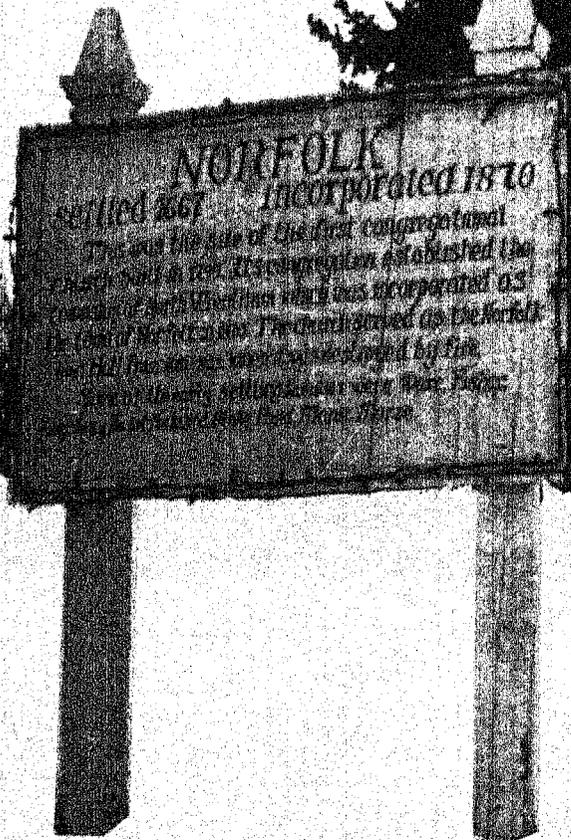
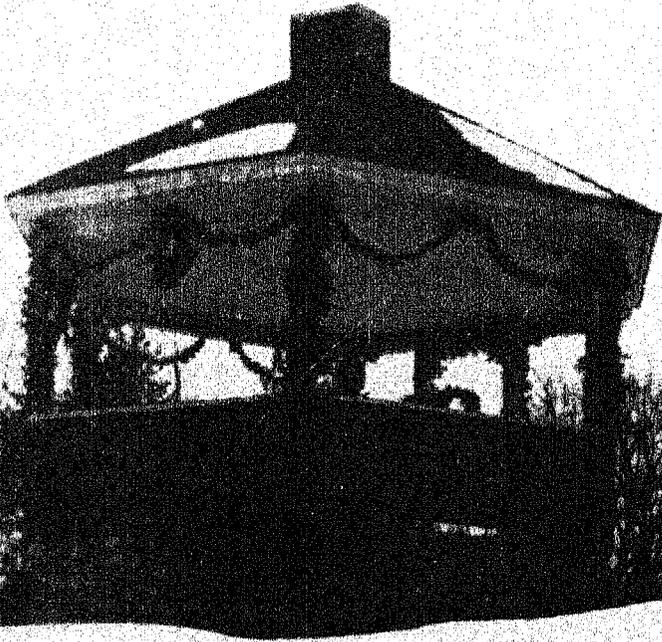




1984 NORFOLK TOWN REPORT



TOWN OF NORFOLK
114th ANNUAL REPORT
YEAR ENDING December, 1984

OUR TOWN

SETTLED: 1678
 INCORPORATED: 1870
 POPULATION: 5,943
 MCI POPULATION: 1998
 AREA: 15 Square Miles
 LOCATION: 10 miles south of Boston
 22 miles north of Providence
 BOUNDED BY: Foxboro, Franklin, Medfield,
 Medway, Mills, Walpole and
 Wrentham
 ELEVATION: 220
 VOTERS: 3604
 TAX RATE: \$20.15 per \$1,000
 VALUATION: \$172,398,659
 SINGLE FAMILY DWELLINGS: 1899
 FORM OF GOVERNMENT: Board of Selectmen,
 Open Town Meeting
 BUDGET: \$5,129,236.00

General Government	5315,192	6.14%
Protection/		
Persons and Property	735,361	14.34%
Health and Sanitation	32,607	.63%
Highways	499,753	9.74%
Veterans' Services	7,038	.14%
Schools	2,591,958	57.55%
Norfolk Elementary		
(\$1,328,666)		
King Philip Regional		
(\$1,191,741)		
Tri County Regional		
Vocational Technical		
School (\$71,551)		
Library	75,355	1.47%
Recreation	16,296	.36%
Debts and Interest	116,296	2.31%
Unclassified	324,355	6.33%

Water Department \$1,19,041.00*
 *Transferred from Water
 Revenue

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

QUALIFICATIONS FOR REGISTRATION

AS VOTERS:
 Must be 18 years of age, American born
 or fully naturalized. Registration:
 Monday, Tuesday, Thursday and 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.

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,
 Taxi Cab Company

SENATORS IN CONGRESS

Edward M. Kennedy
 John F. Kerry

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

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 thirty days from date of issuance.

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TOWN OFFICERS
Elected Town Officers
1984

OFFICERS	TERM EXPIRES	OFFICERS	TERM EXPIRES
MODERATOR		KING PHILIP REGIONAL SCHOOL	
Frank Gross	1985	COMMITTEE	
TOWN CLERK		James Davies	1985
Eleanor Pearson	1987	Marilyn Eden	1987
BOARD OF SELECTMEN		Robert Latham	1987
Fred L. Pfischner	1985	TRI-COUNTRY REGIONAL VOCATIONAL	
George J. Murray	1986	TECHNICAL SCHOOL	
Girard L. St. Amand	1987	COMMITTEE REPRESENTATIVE	
COLLECTOR OF TAXES		Melvin Long	1987
Elinor Pearson	1986	HOUSING AUTHORITY	
TOWN TREASURER		John J. Allen	1988
Thomas Crane	1986	Arthur F. Bremilst, Sr.	1985
BOARD OF ASSESSORS		Shirley A. Mackey	1988
John H. Robbins, Jr.	1985	Charles H. Weeber, Jr.	1987
John Evans	1986	Russell M. Arnold	1986
Walter Zagieboylo	1987	RECREATION COMMISSION	
BOARD OF HEALTH		Gretta Atkinson	1986
David J. Waters	1986	Thomas Terpstra	1987
Thomas R. Gilbert	1985	Gary Johnston	1986
Albert G. Andersen	1987	Ann Willeyer	1985
PLANNING BOARD		Judith Horton	1987
Robert Haddleton	1985	TRUSTEES OF THE PUBLIC LIBRARY	
Peter Beigbeder	1987	Francis Holman	1987
David Richardson	1986	Robert Boucher	1986
Edward Morris	1986	Julia Dardi	1985
Richard Mable	1987	CONSTABLES	
BOARD OF WATER COMMISSIONERS		Samuel Johnston	1986
Paul H. Blinco	1987	George Katapodis	1986
Charles H. Weeber, Jr.	1985	TREE WARDEN	
Edward J. Hamwey	1986	Kenneth Tripp	1985
SCHOOL COMMITTEE		TRUSTEE OF JOSIAH WARE FUND	
Frank Gross	1986	Town Treasurer	
Christopher Mackey	1985	COMMISSIONER OF TRUST FUNDS	
Priscilla Chick	1985	Board of Selectmen	
James Davies	1987		
Martha Donovan	1987		

APPOINTED TOWN OFFICERS

MODERATOR APPOINTMENTS

APPOINTMENTS	TERM EXPIRES
ADVISORY BOARD	
William C. Wright	1987
Cheryl Masterson	1986
Marjorie H. Cavanaugh	1985
Harold K. Sundquist	1985
John Nuhibian	1987
C. James Morris	1985
Vincent A. Panettiere	1986
Frank J. Cogdell	1987
PERSONNEL BOARD	
Robert T. Partridge	1985
William L. Dillon	1986
Spring B. Leonard	1985
Beverly A. Panettiere	1987

ASSESSOR'S APPOINTMENT

Assistant Assessor Karen Granito	1985
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BOARD OF HEALTH APPOINTMENTS

APPOINTMENTS	TERM EXPIRES
BOARD OF HEALTH AGENTS	
William Domey	1985
Elinor Pearson	1985
Dorothy Campbell	1985
SANITARIAN	
Robert Cooper	1985
HAZARDOUS WASTE COMMITTEE	
Ronald Lawler	1985
Thomas King	1985
Raphael Maliakal	1985
TREASURER APPOINTMENT	
ASSISTANT TOWN TREASURER	
Cheryl Kelley	1985

TOWN CLERK APPOINTMENT

ASSISTANT TOWN CLERK Lorraine Bain	1987
--	------

BOARD OF SELECTMEN APPOINTMENTS

EXECUTIVE SECRETARY
Marilyn Morris

TOWN ACCOUNTANT
Caroline Price

ASSISTANT TOWN ACCOUNTANT
Lorraine Foley

TOWN COUNSEL
Paul Maggioni

POLICE COMMISSIONERS
Fred L. Pfischner
George J. Murray
Girard L. St. Amand

FIRE/POLICE COMMUNICATIONS

CHIEF DISPATCHER
Dorothy M. Campbell

DISPATCHERS
Charles Hovey
Einar Elbert
Joy Leonard

CHIEF OF POLICE
Samuel J. Johnston

KEEPER OF LOCKUP
Samuel J. Johnston

SERGEANTS
John Holmes
William Treeful

DETECTIVE/INVESTIGATIVE OFFICER
Albert Leverone

REGULAR POLICE OFFICERS
*J. William Meau
George Katapodis
Albert Leverone
Paul Murphy
Charles Stone, Jr.
Charles Ray
David McConnell
David Holt
Jonathan Carroll Sr.
Alan Washkewits

* Retired

RESERVE POLICE OFFICERS
Edwin Bettencourt
Bruce E. Johnston
Alfred B. Wood, Jr.

Rene Neveux
William Davis
David J. Holt

PERMANENT INTERMITTENT
POLICE OFFICER
A. Bruce Wood

POLICE DEPARTMENT
ADMINISTRATIVE SECRETARY
Jean Ravinski

SPECIAL POLICE OFFICERS

Albert G. Andersen
James Bassett
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.
Stanley Collins
Kenneth Cooper, Sr.
Robert Cooper
Harry G. Coulter
William J. Davis
William Domey
Einar C. Elbert
John W. Evans
James L. Foley
William Foster
Edward Forsburg
Clarence S. Fuller
Charles Gattoni
George F. Gehman
Louis Gentile
Thomas R. Gilbert
Karen Granito
Edward Hamwey
Charles Hovey
Gerald Hughes
Bryon C. Hurder
Charles Jerome
Bruce E. Johnston
William F. Kelley
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
Albin F. Ober
Peter P. O'Loughlin
Elinor Pearson
Fred L. 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.
James Sewell
Abraham Snyder
Girard St. Amand
Kenneth E. Tripp
David Waters
A. Bruce Wood
A. Bruce Wood, Jr.
F. Arthur Woodworth, Jr.
Walter Zagieboylo
Edmund Waitkevich, Jr.
Gary S. Wilson

Police Chaplain Rev. Lowell R. Kantzer
Police Chaplain Rev. Michael Sullivan
Police Chaplain Rev. Gary Morris

POLICE MATRONS

Jean Ravinski
Dorothy Campbell
Joy Leonard
Jeannette Wood
Betty Jane Forsberg

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, First Lieutenant
**James J. Foley, Second Lieutenant
A. Roger Callahan, Third Lieutenant
**Peter G. Maxon, EMT Coordinator
Helenmarie Diamond, Secretary
Blair A. Belcher
**Patricia A. Bixby
Reeve E. Boulter, Jr.
Wayne E. 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 Leary, Jr.
Lawrence E. Mullins
Mark Nelson
Peter Nelson
**Peter J. Petruchik
Michael Shaw
Charles H. Stone, Jr.
Edmund Waitkveich, Jr.
Gary S. Wilson

FOREST WARDEN
William F. Kelley

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.
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 Rvinski

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

**EMT/Firefighter

BOARDS — COMMISSIONS — COUNCILS

Authorized by Statute or By-Law

<p>BOARD OF APPEALS</p> <p>Thomas Fallon 1988 Dudley Harrelson 1985 Nancy Connors 1987 Marvin Jacobson 1989 Isabel Lenihan 1986</p> <p>ASSOCIATE MEMBER</p> <p>Raymond Calleaux 1985 Bruce Simpson 1985</p> <p>ARTS COUNCIL</p> <p>Loraine Latham 1986 Helena Drolette 1986 Lady Lee Gilbert 1986 Margaret Coleman 1986 Jan Conklin 1986 Brian McGorrill 1986 Annette Hankey 1986 Debra Sarno 1986 Lorraine Cronin 1986 Susan Walsh 1986</p> <p>CABLE COMMITTEE</p> <p>Barbara Harrelson 1985 David J. Smith 1985 Norman Wirtz 1985 Charles Pyne 1985 James F. Leary, Jr. 1985 Robert Lowndes 1985 Jan Pirrong 1985</p> <p>CAPITAL OUTLAY COMMITTEE</p> <p>John J. McFeeley 1985 Wayne Boie 1985 Mark Latimer 1986 Ralph McDargh 1986</p> <p>Harold Sundquist Planning Board 1985 Victor Panettiere Advisory Board 1985 Advisory Board 1985</p> <p>CEMETERY COMMISSION</p> <p>Robert Kirby 1986 Paul Kozak 1987 Frank J. Gross 1985</p> <p>CONSERVATION COMMISSION</p> <p>Thomas Gilbert 1986 Robert Nicodemus 1986 Gail Andersen 1986 Thomas Terpstra 1985 Richard Smith 1987 Virginia Kenney 1987 Anthony Martucci 1985</p> <p>COUNCIL ON AGING</p> <p>Stanis Hartford 1987 Ethel Smith 1987 Ross Connors 1985 Michael Donohue 1985 Arthur Bremilst, Sr. 1987 M. Elizabeth Swenson 1985 Emily Cashen 1985</p>	<p>COUNCIL ON AGING</p> <p>ASSOCIATE MEMBERS</p> <p>Melvin Long 1985 Margaret Burrows 1985 Gwendolyn Woods 1985 Russell Quist 1985 Adelaide O'Brien 1985 Isabelle Meyland 1985 Stanley Collins 1985 Edith Beaverns 1985</p> <p>EARTH REMOVAL ADVISORY COMMITTEE</p> <p>Anthony Martucci 1985 Robert Haddleton 1985 Gerald Hughes 1985 Walter Zagieboylo 1985 Edward Morris 1985</p> <p>HISTORICAL COMMISSION</p> <p>Emily Jacques 1985 Helena Drolette 1986 Mary Elizabeth Pyne 1987 Paul Hanna 1986 Thelma Ravinski 1987 Charles H. Weeber, Jr. 1985 Donna Beernick 1985</p> <p>ASSOCIATE MEMBER</p> <p>Suzanne Burns 1985 Catherine Zeigler 1985 Camilla Noyes 1985</p> <p>MBTA ADVISORY BOARD REPRESENTATIVE</p> <p>Edward J. McCormick III</p> <p>METROPOLITAN AREA PLANNING</p> <p>COUNCIL REPRESENTATIVE</p> <p>David O. Richardson 1986</p> <p>NORFOLK COUNTY ADVISORY BOARD</p> <p>MEMBER</p> <p>Fred L. Pfischner 1985</p> <p>PERMANENT BUILDING COMMITTEE</p> <p>Robert Lowndes 1987 Martin Moeckel 1986 Earl DiSaia 1985 Anthony Brizzolara 1987 Wayne Bredvik 1986</p> <p>REGISTRARS OF VOTERS</p> <p>R — Janet Sievert 1986 *D — Andrea Mackey 1987 R — Elinor Pearson Town Clerk D — Jane Sullivan 1985</p> <p>VETERANS SERVICES</p> <p>Arthur T. Sullivan Veteran's Agent 1985 Jane F. Sullivan Clerk 1985</p> <p>* Resigned</p>
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BOARDS AND COMMITTEES

Appointed by Board of Selectmen

CORRECTIONAL FACILITIES/CITIZENS ADVISORY COMMITTEE

	TERM EXPIRES
lady Lee Gilbert	1985
Gail Andersen	1985
Richard Connors	1985
Edward J. McCormick III	1985
Mary Leary	1985

COMPUTER STUDY COMMITTEE

Robert Sheppard	1987
Kenneth Weigand	1987
Gordon McLachland	1986
Charles Burnett	1986

GROUNDWATER PROTECTION COMMITTEE

David O. Richardson	1985
Thomas R. Gilbert	1985
James A. Martin III	1985
Austen Smithers	1985
Girard L. St. Amand	1985
Paul Blinco	1985
Edward Hamney	1985

INSURANCE ADVISORY COMMITTEE

Paula Adamson	1985
Edmund Silk	1985
Dallas Knight, Sr.	1985
William Ohrenberger	1985

PEST CONTROL ADVISORY COMMITTEE

Donna Putt	1985
James F. Leary Jr.	1985
Lynnie Nelson	1985
Donna Shaw	1985

POLICE OFFICER SCREENING COMMITTEE

George Butler	1985
Robert Haddleton	1985
Mario J. Damata	1985

SANITARY LANDFILL COMMITTEE

Charles Jerome	1985
Richard Smith	1985
Frank Gaynor	1985
F.A. Woodworth, Jr., ex officio	1985

SEWER STUDY COMMITTEE

Thomas King	1985
Barbara Murphy	1985
Lauren Beaver	1985
George Butler	1985
Suzanne Phillips	1985
Edward C. Stillwell	1985

SIDEWALK STUDY COMMITTEE

Charles Jerome	1985
Gary Brown	1985
Anne Willever	1985
F.A. Woodworth, Jr., ex officio	1985

SOUTHWOOD HOSPITAL COMMITTEE

Lorraine Foley	1985
George Butler	1985
Helen Cleary	1985
Bruce King	1985
William Ohrenberger	1985

ZONING BY-LAW STUDY COMMITTEE

Austen Smithers	1984
Kenneth Gore	1984
Norman Lenihan	1984

REPORT OF THE BOARD OF SELECTMEN

The Board of Selectmen hereby submits the 1984 report of all elected and appointed officials, boards, commissions, councils, and committees, in accordance with Town by-law, Article V, Section 1, giving a summary of their activities and a report of the Town's financial transactions.

IN MEMORIAM

Joseph F. Roche Jr.	1901-1984
First Building Inspector	1947-1957
Planning Board Member	1954-1957
Building Code Study Committee	1950
Zoning by-law Committee	1952-1953
Town Forest Study Committee	1956
Dwight M. Church	1925-1984
Recreation Committee	1955-1957
Centennial Committee	1969-1970

The Board dedicates this report to the many citizens who volunteer 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 sincerely thank you for all your assistance; it is deeply appreciated.

Herewith we submit our report of the activities of the Board of Selectmen.

January always sees the board reviewing the budgets of the various departments under the aegis of the selectmen; the final approved budgets were then forwarded to the Advisory Board for recommendation, to the town meeting voters. A public meeting with Postmaster Sullivan held at the McBride Auditorium in January concerning the poor postal service received in Norfolk resulted in little change for the better other than promises. Promises that in the past have resulted in little or no change. The Postmaster claimed that according to his records only 11 formal complaints were on record. We as a Board voted that all post office complaints filed in our office would immediately be for-

warded with a consumer complaint card to the Postmaster's Office.

Water Commissioner Clifford Herman moved to Boxborough creating a vacancy on the Board of Water Commissioners. The remaining Commissioners and the Board of Selectmen unanimously elected Edward J. Hamway to the position until the town election in May.

A bill was filed in the Legislature to accept Pondville Cemetery as a town cemetery after the vote taken at the previous year's town meeting which approved this bill being filed.

The Board met with all financial officers, the Library Trustees, Water Commissioners, Police and Fire Chiefs, as well as the Permanent Building Committee to discuss the manner of funding the recommended additions to the Library, Police Station, and the Water Tower. Much serious deliberation went into this matter, with the final determination being to request the voters approve on a referendum, excluding these costs from the provisions of 2½.

In February this Board, and the Planning Board signed a memorandum of agreement with the Executive Office of Communities and Development to pursue state funding for 705 housing which is low/moderate income housing, for Norfolk.

The usual hearings for earth removal permits were held in March. We discussed the possibility of joining Franklin and Medway in the Clean Lakes Program. The Board granted a provisional cable franchise license to Massachusetts Cablevision Systems of Foxboro.

We requested a formal hearing with the State Auditor's Office Division of Local Mandates for reimbursement of the costs associated with installing a liner and other requirements of the Dept. of Environmental Quality Engineering for the expansion of the sanitary landfill. These costs were incurred by requirements of the DEQE which have not yet been adopted as required regulations.

During April the Town Hall has painted by the inmates at Bay State Correctional Center. These men did a fine job of painting our town hall.

In May, Girard St. Amand was elected Selectman. We thank Jack McFeeley for all the time and effort he put into the position. He really became involved in

town issues during his tenure on the Board. We elected Fred Pfischner chairman in the reorganization of the Board, George J. Murray was elected clerk, we welcome Jerry St. Amand, his work on the Board of Appeals as well as his time on the Board of Health will certainly be an asset to this Board.

Personnel from the Federal Emergency Management Agency were here in May to present new maps and plans for flood insurance. These new flood insurance rate maps were available for public inspection throughout the year and will be incorporated into the zoning by-laws at the next annual town meeting.

In June the Housing Authority signed the Memorandum of Agreement with the E.O.C.D. The hearing at Local Mandates was held on June 5, the town presented a fine case in support of our position for reimbursement. A decision was to be rendered within 45 days. The town then requested opening the case as new information in support of the town was uncovered. The hearing was reopened by mutual consent of both parties, the new evidence was entered. Local Mandates is still reviewing the decision and to date no response has been received on their decision.

Several meetings were held with the Sanitary Landfill Committee concerning a recycling program as well as a new plan design for unloading trash and recyclables at the landfill.

Planning Board member Charles Cheney resigned from that board in July as he was moving to a new community. The remaining members of the Planning Board and our Board met to elect a new member to fill the vacancy. Ed Morris who was on the Earth Removal Advisory Committee was elected unanimously to fill the position until the May election.

Norfolk joined with Medway and Franklin in the Clean Lakes Program in July, and the reconstruction of Main Street was started on July 16. The residents of King St. appeared en masse requesting the Board to approve the paving of King St. We empathized with their request, yet we tried to make them understand that there were other streets in town which were slated for repaving before King St. These streets were scheduled in a five-year plan prepared by the Superintendent of Streets.

We started meeting on a regional basis with the Boards of Selectmen from

GENERAL GOVERNMENT

Wrentham and Plainville to discuss areas of mutual concern. These meetings are still ongoing with a great amount of information being discussed.

The board started to get information on a new mandate, called the "Right to Know" Law.

The Insurance Advisory Committee was in the process of reviewing the town's policies, as well as reviewing brokers who would oversee the town's policies, during July. At an August meeting the Insurance Advisory Committee recommended that the town change brokers based on an in-depth review of the current policies and the service the town was receiving on these policies. The Board heeded the advice of these experts in the insurance field and voted to change brokers to Marsh and McLennan Inc. of Boston.

During August we appointed Fire Chief Kelley Municipal Coordinator of the "Right to Know" law, with the assistant fire chief as the assistant municipal coordinator.

We also held interviews with candidates for the police force. We appointed Jonathan Carroll of Mansfield and David Holt of Norfolk to the police force.

The town received a 16% increase in the assessment for pension funding for the County Retirement System.

In September we met the new Superintendent of Schools Dr. Thomas Delmonaco, and welcomed him to the community.

We asked the Personnel Board for a longevity/merit plan for the non-contractual employees. There were several outstanding requests for an update of the Compensation Schedule, and a reclassification of some positions. There was a spirit of cooperation offered during the discussion.

Stanis Hartford was appointed to the Council On Aging. Stanis has been working with the Council for their "Meals on Wheels" program, we know she will be an asset to the Council.

The final license for Cablevision Systems was issued in September.

In October there were several meetings with the Water Commission and Senator Locke concerning water main extensions. Chairman Fred Pfischner attended a hearing in Boston concerning Main Street Bridge. It appears this bridge will be scheduled for replacement in the spring of 1986.

The Personnel Board held several meetings with the non-contractual employees on the possible institution of a longevity/merit schedule. Discussion on this subject continued for the balance of the year. A schedule was determined which will be presented to the voters at a Special Town Meeting in early 1985.

The construction of the addition to the Library, the Fire/Police Station addition and the new million gallon water storage tank is underway.

In December the Board held a meeting with the Department of Corrections for a status report of the Department's

activities. The Board holds these meetings on a regular basis, in order to keep informed, as there is no requirement for the Commonwealth to obtain permits or to keep the local community updated on their activities.

December finds the Board reviewing licenses for the restaurants, package goods stores, as well as all the auto sales dealer licenses. Hearings on all Class III licenses were conducted in December.

The most disturbing news the Board received was the 23% increase in the Blue Cross/Blue Shield rates for the town employees. This rate increase seriously impacts our town employees. There is little that can be done to rectify this situation as Blue Cross/Blue Shield is the only health insurance provider for the cities and towns in the Commonwealth.

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

To all the people of Norfolk, we again pledge our energies and we 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 always to work in your best interests.

Fred L. Pfischner, *Chairman*
George J. Murray, *Clerk*
Girard L. St. Amand, *Member.*

GENERAL GOVERNMENT

REPORT OF THE TOWN CLERK

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 accordance 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"

1984 BIRTHS RECORDED IN THE TOWN OF NORFOLK

January

4	Patricia Mary-Claire	Joan Marie and Frank Harold Walsh, III
18	Benjamin Cooper	Maureen E. and Edward C. Stillwell, III
22	Jennifer Jordan	Gail Eleanor and Gary Buonomo
30	Christopher David	Paula Ann and David Cerrato

February

6	Kevin Terrence	Coleen Rita and Terrence Leo McGowan
8	Brock Joseph	Karen and Lee Jay Bousquet
14	Peter Joseph	Suzanne Marie and William Robert Crane
19	Dustin Andrew	Deirdre Helen and Andrew Eliot Mead
22	Jonathan William	Helene Marie and Martin Lee Feist
29	Jonathan Colson	Cynthia Christine and Paul William Emerson

March

4	Nicholas William	Marilyn Joyce and Robert Francis Grabosky
7	Thomas Mark	Christine Marie and Mark Robert Somers
11	Sarah Elizabeth	Heidi Susan and Michael Fred Cronin
12	Nathaniel Mark	Catherine Anna and Lee Arthur Standing
15	Jessica Ann	Nancy Ellen and Philip Natale
15	Daniel James	Marianne Frances and Joseph Daniel DeForte
16	Christopher Ansley	Kathleen Louise and Thomas Smith Rockwood
31	Devin Michael	Erin Cathy and Roch William Kelly

April

2	Michaela Anne	Anne and John Paul McDonald
9	Michael Dean	Laurel Marguerite and Mark Vincent Willey
18	Matthew Tyler	Elizabeth Angela and John Francis McHugh
19	Megan Elyse	Nancy Cecile and Arthur Thomas Conley, Jr.
23	David Simmons	Joanne Mary and Douglas Bruce Brauning
23	John William	Joyce Kay and John Charles Atkocaitis
27	Matthew Sherman	Susan Gail and Jeffrey Mark Sieloff

May

1	Katy Elizabeth	Lynne Anne and John George Robbins
1	Nicole Teresa	Teresa Geraldine and William Gordon Wright
4	Michael Christopher	Linda Nancy and John Alan Stenquist
6	Taryn Jill	Dianne Lee and Craig Francis Deneault
9	Ryan Charles	Kathleen Barbara and Bruce Paul Beans
14	Melissa Christine	Donna Christine and Mark McAllister Brayton
14	Katelyn Elizabeth	Patricia and Alan Joseph Small
31	Lisa Diane	Diane Kisbro and Paul Benjamin MacPherson

GENERAL GOVERNMENT

June

1 Katherine Marie
5 Theodore Livingston
5 Elizabeth Mary
6 Natalia Lee
17 Heidi Lyn
17 Michelle Kathryn
28 Michael Patrick

Joanne and Edward Joseph Baker
Rebecca Moale and Stephen Duncan Miller
Catherine Mary and Donald F. Denny, Jr.
Linda Marie and Lawrence Francis Orlando
Wendy Elizabeth and Mark Earle Murphy
Rosemary and Gerald James Flynn
Christina Frances and Kevin Michael Gleason

July

3 Laura Allison
3 Lee Ann
11 Matthew Paul
13 Robert Wayne, Jr.
23 Jessica Leigh
31 John Patrick

Donna Jean and William Charles Cray
Ann Louise and Joseph Vincent Brown
Bernadette and Alan Richard Holbrook
Susan Kathryn and Robert Wayne Delano
Joyce Ellen and Paul Henry Terrio
Katrina Alice and Trevor Hutchinson Adams

August

2 William Richard, III
4 Erin Kathleen
9 William Edward
10 Sean Garrett
17 James Anthony
24 Christopher Paul
29 Rachel Marie

Patricia Jaye and William Richard Fitzpatrick
Maureen Margaret and Terence Michael Riley, Jr.
Debra Ann and Lee Michael Prevett
Cheryl Ann and Steven Robert Maguire, Sr.
Martha Rose and John Edward Walsh
Cynthia Marie and Paul Mark Fournier
Ann Elizabeth and Ronald John Wooten

September

3 Jaclyn Greene
6 Christopher John
10 Geoffrey Thomas
11 Victoria Louise
14 Colleen Elizabeth
15 Nicholas Anthony
19 Richard Alan
19 Brian Russell
21 Adam Axon
21 Anna Catherine
22 Veronica Claire

Donna Lynn and William Charles Olson, Jr.
Patricia Ann and John Edward Connolly, Jr.
Linda Joyce and Robert Alan Rankin
Ranae and Anthony Paul Axworthy
Clare Isabella and James Joseph Foley
Katherine Lindsay and Anthony Edward Martucci
Janine Louise and Edward Michael Hartnett
Nadine Marie and Craig Russell Hill
Catherine and Thomas Moale Elder
Mary Lynn and Stephen Arthur McWilliams
Melanie Susan and Dale Thorne Read

October

2 Edward Marsh
3 Emily Hayward
3 Alicia Holbrook
12 Daniel Grant
13 Deirdre Mary
15 Robert Howard
21 Tina Marie
25 Leigh Anne
26 Kathryn Anne
31 William Harrison, III

Michelle Apaulina and Peter Anthony Keegan
Alice Candyce and William Augustus Greaves
Alice Candyce and William Augustus Greaves
Christine Elizabeth and Mark Daniele Schwartz
Adeline Mary and Joseph Dominic Galluzzo
Beth Anne and Russell James Proctor
Barbara and Kimball Wyman Rogers
Robin Marie and Stephen Joseph Sedita
Donna Lee and Martin Anthony Keane
Jeanne Marie and William Harrison Treseler, Jr.

November

3 Craig Michael
6 Sara Margaret
7 Daniel Loring
8 Richard Keith
12 Anthony Joshua
12 Adam Jeremy
17 Jonathan Michael
20 Malinda Mae
22 Amanda Marie
24 Stephanie Anne
28 Amanda Scott

Barbara Lee and Michael John LaValley
Karen Ann and Richard Peter Miller
Carolyn Hall and Andrew Wentworth Shepard
Tatyana and Richard James Bremilst
Kathleen Anne and Ralph Stephen Gasbarro
Kathleen Anne and Ralph Stephen Gasbarro
Donna Marie and Thomas Michael Travers
Diane Marie and William I. Doucette
Barbara Rose and John Spinney
Barbara Anne and Robert Clifton Howard
Pamela Anne and Robert Michael Zagami

GENERAL GOVERNMENT

28 Matthew Joseph Susan Patricia and Joseph Louis Murphy
 30 Damon Matthew Cathryn Alice and Michael Allen Harvey

December

3 Jennifer Lynn Muriel Anne and Girard Lucien St. Amand
 4 Scott Dube Catherine Elizabeth and Stephen John Fortin
 7 Richard Simon June Vera and Simon Gerald Mansell Keeble
 11 Matthew Joseph Annette Doris and Richard Joseph English
 13 Christopher Adam Samatha Jane and Timothy Carter Moulton
 18 Paul Michael, Jr. Clare Ann and Paul Michael Sullivan
 31 William Patrick Gayle Ann and James Arthur Henderson

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

NORFOLK RESIDENTS WHO DIED IN 1984

Date:	Name:	Age:
January		
9	Urszula Swedowich	86
February		
13	George Gilbert Kenney	65
April		
4	Lewis Gerry Dean	73
8	Scott Robertson Butler	25
May		
18	James Leon Pritchard	64
June		
4	Dorothy Gertrude Magison	78
13	Ralph Owen Carruth	66
September		
13	Julia E. Shaheen	94
October		
1	John Henry Robbins	92
3	Phoebe E. Zaccardi	64
20	Arthur Joseph Brissette, III	50
November		
28	Effie Marion Hassler	79
December		
4	Elizabeth Babtisto Bent	79
8	Cornelius Murphy	67
9	Theresa Mongeau	56
10	Dwight M. Church	59
14	Peter Molina Tirado	49

In addition, 177 deaths were recorded of persons who died either at Southwood Community Hospital, the correctional institutions, or elsewhere.

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

GENERAL GOVERNMENT

MARRIAGES RECORDED 1984

There were 39 recorded marriages in Norfolk. Of these, 33 included residents of Norfolk, 2 persons from correctional institutions and 4 involving persons from elsewhere.

Marriage intentions filed numbered 43.
Marriage certificates issued numbered 43.
One certificate was not used and one was not returned.

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

SPORTING LICENSES 1984

83	Resident Citizen Fishing	@ \$12.50	\$1,037.50
32	Resident Citizen Hunting	12.50	400.00
45	Resident Citizen Sporting	19.50	877.50
4	Resident Minor Fishing	6.50	26.00
2	Non-Res. Citizen/Alien Fishing	17.50	35.00
1	Resident Citizen Trapping	20.50	20.50
3	Duplicates (no fee to Town)	2.00	6.00
3	Non-Res. Citizen/Alien Hunting (Big Game)	48.50	145.50
26	Resident Citizen Sporting (over 70)	Free	Free
5	Resident Citizen Fishing (65-69)	6.25	31.25
1	Resident Citizen Sporting (65-69)	9.75	9.75
<u>205</u>			
18	Archery/Primitive Firearms Stamps	5.10	91.80
25	Mass. Waterfowl Stamps	1.25	31.25
			<u>\$2,712.05</u>
222	Town Clerk's Fees turned over to Town:		
179	Fees at \$.50	89.50	
25	Stamp fees at \$.25	6.25	
18	Stamp fees at \$.10	1.80	
		<u>\$97.55</u>	
	Division of Fisheries and Wildlife		<u>-100.95</u>
			<u>\$2,614.50</u>
	Number of licenses issued in 1982	230	
	Number of licenses issued in 1983	253	

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

DOG LICENSES 1984

391	Males	at \$ 3.00	\$1,173.00
49	Females	6.00	294.00
361	Spayed Females	3.00	1,083.00
12	Kennels, 4 dogs or less	10.00	120.00
7	Kennels, 10 dogs or less	25.00	175.00
1	Kennel, 10 dogs or more	50.00	50.00
<u>821</u>			<u>\$2,895.00</u>

GENERAL GOVERNMENT

Town Clerk's fees turned over to Town (fees at \$.75)	<u>615.75</u>
Total paid to Norfolk County	\$2,279.25
Total number sold in 1982	979
Total number sold in 1983	883

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 June first.

Note: To keep our records current, please notify us when you no longer have a dog.

MISCELLANEOUS LICENSES, RECORDALS, CERTIFICATES, ETC. ISSUED IN 1984

	<u>Issued</u>	<u>Unit Price</u>	<u>Total Price Paid to Town</u>
Dog License Fees	821	Varied	\$ 615.75
Fish and Game Fees	242	Varied	96.05
Birth, Marriage, Death & other Certificates	1,487	Varied	4,064.17
Books & Maps	182	Varied	766.59
U.C.C. Recordals, Terminations & Research	138	Varied	1,156.45
Police Location Recordals	28	\$25.00	700.00
Raffle & Bazaar Permits	5	10.00	50.00
Dog Tag Replacements	20	.35	7.00
Dog Transfers	3	.25	.75
Dog Fines	100	10.00	1,000.00
TOTALS	<u>3,026</u>		<u>\$8,456.76</u>

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

GENERAL GOVERNMENT

October 15, 1984

Boston, Massachusetts

The foregoing amendments to the general by-laws adopted under Articles 15, 19, 40 and 47 of the warrant for the Norfolk Annual Town Meeting that convened May 1, 1984, 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 May 23, 1984:

Article 15. VOTED BY MAJORITY to amend the Town of Norfolk By-law, Article IX, Section 23F the system of fines as follows: First Offense \$10.00; Second Offense \$50.00; Third Offense \$50.00; Fourth and subsequent Offenses \$50.00.

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 May 23, 1984:

Article 19. VOTED BY MAJORITY to amend Article IX of the Town By-law by deleting Section 32 (Swimming pool fences) in its entirety.

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 May 29, 1984:

Article 40. VOTED BY MAJORITY to amend Article III of the Town By-law 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 Systems Committee shall be established. Such committee shall consist of five members appointed by the Board of Selectmen.

In making the original appointments, the Board shall appoint two members for a term of three years, two members

for a term of two years, and one member for a term of one year. Thereafter, after the final adjournment of the Annual Town Meeting, the Board of Selectmen shall appoint two members or one member, as may be required, for a term of three 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 the 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 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, subject to approval of the Board of Selectmen, to accomplish the vote at the Town Meeting and their responsibilities.

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 May 29, 1984:

Article 47. VOTED to amend the Town of Norfolk By-laws 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, wantonly de-

stroy, 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 and snow mobiles on school grounds.

d) No person shall operate automobiles, trucks, bicycles, motor scooters or motorcycles on 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.

Counted vote: Yes, 53; No, 22.

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

October 15, 1984

Boston, Massachusetts

The foregoing amendments to the zoning by-laws adopted under Articles 20, 45 and 50 of the warrant for the Norfolk Annual Town Meeting that convened May 1, 1984, 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 May 23, 1984:

Article 20. VOTED UNANIMOUSLY 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-

GENERAL GOVERNMENT

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.

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 May 23, 1984:

Article 45. VOTED UNANIMOUSLY to amend the Town of Norfolk Zoning By-law by inserting in Section 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.

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 May 29, 1984:

Article 50. VOTED UNANIMOUSLY to amend the Town of Norfolk Zoning By-law, Section D-2, Schedule of

Use Regulations, Section a. 6) & 7) to read:

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.

R	HM & PO	B	I
No	SP	SP	No

7) Other hospitals, convalescent home, sanitarium, camp.

R	HM & PO	B	I
No	SP	SP	No

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

PRESIDENTIAL PRIMARY ELECTION March 13, 1984

The Polls were open from 7:00 a.m. to 8:00 p.m. 120 Republicans and 508 Democrats voted for a total of 628 with the following results:

REPUBLICAN PARTY
PRESIDENT
 Ronald W. Reagan 103
 All Others 14
 No Preference 3

STATE COMMITTEE MAN
 Dudley H. Willis 96
 Blanks 24

STATE COMMITTEE WOMAN
 Alice L. Morrison 57
 Patricia Tucker 39
 Blanks 24

TOWN COMMITTEE
 William B. Foster 79
 Melanie S. Read 81
 Dale T. Read 79
 Janet G. Sievert 84
 George A. Carr 86
 Ronald E. Sundberg 79
 Donald H. Newhall 76
 Charles H. Weeber, Jr. 89
 Elinor H. Pearson 88
 Charles Burnett 82

Charles F. Pyne 83
 Frances M. Holman 93
 Clifton D. Holman, Jr. 91

DEMOCRATIC PARTY
PRESIDENT
 Jesse Jackson 11
 Gary Hart 212
 Reubin Askew 0
 George McGovern 123
 Walter F. Mondale 95
 Ernest F. Hollings 1
 John Glenn 51
 All Others 9
 Blanks 2

STATE COMMITTEE MAN
 Arthur M. Tiernan, Jr. 237
 Paul S. Davis 159
 Blanks 112

STATE COMMITTEE WOMAN
 Cynthia A. Kelly 261
 Jane B. Murphy 136
 Blanks 111

TOWN COMMITTEE
 Alan A. Mackey 330
 Catherine D. Zeigler 301
 Christopher E. Mackey 278
 Lawrence H. Mayer 283
 Carele S. Mayer 280
 Josephine W. Zagieboylo 291
 Walter Zagieboylo 281
 Elizabeth M. Long 283
 Melvin C. Long 279
 Elaine M. Ring 287
 Andrea Mackey 267
 Barbara F. Burke 303
 John McFeeley 306
 Diane Powers 310
 Russell Flynn 275
 Peter O'Loughlin 288
 William Coughlan 292
 Marcia M. Mackey 271

Respectfully submitted,
 Elinor H. Pearson
 Town Clerk

GENERAL GOVERNMENT

REPORT OF THE ANNUAL TOWN MEETING ARTICLE 1 — ELECTION MAY 1, 1984

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 1, 1984 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. Bremilist, Sr., Warden; Dorothy Nilsen, Clerk/Checker; Marcia Johnston, Jean Harper, Julia Dardi and Lorraine Bain, Tellers; and Francis Faulkner, Ballot Box.

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 1,299 with the following results:

Town Clerk for Three Years
* Elinor H. Pearson

Moderator for One Year
* Frank J. Gross

Board of Selectmen for Three Years
* Girard L. St. Amand
Edward J. McCormick, III
William C. Wright

Board of Health for Three Years
* Albert G. Anderson
Charles F. Jerome

Planning Board for Three Years
* Peter R. Beigbeder
* Richard Mable

Water Commissioner for Three Years
* Paul H. Blinco

Water Commissioner for Unexpired Two Year Term
* Edward J. Hamwey

Board of Assessors for Three Years
* Walter Zagieboylo

School Committee for Three Years
* James H. Davies, II
* Martha J. Donovan
Jane Morris

King Philip School Committee for Three Years
* Robert A. Latham

King Philip School Committee for Unexpired One Year Term
* Marilyn S. Eden

Recreation Commission for Three Years
* Thomas F. Terpstra
* Judith E. Horton

Library Trustee for Three Years
* Frances M. Holman

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: 458
No: 778

Question 2. Shall the Town of Norfolk be allowed to exempt from the provisions of proposition two and one half, so-called, the amounts required to pay for the bond issued in order to construct and equip the Library Building expansion?

Yes: 885
No: 393

Question 3. Shall the Town of Norfolk be allowed to exempt from the provisions of proposition two and one half, so-called, the amounts required to pay for the bond issued in order to construct and equip the Fire-Police-Communications Department expansion?

Yes: 920
No: 354

Question 4. Shall the Town of Norfolk be allowed to exempt from the provisions of proposition two and one half, so-called, the amounts required to pay for the bond issued in order to construct and equip the 1,000,000 gallon stand-pipe for the Town water systems?

Yes: 892
No: 376

* Declared elected

Voted to adjourn this meeting until Wednesday, May 22, 1984, at 7:30 p.m. at King Philip Junior High School.

Note: All elected officials must be sworn in by the day after election.

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

MINUTES OF ADJOURNED ANNUAL TOWN MEETING

May 22, 1984

7:30 p.m.

King Philip Junior High School

Meeting opened at 7:50 p.m. by Moderator Frank Gross with the playing of the National Anthem.

The Moderator introduced the Town Clerk, Accountant, Selectmen, Executive Secretary, Town Counsel and the Advisory Board members.

Sworn in as counters were Emil Petrovick, Allen Belcher, Joseph O'Hara, James Leary, Raymond Calleaux and Robert Haddleton.

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 1, 1984).

Article 2. **VOTED** to approve the following additions and/or amendments to the Personnel By-law:

GENERAL GOVERNMENT

CLASSIFICATION SCHEDULE

POSITION	GRADE
-----------------	--------------

MANAGEMENT	
Fire Chief	16
Library Director	12
CLERICAL	
Clerk III	
Administrative Assistant, Board of Health	9
Administrative Assistant, Building Dept.	9
Clerk II	
Secretary, Highway	3

Clerk I	
Clerk, Assessors	6
Clerk, Council on Aging	6
Clerk, Tax Collector	6
Secretary, Advisory Board	6

TECHNICAL/PROFESSIONAL	
Assistant Fire Chief	M
Assistant Assessor	I
Maintenance, Water	H
Assistant to Director/ Tech. Services, Library	G
Laborer, Water	D

Article 3. VOTED to indefinitely postpone this Article (C149,s33B of the Gen. Laws).

Article 4. VOTED to fix the salary

and compensation of all elected officers of the Town as provided for by Massachusetts General Laws Chapter 41, section 108 as follows: Moderator \$1; Selectmen \$3,770; Town Treasurer \$8,833; Town Clerk \$6,105; Collector of Taxes \$10,951; Board of Assessors \$8,903; Board of Water Commissioners \$954; Planning Board \$2,355; Tree Warden \$236; Board of Health members \$3; and to authorize any Town Board to employ for additional salary or compensation any of its members and to fix the salary or compensation thereof; and to raise and appropriate or transfer from available funds in the Treasury the following to defray departmental and incidental expenses of the Town for the fiscal year commencing July 1, 1984:

	<u>Raise & Appropriate</u>	<u>Revenue Sharing</u>	<u>Surplus Revenue</u>	<u>Cemetery Revenue</u>
GENERAL GOVERNMENT				
A. BOARD OF SELECTMEN				
Salaries	39,977			
Expenses	11,725			
Fuel & Utilities	3,600			
Out of State Travel	1			
Petty Cash	75			
Annual Report	7,000			
Committee Fund	100			
B. PERSONNEL BOARD				
Salaries	725			
Expenses	500			
Out of State Travel	1			
C. BOARD OF ASSESSORS				
Salaries	28,005			
Expenses	19,435			
Out of State Travel	1			
D. TREASURER				
Salaries	13,306			
Expenses	3,435			
TAX TITLES				
Salaries	2,220			
Expenses	5,000			
E. COLLECTOR OF TAXES				
Salaries	25,667			
Expenses	7,837			
Calculator	157			
Travel, Meetings & Dues	300			
Petty Cash	75			
F. TOWN CLERK				
Salaries	18,065			
Expenses	1,900			
Travel, Meetings & Dues	176			
Petty Cash	25			

GENERAL GOVERNMENT

	<u>Raise & Appropriate</u>	<u>Revenue Sharing</u>	<u>Surplus Revenue</u>	<u>Cemetery Revenue</u>
G. TOWN COUNSEL				
Retainer	7,406			
Legal Fees	4,000			
H. TOWN ACCOUNTANT				
Salaries	24,249			
Expenses	1,380			
I. PLANNING BOARD				
Salaries	3,315			
Expenses	950			
J. REGISTRARS OF VOTERS				
Salaries	2,530			
Expenses	1,070			
Computer Service	1,390			
K. APPEAL BOARD				
Salaries	1,605			
Expenses	966			
L. CONSERVATION COMMISSION				
Expenses	1,385			
Conservation Fund	10,000			
M. COUNCIL ON AGING				
Salaries	11,285			
Expenses	3,600			
Transportation Expenses	7,200			
Facilities Rental Fee	1,200			
N. ADVISORY BOARD				
Salaries	1,000			
Expenses	4,450			
O. HISTORICAL COMMISSION				
Expenses	260			
P. SEALER OF WEIGHTS & MEASURES				
Salaries	274			
Expenses	15			
Q. BY-LAW COMMITTEE				
	—			
R. MODERATOR				
Salary	1			
Expenses	78			
S. PERMANENT BUILDING COMMITTEE				
Salaries	350			
Expenses	600			
T. COMPUTER COMMITTEE				
Salaries	325			
Expenses	28,000			

GENERAL GOVERNMENT

	<u>Raise & Appropriate</u>	<u>Revenue Sharing</u>	<u>Surplus Revenue</u>	<u>Cemetery Revenue</u>
PROTECTION OF PERSONS & PROPERTY				
A. FIRE DEPARTMENT				
Salaries	35,184			
Fire Chief	23,435			
Ambulance Salaries	7,844			
Fuel & Utilities	2,900			
Expenses	16,475			
Petty Cash	100			
Training & Tuition	6,500			
Out of State Travel	1			
B. BUILDING DEPARTMENT				
Salaries	38,031			
Expenses	3,284			
Fuel & Utilities	2,700			
Out of State Travel	0			
C. ANIMAL CONTROL DEPARTMENT				
ANIMAL CONTROL OFFICER				
Salaries	2,362			
Expenses	2,300			
Fuel & Expenses	1,400			
ANIMAL INSPECTORS				
Salaries	726			
Expenses	150			
D. POLICE DEPARTMENT				
Salaries	391,344			
Expenses	57,329			
Out of State Travel	1			
Fuel & Utilities	15,210			
Petty Cash	50			
E. CIVIL DEFENSE				
Salary	393			
Expenses	933			
F. TREE DEPARTMENT & INSECT PEST CONTROL				
Tree Warden Expenses	24,512			
I.P.C. Expenses	8,528			
G. FIRE/POLICE COMMUNICATION				
Salaries	74,105			
Expenses	2,042			
VOTED to adjourn this meeting to May 23, 1984 at 7:30 p.m. at King Philip North.				
Meeting adjourned at 11:06 p.m.				
May 23, 1984				
H. FIRE/POLICE STATION EXPENSE				
Fuel & Utilities	9,100			
Expenses	8,422			

GENERAL GOVERNMENT

	<u>Raise & Appropriate</u>	<u>Revenue Sharing</u>	<u>Surplus Revenue</u>	<u>Cemetery Revenue</u>
III HEALTH & SANITATION				
A. BOARD OF HEALTH				
Salaries	13,778			
Expenses	18,316			
B. SEWER STUDY COMMITTEE EXPENSES	507			
IV A. TOWN HIGHWAY				
Salaries	192,670			
Expenses	81,190			
B. SPECIAL PROJECTS Expense	90,000			
C. SANITARY LANDFILL				
Salaries	10,908			
Fuel & Utilities	5,300			
Expenses	12,650			
D. SNOW REMOVAL				
Salaries	22,706			
Fuel & Utilities	5,550			
Expenses	40,000			
E. FUEL & UTILITIES Highway Garage	28,295			
V VETERANS' SERVICES				
A. VETERANS' BENEFITS	5,000			
B. VETERANS' ADMINISTRATION				
Salaries	1,628			
Expenses	410			
VI SCHOOLS				
A. NORFOLK ELEMENTARY SCHOOLS	1,328,666			
Salaries, Fuel & Utilities, Expenses, Out of State Travel				
B. KING PHILIP REGIONAL				
Net Operating Budget	3,181,585			
Net Capital Budget	189,678			
Net Total Budget	3,371,263			
Norfolk Percent	35.35%			
Norfolk Share	1,191,741			
C. TRI COUNTRY REGIONAL				
Expenses	71,551			

GENERAL GOVERNMENT

	<u>Raise & Appropriate</u>	<u>Revenue Sharing</u>	<u>Surplus Revenue</u>	<u>Cemetery Revenue</u>
I NORFOLK PUBLIC LIBRARIES				
Salaries	50,905			
Fuel & Utilities	4,100			
Expenses	20,550			
I RECREATION				
A. RECREATION COMMISSION				
Salaries	7,248			
Expenses	3,735			
RECREATION FOR THE HANDICAPPED				
Salaries	485			
Expenses	1,000			
RECREATION - FIELD MAINTENANCE				
Salaries	3,428			
Fuel & Utilities	—			
Expenses	2,400			
X DEBTS & INTEREST				
A. ELEMENTARY SCHOOL — BONDS				
Total Maturing Debt	(60,000)			
Total Interest on Debt	(19,425)			
B. POLICE/FIRE STATION BOND				
Total Maturing Debt	(5,000)			
Total Interest on Debt	(293)			
C. WATER DEPARTMENT — NOTES				
Total Maturing Debt	(18,400)			
Total Interest on Debt	(15,078)			
D. CERTIFICATION OF NOTES & BONDS				
	(100)			
X UNCLASSIFIED				
A. Town Memorial Day	890			
B. State & County Retirement	93,410			
C. Reserve Fund	50,000			
D. Interest to Cover Article 6	2,000			
E. Insurance				
General	61,792			
Medical & Life	86,388			
Life Insurance	2,535			
F. Septage Disposal Agreement	3,000			
G. Human Services				
Norfolk Mental Health	2,635			
So. Norfolk Assoc. for retarded children	2,804			
FACE	580			
H. Unemployment Compensation	0			
I. Street Lighting				
Fuel & Utilities	18,900			
J. Traffic Signal Repairs	1			
K. Town Clean-up Day	0			

GENERAL GOVERNMENT

Raise &
Appropriate

Revenue
Sharing

Surplus
Revenue

Cemeter
Revenue

IX PUBLIC SERVICES
CEMETERY COMMISSION
Salaries
Expenses

XII LONGEVITY/MERIT 7,000
for non-union, full and part-time employees and fire dept.
members; said compensation program to become effective July
1, 1984; the details to be developed by the Personnel Board
after coordination with employees, management and the Advi-
sory Board.

ARTICLE 5. WATER DEPARTMENT

Salaries	54,658
Expenses	33,072
Purchase of Water	4,250
Gasoline & Utilities	18,640
Maturing Debt	4,600
Interest on Maturing Debt	3,770
Out of State Travel	1
Petty Cash	50

VOTED to transfer \$119,041 from Water Department Revenue to Water Department Maintenance and Operating Expenses.

Article 6. VOTED that the Town 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 of 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. Voted Unanimously 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. VOTED to grant the Board of Selectmen permission to sell surplus

property of the Town exclusive of buildings and land that is no longer needed.

Article 9. VOTED to transfer from surplus revenue \$1,400 to pay certain employees for salary earned in FY83/84 but not paid to these employees.

Article 10. VOTED to authorize the Town Treasurer to borrow \$1,000,000 and to pay expenses incurred in processing the bond issue under the authority of General Laws, Chapter 44, for a ten year period for the Permanent Building Committee to construct and furnish expanded facilities to the Library and to Police/Fire/Communications Department Building, both located on Main Street. Further that the sum of \$50,000 be raised and appropriated for the first payment of interest of the aforesaid bond or note issue. The Treasurer is further authorized to issue bonds for these projects in combination, if feasible, with any other bond issue authorized by this Town Meeting. Counted vote: Yes, 382; No, 5. (Article brought forward on May 22, 1984)

ARTICLE 11. VOTED UNANIMOUSLY to authorize the Treasurer to borrow \$500,000 and to pay expenses incurred in processing the bond issue under the authority of General Laws, Chapter 44, for a ten year period for the Water Commissioners to construct and equip a 1,000,000 gallon standpipe located at the corner of North Street and Main Street (former Diehl property). Further, that the sum of \$15,000 be raised and appropriated and \$10,000 transferred from Water Revenue for the interest charges for the first payment on the aforesaid bond or note issue. Further, that the Water Commissioners be instructed to set water rates in such a manner that 40% of the total cost by way of principal and interest of the aforesaid

bond or note issue be borne by the water takers of the Town and 60% of such cost to be borne by the general tax levy. Provided, however, that this instruction shall in no manner be deemed a limitation of the basic obligation of the Town of Norfolk to repay the aforesaid bond or note issue. The Treasurer is further authorized to issue bonds for these projects in combination, if feasible, with any other bond issue authorized by the Town Meeting. (5/22/84)

Article 12. VOTED 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 vote.

Article 13. VOTED UNANIMOUSLY 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. Allan P.E. dated January 1983 and revised by Landmark Engineering Inc. dated March 20, 1984, filed as Plan 462 of 1984. Plan Book 310 in the Norfolk Registry of Deeds, copies of which have been filed with the Board of Selectmen and the Town Clerk and to transfer the balance of the appropriation voted under Article 52 of the 1983 Annual Town Meeting to complete the taking of said described land.

Article 14. VOTED to indefinitely postpone this Article (extend water main on North Street).

GENERAL GOVERNMENT

Article 15. VOTED BY MAJORITY to amend the Town of Norfolk By-laws, Article IX, Section 23F the system of fines as follows: First Offense \$10.00; Second Offense \$50.00; Third Offense \$50.00; Fourth and subsequent Offenses \$50.00.

Article 16. DEFEATED (Leash Law).

Article 17. VOTED to indefinitely postpone this Article (funds for Leash Law enforcement).

Article 18. VOTED to indefinitely postpone this Article (dog licenses).

Article 19. VOTED BY MAJORITY to amend Article IX of the Town By-laws by deleting Section 32 (Swimming pool fences) in its entirety.

Article 20. VOTED UNANIMOUSLY 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. VOTED to allow the Board of Selectmen to enter into an intermunicipal agreement which the Towns of Franklin and Medway concerning a diagnostic feasibility study of Populatic Pond.

Article 22. VOTED to transfer the sum of \$6,000 from Surplus Revenue as the Town of Norfolk's 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.

Article 23. DEFEATED (Property owner permission to hunt or discharge firearms).

Article 24. VOTED to accept as a public way Day Street, 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.

Article 25. DEFEATED (Selectmen's recommendations on articles).

Article 26. VOTED to amend the Personnel By-law 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 By-law 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.

VOTED to adjourn this meeting to May 29, 1984 at 7:30 p.m. same place. Meeting adjourned 11:05 p.m.

May 29, 1984
7:40 p.m.

Article 27. VOTED 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.

Article 28. VOTED to transfer the sum of \$30,000 from Surplus Revenue for construction of and/or improvements to Main Street from Gasoline Tax monies.

Article 29. VOTED to transfer the sum of \$9,464 from Surplus Revenue to be used in conjunction with and in addition to any funds allotted by the Commonwealth (Chapter 289 - \$28,392) for construction, reconstruction, or improvements to Rockwood Road.

Article 30. VOTED to transfer the sum of \$31,500 from Surplus Revenue to purchase a dump truck for the Highway Department.

Article 31. VOTED UNANIMOUSLY to transfer the sum of \$4,000 from Surplus Revenue to purchase a new snowplow for the Highway Department.

Article 32. VOTED to transfer the sum of \$7,200 from Surplus Revenue to purchase a sander body for the Highway Department.

Article 33. VOTED to transfer the sum of \$13,000 from Surplus Revenue to purchase a multipurpose piece of equipment suitable for snow plowing on sidewalks as follows: Rockwood Road from Union Street to Cleveland Street; Boardman Street from Main to the Elementary School; Housing for the Elderly; Main Street from Town Hall to the Library; Main Street from Sullivan corner; North Street from center of town to as far as it goes; Rockwood Road from Cleveland Street to Overlea Road where sidewalk ends.

Article 34. VOTED to indefinitely postpone this Article (Paving Grove & Harlow Avenues).

Article 35. VOTED to transfer the sum of \$13,533 from Surplus Revenue and transfer \$4467 from Article 30 of the 1978 Annual Town Meeting to construct a sidewalk on the westerly side of Boardman Street, a distance of 1700—feet, a plan of this proposed sidewalk is on file in the office of the Town Clerk; and to accept the easement granted by the abutting property owners for sidewalk purposes.

Article 36. VOTED to transfer the sum of \$1,750 from Surplus Revenue to conduct the 1985 State Census of all residents of the Town of Norfolk.

Article 37. VOTED to accept the provisions of Chapter 90, Section 20A as amended.

Article 38. VOTED to accept Chapter 60A, Section 1 of the Massachusetts General Laws also known as Chapter 597, Acts of 1982.

Article 39. VOTED to transfer the sum of \$28,875 from Surplus Revenue to complete the Norfolk Municipal Computer System.

Article 40. VOTED BY MAJORITY 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 Systems Committee shall be established. Such committee shall consist of five members appointed by the Board of Selectmen.

In making the 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 the 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 propose Town Meeting action for all necessary action to maintain the system operational and may award contracts for such maintenance or expansion or charges as may be required in the name of the Town, subject to approval of the Board of Selectmen, to accomplish the vote at the Town Meeting and their responsibilities.

Article 41. VOTED UNANIMOUSLY to the non-binding question of the Sanitary Landfill Committee for the Town to initiate a voluntary recycling program.

VOTED to accept the reports of the following committees and to authorize the Selectmen to choose the committees to be appointed annually: Arts Council, 7 members; Cable Advisory Committee, 7 members; Cemetery Commission, 3 members; Corrections Facilities/Citizens Advisory Committee, 5 members; Computer Study Committee, 7 members; Downtown Revitalization Committee, 5 members; Insurance Advisory Committee, 5 members; Mirror Lake Study Committee, 4 members plus one ex-officio member (Executive Secretary); Pest Control Advisory Committee, 5 members; Sanitary Landfill Committee, 3 members plus one ex-officio member (Highway Superintendent); Sidewalk Study Committee, 3 members; Sewer

Study Committee, 5 members; Southwood Hospital Committee, 5 members; Zoning By-law Committee, 3 members plus one ex-officio member designated by each of the following: Board of Appeal, Planning Board, Conservation Commission, Board of Health and additional ex-officio members: Building Inspector and Town Counsel; and Groundwater Protection Study, 5 members to be appointed from the following: Board of Health, Planning Board, Water Commission, Board of Selectmen, Conservation Commission.

Article 42. VOTED to indefinitely postpone this Article (zoning charge-withdrawn).

Article 43. VOTED to indefinitely postpone this Article (zoning change-withdrawn).

Article 44. VOTED to indefinitely postpone this Article (zoning change-withdrawn).

Article 45. VOTED UNANIMOUSLY to amend the Town of Norfolk Zoning By-law 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 shield said Residential District.

Article 46. DEFEATED motion 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. Counted vote: Yes, 33; No, 45.

Article 47. VOTED to amend the Town of Norfolk By-Laws, 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 or 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, 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 or snowmobiles on school grounds.

d) No person shall operate automobiles, trucks, bicycles, motor scooters or motorcycles on 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 a second offense, one hundred dollars, and for each subsequent offense, at least one hundred fifty dollars but not more than three hundred dollars. Counted vote: Yes, 53; No, 22.

Article 48. DEFEATED motion to amend the King Philip Regional School District Agreement 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 member of the Committee shall be "Appointed Members" effective with the annual elections of 1985.

Article 49. VOTED to indefinitely postpone this Article (to amend the King Philip School District Agreement).

Article 50. VOTED UNANIMOUSLY to amend the Town of Norfolk Zoning By-law, Section D-2, Schedule of Use Regulations, Section a. 6) & 7) to read:

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.

R	HM & PO	B	I
No	SP	SP	No

7) Other hospitals, convalescent home, sanitarium, camp.

R	HM & PO	B	I
No	SP	SP	No

A True Copy;

ATTEST:

Elinor H. Pearson
Town Clerk

Article 51. DEFEATED motion to authorize the Board of Selectmen to file legislation on behalf of the Town of Norfolk for a recall petition as contained in Article 51 of the Warrant for the Annual Town Meeting, May 1984.

Article 52. VOTED UNANIMOUSLY 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. VOTED UNANIMOUSLY to transfer the sum of \$411.35 from Surplus Revenue for payment of unpaid bills of the previous year: \$252.00 for Building Department Expense and \$159.35 for Veterans' Services.

Article 54. VOTED UNANIMOUSLY to indefinitely postpone this Article.

Article 55. VOTED to raise and appropriate \$51,903 and transfer to the Stabilization Fund.

VOTED to dissolve this meeting. Meeting dissolved at 9:58 p.m.

MINUTES OF THE SPECIAL TOWN MEETING MAY 29, 1984 King Philip North

Meeting commenced 7:15 p.m.

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

Article 1. VOTED UNANIMOUSLY to transfer \$31,815 from Surplus Revenue to pay Norfolk's share of 50% of the total cost of replacing sections of the King Philip Junior High School roof over the cafeteria/shops area and the gym/auditorium area. Total cost of the District towns' share not to exceed

\$90,000 in total, apportioned on the FY 85 apportionment ratios which will be a maximum amount for Norfolk of \$31,815. Any monies received from the State to defray or reimburse the District for these roof costs or any share differential less than \$90,000 shall be returned to the District towns on the same apportioned basis.

Article 2. VOTED UNANIMOUSLY to transfer \$5,000 from Surplus

Revenue to pay for the correction of a drainage problem on Ware Drive and Geneva Avenue.

Article 3. VOTED to transfer \$354.80 from Surplus Revenue to defray the expenses of this Special Town Meeting.

Meeting dissolved 7:26 p.m.

Elinor H. Pearson
Town Clerk

GENERAL GOVERNMENT

COMMONWEALTH OF MASSACHUSETTS

Michael Joseph Connolly, Secretary

SS.

To either of the Constables of the Town of Norfolk

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at:

NORFOLK ELEMENTARY SCHOOL
Boardman Street

on TUESDAY, THE EIGHTEENTH DAY OF SEPTEMBER, 1984 from 7 a.m. to 8 p.m. for the following purpose:

To cast their votes in the State Primary for the candidates of political parties for the following offices:

U.S. SENATOR for the Commonwealth
REPRESENTATIVE IN CONGRESS for the 3rd Congressional District
COUNCILLOR for the 2nd Councillor District
SENATOR IN GENERAL COURT for the Norfolk, Bristol & Middlesex Senatorial District
REPRESENTATIVE IN GENERAL COURT for the 9th Norfolk Representative District
REGISTER OF PROBATE for Norfolk County
COUNTY COMMISSIONERS (2) for Norfolk County
COUNTY TREASURER for Norfolk County

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.

Given under our hands this day of 1984.

Fred L. Pfischner
George J. Murray
Girard L. St. Amand
Selectmen of Norfolk

I have this date Aug. 2, 1984 posted attested copies of the within warrant at the Police Station, Town Hall and Railroad Station as required by the By-laws of the Town of Norfolk.

Samuel J. Johnston
Constable, Town of Norfolk

GENERAL GOVERNMENT

STATE PRIMARY SEPTEMBER 18, 1984

The polls were open from 7 a.m. to 8 p.m. 630 Republicans and 369 Democrats voted for a total of 999 with the following results:

REPUBLICAN PARTY		DEMOCRATIC PARTY	
Senator in Congress		Senator in Congress	
Elliot L. Richardson	164	David M. Bartley	28
Raymond Shamie	465	Michael Joseph Connolly	33
Representative in Congress		John F. Kerry	170
Kenneth J. Redding	446	James M. Shannon	131
Councillor		Representative in Congress	
Miscellaneous	7	Joseph D. Early	264
Senator in General Court		Councillor	
David H. Locke	479	Richard A. Campana	16
Representative in General Court		Stephen Casey	15
Christopher C. Devlin	443	Thomas F. Cavanaugh	60
Register of Probate		John J. Farrell, Jr.	20
Miscellaneous	3	John B. Galvin	31
County Commissioner		Christopher A. Iannella, Jr.	40
Auburn J. Perry, Jr.	399	Ann Geary Roche	112
Treasurer		Daniel F. Ryan	15
Miscellaneous	8	Senator in General Court	
		Richard A. Leco	254
		Representative in General Court	
		Francis H. Woodward	293
		Register of Probate	
		Thomas Patrick Hughes	253
		County Commissioners	
		James J. Collins	169
		George B. McDonald	121
		Thomas M. Brennan	116
		Gerald Ridge	64
		Treasurer	
		James M. Collins	249

Elinor H. Pearson
Town Clerk

GENERAL GOVERNMENT

COMMONWEALTH OF MASSACHUSETTS

SS.

To either of the Constables of the Town of Norfolk

GREETING:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the election to vote at

NORFOLK ELEMENTARY SCHOOL, BOARDMAN STREET

on **TUESDAY, THE SIXTH DAY OF NOVEMBER, 1984**

from 7 a.m. to 8 p.m. for the following purpose:

To cast their votes in the State Election for the election of candidates for the following offices:

ELECTOR OF PRESIDENT AND VICE PRESIDENT For the Commonwealth
U.S. SENATOR For the Commonwealth
REPRESENTATIVE IN CONGRESS For the Third Congressional District
COUNCILLOR For the Second Councillor District
SENATOR IN GENERAL COURT For the Norfolk, Bristol & Middlesex Senatorial District
REPRESENTATIVE IN GENERAL COURT For the Ninth Norfolk Representative District
REGISTER OF PROBATE For Norfolk County
COUNTY COMMISSIONER (2) For Norfolk County
COUNTY TREASURER For Norfolk County

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting.

Given under our hands this day of October 1984.

Fred L. Pfischner
George J. Murray
Girard L. St. Amand
Selectmen of Norfolk

I have this date posted attested copies of the within warrant at the Police Station, Town Hall and Railroad Station as required by the by-laws of the Town of Norfolk not less than seven days before the date of said meeting.

Date: 10-23-84

George Katapodis,
Constable

GENERAL GOVERNMENT

STATE ELECTION NOVEMBER 6, 1984

The polls were open from 7 a.m. to 8 p.m. 3088 persons voted including one overseas ballot returned by November 16th with the following results:

ELECTORS OF PRESIDENT AND VICE PRESIDENT

Mondale and Ferraro	912
Reagan and Bush	2152
Serrette and Ross	8
All others	4

SENATOR IN CONGRESS

John F. Kerry	1012
Raymond Shamie	2043
All others	6

REPRESENTATIVE IN CONGRESS

Joseph D. Early	1179
Kenneth J. Redding	1617

COUNCILLOR

Christopher A. Iannella, Jr.	1804
All others	2

SENATOR IN GENERAL COURT

David H. Locke	2001
Richard A. Leco	874

REPRESENTATIVE IN GENERAL COURT

Francis H. Woodward	1665
Christopher C. Devlin	1238

REGISTER OF PROBATE

Thomas Patrick Hughes	1796
All others	1

COUNTY COMMISSIONER

James J. Collins	1128
George B. McDonald	1169
Auburn J. Perry, Jr.	1741
All others	1

TREASURER

James M. Collins	1114
Michael S. Selib	1579

Elinor H. Pearson
Town Clerk

GENERAL GOVERNMENT

BOARD OF REGISTRARS OF VOTERS ANNUAL REPORT

The Board of Registrars of Voters met monthly on the second Monday at 7:30 p.m. in the Town Hall. The Board Members are appointed by the Board of Selectmen for a three year term. Andrea A. Mackey, Jane F. Sullivan, Janet G. Sievert (all appointed) and Town Clerk, Elinor H. Pearson are the members.

In addition to the usual functions of the Board (voter registration, Town Census, listing of residents, street list, list of dog owners, lists of children, lists of elders and lists of jurors) a ballot Recount for the office of Selectman was conducted on May 19. The Recount was requested by candidate William C. Wright who lost election by six votes to

Girard St. Amand. The result of the Recount of the ballots:

Girard S. Amand	515
William C. Wright	509
Edward McCormick	230
Blanks	45

Norfolk has grown in the past year from 5,941 residents to 6,814 persons as of December 31, 1984. The number of persons eligible to vote in the Presidential Election held in November was 3,624:

Democrats	864
Republicans	820
Unenrolled	1,940

By mandate of state statute the Town must be divided in two precincts in 1985

and the Board of Selectmen and Registrars will work together on the basis of the State Census which will be taken in 1985.

On December 31, 1984, the resignation of Andrea A. Mackey from the Board of Registrars of Voters became effective.

Janet G. Sievert, *Chairman*
Jane F. Sullivan
Andrea A. Mackey
Elinor H. Pierson

ANNUAL REPORT OF TOWN COUNSEL

During 1984 as Town Counsel, I have rendered fifty-four (54) 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, Planning Board, Board of Appeals and Building Inspector.

In 1984 the level of litigation continued to increase and again fortunately the results have thus far favored the Town.

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.

Paul D. Maggioni,
Town Counsel

GENERAL GOVERNMENT

PERSONNEL BOARD

During 1984, the Personnel Board continued to review job descriptions and classify positions. As a result, the following were approved at Town Meeting: New Classifications — Clerk, Assessors, 6; Clerk, Council on Aging, 6; Secretary, Advisory Board, 6; Library, Assistant to the Director/Technical Services, 6; Secretary, Highway, 8; and Water, Maintenance, H. Reclassified — Fire Chief 15 to 16; Library Director 11 to 12; Administrative Assistant, Board of Health and Building Department, 8 to 9; Assistant Fire Chief, 1 to M; Assistant Assessor, G to I; and Laborer, Water, H to D.

The Personnel Board also proposed an article for Town Meeting including definitions, clarification of overtime, a periodic step increase (longevity) plan, and a new grievance procedure. After

discussions with Town management and employees, these matters were deemed to need more consideration and were indefinitely postponed.

The Town Meeting did mandate by vote that the Personnel Board develop a longevity/merit program for FY 84 and approved \$7,000 toward funding such a program. Throughout September and October, the Board met with employees, management, and the Advisory Board to receive input for guidance in establishing a program. The Board did establish a longevity plan similar to that in the contract of the unionized employees. The cost of property implementing such a program was worked out to be approximately \$19,700.

In response to requests for a merit program, the Personnel Board recognizes the need of creating a system that

addresses the particular needs of a small municipality with one- or two-person departments, and the need for training management in the administration of merit ratings. We are in the process of reviewing existing systems and establishing a performance evaluation which will answer Norfolk's unique needs.

During 1984 the new bilingual employment application was printed and distributed to all departments for Town-wide use. This provides for more uniformity than the variety of different forms previously used by different departments.

William L. Dillon, *Co-Chairman*
Robert T. Partridge, *Co-Chairman*
Spring B. Leonard
Beverly A. Panettiere

GENERAL GOVERNMENT

JURORS 1984

- Dean E. Albee
7 Maple Road
Tractor-Trailer Driver
Toys-R-Us
- Gail M. Andersen
43A Needham Street
Farm Manager
Swamp Fox Farm
- Helen Anthony
20 Everett Street
Drapery work room
Self-employed
- Janice M. Axberg
106 Seekonk Street
Loan Servicing Dept. Clerk
Dedham Savings Bank
- Martha E. Birchall
90 Boardman Street
Respiratory Therapy
Technician
Mass. General Hospital
- Catherine J. Black
86 Boardman Street
Retired
- Raymond H. Blood
24 Kingsbury Road
Truckdriver
Liquid Carbonic Corp.
- Jean M. Bowes
299 Main Street
Customer Service
Representative
New England Telephone Co.
- Carole A. Brennan
8 Longmeadow Road
Clerk
Norfolk Pharmacy
- Kenneth W. Budgell
36 Boardman Street
Storekeeper
MCI/Walpole/Industries
- John J. Cahalane
19 Chicatabut Avenue
Real Estate Broker
Century 21
Cahalane Real Estate
- Frank J. Cogdell
8 Fredrickson Road
Systems Manager
The Foxboro Company
- Kevin P. Connolly
98 Rockwood Road
Finance and Administration
Honeywell Information
Systems
- George W. Cook, Jr.
21 Medway Street
General Foreman
Bird Machine Co.
- Norman F. Curley
22 Pondview Road
Retired
- Joseph D. DeForte
24 Lafayette Lane
Tax Director
Millipore Corporation
- John H. Early, Jr.
7 Everett Street
Assembler-eye glasses
Par Optical
- Virginia C. Eilertson
35 Noon Hill Avenue
Homemaker
- Austin G. Enos
8 Marshall Street
Unit Supervisor
Northrop Corporation
- Elizabeth Finkenaur
16 Quail Run Road
Personnel Assistant
ADP
- Arthur K. Fox
61 Boardman Street
Machinist
Daymarc Corporation
- Ruth Giampa
163 Boardman Street
Real Estate Broker
W.H. Jarvis Real Estate
- Robert P. Greaves, Sr.
47 Turner Street
Retired
- Rita K. Hale
101 Union Street
C.O. Technican
New England Telephone Co.
- Arthur F. Jones
3 Valentine Drive
Director of Finance &
Administration
Boston Shipyard Corporation
- Christopher A. Joyce
5 Montauk Avenue
Manager, Marketing
Operations
Corning Medical
- Robert L. Kirby
69 Boardman Street
Maintenance Foreman
MCI/Framingham
- Robert A. Latham
16 Robin Road
Sales Manager
Computer Software
Worldwide Computer
Services, Inc.
- Wayne D. Lemmler
12 Litchfield Avenue
MVO/Driver Trainer
U.S. Post Office
- Arthur H. Marshall
10 Harlow Avenue
Assembler
Bird-Johnson Co.
- Patricia K. McDargh
10 Stacey Road
Homemaker
- Jeuley Ortengren
15 Standish Road
Homemaker
- Paul R. Palmberg
9 Fleetwood Drive
Engineer
E.G.& G. Torque Systems
- Marion L. Potter
14 Rockwood Road
School Dept.
Secretary/Bookkeeper
Norfolk Public Schools
- Robert E. Purdon
328 Main Street
Trainer & Consultant
Automotive Profit Builders
- Lillian E. Ray
50 Seekonk Street
Checker
Filene's Dept. Store
- Edward E. Rojee
47 Kingsbury Road
AMP Processor
Sun Life of Canada
- Thomas F. Terpstra
78 River Road
Production Manager
Duval Company
- Jeanne E. Wright
20 Grove Street
Assistant to Buyer and
Advertising Director
Mar-El Distributors

PUBLIC SAFETY

ANNUAL REPORT OF THE POLICE CHIEF

The officers and I appreciate the support of you, the townspeople, in approving the funding of an addition to the police/fire complex. We pledge to you our continued police effort for Norfolk.

It certainly is a morale building experience for all of us on your department. To have the needed areas to perform our various tasks is in itself uplifting.

The new building is progressing quite well now after the bitter cold we had. In working with the Building Committee, the Architect and the Builder, I have

come to realize that this is a "top shelf" group.

To the Building Committee, who have worked many free hours for the Town and this department, our sincere appreciation is given.

Samuel J. Johnston
Chief of Police

REPORT OF THE POLICE DEPARTMENT

I herewith submit my 27th annual report of the activities of the Police Department for the year 1984:

<u>PART I CRIMES</u>	<u>1983</u>	<u>1984</u>
Robbery	0	0
Forcible Rape	0	1
Aggravated Assault	5	12
Burglary (Breaking & Entering)	32	38
Larceny	56	65
Motor Vehicle Theft	15	8
 <u>PART II CRIMES</u>		
Non-Aggravated Assault	7	5
Arson & Bombing	10	1
Forgery & Counterfeiting	1	1
Fraud	7	1
Receiving Stolen Property	0	1
Vandalism	218	189
Weapons Violations	0	2
Sex Offenses	12	3
Drug Law Violations	8	3
Offenses Against Family & Children	4	2
Operating Under Influence	10	18
Violations of Liquor Laws	5	7
Disorderly Conduct	9	30
General Offenses	4	1
Trespassing	56	48
Civil Complaint	8	0
Unlawful Possession/Tools	0	0
Juvenile Offense	8	10
Attempted Burglary	5	6
Recovered Stolen Property	18	14
Threats	9	10
Harrassment	5	21
 <u>MISCELLANEOUS</u>		
Officer Field Investigation	67	62
Local Ordinances/By Laws	52	50
Missing Persons	16	18
Missing Property	113	96

PUBLIC SAFETY

MISCELLANEOUS, CON'T.

	<u>1983</u>	<u>1984</u>
Disturbance (General)	31	38
Disturbance (Family)	52	66
Disturbance (Gathering)	198	140
Disturbance (School)	4	1
Child/Youth in Street	6	9
Noise Complaint	144	153
Annoying Phone Calls	30	31
Suspicious Activity	226	240
General Services	199	292
Officer Wanted	135	151
Escort	35	27
Prisoner Transportation	1	5
Building Check/found open	474	383
Message Delivery	70	63
Animal Complaint	109	91
Assist Municipal Agencies	137	111
Requests Non-police Functions	181	242
Assist Citizen/lock out	63	78
Incapacitated Person	0	0
Fire Alarm - Assists	47	80
Burglar Alarms Answered	426	495
Summonses Delivered	85	49
Assist Other Police Departments	252	170
Attempted Larceny	4	4
Attempted Motor Vehicle Theft	1	3
VIN Checks	22	8

ARRESTS

Arrests	47	53
Court action/non-arrest	27	23

MEDICAL/EMERGENCY

Emergency Services	1	4
Ambulance Assists	85	119
Medical/Mental	28	29
Reported Death	0	4

TRAFFIC SERVICES

Motorists Assisted	249	274
Traffic/Motor Vehicle Complaints	299	249
Unlawful Operation of Motor Vehicles	16	35
Complaint (Citations written)	234	200
Leaving Scene	15	20
Traffic Control	436	370
Abandoned Vehicle	36	11
Traffic Warning (Citations)	277	282
Recreation Vehicle Complaint	30	26
Traffic Warning (verbal)	213	204

TRAFFIC ACCIDENTS

Vehicle Accident (Personal Injury)	59	58
Vehicle Accident (Property Damage)	150	176

PUBLIC SAFETY

PERMITS ISSUED

Licenses to carry Firearms	193
Firearms Identification Cards	50
 Fees collected for above & turned over to Town Treasurer	 \$1,235.00
 Reports to Insurance Companies	 145
 Fees collected & turned over to Town Treasurer	 \$701.00
 Off Duty Details	
Amount Billed	\$42,457.14
Amount Paid Officers	38,562.77
Difference Turned over to Town Treasurer	\$3,894.37

PROPERTY STOLEN/RECOVERED

	<u>STOLEN</u>	<u>RECOVERED</u>
January	\$380.00	- 0 -
February	1,240.00	- 0 -
March	15,700.00	\$7,950.00
April	13,566.00	6,600.00
May	3,890.00	2,525.00
June	2,983.00	800.00
July	1,271.00	- 0 -
August	10,648.00	4,125.00
September	25,394.00	5.00
October	1,673.00	35.00
November	1,040.00	160.00
December	7,357.00	975.00
	\$85,142.00	\$23,175.00

27.21% recovery rate

INSURANCE RECOVERY ACCOUNT

Amount Received	\$650.00
Amount Spent	- 0 -
Balance	\$650.00

PUBLIC SAFETY

ANNUAL ACTIVITY REPORT INVESTIGATION 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.

One of our greatest problems continues to be house breaks into private homes although they have been reduced in the past two years. Fortunately we have been able to solve a large percentage of them. We would like to believe that this reduction is a result of our Community Awareness Programs. 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.

Albert A. Leverone
Inspector
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 fulltime 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 was very fortunate this year in not having any major structural fires during the year. However, we did respond to calls that could have resulted in serious damage if the fires had not been detected as soon as they were, thus stressing the importance

of having smoke detectors to insure that an early warning is given to minimize the loss of life and property. I would be very happy to assist any resident with the proper installation of these lifesaving 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.

The Fire Department has also reviewed all blueprints for new construction to insure proper code compliance of the Massachusetts Fire Prevention Regulations.

The Annual Fire Prevention Week was observed this year with the Chief giving fire safety lectures to all school children. The Firefighters' Association sponsored a fire prevention poster contest for the elementary students. Prizes were awarded for first, second and third place in each grade. I would like to commend all of the students for the excellent job they did in drawing the posters.

Inspections and Permits	1983	1984
Smoke Detector Inspections	273	262
Oil Burner Inspections	135	128
Blasting Permits	19	17
Gun Powder Permits	5	2
Model Rocket Permits	6	4
Propane Storage Permits	6	10
Burning Permits	672	1217

EQUIPMENT

1976 Mack — 1250 GPM 1,000 gal. water capacity
1967 Ford 850 — 750 GPM 1,000 gal. water capacity

1983 85' Aerial Ladder with 200 of ground ladders
1965 Chevrolet 5 Ton Tanker 2 gal. water capacity
1980 Chevrolet Brush Truck 250 water capacity
1968 Dodge Brush Truck 400 gal. ter capacity
1963 Ford Econoline Emerger Truck
1978 Ford E350 — Class I Ambulance
1982 Chevrolet Impala — Fire Car
1 Ten-Foot Rescue Boat

ACTIVITIES BY MONTH

Month	Fire Response	Public Service	Ambulance
January	11	1	16
February	9	—	13
March	19	28	13
April	30	13	12
May	14	3	19
June	14	22	21
July	5	—	22
August	10	1	13
September	18	—	11
October	22	—	22
November	22	—	14
December	12	1	28
TOTAL	186	69	204
1983 Totals	136	18	163

SUMMARY OF ACTIVITY

Structural Fires
Vehicle Fires
Brush Fires
Rescue
Illegal Burning
Fire Alarm Malfunction
Miscellaneous Responses

TOTAL

PUBLIC SERVICE RESPONSE

Pump Flooded Basement
Miscellaneous Responses
Portable Generator (power outage)
Medical Assistance

TOTAL

Ambulance Responses
Mutual Aid to Other Towns
Mutual Aid Received

Total Ambulance Responses
TOTAL RESPONSES

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

PUBLIC SAFETY

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.

William F. Kelley
Fire Chief

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

**William F. Kelley

FIRE DEPARTMENT PERSONNEL

Stephen A. Wood,

Assistant Fire Chief,

**Austin G. Enos, *First Lieutenant*

**James J. Foley, *Second Lieutenant*

A. Roger Callahan,

Third Lieutenant

**Peter G. Maxon, *EMT Coordinator*

Helenmarie Diamond, *Secretary*

Blair A. Belcher

**Patricia A. Bixby

Reeve E. Boulter, Jr.

Wayne E. 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 Leary, Jr.

Lawrence E. Mullins

Mark Nelson

Peter Nelson

**Peter J. Petruchik

Michael Shaw

Charles H. Stone, Jr.

Edmund Waitkevich, Jr.

Gary S. Wilson

**EMT/Firefighter

FIREST WARDEN

William F. Kelley

SUMMARY OF THE BUILDING COMMISSIONER'S PERMITS

NUMBER	EXPLANATION	EST. VALUE
112	New — Residential	\$ 8,967,000
3	New — Commercial	220,000*
70	Additions — Alt. Residential	557,585
5	Additions — Alt. Commercial	220,800
23	Pools	145,250
55	Wood/Coal Stoves	34,965
10	Solar Systems	55,400
6	Signs	410
3	Demolitions	3,000
7	Siding	18,800
24	Reroofing	13,500
45	Miscellaneous	111,130
	SUB-TOTAL	\$10,358,815.00
5	Municipal Additions and Structures	943,067.50
367	TOTAL	\$11,301,882.50
	Total Fees Forwarded to Treasurer	\$ 30,127.00

Inspector of Wires Report — Peter P. O'Loughlin

Assistant — Edward G. Ravinski

Number of Electrical Permits: 262 — Total Fees: \$8,220.00

Plumbing Inspector's Report — James K. Murray

Number of Plumbing Permits: 170 — Total Fees: \$5,606.00

Gas Inspector's Report — Edward G. Forsberg

Number of Gas Permits: 30 — Total Fees: \$189.00

PUBLIC SAFETY

BUILDING DEPARTMENT REPORT

BUILDING COMMISSIONER'S REPORT

In 1984, 140 occupancy permits were issued to occupy new dwellings. It is very evident that Norfolk is growing at a rapid pace. From what I have seen of new house lots being created, I expect a steady increase of approximately 100 new dwellings per year, for at least the next five years.

The increase in population and buildings creates additional zoning problems and enforcement. I find it necessary to devote more and more time to this area as it is the Building Commissioner's responsibility to enforce the zoning laws.

Prior to issuance of the building permits of the three large projects that are under construction, the Country Cross Building, at the corner of Main and Route 115; the addition to the fire/police station and the addition to the library, many hours were spent between the architects and myself to bring the structural plans into compliance with the state building code and to address public safety concerns.

As Building Commissioner, I also carried out the state-mandated duties of inspecting and certifying all schools, places of assembly, public halls and places of worship within the town of Norfolk.

I have been working more closely with other town boards and departments and have attended the Planning Board and Zoning Board of Appeals meetings in order to be informed of the business that, most times, will eventually come to the Building Department.

The Building Department encourages the general public to contact the office at 528-7747 for answer to any questions or to make arrangements to meet with the Inspectors.

I would like to take this opportunity to thank all town boards and departments for the cooperation and assistance they have given to the Building Department during 1984.

TREE WARDEN AND INSECT PEST CONTROL SUPT.

This has been a very busy year. There were many dead trees to be removed plus many dead and diseased branches on other trees that had to be removed

also. The cause is still the effects of the gypsy moth. We have removed over 100 trees in the past year.

In March, as you know, we were clobbered with one of the most devastating storms that has ever hit this area. The removal of broken branches and trees has also been taken care of from the storm.

The Insect Pest Control Department has the same problems every year: Eastern Tent Caterpillar, Fall Web Worm and there are still Elms around to be maintained.

Kenneth E. Tripp

CIVIL DEFENSE AGENCY REPORT

This agency is very pleased, that the Town Meeting saw fit to vote funding, for the addition to and remodeling of the Police/Fire facility. Fortunately for us, our Police and Fire Chiefs, as well as the building committee, realized that Civil Defense was in dire need of quarters and have provided us with that much needed space in the new facility and for this we are very grateful.

After many years of moving around and finally with no space available for us not to mention other departments, it appears we will finally be able to settle down and get on with the business at hand. This will enable us to update, modernize and realign the agency.

Our state level overseer; Sector 2D located at Bridgewater has a new director, a career person well tuned to our local needs. We welcome him with enthusiasm.

In closing, we thank the Board of Selectmen, other town officials and employee's, for their assistance during the year and hope this mutual co-operation continues as it has in the past.

A. Bruce Wood
Director

REPORT OF THE 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 members with many years experience raising several different types of stock.

These volunteer members offer 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 that matter has been resolved satisfactorily with no cost to the Town.

Bruce Simpson, *Chairman*
Betty Varey, *Secretary*
Marie Simpson
Albert Anderson, D.V.M.
Gail Anderson
Ronald Ober
Annette Pierce

PEST CONTROL ADVISORY COMMITTEE

In 1984, the Pest Control Advisory Committee (PCAC) continued to be a vital link for the citizens of Norfolk town government, and the Norfolk County Mosquito Control Program (NCMCP).

The spring of 1984 saw aerial larviciding done by NCMCP on 600 acres. This acreage, inaccessible by truck, provides prime breeding grounds for mosquitoes. For those areas that are accessible by truck mistblower and by backpack, 56.5 acres were covered. The larviciding is a vital part of the NCMCP program.

The summer adulticiding program was carried out again. The notification system set up in 1983 by the town and NCMCP was modified. The system now has the spray schedule available early in the day. Any resident wishing to know when the NCMCP will be in town should call the Police dispatcher during the summer spray season.

The ditching program that was begun in 1983 has resulted in the following: 1983 - 2,669 feet of drainage ditch cleaned, 936 feet of brush obstructing drainage cut by hand; 1984 - 2100 feet

of ditches cleaned, 810 feet of brush obstructing drainage cut by hand.

The projection for 1985 is to see more areas cleared. The NCMCP has tentatively targeted sites to be "ditched" this year. Many of these targeted areas are of prime concern to not only the PCAC but also to the Conservation Commission and private citizens as well.

This spirit of cooperation that has developed must continue among the PCAC, the Selectmen, Conservation Commission, NCMCP, and most importantly, the citizens of Norfolk.

Donna Putt, *Chairman*
James F. Leary, Jr.
Lynne Nelson
Donna Shaw

REPORT OF THE NORFOLK COUNTY MOSQUITO CONTROL PROJECT

The Operational Project Program integrates all proven technologies into a system of mosquito control that is rational, safe, effective and economically feasible.

All mosquito eggs need water to hatch and to sustain larval growth.

Source Reduction Work: Our primary efforts are concentrated on the drainage of shallow, standing, stagnant water and the maintenance of existing flow systems which contribute to mosquito breeding sources.

Drainage ditches cleaned	2,100 feet
Brush obstructing drainage cut	810 feet
Culverts cleaned and opened	0 count
Drainage excavation with specialized wide-track equipment	2,213 feet

Larviciding: Treatment of mosquito larvae during aquatic development is the next most effective control effort.

Aerial applied larvicide	600 acres
Larvicide by backpack and mistblowers	56.5 acres

Adulticiding: The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying or threatening to residents.

Adulticide mistblowing from trucks	105 acres
Adulticide U.L.V. from trucks	22,334 acres
Catch basin application. Adulticide and larvicide	95 count

Surveys, inspections and monitoring in support of our programs include locating and mapping breeding areas, larval and adult collections and fieldwork evaluations leading to better drainage.

The Project received 81 calls from residents for information and assistance.

Albert W. Heuser, *Superintendent*

REPORT OF THE ANIMAL CONTROL OFFICER

The 1984 annual report of the Animal Department is as follows:

Lost and found animals reported:	454
Dogs handled:	162
Cats handled:	31
Complaint and information calls:	239
Police calls and assists:	27
Dog bites reported:	19
Livestock killed by dogs:	
Poultry	34
Rabbits	4
Hearings:	1
Other animals handled:	21
Injured animals transported:	16

Respectfully submitted,
Harry Sanborn
Animal Control Officer

PUBLIC FACILITIES

WATER DEPARTMENT ANNUAL REPORT

	1984	1983
Miles of mains	26.55	25.3
Services	1,038	857
Services per mile	33.97	25.1
Gallons pumped	62,698,454	64,436,810
Gallons pumped per day	170,180	176,000
Gallons used per service	60,405	75,189
Gallons used per service per day	166	208
Water Department income	\$192,708.00	\$125,396.00

Our serious concern about the pressure problems in the event of electrical breakdown at the pumping station will be over by the end of July 1985 when the new water tower will come on line. This tower will guarantee the town approximately a 5 day supply of water.

In the event of a serious fire it will also guarantee a large volume of water with good pressure at the hydrants.

In the meantime we are still waiting for the design of the Main St. R.R. Bridge.

Trips to Taunton Headquarters of the M.D.P.W. Highway Department and then to Boston Headquarters have finally resulted in a promise that the bridge will be built by the end of 1987.

Because it was essential that a secondary line be constructed in 1985, we have requested an appropriation at the Special Town Meeting to be held on February 5, 1985. This line will be installed on Boardman St. from Main St. to Rockwood Rd. Upon completion of this new line the new water tower can be filled expeditiously pending the completion of the 12" main from the pumping station, down Medway St. to Main St. over the planned new R.R. bridge to the base main of the water tower.

Needless to say this improvement to pressure and supply is badly needed because of all the new construction in the King St. area. The mains in the streets in all new developments are installed at the developers' expense.

The Board of Water Commissioners have developed a Master Plan which will be presented at a public hearing in the future.

Our 24 hour recording service number is 528-1412. If you have a problem please call this number.

Our Superintendent, James A. Martin III and his assistant Richard Watson have installed 181 new services during the past year. The Water Department office is open from 9:00 a.m. to 2:00 p.m., Monday thru Friday. In an emergency you may call the Police/Fire Dispatch at 528-3232.

We wish to thank the entire Water Department Staff, Superintendent James A. Martin III, Richard Watson, Marilyn Ghioni, and our Water Collector Johanna Hayden for their efficient handling of the department's work.

Board of Water Commissioners
 Paul H. Blinco, *Chairman*
 Charles H. Weeber, Jr., *Clerk*
 Edward J. Hamwey, *Member*

SANITARY LANDFILL COMMITTEE ANNUAL REPORT

The members of the Sanitary Landfill Committee were appointed by the Board of Selectmen to review the operation of the town's sanitary landfill and to make recommendations to improve that operation. At the Annual Town Meeting of 1984, the Committee was authorized to investigate the addition of recycling to the landfill operation.

Since that time, the members of the Committee have worked in close cooperation with Highway Superintendent Arthur Woodworth, who is responsible for day-to-day operation of the landfill to identify ways of improving that operation. In addition, they have conducted an in-depth study of recycling, including on-site inspections of existing recycling efforts in Needham, Wellesley, West Yarmouth, West Dennis, Orleans, and Falmouth, and an investigation of available markets for recycled materials.

Together with Mr. Woodworth, the members of the Committee have developed plans to construct an unloading facility at the landfill site. This facility will incorporate a system for recycling many materials (such as newspapers, glass, and metals) with a new system for dropping off refuse. When implemented these plans will vastly improve the sanitary and aesthetic aspects of the landfill operation, will decrease its cost to the Town, and will extend the life of this valuable town resource.

These plans will be presented to the Annual Town Meeting.

Charles Jerome, *Chairman*
 Frank Gaynor
 Richard Smith
 F. Arthur Woodworth, Jr.

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NORFOLK PUBLIC SCHOOLS REPORT OF THE SUPERINTENDENT OF SCHOOLS

It is with great pleasure that I submit my first annual report as Superintendent of Schools. It is my goal to expand and refine the objectives and programs established by my predecessor, Mr. Charles L. Manos, during his sixteen years of excellent service to the children of Norfolk. As the population in the community increases and new needs are identified, I will address these needs and recommend to the school committee appropriate measures to meet such needs.

Five-Year Plan

In November of 1984, a five-year plan that outlined projected enrollment growth, capital outlay expenditures (new and replacement of equipment and the repair of the facilities), additional staff needs, facilities expansion and other costs pertinent to any increase in student enrollment, was presented to the Norfolk Advisory Committee.

This plan included a projected increase in the school enrollment over the next five years of approximately three hundred students. If this increase is realized, it may require additional classrooms by September 1988 or September 1989. It appears that construction of new homes will average about one hundred per year over the next five years. In 1984 one hundred and twelve construction permits were issued. The number of children in the Norfolk Elementary Schools increased this year. As of October 1, 1984, 690 students were enrolled. This is an increase of 43 students over the October 1, 1983 figure of 647. The enrollment as of December 21, 1984 was 698. An average increase of fifty (50) students is projected for each of the next five years.

Curriculum and Instruction

Academically, the Norfolk Schools continue to provide quality service to the children. The Iowa Basic Skills tests administered in the spring of each year continue to show the children in grades 3-6 scoring in the 90th percentile when compared with the children who were part of the norming population.

The staff has worked hard to modify the curriculum to meet the instructional needs of the children. The teachers are talented and conscientious people who truly care about the children they serve.

The staff expends much energy in developing in the children the need for high standards in their workmanship.

The Chapter I staff continues to provide a quality program continues to offer remedial services to forty-five children in reading and math.

All the students, kindergarten through grade six, are working with computers. A curriculum that emphasizes computer literacy is operational in all grade levels. With Chapter II funds and TPA support we have been able to increase the number of computers available for children. Parent volunteers have contributed to the success of the program. The computers located in the Centennial School were moved to the science room. This change gave the Centennial staff greater flexibility in how it utilized the computers. The Computer Curriculum Committee is presently reviewing a variety of new software that has been developed. One area we are examining is word-processing software that is available for use in the elementary schools.

This year the Scott Foresman Spelling Program was implemented in grades 3-6. The SRA Distar Reading Program was also extended to grades 5 and 6 this year. This program provided the staff and the children with an additional approach to the teaching of reading. The teachers have been pleased with these new programs. Periodic evaluations of these and other instructional programs will be accomplished to insure that such programs are helping us meet the needs of the children, and the goals of the Norfolk Public Schools.

The Special Needs Department continues to provide an outstanding program to those children identified as needing additional special needs services. Miss Linda Breen's leadership and dedicated staff offer our special needs children an instructional program that compares with the very best programs in Massachusetts. Ms. Susan Webb school adjustment counselor, was hired to replace John Houle who resigned to take a new assignment. Mr. Houle provided the special needs children with a very fine program. Ms. Webb is carrying Mr. Houle's program forward.

We are extremely pleased with the work accomplished by Ms. Carol Johnson, our new reading specialist. Ms. Johnson replaced Mrs. Margaret Lyons,

who retired in June after many years of service to the Norfolk Public Schools. In addition to Ms. Johnson's remedial reading responsibilities, she was assigned to teach a regular reading/language arts group in the first grade.

The music curriculum, under the direction of Mr. Gary Mazzola, has been expanded to include not only basic classroom instruction but music appreciation and performance activities. His enthusiastic and creative approach to music is contagious. His approach to music has generated in the children "a love of music" that is seldom seen in public schools.

Norfolk's art and physical education staff continue to provide an excellent instructional program. Mrs. Beard, Ms. Ezepek and Mr. Thomas offer a well-balanced program. A proposal to expand the time allotment schedule for each grade level will be reviewed by the school committee.

The School Committee will also be reviewing a proposal to establish a television studio in the A. J. Freeman School. This studio would be funded completely by Cablevision, and would be available not only to the school community, but to the entire community. All costs would be covered by Cablevision Inc. The availability of the studio, the equipment and the technical assistance would add another dimension to the instructional program.

The Norfolk Police Department and the Norfolk Fire Department continue to provide instructional programs and guidance in a variety of health-related matters. I wish to express my sincere thanks to Fire Chief, William Kelly for the fire prevention and safety programs offered, as well as his assistance in helping the school department to provide a school environment that meets the safety code of the state.

A similar thank you is also extended to Police Chief, Samuel Johnston for his guidance and assistance, and especially to Safety Officer, Albert Leverone for all the time expended on presenting safety programs and other related safety activities to all the students attending the Norfolk Schools. The Police Department is also providing assistance in developing our Health, Drug curriculum.

Most people think that the prime responsibility of the nurse is to dispense

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medication or apply first-aid. Mrs. Jacquelyn McFeeley and Mrs. Christine Pirrong have other important responsibilities, too. We are extremely pleased that their expertise in nutrition, safety/drug education is being utilized in the classroom. Their role in health education will take on greater importance with the implementation of the Health/Drug Curriculum.

In-Service Training and Staff Development

Curriculum review and development will continue to be the major thrust of the school department. This year the staff has begun the process of developing a comprehensive health/drug program for grades 1-6. A \$3,000 mini-grant was awarded to the Norfolk School Department by the Massachusetts Department of Education to help the staff and parents develop a comprehensive health/drug education program that focuses on prevention rather than remediation. In-service activities have been programmed to assist the staff in broadening their knowledge about drugs, their use, misuse and abuse. The Southwood Hospital Drug/Alcohol NORCAP Center (Caspar Program), the American Heart Association, and the Cutler Counseling Center have also been providing a variety of activities to help the school department in its endeavor to develop a comprehensive health/drug curriculum.

The math curriculum in grades K-6 and the handwriting program in K-6 are also under review by the staff. Each committee is presently developing a scope sequence that will contain specific instructional objectives for each grade level.

The curriculum committees will be examining various instructional programs to see which offer the best services in important areas such as problem-solving, critical thinking, inferential and associative thinking. Current educational research indicates that public schools at all levels must create approaches that will improve the higher mental thinking skills and processes of our children.

A report card committee composed of teachers, parents and administrators is presently preparing a parent questionnaire which will be disseminated to all the parents in February. This committee is seeking suggestions and comments relative to the present report card, and other ideas relative to reporting the prog-

ress of a child. These ideas will be considered before recommendations are forwarded by this committee to the School Committee.

In the spring Norfolk will have two distinguished educational leaders providing the staff with workshops on reading, writing and thinking skills. Dr. Roselmina Indresano and Dr. Jeanne Pasatore, Director and Associate Director of Boston University's School of Education Center for Assessment and Design of Learning will present these workshops. The staff have volunteered to attend these sessions on their own time, and I deeply appreciate this.

I wish to express my sincere appreciation to Mrs. Betsey Koch, President of the TPA, and to the entire executive board for the time and energy expended on school-related matters, and for the financial aid given. To all the volunteers who give so much of themselves as computer aides, clerical aides, enrichment programmers, room mothers, library aides and lunchroom aides we sincerely thank you.

A special note of thanks to Mrs. Maureen Howard for the excellent and varied enrichment programs (assemblies) that are provided to the children.

We are pleased that the CAN-DO after-school enrichment continues to be successful. The earnest efforts of Mrs. Donna Goldman makes this a viable program.

Because of the success of the "Picture Lady" Program last year, this program was expanded to include the intermediate grades. Art appreciation is presented in a special way by these volunteers.

I appreciate how the TPA and the Drug/Alcohol sub-committee have worked so closely with the Superintendent to create a viable parent-awareness program on drug use, misuse and abuse. An exciting series of programs have been planned for January, February and March to help parents with the endless struggle of communicating with their children about health education and related health matters.

The physical facilities are in very good condition except for the MacBride Auditorium roof. A roof repair project has been scheduled for this spring or summer. The flooring in Quad six of the Centennial School was replaced in December. Replacement of flooring in both schools, as well as the replacement of non-instructional equipment needed for energy conservation measures have also

been programmed in the five-year plan. I commend Mr. Charles Gattoni and his custodial staff for their conscientiousness and for the pride that they take in presenting a clean and pleasant learning environment for the children and the instructional staff. I also appreciate Mr. Gattoni's on-going effort to conserve energy which results in a monetary saving to Norfolk.

The cafeteria staff directed by Mrs. Margaret Larkin continues to provide to the children a menu that far exceeds the requirements of the State and Federal Government. One of the nice compliments the children give the cafeteria staff is the fact that almost all the food is eaten by all the children. There is very little waste.

I extend my sincere appreciation to Miss H. Olive Day, Principal of the A.J. Freeman School, for guidance, openness and assistance during this year. A special thank you is also given to Mr. Jack Thomas, Head Teacher, for all the time and energy he has expended on bus transportation problems, student discipline and the many additional tasks which I have asked him to perform.

A special note of appreciation is also extended to Mr. Richard Holmes and his staff of the Holmes Transportation Company for all their assistance and cooperation that they have given the school department. As the enrollment increases, the time required to resolve issues relative to re-routing busses and maintaining reasonable bus loads also increases. Mr. Holmes' willingness to help us resolve these problems is appreciated very much.

A special thanks is given to Mrs. Randi Wilson, Media/Librarian Specialist, who has worked so hard to organize the library program and the supporting media material and equipment so that all the library/media sources are being utilized. I especially want to thank her for all her assistance in making the recreational reading program "Where's the Beef" so successful.

A very special thanks is extended to the secretarial staff, particularly to Mrs. Audrey Carson and Mrs. Marion Potter who both have had more than one assignment. Mrs. Carson replaced Mrs. Marilyn Eden as the secretary to the superintendent and the Centennial School secretary. Mrs. Eden, who gave so much of herself to the Norfolk Public Schools, resigned in August to accept a new position. To help alleviate the time-

consuming responsibilities that Mrs. Potter had as bookkeeper/payroll and Freeman School Secretary. Mrs. Virginia Navickas was hired part-time to serve specifically as the school secretary for the A. J. Freeman School. Mrs. Mary Ann Gallimore was hired as the secretary for the Special Needs Department when Mrs. Carson replaced Mrs. Eden. I appreciate all the cooperation and adjustments the secretarial staff

have had to make so that we could become a working team.

I also want to note my appreciation to all our students. They have displayed much enthusiasm and effort this year. The success of our schools depends upon positive interaction of all the people involved. I believe the students, teachers, volunteers, parents and the administrators understand this, and are trying very hard to accomplish this.

In closing, I want to thank the Norfolk School Committee for giving me the opportunity to serve the children of Norfolk. I have truly appreciated your understanding and guidance, your professional action, and above all, your commitment to provide a quality education for all our children.

Thomas M. Delmonaco
Superintendent of Schools

REPORT OF THE ALVIN J. FREEMAN SCHOOL

The opening of school in September brought numerous changes in our faculty and school personnel. Dr. Thomas Delmonaco was greeted as the new superintendent of schools replacing Mr. Charles Manos who retired to travel and enjoy some of the activities he has been unable to do previously. At the second grade level we were happy to welcome back Mrs. Anne Pizzi from her maternity leave.

Because of an increase in our kindergarten enrollment it became necessary to employ an additional half time kindergarten teacher. Mrs. Anne Houle was hired to fill this position, teaching second grade reading classes in the morning and kindergarten classes in the afternoon.

Mrs. Diane Kirby who previously taught at the third grade level was hired to teach kindergarten classes replacing Mrs. Jane Potter, who retired after fifteen years of excellent teaching and loyal service in our kindergarten program.

Mrs. Cynthia Stanfield, who completed the year for Mrs. Pizzi last year, was elected to replace Mrs. Houle at the first grade level. Mrs. Antoinette Evans, previously a member of the Centennial School staff, transferred to the third grade replacing Mrs. Kirby.

Shortly after school opened Miss Carol Johnson was hired to teach an additional first grade reading class to alleviate the high number of pupils in some of the other first grade reading groups. Both teachers have met the challenge and are doing excellent work in their respective areas. We welcome them to the Freeman School.

As school closed for the Christmas holidays Mrs. Rebecca Bradbury, a first grade teacher for eleven years, left to begin her maternity leave. She has been

a very conscientious teacher and will be missed by all. When classes resume in January, Mrs. Ann MacKenzie will replace Mrs. Bradbury. Mrs. MacKenzie has had eight years teaching experience at the first grade level, and we feel will make this transition period an excellent one.

Changes have also been necessary in the Chapter I program. At the beginning of the year Mrs. Lucia Godfrey, a former Centennial teacher, was elected to teach remedial math and reading working with Mrs. Patricia Murray, director and remedial reading and math teacher. Early in the fall, because of physical problems at home, Mrs. Murray found it necessary to resign her position and Mary Conlin was hired to replace her.

The Chapter I program continues to function in our schools on a regularly scheduled basis, reinforcing many of the essential concepts taught in the classroom. All the funds for Chapter I were previously provided by the Federal Government, but, due to a cutback in funds, the Town of Norfolk is now also providing funds to enable the Chapter I program to continue operation. There are currently forty-five students in the Chapter I program.

Standardized tests are given in the fall and spring. These tests and classroom teacher recommendations help to determine the type of assistance the pupil will need. Parents are notified before pupils are placed in the program. Parent-teacher conferences are held in the fall and spring or whenever deemed advisable.

The reading program is designed for vocabulary development, fluency in oral reading, comprehension and word attack skills. The Lippincott Super Books, Lippincott Codebook, Education Publishing Service Phonics series and Distar Program are used. Supplementary mater-

ials include electronic learning aids such as Spellbinder Language Master, filmstrips, tapes and a variety of phonetic and reading games.

Vocabulary games are made in class, then taken home for reinforcement and practice. Stories are also taken home to read in leisure time.

The main objectives of the math program are to improve computation, problem solving skills and to give the student a better understanding of the basic concepts in math as related to the student's everyday life. Electronic calculators are used to help make learning number facts more enjoyable. The math program uses the Houghton Mifflin "Mathematics for Individual Achievement" and Chip Trading which is a manipulative non-graded game designed for teaching place value in a fun way. Skill reinforcement games are made in class and taken home to enable the students to continue at home what they learned in class.

The Chapter I program is always eager to accept any parent who wishes to serve on the Parent Advisory Council. The council meets several times during the course of the year to discuss and ascertain the needs of the program.

During the 1984-1985 school year the music education department of the Norfolk Public Schools continues to provide classroom instruction, performance opportunities and a variety of activities to give our students a lifelong understanding and appreciation of music. Among these activities are singing, listening, moving in rhythm, playing instruments, reading and writing notation, reading and reciting poems, creating, presenting musical plays, experimenting with voice sounds, playing musical skill games and creating simple accompaniments. All of these activities, together with an intense Kodaly approach in the

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primary grades, provide students an opportunity to study the basic concepts of music: rhythm, harmony, melody, form and tone color as well as musical styles and music as a form of self-expression.

In addition to presenting five original musical productions which were written to be curriculum related in the areas of reading, language arts and social studies, the Centennial Elementary School Chorus membership increased to an exciting 180 children. The Chorus presented a Winter Concert of holiday, seasonal and popular music of December and the entire year.

Beginning in January the Norfolk Public School children will be using the new Silver Burdett Centennial Edition Music Curriculum in grades K-6 which incorporates a systematic listening skills development and evaluation program. New books have been needed for several years.

At this time we wish to thank Mr. Gary Mazzola, our music supervisor, for his keen interest and untiring efforts to provide our pupils with such a well-balanced music curriculum that all appreciate and enjoy.

The faculty and school personnel of the Freeman School wish to thank Mrs. Koch, the T.P.A. members and officers for the wonderful cooperation and assistance in providing clerical aides, computer aides, lunchroom and recess aides, room mothers, enrichment programs and additional help whenever necessary. Especially do we wish to extend our sincere appreciation for purchasing a new duplicator for the Freeman School. All who use the duplicator agree that copies can be produced faster and more legibly. We shall endeavor to operate it with T.L.C. Thank you, also, for Teacher Appreciation Day in May.

A regular computer schedule is maintained each week throughout the year. In January kindergarten pupils will have the opportunity to be introduced to the computer program. Pupils look forward to using the computers each week in the areas of math, reading and other facets of the curriculum. Creativity and reinforcement of subject matter are encouraged.

As the Christmas season approached we felt we would like to demonstrate the real Christmas spirit to the citizens of Norfolk. With this in mind we decided to provide the opportunity, on a purely voluntary basis, to contribute to the

Norfolk Council On Aging Van Fund. The boys and girls were happy to give a few pennies, the cost of an ice cream or whatever amount they wished to show they cared for the senior citizens of Norfolk. At the end of a week our contribution to the Van Fund amounted to \$177.76. We wish to thank all who generously contributed to this fund:

Pupils, teachers and room mothers in several classrooms also baked Christmas cookies for the residents of Hillcrest Village; Christmas stories were written and sent to the youth at Children's Hospital; similar projects and games were sent to Norwood Hospital and the annual Christmas letters were sent to Edaville in Carver telling why the pupils would like to have their parents go to Edaville.

I should like to commend Mrs. Doris Lasky and Mrs. Ann Morris for the excellent bus service they provide for our kindergarten pupils. They are most conscientious and have a keen interest in each child on the bus showing special kindness, consideration and thoughtfulness. The pupils are happy. We are fortunate to have such considerate drivers.

Since good health is conducive to successful achievement in the academic subjects, all teachers include units on proper nutrition and the care of teeth. Many teachers serve a breakfast or lunch some time during the school year to culminate their unit on the various food groups and nutrition.

The annual vision and hearing tests required by the State Department of Health were completed in the fall. Failure notices for those failing to pass the tests and retests were sent home. Several pupils have since procured glasses.

Teachers are well aware of pertinent physical problems including severe allergic reactions.

If you feel that your child may be having a visual or hearing problem, please do not hesitate to call either Mrs. McFeeley or Mrs. Pirrong, our school nurses, at 528-1247. They will be happy to discuss this matter with you.

At this time I wish to thank Mrs. McFeeley and Mrs. Pirrong for the splendid nursing service they provide. They frequently visit the classrooms to give talks on nutrition, personal hygiene, the care of eyes and ears and accident prevention.

Absentee pupils, when returning to school, should bring a note explaining the reason for their absence.

Pupils who are entering the Freeman School for the first time should bring an immunization record signed by their physician.

Kindergarten pupils continue to be well prepared for the first grade. Letter sounds, auditory and visual discrimination, numbers, social studies, oral expression, general science, creativity, enjoyment of books, holiday and special observances, art, music, Alpha Time and library periods each week are included in the kindergarten curriculum.

In addition to our regular curriculum in the various subject areas, we also incorporate units on bus, bicycle, fire and highway safety; stranger awareness; ecology; career awareness, agriculture, as requested by the Department of Agriculture, and energy in conjunction with activities under the direction of the Boston Edison Company. We also incorporate programs offered by the 4-H Field Service of the Norfolk County Agricultural School in Walpole and Mrs. Callaway's Picture Lady Program stressing art appreciation.

The primary grades continue to place strong emphasis on the basic fundamental skills in phonics, reading, writing math and listening skills. I should like to commend the Freeman School teachers for their dedication and conscientious endeavors to provide a solid language arts foundation in long and short vowel sounds, blends, clusters, root words, consonants, diphthongs, vocabulary, oral expression, syllabification, alphabetical order, fluency, comprehension, correct word usage, capitalization, punctuation, letter writing, creative writing, paragraph meaning, sequence, directional skills, reference skills, subject, predicates, sentence structure, parts of speech, kinds of sentences and library skills. Map skills are also included in the daily work. The teachers are innovative and use many manipulative aids and audio visual equipment to vary the method of motivation as new lessons and concepts are introduced.

I extend my sincere appreciation and thanks to Mrs. Barbara Sabatini for her many kindnesses and special favors. She gives freely of her time each week to distribute supplies or assist in other ways. Last spring she won recognition by the Norfolk County Teachers Association for her faithful service to the Freeman School.

In closing I wish to thank Dr. Delmonaco, the members of the Norfolk School

Committee; all the faculty and pupils; Mrs. Marion Potter and Mrs. Virginia Navickas, our school secretaries; Mrs. Jacquelyn McFeeley and Mrs. Christine Pirrong, the school nurses; Mrs. Barbara Sabatini who volunteers so willingly of her time; 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; Mrs. Holmes and all bus drivers; Mrs. Doris Lasky and Mrs. Ann Morris; the Norfolk Police Department; Mrs. Callaway; the Boston Edison Company; the 4-H Extension Service; Chief William Kelley and the Norfolk Fire Department; the Norfolk American Legion Post #335; Mrs. Maureen Howard for the wonderful cultural

assembly programs, all substitute teachers, Ross Connors, all parents, interested friends and organizations of the town for their loyal support, keen interest, splendid cooperation, friendly spirit and many courtesies extended throughout the school year.

H. Olive Day
Principal

REPORT OF THE COORDINATOR OF SPECIAL NEEDS

The Norfolk Public School system is responsible for providing an appropriate educational program for each child under its jurisdiction. For some children, this responsibility requires the provision of special educational services. A staff of special educators provides such services in our schools.

The Special Needs staff in Norfolk consists of ten people at the present time. Linda Breen is the Special Needs Coordinator and a Resource Room teacher. Dr. Steven Rosenzweig is the School Psychologist for Norfolk as well as the towns of Wrentham and Plainville. Mrs. Denise Holden and Ms. Heather Bry are Resource Room teachers. Our full time Special Needs Aide is Mrs. Candace Flaherty. Mrs. Debra Warren, one of our Speech and Language Therapists holds a half-time teaching position in Norfolk. Since September, there have been several changes in the Special Needs Department. When Mrs. Audrey Carson became the secretary to the superintendent, Mrs. Mary Ann Gallimore became the "new" Special Needs secretary. She has done an admirable job considering the demands of the position and the fact that she was following Mrs. Carson, who did an outstanding job in the Special Needs department for several years. In October, Ms. Susan Webb joined our staff in the position of School Adjustment Counselor. Mr. John Houle, who had held this position previously, left Norfolk after many years of dedicated service to the town, in order to assume a management position with the Department of Mental Health. Mrs. Maria Gotimer was welcomed to our staff as a full time Speech and Language Pathologist in January when Mrs. Cheryl Seghezzi began a maternity leave. Mrs. Seghezzi has been a truly dedicated and skilled staff member who will be missed during her absence.

In September, a new member joined our staff when Mrs. Kathy Longobardi became a part-time Special Needs Aide. Mrs. Longobardi has been working in the kindergarten program.

Under the provisions of Chapter 766, the Massachusetts Special Education law, the Special Needs Team evaluates students who are referred due to suspected difficulties in learning areas. These students may be referred for an evaluation by a parent or guardian, teacher, day care provider, pediatrician or any person who is directly involved with the child. After written parental consent is obtained, an evaluation is completed. The Evaluation Team makes recommendations concerning whether or not the child is in need of special education services at the Team Meeting. Parents, educational specialists, teachers (and other specialists, as necessary) make up the Team. All members of the Team contribute to the final decision concerning the need for services. Appropriate services are provided for each student found to be in need of such services after an individualized educational plan is written. Services provided by staff members in Norfolk include Resource Room educational support services, counseling, speech and language therapy, and adapted physical education. In addition, the services of an Occupational Therapist and a Physical Therapist are engaged on a contract basis. As of December 1, 1984, 121 students were in special education programs. This figure which is within the average range for the state.

The Norfolk school system is responsible for providing special educational services for any child from the ages of three through thirteen (or the completion of sixth grade) who requires such services in the opinion of the Evaluation Team. (Older students, grade 7 (or age

13) through age 21, are under the jurisdiction of the King Philip Regional School District.) In addition to completing evaluations of school age children, the Special Needs staff provides screening and evaluation services for preschool children (ages three, four and five) who are suspected of having difficulties which interfere with the learning process. Each year, the Special Needs Coordinator contacts local nursery school teachers, day care providers, pediatricians and social service workers in order to inform them of available services and enlist their help in identifying preschool students who may require special services.

While screenings of pre-school students are done by request *all children* entering kindergarten participate in Kindergarten Screening under the mandate of Chapter 766. In Norfolk, Kindergarten Screening was held on May 7 and 8, 1984 for all students registered to enter kindergarten in September. Prior to this, an evening workshop was held on May 1, 1984 in order to thoroughly explain the Kindergarten Screening process (and the screening of three and four year olds) to parents.

The special needs programs which are provided for students in Freeman and Centennial Schools vary in scope and areas of concentration. Because each child has an individualized educational plan (IEP) which outlines general goals and specific objectives to be attained in her/his program, each program is as unique as the child's particular learning style. As a result, programs vary according to the amount of time the child spends in a program (some children may require one or two hours a week of specialized instruction, while others may

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require one, two or more hours a day) and the focus of the program (one child may require reinforcement of math skills, while another requires a total reading program). This requires a great deal of cooperation between classroom teachers and special needs teachers. Most of the teachers in Norfolk have participated in workshops and courses which focussed on the modification of classroom settings, teaching methodology and class assignments to allow for individual differences in learning style and are skilled in this area. The staff of the Norfolk schools is committed to providing an appropriate educational program for each child. Many hours are spent each year evaluating students, writing educational programs and meeting to review student progress. The regular and special education staff work to-

gether in order to ensure the best possible program for each student.

Each fall, the Special Needs staff meets with teachers on a small group basis to discuss the individualized needs of students in their classes who have been identified as having special educational needs. Inservice training in the area of Special Needs is conducted each year for the entire staff. In addition to providing direct services to students identified as having special educational needs, the Special Needs Team also is available to consult with parents, teachers, doctors, etc. concerning the possibility of an evaluation, the components of an evaluation, available services and how to modify environments, assignments and other factors.

All students identified as having special educational needs which can be pro-

vided for within the regular schooling are involved in regular education as much as possible. For those students who require more specialized educational services or a self-contained educational setting, Norfolk belongs to BICO (Bi-County) Educational Cooperative. This collaborative, which consists of 15 towns and school districts, is able to provide highly specialized educational programs for students who require such services. Any person who would like to obtain more detailed information concerning the Special Needs program in Norfolk may call Linda Breen, the Special Needs Coordinator at 528-1266.

Linda Breen
Special Needs Coordinator

REPORT OF THE SUPERINTENDENT OF SCHOOLS NORFOLK, MASSACHUSETTS

Norfolk Public Schools

70 Boardman Street
Norfolk, Massachusetts 02056

Norfolk School Committee

Frank J. Gross, *Chairperson*
Priscilla Chick, *Vice Chairperson*
Martha Donovan, *Secretary*
James H. Davies, *Member*
Christopher Mackey, *Member*

Superintendent of Schools

Dr. Thomas M. Delmonaco
Superintendent's Office — 528-1266/528-1415
Mrs. Audrey Carson, *Secretary to the Superintendent*
Mrs. Marion Potter, *Bookkeeper/Payroll*

Special Need's Office

Miss Linda A. Breen, *Coordinator of Special Needs*
Mrs. Mary Ann Gallimore, *Secretary Special Needs*

Alvin J. Freeman School — 528-1225

Miss H. Oliver Day, *Principal*
Mrs. Marion Potter, *Secretary — Part Time*
Mrs. Virginia Navickas, *Secretary — Part Time*

Centennial School — 528-1266/528-1415

Dr. Thomas M. Delmonaco, *Principal*
Mrs. Audrey E. Carson, *Secretary*

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NORFOLK PUBLIC SCHOOLS

Enrollment by Grades
October 1, 1984

<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	15	13	28	
Mrs. Hedberg	6	14	14	28	
Mrs. Luecke	6	15	13	28	
Mrs. Walkins	6	15	13	28	112
Mrs. Cardaci	5	15	8	23	
Mrs. Grout	5	14	9	23	
Mrs. Kaufman	5	14	8	22	
Mrs. Perkins	5	14	9	23	91
Mrs. Ayer	4	13	13	26	
Mrs. Burke	4	11	13	24	
Mrs. Holt	4	13	13	26	
Mrs. Thibodeau	4	12	14	26	102
Mrs. Casey	3	10	12	22	
Mrs. Evans	3	9	13	22	
Mrs. Gallerani	3	14	9	23	
Mrs. Howard	3	7	14	21	88
Mrs. Leone	2	10	14	24	
Mrs. Odoardi	2	11	13	24	
Mrs. Pizzi	2	12	12	24	
Mrs. Welch	2	13	11	24	96
Mrs. Bradbury	1	13	11	24	
Mrs. Peeler	1	14	10	24	
Mrs. Stanfield	1	13	12	25	
Mrs. Wells	1	12	10	22	95
Mrs. Kirby	K-A.M.	9	12	21	
Mrs. Ransom	K-A.M.	11	10	21	
Mrs. Kirby	K-P.M.	11	9	20	
Mrs. Ransom	K-P.M.	13	9	22	
Mrs. Houle	K-P.M.	12	10	22	106
Totals		359	331	690	690

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KING PHILIP REGIONAL SCHOOL DISTRICT ANNUAL REPORT

REPORT OF THE CHAIRMAN

Because of conscientious administrators, professional staff, custodians, cafeteria workers, secretaries, aides and a supportive school committee, the educational environment of the King Philip Regional School District is as strong as ever.

Many significant events and accomplishments occurred this past year despite serious financial limitations. This progress was achieved because of community support, dedicated District employees and a pro-education committee.

The reestablishment of the summer school program with the purpose to remedy deficiencies, strengthen weaknesses and broaden educational experiences, was a resounding success.

SAT scores increased again reflecting the national trend. The District mean for both verbal and math scores exceeded Massachusetts and New England means. In two years, the verbal mean has risen from 430 to 441 and math from 461 to 469.

Due to the continuing decline in enrollment, budget limitations and rapid community growth, a five year plan is currently being implemented. Upon completion, the plan's financial impact will be available to assist Boards of Selectmen and Finance/Advisory Committees with their planning and, of course, will be available to all citizens concerned with the future of public education in the District.

A great deal of gratitude is owed for the tremendous community financial support resulting from the efforts of the King Philip Lighting Association. The lighting of the football field has generated community and school spirit, in-

creased attendance at events and, more importantly, increased the participation by youngsters in all areas of athletics.

This increase in participation, school spirit and interest in programs also has resulted, in no small part, from the hiring of a full-time athletic director, Donald Edmonston.

This past year, four experienced members left the committee, namely, Marcella Wylie, and Paul Pelletier of Norfolk, and Marsha Robbins and Robert Spitzer of Plainville. These members were replaced by Marilyn Eden and Robert Latham of Norfolk, and Patrice Giovanoni and Mary Anne Gallimore of Plainville.

William White, Administrative Assistant and District Treasurer, retired after fifteen years of service. His replacement, James Johnson, is continuing the endeavor, established by Mr. White, of maximizing District funds for the benefit of educating youngsters.

The clamor for national excellence in education has not gone unnoticed. The committee takes pride in that its requirements for the District generally exceed, both in terms of content and timing of implementation, ideas and mandates set forth at the national and state levels. The District does not wait for legislative mandates. The administration, staff and committee create their own mandates for excellence. Recent changes have included the adoption of weighted courses for determining rank in class, increased graduation requirements, increased emphasis on improving writing skills and assessing minimum competency at the seventh grade level to provide time to implement remedial action when necessary.

An agreement was reached between the District and the three towns to fund

replacement of the upper level of the junior high school roof. One half of the funds were raised at special town meetings and one half was taken from the District's excess and deficiency account.

This latter mentioned account is currently depleted and the budget preparation philosophy has changed. Although the District has been reducing personnel (six in the past year and thirty-three positions since 1980), the actual dollar effect of the continuing decline in enrollment cannot offset the difference between (a) funding the budget with a proposed 2½% increase and (b) paying employee salary increases averaging five to seven percent combined with inflation in such areas as utilities and medical insurance. Unless state funding for public education increases, the expectations of the public and actual educational results may not parallel each other.

The Massachusetts legislature has been trying to pass an educational bill containing several costly and controversial items. These include, among many others, minimum teacher salaries, teacher competency testing, two years of pre-school, minimum per capita student spending and removal of local school board control. The committee went on record as being opposed to this legislation.

The adult education program was reinstated, a catastrophic insurance policy was purchased to cover students beyond normal insurance levels, cable television has arrived at the high school and compliance with the "Right-to-Know-Law" has been undertaken.

In closing, I would like to thank each committee member for the significant amount of personal time they have contributed to improving and furthering the goal of quality public education in the District.

Keith E. Grant, *Chairman*
King Philip Regional School
District Committee
James Davies, *Norfolk*
Marilyn Eden, *Norfolk*
Robert Latham, *Norfolk*

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KING PHILIP REGIONAL SCHOOL DISTRICT

October 1, 1983 Enrollment

	<u>NORFOLK</u>			<u>PLAINVILLE</u>			<u>WRENTHAM</u>			<u>BOYS</u>	<u>GIRLS</u>	<u>TOTAL</u>
	<u>BOYS</u>	<u>GIRLS</u>	<u>TOTAL</u>	<u>BOYS</u>	<u>GIRLS</u>	<u>TOTAL</u>	<u>BOYS</u>	<u>GIRLS</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>TOTAL</u>	
<u>VOC</u>												
Pg	0	0	0	1	0	1	0	0	0	1	0	1
12	17	9	26	29	8	37	19	3	22	65	20	85
11	8	13	21	17	14	31	16	10	26	41	37	78
10	13	4	17	13	3	16	19	5	24	45	12	57
9	8	1	9	20	2	22	19	1	20	47	4	51
	<u>46</u>	<u>27</u>	<u>73</u>	<u>80</u>	<u>27</u>	<u>107</u>	<u>73</u>	<u>19</u>	<u>92</u>	<u>199</u>	<u>73</u>	<u>272</u>
<u>ACAD</u>												
12	36	35	71	20	27	47	27	30	57	83	92	175
11	40	49	89	28	46	74	28	30	58	96	125	221
10	26	47	73	18	38	56	30	38	68	74	123	197
9	38	55	93	29	36	65	34	42	76	101	133	234
	<u>140</u>	<u>186</u>	<u>326</u>	<u>95</u>	<u>147</u>	<u>242</u>	<u>119</u>	<u>140</u>	<u>259</u>	<u>354</u>	<u>473</u>	<u>827</u>
<u>JHS</u>												
8	56	57	113	57	47	104	63	51	114	176	155	331
7	61	47	108	55	42	97	60	59	119	176	148	324
	<u>117</u>	<u>104</u>	<u>221</u>	<u>112</u>	<u>89</u>	<u>201</u>	<u>123</u>	<u>110</u>	<u>233</u>	<u>352</u>	<u>303</u>	<u>655</u>
	(303)	(317)	(620)	(287)	(263)	(550)	(315)	(269)	(584)	(905)	(849)	(1754)
			35.35%			31.36%			33.29%			100%

King Philip Regional School District 1754
 Tuition Students 0
 Foreign Students 2
1756

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REPORT OF THE SUPERINTENDENT

I hereby submit my twelfth annual report as Superintendent of the King Philip Regional School District.

Annually the school system develops a series of tasks designed to improve the quality of education in the District's schools. These tasks result in curriculum, policy and procedure changes in the succeeding school year. In this particular school year we are working on the following:

1. Strategies for improving writing performance
2. Evaluation of the summer school credit system
3. Teaching study skills
4. Review of time dedicated to teaching (instruction)
5. Drug and alcohol education
6. Review of junior high school curriculum and passing standards
7. Program for introduction of students to vocational education
8. Pilot individual educational plans for junior high school students
9. Teaching of linear measurement
10. Senior high school accreditation follow-up
11. Review of senior high school curriculum guides
12. Vocational information course for counselors
13. School system profile brochure
14. Standards for occupational education certificates
15. Vocational policy manual

This year as well as working on the annual tasks we have developed a five year plan which will be the basis for all future annual plans. It is a very broad, but detailed response to the educational reform movement and, more specifically, defines King Philip's educational role in relation to the movement in the latter half of the 1980's.

The Reform of Education Movement at King Philip

Overview:

Education is based upon creating and teaching courses of study which in turn are based upon perceptions of future employment needs.

We prepare students for one of two career directions:

1. Individual employment directly after high school
2. Individual employment through post-secondary institutions

It is obvious that the federal government and in Massachusetts, the Department of Education and Board of Regents of Higher Education have failed to understand and/or come to grips with the many and diverse issues of secondary/post-secondary education. We therefore, can rely only upon ourselves; and perhaps that is as it should be. Educationally we know where King Philip is. We know where we want to go and how to get there. We have been following our perceptions of needs for the past decade and in most areas we are in a leadership position.

Fundamentally learning requires structure and order, which means a planned sequence of courses designed to meet each student's next career goal; courses presented by those who are "teachers" in the broadest possible sense of that term.

At present, we meet or exceed the goals established by the Board of Regents. It is our intent to go far beyond that point for both the college- and non-college-bound students.

A synopsis of the "reform movement" that we pursue it, as follows:

- (a) What are the job skills needed for 1990?
 1. Evaluation and analysis
 2. Critical thinking
 3. Problem solving (including math)
 4. Organization and reference
 5. Synthesis
 6. Application to new areas
 7. Creativity
 8. Decision making with incomplete information
 9. Communication skills in many modes

They are not far different from those needed in 1980, except that they conform to new levels of technology, experience and knowledge.

- (b) What core competencies are needed to achieve those job skills?
 1. Command of English
 2. Reasoning and problem-solving
 3. Reading, writing, computation

4. Basic principles of science and technology
5. Oral communication
6. Interpersonal relationships including knowledge of behavior appropriate to a workplace
7. Social and economic structure (such as political systems, rights and justice, and the rights and responsibilities of citizens)
8. Personal work habits and attitudes (including a positive attitude toward work, self-discipline, the ability to set goals and to work without supervision)

- (c) What attributes must a school system have to be able to teach these competencies?
 1. Clear academic goals
 2. High expectations for students
 3. Order and discipline
 4. Rewards and incentives for students
 5. Regular and frequent monitoring of student progress
 6. Opportunities for meaningful student responsibility and participation
 7. Teacher efficacy
 8. Teacher rewards and incentives
 9. Concentration on academic/vocational learning time
 10. Positive school climate
 11. Administrative leadership
 12. Well-articulated curriculum
 13. Evaluation used to improve instruction
 14. Community support and involvement

Other Considerations:

Preparation for college is a special area. We must recognize that other students need specialty education, also. Throughout most of the published reform movements there is a lack of attention to the needs of non-college-bound students. A single curriculum design will not suffice. Some students would be forced out of school by a "straight academic liberal arts curriculum." The idea of individual differences cannot be ignored. If you do not tailor the curriculum to the individual, then you must in some way make the person fit the curriculum. That will not produce the best improvement in the performance of the individual. The process of education appears to be a group process because

we frequently speak of "classes". The actual intent is to maximize the realization of individual human potential.

It is also important to note that some of the current proposals for educational reform move us further from equity for all students (particularly minorities) than would be morally acceptable in America.

You should be aware that college admission requirements place little emphasis on course content. Perhaps movement should be away from SAT's to achievement tests as a long-term national goal.

Local Procedures for Effecting Change:

Annually, after an assessment of short- and long-term needs through the staff, department heads, and administrators, we create intra- and inter-school task groups to serve as teams to engage in problem solving activities and to implement the educational changes required. The life and membership of each committee is determined by the nature of the task. We find this to be an effective and efficient system with a rapid response time. It permits well-considered changes to be made quickly. This is significant in a profession that does not always exhibit the response time required to meet pressing needs.

Summation:

We continue to support reform movements as we have in the past. Two points must be made clear. First, we assess needs continuously and, in consequence, feel that we know what King Philip students need. Second, we have sufficient experience to separate the rhetoric of change from those legitimate changes that will materially and meaningfully, directly and immediately affect the level of achievement of high school graduates, thereby enhancing their opportunities for success in their post-secondary pursuits.

Senior High School — Academic Division

King Philip Regional High School received continued accreditation from the New England Association of Schools and Colleges with the acceptance of the Two-Year Progress Report which indicated that 79% of the recommendations have been completed or in progress to be completed. A Five-Year Progress Report must be filed in March of 1987 to continue accreditation.

Three major highlights at the high school which are very important to the learning environment are: 1) One of the highest daily attendance rates in the state; 2) a very low dropout rate which is less than one percent; and 3) a weighted course program which indicates the degree of difficulty in course offerings.

The main office has been able to utilize their I.B.M. Personal Computer to computerize individual student information profiles and is presently computerizing their daily and monthly attendance reports. Future plans call for a grade reporting system (report cards) in 1986 and student scheduling in 1988.

The flexible scheduling process has allowed continuation of student involvement in the MIT High School Studies Program, Dean Junior College Program, and exchange time with other colleges and universities. In the summer of 1984 a number of enrichment and remedial courses were offered during a five-week program.

The Language Arts Department developed semester courses in writing skills and reading to assist students who were unsuccessful in those areas on the Basic Skills Competency Test; a full year English course was implemented for college bound students; continued with Advanced Placement English in the Junior and Senior years; and a re-emphasis on writing skills.

The Math Department continued the development of computer courses to meet students' needs such as Pascal, COBOL, FORTRAN, and Advanced Programming. All the I.B.M. Personal Computers are located in three computer rooms which are open all periods for classes and individual student programming.

The Cultural Arts Department became quite involved with the national, state, and local elections and issues. Students continued with field trips to the Wrentham Courthouse, Miller's Court, State Government Day, Law Day, and the Hockomock League Senate. The arts and music programs continued to expand course offerings along with student interest. Students have participated very successfully in music competitions, Globe Scholastic Art Contest, and the other state contests.

The Science Department reviewed their curriculum guides and restructured some courses, such as the new Introduction to Science course for freshman, continued with Advanced Placement in

Biology, and are preparing for a Science Fair.

The Foreign Language Department continues to offer five years of French and Spanish along with a new course in Advanced Placement French. There has been renewed student interest in the two years of Latin and Conversational Spanish. Future plans include the addition of the language of German and possible semester courses in Chinese and Japanese. The fifth year French and Spanish students continue with their tutorial program in the Wrentham and Norfolk Elementary Schools.

The Physical Education Department continues to strive in the development of the body with carry-over skills for later years in life, and all students are presented with beginning First Aid and C.P.R.

High School Athletics and other school clubs have had an increase in student participation. The lighted football field is now an athletic field for a number of sports such as boys' and girls' soccer, Field hockey, track, and the Third King Philip Marching Band Competition was held under the lights.

The communities, parents, and students have taken a renewed interest in the total high school program and should be very proud of the accomplishments of their school.

Senior High School — Vocational Division

There were three major projects of considerable concern to the vocational division that were initiated within the year:

1. The complete programs, procedures and credit system for the vocational school were codified in a manual.
2. Curriculum and course credit requirements consistent with those of the academic division were established.
3. Special purpose computer applications were stressed in vocational areas and an electronics curriculum established.

The steady evolution of the vocational division and its proximity to the academic division allows features that make King Philip truly unique.

Academic courses are taken by vocational students in the academic high school. They have access to the full academic curriculum.

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The academic high school has no industrial arts and home economics programs, but has its students take occupational education electives within the vocational high school. Each shop offers one or more skill areas.

The vocational school offers open enrollment to boys and girls. A vocational area is a curriculum choice.

Students can move horizontally between the vocational and academic high schools in any year.

All programs are 1,500 shop hour programs with the exception of Health Services and Distributive Education which are 1,000 hour programs. (State standard is 1,000 hours.)

All vocational students can complete the requirements for a high school diploma and receive it as well as the vocational certificate.

Those academic students taking occupational education electives, those taking a substantial portion of a vocational trade/industry curriculum, and business education students will receive certificates of proficiency attesting to their levels of success. These not only indicate personal levels of achievement as a matter of pride, but are very useful to potential employers.

Shop instructors check their own co-op students and employers.

The vocational high school is responsible for the business education curriculum and the department is a part of the vocational high school structure.

In this time of vast changes in educational standards it is very important to note that the Trade and Industry Curriculum has been construed so that the following may be accomplished:

- meet the Division of Occupational Education's requirements for the granting of trade certificates
- meet the revised minimum admissions standards for entrance into a state college or university
- meet the credit and course requirements for a King Philip diploma
- contain a system of weighting of courses in the vocational high school that is consistent with the philosophy of weighting and the system in use in the academic high school, while being fair to vocational students and meeting their particular circumstances
- arrange a sequence of courses to be taken and passed that reflects the requirements for a trade certificate,

a diploma and student needs while taking into account the lack of time during the school day to make-up courses not passed

- construct a pattern of course credits so that there will be an earned credit equivalency for students moving horizontally between vocational and academic divisions

Special purpose computers have been introduced into the curriculum of the automotive shop, (engine analyzer), drafting (CAD/CAM systems) and business education (accounting and word processing). There is also an introductory computer course for all vocational students. This is a program that will be expanded until all shops and all students are adequately served.

The shops continue to assist the communities by completing public service projects.

The Graphics Program (federally funded) is a new program that has contributed greatly to serving our students and the community.

Junior High School

The following items made a positive contribution to the educational development of our students, staff and parents within the King Philip Regional School-North District during the 1983-1984 school year.

After a very successful beginning our Computer Education Program was expanded to incorporate both Seventh and Eighth Grade students. Grade Seven students receive approximately five weeks instruction while Eighth Grade students participate in a seven week program. An extremely popular Computer Club meets two afternoons per week with students "fine tuning" their skills as well as expanding their creative horizons.

September 1984 saw the inception of a revised Mathematics Curriculum at King Philip Regional School-North. A complete textbook revision has been made for both Grade Seven and Eight highlighted by a Pre-Algebra Program for our Eighth Grade students. Junior High School Mathematics Department Staff, under the direction of Mr. William Lepere, District Head Teacher for Mathematics, are to be commended for their diligent efforts during the evaluation and selection process.

Inservice Staff development during

the Fall of 1984 was centered about the area of writing. District wide training activities were developed for all content areas. Under the direction of our English Department, plans are under way to develop program materials that will better assist our students with their writing assignments. Junior High Staff created an outlining format to be used throughout the Junior High.

A Staff Training Program has been developed to establish an Earth Science Program within our Seventh and Eighth Grade structure. The training program has been offered to both the Regional Elementary School District teachers and our Regional High School Staff. Material selection will be a part of the Staff Training Program.

The Junior High School Choral Program has doubled its participants with the scheduling of Seventh Grade Chorus during the regular school day. Combined Band and Choral performances have been scheduled for the Spring while our Choral Group has performed for Regional Senior Citizens Groups.

This Fall the King Philip-North Guidance Counselors visited all Seventh and Eighth Grade Social Studies Classes for the purpose of reviewing good study habits. At this time the Counselors distributed and discussed a pamphlet titled "How To Study" from Keyboard Publications, Inc. Also the Counselors and students addressed a list of ten hints for improving study habits. The highlights of this list were the keeping of an accurate daily homework assignment notebook and the preparation of a weekly study schedule for each individual student. Eighth Grade students were given an interpretation of their test scores for the IOWA Test of Basic Skills. Counselors will continue to visit students in small group meetings for the returning of future test results and Program of Study planning.

District Pupil Personnel Services

After ten years of growth and change in the service areas, a single department of Pupil Personnel Services has been formed bringing all of them together under one umbrella — guidance, special needs, health, psychological services and speech. This should have the impact of unifying the programs as well as providing for a more global approach in these closely related areas.

During the 1983-1984 school year the

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first annual financial aid and college admissions programs were initiated at the High School. These presentations are an attempt to provide families as well as students with crucial information related to college acceptance and long term information for the financing of the years of post high school study. In addition to our own staff, a college financial aid officer was also available to present information and answer questions.

At the Junior High School, the guidance staff has been very active meeting students in groups and individually. A beginning has been made to bring more information to the students in regard to proper study habits. Information on proper budgeting of time, adequate preparation, how to approach difficult assignments, etc., are all part of the material being disseminated.

Both seventh and eighth grades have gone through the annual objective testing program during the fall. As soon as all the results are in, they will be interpreted and sent home with the students in time for course selections during February and March.

The special needs office is the first administrative area to be computerized for required state and federal reporting. Using an Apple IIe all pertinent information has been entered so that October, December and end of the year reports can now be prepared in minutes rather than the days of hand calculations previously required. Word processing is also beginning to be implemented in this area and we are looking forward to computerizing educational plans within the next year.

As was reported last year, we had a new program at the High School for those whose needs required very close teacher-student interaction. We are pleased to report that it has been an effective and cost saving program. The students have progressed steadily and have begun to expand their efforts into the vocational area. Through careful individual planning we anticipate some limited growth to the program as other students are identified or come up from the Junior High School.

Despite overall declining enrollment, the special needs population continues to remain constant. This is not peculiar

to King Philip but is a state-wide trend. As a result, the staff continues to be the key to the program's success in meeting the needs of each student. Family participation and cooperation has been very positive and encouraging and with the recent formation of a Parent's Advisory Council (PAC) we are anticipating an even closer relationship between the home and school.

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

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT ANNUAL REPORT

The Tri-County Regional School District Committee reorganized in July and Timothy Greene (Sherborn) was elected Chairman. Others elected to office were Robert Riccio (North Attleboro), Vice-Chairman, and Melvin Long (Norfolk), Secretary. Carole Russell (Franklin) was appointed Chairman of the Collective Bargaining Sub-Committee and John Hurley (Medway) was appointed Chairman of the Personnel and Policy Sub-Committee.

The ability to adjust to changing conditions has long been held as a valuable educational concept, and we trust that this report will give evidence that Tri-County continues to adjust favorably.

Academic Department

The academic programs at Tri-County continued to develop in 1984 so as to better serve the changing needs of our students. The English and Math Department expanded their curricula to better serve our college bound students. In addition, the English Department has added the study of media to its existing

communications curriculum. This important area of communications study will be adapted and offered to all students in grade eleven.

The Business Department fully implemented its computer literacy program in 1984. In addition to basic typing skills, all Tri-County students will graduate with functional computer literacy. This year also witnessed an even closer working relationship between the Business and Distributive Education Departments. A team teaching approach was utilized to instruct identified students in the areas of word processing and computer spread sheet analysis/accounting.

Dramatic changes were seen in Tri-County's Science Department in 1984. This year saw the first full year's implementation of a two-year pilot project entitled "Principles of Technology". In cooperation with 28 states and 2 Canadian provinces, Tri-County has embarked on this program to prepare workers/technicians for our rapidly changing technological society. An holistic approach to scientific principles is utilized.

As the "Principles of Technology" demonstrates, Tri-County will continue to offer in 1985 the finest academic programs possible so as to best prepare students for whatever the future demands of them.

Vocational Department

In an effort to maintain the current "state of the art", several vocational shops have added equipment and expanded facilities. The new training units have been incorporated into the eleventh and twelfth grade curriculum.

The Auto Repair Shop has completed the development of a new "Engine Rebuilding Program". The designated shop section is totally organized with its specialty engine rebuilding tools in place.

The Machine Shop has gained significant success instructing numerical control (NC) mill techniques. Currently, a shop computer has been added to institute "Computerized Programming of Machine Technology". This new concept will become a significant advance-

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ment of instruction in Machine Shop Technology.

The Electrical Shop has been putting the final touches on the development of its "Electric Motors/Motor Controls/Solid State Program". This advanced electrical technology will be an important part of the instructions provided to all graduates of the electrical department.

Technical Department

Building upon the contributions from several industrial, business, and hi-tech firms, Tri-County has been able to implement plans made in 1983 for a "computer center". Students in the Drafting and Electronic Programs had access to ten IBM P.C.'s with memory capabilities to utilize a sophisticated software program such as Auto-CAD. With only two students per machine, the level of instruction became individualized and therefore allowed "hands-on" learning to occur.

The Graphic Arts Department expanded its computerized type setting with the purchase of the second Modular Composition System. This totally automated system increases printing production by decreasing the amount of time necessary to correct errors. With the acquisition of this equipment, former students have been able to return for brief refresher courses.

With grant money from the federal government, ten IBM P.C.'s were purchased and word processing was introduced to students in the Distributive Education program. In addition to this skill, they were taught accounting and data-based management on the computers. The latter two programs were also offered to students in the Culinary Arts Program since the use of computers in the service occupations is widespread.

Service Occupations

Plans made last year for opening a branch of the Dean Cooperative Bank at Tri-County were formalized and approved by all the necessary organizations this year. The bank is now nearing completion with all of the work being done by Tri-County students and is scheduled to open in February 1985.

An Apple IIE was purchased by the Child Care Department in order to introduce the nursery school children to the world of computers. This decision was based on the fact that most communities in the district begin to utilize

computers as an instructional aid as early as kindergarten.

Community organizations and non-profit groups continue to be serviced by students in the various service-oriented departments. Seniors citizens as well as nursing home residents have been frequent visitors in the Cosmetology Department where they have received a full range of services from manicures to chemical treatments. They have also enjoyed the variety of luncheon menus offered daily in the Rainbow Room.

The staff in the technical and service programs are grateful and appreciative of the support given to them by members of the community.

Special Needs Department

During the 1984-85 school year Tri-County continued to offer a full range of special education programs under Chapter 766. The most noticeable change in this aspect of our programming has been an expansion of our work experience program where eligible pupils are transported to employment sites away from school for on-the-job training in entry level positions. This has led to improved job placement and increased appreciation of the requirements of the workplace by some of our pupils with special needs.

Guidance Department

The Class of 1984, which graduated 203 students, is accounted for in the following manner: 76% are employed full time, 18% are attending two or four year colleges, 4% are in the military, and the status of 2% is unknown.

Scholarships and awards in the amount of \$12,000 were awarded to deserving students.

During the senior year, 81 students were placed on cooperative work programs at 32 businesses and industrial sites every other week.

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

The Department conducted a support group for students in non-traditional programs and also workshops for parents and students regarding financial aid.

The Director of Pupil Services is in the process of conducting assemblies, tours, and interviews to select the in-

coming Freshman class for September 1985.

Athletic Department

Tri-County continues to offer its student athletes a variety of sports to participate in and to compete against other vocational and small comprehensive schools in the Mayflower League.

The Tri-County Baseball Team had a very successful season qualifying for the Mayflower League Playoffs and narrowly missed a berth in the State Baseball Tournament. Wally Songin of Wapole was the League's leading hitter.

The Tri-County Athletic Department was very proud to honor LuAnn Cormier of Franklin this Fall as the Most Outstanding Female Athlete Ever to attend Tri-County. LuAnn holds many school records and has been the M.V.P. and Allstar on all the teams she has participated on — Soccer, Basketball, Softball, and Volleyball.

The Athletic Department introduced a junior varsity hockey program and next year is proposing a full varsity and junior varsity program for its athletes.

Evening School

The Adult Continuing Education Program at Tri-County has increased its enrollment to 350 students, in 27 different technical programs, attaining hands-on experience for both career and personal enhancement.

In the Fall of 1985, Tri-County is planning to provide new and exciting career oriented programs that include certification courses in Oil Burner Repair, Solid State Motor Control, Machine Shop, Auto Maintenance, Computer Technology, Electronics, Air Conditioning, Word Processing, and Cosmetology.

Brochures are available by calling during the day from 8:00 A.M. to 3:00 P.M. or Monday and Wednesday evenings from 6:30 to 9:30 P.M. at 528-5400.

Community Service

The facilities at Tri-County were made use of by a number of community organizations throughout the year — most notably the American Red Cross and the Franklin Life Savers Association. Cardiopulmonary resuscitation and choke saver courses were offered by the Franklin Life Savers several times during the year.

The Tri-County Bloodmobile held annually in February collected another

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record setting number of pints. Once again, Tri-County staff and students accounted for over three-fourths of the total pints given.

Computer Camp

For most students, summertime is considered playtime and an all too brief respite from school. July and August mean swimming, outdoor activities and recreational camp activities.

However, eighty-six boys and girls between the ages of 10 and 15 decided to experience a different kind of camp. They chose to attend classes at Tri-County from 8:30 in the morning until 2:30 in the afternoon in order to learn about computers.

Using ten IBM P.C.'s, the students were exposed to the many computer functions and capabilities. They were also taught how to control the computer with recorded commands, write a simple BASIC program, execute special mathematical functions and translate algebraic expressions in BASIC.

There was also some time for fun and games. A demonstration of robotics using the Armdroid I and HERO I fascinated the youngsters as objects were lifted and placed in specific receptacles by the arm and a non-human voice from a mechanical object spoke to them. "Star Wars" and "War Games" provided a period of fantasy, but the "Space Shuttle" computer game allowed students to test their ability to zoom in and out of the United States.

Since the Computer Camp was so popular and successful, it will be offered again during the summer of 1985.

Summary

As we move into 1985 and further anticipate future educational needs, we pause to thank all district residents for their past cooperation and support. We will continue to make every effort to earn that support by providing the best and most current educational programs possible.

Respectfully submitted,
Timothy C. Greene, *Chairman*
Melvin C. Long, *Norfolk*

NORFOLK LIBRARY TRUSTEES ANNUAL REPORT

The Norfolk Library Trustees were most encouraged and pleased by the support shown during the past year by all. We worked diligently with the Building Committee and Architect and were able to present a set of plans for a new library expansion program.

Construction was started in November. We are eagerly looking forward to an early summer completion. Plans for furnishing the facility are being formulated, at this time, so that interested parties can donate much needed equipment.

Norfolk continues to work with Sharon and Walpole libraries toward the formation of a regional computerized resource information system (CLIP). This system will provide library patrons with additional information available from these libraries. This system is supported entirely through private funding. It is expected to be operational within a relatively short time.

Your Library Board will continue to work closely with the Building Committee, Architect, Director Jeanne Hill and the entire library staff. The Board aims to have the best possible library system available for all interested adults and children.

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

ANNUAL REPORT OF THE NORFOLK PUBLIC LIBRARY

Statistics for FY 1984:

<u>Circulation:</u>	
Adult fiction	25,202
Adult non-fiction	8,053
Juvenile fiction	17,177
Juvenile non-fiction	4,490
Periodicals	5,883
Records & Cassettes	1,515
Films	93
Museum Passes	430
	<hr/> 62,843

New Aquisitions (includes donations)

Books	1,416
Audio visual	124
New registered borrowers	402
Out-of-town borrowers	233
Inter-library loan requests	457
Inter-library loans out	34
Fines and lost books	\$1,209.37

This is the year of the library and construction has begun. In spite of all the activity around it, the library is open its regular hours. Please remember parking is now on a one-way street. Be careful and stay safe.

Briefly -- thanks to:

Friends of the Library -- For the Aquarium and Fine Arts passes. For sponsoring our author programs -- Robert Parker, Anne Bernays, Robert Cormier, and Barry Reed along with the Children's programs at the schools and Stoneybrook. For the wonderful family fair on the hill and for providing the copying machine.

The Lion's Club -- For the Children's Museum pass through 1986.

NOVA -- For the Christmas wreaths -- the Museum of Science pass and the wonderful books for the new NOVA babies.

Highway Department -- For answering our calls and keeping us accessible in the worst of weather.

Volunteers -- Madelyn Scheffler, JoAnn Shaw, Nancy Sullivan and Anne Willever.

We are going to have our needed space by the summer of '85, but the job will by no means be done -- We shall need more hours, better materials and programming for all ages. With your continued support it can be done. Thank you everyone.

Respectfully submitted,
Jeanne D. Hill, *Director*

ANNUAL REPORT OF THE NORFOLK HISTORICAL COMMISSION

The Historical Commission continued its oral history project during 1984. Thelma Ravinski conducted interviews

EDUCATION, LIBRARY, ARTS

with several Norfolk citizens and with some people who have moved away from Norfolk. These individuals have lots of town history in their memories and are willing to share their knowledge with others.

The Historical Commission had an exhibit, organized by Catherine Zeigler, at the Library Fair during the summer that was very successful. We hope to sponsor another event in 1985.

The Commission operated under some inconvenience this year due to the continued problem of lack of office space. Our safe after having been moved several times, was finally moved out of the town hall hallway to the garage in the parking lot. We have no office at the present time and all of our historic materials are being stored at members houses. The selectmen have agreed with our suggestion that the Lock-up on town hill be refurbished and used by the Historical Commission for our office. We are now getting cost estimates for the project to present to the Annual town meeting. With a proper office for meetings and storage of materials, the Commission will be able to do a better job of preserving town history and encouraging participation and appreciation of Norfolk history.

Respectfully submitted,
Emily Jacques, *Chairman*
Mary Elizabeth Pyne, *Secretary*
Charles H. Weeber, Jr.
Thelma Ravinski
Paul Hanna
Helena Drolette
Donna Beernick
Catherine Zeigler, *Associate*
Suzanne Burns, *Associate*
Camilla Noyes, *Associate*

NORFOLK ARTS COUNCIL REPORT

The Norfolk Arts Council is on its way to becoming a viable organization supporting many talented people in the community, backing plays and art appreciation programs for the elementary school, providing programs for senior citizens and helping to advance the music program on the elementary, junior and senior high school level in both the chorus and band sections. We have also granted a scholarship to a deserving student in the Arts. Last year's recipient was a Norfolk resident who is presently attending Emmanuel College majoring in Art Therapy and Art Education.

This past year has seen an outstanding benefit performance of "Let's Dance" which was given by the Norfolk School of the Performing Arts. The ballet was extremely well received by the community. Also featured were principle dancers from the Boston Ballet. A "Victorian Concert" was presented in December at the Emmanuel Baptist Church featuring Brian McGorill at the piano and two violinists. This was given free to the community.

Since our Community has so many high caliber talented people, the Arts Council would like to share with you some information about our organization so that you may have the opportunity to share and benefit from it. The intent and purpose of the Arts Council is to disburse the allotted state monies from the "Megabucks" Lottery to worthy artistic people or organizations in the community for the enjoyment and education of the community as a whole. Any person or organization that has artistic abilities, such as dance groups or

solo performers, community theater, solo musicians, bands, art educators or any organization with a need that would enhance the arts may apply for these funds twice a year when the allotments are made. Applications are available at Town Hall.

We presently have ten members on the Council and three on a support group under the title of FAN (Friends of the Arts or Norfolk).

We wish to thank all who have enthusiastically supported us.

Respectfully submitted,
Loraine Latham *Chairman*
Peggy Coleman
Lady Lee Gilbert
Brian McGorill
Jan Conklin
Helene Drolette
Annette Hankey
Debra Sarno
Lorraine Cronin
Susan Walsh

PLANNING AND DEVELOPMENT

ANNUAL REPORT OF THE NORFOLK 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 statutory responsibility for municipal planning, including planning for 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, Section 81K through 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 gladly answer questions regarding roads, land, and zoning at no cost to applicants. It is advisable to contact our secretary by telephone before coming to a meeting, as appointments are needed for complex or time-consuming matters, and the meetings are tightly scheduled.

Our meetings currently are at 7:30 PM on the second and fourth Tuesdays on the second floor of Town Hall. Changes, if any, to meeting times or dates are posted on the Town Clerk's Bulletin Board in the Town Hall, along with our membership list and secretary's telephone number. Legal notices are published in the Gazette or 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 has resulted in a sharply increased Planning Board work load. We have recently been meeting every week, and then inspecting subdivision work-in-process on the weekends. We sincerely recommend that the Town employ a Town

Engineer, who would be able to verify, on a day to day basis, that these projects are constructed properly.

We would like to express our appreciation to Norman Mullaney, whose term expired this year. We appreciated his engineering expertise as well as his comprehensive knowledge of the town. Richard Mable was elected, adding additional legal talent, and Peter Beigbeder was re-elected, continuing his valuable service to our board and the Town.

Our Chairman, Charles Cheney, resigned when he moved out of town. We miss him, and recommend him highly to the Wrentham town boards.

The Planning Board held a joint meeting with the Selectmen in July, and elected Edward Morris to the unexpired term. Ed is a Civil Engineer, and our board has made good use of his knowledge and experience.

We wish to thank the other Town Boards and Commissions for their help. 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.

We would like to especially commend our Secretary, Lois Boucher, who schedules appointments for our meetings, prepares the agenda, prepares the files, keeps the minutes, and handles our correspondence. Our board processes many important documents; we rely on Lois to keep the records straight.

We also wish to commend Bob Sheppard, of the Computer Study Committee, for his help in processing the Zoning Bylaws on the computer system. We have many files in the computer system, and we use it on a daily basis. The system is excellent, and we foresee additional uses for the computer as time goes on.

REPORT OF THE PERMANENT BUILDING COMMITTEE

After receiving approval at the last annual Town Meeting for a one million dollar bond issue for the construction of new additions to the Library and Police and Fire Station, the Permanent Building Committee worked extensively with the architects for the two projects (Wilson Rains of Design Partnership, Cambridge, for the Library, and Brett Donham of Donham and Sweeney, Boston, for the Police and Fire Station) to develop the construction drawings and specifications for the two projects. In early fall, 1984, the general contracts for the two projects were put out to bid, and four bids were received for the Library addition, and two for the Police and Fire Station addition.

After negotiations and revisions, Pasco Construction Corporation of Dedham was awarded the Library contract for a construction price of \$422,688. The Library construction price included all the general features described at Town Meeting plus the addition of a partial basement as a bonus. The contract price included subcontracts for painting to the H.M. Horton Company of Norwood for \$15,568, for heating, ventilating and air conditioning to Pring Plumbing of Taunton for \$36,200, and for electrical work to Metropolitan Corporation of Millis for \$30,000. Construction began in December, 1984, and the contract calls for the project to be substantially completed by late May, 1985.

The Police and Fire Station general contract was awarded to Consalvo and Sons, Inc., of Hyde Park at a contract price of \$427,380. This contract price includes subcontracts for masonry to Empire Masonry Corporation of Dedham for \$62,800, for plumbing to Millis Plumbing for \$13,430, for air conditioning, ventilating and heating to Millis Plumbing for \$66,371, and for electrical work to Metropolitan Corporation of Millis for \$29,270. Construction began in early December, 1984, and is scheduled to be substantially completed by September, 1985. Working with Chiefs Sam Johnston and Bill Kelley, the Permanent Building Committee developed specifications for separate bid proposals on the telephone system, the radio communications system, the video surveillance and recording system, and the furnishings for the new addition, and final decisions on these contracts were to be

The following statistics are provided:

Definitive Subdivision Plans Approved in 1984:

Additional Definitive Plans Filed, not yet Approved:

Lots Released in Subdivisions:

Lots Approved, not in subdivisions ("Sec. 81P lots"):

Preliminary Plans Filed:

Preliminary Plans Approved:

	Quantity	# of lots
Definitive Subdivision Plans Approved in 1984:	6	78
Additional Definitive Plans Filed, not yet Approved:	2	17
Lots Released in Subdivisions:		75
Lots Approved, not in subdivisions ("Sec. 81P lots"):		28
Preliminary Plans Filed:	3	29
Preliminary Plans Approved:	2	37

Robert Haddleton, *Chairman*
Peter Beigbeder, *Vice-Chairman*
David Richardson, *Clerk*

Richard Mable
Edward Morris

PLANNING AND DEVELOPMENT

made by late February, 1985.

While the administration of the Library and Police and Fire Station projects has entailed almost weekly meetings of the Committee, it has also been involved with three other projects of note: Town Hill, the Town Lock-Up, and Town Offices.

The Board of Selectmen requested the Committee to make a recommendation as to the future of Town Hill. In considering this matter, the Committee took into account that the general area around Town Hill has undergone significant change over the last year due to the leveling of the hill on which the old rectory stood and the subsequent construction of Country Crossing, the lowering of Main Street, and the expansion of the Library. The Committee drew the conclusion that there were two main options: the drumlin called Town Hill should remain intact, or it should be levelled to close to grade on Main Street to provide essentially a village green. The Committee believed very strongly that the ultimate decision on the future of Town Hill should be made by the people of the Town.

The Committee was asked by the Board of Selectmen to assist the Historical Commission in their efforts to utilize the Town Lock-Up located on Town Hill adjacent to the Library project. Progress has been delayed on this matter because of the competing impacts of the Library project schedule and the Town Hill discussions.

Also at the request of the Board of Selectmen, the Committee has begun to review the present and future space needs for the Town Offices.

Robert P. Lowndes, *Chairman*
Wayne Bredvik
Anthony M. Brizzolara
Earl DiSaia
Martin R. Moeckel

ANNUAL REPORT OF THE GROUNDWATER PROTECTION COMMITTEE

The Groundwater Protection Committee in conjunction with the Metropolitan Area Planning Council submits this report of its activities for 1984.

The Town expressed its interest in protecting the town's water supply sources,

by voting to incorporate this committee at the Annual Town Meeting of 1984.

Norfolk meets all of its water supply needs with local sources of groundwater, including municipal, institutional, and private wells. Norfolk is a rapidly developing suburban community of 6400; at present about 43 percent of the watersheds containing water supply sources are developed. This study addresses the need for improved local protection measures to insure the quality and quantity of the town's public water supply. It examines the adequacy of existing local regulations to protect sources of water supply, and makes recommendations for developing a comprehensive water supply protection program which can be carried out at the local level.

The study area for this report includes those watersheds within the Charles River basin which contain public water supply wells. This includes five subbasins in the western and southeastern portions of Norfolk, and area of about 4780 acres, or 47 percent of the total land area of the town. Within this area there are five wells and one potential well site of concern. The boundaries of the recharge areas of these wells has not been determined, but since all polluting activities within the watersheds could potentially affect the water supply sources, the watershed boundaries were used to define the study area.

All of the findings and recommendations were discussed and approved by a town Groundwater Study Committee, which met monthly throughout the course of the study and provided valuable information and guidance. The committee is comprised of representatives of the Board of Selectmen, the Water Department, the Board of Water Commissioners, the Board of Health, the Planning Board, and the Conservation Commission. The Secretary to the Planning Board chaired the committee and served as the liaison between the town of MAPC.

Protection of the water supply sources is vitally important in Norfolk, because all drinking water comes from local sources, and there are few if any practical alternative supply sources available to the town. Neighboring towns have experienced contamination and supply shortages, and the town is too far from the Metropolitan District Commission's system to consider that as an alternative,

even in an emergency. Norfolk's ability to remain self-sufficient in water supply may depend upon how the town manages existing and future development in its water supply watersheds. Norfolk has a number of policies which currently contribute to the protection of the town's water supply sources.

This study has examined land use zoning, and regulations in the town and has identified areas requiring additional protection to insure the long term quality of the groundwater resources. This has led to a package of recommendations for augmenting and strengthening town policies and regulations for managing activities within the watersheds.

Implementation of the recommended program will require the cooperation and support of several town boards, as well as town meeting support for new or amended bylaws. An important element for successful implementation will be public education. The Groundwater Study Committee may assist in these efforts, which may include public meetings and presentations, as well as development of brochures or other educational materials. Increasing public awareness of groundwater protection will be as important as modifying local regulations in meeting the goals of the groundwater protection program.

Many individuals provided valuable assistance through this project. We are grateful to the Planning Board for recognizing the need for the study and sponsoring the overall effort. Dave Richardson, Planning Board Secretary, has been our liaison and the chairman of the Groundwater Study Committee.

Thanks are extended to the members of the Groundwater Study Committee, who have provided invaluable guidance and support to the study. The committee members are: Jim Martin (Water Dept.); Paul Blinco and Ed Hamway (Water Commission); Tom Gilbert (Board of Health and Conservation Commission); Jerry St. Amand and Austen Smithers (Board of Selectmen); and Dave Richardson and Robert Haddleton (Planning Board). Thanks are also extended to several town employees who assisted the study. These are Marilyn Morris (Executive Secretary), Arthur Woodworth (Highway Superintendent), and William Kelley (Fire Chief).

Finally, special thanks are due to MAPC's Martin Pillsbury for his dedicated work which has made this study

possible.
David Richardson-*Planning Board*
Austen Smithers-*For Board of Selectmen*
James A. Martin III-*Water Dept.*
Thomas Gilbert-*Board of Health/*
Conservation Commission

ANNUAL REPORT ZONING BOARD OF APPEALS

This board is appointed by the Board of Selectmen in accordance with Norfolk's bylaws and Mass. General Laws, Chapter 40A. Under Norfolk's zoning bylaws, 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 laws of Norfolk.

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

Dr. Myron Peterson resigned from the board this year. His contributions to the board was greatly appreciated. Marvin Jacobson, an associate member; was appointed a full member to fill this vacancy. Bruce Simpson was appointed an associate member.

Cases heard by the board this year are as follows: 10 applications for Variances resulted in 6 being granted. Of 6 Special Permit applications 5 were granted. Four cases consisted of applications for both a Variance and Special Permit, 3 were granted. An Appeal of the decision of the Building Commissioner was denied. One application for the extension of a Special Permit will be heard in 1985.

Thomas Fallon, *Chairman*
Nancy Connors
Marvin Jacobson, *Clerk*
Isabel Linehan
Dudley Harrelson
Raymond Calleaux, *Associate*
Bruce Simpson, *Associate*

MAPC ANNUAL REPORT TO THE TOWN OF NORFOLK

Norfolk is a member of the Metropolitan Area Planning Council (MAPC), comprising 101 communities in the met-

ropolitan Boston area. The MAPC makes regional plans and policies, and provides technical assistance to member communities. In 1984, Norfolk's MAPC membership assessment at 17.3 cents per capita, was \$939. The Metropolitan Area Planning Council provided specific assistance to Norfolk for:

Norfolk Master Plan Review
Norfolk Groundwater Protection Study

Norfolk also benefited from the following regional plans, policies, or programs: The Overall Economic Development Program, and the Transportation Improvement Program (required to maintain eligibility for federal funds in these areas). Zoning reviews and comments (to assist communities to identify and modify development projects to minimize adverse impacts and to promote cost effectiveness), census data forecasts and analyses, land use maps and tables showing changes since 1971, legislative monitoring and analyses of proposed legislation are among the other services the MAPC provides to Norfolk. Several workshops covering economic development, street standards, and local zoning issues were also held during the year, and a public outreach program which alerted travelers to the reconstruction of the Southeast Expressway was instituted during 1984. Publications which benefit Norfolk include the *Massachusetts Small Cities Program Handbook* and the *Community Profiles Series*, a reference guide for each of the 101 MAPC communities.

I am proud to have been of service to Norfolk as its MAPC representative.

David Richardson
MAPC Representative

ANNUAL REPORT COMPUTER SYSTEM COMMITTEE

This past year marked continued success in building upon the Town's computer system, purchased late last year. Highlights include:

— Completion of the initial round of training for Town personnel in basic system operation. Most major Town departments and boards are using the system, as evidenced by the 50+ accounts which have been set-up;

- Acquisition of several new software products (including Basic, COBOL, and a data base management system); enabling Town departments to begin development of their own unique systems;
- Implementation of a Town communication network, to provide the various remote Town offices with no-cost system access. Within this first year of installation, savings exceeded the cost of purchasing the needed equipment. Additional capacity exists in the network, to serve future Town needs;
- Purchasing a low-cost, but fully functional, Assessor's system. Conversion to this system has already begun, with an ultimate goal of eliminating this department's \$30,000+ annual outside computer service charges. Additional savings would be obtained by eliminating the cost of revaluation services every 3 years.

Additionally, plans are being formulated to acquire the first automated financial system (probably municipal billing) this year, in order to begin addressing the needs of this important function. Continuation of this process (for general ledger, accounts receivable, purchasing, etc.) is tentatively being planned for next year.

In summary, the successful transition from hardware acquisition to software implementation has begun. Throughout next year, we anticipate the emphasis to continue to move in this direction.

Robert Sheppard
Kenneth Weigand
Caroline Price
Charles Burnett
Gordon McLachland

SIDEWALK STUDY COMMITTEE

During 1984 the Committee met with residents of the section of Boardman Street between Main Street and Rockwood Road who agreed to grant easements to the town for the purpose of building a sidewalk. Funding for the sidewalk was approved at the Annual Town Meeting, tree removal began and construction to be completed by mid 1985.

PLANNING AND DEVELOPMENT

CABLE ADVISORY COMMITTEE REPORT

The Cable Advisory Committee finalized its negotiations with Massachusetts Cablevision and presented the final proposal and license to the Board of Selectmen in April. The Board approved the license and it was signed by all three members later that month.

Building of the cable system began in the fall and was completed in December. However it was not operational and available to residents due to technical difficulties. Massachusetts Cablevision anticipated having the problems rectified and the entire town on line by early 1985.

The roll of this committee was greatly reduced with the approval of the final license. The final charge to the committee will be the establishment of a Corpo-

ration, run by Cable Subscribers, to accept revenues from Massachusetts Cablevision and oversee local programming.

Barbara Harrelson, *Chairman*
David Smith
Norman Wirtz
Charles Pyne
James Leary
Robert Lowndes
Jan Pirrong

ANNUAL REPORT 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, health care, education, information and referral, outreach, and assistance with special programs such as fuel assistance, dental and legal aid.

The council employs an executive director who is responsible for each of the services named. The council also employs an office assistant.

During 1984, transportation for seniors was provided by Franklin Transportation Network and was supported by funds from the Town of Norfolk. We provided approximately 6,084 rides to medical appointments, lunch sites, and shopping places. We also conducted 10 pleasure trips for 390 seniors.

Reginald Beaver resigned from the council and the lunch site in July. Edith Seaverns was hired by King Philip Elder Services, Inc. to manage the Wednesday lunch site at the Federated Church. We average 44 people at lunch each week. The suggested donation is \$1.00. The executive director conducts a homebound meals program from the office which provides a hot meal each day to shut-ins. The council wants to thank all of our many volunteers who make these programs possible.

The council sponsored two special programs this year. One, "Aging: A New Look", was a part of project hope and given by the Walpole area Visiting Nurse Association. The other, "Exploring Local History", was given by Russell Quist in conjunction with King Philip Elder Services, Inc. There were 5 sessions in each course and they were well attended. A series of art classes was given by Dot Chaffee at her studio, The Golden Capricorn. Seniors also made lined baskets and Christmas angels, taught by Bernice Arnold.

We have 2 friendly visitors working this year. They are Phyllis Jones and Edith Seaverns. They visit shut-ins.

The executive director takes fuel assistance applications and works with the Red Cross distributing government commodities. We thank all of the volunteers who help with the commodity program.

The council worked with the Board of Health and the Walpole Area Visiting Nurse Association in holding a flu clinic for 100 Norfolk seniors. We also work with the visiting nurses at a monthly health and blood pressure clinic, one held at Hillcrest Village and one held at the Federated Church Drop-in Center. Diabetes screening is done every three months.

The council conducts a drop-in center at The Federated Church each Wednesday. A wide variety of programs is offered there. This year we held a podiatry clinic every 6 weeks, an exercise program, "Fit As A Fiddle", 6 times, partly sponsored by the Norfolk Arts Council, bi-monthly legal aid, a talk on fire prevention, a representative from the telephone company, book reviews, Wrentham Senior Singers, a doctor speaking on heart disease, a plant exchange, a hobby and art show, bingo games, and special parties for holidays. Norfolk seniors took part in the area-wide senior jamboree and the annual nutrition recipe contest, where we had 2 winners. With the support of the Recreation Commission, we held a chicken barbecue for 140 seniors, with Bud Allen as chef. A new bowling league was established in January with 12 bowlers. They ended their season with a dinner and awards in May. The bowlers started again in October.

An established friends group became active in 1984. Their first project has been to raise funds to purchase a senior van for Norfolk. This van is sorely needed.

A monthly newsletter is sent to the 623 seniors in Norfolk, containing pertinent information, news, schedules, and announcements.

Stanis Hartford and Emily Cashen were appointed to the council in 1984. Gwendolyn Woods and Janet Sievert represent Norfolk on the Board of Directors at King Philip Elder Services, Inc. Their service is much appreciated.

The council on aging meets each month on the third Monday at 9:30 A.M. at Hillcrest Village. The public is invited.

Respectfully submitted,
Stanis Hartford, *Chairman*
Michael Donahue, *Vice-Chairman*
Arthur Bremilst, *Sr. Treasurer*
Ethel Smith, *Secretary*
Reginald Beaver, *Resigned*
Ross Connors
M. Elizabeth Swenson
Emily Cashen

Associate Members
Margaret Burrows
Stan Collins
Melvin Long
Adelaide O'Brien
Russell Quist
Edith Seaverns
Gwendolyn Woods

Executive Director
Carol Belcher

ANNUAL REPORT NORFOLK HOUSING AUTHORITY

The Norfolk Housing Authority is mandated with the responsibility of overseeing public housing for elderly and handicapped persons of low income. The authority is operated under State regulations enforced by the Commonwealth of Massachusetts Executive Office of Communities and Development. Our Board consists of four members elected by Norfolk voters and one appointed by the State. They are unpaid and required by law to make policy decisions on current and future programs, to determine how they are to be administered and to obtain and protect monies needed to keep them operating. They are required to report to local, state and federal officials of their activities, to keep the public informed and to generally further the Authority's legally-stated goal of providing assistance for those in need.

Norfolk is fortunate to have 60 apartments for handicapped located on Rockwood Road. We have adopted home

HUMAN RESOURCES

rule in the granting of apartments; Norfolk residents will be offered an apartment first when a vacancy exists. If there is no Norfolk resident on the waiting list, the first person on our non-resident list will be housed. This year 6 apartments became vacant and our residents consist of 45 women, 6 men and 13 couples. Their average age is 75 and the average rent paid is \$118.

To be eligible for state-aided housing, a person must be of low income (\$14,496 for a single person and \$16,544 for a couple). Have assets of no more than \$15,000, be in need of good housing and be able to maintain an apartment. Rent is based on income and deductions are made for medical insurance and extraordinary medical expenses.

This year the Norfolk Housing Authority agreed with the Selectmen that it was a matter of importance that Norfolk not be considered unreasonably restrictive in their attitude toward low-income housing and that it was unfair to have the town penalized by the withholding of grants from the state. The Board therefore signed an agreement stating that they would apply for 8 units of State Chapter 705 Scattered-site family public housing under the next funding round and will investigate other state and federal family housing assistance programs identified as being of possible use to the town. If the funding is granted, the Authority plans to look for available land in the town, preferably some currently owned by the state.

An application can be picked up at the Authority office which is in the center of the project. It is the policy of the Norfolk Housing Authority to see that each individual, regardless of his race, color, religion, creed, natural origin, sex, age or ancestry shall have equal opportunity in or access to housing or employment with the Authority.

John J. Allen, *Chairman*
Shirley A. Mackey, *Vice-Chairman*
Arthur F. Bremilist, Sr., *Treasurer*
Russell M. Arnold,
Assistant Treasurer
Charles H. Webber, Jr., *Secretary*
Maureen M. Buck,
Executive Director

VETERANS' SERVICES DEPARTMENT

Herewith is my report for the Department of Veterans' Services for the year 1984-1985.

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 Town of Norfolk is reimbursed at the rate of 75% by the State as of July 1, 1984 for Veteran's benefits.

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.

Arthur T. Sullivan
Veterans' Agent

BOARD OF HEALTH ANNUAL REPORT

The continued building activity in town, especially the dramatically increased number of Sub-Division plans, assured a very full agenda for the Board of Health this year. The majority of the time spent by Board of Health members, Consulting Engineer, and office staff, has continued to be created by the activity of the new residential construction. With projections of continued growth in Norfolk for the next few years, the Board of Health is working to efficiently handle duties related to this rapid growth.

The quick adaptation of our Administrative Assistant, Janet Prevett, to the use of the town computer is already paying dividends. The Board is also trying to save future time and money for the Town by taking preventive measures now rather than having to respond to crises later. Examples of this in 1984 were the printing of brochures describing care of domestic septic systems, more elaborate descriptions of the filing and inspection procedures were made available to builders, and protection of groundwater was re-evaluated.

Continued monitoring of restaurants and food services by the Consulting Sanitarian has resulted in no major violations this year.

Knowing the landfill will not last

forever, steps are being taken continually to assure a safe and enduring landfill. Careful monitoring of the landfill during all hours has resulted in violations reported to the Board of Health and appropriate action taken. Additional recycling measures such as selling metal and a Salvation Army container for clothes and toys were added this year.

The removal of septage from domestic tanks is monitored by reports from the Charles River Pollution Control District (the site where septic tank haulers dump the septage.). This arrangement continued to save the town considerable money in 1984. A recent increase in volume received by the District from Norfolk necessitates a re-evaluation of the financial situation in 1985.

The Board of Health is responsible and concerned with all aspects that affect the health, welfare, safety, and elimination of public nuisances. The Board encourages anyone with a complaint or concern to contact our office.

The following permits and licenses were issued during 1984:

- 19 Food Service
- 5 Retail Food Service
- 19 Milk and Cream Store Licenses
- 5 Milk and Cream Vehicle Licenses
- 7 Refuse Hauler Permits
- 11 Septic Removal Permits
- 35 Disposal Works Installers Permits
- 13 Repair of Septic Systems Permits
- 214 Soil Tests
- 132 New Septic System Permits
- 61 Revised Septic System Permits
- 33 Well Permits
- 8 Sub-Division Review Plans
- 1 Semi-public Swimming Pool
- 2 General Permits

Total fees collected: \$33,791.00

Dr. David J. Waters, *Chairman*
Dr. Albert G. Andersen, *Clerk*
Dr. Thomas R. Gilbert, *Member*

WALPOLE AREA VISITING NURSE ASSOCIATION ANNUAL REPORT

The Walpole Area Visiting Nurse Association increased its home health services in Norfolk by 11%. The agency's services of skilled nursing; personal care by home health aides; physical, occupational and speech therapies; and

HUMAN RESOURCES

medical social workers continue to be available for Norfolk residents as well as residents of Walpole, Dover, Medfield, 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. In 1984, these free services to Norfolk residents increased 100%. This will continue to increase due to the fact that people are living longer and third party payments are being reduced.

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. There was a 40% increase in health promotion visits to Norfolk residents over 1983.

Our 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, each month provides a new program of

weight is monitored, and diet and medication counseling is offered. In addition, health education. These services are also available during office hours which are held Monday, Tuesday, and Friday mornings between 9:00 a.m. and 10 a.m. Attendance at these Norfolk Clinics increased 28% over 1983.

The flu clinic as well attended again this year. Screening programs for diabetes, hypertension, and cancer have been offered throughout the year. Screenings were held at the Stony Brook Fair and the Norfolk Library Fair where 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. In addition, small childbirth classes are offered several times throughout the year for those who seek a more personalized approach.

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.

While the Walpole Area Visiting Nurse Association is only three years old, it continues to provide the high quality care exemplified by the two agencies that merged to become the Walpole Area Visiting Nursing Association: The Dover-Medfield-Norfolk V.N.A. and the Walpole V.N.A. As we enter our fourth year of service, we hope that you will continue to call upon us when you or anyone you know requires health related services.

Statistics 1984

Town of Norfolk

Clinics	Sessions	Patients
Senior Citizen Health	23	477
Hypertension	2	226
Flu/Pneumonia	1	144
	17	847

Other Services To Norfolk Residents

Health Promotion Visits	361
Nursing Therapeutic Visits	722
Physical Therapy Visits	137
Occupational Therapy Visits	26
Medical Social Worker Visits	42
Home Health Aide Visits	836
	2124

Year to Year Comparison

Town of Norfolk

Clinics	1983	1984	%
Senior Citizen Health Clinic	374	477	+28%
Hypertension	119	226	+90%
Flu	119	114	+21%
	612	847	+38%
<u>Other Services to Norfolk Residents</u>			
Health Promotion Visits	258	361	+40%
Nurses Visits	683	722	
Physical Therapy Visits	185	137	
Occupational Therapy Visits	15	26	
Medical Social Service Visits	16	42	
Home Health Aide Visits	744	836	
Speech Therapy	20	0	

Susan B. Campbell, *President*
 Elizabeth Moore, *Vice President*
 Marjorie C. Smeltzer, *Secretary*
 Barbara J. Hill, *Treasurer*

Arthur Canter, *Executive Director*
 Barbara J. Lawless, *Supervisor*
 Patricia A. Grugnale, *Home Health Aide Coordinator*
 Arlene H. Whitney, *Nursing Coordinator*
 Linda Johnson, *Rehabilitation Coordinator*

Staff

16 Registered Nurses
 5 Physical Therapists
 2 Occupational Therapists
 2 Medical Social Workers
 1 Speech Therapist
 25 Home Health Aides
 9 Clerical Staff

HUMAN RESOURCES

SOUTH NORFOLK COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC. ANNUAL REPORT

The South Norfolk County Association for Retarded Citizens continues to serve the residents of Norfolk who are in need of special services from the Association as it has for the past thirty-one years. The South Norfolk County Association for Retarded Citizens (SNCARC) was established in 1954 by local, concerned citizens as a private, nonprofit organization. Its purpose is to promote and advocate for the welfare of citizens who are disabled by or at risk of being disabled by mental retardation similar impairment requiring similar support services, and to assist with the special needs of and act as a supportive community for their families.

To accomplish this necessary work, the Association depends heavily upon volunteer, moral and funding support and upon a working partnership with and between the towns of Canton, Dedham, Foxboro, Medfield, Millis, Norfolk, Norwood, Plainville, Sharon, Walpole, Westwood and Wrentham. This supportive base enables the Association to attract outside private and public resources to our communities while maintaining cost effective, local consumer control.

The current membership of over 400 families and friends of retarded persons acts through its volunteer board of directors to support and oversee the efforts of professional staff and volunteer workers to provide an integrated network of essential vocational developmental training, residential, social-recreational, citizen advocacy and family support programs.

These programs, working as an integrated whole, attempt to provide retarded persons, regardless of the degree of severity of their handicap, the opportunity to become more self-sufficient and to more fully enjoy and participate in the life of their society. The Vocational Training Program teaches the skills needed to do gainful and productive work in sheltered or competitive employment. The Day Habilitation Program teaches self care and community living skills. Residential programs allow individuals to remain in their own communities, offering a humane and cost-effective alternative to institutionaliza-

tion. This year saw the opening of a new residential program in Westwood for clients who are elderly and wish a slower pace of life. We expect to expand this program, responding to the needs of our clients.

An Early Intervention Program provides special therapy interventions crucial in the early months of a handicapped infant's life, and gives special support needed by the infant's family during this period. Other therapies like speech therapy and occupational therapy are provided to adults who need them in their ongoing fight against their disability.

Other programs and services are social and recreation programs including regular dances and social clubs for both children and adults; family support services including social functions, information and referral, training programs, and emergency respite care which would enable a family to make use of a trained provider to care for a family member either in an emergency or as a rest and change for the family; and a very important Citizen Advocacy Program which recruits and trains volunteers to serve as supportive and caring friends to children or adults who are mentally retarded. We encourage citizens of the Town of Norfolk to volunteer in these programs and to experience the pleasure of helping fellow citizens to become productive, self-fulfilling people.

For more information, call Jane Smith or Bill Abel at 762-4001.

William Abel, *Director*
Jane Smith
Michael Razza, *President*

SELF HELP INCORPORATED ANNUAL REPORT

December 5, 1984

Self Help, Inc., is Greater Brockton's and Attleboro'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, 1984, Self Help, Inc., received a total funding of \$12,006,267 and provided 578,338 direct services to the area's limited-income individuals and families.

Norfolk residents received 228 direct services totaling \$37,060 during our program year.

The total funding of \$12 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 \$954,823 of other community resources such as PIC, Commonwealth Service Corps and local Cities and Towns contributions as well as volunteers. The gross volume of Self Help, Inc., during the past program year was \$12.9 million.

Self Help currently employs 253 individuals, many of whom are limited-income and minorities.

We feel that the program year 10/1/83 to 9/30/84 was a successful one for Self 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.

Ulysses G. Shelton, Jr.
Executive Director

NORFOLK MENTAL HEALTH ASSOCIATION, INC.

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 Children, Social Rehabilitation, Divorce-Separation Workshops, Stress Management), children and adolescent 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 disturbed 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 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 information newsletter, *The Reporter*, to every home in the service area, speakers for community meetings, workshops, consultation and educational materials.

During fiscal year 1984, Cutler Counseling Center provided direct services to approximately 123 people from Norfolk. It also provided 10 hours of consultation to schools and community agencies. The total value of these services was \$28,500 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, work-related problems, and acute or chronic mental illness.

The Norfolk Mental Health Association Board of Directors includes Hugh J. McMackin and Ralph McDargh from Norfolk.

Dorothy Uhlig, *Director*

CORRECTIONAL FACILITIES CITIZENS ADVISORY COMMITTEE REPORT

The year 1984 was a very active one for the Citizens Advisory Committee. In the past this committee served as liaison to the Town and the Bay State Correctional Center. As of September 1984 it now includes MCI-Norfolk as well. This increase in scope was in direct response to increased administrative and growth activities at MCI-Norfolk which Town officials and citizens alike felt held potential for negative impact on the Town. The main areas of concern included the constant threat of expansion of both Bay State Correctional Center and MCI-Norfolk without adequate compensation to the Town; ongoing disfunction problems with the old and inadequate sewage treatment plant for even the present prison population count (which is odorous for the surrounding neighborhood and potentially damaging to our water quality in general and that of the Stop River); and communication between the town and Department of Corrections at both the Boston and Norfolk level being so inadequate that we as a town became aware of major projects after they were initiated, never having been consulted, i.e. modular housing units. Noise and scheduling on the firing range remains a problem also.

In the best interest of the Town we would like to see the prison population capped, the sewage treatment plant dramatically updated, and the Department of Corrections, which holds nearly 1000 acres in Norfolk, continue the trend toward a more responsible and sensitive attitude toward the Town and its concerns.

Our Selectmen, C.A.C. and Superintendents Vose and Streeter have worked hard to improve our communication level and methods. We now participate in regular quarterly meetings with the Superintendent at MCI-Norfolk and have more access to the Commissioner of Corrections.

While communications both with Superintendents Vose, Streeter, and Commissioner Fair can certainly be labelled cordial, we know from past experiences that written commitments to the Town are mandatory to prove verbal agreements at a later time. Written commitments from the Department of Corrections historically have been unattainable. One goal for 1985 is to alter that precept.

The Town continues to maintain a good working relationship with the Bay State Correctional Center's inmate work program. In May of 1984 their paint crew painted the Norfolk Town Hall in coordination with our own highway crew and Mr. Streeter, Superintendent at Bay State.

Attorney Edward J. McCormick III joined us this year as a new member. We look forward to an even more productive year for 1985 bolstered by his added interest, energy and expertise in dealing with the many problematic issues Norfolk is presently facing with the Department of Corrections.

Gail M. Andersen
Ivy Lee Gilbert, *Co-Chairmen*
Mary Leary
Richard Connors
Edward J. McCormick III

NATURAL RESOURCES

CONSERVATION COMMISSION ANNUAL REPORT

In 1984 the Conservation Commission set a record in the number of actions it took to enforce the Massachusetts Wetlands Protection Act. Public hearings were held and Orders of Conditions were written for Brookside Acres, Rolling Ridge I, Fox Hill Run, and Stop River Estates II subdivisions, as well as for individual lots on Union Street, Needham Street and Noon Hill Avenue. Certificates of Compliance were issued for the Wareland Farms, Lafayette Estates III, and Sweetland Farms subdivisions. In addition, several construction activities in or near wetlands or floodplains were regulated under agreements reached between the builders, the Building Inspector, and the Conservation Commission. This approach has proved useful in improving the coordination of regulatory effort between the Conservation Commission in its enforcement of the Wetlands Protection Act and the Building Inspector in his enforcement of the Town's Wetland and Floodplain District zoning bylaw.

The Conservation Commission's program to acquire additional open space was implemented by the acquisition of a small parcel of surplus railroad property near Highland Lake, and an 8-acre parcel between Medway Street and Cress

Brook. Negotiations continued for the purchase of a parcel of land on River Road that would give the Town additional public access to the Charles River.

Activities aimed at developing lands already owned by the Commission included the continued clearing of fire-damaged trees from a 20-acre parcel off Grove Street. At year's end a project to improve the trails in the Campbell Town Forest, between North Street and Alice Avenue, was begun. Work has also begun on a master plan which will guide the Commission in developing and improving its land holdings to increase their passive and active recreational value. Meanwhile, work was nearly completed on an update of the land acquisition master plan first prepared in 1976.

Thomas Gilbert, *Chairman*
Richard B. Smith
Thomas R. Terpstra
Virginia Kenney
Gail M. Andersen
Anthony E. Martucci
Robert E. Nicodemus

RECREATION COMMISSION ANNUAL REPORT

The Recreation Commission is a five member board whose main function is to oversee and implement recreational

programs and maintain active recreational land for the town.

During 1984 we continued to sponsor the Senior Citizen Barbecue, the King Philip Youth Summer Program, adult and children's Summer Tennis Lessons and adult co-ed volleyball. We had a large turnout for both the Arts and Crafts Program and the annual Jump Rope for Heart. The town pond was supervised by capable and energetic lifeguards throughout the summer.

In addition to our established programs, we formed two candlepin bowling leagues for school age children. We are currently working on a coed activity for Junior High students.

We are looking at the impact the growth of Norfolk is having on our recreational areas. We would like to make sure our existing sites are in the best possible condition and we are researching the development of new fields.

Our thanks go to Arthur Woodworth and his crew for all the work they put into maintaining our recreational areas and to Jack Thomas for once again directing a successful Jump Rope for Heart program.

Gretta Atkinson, *Chairman*
Judith Horton, *Secretary*
Ann Willever
Gary Johnston
Thomas Terpstra

REPORT OF THE TOWN ACCOUNTANT

Submitted herewith is the report of the Town Accountant for the twelve-month period ending June 30, 1984, 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. Summary of receipts and expenditures of special revenue accounts
5. Status of Water Department accounts
6. Statement of Outstanding Debt and Repayment Schedule of the Town
7. Balance Sheet as of June 30, 1984

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, 1983 - June 30, 1984

TAXES:

Current Year:
Real Estate
Personal Property

\$2,987,164.53
123,069.01

\$3,110,233.54

Prior Years:
Real Estate
Personal Property

725,969.11
8,524.40

734,493.51

\$3,844,727.05

TAX TITLE REDEMPTIONS

46,753.47

SPECIAL ASSESSMENTS:

Motor Vehicle Excise
Current Year
Prior Years

140,981.63
80,455.59

221,437.22

Forest Products
Current Year
Prior Years

174.00
320.60

494.60
547.42

In Lieu of Taxes

222,479.24

LOCAL AID RECEIPTS FROM STATE:

School Aid:
Chapter 70
School Building Construction
Reimbursement Retarded
Education Other Trans.
Pupil Transportation
Regional School Tuition State Wards
Lunch Program

364,705.00
38,776.23
7,216.00
2,181.00
49,930.00
995.00
3,514.21

467,317.44
186,691.44

Loss of Taxes, State-Owned Land

Highway Aid		83,115.00	
Lottery		84,842.00	
Widows Aid		3,675.00	
Vet's Benefits and Services		8,957.15	
Blind Aid		437.50	
Library Aid		5,586.10	
Abated Taxes		7,708.48	
Local Aid		219,285.00	
Police Incentive		<u>14,788.50</u>	
			1,082,403.61
Highways:			
Chapter 191		22,921.95	
Chapter 570		12,794.00	
Chapter 732		60,827.00	
Chapter 637		<u>27,423.00</u>	
			123,965.95
FEDERAL GRANTS:			
School Lunch Program		11,296.89	
Spec. Ed. Handicapped Children		750.00	
Sp. Ed. Tech. Assist.		19,740.00	
Chapter II ECIA		2,996.00	
Low Income Families		16,906.00	
Computer Training		<u>1,129.00</u>	
			52,817.89
FEDERAL REVENUE SHARING			
Cash Receipts		106,101.00	
Interest on Investments		9,207.27	
Investment of Surplus Cash		<u>126,000.00</u>	
			241,308.27
DEPARTMENTAL REVENUE			
Selectmen:			
Earth Removal	1,980.00		
Bidding Fee - Adv.	100.00		
Copy Machine & Set of Maps	68.30		
Parking Violation	35.00		
Petty Cash	<u>75.00</u>		
		2,258.30	
Treasurer			
Release Fees		114.00	

Tax Collector		
Demand Fees and Charges	3,399.08	
Municipal Leins	7,560.00	
Cash Over	1.14	
Petty Cash	<u>75.00</u>	11,035.52
Town Clerk		
Dog Fees for Town	715.50	
Sporting Fees for Town	96.95	
Certificates and Copies	3,900.97	
Books and Maps	766.66	
Uniform Commercial Code Filings	1,215.20	
Duplicate Dog Tags	7.00	
Dog Fines	280.00	
Pole Locations	200.00	
Dog Transfers	.25	
Raffle	40.00	
Petty Cash	<u>25.00</u>	7,247.53
Assessors Department		
Copies of Deeds - Maps - etc.		619.40
Planning Board		
Filing Fees etc.		2,023.95
Appeals Board		
Hearings		2,700.00
Conservation Commission		
Hearings	175.00	
Sale of Wood	<u>1,250.00</u>	1,425.00
Police Department		
Off Duty Details	16,105.49	
Off Duty Fees	1,624.36	
Court Fines and Restitution	8,936.48	
Accident Reports -Copies	651.20	
Licenses - Permits Firearms	1,181.00	
Firearm ID Cards	92.00	
Petty Cash	<u>50.00</u>	

Fire Department

Ambulance Fees	11,766.56
Off Duty Details	244.16
Off Duty Fees	24.37
Inspections	2,315.00
Permits	195.00
Insurance Reports	20.00
Petty Cash	100.00
	<hr/>

14,665.09

Inspectors Fees

Gas Inspector	157.00
Electrical Inspector	10,124.00
Building Inspector	37,074.58
	<hr/>

47,355.58

Health Department

Disposal Works	15,340.00
Well Permits	1,850.00
Installers Permit	670.00
Perc Tests	6,040.00
Refuse Haulrs Permit	200.00
Sub Division Review	1,020.00
General Copies	42.70
Food Service	730.00
Commercial Haulers	1,945.00
Pumpers Permit	275.00
Milk Permit	89.00
Swimming Pool Permit	25.00
Permilinary Plans	300.00
Sanitary Landfill	6,464.50
Plumbing Inspector	6,377.00
	<hr/>

41,368.20

Schools

Lunch Program	
Students	49,473.11
Adult	5,485.65
Elderly	190.00
Other	1,434.81
	<hr/>

56,583.57

Hall Rental	377.00
Restitution Vandalism	329.50
Copy Machine	47.25
Tri County Surplus Revenue	1,938.52
School Tuition	1,507.00
	<hr/>

60,782.84

Library			
Library Fines	1,315.92		
Lost or Damaged Books	68.87		
Interest from Trust Funds	50.48		
Library Gift	<u>175.00</u>		
		1,610.27	
Recreation			
Restitution Pond	400.00		
Swimming Registration	275.00		
Arts & Crafts	<u>145.00</u>		
		<u>820.00</u>	
			222,666.21
LICENSES:			
Class I-II-III	975.00		
Liquor-Malt-Common Vict.-Entertainment	7,945.00		
Auction	15.00		
Gas Storage	16.00		
Cable License Transfer	<u>100.00</u>		
			9,051.00
PUBLIC ENTERPRISE:			
Water Department			
Use of Water-Well Charges			
Current Year	105,599.70		
Prior Years	16,067.03		
Installations	22,800.00		
Fees	785.00		
Demands	2,939.52		
Interest	7,784.52		
Work Orders	1,753.72		
Petty Cash Refund	<u>50.00</u>		
			157,779.49
INTEREST:			
Investment of Surplus Funds		74,696.06	
Deferred Taxes		17,368.72	
Tax Title Redemption		<u>7,725.73</u>	
			99,790.51
EARNED INTEREST:			
Town Clerk		34.96	
Tax Collector		<u>8,490.98</u>	
			8,525.94

AGENCY AND INVESTMENT

Investment of Surplus Cash		3,173,000.00	
Payroll Deductions			
State Income Tax	88,712.76		
Federal Income Tax	258,883.15		
Retirement Pensions	96,856.95		
Group Insurance	72,862.86		
Tax Sheltered Annuities	33,206.00		
Teachers Association Dues	2,640.00		
Washington Insurance	114.36		
Colonial Insurance	540.25		
Garnisheed Wages	1,733.16		
Police Dues	216.00		
	<u>555,765.49</u>		
			3,728,765.49
SPORTING LICENSES FOR STATE			2,565.75
DOG LICENSES FOR COUNTY			2,643.50
MEAL TAX SCHOOL LUNCH PROGRAM FOR STATE			601.37
TRUST FUND INCOME			22,758.21
COUNCIL ON AGING GRANTS			561.28
ARTS LOTTERY			2,196.00
VOTING HOUR EXTENSION GRANT			105.06
U.S. TREASURY			
IN LIEU OF TAXES			147.00
REIMBURSEMENTS AND REFUNDS:			
Workmen's Compensation		1,784.85	
Cemetery		6,235.00	
Miscellaneous Refunds		306.28	
		<u>8,326.13</u>	
			<u>\$9,880,938.42</u>

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FINANCES

FINANCES

TOWN OF NORFOLK DETAIL OF EXPENSES FISCAL YEAR 1984

BOARD OF SELECTMEN

Salaries	
Selectmen	3,572.
Executive Secretary	22,640.
Administrative Secretary	11,402.
Custodian - Veterans Graves	73.
Maintenance - Town Hall	499.
Vacation Replacement	129.
Sub Total Salaries	38,315.

Expenses	
Office Supplies & Publications	1,708.
Travel, Meetings & Dues	1,909.
Annual Report	7,923.
Forms & Printing	1,310.
Committee Fund	46.
Postage	1,143.
Petty Cash	75.
Equipment Repair & Maintenance	959.
Building Maintenance	3,447.
General Operating Materials - Flags	187.
Copy Machine	3,500.
Town Physician	1,742.
Office Equipment	479.
Fuel Oil	901.
Electricity	2,323.
Telephone	953.
Water	55.
Permanent Building Committee	9,110.
Computer System	21,408.
Painting Town Hall	1,861.
Special Town Meeting Costs	70.
Sub Total Expenses	61,109.

Prior Year Balances

Expense	
Telephone	191.

Totals	99,615.
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BOARD OF ASSESSORS

Salaries	
Board Members	8,439.
Clerical	7,398.
Assistant Assessor	4,845.
Temporary Clerk	1,082.
Totals	21,764.

FINANCES

Expenses

Office Supplies & Publications	798.
Travel, Meetings & Dues	1,094.
Forms & Printing	130.
Data Processing	8,678.
Photostating of Legal Records	431.
Binding of Books & Records	179.
Map Upkeep	160.
Telephone	419.

Sub Total Expenses 11,889.

Article 54A (1982) - Upgrade Assessments 103.

Totals 33,756.

TREASURER

Salaries

Treasurer	8,372.
Clerical	3,866.
Assistant Treasurer	446.

Sub Total Salaries 12,684.

Expenses

Office Supplies & Publications	2,347.
Travel, Meetings & Dues	865.
Equipment Repair & Maintenance	99.
Telephone	63.
Postage	740.

Sub Total Expenses 4,114.

Totals 16,798.

TAX TITLE EXPENSE

Salaries

Clerical	1,611.
----------	--------

Expense

Tax Title Expense	906.
Telephone	18.

Sub total Expense 924.

Totals 2,535.

COLLECTOR OF TAXES

Salaries

Collector	10,380.
Bookkeeper	5,538.
Clerk	710.
Temporary Help	8,089.

Sub Total Salaries 24,717.

FINANCES

Expenses		
Office Supplies & Publications	6,252.	
Travel, Meetings & Dues	275.	
Tax Title Recording & Advertising	701.	
Petty Cash	75.	
Binding of Books & Records	70.	
Telephone	357.	
Sub Total Expenses		7,730.
Prior Year Balances		
Office Supplies	75.	
Data Processing	1,969.	
Telephone	60.	
Sub Total Prior Years		2,104.
Totals		34,551.

TOWN CLERK

Salaries		
Town Clerk	5,786.	
Assistant Town Clerk	9,286.	
Election Workers	1,302.	
Sub Total Salaries		16,374.

Expenses		
Office Supplies & Publications	764.	
Travel, Meetings & Dues	160.	
Town Ballots	229.	
Petty Cash	25.	
Election Booths	521.	
Telephone	389.	
General Operating Supplies	47.	
Sub Total Expenses		2,135.

Prior Year Balances		
Office Supplies & Publications		46.
Totals		18,555.

TOWN COUNSEL

Salaries		
Retainer		6,435.

Expenses		
Litigation, Fees & Filing Expense		2,658.

Totals		9,093.
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FINANCES

ACCOUNTING DEPARTMENT

Salaries		
Town Accountant	10,330.	
Assistant Town Accountant	8,860.	
Bookkeeper	4,237.	
Sub Totals Salaries		23,427.
Expenses		
Office Supplies & Publications	426.	
Travel, Meetings & Dues	330.	
Special Forms (For all Departments)	158.	
Telephone	265.	
Sub Total Expenses		1,179.
Prior Year Balances		
Special Forms (For all Departments)		37.
Totals		24,643.

PLANNING BOARD

Salaries		
Board Members	2,230.	
Clerical	1,291.	
Sub Total Salaries		3,521.
Expenses		
Office Supplies & Publications	193.	
Travel, Meetings & Dues	65.	
Advertising	148.	
Engineering & Services	475.	
Sub Total Expenses		881.
Prior Year Balances		
Travel, Meetings & Dues	50.	
Office Supplies & Publications	70.	
Advertising	27.	
Engineering	225.	
Forms & Printing	70.	
Map Update	180.	
Zoning Map Update	285.	
Sub Total Prior Years		907.
Totals		5,309.

BOARD OF REGISTRARS

Salaries		
Registrars & Ass't. Registrars	180.	
Census Takers	1,611.	
Census Coordinator	250.	
Stipendiary (Town Clerk)	200.	
Sub Total Salaries		2,241.

FINANCES

Expenses

Office Supplies & Publications	194.
Computer Services	617.
Computer Listings	1,300.

Sub Total Expenses	2,111.
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Prior Year Balances

Salaries - Registrars & Assistants	121.
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Totals

4,473.

BOARD OF APPEALS - PERMIT GRANTING AUTH.

Salaries

Board Members	127.
Clerical	1,103.

Sub Total Salaries	1,230.
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Expenses

Office Supplies & Publications	169.
Travel, Meetings & Dues	50.
Advertising	580.

Sub Total Expenses	799.
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Totals

2,029.

CONSERVATION COMMISSION

Expenses

Office Supplies & Publications	16.
Travel, Meetings & Dues	145.

Sub total Expenses	161.
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Totals

161.

COUNCIL ON AGING

Salaries

Secretary/Director	7,936.
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Expenses

Office Supplies & Publications	491.
Travel, Meetings & Dues	49.
Postage - Bulk Mailing	595.
Drop-in Center Supplies	741.
Arts & Crafts Supplies	437.
Transportation Expense	7,000.
Bus Trips - Per Year	468.
Friendly Visitor	541.
Facilities Rental Fee	600.
Telephone	268.

Sub Total Expenses	11,190.
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FINANCES

Totals 19,126.

ADVISORY BOARD

Salaries
 Clerical 1,257

Expenses
 Office Supplies & Publications 4.
 Travel, Meetings & Dues 65.
 Printing Annual Report 4,877.
 Advertising 83.

Sub Total Expense 5,029.

Totals 6,286.

HISTORICAL COMMISSION

Expenses
 Office Supplies & Publications 204.

Totals 204.

SEALER OF WEIGHTS & MEASURES

Salaries
 Sealer Salary 259.

Totals 259.

MODERATOR

Salaries
 Moderator 1.

Expenses
 Moderator Expense 44.

Totals 45.

PERSONNEL BOARD

Salaries
 Clerical 869.

Expenses
 Forms & Printing 160.
 Office Supplies, Postage & Public. 536.
 Office Equipment 95.

Sub total Expense 791.

Prior Year Balances
 Office Supplies & Publications 39.

Totals 1,699.

FINANCES

FIRE DEPARTMENT

Salaries	
Fire Chief	22,230.
Clerical	2,889.
Firemen	22,072.
Ambulance Salaries	12,584.
Holiday Pay	755.
Sub Total Salaries	60,530.

Expenses	
Office Supplies	697.
Travel, Meetings & Dues	354.
Petty Cash	100.
Equipment Repair & Maintenance	2,189.
Vehicle Maintenance	998.
Communication Equip. Repairs	1,123.
Uniform Cleaning	200.
Uniform Allowance, EMT & Fire	775.
Ambulance Repair & Maintenance	583.
Gasoline & Oil	2,243.
New Tires & Rims	1,048.
Fire Expense	3,502.
Training & Tuition	4,506.
Ambulance Supplies	1,726.
New Equipment	659.
Protective Clothing	1,200.
Sub Total Expenses	21,903.

Totals

82,433.

BUILDING DEPARTMENT

Salaries	
Building Commissioner	14,250.
Administrative Assistant	5,655.
Plumbing Inspector	4,777.
Electrical Inspector	4,777.
Gas Inspector	837.
Ass't. Building Inspector	2,600.
Ass't. Electrical Inspector	598.
Clerical	1,810.
Sub Total Salaries	35,304.

Expenses	
Office Supplies & Publications	463.
Travel, Meetings & Dues	508.
Gasoline & Oil	1,864.
Forms & Printing	137.
Office Equipment	209.
Sub Total Expenses	3,181.

FINANCES

Prior Year Balances		
Printing Forms	28.	
Office Supplies, Postage & Public.	74.	
Gasoline & Oil	927.	
Sub Total Prior Years	1,029.	
Totals		39,514.

ANIMAL CONTROL

Salaries		
Animal Control Officer	2,137.	
Ass't. to Animal Control Officer	100.	
Sub Total Salaries	2,237.	
Expenses		
Vehicle Maintenance	517.	
Gasoline & Oil	1,364.	
Kennel Maintenance & Supplies	292.	
Sub Total Expenses	2,173.	
Totals		4,410.

ANIMAL INSPECTOR

Salaries		
Animal Inspector	688.	
Expenses		
Office Supplies & Publications	75.	
Totals		763.

POLICE DEPARTMENT

Salaries		
Police Chief	38,765.	
Police Admin. Secretary	18,401.	
Patrolmen & Sergeants	230,211.	
Replacement Shifts	9,769.	
Court Appearances	1,011.	
Extra Help, Overtime	5,413.	
In Service Training	3,054.	
Shift Differential	3,922.	
Vacation Replacements	11,119.	
Sick Leave	7,171.	
Sick Leave Buy Back	432.	
Holidays	7,047.	
Sub Total Salaries	336,315.	

FINANCES

Expenses		
Office Supplies & Publications	4,758.	
Chief's Expense	645.	
CAP Programs	584.	
Vehicle Maintenance	9,019.	
Equipment Repair & Maintenance	3,859.	
Communication Equipment Repair	2,801.	
Uniform Cleaning	4,000.	
Gasoline & Oil	13,958.	
Replacement Uniforms	5,539.	
Safety Department Supplies	360.	
Building Custodial Supplies	734.	
Investigative Section Expense	398.	
Training & Tuition	983.	
Prisoner Expense	13.	
Court Travel Expense	21.	
New Vehicles	9,690.	
Traffic Signal Repair	580.	
Rockwood & Union Sts. Lights	954.	
Sub Total Expense		58,896.
Prior Year Balances		
Vacation Replacement		5,245.
Totals		400,456.
CIVIL DEFENSE		
Salaries		
Director	244.	
Deputy Directors (2)	128.	
Sub Total Salaries		372.
Expenses		
Auxiliary Police Uniforms	523.	
Mass. Auxiliary Police Assoc.	126.	
Training & Tuition	5.	
Sub Total Expenses		654.
Totals		1,026.
TREE DEPARTMENT & INSECT PEST CONTROL		
Salaries		
Part Time, Tree Department	10,030.	
Part Time, Insect Pest Control	3,410.	
Sub Total Salaries		13,440.
Expenses		
Equipment Hire, Insect Pest Control	4,180.	
Equipment Hire, Tree Department	11,239.	
Sub Total Expenses		15,419.
Totals		28,859.

FINANCES

FIRE & POLICE COMMUNICATIONS

Salaries

Chief Dispatcher	15,955.
Dispatchers	38,100
Relief Dispatcher	2,260.
Vacations	3,556.
Emergency Leave	559.
Sick Leave	2,083.
Paid Holidays	3,159.

Sub Total Salaries 65,672.

Expenses

General Operating Materials 338.

Totals 66,010.

SEWER STUDY COMMITTEE

Expenses

Printing & Advertising	146.
Postage	149.

Totals 295.

FIRE & POLICE STATION EXPENSES

Expenses

Heating & Service Contract	61.
Equipment Repair & Maintenance	1,159.
Plumbing Repairs	30.
New Equipment	802.
Fuel Oil	3,631.
Electricity	4,425.
Telephone	3,907.
Water	144.
Generator Fuel	223.

Sub Total Expenses 14,382.

Prior Year Balances

Grounds Maintenance	497.
Electricity	314.

Sub Total Prior Years 811

Totals 15,193.

FINANCES

BOARD OF HEALTH

Salaries	
Board	3.
Clerical	2,183.
Administrative Ass't.	4,540.
Landfill Monitor	5,403.
Vacation Replacement	67.
Holidays	141.
Sub Total Salaries	12,337.

Expenses	
Office Supplies & Publications	629.
Printing & Forms	556.
Travel, Meetings & Dues	75.
Advertising	244.
Medical Aid	50.
Engineering & Services	8,700.
District Nurse Assessment	3,750.
Office Equipment	725.
Telephone	770.
Landfill Gatekeeper Expense	157.
Equipment Repairs	160.
Sub Total Expenses	15,816.

Prior Year Balances	
Office Supplies & Publications	238.
Medical Aid	52.
Sub Total Prior Years	290.

Totals 28,443.

TOWN HIGHWAY

Salaries	
Superintendent	26,780.
Clerical	3,698.
Foreman	20,500.
First Grade Men	126,558.
Extra Help, Overtime	7,916.
Sub Total Salaries	185,452.

Expenses	
Office Supplies & Publications	707.
Travel, Meetings & Dues	105.
Vehicle Maintenance	4,062.
Equipment Repair & Maintenance	6,001.
Building Maintenance	1,003.
Uniforms Cleaning	2,437.
Motor Oil & Grease	1,928.
Tires & Batteries	1,790.
Street Signs	4,263.
Hand Tools	2,238.

FINANCES

Drainage Materials	718.	
Road Repair & Maint. Materials	18,704.	
General Operating Materials	9,557.	
Equipment Hire	3,629.	
Street Lining	1,998.	
Telephone	835.	
Water	203.	
Office Equipment	1,657.	
Christmas Lights	942.	
 Sub Total Expenses		 62,777.
 Prior Year Balances		
Vehicle Maintenance	30.	
Equipment Hire	4,826.	
 Sub Total Prior Years		 4,856.
 Totals		 253,085.

MISCELLANEOUS ACCOUNTS

Cap 5 Cells - Sanit. Landfill Art. 12	88,712.	
Chapt. 570 State Aid Art. 40	12,794.	
Chapt. 732 State Aid Art. 11	44,149.	
Construction or Improve. of Roads, Art. 12	36,953.	
Purchase of Dump Truck	24,773.	
Grove Street Drainage	626.	
Remove/Relocate Street Lights, Art. 7	34.	
Park Street Improvements	32,257.	
Art. 9, Gas Tax Monies (Main Street)	2,500.	
Art. 13, Parcel D/Sanitary Landfill	14,510.	
 Totals		 257,308.

SPECIAL PROJECTS

Expenses		
Unassigned	57,908.	
 Prior Year Balances		
Unassigned	1,530.	
 Totals		 59,438.

SANITARY LANDFILL

Salaries		
Operator	10,532.	
 Expenses		
Equipment Repair & Maintenance	6,445.	
Motor Oil & Grease	215.	
Diesel Fuel	5,358.	
Electricity	93.	

FINANCES

Engineering & Services	1,910.	
Impervious Cover	2,068.	
Sub Total Expenses		16,089.
Prior Year Balances		
Engineering & Services	2,857.	
Impervious Cover	875.	
Sub Total Prior Years		3,732.
Totals		30,353.
SNOW REMOVAL		
Salaries		
Extra Time & Overtime		19,642.
Expenses		
Vehicle Maintenance	2,823.	
Equipment Repair & Maintenance	4,497.	
Motor Oil & Grease	185.	
Gasoline	5,550.	
Sand	5,326.	
General Operating Materials	2,477.	
Tire Chains	2,276.	
Road Salt	17,192.	
Plow Blades	1,421.	
Equipment Hire	4,828.	
Emergency Tree Removal	1,268.	
Sub Total Expenses		47,843.
Totals		67,485.
FUEL & UTILITIES (HIGHWAY GARAGE)		
Expenses		
Tax (Diesel Fuel)	272.	
Gasoline	12,951.	
Diesel Fuel	1,496.	
Fuel Oil	7,726.	
Electricity	4,673.	
Sub Total Expenses		27,118.
Prior Year Balances		
Electricity		224.
Totals		27,342.
CEMETERY COMMISSION		
Salaries		
Superintendent	1,904.	
Clerical	98.	
Labor	2,507.	
Sub Total Salaries		4,509.

FINANCES

Expenses		
Office Supplies, Postage & Public.	78.	
Equipment Repair	191.	
Land Maintenance	276.	
Water	50.	
Small Tools	250.	
New Equipment	260.	
Land Purchase, Article 29	20,000.	
Sub Total Expenses		21,105.
Prior Year Balances		
Office Supplies, Postage & Public.		24.
Totals		25,638.

VETERANS BENEFITS

Veteran's Services		1,973.
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VETERANS ADMINISTRATION

Salaries		
Department Administrator	1,027.	
Clerical	516.	
Sub Total Salaries		1,543.

Expenses		
Office Supplies & Publications	42.	
Travel, Meetings & Dues	449.	
Telephone	2.	
Postage	8.	
Office Equipment Repairs	69.	
Sub Total Expenses		570.
Totals		2,113.

NORFOLK ELEMENTARY SCHOOLS

Salaries		907,785.
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Expenses		
Expense	191,517.	
Fuel Oil	30,435.	
Electricity	31,649.	
Water	1,101.	
Propane	293.	
Sub Total Expenses		254,995.

Prior Year Balances

Salaries	10,941.
Expense	25,776.
Fuel Oil	7,638.
Electricity	1,434.

FINANCES

Sub Total Prior Years		45,789.
Totals		1,208,569.
KING PHILIP REGIONAL SCHOOLS		
Operation & Maintenance		1,186,587.
TRI COUNTY REGIONAL VOCATIONAL SCHOOL		
Operation & Maintenance		83,581.
NORFOLK PUBLIC LIBRARY		
Salaries		
Director	16,175.	
Clerical	1,787.	
Library Salaries	20,088.	
Library Custodian	137.	
Sub Total Salaries		38,187.
Expenses		
Office Supplies & Publications	599.	
Travel, Meetings & Dues	238.	
Binding of Books & Records	513.	
Equipment	975.	
General Operating Materials	1,199.	
Books & Periodicals	13,323.	
Building Custodial Supplies	18.	
Damaged Books, Library Fines	1,374.	
Heating Fuel	1,077.	
Electricity	1,431.	
Telephone	584.	
Water	50.	
Heating - Propane	1,054.	
Book Binding	33.	
Sub Total Expenses		22,468.
Prior Year Balances		
Electricity		116.
Totals		60,771.
RECREATION COMMISSION		
Salaries		
Senior Lifeguards	2,924.	
Swimming Director	506.	
Swimming Instructors	1,731.	
Arts & Crafts Director	375.	
Arts & Crafts Assistants	356.	
Pumping Pond	410.	
Sub Total Salaries		6,302.

FINANCES

Expenses		
Office Supplies & Publications	125.	
Pond Maintenance	2,273.	
Pond Supplies	296.	
Arts & Crafts Supplies	437.	
Organized Sports	615.	
Recreation Special Projects	422.	
Vandalism at Pond & Tennis Courts	133.	
Sub Total Expenses		4,301.
Prior Year Balances		
Pond Supplies	54.	
Vandalism at Pond & Tennis Courts	661.	
Sub Total Prior Years		715.
Totals		11,318.

RECREATION FOR THE HANDICAPPED

Salaries		
Swim Instruction	279.	
Totals		279.

ELEMENTARY SCHOOLS - BONDS

Total Maturing Debt	75,000.	
Total Interest on Debt	22,819.	
Totals		97,819.

FIRE & POLICE STATION - BOND

Total Maturing Debt	5,000.	
Total Interest on Debt	488.	
Totals		5,488.

WATER DEPARTMENT - NOTES

Total Maturing Debt	18,400.	
Total Interest on Debt	16,477.	
Totals		34,877.

TOWN MEMORIAL DAY

Expenses		
	774.	
Prior Year Balances		
Expenses	585.	
Totals		1,359.

FINANCES

OTHER UNCLASSIFIED

Earth Removal Engineer - Services	2,290.	
State & County Retirement Expense	77,921.	
Prior Year Balances Expense	5,088.	
Sub Total State & County Ret.	83,009.	
Unpaid Bills		
Prior Year Balances	411.	
County Hospital Assessment	1,221.	
County Tax Assessment	55,389.	
State Assessments		
State Recreation Areas	27,874.	
Mass. Bay Transp. Authority	73,419.	
Air Pollution Control District	1,045.	
Audit of Municipal Accounts	2,470.	
Motor Vehicle Excise Tax Bills	773.	
Metro. Area Planning Council	918.	
Mosquito Control	8,603.	
Sub Total State Assessments	115,102.	
Totals		257,422.
TOWN INSURANCE		
Expenses		
Hospital & Medical Expense	62,080.	
Life Insurance	2,381.	
Municipal Insurance	66,894.	
Totals		131,355.
SEPTAGE DISPOSAL ASSESSMENT		
Expense	33,600.	
Total		33,600.
COMMUNITY PROJECTS		
Expense		
Norfolk Mental Health	2,635.	
South Norfolk Assoc.	2,804.	
Totals		5,439.

FINANCES

STREET LIGHTING

Expenses		
Electricity		18,364.
Totals		18,364.

NORFOLK WATER DEPARTMENT

Salaries		
Commissioners (3)	905.	
Superintendent	22,518.	
Clerical	5,962.	
Maintenance Man	5,226.	
Meter Reader	339.	
Collector	2,261.	
Sub Total Salaries		37,211.

Expenses		
Postage, Printing & Stationery	1,545.	
Administrative Expense	656.	
Superintendent Blue Cross/Blue Shield	532.	
Petty Cash	50.	
Vehicle Maintenance	283.	
Data Processing	400.	
Gasoline & Oil	911.	
Land Taking - Medway/Gold Streets	10,000.	
General Operating Materials	5,398.	
Outside Contracts/Emergencies	5,817.	
Engineering & Services	6,528.	
Purchase of Water	1,825.	
Land Taking - Spruce Road	5,793.	
Fuel Oil	704.	
Electricity	261.	
Electricity - Pumping	9,824.	
Telephone	1,569.	
Fuel - LPG	596.	
Note Principal	4,600.	
Note Interest	4,119.	
Replacing Birch Rd. Water Main	419.	
Water Main Extension	83,700.	
Sub Total Expenses		145,530.

Prior Year Balances		
Electricity	976.	
Maintenance Supplies	615.	
Purchase of Water	588.	
Sub Total Prior Years		2,179.

Totals		184,920.
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FINANCES

FEDERAL AND STATE GRANTS

29A Computer Grant	1,129.
29B ESEA TITLE I PL 89-10	21,312.
29C ECIA Distribution 97-35	4,067.
29D TITLE VI-B 94-142	19,892.
29M TITLE VI-B 94-142	1,277.
29N ESEA TITLE IV-B 95-561	102.
29P TITLE I 89-313	750.
King Philip Elder Services TITLE III	25.
Arts Lottery Council Grant	1,144.
Council on Aging - State Grant	965.
Chapt. 335, Highway Pot Holes-State Grant	5,259.
Computer System	30,716.

Total Federal & State Grants

86,638.

NON-APPROPRIATION ITEMS

Friends of the Library - Gift	150.
School Lunch Program	70,054.
Dog License Fees Paid to County	2,629.
Police Off-Duty Work Details	16,105.
Firemen Off-Duty Work Details	244.
Sporting Licenses Paid to State	2,633.
Cash Investments	3,951,000.
Personal Property Tax Refunds	65,755.
Real Estate Tax Refunds	39,184.
Motor Vehicle Excise Tax Refunds	3,255.
Trust Funds Sale of Lots	786.

Total Non-Appropriation Items

4,151,795.

PAYROLL DEDUCTIONS

State Withholding Taxes	89,672.
Federal Withholding Taxes	261,834.
Pensions	92,506.
Group Insurance	69,836.
Tax-Sheltered Annuities	29,091.
Teachers Association Dues	2,640.
Accident Insurance	577.
Teachers Insurance	114.
Garnisheed Wages	1,766.
Norfolk Police Union Dues	216.

Total Payroll Deductions

548,252.

TOTAL ALL EXPENDITURES

9,779,707.

TOWN OF NORFOLK

RECAPITULATION OF APPROPRIATIONS AND EXPENDITURES

FISCAL PERIOD - JULY 1, 1983 THROUGH JUNE 30, 1984

Account Title	Balance Carried Forward	1983-84 Appropriation	1983-84 Receipts & Adjustments	Reserve Fund Transfers	1983-84 Expended	Return to Revenue	Balance Forward
GENERAL GOVERNMENT							
Selectmen:							
Salaries		\$37,960.00	\$427.17		\$38,314.87	\$53.88	\$18.42
Permanent Building Committee Expense	\$7,642.41	3,000.00			9,110.21		1,532.20
Fuel & Utilities Committee Fund	191.29	18,165.00		\$3,689.00	22,005.99		39.30
Copy Machine Art. #28		3,500.00			3,224.61		275.39
Computer System Art. #14		100.00			46.17	53.83	
Painting Town Hall		3,500.00			3,500.00		
Petty Cash		20,284.00		2,400.00	21,407.55		1,276.45
Out of State Travel		75.00	75.00		1,861.44	75.00	(1,861.44)
		1.00			75.00	1.00	
Town Moderator:							
Salary		1.00			1.00		
Expenses		62.00			44.07	17.93	
Town Clerk:							
Salaries		16,394.00			16,374.19	5.81	14.00
Expenses	45.36	2,019.00		40.20	1,995.46		109.10
Travel-Meetings-Dues		160.00			160.00		
Petty Cash		25.00	25.00		25.00	25.00	
Treasury Department:							
Salaries		12,685.00			12,684.06	.94	
Expenses		3,335.00		885.56	4,114.35		106.21
Tax Titles:							
Salaries		1,611.00			1,611.00		
Expenses	2,910.81	5,000.00			924.19		6,986.62

	Balance Carried Forward	1983-84 Appropriation	1983-84 Receipts & Adjustments	Reserve Fund Transfers	1983-84 Expended	Return to Revenue	Balance Forward
Tax Collector:							
Salaries		24,943.00			24,716.65	226.35	
Expenses	2,103.53	7,503.00			9,484.25	15.93	106.35
Travel-Meetings-Dues		275.00			275.00		
Petty Cash		75.00	75.00		75.00		
Tax Title Expense	71.50					75.00	
						71.50	
Assessing Department:							
Salaries		21,764.00		83.48	21,764.00		83.48
Maint. & Upgrade Assessments	104.42				102.88	1.54	
Expenses	165.80	17,275.00	89.00		11,888.84	4,377.83	1,263.13
Out of State Travel		1.00				1.00	
Accounting Department:							
Salaries		23,234.00	194.90		23,426.73	2.17	
Expenses	61.68	1,245.00	6.50		1,215.83	24.80	72.55
Board of Appraisals:							
Salaries		865.00		367.14	1,230.04	2.10	
Expenses		661.00		156.90	799.16	.60	18.14
Advisory Board:							
Salaries		600.00		700.00	1,256.70		
Expenses		3,950.00		1,100.00	5,029.15	20.85	43.30
Registrar of Voters:							
Salaries		2,280.00					
Expenses	120.76	960.00		128.41	2,362.04	.05	167.08
Computer Listings		1,300.00			811.38	148.62	
					1,300.00		
Council on Aging:							
Salaries		7,738.00			7,936.02		
Facilities Rental Fee		600.00		198.02	600.00		
Expenses		3,600.00			3,589.53	10.47	
Transportation Expense		7,000.00			7,000.00		
Earth Removal:							
Engineering Services	3,602.00				2,289.50		1,312.50
Historical Commission:							
Expenses		260.00			203.78	56.22	

	Balance Carried Forward	1983-84 Appropriation	1983-84 Receipts & Adjustments	Reserve Fund Transfers	1983-84 Expended	Return to Revenue	Balance Forward
Town Counsel:							
Retainer		7,020.00			6,435.00		585.00
Legal Fees		4,000.00			2,658.10	1,334.15	7.75
Planning Board:							
Salaries		3,158.00		366.60	3,521.33	3.27	
Map Up-Date Art. #23	500.00				180.00		320.00
Zoning Map Up-Date	500.00				285.00		215.00
Expense	564.56	950.00		197.00	1,322.67		388.89
Personnel Board:							
Salaries		725.00		200.00	869.39	55.61	
Expenses	38.65	1,650.00			829.11	859.54	
Out of State Travel		1.00				1.00	
PROTECTION OF PERSONS & PROPERTY							
Conservation:							
Fund	45,904.24	5,000.00					50,904.24
Expenses		695.00			161.45	518.55	15.00
Sealer of Weights & Measures:							
Salaries		259.00			259.00		
Expenses		15.00				15.00	
Fire Department:							
Salaries		45,698.00		3,102.03	47,946.17		853.86
Ambulance Salaries		17,467.00			12,584.04	3,847.28	1,035.68
Expenses	6.00	21,621.00			19,559.92	1,096.58	970.50
Fuel & Utilities		2,621.00			2,243.01	377.99	
New Hose	57.52						57.52
Petty Cash		100.00	100.00		100.00	100.00	
Out of State Travel		1.00				1.00	
Police Department:							
Salaries	5,922.00	357,027.00			341,560.43	16,515.13	4,873.44
Traffic Signal Repair		600.00			580.38	19.62	
Police Cruiser	24.40	9,700.00			9,690.00	34.40	
Rockwood Road - Union St. Light		1,012.00			954.19		57.81
Expenses		29,961.00	72.28	3,803.90	33,713.54		123.64
Fuel & Utilities		15,210.00			13,957.79	1,252.21	
Petty Cash		50.00	50.00			100.00	
Out of State Travel		1.00				1.00	

	Balance Carried Forward	1983-84 Appropriation	1983-84 Receipts & Adjustments	Reserve Fund Transfers	1983-84 Expended	Return to Revenue	Balance Forward
Tree Department: Expenses		13,275.00		12,000.00	21,269.52		4,005.48
Insect Pest Control Expenses		7,593.00			7,589.39	3.61	
Civil Defense Salaries		372.00			372.00		
Expenses	1,096.71	576.00			654.34		1,018.37
Fire & Police Communication Salaries		66,607.00	306.82		65,672.48	1,546.14	
Expenses	304.80	400.00			337.89	62.11	
Fire & Police Station: Expenses	500.00	7,422.00			6,600.47	821.53	500.00
Fuel & Utilities	313.87	10,700.00			8,592.65	1,544.99	876.23
Animal Control: Salaries		2,237.00			2,236.96	.04	
Expenses		1,000.00			808.96	191.04	
Fuel & Utilities		1,400.00			1,364.31	35.69	
Animal Inspector: Salaries		688.00			688.00		
Expenses		75.00			75.00		
Building Department: Salaries		35,358.00			35,303.82	54.18	
Expenses	112.00	1,684.00			1,418.52	27.48	350.00
Fuel & Utilities	974.24	1,865.00		1,023.00	2,791.12	48.18	1,022.94
HEALTH AND SANITATION							
Board of Health: Salaries		12,578.00			12,336.50	241.50	
Expenses	298.00	17,800.00			16,106.05	669.33	1,322.62
MDC Sewage Assessment		35,000.00			33,600.00	1,400.00	
Sewer Study Ckmmitee		332.00			294.83	37.17	
Sewer Project Art. #15		350,000.00					350,000.00
Septage Disposal Study	2,000.00						2,000.00

	Balance Carried Forward	1983-84 Appropriation	1983-84 Receipts & Adjustments	Reserve Fund Transfers	1983-84 Expended	Return to Revenue	Balance Forward
Sanitary Landfill:							
Salaries		10,542.00			10,532.16	9.84	6,288.08
Cap 5 Cells		95,000.00			88,711.92		100,489.72
Parcel D		115,000.00			14,510.28		1,787.02
Expenses	3,732.24	12,425.00			14,370.22		4.97
Fuel & Utilities		5,480.00			5,450.89	24.14	
HIGHWAYS							
Town Highway							
Salaries		185,254.00	471.11		185,452.35	272.76	18,138.36
Expenses	5,681.38	80,090.00			67,633.02		999.80
Fuel & Utilities	224.18	28,295.00			27,342.69	176.69	
Chapter 570	12,794.00				12,794.00		
Improvement of Town Roads	1,447.85						1,447.85
Snow Removal							
Salaries		21,522.00			19,641.98	1,880.02	
Expense		39,000.00		2,025.13	41,025.13		
Emergency Tree Removal				1,268.00	1,268.00		
Fuel & Utilities		5,550.00			5,550.00		
Sidewalk Construction	4,467.97					.97	4,467.00
Special Projects	1,529.80	89,550.00			59,438.38		31,641.42
Gasoline Tax Monies	33,000.00				2,500.00		30,500.00
Art. #11-Road Construction	11,037.00		33,112.00		44,149.00		
Art. #12-Road Construction	9,238.00		27,715.00		36,953.00		
Main Street Improvements		33,000.00					33,000.00
Chapter 191		9,600.00	22,921.95		32,257.38		264.57
New Dump Truck		24,044.00		729.35	24,773.35		

	Balance Carried Forward	1983-84 Appropriation	1983-84 Receipts & Adjustments	Reserve Fund Transfers	1983-84 Expended	Return to Revenue	Balance Forward
Drainage Work-Grove St.	625.36				625.36		
Rockwood Road Drainage		5,000.00					5,000.00
VETERANS SERVICE							
Benefits		5,000.00			1,973.09	3,026.91	
Expenses		410.00		160.00	569.89	.11	
Salaries		1,544.00			1,543.04	.96	
SCHOOLS							
Norfolk Elementary Schools Salaries & Expense	59,455.56	1,212,737.00	125.00		1,208,568.82	13,807.74	49,941.00
Tri-County Reg. Voch. School		86,538.58			83,580.58	2,958.00	
King Philip Regional School		1,298,508.00			1,186,587.00	111,921.00	
NORFOLK LIBRARY							
Salaries		38,653.00			38,187.55	465.45	
Fines & Damaged Books		1,374.14			1,374.14		
Expenses		18,505.00	1.50		17,531.51		974.99
Fuel & Utilities	681.14	4,290.00			3,677.49	1,203.65	
RECREATION							
Salaries		10,252.00			6,302.32	3,949.68	
Expense	715.42	5,675.00			5,016.06	1,269.64	104.72
RECREATION FOR HANDICAPPED							
Salaries		279.00			279.00		
Expense		1,000.00				1,000.00	
WATER							
Water Department							
Salaries		42,251.00			37,211.27	5,039.73	
Expense	1,462.62	36,876.00			25,756.35	7,906.40	4,675.87
Fuel & Utilities	976.00	18,640.00			13,271.55	6,344.45	
Out of State Travel		1.00				1.00	
Petty Cash		50.00	50.00		50.00	50.00	

	Balance Carried Forward	1983-84 Appropriation	1983-84 Receipts & Adjustments	Reserve Fund Transfers	1983-84 Expended	Return to Revenue	Balance Forward
Water Main Extension Art. #50		134,000.00			83,699.50		50,300.50
Water Land Taking-Medway Art.#51		10,000.00			10,000.00		
Spruce Street		18,500.00			5,792.50		12,707.50
Replace Water Main-Birch Rd. 419.12					419.12		
Replace Water Main-Medway Br. 791.06							791.06
Construction of Well 79,715.16							79,715.16
Drilling & Testing of Well Sites 196.69							196.69
MATURING DEBT & INTEREST							
Federal Revenue Sharing							
Maturing Debt		98,400.00			98,400.00		
Interest on maturing Debt		39,784.00			39,783.25	.75	
Certification of Notes & Bonds		100.00				100.00	
Principal on Note-Water		4,600.00			4,600.00		
Interest on Note-Water		4,119.00			4,119.00		
Interest on Temporary Loans		2,000.00				2,000.00	
UNCLASSIFIED							
Cemetery							
Salaries		4,510.00			4,509.29	.71	
Expenses	524.00	1,725.00			1,128.74	720.26	400.00
Cemetery Land Purchase		20,000.00			20,000.00		
Street Lighting		18,900.00			18,363.98	488.55	47.47
Removal/Relocation of Street Lights 33.84					33.84		
Town Clean up Day		100.00				100.00	

FINANCES

	Balance Carried Forward	1983-84 Appropriation	1983-84 Receipts & Adjustments	Reserve Fund Transfers	1983-84 Expended	Return to Revenue	Balance Forward
Town Memeorial Day	1,000.00	983.00			1,359.48	623.52	
Insurance		64,225.00	12.00	2,804.00	66,894.00		147.00
State & County Retirement	5,100.00	84,921.00			83,008.99	1,924.02	5,087.99
Community Projects		5,439.00			5,439.00		
State & County Assessments	(904.39)		167,772.00		171,711.90		(4,844.29)
Reserve Fund		40,000.00			37,427.72	2,572.28	
Medical & Life Insurance		66,982.00			64,461.48	2,520.52	
Repair Roof-Highway Garage	240.00						240.00
Unpaid Bills-Prior Year		411.35			411.35		
King Philip Jr. High Roof Repair		31,815.00					31,815.00
Special Town Meeting Costs		354.80			69.65	285.15	
53rd Pay Period		1,400.00	(1,400.00)				
Unemployment Compensation Fund	16,242.59						16,242.59
Computer System		30,716.00			30,716.00		
	<u>\$326,563.14</u>	<u>\$5,571,340.87</u>	<u>\$252,202.23</u>	<u>\$37,427.72</u>	<u>\$5,061,166.53</u>	<u>\$210,728.64</u>	<u>\$915,638.79</u>

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GRANTS - GIFTS - STATE AID - PAYROLL DEDUCTIONS

RECEIPTS - EXPENDITURES

FISCAL PERIOD JULY 1, 1983 - JUNE 30, 1984

	Balance Carried Forward	Receipts	Expended	Balance Forward
<u>GRANTS</u>				
<u>Council on Aging</u>				
State Grant-Friendly Visitor Department of Elder Affairs Elder Affairs Grant Title III B-King Philip	\$13.73 465.00	\$517.00 44.28	\$465.00 500.00 24.98	\$13.73 17.00 19.30
Mass. Arts Lottery Council		2,196.00	1,143.92	1,052.08
<u>School</u>				
N.D.E.A. Title III Computer Grant Title I ESEA P.L. 89-10 Title I Chapter II-ECIA Title VI B P.L. 94-142 ESEA Title IVB P.L. 95-561 Title I - P.L. 89-313	118.98 1,129.00 4,406.00 1,071.00 1,429.22 103.48	16,906.00 2,996.00 19,740.00 750.00	1,129.00 4,406.00 16,906.00 4,067.00 21,169.22 101.76 750.00	118.98 1.72
<u>GIFT FUND</u>				
Elementary School	33.79			33.79
Bicentennial Park	45.44			45.44
Public Library		175.00	150.00	25.00

	Balance Carried Forward	Receipts	Expended	Balance Forward
State & County Aid to Libraries	18,833.57	3,741.10		22,574.67
<u>STATE AID</u>				
<u>Highways</u>				
Chapter 335-Pot Holes	5,258.81		5,258.81	
Chapter 570		12,794.00	12,794.00	
Chapter 191		22,921.95	22,921.95	
Chapter 732		60,827.00	60,827.00	
Chapter 637		27,423.00		27,423.00
<u>PAYROLL DEDUCTIONS</u>				
State Withholding		89,672.38	89,672.38	
Pension Withholding		107,857.02	92,505.65	15,351.37
Federal Withholding		261,833.81	261,833.81	
Group Insurance		80,098.41	69,835.60	10,262.81
Tax Sheltered Annuities		34,514.00	29,091.00	5,423.00
Teachers Association Dues		2,640.00	2,640.00	
Teachers Insurance-Washington Ins.		133.42	114.36	19.06
Accident Insurance-Colonial Ins.		576.75	576.75	
Garnisheed Wages		1,766.49	1,766.49	
Police Dues		216.00	216.00	
	<u>\$32,908.02</u>	<u>\$750,339.61</u>	<u>\$700,866.68</u>	<u>\$82,380.95</u>

FINANCES

TOWN OF NORFOLK

STATUS OF WATER DEPARTMENT ACCOUNTS

July 1, 1983 to June 30, 1984

Revenues:

Charges for Water Use	\$121,667.00	
New Services and Installations	22,800.00	
Demand Fees	3,725.00	
Work Orders	<u>1,754.00</u>	
		\$149,946.00

Expenditures:

Salaries	37,211.00	
Expenses	28,970.00	
Fuel and Utilities	12,296.00	
Spruce Street Land Taking	5,793.00	
Payment of Debt (1)		
Principal	4,600.00	
Interest	<u>4,119.00</u>	
		<u>92,989.00</u>

Excess Revenues over Expenditures

56,957.00

Balance at beginning of year

113,419.00

Balance at end of year

\$170,376.00 (2)

(1) Payments for debt represent 20% of the annual amount due.

(2) Allocated for expenditure	\$151,748.00	
Available Surplus	<u>18,628.00</u>	
		\$170,376.00

TOWN OF NORFOLK
STATEMENT OF DEBT

	<u>Interest Rate</u>	<u>Amount of Original Loan</u>	<u>Maturity Date</u>	<u>Outstanding June 30, 1983</u>	<u>Principal Paid Fiscal 1984</u>	<u>Outstanding June 30, 1984</u>
School Construction Loans:						
School Addition 1963	3.25%	\$ 356,000.00	7/01/83	\$ 15,000.00	\$ 15,000.00	-0-
New Elementary School 1970	5.25%	1,180,000.00	12/01/90	460,000.00	60,000.00	\$400,000.00
Fire & Police Station 1965	3.90%	148,000.00	11/15/85	15,000.00	5,000.00	10,000.00
Well, Pumping Station Water Mains 1980	7.60%	340,000.00	1/28/95	271,000.00	23,000.00	248,000.00
		<u>\$2,024,000.00</u>		<u>\$761,000.00</u>	<u>\$103,000.00</u>	<u>\$658,000.00</u>

TOWN OF NORFOLK
STATEMENT OF OUTSTANDING DEBT
SCHEDULE OF REPAYMENT

	School 1970		Fire and Police Station		Water 1980		Totals		Total
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal and Interest</u>
Due Fiscal 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	<u>\$400,000.00</u>	<u>\$71,925.00</u>	<u>\$10,000.00</u>	<u>\$390.00</u>	<u>\$248,000.00</u>	<u>\$111,188.00</u>	<u>\$658,000.00</u>	<u>\$183,503.00</u>	<u>\$841,503.00</u>

TOWN OF NORFOLK
Balance Sheet - June 30, 1984
GENERAL ACCOUNTS

ASSETS

Cash and Investments:		
Cash, M.M.D.T.	\$ 663,904.06	
Invested	<u>1,332,000.00</u>	\$1,995,904.06
Accounts Receivable:		
Taxes:		
Real Estate		
Levy of 1984	101,587.10	
Prior Years	<u>280.42</u>	
Personal Property		
Levy of 1984	1,939.93	
Prior Years	<u>8,113.41</u>	111,920.86
Motor Vehicle Excise:		
Levy of 1984	47,703.28	
Prior Years	<u>2,510.41</u>	50,213.69
Tax Titles and Possessions:		
Tax Titles	180,554.15	
Tax Possessions	<u>21,053.79</u>	201,607.94
Departmental:		
Ambulance	25,758.76	
Veterans Services	383.79	
State Aid to Highways	<u>34,176.05</u>	60,318.60
Water Rates and Charges		6,694.09
Unprovided for or Overdrawn Accounts		
Overlay Deficits		
Levy of '75	378.88	
Levy of '76	394.51	
Levy of '77	420.29	
Levy of '79	497.23	
Levy of '80	447.63	
Levy of '81	1,874.23	
Levy of '82	23,484.15	
Levy of '84	<u>10,786.58</u>	38,283.50

LIABILITIES AND RESERVES

Loans Authorized and Unissued		\$1,500,000.00
State and County Assessments (over/under)		(4,484.29)
Payroll Deductions:		
Contributory Retirement	\$ 15,351.37	
Group Insurance	10,262.81	
Tax Sheltered Annuities	5,423.00	
Teachers Insurance	<u>19.06</u>	31,056.24
Agency:		
Sporting Licenses - State	35.50	
Dog Licenses	<u>78.65</u>	114.15
Revolving Funds:		
School Lunch		7,800.59
Gifts:		
Bicentennial Park	45.44	
Public Library	25.00	
School	<u>33.79</u>	104.23
Trust Fund Income:		
Helen A. Ward Library Fund		519.57
State/Federal Grants:		
Council on Aging	50.03	
Arts Lottery Council	1,052.08	
Election Expense	105.06	
Ch. 637-Highway Funds	27,423.00	
NDEA Title III	118.98	
ESEA Title IV B	<u>1.72</u>	28,750.87
Reserves for Appropriation:		
Ambulance Fund	39,917.28	
State/County Aid to Libraries	<u>22,574.67</u>	62,491.95
Reserves for Uncollected Receivables:		
Motor Vehicle Excise Revenue	50,213.69	
Tax Title and Possession Revenue	201,607.94	
Ambulance Revenue	25,758.76	
Water Revenue	6,694.09	
Departmental - Veterans	383.79	
Highway	<u>34,176.05</u>	318,834.32
Reserve Fund-Overlay Surplus		14,853.63

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FINANCES

Due from Cemetery Fund	9,763.03	Overlays Reserved for Abatements:		
Loans Authorized	1,500,000.00	Levy of '78	686.47	
Revenue '84 - '85	4,707,108.00	Levy of '83	<u>27,624.07</u>	28,340.54
		Appropriation Balances:		
		Revenue		
		General	5,712,062.52	
		Water	157,412.62	
		Non Revenue		
		Water (Loan Balance)	<u>79,715.16</u>	5,949,190.30
		Warrants Payable		343,740.06
		Surplus Revenue		
		General	381,873.29	
		Water	<u>18,628.32</u>	
				<u>400,501.61</u>
				<u>\$8,681,813.77</u>

FEDERAL REVENUE SHARING

Cash		Appropriation Balance	
Invested Cash	\$ 2,897.37		\$ 81,242.59
	<u>78,000.00</u>		
Due from Federal Government	\$ 80,897.37		
	<u>345.22</u>		
	<u>\$ 81,242.59</u>		<u>\$ 81,242.59</u>

DEBT ACCOUNTS

Net Funded and Fixed Debt		Serial Loans	
Inside Debt Limit	\$10,000.00	Inside Debt Limit	
Outside Debt Limit		Police and Fire Station - 1965	\$10,000.00
General	400,000.00	Outside Debt Limit	
Public Service Enterprise	<u>248,000.00</u>	General	
	648,000.00	Centennial School - 1970	400,000.00
		Public Service Enterprise	
		Water - Construction of Well - 1980	<u>248,000.00</u>
			<u>\$558,000.00</u>
			<u>\$558,000.00</u>

TRUST ACCOUNTS

Trust and Investment Accounts
Cash and Securities
In Custody of Treasurer

\$216,642.12

In Custody of Treasurer
Trust Funds

Josiah Ware Town Hall Fund	\$ 5,728.87
Maria Mann High School Fund	5,540.59
Helen A. Ward Library Fund	540.94
Stabilization Fund	142,056.94
Norfolk Library Trustee Gift Fund	1,778.33
William F. Cavanaugh Library Gift Fund	202.72
Bond Fund - Planning Board	120.10
Library Building Fund	3,057.39
King Philip Roof Fund	23,964.97
Perpetual Care Fund - Cemetery	27,941.87
Sale of Cemetery Lots and Graves Fund	<u>5,709.43</u>

\$216,642.12

\$216,642.12

REPORT OF THE TAX COLLECTOR

To the Residents of Norfolk

The following is a breakdown of monies collected and turned over to the Treasurer for Fiscal Year 1984

BALANCE AS OF 7-1-83	COMMITTED	REFUNDS	ABATEMENTS	RECEIPTS	TAX TITLE	OUTSTANDING 6-30-84
REAL ESTATE						
1983 \$644,005.55		\$ 21,305.61	\$ 2,971.63	\$ 592,290.26	\$ 70,299.90	\$ (250.63)
1984	\$3,170,633.85	22,470.07	58,296.76	2,988,833.31	46,595.43	99,378.42
ROOL BACK TAX						
ROOL BACK INT.		539.90		539.90		-0-
		43.19		43.19		-0-
FOREST PRODUCT						
1984		174.00		174.00		-0-
1983		320.60		320.60		-0-
PERSONAL PROPERTY						
1978 1,096.40						1,096.40
1979 2,560.50						2,560.50
1980 1,297.12				17.19		1,279.93
1981 1,004.91				7.95		996.96
1982 1,561.69		21,855.61	21,855.61	244.50		1,317.19
1983 9,171.41		19,681.36	19,728.63	8,206.22		917.92
1984	124,928.15	24,218.03	24,137.24	123,086.66		1,922.28
MOTOR VEHICLE EXCISE						
1979 161.56				317.65		(156.09)
1980 280.84				519.53		(238.69)
1981 182.29				499.17		(316.88)
1982 1,560.51		138.01	156.43	1,203.88		338.21
1983 41,101.46	37,329.02	3,096.10	5,312.85	72,997.43		3,216.30
1984	195,423.05	1,013.52	7,751.66			
TOTAL \$ 703,984.24	\$ 3,528,314.07	\$ 114,856.00	\$ 140,210.81	\$ 3,933,005.91	\$ 116,895.33	\$ 157,042.26
INTEREST, FEES, CERTIFICATE OF MUNICIPAL LIENS, AND EARNED INTEREST \$36,058.83						

REPORT OF TREASURER

The Treasurer's Department carried out the following responsibilities and functions:

1. Receives, takes charge 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

This past year has been a very productive year for this department in that the following items should be noted:

1. Approximately \$91,000 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.
2. The Town did not have to borrow for short-term term purposes in anticipation of revenues even though the tax bills were not due until December '83.
3. Collection of tax title accounts amounted to approximately \$47,000 in which thirty-seven (37) properties were redeemed and cleared through the Registry of Deeds.

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.

FINANCES

TREASURER'S REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 1984

GENERAL REVENUE

Balance on Hand, July 1, 1983	859,408.46
Treasurer's Receipts 7/1/83 - 6/30/84 (Net of redemption of cash investments)	<u>6,443,871.94</u>
Total Funds Available	7,303,280.40
Treasurer's Payments 7/1/83 - 6/30/84 Treasury Warrants #1-55 ('84) #55-56('83) - (Net of cash investments)	(<u>5,636,091.50</u>)
Balance on Hand, June 30, 1984	<u><u>1,667,188.90</u></u>
Recapitulation by Bank:	
Bay Bank/Norfolk Trust	1,537,793.57
Hancock Bank & Trust	129,253.47
Boston Safe Deposit & Trust	<u>141.86</u>
Total on Hand, June 30, 1984	<u><u>1,667,188.90</u></u>

FEDERAL REVENUE SHARING

Balance on Hand, July 1, 1983	134,488.35
Treasurer's Receipts 7/1/83 - 6/30/84 (Net of redemption of cash investments)	<u>115,308.27</u>
Total Funds Available	249,796.62
Treasurer's Payments 7/1/83 - 6/30/84 (Net of redemption of cash investments) Treasury Warrants # 1 - 11	(<u>168,899.25</u>)
Balance on Hand, June 30, 1984	<u><u>80,897.37</u></u>

CAPITAL FUND - WATER PROJECT

Balance on Hand, July 1, 1983 & June 30, 1984 All interest credited to General Fund	<u><u>79,715.16</u></u>
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FINANCES

TRUST FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 1984

Josiah Ware Fund

Balance on Hand, July 1, 1983	5,211.01
Interest Earned 7/1/83 - 6/30/84	<u>517.86</u>
Balance on Hand, June 30, 1984	<u><u>5,728.87</u></u>

Maria Mann Fund

Balance on Hand, July 1, 1983	5,039.74
Interest Earned 7/1/83 - 6/30/84	<u>500.85</u>
Balance on Hand, June 30, 1984	<u><u>5,540.59</u></u>

Helen A. Ward Library Fund

Balance on Hand July 1, 1983 and June 30, 1984	<u>540.91</u>
Interest on above account credited monthly to Library Account.	

Norfolk Trustee Library Fund

Balance on Hand, July 1, 1983	1,593.45
Interest Earned 7/1/83 - 6/30/84	<u>184.88</u>
Balance on Hand, June 30, 1984	<u><u>1,778.33</u></u>

William F. Cavanaugh Library Gift Fund

Balance on Hand, July 1, 1983	184.40
Interest Earned 7/1/83 - 6/30/84	<u>18.32</u>
Balance on Hand, June 30, 1984	<u><u>202.72</u></u>

Bond Fund Planning Board Security Deposit

Balance on Hand, July 1, 1983	109.23
Interest Earned 7/1/83 - 6/30/84	<u>10.87</u>
Balance on Hand, June 30, 1984	<u><u>120.10</u></u>

FINANCES

Stabilization Fund

Balance on Hand, July 1, 1983	129,215.31
Appropriated and transferred from General Fund	-0-
Interest Earned 7/1/83 - 6/30/84	<u>12,841.63</u>
Balance on Hand, June 30, 1984	<u><u>142,056.94</u></u>

Library Building Fund

Balance on Hand, July 1, 1983	2,781.00
Interest Earned 7/1/83 - 6/30/84	<u>276.33</u>
Balance on Hand, June 30, 1984	<u><u>3,057.39</u></u>

King Philip Roof Fund

Balance on Hand, July 1, 1983	21,798.60
Interest Earned 7/1/83 - 6/30/84	<u>2,166.37</u>
Balance on Hand, June 30, 1984	<u><u>23,964.97</u></u>

Norfolk Cemetery - Sale of Lots

Balance on Hand, July 1, 1983	9,368.21
Receipts 7/1/83 - 6/30/84	2,935.51
Interest Earned 7/1/83 - 6/30/84	686.88
Transferred to General Fund - Cemetery Expenses - 1984	<u>(6,235.00)</u>
Balance on Hand, June 30, 1984	<u><u>6,755.60</u></u>

Norfolk Cemetery - Perpetual Care Fund

Balance on Hand, July 1, 1983	24,277.05
Receipts 7/1/83 - 6/30/84	200.00
Interest Earned 7/1/83 - 6/30/84	<u>2,418.65</u>
Balance on Hand, June 30, 1984	<u><u>26,895.70</u></u>

BOARD OF ASSESSORS

To the Citizens of the Town of Norfolk:

In 1984 the volume of activity continued to grow at a very rapid rate. The building boom that Norfolk is experiencing is certainly impacting the workload of the Assessors and staff. It will be necessary in the near future to begin to employ fulltime personnel support staff in our office. The Board has tended to defer employing fulltime staff, but we might have come to the end of the trail.

The Board negotiated a contract with M.M.C. Inc. to update all real estate and personal property values to one hundred percent of market value. This process will continue during calendar year 1985 and be implemented in the tax billing for Fiscal 1986. We remind the taxpayers that this process is mandated by State law every three years.

The Computer Committee has acquired a micro-computer with a support software system for our office. After proper training for staff, we will begin the process of inputting all our property records on our own data base. The Board estimates that we will be online using our own system by July 1, 1986.

Chairman John Robbins was 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 President of the Norfolk/Suffolk Counties Assessors Association. Assistant Assessor Karen Granito received a Certificate of Achievement for successfully completing the required Department of Revenue assessment administration course.

We thank our suport staff, Alice Boschen, Virginia Homer, and Karen Granito, for their dedicated service and assistance.

John H. Robbins Jr., *Chairman*
Walter Zagieboylo
John Evans

FINANCES

REAL ESTATE ASSESSMENTS AND ABATEMENTS

<u>Year</u>	<u>No. of Dwellings</u>	<u>Total Valuation</u>	<u>Total Exemptions Granted Veterans</u>	<u>Total Exemptions Granted Clause 37A, 17C, 18 41A & 41B</u>	<u>Total Abatements Processed</u>
1984	1899	\$167,199,600	69	58	46
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

MOTOR VEHICLE ASSESSMENTS AND ABATEMENTS

<u>Year</u>	<u>No. of Excise Bills</u>	<u>Motor Vehicle Excise Tax Money Committed</u>	<u>Total Abatements Processed</u>	<u>Total Amount Abated</u>	<u>Comm. Value of Vehicles</u>
1984	5968	\$255,488.45	593	\$12,296.10	\$12,436,588
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

FINANCES

The Assessors of the Town of Norfolk herewith respectfully submit their report for the year ending December 31, 1984.

Total appropriations to be raised by taxation	\$4,707,108.00
Total appropriations to be taken from available funds	459,298.65
Amounts certified by Collector and Treasurer for Tax Title purposes	-
Deficits due to abatements in excess of overlay of prior years	38,283.50
School Lunch Program	3,794.00
Elderly Lunch Program	505.00
Free Libraries	3,182.00
Norfolk County Retirement System	4,745.00

	Estimated Fiscal 1985	Underestimates Fiscal 1984	
County Assessments			
County Tax	\$58,025.00	\$ 3,062.00	\$ 61,087.00
State Assessments			
Special Education	\$ 2,553.00	\$ -	
Audit of Municipal Accounts	1,813.00	-	
Motor Vehicle Excise Bills	834.00	-	
State Recreation Areas	28,451.00	-	
Mass. Bay Transportation	76,990.00	19.00	
Air Pollution Control Dist.	1,153.00	243.00	
Met. Area Planning Council	939.00	1.00	
County Hospital	-	1,221.00	
Mosquito Control Projects	8,673.00	8,603.00	
Total	\$121,406.00	\$10,087.00	131,493.00
Overlay of Current Year			131,086.48
Gross Amount to be raised			\$5,540,582.63

Estimated Receipts and Available Funds		
1985 Fiscal Year receipts as certified by the Commissioner on the Cherry Sheet	\$1,170,561.00	
Motor Vehicle & Trailer Excise	218,180.00	
Licenses and Fines	17,000.00	
General Government	25,000.00	
Protection of Persons & Property	45,000.00	
Health & Sanitation	40,000.00	
Libraries	1,300.00	
Recreation	400.00	
Interest	85,000.00	
School	400.00	
Classified Forest Land (incl. Forest Prod. Tax)	174.00	
In Lieu of Tax Payments	500.00	
Total Estimated Receipts		\$1,603,515.00

FINANCES

Overestimated Fiscal 1984

Amount to be taken from available funds

Total Estimated receipts and available funds

Net amount to be raised by taxation on property

\$ 5,951.00
459,298.65
2,068,764.65
\$3,471,817.98

Total Valuation

Real Estate

\$167,199,600.00

Personal Property

5,099,059.00

Total

\$172,298,659.00

Fiscal Year 1985 Tax Rate per thousand

School Rate

\$10.17

General Rate

9.98

Total

\$20.15

ADVISORY BOARD ANNUAL REPORT

Our growth continues at a lively pace and the effect can be seen in just about all Town departments from Animal Control, Highway, Police and Fire, and schools to name a few. In addition, there exists a real need for increased office space. The stresses and strains are showing up everywhere.

The demands and needs of town government are not due to population increases alone. We have a need for increased training for Police Department personnel as a result of recent court decisions; state laws affecting property valuations have dramatically changed the Assessors' role and costs; the cost of operating the landfill have skyrocketed due to new requirements for protection of the environment; we are burdened with the same dramatically increasing cost of health insurance as the private sector, about four or five times that of inflation. Lastly, we must not forget the effects of inflation itself.

We should remember, though, that there is a positive side to our growth — it is essentially paying its own way. Last year under Proposition 2½%, our tax levy could have been a maximum of \$3,430,000 which included an allowed 2½%, or \$8,000 over the previous. A municipality is allowed, however, with approval by the Department of Revenue, to increase its valuation to account for real growth. This "real growth increase" came to an additional \$70,000. As a result we experienced a slight decrease in the tax rate. This growth factor has allowed us to meet the demands to date. With proper planning and your support at Town Meeting, we anticipate that it will continue to do so.

We have not received available state aid, partially due to the alleged lack of low income housing in Town. We are also faced with the possibility of reduction or elimination of Federal Revenue sharing because of the federal deficit. Since we bear the burden of the major portion of the state's prison population in our Town, we should aggressively pursue the acquisition of increased state aid as compensation for the reduced tax base.

The space needs of the Library, Police, Fire, and Communications departments have been met for the foreseeable future by the construction of facilities approved at last year's Town Meeting. The Water Department's standpipe resolves a major cost and road block to a reliable water system. Two major areas, however, still loom on the horizon.

First, the need for adequate space to hold meetings, conduct normal business, maintain the safety of records, etc., has been here for some time. It has to be addressed to enable our employees and officials to conduct business and service our needs.

Second, the elementary school system in projecting an increase in student population. This will mean more room, more teachers, and more equipment to meet the projected load, in addition to that which will be caused by the preschoolers who have already moved into Town. Although the elementary school sees an increase in student population, the King Philip system is projecting a continuing gradual decrease. Unfortunately the decrease does not mean that we will see a significant decrease in King Philip costs, but it will hopefully mean that their needs will be less critical and can be dealt with on a more flexible basis.

We have initiated action to establish a Five Year Plan which can be maintained each year on an on-going basis. We feel that this plan is needed and will allow the Town to have a better "handle" on its own financial pulse during this period of growth. Most of the departments have provided well-thought-out, comprehensive projections for the next five years. We hope that the others will provide quality input by the time we "go to press" with our recommendations so that we can give you a complete picture of the projections from all departments.

The Five Year plans submitted highlight some major costs projected for the future. We are confident, nevertheless, that proper planning and management of our finances can carry us through the next few years without major trauma. We strongly urge you, the taxpayers of Norfolk, to review the projections to familiarize yourself with the total picture before Town Meeting in the spring.

We have been asked to define our function. In the Town government the Advisory Board (or Finance Committee, as it is called in other towns) resembles a corporate board of trustees. We interface with all the Town departments on budgets and other important issues, but we are not departmental decisionmakers. We feel it is our duty to improve the Town by recommending your support on issues which are in the best interests of the Town of Norfolk. We must, by statute, make recommendations on major issues which affect the Town.

Because of our position of being in close contact with Town budgets and all Town departments, we often have a unique perspective on problems which may be arising and require some corrective action. In these situations we have often tried to inform the appropriate department of a problem before it becomes a crisis. We have occasionally been criticized for this action by some who feel

FINANCES

that we should be in a more reactive mode. We believe, nevertheless, that our actions have been entirely appropriate and in the Town's best interest.

In the end, you, the voters of Norfolk who attend Town Meeting, are the final decisionmakers like the stockholders in a corporation.

We are presently short one member and urge interested, public spirited citizens, to contact the Moderator. Our current list of members follows:

William C. Wright, *Chairman*
Cheryl A. Masterson, *Vice Chairman*
Marjorie H. Cavanaugh
Frank Cogdell
C. James Morris
John Nuhibian
Vincent A. Panettiere
Harold K. Sundquist

RESERVE FUND TRANSFERS

July 1, 1983 to June 30, 1984

1.	Highway Department	Balance on Truck	\$ 729.35
2.	Selectmen	Physicals for Reserve Off.	400.00
3.	Selectmen	Copier Maintenance	339.00
4.	Selectmen	Mailing - Postal Service	250.00
5.	Selectmen	Mailing - Mosquito Control	257.00
6.	Zoning Bd. of Appeals	Salary - Secretary	142.95
7.	Zoning Bd. of Appeals	Advertising Expense	156.90
8.	Computer Systems Comm.	Equipment	2,400.00
9.	Selectmen	Emergency Tree Removal	1,268.00
10.	Advisory Board	Salary - Secretary	600.00
11.	Advisory Board	Printing of Recommendations	1,100.00
12.	Tree Department	Storm Damage	12,000.00
13.	Highway Department	Snow Removal	2,025.13
14.	Fire Department	Firefighters' Salaries	1,300.00
15.	Selectmen	Physicals for Reserve Off.	992.00
16.	Zoning Bd. of Appeals	Salary - Secretary	185.26
17.	Police Department	Cruiser Maint./Uniforms	3,072.72
18.	Selectmen	Town Report	1,451.00
19.	Planning Board	Engineering Services	197.00
20.	Personnel Board	Salary - Secretary	200.00
21.	Registrar of Voters	Recount Expenses	86.68
22.	Registrar of Voters	Registrars' Salaries	41.73
23.	Veterans' Services	Conference Expenses	160.00

FINANCES

24.	Planning Board	Salary - Secretary	90.00
25.	Planning Board	Salary - Secretary	276.60
26.	Police Department	Vehicle Maintenance	731.18
27.	Fire Department	Firefighters' Salaries	829.18
28.	Advisory Board	Salary - Secretary	100.00
29.	Zoning Bd. of Appeals	Salary - Secretary	38.93
30.	Council on Aging	Salary - Director	198.02
31.	Fire Department	Firefighters' Salaries	800.00
32.	Treasurer	Expenses	885.56
33.	Selectmen	Insurance	2,804.00
34.	Town Clerk	Expenses	40.20
35.	Building Department	Gas and Oil Expenses	1,023.00
36.	Fire Department	Firefighters' Salaries	172.85
37.	Assessors	Salary - Senior Clerk	83.48
	TOTAL		\$37,427.72

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 1984 the Committee felt service was lacking from the broker who placed the town's insurance package two years ago. Therefore, seven well respected insurance brokers were invited to present conceptual approaches to the town's insurance. Of particular importance were ideas on pricing, service capabilities, and ability to cope with the insurance needs of a rapidly growing town. Six brokers responded, were interviewed, and one chosen to service the town's insurance.

The Committee has worked closely with the new broker on the changeover on existing insurance, as well as changes such as the police and library building additions. Brokerage services have improved tremendously. The Committee is available to the Board of Selectmen on a call basis and is increasingly involved in budgeting due to escalating insurance costs.

Paula Adamson, *Chairman*
Edmund Silk
Dallas Knight
William Ohrenberger

FINANCES

WARRANT ANNUAL TOWN MEETING Tuesday, May 7, 1985

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, MacBride Auditorium, Boardman Street, Norfolk, on Tuesday, the 7th day of May A.D. 1985 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 Selectman for three years; one member of the Board of Health for three years; one Assessor for three years; one member of the Planning Board for three years; one Water Commissioner for three years; two members of the School Committee for three years; one member of the King Philip Regional School Committee for three years; two members of the Housing Authority, one for five years and one for an unexpired term of three years; one member of the Recreation Commission for three years; one Trustee of Public Library for three years; and one Tree Warden for three years.

Question 1 This Question is not binding.

Are you in support of lowering the grade of Town Hill? (Corner of Rockwood Road/Main Street)

Yes

No

Question 2 This Question is not binding.

Regardless of the way you voted in Question 1. Please indicate a preference and answer these questions.

A.) Do you favor lowering the grade to street level?

Yes

No

B.) Do you favor lowering the grade to band stand level?

Yes

No

ARTICLE 2

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 Mass. General Laws 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 further to see what sum of money the Town will raise and appropriate or transfer from available funds to defray department and incidental expenses of the Town for the fiscal year commencing July 1, 1985 not otherwise provided for.

ARTICLE 3

Submitted by Water Commissioners

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 4

Submitted by the Water Commission

To see what sum of money the town will transfer from Water Department Revenue to fund Water Department Expenses for the balance of FY 85, or to take any other action relative thereto.

ARTICLE 5

Submitted by The Board of Selectmen

To see if the Town will vote to raise and appropriate a sum of money for auditing the Town's books and accounts or to take any other action relative thereto.

ARTICLE 6

Submitted by Board of Library Trustee

To see what sum of money the town will raise or appropriate or transfer from available funds for furnishing and equipping the Public Library, or take any other action relative thereto.

ARTICLE 7 *Submitted by the Highway Department*
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.

ARTICLE 8 *Submitted by the Highway Department*
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 Town roads as requested by the Board of Selectmen (Gasoline tax monies) or to take any other action relative thereto.

ARTICLE 9 *Submitted by the Highway Department*
To see if the Town will vote to raise and appropriate or appropriate by transfer from available funds in the Treasury \$8,500 to be used in conjunction with and in addition to any funds allotted by the Commonwealth (Chapter 234, \$25,499) for the construction, reconstruction, or improvements to Pond Street or to take any other action relative thereto.

ARTICLE 10 *Submitted by Recreation Commission*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury for the renovation of eight baseball and softball diamonds located at the Freeman-Centennial Schools, or to take any other action relative thereto.

ARTICLE 11 *Submitted by Recreation Commission*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury for the development of a new soccer field located at the Freeman-Centennial Schools, or to take any other action relative thereto.

ARTICLE 12 *Submitted by Recreation Commission*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury for the removal and replacement of the present sand at the Town Pond, or to take any other action relative thereto.

ARTICLE 13 *Submitted by the Computer System Committee*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the treasury, for enhancements/additions to the Town's computer system, or to take any other action relative thereto.

ARTICLE 14 *Submitted by Permanent Building Committee*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury, to develop a design for the expansion of Town Offices, or to take any other action relative thereto.

ARTICLE 15 *Submitted by Permanent Building Committee*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury to hire a Landscape Architect to prepare a Landscape design proposal for Town Hill, or to take any other action relative thereto.

ARTICLE 16 *Submitted by Board of Selectmen*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury, to purchase a second copy machine for the Town Hall or to take any other action relative thereto.

ARTICLE 17 *Submitted by Board of Selectmen*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury, to relocate and refurbish the so called "Town Lock Up" for a meeting place and storage area for the Historical Commission or to take any other action relative thereto.

ARTICLE 18 *Submitted by Highway Department*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury, to purchase a street sweeper for the Highway Department, or to take any other action relative thereto.

ARTICLE 19 *Submitted by Highway Department*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury, to purchase a new snow plow for the Highway Department, or to take any other action relative thereto.

ARTICLE 20 *Submitted by Highway Department*
To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury, to purchase an electric arc welder for the Highway Department, or to take any other action, relative thereto.

FINANCES

ARTICLE 21

Submitted by Sanitary Landfill Committee

To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury, to construct an unloading and recycling area at the Town Landfill, or to take any other action relative thereto.

ARTICLE 22

Submitted by Water Commission

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 23

Submitted by Water Commission

To see if the Town will vote to transfer a sum of money from Water Department Revenue to purchase a new truck for the Water Department.

ARTICLE 24

Submitted by Water Commission

To see if the Town will vote to transfer a sum of money from Water Department Revenue to extend the water main a distance of 300± feet on Mayflower Road from Old Mill Road to Standish Road to complete a loop for fire flow.

ARTICLE 25

Submitted by Water Commission

To see what sum of money the Town will vote to raise and appropriate by a bond issue, or transfer from available funds, 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 is in compliance with the first phase of the Water Department Master Plan, Revised January 1985 as drawn by Dufresne Henry Engineering Corporation, 89 Main Street, Concord, MA.

ARTICLE 26

Submitted by Planning Board

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 4700± feet on Seekonk Street from the intersection of Brookside Lane to a point on Seekonk Street 250± feet southwest of the intersection of Noon Hill Avenue. This extension is to be made in accordance with the provisions voted at the Annual Town Meeting on March 6, 1950, Article 17, or to take any other action relative thereto.

ARTICLE 27

Submitted by Water Commission

To see if the Town will vote to transfer a sum of money from Water Department Revenue or other available funds for necessary cleaning and repairs to the Gold St. well or to take any other action relative thereto.

ARTICLE 28

Submitted by Fire Chief

To see if the town will vote to accept the provisions of Massachusetts General Law, Chapter 148 Section 26G, or to take any other action relative thereto.

ARTICLE 29

Submitted by Planning Board

To see if the Town will vote to accept a revised and enlarged Norfolk Zoning Map, dated May, 1983, revised February 22, 1985, a copy of which is on file with the Town Clerk.

ARTICLE 30

Submitted by Board of Selectmen

To see if the Town will vote to amend Section D. 2. h. of the Town of Norfolk Zoning By-Law by

1) Striking Section 2.0 and substituting in place thereof the following Section 2.0:

Section 2.0 *Permitted Uses* — The Flood Plain/Wetlands Protection Districts shall be considered as overlying other districts. The underlying permitted uses are allowed subject to obtaining a Special Permit from the Board of Appeal as provided in Section 4.1, hereof provided they meet the following additional requirements, as well as those of the State Building Code dealing with construction in floodplains.

In the floodway, designated on the Flood Boundary and Floodway Map (Flood Insurance Rate Map further described in Section 5.0 herein) the following conditions shall apply:

A.) All encroachments, including fill, new construction, substantial improvements to existing structures, and other development are prohibited unless certification by a registered professional engineer is provided by the applicant demonstrating that such encroachment shall not result in any increase in flood levels during the occurrence of the 100-year flood.

B.) Any encroachment meeting the above standard shall comply with the floodplain requirements of the State Building Code.

2) By adding to Section 5.0 the following sentence.

The Flood Plain District includes all special flood hazard areas designated as Zone A, A1-30, on the Town of Norfolk Flood Insurance Rate Maps (FIRM), effective August 19, 1985, as amended.; A copy of the Floodway and Flood Insurance Map and Flood Insurance Study is on file in the office of the Town Clerk.

ARTICLE 31

By Petition

To see if the Town will vote to amend the Zoning By-Law and Zoning Map by rezoning from Single Residence R3 to Single Residence R1 the land shown on Assessors Map 12 Block 62, Lots 2, 6, and 118 or to take any other action relative thereto.

ARTICLE 32

Submitted by Groundwater Protection Committee

To see if the Town will vote to amend ARTICLE IX of the Revised By-Laws of the Town of Norfolk by striking Section 20 and substituting in place thereof the following new Section.

Section 20 — When new water service connections are made to the Town's water system, the owner of an existing private on-lot well shall certify to the Water Department that the well has been properly closed. This requirement may be waived if the owner intends to continue to use the well for supplementary water supply purposes, provided that the well is properly maintained, and that upon sale of the property, the future owner is informed of the existence and condition of the well.

ARTICLE 33

Submitted by Groundwater Protection Committee

To see if the Town will vote to amend ARTICLE IV of the Revised Town By-Laws by striking Section 5. C. 1. and substituting in place thereof the following new Section 5. C. 1.

- 1.) The street location of the proposed excavation, the proposed depth of excavation and the elevation of the highest annual high water table, as determined by the test pits and soil borings.
- 2.) By inserting after Section 5. D. 5. the following new section.
- 6.) That the depth of any excavation shall not be made lower than ten (10) feet above the annual high water table.

ARTICLE 34

Submitted by Groundwater Protection Committee

To see if the Town will vote to amend the Zoning By-Law and Zoning Map by rezoning the following described parcel from Residence R1 to Residence R3, said parcel being bounded.

WESTERLY: BY Myrtle Street and Dean Street

NORTHERLY: by the utility right of way to the eastern boundary of Lot 7 Block 36

EASTERLY: by existing property lines bordering on the following lots:

Eastern border of Lot 7 Block 36 then along a line extending from southeast corner of Lot 7 Block 36 to the westernmost corner of Lot 82 Block 36 then along eastern border of Lot 3 Block 36 to Medway Street then along eastern border of Lot 40 Block 37 then extended south-southwesterly 500 feet from Medway Street to the southern border of the district.

SOUTHERLY: by a line 500 feet south of and parallel to Medway Street running from the extension of the easterly border of Lot 40 Block 37 northwesterly to Myrtle Street all as shown on Assessors Map 9 as revised as shown on Plans filed with the Town Clerk or to take any other action relative thereto.

ARTICLE 35

Submitted by Groundwater Protection Committee

To see if the Town will vote to amend ARTICLE IX of the Town of Norfolk By-Laws by deleting in its entirety Section 28 and inserting in place thereof the following:

ARTICLE IX, SECTION 28

UNDERGROUND FUEL STORAGE BYLAW

Section 1: Authority

This bylaw/ordinance is adopted by Norfolk under its home rule powers, its police powers to protect the public health and welfare, and its police powers to protect the public health and welfare, and its authorization under Massachusetts General Laws Chapter 40, Section 21.

Section 2: Purpose

The purpose of this bylaw/ordinance is to control the installation and maintenance of underground gasoline or fuel storage tanks over 1000 gallons, and to protect groundwater and surface water from contamination due to leakage. The provisions of this bylaw/ordinance are applicable only to underground tanks.

Section 3: Definitions

- 3.1 Underground tank shall mean any fuel-storage containment system for gasoline, fuel or lubricating oil with a capacity in excess of 1000 gallons, the top of which is located below the ground.
- 3.2 Fire chief shall mean the chief of the fire department for the municipality in which a tank is located.
- 3.3 Noncorrosive soil is soil that, when tested by a qualified professional, is shown to have a resistivity greater than 10,000 ohm-cm, and that does not exhibit corrosive characteristics in a soil-chemistry analysis.

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- 3.4 100-year floodplain shall mean those areas as shown in the Flood Insurance Rate Maps for Norfolk under the Federal Emergency Management Agency's National Flood Insurance Program, or as defined in section 5.2h of the zoning bylaw/ordinance.
- 3.5 Chief Licensing Authority shall mean Board of Selectmen

Section 4: Registration of Existing Tanks

4.1 Tank Registration

Every operator of an underground tank must file with the town/city clerk the site, type, age, contents, and location of their underground tanks within 90 days of the enactment of this bylaw/ordinance.

4.2 Notification of Fire Department

The town/city clerk must, forthwith, give the fire chief a copy of the information filed for each tank that is registered according to section 4.1. The fire chief or his designee must check this information against fire department records. He may require evidence of the date of purchase and installation if there is any question concerning the age of the tank.

4.3 Tank Testing

Operating tanks that are known to have underground fuel storage tanks that did not report their tank(s) as required by section 4.1 of this bylaw/ordinance must have such tanks tested in accordance with section 6.6 of this bylaw/ordinance.

Section 5: Standards Applicable to the Installation of New Tanks

5.1 Tank Design

(a) Unless proven otherwise by soil tests performed by qualified professionals, the soils in Massachusetts shall be assumed to be corrosive. Metallic tanks (except stainless steel) without cathodic protection or an underground secondary-containment system will be prohibited. Also prohibited is schedule 40 steel pipe, galvanized or black iron, or approved nonmetallic (except fiberglass-reinforced plastic) pipe. If a qualified professional demonstrates that the soils in which the tank is to be placed are non-corrosive as described in section 3.3 of the definitions, a steel tank with interior coating and other approved piping may be installed.

(b) In corrosive soils, underground tanks must be constructed of: non-corrodible materials, such as fiberglass-reinforced plastic (FRP) or its equivalent; steel with external bonded non-corrodible material (i.e., FRP): a steel system cathodically protected by an impressed current cathodic system, sacrificial anodes, or equivalent protection; or, a double-walled tank. These requirements are in accordance with the Massachusetts Board of Fire Prevention regulations codified in 527 CMR 9.06 (18).

(c) In corrosive soils, piping shall be constructed of non-corrodible materials such as FRP or its equivalent, a steel system with cathodic protection, or some other type of equivalent protection, in accordance with 527 CMR 9.06 (18).

(d) Cathodic protection systems shall be maintained and checked in accordance with 527 CMR 9.06 (20) (g).

(e) Commercial tanks must be equipped with striker plates below openings used for product measurement or filling.

5.2 Tank Installation

(a) The fire chief or his designee must inspect and approve underground tanks prior to their burial, in accordance with 527 CMR 9.06 (10).

(b) Tanks must be installed in accordance with the manufacturer's installation techniques. Damage to protective coatings or to the FRP tank or surface must be repaired prior to covering the tank.

(c) New underground tanks shall be tested for tightness, hydrostatically, or with air pressure at not less than 3 pounds per square inch and not more than 5 pounds per square inch, after installation, but before being covered or placed in use in accordance with 527 CMR 9.06 (20) (b).

(d) Piping should be tested in accordance with 527 CMR 9.06 (20) (a) before being covered, enclosed, or placed in use.

(e) Backfill material, used to cover all new tank installations and repairs, must be of the type and quality specified by the tank manufacturer's installation procedures, and by the pertinent regulations governing storage tank installation.

5.3 Tank Location

(a) The location of all new underground fuel tanks must be approved by the Board of Health.

(b) Underground fuel tanks may not be installed within the 100-year floodplain, within the cone of influence of a public well, or below the maximum water table elevation.

(c) Underground fuel tanks that are to be installed within the watershed of a public drinking water source must submit, for review by the fire chief, the board of health or its agent, and the local water commissioners or their agent, a plan outlining the procedures or devices, such as product sensors, and/or area monitoring devices, to be used to prevent water supply contamination. The plan must be endorsed by representatives of the three departments noted above prior to tank installation.

Section 6: Leak Detection for Existing and New Tanks

6.1 Inventory Verification

(a) All underground tanks, except fuel-oil tanks and tanks connected with burning equipment, must be monitored for the prevention and detection of leakage of flammable and combustible liquids in accordance with the provisions of 527 CMR 5.05 (3).

(b) The daily inventory records must be shown to the fire chief, or his designee, prior to issuance of a permit or license renewal.

(c) The owner and operator must participate in a program of regularly scheduled inventory verification, at least once every two years, in accordance with 527 CMR 5.05 (3) (g). The operator of tanks 10 years of age or older shall submit to the fire chief annually a report certifying that the inventory verification has been performed, stating the calculated gain/loss over the verification periods.

(d) The fire chief shall require the operator of an underground tank storage system to test the system for tightness, at the operator's expense, when accurate daily inventory records have not been maintained as specified in 6.1.

(e) If daily inventory records indicate a loss of product in excess of 0.5 percent of the volume of product used or sold, or an abnormal increase in the amount of water contained in the tank, steps must be taken immediately in accordance with 527 CMR 5.05 (3) (e) to detect and stop the leak. The discrepancy must be reported to the fire chief.

6.2 Tank Testing

(a) Unless the tank operator demonstrates to the fire chief and the board of health that his tank(s) are constructed of a material that will not corrode, has product sensors, or has been repaired or tested within the last year, underground tanks shall be required, at the expense of the owner, to undergo one of the following tests at five-year intervals from the date of installation, up to the twentieth year, and annually thereafter: A Kent-Moore (Heath Petro-tite) test; or a Sun-Mark leak locator test; or the equivalent as determined by the fire chief. The fire chief shall be given at least 48 hours' notice of time, date, and place of testing. Test results must be submitted to the local fire chief.

(b) The waiver from 6.2 (a) may not be granted for a tank that is located within any of the areas specified in section 5.3 (b).

(c) If flammable fluids or their vapors have been detected in neighboring structures, sewers, or wells on or off the property locations, the fire chief may require that any nearby tank, including underground residential tanks less than 1000 gallons, be tested at the expense of each tank's owner.

Section 7: Procedure in Case of Spill or Leak

7.1 Leak Reporting

Any person who is aware of a spill or abnormal loss of flammable fluids must report such spill or loss immediately to the fire chief. The fire chief must be responsible for other notification, including the board of health.

7.2 Equipment Replacement/Removal

(a) After a leak is confirmed, underground tanks (or piping) must be emptied immediately, and removed or repaired forthwith, under the direction of the fire chief.

(b) A leaking tank that is twenty years old or older that does not comply with the design standards in section 5.1 (b) must be removed and may not be repaired. A permit for its removal must be obtained in accordance with M.G.L. Ch. 48, s. 38A.

(c) A leaking tank that is less than twenty years old must be repaired or removed. If the tank operator can show to the satisfaction of the fire chief that (in the case of steel tanks) the leak was from internal corrosion, and that the tank can be repaired so as not to pose a continuing threat to the soils and waters of the Commonwealth, considering at a minimum the corrosivity of the soil; tank age and external condition; techniques to be used for the repair; and the location of the tank, then the tank may be repaired. Operators of leaking FRP tanks must demonstrate to the fire chief that the tank can be repaired according to manufacturer's instructions. Operators who do not meet these requirements must remove the tank.

(d) If it is necessary to replace an underground steel tank that has developed a corrosion-induced leak, all other steel tanks at the facility of the same age or older, whether they are leaking or not, shall be repaired or replaced with tanks that meet the requirements of Section 5.1 of this bylaw.

Section 8: Administration

8.1 The provisions of this bylaw shall be administered by the fire chief.

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- 8.2 Variances from the specific requirements of this bylaw/ ordinance may be authorized by the chief licensing authority after notice and a public hearing.
- 8.3 Licenses issued in accordance with M.G.L. Ch. 148 s. 13 for underground tanks must be renewed at five-year intervals from the date of installation, up to the twentieth year, and annually thereafter. Tank owners must submit to the fire chief and the licensing authority a statement certifying satisfactory leak-detection results over the period of the permit (in accordance with s. 6.2 of this bylaw), and inventory verification, at least 30 days before the issuance of a permit renewal for the time periods specified herein. Test results must accompany the permit-renewal application.
- 8.4 Fees necessary for the issuance and renewal of permits or licenses shall be set by the board of selectmen.
- 8.5 The fire chief or his designee may, at all reasonable times, and upon reasonable notice to the occupant of the premises, enter any premises, public or private, for the purpose of investigating, sampling, or inspecting any record, condition, equipment, practice, or property relating to activities subject to this bylaw, and may at any time and upon reasonable notice to the occupant of the premises, enter such premises for the purpose of protecting the public health or safety, or to prevent damage to the environment.

ARTICLE 36

Submitted by Board of Water Commissioners

To see what sum of money the Town will raise and appropriate or transfer from available funds to acquire additional lands by eminent domain or by purchase around Tibbetts Well Field, for Aquifer Protection purposes. These acquisitions to be made in compliance with the provisions of the Safe Drinking Water Act, in the name of the Town of Norfolk Water Department.

ARTICLE 37

Petition of Southwood Community Hospital

To see if the Town will vote to amend Section D-2 Schedule of Use Regulations of its Zoning By-Law to the following extent:

- 1) By changing the designation "No" to the designation "SP" under the column heading for the Health Maintenance and Professional Office District as follows:
 - a. Public and Semi-Public
 - 8) Day care nursery
 - 10) Facility for the evaluation; treatment of counselling of persons suffering from alcoholism, drug dependence or mental illness who do not require general hospital admission
 - 12) Office or meeting room of a non-profit service organization; or do or act in any way in relation thereto.

ARTICLE 38

Submitted by Advisory Board

To see if the town will vote to approve the following addition to the Personnel By-Law:

CLASSIFICATION SCHEDULE

Position

TECHNICAL/PROFESSIONAL
General Engineer

Grade
[To Be Determined]

Salary:
\$15.41/hour

ARTICLE 39

Submitted by the Personnel Board

To see if the Town will vote to approve the following amendments to the Personnel By-Law:

CLASSIFICATION SCHEDULE

Position

CLERICAL
Clerk III
Assistant Treasurer

Grade
9

Clerk II
Secretary, Zoning Board of Appeals

8

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ARTICLE 40

Submitted by the Personnel Board

To see if the town will vote to approve the following amendment to the Personnel By-Law:

LONGEVITY PROGRAM

FULL TIME EMPLOYEES

Eligibility

Full-time employees having completed 36 months or more of service on June 30 of the previous fiscal year will be qualified to receive longevity payment during the current fiscal year, provided they were employed by the Town on June 30 of the previous year. For current full-time employees whose continuous work history for the Town includes permanent part-time or part-time employment, length of service is determined as follows:

Each year full-time completed counts as 12 months of service.

Each year permanent part-time completed counts as 6 months of service.

Each year part-time completed counts as 3 months of service.

Full-Time Service Payment Schedule

<u>Months of Service Completed as of 6/30</u>	<u>Lump Sum Payment</u>
0-35	\$ 0
36-59	210
60-83	420
84-107	625
108-131	835
132-143	1,050
144-155	1,150
156-167	1,250
168 and over	1,665

PART-TIME EMPLOYEES

Eligibility

Part-time employees having completed 36 months or more of service on June 30 of the previous fiscal year will be qualified to receive a longevity payment based on the number of hours worked in the previous fiscal year. The lump sum payment is due in the current fiscal year, provided they were employed by the Town on June 30 of the previous fiscal year.

Full-Time Service Payment Schedule

<u>Months of Service Completed as of 6/30</u>	<u>Per Hour Rate for Lump Sum Payment</u> (non-cumulative)
0-35	\$ 0
36-59	.10
60-83	.20
84-107	.30
108-131	.40
132-143	.50
144-155	.55
156-167	.60
168 and over	.70

Said funds to be distributed by the Town Accountant with the approval of the Personnel Board.

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ARTICLE 41 *Submitted by the Personnel Board*

To see if the town will vote to approve the following amendment to the compensation schedule, of the Personnel by-law.

COMPENSATION SCHEDULE

[MANAGEMENT — Grades 10-17 — no changes]

CLERICAL (hourly)

Grade	Min.	Mid.	Max.
9	\$6.07	\$7.60	\$9.11
8	5.47	6.83	8.21
6	4.38	5.48	6.57

[TECHNICAL AND PROFESSIONAL — Grades A-M — no changes]

[Add the following paragraph following schedule]

All requests for salary increases within the Compensation Schedule will be reviewed by the Personnel Board to ensure fair and proper application of such increases. The Personnel Board will render their recommendation within 60 days of formal request.

ARTICLE 42

Submitted by the Personnel Board

To see if the Town will vote to amend the Personnel By-Law by inserting the following performance appraisal program:

PERFORMANCE APPRAISAL PROGRAM

1.0 Introduction

This program is intended to accomplish a number of goals:

- a. Provide a method of improving the effectiveness and the efficiency of the individuals and the organizations.
- b. Serve as a conduit for communications and feedback outside of routine daily interactions.
- c. Provide a basis for formal personnel decision making.
- d. Serve as a basis for recognizing accomplishments, need for guidance, development, training, and support.
- e. Furnish reliable information and records for the proper placement of employees.
- f. Provide a process of establishing goals and objectives.
- g. Provide a basis for evaluating an employee's performance for completion of probation; annual increases, promotions; and general performance.

2.0 Applicability

This program applies to all Town employees covered by the Personnel By-Law.

3.0 Schedule

Each employee shall be reviewed semi-annually. During the month of July Part I of the appraisal form will be completed and in January Parts I and II will be completed, and at the end of any probationary period, and in addition a performance review may be given at the discretion of the supervisor.

4.0 Relation to Salary Adjustments

On an annual basis, and prior to the request for budgets, the Personnel Board shall issue a memorandum with input from the Advisory Board and Board of Selectmen and other members of Town management which will explain the impact of the performance evaluation (if any) on merit, if in effect, and cost of living increases and promotions, etc. This memorandum will guide Department Heads in the preparation of budgets. The actual awarding of increases is subject to the annual budget process including Town Meeting approval of individual budgets.

5.0 Administrative Procedures

- a. The Personnel Board shall recommend performance appraisal forms to be used by all personnel.
- b. The Personnel Board shall maintain a file copy of all completed forms.
- c. Approximately one week prior to the scheduled review, the employee will receive a draft appraisal from the "evaluator"

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(see below). The draft will be discussed at the review. The final appraisal will be returned to the employee within one week of the review for employee comment and signature.

d. The employee shall send the signed form to the evaluator for signature. A copy of the completed form will be given to the employee and to the Personnel Board for filing. The evaluator shall maintain the original in a file.

e. All material used and all conversations during the appraisal process will be confidential and access limited to the parties involved.

f. Personnel that work part-time in more than one department shall receive multiple reviews.

6.0 Evaluators:

<u>POSITION</u>	<u>EVALUATOR</u>
Executive Secretary	Chairman, Board of Selectmen
Fire Chief	Chairman, Board of Selectmen
Building Commissioner	Chairman, Board of Selectmen
Superintendent of Streets	Chairman, Board of Selectmen
Town Engineer	Chairman, Board of Selectmen
Town Accountant	Chairman, Board of Selectmen
Water Superintendent	Chairman, Water Commission
Chief Dispatcher	Police Chief
Administrative Secretary	Executive Secretary
Assistant Town Clerk	Town Clerk
Bookkeeper, Tax Collector	Tax Collector
Police Personnel (except contract employees)	Police Chief
Executive Director, Council on Aging	Chairman, Council on Aging
Clerk, Council on Aging	Executive Director
Building Department Personnel (including Inspectors)	Building Commissioner
Board of Health Personnel	Chairman, Board of Health
Water Department Personnel	Water Superintendent
Highway Department Personnel	Superintendent of Streets
Clerk, Treasurer's Office	Treasurer
Assessor's Department Staff	Chairman, Board of Assessors
Planning Board Staff	Chairman, Planning Board
Board of Appeals Staff	Chairman, Board of Appeals
Librarian	Chairman, Library Trustees
Library Staff	Librarian
Accounting Staff (including Assistant)	Town Accountant
Fire Personnel (including all firefighters and EMTs)	Fire Chief
Dispatchers	Chief Dispatcher
Gatekeeper	Chairman, Board of Health

7.0 Criteria

In the conduct of the performance appraisal, a number of criterion will be used to guide the conduct of the appraisal and to serve as catalysts for the communication process. The criteria for each group of employees are defined below.

A. Managerial-Professional Employees

1. *Human Resources-Relations* — This criterion concerns the ability to secure cooperation and obtain optimum results through the efforts of others. Included within this category is the ability to effectively supervise subordinates; and work effectively with peers, and committee-board members. This criterion focuses on the ability to exhibit fairness and uniform treatment to subordinates; flexibility; ability to cooperate with others and obtain cooperation from others; sensitivity to group dynamics; and leadership skills.
2. *Personal Work Ability; Work Organization; Analytical Abilities* — This criterion relates to the ability to conceptualize department needs and organize necessary programs and activities to meet these needs. For operational departments this focuses on the organization and control of work to increase efficiency and effectiveness. For staff departments this focuses on the analysis of information and development of program-policy proposals which meet Town goals and objectives. This criterion also concerns the ability to manage time; process and integrate information; and to organize workload based upon relative priorities. Other components include the ability to delegate and assign responsibility.

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3. *Communications* — This criterion addresses the question of whether the manager through written and verbal communications demonstrates a thorough understanding of the purposes and types of different forms of communications, and uses them in an appropriate manner. The criterion focuses on whether the communications are appropriate; timely; concise; meaningful; effectively organized; and understood by the recipient. This criterion is also used as a mode for defining the communication methods and requirements between the Executive Secretary (where applicable), department head, subordinate manager, committees-boards, and peers.
4. *Financial and Material* — This criterion provides an opportunity to identify the individual's budget and material resources management skills. The criterion focusses on the question of whether the individual demonstrates fiscal accountability and utilization of resources. Other areas include the ability to obtain private funding assistance; state or federal aid; and volunteers. Some specific areas of concern are the cost effective use of personnel dollars; purchasing skills; vehicles and equipment maintenance; and budget planning and execution.
5. *Technical Skills* — This criterion concerns the quality of the employee's professional knowledge and skills and the degree to which the employee applies such knowledge and skills in an appropriate and effective manner. Further, evaluation of "Technical Skills" will emphasize the demonstrated willingness of the employee to improve, expand, and adapt those skills in order to maximize effectiveness.
6. *Employee-Employer Relationship* — This criterion addresses the capacity of the manager to assume responsibility, accept accountability, seek appropriate guidance and assistance, provide essential information to the employer and to other managers, give and receive constructive criticism, and participate fully in the establishment and execution of organization goals. This quality is manifested in the degree of confidence shared between the manager and employer. Included in this criterion is the dependability and conscientious attendance of the employee.
7. *Professional Development* — This criterion addresses whether the manager, through continuing education; professional associations; teaching; writing; and various other activities associated with continued growth in a professional area, has demonstrated a commitment to continued self-development of professional capacity and to furthering the development of others in the profession.
8. *Priorities-Goals* — This criterion is two-fold. It provides an arena for the review of the previous period's goals and objectives and the accomplishments or action taken to promote and implement those goals. It further provides the opportunity for the establishment of the next period's goals and objective.
9. *Discussion Topics* — This criterion presents an opportunity to discuss specific matters concerning working relationships and work environment which are not naturally covered in the specific criteria or objectives. Examples of topics are office space; vehicle availability; work load; etc.
10. *Overall Effectiveness-Comments* — This criterion consists of a narrative summary of the overall effectiveness of the individual's performance and the assignment of a rating. The section should point out any major strengths or weaknesses noted in the specific criteria; primary objectives; and areas of needed improvement.

B. Administrative-Clerical; Technical-Professional

1. *Job Knowledge* — Refers to the skills required by the job, as well as special knowledge useful or necessary in performing assigned duties. Includes the individual's understanding of departmental rules, procedures, workflow and policies, and an understanding of one's own job responsibilities and how they fit in with departmental operations.
2. *Quality of Work* — Refers to the care, safety, accuracy, cleanliness, and orderliness with which work is performed. An individual's thoroughness should be considered, in addition to the individual's safety and accident record.
3. *Quantity of Work* — Refers to general output of the individual and the timeliness with which work is performed. Output should be measured by a recognized record of meeting acceptable standards of output on a regular basis.
4. *Dependability* — Refers to reliability when working without direct supervision, to punctuality, and to conscientious attendance. Attendance is a major component of this criterion. If an employee demonstrates a high level of sick leave usage for the previous year, then there must be a written comment on this criterion on the appraisal form. The comment can be either in the form of an explanation of the individual's attendance record or else a warning to the employee. Normally, an individual with a high usage rate cannot receive a rating of "Above Expectations" in this criterion unless there are extenuating circumstances surrounding the absences, in which case they should be noted on the appraisal form.

5. *Human Relations/Attitude* — Refers to ability to get along with others, as reflected in courtesy and cooperation with supervisors, fellow employees, and the general public. This is an important criterion for all employees. Any employee who is consistently rude to peers and/or the public will be rated no higher than "At Minimum Expectations" on this criterion, and can receive an overall rating no higher than "At Minimum Expectations." An Individual's general attitude of approaching his/her job should also be measured here.
6. *Judgement* — Refers to presence of mind, common sense, ability to grasp a situation, think clearly, and develop correct and logical conclusions in an emergency situation. Also to be considered is the individual's ability to make decisions without direct supervision.
7. *Other Criteria* — Some positions may have additional criteria on which employees should be evaluated. These will be determined by the individual's supervisor. In addition to the ones listed below for specific groups of employees (which may also be used for other employees), some suggestions are loyalty and ability to solve problems.
 - a. *Appearance* — Refers to general appearance of the individual and his/her attention to personal grooming, uniform, cleanliness, proper display of badges and patches, and concern about general health.
 - b. *Initiative* — Refers to the willingness and ability to take on responsibility and performing certain tasks without being asked to do so.
 - c. *Communications* — Refers to the individual's oral and written skills.
8. *Employees with Supervisory Responsibilities* — should also be judged on the following criteria:
 - a. *Management Skills* — Refers to success in planning and organizing work and achieving goals within scheduled time and fiscal limits.
 - b. *Motivation of Employee* — Refers to success in gaining cooperation and high level of performance of employees supervised.
 - c. *Development of Employees* — Refers to success in training employees in skills for required duties, as well as providing for flexibility in back-up.
9. *General Appraisal— All Employees* — The evaluator will give an overall evaluation of the employee's performance; including an overall rating. This is the most important part of the form and should include reference to obvious strengths and weaknesses.
 Recommendations should be made for making use of particular strengths or remedying specific weaknesses. Recommendations for improvement should be as specific as possible.

Section 8.0 Ratings

A. Managerial-Professional Employees

In evaluating the performance of a managerial employee, the following three rating categories will be used:

1. *Exceeds Requirements* — This rating will be reserved for those individuals who consistently perform at a level which exceeds the requirements of their positions and make positive contributions to the overall effectiveness and credibility of Town Government. In order to exceed requirements, the employee must achieve excellence in the quality of work produced as well as maintain a high level of productivity. Special proficiency in leadership and/or professional skills; creativity; and innovation characterize those individuals who attain this rating.
2. *Meets Requirements* — This rating will apply to those individuals who consistently meet and, at times exceed, the requirements of their positions. In order to meet requirements, work must be accomplished in an efficient and timely manner; the employee must work effectively with others; the employee must use time and resources effectively; and reasonable department goals must be regularly established and met.
3. *Needs Improvement* — This rating will apply to those individuals who have demonstrated the inability to meet the requirements of their position. When using this rating the evaluator will indicate if there are other factors which should be considered along with the individual's actual performance. Examples of these other factors might be insufficient allocation of resources to accomplish departmental goals; failure of vendor, consultant, etc., to meet contract requirements; or a new manager with insufficient time in the position to meet all requirements
4. *Marginal* — This rating will apply to those individuals whose performance has been consistently at a less than satisfactory level. The employee has been put on notice that improve performance is required within a set time period specified by supervisor. If improved performance is not achieved during this period the employee will be dismissed.

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Examples of performance in need of improvement include failure of a department to operate efficiently; underutilization or ineffective utilization of human and monetary resources within the department; lack of organizational and leadership skills; failure to operate within the established parameters and procedures; and failure to establish and meet goals. Managers whose performance is in need of improvement risk undermining the effectiveness and credibility of Town Government.

In evaluating Management/Professional employees, ratings will be based upon the individual's performance as well as the department's performance.

B. Administrative-Clerical; Technical-Professional

In evaluating the performance of an employee in one of the groups above, the following four rating categories will be used.

1. *Exceeds Requirements* — In order to achieve this rating, an employee should be recognizably above average, frequently exceeding the requirements of the job.
2. *Meets Requirements* — This rating will apply to those individuals who consistently meet and, at times exceed, the requirements of their positions.
3. *Needs Improvement* — This rating is used to identify problem areas where additional training, supervision, coaching, counseling or special attention is warranted. The employee is basically performing the duties of the job, but not at a level which is expected. It implies that the difficulty is correctable.
4. *Marginal* — This rating will apply to those individuals whose performance has been consistently at a less than satisfactory level. The employee has been put on notice that improved performance is required within a set time period specified by the supervisor. If improved performance is not achieved during this period the employee will be dismissed.

ARTICLE 43

Submitted by Board of Selectmen

To see if the Town will vote to amend ARTICLE VI of the Revised By-Laws of the Town of Norfolk by adding the following sentence at the end of Section 1.

"Nothing in this ARTICLE VI shall be interpreted or construed to require advertising therefore or the awarding of a Professional Service Contract approved by the Board of Selectmen for which appropriation has been made by Town Meeting vote."

ARTICLE 44

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, 1985 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 45

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 46

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 47

Submitted by Planning Board

To see if the Town will vote to accept Hoover Road, a distance of five hundred and forty (540) feet plus or minus and the associated drainage easements, as shown on plan dated 11/18/82, revised November 5, 1984 by Landmark Engineering of New England, Inc. a copy of which is on file with the Town Clerk.

ARTICLE 48

Submitted by Planning Board

To see if the Town will vote to accept Sweetland Farm Road, a distance of two thousand and fifty (2050) feet plus or minus and the associated drainage easement as shown on a plan dated January 14, 1985, by GLM Engineering Consultants, Inc. a copy of which is on file with the Town Clerk.

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ARTICLE 49

By Petition

To see if the town will vote to make a taking of that portion of Spring Street known as Spring Street Extension as laid out by the Selectmen and shown on a plan approved by the Planning Board, a copy of which is filed in the office of the Town Clerk, see plan of C.C. Armstrong, Registered Engineer, dated February 17, 1959, recorded at Norfolk Registry, Book 3719, page 151.

ARTICLE 50

Submitted by Arts Council

To see if the Town will appropriate for the use of the Norfolk Arts Council any funds from the State which the Town may receive and any funds donated to this Council in the form of gifts or grants.

ARTICLE 51

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 52

By Town Accountant

To see what sum of money the Town will raise and appropriate for the payment of unpaid bills of previous years.

ARTICLE 53

By Town Accountant

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.

ARTICLE 54

Submitted by the Treasurer

To see if the Town will vote to raise and appropriate or transfer from available funds in the Treasury a sum of money to be placed in a separate account and used for the purpose of defraying the cost of the Town's Unfunded Pension Liability in accordance with Mass. Statutes Ch. 40 Section 5D or take any other action relative thereto.

ARTICLE 55

Submitted by Advisory Board

To see what sum of money the Town will vote to raise and appropriate or transfer from available funds in the Treasury, to be added to the Stabilization Fund under the authority of Section 5B of Chapter 40, General Laws, or to take any other action thereto.

Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting.

Given under our hands and seal of the Town on this 4th day of March 1985 A.D.

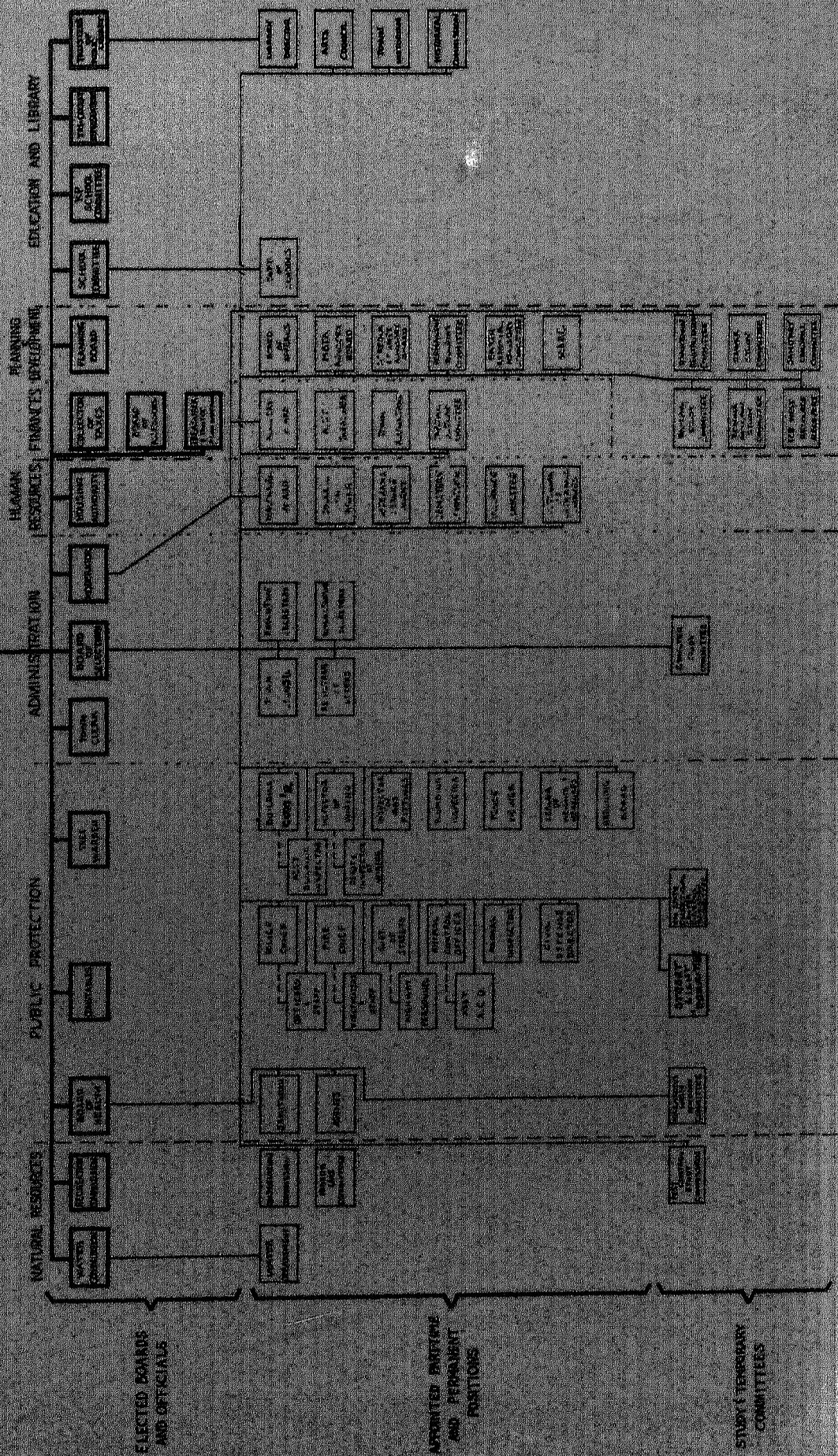
TOWN OF NORFOLK BOARD OF SELECTMEN

Fred L. Pfischner, *Chairman*

George J. Murray, *Clerk*

Girard L. St. Amand, *Member*

TOWN OF NORFOLK



ELECTED BOARDS AND OFFICIALS

APPOINTED POSITIONS AND PERMANENT POSITIONS

STUDY/TERRITORY COMMITTEES

TOWN DIRECTORY

ACCOUNTANT	528-5686
ANIMAL	528-2879
ASSESSORS	528-1120
TOWN CLERK/TAX COLLECTOR	528-1400
COUNCIL ON AGING	528-4430
EMERGENCY	528-3232
FIRE DEPARTMENT	528-3232
BOARD OF HEALTH/BUILDING DEPT.	528-7747
HIGHWAY DEPARTMENT	528-4990
POLICE DEPARTMENT	528-3232
SELECTMEN	528-1408
VETERANS' AGENT	528-2747
VOTER REGISTRATION	528-4430
WATER DEPARTMENT	528-1412

NO SCHOOL SIGNALS

ALL SCHOOLS	ELEMENTARY SCHOOL ONLY
Fire Whistle blows at 6:30 A.M.	Fire Whistle blows at 7:00 A.M.

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 until 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.

Deals 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 car maximum per family.

NORFOLK FIRE ALARM BOXES FOR FIRE, POLICE, AMBULANCE OR ANY EMERGENCY

Dial: 528-3232

11	Grove	312	Freeman-Centennial
12	Center	313	Seekonk Street
13	Stoneybrook	314	Fruit Street
14	Marshall Street	41	Campbell Street
15	Routes 1A and 115	42	Mirror Lake
16	Everett Street	511	Needham Street
17	Lafayette Estates	512	Alice Avenue, Spring and Norwell Streets
121	Southwood Hospital	61	King Phillip Trail
122	Walpole Prison	62	Ware Drive, Malcolm and Geneva Streets
123	Norfolk Prison	63	Union and North — Shear St. end
21	Camper Chemicals	611	Union and King Streets
23	Bush District	612	Junior High
24	Sudalter Village	711	Noon Hill Street
25	Hanover and Myrtle Streets	712	Corner Main and Seekonk St.
26	Kingsbury Road and Miller St.	5	House Call
221	Priscilla Avenue	2-2-2-2	No School Signals*
223	River Road		* This signal blown at 6:30 a.m. indicates No School All Schools
224	Cleveland and Holbrook Streets		* This same signal blown at 7:00 a.m. indicates No School at the Elementary School only.
225	Meadow Brook		
31	Fleetwood Dr. and Ferndale Ave.		
32	Village Green		
34	Boardman Street — East		
35	Boardman Street — West		