	3,553.68	32.67	38.65
PROTECTION OF PERSONS & PROPERTY							
Conservation:							
Fund	45,904.24						45,904.24
Expense	598.59	105.00			658.69	44.90	
Sealer of Weights & Measures:							
Salaries		245.00			245.00		
Expense		70.00				70.00	
Fire Department:							
Salaries		21,705.00			15,285.39	6,419.61	
Ambulance Salaries		17,154.00			10,950.83	6,203.17	
Fire Chief	222.30	20,615.00		475.74	21,312.92	.12	
Fire Chief's Car		9,272.00			9,260.62	11.38	
Expense		9,080.00			8,211.25	862.75	6.00
Fuel & Utilities		2,621.00			2,337.12	283.88	
Training & Tuition		4,880.00			3,735.02	1,144.98	
Petty Cash		100.00			100.00		
Out of State Travel		1.00		106.88	73.60	34.28	
New Hose	57.52						57.52

	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
Police Department:							
Salaries	5,275.20	329,130.00		7,511.28	328,577.81	9,390.67	3,948.00
Traffic Signal Repair		600.00			453.83	146.17	
Police Cruisers		17,657.00			17,632.60		24.40
Expense	1,074.75	25,681.00		716.90	27,354.63	118.02	
Fuel & Utilities		16,250.00			13,903.26	2,346.74	
Petty Cash		50.00			50.00		
Out of State Travel		1.00				1.00	
Tree Department:							
Salaries		5,717.00		573.44	6,290.44		
Equipment Hire		5,739.00		1,321.90	7,060.90		
Insect Pest Control:							
Salaries		3,613.00			3,579.28	33.72	
Equipment Hire		2,815.00			2,811.53	3.47	
Civil Defense:							
Salaries		350.00			350.00		
Expense	891.41	961.00			755.70		1,096.71
Fire & Police Communications:							
Salaries	960.00	62,187.00		4,662.00	67,418.00	86.20	304.80
Expense	206.00	400.00			507.46	98.54	
Fire & Police Station:							
Expense	500.00	5,265.00		951.56	6,031.19	185.37	590.00
Fuel & Utilities	400.00	11,450.00			7,041.20	4,494.93	313.87
Animal Control:							
Salaries		2,019.00			2,019.00		
Expense		1,000.00		250.00	1,244.74	5.26	
Fuel & Utilities		1,600.00			1,294.34	305.66	
Animal Inspector:							
Salaries		650.00			650.00		
Expense		75.00			75.00		

	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
Electrical Inspector:							
Salaries		5,080.00			5,080.00		
Expense		124.00			41.84	.16	82.00
Fuel & Utilities	288.40	540.00			481.78	46.66	299.96
Building Inspector:							
Salaries	81.60	4,854.00			4,906.91	28.69	
Expense	25.00	301.00			321.44	4.56	
Fuel & Utilities	225.43	550.00			492.66	58.49	224.28
Clerical Salaries		4,138.00			4,137.17	.83	
Plumbing & Gas Inspectors:							
Salaries		5,011.00			5,011.00		
Expense		450.00			297.26	122.74	30.00
Fuel & Utilities		450.00					450.00
HEALTH AND SANITATION							
Board of Health:							
Salaries		3,684.00		1,425.00	5,097.28	11.72	
Expense	804.00	14,420.00			14,372.80	553.20	298.00
MDC Disposal Assessment	3,689.00	20,487.00			23,236.13	939.87	
Sanitary Landfill:							
Salaries		15,518.00			15,201.10	316.90	
Engineering for Expansion	239.02				239.02		
Engineering for Ground Water	192.47				192.47		
Expense	5,016.45	14,426.00			15,710.21		3,732.24
Article #32 - Engineering		10,000.00			10,000.00		
Front End Loader	105.70					105.70	
HIGHWAYS							
Town Highways:							
Salaries		172,354.00			170,572.37	1,781.63	
Expense	1,254.56	76,054.00			71,627.18		5,681.38
Purchase of Truck				5,773.99	5,773.00	.99	
Chapter 570	17,058.00				4,264.00		12,794.00

	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
Chapter 329	7,291.31				7,291.31		
Improvement of Town Roads	8,083.39				6,635.54		1,447.85
Snow Removal:							
Salaries		20,342.00			15,201.72	5,140.28	
Expense		37,000.00			36,430.41	569.59	
Sidewalk Construction	4,467.97						4,467.97
Special Project:	3,516.23	81,550.00			83,232.22	304.21	1,529.80
Gasoline Tax Monies		33,000.00					33,000.00
Article #11 Town Share Road Const.		11,037.00					11,037.00
Article #12 Town Share Road Const.		9,238.00					9,238.00
Tractor for Highway		6,000.00			5,859.00	141.00	
Fuel & Utilities	213.79	36,570.00			34,355.50	2,204.11	224.18
Drainage - Grove Street	2,244.65				1,619.29		625.36
VETERANS SERVICE							
Benefits		5,000.00			2,216.85	2,783.15	
Expense	54.20	350.00			404.20		
Salaries		1,449.00			1,448.61	.39	
SCHOOLS							
Norfolk Elementary Schools Salaries & Expense	112,994.00	1,124,631.00	151.97		1,167,940.35	10,381.06	59,455.56
Tri-County Regional Voc.		82,058.00			82,057.27	.73	
King Philip Regional Schools		1,278,488.00			1,278,487.60	.40	

	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
NORFOLK LIBRARY							
Salaries		36,127.00			36,088.30	38.70	
Fines & Damaged Books, Article #20		1,022.79			1,022.79		
Repairs or Purchase Books	3.67				3.67		
New Ceiling Article #19		925.00		205.39	1,130.39		
Expense		15,175.00	33.22	59.50	15,267.61	.11	
Fuel & Utilities		4,334.00			3,652.86		681.14
RECREATION							
Salaries		6,447.00			6,322.76	124.24	
Expense	184.64	3,275.00		760.89	3,454.53	50.58	715.42
Fuel & Utilities		400.00				400.00	
RECREATION FOR HANDICAPPED							
Salaries		264.00		96.00	360.00		
Expense	807.30	1,000.00			1,807.30		
FIELD MAINTENANCE							
Salaries		3,240.00	595.20		3,835.14	.06	
Expense		1,800.00			907.00	893.00	
WATER							
Water Department:							
Salaries	2,203.64	37,213.00			30,122.60	9,294.04	
Purchase of Water	775.00				45.63	729.37	
Expense	108.40	34,430.00			31,972.72	1,103.06	1,462.62
Fuel & Utilities		18,640.00			11,879.59	5,784.41	976.00
Petty Cash		50.00			50.00		
Repairs to Highway Garage	97.07				61.02	36.05	
Out of State Travel		1.00				1.00	
Replace Water Main - Birch Road	419.12						419.12
Replace Water Main - Medway Branch	791.06						791.06
Construction of Well							
Pumping Station Etc.	84,323.16				4,608.00		39,715.16
Water Main Ext. Art. #50							40,000.00
Drillings & Testing Water Well							
Sites	6,843.44				6,646.75		196.69

	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
MATURING DEBT & INTEREST							
Federal Revenue Sharing							
Maturing Debt		98,400.00			98,400.00		
Interest on Maturing Debt		45,014.00			45,013.75	.25	
Certification of Notes and Bonds		100.00				100.00	
Principal on Note - Water		4,600.00			4,600.00		
Interest on Note - Water		4,469.00			4,469.00		
Interest on Temporary Loans		2,000.00				2,000.00	
UNCLASSIFIED							
Cemetery:							
Salaries		4,535.00			4,527.68	7.32	
Expense	743.45	1,650.00			1,091.26	778.19	524.00
Street Lighting	1,080.62	18,900.00			17,884.89	2,095.73	
Removal/Relocation of Street Lights	860.53				826.69		33.84
Town Clean Up Day		50.00			49.13	.87	
Town Memorial Day	1,000.00	1,000.00			795.74	204.26	1,000.00
Insurance		53,225.00	58.00		53,079.00	204.00	
State & County Retirement		66,562.00		5,100.00	66,562.00		5,100.00
Community Projects		5,439.00			5,439.00		
State & County Assessments	1,427.94		155,412.32		157,744.65		(904.39)
Reserve Fund		40,000.00			38,260.17	1,739.83	
Medical & Life Insurance		59,648.00	749.36		55,080.03	5,317.33	

	Balance Carried Forward	1982-83 Appropriation	1982-83 Receipts & Adjustments	Reserve Fund Transfers	1982-83 Expended	Return to Revenue	Balance Forward
Excess of Special Motion		16.00				16.00	
Repair Roof Highway Garage	240.00						240.00
Septage Disposal Study	2,000.00						2,000.00
FEDERAL REVENUE							
Audit of Town Books		10,000.00			9,500.00	500.00	
Unemployment Compensation Fund	20,960.00				4,717.41		16,242.59
	<u>\$357,537.90</u>	<u>\$4,468,182.34</u>	<u>\$161,799.38</u>	<u>\$38,260.17</u>	<u>\$4,607,579.69</u>	<u>\$93,610.96</u>	<u>\$324,589.14</u>

TOWN OF NORFOLK
BALANCE SHEET - JUNE 30, 1983

ASSETS		
Cash:		
In Banks, M.M.D.T. and Office	\$385,123.62	
Invested	<u>554,000.00</u>	
		\$939,123.62
Petty Cash Advance		
Police Department		50.00
Accounts Receivable:		
Taxes:		
Personal Property Taxes		
Levy of 1978	1,096.40	
Levy of 1979	2,545.50	
Levy of 1980	1,355.42	
Levy of 1981	1,003.27	
Levy of 1982	1,533.95	
Levy of 1983	<u>9,149.54</u>	
		16,684.08
Real Estate Taxes		
Levy of 1982	108.61	
Levy of 1983	<u>771,170.94</u>	
		771,279.55
Motor Vehicle Excise		
Levy of 1975	(19.80)	
Levy of 1979	264.42	
Levy of 1980	15.64	
Levy of 1981	112.87	
Levy of 1982	1,773.00	
Levy of 1983	<u>46,075.58</u>	
		48,221.71
Special Taxes		
Forest Product Tax	(112.63)	
Declassified Forest Land	<u>(369.70)</u>	
		(482.33)

GENERAL ACCOUNTS

LIABILITIES & RESERVES		
Payroll Deductions:		
Contributory Retirement	\$ 11,000.07	
Group Insurance	7,235.55	
Tax Sheltered Annuities	1,308.00	
Accident and Health Insurance	<u>55.56</u>	
		\$ 19,599.18
Gifts:		
School	33.79	
Bicentennial Park	<u>45.44</u>	
		79.23
Trust Fund Income:		
Helen A. Ward Library Fund		469.09
State Grants:		
Council on Aging	13.73	
Department of Elder Affairs	465.00	
Chapter 335 - Potholes	<u>5,258.81</u>	
		5,737.54
Federal Grants:		
NDEA Title III	118.98	
Title I ESEA	4,406.00	
Ch. II PL 97-35	1,071.00	
Title VIB PL 94-142	1,429.22	
ESEA Title VIB PL 95-561	<u>103.48</u>	
		7,128.68
Revolving Funds:		
School Lunch		5,858.33
Appropriation Balances:		
Revenue		
General	5,320,013.01	
Water	<u>272,941.30</u>	

FEDERAL REVENUE SHARING

ASSETS	
Cash	
In Bank and Office	\$ 16,488.35
Invested	<u>118,000.00</u>
	\$ 134,488.35
Overdrawn by Appropriation	<u>50,754.24</u>
	<u>\$ 185,242.59</u>

LIABILITIES	
Appropriation Balance	\$ 185,242.59
	<u>\$ 185,242.59</u>

ASSETS	
Net Funded and Fixed Debt	
Inside Debt Limit	
General	\$ 15,000.00
Outside Debt Limit	
General	475,000.00
Public Service Enterprise	<u>271,000.00</u>
	746,000.00
	<u>\$ 761,000.00</u>

DEBT ACCOUNTS		LIABILITIES	
Serial Loans			
Inside Debt Limit			
Fire and Police Station - 1965			15,000.00
Outside Debt Limit			
General			
Centennial School - 1970		\$460,000.00	
A.J. Freeman School Addition		15,000.00	
Public Service Enterprise			
Water - Construction of Well - 1980		<u>271,000.00</u>	
			746,000.00
			<u>\$ 761,000.00</u>

ASSETS	
Trust and Investment Accounts	
Cash and Securities	
In Custody of Treasurer	<u>\$ 200,118.91</u>
	<u>\$ 200,118.91</u>

TRUST ACCOUNTS		LIABILITIES	
In Custody of Treasurer			
Trust Funds:			
Josiah Ware Town Hall Fund		5,211.01	
Maria Mann High School Fund		5,039.74	
Helen A. Ward Library Fund		540.91	
Stabilization Fund		129,215.31	
Norfolk Library Trustee Gift Fund		1,593.45	
William F. Cavanaugh Library Gift Fund		184.40	
Bond Fund - Planning Board		109.23	
Library Building Fund		2,781.00	
King Philip Roof Fund		21,798.60	
Perpetual Care Fund		25,323.22	
Cemetery Sale of Lots and Graves Fund		<u>8,322.04</u>	
			<u>\$ 200,118.91</u>

TOWN OF NORFOLK
STATEMENT OF OUTSTANDING DEBT
SCHEDULE OF REPAYMENT

	School 1963		School 1970		Fire and Police Station		Water 1980		Totals		Total Principal and Interest
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
Due Fiscal 1984	\$15,000.00	\$ 243.75	\$ 60,000.00	\$22,575.00	\$ 5,000.00	\$487.50	\$23,000.00	\$20,596.00	\$103,000.00	\$ 43,902.25	\$146,902.25
1985			60,000.00	19,425.00	5,000.00	390.00	23,000.00	18,848.00	88,000.00	38,663.00	126,663.00
1986			60,000.00	16,275.00	5,000.00		23,000.00	17,100.00	88,000.00	33,375.00	121,375.00
1987			60,000.00	13,125.00			23,000.00	15,352.00	83,000.00	28,477.00	111,477.00
1988			55,000.00	10,106.25			23,000.00	13,604.00	78,000.00	23,710.25	101,710.25
1989			55,000.00	7,218.75			23,000.00	11,856.00	78,000.00	19,074.75	97,074.75
1990			55,000.00	4,331.25			23,000.00	10,108.00	78,000.00	14,439.25	92,439.25
1991			55,000.00	1,443.75			23,000.00	8,360.00	78,000.00	9,803.75	87,803.75
1992							23,000.00	6,612.00	23,000.00	6,612.00	29,612.00
1993							23,000.00	4,864.00	23,000.00	4,864.00	27,864.00
1994							23,000.00	3,116.00	23,000.00	3,116.00	26,116.00
1995							18,000.00	1,368.00	18,000.00	1,368.00	19,368.00
Totals	\$15,000.00	\$ 243.75	\$460,000.00	\$94,500.00	\$15,000.00	\$877.50	\$271,000.00	\$131,784.00	\$761,000.00	\$227,405.25	\$988,405.25

TOWN OF NORFOLK
STATEMENT OF DEBT

	Interest Rate	Amount of Original Loan	Maturity Date	Paid June 30, 1982	Principal Paid Fiscal 1983	Outstanding June 30, 1983
School Construction Loans:						
School Addition 1963	3.25%	\$ 356,000.00	7/01/83	\$ 30,000.00	\$ 15,000.00	\$ 15,000.00
New Elementary School 1970	5.25%	1,180,000.00	12/01/90	520,000.00	60,000.00	460,000.00
Fire & Police Station 1965	3.90%	148,000.00	11/15/85	20,000.00	5,000.00	15,000.00
Well, Pumping Station Water Mains 1980	7.60%	340,000.00	1/28/95	294,000.00	23,000.00	271,000.00
		\$2,024,000.00		\$864,000.00	\$103,000.00	\$761,000.00

FINANCES

TOWN OF NORFOLK

STATUS OF WATER DEPARTMENT ACCOUNTS

July 1, 1982 to June 30, 1983

Revenues:

Charges for Water Use	\$116,930.98	
New Services and Installations	9,140.00	
Demand Fees	1,593.46	
Interest	111.49	
Insurance Recoveries	197.20	
DEQE Grant (Reimbursement)	950.00	
	<u>950.00</u>	
		\$128,923.13

Expenditures:

Salaries	\$ 27,918.96	
Expenses	32,561.52	
Fuel & Utilities	12,855.59	
Payment of Debt*		
Principal	4,600.00	
Interest	4,469.00	
	<u>4,469.00</u>	
		<u>82,405.07</u>
Excess Revenues over Expenditures		46,518.06
Balance at beginning of year		<u>66,901.00</u>
Balance at end of year		<u><u>\$113,419.06</u></u>

*The above amounts for payment of debt represent 20% of the annual amount due.

FINANCES

REPORT OF THE COLLECTOR OF TAXES

Outstanding taxes as of 6/30/83

Real Estate		Motor Vehicle Excise	
1982	95,843.94	1978	180.67
1983	640,410.03	1979	114.16
Personal Property		1980	19.80
1978	1,096.40	1981	-0-
1979	2,560.50	1982	1,796.53
1980	1,297.12	1983	41,137.46
1981	1,003.91		
1982	3,947.69		
1983	9,149.54		

WE COLLECTED \$25,911.47 IN INTEREST, FEES, CERTIFICATES OF MUNICIPAL LIENS AND EARNED INTEREST WHICH MORE THAN COVERS THE SALARIES OF THE OFFICE PERSONNEL.

The following amounts were paid to the Treasurer:

Real Estate		Motor Vehicle Excise	
1980	371.71	1980	651.48
1981	93,805.60	1982	670.26
1982	2,642,036.44	1983	50,052.81
1983	2,248,012.29		
Personal Property			
1978	105.56		
1979	1,112.30		
1980	117.48		
1981	1,611.08		
1982	111,819.19		
1983	104,293.24		

I wish to thank Gertrude Dawson who volunteered her services during a time of critical need. I also wish to thank Lorraine Bain, Margaret Kirby, Pierrette Corriveau, town employees and town officials for their support, help and cooperation. Again, I want to thank those taxpayers who met their financial obligations to our town in a timely manner.

Respectfully submitted,

Elinor H. Pearson

FINANCES

REPORT OF TREASURER

The Treasurer's Department carried out the following responsibilities and functions:

1. Receives, takes charge of and accounts for all monies belonging to the town
2. Pays over all monies due in accordance with order from the Town Accountant and Board of Selectmen
3. Maintains cash books reflecting breakdown of all receipts, disbursements and cash balances
4. Negotiates all borrowing
5. Has custody of all Trust Funds
6. Maintains Tax Title Accounts, conducts sales of land of low value, purchases, for the Town, land not sold for taxes and petitions state land court to establish clear title on tax title property
7. Prepares various year-end reports

The past year has been a very productive year for this department in that the following items should be noted:

1. Approximately \$100,000 of investment income was generated during the year by investing idle cash in high yielding investment securities even though interest rates were declining during this period. This income does not include any Trust Accounts.

Treasurer's Annual Report Continued
Page 2

2. The Town did not have to borrow for short-term purposes in anticipation of revenues even though the tax bills were not sent until December '82.
3. Collection of tax title accounts amounted to approximately \$77,000 in which seventy six (76) properties were redeemed and cleared through the Registry of Deeds. This represents an increase over fiscal '82 when \$31,000 was collected and forty-one (41) properties redeemed.

In order to prevent duplication of figures in the Town Report, the Treasurer's Report has been summarized. For a complete analysis of the Treasurer's Receipts and Expenditures, please refer to the Town Accountant's Report.

Respectfully submitted,

Thomas P. Crane
Treasurer

FINANCES

TREASURER'S REPORT FOR THE FISCAL YEAR ENDED

JUNE 30, 1983

GENERAL REVENUE

Balance on Hand, July 1, 1982	1,175,270.33
Treasurer's Receipts 7/1/82 - 6/30/83 (Net of redemption of cash investments)	<u>4,831,071.02</u>
Total Funds Available	6,006,341.35
Treasurer's Payments 7/1/82 - 6/30/83 Treasury Warrants #1-53('83) #55-56 ('82) - (Net of cash investments)	<u>(5,146,932.89)</u>
Balance on Hand, June 30, 1983	<u>859,408.46</u>
Recapitulation by Bank:	
Bay Bank/Norfolk Trust	809,537.21
Hancock Bank & Trust	49,729.74
Boston Safe Deposit & Trust	141.51
Total on Hand, June 30, 1983	<u>859,408.46</u>

FEDERAL REVENUE SHARING

Balance on Hand, July 1, 1982	163,999.75
Treasurer's Receipts 7/1/82 - 6/30/83 (Net of redemption of cash investments)	<u>128,119.76</u>
Total Funds Available	292,119.51
Treasurer's Payments 7/1/82 - 6/30/83 (Net of redemption of cash investments) Treasury Warrants # 1 - 18	<u>(157,631.16)</u>
Balance on Hand, June 30, 1983	<u>134,488.35</u>

CAPITAL FUND - WATER PROJECT

Balance on Hand, July 1, 1982	97,750.27
Treasurer's Receipts 7/1/82 - 12/31/82 *	<u>3,997.05</u>
Total Funds Available	101,747.32
Transfers to General Fund - Interest Earned 7/1/81 - 12/3/82	<u>(17,424.16)</u>
Transfers to General Fund - Reimburse Expenditures - Water	<u>(4,608.00)</u>
Balance on Hand, June 30, 1983	<u>79,715.16</u>

*All interest credited to General Fund as of 1/1/83

FINANCES

Stabilization Fund

Balance on Hand, July 1, 1982	117,406.59
Appropriated and transferred from General Fund	-0-
Interest Earned 7/1/82 - 6/30/83	11,808.72
Balance on Hand, June 30, 1983	<u>129,215.31</u>

Library Building Fund

Balance on Hand, July 1, 1982	2,526.85
Interest Earned 7/1/82 - 6/30/83	254.15
Balance on Hand, June 30, 1983	<u>2,781.00</u>

King Philip Roof Fund

Balance on Hand, July 1, 1982	19,806.47
Interest Earned 7/1/82 - 6/30/83	1,992.13
Balance on Hand, June 30, 1983	<u>21,798.60</u>

Norfolk Cemetery - Sale of Lots

Balance on Hand, July 1, 1982	10,903.39
Receipts 7/1/82 - 6/30/83	3,080.00
Interest Earned 7/1/82 - 6/30/83	898.06
Unexpended Funds returned from General Fund - 1982	671.76
Transferred to General Fund - Cemetery Expenses - 1983	(6,185.00)
Balance on Hand, June 30, 1983	<u>9,368.21</u>

Norfolk Cemetery - Perpetual Care Fund

Balance on Hand, July 1, 1982	21,825.88
Receipts 7/1/82 - 6/30/83	250.00
Interest Earned 7/1/82 - 6/30/83	2,201.17
Balance on Hand, June 30, 1983	<u>24,277.05</u>

FINANCES

TRUST FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 1983

Josiah Ware Fund

Balance on Hand, July 1, 1982	4,734.79
Interest Earned 7/1/82 - 6/30/83	476.22
Balance on Hand, June 30, 1983	<u>5,211.01</u>

Maria Mann Fund

Balance on Hand, July 1, 1982	4,579.17
Interest Earned 7/1/82 - 6/30/83	460.57
Balance on Hand, June 30, 1983	<u>5,039.74</u>

Helen A. Ward Library Fund

Balance on Hand July 1, 1982 and June 30, 1983	
Interest on above account credited monthly to Library Account.	540.91
	<u>540.91</u>

Norfolk Trustee Library Fund

Balance on Hand, July 1, 1982	1,447.81
Interest Earned 7/1/82 - 6/30/83	145.64
Balance on Hand, June 30, 1983	<u>1,593.45</u>

William F. Cavanaugh Library Gift Fund

Balance on Hand, July 1, 1982	167.54
Interest Earned 7/1/82 - 6/30/83	16.86
Balance on Hand, June 30, 1983	<u>184.40</u>

Bond Fund Planning Board Security Deposit

Balance on Hand, July 1, 1982	99.23
Interest Earned 7/1/82 - 6/30/83	10.00
Balance on Hand, June 30, 1983	<u>109.23</u>

BOARD OF ASSESSORS

To the Citizens of the Town of Norfolk:

In 1983 the Board of Assessors continued sales analysis comparisons for various neighborhood areas in town. There has been a significant land value increase in newly developed neighborhoods. Because of the change in law, Norfolk will not be subject to recertification by the State until 1985 (FY 86); however, the Board will update values when justified by sales analysis in the continued effort to avoid another State mandated revaluation.

Because of the serious illness of Priscilla Larochelle, our Assistant Assessor, it was necessary to hire and begin training her temporary replacement, Karen Granito. Through her efforts, a continued review of properties is being maintained.

Chairman John Robbins was re-elected to the Executive Board of the Massachusetts Association of Assessing Officers and Treasurer of the Norfolk/Suffolk Counties Assessors Association. Walter Zagieboylo was elected Vice President of the Norfolk/Suffolk Counties Assessors Association.

We express our appreciation to our office staff and all Town Officers for their continued support and assistance.

Respectfully submitted,

John H. Robbins, Jr., Chairman
Walter Zagieboylo
John W. Evans

FINANCES

REAL ESTATE ASSESSMENTS AND ABATEMENTS

Year	No. of Dwellings	Total Valuation	Total Exemptions Granted Veterans	Total Exemptions Granted Clause 37A, 17C, 18 41A & 41B	Total Abatements Processed
1983	1787	\$153,135,700	71	48	33
1982	1734	148,583,300	73	47	68
1981	1684	133,260,648	71	43	98
1980	1613	113,288,628	66	50	36
1979	1545	43,865,259	67	61	37
1978	1467	41,420,416	69	61	48
1977	1449	38,896,924	66	60	60
1976	1366	36,777,130	77	47	71
1975	1319	35,367,608	67	58	202
1974	1280	33,476,648	68	51	255

MOTOR VEHICLE ASSESSMENTS AND ABATEMENTS

Year	No. of Excise Bills	Motor Vehicle Excise Tax Money Committed	Total Abatements Processed	Total Amount Abated	Comm. Value of Vehicles
1983	5679	\$181,645.16*	579	\$13,019.28	\$9,169,544
1982	5445	155,285.99	526	12,110.79	7,617,550
1981	5331	143,932.98	544	18,369.81	6,999,850
1980	5155	328,233.43	746	49,250.57	5,978,450
1979	5328	325,408.57	983	36,485.98	6,416,799
1978	4805	274,346.51	765	30,599.69	5,144,800
1977	4159	237,661.51	755	28,806.28	4,597,200
1976	3805	193,352.26	587	22,390.15	3,337,700
1975	4360	205,342.35	793	45,736.35	4,136,480
1974	4159	186,699.53	572	18,285.29	3,493,550

FINANCES

The Assessors of the Town of Norfolk herewith respectfully submit their report for the year ending December 31, 1983.

Total appropriations to be raised by taxation	\$4,612,087.72
Total appropriations to be taken from available funds	960,528.13
Amounts certified by Collector and Treasurer for Tax Title purposes	-
Deficits due to abatements in excess of overlay of prior years	15.91
School Lunch Program	3,680.00
Elderly Lunch Program	665.00
Free Libraries	3,182.00

	<u>Estimated Fiscal 1984</u>	<u>Underestimates Fiscal 1983</u>	
County Assessments			
County Tax	\$ 52,327.00	\$ 752.00	53,079.00
State Assessments			
Special Education	6,933.00	2,412.00	
Audit of Municipal Accounts	2,470.00		
Motor Vehicle Excise Bills	773.00		
State Recreation Areas	29,246.00		
Mass. Bay Transportation	73,400.00		
Air Pollution Control Dist.	802.00		
Met. Area Planning Council	917.00		
Elderly Governmental Retirees	-		
Total	\$114,541.00	2,412.00	116,953.00
Overlay of Current Year			<u>71,647.42</u>
Gross Amount to be raised			\$5,821,838.18

Estimated Receipts & Available Funds	
1984 Fiscal Year receipts as certified by the Commissioner on the Cherry Sheet	\$ 1,070,951.00
Motor Vehicle & Trailer Excise	147,753.00
Licenses and Fines	14,235.00
General Government	27,350.00
Protection of Person & Property	56,800.00
Health & Sanitation	34,284.00
Libraries	1,227.00
Recreation	59.00
Farm Animal	273.00
Interest	90,000.00
School	3,176.00
Highways	471.00
Classified Forest Land (Incl. Forest Prod. Tax)	113.00
In Lieu of Tax Payments	703.00
Regional School Refunds	1,939.00
Pass-through Receipts (Regional Schools)	<u>114,879.00</u>

Total Estimated Receipts \$1,564,213.00

FINANCES

Overestimated Fiscal 1983
Amount to be taken from available funds
Total Estimated receipts and available funds
Net amount to be raised by taxation on property

2,260.00
960,528.13
2,527,001.13
\$ 3,294,837.05

Total Valuation
Personal Property \$ 6,035,172.00
Real Estate 153,135,700.00

Total

\$159,170,872.00

Fiscal Year 1983 Tax Rate per thousand

School Rate \$ 11.02
General Rate 9.68

Total \$ 20.70

ADVISORY BOARD

Thank you for your support at last year's Town Meeting. A few more of you turned out for the meeting than the previous year, and the evidence that we had accomplished our homework was reflected in your support of the Advisory Board's recommendations. We definitely appreciate it, and firmly believe that the departments in Town do also.

Proposition 2½ has placed a tremendous amount of added burden on the departments, and especially on the Advisory Board, which works hard to present you with a balanced spending program to keep all departments' and Town needs funded. Last year presented a typical example: We recommended and prioritized the overall program as best we could.

You approved an Elementary School spending program which was significantly higher than we, after careful study, recommended and which we considered excessive for their needs, not their wants. The result, due to the limitations imposed, was that the Town-wide computer system could not be fully funded and implemented.

This year the average requested budget from all departments has evidenced close to a 10 percent increase over last year, not a 2½ percent increase. Our work has been cut out for us, and we'll need your continued support at Town Meeting to assure that the needs of all departments are addressed.

In respect to these needs, we would say that the overall salary levels of our Town employees is of great importance. We all want responsive Town government. To gain that we have to, as a start, compensate the employees at competitive levels with the private sector and other towns, and other departments. We

FINANCES

have seen a continuous pattern of our immediate Town personnel receiving very small percentages of increase whereas our school systems and industry have consistently ranged from seven to ten percent. That happened in times of rampant inflation and a significant discrepancy exists today. Our Town is growing rapidly, and if we want to have good people to help us cope intelligently and productively with that growth, then we have to fill that pay gap to maintain the excellent work force we have and be competitive in the acquisition of new employees.

With our rapid growth, both real and projected, we feel that the 2½ percent cap is required to control the demands being placed on all departments, some more directly than others. The demands on our Library, Police, Fire, Highway, Building, and Water departments have risen dramatically. This year has seen the addition of Part-time help to the Tax Collector's office, Board of Health, and Building Departments. As other examples: the Appeals Board has heard in six months the number of appeals that used to constitute a year's effort; highways and roadways are growing, need plowing, sanding and maintenance. More roads, more homes, and more people place added demands on the Police and Fire departments.

This year you will be asked to approve three major capital expenditures:

- a. Expansion of the Public Library facilities
- b. Expansion of Police/Fire/Communications facilities
- c. Addition of a water tower to the water system.

All three efforts are needed. It is not a case of wanting. It is a case of a library, its approximately \$500,000 in assets and increased demand that needs expanded facilities. It is the case of a building, housing our key safety departments, Fire/Police/Communications, that no longer can meet the needs. It is a

FINANCES

case of a water system which can no longer provide the water pressure and quantity required to fight a fire at our schools, Library, Town Hall, etc., i.e., for the whole Town and, equally important, provide the pressure required to meet homeowner needs.

We will be proposing a bond issue on the ballot and an appropriations article on the Warrant to cover these extraordinary efforts. We urge your serious consideration and support.

We also commend to you the Permanent Building Committee, which we feel has done a truly outstanding job along with Library, Police, Fire and Communications department personnel in pulling together a realistic and economical proposal to meet the needs. It boils down to a very practical decision; if we, as taxpayers, want the protection and the service we are going to have to foot the bill. The other side of the coin says, because of the need and increased demands, protection and service will deteriorate and on top of that we'll start losing our better people. We feel we can take just pride in the Town and the people who serve us. We have to give these people the tools and facilities to do the job if we want to sustain the protection and service levels we have.

We support the 2½ cap, and feel everyone should adjust to live within it; however in the case of the three issues this year we will be asking you to make an exception. An exception, for this one time, based on the hard fact that these items should have been taken care of long before the 2½ cap went into effect. By doing it this one time, the Town will be able to get its act together and plan intelligently for future capital expenditures. A well established fact is that Town government needs additional office space. To plan for this need, we will be recommending that each year an amount be placed in the Stabilization Fund. When the proposal is subsequently prepared and presented

FINANCES

for your approval, we will be able to pay for the expenditure from available/ projected funds and not require an exception to the 2½ percent cap.

We as a Town, per se, have procrastinated in doing something constructive on the three efforts mentioned above for too long. The result, coupled with our dramatic growth, is that we find ourselves in a hole, and unless we make this one exception, we will not be able to do a reasonable job of financial planning in the future under 2½ to meet your Town government's needs.

To do an adequate job under Proposition 2½ and to assure you of a responsive town government across-the-board places a heavy burden on all departments to look ahead. This in turn places added burdens on the Capital Outlay Committee and the Advisory Board. The Planning Board has indicated an up-dating of the Master Plan is being considered. We strongly endorse the effort and recommend that it include a ten and twenty-five year fiscal plan.

We thank you again for your support and urge you to attend Town Meeting. Norfolk's planning for orderly growth requires team effort, and you, the taxpayer, are the team captain. We only recommend; you are the decision maker. We hope to see you at Town Meeting, and we hope for your continued support.

Respectfully submitted:

William C. Wright, Chairman

Cheryl Masterson

Robert Cooke

Gerald Flynn

Marjorie Cavanaugh

Roger Gilbert

Lee Gentile

Harold Sundquist

2/9/84

WCW

FINANCES

RESERVE FUND TRANSFERS

July 1, 1982 to June 30, 1983

1.	Recreation for Handicapped Salaries	\$	96.00
2.	Selectmen - Building		
	Inspector		Meeting Expenses 125.00
3.	Personnel Board		Expenses 2,900.00
4.	Board of Health		Salaries 487.50
5.	Fire Chief		Holiday Pay 237.87
6.	Fire Chief		Out of State Travel 106.88
7.	Board of Health		Salaries 937.50
8.	Animal Control		Equipment 250.00
9.	Highway		Truck 5,773.99
10.	Selectmen		Committee Fund 215.00
11.	Selectmen		Town Physician 100.00
12.	Personnel		Office Equipment 725.00
13.	Police		Salaries/Sickness Account 7,511.28
14.	Tax Collector		Salaries 468.00
15.	Library		Expenses 264.89
16.	Registrar of Voters		Lists 7.00
17.	Fire/Police Communications		Salaries 792.00
18.	Fire/Police Station		Expenses 951.56
19.	Town Clerk		Salaries/Election Workers 397.65
20.	Fire/Police Communications		Salaries 504.00
21.	Fire/Police Communications		Salaries 3,366.00
22.	Police		Expenses 716.90
23.	Selectmen		Expenses 887.54
24.	Fire Chief		Holiday Pay 237.87
25.	Advisory Board		Salaries 354.22
26.	Advisory Board		Report Expenses 952.88
27.	Tree Department		Expenses 1,895.34
28.	Town Counsel		Litigation 419.90
29.	Registrar of Voters		Special Town Meeting Salaries 14.00
30.	Recreation		Replace Vandalized Equipment 160.89
31.	Town Clerk		Office Supplies 35.10
32.	Tax Collector		Office Supplies 657.99
33.	Tax Collector		Expenses 10.38
34.	Recreation		Fence 600.00
35.	Treasurer		State & County Retirement 5,100.00
	TOTAL		\$38,260.17

FINANCES

INSURANCE ADVISORY COMMITTEE REPORT

The function of the Committee is to serve the Board of Selectmen in an advisory capacity regarding the town's insurance programs.

The committee is comprised of four members with many years of insurance and risk management experience. These members offer the town their expertise in all areas of insurance and loss control.

During 1983, the Committee reviewed the entire insurance program, and worked with the Selectmen, the Personnel Board and the town's insurance broker to amend coverages as needed, evaluate exposures, and investigate new lines of insurance. The Committee is available to the Board of Selectmen on a call basis and is involved in several on-going insurance related projects.

Respectfully submitted,

Paula Adamson, Chairman
Dallas Knight
William Ohrenberger
Edmund Silk

CAPITAL OUTLAY COMMITTEE

As in past years, the Capital Outlay Committee (COC) has made an effort to contact all Town departments and committees to determine capital item requirements. A capital item is defined as the purchase of, or improvement to, land, buildings and equipment exceeding \$500 in cost with a useful life of three years or more.

Typically, departments respond on a regular basis since they are full-time continuous functions. Committee plans, however, may evolve at any time during a given year due to the scope of special projects and certain time constraints. Such is the case this year.

At this point, the COC is not prepared to submit a final recommended capital spending plan. Every effort will be made to have the plan completed prior to the submittal of Warrant Articles for review.

Respectfully submitted,

James J. Hankey, Chairman
Ralph McDargh
Mark Latimer
Gerald Boucher
Norman Mullaney
Harold Sundquist
Cheryl Masterson

FINANCES

WARRANT ANNUAL TOWN MEETING Tuesday, May 1, 1984

THE COMMONWEALTH OF MASSACHUSETTS

NORFOLK, SS.

To either Constable in the Town of Norfolk, in said Court.

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 to assemble in the Norfolk Public School, McBride Auditorium, on Tuesday, the 1st day of May A.D. 1984 at 7:00 o'clock in the a.m., then and there to act on the following articles:

ARTICLE 1

To choose by ballot the following officers; viz; one Moderator for one year; one Town Clerk for three years; one Selectman for three years; one member of the Board of Health for three years; one Assessor for three years; two members of the Planning Board for three years; two Water Commissioners, one for three years and one for an unexpired two year term; two members of the School Committee for three years; two members of the King Philip Regional School Committee, one for three years and one for an unexpired one year term; two members of the Recreation Commission for three years; and one Library Trustee for three years.

Question 1

Shall the Town, in addition to the payment of fifty per cent of a premium for contributory group life and health insurance for employees in the service of the town, and their dependents, as well as retirees from the Town of Norfolk employ, pay a subsidiary or additional rate of 10 percent of the premium?

Yes No

Question 2

"Shall the Town of Norfolk be allowed to exempt from the provisions of proposition two and one half, so-called, the amount required to pay for the bond issued in order to construct and equip the Library Building expansion?"

Yes No

Question 3

"Shall the Town of Norfolk be allowed to exempt from the provisions of proposition two and one-half, so-called, the amount required to pay for the bond issued in order to construct and equip the Fire-Police-Communications Department expansion?"

Yes No

Question 4

"Shall the Town of Norfolk be allowed to exempt from the provisions of proposition two and one half, so-called, the amount required to pay for the bond issued in order to construct and equip the 1,000,000 gallon standpipe for the Town water system?"

Yes No

ARTICLE 2

To see if the Town will vote to approve the following additions and/or amendments to the Personnel By-Law:

Submitted by Personnel Board

CLASSIFICATION SCHEDULE

<u>Position</u>	<u>Grade</u>
MANAGEMENT	
Fire Chief	16
Library Director	12
CLERICAL	
<u>Clerk III</u>	
Administrative Assistant, Board of Health	9
Administrative Assistant, Building Dept.	9
<u>Clerk II</u>	
Secretary, Highway	8

CLASSIFICATION SCHEDULE — (Continued)

<u>Position</u>	<u>Grade</u>
<u>Clerk I</u>	
Clerk, Assessors	6
Clerk, Council on Aging	6
Clerk, Tax Collector	6
Secretary, Advisory Board	6
<u>TECHNICAL/PROFESSIONAL</u>	
Assistant Fire Chief	M
Assistant Assessor	I
Lead Dispatcher	H
Maintenance, Water	H
Library Assistant Director/Technical Services	G
Laborer, Water	D

DEFINITIONS

Full-time Employees — A full-time employee is one who is employed to work a regularly scheduled basis for not less than thirty-five (35) hours a week for twelve (12) months per year.

Part-time Employees — A part-time employee is one who is employed to work for periods of time less than that prescribed for a full-time employee.

Casual Employee — A casual employee is one who is employed in a position which is filled only on a seasonal basis.

Continuous Employment — Full-time employment which is uninterrupted, except for absences on military leave, vacation leave, sick leave, court leave and other authorized leaves of absence provided for herein.

Hours of Duty — The administrative workweek for employees of the Town shall be Sunday through Saturday. The regular workweek of full-time employees shall be scheduled within said administrative workweek by the Department Head and shall consist of the number of hours established for said position.

Overtime — Hours worked by a full-time employee in excess of his regularly scheduled workweek.

OVERTIME

Each full-time employee, except Department Heads, who shall be required to be on duty in excess of his regular workweek shall be paid for such overtime duty at the rate of one and one-half his regular hourly rate of compensation. Hours worked for the purpose of computing overtime shall include all hours the employee is in a pay status.

Overtime work shall be required only when necessary operations cannot be performed by on-duty employees during their regular workweek. Overtime shall be distributed on a seniority basis among employees qualified to do the work.

PERIODIC STEP INCREASES

Each employee for whose position a wage schedule has been established shall receive a step increase to the next higher rate within his wage schedule upon the completion of five (5) years creditable service as defined below, provided, however, that his work performance for said period of five (5) years has been satisfactory.

Creditable Service for Step Increases — Service which is creditable in the computation of said five (5) years before an employee is eligible for a step increase shall include the following:

- A. Continuous full-time paid employment, including periods of vacation leave, sick leave, or other leave with pay.
- B. Leave without pay or other periods of absence in a non-pay status not to exceed the equivalent of thirty (30) workdays, within each said twelve (12) month period. If the total of an employee's leave without pay or other absence in a non-pay status is in excess of said thirty (30) workdays, he must serve in a pay status a number of days equal to the number of days of leave without pay or other absence in a non-pay status in excess of thirty (30) workdays in order to meet the length of service requirements for a step increase.
- C. Annual training obligation as an active military person in a reserve or National Guard component when otherwise creditable service was interrupted.

Effective Date of Step Increases — Step increases shall be made effective at the beginning of the next pay period following the completion of the required waiting period.

FINANCES

SCHEDULE OF PERIODIC STEP INCREASES

<u>Grade</u>	<u>Step 1</u> (0-4 yrs.)	<u>Step 2</u> (5-9 yrs.)	<u>Step 3</u> (10-14 yrs.)	<u>Step 4</u> (15-19 yrs.)	<u>Step 5</u> (20 & over)
MANAGEMENT (salaries)					
17	23,094	25,981	28,868	31,754	34,642
16	20,995	23,619	26,244	28,868	31,493
15	18,896	21,258	23,620	25,982	28,344
12	13,774	15,497	17,219	18,941	20,662
11	12,398	13,947	15,497	17,046	18,596
10	11,158	12,552	13,947	15,341	16,738
CLERICAL (hourly)					
9	5.52	6.22	6.91	7.60	8.28
8	4.97	5.59	6.21	6.83	7.46
6	3.98	4.48	4.98	5.48	5.97
TECHNICAL/PROFESSIONAL (hourly)					
M	9.99	10.54	11.09	11.64	12.20
L	9.08	9.58	10.08	10.58	11.09
K	8.24	8.70	9.16	9.62	10.08
I	7.43	7.84	8.25	8.66	9.08
H	6.68	7.05	7.42	7.79	8.16
G	6.08	6.41	6.75	7.09	7.43
F	5.47	5.78	6.08	6.38	6.69
E	4.86	5.14	5.41	5.68	5.95
D	4.63	4.89	5.15	5.41	5.66
C	4.39	4.64	4.88	5.12	5.36
B	3.62	3.82	4.02	4.22	4.42
A	2.85	3.01	3.17	3.33	3.48

EMPLOYMENT, PROMOTION AND TRANSFER

- Conditions — The employment, promotion and transfer of Town employees shall be subject to the following conditions:
- No permanent full-time employment in or transfer to a paid appointive position in the service of the Town shall take effect until the same has been approved by the Personnel Board as being in compliance with the requirements of the Classification Plan, Compensation Plan, and other provisions of this By-Law.
 - No employment or promotion hereunder shall become effective until such time as the appropriation or other funds out of which the compensation therefore is to be paid shall be sufficient.

GRIEVANCE PROCEDURE

The Personnel Board shall constitute the Personnel Relations Review Board of the Town and as such shall have the powers and duties and shall perform the functions assigned to personnel relations review boards under the provisions of Section 21B of Chapter 40 of the General Laws. The Board in performing its duties as the Personnel Relations Review Board shall be subject to the limitations imposed by said Section 21B and by the By-Laws of the Town.

When sitting as the Personnel Relations Review Board the Board shall keep a separate record of its proceedings which shall not be open to public inspection, except as may otherwise be required by State law.

The grievance procedure established in this Section shall apply to all employees of the Town, except elected officials and except employees represented by an employee organization for the purpose of collective bargaining and with which organization the Town has entered into a collective bargaining agreement containing a specific grievance procedure. The grievance procedure contained in such an agreement shall apply to all employees represented by the employee organization. The purpose of the grievance procedure set forth herein is to produce prompt and equitable solutions to those problems which from time to time may arise and affect the conditions of employment or employees.

As used in this Section the word "grievance" shall be construed to mean any dispute between an employee and his supervisor or supervisors arising out of an exercise of administrative discretion by such supervisor or supervisors with respect to the conditions of employment of the employee, except a dispute which is, or upon proper appeal would be, within the jurisdiction of the civil service commission or the contributory retirement appeal board.

Grievances as defined herein shall be processed in accordance with the following procedure:

- Level One. The aggrieved employee shall first present his grievance orally or in writing to his immediate supervisor. If the grievance is presented in writing, it shall give a summary of the facts involved and the relief desired. The immediate

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supervisor shall advise the aggrieved employee in writing of his decision with respect to the grievance within five (5) working days after the grievance is presented.

- B. Level Two. If at the end of the five (5) working days next following the presentation at Level One the grievance shall not have been disposed of to the employee's satisfaction, the aggrieved employee may within five (5) working days thereafter submit his grievance in writing to the immediate supervisor's direct superior. The written grievance shall give a summary of the facts involved and the relief desired. Within ten (10) working days after receipt of the written grievance the recipient shall meet with the aggrieved employee and his representative, if he elects to have one, in an effort to settle the grievance. Within ten (10) working days after the conclusion of said meeting, the recipient shall advise the aggrieved employee of his or its decision.
- C. Level Three. If at the end of the twenty (20) working days next following the presentation of the grievance at Level Two the grievance shall not have been disposed of to the employee's satisfaction the aggrieved employee may within five (5) working days thereafter submit his grievance to the Board acting as the Personnel Relations Review Board. Within ten (10) working days after the receipt of the written grievance, the Board shall meet with the aggrieved employee and his representative, if he elects to have one, in an effort to settle the grievance. The Board shall within ten (10) working days after the conclusion of said meeting advise the employee in writing of its decision. The decision of the Board with respect to said grievance shall be final.

If at the end of the twenty (20) working days next following the occurrence of any grievance or the date of first knowledge of its occurrence by an employee affected by it, the grievance shall not have been presented at Level Two of the procedure set forth above, the grievance shall be deemed to have been waived. Any grievance in course under such procedure shall also be deemed to have been waived in the action required to present it at the next level in the procedure shall not have been taken within the time specified in the procedure.

The time limits hereinabove specified for the bringing and processing of a grievance may be extended by mutual agreement of the parties.

ARTICLE 3

Submitted by Personnel Board

To see if the Town will vote to adopt Chapter 149 Section 33B of the General Laws.

ARTICLE 4

Submitted by 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 MGL Chapter 41, Section 108; and to determine whether any Town Board shall be authorized to employ for additional salary or compensation any of its members and to fix the salary or compensation thereof; and to see what sum of money the town will raise and appropriate or transfer from available funds to defray departmental and incidental expenses of the town for the fiscal year commencing July 1, 1984 not otherwise provided for.

ARTICLE 5

Submitted by Water Commission

To see if the Town will vote to transfer a sum of money from Water Department Revenue to Water Department Maintenance and Operating Expenses, or to take any other action relative thereto.

ARTICLE 6

Submitted by Treasurer

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue for the financial year beginning July 1, 1984 in accordance with the provisions of General Laws, Chapter 44, Section 4, and to issue a note or notes therefore payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17.

ARTICLE 7

Submitted by Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to advertise in a local paper and to sell at public sale from time to time, as it may deem in the best interest of the Town, any and all lands or portions thereof which the Town has acquired or may acquire as Tax Title Land, so called, such sales to be made in the name and in behalf of the inhabitants of the Town of Norfolk and to authorize the Selectmen to expend from the proceeds of such sale the necessary costs of recording fees, documentary stamps, and Auctioneer's fees, if required.

ARTICLE 8

Submitted by 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 that is no longer needed or take any other action in relation thereto.

ARTICLE 9

Submitted by Board of Selectmen

To see if the Town will vote to appropriate by transfer from available funds in the treasury a sum of money to pay certain employees for salary earned in FY 83/FY 84 but not paid to these employees, or to take any other action relative thereto.

ARTICLE 10

Submitted by Permanent Building Committee

"To see what sum of money the Town will vote to raise, appropriate, transfer from available funds, or borrow for the Permanent Building Committee to construct and furnish expanded facilities to the Library and to the Police-Fire-Communications Department Building, both located on Main Street, or take any other action relative thereto."

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ARTICLE 11

Submitted by the Board of Water Commissioners and the Permanent Building Committee

"To see what sum of money the Town will vote to raise, appropriate, transfer from available funds, or borrow for the Water Department to construct and equip a 1,000,000 gallon standpipe located at the corner of North Street and Main Street (formerly Diehl property), or take any other action relative thereto."

ARTICLE 12

Submitted by Water Commissioners

To see if the Town will vote to accept all State and Federal Grants for the Water Department which do not require matching funds from the town or any representative or agency thereof and will not obligate or encumber any resident of the Town of Norfolk without a town meeting, or to take any other action relative thereto.

ARTICLE 13

By the Water Commissioners

To see if the Town will vote to acquire in the name of the Town of Norfolk Water Department for Water Department purposes; by eminent domain, purchase or otherwise, approximately 14.5 acres of land in the vicinity of Spruce Street as originally designated on a Plan of Land prepared for the Norfolk Water Department by Dufresne-Henry, Inc. — George R. Allen, Professional Engineer January 1983 and revised by Landmark Engineering Inc. March 1984, copies of which have been filed with the Board of Selectmen and the Town Clerk, or any part thereof, and to raise and appropriate, transfer from the balance of the appropriation voted under Article 52 of the 1983 Annual Town Meeting or from other available funds or take any other action relative thereto.

ARTICLE 14

Submitted by petition

To see if the Town will vote to raise and appropriate by a bond issue, or transfer from available funds, a sum of money to extend the water main a distance of 2400 ± feet on North Street (Rte. 115) from the intersection of Pond Street to a point on North Street in a southwesterly direction to complete the loop of the existing water main at or about 121 North Street. This extension to be made in accordance with the provisions voted at the Annual Town Meeting on March 6, 1950 Article 17 or take any other action in relation thereto.

ARTICLE 15

Submitted by Animal Control Advisory Committee

To see if the Town will vote to amend the Town of Norfolk by-laws Article IX Section 23-F to add this system of fines as follows:

first offense	\$10.00
second offense	20.00
third offense	35.00
fourth and subsequent offenses	50.00

or to take any other action relative thereto.

ARTICLE 16

Submitted by petition

To see if the Town will vote to adopt a General By-Law for the control and restraint of dogs in the Town of Norfolk. (Text of the proposed General By-Law is immediately below.)

LEASH LAW — GENERAL BY-LAW

Effective 90 days hence, no person owning, harboring, or having custody and control of a dog shall permit such dog to be at large in the Town of Norfolk, elsewhere than on the premises of the owner, except be it on the premises of another person with the knowledge and consent of such other person. Any owner, harborer, or person having custody of a dog in said Town which is not on the premises of the owner or upon premises of another person with the knowledge and assent of such person shall control and restrain such dog by a leash or chain not exceeding eight (8) feet in length. No person owning or harboring or having custody or control of a dog shall suffer, permit, or allow such dog to commit any nuisance in any park, playground, public common, or town recreation area, or upon any sidewalk in the town of Norfolk. Any dog found running at large; *except sporting dogs* in the woods, fields or ponds while with their owner or trainer while hunting or training; shall be impounded by the Dog Officer, whose duty will be to notify the owner, if the owner can be determined. Whoever violates any of the provisions of this Law will be liable to fines as follows:

First Offense	not more than \$ 5
Second Offense	not more than \$10
Third and Subsequent Offenses	not more than \$25

ARTICLE 17

Submitted by petition

To see if the Town will raise or appropriate or appropriate by transfer from available funds in the Treasury a sum of money for facilities, personnel, and expenses necessary for the enforcement of a Town Leash Law.

ARTICLE 18

Submitted by petition

To see if the Town will vote to petition the Commonwealth of Massachusetts for home rule relative to the licensing and keeping of dogs in the Town of Norfolk, collection and retention of license fees, and the enforcement of Laws Relating to Dogs, General Laws, Chapter 140, Sections 136A-175, and Chapter 49A Sections 1-10 of the Commonwealth of Massachusetts, with the following amendments:

SECTION 1. Notwithstanding the provisions of section one hundred and thirty-nine of chapter one hundred and forty of the General Laws or any other provision of law to the contrary, the annual fees to be charged by the Town of Norfolk for the issuance of licenses for dogs shall be as follows: unspayed females — seven dollars, spayed females — three dollars, unneutered males — five dollars, neutered males — three dollars.

SECTION 2. Notwithstanding the provisions of section one hundred and forty-seven of said chapter one hundred and forty or any other provision of law to the contrary, all money received for licenses or from the sale of dog or kennel licenses by the Town of Norfolk, or recovered as fines or penalties by said town under provisions of said chapter one hundred and forty relating to dogs, shall be paid into the treasury of said Town of Norfolk and appropriated solely for the purposes of animal care and control, and shall not thereafter be paid over by the town treasurer to the county of Norfolk.

SECTION 3. Notwithstanding the provisions of section one hundred and forty-seven of said chapter one hundred and forty or any other provision of law to the contrary, the registering, numbering, describing and licensing of dogs, if kept in said town, shall be conducted by the town clerk of said town, and by the Dog Officer of said town or by any other law enforcement officer of said town.

SECTION 4. Notwithstanding the provisions of section one hundred and sixty-one of said chapter or any provision of law to the contrary, the Town of Norfolk shall hereby be exempt from the issuance of any reimbursement out of the town treasury for the purposes stated in section one hundred and sixty-one of said chapter.

SECTION 5. Notwithstanding any provision of law to the contrary, any animal pound, as defined in section one of chapter forty-nine A of the General Laws which is located in said town is hereby exempt from the provisions of section three of said chapter forty-nine A, and no such animal pound located in said town shall be permitted to deliver from its available impounded animals, any animal to a licensee as defined in said section one of said chapter forty-nine A for the purposes of scientific investigation, or experimentation.

ARTICLE 19

Submitted by Board of Selectmen

To see if the Town will vote to amend Article IX of the Town By-Laws by deleting Section 32 (Swimming pool fences) in its entirety.

ARTICLE 20

Submitted by Board of Selectmen

To see if the Town will vote to amend Section F.5 of the Zoning By-Law by adding the following section to be numbered F.5.c.

- c. Every private swimming pool constructed after the adoption of this section shall be completely enclosed by a fence, wall, building or combination thereof, not less than four (4) feet in height, all gates or door openings through such enclosure shall not be less than four (4) feet in height and shall be self-closing with a self-latching device located not more than one (1) foot below the top for keeping the gate or door securely closed at all times when not in actual use, except that the door of any building which forms a part of the enclosure need not be so equipped. Such gate shall not be required for above-ground pools utilizing an access ladder which can be elevated and locked, if approved by the Building Commissioner. Each gate, door, or ladder shall be kept locked at all times when the swimming pool area is not in use.

ARTICLE 21

Submitted by Board of Selectmen

To see if the Town will vote to allow the Board of Selectmen to enter into an inter-municipal agreement with the Towns of Franklin and Medway concerning a diagnostic feasibility study of Populatic Pond or to take any other action relative thereto.

ARTICLE 22

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury a sum of money as the Town of Norfolk share of the "Clean Lakes Program" which will allow Norfolk, Franklin and Medway to hire a consultant to conduct a diagnostic feasibility study of Populatic Pond and to authorize the Selectmen to apply for, receive, and to expend, without a further appropriation a sum of money from the Commonwealth for this study or to take any other action relative thereto.

ARTICLE 23

Submitted by petition

To see if the Town will vote to amend Article IX Section 5 to add the following as a second paragraph:

ARTICLE IX, SECTION 5, POLICE REGULATIONS

No person shall fire or discharge any firearm or explosive within the limits of any park, playground, or other public property except with the written consent of the Board of Selectmen, or hunt, fire or discharge any firearm on any private property except with the written consent of the owner or legal occupant thereof and the written consent of the Board of Selectmen. This written permission shall be on the person bearing the firearm at all times with a signed copy on file at the Police Station. This by-law shall not apply to the lawful defense of life or property, or to any law enforcement officer acting in the discharge of his duties. Any person violating any of the provisions of the by-law shall be punished by a fine of not less than One Hundred Dollars (\$100) and not more than Two Hundred Dollars (\$200) for each offense. Written consent will be granted for specified reasons only and for limited periods not to exceed ten (10) days or for specific game hunting periods with such restrictions, conditions, and limitations as the Board of Selectmen find necessary for the protection of the applicant and the citizens of Norfolk, their children, livestock and pets. Permission may be rescinded at any time but shall not infringe on any current State Game and Wildlife Laws and privileges; or to take any other action relative thereto.

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ARTICLE 24

To see if the Town will vote to accept as a public way Day St., a distance of 2203± feet as laid out by the Board of Selectmen in accordance with a plan drawn by Oiva Hints Associates, Engineers, Newton Center, MA, dated July 9, 1973, a copy of which is on file with the Town Clerk.

Submitted by Frank Gro...

ARTICLE 25

To amend Article V, Section 4, of the Town of Norfolk Bylaws by adding the following: "The Board of Selectmen in addition to reporting the recommended estimates shall report in writing their recommendations on any or all articles of any Town Warrant which they shall deem in the best interest of the Town. Such recommendations shall be printed by the Advisory Board in the same publication used by said committee under Article III, Section 3" or to take any other action relative thereto.

Submitted by Board of Selectmen

ARTICLE 26

To see if the town will vote to amend the Personnel Bylaw Section entitled "Continuing Review and Investigation by the Personnel Board of the Personnel Program" by adding the following paragraph to paragraph 2 of the aforementioned section: "No amendment to the Personnel Bylaw shall be promulgated or adopted at a Town Meeting except after a public hearing held not less than two weeks nor more than two months after notice thereof shall be posted with the Town Clerk of the Town of Norfolk, or to take any other action relative thereto.

Submitted by Board of Selectmen

ARTICLE 27

To see if the Town will vote to authorize the Board of Selectmen to accept and enter into contract for the expenditures of any funds allotted or to be allotted by the Commonwealth for the construction or reconstruction or the improvement of roads within the Town.

Submitted by Highway Dept.

ARTICLE 28

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury a sum of money for construction of and/or improvements to Main Street as requested by the Board of Selectmen (Gasoline tax monies) or to take any other action relative thereto.

Submitted by Highway Dept.

ARTICLE 29

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury \$9,464.00 from town funds to be used in conjunction with and in addition to any funds allotted by the Commonwealth (Chapter 28B, §28,392) for the construction, reconstruction, or improvements to Rockwood Road or to take any other action relative thereto.

Submitted by Highway Dept.

ARTICLE 30

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury a sum of money to purchase a dump truck for the Highway Department or to take any other action relative thereto.

Submitted by Highway Dept.

ARTICLE 31

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury a sum of money to purchase a snow plow for the Highway Department or to take any other action relative thereto.

Submitted by Highway Dept.

ARTICLE 32

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury a sum of money to purchase a sander body for the Highway Department or to take any other action relative thereto.

Submitted by Highway Dept.

ARTICLE 33

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury a sum of money to purchase a sidewalk plow or to take any other action relative thereto.

Submitted by Board of Selectmen

ARTICLE 34

To see if the Town will raise and appropriate or appropriate by transfer from available funds in the Treasury, a sum of money to pave Grove Avenue and Harlow Avenue.

Submitted by petition

ARTICLE 35

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury a sum of money to construct a sidewalk or any part thereof, on the westerly side of Boardman St., a distance of 1700± ft., a plan of the proposed sidewalk is on file in the office of the Town Clerk, and to transfer the balance of the appropriation voted under Article 30 of the 1978 Annual Town Meeting to partially offset the cost of this installation or to take any other action relative thereto.

Submitted by Board of Selectmen

ARTICLE 36

To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury a sum of money to conduct the 1985 State Census of all residents of the Town of Norfolk.

Submitted by Board of Selectmen

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ARTICLE 37

By the Board of Selectmen

To see if the Town will vote to accept the provisions of Chapter 90 Section 20A as amended or to take any other action relative thereto.

ARTICLE 38

Submitted by Board of Assessors

To see if the Town will vote to accept Chapter 60A Section 1 of the MGL also known as Chapter 597 Acts of 1982 which provides an exemption from Motor Vehicle Excise Tax for a motor vehicle owned by a former prisoner of war, which term is defined as any regularly appointed, enrolled, enlisted, or inducted member of the U.S. Military Forces who was captured, separated, and incarcerated by an enemy of the United States during an armed conflict. This exemption shall apply to not more than one motor vehicle owned and registered for the personal, noncommercial use of such veteran or person.

ARTICLE 39

Submitted by Computer Study Committee

To see what sum of money the Town will raise, appropriate, or transfer from available funds, to complete the Norfolk Municipal Computer System, or to take any other action relative thereto.

ARTICLE 40

Submitted by the Advisory Board and Computer Study Committee

To see if the Town will vote to amend Article III of the Town By-Laws by adding the following section to be numbered in consecutive order at the end of Article III.

Section 15. A committee to be known as the Computer System Committee shall be established. Such committee shall consist of five members appointed by the Board of Selectmen.

In making original appointments, the Board shall appoint two (2) members for a term of three (3) years, two (2) members for a term of two (2) years, and one (1) member for a term of one (1) year. Thereafter, after the final adjournment of the Annual Town Meeting, the Board of Selectmen shall appoint two (2) members or one (1) member, as may be required, for a term of three (3) years to fill the places of such members whose terms have expired. No person shall be deemed ineligible to serve successive terms on such committee. The Board of Selectmen shall make interim appointments as required, to fill unexpired term of any member ceasing to serve.

The term of the Computer System Committee members shall commence on the day after final adjournment of the Annual Town Meeting and shall cease on the day after final adjournment of the Annual Town Meeting that their term expires.

The Computer System Committee shall be responsible for the upgrading, operation, and maintenance of the Town computer system. They shall maintain the system current based on valid needs of the Town and shall propose Town Meeting action for all major changes, alterations and/or modifications to the system and be responsible for all approved changes. They shall take all necessary action to maintain the system operational and may award contracts for such maintenance or expansion or changes as may be required in the name of the Town to accomplish the vote at the Town Meeting and their responsibilities.

ARTICLE 41

Submitted by Board of Selectmen

To see if the Town will choose any committee or to hear or act on the report of any Committee or Town Officer, or to instruct any Committee or Town Officer.

ARTICLE 42

Submitted by petition

To see if the Town will vote to amend the zoning by-law and zoning map by rezoning a plot of land consisting of 34,729 square feet on Sharon's Avenue, Town of Norfolk Assessors Map 18, Block 69, Lot 35 from Industrial zone to a Residential 1 zone. A plan of this parcel is on file in the office of the Town Clerk.

ARTICLE 43

Submitted by petition

To see if the Town will vote to amend the zoning by-law and zoning map by rezoning a plot of land from Industrial to Residence 3 a certain parcel of land off Holbrook Street containing 21.74 acres and shown as Map 10 Lot 75 Block 32 of Norfolk Assessor's map. This parcel is more particularly described in a deed from Frank X. Braun to Bernard J. Braun dated 9-13-41 recorded in the Norfolk Registry of Deeds Book 2355 page 58 and is shown on a plan of land entitled "Plan of Land in Millis and Norfolk" dated 10-8-83 and recorded in the Norfolk Registry of Deeds as Plan No. 123 of 1984, in Plan Book 308.

ARTICLE 44

Submitted by owner — S.M. Lorusso Sons, Inc., Walpole, MA

To see if the Town will vote to amend the Town of Norfolk zoning by-laws to add a new section after Section D2h to be number

(i.)
Planned Residential Development as follows:

(i.) *Planned Residential Development*

Multiple-family development at an average density not to exceed (6) dwelling units per acre of land, may be allowed in an Industrial District as a Special Permit in accordance with the following:

1. Apartment sites and improvements and structure thereon, except that structures as regulated by Chapter 183A, G.L., shall be constructed and retained under a single ownership.
2. All structures which contain dwelling units and are more than two (2) stories or thirty (30) feet high, shall be of type 1 construction.
3. All off-street parking as required shall be located within a structure or at the side or rear of the building unless specifically

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approved otherwise with the Site Plan. No more than fifty (50) spaces may be allowed in any one (1) parking lot, and each lot shall be adequately screened from view from exterior streets by appropriate landscaping consisting of bushes, shrubs, or hedge at least four (4) feet in height planted at the periphery of each lot, alone or in combination with a fence or wall of suitable composition and like dimension.

Parking spaces shall be delineated, and no outdoor parking spaces shall be located within twenty (20) feet of a building used for residential purposes.

4. Each structure shall be connected to and serviced by operating facilities of a municipal water supplier or of a public utility franchise to furnish water to the district within which the site is located or a source approved by the Town Board of Health and the Fire Department.
5. Each structure shall be connected to and serviced by an on-site sewerage treatment facility or facilities as approved by the Town Board of Health. The ownership of such units shall be responsible for the maintenance of such treatment facility as prescribed by the Town Board of Health.
6. All areas not covered by pavement, curbing, or structures such as, but not limited to walkways, parking areas, access roads and paths or playing areas used for court games, shall have appropriate landscaping of grass, shrubbery, trees, flowers, or suitable ground cover indigenous to the area. Adjacent to, and for the length of each exterior wall of each principal building, there shall be a three (3) foot wide area of landscaping. Adjacent to, and for the length of each side and rear lot line, there shall be a fifteen (15) foot wide area of landscaping. All such landscaping shall be indicated on the Site Plan required by paragraph (13) below.
7. There shall be one thousand five hundred (1500) square feet of usable common open space per dwelling unit. Usable common open space shall mean areas left substantially in a natural state or improved by such landscaping as required in paragraph (6) above and primarily designed and intended for the active and passive recreation of the occupants of the dwellings. Usable common open space shall not include street rights-of-way, open parking, or service areas, driveways, easements for aboveground utilities or required minimum front yards.
8. In cases of public open space dedicated in fee to the Town, such open space shall be maintained as a public area, accessible to the public. This shall not preclude the Town from refusing to accept such land without a favorable report from the Planning Board.
9. In cases of the sale of individual units as in a condominium, there shall be included in the deed a requirement obligating the purchasers to join in an organization of unit owners incorporated under Chapter 183A as amended, of the General Laws of the Commonwealth. The organization shall file a written report, including the names of officers, with the Town Clerk, to be submitted to the Town Clerk by February 15 of each year. Such report may be the same written report rendered to all unit owners referred to in Chapter 183A, Section 10 paragraph d.
10. There shall be a satisfactory design and location of collection points for the disposal of garbage and trash, adequately screened for reasons of health and safety, as determined by the Board of Health.
11. All proposed utilities shall be installed underground at the time of initial construction. Lighting facilities, whether placed along service drives, in parking areas, or on the exterior of buildings, shall be so arranged that they do not cause illumination in excess of one-half (1/2) of a foot candle at any point vertically above the property line or upon any window surface of buildings used for dwelling purposes.
12. If there is more than one (1) such structure on a lot of record, there shall be at least thirty (30) feet between each structure. The only exception may be that no more than three (3) buildings may each be inter-connected by a covered walkway or breezeway for reasons of convenience and shelter from the elements, if such walkway shall not impair the services to the buildings by emergency vehicles or equipment.
13. A Site Plan shall be prepared by the applicant and submitted as part of the Special Permit application.
14. The applicant must provide documentation that the site is satisfactory as to drainage, water supply, and sewerage disposal for the number of units to be constructed, such documentation to be prepared by a registered professional engineer.

ARTICLE 45

Submitted by Zoning Board of Appeals

To see if the Town will vote to amend the Town of Norfolk Zoning Bylaw by inserting in D- Use Regulations — 1 — f — 3 after the word "provided" in the first sentence the words: "within the industrial zone and" so that the sentence in section 3 will then read:

A green belt not less than 30 feet wide shall be provided "*within the industrial zone and*" adjacent to Residential District boundary lines, in a manner which will best shield said Residential District or to take any other action relative thereto.

ARTICLE 46

Submitted by Zoning Board of Appeals

To see if the Town will vote to amend Section F.4.a of the Town of Norfolk Zoning By-Law by striking the present section and substituting in place thereof the following amended section: *Alteration and Enlargement*, a non-conforming structure may be altered, or enlarged, but all alterations or enlargements must meet the set back, coverage, and height requirements of Section E.1.b., or to take any other action relative thereto.

ARTICLE 47

Submitted by the Norfolk School Committee

To see if the Town will vote to amend the Town of Norfolk bylaws Article IX Police Regulations by adding a new section numbered sequentially, as follows:

- a) No persons, except School Committee Members, School Committee Employees or Town of Norfolk Employees acting in

their capacity as such employees, shall enter in or upon property under control of the School Committee between the hours of 10:00 P.M. and 7:00 A.M. unless authorized by the School Committee or the Superintendent of Schools.

- b) No person shall wilfully, intentionally and without right, or wantonly destroy, deface, mar or injure any sign or other device erected on school property by direction of the School Committee.
- c) No person shall ride horses or other animals, or operate Mini Bikes, Motor Scooters, Motorcycles and Snowmobiles on school grounds.
- d) No person shall operate automobiles, trucks or bicycles other than on the paved areas of the school grounds.

The penalty for violation of paragraph a), b), c) or d) shall be as follows: for the first offense, fifty dollars, for the second offense, one hundred dollars, and for each subsequent offense, at least one hundred fifty dollars but no more than three hundred dollars.

ARTICLE 48

Submitted by King Philip School Committee

To see if the Town will vote to amend the King Philip Regional School District Agreement as follows:

Amendment Number Six to Agreement for Regional School District, Towns of Norfolk, Plainville and Wrentham:

To amend the Agreement entered into between the Towns of Norfolk, Plainville and Wrentham, Massachusetts, under which the King Philip Regional School District was established and now operates as follows:

To amend Section I (A) (B) (C) (D) (E) and (F) so that all members of the Committee shall be "Elected Members" and no members of the Committee shall be "Appointed Members" effective with the annual elections of 1985.

ARTICLE 49

Submitted by King Philip School Committee

To see if the Town will vote to amend the King Philip Regional School District Agreement as follows:

Amendment Number Seven to Agreement for Regional School District, Towns of Norfolk, Plainville and Wrentham:

That pursuant to the provisions of Chapter 340 of the Acts of 1983 (Chapter 71, Section 160½), a new section of the Massachusetts General Laws effective October 28, 1983), the Agreement entered into between the Towns of Norfolk, Plainville and Wrentham, Massachusetts, under which the King Philip Regional School District was established and now operates be hereby amended as follows:

1. By striking out the second sentence of Section X, Tuition Students:
"Income received by the regional district school from tuition pupils shall be deducted from the total operating costs in the next annual budget to be prepared after the receipt thereof, prior to apportionment under Section IV (F) to the member towns."
2. By adding the following two sentences to Section X, Tuition Students:
"All monies received by a regional district school committee as tuition payments for non-resident students and as reimbursements from the commonwealth for students who are foster care children shall be deposited with the district treasurer and held in a separate account in the district treasury. The receipts held in such a separate account may be expended by said regional district school committee without further appropriation for expenses incurred in providing education for such non-resident students or for such students who are foster care children."
3. Section X. Tuition Students would then read in its entirety as follows:
"The Committee may accept for enrollment in the regional district school pupils from towns other than the member towns on a tuition basis and on such terms as it may determine. All monies received by a regional district school committee as tuition payments for non-resident students and as reimbursements from the commonwealth for students who are foster care children shall be deposited with the district treasurer and held in a separate account in the district treasury. The receipts held in such a separate account may be expended by said regional district school committee without further appropriation for expenses incurred in providing education for such non-resident students or for such students who are foster care children."

ARTICLE 50

Submitted by Southwood Hospital Comm.

To see if the Town will vote to amend the Town of Norfolk Zoning Bylaws, Section D — 2 — Schedule of Use Regulations

Section — a — 6 & 7 to read

Section D — 2 — a

	R	HM&PO	B	I
6 Non-profit general acute care hospital including facilities for the evaluation and treatment of acutely ill alcoholic or drug dependent patients and for persons suffering from mental illness who do not appeal to be dangerous to others at the time of admission in the opinion of the attending physician.	No	SP	SP	No
7 Other hospitals, convalescent home, sanitarium, camp, Health Maintenance Organizations or Professional Office Buildings.	No	SP	SP	SP

FINANCES

ARTICLE 51

Submitted by Advisory Board

To see if the Town will vote to authorize the Board of Selectmen to file legislation on behalf of the Town substantially as follows.

AN ACT TO AUTHORIZE THE TOWN OF NORFOLK TO RECALL ELECTED OFFICIALS

Be it enacted, etc., as follows:

SECTION 1. Any holder of an elective office in the town of Norfolk may be recalled, and removed therefrom by the qualified voters of said town as herein provided.

SECTION 2. Any qualified voter of the town of Norfolk may file with the town clerk of said town an affidavit containing the name of the officer sought to be recalled and a statement of the grounds of recall. Said town clerk shall thereupon deliver to the voter making such affidavit a sufficient number of copies of petition blanks demanding such recall, printed forms of which he shall keep on hand. The blanks shall be issued by the town clerk with his signature and official seal attached thereto; they shall be dated and addressed to the selectmen of said town, shall contain the name of the person to whom issued, the number of blanks so issued, the name of the person sought to be recalled, the grounds of recall as stated in said affidavit, and shall demand the election of a successor to such office. A copy of the petition shall be entered in a record book to be kept in the office of the town clerk. Said recall petition shall be returned and filed with said town clerk within twenty days after the filing of the affidavit. Said petition before being returned and filed shall be signed by ten per cent of the qualified voters from each precinct in said town and to every signature shall be added the place of residence of the signer, giving the street and number. The said recall petition shall be submitted, at or before five o'clock in the afternoon of the Monday preceding the day on which it must be filed, to the registrars of voters in said town, and the registrars shall forthwith certify thereon the number of signatures which are names of voters of said town.

SECTION 3. If the petition shall be found and certified by said town clerk to be sufficient, he shall submit the same with his certificate to said selectmen without delay and said selectmen shall forthwith give written notice to said officer of the receipt of said certificate and shall, if the officer sought to be removed does not resign within five days thereafter, thereupon order an election to be held on a date fixed by them not less than twenty-five days after the date of the town clerk's certificate that a sufficient petition is filed; provided, however that if any other town election is to occur within sixty days after the date of said certificate, said selectmen may, in their discretion, postpone the holding of said recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been so ordered, the election shall nevertheless proceed as in this section provided.

SECTION 4. Any officer sought to be recalled may be a candidate to succeed himself, and, unless he requests otherwise in writing, said town clerk shall place his name on the official ballot without nomination. The nomination of other candidates, the publication of the warrant for the recall election, and the conduct of the same, shall all be in accordance with the provisions of law relating to elections, unless otherwise provided in this act. A majority of those voting at the recall election shall be sufficient to recall such elected officer.

SECTION 5. The incumbent shall continue to perform the duties of his office until the recall election. If then re-elected, he shall continue in office for the remainder of his unexpired term, subject to recall as before, except as provided in section seven. If not re-elected in the recall election, he shall be deemed removed upon the qualification of his successor, who shall hold office during the unexpired term. If the 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 in said town shall submit the following propositions in the order indicated:

For the recall of (name of officer).

Against the recall of (name and officer).

Immediately at the right of each proposition there shall be a square in which the voter by making a cross mark (X) may vote for either of such propositions. Under the proposition shall appear the word "Candidates" and the direction "Vote for one" and beneath this the names of candidates nominated as hereinbefore provided. In case of machine voting, or punch card balloting, or other forms of balloting, appropriate provision shall be made to allow the same intent of the voter.

SECTION 7. No recall petition shall be filed against an officer of said town within six months after he takes office, nor in the case of an officer subjected to a recall election and not removed thereby, until at least six months after that election.

SECTION 8. No person who has been recalled from an office in said town, or who has resigned from office while recall proceedings were pending against him, shall be appointed to any town office within two years after such removal by recall or resignation.

If a majority of the votes cast on the recall question is in the affirmative, then the candidate that received the highest number of votes in the special election to fill the vacancy shall be elected. If a majority of the votes on the question is in the negative, the ballots for candidates to fill the potential vacancy need not be counted.

ARTICLE 52

Submitted by Arts Council

To see if the Town will vote to authorize the Norfolk Arts Council access to any funds from the State for which we apply and access to any funds donated to this Council in the form of gifts or grants.

ARTICLE 53

By Town Accountant

To see what sum of money the Town will raise and appropriate for the payment of unpaid bills of previous years.

FINANCES

ARTICLE 54

To see if the Town will vote to transfer the unexpended portions of certain appropriations made at prior Town Meetings to unappropriated available funds in the Treasury, or take any other action in relation thereto.

By Town Accountant

ARTICLE 55

To see if the Town will vote to raise and appropriate or appropriate by transfer from unappropriated available funds in the Treasury, a sum of money to be added to the Stabilization Fund under the authority of Section 5B of Chapter 40, General Laws, or take any other action in relation thereto.

By Advisory Board

The polls will be open at 7:00 A.M. and will be closed at 8:00 P.M. Hereof fail not make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting.

Given under our hands and seal of the Town this 5th day of March, 1984 A.D.

TOWN OF NORFOLK, BOARD OF SELECTMEN

John McFeeley, *Chairman*

Fred Pfischner

George Murray

A true copy, attest:
Constable

Town of Norfolk

Norfolk, ss.

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

Constable, Town of Norfolk

INFORMATION

TOWN GOVERNMENT IN NORFOLK

"The New England Town Meeting is not only an ancient political institution, but one which continues to excite the interest of students of local government everywhere," so writes Robert J. Tilden of the Falmouth Bar. Jane Seagrave writes, "The virtues of the New England Town Meeting have been extolled in almost every book ever written on government in America — and rightly so."

Norfolk's Town Meeting is called by the Board of Selectmen for a certain date and time.

All matters either monetary or by-law changes to be decided by the residents of Norfolk are submitted as a list of requests called *Articles* in a *Warrant*. This year's warrant is located in a previous section of this Annual Report.

The voters in Norfolk control two important functions.

1. How their money will be spent to operate town departments: i.e. Police, Fire, Highway, etc. in the Town.

2. Who will be elected to speak and act for the voters on a daily basis.

The *Town Meeting* is where the voters make their decisions. Each year in May every registered voter 18 years or older, is able to attend and vote for or against any article or expenditure on the *Warrant*.

The *Moderator* is an elected position. The Moderator is in complete charge of the Town Meeting. All articles are read — the Moderator allows discussion on each until the voters decide it is time to vote — at which time the Moderator calls for the vote.

The Moderator has another very important function, which is to appoint a financial advisory board. The Advisory Board consists of nine members who review all the articles on the warrant and make either positive or negative recommendations for the voters to consider.

At Town Meeting the *Town Clerk* records the votes and keeps accurate record of the proceedings.

All voters in the Town are allowed to speak to the subject of the Article, to try to persuade or dissuade other voters on the merits of the separate articles.

The *Town Election* is the *first Tuesday in May*. All registered voters are able to go to the polls at McBride Auditorium of the Norfolk Public School on

Boardman Street and vote for the officers of the Town. The following is a list of those elected officers:

The Assessors: Determine the classification of all property — the value of property and from a formula designed by the Department of Revenue, establish the tax rate for the town.

Town Clerk: keeps all the records of the Town — Births, Deaths, Marriages, Dogs, By-laws, etc.

Tax Collector: collects taxes to pay for the articles voted at Town Meeting.

Board of Health: oversees the Health and Safety of the residents in all areas — restaurants, schools, businesses, the landfill, wells, and sanitation systems.

Library Trustees: oversee the Library — including the purchase of books and the hiring of the Librarian.

The Moderator: runs the Town Meeting, and appoints the Advisory Board.

Planning Board: decides on the merits of plans submitted for new home subdivisions or businesses.

Recreation Commission: oversees the sports, arts and crafts programs in the town.

The School Committees Norfolk Elementary — King Philip Regional Vocational and Tri-County Regional Vocational Technical Schools: hire the Superintendents and determine the school budgets that are presented at Town Meeting.

The Board of Selectmen: Chief Executive Officers of the Town. Their office performs the day to day business of the Town. The Board meets every Tuesday evening at 7:00 p.m. in the Town Hall on Main Street. The Board is the licensing authority for the Town. Selectmen appoint the Police-Fire-Communication-Highway and Accounting personnel as well as the Inspectors and the Executive Secretary. The Board also appoints special committees to study certain areas of interest or problems.

Treasurer: Deposits the collected monies and writes the checks to pay for the articles voted at Town Meeting and including the Salaries of Town Employees.

The fiscal year of the Town commences July 1, and ends June 30.

If the voters vote to fund the articles as presented in the Warrant in May, that funding is for salaries, highway repair, vehicle replacement, special projects, etc., for the upcoming fiscal year and cannot be spent until July 1.

TOWN MEETING PROCEDURE

Priority shall be given to Registered Voters of the Town for admission to all Town Meetings, whether annual or special meetings.

1. Prior to admission to the Hall, persons desiring admittance shall check in with the Registry of Voters who shall be present at the main entrance with Voter Registration Lists.

2. Town officials and voters who desire to have a non-voter present to speak on any article of which he may have special knowledge or expertise, should request the Moderator in writing at least seven days prior to the meeting that the non-voter be allowed to be present and briefly state the subject matter and articles to which the non-voter desires to address the meeting. If the Moderator allows the non-voter to be present, he shall so inform the Registrar of Voters.

3. The Registrar of Voters shall admit to the meeting all duly registered voters of the Town and all persons who the Moderator has informed them to admit.
4. Five minutes prior to the time the meeting is scheduled to begin, if there are sufficient seats for the registered voters present, plus an adequate reserve for later arriving voters, the Registrar may admit non-voters. Admitted non-voters shall not mingle with registered voters, and shall be seated in an area distinguishable from the remainder of the meeting and so that the Tellers and Moderator can easily determine those who have a right to vote and those who do not.

5. Non-voters admitted to a Town Meeting shall not address the Meeting without the permission of the Moderator and shall make no remarks or comments during debate or participate in voting.

The Moderator retains the right to have any voter or non-voter removed from the Meeting, in accordance with the provisions of Massachusetts General Laws.

At the annual business meeting each article in the warrant shall be taken up in the order in which it appears on the warrant, unless otherwise voted by the meeting.

After any action, except to postpone to a certain time, has been taken on the subject matter of any article in the warrant such article shall be deemed to be closed and no further action thereon.

INFORMATION

except after the adoption of a motion to reconsider, shall be taken.

The Moderator is charged with control of the Town Meeting.

The General Laws Chapter 39, Section 15: The Moderator shall preside and regulate the proceedings, decide all questions of order, and make public declaration of all votes. The Moderator recognizes speakers from the floor, and while they are speaking allows no interruptions except when a point of order is raised.

When a voter wishes to speak he may rise, say, "Mr. Moderator," and wait for recognition. Then, standing, he should give his name. The voter may continue with due regard to reasonable brevity, as long as he speaks directly to the question under discussion.

MOTIONS

MAIN motions are usually on articles in the Town Warrant, they are made, seconded, then opened for discussion. Long, technical motions should be submitted in writing.

SECONDARY motions are motions which refer to main motions. The Meeting is usually limited to the discussion of 2 secondary motions at one time. Secondary motions usually amend, postpone, or limit discussion.

Amendments may be offered by any voter to the motion under discussion, provided the scope of the original motion is not enlarged or altered. Amendments are seconded and discussed; they require a majority vote to carry (pass). Proponents must submit amendments in writing.

POSTPONE

1. To refer to committee: "Commit". If changes in a main motion are numerous, take much time, or require additional information, it is wise to commit the article to a committee. This secondary motion should specify which board or committee. If proposing a new committee, specify how many members, how appointments are to be made and when the committee should report.

2. "Postpone indefinitely" is a debatable motion and requires a majority vote. The intent is to defeat the motion.

LIMIT DISCUSSION

1. "Limit Debate": This secondary

motion requests vote to be taken at a specified time. Requires 2/3 vote.

2. "Move the Previous Question" demands an immediate vote on any motion under consideration. May not be debated or amended. Requires 2/3 vote to carry.

POINTS OF ORDER

If a voter questions the legality of the proceedings, he may rise, interrupt the speaker and say, "Mr. Moderator, I rise to a point of order." The Moderator will ask "what is your point of order?" and an immediate ruling will be made following voter response.

VOTES ON MAIN MOTIONS

1. Usually majority of those attending carries.

Exceptions:

2/3 majority vote required borrowing of money; appropriations for land purchase; land purchase for public domain; sale or abandonment of projects for which money has been borrowed; appropriation for celebration of settlement or incorporation; zoning by-laws.

4/5 usually requires payment of a bill for which insufficient appropriations made in previous year.

TERMINOLOGY WHICH YOU SHOULD KNOW FOR TOWN MEETING

CHERRY SHEET

This is a cherry red form which shows all of the State and County charges and reimbursements to the town as certified by the State director of accounts.

CHAPTER 70 FUNDS

Monies collected by the State and reimbursed to the towns for offsetting education expenses.

CHAPTER 766 FUNDS

State monies reimbursed to the towns for education of pupils with "special needs".

CHAPTER 90

This is a statute law of the Commonwealth of Massachusetts and pertains to the construction and maintenance of through roads, leading from one town to another. The State contributes 50%, and County 25% of the cost.

OVERLAY

The Overlay is the amount raised by the assessor in excess of appropriations and other charges for the purpose of creating a fund to cover abatements granted and avoiding fractions. Any balance in the Overlay account of a given year in excess of the amount of taxes for such year not collected or abated is transferred to Overlay Reserve.

OVERLAY RESERVE

This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year and may be used by vote of the Town for extraordinary or unforeseen purposes.

RESERVE FUND

This fund may be established by the voters at an ANNUAL TOWN MEETING only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) of both.

Any unexpired balance thereof at the end of the year is closed out to the surplus revenue (E & D) except however that from such balance there shall first be deducted and credited back to Overlay Reserve, to the extent possible, a sum equal to the amount if any which was appropriated from it to the Reserve Fund.

Transfers from the Reserve Fund are within the exclusive control of the Finance Committee.

SURPLUS REVENUE

(Generally referred to as Excess and Deficiency, though that phrase nowhere appears in the statutes.) This fund represents the amount by which Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves. This amount of the Excess and Deficiency account over and above the uncollected taxes of prior years constitutes "Free Cash" or "Available Funds".

BOARD OF SELECTMEN LICENSING AUTHORITIES FEES, EFFECTIVE JANUARY 1, 1982

MOTOR VEHICLES

Class I (New car License)	\$	65.00
Class II (Second-hand cars)		65.00
Class III (Junk)		65.00

INFORMATION

ALCOHOLIC BEVERAGES

1 Day Beer and Wine	\$ 10.00
Beer and Wine	375.00
Restaurant, all alcoholic	1,250.00
Package Store, all alcoholic	875.00
Club — Veterans' Organization	200.00
Common Victualler's License	25.00

Hearings

Alcoholic Beverage License	
	cost of ad in paper
Earth Removal Application	\$ 50.00

MISCELLANEOUS LICENSES

Auctioneer	\$ 15.00
Automatic Amusement Device	20.00
Automatic Amusement Device (Sunday)	100.00
Dancing	25.00
Dancing (Sunday)	50.00
Entertainment	50.00
Entertainment (Sunday)	100.00
Juke Box Each	20.00
Juke Box (Sunday)	50.00
Roller Skating Arena	200.00

ZONING

Zoning By-laws call for different lot size in different sections of town varying from 30,000 to 55,000 square feet. Other important sections of "Zoning By-laws" are as follows:

1. Minimum frontage required for the 30,000 foot lot is 150 feet, 200 feet frontage on the 43,560 square foot lot, and 200 feet on the 55,000 square foot lot.
2. Set back of a building in a residential area shall be at least 50 feet from the street, right of way county taking. No building may be closer than 25 feet from the side lines of a lot.
3. Only one family dwellings are permitted unless a variance is granted by the Board of Appeals.

Be sure to get a copy of the "Zoning By-laws" and the "Building Laws" before you start any construction or excavation.

Sewage construction applications are to be approved by a registered sanitary

engineer, and the Board of Health before Building Permits can be issued.

Building, Wiring and Plumbing permits are required prior to any construction. Applications for permits are available at the Board of Health/Inspector Office in the Town Hall.

SANITARY LANDFILL HOURS

The Disposal Area will be open for Public and Commercial use on the following days. Monday and Saturday from 8:00 a.m. to 4:30 p.m. Wednesday from 11:00 a.m. to 7:30 p.m.* (* or dusk in the winter).

When a holiday falls on Monday, the Landfill will be closed and open to the public the following day: Tuesday, 8:00 a.m. to 4:30 p.m.

Decals for town residents to enter the landfill are available at the Board of Health Office, Town Hall, 100 Main St. Cost \$3.00 for a two year period — 2 per maximum per family.

BUILDING DEPARTMENT FEES

BUILDING INSPECTORS FEE SCHEDULE

New construction	\$3.00 per one thousand dollars of valuation (Minimum \$150.00)
Additions, alterations, Siding, Roofing, Pools, Solar Installation, Signs	\$3.00 per one thousand dollars of valuation (Minimum \$10.00)
Wood Stoves	\$10.00
Demolition	\$10.00

PLUMBING/GAS INSPECTOR FEES

PLUMBING PERMIT FEES

For One Fixture	\$10.00
For Each Additional Fixture	\$ 3.00
For Reinspection	\$ 5.00

GAS PERMIT FEES

For One Fixture	\$10.00
For Each Additional Fixture	\$ 3.00
For Reinspection (one fee for gas hot water heater)	\$ 5.00

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INSPECTOR OF WIRES FEE SCHEDULE EFFECTIVE JANUARY, 1984

New Home:	Complete Wiring	\$ 35.00
	Electric Heat or Heat Pumps	10.00
	Central Air Conditioner, Each Ton	5.00
	Underground Service	10.00
Remodeling:	Each Major Appliance	5.00
	First 5 Wiring Devices	5.00
	Each 5 Wiring Devices After 1st Five	2.00
	Electric Heat --- Each K.W.	2.00
Service Charge --- Residential		15.00
Pools:	Above Ground	20.00
	Inground	25.00
	Gas or Oil Burner	7.00
	Smoke Detectors -- Each	2.00
	Alarms, Fire and Burglar	10.00
	Motors --- Each Horsepower or Fraction	1.00
	Annual Permit	40.00
	Re-Inspection or Additional Inspection	10.00
	Temporary Service	10.00
Transformers:	Up to 10 KVA	5.00
	11-50 KVA	10.00
	Over 50 KVA	15.00
	Transformer vaults and equipment	30.00
Commercial Services:	Upgrading per 100 AMPS	10.00
	100-200 AMP Service	40.00
	201-400 AMP Service	50.00
	401-600 AMP Service	85.00
	601-1200 AMP Service	185.00
	Per 100 AMPS over 1200	15.00
Each Inspection		10.00
Renewal Fee		5.00
Permits Expire:	New Work	1 year
	Remodeling	6 months
	Pools	3 months

INFORMATION

BOARD OF HEALTH APPLICATION FEES AS OF JANUARY 11, 1984

Wastewater Systems

I.	Flows of 1000 gallons per day or less	
	Disposal Works Construction Permit	\$115.00
	A. Payable prior to	40.00
	B. Payable at plan submittal:	75.00
	C. More than one revision prior to plan approval	30.00 each
	D. Revision of already approved plan (including as-built of system built different than approved plan) with soil tests	70.00
	without soil tests	30.00
	E. Additional fee for more than 3 construction inspections per system	30.00 each
II.	Wastewater Systems	
	Flow greater than 1000 gallons per day	
	Disposal Works Construction Permit:	
	A. \$100.00 plus \$50.00 per thousand gallons or fraction thereof above 1000.	
	B. Payable prior to soil tests: \$35.00 plus \$20.00 per thousand gallons or fraction thereof above 1000.	
	C. Balance payable at plan submittal.	
	D. Others payable as above.	
III.	Transfer Permit	10.00
IV.	Repair Permit — Household Systems only	20.00
V.	Alteration — without soil tests	50.00
	with soil tests	90.00
VI.	Subdivision Plan Review:	
	\$50.00 plus \$10.00 per lot or per acre, whichever is larger.	

BOARD OF HEALTH FEES AS OF JANUARY 1984

Disposal Works Construction Permits (Expires in two years)	\$115.00
Repair Permit	25.00
Disposal Works Installer's License — yearly (Renweal thereafter)	25.00
Septage Removal License — yearly	10.00
General Permit — yearly	25.00
Masseuse License — yearly	2.00
Milk License, vehicle — 5 years	2.00
Milk License, retail store — yearly	10.00
Retail Food Establishment — Grocery Store — yearly	5.00
Caterer — yearly	30.00
Mobile Canteen — yearly	50.00
Cafeteria — yearly	10.00
Methyl or wood alcohol — yearly	10.00
Food Service Establishment (restaurant) — yearly	1.00
Food Service Establishment (churches) — yearly	60.00
Food Services Establishment — Seasonal — yearly	20.00
(Operating 6 months or less per year)	20.00
Refuse Permit — yearly	25.00



WE WANT YOU

REGISTER NOW WITH THE EXECUTIVE SECRETARY

Following the conclusion of the Annual Town Meeting, the term in office of many persons currently serving on various boards and committees will expire. The Moderator and the Board of Selectmen will be looking for people to fill those vacancies. If you would like to serve on a Town committee, please complete the form below and return it to: Executive Secretary, Town of Norfolk, P.O. Box 316, Norfolk, MA 02056.

INDICATE INTERESTS BELOW

- | | |
|------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Insurance Advisory Committee |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Mirror Lake Committee |
| <input type="checkbox"/> Arts Council | <input type="checkbox"/> Permanent Building Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Personnel Board |
| <input type="checkbox"/> Capital Outlay Committee | <input type="checkbox"/> Pest Control Advisory Committee |
| <input type="checkbox"/> Civil Defense | <input type="checkbox"/> Board of Registrars |
| <input type="checkbox"/> Computer Study Committee | <input type="checkbox"/> Sanitary Landfill Committee |
| <input type="checkbox"/> Conservation Committee | <input type="checkbox"/> Sewer Study Committee |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Sidewalk Study Committee |
| <input type="checkbox"/> Downtown Revitalization Committee | <input type="checkbox"/> Southwood Hospital Committee |
| <input type="checkbox"/> Hazardous Waste Committee | <input type="checkbox"/> Zoning Bylaw Committee |
| <input type="checkbox"/> Historical Committee | |

Information on these committees and boards is contained within this report.

NAME: _____ Tel. No. _____

ADDRESS: _____ Yrs. Res. _____

OCCUPATION: _____