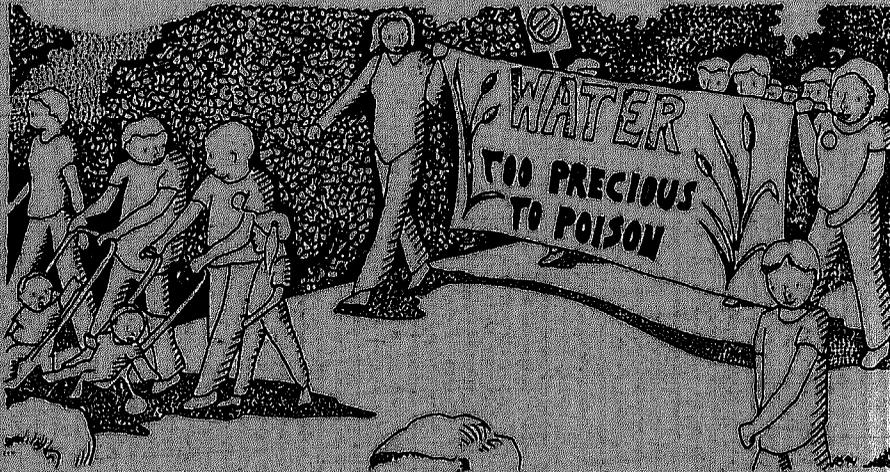
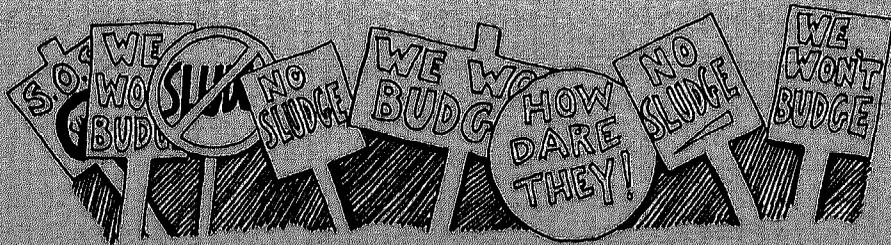


NORFOLK

1993

TOWN REPORT



TOWN OF NORFOLK
122nd ANNUAL REPORT
YEAR ENDING DECEMBER 1992

OUR TOWN

SETTLED: 1678
 INCORPORATED: 1870
 POPULATION: 8,212
 MCI POPULATION: 2,548
 AREA: 15 Square Miles
 LOCATION: 20 Miles south of Boston 22 miles north of Providence
 BOUNDED BY: Foxboro, Franklin, Medfield, Medway, Millis, Walpole, and Wrentham
 ELEVATION: 220 feet
 VOTERS: 4,729
 TAX RATE: \$15.35 per \$1,000
 VALUATION: \$549,608,477.00
 SINGLE FAMILY DWELLINGS: 2,669
 FORM OF GOVERNMENT: Board of Selectmen, Open Town Meeting
 PAVED ROAD MILES: 75 miles

BUDGET - FY94			
General Government	\$848,722		7.0
Public Safety	1,532,231		12.7
Schools:			
Norfolk Elementary	4,054,395	33.6%	
King Philip Regional	1,653,569	13.7%	5,777,872
Tri County	167,908	1.4%	48.7
Public Works	897,992		7.5
*Water	377,538		3.2
Human Services	133,575		1.1
Culture and Recreation	245,089		2.1
Debt and Interest	1,376,012		11.2
Employee Benefits	693,871		5.8
Stabilization Fund	78,063		.7
	\$12,062,965		100%
*Water Dept. Expenses			
Transferred from Water Revenue	5377,548		
Debt & Interest	301,685		
Total Water Dept.	\$679,233		

PUBLIC SAFETY	EMERGENCY	9-1-1
Police Department (Information)		528-3206
Fire Department (Information)		528-3207
24-hour Ambulance		9-1-1
Highway Department		528-4990

AREA HOSPITALS:
 Southwood Community Hospital, Norfolk
 Norwood Hospital, Norwood
 Sturdy Memorial Hospital, Attleborough
 Milford-Whittinsville Regional Hospital, Milford

CHURCHES:
 The Federated Church of Norfolk - Interdenominational
 St. Jude's - Catholic
 Emmanuel - Baptist

LIBRARY: Main Street, 528-3380

ABSENTEE VOTING: All Elections

DOG LICENSES:
 All licenses expire December 31. A dog must be licensed if over 6 months old.

Fee: Spayed female and neutered male \$6.00
 Female & male \$10.00
 Late Fee After May 1 \$25.00

Please show evidence of current rabies inoculation

SCHOOLS:
 H. Olive Day, Pre K-2
 Freeman/Centennial, 3-6
 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:
 Sponsors various preschool, youth and adult programs. Aerobics, volleyball, basketball, swimming lessons, arts & crafts, Community Day, Senior Citizens Barbecue.

TRANSPORTATION:
 Train service daily to Boston, one taxi cab company.

SENATORS IN CONGRESS:
 Edward M. Kennedy, 2408 JFK Federal Building, Government Center, Boston, MA 02203 Tel. (617) 565-3170
 John F. Kerry, One Bowdoin Square, 10th Floor, Boston, MA 02114, Tel. (617) 565-8519

REPRESENTATIVE IN CONGRESS:
 Barney Frank - 4th Congressional District
 2404 Rayburn Building, Washington DC 20515
 District Office - 437 Cherry St., Newton, MA 02165
 Tel. (617) 332-3920

STATE SENATOR:
 Cheryl Jacques - Norfolk, Bristol, Middlesex District
 State House, Room 213C, Boston, MA 02133
 Tel. (617) 722-1555

STATE REPRESENTATIVE:
 Joanne Sprague - Walpole 9th Norfolk District
 State House, Room 146, Boston, MA 02133
 Tel. (617) 722-2575 ext. 8619

COUNTY COMMISSIONERS:
 William P. O'Donnell
 Bruce D. Oben
 John M. Gibbs
 Tel. (617) 461-6105

SHERIFF NORFOLK COUNTY:
 Clifford H. Marshall
 Tel. (617) 329-3705

DISTRICT ATTORNEY:
 William D. Delahunt
 Tel. (617) 329-5440

QUALIFICATIONS FOR REGISTRATION AS VOTERS:

Must be 18 years of age, American born or naturalized. Registration: Monday through Thursday 8:00 a.m. to 3:00 p.m.; Wednesday 7:00 p.m. to 8:00 p.m., at Town Clerk's office. Special evening sessions for registration of voters held by Registrars preceding elections.

TAX BILLS:

Tax bills are paid quarterly. First payment is due on August first, second payment is due on November first, third payment is due February first and the fourth payment is due May first or thirty days from mailing of bill, whichever is latest. If unpaid by due date, interest will be added at the rate of 14% per annum according to Mass. General Law. Motor vehicle excise bills and water bills are due thirty days from date of issue.

IN MEMORIAM

DAVID WALKER

Capital Budget 1970 - 1984

ARTHUR MANDELL

Centennial Committee 1969

ANNE CUMMING

Council on Aging 1987 - 1993
Election Officer 1987 - 1993

GEORGE GEHMAN

Zoning Board of Appeals 1953 - 1957
Planning Board 1955 - 1962
Conservation Commission 1960 - 1961
Board of Selectmen 1961 - 1967
Board of Health 1962 - 1965

ARTHUR SULLIVAN

Board of Registrars 1939 - 1941
Advisory Board 1958 - 1967
Veteran's Agent 1967 - 1989

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Cover Drawing by Patricia Brewer

GENERAL GOVERNMENT

ELECTED OFFICERS

	TERM EXPIRES		TERM EXPIRES
MODERATOR		PLANNING BOARD	
Frank J. Gross	1994	Daniel B. Winslow	1994
BOARD OF SELECTMEN		Austen G. Smithers	1995
Leo F. Fliger	1994	Alexander J. Vispoli	1995
Girard St.Amand	1995	Robert E. Nicodemus	1996
Yaffa M. Dratman	1996	Michael S. Barad	1996
TOWN CLERK		Arthur A. Spruch (Associate)	1994
Alice S. Boschen	1996	RECREATION COMMISSION	
TAX COLLECTOR		Debora K. DeBello	1994
Marlene D. Craig	1995	Joyce E. Terrio	1995
TREASURER		Michael W. Hurley	1995
Thomas P. Crane	1995	E. Kurt Czarnowski	1996
BOARD OF ASSESSORS		Thomas F. Terpstra	1996
John G. Robbins	1994	NORFOLK SCHOOL COMMITTEE	
Donna L. Putt	1995	Jonathan Smith	1994
Fred Pfischner	1996	George J. Cronin, Jr.	1994
BOARD OF HEALTH		James C. Lehan	1995
Dr. Thomas R. Gilbert	1994	Martha J. Donovan	1996
Dr. Albert G. Andersen	1996	Lucille V. Bailey	1996
Laurence M. Magner	1995	KING PHILIP REGIONAL SCHOOL COMMITTEE	
LIBRARY TRUSTEES		Maureen P. Howard	1994
Frances M. Holman	1994	James C. Lehan	1995
Kenneth W. Nelson	1995	Jane P. Morris	1996
Harvey R. Boulay	1996	TREE WARDEN	
WATER COMMISSIONERS		Kenneth E. Tripp	1994
Stephen Geanocopoulos	1994	CONSTABLES	
David Johnston	1995	Robert L. Smith	1995
Donna L. Putt	1996	E. Christopher Bettencourt	1995
HOUSING AUTHORITY			
Melvin C. Long	1997		
Scott Dittrich	1996		
James M. Phelan	1997		
Bruce A. Simpson	1998		
Joanne Tankard Smith	1998		
State Appointee			

* resigned

APPOINTED TOWN OFFICERS

MODERATOR APPOINTMENTS

ADVISORY BOARD

John J. Czyzewski	1994
Patricia Brewer	1995
Robert D. Kelleher	1995
Richard H. Moore	1996
A. Graham Sterling	1994
Marc V. Waldman	1995
** J. Douglas Dixon	
* Yaffa Dratman	
*** Kaz Stasiukevicius	

PERSONNEL BOARD

Robert G. Boucher	1995
Elinor H. Pearson	1996
Robert Anzenberger	1994
Eleanor Rose	1994

BYLAW COMMITTEE

Alice S. Boschen	1996
George T. Cronin, Jr.	1995
Vida E. Holmes	1995
Donald E. Newhall	1996
Elinor H. Pearson	1994
Paul D. Maggioni, Town Counsel (Ex-Officio)	

BOARD OF HEALTH APPOINTMENTS

BOARD OF HEALTH AGENTS

William R. Domey	1994
Janet M. Prevett	1994
Alice S. Boschen	1994
Bruce A. Simpson	1994

SANITARIAN

Pamela Ross-Kung	1994
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ASSESSORS' APPOINTMENT

ASSISTANT ASSESSOR

Deborah J. Robbins

LIBRARY TRUSTEES APPOINTMENTS

LIBRARY DIRECTOR

Robin A. Glasser

ASSOCIATE DIRECTOR OF LIBRARY SERVICES

Francena M. Johnson

CHILDRENS'S LIBRARIAN

Sarina Bluhm

TECHNICAL SERVICES

Marion T. Graham

CIRCULATION STAFF

Judith B. Swaim
Marie Langlais
Ann Ascì
Louisa Zagieboylo
Nancy Sullivan
Marie Martorano
Valida Croteau
Bonnie Durand

CHILDREN'S LIBRARIANS - SCHOOL

Mary Moody
Marjorie Lowry

LIBRARY ASSOCIATES - SCHOOL

Christine Schwartz
Judith Swaim
Bonnie Durand

TREE WARDEN APPOINTMENTS

DEPUTY WARDEN

Kenneth L. Tripp
David A. Tripp

TOWN CLERK APPOINTMENT

ASSISTANT TOWN CLERK

Mary Jane Masty

* resigned

** did not request reappointment

*** leave of absence

BOARD OF SELECTMEN APPOINTMENTS

TOWN ADMINISTRATOR

Greg L. Balukonis

TOWN ACCOUNTANT

Caroline F. Price, C.G.A.

ASSISTANT TOWN ACCOUNTANT

Lorraine H. Foley

ASSISTANT TREASURER

Cheryl A. Kelley

TOWN COUNSEL

Paul D. Maggioni

TRI-COUNTY VOCATIONAL TECHNICAL SCHOOL COMMITTEE

*Melvin C. Long

POLICE DEPARTMENT

POLICE COMMISSIONERS

Leo F. Fliger
Girard St.Amand
Yaffa Dratman

CHIEF OF POLICE

William R. Treeful

LIEUTENANT

Charles H. Stone, Jr.

SERGEANTS

John W. Holmes
Paul J. Murphy
David R. McConnell
Jonathan M. Carroll, Sr.

DETECTIVE/INVESTIGATIVE OFFICER

David J. Holt

REGULAR POLICE OFFICERS

Alan F. Washkewits
Stephen K. Plympton
Robert J. Shannon
Winslow Karlson III
Thomas G. Degnim
Timothy P. Heinz
Leo F. Ethier, Jr.

RESERVE POLICE OFFICERS

William J. Davis
Edward C. Bettencourt
Janet M. Poirier
Glen R. Eykel
Bert C. Cummings, III
Steven Burke
David W. Johnston
Joseph R. Lapre, Jr.
Jeffrey R. Peavey
Thomas L. Heatley, Jr.

ADMINISTRATIVE ASSISTANT

Helenmarie Diamond

SECRETARY/DATA PROCESSOR/EMT

Pamela P. Holmes

POLICE/FIRE COMMUNICATIONS

Joy Leonard
Michael J. LaValley
Janet M. Poirier
Glen R. Eykel
Edward C. Bettencourt
Stephen R. Hamlin
Pamela P. Holmes
David W. Johnston
Jamie J. Masterson
Robert B. O'Connell, Jr.
Donna M. Wolfrum

Part-time
Part-time
Part-time
Part-time
Part-time
Part-time
Part-time

SPECIAL POLICE OFFICERS

Leo F. Fliger
Girard L. St.Amand
Yaffa M. Dratman
William R. Treeful
Albert A. Leverone
Charles E. Ray
J. William Meau
William F. Kelley
Harry L. Sanborn
George J. Murray
Joy Leonard
Janet M. Poirier
Pamela P. Holmes
Donna M. Wolfrum
Police Chaplain Rev. Robert Connor
Police Chaplain Rev. Gary Morris
Police Chaplain Rev. Mark Ferrin

POLICE MATRONS

Joy Leonard
Janet M. Poirier
Pamela P. Holmes
Donna M. Wolfrum

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

William F. Kelley

DEPUTY CHIEF

Stephen A. Wood

LIEUTENANTS

A. Roger Callahan
Joseph W. Nolan
Peter J. Petruchik, EMT/Full-time FF
David C. Holmes, Jr., EMT

(ACTING) EMT COORDINATOR

Stephen R. Hamlin, FF

FIRE DEPARTMENT PERSONNEL

Bruce E. Belcher, FF/EMT
Wayne E. Burton, FF
Richard F. Clancy, Jr., FF/EMT
Norman P. Eykel, FF/EMT
Michael P. Findlen, FF
S. John Hamilton, FF/EMT
Bruce E. Hamlin, FF
Peter S. Hildebrandt, FF/EMT
Pamela P. Holmes, FF/EMT
David W. Johnston, FF
Mark R. Kantzer, FF
Daniel J. Keenan, FF/EMT
Patrick J. Keenan, FF
John F. Kelley, FF
James F. Leary, Jr., FF
Leo E. Macdonald, FF/EMT
John M. Malaney III, FF/EMT
James J. Masterson, FF/EMT
C. Scott Thayer, FF/EMT
*Frank P. Mortelliti, FF/EMT
*Charles H. Stone, Jr., FF

ADMINISTRATIVE ASSISTANT

Patricia A. Bixby, Admin. Asst./EMT/FF

FOREST WARDEN

William F. Kelley, FF/Chief

HIGHWAY DEPARTMENT

SUPERINTENDENT OF STREETS

Remo Vito, Jr.

HIGHWAY PERSONNEL

Kenneth Salisbury, Foreman
John Haehnel, Asst. Foreman
Kimball Rogers, Mechanic
Stephen Daley
Kenneth Cooper
Jake White
Robert Joyce
Alan F. Washkewits, Jr.
Edward F. Deighan, Jr.
Donald Bernardo

ADMINISTRATIVE ASSISTANT

Hazel M. Grayson

MONITOR - LANDFILL

Donald Bernardo

INSPECTION DEPARTMENT

BUILDING COMMISSIONER

Gerald E. Hughes

LOCAL INSPECTOR

Paul R. DiChiara

FENCE VIEWER

Gerald E. Hughes

ASSISTANT FENCE VIEWER

Paul R. DiChiara

INSPECTOR OF WIRES

William R. Bain

ASSISTANT INSPECTOR OF WIRES

J. William Carberry

INSPECTOR OF GAS FITTINGS

Edward Fosberg

PLUMBING INSPECTOR

James K. Murray

INSPECTOR OF ANIMALS

Harry L. Sanborn, Jr.

GENERAL GOVERNMENT

LOCAL INSPECTOR - SHADE TREE MANAGER & PEST CONTROL

Kenneth E. Tripp

ANIMAL CONTROL OFFICER

Harry L. Sanborn, Jr.

SEALER OF WEIGHTS AND MEASURES

Peter S. Hildebrandt

ASSISTANT SEALERS OF WEIGHTS & MEASURES

Robert J. Shannon
Thomas G. Degnim

OFFICER OF VETERANS' GRAVES

Arthur R. Keenan

EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT DIRECTOR

Steven Clem

EMERGENCY MANAGEMENT DEPUTY DIRECTORS

Edward Nolan
John Nuhibian, Radio Operator

FIRE OFFICER, EMERGENCY MANAGEMENT

William F. Kelley

BOARD - COMMISSIONS - COUNCILS

Authorized by Statute or Bylaw

BOARD OF APPEALS - 5 year term

Bruce A. Simpson	1996
Linda D. Eckard	1994
Susan H. Caplan	1995
Peter J. Bukunt	1997
Andrew W. Shepard	1998
*Susan M. Martucci (Associate)	1993
John M. Burke (Associate)	1994
H. Roy Hamlin (Associate)	1994

ADA COMPLIANCE COMMITTEE - 1 year term

Larry Callaghan	1994
Mary Nuhibian	1994
Judith Sterling	1994
Thomas Terpstra	1994
Greg L. Balukonis (ex officio)	1994

ARTS COUNCIL - 3 year term

Christina M. Krouk	1996
Thomas Elder	1996
Kristen Stashenko	1994
Carol Z. Goldstein	1994
Charlie Gallagher	1994
Shirley Boulay	1994
Carol Ann Millner	1995
Jack McQuillan	1994

CEMETERY COMMISSION - 3 year term

Paul L. Kozak, Sr.	1996
Frank J. Gross	1994
Robert L. Kirby	1995

CHARTER COMMISSION - 1 year term

Helen Cleary	1994
Adeline M. Bee	1994
James A. Martin, III	1994
Marie Simpson	1994
Robert L. Smith	1994
Ramesh Advani	1994
Robert Nicodemus	1994
Elizabeth Maitland	1994

COMPUTER SYSTEM COMMITTEE - 3 year term

David Barry	1996
Arthur W. Krueger	1996
David K. Cook	1995
Peter D'Anjou	1995
William D. Donovan	1994

* resigned

CONSERVATION COMMISSION - 3 year term

Cynthia Andrade	1994
Jane M. Dewey	1995
Christopher Kittredge	1994
*Frank A. Gaynor, III	1994
Andrew Bakinowski	1995

CONSERVATION COMMISSION - 3 year term

*Emily D. Brunkhurst	1995
Thomas R. Gilbert	1995
Marvin Jacobson	1996
Maryann T. Magner	1996

COU NCIL ON AGING - 3 year term

John Evans	1996
Carolyn Shepard	1995
Christine Shaw	1996
Joan Gilbert	1995
Richard Prantis	1995
Nancy Seitz	1995
Donald Payne	1995
Mary Pelletier	1995
Betty Swenson	1995
*Kenneth Budgell	1995
Georgia Nelson (Rep. to Hessco)	1996

DESIGN REVIEW BOARD - 3 year term

Wayne Bredvik	1995
Sarojit Malik-Selectmen Appt.	1996
Cheryl Tracy-Planning Board Appt.	1994
Ronald Wenzel-Planning Board Appt.	1994
M. Elizabeth Pyne	1995
-Historical Comm. Appt.	

EARTH REMOVAL ADVISORY COMMITTEE

- 1 year term

Marvin Jacobson-Conservation Comm.	1994
Gerald Hughes-Building Comm.	1994
Laurence Magner	1994
Thomas R. Gilbert-Board of Health	1994
Daniel Winslow-Planning Board	1994
Fred L. Pfischner-Assessors	1994

GRANGE STUDY COMMITTEE - 1 year term

Bruce Simpson	1994
Girard St.Amand	1994
John Evans	1994
Georgia Nelson	1994
Michelle Tapsell	1994
Robert Nicodemus	1994
Lowell Robinson	1994
Albert Anderson	1994
Carolyn Shepard	1994

HISTORICAL COMMISSION - 3 year term

M. Elizabeth Pyne	1996
Thelma Ravinski	1995
Marcia Johnston	1995
Emily Jacques	1996
Elna Weeber	1996
Donna Beernink	1994
Suzanne Burns	1994

PERMANENT BUILDING COMMITTEE

- 3 year term

Robert P. Lowndes	1996
Winsor Bowden, Jr.	1994
Wayne G. Bredvik	1995
Anthony Brizzolara	1996
Martin Moeckel	1996

REGISTRAR OF VOTERS - 3 year term

Donna Bentley - D	1996
Charles E. Burnett - R	1995
John McFeeley - D	1994
Alice Boschen - R	Town Clerk

VETERAN'S SERVICES - 3 year term

Frank J. Gross	1996
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MBTA ADVISORY BOARD REPRESENTATIVE

- 1 year term

Denis H. Barrette	1994
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METROPOLITAN AREA PLANNING COUNCIL REPRESENTATIVE - 3 year term

Austen G. Smithers	1995
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NORFOLK COUNTY ADVISORY BOARD

MEMBER - 1 year term

Jonathan Smith	1994
----------------	------

SOUTHWEST AREA PLANNING COUNCIL

- 1 year term

Austen G. Smithers	1994
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* resigned

BOARD AND COMMITTEES

Appointed by Board of Selectmen

MIRROR LAKE ADVISORY COMMITTEE

Robert Lillis	1994
Gary Small	1994
Nancy LaLiberti	1994
Virginia Graves	1994
Joseph Gillio	1994
Annette D. English	1994
Fred L. Pfishner	1994

NORFOLK CITIZEN ADVISORY COMMITTEE

Susan Martucci	1994
Leesa Powers	1994
James Giebfried	1994
Nancy Seitz	1994
Frank A. Gaynor, III	1994
Jack Olivieri	1994
Chris Pulsone	1994

RECYCLING/SOLID WASTE COMMITTEE

Charles Jerome	1994
Joseph T. Walsh	1994
Daniel Crafton	1994
Mary Ellen Gattoni	1994
Kenneth MacClean	1994
Frank A. Gaynor, III	1994
Remo Vito, Jr.-Ex Officio	1994

TOWN HILL STUDY COMMITTEE

Thelma Ravinski	1994
Suzanne Burns	1994
Donna Shaw	1994
Elaine Bauer	1994
Nancy Seitz	1994

ZONING BYLAW STUDY COMMITTEE

Peter J. Bukunt-Board of Appeals	1994
Sarah P. Dewey-Conservation Comm.	1994
Lois L. Boucher-Board of Health	1994
Gerald E. Hughes-Building Comm.	1994
Robert Nicodemus-Brd. of Selectmen	1994
H. Roy Hamlin-Board of Selectmen	1994
Austen G. Smithers-Planning Board	1994
Paul D. Maggioni, Town Counsel-Ex Officio	

COUNCIL ON AGING ASSOCIATE MEMBERS

Appointed by Council on Aging

Walter Warren	1994
Edna Richardson	1994
Stan Collins	1994
Michael Ferragamo	1994

HISTORICAL COMMISSION ASSOCIATE MEMBERS

Appointed by Historical Commission

Marie (Toni) Langlais	1995
James Hazlett	1995
William Lang	1995

OPEN SPACE PLANNING COMMITTEE

Andrea Langhauser	1994
Alan Shaw	1994
Peggy Rabasco	1994
Joyce Terrio-Recreation Com. Rep.	1994
David Martin-Conservation Com. Rep.	1994
*Christopher Kittredge	1994

TOWN HALL/POLICE STATION STEERING COMMITTEE

Susan Caplan	1994
James H. Neubert	1994
Arlen Li	1994
James A. Martin, III	1994
Charles H. Stone, Jr.	1994
Donald C. Payne	1994
Greg L. Balukonis	1994
Karen E. Greene	1994

INSURANCE ADVISORY COMMITTEE

Warren R. Bergerson	1994
Raymond J. Turano	1994

ECONOMIC DEVELOPMENT COMMITTEE

Yaffa Dratman	1994
Joseph Donohue	1994
Robert C. Howard, Jr.	1994
Beverly A. Panettiere	1994

* resigned

ANNUAL REPORT OF THE BOARD OF SELECTMEN

1993

This report is submitted in accordance with Norfolk Bylaws, Article V, Section 1 which requires the Board of Selectmen to submit annually a report of all elected and appointed officials, boards, committees, councils and commissions, and to give a summary of their activities, and report on the Town's financial transactions. This is our town report for the period of January 1, 1993 to December 31, 1993.

The three Selectmen are the Town's chief executive officers. We are empowered by state statute to administer and implement decisions voted at Town Meeting, and establish policy for and coordinate local government operations. The Selectmen also serve as the commissioners of the highway, police and fire departments, make numerous appointments to departments, boards and committees, and act as the Town's licensing authority. The Board is assisted by our full-time professional Town Administrator, one full-time secretary, and a part-time clerk.

The Selectmen worked on various issues throughout the year, many of which seem mundane to persons not involved with the intricacies of local government. Yet to all the residents who are affected by such matters, both large and small, these concerns are important. It is the Selectmen's responsibility to hear, consider and act upon all issues presented to us.

The Selectmen met weekly for regular meetings, except for the months of June, July and August when we met every other week. Our meetings are now held in the cable television studio in the Centennial School on Monday evenings at 7:30 pm. All meetings are open to the public, and we invite any interested person to attend. In the past year, our meetings were broadcast live on Norfolk Cable. Agendas are posted in the Town Hall forty-eight hours prior to the meeting. Citizens interested in being placed on the agenda should contact the Selectmen's office to make the necessary arrangements. We continued to hold special meetings as necessary to review specific issues and projects. As Selectmen, we also attended many hearings before other boards and committees transacting town business.

In May, the Board welcomed Yaffa Dratman as its newest member. Yaffa Dratman came to the Selectmen with a wealth of knowledge having served as Vice Chairman and Chairman of the Advisory Board. Maureen McPike decided not to seek re-election after

serving for 3 years. We wish her well, and thank her for being an important part of the Board of Selectmen. The Board also reorganized electing Leo Fliger as Chairman and Girard St. Amand as Clerk.

Major changes occurred within several key positions. Town Administrator, Marilyn Morris retired in February after faithfully serving the Town for fifteen years. We thank Marilyn Morris for a job well done, and wish her a happy, healthy retirement. A screening committee was formed to solicit applications for the position of Town Administrator. The Selectmen interviewed three finalists for the job in March, and voted unanimously to hire Greg Balukonis as our new Town Administrator. Greg comes to Norfolk with ten years experience as a municipal administrator. In the short time he has been with us, he has provided stable, even-handed and most professional guidance and direction to our day-to-day operations. In September, Remo Vito, Jr. was hired as Highway Superintendent. Remo most recently worked as Holliston's Superintendent. Ken Salisbury did a fine job filling in as Acting Highway Superintendent during July and August.

As the year came to a close, the Board accepted the retirement of Police Chief, William Treeful. He served the community with respect and dignity for twenty years, with the last eight as Chief. The Selectmen decided it was most advantageous to appoint the next Chief from within the police department. In December, the Board interviewed Lieutenant Charles Stone, Sergeant John Holmes and Sergeant Jonathan Carroll for the position of Police Chief. We considered all of these individuals uniquely qualified to assume the job and, therefore, our decision was not made without difficulty. Charles Stone was finally appointed as Chief. He is a life-long Town resident and possesses outstanding credentials for this position.

Many issues dominated our meetings during 1993. Perhaps, the single most significant event was a decision on the MWRA sludge landfill. After nine long years of opposing the MWRA proposal, the Towns of Norfolk and Walpole tasted a sweet victory on October 1st when Judge A. David Mazzone announced the landfill would not be built. A tremendous amount of time and effort went into convincing all parties that there was, indeed, a better solution than siting the landfill on the Norfolk/Walpole town line. The Board thanks all of the citizens of the Town for their tireless efforts in fighting for what

GENERAL GOVERNMENT

was, and still is, in Norfolk's best interest. We want to recognize members of the Norfolk Citizens Action Committee, Save our State (SOS), our state legislators and Governor Weld for bring this to a final positive resolution.

The Selectmen took several steps towards finalizing a site for a new Town Hall/ Police Station. Starting in 1992, the Board engaged in negotiations with the developer of a large tract of land in Town Center. The purpose of our discussions was to explore whether Town Center was an appropriate location for the new Town Hall/ Police Station. An agreement was subsequently reached with the developer in early November, granting the Town three acres at no cost to local taxpayers. The November town meeting overwhelmingly endorsed locating the new facility within Town Center. A Police Station/ Town Hall Steering Committee was formed by vote of the Selectmen to oversee the selection of an architect for the project. The Committee proceeded to survey the space needs of each department, board and committee within Town Hall, and issue a request for proposals seeking the services of an architect. As an alternative to the Town Center location, the Selectmen successfully won approval from the legislature to exchange land behind the existing Town Hall. Chapter 111 of the Acts of 1993 was signed into law on July 21st authorizing the Town to swap conservation land for a potential building site. We do not anticipate a need for this property due to the circumstances involving Town Center, however, this completes a directive issued by vote of the October, 1992 town meeting.

In April, the Selectmen, in conjunction with the Planning Board, applied for a grant under the Ready Resource Fund administered through the Executive Office of Communities and Development. The purpose of the grant is for constructing a new road to serve the Town Center and improve traffic flow. We received favorable news in July that Norfolk had been awarded \$496,325, representing 100% funding for the project. The grant provides for the construction of approximately 1,250 linear feet of roadway, installation of a traffic signal at the newly created intersection, and drainage reconstruction along Main Street. The Selectmen requested the Norfolk County Engineering Department assist with preliminary design and laying out the new roadway. The Norfolk County Commissioners graciously agreed to our request for assistance, and survey work was underway during the late summer/ early fall. A request for proposals was drafted seeking the services of an engineer to design the roadway and related improvements. As the year concluded, the

request for proposals had been advertised, and applications were being pursued. Our plan is to have the construction begin in June 1994, and be substantially complete in the fall.

An area of ongoing concern was the need for adequate recreational field space. The Board had met with the Recreation Commission over a year ago to address the need for additional facilities. A twenty acre land parcel under the control of the Department of Corrections was previously identified as meeting Norfolk's needs. Town meeting voted unanimously in November to pursue special legislation to acquire the property from the state. We proceeded in working with our legislators to ensure a bill would be filed which transfers legal ownership of the land to the Town. No decision had been received as yet from the State on the final disposition of the land.

A problem was identified concerning the landfill. In June, the Selectmen received notice from the Department of Environmental Protection (DEP) of certain operating deficiencies involving the closed sections of the landfill. As a result, the Board immediately took corrective actions, and engaged in lengthy negotiations with DEP about the payment of an administrative penalty. Our Town Administrator and Board of Selectmen successfully reduced the DEP penalty by over \$28,000. The November Town Meeting approved payment of a \$3,200 penalty. As a result of the landfill problem, the Selectmen were required to enter into an amended consent order with DEP which spells out exactly what activities are necessary to maintain the landfill. On a more positive note, the Highway Department began capping and grading the landfill in the fall. This represents the final step in being totally out of the landfill business. We expect final capping activities to commence in the next year, after the necessary approvals have been secured from DEP.

Plans for upgrading Main Street from the railroad bridge to Medway Street were approved by the Board. We began the design for roadway improvements last year in anticipation of the new school's opening and the need to provide a safe approach entering or exiting the school driveway. Work on Main Street has been delayed until school is closed, and will commence in the summer of 1994.

In May, the Selectmen completed contract negotiations with the Norfolk Police Officers Bargaining Unit. This agreement will expire on June 30, 1994. The Board also fulfilled its responsibility in completing contract negotiations with the Police and Fire Chiefs. Our new Town Administrator and Highway Superintendent are

not contract employees and, therefore are subject to the Town's personnel bylaw.

One of the Selectmen's priorities has been the completion of a five year plan. Starting in June, we met with every town department head, board, committee and commission to determine budget and capital needs. Although the plan is not etched in stone, it affords a guide to help us make informed decisions during a period of economic turmoil. This is particularly important when the Town is faced with competing funding proposals, but limited financial resources. The Selectmen and the Advisory Board then worked closely to further refine these needs for future funding. We view the five year plan as being flexible enough to be updated annually as needs may change.

We examined possible service regionalization with the Towns of Medfield and Millis. In May, the Board received a consultant report which indicated regionalization of police services was feasible. Joint Norfolk-Medfield-Millis Board of Selectmen meetings were held to explore whether regionalization made economic and political sense. With the assistance of our Town Administrator, Police Chief and Fire Chief, we determined that complete regionalization was of limited benefit to Norfolk. Regionalization of selected police functions, however, seems feasible. A regional solution to lock-up facilities, traffic enforcement, purchasing and certain investigative services is being investigated. It is too early to predict whether the Towns will join together on a permanent basis to offer regional services.

As licensing authority, the Selectmen took various actions. A beer and wine package store license was

awarded to Linda's Variety Store. We approved a transfer of ownership for Cliff's Package Store, but the State Alcoholic Beverages Commission denied these actions. The license ceased to exist as a result of this decision. A fuel storage license was granted to Norfolk Aviation for a state of the art facility at the Airport. Annual license renewals for alcoholic beverages, class II and III automobile licenses were given greater attention than in past years. The Board held public hearings as required on these licenses and, in certain instances withheld renewals pending compliance with license conditions.

For the second year in a row, the northeast has experienced severe winter weather causing a tremendous strain on our Highway Department personnel. The Board congratulates and thanks these individuals for all the times they worked around the clock, and have left home in the early hours of the morning to keep our streets safe and open.

Finally, we would like to note the efforts of Betsey Powers and Judy Booth who serve both this Board and the general public in a pleasant and helpful manner throughout the year. We also want to thank all our employees for a job well done in 1993- keep up the good work. One of Norfolk's finest traditions is the involvement of many citizens who freely give their time and experience to make out Town government work. As our problems in running local government become more complex, it is reassuring to find the quality and quantity of volunteers have grown to meet this need. We sincerely appreciate the dedication of all of you who help make our Town the special place that it is.

BOARD OF SELECTMEN
Leo F. Fliger, Chairman
Girard St.Amand, Clerk
Yaffa M. Dratman, Member

ANNUAL REPORT OF THE TOWN CLERK - 1993

Every city and town in Massachusetts has a municipal clerk. Most town clerks are elected to office, in cities and a few other communities they may be appointed. The position has many duties, most mandated by law, others established by bylaw or custom of the community. Despite the differences in size and population of the town, or the number of hours the office may be open, town clerks must carry out the following functions:

- a) Chief Election Official - responsible for complete preparation supervision and general conduct of all elections.
- b) Recording Officer - records and certifies all official actions of the town, including town meeting votes and appropriations; submits all zoning and general bylaw changes to the Attorney General for approval; certifies official documents such as Planning and Zoning Board written decisions and notes for borrowing; official keeper of the town seal.
- c) Registrar of Vital Statistics - registers, records, and preserves original documents of all vital events occurring within the community and those events occurring elsewhere to local residents.
- d) Public Records Officer - Administers oath of office to all elected and appointed members of local committees and boards; oversees posting of notices of meetings of governmental bodies in conformance with the "Open Meeting Law"; provides access to public records in compliance with state public record laws; provides certified copies of vital records; maintains records of bylaws, statute acceptances, appointments and resignations; maintains strict confidentiality of records which must be excluded from public records.
- e) Licensing Officer - Issues state licenses and permits, including marriage licenses, sporting licenses, permits for raffles and bazaars, and business certificates; issues county and local licenses, permits and certificates which may include burial permits and animal licenses.
- f) Public Information Officer - responds to inquires from general public; provides assistance to town residents, other municipal departments and state and county officials. The Town Clerk is often called upon beyond regular office hours and unusual circumstances.

VITAL STATISTICS

We do not print the names of Norfolk citizens who died, or of babies born during the past year, to protect the privacy of the families involved. Specific information on births, deaths, and marriages is available in the Town Clerk's Office.

BIRTHS

There were 113 births recorded to Norfolk residents to date. The certificates for births taking place late in the year or in Boston often do not reach this office until April or May. For comparative purposes, 149 births were recorded in 1988, 146 in 1990, 113 in 1991 and 132 in 1992.

DEATHS

There were 123 deaths recorded in 1993. Twenty-six were of Norfolk residents, occurring in Norfolk or in other locations; the additional 95 were residents of other communities who died at Southwood Community Hospital, the Correctional Institutions, or elsewhere in Norfolk.

MARRIAGES AND INTENTIONS

Fifty-one marriage intentions were filed in Norfolk in 1993. Forty-nine were issued: Forty-six certificates were returned following the performance of the ceremony, two were not returned and expired without being used, one issued late in December is still in effect and is not yet returned. There were 44 marriages

recorded as taking place in 1993, the other two certificates returned were 1994 ceremonies. In 28 of the marriages one or both parties were Norfolk residents, the remainder were performed at a Correctional Institution.

REPORT OF LICENSING ACTIVITY - 1993

SPORTING LICENSES

One hundred seventy-eight licenses in eleven different categories were issued in 1993, as well as other transactions such as sale of sporting stamps and issuance of duplicate licenses, resulting in total sales of \$2,982.50. By regulations of the Division of Fisheries and Wildlife, the Town of Norfolk retained fees in the amount of \$80.50.

DOG LICENSES

The following licenses were issued in 1993:

742 Neutered Male and Spayed Female
210 Males and Females not neutered
5 Kennels of 4 dogs or less
2 Kennels of 5-10 dogs
1 Kennel of over 10 dogs

Total sales were \$6,877.00, of which the Town of Norfolk retained \$2,825.00 as per regulations of the County of Norfolk.

Dog owners are reminded that all dogs over the age of six months must be licensed. Licenses are to be renewed yearly beginning January 1. An additional \$25.00 late fee per license will be charged to owners who fail to relicense until after May 1. Dog owners are also reminded that Town Meeting in May 1993 adopted newer, more stringent dog control bylaws. Copies of the new bylaws are available at the office of the Town Clerk.

ANNUAL REPORT OF BOARD OF REGISTRARS OF VOTERS - 1993

Under Massachusetts General Laws, the Board of Registrars of Voters is mandated to register residents of the Town, enumerate Norfolk residents as of January 1 of each year by a town-wide census, and keep and certify a voting list of all registered residents over seventeen years of age.

Special Registration sessions are held in each of the three precincts before every election at the federal, state

and local levels, as required by State law, to provide an opportunity for all eligible persons to become voters, if they are unable to register to vote during the office hours of the Town Clerk.

On January 1 of each year, the Census Takers begin the enumeration of persons living in Norfolk. In 1993 the Town Clerk directed the efforts of Brenda Bowden, Anne Cumming, Karen Davis, Linda Janes, Marie

Martorano, Lynne Nelson and Chris Shaw in gathering the required data. The Board appreciates the many hours of dedicated service given by these ladies in tracking down new residents, as well as ensuring the accuracy of the information they gather. Anne Cumming passed away suddenly in November of 1993. Her cheerful personality and helpfulness will be sorely missed.

The Board contracts with a computer service to provide for several needs of the Town from this data, including

the Street Listing and the Jury list. For the School Department it establishes a list of the names of all children living in Norfolk, for the Council on Aging it provides a list of all elder citizens in the Town, and for the Town Clerk and Animal Control Officer it determines all households with dogs.

The data collected by the Annual Census also provides us with the following statistics:

	No. of Households	Population
January 1, 1993	2669	8133
January 1, 1992	2624	8109
January 1, 1991	2608	7922
January 1, 1990	2541	7856
January 1, 1989	2512	7638

Assistant Registrars serve all Town Meetings, checking those attending against the list of registered voters. We publicly thank the following, who served at the Town Meetings in 1993: Julia Dardi, Dorothy Nilsen, Marlene Craig, Thelma Ravinski, Paula Fallon, Susan Barrows and Bob Smith.

William Coughlan, who has served faithfully for many years, including the past two years as Chairman of the

Board of Registrars, preferred not to be reappointed at the expiration of his term in 1993. Donna Bentley was appointed by the Selectmen to fill the position.

The membership of the present Board appointed by the Board of Selectmen is John J. McFeeley, Democrat; Charles Burnett, Republican; and Donna Bentley, Democrat. Town Clerk Alice Boschen, Republican, serves by mandate of Massachusetts law.

Voter registration figures as of December 31, 1993 are:

Republican	919
Democrat	843
Unrolled	2951
Other	2951
Total	16

REPORT OF THE BYLAW COMMITTEE

The Bylaw Committee was established in 1975 for two major purposes: to maintain a record of amendments to the Town Bylaws, statutes accepted by the Town, and special legislative acts affecting the Town; and to make periodic reviews of the Town Bylaws to determine whether any amendments or revisions might be needed, and if so, to prepare such changes for Town Meeting approval. The Committee has been requested from time to time to review bylaws suggested by citizens or other Town Departments for recommendations on suitability and language.

The Bylaw Committee was charged by the 1992 Fall Town Meeting with writing a Dog Control Bylaw for presentation at the Spring 1993 Town Meeting. The Committee did so and the new Section 3. Dog Regulations was approved by the voters. Following approval by the Attorney General, the new regulations went into effect September 1, 1993. Copies of the new bylaw were mailed to every household in Norfolk.

There were no General Bylaw articles on the Warrant for the November 1993 Town Meeting.

MINUTES OF THE ANNUAL TOWN MEETING

ARTICLE 1 — ELECTION — MAY 4, 1993

Pursuant to the warrant for the Annual Town Meeting, Article 1, the Annual Election of Town Officials, was held in MacBride Auditorium at the Freeman Elementary School on Tuesday, May 4, 1993. Polls were declared open at 7:00 a.m. Elections Officials were duly sworn in by Warden Eleanor Pearson. The ballot boxes for all three precincts were found to be in good working order and registered zero. Instructions for voters and specimen ballots were posted in each precinct and within the polling place a corrected voting list was on display. The polls were closed at 8:00 p.m.

A total of 1,125, or 27.3% of eligible voters in the town cast their ballots, with the following results:

Moderator for One Year	
* Frank J. Gross	970
Board of Selectmen for Three Years	
* Yaffa M. Dratman	842
Town Clerk for Three Years	
* Alice S. Boschen	946
Board of Assessors for Three Years	
* Fred L. Pfischner, Jr.	806
Board of Health for Three Years	
* Albert G. Andersen	819
Library Trustees for Three Years	
* Harvey R. Boulay	836
Water Commissioner for Three Years	
* Donna L. Putt	820

Planning Board — Two for Three Years	
* Michael S. Barad	777
* Robert E. Nicodemus	795
Michael D. Stygar	323

Recreation Commission — Two for Three Years	
* E. Kurt Czarnowski	681
* Thomas P. Terpstra	693
Herbert E. Bickerstaffe, Jr.	346
James H. Tierney	272

Norfolk School Committee — Two for Three Years [write-in Vote]	
* Lucille V. Bailey	422
Adeline M. Bee	342
* Martha J. Donovan	474
Marilyn S. Eden	229

King Philip School Committee for Three Years	
T. Davis Dillon	381
* Jane P. Morris	632

Housing Authority for Five Years	
* Bruce A. Simpson	637
Walter Zagieboylo	416
* Declared elected	

At 8:00 p.m. it was moved, seconded and approved by voice vote to adjourn this Town Meeting to May 25 at 7:30 p.m. at the King Philip High School to consider the remaining articles on the Warrant.

MINUTES OF ADJOURNED ANNUAL
TOWN MEETING
May 25 and 26, 1993

KING PHILIP HIGH SCHOOL, WRENTHAM, MASS.
Tuesday, May 25, 1993

The meeting was called to order at 7:30 p.m. by Moderator Frank Gross, followed by the recitation of the Pledge of Allegiance. The Moderator introduced the Town Clerk, Town Accountant, Town Administrator, Board of Selectmen, Town Counsel, and the Advisory Board Chairman, who in turn introduced the members of the Advisory Board.

There were 283 voters attending the session. Moderator Gross administered the oath to counters John Ramsey, James Martin, Richard Connors and Robert Nicodemus.

The following non-registered voters or non-residents were given permission to address the Town Meeting regarding certain articles: Town Counsel Paul Maggioni; Town Administrator Greg Balukonis; Highway and Cemetery Superintendent John Grady; Consulting Engineer from Dufresne-Henry, Mark Wetzel; School Building Architect Taylor Drueker; Town Accountant Caroline Price; Hydrologist Ted Marine; Permanent Building Committee Chairman Robert Lowndes; and the Superintendents of Norfolk Elementary King Philip and Tri-County Schools.

APPROVED BY VOICE VOTE to waive the Reading of the Warrant and the Return of the Warrant.

ARTICLE 1 was the Annual Town Election, which was completed May 4, 1993. The Moderator announced that following action on Articles 2 through 12, Articles 39 through 43 would be considered before Article 13.

ARTICLE 2

Moved and seconded to amend the Personnel Bylaw by repealing the existing Compensation Schedule and adopting a new Compensation Schedule effective July 1, 1993 as printed on page 3 of the Advisory Board recommendations for this meeting.

Substitute Motion moved and seconded to amend the Personnel Bylaw by adding a 3% increase to each item of the current Compensation Schedule.

SUBSTITUTE MOTION DEFEATED BY VOICE VOTE.

ORIGINAL MOTION APPROVED BY VOICE VOTE.

MOTION TO RECONSIDER ARTICLE 2 DEFEATED BY VOICE VOTE

[The new Compensation Schedule approved in Article 2 appears on the next page.

ARTICLE 3

APPROVED BY VOICE VOTE to amend the Personnel Bylaw by deleting the existing Section X. STEP AND MERIT INCREASES and replace it with a new Section X.

STEP INCREASES as printed in Article 3 of the Warrant for this Town Meeting.

[Language below:]

July 1, 1993 shall be the effective date of this Compensation Schedule. There will be seven (7) steps in this schedule. Steps are to be computed annually on an approved compensation schedule.

Step increases take effect on the anniversary of the employee's date of hire or adjusted date of hire. All employees are to be hired at the minimum step (exceptions are described below and in Section VI). All departments are restricted to hiring at the minimum compensation for each grade, and are not allowed to deviate from the figure regardless of the amount of money in their respective salary accounts.

On July 1, 1993 all eligible current employees shall be placed on this compensation schedule. Placement shall be made to the step in grade which has the next higher compensation level. Henceforth, all current employees shall have July 1 as an adjusted date of hire. This adjusted date of hire shall be used solely for the purpose of determining placement on the Compensation Schedule.

Each employee is to be evaluated annually in accordance with the Performance Appraisal Program. If an employee's overall rating is "2—Meets Requirements" or better, the employee shall advance on his/her step date to the next appropriate step annually until he/she reaches the maximum step in grade.

COMPENSATION SCHEDULE FY '94

ARTICLE 2 — 5/25/93 ATM

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6 STEP 7

MANAGEMENT

18	\$37,832.00	\$40,027.00	\$42,349.00	\$44,805.00	\$47,403.00	\$50,200.00	\$53,137.00
17	\$34,393.00	\$36,388.00	\$38,499.00	\$40,732.00	\$43,094.00	\$45,637.00	\$48,306.00
16	\$31,265.00	\$33,078.00	\$34,997.00	\$37,027.00	\$39,175.00	\$41,486.00	\$43,915.00
15	\$28,142.00	\$29,774.00	\$31,501.00	\$33,328.00	\$35,261.00	\$37,341.00	\$39,525.00
14	\$24,822.00	\$26,262.00	\$27,785.00	\$29,397.00	\$31,102.00	\$32,937.00	\$34,866.00
13	\$22,565.00	\$23,874.00	\$25,259.00	\$26,724.00	\$28,274.00	\$29,942.00	\$31,694.00
12	\$20,514.00	\$21,704.00	\$22,963.00	\$24,295.00	\$25,704.00	\$27,221.00	\$28,813.00
11	\$18,463.00	\$19,534.00	\$20,667.00	\$21,866.00	\$23,134.00	\$34,499.00	\$25,931.00
10	\$16,617.00	\$17,581.00	\$18,601.00	\$19,680.00	\$20,821.00	\$22,049.00	\$23,339.00

CLERICAL (HOURLY)

9	\$9.70	\$10.26	\$10.86	\$11.49	\$12.16	\$12.87	\$13.63
8	\$8.69	\$9.19	\$9.72	\$10.26	\$10.89	\$11.53	\$12.22
6	\$7.68	\$8.13	\$8.60	\$9.10	\$9.63	\$10.19	\$10.78

TECHNICAL/PROFESSIONAL (HOURLY)

M	\$13.84	\$14.64	\$15.49	\$16.39	\$17.34	\$18.35	\$19.44
L	\$12.56	\$13.29	\$14.06	\$14.88	\$15.74	\$16.65	\$17.65
K	\$11.43	\$12.09	\$12.79	\$13.53	\$14.32	\$15.15	\$16.06
I	\$10.30	\$10.90	\$11.53	\$12.20	\$12.91	\$13.66	\$14.46
H	\$9.26	\$9.80	\$10.37	\$10.97	\$11.61	\$12.28	\$13.01
G	\$8.42	\$8.91	\$9.43	\$9.98	\$10.56	\$11.17	\$11.83
F	\$7.58	\$8.02	\$8.49	\$8.98	\$9.50	\$10.05	\$10.64
E	\$6.75	\$7.14	\$7.55	\$7.99	\$8.45	\$8.94	\$9.48
D	\$6.42	\$6.79	\$7.18	\$7.60	\$8.04	\$8.51	\$9.02
C	\$6.09	\$6.44	\$6.81	\$7.20	\$7.62	\$8.06	\$8.55
B	\$5.01	\$5.30	\$5.61	\$5.94	\$6.28	\$6.64	\$7.03

Permanent employees with an overall rating of "3-Needs Improvement" or lower will not advance to the next step.

Each fiscal year that the steps are adjusted the employee will receive the current rate for his/her particular step unless there has been a reduction in the step compensation figures; in that case the employee will retain the same compensation and future increases will be in accordance with the schedule in effect at the time.

ARTICLE 4 APPROVED BY VOICE VOTE to amend the Personnel Bylaw by deleting existing Section VI, paragraph 3 and replacing it with a new paragraph to read as follows: "Experienced employees may be started above the minimum step, only with advanced approval of the Personnel Board."

ARTICLE 5 APPROVED BY VOICE VOTE to amend the Personnel Bylaws under XIV, Section A: Fringe Benefits by adding a second paragraph to read as follows: In the case of employees working other than a regular 7 or 8 hour day, 5 day week; fringe benefits shall be figured on the basis of one day being equal to one-fifth of the total hours worked in a normal week.

ARTICLE 6 ARTICLE 6 INDEFINITELY POSTPONED BY VOICE VOTE [Existing Compensation Schedule]

ARTICLE 7

7-1. **ARTICLE 7-1 INDEFINITELY POSTPONED BY VOICE VOTE**

7-2. **APPROVED BY VOICE VOTE** to amend the Personnel Bylaw by creating the position of Staff Librarian — Reference for the Public Library at Grade K.

7-3. **APPROVED BY VOICE VOTE** to amend the Personnel Bylaw by creating the position of Staff Librarian — Youth Services (School) at Grade K.

7-4. **ARTICLE 7-4 INDEFINITELY POSTPONED BY VOICE VOTE** [Staff Librarian-Youth Services — Public Library]

ARTICLE 8 APPROVED BY VOICE VOTE to amend the Personnel Bylaw by reclassifying the position of Recreation Director from Grade 11 to Grade 12.

ARTICLE 9 APPROVED BY VOICE VOTE to amend the Personnel Bylaw by reclassifying the position Monitor/Operator at the Transfer Station from Grade C to Grade D.

ARTICLE 10 APPROVED BY VOICE VOTE to amend the Personnel Bylaw by reclassifying the position of Building Inspector from Grade 14 to Grade 15.

ARTICLE 11 APPROVED BY VOICE VOTE to amend the Personnel Bylaw by reclassifying the position of Town Administrator from Grade 16 to Grade 18.

ARTICLE 12 Moved and seconded to Indefinitely Postpone Article 12.

Moved and seconded to substitute a motion to amend the Personnel Bylaws to create the position of Personnel Administrator at Grade 14.

SUBSTITUTE MOTION DEFEATED BY VOICE VOTE

MAIN MOTION TO INDEFINITELY POSTPONE APPROVED BY VOICE VOTE.

ARTICLE 39 APPROVED BY VOICE VOTE to accept the provisions of Section 147A of Chapter 140 of the Massachusetts General Laws.

ARTICLE 40 Moved and seconded to amend the Town of Norfolk Bylaws by deleting Section 3 of ARTICLE XIII. ANIMAL REGULATIONS, and inserting in place thereof a new Section 3. Dog Regulations to read as it appears on page 18 of the Advisory Board Recommendations for this Town Meeting except that in A. Definitions 1.A. shall read "At large: any dog shall be deemed to be at large when it is off the premises of its owner or keeper and not under the care of a person demonstrating the ability to control the dog." and A.6.j. to read "Except that a dog being used as a so-called "hunting dog" which is being supervised as such by a person demonstrating the ability to control such dog so that it will not be a threat to public safety, shall not be considered a public nuisance."

Moved and seconded to amend the motion to refer to Article 40 on pages 18, 19 and 20.

AMENDED MOTION APPROVED BY VOICE VOTE

MAIN MOTION AS AMENDED APPROVED BY VOICE VOTE

[Language follows:]

SECTION 3. DOG REGULATIONS

A. DEFINITIONS

1. **At large:** Any dog shall be deemed to be at large when it is off the premises of its owner or keeper and not under the care and control of a person demonstrating the ability to control the dog.
2. **Care and Control:** A dog shall be considered in care and control while on the premises of its owner or keeper or if the dog is on the premises of another person with knowledge and expressed permission of such other person. A dog under voice command or leashed shall be

considered in the care and control of a person only if said person is competent to prevent the dog from becoming a threat to public safety.

3. Dog: Shall mean all animals of the canine species, both male and female.
4. Animal Control Officer: Shall be that person or persons appointed by the Selectmen to enforce this bylaw.
5. Owner or Keeper: Shall mean any person or persons, firm, association or corporation keeping or harboring a dog.
6. Public Nuisance: A dog shall be deemed a public nuisance for any of the following reasons (but not limited to):
 - a. If such a dog is found to be at large.
 - b. If such dog shall persistently and prolongedly bark or howl.
 - c. If found without wearing a license and a vaccine tag as required by Section B, of this bylaw.
 - d. If found in a schoolyard, public or private recreation area, store, or shopping area except that a "seeing eye" dog (or other certified assistance dog) under the care and control of its owner shall be deemed to be exempt from this provision.
 - e. For having bitten or attacked any person.
 - f. For having killed or maimed or otherwise damaged any wild or domestic animal.
 - g. For chasing a domesticated animal, pedestrian, or vehicle on a way to which the public has a right to access, within the Town.
 - h. For damaging or destroying property that does not belong to its owner or keeper.
 - i. Except that a police dog acting in the line of duty shall not be considered a public nuisance.
 - j. Except that a dog being used as a so called "hunting dog," which is being supervised as such by a person demonstrating the ability to control such dog so that it will not be a threat to public safety, shall not be considered a public nuisance.

7. Restraint: To limit, restrict, and keep in control by means of a leash, or by confinement within a building or a fenced barrier from which the dog cannot escape. The main purpose being to restrict the dog within specific boundaries.

B. LICENSE AND TAGS

Any owner or keeper of a dog six months of age or older shall, beginning January 1 cause the dog to be registered, numbered, described, and licensed with the Town Clerk in accordance with the laws of the Commonwealth of Massachusetts. The license shall be valid until the following December 31st.

As a prerequisite to such licensing, the owner or keeper of the dog must present evidence to the Town Clerk that the dog, if six months of age or older, shall have a current vaccination against rabies, and proof of spaying or neutering, if applicable. The fee for such a license shall be as established in Section H. of this bylaw.

Should any owner of a dog previously licensed in the Town of Norfolk, fail to relicense his/her dog before May 1, the owner shall pay a late fee of \$25.00.

The owner or keeper of a licensed dog shall cause it to wear around its neck or body a collar or harness to which shall be securely attached: (1) the tag evidencing current rabies inoculation and (2) the license issued by the Town Clerk of Norfolk for the current license period.

No fee shall be charged for a license for a dog specially trained to lead or serve a blind person; provided that the Division of the Blind certified that such dog is so trained and actually in the services of a blind person. The same shall apply to a certified service dog.

C. CONTROL OF DOGS

No owner or keeper of any dog shall at any time permit his/her dog, licensed or unlicensed, to become a public nuisance within the Town of Norfolk. Any owner found in violation of any provision of this bylaw shall be fined for each offense as established in Section H. of this bylaw.

Dog excretions on either public or private property must be removed and disposed of immediately.

D. IMPOUNDMENT BY ANIMAL CONTROL OFFICER

It shall be the duty of the animal control officer to apprehend any dog found at large in any street or public place within the Town of Norfolk in violation of any of the provisions of this bylaw, and to impound such dog. The Animal Control Officer, upon receiving any such dog shall make a complete registry,

entering the breed, color and sex of such dog and whether licensed. The owner of the dog, if known, shall be notified as soon as possible that the dog has been impounded. The owner of any dog so impounded may claim such dog upon the reimbursement to the Animal Control Officer the expenses for maintaining said dog while impounded in addition to the fines established in Section H, of this bylaw. Prior to its release, any dog that is at least six (6) months of age must have proof of current rabies inoculation, shall have a proper license from the Town Clerk and be properly tagged.

E. DISPOSITION OF UNCLAIMED DOGS

Any dog which has been impounded and has not been redeemed by the owner within ten days shall be disposed of as provided by Section 151A, Ch. 140 of the General Laws of the Commonwealth of Massachusetts and any amendment thereto.

F. RESTRAINT BY ORDER OF THE ANIMAL CONTROL OFFICER

If any person shall make a complaint in writing to the Animal Control Officer or the Town that any dog within his jurisdiction is a public nuisance, the Animal Control Officer shall investigate such complaint and may restrain or muzzle or issue an interim order to restrain or muzzle for a period not to exceed fourteen days. The Animal Control Officer may take similar action, without written complaint, should he/she become aware that any dog is a public nuisance.

Upon restraining or muzzling, or issuing an interim order to restrain or muzzle the Animal Control Officer shall submit in writing to the Selectmen, a report of the action and the reasons therefore. Upon receipt of such report, the Selectmen may make such order concerning the restraint, muzzling or disposal of such dog as may be deemed necessary. If the Selectmen fail to act upon the report during the period the dog is restrained or muzzled, upon expiration of the period, the interim order automatically is vacated.

G. APPEAL

The owner or keeper of any dog that has been ordered to be restrained or muzzled under this bylaw may, within seven days after such an order or restraint, file a request in writing with the Animal Control Officer that the restraining order be vacated, or that the dog be released, and after investigation by the Animal Control Officer, said officer may vacate such order and release such dog, with the approval of the majority of the Board of Selectmen.

If such order is not vacated or the dog is not released, as the case may be, the owner or keeper of such dog may, within twenty days of such order of restraint, bring petition in the District Court requesting that the order of restraint be reviewed by the Court and after such notice to the Animal Control Officer as the Court may

deem necessary, it shall review such action, hear witnesses and reaffirm or reverse the order of the Animal Control Officer. The decision of the Court shall be final and conclusive to both parties,

H. FEES AND FINES

Pursuant to M.G.L., Chapter 147A, voted by the Town as Article 39 of this 1993 Annual Town Meeting, the following fees shall be collected by the Town Clerk and accounted for and paid over to the Town of Norfolk in their entirety.

Annual Dog License Fees:

Male and Female Dogs	\$10.00
Spayed Female and Neutered Male Dogs	\$6.00

Annual Kennel License Fees:

Four (4) Dogs or less	\$25.00
Five (5) to Ten (10) Dogs	\$50.00
More than Ten (10) Dogs	\$100.00

Miscellaneous Fees:

Transfer of License	\$1.00
Duplicate Tag	\$1.00
Failure to Relicense Dog by May 1	\$25.00

Non-Criminal Disposition

Whoever violates any provision of these bylaws, the violation of which is subject to a specific penalty, may be penalized by a noncriminal disposition as provided in General Laws, Chapter 40, Section 31D as amended.

Enforcement Agent: Animal Control Officer

Fines for Violation of the Bylaw:

First Offense	Warning
Second Offense	\$30.00
Succeeding Offenses for each offense	\$50.00

State Representative Jo Ann Sprague was introduced and gave a brief update on the status of the Education Reform and Budget Bills in the General Court.

ARTICLE 41. APPROVED BY VOICE VOTE to establish an Economic Development Committee consisting of 5 members to be appointed jointly by the Board of Selectmen and Planning Board.

ARTICLE 42 APPROVED BY VOICE VOTE to establish a Regional Sewer Package Treatment Plant Study Committee consisting of three members. This committee is a sub-committee of the Planning Board and appointment is to be made jointly by the Planning Board and the Board of Selectmen.

ARTICLE 43 APPROVED BY VOICE VOTE to establish an Open Space Planning Committee to be a sub-committee of the Planning Board and will consist of one member of the Recreation Commission, one member of the Conservation Commission, and three other members to be appointed jointly by the Planning Board and Board of Selectmen. Said committee is to prepare an Open Space Plan for the Town of Norfolk and to issue a report to the Fall Annual Town Meeting in November 1993.

ARTICLE 13 APPROVED BY VOICE VOTE to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, Section 118; 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: Moderator \$1.00; Board of Selectmen \$4,366.00; Town Treasurer \$20,000.00; Town Clerk \$20,000.00; Collector of Taxes \$20,000.00; Board of Assessors \$5,307.00; Board of Water Commissioners \$1,105.00; Planning Board \$4,686.00; Board of Health \$1,596.00; and Tree Warden \$318.00 plus utility fees.

APPROVED BY VOICE VOTE to Raise and Appropriate, Transfer from Pension Liability Fund, Stabilization Fund, or other available funds, borrow or bond, to defray the departmental and incidental expenses of the Town, not otherwise provided for, for the Fiscal Year commencing July 1, 1993.

I. General Government:

A. Town Moderator	
Salary	1.00
Expense	105.00
RAISE AND APPROPRIATE	106.00
B. Board of Selectmen	
Salary	75,117.00
Expense	18,600.00
Fuel and Utilities	5,475.00
Committee Fund	8,001.00
Town Report	5,000.00
Out of State Travel	1.00
RAISE AND APPROPRIATE	112,194.00
C. Advisory Board	
Salary	2,200.00
Expense	5,010.00
Reserve Fund	30,000.00
RAISE AND APPROPRIATE	37,210.00
D. Town Accountant	
Salary	78,363.00
Expense	8,165.00
RAISE AND APPROPRIATE	86,528.00
E. Board of Assessors	
Salary	63,873.00
Expense	13,000.00
Out of State Travel	1.00
RAISE AND APPROPRIATE	76,874.00

F. Treasurer	
Salary	37,958.00
Expense	9,950.00
Banking Services	3,600.00
RAISE AND APPROPRIATE	51,508.00
G. Collector of Taxes	
Salary	63,459.00
Expense	17,937.00
RAISE AND APPROPRIATE	81,396.00
H. Town Counsel	
Retainer Fees	10,173.00
Legal Fees	15,000.00
RAISE AND APPROPRIATE	25,173.00
I. Personnel Board	
Salary	513.00
Expense	2,890.00
Out of State Travel	1.00
RAISE AND APPROPRIATE	2,014.00
TRANSFER FROM FY 93 UNEXPENDED	
APPROP.	
SALARY	400.00
EXPENSE	900.00
J. Computer Systems Committee	
Expense	200.00
RAISE AND APPROPRIATE	200.00
K. Treasurer ~ Tax Title	
Salary	10,024.00
Expense	95.00
RAISE AND APPROPRIATE	10,119.00
L. Town Clerk ~ Office	
Salary	34,340.00
Expense	1,600.00
RAISE AND APPROPRIATE	35,940.00
Town Clerk ~ Elections	
Salary	1,620.00
Expense	1,160.00
RAISE AND APPROPRIATE	2,780.00
M. Board of Registrars of Voters	
Salary	4,465.00
Expense	1,350.00
Computer Services	2,000.00
RAISE AND APPROPRIATE	7,815.00
N. Conservation Commission	
Salary	6,415.00
Expense	452.00
RAISE AND APPROPRIATE	6,867.00
O. Planning Board	
Salary	31,619.00

Expense	3,950.00	F. Animal Control Officer	
Engineering	10,474.00	Salary	10,180.00
RAISE AND APPROPRIATE	46,043.00	Expense	2,950.00
		Fuel and Utilities	700.00
P. Appeals Board		RAISE AND APPROPRIATE	13,830.00
Salary	10,694.00	G. Animal Inspector	
Expense	2,270.00	Salary	1,608.00
Engineer/Consulting	1.00	Expense	150.00
RAISE AND APPROPRIATE	12,965.00	RAISE AND APPROPRIATE	1,758.00
Q. Engineering Assistance		H. Tree Dept. and Shade Tree	
Expense	1,000.00	Tree Salary	318.00
RAISE AND APPROPRIATE	1,000.00	Tree Expense	22,481.00
R. Permanent Building Committee		Utility Inspection Fees	1,000.00
Salary	91.00	STMPC Salary	328.00
Expense	387.00	STMPC Expense	7,915.00
RAISE AND APPROPRIATE	478.00	RAISE AND APPROPRIATE	32,042.00
S. Insurance		I. Fire/Police Communications	
General	192,230.00	Salary	119,825.00
RAISE AND APPROPRIATE	192,230.00	Expense	4,875.00
		RAISE AND APPROPRIATE	124,700.00
II. PUBLIC SAFETY		J. Fire/Police Station	
A. Police Department		Expense	17,030.00
Salary	802,504.00	Fuel and Utilities	20,000.00
Expense	54,670.00	RAISE AND APPROPRIATE	37,030.00
Fuel and Utilities	18,000.00		
Cruiser Replacement	31,000.00	III. EDUCATION	
RAISE AND APPROPRIATE	906,174.00	A. Norfolk Elementary	3,584,913.00
		RAISE AND APPROPRIATE	3,584,913.00
B. Fire Department		B. King Philip Regional ~ Norfolk Share	1,655,569.00
Fire Salary	209,659.00	RAISE AND APPROPRIATE	1,655,569.00
Ambulance Salary	54,246.00	C. Tri-County Regional ~ Norfolk Share	167,908.00
Fuel and Utilities	3,750.00	RAISE AND APPROPRIATE	167,908.00
Ambulance Expense	3,800.00		
Tuition and Training	12,000.00	IV. PUBLIC WORKS	
RAISE AND APPROPRIATE	283,455.00	A. Town Highway	
TRANSFER FROM AMBULANCE FUND	26,000.00	Salary	291,446.00
		Expense	86,600.00
		RAISE AND APPROPRIATE	378,046.00
C. Building Department		B. Special Projects	-0-
Salary	81,281.00	C. Recreational Field Work ~ expense	10,440.00
Expense	2,950.00	RAISE AND APPROPRIATE	10,440.00
Fuel and Utilities	2,500.00	D. Highway Garage ~ Fuel and Utilities	31,500.00
Rough Mileage Allowance	1,000.00	RAISE AND APPROPRIATE	31,500.00
RAISE AND APPROPRIATE	87,731.00	E. Snow Removal ~ Expense	80,300.00
D. Sealer of Weights and Measures		RAISE AND APPROPRIATE	80,300.00
Salary	354.00		
Expense	31.00		
RAISE AND APPROPRIATE	385.00		
E. Civil Defense			
Salary	551.00		
Expense	1,900.00		
RAISE AND APPROPRIATE	2,451.00		

F. Transfer Station/Recycling	
Salary	47,055.00
Expense	117,700.00
Fuel and Utilities	7,860.00
RAISE AND APPROPRIATE	172,615.00

G. Septage Disposal Assessment ~	
Solid Waste Disposal	2,300.00
RAISE AND APPROPRIATE	2,300.00

H. Cemetery Commission	
Salary	10,091.00
Expense	2,780.00
TRANSFER FROM CEMETERY REVENUE	12,871.00

I. Custodian of Veterans Graves	
Salary	134.00
Expense	450.00
RAISE AND APPROPRIATE	584.00

J. Street Lighting ~ Expense	22,400.00
RAISE AND APPROPRIATE	22,400.00

V. HUMAN SERVICES

A. Board of Health	
Salary	35,101.00
Expense	34,445.00
RAISE AND APPROPRIATE	69,546.00

B. Human Services	
Norfolk Mental Health	3,500.00
S.N.C.A.R.C.	3,500.00
RAISE AND APPROPRIATE	7,000.00

C. Council on Aging	
Salary	41,136.00
Expense	3,350.00
Facilities	3,000.00
Transportation	2,500.00
RAISE AND APPROPRIATE	49,986.00

D. Veterans Services	
Salary	2,658.00
Expense	385.00
Veterans Benefits	4,000.00
RAISE AND APPROPRIATE	7,043.00

VI. CULTURE AND RECREATION

A. Public Library	
Salary	140,628.00
Expenses	68,768.00
Fuel and Utilities	9,000.00
RAISE AND APPROPRIATE	218,396.00
TRANSFER FROM COPIER FUND	1,500.00

B. Recreation Commission	
Salary	22,963.00
Expense	3,000.00
RAISE AND APPROPRIATE	25,963.00

C. Recreation for Handicapped	
Salary	1.00
Expense	1.00
RAISE AND APPROPRIATE	2.00

E. Historical Commission ~ Expense	323.00
RAISE AND APPROPRIATE	323.00

F. Town Memorial Day ~ Expense	405.00
RAISE AND APPROPRIATE	405.00

VII. DEBT SERVICE

A. Elementary School Debt (Boardman Street)	-0-
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B. Water Debt Borrowing	
Pumping Station #2	40,000.00
Interest ~ Pumping Station #2	4,170.00
Maturing Note	4,600.00
Interest on Maturing Note	623.00
Standpipe Debt	20,000.00
Standpipe Interest	2,100.00
Pond Street Debt	13,000.00
Pond Street Interest	14,990.00
Grove Street Debt	14,000.00
Grove Street Interest	2,435.00
Miller Street Debt	31,000.00
Miller Street Interest	6,650.00
Noon Hill Debt	70,597.00
Noon Hill Interest	77,370.00
Bond Registration	160.00
TRANSFER FROM WATER REVENUE	301,695.00
TRANSFER FROM FY 93 APPROPRIATION FOR WATER TEMPORARY INTEREST	25,000.00

C. Fire/Police Station/Library Bond	
Maturing Debt	100,000.00
Interest on Debt	10,500.00
RAISE AND APPROPRIATE	110,500.00

D. Town Share Water Bonds	
Standpipe Debt.	30,000.00
Standpipe Interest	3,150.00
Noon Hill Debt	4,403.00
Noon Hill Interest	4,825.00
Well #1 Debt	18,400.00
Well #1 Interest	2,493.00
Well #2 Debt	10,000.00
Well #2 Interest	1,043.00
RAISE AND APPROPRIATE	74,314.00

E. Treasurer Borrowing	-0-
F. Bond Registration	1,190.00
RAISE AND APPROPRIATE	1,190.00
G. Notes and Bonds Cert.	-0-
H. Accountant's Computer ~ Lease Purchase	
RAISE AND APPROPRIATE	10,171.00
I. Collector's Computer	-0-
J. Front End Loader ~ Lease Purchase	29,000.00
RAISE AND APPROPRIATE	29,000.00
K. Tub Grinder ~ Lease Purchase	13,384.00
RAISE AND APPROPRIATE	13,384.00
L. Elementary School Land	
Debt	24,000.00
Interest on Debt	24,531.00
RAISE AND APPROPRIATE	48,531.00
M. Elementary School Roof	
Debt	15,000.00
Interest on Debt	15,188.00
RAISE AND APPROPRIATE	30,188.00
N. Elementary School Bldg. Main Street	
Debt	328,000.00
Interest on Debt	376,913.00
RAISE AND APPROPRIATE	704,913.00
TRANSFER FROM TEMPORARY	
INTEREST ACCOUNTS	226,300.00

O. Landfill Closure Bond ~ Temp. Int.	10,000.00
RAISE AND APPROPRIATE	10,000.00

IX. EMPLOYEE BENEFITS

A. State and County Retirement	354,209.00
B. Medical Insurance	264,362.00
C. Life Insurance	6,300.00
E. Longevity	37,000.00
F. Medicare	14,000.00
TRANSFERRED FROM UNEXPENDED FY	
93 APPROPRIATIONS	
KING PHILIP REGIONAL SCHOOL	74,226.00
HEALTH INSURANCE	30,000.00
TRANSFER FROM FY 92 ENCUMBERED	
ELEMENTARY SCHOOL	33,225.00
OVERLAY SURPLUS	55,000.00
RAISE AND APPROPRIATE	503,420.00

Motion made and seconded to amend Transfer Station/ Recycling Expense to \$122,700.00 AMENDMENT DEFEATED BY COUNTED VOTE YES 31 NO 72

ORIGINAL MOTION APPROVED BY VOICE VOTE.

THE MOTION WAS MADE, SECONDED AND VOTED TO ADJOURN THE TOWN MEETING UNTIL WEDNESDAY, MAY 26, 1993 AT 7:30 P.M. AT THE KING PHILIP HIGH SCHOOL IN WRENTHAM. The Meeting was adjourned at 11:10 p.m.

The meeting was called to order at 7:35 p.m. There were 126 registered voters that attended the second session.

ARTICLE 14 APPROVED BY VOICE VOTE to transfer the amount of \$297,538.00 from Water Department Revenue to fund the Water Department maintenance and operating expenses for the Fiscal Year commencing July 1, 1993.

ARTICLE 15 APPROVED BY VOICE VOTE to accept all State and Federal Grants and reimbursements 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 16 APPROVED BY VOICE VOTE to transfer the sum of \$80,000.00 from Water Department Revenue for test well work pursuant to locating an additional water supply for the Town within the State Safe Drinking Water Act guidelines.

ARTICLE 17 APPROVED BY UNANIMOUS VOTE that the Town, notwithstanding the provisions of Article 23 of the 1991 Annual Town Meeting, borrow the sum of \$300,000.00 under the provisions of Massachusetts General Laws, Chapter 44, Section 8: (1) to extend a 12" water main from Pond Street (2) southerly from Pond Street on Route 1A to Franklin Warehousing approximately 1,450'; and (3) an 8" water main from Route 1A in Sharons Avenue for an approximate distance of 1,000' provided the water takers further agree to indemnify and hold the Town and the Town Water Department harmless from any claims arising from the non-performance of the agreements dated June 3, 1991. To apply for and accept any state and/or federal grants and reimbursements that become available in accordance therewith to reduce the cost thereof; and to assess the principal and interest for the cost of materials and construction by owners of estates benefited thereby at a 100% betterment; and to authorize the Town acting through its Board of Assessors to assess the apportionment of the cost of materials and construction in accordance with the provisions of General Laws, Chapter 40, Section 42G, H and I upon the owners of all estates benefited thereby by a uniform fixed rate according to the valuation of their estates from the last annual assessment.

ARTICLE 18 18A. APPROVED BY COUNTED VOTE to raise and appropriate by borrowing under Chapter 44, Section 7, Clause 9, the sum of \$85,000.00 for three years to purchase a new container truck for recycling and to raise and appropriate \$30,900.00 for principal and interest for the first year. Counted by the Moderator YES 10 NO 1.

18B. ARTICLE 18B WAS INDEFINITELY POSTPONED BY VOICE VOTE [dump truck]

18C. ARTICLE 18C WAS INDEFINITELY POSTPONED BY VOICE VOTE [loader].

18D. APPROVED BY UNANIMOUS VOICE VOTE to raise and appropriate by borrowing under Chapter 44, Section 7, Clause 9, the sum of \$50,000.00 for three years to purchase a backhoe for the Highway Department, and transfer \$18,200.00 from Stabilization for principal and interest for the first year.

18E. ARTICLE 18E. WAS INDEFINITELY POSTPONED BY VOICE VOTE [radio equipment]

18F. ARTICLE 18F WAS INDEFINITELY POSTPONED BY VOICE VOTE [surveying equip.]

18G. APPROVED BY VOICE VOTE to Raise and Appropriate \$1,000.00 to purchase an oil burner for the Fire/Police Station.

18H. APPROVED BY VOICE VOTE to Raise and Appropriate \$13,000.00 to replace the doors on the Fire Station bays.

18I. APPROVED BY UNANIMOUS VOICE VOTE to raise and appropriate by borrowing under Chapter 44, Section 7, Clause 9, the sum of \$22,000.00 for three years to purchase computer equipment and software packages in order for the Assessors Office to implement and be in compliance with Section 40, Chapter 653 of the Acts of 1989, and transfer \$8,160.00 from Stabilization for principal and interest for the first year.

18J. ARTICLE 18J INDEFINITELY POSTPONED BY VOICE VOTE [plain paper fax]

18K. APPROVED BY UNANIMOUS VOICE VOTE to Raise and Appropriate by borrowing under Chapter 44, Section 7, Clause 9, the sum of \$75,000.00 for three years to purchase a forestry truck for the Fire Department, and to transfer \$27,250.00 from Stabilization for principal and interest for the first year.

ARTICLE 19 APPROVED BY VOICE VOTE to Raise and Appropriate the amount of \$10,000.00 to conduct an independent financial audit for the Fiscal Year 1993.

ARTICLE 20 APPROVED BY VOICE VOTE that the following committees be appointed: Arts Council, 9 members; Bay Circuit Regional, 2 members; Chapter 504/ADA Compliance Committee, 5 members plus Town Administrator ex-officio and non-voting; Insurance Advisory Committee, 5 members; Recycling/Transfer Station Advisory Committee, 5 members and Highway Superintendent ex-officio and non-voting; Zoning Bylaw Study Committee, 7 members — two appointed by the Board of Selectmen, and one ex-officio member or designee from Board of Appeals, Planning Board, Board of Health, Conservation Commission, Building Commissioner ex-officio, and Town Counsel ex-officio and non-voting; Grange Hall Study Committee, 7 members made up of a member or designee from the Board of Appeals, Planning Board, Board of Health, Council on Aging,

Grange member, and one at large appointed by the Board of Selectmen; Corrections Advisory Committee, 5 members; Town Hill Committee, 7 members.

APPROVED BY VOICE VOTE to hear or act on the report of any committee or Town Officer, or to instruct any committee or Town Officer.

TOWN HALL/POLICE STATION SITING COMMITTEE report will come before Article 30.

CHARTER COMMITTEE report by H. Cleary, Chairperson. A report is available for handout. There will be a public hearing in June, and another in September after the draft charter is mailed out. The Committee plans to present the charter at November Town Meeting, if approved it will be sent to the General Court for enactment and finally, presented for a vote at Town Election in May 1994.

PERMANENT BUILDING COMMITTEE presented by M. Moeckel, Committee Liaison for H. Olive Day School construction project. The school is approximately 50% completed with an expenditure of \$3.7 million of the total \$6.8 million. Completion is estimated for Dec. 31, 1993. The project has been somewhat slowed by the severe winter.

RESOLUTION moved by Lee Fliger, Chairman of the Board of Selectmen:

A RESOLUTION TO PROTECT THE ENVIRONMENT OF THE TOWNS OF WALPOLE AND NORFOLK

- Whereas, the MWRA is evaluating four alternatives for the use of the Walpole site which according to newspaper reports are less costly than the Walpole landfill.
- Whereas, MWRA's own consultants have acknowledged that groundwater under part of the proposed landfill site flows to the Head of the Neponset Aquifer which feeds the Towns' drinking water wells.
- Whereas, the proposed site has been reduced from 100 to 38.9 acres and will only provide 1.8 years capacity for the disposal of sludgecake.
- Whereas, the Walpole Sewer and Water Commission has denied MWRA a sewer connection permit because the sewer system does not have capacity to accept the volume of leachate discharged by the landfill.
- Whereas, the Walpole Board of Health has denied site assignment because the proposed landfill will endanger the health and safety of the Citizens of Walpole.
- Whereas, the Towns of Medfield and Norfolk support the Town of Walpole's effort to protect its environment and water supply.

Whereas, the Sierra Club has opposed the siting process and understands the legitimate concerns of the people of Walpole and Norfolk.

Whereas, the Department of Corrections argues that the proposed landfill sited next to MCI Cedar Junction will generate odors that could incite violence among inmates.

Whereas, numerous consultants hired by the Towns of Norfolk and Walpole and the Citizen Action Committees of Norfolk and Walpole have identified impacts to public and private water supplies as well as surrounding wetlands for years.

Whereas, internal Department of Environmental Protection and Army Corps of Engineers memos reveal concerns about the proposed landfill site.

We, the residents of the Town of Norfolk, re-affirm our opposition to the proposed sludge landfill because the site is environmentally unsound.

RESOLUTION APPROVED BY VOICE VOTE

MIRROR LAKE COMMITTEE Mr. Pfischner thanked all the participants.

ARTICLE 21 APPROVED BY VOICE VOTE to authorize the Board of Selectmen to accept and enter into contract for expenditures of any funds allocated or to be allocated by the Commonwealth for the construction, reconstruction, or the improvements of public roads within the Town.

ARTICLE 22 APPROVED BY VOICE VOTE to allow the Treasurer to borrow or bond for the construction or reconstruction of public roads in anticipation of reimbursement by the Commonwealth.

ARTICLE 23 APPROVED BY VOICE VOTE to authorize the Board of Selectmen to accept and enter into contract for the expenditure of funds in the amount of \$61,295.00, allotted by the Commonwealth under Chapter 133 of the Acts of 1992 (Transportation Bond).

ARTICLE 24 APPROVED BY VOICE VOTE to authorize the Board of Selectmen to accept and enter into contract for the expenditure of funds in the amount of \$144,552.00, allotted by the Commonwealth under Chapter 33 of the Acts of 1991 (Transportation Bond).

ARTICLE 25 ARTICLE 25 INDEFINITELY POSTPONED BY VOICE VOTE [Gasoline Tax Monies]

ARTICLE 26 ARTICLE 26 INDEFINITELY POSTPONED BY VOICE VOTE [Comm. funds]

ARTICLE 27 APPROVED BY UNANIMOUS VOICE VOTE to authorize the Selectmen to grant to William and Judith A. Wysocki of 4 Medway Street, pursuant to G.L. Chapter 40, Section 3, and to their successors in title, a permanent easement for driveway purposes on land owned by the Town of Norfolk:

Beginning a point on the easterly sideline of Medway Street at the northwest corner of the petitioners' land and the land owned by the Town of Norfolk.

thence running by said sideline N 33°-56'-27" W a distance of 18.00 feet to a point;

thence turning and running N 56°-03'-33" E a distance of 65.00 feet to a point;

thence turning and running S 87°-46'-36" E a distance of 48.54 feet to a point;

thence turning and running S 22°-37'-45" E a distance of 10.00 feet to a point at land of the petitioner;

thence turning and running S 67°-22'-15" W a distance of 104.25 feet to the point of beginning.

Said description encompasses the petitioners' driveway and provides area for snow removal. The location of the driveway is as shown on a plan titled "Existing Conditions Site Plan: prepared for the Town of Norfolk dated January 15, 1992 prepared by Connecticut Valley Land Surveying, Inc. of Keene, N.H.

ARTICLE 28 APPROVED BY UNANIMOUS VOICE VOTE that the Town of Norfolk accept a gift of land for conservation purposes located off Myrtle/Medway Streets identified as Assessors Map 9, Block 37, Lot 50.

ARTICLE 29 APPROVED BY UNANIMOUS VOICE VOTE that the Town of Norfolk accept a gift of land for conservation purposes located off River Road identified as Assessors Map 4, Block 27, Lot 6.

REPORT OF THE TOWN HALL/POLICE STATION SITING COMMITTEE by S. Caplan discussed the committee's review of potential sites and criteria for evaluating the properties. At this time the committee is unable to make a recommendation on a particular site, or even to rank them without further information.

ARTICLE 30 ARTICLE 30 INDEFINITELY POSTPONED BY VOICE VOTE [Main and North Sts. property]

ARTICLE 31 APPROVED BY UNANIMOUS VOICE VOTE that the Town of Norfolk borrow the sum of \$496,325.00 under the provisions of Massachusetts General Laws, Chapter 44, Section 6A, contingent on the award of state grant monies, or

accept contributions to construct a roadway on land or easement at Main and North Streets (Assessors Map 14, Block 41) to be given to the Town for a public roadway, and town buildings and access thereto.

ARTICLE 32 INDEFINITELY POSTPONED BY VOICE VOTE [Property To Main Street]

ARTICLE 33 APPROVED BY VOICE VOTE to Raise and Appropriate the amount of \$16,892.00 as Norfolk's share of the Tri-Town Planner Grant for FY 1994.

ARTICLE 34 APPROVED BY VOICE VOTE to Raise and Appropriate the amount of \$30,000.00 to implement the Recertification Plan of the Board of Assessors for maintaining and upgrading all real and personal property valuation at full and fair cash values as required by the Commonwealth of Massachusetts and to achieve uniform assessments. Said funds are to be used to contract for professional appraisal services by a state-approved revaluation company.

ARTICLE 35 APPROVED BY UNANIMOUS VOICE VOTE to transfer \$23,467.00 from Stabilization and transfer \$38,833.00 from Free Cash for a total of \$62,300.00 to enable the School Department to carry out maintenance projects at the Freeman-Centennial School as follows: repair of lavatories \$4,250.00; asbestos removal \$7,050.00; and repair of skylights, \$50,000.00.

ARTICLE 36 APPROVED BY VOICE VOTE to permit the Norfolk Public School to accept an Equal Educational Opportunity Grant for Fiscal Year 1994, in the amount of the sum designated by the Department of Education, under the provisions of Mass. General Laws, Chapter 70A, Section 4, as inserted by Chapter 188 of the Acts of 1985. Said Grant to be expended by the Norfolk Public School Committee for direct service expenditures with funds provided by the Commonwealth.

ARTICLE 37 APPROVED BY VOICE VOTE to permit the King Philip Regional School District to accept an Equal Educational Opportunity Grant for Fiscal Year 1994, in the amount of \$4,379.00 or other sum designated by the Department of Education, under the provisions of Massachusetts General Laws, Chapter 70A, Section 4, as inserted by Chapter 188 of the Acts of 1985. Said Grant to be expended by the King Philip Regional School District Committee for direct service expenditures with funds provided by the Commonwealth.

ARTICLE 38 APPROVED BY VOICE VOTE to permit the Tri-County Regional Vocational Technical School District to accept an Equal Educational Opportunity Grant for Fiscal Year 1994, in the amount of \$101,062.00 or other sum designated by the Department of Education, under the provisions of Massachusetts General Laws, Chapter 70A, Section 4, as inserted by

Chapter 188 of the Acts of 1985. Said Grant to be expended by the Tri-County Regional Vocational Technical School District Committee for direct service expenditures with funds provided by the Commonwealth.

ARTICLES 39, 40, 41, 42 and 43 VOTED ON TUESDAY, MAY 25, 1993

ARTICLE 44 INDEFINITELY POSTPONED BY VOICE VOTE [funding 41,42, 43]

ARTICLE 45 INDEFINITELY POSTPONED BY VOICE VOTE [Leeann Drive acceptance]

ARTICLE 46 APPROVED BY VOICE VOTE to accept as a public way Stop River Road, a distance of 1,670 +/- feet, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by E. Otis Dyer of Rehoboth, Massachusetts dated September 6, 1991 and revised November 22, 1991

ARTICLE 47 APPROVED BY VOICE VOTE, as recommended by the Board of Selectmen, to authorize the Planning Board to establish a Planning Board Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 from which to receive and disburse subdivision performance inspection fees as may be established by the Planning Board for services of Town Departments in the inspection and approval of subdivisions and to authorize the Planning Board to pay such fees collected to the Town of Norfolk General Fund in an amount not to exceed \$30,000.00 during Fiscal Year 1994.

ARTICLE 48 APPROVED BY UNANIMOUS VOICE VOTE to authorize the Board of Selectmen to advertise in a local paper and to sell at a public sale from time to time, as it may deem in the best interests 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 on 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 49 APPROVED BY VOICE VOTE to grant the Board of Selectmen permission to sell surplus property of the Town exclusive of buildings and land, no longer needed by the Town.

ARTICLE 50 ARTICLE 50 INDEFINITELY POSTPONED BY VOICE VOTE [unpaid bills of previous year]

ARTICLE 51 ARTICLE 51 INDEFINITELY POSTPONED BY VOICE VOTE [unexpended appropriations of prior Town Meetings]

ARTICLE 52 APPROVED BY VOICE VOTE to supplement the FY 1993 Annual Town Meeting appropriation by approving the following adjustments:

Increase Planning Board Salaries	\$350.00
Increase Town Clerk Office Salaries	200.00
Increase Town Clerk Office Expenses	200.00
Increase Litigation Account	876.00
Increase Assessors Expenses	2,723.00
Increase Selectmen's Expenses	1,830.00
Increase Street Lighting	1,400.00
Increase Library Utilities	2,000.00
Increase Tree Warden Expenses	1,000.00
Increase Treasurer Medicare Account	7,069.00
Increase Fire Department Salaries	12,000.00
Increase Tax Collectors Expense	330.00
Fund the Snow Removal Deficit	76,073.00
Increase Highway Department Expense	6,000.00

These adjustments are to be funded by the following transfers:

From Planning Board Engineering Expense	350.00
From Town Clerk Election Salaries	200.00
From Town Clerk Election Expense	200.00
From Elementary School FY 92	
Spec. Ed. Encumbrance	43,232.00
From Master Plan Study Comm	4,000.00
From Computer Committee	554.00
From Elem. School Termite Control	2,360.00
From Elem. School Floor Replacement	505.00
From Elem. School Intercom System	107.00
From Mat. Debt Temp. Borrowing	15,000.00
From Landfill Borrowing	12,000.00
From Bond Registration Fees	300.00
From Elem. School FY 93 Spec. Needs	24,243.00
From Highway Salary	6,000.00
From Ambulance Salary	3,000.00

The Moderator announced the hours of the Town Memorial Day Services. The Moderator also announced the need for volunteers on various Town Committees.

ARTICLE 53 APPROVED BY VOICE 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, 1993 in accordance with provisions of Mass. 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 Mass. General Laws, Chapter 44, Section 17.

ARTICLE 54 APPROVED BY VOICE VOTE to appropriate to the Stabilization Fund, pursuant to the provisions of Chapter 40, Section 5B of the General Laws, an amount equal to the difference between the amount the Town is authorized to levy for FY 1994 Real Estate and Personal Property taxes and the sum of all amounts to be levied excepting said appropriation. It being the intent of the Town Meeting for these purposes to use its authority to appropriate such sum as will levy taxes to the maximum limit authorized by Proposition 2 1/2 so-called, for FY 1994.

**ARTICLE 55 ARTICLE 55 INDEFINITELY POSTPONED
BY VOICE VOTE [early retirement incentive]**

ATTORNEY GENERAL APPROVAL
August 23, 1993

ARTICLE 56 APPROVED BY VOICE VOTE to accept the provisions of Section 22D of Chapter 32 of the Massachusetts General Laws as amended by Chapter 399 of the Acts of 1992, which provide for the establishment of a retirement system funding schedule to reduce the unfunded actuarial liability of the system.

I enclose the amendment to the general bylaws adopted under article 40 of the warrant for the Norfolk Town Meeting that convened May 25, 1993, with the approval of this Office endorsed thereon.

Anthony E. Penski

IT WAS MOVED, SECONDED AND VOTED TO DIS-
SOLVE THIS TOWN MEETING, The Town Meeting was
dissolved at 9:45 p.m.

Assistant Attorney General

MINUTES-1993 FALL TOWN MEETING

TUESDAY, NOVEMBER 16, 1993

The meeting was called to order at 7:30 p.m. at King Philip High School, Wrentham by Moderator Frank Gross. The Moderator introduced the officials seated on the stage: the Town Clerk, Town Accountant, Town Administrator, Board of Selectmen and Town Counsel; and the Advisory Board members seated at the front of the auditorium. The following non-residents were granted permission to address the Town Meeting: Town Counsel Paul Maggioni, Town Administrator Greg Balukonis, Highway and Cemetery Superintendent Remo Vito, Jr., Town Accountant Caroline Price, Permanent Building Comm. Chairman Robert Lowndes, and Library Director Robin Glasser. The meeting was attended by 393 registered voters.

ARTICLE 42 APPROVED BY VOICE VOTE to transfer from available funds the sum of \$3,200.00 to pay civil penalties levied by the Commonwealth of Massachusetts Department of Environmental Protection.

ARTICLE 3 Moved to Indefinitely Postpone Article 3. Substitute Motion made and seconded that the Town of Norfolk transfer from available funds the sum of \$5,000.00 for the purpose of providing Senior Citizens cash payments for services rendered pursuant to a plan formulated by the Council on Aging and approved by the Board of Selectmen. The plan will be administered by the Council on Aging.

The motion was made, seconded and approved by voice vote to waive the reading of the Warrant and return of the Warrant. Citations were presented to residents who had participated in the successful efforts of the Norfolk Citizens Action Committee and Save Our State to prevent the MWRA from siting a sludge dump over the aquifer at the Norfolk-Walpole boundary. Resolutions were presented by former Senator David Locke, former Representative Francis Woodward and current Representative Jo Ann Sprague.

**SUBSTITUTE MOTION APPROVED BY VOICE
VOTE.**

NEW MAIN MOTION APPROVED BY VOICE VOTE.

ARTICLE 4 Reports were presented by the following committees: Open Space Planning Committee, Charter Committee and Norfolk Town Hill Committee.

ARTICLE 1 APPROVED BY UNANIMOUS VOICE VOTE to authorize the Board of Selectmen to petition the legislature for a special act providing for the conveyance of 20.4 acres, more or less, located northeasterly on Pond Street, and shown on a plan of land drawn by the Norfolk County Engineering Department dated June 18, 1993; said land to be used for recreational and open space purposes only.

APPROVED BY VOICE VOTE that the Moderator reappoint a committee of nine members to draft a Charter for the Town of Norfolk, said Charter requiring approval by the Great and General Court of Massachusetts, and to present the Charter to the Fall Town Meeting in 1994; the membership of said committee to be as follows: one elected official, one appointed official, one present or former Selectman, one member of the Master Plan Committee, one town employee, and four citizens at large; provided that public hearings be held in the process of developing the charter, a copy of the Charter to be available to residents prior to the 1994 Fall Town Meeting, an analysis of the financial impact of the proposed Charter be available to residents prior to the 1994 Fall Town Meeting, and a majority vote of the Town at a regular Town election be required for final ratification of the Charter.

ARTICLE 2 APPROVED BY UNANIMOUS VOICE VOTE that the Town of Norfolk accept a gift of land described on Assessors Map 5, Block 26, Lot 1, off River Road for conservation purposes.

At the request of the Board of Selectmen, Article 42 was moved forward for action because of a time constraint on payment to the DEP.

ARTICLE 5 APPROVED BY VOICE VOTE that the Town authorize the Board of Selectmen to accept as a gift, a deed of land consisting of 130,988 s.f. more or less, as shown on a plan drawn

by the Norfolk County Engineering Department dated August 20, 1993 and shown on a subsequent plan prepared for recording in the Land Court, together with an easement for Septic Disposal in the parcel of land bordered northerly and easterly by North Street; southerly and westerly by the proposed Connector Road; westerly and northwesterly by the proposed relocation of Main Street. The vote was challenged. The Moderator administered an oath to the following counters: J. Martin, F. Pfischner, and R. Connors. **ARTICLE 5 APPROVED BY COUNTED VOTE: 220 YES, 65 NO**

ARTICLE 6 APPROVED BY A VOICE VOTE to authorize the Board of Selectmen to acquire or accept a deed of land and/or easements for the relocation of Main Street and Connector Road in accordance with a plan of land by the Norfolk County Engineering Department dated November 12, 1993 as amended with the approval of the Norfolk County Engineering Department by White Mountain Survey Company, Inc. Chester E. Chellman, President, in a sketch dated November 15, 1993 to be prepared in final form sufficient for recording in the Land Court.

MOTION MADE AND SECONDED TO RECONSIDER ARTICLE 6 WAS DEFEATED BY VOICE VOTE.

Motion made, seconded and approved by voice vote to adjourn until Wednesday, November 17, 1993 at 7:30 p.m. at King Philip High School Auditorium. The meeting was adjourned at 11:20 p.m.

WEDNESDAY, NOVEMBER 17, 1993. The Moderator called the meeting to order at 7:35 p.m. The meeting was attended by 173 registered voters.

ARTICLE 7. APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 7 [Abandon a portion of Main Street]

ARTICLE 8. Planning Board Recommendation: This Article, adding new definitions to the Bylaws, would now include new definitions that are referenced by the proposed new bylaws for Districts B-1 and C-1. We note that new definitions are also included to clarify existing areas that would facilitate interpretation. We recommend the passage of this Article, regardless of the approval of subsequent proposed bylaws.

Motion made and seconded to amend the current Norfolk Zoning Bylaws Section B. **DEFINITIONS** by adding the definitions printed in Article 8 of the Warrant for this Town Meeting. [Language printed below:]

AGRICULTURAL: Property or buildings upon or within which agricultural, horticultural or floricultural products are grown or produced on premises, provided that the subject property contains a minimum of five (5) acres.

APPLICANT: The owner(s) of record or the legally authorized agent of the owner(s) of record.

ASSISTED LIVING FACILITY: Lifecare facilities, incorporating independent apartment living units designed for elders, combined with supportive medical, nursing or other shared facilities.

AUCTION GALLERY: A building within which goods and materials, except motor vehicles, are offered for auction to members of the public by a licensed auctioneer.

BED & BREAKFAST: A private, owner-occupied residence with accommodations for overnight guests for a fee, provided that no more than three rooms in any building may be used for such accommodations.

BUILD FACTOR: A ratio of lot perimeter to lot area which limits the degree to which a lot may have an irregular shape according to the formula set forth in Section E.1.e.

BUILD-TO-LINE: A line establishing a location for a Building or Structure's facade or vertical face, located on or referenced to the Lot's Frontage.

BUSINESS CORE: That part of the B-1 District which is West of Carlson's Circle.

COMMERCIAL COMPOSTING: A site or building where organic matter such as leaves, manure, peat, grass clippings, tree branches or shredded tree materials, are converted to compost or fertilizer and sold to or used by the general public, landscapers, retailers and wholesalers.

COMMERCIAL SERVICE: A Professional Building, Business Office or other Commercial building which provides goods or services other than retail sales as its principal function.

CONTRACTOR'S HEADQUARTERS: A building which serves as the office space and staging area of a building contractor, plumbing contractor, electrical contractor, excluding those contractors primarily involved in the excavation or the relocation or transfer of earth. All vehicles or equipment garaged at the site are to be stored inside the building. Storage of materials and supplies shall be screened from view from the frontage and all property lines.

CONVENIENCE STORE: A Grocery Store or Variety Store with less than 5,000 square feet gross floor area.

CRAFT WORKSHOP: A business involving not more than eight (8) artists, artisans, craftsmen, or other skilled people or employees on premises at any one time who are engaged in the indoor production and sale of: wood carvings, baskets, cabinetry, ceramics, clothing, flower arrangements, jewelry, musical instruments, paintings, pottery, sculpture, children's toys, woven objects, ceramics, hand-blown glass objects, dolls, silver goods or other goods fabricated of precious metals, photographs, candles, graphic arts, taxidermy and leather goods (not including tanning or processing), picture framing, woodworking, candles and art work.

FARMER'S MARKET: The temporary outdoor retail sale of agricultural, horticultural or floricultural produce between May 15 and November 15.

FOOTPRINT: The land area occupied by Buildings or Structures, at the surface of the ground, excluding open porches.

FRONTAGE SIDE: That side of a building or structure which abuts or is closest to the frontage of the lot on which that building or structure is located.

GARAGE REPAIR SHOP: Any building, in which a business, service or industry involving the maintenance, servicing, repair or painting of vehicles is conducted or rendered.

GREENHOUSE: A building with a roof and walls made largely of glass or other transparent or translucent material and in which the temperature and humidity can be regulated for the cultivation of agricultural, horticultural or floricultural products for retail or wholesale sale or distribution.

GROSS FLOOR AREA: The sum of the horizontal areas of the floor(s) of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings, but excluding interior parking spaces, loading space for motor vehicles, unoccupied attic space, or any space where the floor-to-ceiling height is less than six feet.

GROCERY STORE: A retail store selling branded, packaged combustibles, beverages and staple foodstuffs.

HARDGOODS: Retail merchandise comprised in whole or in part of hard or durable materials such as metal, wood, glass, plastics, and synthetics (molded or extruded).

HOTEL: A commercial facility offering transient lodging accommodations to the general public and providing additional services such as restaurants, meeting rooms, and recreation facilities.

INDOOR COMMERCIAL RECREATION: A building within which the public is invited for a fee or membership charge to participate in athletic or recreational activities, including but not limited to swimming, exercise, weight training, running, tennis, squash, racquetball, ping-pong, bowling, billiards, darts, miniature golf, golf and baseball/softball training or simulation facilities, basketball, soccer, curling, ice skating, roller skating, hockey, health club, and sports medicine facility.

INN: A commercial facility operated by a licensed innholder pursuant to M.G.L. c. 140, & 2, et seq.

JOB PRINTING: The duplication of printed material on a wholesale or retail basis.

IMPERVIOUS SURFACE: A constructed surface covering, such as asphalt, concrete, brick, tile and flagstone, which restricts the otherwise natural flow of surface waters into the ground.

LOT COVERAGE: That portion of the total Lot area which is covered by Buildings, Structures, and Impervious Surfaces.

MANUFACTURING: A building used for the indoor assembly or fabrication of materials into finished or semi-finished goods or products to be distributed and sold at locations off-site, provided that all resulting cinders, dust, glare, gases, odors, smoke, heat and vapor are confined in a manner as not to create a nuisance or hazard to safety or health to the public.

NONPROFIT PRIVATE CLUB: A building and related facilities owned or operated by a corporation, association, or group of individuals established for the fraternal, social, educational, recreational or cultural enrichment of its members and not primarily for profit, and whose members meet certain prescribed qualifications for membership and pay dues.

OUTDOOR BUSINESS: Any Business use conducted in the out-of-doors (outside a Building or Structure) for more than 5 consecutive days, or more than 15 days in any calendar year, except those uses which are necessary, incidental, or Accessory in an indoor Business use within the B-1 District or a Farmer's Market.

OUTDOOR COMMERCIAL RECREATION: Land, including accessory structures, on which the public is invited for a fee or membership charge to participate in any of the following athletic or recreational activities: soccer, football, baseball, softball, cricket, basketball, running, bicycling, golf, miniature golf, golf driving range, par three golf, tennis, handball, racquetball, paddle tennis, boating, training facilities for baseball/softball/soccer/golf, croquet, polo, badminton, boccie, frisbee, shuffleboard, horseshoes and swimming.

OUTDOOR STORAGE: Placement of supplies, materials, goods, products, or surplus materials outside a Building or structure, for more than 5 consecutive days or more than 30 days in any calendar year unless screened from view from the Frontage and all property lines, except Automobile and Light Truck Class 1 Sales.

PEDESTRIAN WAY: An area to provide pedestrian access from and parallel to the street consisting of a three foot wide grass strip adjacent and parallel to the Frontage, and an eight foot wide walkway constructed primarily of impervious surface adjacent and parallel to the grass strip. The walkway width may include tree plantings if such plantings are covered with a walkable metal grate at ground level.

PLANNED MULTI-LOT DEVELOPMENT: Development of not less than 80,000 square feet of land into a group of Lots or Building Sites as a part of a common scheme so that such Lots need not be self-sustaining; and adequate, common provisions are made for parking, drainage, septic disposal and other infrastructures needs of the Lots, Buildings and Structures so accommodated.

REDEVELOP/REDEVELOPMENT: To add to the area or volume of an existing Building or Structure or to regrade, reconstruct or rebuild within the area of the lot.

SCRAP YARD: An area of land, or a Building, within which waste or scrap materials are bought, sold, exchanged, stored or otherwise handled including, without limitation, auto wrecking and Junkyards.

SOFTGOODS: Retail merchandise comprised primarily of fiber or fabric materials including apparel and, as examples, dining/kitchen/bath linens.

VARIETY STORE: A retail store selling a variety of consumer goods for off-premises use or consumption, including but not limited to cosmetics, personal care products, stationery, foodstuffs, gifts, small household appliances, prescription or non-prescription drugs, toys and seasonal specialty goods.

WAREHOUSE: A building used primarily for the storage of goods and materials, excluding retail sales.

and by inserting the following additional sentence to the existing definition of BUILDING: "Any such structures which share a common wall, but are located on separate Lots, shall be considered to be separate buildings;"

Amended Motion made and seconded to delete the definition of a NONPROFIT PRIVATE CLUB, DEFEATED BY VOICE VOTE.

Amended Motion made and seconded to delete the words

"...in the building and "in the definition of MANUFACTURING, APPROVED BY VOICE VOTE.

MAIN MOTION AS AMENDED APPROVED BY VOICE VOTE

ARTICLE 9 Planning Board Recommendation: The current zoning for the Town Center encourages commercial strip development. The proposed zoning is a blueprint for future development by permitting the opportunity for a New England Village in our Town Center. This proposal represents the culmination of three years of planning work in the Master Plan and the Strategic Planning process. We unanimously and enthusiastically recommend approval of this article.

Moved and Seconded to amend the current Norfolk zoning Bylaws by adding a new section I,B-1 District (Town Center), as printed in the Warrant for this Town Meeting [Language printed below,] except that the reference to outdoor storage of more than one commercial vehicle limited to the rear yard, shall be deleted.

SECTION I. B-1 DISTRICT (TOWN CENTER)

I.1 Purpose

The Master Plan of the Town of Norfolk (the Town) sets forth goals for the Town Center, Economic Development, Housing, Open Space, Circulation, Facilities and Community Vision in Parts A and B of the Master Plan. In order to implement these Master Plan goals, the Town establishes this section for the B-1 District. Graphic examples and illustrations of the provisions of this section are included in the Appendix of the Zoning Bylaw.

I.2. Local Standards

Section I shall supersede the following sections of the Zoning Bylaw: D.2 (Use Regulations) except D2.h (Flood Plain/Wetlands Protection), E.1.b. (Dimensional Requirements), E.1.c. (Lot Width, Frontage and Setback), E.1.d. (Yard Requirements), E.1.e (Build Factor), E.2. (Modification), F.4.a. (Alteration and Enlargement), and F.5 (Accessory Buildings) except F.5.e. (Mobile Homes). All other sections of the Zoning Bylaw, except where otherwise specifically stated herein, shall apply within the B-1 District.

I.3 District Boundaries

The B-1 District is further divided into two areas: (1) The Business Core, which consists of that portion of the B-1 District which is west of "Carlson's Circle" (the access easement located 185 feet east of and parallel to Rockwood Road) and (2) Outside the Business Core, which consists of all remaining areas of the B-1 District.

I.4. Lot and Yard Requirements and Standards

I.4.a. General B-1 District Requirements

I.4.a.1. Building Scale. No Building footprint, other than a Grocery Store, Municipal Building, or Variety Store, shall exceed 8,000 square feet except by Special Permit. No Grocery Store or Variety Store footprint shall exceed 45,000 square feet except by Special Permit. No Municipal Building footprint shall exceed 20,000 square feet except by Special Permit. Upon issuance of a Special Permit from the Zoning Board of Appeals, no Building footprint other than a Grocery Store, Municipal Building or Variety Store shall exceed 15,000 square feet, no Municipal Building footprint shall exceed 30,000 square feet, and no Grocery Store or Variety Store footprint shall exceed 50,000 square feet.

I.4.a.2 Planned Multi-Lot Development. Planned Multi-Lot Development ("PMLD") is the development of not less than 80,000 square feet of land into a formally associated group of Lots as part of a common scheme by Special Permit

by the Planning Board so that such Lots need not be self-sustaining and adequate common provisions are made for parking, drainage, septic disposal and other infrastructure needs of the Lots, Buildings or Structures so accommodated.

I.4.a.2.A. Membership in a Property Owners Association shall be mandatory for all property owners within a PMLD and shall be made a required covenant in all deeds issued or passed for property in a PMLD.

I.4.a.2.B. The Applicant shall prepare Property Owners Association documents for the Property Owners Association(s). The Property Owners Association documents shall require the association to accept title to any Common Property in the PMLD and that all Common Property shall be deeded by the Applicant to the Property Owners Association. The Property Owners Association documents shall further provide that every Owner in a PMLD shall be jointly and severally liable for the ongoing maintenance, operation and upkeep of all Common Property, and that the Town shall have the right, but not the obligation, to enforce these responsibilities against any Owner.

I.4.a.2.C. The Property Owners Association documents for a PMLD shall provide voting and use rights, shall provide the Property Owners Association with the authority to acquire a lien upon the property of any of its members in order to secure collection of any amounts due to the Property Owners Association from its members, and may also provide for the charge of dues, levies, or assessments to cover expenses which include, but are not limited to, tax liabilities, maintenance and municipal or State assessments.

I.4.a.2.D. For the purposes of these subsections, "Common Property" shall mean all land areas used in common for septic drainage, parking or other land uses. In addition, Common Property shall include, without limitation, such personal property as pumps, pump chambers, piping, valves, manholes, culverts, asphalt and other paving materials, and septic tanks as may be used by two or more units or Buildings in a PMLD. Common Property may also include similar personal property such as septic tanks even if not used by more than one unit if such personal property is to be maintained as a part of the common scheme for the PMLD.

I.4.a.3. Phased Development. Applicants shall be allowed to plan, plat and create proposed Lots or Building sites in anticipation of a known Planned Multi-Lot Development or other proposal which will furnish needed infrastructure for a particular property provided the Town is given surety or other binding assurance, in a form and amount acceptable to the Planning Board, that will insure that no construction occurs without the necessary infrastructure.

I.4.a.4. Pedestrian Ways and Street Trees: Lots or Building sites which are either newly developed from unimproved land or Redeveloped shall provide Pedestrian Ways and Street Trees in accordance with the Subdivision Regulations along the Frontage side(s) of the Lot..

I.4.a.5. Pedestrian Access. Buildings shall generally be Pedestrian Way — oriented and shall be physically and visually accessible to pedestrians from the Pedestrian Way. Buildings shall provide pedestrian entrances that open to the front Pedestrian Way and may provide other entrances to the side or rear. Within the Business Core, unless otherwise provided by Special Permit by the Planning Board, the Frontage Side of each Building shall have not less than 70% of the length of its Pedestrian Way level street-side facade comprised of doorways which provide physical access, and windows or other transparent elements of walls which provide visual access.

I.4.a.6. Streetscape. Within the Business Core, Buildings shall be not more than forty feet in height. At least 60% of the vertical wall area of the Frontage Side facade of Buildings (excluding porches) shall be parallel with and aligned to the Build-to-Line, and a minimum 60% portion of the Frontage Side facade shall also be made up of vertical Building wall, dormers, or a parapet or false facade to a height of twenty feet. Bay windows and balconies above street level may project toward the street beyond the Build-to-line. Outside the Business Core, Buildings shall not be more than forty feet in height. Building Height shall not include any steeples, flag poles, weather vanes, or cupolas. The highest point of any such steeples, flag poles, weather vanes, or cupolas shall not exceed eighty (80') feet.

I.4.a.7. Accessory Buildings. Minimum front Yard setback for Accessory Buildings and attached or detached garages shall be twenty feet from the front Yard of the Principal Building, Structure or Use on that Lot.

I.4.a.8. Utilities All utilities within the B-1 District shall be located underground. Utility outlets, service entrances, transformers and other utility services shall generally be centrally clustered in a neat and orderly fashion and shall be located to the rear of Buildings or screened from view.

I.4.a.9. Residential Use. Notwithstanding any contrary provisions of the Zoning bylaw, Section F.11., Site Plan Approval, and Section F.12., Design Review, shall also apply to all Assisted Living Facilities and mixed-use buildings, structures or uses within the B-1 District.

I.4.a.10. Street Specifications. Notwithstanding any contrary provisions of the Zoning bylaw, all Streets and roads within the B-1 District shall conform to the specifications and construction details of the Town's subdivision regulations.

I.4.a.11. Residential Density Residential dwelling units, except for Assisted Living Facilities, shall not have more than one bedroom per unit. Residential densities, except for Assisted Living Facilities, shall not exceed the ratio of six bedrooms per acre for any single Lot or an entire Planned Multi-Lot Development. Residential densities for Assisted Living Facilities shall not exceed the ratio of 16 bedrooms per acre for any single Lot or an entire Planned Multi-Lot Development, except by Special Permit by the Zoning Board of Appeals.

I.4.a.12. Residential Conversions. Residential uses shall not be commenced in Buildings or Structures existing at the time of the adoption of this section of the zoning bylaw, except by Special Permit by the Zoning Board of Appeals.

I.4.a.13. Visual Corner Clearance. All unsignalized street intersections shall provide adequate sight distance in conformance with the requirements of the Town's subdivision regulations, except by Special Permit by the Planning Board.

I.4.a.14. Redevelopment. No redevelopment shall be permitted in the B-1 District, except by Special Permit from the Zoning Board of Appeals, which does not bring the building, lot, or use into full compliance with the requirements of Section 1 of the zoning bylaw.

I.4.a.15. Town Water. All new water connections for domestic supply or fire protection shall be connected to the Town Water system. Any Redevelopment which uses water shall be required to connect to the Town Water system.

I.4.b. Lot and Building Requirements and Standards

I.4.b.1 General Requirements. No Building, Structure, Use or parking circulation areas shall be located within 50 feet of the outside boundaries of the B-1 District.

I.4.b.2. Within the Business Core:

- (A) Build-to-Line: At the Applicant's discretion, shall be either eleven (11) or nineteen (19) feet from, and parallel with, the Frontage line(s) of the Lot;
- (B) Minimum front Yard setback: none;
- (C) Minimum lot size: 4,000 square feet* or 30,000 square feet;
- (D) Maximum Lot Coverage: 80 percent* or 60 percent;
- (E) Minimum side Yard setbacks: zero (0) feet;
- (F) Minimum lot frontage: 20 feet* or 75 feet; and
- (G) Minimum rear Yard setbacks: 5 feet

* For Planned Multi-Lot Development.

4.b.3. Outside the Business Core:

- (A) Build-to-Line: none;
- (B) Minimum front Yard setback: 25 feet for principal Buildings;
- (C) Minimum lot size: 8,000 square feet* or 30,000 square feet;
- (D) Maximum Lot Coverage: 60 percent* or 40 percent;
- (E) Minimum side Yard setbacks: zero (0) feet;
- (F) Minimum lot frontage: 40 feet* or 100 feet; and
- (G) Minimum rear Yard setbacks: 10 feet.

* For Planned Multi-Lot Development

I.5. Sign Regulations

All signs and advertising devices within the B-1 District shall be subject to Section F.9, Sign Regulations, of the zoning bylaw.

I.6. Parking

The requirements of Section F.7., Parking, of the zoning bylaw are modified by the following subsections. In the event of a conflict between Section F.7. and any of the following subsections, the following sections shall control

I.6.a. Shared Parking, where the Applicant demonstrates to the Planning Board through the Site Plan Approval process that parking spaces on the same side of any Street within the B-1 District can be utilized by more than one use located within 450 feet, such that vehicles occupying a particular number of spaces are unlikely to require the use of those spaces at the same time of day or the same day of the week, the immediate construction of up to 30% of a parking area may be postponed, provided: (i) adequate land area is reserved for additional parking should it be needed in the future, (ii) the area reserved for future parking is shown on the site plan, (iii) no building or structure may be placed on any area reserved for future parking, (iv) surety or other means of performance assurance in a form and amount acceptable to the Planning Board is given to the Town to insure that such additional parking area (including drainage and landscaping) will be constructed if needed, and (v) as a condition of postponing such construction, the Planning Board shall review the adequacy of the parking area every three years after endorsement of the site plan, or more frequently upon request of the Zoning Enforcement Officer, and certify that the number of parking spaces provided

continues to be sufficient having regard for the actual uses of the site. The Planning Board shall be the determining authority regarding the future need of such parking.

I.6.b. Attribution of Parking Spaces. Parking spaces may be considered as a part of the requisite parking allocated to a particular Lot or use, if those spaces are entirely on that Lot or the use of the spaces has been assured by assignment through easement or other legal guaranty. On-street parking, where allowed, may be considered as a part of the requisite parking allocated to a Lot where an on-street space abuts the frontage of that Lot. Where an on-street space abuts more than one Lot, said space may be allocated to a particular Lot only if more than 66% of the space abuts that Lot.

I.6.c. Bicycles. Not less than one Bicycle Parking or Storage Space shall be created for every twenty vehicular parking spaces created.

I.6.d. Linked Parking. Parking areas of adjacent Lots shall have reasonable and convenient off-street vehicular connections. Where adjacent property has not been developed, provision shall be made for future off-street connections with adjacent properties; "reserved" strips of land or other measures which preclude or are designed to prevent such off-street connections shall not be permitted.

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

No building, structure or land in the B-1 District shall be used for any purpose or in any manner other than as set forth in this section. Any use not specifically enumerated herein shall be deemed prohibited.

I.7.a: Allowed Uses.

Assisted Living Facilities if on a Lot with an existing ground elevation at the proposed Building at or above 255 feet elevation, mean sea level (1,927) datum; Automatic Teller machines;

Bakeries;

Banks;

Coffee Shops;

Collection center for dry cleaning and laundry drop-off;

Convenience Stores;

Craft workshop;

Cultural Center, symphony hall or other place for the Community's or the Public's enjoyment of indoor or outdoor musical, dramatic, or artistic performances, amphitheaters;

Dance, exercise & aerobic studios;

Delicatessens;

Funeral home;

Grocery Store;

Historical or cultural society;

Job Printing;

Licensed inn or hotel;

Medical, Dental and Optical Clinics;

Mixed use comprised of any of the Allowed uses;

Municipal buildings;

Offices and Office Buildings;

Open Space, village greens and squares;

Parking Lot as Principal Use as part of a Planned Multi-Lot Development, except on corner lots;

Post Office;

Public transit facilities including stations and platforms;

Residential Dwellings located above the ground floor of Buildings, provided that a ground floor use exists prior to residential occupancy;

Restaurants;

Retail Sales and Services Buildings, including but not limited to:

antique shops; apparel stores; art galleries and studios; barber shops; beauty shops; bicycle rental and repair stores; book stores; camera stores; consignment shops; convenience stores; drugstores; florist shops; gift shops; greeting-card stores; hardgood sales stores; hardware stores; household appliance repair shops; ice cream stores; jewelers; laundromats; music stores; newsstands; photocopy centers; printing shops; retail candy stores; shoe sales and repair stores; softgood sales stores; sporting goods stores; toy stores; travel agencies; and video stores;

Take out restaurants

Variety store;

Video conferencing and/or conference facility;

I.7.b: Special Permit Uses by the Zoning Board of Appeals.

Car Rentals;

Conversion of a pre-existing single-family dwelling to two-family dwelling or to mixed business and residential use;

Drive-up windows;

Electric Vehicle Recharger Facilities;

Farmer's Markets;

Gasoline and diesel fuel filling stations;

Outdoor Storage of more than one commercial vehicle, limited to the rear yard;

Private schools and research facilities;

Restaurants which serve Beer, Wine or Alcoholic Beverages;

Small wastewater treatment facilities, as regulated by the Town Board of Health;

Take out restaurants with vehicular drive-up or other in-vehicle patronage;

Theaters; movie cinemas.

I.7.c.: Additional Prohibited Uses.

Aviation Field;

Can and Bottle Redemption Centers;

Commercial Composting;

Commercial Parking Garages;

Dry Cleaning or Power Laundry;

Hazardous Waste Treatment Facility;

Massage Parlors;

Outdoor Business;

Outdoor Commercial Vehicle Storage;

Outdoor Storage;

Poultry or Stock Raising;

Power Generating Plant Generating More than 1,500 Kilowatts of Electricity;

Radioactive Material Storage or Handling;

Schools of Nursing, Schools of Laboratory Technician Skills,

School of Physiotherapy, and Dormitory Facilities Ancillary Thereto;

Scrap Yards;

Truck terminal or motor freight station;

Use of trailers, buses and mobile units for residence in excess of 30 days.

AMENDED MOTION made and seconded to delete from I.7.a.

*"Grocery Stores" and "Variety Stores" and add "Grocery Stores" and "Variety Stores" to I.7.b.

AMENDED MOTION APPROVED BY VOICE VOTE.

AMENDED MOTION made and seconded to delete residential use from the proposed zoning by: deleting the first two sentences in I.4.a.11 to read I.4.a.11 Residential density. Residential densities for Assisted Living Facilities shall not exceed the ratio of 16 bedrooms per acre for any single lot or an entire Planned Multi-lot Development, except by Special Permit by the Zoning Board of Appeals; Delete from I.7.a. Allowed Uses "Residential Dwellings located above the ground floor of Buildings, provided that the ground floor use exists prior to residential occupancy." MOTION DEFEATED BY VOICE VOTE.

Amended Motion made and seconded to delete from Uses Allowed by Special Permit Restaurants which serve Beer, Wine or Alcoholic Beverages. MOTION DEFEATED BY VOICE VOTE.

AMENDED MOTION made and seconded to amend Article I.7.a Allowed Uses by deleting "Funeral Homes" and adding to I.7.c Additional Prohibited Uses "Funeral Homes." MOTION DEFEATED BY VOICE VOTE.

Amend motion made and seconded to delete "Grocery Stores" and "Variety Stores" from I.7.b Special Permit Uses and

add them to I.7.c. Additional Prohibited Uses. MOTION DEFEATED BY VOICE VOTE.

Mr. J. Smith was administered the oath as counter.

MAIN MOTION AS AMENDED APPROVED BY COUNTED VOTE: YES 146 NO 5

Moved and seconded to Reconsider Article 9. DEFEATED BY VOICE VOTE.

MOVED, SECONDED AND APPROVED BY VOICE VOTE TO ADJOURN THIS MEETING TO MONDAY, NOVEMBER 22, AT 7:30 P.M. AT KING PHILIP HIGH SCHOOL. THE MEETING WAS ADJOURNED AT 10:40 P.M.

MONDAY, NOVEMBER 22, 1993

The Moderator called the meeting to order at 7:35 p.m. The meeting was attended by a total of 92 voters. Selectman L. Fliger recognized several residents who had also participated in the activities opposing the MWRA but whose names had been inadvertently omitted on November 16.

ARTICLE 10 Planning Board Recommendations: This proposal will guide future growth in the Route 1A/115 area with a plan for development "On Highway and Off Highway" areas that will provide the Town with a better development opportunity for circulation, density, and services to residents as well as to enhance fiscal balance in the Town of Norfolk. This proposal broadens the uses that are allowed by making "as of right" many uses that are now allowed only by special permit or not currently allowed. This C-1 District proposal is specifically designed to complement the uses of the Town Center area so that both areas will flourish in coming years. The Board unanimously and enthusiastically recommends approval of this article.

APPROVED BY COUNTED VOTE YES 64 NO 2 (VOTE COUNTED BY MODERATOR) to amend the current Norfolk Zoning Bylaws by adding a new Section J, C-1 District (Routes 1A/115), as printed in Article 10 of the Warrant for this Town Meeting. [Language follows below:]

SECTION J. C-1 DISTRICT (ROUTES 1A/115)

J.1. Purpose

The Master Plan of the Town of Norfolk (the Town) has identified the goal of promoting certain non-residential development and redevelopment which can enhance the fiscal stability of the Town by providing additional opportunities for employment and opportunities for certain services as further described in Parts A and B of the Master Plan. In order to implement these Master Plan goals, the Town establishes this section for the C-1 District. Graphic examples and illustrations of the provisions of this Section are included in the Appendix of the Zoning Bylaw.

J.2. Local Standards

Section J shall supersede the following sections of the Zoning Bylaw: D.2 (Use Regulation) except D.2.h. (Flood Plain/Wetlands Protection), E.1.b. (Dimensional Requirements), E.1.c. (Lot Width, Frontage, Setback Line), E.1.d. (Yard Requirements), E.1.e. (Build Factor, E.2. (Modifications) except E.2.e. (visual Corner Clearance), F.4.a. (Alteration and Enlargement), and F.5. (Accessory Buildings) except F.5.e. (Mobile Homes). All other sections of the Zoning Bylaw, except where otherwise specifically stated herein, shall apply within the C-1 District.

J.3. District Boundaries

The C-1 District is further divided into two areas: (1) On Highway, which consists of that portion of the C-1 District which is located within 300 feet of the Frontage line of Route 1A or 115, and (2) Off-Highway, which consists of that portion of the C-1 District which is located greater than 300 feet from the Frontage line of Route 1A and 115.

J.4. Lot and Yard Requirements and Standards

J.4.a: General C-1 District Requirements:

J.4.a.1. Planned Multi-Lot Development. Planned Multi-Lot Development ("PMLD") is the development of not less than 80,000 square feet of land into a formally associated group of Lots as part of a common scheme by Special Permit by the Planning Board so that such Lots need not be self-sustaining and adequate common provisions are made for parking, drainage, septic disposal and other infrastructure needs of the Lots, Buildings or Structures so accommodated.

J.4.a.2.A. Membership in a Property Owners Association shall be mandatory for all property owners within a PMLD and shall be made a required covenant in all deeds issued or passed for property in a PMLD.

J.4.a.2.B. The Applicant shall prepare Property Owners Association documents for the Property Owners Association(s). The Property Owners Association documents shall require the association to accept title to any Common Property in the PMLD, and that all Common Property shall be deeded by the Applicant to the Property Owners Association. The Property Owners Association documents shall further provide that every Owner in a PMLD shall be jointly and severally liable for the ongoing maintenance, operation and upkeep of all Common Property, and that the Town shall have the right, but not the obligation, to enforce these responsibilities against any Owner.

J.4.a.2.C. The Property Owners Association documents for a PMLD shall provide voting and use rights, shall provide the Property Owners Association with the authority to acquire a lien upon the property of any of its members in order to secure collection of any amounts due to the Property Owners Association from its members, and may also provide for the charge of dues, levies, or assessments to cover expenses which include, but are not limited to, tax liabilities, maintenance and municipal or State assessments.

J.4.a.2.D. For the purposes of these subsections, "Common Property" shall mean all land areas used in common for septic, drainage, parking or other land uses. In addition, Common Property shall include, without limitation, such personal property as pumps, pump cham-

bers, piping, valves, manholes, culverts, asphalt and other paving materials and septic tanks as may be used by two or more units or Buildings in a PMLD. Common Property may also include similar personal property such as septic tanks even if not used by more than one unit if such personal property is to be maintained as a part of the common scheme for the PMLD.

J.4.a.2. Phased Development. Applicants shall be allowed to plan, plat and create proposed Lots or Building sites in anticipation of a known Planned Multi-lot Development or other proposal which will furnish needed infrastructure for a particular property provided the Town is given surety or other binding assurance, in a form acceptable to the Planning Board, that will insure that no construction occurs without the necessary infrastructure.

J.4.a.3. Town Water. All new water connections for domestic supply or fire protection shall be connected to the Town Water system. Any Redevelopment which uses water shall be required to connect to the Town Water system.

J.4.a.4. Location of Drives and Streets on Same Side of Highway. Except for Corner Lots which front on both Routes 1A and 115 and Interim Drives, proposed drive and street entrances to Route 1A or 115 shall not be located within 250 feet of another such entrance to said route on the same side of Route 1A or 115. Any proposed Major Entrance shall be at least 450 feet from the intersection of Routes 1A/115 and at least 450 feet from any other Major Entrance.

J.4.a.4.A. For the purposes of these subsections, "Major Entrance" shall mean an entry drive or street providing access to Route 1A and 115 (except for drives which service corner lots which front on both Routes 1A and 115) and which, based on accepted engineering estimates, will either; provide access to lots or buildings which will generate single lane peak hourly traffic volumes of 500 vehicles or more; or which meets one or more signal warrants in the Manual of Uniform Traffic Control.

J.4.a.4.B. Interim Drives shall be permitted to be constructed to provide temporary access to the Frontage Road (see J.4.a.6.) from Route 1A or 115 in accordance with the following subsections.

J.4.a.4.C. Interim Drives may be constructed only when the Frontage Road which the Interim Drive is proposed to intersect does not provide through access to any other Drive, Street or Major Entrance less than 150 feet from the proposed Interim Drive.

Distance between Drives, Streets, Major Entrances and Interim Drives shall be measured from centerline to centerline.

J.4.a.4.D. Interim Drives shall be removed, and the grass strip regraded and landscaped in accordance with the zoning bylaw, within six months after the Frontage Road which the Interim Drive intersects provides through access to a Drive, Street or Major Entrance less than 150 feet from the Interim Drive. The Planning Board may require, as a condition of Site Plan Approval, that the applicant provide surety or other binding assurance, in a form and amount acceptable to the Planning Board, to assure that the Interim Drive will be removed and the grass strip landscaped in accordance with this subsection.

J.4.a.5. Alignment of Drives and Streets on Opposite Sides of Highway. Major Entrances located within 450 feet from any other Major Entrance on the opposite side of Route 1A or 115 shall be aligned directly across Route 1A or 115 where practicable. Other Drives and Streets, except accesses on Corner Lots which front on both Route 1A and 115 and Interim Drives, shall be staggered across Route 1A or 115 by distances of 100 feet or more.

J.4.a.6. Frontage Road. A Frontage Road shall be constructed on all lots in the On Highway area to provide access to such lots and adjacent uses. Such Road shall be located 20 feet, or such other distance as allowed by Special Permit by the Planning Board to avoid obstacles, obstructions or wetlands, from and parallel to the Frontage Line of Routes 1A or 115 along the entire width of each Lot to be developed or redeveloped and shall conform to the Street specifications and construction details of the Town's Subdivision regulations. When adjacent Lots have not been developed or the Frontage Road on adjacent Lots is not yet developed, provision shall be made for future Frontage Road connections with adjacent properties; "reserved" strips of land or other measures which preclude or are designed to prevent such Frontage Roads shall not be permitted. Notwithstanding any contrary provisions of the zoning bylaw, a single lane of head-in parking shall be permitted on the Frontage Road.

J.4.a.7. Street Trees. Other than as needed for drives and entrances, a 20 foot wide grass strip adjacent and parallel to the Frontage of any Lot on Highway shall be landscaped with high canopy trees in accordance with the Town's subdivision regulations and low-lying plants which will not obstruct sight distances from entry drives. All Lots Off Highway shall be landscaped with street trees as required by the Town's subdivision regulations.

J.4.a.8. Building Height. Buildings shall not be more than forty feet in height.

J.4.a.9. Utilities. All utilities shall be located underground. All utility outlets, service entrances, transformers and utility services shall generally be centrally clustered in a neat and orderly fashion and shall be located to the rear of Buildings or screened from view.

J.4.a.10. Redevelopment. No redevelopment shall be permitted in the C-1 District, except by Special Permit from the Zoning Board of Appeals, which does not bring the building or use into full compliance with the requirements of Section J. of the zoning bylaw.

J.4.a.11. Building Scale. No building footprint, other than Manufacturing or Offices, shall exceed 50,000 square feet except by Special Permit by the Zoning Board of Appeals.

J.4.b Lot and Building Requirements and Standards:

J.4.b.1. General Requirements:

- (A) No Building, Structure, Use or parking circulation area shall be located within 50 feet of a residentially occupied Building; and
- (B) No Outdoor Storage shall be permitted.
- (C) Any use, except those listed in Section D.1.c of this zoning bylaw, Farmer's Markets, and Open Space, Village Greens and Squares, shall have a building with a minimum footprint of 2,000 square feet.

J.4.b.2 For Buildings, Structures and Uses located within the On Highway area:

- (A) Minimum front Yard setback: 70 feet, measured from the Frontage line of Route 1A or 115, and 35 feet measured from the Frontage line of any street or road for corner Lots and Lots fronting on other than Route 1A or 115;
- (B) Minimum Lot size: 8,000 square feet* or 30,000 square feet;
- (C) Maximum Lot Coverage: 70 percent* or 60 percent;
- (D) Minimum side Yard setbacks: zero (0) feet* between Lots within a Planned Multi-Lot Development or 25 feet;
- (E) Minimum Lot frontage: 40 feet* or 75 feet; and
- (F) Minimum rear Yard setbacks: 10 feet* or 25 feet.

*For Planned Multi-Lot Development

J.4.b.3. For Buildings, Structures or Uses located within the Off Highway area:

- (A) Minimum front Yard setback: 15 feet* or 40 feet measured from the Frontage line of the road or street on which the Lot fronts;
- (B) Minimum Lot size: 8,000 square feet* or 30,000 square feet;
- (C) Maximum Lot Coverage: 80 percent* or 60 percent;
- (D) Minimum side Yard setbacks: 10 feet* between Lots within a Planned Multi-Lot Development or 25 feet;
- (E) Minimum Lot Frontage: 40 feet* or 100 feet; and
- (F) Minimum rear Yard setbacks: 10 feet* or 25 feet.

*For Planned Multi-Lot Development

J.5. Sign Regulations

All signs and advertising devices within the C-1 District shall be subject to Section F.9, Sign Regulations, of the zoning bylaw.

J.6. Parking Requirements

The requirements of Section F.7, Parking, of the zoning bylaw are modified by the following subsections. In the event of a conflict between Section F.7 and any of the following subsections, the following subsections shall control.

J.6.a. Shared Parking: Where the Applicant demonstrates to the Planning Board through the Site Plan Approval process that parking spaces on the same side of the Street within the C-1 District can be utilized by more than one use located within 450 feet, such that vehicles occupying a particular number of spaces are unlikely to require the use of those spaces at the same time of day or the same day of the week, the immediate construction of up to 30% of a parking area may be postponed, provided: (i) adequate land area is reserved for additional parking should it be needed in the future, (ii) the area reserved for future parking is shown on the site plan, (iii) no building or structure may be placed in any area reserved for future parking, (iv) surety or other means of performance assurance in a form and amount acceptable to the Planning Board is given to the Town to ensure that such additional parking area (including drainage and landscaping) will be constructed if needed, and (v) as a condition of postponing such construction, the Planning Board shall review the adequacy of the parking area every three years after endorsement of the site plan, or more frequently upon request of the Zoning Enforcement Officer, and certify that the number of parking spaces provided

continues to be sufficient having regard for the actual uses of the site. The Planning Board shall be the determining authority regarding the future need of such parking.

J.6.b. Attribution of Parking. Parking spaces may be considered as a part of the requisite parking allocated to a particular Lot or use, if those spaces are entirely on that Lot or the use of the spaces has been assured by assignment through easement or other legal guaranty. On-street parking, where allowed, may be considered as a part of the requisite parking allocated to a Lot where an on-street space abuts the frontage of that Lot. Where an on-street space abuts more than one Lot, said space may be allocated to a particular Lot only if more than 66% of the space abuts that Lot.

J.6.c. Linked Parking. Parking areas of adjacent Lots shall have reasonable and convenient off-street vehicular connections. Where adjacent property has not been developed, provision shall be made for future off-street connections with adjacent properties; "reserved" strips of land or other measures which preclude or are designed to prevent such off-street connections shall not be permitted.

J.7. Uses Permitted and Regulated in the C-1 District

J.7.a. Permitted and Regulated Uses:

No building, structure or land in the C-1 District shall be used for any purpose or in any manner other than as set forth in this section. Any use not specifically enumerated herein shall be deemed prohibited.

J.7.a.1. For Buildings, Structures and Uses located within the On-Highway area:

J.7.a.1.A. Allowed Uses.

Accessory Use or Building to an Allowed Use or Building
Animal Hospitals and Clinics
Auction Gallery
Banks
Carwash Building
Commercial Service
Convenience Store
Funeral Home
Hotel
Indoor Commercial Recreation
Manufacturing
Medical, Optical and Dental Clinics
Municipal Uses
Museums
Offices
Open Space, Village Greens and Squares
Public Transit Facilities, including stations and Platforms
Restaurants
Retail Sales and Services Buildings Limited to the following:
Automotive Parts and Accessories (new)

Flooring Material Sales
Furniture and Home Furnishings Stores
Household Appliance Stores
Retail Nursery, Lawn and Garden Supplies
Lumber and Building Supplies
Schools, including business and trade schools

J.7.a.1.B. Special Permit Uses by Zoning Board of Appeals

Automobile and Light Truck Class 1 Sales
Drive-up Windows
Fast-Food Restaurants
Garage Repair Shops
Gasoline and Diesel Fuel Filling Stations
Grocery Stores
Home Heating Fuel Sales and Service
Kennels
Mobile Home and Recreational Vehicle Sales
Outdoor Storage of More than one Commercial Vehicle,
Limited to the Rear Yard of a Minimum 30,000 square
foot land area
Parking Lots as a Principal Use, as part of a Planned Multi-Lot
Development, except on Corner Lots
Research and Laboratory Facilities
Restaurants which serve Beer, Wine or Alcoholic Beverages
Sales (Retail or Wholesale) of Beer, Wine and Alcoholic Bever-
ages for Off-Premises Consumption
Take-Out Restaurants.

J.7.a.2. For Buildings, Structures and Uses Located within the Off-Highway area:

J.7.a.2.A. Allowed Uses.

All Uses Allowed in the On-Highway Area
Greenhouses
Home Heating Fuel Sales and Service
Kennels
Lumber and Building Supply Storage and Sales Yard
Accessory to Building with footprint in excess of
10,000 square feet
Museum-type Storage Facilities
Parking Lots as a Principal Use, as part of a
Planned Multi-Lot Development, except on Corner
Lots
Self-Storage Facilities
Small Wastewater Treatment Facilities, as
regulated by the Town Board of Health
Theaters; movie cinemas
Warehouses

J.7.a.2.B. Special Permit Uses by Zoning Board of Appeals

Agricultural, Horticultural and Floricultural
Growing Facilities, other than Greenhouses
Can and Bottle Redemption Center
Contractor's Headquarters

Drive-Up Windows
 Farmer's Markets
 Garage Repair Shops
 Gasoline and Diesel Fuel Filling Stations
 Grocery Stores
 Landscaping Businesses
 Outdoor Commercial Recreation
 Outdoor Storage of More than three Commercial Vehicles, limited to the rear yard of a minimum 30,000 square feet of land area

J.7.a.3. Additional Prohibited Uses in the C-1 District

Aviation Field
 Class 3 Operations or Sales
 Commercial Composting
 Dry Cleaning or Power Laundry
 Power Generating Plant Generating more than 1500 Kilowatts of Electricity
 Foundation or Cellar Hole for Residence
 Hazardous Waste Treatment Facility
 Noncommercial Riding Stable
 Nonprofit 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;
 Other Hospitals, Convalescent Home, Sanitarium, Camp; Nursing Home, Hospice, Respite Facility, Life Care Center, Physical Therapy and Rehabilitation Facility; Assisted Living Facility
 Outdoor Storage of Commercial Vehicles in the Front Yard or Side Yard, or More Than Ten Commercial Vehicles in the Rear Yard
 Poultry or Stock Raising
 Radioactive Material Storage or Handling
 Schools of Nursing, Schools of Laboratory Technician Skills, Schools of Physiotherapy and any Dormitory Facilities Ancillary Thereto
 Scrap Yards
 Truck Terminal or Motor Freight Station

ARTICLE 11 Planning Board Recommendation: This Article is administrative in nature in that it now identifies the Planning Board as a Permit Granting Authority. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws Section G.6.a.1. by deleting the second paragraph in its entirety and substituting therefore the following second paragraph:

The Board of Appeals shall be the Permit Granting Authority under this bylaw, except for the purposes of Section F.11., Site Plan Approval, Section H.2., Open Space Preservation, and all

other areas of the bylaws where the Planning Board is specifically designated as the Permit Granting Authority or Special Permit Granting Authority.

ARTICLE 12 Planning Board Recommendation: This Article brings consistency to the Business and Commercial Districts by eliminating residential exceptions for front yard parking. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws, F.7.e., by deleting the Words " non-residential."

ARTICLE 13 Planning Board Recommendation: This Article incorporates drawings into the Zoning Appendix to help illustrate those concepts set forth by the revised bylaws of Articles 9 and 10 above. the Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws by inserting the graphics and examples accompanying Section I and Section J, with sequential letter designations, after "Drawing A" in the Appendix.

ARTICLE 14 Planning Board Recommendation: This Article proposes to reduce the maximum time for site plan reviewers to respond from 35 to 21 days. The Board recommends passage of this Article

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Norfolk Zoning Bylaws

Section F.11.b. by changing the thirty-five (35) day time limit for review by various agencies to twenty-one days so that the first sentence of the third paragraph of Section F.11.b will now read as follows:

"The Planning Board shall not take final action on such plan until it has received reports from said agencies or until said agencies have allowed twenty-one (21) days to elapse after receipt of such plan without submission of a report thereon.

ARTICLE 15 APPROVED BY VOICE VOTE to Indefinitely Postpone Article 15 [abandon cul de sac on Fleetwood].

ARTICLE 16 Planning Board Recommendation: This Article highlights defined words by having them capitalized, thus eliminating the confusion as to which terms are defined. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws by capitalizing, throughout the Bylaw, all letters of those words that are defined in Section B.

ARTICLE 17 Planning Board Recommendation: This Article, administrative in nature, correctly redefines Permit Granting

Authority, and follows the discussion presented for Article 11 above. the Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws Section B by amending the definition of "PERMIT GRANTING AUTHORITY" as follows;

PERMIT GRANTING AUTHORITY- "The Zoning Board of Appeals, except for the purpose of Section F.11, Site Plan Approval, Section H.2., Open Space Preservation, and all other areas of these Zoning Bylaws where the Planning Board is specifically named as the Permit Granting Authority".

ARTICLE 18 Planning Board Recommendation: This Article more clearly identifies parking space requirements as for off-street parking and also eliminates the confusion 4 feet extra length maneuvering lane width specification. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning bylaw, Section F.7.i., by revising the first sentence to read as follows:

"Parking Spaces: Parking spaces for off-street parking shall be a minimum of 9 feet by 19 feet or larger to accommodate expected vehicles, plus maneuvering and access lanes per single lane of travel," and deleting the words " plus four feet extra length" in the table.

ARTICLE 19 Planning Board Recommendation: This Article administratively clarifies the requirement for any building or use within the Town of Norfolk that portion lying within the Town must meet all applicable zoning requirements in the Town of Norfolk as well as have access via the Town of Norfolk. The Board recommends the passage of this Article.

APPROVED BY VOTE COUNTED BY MODERATOR
YES 20 NO 1

To amend the current Town of Norfolk Zoning Bylaws, Section D.1.a by adding the following paragraph at the end of the Section:

"No building or structure shall be constructed, and no building, structure, or land shall be used in whole or in part, for any purpose other than for one or more of the uses hereinafter set forth as permitted in the district in which said building, structure, or land is located, or set forth as permissible by Special Permit in said district, and so authorized, nor shall any building or structure be constructed or used on a lot lying only partly in the Town of Norfolk unless the Norfolk portion of the lot shall meet all the zoning requirements hereinafter set forth, and the lot shall have effective, actual access to the Town of Norfolk".

ARTICLE 20 Planning Board Recommendation: This Article clarifies the existing bylaw D.1.e.1 to also require a 50 foot set-back for parking and circulation ways in addition to

buildings, thus affording the same protection for adjoining premises that the bylaws were originally written to protect. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaw by revising Section D.1.e.1 to read as follows:

"No building, structure, parking, driveway, vehicle circulation areas or other vehicle access ways shall be closer than 50 feet to the boundary line of a Residential District".

ARTICLE 21 Planning Board Recommendation: This Article like the previous Article 20, administratively clarifies the definition of uses to also include parking and circulation areas with respect to the maintenance of a green belt. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaw, Section D.1.e.2, third line, by inserting the words "including buildings, structures, driveways, parking, access ways and other vehicle circulation areas" after "...such uses" such that Section D.1.e.2 will now read as follows:

"A green belt shall be provided and maintained on any premises devoted to Business 1 through Business 4 Districts or Health Maintenance and Professional Office District uses between such uses, including buildings, structures, driveways, parking, vehicle access ways and other vehicle circulation areas, and any Residential District boundary line within 100 feet of such uses. Such green belt shall..."

ARTICLE 22 Planning Board Recommendation: This Article provides for the Planning Board to exercise discretion in the strict application of meeting the green belt buffer criteria. In some instances, the existing landscaping may provide an already effective means of screening, not otherwise specifically anticipated by our Bylaws. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE To amend the current Town of Norfolk Zoning Bylaws, Section D.1.e.2, by adding the following new paragraph:

"In those circumstances where an effective screen of existing plantings already provide an appropriate buffer screen, the Planning Board has the discretion, during the site plan approval process, to waive strict compliance with Section D.1.e.2; provided that the intent of Section D.1.e.2 is met. If such a waiver is granted, the Planning Board shall, in its Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the structure".

ARTICLE 23 Planning Board Recommendation: This Article administratively expands the use definition from build-

ings only to include parking and circulation areas requiring a minimum setback. The Board recommends passage of this Article as amended.

APPROVED BY COUNTED VOTE YES 20 NO 1 (Vote counted by Moderator) to amend the current Town of Norfolk Zoning Bylaws by deleting Section D.1.f.2. and substituting the following new Section D.1.f.2: "No building or structure shall be erected, altered, or occupied in the C1-C5 Districts which are less than 150 feet from any Residential District and no parking, driveway, vehicle circulation areas or other vehicle access ways shall be constructed which are less than 50 feet from a Residential District."

ARTICLE 24 Planning Board Recommendation: As in Article 22 above, this Article provides for the Planning Board to exercise discretion in the strict application of meeting the green belt buffer criteria. In some instances, the existing landscape may provide an already effective means of screening, not otherwise specifically anticipated by our Bylaws. The Board Recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws Section D.1.f.3. by adding the following paragraph:

"In those circumstances where an effective screen of existing plantings already provide an appropriate buffer screen, the Planning Board has the discretion, during the site plan approval process, to waive strict compliance with Section D.1.f.3., provided that the intent of Section D.1.f.3., is met. If such a waiver is granted, the Planning Board shall, in its site plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the structure".

ARTICLE 25 Planning Board Recommendation: This article is administrative in nature in that it restructures the use table to incorporate the new B1 and C1 through C5 Zoning Districts to facilitate the interpretation of this section of the bylaw. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws Section D.2 by deleting the headings in line D.2 Schedule of Use Regulations B and C and substituting as follows:

- B-1* See Section I
- B2-B5 in place of B
- C1** See Section J
- C2-C5 in place of C

without changing any of the existing uses except in Districts B-1 and C-1 to conform to Sections I and J respectively.

ARTICLE 26 Planning Board Recommendation: This administrative Article corrects the titles of D.2.f. to read correctly "Manufacturing" and similarly corrects the D.2.f.1 Section. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws Section D.2.f. and D.2.f.1. by revising D.2.f. to read "Manufacturing Uses" and D.2.f.1. to read "Manufacturing".

ARTICLE 27 Planning Board Recommendation: This Article would allow for Town of Norfolk public utilities, such as the Water Department, to have additional opportunities to provide services on land parcels that do not otherwise meet all zoning criteria like frontage and setback. There are several odd sized existing lots that would allow for public service uses if deemed appropriate via the special permit process. In light of the diminishing availability of totally conforming parcels, we find that ways in which we can increase the measures by which the public service needs can be met are all the more necessary, provided a special permit process is maintained. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws by adding the following paragraph to the end of Section E.1.g.:

"Municipal Utilities. Town of Norfolk Public Utilities may, by Special Permit, be exempt from the Minimum Frontage and Maximum Height Requirements of Section E.1.b provided, however, that the public good is served by social, economic, or community needs of the proposed use. The side yards, rear yards and setbacks required in the district for the highest permitted principal structure shall be increased by three (3) feet for each foot by which the height of such structure exceeds the height permitted in the district. In addition, it must be found that the proposed granting of the dimensional waiver will not have adverse effects which outweigh its benefits on either the neighborhood or the town, in view of the particular characteristics of the site and of the proposal in relation to that site. The determination shall indicate consideration of the criteria for the granting of a special permit under Section G.6."

ARTICLE 28 Planning Board Recommendation: This Article brings a more common sense interpretation to the requirement that parking be within walking distance to the entrance of the building in question. Instead of linking parking distance to the building itself, it is now linked to the entrance of the building. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaw, Section F.7.a., by deleting the third line: "...extension, or enlargement, off-street parking space within 300 feet of the principal building, structure..." and insert in place thereof:

"extension, or enlargement, off-street parking space within 450 feet of the entrance of the principal building, structure..."

ARTICLE 29 Planning Board Recommendation: This Article bring F.7.d., into conformity with other existing specifications for screenings so as to remove inconsistencies. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaw by deleting Section F.7.d. in its entirety and substituting the following new Section F.7.d.:

"In Business 1 through 4, Health Maintenance and Professional Office and Commercial District 1 through 5, buildings, structures, driveways, parking, vehicle access ways and other vehicle circulation areas within 100 feet of a Residential District shall have a screen of planting. Such screen shall have a height of not less than 8 feet at the time of planting. Such screen shall be sufficient to density throughout the year to provide adequate privacy to such Residential District. No screening required on Frontage.

ARTICLE 30 Planning Board Recommendation: This Article brings a consistent interpretation throughout the bylaw, eliminates required parking to be tied to all building areas, but rather ties it to just usable areas of buildings. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE vote to amend the current Town of Norfolk Zoning Bylaw by making the following changes to Section F.7.:

1.) Replace F.7.g. with the following: "USABLE FLOOR AREA is to be used for calculation of the number of required parking spaces."

2.) Add the following to Section B-DEFINITIONS:

"USABLE FLOOR AREA-The sum of the horizontal areas of all floor areas of a building measured from the exterior face of exterior walls including walls, circulation systems such as hallways, lobbies, elevators, lavatories, unoccupied attics and basements, and those areas used only for the storage of mechanical equipment for maintaining the building."

and 3.) Delete all references to "GROSS", "GROSS FLOOR" AND "GROSS FLOOR AREA" and substituting the words "USABLE FLOOR AREA" in place thereof.

ARTICLE 31 Planning Board Recommendation: This Article exempts the required parking landscaping from other building lot landscaping requirements. Since parking is typically located in the rear or side yard, this bylaw encourages more landscaping and an open space appearance. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaw, Section F.7.m. by inserting the following words at the beginning of the paragraph to read:

"In addition to landscaping required by this bylaw under Section D.1.e and Section D.1.f."

ARTICLE 32 Planning Board Recommendation: This Article is administrative in that it specifies the requirements for parking space lines. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws, Section F.7 o. by inserting the words "reflectorized white or yellow" between the words "solid" and "painted" so that Section F.7.o. will read:

"Each parking space shall be marked and maintained with a solid reflectorized white or yellow painted line on each side, at the head of, and along the full depth, in a manner specified in the Planning Board Rules and Regulations".

ARTICLE 33 Planning Board Recommendation: This Article primarily reduces the requirement for paving parking areas for Town recreational type uses when it is deemed in the public interest. Requiring a special permit from the Planning Board insures its appropriateness and design. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws, by adding a new Section F.7.q. to read as follows:

"Municipal parking areas serving outdoor recreational, Conservation, and park land uses may, by Special Permit, be exempted from the requirement that they be paved provided, however, that the parking spaces are constructed in accordance with the Planning Board Rules and Regulations with suitable gravel or crushed rock or other medium and the parking spaces are adequately denoted by means of permanent markings approved by the Planning Board. All access driveways from the limit of the public paved way to the parking lot and other vehicle circulation areas shall be paved. To have the pavement requirements waived, application must be made to the Planning Board for a Special Permit and the Planning Board must find that the granting of the Special Permit will not have adverse effects which outweigh its benefits on either the neighborhood or the Town, in view of the particular characteristics of the site and of the proposal in relation to the site. The determination by the Planning Board shall indicate consideration of the criteria in granting a Special Permit under the current Section G.6.b.2."

ARTICLE 34 Planning Board Recommendation: This Article is primarily a administrative in nature. It further identifies other permit granting authorities to the same procedure as the Board of Appeals. Also, permit granting guidelines are more appropriately

indicated as criteria and put into their own section. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning bylaw by making changes to Section G.6 as printed in Article 34 of the Warrant for this Town Meeting [Language printed below]

- 1.) Amend Section G.6. head to read, "Board of Appeals, Planning Board, and Permit Granting Authority.
- 2.) To amend the current Section G.6.b.2. to read as follows: "To hear and decide applications for special permits upon which this Permit Granting Authority is empowered to act under this bylaw in accordance with the Special Permit Criteria. Unless otherwise specifically provided to the contrary, the Board of Appeals shall, before granting special permits, make a finding that in its judgment all of the Special Permit Criteria are met."
- 3.) Amend the current Section G.6.b.2. by replacing the words "Special Permit Guidelines" with "Special Permit Criteria" and placing these Criteria in their own new Section G.6.c. so that the new Section will read as follows:

"Section G.6.c. Special Permit Criteria. Unless otherwise specifically provided to the contrary, all Permit Granting Authorities/Special Permit Granting Authorities shall, before granting special permits, find that in its judgment all of the following criteria for the granting of a Special Permit are met:

G.6.c.1. That the use is in harmony with the general purpose and intent of the bylaw:

G.6.c.2. That the use is in an appropriate location and is not detrimental to the neighborhood and does not significantly alter the character of the zoning district:

G.6.c.3. Adequate and appropriate facilities will be provided for the proper operation of the proposed use:

G.6.c.4. That the proposed use would not be detrimental or offensive to the adjoining zoning districts and neighboring properties due to the effects of lighting, odors, smoke, noise, sewage, refuse materials, visual or other nuisances:

G.6.c.5. That the proposed use would not cause undue traffic congestion in the immediate area; and

G.6.c.6. That a proper site plan has been filed for

approval with the Planning Board and the proper number of copies have been submitted with the application for a special permit to the Board of Appeals."

and renumbering sequentially the remaining current sections of Section G.6.

ARTICLE 35 Planning Board Recommendation: This Article merely corrects an existing clerical error in a previous rewrite and proposes no change to the bylaw. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaw, Section G.6.b.2.f. as amended by Article 34 to read as follows:

"G.6.c.6. That a proper site plan has been filed for approval with the Planning Board and the proper number of copies have been submitted with the application for a special permit to the appropriate Permit Granting Authority".

ARTICLE 36 Planning Board Recommendation: This Article adds the new condition when granting a special permit that it be consistent with the Master Plan of the Town. This further insures that a conscientious commitment to the goals of the Master Plan be met. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE to amend the current Town of Norfolk Zoning Bylaws, Section G.6.b.2. as amended by Article 34 to read as follows: "G.6.b.2.g. That the use and/or purpose is consistent with the 1992 Master Plan, and as most recently updated."

ARTICLE 37 Planning Board Recommendation: This Article administratively adds Special Permit Granting Authority in addition to the Board of Appeals to be consistent with the procedural guidelines set forth in the bylaws. The Board recommends passage of this Article.

APPROVED BY UNANIMOUS VOICE VOTE To amend the current Town of Norfolk Zoning Bylaw Section G.6.c. Procedures, so that it will not read as follows:

"ALL PERMIT GRANTING AUTHORITIES/SPECIAL PERMIT GRANTING AUTHORITIES shall adopt rules, not inconsistent with the provisions of this Bylaw for the conduct of its business and for the purposes enumerated in Chapter 40A of the General Laws, and shall file a copy of such with the Town Clerk."

ARTICLE 38 APPROVED BY VOICE VOTE to transfer from Water Department Surplus the Sum of \$8,000.00 for temporary interest for Article 17, Water Main Extension, of the May, 1993 Annual Town Meeting.

ARTICLE 39 APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE OF ARTICLE 39 [Charter Committee]

ARTICLE 40 APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 40[Classification of Equipment Operator/Driver-Transfer Station].

ARTICLE 41 APPROVED BY VOICE VOTE to transfer the sum of \$3,640.00 from the Wetland Expense Fund to the Wetland Protection Expense Account.

ARTICLE 43 APPROVED BY VOICE VOTE to make adjustments to departmental budgets for the year ending June 30, 1994 as follows: to transfer from Free Cash the sum of \$15,265.00 to the following accounts-Board of Selectmen Expenses for Copier Maintenance \$1,000.00; Board of Selectmen Salary \$3,225.00; Highway Expenses for Catch Basin Cleaning \$7,140,000; Building Department Expense for Building Demolition \$2,900.00; Tree Warden Inspection Fees \$1,000.00; to transfer \$9,670.00 from Article 24, 1988 ATM, Rockwood Road Reconstruction and \$3,529.00 from Article 27, 1990 ATM, Town Center Drain-

age; for a total of \$13,199.00 to Highway Department Special Projects; and transfer the sum of \$407,182.00 from Chapter 70 funds to the Norfolk Elementary School Expenses.

ARTICLE 44 APPROVED BY VOICE VOTE to transfer from Free Cash the sum of \$2,455.11 to pay the following unpaid bills of a prior year, pursuant to Mass. General Laws Chapter 44, Section 64, as follows: Laidlaw Corporation \$824.84, Customized Data Service Inc. \$1,327.77, Paul Felton, MD \$240; and A. Copy \$62.50.

ARTICLE 45 APPROVED BY VOICE VOTE to transfer \$166,612.69 in Prison Mitigation Distribution Grants to Stabilization.

MOVED, SECONDED AND VOTED TO DISSOLVE THIS TOWN MEETING. THE TOWN MEETING WAS DISSOLVED AT 9:15 P.M.

Attorney General approval of Zoning Bylaw changes approved at the November Town Meeting is pending.

GENERAL GOVERNMENT

DEMOCRATIC TOWN COMMITTEE

The Norfolk Democratic Town Committee promotes the objectives of the Democratic Party and encourages interest in the Democratic Party and encourages interest in the Democratic Party in all partisan elections. Members of the Committee are elected by ballot every four years, with other members being appointed by the Committee during the interim. The group is non-sectarian, non-racial and non-sexist. Any registered Democrat is eligible for membership. All meetings are open and any Democrat or unenrolled voter is always welcome to attend.

Meetings are held approximately six times a year and

include meetings with elected officials and members of the community. During 1993, guests of the Committee were: Congressman Barney Frank, Norfolk County Sheriff Cliff Marshall, Senator Cheryl Jacques, and Mr. Bob Smith - Democratic State Committeeman.

Norfolk residents attending the 1993 Issues Convention as delegates were Adeline M. Bee, Chair-person of the Norfolk Democratic Town Committee, Donna Bentley, Treasurer, Warren Bergerson, Mary Ellen Gattoni and Jim Giebfried. Jack McFeeley also attended and coordinated the district with Bob Smith, Norfolk's Democratic State Committeeman, from Wellesley.

Officers of the Committee are:

Chair-person	Adeline M. Bee	528-2601
Vice-Chair	Jack McFeeley	520-0202
Secretary	Rita Pelletier	528-9621
Treasurer	Donna Bentley	520-6752

For more information on the Democratic Town Committee, please contact the Chair-person or one of its officers.

REPUBLICAN TOWN COMMITTEE

NO REPORT SUBMITTED

ANNUAL REPORT OF TOWN COUNSEL

During 1993, as Town Counsel, I have rendered 59 formal opinions to Town Boards, Commissioners and Officers, researched land titles, drafted contracts, rendered informal opinions and met with the Selectmen, Assessors, Water Commissioners, Planning Board, Board of Appeals, Personnel Board, Conservation Commission and Building Commissioner.

Litigation in the first half of 1993 continued at an accelerated pace. Several subdivision appeals, school construction, drainage problems and Zoning Board matters claimed the major portion of my litigation time, most appeals to the Appellate Tax Board were resolved

by the Assessors with only one appeal pending on December 31st.

At the year's end only two cases remained in litigation, one involving a drainage issue and one appeal from denial of plan approval. It appears these matters cannot be resolved without a Court decision.

I am grateful for the cooperation received from the Town Administrator and all Boards and Commissions, especially the Planning Board, the Board of Appeals and the Board of Health Engineer.

Respectfully submitted,

Paul D. Maggioni, Town Counsel

CHARTER COMMITTEE

The Norfolk Charter Committee's charge is to draft a Charter for the Town. Members are Chairwoman Helen Cleary, Vice-Chairwoman Adeline M. Bee, Treasurer Jim Martin, Ramesh Advani, Elizabeth Maitland, Bob Nicodemus, Marie Simpson and Bob Smith.

A Charter is an instrument approved by the Town in which the Town conveys specific powers/authority to specific Town officials and employees.

The Charter Committee owes a special debt of gratitude to those who serve town government either in an elected or in an appointed capacity, or as town employees, for the information they have so readily shared with the Committee over the past year and a half. They answered lengthy questionnaires, were interviewed, and participated in open hearings. Public hearings and informal meetings with residents of the Town were also conducted. The Committee conducted a forum specifically with the financial leaders of the Town to discuss the concept of a municipal finance department. The information received from all of these sources suggested that some issues in Town would benefit from the structure a Charter can provide.

It is important to look at the history of a town relative to any new change. Examining Norfolk's town

government since its incorporation in 1870, shows that change has occurred in the form of additional to the government. When state law required, or permitted, or when local needs demanded, boards, committees, commissioners - some elected, some appointed, were added.

In view of this, the Charter Committee is recommending that we begin the process of change more slowly than would be the case with a full charter. Included in the Spring Town Meeting Warrant are three bylaw recommendations.

1. The incorporation of a municipal finance department.
2. Expanding the Board of Selectmen to five members, from each precinct and two at-large, and
3. Broadening the Town Administrator's responsibilities and authority.

The Charter Committee anticipates bringing a complete charter before the 1994 Fall Town Meeting.

Submitted by
Adeline M. Bee, Charter Committee Vice
Chairwoman

POLICE DEPARTMENT

As 1993 comes to an end, it is a time to reflect and be thankful. The Police Department continues to move forward and stay at a level of professionalism of which I am very proud.

The Enhanced 911 police and fire emergency calling system nears completion and will certainly be a tremendous benefit to the Town of Norfolk. The regionalization study has been completed and, although it appears the towns of Medfield, Millis and Norfolk will not merge, there is still the possibility to share in other areas such as equipment. The relocation of the

Police Station along with the Town Hall has also been progressing after many years of procrastination and hopefully will see major steps toward completion in 1994.

May I now take time to thank the residents and friends of the department who have been supportive during my tenure as Chief. May I express my deepest thanks and appreciation to the men and women of my department who have been dedicated and faithful to me as Chief. You will always remain in my prayers and in my heart.

In peace,

William R. Treeful
Chief of Police

DETECTIVE DIVISION

The Detective Division spent a significant amount of time on follow-up investigations into criminal activities. As in past years much of the time was spent on housebreaks which are very time consuming, although our housebreaks are below the average in this area. Fortunately we have been able to solve a large percentage of these breaks and recover the stolen property.

Citizen information has been a factor in solving many of the crimes we investigate in Norfolk. We encourage you to call the Police Department if you see or hear

anybody, or notice anything suspicious immediately no matter how unimportant you think it may be. Your information could be the missing piece of evidence we need to solve a past or present crime.

We continue to work closely with state, local and federal agencies in investigating and prosecuting offenders.

I would like to thank the citizens of Norfolk, Chief Treeful, Lt. Stone and the officers of the Norfolk Police Department for their help and support.

David J. Holt
Detective

PROTECTION OF PERSONS & PROPERTY

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I would like to thank the citizens of Norfolk, Chief Treeful, Lt. Stone and the officers of the Norfolk Police Department for their help and support.

David J. Holt
Detective

REPORT OF THE POLICE DEPARTMENT

I hereby submit my last annual report of the activities of the Police Department for 1993.

	<u>1992</u>	<u>1993</u>		<u>1992</u>	<u>1993</u>
<u>CRIMES</u>			<u>ARRESTS</u>		
Murder	0	0	Arrests	135	175
Robbery	0	0	<u>MEDICAL/EMERGENCY</u>		
Forcible Rape	0	1	Ambulance Assist	165	171
Aggravated Assault	8	5	Reported Death	4	3
Burglary (B&E)	28	27	<u>TRAFFIC SERVICES</u>		
Motor Vehicle (B&E)	35	6	Written Citations	427	366
Larceny	47	25	Written Warnings	352	320
Motor Vehicle theft	6	9	Verbal Warnings	593	462
Kidnapping	0	3	Abandoned Vehicle	3	3
Fraud	18	4	<u>TRAFFIC ACCIDENTS</u>		
Non-aggravated Assault	0	8	M.V.A. Personal		
Arson & Bombing	2	0	Injury	36	42
Forgery & Counterfeiting	1	3	M.V.A. Property		
Receiving Stolen Ptoperty	2	6	Damage	105	89
Vandalism	74	93	M.V.A. Fatal	0	1
Weapons Violations	6	11			
Sex Offenses	2	6			
Drug Law Violations	0	5			
Offenses Against Family, Children	47	50			
Operating Under the Influence	22	28			
Violation of Liquor Laws	0	3			
Protective Custody	32	18			
General Offenses	7	55			
Trespassing	22	18			
Civil Complaint	8	13			
Attempted B&E	6	15			
Threats	9	14			
Harassment	7	16			
Disorderly Conduct	0	18			
<u>MISCELLANEOUS</u>					
Missing Person	7	12	Officer Wanted	150	23
Missing Property (lost and found)	11	9	Bldg. Check (found open)	88	86
Disturbance (General & Gathering)	77	151	Animal Complaint	33	47
Disturbance (Family)	31	45	Assist Citizen/ Lockout	36	101
Noise Complaint	53	31	Burglar Alarms	334	306
Annoying Phone Calls	52	17	Fire Alarm Assits	95	49
Suspicious Activity	261	304	Assist other P.D.s	43	23
General Services	85	73	Stolen Prop. Rec.	5	1
			Stolen Veh. Rec.	3	4

PROTECTION OF PERSONS & PROPERTY

FIRE DEPARTMENT

ROLES AND RESPONSIBILITIES OF THE FIRE DEPARTMENT

1. Fire Suppression: Fire Suppression is the fundamental responsibility of the fire service. The priorities involved are to save lives, to control the fire, limit its spread, and to protect property from fire and related hazards. The most important aspect of fire suppression is to maintain a highly trained and motivated group of firefighters.

2. Rescue and Emergency Medical Services: The Fire Department is the primary provider of emergency medical services. This involves the delivery of basic and advanced life support that are directed towards saving lives.

3. Fire Prevention and Risk Reduction: Fire prevention is the attempt to prevent the outbreak of fires in the community and to limit the danger to persons and the damage to property caused by those fires that do occur. In a modern day society that is surrounded by combustibles, this aspect of the Fire Department's activities encompass a variety of approaches, including inspections, enforcement of fire codes, review of plans for new construction projects, and public education.

4. Hazardous Materials: The Fire Department has primary responsibility for the management of hazardous materials emergencies.

1993 IN REVIEW

1. Activity: Compared to recent years, the number of high loss fires declined in 1993. However, there was an increasing number of serious accident calls which were answered by the Fire Department in 1993. The Fire Department responded to 101 motor vehicle accidents and 69 trauma injuries due to accidents which occurred at home, in the workplace, or during recreation.

In March, public safety personnel undoubtedly saved the life of a young man whose vehicle struck a tree, trapping him, and subsequently ignited in flames. Initial arriving firefighters on the ambulance and police officers were able to keep flames away from the seriously injured man utilizing fire extinguishers, until fire apparatus arrived on the scene. After extinguishing the fire, it took firefighters thirty minutes to extricate him from his vehicle using the "Jaws of Life" hydraulic tools.

On Christmas Eve, the Fire Department responded to a motor vehicle accident on Dedham Street by Valley Street. The initial arriving firefighters on the ambulance and police officers were met with an overwhelming situation which consisted of a two vehicle accident with eight people injured. The tremendous job that public safety personnel did in handling this situation ensured that all the patients received prompt and proper medical attention. The professional manner in which these and all the incidents were handled in 1993 are indicative of the Town of Norfolk's public safety personnel. They are well-trained, highly motivated, very caring, and remarkably dedicated people.

2. Training: The Training Division is responsible for planning, content, delivery, and evaluation of the Fire Department personnel. Training allows firefighters to perform instinctively, efficiently, effectively, and as a team during emergency incidents. Thirty departmental training sessions consisting of well over 100 hours of training per firefighter were held in 1993. In June, the Fire Department participated in a live fire training exercise with the Millis Fire Department. This invaluable exercise consisted of acquiring a two-story, vacant structure from Boston Edison, setting individual room fires under a controlled situation, then allowing groups of firefighters to enter the building and extinguish the fires.

In December, Southwest Suburban E.M.S., Inc., sponsored a twelve hour program entitled "Triage and Mass Casualty Scene Management" which was hosted by our department. Upon completion, the Town of Norfolk Fire Department became the first department in Massachusetts to have all personnel trained in this program.

Lt. Peter Petruchik and Firefighter/EMT Daniel Keenan were certified as "Fire Instructor I" by the Massachusetts Fire Training Council and the National Board on Fire Service Professional Qualifications. Both firefighters were also hired by the Massachusetts Firefighting Academy in Stow, MA as part-time instructors. Firefighter/EMT Daniel Keenan was also certified by the Massachusetts Fire Training Council as "Firefighter I/II". Lt. David Holmes attended a twelve hour course

PROTECTION OF PERSONS & PROPERTY

sponsored by the Mass. Firefighting Academy entitled "Fire/Arson Detection". Deputy Chief Stephen Wood and Lt. Peter Petruchik attended an eight hour seminar entitled "Incident Command and Safety" conducted by Fire Chief Alan Brunacini of Phoenix, Arizona.

Emergency Medical Technicians must be recertified by the State of Massachusetts every two years. This recertification involves a twenty-four hour refresher course, Twenty-eight hours of continuing education classes, and a C.P.R. refresher course each year. EMTs also must be recertified quarterly with the Semi-automatic defibrillator. In early 1994, EMTs will become certified in the administration of epinephrine, which helps to counteract allergic reactions.

Firefighter/EMTs Stephen Hamlin, Pamela Holmes, John Malaney and Jamie Masterson became certified as C.P.R. Instructors along with residents Martha Donovan and Kathy Puzas. They will all be involved in providing C.P.R. courses to residents of Norfolk currently being offered through the Norfolk Recreation Department by Patricia Small, R.N., Sandra Stramoski, and Firefighter/EMT Patricia Bixby.

3. Equipment: Specifications were finalized for the new brush/mini-pumper truck which was approved last year at Town Meeting. A 1994 Ford F-450 Super Duty 4x4 cab & chassis with a 250 gallon per minute pump and 300 gallon water tank is expected to be delivered in mid 1994.

4. Personnel: The Fire Department employs twenty-seven firefighters - a full time Chief, two full time firefighter/EMTs and twenty-four "on-call" personnel. The full time personnel are on duty Monday through Friday, 8:00 a.m. until 4:00 p.m., which is statistically the busiest time of the week. This coverage allows emergency incidents to be answered immediately with the average response time being three minutes. Incidents on weeknights and weekends are responded to by dedicated "on-call" personnel, with the average response time being eight minutes.

In 1993, Frank Mortelliti resigned from the Department to pursue employment out of the state. Frank was a very colorful character, we miss him and wish him the best. Charles Stone resigned from the department to accept the position of Chief of Police. Chuck was a member of the Fire Department for eighteen years and we wish him luck and success in his new endeavor.

In December, four new call firefighters were added to the Department. Michael Findlen, John Hamilton, Mark

Kantzer, and Jack Kelley became the first Fire Department personnel hired since 1988. We all look forward to training and working with them. Their enthusiasm and intense interest in learning the tactics of firefighting has had a positive impact on the whole Department.

5. Fire Prevention: Fire Prevention remained a high priority for the Norfolk Fire Department during 1993. The inspections included smoke detector inspections for home re-sale, new home inspections, public building inspections, underground tank removal and propane storage inspections to name a few. Many hours were spent at meetings, reviewing plans and performing various testing procedures at the H. Olive Day School on Main Street. The fire detection system at the new school provides the highest degree of protection available today.

During Fire Prevention Week in October, firefighters presented a fire/accident prevention program to grades 4 through 6 at the Centennial School. This program featured speakers from the Norfolk Fire Department, the Norwood Hospital Paramedic Services and from Boston MedFlight. The children were also able to view the medical helicopter from Boston MedFlight which landed at the school and were able to have a close-up look at it. The State Forestry Division, along with Smokey the Bear, assisted our Department in presenting a fire safety program for grades K through 3.

Every year, we take this opportunity to remind residents of the emergency phone number. Because of efforts throughout 1993, a milestone has been reached. Beginning in 1994, we are happy to say, that *in an emergency, residents should now dial 9-1-1*. You can still reach the Fire and Police Departments with the old numbers but are requested to use 9-1-1 in an emergency such as: *To save a life, to stop a crime and to report a fire - only*. For any other calls or for information, the regular business lines must be used.

We would still like to remind residents of the importance of having their house numbers displayed. This is a Town Bylaw. House numbers are required to be exhibited so that the number can be seen from the road. We cannot stress enough the importance of having the numbers displayed. It is a time-saver when seconds count during an emergency response.

6. Acknowledgements: The Fire Department would like to thank the various Town Departments, Boards and officials for their support and assistance during the year. Thank you to the residents and businesses of Norfolk

PROTECTION OF PERSONS & PROPERTY

for your continued support. Lastly and most importantly, thank you to the men and women of the

Norfolk Fire Department. Your dedication and commitment was evident once again during this past year.

Respectfully submitted,

Fire Chief William F. Kelley
Lt. Peter J. Petrushik

1993 MAJOR INCIDENTS AND FIRE LOSS ASSESSMENT

- January 6: Motor vehicle accident - North Street
Seriously injured boy flown to N.E. Medical
Center by Boston Med Flight helicopter.
- February 6: Mutual aid to the Town of Franklin
Motor vehicle accident - Seriously injured boy
flown to UMass Medical Center by New England
Life Flight.
- March 6: Mutual aid to the Town of Wrentham
Motor vehicle accident - Seriously injured boy
transported to Children's Hospital with advanced
life support.
- March 14: Structure fire - Medway Branch
- March 21: Structure fire - Everett Street
- March 22: Mutual aid to the Town of Millis
Structure fire - Sportsman's Lounge
- March 29: Motor vehicle accident/vehicle fire - Main Street
Seriously injured man transported to Norwood
Hospital with advanced life support.
- April 19: Brush fire - Bridie Lane
Mutual aid received from the Wrentham Fire Dept.,
the Millis Fire Dept., and the State Forestry
Division.
- April 25: Structure fire - Pondview Road
Mutual aid received from the Millis Fire Dept.
and the Wrentham Fire Dept.

June 16: Motor vehicle/pedestrian accident - Medway Street
 Seriously injured boy transported to Norwood
 Hospital with advanced life support.

July 8: Motor vehicle accident - Baltimore Street
 Seriously injured man flown to Mass. General
 Hospital by Boston Med Flight helicopter.

July 25: Structure fire - Main Street

August 6: Industrial accident - Boardman Street
 Seriously injured man flown to Brigham & Women's
 Hospital by Boston Med Flight helicopter.

August 10: Brush fire - Park Street
 Mutual aid received from the Millis Fire Dept.
 and the State Forestry Division.

August 29: Mutual aid to the Town of Randolph
 Brush fire

August 15: Motor vehicle accident/vehicle fire - Pine Street
 Seriously injured man transported to Norwood
 Hospital with advanced life support.

September 11: Motorcycle accident - Seekonk Street
 Seriously injured women transported to Norwood
 Hospital with advanced life support.

October 13: Motor vehicle/pedestrian accident - Main Street
 Seriously injured man transported to Norwood
 Hospital with advanced life support.

November 11: Mutual aid to the Town of Millis
Motor vehicle accident - Seriously injured man
flown to Mass. General Hospital by Boston Med
Flight helicopter. Elderly women fatally injured.

December 24: Motor vehicle accident - Dedham Street
Seriously injured man flown to Mass. General
Hospital by Boston Med Flight helicopter.
Seven other patients transported to Norwood
Hospital by Walpole, Foxboro, and Franklin Fire
Departments.

December 28: Motor vehicle accident - Union Street
Seriously injured women transported to Norwood
Hospital with advanced life support.

December 28: Motor vehicle accident - Dedham Street
Elderly man fatally injured.

December 29: Motor vehicle accident - Medway Street
Seriously injured women transported to Norwood
Hospital with advanced life support.

Total Estimated Fire Loss in Norfolk: \$200,000.00

Civilian Deaths: 1

Civilian Injuries: 2

Firefighter Injuries: 2

FIRE DEPARTMENT ACTIVITY FOR 1993

EMERGENCY INCIDENTS

Structure Fires.....	31
Vehicle Fires.....	7
Motor Vehicle Accidents (Engine Response).....	24
Outside Electrical Fires.....	10
Outside Fires.....	43
Hazardous Materials Incidents.....	11
Smoke Detector Activated.....	48
Fire Alarm Activated.....	32
Public Assistance.....	17
Line Box Coverage.....	6
Investigations.....	53
Miscellaneous.....	17
Assist Ambulance.....	30
Ambulance Trips.....	450
1993 Total Emergency Incidents.....	779

EMERGENCY MEDICAL SERVICES

Total Emergency Trips.....	450
Medical.....	193
Motor Vehicle Accidents (Ambulance Response)....	101
Mutual Aid (Given/Received).....	70
Advanced Life Support Response.....	182

FIRE PREVENTION

Smoke Detector Inspections For Home Resale.....	193
Smoke Detector Inspections For New Homes.....	66
Oil Burner Inspections.....	60
Propane Storage Inspections.....	8
Building Inspections.....	12
Gun Powder Storage Permits.....	11
Underground Storage Inspections.....	26
Tank Truck Inspections.....	1
Fire Drills.....	8
Blasting Permits.....	10
Monitor Blasting.....	18
Issue Burning Permits.....	732
Requests For Open Burning.....	1,781
Miscellaneous.....	9

MISCELLANEOUS ACTIVITIES:

Details.....	282
Meetings.....	21
Departmental Training.....	30
Recertification Training.....	6

APPARATUS STATUS REPORT

Engine 2:	1991 Pierce 1,250 GPM Pumper	Excellent Condition
Engine 1:	1977 Mack (Refurbished 1992) 1,250 GPM Pumper	Excellent Condition
Ladder 1:	1983 Continental 85' Aerial Ladder	Fair Condition
Engine 4:	1967 Ford 750 GPM Pumper	Poor Condition
Tank 1:	1989 White/GMC 2,500 Gallon Tank Truck	Excellent Condition
Squad 5:	1968 Dodge Power Wagon Brush Truck	Poor Condition
Squad 6:	1980 Chevrolet Brush Truck	Fair Condition
4-9:	1992 Ford Class 3 Road Rescue Ambulance	Excellent Condition
4-0:	1990 Ford LTD Chief's Vehicle	Good Condition
Rescue 1:	1963 Ford Econoline Van	Poor Condition

PROTECTION OF PERSONS & PROPERTY

FIRE AND POLICE COMMUNICATIONS

The Fire and Police Communications Department was busy during 1993 trying to keep up with the Town's growth and the increasing demand for police, fire, ambulance and other services that are handled by the department. The Communications Department directs calls to other town department personnel at home if they are not in their office, or not working because it is after hours or closed for the weekend.

Communications is open 24 hours a day, seven days a week and available to assist you, not only with emergency calls, but also with general information about services provided by other departments. The Police Department implemented a new computer aided dispatch system in 1993, and it has greatly improved the documentation of incidents which occur in the Town.

The Town of Norfolk Police Department worked all year with State E-9-1-1 and Telephone Company officials to make sure that information was provided for the telephone database, including the owners' current

names, correct house numbers and the correct street names which are the keys to its success. The E-9-1-1 phones will now be answered, "9-1-1, recorded line, what is your emergency?". The E-9-1-1 system is for emergencies only and does not answer questions such as, "is school canceled?", "is the landfill open today?" or "how do I get to 495?". These types of questions and others can be answered by calling the Fire and Police Departments on the business lines in the white pages of the phone directory, which are the old numbers.

Glen Eykel was hired as a full-time police officer for the Town of Norfolk on December 20, 1993, and we want to thank Glen for almost four years of service as a dispatcher in the Communications Department.

We thank all departments, boards and the people of Norfolk for their cooperation and support, and we shall continue to serve you to the best of our ability.

Lt. Charles H. Stone, Jr.

BUILDING DEPARTMENT

The Town of Norfolk Building Department conforms to the Commonwealth of Massachusetts State Building Code. The Building Commissioner and the Local Inspectors enforce all provisions of this code and any other applicable state statutes, rules, regulations and bylaws, and act on any questions relative to the manner of construction, including any building or structure owned by any authority established by the legislature but not owned by the Commonwealth. The building officials receive applications and inspect the premises for which permits have been issued and enforce compliance with the provisions of this code. The Department oversees all necessary safeguards during construction, requires adequate egress facilities in all new and existing buildings and structures, and insures

compliance with all the code requirements for the safety, health and general welfare of the public.

The Building Commissioner carried out the State-mandated duties of inspecting and certifying all schools, places of assembly, public halls, and places of worship. The Building Commissioner is also the Zoning Officer for the Town of Norfolk and a great deal of his time is devoted to zoning problems and enforcement of the Town of Norfolk Zoning Bylaws.

I would like to take this opportunity to thank all Town Boards, and Commissions for their cooperation and assistance they have given to the Building Department during 1993.

Gerald E. Hughes
Building Commissioner

The following is a list of permits that have been issued during 1993:

NO. OF PERMITS		EXPLANATION	EST. VALUE
1992	1993		
47	64	New Dwelling	\$ 7,396,500.00
-	1	New Commercial	315,000.00
122	116	Additions/Alt. - Res.	1,247,602.00
5	7	Additions/Alt. - Comm.	76,400.00
1	-	New Municipal	-
15	15	Pools	106,900.00
14	16	Wood/Coal Stoves	2,880.00
-	-	Solar Systems	-
1	1	Signs	500.00
6	8	Demolitions	16,900.00
9	7	Siding	22,160.00
12	12	Re-roofing	17,050.00
-	4	Miscellaneous	48,750.00
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232	251		\$ 9,250,642.00

Total Bldg. Permit Fees
Forwarded to Treasurer: \$ 60,049.80

219 225 Electrical Permits
Total Electrical Permit Fees
Forwarded to Treasurer: \$ 12,462.00

128 138 Plumbing Permits
Total Plumbing Permit Fees
Forwarded to Treasurer: \$ 10,098.00

45 54 Gas Permits
Total Gas permit Fees
Forwarded to Treasurer: \$ 1,112.00

PROTECTION OF PERSONS & PROPERTY

HIGHWAY DEPARTMENT

The Town's Highway Department had a busy year in 1993. Our efforts were initially concentrated on cleaning up after last winter's storms. The December, 1992 and March 1993 blizzards placed great demands on this Department for snow removal and clearing extensive tree damage throughout Town. A great deal of time was dedicated in the spring months to hauling and chipping large amounts of brush along Norfolk's public roads.

John Grady served as Highway Superintendent until the end of June. Kenneth Salisbury performed as Acting Superintendent until September, when I was hired as the new Highway Superintendent. Other staff changes in the Department included Donald Bernardo being hired as an Equipment Operator/Driver in March.

Since my appointment on September 20, 1993 the Department has been involved in various projects pertaining to engineering, design, roadway maintenance and daily maintenance of cemetery and recreation areas.

The Landfill Closure Project was one of our top priorities. With the services of Gale Associates the Department has completed the initial review with the Department of Environmental Protection and the installation of the intermediate capping at the landfill area. Final design and closure has been scheduled in 1994.

The preliminary design of the reconstruction of Main Street from Medway Street to the railroad bridge has been completed. Final design and implementation is scheduled for 1994.

The relocation of Main Street (from the intersection of Union Street and North Street to the bridge) pertaining to the Town Center Revitalization Project, was reviewed and bid documents were prepared for design engineering services. Implementation of this project is scheduled for 1994.

The Department has completed the resurfacing of Union Street from Grove Street to King Street and Fruit Street from Cleveland Street to Seekonk Street.

Temporary repairs were performed to correct drainage deficiencies at two locations. Miller Street near Leland Road and the intersection of Laurence Street and Bretts Farm Road.

A special note of thanks to all Town Departments and Boards who assisted us in the last year.

Remo Vito, Jr.
Highway Superintendent

PROTECTION OF PERSONS & PROPERTY

TOWN OF NORFOLK TRANSFER STATION

All figures presented in this report relate to the calendar year January 1, 1993 through December 31, 1993.

twice each week, on Tuesdays and Saturdays. The total number of operating days in 1993 was 104 plus 3 additional days when the facility was open to receive brush from the storms of the 1992/1993 winter.

The Transfer Station was open to Norfolk residents

NON-RECYCLABLE WASTE

The Town of Norfolk contracts with Laidlaw Waste Systems to compact and remove bags of household waste and bulky waste.

Total compacted waste	888 tons
Total bulky waste	264 tons
Total non-recyclable waste	1152 tons
Daily average	11 tons

The 888 tons of compacted waste represents 80,346 bags of household waste.

RECYCLABLE WASTE

Newspaper	295 tons
Corrugated cardboard	55 tons
#2 plastic	12 tons
Waste oil and anti-freeze	14 tons
Metal (white goods and metal cans)	87 tons
Tires	3 tons
Batteries (automobile)	2 tons
Glass (white and colored)	95 tons
Brush	419 tons
Leaves/Yard waste	36 tons

Total recyclable waste	1018 tons
Daily average	10 tons

(with brush calculated against 107 days)

It will be noted that the amount of brush handled at the facility in 1993 was a large component of the recycling total. This reflects the winter storm damage, which was very severe.

RECYCLING RATE

Total recyclable + non-recyclable waste	2170 tons
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These figures give a Recycling Rate of 47%.

PROTECTION OF PERSONS & PROPERTY

TOWN OF NORFOLK TRANSFER STATION

RECYCLING MARKETS

The Town of Norfolk's recycling markets are various. In 1993, revenues were received for glass. Newspaper, corrugated cardboard, #2 plastic and glass were hauled, using Town resources, to Natick, Walpole, Westboro and Mansfield. The Town contracted for the removal of waste oil, tires, metal and batteries. Brush and leaves were ground for mulch, and made available to the residents of the Town.

The Transfer Station is also the location for collection facilities for two charitable organizations, the Salvation Army and the local school Sports Booster.

The mechanisms for recycling worked successfully in 1993, but the Town is pursuing alternate markets, on a local and regional level, to increase the intake of

recyclables and revenue to offset cost.

MODE OF OPERATION

In order to use the facility a resident must first purchase a decal for his vehicle. This gives him access to the recycling areas, but if he wishes to dispose of household waste he must also purchase stickers for each bag he brings, and pay a fee for any item of bulky waste. This latter fee is determined on the basis of the weight of the item.

Cars are checked as they come through the gate and then routed through a one-way system to the various recycling containers and to the area for non-recyclables. The vehicle count for 1993 was 44,300.

Remo R. Vito, Jr.
Highway Superintendent

ANIMAL CONTROL

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

Calls received for lost, found and complaints	471
Dogs handled	16
Licensed dogs returned to owner	75
Cats handled	25
Trips to veterinary	44
Wild animals handled	57
Trips to State Laboratory for rabies check	8
Dog and cat bites reported	14

I would again remind pet owners to get their animals rabies shots. I want to stress this because Norfolk does have raccoon rabies as confirmed by the State Laboratory.

Harry Sanborn, Sr.
Animal Control Officer

PROTECTION OF PERSONS & PROPERTY

TREE WARDEN

1993 started off cleaning up the damage of the blizzard of December 1992, one of the worst storms that ever hit the East Coast. The Tree Department used one to three tree crews a day from January 4, 1993 to April 1, 1993 when funds were cut off.

July 2, 1993 through December 1993 was spent mostly pulling hangers and removing storm damaged trees, thirty-six streets in all and using most of the budget for fiscal 1994.

Submitted by
Ken Tripp, Tree Warden

**SUPERINTENDENT OF SCHOOLS
NORFOLK ELEMENTARY SCHOOLS**

NORFOLK SCHOOL COMMITTEE

Mrs. Martha J. Donovan, Chairperson

Mr. George Cronin
Mr. James Lehan

Mrs. Lucille Bailey
Mr. Jonathan Smith

SUPERINTENDENT OF SCHOOLS

Lorraine S. Young, Ed.D.
Mrs. Audrey Carson
Mrs. Thayer Olson

Superintendent
Secretary
Secretary

FREEMAN/CENTENNIAL SCHOOL

Mr. Robert Smith
Mrs. Debbie Goddeau

Principal
Secretary

H. OLIVE DAY SCHOOL

Mrs. Linda Balfour
Mrs. Susan MacKinnon
Mrs. Virginia Navickas

Principal
Parttime Secretary
Parttime Secretary

SPECIAL NEEDS

Mrs. Linda Balfour
Ms. Elaine Chamberland

Coordinator
Secretary

REPORT OF THE SUPERINTENDENT

It is with pleasure that I submit the Annual Report of the Superintendent of Schools for it is a time to speak of achievements and accomplishments.

Sixth grades although this year's Kindergarten is smaller in size than we expected. It is important to begin the analysis of growth immediately to determine future school building needs so that we can avoid the serious overcrowding that has occurred in the past. The enrollment as of October 1, 1993 was reported by the Schools as follows:

ENROLLMENT

It appears that the Town of Norfolk continues to grow if at a lesser rate than in previous years. The Schools register larger Kindergarten classes than we "graduate"

Freeman School	38
Pre-Kindergarten	
Integrated PreSchool	11
(3 year)	13
A.M.	14
P.M.	
Total	38

EDUCATION, LIBRARY, ARTS

Kindergarten	138
Grade 1	177
Grade 2	141
Grade 3	153
Total	647
Centennial School	
Grade 4	142
Grade 5	142
Grade 6	127
Total	411

Total School enrollment as reported to the Department of Education: 1058

EDUCATION REFORM

In June of 1993 Education Reform became law. This law is predicted to have enormous impact on the state of education in Massachusetts. Because of the size of the Town of Norfolk--allowing communication to take place more readily and more efficiently and because of the foresightedness of previous administrations and school committees, I will predict that the impact on our educational system will be less than elsewhere.

The first impact that was felt by the schools in the negotiations process. The Chairperson of the Selectmen was invited to sit in on the teachers' negotiations and Mr. Leo Fliger accepted a hurried invitation to attend what was to be the final session of negotiations. The School Committee outlined the agreements that had been reached for Mr. Fliger's benefit. The Negotiation Team welcomed any comments or suggestions that the Selectmen might offer.

The second impact was a fiscal one. Norfolk was expected by the State to meet the requirement of spending \$5000 per pupil. The budget was adjusted to reflect the additional amount of \$400,000. It was

agreed by the Advisory Board and the School Committee to invest a good deal of this money in capital projects: the replacement of south facing windows in Freeman, the purchase of computers for Grade 5, the recarpeting of two Third Grade classrooms, the Library and Quad IV; the purchase of classroom furniture; repair of the freezer door; installation of new clocks where needed; and to begin repairing roof problem areas. As part of the reform effort it is required that an annual report be made on the maintenance and upkeep of the community's school buildings.

Other funds were devoted to professional development activities. The Law places a heavy emphasis on the need to continually update and improve the skills of the teaching staff. Again, the Norfolk School Committee had in place a plan to offer its faculty these opportunities. The Professional Development plan adopted by the School Committee focused on both faculty and staff. The items checked indicate that they have been accomplished or are in process.

PROFESSIONAL DEVELOPMENT PLAN

1993 - 1994

The school district goal is to:

Faculty

1. Initiate focus on improving mathematics
 - a. write curriculum
 - b. "Summer with AIMS"
 - c. "Day with AIMS"
 - d. train in the use of materials purchased in 1992-1993
 - e. use MCET programs
2. Continue to focus on the improvement of science teaching
 - a. implement curriculum

- b. participate in PALMS
- c. train in the use of materials purchased in 1992-1993
- d. use MCET programs
3. Continue the development of technology
 - a. arrange a degree program with Lesley College
 - b. conduct computer workshops
 - c. organize "User Groups"
 - d. train in the use of equipment and materials purchased
 - e. use MCET programs
 - f. learn to use A.B.L.E. system
4. Continue to expand the use of the inclusionary model

STAFF

Secretaries

1. Continue to develop computer skills
 - a. learn to use current software
 - b. learn to use new equipment
 - c. learn to use new software
2. Continue to develop problem solving skills

Aides

1. Continue to develop inclusion program
2. Continue to develop computer skills

Custodians

1. To develop an understanding of "new" expectations
2. To learn how to use equipment at H. Olive Day School

Cafeteria

1. To have a "hand on live fire training session utilizing portable fire extinguishers
2. To learn how to use equipment at H. Olive Day School

Bus Drivers

1. To develop assertive discipline strategies
2. To learn CPR and/or First Aid techniques

ADMINISTRATION

Principals

1. To extend knowledge about computers: database, email
2. To learn about how to develop team approach

Assistant Principals

1. To learn about discipline systems
2. To learn more about site based management

Superintendent

1. To extend knowledge about computers: database, email
2. To learn about how to develop team approach

Although many of the professional development activities have been planned for regularly scheduled school days, there has also been an effort to collaborate with our "sister" schools (KP, Wrentham and Plainville).

One curriculum day was specifically developed to allow faculty members to share information within the discipline. At other times, faculty members were

encouraged to attend workshops sponsored by the other parts of the unit.

Another significant impact of Education Reform is the recommendation that we analyze and adjust the student to adult resources. The analysis has been done and it was found that we need to employ more student support personnel, i.e. remedial reading, remedial mathematics teachers. That need will be attended to in the development of the FY95 budget as will others. School Councils have been reactivated to assist and advise in the development of school programs. Both schools have formed their councils and they are undergoing a training program at this point in time. Having developed and adopted the Fire Year Plan has enabled all to keep focused on achievable goals. The Fire Year Plan was developed using the results of the NEASC analysis, recommendations made by the Department of Education and from suggestions made by faculty, parents, administrators and School Committee members.

The School Committee has assumed the responsibility for development of a written School Policy in an effort to record and organize its existing policy and to address areas not previously developed. The Committee has developed a system whereby input into policy creation is afforded faculty, parents, and community members. The policy is drafted and presented publicly for discussion and for suggestions. The policy is then read on two consecutive months before a vote is taken. After policy is adopted. The School Committee has instructed the Superintendent to implement and distribute to each of the libraries.

In its effort to collaborate with the community, the School Committee monthly examines an aspect of the

Education Reform Law and discusses the ways in which this will affect the existing institution.

REORGANIZATION

At this point where the school system decided to employ assistant principals, it was necessary to rethink the distribution of responsibilities among the administrative staff. Mrs. Balfour has over time been ultimately responsible for the coordination of the Special Education program. This did not change. Mrs. Balfour serves as both the Elementary Principal of the Day School as well as the Special Education Coordinator. Mr. Robert Smith, who has considerable experience in curriculum coordination and development assumed these district responsibilities in addition to those of Principal of the Freeman/Centennial School. Mr. Jack Thomas signed on as Assistant Principal in charge of Transportation and Discipline for one half of the day; he continues to teach physical education for the remainder of the day. Mrs. Lucia Godfrey agreed to expand her role as grant writer while serving as Assistant Principal at the Day School. For the second part of her day, Mrs. Godfrey continues as a Chapter I Coordinator and Instructor.

H. OLIVE DAY SCHOOL

The plans and efforts of the School Committee, the Permanent Building Committee and all of the Town offices which contributed expertise to the project will be rewarded in early January of 1994 when the building is expected to open. The design is one that is admired by all who have seen the building and the coordination of the project has been a challenge that will do the Town of Norfolk proud.

Dr. Lorraine S. Young
Norfolk School Superintendent

FREEMAN/CENTENNIAL SCHOOL

Another year has come and gone! I am happy to report that some truly significant changes have occurred in the Norfolk Public Schools. I would like to start out by thanking each of you for your support and assistance to the Norfolk Public Schools at your annual Town Meeting and particularly to the School Budget. It has been a busy and exciting year for everyone in the schools. The key areas have been new construction, personnel changes, curriculum work and Education Reform activities at the schools.

This year the most important and significant event has been the reorganization of the Norfolk Public Schools. The construction and occupancy of the new H. Olive Day School in January will now provide the children in Grades Pre-K through Grade 2 with an outstanding primary grades facility, while children in Grades 3-6 will settle into the newly reorganized Freeman/Centennial School. This new restructuring should give the Town of Norfolk adequate space for teaching and learning for the next 5 - 7 years, if enrollments remain about the same.

Secondly, many personnel changes have occurred during this same time frame to provide support to the expanding student population of the District. Mrs. Linda Balfour, our former Assistant Principal/Special Needs Coordinator, was appointed Principal of the H. Olive Day School. Two long time faculty members: Mrs. Godfrey and Mr. Jack Thomas were appointed as half-time assistant principals to assist in the two buildings and the increased programming needs for the District, as well as assuming a part-time responsibility in their respective positions as Chapter I teacher and physical education teacher. Mrs. Godfrey will be assigned to the H. Olive Day School and Mr. Thomas to the Freeman/Centennial School.

Although Mrs. Linda Miles and Mr. Matez, Grade 3 teachers and Mrs. Driscoll from our Special Needs Department are on leaves of absence this year, we have fine replacements for them and several new appointments to each our increasing student population. New appointees for this year are: Mrs. Cameron, Special Needs Grades 5 and 6; Mrs. Connolly, Special Needs Grades K-2; Mrs. Esparo, Preschool teacher; Mrs. McLacklan, Grade 4; Mrs. Merritt, reassigned to Grade 5 from Special Needs; Mr. Parenteau, Physical Education; Mrs. Rogers, Kindergarten; Miss Sayce, Grade 1; Miss Silva, Physical Education; Mrs. Teague, Chapter I; Miss Warren, Special Needs Grades 3-4; and Mrs. Woessner, Grade 5.

As part of the New England Association of Schools and Colleges Accreditation evaluation checklist, curriculum development in the areas of math and science have received first attention. A new science curriculum was completed in June and work is being completed on mathematics this year. Additionally, music, art, physical education and library curriculums will be completed during this year. With our increased use of computers in the classroom, professional development training in this area has been expanded. Both teachers and students are excited about the availability of this new teaching/learning tool in the classroom. Furthermore, with the passage of the Education Reform Act, new advisory school councils have been formed in each of the schools. These councils, composed of 4 parents, 2 teachers, 2 community members, the assistant principal and principal, will assist and advise the principal as a school improvement plan is developed each year.

Since we have not completed any standardized testing this past year, I am unable to report to you any information about student progress in the various curriculum areas. However, I am confident that our children would be as successful on these types of tests, as they have in the past. This topic of "testing the curriculum" will be discussed throughout the budget process this year.

The children of Norfolk have had the opportunity to be involved in many creative enrichment programs and varied learning experiences during the year. Some common experiences were: Fire Safety and Police Safety Programs sponsored by our local departments, Multicultural Day, Winter and Spring Concerts, Handicap Awareness Program for Grade 4, Hat Day, Coat Drive, Food Drives, Jump Rope for Heart Fund-raiser, Discovery Museum visits sponsored by TPA, and Peace Day to name a few. Additionally children were involved in many other activities which increase their skills and abilities: 4th, 5th and 6th Grade Choruses, beginner and advanced bands, handbell chorus, Student Council, School Newspaper, Drug Buster Clubs, various intramural programs, New England Mathematics League Competition, Piano Club, Odyssey of the Mind Program, Special Chorus, Great Books Reading Program, Quiz Bowl Competitions, Field Days and the first annual H. Olive Day Spelling Bee.

These examples are intended to show the diverse experiences the children of Norfolk share during the course of a school year. They are learning many

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important life and educational lessons from these experiences/activities.

It is the faculty's and my goal to continue to challenge, motivate, stimulate and create an educational environment that will encourage and support each child

to be successful in learning. We hope that we can help them "be all they can be" during their years in the Norfolk Public Schools and hopefully beyond.

Robert P. Smith, Principal
Freeman/Centennial School

KING PHILIP REGIONAL SCHOOL DISTRICT

Norfolk - Plainville - Wrentham

King Philip Regional School District Committee

Dr. Richard Grady, Chairman	Term Expires 1994
Maureen Howard, Vice Chairman	Term Expires 1994
*Pauline Chute	Term Expires 1994
Frank DelVecchio	Term Expires 1996
Mary Ann Gallimore	Term Expires 1994
*James Lehan	Term Expires 1995
Jane Morris	Term Expires 1996
*Fred Paul, III	Term Expires 1994
*Sam Williams	Term Expires 1994
***Suzanne Neske	

*Appointed by the Local School Committee

**Appointed to complete the term of Mrs. Neske

***Resigned June, 1993

ORGANIZATION

Dr. Richard, Grady, Chairman
Maureen Howard, Vice Chairman
James A. Johnson, Treasurer
Barbara Fink, Secretary

SUPERINTENDENT OF SCHOOLS

Perry P. Davis, Ed.D.

SUPERINTENDENT'S OFFICE

Shirley Maduskuie Joyce Verna
Virginia MacRae Marilyn Reale
James A. Johnson

Regular meetings of the School District Committee are held every first Monday, in February, April, June, July, August, and December, and every first and third Mondays in January, March, May, September, October and November. Meetings are held at the King Philip Regional High School at 7 p.m. in the Media Center.

SUPERINTENDENT'S REPORT

On behalf of Dr. Richard Grady, Chairman of the King Philip Regional School Committee and members, Mrs. Maureen Howard, Mrs. Pauline Chute, Mr. Frank DelVecchio, Mrs. Mary Ann Gallimore, Mr. James Lehan, Mrs. Jane Morris, Mr. Fred Paul, III, and Mr. Sam Williams, allow me to extend my personal thanks to the King Philip Regional administration, teachers, parents, students, elected officials of the member towns, and all who support public education. I hereby submit to the citizens of Norfolk this annual report for the period July 1, 1992 to June 30, 1993.

SCHOOL BUSINESS PARTNERSHIP

The King Philip Regional School District has been invited to participate in Project Bridge, a school business partnership with the Polaroid Corporation. As a member of Project Bridge, King Philip is eligible to participate in special programs with Polaroid. One program is the teacher internship program.

This program allows teachers to participate in a one year paid internship in a division of the Polaroid Corporation. Two teachers were selected to be interviewed for this program. Although not selected,

EDUCATION, LIBRARY, ARTS

this process helped these teachers gain an appreciation for the potential of this program.

King Philip is continuing to be an active member in the Franklin-Wrentham Chamber of Commerce.

FINANCIAL PLANNING

During the fall of 1992, a new committee of School Committee members, representatives from the three Finance Committees and Boards of Selectmen met to review and discuss the FY94 King Philip Regional School District budget. This committee worked very hard to develop a responsible school budget. The success of the committee came at each town meeting, when the budget was passed. The King Philip Regional School District is committed to this cooperative planning with the towns of Norfolk, Plainville and Wrentham.

TOTAL QUALITY IN EDUCATION

A team of teachers and administrators from King Philip and each of the three local school systems participated in two, four hour training sessions on the concept of Total Quality. The training was provided at no cost to the schools by the Polaroid Corporation. As a result of the training, a Total Quality team of teachers and administrators has been formed at King Philip. This team will be meeting on a monthly basis to try to make quality improvements at King Philip. This is an innovative and cooperative effort between the teachers and administrators.

CURRICULUM DEVELOPMENT

The need for curriculum development was stated, as a weakness in the report from the New England Association of Schools. The report continued the accreditation of King Philip Regional High School. Efforts have been made to establish a curriculum network of teachers and administrators to undertake a review of the entire curriculum. The network will work closely with all teachers to involve them in this important activity.

The part-time curriculum coordinators, funded by the Per Pupil Education Grant, were very active in the spring of 1993. They held departmental meetings with all of the teachers. These meetings helped to identify curricula issues that needed to be studied during the 93-94 school year.

The curriculum coordinators did identify specific teacher inservice needs. These needs were the basis for the Professional Development Program that will be implemented during the 93-94 school year.

PARENT PARTICIPATION

A major effort was made to contact parents and to encourage their active participation in the schools. Each principal gave a very clear message to parents that they are welcome in the schools. One of the parts of the Educational Reform Law passed in June of 1993 is the development of a School Council. The council must consist of an equal number of teachers and parents with other community members and a student on the high school council.

The School Councils will be another opportunity for parents to get involved in the schools.

MIDDLE SCHOOL

The teachers at King Philip-North completed a year long self-study of their school and visits to other successful middle schools. The middle school study committee gave a report and a set of recommendations to the School Committee in May, 1993. The School Committee accepted the report and recommendations. The study committee requested the expansion of the teacher committee to include parents. A middle school steering committee was formed with both teachers, administrators, parents and school committee members. This committee will submit a report to the School Committee in December, 1993. It is hoped that King Philip-North will start the 94-95 school year, reorganized under a middle school philosophy and team structure.

During the spring of 1993, twenty-three teachers and administrators participated in a thirty hour inservice course on Middle School issues. This course helped teachers to clarify the major goals of a Middle School.

MISSION STATEMENT

A group of teachers worked with the Superintendent to develop a mission statement for the King Philip Regional School District. The Mission Statement was accepted by the School Committee in June, 1993.

MISSION STATEMENT

The mission of the King Philip Regional School District is to pursue education excellence in an environment that fosters individual work and self-awareness and to develop an educational environment in which multicultural diversity is embraced. Learning is a lifelong experience and a commitment will be made to provide educational opportunity for all. The District will further encourage the development of critical thinking skills and student ownership of learning. A set of core values and mechanisms for shared decision

making among students, faculty, staff and community will be promoted.

The purpose of the Mission Statement is to provide a direction for the School District. It is important to remember that a mission statement is constantly under review.

EDUCATION REFORM LAW

On June 18, 1993 Governor Weld signed and enacted into law the Education Reform Law. This law is a comprehensive change of the way public education is organized and funded in the State of Massachusetts. The law had several major themes. It changed the administrative structure of public schools to put more authority at the school building level. It established a system of competency assessment test to hold students and school accountable for meeting new education standards. It also established a new system for financing public education. The law provides for a foundation budget for all schools. This is designed to provide equality between schools. The law set standards for local support and additional aid from the State.

During the 93-94 school year many new ideas will be implemented, as required in the Education Reform Law.

RETIREMENTS

In June of 1993 six teachers retired from the King Philip Regional School District. In addition, five teachers have applied for early retirement, under the

new Education Reform Law. The School Committee wants to thank the following teachers for their many years of service to the students in the King Philip Regional School District:

- | | |
|---------------------|--------------------|
| Mr. James Black | Mr. William Lepere |
| Mr. William Brennan | Mr. Joseph Lojko |
| Mrs. Mary DiRe | Mrs. Deanne McNeil |
| Mr. Eugene Faulk | Mrs. Roberta Negus |
| Mr. Thomas Hartley | Mr. Robert Perry |
| Mrs. Judith Kamon | Ms. Ann Resca |

These teachers devoted their professional career to the students at King Philip. We wish them health and happiness in their retirement.

SUMMARY

The King Philip Regional School District is committed to providing a quality education to each and every student. The residents of Norfolk have supported our school budget and should expect that the District will be accountable for these resources. The School Committee, Superintendent, Administrators, teachers and staff have accepted the challenge to provide a quality education. It is important to remember that education is a cooperative effort.

Respectfully submitted,

Perry P. Davis, Ed.D.
Superintendent of Schools

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KING PHILIP REGIONAL SCHOOL DISTRICT

Pupil Personnel Services

1993 Senior Class Survey

TOTAL CLASS POPULATION - ENROLLMENT 192

	MALE	FEMALE
Four Year State Colleges in Massachusetts	26	23
Four Year Private Colleges	37	48
Two Year State Colleges in Massachusetts	2	8
Two Year Private Colleges	2	6
Other Post Secondary Education	0	3
Military	3	2
Employment	17	10
Other	3	2

COLLEGES AND SCHOOLS AT WHICH THE 1993 GRADUATES WERE ACCEPTED

* Number indicates number of graduates attending

<p>1 Academy of Art College, CA</p> <p>Adelphi University, NY</p> <p>American International College, MA</p> <p>Aquinas Junior College, MA</p> <p>Arkansas State University, AR</p> <p>Art Institute of Boston, MA</p> <p>1 Assumption College, MA</p> <p>Babson College</p> <p>Bay State College, MA</p> <p>1 Boston College, MA</p> <p>Boston University, MA</p> <p>Bradford College, MA</p> <p>Bradley University, IL</p> <p>3 Bridgewater State College, MA</p> <p>2 Bryant College, RI</p> <p>Burdett School</p> <p>3 Cape Cod Community College, MA</p> <p>Clark University, MA</p> <p>Clarkson College, NE</p> <p>1 Clemson University, SC</p> <p>Colby College, ME</p> <p>1 Colorado Mountain College, CO</p> <p>2 Colorado State University, CO</p> <p>1 Columbia College, IL</p> <p>2 Community College of Rhode Island, RI</p> <p>1 Curry College, MA</p> <p>3 Dean Junior College, MA</p> <p>Drew University, NJ</p> <p>Emmanuel College, MA</p> <p>Endicott College, MA</p> <p>Fairfield University, CT</p> <p>Ferris State University, MI</p>	<p>Fisher College, MA</p> <p>3 Fitchburg State College, MA</p> <p>2 Framingham State College, MA</p> <p>1 Franklin Pierce College, NH</p> <p>1 Fullerton College, CA</p> <p>Green Mountain College, VT</p> <p>Hamilton College, NY</p> <p>Hesser College, NH</p> <p>1 International Air Academy, WA</p> <p>1 ITT Technical Institute, IN</p> <p>6 Johnson & Wales University, RI</p> <p>Johnson State College, VT</p> <p>1 Katherine Gibbs School, MA</p> <p>Keene State College, NH</p> <p>Lafayette College, PA</p> <p>Lake Forest College, IL</p> <p>1 Lasall College, MA</p> <p>Lehigh University, PA</p> <p>Lesley College, MA</p> <p>Long Island University, NY</p> <p>Lynchburg College, VA</p> <p>Lyndon State College, VT</p> <p>1 Mansfield Beauty Academy, MA</p> <p>Marist College, NY</p> <p>3 Mass Bay Community College, MA</p> <p>2 Massachusetts College of Art, MA</p> <p>3 Massasoit Community College, MA</p> <p>1 McGill University, Canada</p> <p>2 Montserrat College of Art, MA</p> <p>Mount Holyoke College, MA</p> <p>Mount Ida College, MA</p> <p>1 New England Institute of Technology, RI</p>
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1	New Hampshire College, NH	1	Tufts University, MA
1	Newbury College, MA	1	University of Arizona, AZ
	North Adams State College, MA		University of Bridgeport, CT
1	North Carolina State University, NC	1	University of Colorado, CO
2	Northeastern University, MA	2	University of Connecticut, CT
1	Norwich University, VT		University of Guelph, Ontario Canada
	Notre Dame College, NH	2	University of Maine, ME
	Ohio State University, OH		University of Maryland, MD
	Ohio University, OH	11	University of Mass. at Amherst, MA
	Pennsylvania State University, PA	1	University of Mass. at Boston, MA
1	Pine Manor College, MA	6	University of Mass. at Dartmouth, MA
2	Plymouth State College, NH	1	University of Mass. at Lowell
5	Providence College, RI		University of Miami, FL
2	Purdue University, IN	9	University of New Hampshire, NH
1	Quincy College, MA		University of Portland, OR
	Quinnipiac College, CT	2	University of Rhode Island, RI
3	Regis College, MA		University of Scranton, PA
1	Rhode Island College, RI	1	University of Tampa, FL
1	Rhode Island School of Design, RI	1	University of Tennessee, TN
	Rivier College, NH	2	University of Vermont, VT
2	Roger Williams College, RI		Villanova University, PA
	Sacred Heart University, CT		Virginia Polytechnic Institute & University, VA
1	Saint Anselm College, NH	1	Virginia Wesleyan College, VA
	Saint Joseph's College, IN		Washington State University, WA
3	Saint Michael's College, VT	1	Wentworth Institute of Technology, MA
3	Salem State College, MA	1	Wesleyan University, CT
	School of the Museum of Fine Arts, MA		Western New England College, MA
1	Seattle University, WA		Western State College of Colorado, CO
	Smith College, MA	10	Westfield State College, MA
4	Springfield College, MA	1	Wheaton College, MA
	State University of New York, NY	1	Wheelock College, MA
2	Stonehill College, MA	1	Worcester Polytechnic Institute, MA
	Suffolk University, MA	1	Worcester State College, MA
1	Syracuse University, NY		

FINANCIAL AID FOR THE CLASS OF 1993:

Aid at Colleges Graduates are Attending	\$369,900.00
Aid at Colleges Graduates are not Attending	63,446.00
Additional Financial Aid	22,930.00
Total Aid Offered to 1993 Graduates	\$455,276.00

1993 GRADUATES EMPLOYED BY THE FOLLOWING COMPANIES

Ciba Corning Company	Sports Etc & McDonalds
Gorman Landscaping	Telco Systems
MacDonald's	Tire Specialists Co.
Record Town, Walpole	Westminster Stamp Gallery
Rojacks	

KING PHILIP REGIONAL SCHOOL DISTRICT

YEAR END REPORT

Reconstruction of Excess & Deficiency Account

June 30, 1993

Balance 7/1/92		\$23,343.02	
Less:			
	Amount Budget to Revenue for FY92-93	\$35,000.00	
	Net balance in operating accounts (see attached expenditure statement)	<u>16,232.77</u>	(51,232.77)
	Subtotal		(27,889.75)
Plus:			
	Receipt from Bond Issue for previous fiscal year roof repair	25,000.00	
	Receipts from Music	10,094.00	
	Additional Burner Replacement Rebate	5,000.00	
	Net balance in under-estimated Revenue Acct. See attached Year End Statement	<u>15,503.31</u>	55,597.31
	Balance 6/30/93		\$27,707.56

KING PHILIP REGIONAL SCHOOL DISTRICT

Estimated vs. Actual Receipts

June 30, 1993

	Estimated Budgeted	Actual	Balance Over (Under)
Transportation	\$240,122.00	\$259,552.00	\$19,430.00
Chapter 70	1,263,665.00	1,263,665.00	0.00
Regional School Aid	1,366,327.00	1,366,327.00	0.00
Special Education Transportation	20,385.00	40,290.00	19,905.00
Miscellaneous Receipts	80,000.00	64,269.64	(15,730.36)
Athletic Receipts	68,500.00	60,398.67	(8,101.33)
Excess & Deficiency Fund	35,000.00	35,000.00	0.00
School Building Assistance	<u>272,573.00</u>	<u>272,573.00</u>	<u>0.00</u>
	\$3,346,572.00	\$3,362,075.31	\$15,503.31
Town Assessment Revenue	<u>5,059,709.00</u>	<u>5,059,709.00</u>	<u>0.00</u>
Miscellaneous Local Revenue	<u>\$8,406,281.00</u>	<u>\$8,421,784.31</u>	<u>\$15,503.31</u>

* Miscellaneous Receipts:

Facility Rentals	\$1,232.34
Interest on Investments	39,688.79
Misc. Other Local Revenue	23,265.93
Tailings	<u>82.58</u>
	<u>\$64,269.64</u>

KING PHILIP REGIONAL SCHOOL DISTRICT

Budgeted vs. Actual Expenditures

June 30, 1993

Account No.	Name	Budgeted FY93	Actual Expense	Balance Over (Under)
1000	Administration	284,070.00	286,047.84	(1,977.84)
2000	Instruction	4,387,064.00	4,403,924.56	(16,860.56)
3000	Other School Service	674,256.00	731,827.87	(57,571.87)
4000	Plant Maintenance & Operation	862,152.00	814,450.14	47,701.86
5000	Fixed Charges	885,113.00	809,697.86	75,415.14
7000	Acquisition of Fixed Assets	5,401.00	7,821.29	(2,420.29)
9000	Tuition to Other Districts	475,000.00	567,014.47	(92,014.47)
100	Vocational	405,810.00	374,314.74	31,495.26
		7,978,866.00	7,995,098.77	(16,232.77)
8100	Debt Retirement	345,000.00	345,000.00	0.00
8200	Debt Service	<u>82,415.00</u>	<u>82,415.00</u>	<u>0.00</u>
		8,406,281.00	8,422,513.77	(16,232.77)

KING PHILIP REGIONAL SCHOOL DISTRICT

Balance Sheet

June 30, 1993

Assets

Cash in Banks		\$418,182.51
Petty Cash		
Superintendent's Office	\$100.00	
SHS Principal's Office	50.00	
JHS Principal's Office	50.00	
School Cafeteria	<u>150.00</u>	<u>350.00</u>
	TOTAL	<u>\$418,532.51</u>

Liabilities

Outstanding FY92	\$129,784.86	
Voucher Due	0.00	
Payroll Deductions	(689.75)	
Tailings -		
Unclaimed Checks	<u>0.00</u>	\$129,095.11

Reserved Appropriations

Petty Cash	\$350.00	
Blue Cross/Blue Shield	244,889.51	
Reserve for SHS Roof	<u>1,173.00</u>	246,412.51

Federal Grant Balances

13,771.38

Revolving Accounts

Cafeteria	(21,786.11)	
DECA	7,388.46	
Music Dept.	8,479.69	
Graphic Arts	5,120.70	
Summer School	5,303.38	
Adult Education		
Evening School	-3426.43	
Athletic Concession	466.26	1,545.95

Excess and Deficiency

27,707.56

TOTAL

\$418,532.51

KING PHILIP REGIONAL SCHOOL DISTRICT

Year End Reports 1992-93

June 30, 1993

DEBT ACCOUNTS

Net Fixed Debts	\$1,195,000.00	
Serial Loans R.H.S. Addition		\$1,195,000.00
Scholarship Trust Funds in Treasurer's Custody	\$19,852.94	
Scholarship Fund - Mrs. Leanna Johnson		\$40.49
Scholarship Fund - Mr. John Warren		65.89
Scholarship Fund - Mr. Peter LaPierre		197.23
Scholarship Fund - Mr. Lawrence Perkins		1788.97
Scholarship Fund - Mrs. Lillian Audrey		1519.55
Scholarship Fund - Mrs. Louise Spier		912.03
Scholarship Fund - George B. Swan Memorial		13136.76
Scholarship Fund - Class of 1987		1640.48
Scholarship Fund - Ryan Perry Memorial		551.54
Blue Cross/Blue Shield Trust Fund	\$44,180.63	

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

In July 1993 the School Committee reorganized and elected the following officers: Janice Young (Walpole) Chairman, Victor Knostgraichen (Wrentham) Vice-Chairman, and Karl Lord (Medfield) Secretary.

The School Committee conducts its regularly scheduled meetings on the third Wednesday of each month at 7:30 p.m. in the Committee Meeting Room at the school. From the beginning of November until the end of January, the Budget Sub-Committee meets as necessary for the purpose of developing the budget for the following year. Other sub-committee meetings are scheduled as needed.

GRADUATION

On June 6, 1993, 168 students were graduated in an impressive afternoon ceremony. William Vellante, Chairman of the Tri-County School Committee, delivered the welcoming address to more than one thousand guests. Music was provided by the Millis High School Band.

Mary Fleming, Director of Pupil Personnel Services, presented scholarships and awards totaling more than \$95,000 to deserving seniors including Teri LaCivita from Norfolk.

PUPIL PERSONNEL SERVICES

In September 1993, Tri-County welcomed approximately 750 students to the new school year. Of that number, 36 were Norfolk residents.

Because of the Co-operative Employment Program at Tri-County, thirty-two students started early employment in industry. At graduation, 50% of the students were working in their technical areas. Approximately 34% of the class planned to attend 2 or 4 year postgraduate schools. 11% of the class planned to enter the military. Among the colleges graduates have enrolled in are: Emmanuel College, Bryant College, University of Massachusetts at Dartmouth, Massachusetts College of Art, Wentworth Institute, Johnson & Wales University, and Northeastern University.

In October, Tri-County administered the PSAT's for the College Board. Additional testing and career inventories were administered for all Grade 9 students by the Guidance Department. Tri-County counselors, parents and students joined other area towns for a Higher Education Night in Medfield.

The Pupil Personnel Department developed evening programs for 92-93 centered around the theme of "Adjusting to School". The Guidance Department continued its Peer Helpers program to assist with school adjustment and to introduce the TECHNICAL SCHOOL to junior high students in the community. The department continued its programs on preparing for college with the assistance of Dean Junior College Financial Aid Administrators and Admissions Counselors. Tri-County hosted two Career Days for Grade 8 students and held evening Open Houses for parents.

Tri-County joined with five other area high schools (Framingham, Newton, Assabet, Minuteman, Keefe Tech) to establish METRO WEST TECH PREP. This concept has been referred to by National Business and Educational Leaders as one of the most exciting initiatives in education. The primary function of the Tech Prep program will be the combined secondary/post secondary program that is being offered to Tri-County students with Massachusetts Bay Community College, Wentworth Institute of Technology, Northeastern University, Dean Junior College, Johnson & Wales and additional institutions. Students involved in the Tech Prep Program must complete an established level of academics and technical competencies. Students upon completion of their high school work will be awarded credits according to the articulated agreement.

Currently, nine students are involved in a pre-engineering program. They attend college classes on Saturdays; classes are taught by college professors from Wentworth, Northeastern, and Mass Bay Community College. Student enrolled in this Tech Prep pre-engineering program will complete four college level courses with college credit given by any of the above institutions.

ACADEMIC PROGRAMS

During the 1992-93 school year there were several changes made in the academic offerings at Tri-County. All Grade 11 and 12 students now have two periods of math during their academic cycle. The school recognizes that its graduates are going to work in an increasingly technological workplace and mastery of basic skills is a minimum requirement for success on the job. Advancements and promotions will be earned by those who can use and apply more advanced reasoning, communication, and computation abilities.

A new course was implemented this year for all Grade 9 students. Fundamentals of Technology teaches aspects of personal and shop safety as well as trade specific information regarding the use of hand and power tools, fasteners, and other pertinent information.

There has been an increased emphasis placed upon the academic program at Tri-County as it has become clear that the academic requirements of an increasingly technological workplace demand it.

CAREER/TECHNICAL PROGRAMS

Wherever possible the career and technical programs have made every effort to simulate real work experience by providing service to district town agencies, civic organizations and residents.

The Auto Body and Auto Repair Programs have upgraded their curricular and equipment in an effort to stay abreast of technological advances in the automotive industry. The automotive department has acquired a new information access system consisting of a 486 computer with super VGA graphics and a CD-ROM system. All technical information will be on compact discs and can be accessed by students in 20 seconds. The new CD system will replace the bulky and awkward paper manuals presently in use. This method is now in use in many automotive dealerships. The auto repair program will renew its ASE Master Certification from the National Automotive Technician Education Foundation, Inc. (NATEF) for the '93-94 school year. This certification is nationally recognized and considered to be the highest achievement known in the automotive industry.

CAD/CAM, Computer-Aided Drafting/Machining, has been added to the Machine Shop curriculum. With this new equipment students have the opportunity to learn CNC machinery programming and automated machining. A classroom has been set-up with individual computers and "Master CAM" software connected to a CNC Automated Milling Machine. The students use this system to write programs that control Automated Machining.

The Child Care Laboratory Nursery School continues to attract large numbers of toddlers and preschoolers from our district towns. The Franklin Fire Department has helped the children in the program observe National Fire Prevention Week in October. The teachers and students are looking forward to community involvement as the school year proceeds. All members of the Tri-County District are encouraged to drop by to view the High School Training Program in action.

The Commercial Art Program has expanded its Desktop Publishing facilities with the purchase of additional hardware/software. There are now 16 MacIntosh work stations with the latest software for Graphic Design and Computer Graphics. This program is now also offered to students from the Graphic Arts Program.

The Cosmetology Program is in its second year of expansion. The new salon build last year provides for an additional 25 students to enter the program. The program provides students with 1000 hours of instruction to prepare them for the state license in hairdressing. Facial and manicures along with hair care continue to make this a popular program for area residents. The clinic is open to members of the community during the school year.

Culinary Arts has added a state of the art rack rotary oven that will allow students to produce a large volume of bake goods. The oven uses a steam injection process that creates a hard crust on special breads. Gerry's Place has a new coat of paint and new chairs are on order. Gerry's Place, the student operated restaurant and bake shop, is open to the public during the school year.

Electronic Technology has added consumer product service to their curriculum which will provide additional jobs for students in the electronic field. New electronics trainees are now assisting in the instruction of DC, AD, Semiconductor and Microprocessor Technology.

Graphic Arts has provided their printing service to Town Halls, Police and Fire Departments, as well as many nonprofit organizations throughout the Tri-County District.

Students receive realistic career training in banking by working at the Dean Cooperative Bank located at Tri-County. The branch bank is open to the public during the school year for all banking services. Along with marketing and banking instruction, students in this program are mastering skills in computerized accounting, word processing and Lotus 1-2-3.

Medical Careers continues to attract many students in this State Certified Nursing Assistant program. The course provides students with skills to work in a variety of medical settings. The course combines both classroom instruction and on-site clinical experience in many of our district area nursing homes.

The Welding curriculum now includes training in stainless steel and aluminum welding of pipe. Students

with this knowledge according to the American Society of Mechanical Engineers (ASME) Code will be able to find employment in the Nuclear Power industry.

CONTINUING EDUCATION PROGRAM

The Continuing Education Program has enrolled 725 students for the 1992-93 school year. Gourmet Cooking, Low Fat Cooking, Electronics II, Introduction to Computers, Introduction to Computer Aided Drafting (CAD - Release 12) and Introduction to Computer Aided Machining (CAM) are new offerings this year which compliment the other twenty vocational/technical programs that are offered in the evening to area residents.

The Continuing Education Division has expanded the Cosmetology Program by offering the opportunity for residents to attend during the school day. The program which has a separate salon is entering its second successful year.

ATHLETICS

The 1992-93 athletic teams produced the most successful programs in the history of the school. Three championship banners were added to the gymnasium wall as participation continued to grow.

The Fall saw the first banner produced by the Girls Volleyball Team with an impressive 9 and 1 interdivisional record. Cross Country and Football both finished with a 500 record. A young soccer team finished with its largest group of underclassmen participating.

The Winter season produced two more banners in Girls Basketball and Wrestling. The Wrestling team won the newly formed Mayflower Wrestling League Championship while the Girls Basketball team produced its first-ever banner. The Boys Basketball team finished with an impressive 16 and 4 record. The Cheerleading team continued to show their spirit for the Winter team.

The Spring teams continued with high athletic participation. Both the Baseball and Track & Field teams had very competitive seasons with many underclassmen returning. The Girls Softball team finished with a 12 and 8 record and a strong showing in the State Tournament against Westport.

SUMMARY

As we move into 1993 and continue to provide for the educational needs of our students, we wish to thank the District residents for their support and cooperation. We intend to maintain in the future the high educational standards that have earned Tri-County that support in the past.

Janice Young, Chairperson

BOARD OF LIBRARY TRUSTEES

Two of the responsibilities of the Library Trustees are long range planning and review of library policies. The Trustees and staff devoted much effort during the year to creation of a multi-year plan for the library. The plan charts the future course of our library in areas of staffing, technology, program development, and physical space.

The plan included a reassessment of the role of our Public Library in the community. The Trustees determined that the primary mission of the public library is educational support. The core of this is our cooperative arrangement with the Norfolk Public Schools, but this emphasis also extends to providing assistance with all kinds of educational activities at every age level. The second element of the library's mission (formerly the first) is providing a variety of materials to meet the informational, cultural and recreational needs of our town.

Working with the staff, the Trustees also reviewed all library policies, made changes to bring many up to date and, in some cases, adopted new policies where required.

Under contract with the School Department, the Public Library is responsible for operating the school library/media centers and for furnishing weekly library

skills instruction to all grade levels. The Trustees have been monitoring this new program since its inception in September 1992 and we are pleased with the results thus far. With the opening of the H. Olive Day School, three libraries will be administered, linked both by technology and staff. As a whole this system provides very special learning enhancements for our school children.

Finally, the Trustees acknowledge the dedication and skill of our staff, who consistently make an extra effort to help our library patrons (often under very busy conditions!). Director Robin Glasser and Associate Director Francena Johnson have worked effectively with the Board as a team. The Friends of the Norfolk Public Library have continued their support of a variety of programs and services.

The American poet Howard Nemerov has written that, "A town that has a fine library should consider itself greatly blessed in the things that matter the most; for the long continuance and happy growth of such a library exhibit a care for the mind and spirit in that town, and most especially perhaps for the future of the community as that future is realized in its children."

Board of Library Trustees

REPORT OF THE DIRECTOR OF LIBRARIES

The Public Library continues to be a center of activity. Over 133,440 books and other materials were borrowed during 1993. 2,570 new items were added to the collection, bringing the total holdings to 39,332 items. Additions to the collection included a variety of books and reference materials, magazine subscriptions, video tapes, audio books and compact disks.

1993 was a banner year for new programs and services. The library extended its reference services by subscribing to a CD-ROM product entitled "Magazine Article Summaries". This index lists over 400 periodicals and is updated on a monthly basis. Also in the area of technology, the library staff worked diligently over the summer months to link the Freeman-Centennial School to the A.B.L.E. network.

The library has expanded its programs to include adult literacy services as well as enhanced services for toddlers and preschool age children. Both programs are made possible through the Education Partnership grant received by the Norfolk Public Schools. Carolyn Shepard is the Literacy Coordinator and Mary Moody is the provider of children's services.

Newly appointed children's librarians Sarina Bluhm and Mary Moody were popular with Norfolk's preschoolers. They held a variety of programs each week for children between the ages of two and a half and five. In total, 96 sessions of programs were held with attendance for the new year that topped 1,300. Marjorie Lowry joined the children's team for some summer fun! Mrs. Lowry,

Mrs. Moody, and Mrs. Bluhm "*sailed on a sea of books*" along with 100 elementary school children. In addition, Mrs. Bluhm presided over "twilight tales" for preschoolers.

A very special family evening was held in April. "Night of a Thousand Stars" is an annual event held in libraries all across the United States to emphasize the importance of reading and sharing stories. Twenty of Norfolk's "stars" shared their favorite books, stories, and poems with an audience of nearly 100 spellbound children and parents. It was truly an evening to remember!

During 1993 the Friends of the Library planned many activities. Newly elected officers are: Amy Aha, President; Denise Leed, Vice-President; Maureen Buck,

Secretary; and Maureen Gentry, Treasurer. The Friends participated in Olde Tymers Day, held several book sales, and sponsored a highly successful art auction. Proceeds from these activities were used to provide passes to the New England Aquarium, Boston Museum of Fine Arts, and the Kennedy Library Museum. The Friends also helped support the A.B.L.E. network and assisted with events such as "Night of a Thousand Stars".

Highest commendations are in order to the Board of Trustees, Friends of the Library and the entire library staff for their commitment and support. These dedicated people work tirelessly to make the library a vital and integral part of the Town of Norfolk.

Respectfully submitted

Robin A. Glasser
Director of Libraries

NORFOLK HISTORICAL COMMISSION

Work continues on our Oral History Project. We have completed taping and transcribing the recollections of nineteen of Norfolk's oldest citizens but the editing of these histories has proven to be more time consuming than we had originally planned. After the editing process is complete we would like to collect photos of each of the participants to publish in a small book. We have set a goal of completing this book this year. Emily Jacques has written a "Farm History" on her family and Misty Meadow Farm. We would like to have this printed in the future also.

We held the Tramp House open house this Fall. The event was well attended and the people seemed to appreciate seeing the new photos and documents that have been donated to the Town.

At Olde Tymers Day last summer we sold photos and raffled off a large poster of old Norfolk Center.

Submitted by Historical Commission Members

Betsy Pyne	Donna Beernick
Thelma Ravinski	Toni Langlais
Suzanne Burns	Elna Weeber
Marcia Johnston	

PLANNING BOARD REPORT

Nineteen ninety-three was a banner year for the Norfolk Planning Board in the area of planning activities, major zoning changes, and grant acquisitions. The year saw the completion of a strategic planning effort which represented the beginning of the master plan implementation. As a complement to the zoning changes and strategic planning initiatives, the Board has focused on improved Rules and Regulations to carry out the direction the Town plotted in the recently adopted zoning bylaws. This, together with the Town's decision to build a new Town Hall/Police Station in the Town Center, provided the Board a unique opportunity to participate in the physical development of our town center.

The Board applied for, and was awarded, a Ready Resource Grant, a Federal Small Cities Grant program administered by the state Executive Office of Communities and Development to engineer and build the redesigned Main Street layout in the town center. This concept, unanimously approved at the May Town Meeting, was inspired by Norfolk's strategic town planners and was completely funded by a strategic planning grant from the state. This design will provide for better traffic circulation, increased "green space" at Town Center, easier pedestrian access as commercial activity increases and a location for the new Town Hall. This approach is consistent with the Town's master plan.

The Planning Board, together with the Zoning Bylaw Study Committee, drafted and gained approval for Town Meeting to implement a totally restructured zoning change. The areas affected are the Business 1 District (Town Center-Main Street and Route 115) and the Commercial 1 District (Route 115 and Route 1A). The zoning changes reflect the desires of the community to allow certain types of uses in each of these districts by right. Each district now has defined uses that are consistent with the results of surveys taken over the past two years by both the residents of these areas and on a Town wide basis. Current business owners and large land owners both input on the changes. The goal was to construct an environment to provide an easier path

for the planned uses/development that are reflected in the master plan. The changes were overwhelmingly approved. The approach and actual zoning changes have gained the attention of the Metropolitan Area Planning Council and are being cited as examples of proactive planning.

With the Town anticipating a forecasted increase in planned residential development in 1994, the Board feels that the zoning and other planning projects achieved in 1993 will benefit the Town and its taxpayers.

During 1993, the Board reviewed several development projects including a proposed Dunkin' Donuts project on Main Street, changes to two existing business lots, a 39 lot subdivision known as "Maple Park Estates", reviewed under pre-submission review a potential 21 lot subdivision known as "Stop River Estates II, Phase 4" and discussed with the Board of Selectmen and the Highway Superintendent proposed road work on Main Street resulting from safety-related concerns in connection with the new H. Olive Day School. In addition, the Board held public hearings to "modify" previously approved subdivisions known as: "Mill River Estates", "Kings Grant Estates", and "Pine Meadow Estates", the first two of which involved foreclosures by the FDIC. The Board has negotiated with FDIC for the failed subdivision known as "Kings Grant Estates" and are working with the new developer to complete the subdivision improvements. The Board approved a unique bonding arrangement involving the mortgaging of the lots as a means of securing improvements; that is, as each lot is sold the Town receives a portion of the money from the sale to be held for final roadway construction and the Board then releases the lot from the mortgage lien. It is anticipated that the subdivision improvements to "Kings Grant Estates" will be completed by early summer of 1994.

We offer sincere thanks to all other Boards and Committees for their help and input throughout the year. The Planning Board works closely with many town departments and officials in carrying out its functions. We especially wish to thank the volunteers who served

on the Master Plan Committee and who continued to provided countless hours of dedication and hard work in helping to start the implementation phase of the master plan.

A special mention of our Planning Administrator, Lois Boucher, who's work on the new zoning articles was indispensable. Lois continues to provided dedicated support to the Board and provides an experienced knowledge to applicants and other boards. The Board also utilizes the dedicated Planning team, shared with Wrentham and Franklin, to assist the Board in technical support of its zoning and regulation duties. Norfolk has benefitted from the experience and hard work of Paige Holland and Krista Andry, particularly their work on revisions to our Rules and Regulations.

The Norfolk Planning Board operates under the Authority of Massachusetts General Laws, Chapter 4, Section 81 and Chapter 40A, Section 9. The Board is comprised of five members, each elected for a three year term on a staggered basis, and has statutory responsibility for Town planning, administrating of the Subdivision Control Law, and is the Site Plan Granting Authority. In 1993, both Bob Nicodemus and Mike Barad were re-elected to their second three year term in the May election and Arthur Spruch was appointed

jointly by the Board of Selectmen and the Planning Board as the Board's first Associate Member for a one year term.

The Board's Rules and Regulations (on file at the Library and for sale at the office of the Town Clerk), provide comprehensive guidance to persons wishing to divide tracts of land, build roads, or develop business or commercial establishments in the Town of Norfolk. Our subdivision Rules and Regulations were recently revised to add a new section for non-residential and mixed use developments in the Business and Commercial Zoning Districts. These new regulations complement the zoning changes that were adopted at the Fall Annual Town Meeting.

By statute, all meetings are posted in the Town Hall on the Town Clerk's Bulletin Board at least 48 hours in advance of the meeting. Legal notices are published in either the Sun Chronicle or the Country Gazette and abutters are notified by mail before public hearings. Further, before each subdivision public hearing, we leave a copy of the plan or other matter under consideration at the Town Clerk's office for public inspection. Site plans and accompanying applications are available for inspection in the Planning Board's office.

PLANNING BOARD STATISTICS

	No. of Plans	No. of Lots
Definitive Subdivision Plans:		
Approved in 1993	0	0
Filed, not yet approved	1	21
Modified Definitive Plans	3	0
Preliminary Subdivision Plans:		
Approved in 1993	2	51
Filed, not yet approved	0	0
Non-Subdivision Plans Endorsed (81-P)	11	30
Lots Released in Subdivisions		3
Release of Lots Rescinded		0
Site Plans Submitted in 1993	4	
Withdrawn	1	
Approved in 1993	1	
Not yet decided	2	

ZONING BOARD OF APPEALS

The Zoning Board of Appeals consists of five full members and two associate members. This Board functions as a quasi-judicial body whose powers are both conferred and limited by statute under Massachusetts General Laws, Chapter 40A, and the Norfolk Zoning Bylaws. In accordance with M.G.L., Chapter 40A, and the Zoning Bylaws, this Board is designated the Permit Granting Authority for Appeals, Special Permits, and Variances.

All meetings are posted a minimum of 48 hours in advance in the Town Hall, and public hearing notices are published in the legal advertisement section of the *Star Chronicle* for two consecutive weeks prior to the hearing date. All meetings are open to the public.

During 1993, the Board conducted 16 hearings, including 6 Special Permit hearings of which 5 were granted; 5 Variance hearings of which 3 were granted.

The Board also reviewed and granted 2 Extensions for variances and 3 Extensions for Special Permits.

The cases that come before the Board continue to be more complex and involved, requiring more time and effort from the Board to collect the necessary information and to critically evaluate the evidence necessary in order to render fair and impartial decisions. The members are continually abreast of any revisions with regard to Chapter 40A and the Town's zoning bylaws. The members also keep abreast of zoning decisions from area towns and court decisions pertaining to zoning issues. To facilitate communication, the full members also serve as Board liaisons to the other Town boards, departments and commissions.

Bruce A. Simpson, Chairman

PERMANENT BUILDING COMMITTEE

The Permanent Building Committee (PBC) had an extremely busy year managing the \$7.2 million construction of the new H. Olive Day School, and, for a while, searching for an architect for the proposed new Town Hall and Police Station.

The new School is by far the largest public works project undertaken by the Town to date, and for the foreseeable future. The PBC worked closely throughout the year with senior members of the Norfolk School administration, the project architects, Architects Inc., Northampton, the project general contractor Eastern Contractors, Inc., Framingham, and the relevant boards and inspectors of the Town, to ensure that the School construction would be completed on budget and in time

for the School opening set for January 10, 1994. In all, the PBC met more than forty times during the year for more than 130 hours of formal meetings, in addition to several hundreds of hours of on-site meetings and inspections by individual members. Despite many difficulties throughout the year, the project was set at year's end to come in under budget and on time for the School opening.

The PBC was especially helped by, and the Town indebted to, the sterling work of committee member Marty Moeckel and the clerk-of-the-works George Smith, who both worked diligently and expertly to ensure the success of the School project. The PBC, at the direction of the Board of Selectmen, undertook a

search in the early part of the year for an architect for the proposed new Town Hall and Police Station, to be located on a site behind Town Offices. The search was narrowed down to two finalists before it

was aborted when the Board of Selectmen decided to change the site location for these buildings.

Submitted By
Robert Lowndes, Chair
Windsor Bowden
Wayne G. Bredvik
Anthony M. Brizzolara
Martin R. Moeckel
Rosemarie B. McQuillan
(School Committee representative)

ZONING BYLAW STUDY COMMITTEE

The Zoning Bylaw Study Committee reviews and recommends changes to the Zoning Bylaws of the Town of Norfolk. The Committee is comprised of the Building Commissioner, two appointees by the Board of Selectmen, and one member appointed by each of the following: Zoning Board of Appeals, Planning Board, Conservation Commission, and the Board of Health. Town Counsel is a non-voting member of the Committee.

During 1993 the Board met almost weekly to assist the Planning Board to research and work on proposed zoning articles reflecting the recently approved Master Plan, particularly the restructuring of the Downtown and 1A/115 districts. The subject was complex as we had to consider all aspects as well as incorporate input from the ongoing public information meetings, even up to the last minute. Further, we identified many other areas of the bylaws that needed to be amended to complement

these changes. Additionally, we responded to other Town boards which asked us to prepare zoning articles for their needs. Specific descriptions of the proposed bylaws can be found in the Minutes of the 1993 Fall Town Meeting elsewhere in this Annual Report.

We expect 1994 to be busy as well, as many refinements to our Zoning Bylaws are yet to be incorporated as a result of the Master Plan and we continue our usual tasks of continuously improving our Bylaws.

I wish to express my appreciation to the tireless efforts of the committee members throughout the year and to the many Boards and Townspeople for their continued support as we continue to review and improve our bylaws for the Town. Of course we welcome and appreciate input, directions, and questions from all other townspeople on any subject related to our charter.

Peter Bukunt, Chair

METROPOLITAN AREA PLANNING COUNCIL

Throughout the year, MAPC has been representing the interests of communities in the region on a number of critical planning issues. In August MAPC initiated a public information process for review and comment on the Regional Transportation Plan, a long-range planning document that lays out future transportation investments in the region. Working within the Metropolitan Planning Organization (MPO) structure, along with five other agencies, MAPC participated in the development of the Plan, mandated by the ISTEA (Intermodal Surface Transportation Efficiency Act) federal legislation. MAPC's involvement in the Regional

Transportation Plan led to a final draft that was more reflective of local needs.

Other transportation planning initiatives that MAPC participated in on behalf of its communities include coordinating local review of amendments to the TIP (Transportation Improvement Program); the State Implementation Plan (SIP) for Air Quality; and the Program for Mass Transportation (PMT).

MAPC also participated in the federally required reclassification of local roads, hosted an informational forum on the SIP; coordinated and solicited

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Transportation Demand Management (TDM) and transportation enhancement project development and funding; and participated in an electric vehicle pilot program to demonstrate the viability of alternative fuel vehicles in Massachusetts.

MAPC's administrative support to the eight subregions continued to provide an important coordinating link between the towns and the region. In 1993 the SouthWest Advisory Planning Committee (SWAP) held a master planning workshop on the legal and planning aspects of master planning, reviewed the Regional Transportation Plan and the transportation element of MetroPlan 2000, and hosted two legislative breakfasts for SWAP area legislators. During the year MAPC also researched and compiled development scheduling and phase growth literature and bylaws to assist the town in preparing a Master Plan. In November, MAPC hosted a luncheon with Environmental Affairs Secretary, Trudy Coxé and SWAP communities to discuss environmental issues critical to the subregion.

As the lead agency for the development of the Overall Economic Development Program (OEDP) for the region, MAPC brought together local officials and the region's business community to develop the OEDP priorities. In January, the Economic Development Administration (EDA) approved MAPC's OEDP qualifying the projects contained in it for public works

grants from the EDA. During the year, OEDP project funding by the EDA totaled \$1.8 million.

MAPC's Data Center continued to develop and disseminate information on the communities in the region. Last year the center developed a 1990 census profile of sample data for each community in the region; surveyed and compiled an inventory of vacant industrial and commercial sites for each community in the region; and developed from the 1990 census, journey to work data and population and age group forecasts for each community. The Center also edited a GIS CAD coverage of parcel boundaries and merged data with a similar coverage for Franklin and Wrentham for a base map upon which the town can overlay other data such as assessor's records, etc.

Norfolk responded to MAPC's outreach encouraging communities to develop pavement management programs. During the year MAPC trained Norfolk staff in data collection and evaluation of road conditions in the town. Once the information is collected, MAPC provides data input services, and condition and financial analysis. MAPC continues to work with communities long after the final report, providing annual updates to the database.

Austen G. Smithers
MAPC Representative

RECREATION COMMISSION

The Recreation Department and its Commissioners which to thank the Town for its support over the last year. Although we continue to face many of the same issues that have plagued us for years past; as the Town funds are just not available for us to provide additional playing fields or a swimming area, we are greatly encouraged over the great strides taken by the Town on our behalf this past year.

In May Town Elections, the Town voters reelected our Chairperson, Kurt Czarnowski and long time member, Thomas Terpstra, each to a three-year term. At the May Town Meeting, the Commission requested and received your support to reclassify our Recreation Director's position to an Executive Director and increase Laurie Schuder's hours from part-time to full-time to acknowledge and compensate Laurie for her efforts and accomplishments.

At the Fall Town Meeting, the Town voted approval of the Warrant Article asking for acceptance, from the

State of Massachusetts to the Town of Norfolk, of the 20+ acres of land off Pond Street, commonly called the DOC land. This land has been deemed for Recreational use and although we have a few more hurdles to jump before its officially "ours", we with your support, have successfully taken the first step in our efforts to provide the Town with more Recreation facilities.

Other successes and achievements include an almost three-fold increase in participants in offered programs. This is in large part due to our direct mail brochure and the convenience of mail-in registration. The "Friends of Recreation", an active group meeting once a month, are continually striving to create various Recreation facilities by fundraising. Their most recent undertaking is an outdoor basketball court. They have had another successful year. The Recreation Commission applauds their efforts and wish them continued success. Olde Tymers Day, which was sponsored in part by the Recreation Department, was a huge success. We look forward to another great day in 1994.

Also, with no place to call home, the Recreation Department was fortunate to have the support of our school officials. With the opening of the H. Olive Day School, Dr. Lorraine Young and Mr. Robert Smith acknowledged that the Department needed an area to hold programs. They were able to give us a classroom in the Freeman School on a temporary "see how it goes" basis. We are most grateful for this. Thank You. The Recreation Commissioners and the Executive Director have been working with the newly formed Open Space

Planning and Recreation Committee. The final product of this group will help to make our hopes and dreams come true. It will afford us the opportunity to apply for grant monies to help fund projects.

In closing, we continue to strive for greatness, to be able to offer to the Town, varied and well-planned Recreational programs. We will continue in our efforts to provide the services the Townspeople have requested.

Submitted By
Kurt Czarnowski, Chairperson
Joyce E. Terrio, Secretary
Debby DeBello
Michael Hurley
Thomas Terpstra

OPEN SPACE PLANNING COMMITTEE

The Open Space Planning Committee was formed in August of 1993 as a subcommittee of the Planning Board. It consists of five members jointly appointed by the Board of Selectmen and the Planning Board. The members are Andrea Langhauser (chairperson), Allan Shaw (clerk), Peggy Rabasco, David Martin (representative of the Conservation Commission), and Joyce Terrio (representative of the Recreation Commission). The Committee greatly appreciates the guidance and assistance provided by Austen Smithers, Planning Board Project Manager, and Lois Boucher, Planning Administrator.

This Committee was formed with the express purpose of creating an Open Space and Recreation Plan for Norfolk as recommended in the recently adopted Master Plan. In developing a community vision for Norfolk, the Master Plan Committee encountered a strong desire by the residents of Norfolk to maintain their community's semi-rural, residential character which includes acquiring, or preserving by other creative methods, visible farms, woodlots, stream corridors and other natural resources which, if developed, would adversely impact the rural image of Norfolk. The Master Plan also identified a demand to address the recreational needs of the community by making those Town-owned conservation areas that are capable of supporting passive recreation more accessible and useable as well as finding other means to provide for the more active recreational needs of our community.

Although the concepts of maintaining the Town's semi-rural character and addressing the recreational needs of

the community are simple and straight forward, preparing an Open Space and Recreation Plan is a complex project. Massachusetts communities that have an approved plan are eligible to apply for funds from many grant programs administered by public offices and private institutions. Therefore, our Committee is developing this plan in accordance with a specific set of requirements and guidelines that have been set forth by the Massachusetts Executive Office of Environmental Affairs. There are eleven sections of information that must be included in the final plan which address such topics as: community setting; natural resource inventory; environmental problems; inventory of lands of conservation and recreation interest; analysis of need for natural resource protection, recreation, and appropriate management; community goals and objectives; and a five-year action plan.

Laying the foundation of this plan has been our focus since our appointment to the Open Space Planning Committee. We have met with the Recreation Commission, the Assessors Office, the Historical Commission, Water Department, Health Department, and Tri-County Regional Planners. Our meetings are often held jointly with the Planning Board, and a representative attends most Conservation Commission meetings. We have viewed various parcels of land held by the Conservation Commission on a walk guided by the knowledgeable Ken Wood. Some members have attended an open space seminar held by the Charles River Watershed Association with the express purpose of establishing a communication network with other towns within the Charles River watershed. We have

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nearly completed an inventory of all lands in Norfolk that are publicly or privately held for conservation, farming, and recreational purposes as well as all currently undeveloped lands. We are compiling all literature available on the history and natural resources of Norfolk and will look to the Master Plan for demographics and community development analysis.

In November, we conducted a lobbying campaign, with the assistance of Representative JoAnn Sprague, for a new Open Space Bond bill that was introduced to the legislature at that time. Four town boards and commissions in addition to our committee submitted letters of support to the Joint Senate and House of Representative Committee on Natural Resources. The 300 million dollar open space bond bill provides authorization for land acquisition grant programs (totalling 146 million dollars), establishes a public/private board which would administer a revolving loan fund for low-interest loans to municipalities for land acquisition and conservation projects (50 million dollars), provides municipal open space planning grants (10 million dollars) and funds other related projects.

Over the winter months we plan to meet with other towns in the region and to survey town residents for their response to general themes of the open space plan.

In January, a regional meeting with representatives from Medfield, Millis, Medway, Franklin, Wrentham, Foxboro, Walpole and Holliston is planned to discuss

connecting our scenic roads and open space corridors and to share realistic goals and objectives. A questionnaire is being prepared and will be mailed to all residents in February to gather public opinion on the relative importance of open space protection and farmland preservation as well as to identify the demand for various recreational facilities. Once the results of the survey are tabulated, a citizens forum will be held to provide further opportunity for the townspeople to participate in developing the goals and objectives of the plan. The Committee expects a draft of the plan to be ready for the spring town meeting.

Our intent is to build on the themes identified in the Norfolk Master Plan and provide an Open Space and Recreation Plan that identifies specific actions that can be taken to preserve the semi-rural character of our community. It should be a plan that, when implemented, will enhance the quality of our life and the attractiveness of our Town. It will identify methods to preserve, protect and properly manage our green spaces so that future generations will have the opportunity to walk freely in the woods, fish in the streams, and drink untreated water from below the ground.

Andrea Langhauser, Chairperson

TOWN HILL STUDY COMMITTEE

On May 7, 1985, a Town Election vote was taken by the residents of Norfolk to lower the grade of Town Hill. In 1991, the Master Plan Committee conducted a survey in which 63% of the respondents noted that they wanted the Town Hill reconfigured to make the area more accessible and usable. It was with these mandates in mind that the Selectmen appointed our Committee in 1992.

To put this project in perspective, it should be noted that the size of the present Town Hill is just a little over one acre. With such little land to begin with and knowing that the Library will need to expand sometime in the future, our Committee has taken on a job of trying to make the most of what little we have.

The Town Hill Study Committee has surveyed the various groups, organizations and committees in town and requested their input regarding what they would like the new town common to provide. That information along with the suggestions in the Norfolk Planning Board's Master Plan, serve as the basis of our plan. We are also working with the Trustees of the Library and the Historical Commission.

For those who fear that Town Hill will be leveled, I assure you that is not our intent. We are working with a top notch landscape architect who's a resident and is donating his services to the Committee. We are formalizing plans for a green space that would create the flavor of a traditional New England Town Common.

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The environment would blend with the proposed new Town Hall and Norfolk Commons retail development. Some of the enhancements that have been discussed thus far are:

1. Improved accessibility of Town Hill and increasing the amount of usable space by re-sculpting the area.
2. Increased visibility across the Town Center by lowering the grade of Town Hill. The plans presently call for the new elevation to be above the retaining wall and would most likely preserve the first line of trees that are across the street from the Federated Church.
3. A new bandstand that would be more centrally located on the Town Green. Our current vision is a bandstand that would be in the traditional New England architecture and would also be acoustically functional for musical and oratory events.
4. An outdoor amphitheater tucked in near the library which would be used for story hour, outdoor performances, recreational and education activities.
5. Linking the Tramp House and the Veterans' memorials into the central plan. This would be done through the installment of connecting walkways which would provide easy access and integration of all of the areas into a cohesive unit.

6. New landscaping and seating areas where people can sit down and visit with one another.
7. Compliance with new laws regarding Handicap Access.

The Committee realizes that the finances for a renovation of Town Hill that will suit the needs of our Town will most likely have to come in stages. At this point, our main goal is to proceed with the final drawings and begin Phase I, which would be initial site preparation and done in conjunction with the new roadway project (by doing so disrupts the area only once).

We will be looking toward donations, fundraising, grant opportunities and some Town Meeting financial support to carry the rest of the project forward.

As a Committee, we are very excited about the prospects of such a beautiful Town Center for Norfolk and I'm sure most Norfolk residents and businesses share the same enthusiasm. As a Town, we have an opportunity that comes along once in a lifetime - let's make the most of it!

We are always looking for people who are interested in working on our Committee and we welcome anyone who would like to join us in making this project become a reality.

Respectfully submitted,
Nancy S. Seitz, Chairwoman
Thelma Ravinski, Member
Suzanne Burns, Member
Donna Shaw, Member
Elaine Bauer, Member
Fran Holman, Library Trustee, Consultant
Lowell Robinson
Landscape Architect/Consultant

POLICE STATION/TOWN HALL STEERING COMMITTEE

The Police Station/Town Hall Steering Committee consists of resident volunteers, and was appointed by the Board of Selectmen in August of 1993, to create the Request for Proposal for Designer Services, and select the architect for this project. The Request for Proposal is a document which outlines the scope of work for the architectural services, and a similar process will occur for the construction contractor and the clerk of the works. The funds for this combined new Police Station and Town Hall were granted by the state in the form of a public safety grant as a result of prison expansion in our Town during the nineteen eighties.

The project has an approximately 2.6 million dollar budget, and will be located on a three acre parcel across from the Town Library. This parcel was gifted to, and accepted by the Town, at the 1993 Fall Town Meeting. In addition to the gift of land, the Town accepted a gift of land for the construction of a new roadway location, from which the three acre parcel containing the new building will have its frontage.

In addition to adopting a formal written selection criteria as a definitive outline for how the architect will be selected, the Committee toured other similar facilities, completed budget and space needs assessment forecasts, and held a public briefing session and site tour

on January 15, 1994, for all persons interested in submitting a proposal for this project. The Request for Proposal was published on January 5, 1994, and 20 proposals were submitted by the deadline of January 28, 1994.

The selection of the architect shall occur after at least five firms have been interviewed from the twenty who submitted proposals, and it is hoped that this phase of the project will be completed by mid to late March of 1994.

This project will be subject to all the standard public review processes and approvals of the Planning Board, Board of Health, and the Design Review Board. Our meetings are held each Thursday evening at 7:30 p.m. in the Police Station meeting room, and both our meetings and the selection process are fully open to the public. Details of meetings and hearings will continue to be made known so that all are welcome to attend and offer input, or become updated on our progress.

Submitted by
Susan H. Caplan, Chairman
Police Station/Town Hall Steering Committee

BOARD OF HEALTH

The most significant news to the health of Norfolk citizens in 1993 was the action to NOT locate a Walpole sludge site for the M.W.R.A. on the sensitive water aquifer that flows to Norfolk.

An epidemic of raccoon rabies arrived in Massachusetts for the first time in the State's history. In anticipation of the threat to the public, the Board sponsored it's first feline clinic besides the regular canine vaccination day. With the help of the Town's Animal Control Officer, Mr. Sanborn, we hope to avoid any exposure to people.

Activity in the Board has increased throughout the year. The Board and its engineer worked on issues related to the new school. The new building housing the Norfolk Post Office, and the Town Common. Throughout all

of this, there was increased activity associated with the greatly increased building and remodeling seen during the year. This increased activity generated gross receipts from licenses and permits nearly doubled that of 1992.

Pamela Ross-Kung joined the Board as the Sanitarian. She was very successful inspecting Norfolk food establishments for compliance with state and local laws.

As we learn more about the public health hazards of tobacco smoke, clearly this must be addressed. The Board has been studying the smoking issue. With the help of shared funding, the Board intends to make it a top priority for 1994.

The following are permits and licenses issued by the Board of Health in 1993.

Percolation Testing	100
New and Revised Septic System Permits	113
Form A Applications (Review for Home Improvement)	109
Repair of Septic System Permits	18
Site-plan Review Plans	3
Disposal Works Installers Permits	48
Septic Removal Permits	23
Well Permits	25
Sub-division Review	4
Water Quality and Quantity Review for Property Transfers	28
Food Establishment Permits	26
Milk and Cream Licenses	19
Refuse Hauler Permits	12
Variance Hearings (Title 5 and local)	8
TOTAL	<hr/> 536

Submitted by
 Dr. Thomas R. Gilbert, Chairman
 Dr. Albert G. Andersen, Clerk
 Laurence M. Wagner, Member

NORFOLK MENTAL HEALTH ASSOCIATION

886 Washington Street
Norwood, MA 02062

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 the Norfolk Mental Health Association available to Norfolk residents are:

Cutler Counseling Center has a fully licensed staff of social workers, psychologists and psychiatrists bringing together a rich variety of skills and experience to provide a wide range of services to children, adolescents, and adults of all ages. In order to be most responsive to individual needs and community concerns, Cutler Center is organized into specialized programs offering services in the following areas: Intake and Emergency; Family and Children; Alcohol and Substance Abuse; Chronic Care; Psychiatry; Adult; Senior Care; Psychological Testing; Assertiveness Training; Separation and Divorce; Families of Substance Abusers; Court Supported Programs, such as Domestic Violence, Supervised Visitation and Mediation Services. In the Alcohol and Substance Abuse Program, a significant affiliation has been forged with NORCAP Center providing a most comprehensive approach to the treatment of substance abuse. Each program offers specialized groups and services, such as the **Parent-Toddler Program**, an educational and supportive experience for parents and their children from birth to age 3; and the **Gym Program**, a unique blend of counseling and physical activity for children between the ages of 5 and 15.

Other Programs include the **Widowed Lifeline** offering comfort, understanding, and friendship to men and women at any stage of widowhood; **HIRE Enterprises**, 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; **Enhance Program**, a pre-school program designed to meet the needs of children ages 3-4. The hands on learning environment will stimulate and enhance the child's physical, social, intellectual and emotional growth; **New Beginnings**, an educational/support program for parents and their children, birth to one year; and **Positive Parenting**, a program which helps parents develop positive attitudes and skills; **Community Education Programs**: the staff of Cutler Center is available to provide talks, workshops and consultation on a wide variety of mental health related topics. These services are available to community agencies, civic organizations, business and industry, schools and the court system. In addition, community education programs on such topics as stress management, assertiveness training and clinical issues are held periodically throughout the year.

Cutler Counseling Center currently has offices in Norwood and Wrentham with the Wrentham office providing the full range of services offered by the Norwood Office.

During Fiscal Year 1993, Cutler Center provided direct services to approximately 96 people from Norfolk. The direct value of these services was \$84,240 of which the Town of Norfolk allocated \$3,500.00.

In the past year, people from Norfolk who came to us for assistance were often referred by friends, neighbors, family, clergy, school, physicians, or community agencies. The most common request for help concerned such problems as depression and anxiety, difficulties in marriage or family relations, school or behavior-related problems, and acute or chronic mental illness.

Submitted by
Thomas F. Doherty, Ph.D.
Executive Director

COUNCIL ON AGING

The Council on Aging consists of eleven members, they are appointed by the Board of Selectmen, an undesignated number of associates are appointed by the Council on Aging. The Council's main objectives are to advocate on behalf of the Norfolk senior population in addressing their needs by identifying and developing community resources of assistance, to provide information, referral, outreach, nutrition and health services in cooperation with other Town departments and area agencies. It also enhances the quality of life for seniors and the community by providing educational, recreational and cultural programs and activities.

During 1993, several new programs were instituted, including a senior "Tax Relief" program. The main benefit of the program is providing tax relief to our seniors, living largely on a fixed income. Conversely, the Town benefits by having senior volunteers assisting Town and school departments in the completion of their sometimes heavy workloads.

Another newly instituted program is a health benefits counseling program. Norfolk is fortunate to have two certified "Serving Health Information Needs of Elders" (SHINE) volunteer counselors, Mary Pelleteri and Joan Waitkevitch, who will assist in understanding health insurance needs, medicare rights, filing claims, and claim advocacy.

A grant was received in consortium with Millis to provide an opportunity for isolated elders to participate in community activities and to provide relief for caregiving families by providing a day-care program.

This is held at the Millis Council on Aging Drop-In Center and they provide transportation in their handicapped van.

The Council received another grant from the Executive Office of Elder Affairs to use for mileage for the Outreach Program. Christine Shaw and Betsy Sandtandreu are our outreach workers. They visit elders regularly, providing problem assistance and information.

The Council would like to acknowledge the King Philip Student Council, N.O.V.A., Norfolk Highway Department, Norfolk Board of Health, Walpole Visiting Nurse Association, the Federated Church, Norfolk Grange, Dr. Robert Gushard and Dr. Violin, for the continued support, as well as Millis for the transportation of handicapped Norfolk seniors.

We accepted, with regret, the resignation of Joan McCusker (who served the Council as an outreach worker), Betty Swenson and Kenneth Budgell (who were Council members). Thank you for your many years of service.

We regret the loss of Anne Cumming, a retired long time member of the Council.

The Council on Aging meets on the third Monday of each month at the Norfolk Library at 9:30 a.m. All residents are welcome to attend.

Submitted by
Council on Aging

HOUSING AUTHORITY

The apartments for the elderly at Hillcrest Village had major overhauls this year with a Modernization Program whereby some of our windows were replaced with new Anderson Windows. Because of our high electricity expenditures (\$60,552 in 1993), we qualified for a grant from Boston Edison which made it possible to install outlet covers on all of our outside walls, insulate our attics, install energy efficient street lights and apartment lights, replace ballasts and sashes on old windows and install new storm windows with screens throughout the project.

The other high expense at Hillcrest is the water; we spent \$5,916 for this utility in 1993. Tenants pay for their telephone and cable, all other expenses are paid for by the Housing Authority. Tenants pay 30% of their gross income for rent.

Because we have so many people in Norfolk on our

waiting list for FAMILY housing, it is this Board's hope to construct more of this type unit when the Commonwealth frees up money. The people at Pine Knoll pay all of their utilities except water (\$4,062 in 1993). Their rent is calculated on 25% of their gross income. The Housing Authority pays the Town of Norfolk \$5,633 each year in lieu of taxes.

In September, Governor William Weld appointed Joanne Tankard Smith as our new State Appointee. This term will run for five years.

Applications for Hillcrest Village (housing for the elderly as well as handicapped) and Pine Knoll (housing for families) are available at the office on 33 Rockwood Road, Norfolk, or will be sent to you if you call (508) 528-4800.

Submitted by the Housing Authority

WATER DEPARTMENT

WATER SERVICE INFORMATION

	1992	1993
Miles of water main in service	50.23	50.23
Total water services	1320	1465
Number of services per mile of water main	26.27	29.16
Total gallons pumped	119,886,300	154,046,500
Total gallons purchased	530,904	423,900
Average gallons pumped per day	328,455	422,045
Average annual gallons used per service	91,225	105,440
Average gallons used per service per day	249	288
Total Water Department Income	\$458,669.21	\$539,925.63

In 1993, the Water Department experienced a sizable increase in demand for water. This in spite of the fact that no new water mains were installed in 1993. The number of new services increased by 11%. In addition average annual usage per service increased by 16%. Not only are we experiencing increased demand from new customers but our existing customers increased their usage. Consequently, the water department pumped 28% more water in 1993 than 1992.

The Water Department continues to expand to meet the needs of its customers. In response to our present and future needs, and in line with our master plan projections the department is actively pursuing a third well site. After an extensive study and preliminary testing a potential site is scheduled to be extensively tested in mid 1994. The pumping test the Massachusetts Department of Environmental Protection (DEP) has proposed is probably the longest and most sophisticated in Massachusetts history. The Water Department will continue to evaluate this site and make our final determination based on the best, up to date, quantitative data available. To rule out potentially one of the best sites in town at this stage without further testing is not in the best interest of the residents of the Town of Norfolk.

In 1993 the Water Department implemented the final step of conversion to the Enterprise System. The

customers of the Water Department are now the sole source of revenue for the operation of the Water Department.

The Water Department also continues to work with the Pondville Water Associates and all interested parties to bring potable water as well as much needed fire protection to the Rt. 1A area.

The Board of Water Commissioners are dedicated to the delivery of potable water in sufficient quantity and quality to meet the needs of our residents into the next century.

The Commissioners wish to thank the staff of the department headed by Superintendent James A. Martin III, Administrative Assistant Marilyn A. Ghioni, Maintenance Operator Richard A. Watson, Collector Gail E. Bernardo, and Part-time Maintenance Markene Burton who oversee the daily operation of the department. These employees are dedicated and tireless in the efforts and ensure the smooth operation we have come to expect.

Submitted by
Board of Water Commissioners

CONSERVATION COMMISSION

The Conservation Commission consists of a seven-member board, appointed by the Board of Selectmen. The primary responsibility of the Commission is to protect the Town's wetland resources through the administration of the Wetland Protection act and the Town of Norfolk Wetland Protection Bylaw. These resources include not only swamps, but other wetland area, bodies of water, and floodplain.

As the Town's population expands, pressure to build on land adjacent to wetlands increases, resulting in a dramatic increase in the responsibilities of the Commission. During the 1993 year, the Conservation Commission held 24 public hearings for applications of Notices of Intent, compared to 19 in 1992. The projects associated with these notices ranged in size from a homeowner installing a swimming pool to a subdivision. During the hearing process, which occurs at the Commission's regular monthly meetings and at site inspections, the Commission considers input from the applicant, interested abutters, and other Town boards and officials. Following the public hearing, if the project meets the performance standards of the Wetland Protection Act, the Commission issues an Order of Conditions. During 1993, the Commission issued 21 Orders of Conditions.

The Commission also seeks to acquire land to be maintained as open space, and to plan for the protection and use of the Town's Conservation Commission natural resources. Currently, the Commission manages 155 acres of land in the Town, including the Harold Campbell Forest, Town Pond, and City Mills Pond. and in 1993, the Commission received two generous donations of land, a 5,000 square foot parcel on River road, and eight acres off Medway Street. The Commission anticipates that it will soon receive approximately 14 acres of land adjacent to the new H. Olive Day School, to be maintained as an open space/conservation area.

The Conservation Commission receives valuable input from other Town boards and officials, both at the review level of a project, and when the project is underway. We wish to thank these boards and committees for their assistance, especially the Planning Board, the Building Department, the Board of Health, the Water Department, and the Zoning Board of Appeals.

Respectfully submitted,
Cynthia C. Andrade, Chairman

MIRROR LAKE ADVISORY COMMITTEE

Monthly meetings were scheduled for the second Thursday of each month and meeting notices were advertised to align with the open meeting regulations.

As an advisory committee, our first responsibility is to hear the problems of lake-front and lake-area residents. Minor queries are resolved at committee meetings, and more serious points are directed toward town or state agencies for solution. Yearly committee activities include the following: maintaining proper lake water level, providing upkeep of recreational areas and keeping a constant vigil toward an environmentally clean natural resource.

This year the Advisory Committee inaugurated the first major clean-up operation. The objective of the mission was to clear debris, that checked proper water run-off,

from the dam area, and rebuild roadway shoulders that showed erosion. By means of the planning and coordination of the Advisory Committee, and with the cooperation of the Town of Norfolk, Town of Wrentham, private vendors, civic organizations, and a large volunteer crew, the project was carried out, leaving a revitalized dam and spillway area. The great response and resulting accomplishment will motivate the Advisory Committee to choose an annual clean-up project.

It is the aim of the Mirror Lake Advisory Committee to assist the lake area residents in maintaining a beautiful, clean and safe waterway.

Respectfully submitted,
Robert D. Lillis, Chairman

NORFOLK CITIZENS ACTION COMMITTEE

After many years of tireless and dedicated work by many Norfolk citizens, hired consultants and attorneys, and an Administration brave enough to stand by their word, the Walpole Landfill issue was resolved in a tremendous victory for the Town of Norfolk and the Commonwealth of Massachusetts.

The MWRA, after a lengthy process, selected an out of state site for disposal of Boston Harbor sludge. That site is East Carbon Development Corporation. The primary landfill used by them is in the state of Utah. The MWRA has signed a 30 year contract with them.

Diligent work by members of the Norfolk Citizens Action Committee (NCAC), the Walpole Citizens Action Committee (WCAC), Governor William F. Weld represented by his Chief Legal Counsel Bob Cordy, Charles Steele of the Office of Environmental Affairs and officials from the MWRA resulted in an "Alternative Plan" to using Walpole for disposal of sludge. This agreement, which became part of the Federal Court Order overseen by Judge David A. Mazzone, replaces Walpole and allows use of the Utah site. This agreement is much too lengthy to detail in this report. It is, however, on file at Town Hall for anyone interested in the details.

The Norfolk Citizens Action Committee would like to take this opportunity to extend our sincere appreciation to all former NCAC Board members, to the members of SAVE OUR STATE, to every citizens who ever wrote a letter, attended a meeting, made a phone call or attended a rally in an effort to fight this potential environmental blight from becoming a reality. It was

the combined effort of all that made the outcome a success. Our sincere appreciation to those who supported the effort fiscally by voting funds to fight sludge at our Town Meetings. Without the fiscal backing we would never have been taken seriously.

We would also like to extend our deep gratitude to former Representative Frank Woodward for his never ending commitment to the issue, to Representative JoAnn Sprague for her strong involvement in our fight, to former Senate Minority Leader David H. Locke whose efforts began the process of seeking an out of state site, and to Governor Bill Weld who showed us he truly is a man of his word.

Hopefully we have all learned that there is a way to fight the system if you believe in your cause. Our belief enabled us to help pave the path for this wonderful community to continue to grow and thrive in the best interests of its citizens.

Respectively Submitted,
Norfolk Citizens Action Committee
Susan M. Martucci
John Olivieri
Alex Vispoli
Chris Pulsone
Leesa Powers
Nancy Seitz
James Giebfried
Frank A. Gaynor, III

TREASURER

The Treasurer's Department carried out the following responsibilities and functions:

1. Receives, takes charge of and accounts for all monies belonging to the Town.
2. Pays over all monies due in accordance with order from the Town Accountant and Board of Selectmen.
3. Maintains cash books reflecting breakdown of all receipts, disbursements and cash balances.
4. Negotiates all borrowing.
5. Has custody of all Trust Funds.
6. Collects 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 property.
7. Prepares various year-end reports.

GENERAL FUND (INCLUDING CAPITAL PROJECTS)

	2,050,487.02
Balance on Hand, July 1, 1992	<u>23,912,911.11</u>
Treasurer's Receipts 7/1/92 - 6/30/93	
	25,963,398.13
Total Funds Available	
Treasurer's Payments 7/1/92 - 6/30/93	
Treasury Warrants #1 - 52 - '93 & 54 & 55 - '92	<u>19,737,962.74</u>
Capital Projects #9 - 51	
	<u>6,225,435.39</u>
Balance on Hand, June 30, 1993	
Recapitulation by Bank:	
Bay Bank	3,468,233.84
Fleet Bank	2,187,718.54
Boston Safe Deposit & Trust	543,122.98
Bank of Boston	<u>26,360.03</u>
	<u>6,225,435.39</u>
Balance on Hand, June 30, 1993	

Respectfully submitted,
Thomas P. Crane, Treasurer

TOWN OF NORFOLK

TREASURER'S REPORT

TRUST, INVESTMENT AND SPECIAL REVENUE FUNDS

FOR THE YEAR ENDING JUNE 30, 1993

<u>NAME OF FUND</u>	<u>BALANCE 7-1-92</u>	<u>ADDITIONS</u>	<u>INVESTMENT INCOME</u>	<u>TRANSFERS IN (OUT)</u>	<u>WITHDRAWALS</u>	<u>BALANCE 6-30-93</u>
Josiah Ware Fund	7,106.47		220.67			7,327.14
Maria Mann	9,931.03		308.37			10,239.40
Helen A. Ward (Interest credited directly to Library Account)	540.91					540.91
Norfolk Library Trustee Fund	3,279.35		101.84			3,381.19
Planning Board Security Deposit Fund	215.21		6.68			221.89
Stabilization Fund	219,799.90		6,824.64			226,624.54
Norfolk Cemetery - Perpetual Care	21,333.07	800.00				22,133.07
Pondville Cemetery - Perpetual Care	21,443.41					21,443.41
State Highway Grant - Chapter 811	50,185.31		766.99	(30,780.00)		20,172.30
Retirement Fund - Unfunded Pension Liability	11,419.26		354.58			11,773.84
TOTAL	345,253.92	800.00	8,583.77	(30,780.00)		323,857.69

TAX COLLECTOR'S REPORT

In 1993 the Tax Collector's Office was gearing up for fiscal 1994 quarterly taxes. We have been very busy organizing office files to keep our records up-to-date. With the help of the registry marking system for non-renewal of registration and licenses we are now able to collect old excise taxes. This office processed over 900 municipal liens due to sales and refinances.

I would like to thank Constance LaChance for her dedication to the Town of Norfolk. She has taught me so much in the past four years. We have tried to stay on top of all the changes taking place.

We are pleased to serve the Town of Norfolk

Respectfully Submitted,
Marlene D. Craig, Tax Collector

**TAXES COLLECTED - FISCAL 1993
(7-1-92 TO 6-30-93)**

REAL ESTATE		INTEREST & FEES	
1994	43,711.88		
1993	7,351,151.51	17,700.40	
1992	186,552.77	12,718.32	
1991	18,875.25	2,026.30	
1990	2,929.13	502.49	
TOTAL		<u>7,603,220.54</u>	<u>32,947.51</u>
PERSONAL PROPERTY			
1993	122,034.32	191.73	
1992	2,964.94	923.13	
1991	1,438.13	369.50	
1990	1,403.53	566.51	
TOTAL		<u>127,840.92</u>	<u>2,050.87</u>
IN LIEU OF TAXES			
1993	7,295.01		
TOTAL		<u>7,295.01</u>	

FINANCES

MOTOR VEHICLE EXCISE

1993	439,568.10	4,249.25	
1992	171,975.78	3,833.77	
1991	11,265.34	930.26	
1990	858.61	376.11	
1989	101.46	179.46	
1988	268.65	308.03	
1987	448.75	498.49	
1985	161.44	69.93	
TOTAL	<u>624,648.13</u>		<u>10,445.30</u>
926 Municipal Liens			<u>23,150.00</u>
TOTAL COLLECTED & TURNED OVER TO TREASURER			<u>8,431,598.28</u>

ADVISORY BOARD

The Advisory Board is a nine member committee which is appointed by the Town Moderator, and is responsible for making recommendations to the voters on the various warrant articles which are presented at the Town Meetings. For this reason the board becomes involved in a wide variety of issues, ranging from zoning to financial. Each year the board works with the town departments in order to present a balanced budget. The board also administers the Reserve Fund which is used

to provide for unforeseen and extraordinary expenses that are incurred during the fiscal year.

We would like to thank our former Chairperson Yaffa Dratman for her countless hours of service to the Advisory Board, and to wish her well in her new position as a member of the Board of Selectmen

Submitted by
Advisory Board

RESERVE FUND TRANSFERS

July 1, 1992 to June 30, 1993

11/03/92	Board of Selectmen - Police Tri-Town Grant	\$ 833.33
12/16/92	Board of Selectmen - Tri-Town Planner Grant	5,000.00
03/03/93	Board of Selectmen - Town Administrator Salary	2,610.76
04/08/93	Board of Registrars - Computer Services	690.00
04/21/93	Board of Assessors - Data Processing	1,500.00
05/10/93	Animal Control - Expense Account	300.00
06/02/93	Conservation Commission - Expense Account	14.00
06/09/93	Fire/Police Communications - Salaries	1,000.00
05/09/93	Fire/Police Station - Expenses	2,000.00
06/30/93	Board of Selectmen - Memorial Day Expenses	26.43
06/28/93	Board of Selectmen - Street Lighting Expense	27.08
06/29/93	Town Counsel - Litigation Account	99.16
06/30/93	Transfer Station/Landfill Expense	4,466.00

FINANCES

06/30/93	Board of Assessors - Travel, Meetings and Dues	38.93
06/30/93	Fire Department - Fire Salaries	950.00
06/30/93	Treasurer - Medicare	60.63
06/30/93	Treasurer - Expenses	508.08

TOWN ACCOUNTANT

The following general purpose financial statements have been prepared in conformity with generally accepted accounting principles and present fairly the financial position of the Town of Norfolk, Massachusetts, at June 30, 1993.

- (1) Combined Balance Sheet - all fund types and account groups.
- (2) Combined Statement of Revenues, Transfers, Expenditures and Changes in Fund Balance.
- (3) Combining Statement of Changes in Fund Balance - Special Revenue, Capital Projects, and Trust Funds.
- (4) Combined Statement of Revenues, Transfers, and Expenditures - Budget and Actual.
- (5) Report of Expenditures - General Fund and Water Fund - Budget to Actual.
- (6) Summary of Long-Term Debt at June 30, 1993.

I would like to extend my gratitude to the accounting staff -
Lorraine H. Foley, Assistant Town Accountant and Employee Benefit Coordinator,
and Dorothy E. Strohl for their dedication and continued support.

Caroline F. Price, Town Accountant

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 AS OF JUNE 30, 1993

	FUNDS				ACCOUNT GROUP		
	GENERAL	SPECIAL REVENUE	ENTERPRISE	CAPITAL PROJECTS	TRUST/ AGENCY	GENERAL LONG TERM DEBT	TOTAL
ASSETS:							
Cash	1,853,549	360,052	691,678	3,189,717	454,298	-	6,549,294
Property Tax Receivable	195,550	-	-	-	-	-	195,550
Other Accounts Receivable	47,820	-	-	-	-	-	47,820
Motor Vehicle Excise	-	-	45,799	-	-	-	45,799
Water	276,106	-	-	-	-	-	276,106
Tax Liens	21,054	-	-	-	-	-	21,054
Tax Foreclosures	42,777	23,289	-	-	-	-	66,066
Intergovernmental	-	-	-	-	-	-	-
Amount to be Provided for Long-Term Debt	-	-	-	-	-	9,341,000	9,341,000
TOTAL ASSETS	<u>2,736,856</u>	<u>383,341</u>	<u>737,477</u>	<u>3,189,717</u>	<u>454,298</u>	<u>9,341,000</u>	<u>16,542,689</u>

LIABILITIES AND FUND BALANCES

	GENERAL	SPECIAL REVENUE	ENTERPRISE	CAPITAL PROJECTS	TRUST/ AGENCY	GENERAL LONG TERM DEBT	TOTAL
LIABILITIES:							
Warrants Payable	185,075	24,845	16,311	542,874	113	-	769,218
Payroll Withholdings	38,975	-	-	-	-	-	38,975
Reserve for Abatements & Exemptions	100,722	-	-	-	-	-	100,722
Unclaimed Items	8,724	-	-	-	-	-	8,724
Deferred Revenue	-	-	-	-	-	-	-
Property Tax	94,828	-	-	-	-	-	94,828
Motor Vehicle Excise	47,820	-	-	-	-	-	47,820
Tax Foreclosures	21,054	-	-	-	-	-	21,054
Intergovernmental	42,777	23,289	-	-	-	-	66,066
Water	-	-	45,799	-	-	-	45,799
Tax Liens	276,106	-	-	-	-	-	276,106
Bonds Payable	-	-	-	-	-	9,341,000	9,341,000
TOTAL LIABILITIES	<u>816,081</u>	<u>48,134</u>	<u>62,110</u>	<u>542,874</u>	<u>113</u>	<u>9,341,000</u>	<u>10,810,312</u>

	FUNDS				ACCOUNT GROUP		
	GENERAL	SPECIAL REVENUE	ENTERPRISE	CAPITAL PROJECTS	TRUST/ AGENCY	GENERAL LONG TERM DEBT	TOTAL
FUND BALANCES:							
FB Reserved for Encumbrances	425,744	-	407,947	-	-	-	833,691
FB Reserved for Expenditures	483,884	-	80,000	-	-	-	563,884
FB Reserved for Endowment	-	-	-	-	2,575	-	2,575
FB Reserved for Appropriation Deficit	(54,179)	-	-	-	-	-	(54,179)
FB Reserved for Over/Under Assessment	63	-	-	-	-	-	63
Unreserved:							
Designated	-	-	-	-	50,853	-	50,853
Undesignated	765,263	335,207	187,420	2,646,843	400,757	-	4,335,490
TOTAL FUND BALANCES	<u>1,620,775</u>	<u>335,207</u>	<u>675,367</u>	<u>2,646,843</u>	<u>454,185</u>	<u>-</u>	<u>5,732,377</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>2,436,856</u>	<u>383,341</u>	<u>737,477</u>	<u>3,189,717</u>	<u>454,298</u>	<u>9,341,000</u>	<u>16,542,689</u>

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINING STATEMENT OF CHANGES IN FUND BALANCES -
 SPECIAL REVENUE FUNDS, CAPITAL PROJECTS FUNDS, EXPENDABLE AND NONEXPENDABLE TRUST FUNDS
 FOR THE YEAR ENDED JUNE 30, 1993

	Balance June 30, 1992	Revenues and Receipts	Proceeds From Debt Repayments Net of	Interest Dividends and	Interfund Transf. & Adjst. From (To)	Disbursements	Balance June 30, 1993
SPECIAL REVENUE FUNDS							
School Lunch	\$ 4,131	\$ 97,369	-	\$ -	-	\$ 91,403	\$ 10,097
Highway Improvement Funds	19,405	122,294	-	767	42,630	148,338	36,758
Gift Funds	16,524	22,748	-	-	(34)	10,354	28,884
Revolving Funds	13,638	114,860	-	-	(288)	111,025	17,185
Federal and State Education Grants	13,575	305,864	-	-	(11,966)	183,782	123,691
Federal and State General Grants	72,413	34,161	-	-	-	94,736	11,838
Receipts Reserved for Appropriation	65,444	47,866	-	-	(41,763)	-	71,547
Other Special Revenue Funds	21,136	62,694	-	-	288	48,912	35,206
Water Enterprise Fund	459,842	495,340	1,006,000	11,934	(125,132)	1,172,617	675,367
Total Special Revenue Funds	\$ 686,108	\$ 1,303,196	\$ 1,006,000	\$ 12,701	\$ (136,265)	\$ 1,861,167	\$ 1,010,573
CAPITAL PROJECTS FUNDS							
School Construction Projects	\$ 58,468	-	\$ 6,052,000	-	-	3,551,624	2,558,844
Town Center Drainage	-	-	-	-	88,000	-	88,000
Total Capital Projects Funds	\$ 58,468	\$ -	\$ 6,052,000	\$ -	\$ 88,000	\$ 3,551,624	\$ 2,646,844
EXPENDABLE TRUST FUNDS							
Stabilization Fund	219,800	-	-	6,825	99,589	-	326,214
Cemetery Funds	48,809	-	-	2,148	-	-	50,957
Pension Reserve Fund	4,862	-	-	1,975	-	-	6,837
Town Hall Fund	5,106	-	-	185	-	-	5,291
Other Trust and Agency Funds	23,242	59,393	-	434	-	20,718	62,351
Total Expendable Trust Funds	\$ 301,819	\$ 59,393	\$ -	\$ 11,567	\$ 99,589	\$ 20,718	\$ 451,650
NONEXPENDABLE TRUST FUNDS							
J. Ware Fund - Principal	2,000	-	-	35	-	-	2,035
H. Ward Fund - Principal	500	-	-	-	-	-	500
Total Nonexpendable Trust Funds	\$ 2,500	\$ -	\$ -	\$ 35	\$ -	\$ -	\$ 2,535

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINED STATEMENT OF REVENUES, TRANSFERS, EXPENDITURES AND CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 YEAR ENDED JUNE 30, 1993

	Governmental Fund Types		Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue		
<u>REVENUES</u>				
Property Taxes	\$ 7,692,127	\$ -	\$ -	\$ 7,692,127
Intergovernmental Revenue	1,311,196	537,312	-	1,848,508
Licenses, Fees and Permits	275,888	-	-	275,888
Investment Interest	95,435	12,701	11,567	119,703
Excise Taxes	614,530	-	-	614,530
User Charges	163,582	727,920	19,393	910,895
Other	37,837	37,965	40,000	115,802
<u>Total Revenues</u>	<u>\$ 10,190,595</u>	<u>\$ 1,315,898</u>	<u>\$ 70,960</u>	<u>\$ 11,577,453</u>
<u>EXPENDITURES</u>				
Education and Libraries	5,095,584	342,685	-	5,438,269
General Government	788,013	15,964	20,718	824,695
Public Works	894,536	1,188,573	-	2,083,109
Protection of Persons and Property	1,356,038	157,067	-	1,513,105
Human Services	158,608	-	-	158,608
State and County Assessments	211,950	-	-	211,950
Debt Service	331,838	128,757	-	460,595
Recreation	24,159	28,122	-	52,281
Pension and Insurance	613,978	-	-	613,978
Capital Expenditures	-	-	-	-
<u>Total Expenditures</u>	<u>\$ 9,474,704</u>	<u>\$ 1,861,168</u>	<u>\$ 20,718</u>	<u>\$ 14,900,214</u>
<u>Excess (deficiency) of Revenues Over Expenditures</u>	<u>715,891</u>	<u>(545,270)</u>	<u>50,242</u>	<u>(3,322,761)</u>
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfer (to) From Other Funds	(43,324)	(136,265)	80,000	-
Bond Proceeds	-	1,783,000	7,117,000	8,900,000
Issuance of Temporary Debt	-	900,000	990,000	1,890,000
Repayment of Temporary Debt	-	(1,677,000)	(2,055,000)	(3,732,000)
<u>Total Other Financing Sources (Uses)</u>	<u>\$ (43,324)</u>	<u>\$ 869,735</u>	<u>\$ 6,132,000</u>	<u>\$ 7,058,000</u>
<u>Excess (deficiency) of Revenues Over Expenditures and Other Financing Sources</u>	<u>672,567</u>	<u>324,465</u>	<u>2,588,376</u>	<u>3,735,239</u>
<u>Fund Balance at Beginning of Year</u>	<u>1,000,296</u>	<u>686,108</u>	<u>301,819</u>	<u>2,046,691</u>
<u>Fund Balance at End of Year</u>	<u>\$ 1,672,863</u>	<u>\$ 1,010,573</u>	<u>\$ 2,646,844</u>	<u>\$ 5,781,930</u>

TOWN OF NORFOLK, MASSACHUSETTS
GENERAL FUND
COMBINED STATEMENT OF REVENUES, TRANSFERS, AND EXPENDITURES
BUDGET AND ACTUAL - BUDGET BASIS
YEAR ENDED JUNE 30, 1993

<u>Revenues</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Property Taxes	\$ 7,680,793	\$ 7,708,275	\$ 27,482
Intergovernmental Revenue	1,069,554	1,311,196	241,642
Licenses, Fees and Permits	165,000	275,888	110,888
Investment Interest	60,000	95,435	35,435
Excise Taxes	468,484	614,530	146,046
User Charges	120,000	163,582	43,582
Other	2,000	37,837	35,837
<u>Total Revenues</u>	<u>\$ 9,565,831</u>	<u>\$ 10,206,743</u>	<u>\$ 640,912</u>
<u>Expenditures</u>			
Education and Libraries	\$ 5,321,232	\$ 5,128,039	\$ 193,193
General Government	957,445	767,362	190,083
Public Works	897,287	801,597	95,690
Protection of Persons & Property	1,404,623	1,371,356	33,267
Human Services	190,794	157,868	32,926
State and County Assessments	212,013	211,950	63
Debt Service	334,698	244,963	89,735
Recreation	24,323	24,159	164
Pension and Insurance	666,103	626,767	39,336
<u>Total Expenditures</u>	<u>\$ 10,008,518</u>	<u>\$ 9,334,061</u>	<u>\$ 674,457</u>
Excess (deficiency) Of			
<u>Revenues Over Expenditures</u>	(442,687)	872,682	1,315,369
<u>Other Financing Sources (Uses)</u>			
Transfer (To) From Other Funds	(43,324)	(43,324)	-
Debt Net of Repayment	-	-	-
Other Available Funds	486,011	-	(486,011)
<u>Total Other Financing Sources (Uses)</u>	<u>\$ -</u>	<u>\$ (43,324)</u>	<u>\$ -</u>
Excess (deficiency) of Revenues and Other Sources Over <u>Expenditures and Other Uses</u>	<u>\$ -</u>	<u>\$ 829,358</u>	<u>\$ 829,358</u>

REPORT OF EXPENDITURES

FOR THE PERIOD(S) JUL 01, 1992 THROUGH JUN 30, 1993

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5114 MODERATOR						
1100 SALARIES	1.00	0.00	1.00	1.00	0.00	100
4010 EXPENSES	85.00	0.00	0.00	85.00	0.00	100
TOTAL: MODERATOR	86.00	0.00	1.00	86.00	0.00	100
5122 SELECTMEN						
1100 SALARIES	72,072.42	0.00	6,753.78	72,071.31	1.11	99
3190 AUDIT #19 OF 93 ATM	8,000.00	0.00	0.00	8,000.00	0.00	100
3202 HEPATITIS SHOTS	2,054.00	0.00	100.00	965.00	1,089.00	46
3211 PERSONNEL STUDY 10/91 ATM-12	9,822.50	0.00	0.00	1,119.81	8,702.69	11
4010 EXPENSES	26,607.67	0.00	1,605.19	20,415.51	6,192.16	76
4011 EXPENSES ENC.	0.20	0.00	0.00	0.00	0.20	0
4026 UNPAID BILLS OF PRIOR YEARS	392.10	0.00	0.00	392.10	0.00	100
4800 FUEL AND UTILITIES	4,750.00	0.00	218.81	4,587.73	162.27	96
5055 DEP PENALTY 34-91ATM	2,091.80	0.00	0.00	0.00	2,091.80	0
7120 MWRA LANDFILL/SLUDGE FIGHT	28,027.88	0.00	0.00	8,169.40	19,858.48	29
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
7820 COMMITTEE FUND	5,251.00	0.00	580.03	5,007.10	243.90	95
8005 COPY MACHINE #8.7-92	7,950.00	0.00	0.00	7,950.00	0.00	100
8694 TN.ADM.COMPUTER #6/10/92TM	4,000.00	0.00	0.00	4,000.00	0.00	100
TOTAL: SELECTMEN	171,020.57	0.00	9,257.81	132,677.96	38,342.61	77
5131 ADVISORY BOARD						
1100 SALARIES	2,071.00	0.00	164.48	1,372.38	698.62	66
4010 EXPENSES	5,010.00	0.00	2,090.01	4,464.37	545.63	89
9900 RESERVE FUND	535.60	0.00	0.00	0.00	535.60	0
TOTAL: ADVISORY BOARD	7,616.60	0.00	2,254.49	5,836.75	1,779.85	76
5135 ACCOUNTANT						
1100 SALARIES	75,728.00	0.00	7,644.42	75,630.04	97.96	99
4010 EXPENSES	7,855.00	0.00	1,012.91	7,090.06	764.94	90
4011 EXPENSES ENC.	335.07	0.00	0.00	274.74	60.33	81
TOTAL: ACCOUNTANT	83,918.07	0.00	8,657.33	82,994.84	923.23	98
5141 ASSESSORS						
1100 SALARIES	63,783.00	0.00	6,316.07	59,349.80	4,433.20	93
4010 EXPENSES	15,428.93	0.00	5,148.70	15,428.93	0.00	100
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
TOTAL: ASSESSORS	79,212.93	0.00	11,464.77	74,778.73	4,434.20	94
5145 TREASURER						
1100 SALARIES	33,488.00	0.00	2,987.04	33,485.04	2.96	99
3070 BANKING SERVICE	3,600.00	0.00	1,539.49	2,112.34	1,487.66	58
3071 BANKING SERVICES ENC.	50.50	0.00	0.00	50.50	0.00	100
4010 EXPENSES	10,458.08	0.00	1,372.12	10,458.08	0.00	100
TOTAL: TREASURER	47,596.58	0.00	5,898.65	46,105.96	1,490.62	96

REPORT OF EXPENDITURES

FOR THE PERIOD(S) JUL 01, 1992 THROUGH JUN 30, 1993

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT

01 GENERAL FUND						
5146 TAX COLLECTOR						
1100 SALARIES	53,350.00	0.00	4,649.08	51,729.10	1,620.90	96
4010 EXPENSES	13,867.00	0.00	334.12	13,835.78	31.22	99
4011 EXPENSES ENC.	752.77	0.00	75.39	692.64	60.13	92
8697 T.C. COMPUTER EQUIP. #8.5-92	3,900.00	0.00	0.00	3,890.52	9.48	99
TOTAL: TAX COLLECTOR	71,869.77	0.00	5,058.59	70,148.04	1,721.73	97
5151 TOWN COUNSEL						
3090 LEGAL FEES	21,357.41	0.00	2,494.25	21,361.41	4.00-	100
3091 LEGAL FEES ENC.	5,063.75	0.00	3,003.75	5,063.75	0.00	100
3890 LEGAL RETAINER	10,173.00	0.00	1,695.50	10,173.00	0.00	100
TOTAL: TOWN COUNSEL	36,594.16	0.00	7,193.50	36,598.16	4.00-	100
5152 PERSONNEL BOARD						
1100 SALARIES	118.00	0.00	0.00	26.19	91.81	22
4010 EXPENSES	600.00	0.00	476.65	586.11	13.89	97
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
TOTAL: PERSONNEL BOARD	719.00	0.00	476.65	612.30	106.70	85
5155 COMPUTER COMMITTEE						
4010 EXPENSES	97.00	0.00	0.00	0.00	97.00	0
4011 EXPENSES ENC.	0.35	0.00	0.00	0.00	0.35	0
8696 TC COMPUTER EQUIPMENT	156.80	0.00	0.00	157.00	0.20-	100
TOTAL: COMPUTER COMMITTEE	254.15	0.00	0.00	157.00	97.15	61
5158 TAX TITLE FORECLOSURE						
1100 SALARIES	9,455.00	0.00	1,188.88	9,443.49	11.51	99
4010 EXPENSES	95.00	0.00	15.75	15.75	79.25	16
4011 EXPENSES ENC.	34,159.03	0.00	236.50	424.69	33,734.34	1
TOTAL: TAX TITLE FORECLOSURE	43,709.03	0.00	1,441.13	9,883.93	33,825.10	22
5161 TOWN CLERK						
1100 SALARIES	30,507.00	0.00	3,483.28	30,350.39	156.61	99
4010 EXPENSES	1,800.00	0.00	445.93	1,778.73	21.27	98
4011 EXPENSES ENC.	29.00	0.00	0.00	29.00	0.00	100
TOTAL: TOWN CLERK	32,336.00	0.00	3,929.21	32,158.12	177.88	99
5162 ELECTIONS						
1100 SALARIES	4,846.00	0.00	1,141.01	4,131.80	714.20	85
1101 SALARIES ENC.	1,165.12	0.00	0.00	590.23	574.89	50
4010 EXPENSES	2,330.00	0.00	17.34	2,208.62	121.38	94
4011 EXPENSES ENC.	162.65	0.00	0.00	0.00	162.65	0
4027 SPECIAL ELECTION EXPENSE	1,250.00	0.00	0.00	1,245.46	4.54	99
TOTAL: ELECTIONS	9,753.77	0.00	1,158.35	8,176.11	1,577.66	83
5163 VOTER REGISTRATION						

REPORT OF EXPENDITURES

FOR THE PERIOD(S) JUL 01, 1992 THROUGH JUN 30, 1993

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5163 VOTER REGISTRATION					982.76	78
1100 SALARIES	4,580.00	0.00	354.06	3,597.24	0.00	100
3064 COMPUTER SERVICES	2,880.00	0.00	0.00	2,880.00	38.38	97
4010 EXPENSES	1,350.00	0.00	987.31	1,311.62	1,021.14	85
TOTAL: VOTER REGISTRATION	8,810.00	0.00	1,341.37	7,788.86		
5171 CONSERVATION COMMISSION						
1100 SALARIES	4,626.00	0.00	674.91	4,623.84	2.16	99
3021 WETLANDS PROTECTION EXP.	1,637.66	0.00	106.21	889.20	748.46	54
4010 EXPENSES	366.00	0.00	55.98	365.54	0.46	99
8012 CONSERVATION FUND	58,984.24	0.00	0.00	0.00	58,984.24	0
TOTAL: CONSERVATION COMMISSION	65,613.90	0.00	787.10	5,878.58	59,735.32	8
5175 PLANNING BOARD						
1100 SALARIES	31,173.00	0.00	4,297.09	31,103.05	69.95	99
3035 PLAN.BD.MASTER PLAN 91/92	3,756.11	0.00	0.00	3,756.11	0.00	100
3037 PHASE III MASTER PLAN 8.8-92	500.00	0.00	230.87	466.27	33.73	93
3060 ENGINEERING SERVICES	10,124.00	0.00	1,218.10	5,130.20	4,993.80	50
3061 ENGINEERING ENC.	4,056.00	0.00	0.00	4,056.00	0.00	100
4010 EXPENSES	2,950.00	0.00	266.21	2,922.01	27.99	99
4011 EXPENSES ENCUMBERED	79.00	0.00	0.00	79.00	0.00	100
TOTAL: PLANNING BOARD	52,638.11	0.00	6,012.27	47,512.64	5,125.47	90
5176 ZONING/APPEALS BOARD						
1100 SALARIES	10,120.00	0.00	1,224.96	9,376.78	743.22	92
3060 ENGINEERING SERVICES	1.00	0.00	0.00	0.00	1.00	0
4010 EXPENSES	2,270.00	0.00	956.33	1,608.23	661.77	70
TOTAL: ZONING/APPEALS BOARD	12,391.00	0.00	2,181.29	1,985.01	1,405.99	88
5187 ENGINEERING SERVICES						
3060 ENGINEERING SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0
TOTAL: ENGINEERING SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0
5189 PERMANENT BUILDING COMM.						
1100 SALARIES	1.00	0.00	0.00	0.00	1.00	0
3052 TOWN HALL PLANS #3-89STN	3,195.50	0.00	0.00	2,223.00	972.50	69
4010 EXPENSES	475.00	0.00	0.00	159.41	315.59	33
8922 LIB/POL/FIRE BLDG.ADD. 84ATM	2,120.78	0.00	0.00	0.00	2,120.78	0
TOTAL: PERMANENT BUILDING COMM.	5,792.28	0.00	0.00	2,382.41	3,409.87	41
5193 BLDG/LIABILITY INSURANCE						
7400 BUILDING/LIABILITY INSURANCE	187,749.00	0.00	0.00	177,953.00	9,796.00	94
TOTAL: BLDG/LIABILITY INSURANCE	187,749.00	0.00	0.00	177,953.00	9,796.00	94
5195 TOWN REPORTS						
3430 PRINTING	5,500.00	0.00	3,335.00	3,335.00	2,165.00	60

REPORT OF EXPENDITURES

FOR THE PERIOD(S) JUL 01, 1992 THROUGH JUN 30, 1993

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5195 TOWN REPORTS						
4011 EXPENSES ENC.	240.00	0.00	0.00	240.00	0.00	100
TOTAL: TOWN REPORTS	5,740.00	0.00	3,335.00	3,575.00	2,165.00	62
5210 POLICE						
1100 SALARIES	746,299.00	0.00	75,323.43	726,408.30	19,890.70	97
1101 SALARIES ENC.	1,970.62	0.00	1,197.84	1,197.84	772.78	60
4010 EXPENSES	46,135.00	0.00	6,199.88	46,135.00	0.00	100
4011 EXPENSES ENC.	5.00	0.00	0.00	5.00	0.00	100
4800 FUEL AND UTILITIES	16,500.00	0.00	1,905.72	12,255.27	4,244.73	74
8595 POLICE CRUISER	30,000.00	0.00	0.00	30,000.00	0.00	100
TOTAL: POLICE	840,909.62	0.00	84,626.87	816,001.41	24,908.21	97
5220 FIRE						
1100 SALARIES	199,437.60	0.00	20,558.86	199,437.05	0.55	99
1101 SALARIES ENC.	1,801.29	0.00	1,305.85	1,305.85	495.44	72
4010 EXPENSES	27,850.00	0.00	3,223.71	26,819.30	1,030.70	96
4011 EXPENSES ENC.	22.40	0.00	0.00	0.00	22.40	0
4800 FUEL AND UTILITIES	3,750.00	0.00	684.68	2,738.86	1,011.14	73
TOTAL: FIRE	232,861.29	0.00	25,773.10	230,301.06	2,560.23	98
5231 AMBULANCE SERVICE						
1100 SALARIES	45,943.00	0.00	7,343.51	45,519.24	423.76	99
3120 TRAINING AND TUITION	12,000.00	0.00	20.00	11,993.77	6.23	99
3121 TRAINING AND TUITION ENCUM'D	20.00	0.00	0.00	20.00	0.00	100
4010 EXPENSES	3,800.00	0.00	941.75	3,668.78	131.22	96
TOTAL: AMBULANCE SERVICE	61,763.00	0.00	8,305.26	61,201.79	561.21	99
5241 BUILDING DEPARTMENT						
1100 SALARIES	79,496.00	0.00	8,226.15	76,252.97	3,243.03	95
4010 EXPENSES	2,950.00	0.00	888.25	2,737.53	212.47	92
4011 EXPENSES ENC.	25.00	0.00	0.00	0.00	25.00	0
4800 FUEL AND UTILITIES	2,500.00	0.00	1,072.06	1,587.08	912.92	63
4900 ROUGH MILEAGE ALLOWANCE	1,000.00	0.00	1,000.00	1,000.00	0.00	100
TOTAL: BUILDING DEPARTMENT	85,971.00	0.00	11,186.46	81,577.58	4,393.42	94
5244 WEIGHTS AND MEASURES						
1100 SALARIES	345.00	0.00	345.00	345.00	0.00	100
4010 EXPENSES	31.00	0.00	0.00	0.00	31.00	0
TOTAL: WEIGHTS AND MEASURES	376.00	0.00	345.00	345.00	31.00	91
5291 CIVIL DEFENSE						
1100 SALARIES	536.00	0.00	536.00	536.00	0.00	100
4010 EXPENSES	1,800.00	0.00	120.00	1,795.56	4.44	99
TOTAL: CIVIL DEFENSE	2,336.00	0.00	656.00	2,331.56	4.44	99
5292 ANIMAL INSPECTOR						

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01	GENERAL FUND	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
5292	ANIMAL INSPECTOR		0.00	130.62	1,567.00	0.00	100
1100	SALARIES	1,567.00	0.00	0.00	131.00	19.00	87
4010	EXPENSES	150.00	0.00	130.62	1,698.00	19.00	98
TOTAL: ANIMAL INSPECTOR		1,717.00	0.00				
5293	ANIMAL CONTROL		0.00	958.75	9,921.00	0.00	100
1100	SALARIES	9,921.00	0.00	184.00	1,724.72	75.28	95
4010	EXPENSES	1,800.00	0.00	60.97	490.34	9.66	98
4800	FUEL AND UTILITIES	500.00	0.00	2,203.72	12,136.06	84.94	99
TOTAL: ANIMAL CONTROL		12,221.00	0.00				
5294	SHADE TREE DEPARTMENT		0.00	319.00	319.00	0.00	100
1100	SALARIES	319.00	0.00	2,169.40	7,915.00	0.00	100
4010	EXPENSES	7,915.00	0.00	2,488.40	8,234.00	0.00	100
TOTAL: SHADE TREE DEPARTMENT		8,234.00	0.00				
5295	TREE WARDEN		0.00	309.00	309.00	0.00	100
1100	SALARIES	309.00	0.00	500.00	500.00	0.00	100
2708	INSPECTION FEES	500.00	0.00	220.17	22,681.00	800.00	96
4010	EXPENSES	23,481.00	0.00	1,029.17	23,490.00	800.00	96
TOTAL: TREE WARDEN		24,290.00	0.00				
5298	FIRE/POLICE DISPATCHER		0.00	11,567.16	114,184.96	472.04	99
1100	SALARIES	114,657.00	0.00	2,889.84	3,888.52	29.48	99
4010	EXPENSES	3,918.00	0.00	14,457.00	118,073.48	501.52	99
TOTAL: FIRE/POLICE DISPATCHER		118,575.00	0.00				
5299	FIRE/POLICE STATION		0.00	1,754.31	13,349.69	650.31	95
4010	EXPENSES	14,000.00	0.00	0.00	95.85	533.61	15
4011	EXPENSES ENC.	629.46	0.00	2,226.03	17,785.71	1,661.29	91
4800	FUEL AND UTILITIES	19,447.00	0.00	0.00	1,141.30	0.00	100
4801	FUEL/UTILITIES ENC.	1,141.30	0.00	0.00	0.00	12,675.00	0
8533	FIRE STATION REPAIR 32-90ATH	12,675.00	0.00	3,980.34	32,372.55	15,520.21	67
TOTAL: FIRE/POLICE STATION		47,892.76	0.00				
5300	EDUCATION		0.00	0.00	12,640.00	0.00	100
2715	TERMITE CONTROL #27.3-92ATH	12,640.00	0.00	33.00-	50,261.05	32.61	99
4011	EXPENSES ENC.	50,293.66	0.00	0.00	8,995.00	0.00	100
8538	FLOOR REPLACEMENT #27.1-92TH	8,995.00	0.00	0.00	14,893.00	0.00	100
8539	INTERCOM SYSTEM #27.2-92ATH	14,893.00	0.00	0.00	1,226.37	3,390.74	26
8690	FREEMAN SC.ROOF 14L-91 (LYD)	4,617.11	0.00	33.00-	88,015.42	3,423.35	96
TOTAL: EDUCATION		91,438.77	0.00				
5302	KING PHILIP REGIONAL		0.00	0.00	1,596,339.00	0.00	100
4010	EXPENSES	1,596,339.00	0.00	0.00	1,596,339.00	0.00	100
TOTAL: KING PHILIP REGIONAL		1,596,339.00	0.00				

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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT

01	GENERAL FUND					
5303	TRI-COUNTY REGIONAL					
4010	EXPENSES	134,966.00	0.00	0.00	134,779.00	187.00 99
TOTAL:	TRI-COUNTY REGIONAL	134,966.00	0.00	0.00	134,779.00	187.00 99
5420	HIGHWAY DEPARTMENT					
1100	SALARIES	276,753.00	0.00	34,166.94	275,488.94	1,264.06 99
4010	EXPENSES	95,500.00	0.00	5,636.27	95,132.61	367.39 99
4011	EXPENSES ENC.	109.50	0.00	0.00	49.31	60.19 45
4150	FIELD MAINTENANCE EXP/WAGES	8,596.00	0.00	795.64	8,596.00	0.00 100
4220	SPECIAL PROJECTS #43 11/93TM	471.10	0.00	0.00	0.00	471.10 0
8110	NORTH STREET SIDEWALK #26-89	24,329.25	0.00	0.00	10,612.35	13,716.90 43
8132	MAIN STREET IMPROVE. #28-84	2,503.51	0.00	0.00	2,503.51	0.00 100
8172	ROCKWOOD RD.RECONST.#24-88	9,670.00	0.00	0.00	0.00	9,670.00 0
8532	DRAINAGE TOWN CENTER 27-90	3,640.00	0.00	0.00	111.00	3,529.00 3
TOTAL:	HIGHWAY DEPARTMENT	421,572.36	0.00	40,598.85	392,493.72	29,078.64 93
5421	HIGHWAY GARAGE					
4800	FUEL AND UTILITIES	31,400.00	0.00	4,287.68	25,348.03	6,051.97 80
4801	FUEL/UTILITIES ENC.	594.61	0.00	0.00	497.34	97.27 83
TOTAL:	HIGHWAY GARAGE	31,994.61	0.00	4,287.68	25,845.37	6,149.24 80
5423	SNOW AND ICE CONTROL					
4010	EXPENSES	156,373.00	0.00	22,283.00-	210,552.07	54,179.07- 134
TOTAL:	SNOW AND ICE CONTROL	156,373.00	0.00	22,283.00-	210,552.07	54,179.07- 134
5431	TRANSFER STATION/LANDFILL					
1100	SALARIES	43,215.00	0.00	6,262.65	38,555.21	4,659.79 89
4010	EXPENSES	118,035.00	0.00	30,924.65	110,884.60	7,150.40 93
4011	EXPENSES ENC.	66,762.85	0.00	0.00	66,762.85	0.00 100
4800	FUEL AND UTILITIES	7,744.00	0.00	714.66	3,677.96	4,066.04 47
4801	FUEL/UTILITIES ENC.	75.00	0.00	0.00	19.82	55.18 26
8597	F.E.LOADER-LEASE #10 90STM.	29,000.00	0.00	0.00	29,000.00	0.00 100
8695	GRINDER LEASE #13 10/90STM	15,614.70	0.00	1,115.33	15,614.62	0.08 99
TOTAL:	TRANSFER STATION/LANDFILL	280,446.55	0.00	39,017.29	264,515.06	15,931.49 94
5440	SEWERAGE					
7110	SOLID WASTE DISPOSAL	2,300.00	0.00	1,130.00	1,130.00	1,170.00 49
7111	SOLID WASTE DISP. ENC.	4,600.00	0.00	0.00	0.00	4,600.00 0
TOTAL:	SEWERAGE	6,900.00	0.00	1,130.00	1,130.00	5,770.00 16
5491	CEMETERY					
1100	SALARIES	9,833.00	0.00	2,193.10	9,814.66	18.34 99
4010	EXPENSES	2,780.00	0.00	0.00	2,780.00	0.00 100
TOTAL:	CEMETERY	12,613.00	0.00	2,193.10	12,594.66	18.34 99
5492	CUSTODIAN OF VETERANS GRAVES					

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01 GENERAL FUND						
5492 CUSTODIAN OF VETERANS GRAVES						
1100 SALARIES	130.00	0.00	130.00	130.00	0.00	100
4010 EXPENSES	440.00	0.00	355.80	432.30	7.70	98
8350 VETERANS MEMORIAL #56-89	24,893.06	0.00	0.00	0.00	24,893.06	0
TOTAL: CUSTODIAN OF VETERANS GRAVES	25,463.06	0.00	485.80	562.30	24,900.76	2
5495 STREET LIGHTING						
4810 STREET LIGHTING	22,427.08	0.00	3,724.25	22,427.08	0.00	100
TOTAL: STREET LIGHTING	22,427.08	0.00	3,724.25	22,427.08	0.00	100
5510 BOARD OF HEALTH						
1100 SALARIES	34,118.00	0.00	5,432.40	34,118.00	0.00	100
4010 EXPENSES	34,445.00	0.00	2,841.02	33,557.06	887.94	97
4011 EXPENSES ENC.	1,923.75	0.00	1,173.55	1,535.30	388.45	79
TOTAL: BOARD OF HEALTH	70,486.75	0.00	9,446.97	69,210.36	1,276.39	98
5520 SPECIAL PROGRAMS						
3180 HUMAN SERVICES PROGRAMS	7,000.00	0.00	0.00	7,000.00	0.00	100
TOTAL: SPECIAL PROGRAMS	7,000.00	0.00	0.00	7,000.00	0.00	100
5541 COUNCIL ON AGING						
1100 SALARIES	37,653.00	0.00	4,802.88	37,296.43	356.57	99
2700 FACILITIES RENTAL	4,000.00	0.00	750.00	3,090.00	910.00	77
2710 TRANSPORTATION EXPENSE	2,000.00	0.00	1,015.19	1,734.53	265.47	86
2711 TRANSPORTATION EXPENSE ENC.	777.12	0.00	0.00	0.00	777.12	0
4010 EXPENSES	3,350.00	0.00	796.80	3,039.55	310.45	90
TOTAL: COUNCIL ON AGING	47,780.12	0.00	7,364.87	45,160.51	2,619.61	94
5543 VETERAN'S SERVICES						
1100 SALARIES	2,589.00	0.00	776.25	1,552.50	1,036.50	59
4010 EXPENSES	435.00	0.00	45.20	100.20	334.80	23
7700 VETERANS BENEFITS	2,000.00	0.00	0.00	0.00	2,000.00	0
TOTAL: VETERAN'S SERVICES	5,024.00	0.00	821.45	1,652.70	3,371.30	32
5610 LIBRARY						
1100 SALARIES	132,260.27	0.00	8,795.18	129,544.59	2,715.68	97
2705 LIBRARY-ABLE #8.6 OF 92ATM	11,075.00	0.00	0.00	11,075.00	0.00	100
4010 EXPENSES	49,482.64	0.00	10,127.85	48,859.90	622.74	98
4800 FUEL AND UTILITIES	11,000.00	0.00	1,503.17	10,302.68	697.32	93
TOTAL: LIBRARY	203,817.91	0.00	20,426.20	199,782.17	4,035.74	98
5630 RECREATION						
1100 SALARIES	19,938.00	0.00	2,081.88	19,935.96	2.04	99
1160 HANDICAPPED RECREATION SAL.	1.00	0.00	0.00	0.00	1.00	0
4010 EXPENSES	3,661.00	0.00	345.56	3,562.14	98.86	97
4160 HANDICAPPED RECREATION EXP.	1.00	0.00	0.00	0.00	1.00	0

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01 GENERAL FUND						
TOTAL: RECREATION	23,601.00	0.00	2,427.44	23,498.10	102.90	99
5691 HISTORICAL COMMISSION						
4010 EXPENSES	323.00	0.00	144.63	261.35	61.65	89
4011 EXPENSES ENC.	32.75	0.00	0.00	32.75	0.00	100
TOTAL: HISTORICAL COMMISSION	355.75	0.00	144.63	294.10	61.65	82
5692 MEMORIAL DAY						
4010 EXPENSES	366.43	0.00	366.43	366.43	0.00	100
TOTAL: MEMORIAL DAY	366.43	0.00	366.43	366.43	0.00	100
5700 DEBT SERVICE						
9020 COMPUTER LEASE PURCHASE	10,171.00	0.00	0.00	10,170.50	0.50	99
TOTAL: DEBT SERVICE	10,171.00	0.00	0.00	10,170.50	0.50	99
5710 MATURING DEBT						
9010 BOND REGISTRATION FEE	550.00	0.00	0.00	550.00	0.00	100
9161 POND ST. WHE TEMP. INT. 38/93TH	5,929.55	0.00	0.00	5,929.55	0.00	100
9164 GROVE STREET WATER TEMP. INT.	789.90	0.00	0.00	789.90	0.00	100
9165 KILLER ST WATER TEMP. INT.	727.99	0.00	0.00	727.99	0.00	100
9166 NOON HILL WATER TEMP. INT.	22,752.56	0.00	0.00	19,895.05	2,857.51	87
9167 SCH. BLDG. CONST. TEMP. INT.	30,975.00	0.00	0.00	30,973.56	1.44	99
9169 EXEMPT TEMP. INT. ENCUMBERED	0.29	0.00	0.00	0.00	0.29	0
9200 MUNICIPAL BUILDING DEBT	100,000.00	0.00	0.00	100,000.00	0.00	100
9250 MUNICIPAL BUILDING INTEREST	17,500.00	0.00	0.00	17,500.00	0.00	100
9300 WATER STANDPIPE DEBT	50,000.00	0.00	0.00	50,000.00	0.00	100
9350 WATER STANDPIPE INTEREST	8,750.00	0.00	0.00	8,750.00	0.00	100
9400 WATER WELL #1 DEBT	23,000.00	0.00	0.00	23,000.00	0.00	100
9450 WATER WELL #1 INTEREST	4,864.00	0.00	0.00	4,864.00	0.00	100
9600 WATER WELL #2 DEBT	50,000.00	0.00	0.00	50,000.00	0.00	100
9650 WATER WELL #2 INTEREST	8,688.00	0.00	0.00	8,687.50	0.50	99
TOTAL: MATURING DEBT	324,527.29	0.00	0.00	321,667.55	2,859.74	99
5830 COUNTY ASSESSMENTS/CHARGES						
6000 COUNTY TAX	41,520.00	0.00	0.00	41,519.59	0.41	99
TOTAL: COUNTY ASSESSMENTS/CHARGES	41,520.00	0.00	0.00	41,519.59	0.41	99
5835 CHERRY SHEET CHARGES						
6120 MOTOR VEHICLE EXC. TAX BILLS	1,117.00	0.00	279.25	1,117.00	0.00	100
6121 MOSQUITO CONTROL	11,460.00	0.00	2,818.00	11,367.00	93.00	99
6122 NET. AIR POLLUTION CONTROL	1,853.00	0.00	463.25	1,853.00	0.00	100
6123 NET. AREA PLANNING COUNCIL	1,922.00	0.00	480.50	1,922.00	0.00	100
6124 M.B.T.A. ASSESSMENT	153,879.00	0.00	38,309.00	153,556.00	323.00	99
6125 SPECIAL EDUCATION	262.00	0.00	615.00	615.00	353.00	234
6126 SCHOOL CHOICE ASSESSMENT	0.00	0.00	2,876.00	0.00	0.00	0
TOTAL: CHERRY SHEET CHARGES	170,493.00	0.00	40,089.00	170,430.00	63.00	99

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01 GENERAL FUND						
5913 EMPLOYEE BENEFITS						
1710 MEDICAL INSURANCE	225,800.00	0.00	16,216.35	225,800.00	0.00	100
1720 LIFE INSURANCE	6,000.00	0.00	454.95	5,780.87	219.13	96
1730 LONGEVITY	37,000.00	0.00	0.00	35,793.89	1,206.11	96
1736 MEDICARE	29,129.63	0.00	5,433.73	29,129.63	0.00	100
1740 UNEMPLOYMENT COMPENSATION	32,442.41	0.00	0.00	1,898.40	30,544.01	5
1750 STATE/COUNTY RETIREMENT	320,575.00	0.00	0.00	315,575.00	5,000.00	98
1751 STATE RETIREMENT ENC.	15,156.45	0.00	0.00	0.00	15,156.45	0
TOTAL: EMPLOYEE BENEFITS	666,103.49	0.00	22,165.03	613,977.79	52,125.70	92
6110 SCHOOL COMMITTEE						
0102 CLERICAL SALARY	1,312.00	0.00	109.20	684.87	627.13	52
0104 CONTRACTED SERVICES	2,319.00	0.00	401.89	1,298.89	1,020.11	56
0105 SUPPLIES & POSTAGE	197.00	0.00	0.00	50.00	147.00	25
0116 MASC	1,197.00	0.00	0.00	1,014.11	182.89	84
0136 ADVERTISING/BID PERSONNEL	1,200.67	0.00	440.79	1,200.67	0.00	100
0146 STIPENDS	750.00	0.00	375.00	750.00	0.00	100
0156 PUBLICATIONS	350.00	0.00	24.98	257.28	92.72	73
TOTAL: SCHOOL COMMITTEE	7,325.67	0.00	1,351.86	5,255.82	2,069.85	71
6120 SUPERINTENDENT'S OFFICE						
0201 SALARY	67,158.00	0.00	7,749.00	67,158.00	0.00	100
0202 CLERICAL SALARY	53,675.00	0.00	6,771.65	40,915.01	12,759.99	76
0204 CONTRACTED SERVICES	2,100.00	0.00	0.00	1,612.50	487.50	76
0205 SUPPLIES/MATERIALS	846.00	0.00	310.00	609.52	236.48	72
0206 OTHER EXPENSES	1,224.64	0.00	0.00	1,224.64	0.00	100
0215 POSTAGE	572.00	0.00	43.41	525.49	46.51	91
0226 IN STATE TRAVEL	63.05	0.00	0.00	63.05	0.00	100
0236 OUT OF STATE TRAVEL	64.64	0.00	0.00	64.64	0.00	100
0246 PRINTING FORMS	695.00	0.00	0.00	0.00	695.00	0
TOTAL: SUPERINTENDENT'S OFFICE	126,398.33	0.00	14,874.06	112,172.85	14,225.48	88
6220 PRINCIPAL'S OFFICE						
0201 SALARY	58,978.00	0.00	6,805.14	58,978.00	0.00	100
0202 CLERICAL SALARY	38,671.36	0.00	5,382.51	38,671.36	0.00	100
0203 ASSISTANT PRINCIPAL	26,356.00	0.00	3,041.07	26,355.50	0.50	99
0205 SUPPLIES/MATERIALS	1,460.00	0.00	9.18	1,448.23	11.27	99
0206 OTHER EXPENSES	350.00	0.00	0.00	350.00	0.00	100
0226 IN STATE TRAVEL	350.46	0.00	172.04	350.46	0.00	100
TOTAL: PRINCIPAL'S OFFICE	126,165.82	0.00	15,409.94	126,154.05	11.77	99
6230 TEACHING						
0301 SALARIES	1,759,178.00	0.00	467,454.01	1,758,487.52	690.48	99
0304 CONTRACTED SERVICES	3,600.00	0.00	0.00	2,600.00	1,000.00	72
0305 TEACHING SUPPLIES	28,281.37	0.00	0.00	28,281.37	0.00	100
0311 SUBSTITUTES	20,422.50	0.00	3,414.50	20,422.50	0.00	100

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01 GENERAL FUND						
6230 TEACHING						
0331 COURSE REIMBURSEMENTS	10,000.00	0.00	1,200.00	9,129.01	870.99	91
0341 CH. 1 SUPPLEMENT	914.00	0.00	914.00	914.00	0.00	100
TOTAL: TEACHING	1,922,395.87	0.00	472,982.51	1,819,834.40	2,561.47	99
6240 TEXTBOOKS						
0405 TEXTBOOKS/WORKBOOKS	64,000.00	0.00	0.00	17,603.01	46,396.99	27
TOTAL: TEXTBOOKS	64,000.00	0.00	0.00	17,603.01	46,396.99	27
6250 LIBRARY						
0301 SALARIES	39,218.00	0.00	12,031.05	39,123.59	94.41	99
0505 SUPPLIES	300.00	0.00	10.79	271.36	28.64	90
0515 BOOKS/MATERIALS	6,215.00	0.00	1,399.17	5,952.83	262.17	95
0516 ABLE NETWORK	9,199.93	0.00	1,304.20	9,199.93	0.00	100
TOTAL: LIBRARY	54,932.93	0.00	14,745.21	54,547.71	385.22	99
6260 AUDIO VISUAL SERVICES						
0605 AV SUPPLIES/MATERIALS	3,645.00	0.00	379.39	3,604.42	40.58	98
TOTAL: AUDIO VISUAL SERVICES	3,645.00	0.00	379.39	3,604.42	40.58	98
6270 VOCATIONAL EDUCATION						
0209 VOCATIONAL EDUCATION	2,000.00	0.00	0.00	0.00	2,000.00	0
TOTAL: VOCATIONAL EDUCATION	2,000.00	0.00	0.00	0.00	2,000.00	0
6310 ATTENDANCE						
0304 CONTRACTED SERVICES	15.00	0.00	0.00	0.00	15.00	0
TOTAL: ATTENDANCE	15.00	0.00	0.00	0.00	15.00	0
6320 HEALTH						
0301 SALARIES	21,793.00	0.00	3,385.42	21,112.41	680.59	96
0304 CONTRACTED SERVICES	1,166.00	0.00	493.50	493.50	672.50	42
0505 SUPPLIES	316.38	0.00	0.00	316.38	0.00	100
TOTAL: HEALTH	23,275.38	0.00	3,878.92	21,922.29	1,353.09	94
6330 PUPIL TRANSPORTATION						
0324 REGULAR TRANSPORTATION	221,972.00	0.00	22,073.90	220,739.00	1,233.00	99
TOTAL: PUPIL TRANSPORTATION	221,972.00	0.00	22,073.90	220,739.00	1,233.00	99
6411 CUSTODIAL						
0301 SALARIES	96,388.00	0.00	10,022.20	95,489.28	898.72	99
0406 OTHER EXPENSE	350.00	0.00	0.00	0.00	350.00	0
0415 CUSTODIAL SUPPLIES	9,183.88	0.00	659.19	9,183.88	0.00	100
TOTAL: CUSTODIAL	105,921.88	0.00	10,681.39	104,673.16	1,248.72	98
6412 HEATING OF BUILDINGS						
0456 OIL	26,286.57	0.00	0.00	23,842.83	2,443.74	90

REPORT OF EXPENDITURES

FOR THE PERIOD(S) JUL 01, 1992 THROUGH JUN 30, 1993

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
TOTAL: HEATING OF BUILDINGS	26,286.57	0.00	0.00	23,842.83	2,443.74	90
6413 UTILITIES						
0416 ELECTRICITY	52,198.17	0.00	4,293.42	48,345.34	3,852.83	92
0426 GAS	424.00	0.00	0.00	285.52	138.48	67
0436 WATER	2,600.00	0.00	0.00	2,338.20	261.80	89
0446 TELEPHONE	6,347.58	0.00	997.40	6,347.58	0.00	100
TOTAL: UTILITIES	61,569.75	0.00	5,290.82	57,316.64	4,253.11	93
6422 MAINTENANCE OF BUILDING						
0404 CONTRACTED SERVICES	42,735.00	0.00	2,053.83	16,140.59	26,594.41	37
0417 SUPPLIES/MATERIALS BLDG/MT	4,600.00	0.00	5.92	1,607.38	2,992.62	34
TOTAL: MAINTENANCE OF BUILDING	47,335.00	0.00	2,059.75	17,747.97	29,587.03	37
6423 MAINTENANCE OF EQUIPMENT						
0404 CONTRACTED SERVICES	7,909.65	0.00	896.42	7,909.65	0.00	100
TOTAL: MAINTENANCE OF EQUIPMENT	7,909.65	0.00	896.42	7,909.65	0.00	100
6701 EQUIPMENT						
0814 REPLACEMENT OF EQUIPMENT	233.33	0.00	0.00	233.33	0.00	100
0815 NEW EQUIPMENT	417.99	0.00	34.99	417.99	0.00	100
TOTAL: EQUIPMENT	651.32	0.00	34.99	651.32	0.00	100
7221 SUPERVISION SPECIAL ED.						
0201 SALARY	27,987.00	0.00	3,229.26	27,986.50	0.50	99
0202 CLERICAL SALARY	5,047.00	0.00	0.00	1,521.60	3,525.40	30
0205 SUPPLIES/MATERIALS	1,300.00	0.00	451.43	1,148.12	151.88	88
TOTAL: SUPERVISION SPECIAL ED.	34,334.00	0.00	3,680.69	30,656.22	3,677.78	89
7223 TEACHING SPECIAL ED.						
0301 SALARIES	210,940.73	0.00	45,401.92	178,244.39	32,696.34	84
0304 CONTRACTED SERVICES	750.00	0.00	0.00	330.00	420.00	44
0305 TEACHING SUPPLIES	1,400.00	0.00	0.00	1,356.08	43.92	96
0321 AIDES	33,257.27	0.00	6,383.39	33,257.27	0.00	100
TOTAL: TEACHING SPECIAL ED.	246,348.00	0.00	51,785.31	213,187.74	33,160.26	86
7227 GUIDANCE SPECIAL ED.						
0201 SALARY	52,717.00	0.00	14,193.06	52,717.00	0.00	100
0205 SUPPLIES/MATERIALS	151.83	0.00	0.00	151.83	0.00	100
TOTAL: GUIDANCE SPECIAL ED.	52,868.83	0.00	14,193.06	52,868.83	0.00	100
7228 PSYCHOLOGICAL SERVICES/CH 76						
0201 SALARY	24,357.00	0.00	6,557.67	24,357.00	0.00	100
0204 CONTRACTED SERVICES	750.00	0.00	551.00	551.00	199.00	73
0205 SUPPLIES/MATERIALS	175.00	0.00	0.00	175.00	0.00	100
TOTAL: PSYCHOLOGICAL SERVICES/CH 76	25,282.00	0.00	7,108.67	25,083.00	199.00	99

REPORT OF EXPENDITURES

FOR THE PERIOD(S) JUL 01, 1992 THROUGH JUN 30, 1993

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
7330 TRANSPORTATION SPECIAL ED.						
0324 TRANSPORTATION	103,037.00	0.00	8,397.50	29,497.94	73,539.06	28
TOTAL: TRANSPORTATION SPECIAL ED.	103,037.00	0.00	8,397.50	29,497.94	73,539.06	28
7900 SCH.SP.ED.PRGRM/OTHER DIST'S						
0904 TUITIONS	131,000.00	0.00	2,843.33	128,017.24	2,982.76	97
TOTAL: SCH.SP.ED.PRGRM/OTHER DIST'S	131,000.00	0.00	2,843.33	128,017.24	2,982.76	97
TOTAL: GENERAL FUND	10,008,517.76	0.00	1,049,611.16	9,471,321.46	537,196.30	94

REPORT OF EXPENDITURES

FOR THE PERIOD(S) JUL 01, 1992 THROUGH JUN 30, 1993

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
25 WATER SPECIAL FUND						
5450 WATER DEPARTMENT						
1100 SALARIES	115,061.00	0.00	16,044.28	111,014.76	4,046.24	96
2030 PURCHASE OF WATER	7,900.00	0.00	2,072.16	2,641.15	5,258.85	33
2031 PURCHASE OF WATER ENC.	100.00	0.00	0.00	0.00	100.00	0
3020 ACQUIFER PROTECTION	19,356.50	0.00	0.00	0.00	19,356.50	0
3026 ACQUIFER DELIN.#15 905TH	600.00	0.00	0.00	0.00	600.00	0
3060 ENGINEERING SERVICES	19,200.00	0.00	0.00	9,381.13	9,818.87	48
3061 ENGINEERING ENC.	7,832.64	0.00	6,207.24	6,207.24	1,725.40	78
3075 SOURCE DELINIATION #9-10/91	30,000.00	0.00	0.00	0.00	30,000.00	0
3076 MASTER PLAN UPDATE #9 10/91	9,900.00	0.00	0.00	9,900.00	0.00	100
3222 NEW WELL EXPLORATION #6-92	45,000.00	0.00	0.00	23,567.50	21,432.50	52
4010 EXPENSES	72,404.00	0.00	5,574.39	72,670.19	266.19	100
4011 EXPENSES ENC.	4,198.15	0.00	1,987.50	3,943.24	254.91	93
4800 FUEL AND UTILITIES	28,725.00	0.00	1,184.81	21,985.11	6,739.89	76
4801 FUEL/UTILITIES ENC.	3,500.00	0.00	0.00	3,446.35	53.65	98
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
8262 GOLD STREET WELL #65-88	25,000.00	0.00	0.00	0.00	25,000.00	0
8273 SPRUCE ST.PUMP ST. 47-92	41,000.00	0.00	0.00	0.00	41,000.00	0
8302 PUMPING STATION CONST.#68-88	5,269.96	0.00	0.00	0.00	5,269.96	0
8335 NOON HILL WME 22-91 (LTD)	1,101,917.50	0.00	10,880.66	894,060.22	207,857.28	81
8336 GROVE ST.WME 20-91 (LTD)	23,011.23	0.00	0.00	22,823.10	188.13	99
8337 MILLER ST. WME 21-91 (LTD)	11,467.82	0.00	0.00	11,143.57	324.25	97
8338 POND STREET WME 23-91 (LTD)	5,026.72	0.00	0.00	23,791.51	28,818.23	473
8342 MAIN ST. BRIDGE ART. #14-86	6,693.90	0.00	0.00	0.00	6,693.90	0
TOTAL: WATER DEPARTMENT	1,583,265.42	0.00	43,951.04	1,168,992.05	414,273.37	73

TOWN OF NORFOLK, MASSACHUSETTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1993

GENERAL LONG TERM DEBT AND INTEREST GROUP OF ACCOUNTS

As of June 30, 1993, the Town had the following outstanding long term debt:

	<u>Date of Issue</u>	<u>Fiscal Year of Maturity</u>	<u>Face</u>	<u>Interest Rate</u>	<u>Outstanding at June 30, 1993</u>
<u>Water Bonds</u>					
Water Well Pumping Station	01/28/80	01/28/95	\$ 340,000	7.60%	\$ 41,000
Water Standpipe	05/01/85	10/15/94	500,000	7.0%	100,000
Water-State House Note	10/15/89	10/15/94	250,000	6.95%	100,000
Water Main: Grove St.	01/15/93	01/15/94	34,000	7.0%-7.25%	34,000
Water Main: Miller St.	01/15/93	01/15/96	93,000	7.0%-7.25%	93,000
Water Main: Noon Hill	01/15/93	01/15/2013	1,400,000	4.75%-7.25%	1,400,000
Water Main: Pond Street	10/15/93	01/15/2013	256,000	4.75%-7.25%	256,000
<u>School Debt</u>					
School Land Purchase	01/15/93	01/15/2011	420,000	4.75%-7.25%	420,000
Freeman School Roof	01/15/93	01/15/2011	260,000	4.75%-7.25%	260,000
School Bldg. Construction	01/15/93	01/15/2013	6,437,000	4.75%-7.25%	6,437,000
<u>Other</u>					
Library/Police Fire	05/01/85	10/15/94	1,000,000	7.0%	200,000
			<u>\$ 10,990,000</u>		<u>\$ 9,341,000</u>

Debt Service for future years consists of the following:

<u>For The Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
1994	723,000	546,979	1,269,979
1995	718,000	495,006	1,213,006
1996	500,000	450,650	950,650
1997	450,000	415,650	865,650
1998	450,000	386,400	836,400
Thereafter	6,500,000	2,915,175	9,415,175
	<u>\$ 9,341,000</u>	<u>\$ 5,209,860</u>	<u>\$ 14,550,860</u>

ASSESSORS

Assessors value all real and personal property within the community. They are also responsible for setting the tax rate.

Mr. Fred Pfischner was re-elected to the Board of Assessors in May. Mr. John Robbins was elected Chairman of the Board with Ms. Donna L. Putt serving as clerk.

1993 saw new faces in the Assessor's office. Ms. Deborah Robbins was appointed as Assistant Assessor in December of 1992. She has had a busy year managing our office and attending required classes. The Board of Assessors welcomes Ms. Susan C. Dybes, who

was appointed as Data Collector in March. The Board also wishes to extend its appreciation to the office staff: Joan Dooley, Senior Clerk and Kathy Mullineaux, Senior Clerk. Our Board depends on all these ladies for their knowledge and abilities throughout the year. We thank them for their dedicated service to the public.

As we begin another year, the Board of Assessors and its staff is preparing for it's revaluation of the Town. The Board and it's staff will continue to serve the community in a professional manner.

Submitted by
Board of Assessors

For the year ending December 31, 1993

TOTAL AMOUNTS TO BE RAISED:

Total appropriations to be raised by taxation	\$10,254,366.00
Total appropriations to be taken from available funds	1,206,111.00
Total education offsets	418,773.00

Estimated
Fiscal 1994

County Assessments; County Tax	\$39,427.00	39,427.00
State Assessments		
Motor Vehicle Excise Bills	1,087.00	
Mass Bay Transportation	210,285.00	
Air pollution Control Dist.	1,849.00	
Met Area Planning Council	1,970.00	
Mosquito Control Project	<u>10,996.00</u>	226,187.00
Overlay of current year		<u>100,000.00</u>
Total Amount to be raised		\$13,008,534.00

Estimated Receipts and Other Revenue Sources:

1993 Fiscal year Receipts as certified on Cherry Sheet	1,564,750.00	
Motor Vehicle & Trailer Exc.	600,000.00	
Licenses & Permits	119,700.00	
Fines & Forfeits	32,000.00	
Penalties & Interest on taxes and excise	50,000.00	
Charges for services-water	-0-	
Other Charges for Services	-0-	
Charges for Services- Trash Disposal	160,000.00	
Fees	28,000.00	
Rentals	400.00	
Other Departmental Revenue	44,000.00	
Investment Income	50,000.00	
In Lieu of Tax Payments	7,500.00	
Refunds & Reimbursements	<u>-0-</u>	
Total		2,656,350.00
Amount to be taken from available funds for particular purposes and to reduce the Tax Rate		<u>1,206,110.97</u>
Total Estimated Receipts and Available Funds		4,572,043.97
Net amount to be raised by Taxation on Property		<u>8,436,490.12</u>
TOTAL RECEIPTS FROM ALL SOURCES		\$13,008,534.09

Total Valuation:

Real Estate
Personal Property

\$540,154,100.00
9,454,377.00

Total

\$549,608,477.00

Fiscal Year 1994 Tax Rate per Thousand:
Total 15.35

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>
1993	2619	540,154,100	57	33	72
1992	2548	529,677,990	57	33	70
1991	2424	519,317,777	61	31	48
1990	2382	602,174,559	63	35	49
1989	2350	590,617,491	66	40	84
1988	2320***	574,200,821	64	32	**
1987	2948	291,144,028	65	38	24
1986	2859	250,392,400	66	45	142*
1985	2123	249,966,520	67	44	16
1984	1899	167,199,600	69	58	46

*DUE TO LATE MAILING OF FISCAL 1986 TAX BILLS, THIS FIGURE INCLUDES ABATEMENTS ON TAXES FROM FY 86 AND 87.

**DUE TO REVALUATION FOR FY 1989, NO ABATEMENTS HAVE BEEN PROCESSED PRIOR TO PRINTING.

***DECREASE OF DWELLINGS DUE TO RE-CLASSIFICATION OF VACANT LAND.

MOTOR VEHICLE ASSESSMENT AND ABATEMENTS

<u>YEARS</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>
1993	8394	617,048.77	569	34,041.43	24,683,951*
1992	8012	549,355.76	356	20,873.14	24,721,360
1991	7951	598,036.22	350	14,729.43	25,321,045
1990	7833	556,948.20	452	23,444.40	24,928,263
1989	7731	510,692.49	468	20,655.27	22,140,224
1988	7124	531,365.38	475	18,517.42	22,309,750
1987	7053	442,792.20	727	35,160.39	21,143,510
1986	6845	402,031.07	664	38,276.28	18,892,850
1985	6561	324,192.66	603	20,225.12	15,537,479
1984	5968	255,488.45	593	12,196.10	12,436,588

*THIS FIGURE DOES NOT INCLUDE ANY EXEMPT VEHICLES



TOWN OF NORFOLK

TOWN MEETING WARRANT

NORFOLK, ss.

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

GREETINGS:

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2, and 3, to assemble in the designated polling places in the Norfolk Public School, MacBride Auditorium, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, the 3rd day of May, 1994 at 7:00 a.m., for the election of town officers under ARTICLE 1, of the annual town meeting; and thence to meet on Tuesday, May 24, 1994, at 7:30 p.m. in the King Philip High School Auditorium, 201 Franklin Street, Wrentham, MA 02093, for the adjourned business session of the annual town meeting, then and there to act on the following articles; viz:

ARTICLE 1

To choose by ballot the following officers: viz. one Moderator for a one year term; one Selectman for a three year term; one Assessor for a three year term; one member of the Board of Health for a three year term; one Library Trustee for a three year term; one Water Commissioner for a three year term; one Planning Board member for a three year term; one Recreation Commissioner for a three year term; two members of the Norfolk School Committee each for a three year term; one member of the King Philip School Committee for a three year term; one Tree Warden for a three year term.

Submitted by Town Clerk

ARTICLE 2

To see if the Town will vote to amend the Personnel Bylaw by changing the Classification Schedule as follows; or to take any other action relative thereto.

Submitted by the Personnel Board

ARTICLE 3

To see if the Town will vote to amend the Personnel Bylaw by changing the Compensation Schedule as follows; or to take any other action relative thereto.

Submitted by the Personnel Board

ARTICLE 4

To see if the Town will vote to amend the Personnel Bylaw by classifying the position of Assistant Recreation Director; or to take any other action relative thereto.

Submitted by the Personnel Board

ARTICLE 5

To see if the Town will vote to amend the Personnel Bylaw by classifying the position of Library Literacy Coordinator; or to take any other action relative thereto.

Submitted by the Personnel Board

ARTICLE 6

To see if the Town will vote to amend the Personnel Bylaw by:

1. reclassifying the position Administrative Assistant Highway Dept;
2. classifying the following Highway Dept positions: Assistant Mechanic, Driver/Laborer, Laborer;
3. classifying the following Transfer Station positions: Head Monitor/Operator, Gatekeeper;
4. renaming and reclassifying the position Monitor to Monitor/Driver;

Submitted by the Personnel Board

or to take any other action relative thereto.

ARTICLE 7

To see if the Town will vote to amend the Personnel Bylaw by reclassifying the positions of Dispatcher and Chief Dispatcher; or to take any other action relative thereto.

Submitted by the Personnel Board

ARTICLE 8

To see if the Town will vote to amend the Personnel Bylaw by classifying the position of Personnel Administrator; or to take any other action relative thereto.

Submitted by the Personnel Board

ARTICLE 9

To see if the Town will vote to amend the Personnel Bylaw Section XIV A 2 Vacation Leave by eliminating the following: Vacation time is accrued on the basis of months of employment during each fiscal year, July 1 through June 30. Regular full-time employees are compensated on the following basis:

- a. Full time employees with 6 months of service 1 week
- After 1 year of service up to 5 years 2 weeks
- After 5 years of service up to 10 years 3 weeks
- Over 10 years of service 4 weeks

Length of service is based on months of service from date of hire.

and replacing with the following new Section XIV A 2 Vacation Leave:

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

Service Period	Paid Vacation
First Fiscal Year	5/6 Days per month worked
Fiscal years 2 through 4	5/6 days per month worked (10 days max)
Fiscal years 5 through 9	1 1/4 days per month worked (15 days max)
Fiscal years 10 and over	1 2/3 days per month worked (20 days max)

During each vacation accrual year, employees must work at least ninety percent of their normally scheduled time each month, including time-off for paid absence days, vacations, or holidays, in order for the month to count for vacation accrual purposes.

or to take any other action relative thereto.

ARTICLE 10

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 Massachusetts General Laws, Chapter 41, Section 108; and to fix the salary or compensation thereof; and further to see what sum of money the Town will raise and appropriate, transfer from the pension liability fund, stabilization fund, or other available funds, borrow or bond, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing on July 1, 1994; or to take any other relative thereto.

ARTICLE 11

Submitted by Water Department

To see what sum of money the Town will raise and appropriate, transfer from Water Department revenue to fund the Water Department, maintenance and operating expenses; or to take any other action relative thereto.

ARTICLE 12

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute to fund the following items; or to take any other action relative thereto:

- A) Three optical scan vote tabulating machines for the Town Clerk-Election Department.
- B) Computer equipment for the Selectmen's Office.
- C) Garage door openers for the Police Department.
- D) Removal and pruning of trees on the Police-Fire Station property.
- E) Installation of a catchbasin to correct a drainage problem at the Police -Fire Station.
- F) Air bag rescue system for the Fire Department.
- G) Copy machine for the Fire Department.
- H) Air monitoring device for the Fire Department.

- I) Protective gear for the Fire Department.
- J) Communications equipment for the Fire Department.
- K) Front end loader for the Highway Department.
- L) One-ton 4x4 dump trucks for the Highway Department.
- M) New heating system in the Highway garage.
- N) Emergency power generator system for the Highway garage.
- O) Communications equipment for the Highway Department.
- P) Compactor unit for the Highway Department.
- Q) Hydraulic lift for the Highway Department.
- R) Telephone system for the Highway garage.
- S) Copy machine for the Highway Department.
- T) Pavement roller for the Highway Department.
- U) Rabies vaccinations for Public Safety Employees.
- V) Codification of Town Bylaws as requested by Town Administrator.
- W) Installation of spill and overflow containment devices on fuel storage facilities.

Submitted by Petitioners

ARTICLE 13

To see if the Town will vote to petition the State Legislature for special act legislation substantially as follows:

The Board of Selectmen shall have the following membership and powers:

Section - Board of Selectmen

- A. There shall be a Board of Selectmen consisting of (5) members, elected by the voters for terms of three years each, so arranged that the term of office of as nearly an equal number of members as is possible expire each year.
- B. At the annual Town election in May of nineteen hundred and ninety-five, the two positions of the Board of Selectmen created by this Article shall be filled. The candidate receiving the highest number of votes at said election shall serve for a term of office expiring at the third annual Town election following this Town election, the candidate receiving the second highest number of votes at said Town election shall serve for a term of office expiring at the second annual Town election following this Town election.
- C. The executive powers of the Town shall be vested in the Board of Selectmen. The Board of Selectmen's primary functions will be the promulgation of policy, long range planning, the enforcement of bylaws and orders for government, appointment of certain Town officials, boards and committees, the issuance of licenses and permits, the approval of warrants, and the investigation of the affairs of any Town Office, department or agency. This legislation shall supersede any other bylaw of the Town not consistent with these provisions and shall become effective immediately upon action of the legislature; or to take any other action relative thereto.

Submitted by Petitioners

ARTICLE 14

To see if the Town will vote to petition the State Legislature for special act legislation substantially as follows:

The Town Administrator shall have the following qualifications, powers and duties:

Section - Town Administrator

- A. There shall be a Town Administrator, the Chief Administrative Officer of the Town, who shall be especially fitted by education and experience, which education and experience shall be a minimum of a bachelor's degree in either public administration or business administration, five (5) years experience in public administration, as well as municipal experience in an administrative management capacity. The Town Administrator shall be appointed for three (3) years, subject to dismissal by the Board of Selectmen for just cause,

and shall be responsible for the daily management of the Town's business and shall be responsible to the Board of Selectmen for the administration of all affairs placed in his/her charge by, or pursuant to town bylaw or charter.

B. The Town Administrator shall supervise, direct and be responsible for the efficient administration of all departments within the jurisdiction of, or appointed by the Board of Selectmen. The Town Administrator's duties shall include, but are not limited to: Attending meetings of the Board of Selectmen and providing them with information to help them execute their responsibilities; collecting, coordinating, and compiling all warrant articles and preparing the warrant for Town Meeting; complete and final responsibility for the annual operating budget and all financial planning of the town; presenting to the Board of Selectmen and Advisory Board the annual operating budget, with comments and recommendations of any department budget request as may be appropriate; keep the Board of Selectmen and Advisory Committee informed of the same; develop and administer the Town's personnel policies, practices and participate in the negotiation of collective bargaining contracts, and any other related matters.

C. The Town Administrator shall recruit, appoint and hire the Police Chief, the Fire Chief, the Head of the Highway Department, the Director of the Finance Department, the members of the Building Inspection Department, the Director of the Emergency Management Office and the Animal Control Officer, together with other department heads, as same shall from time to time be created by the Board of Selectmen, subject to the confirmation of the Board of Selectman, which confirmation shall be deemed granted should the Board of Selectmen fail to act upon any such appointment or hiring within thirty (30) days of such recommendation by the Town Administrator; appoint and hire members and employees of all existing Boards, Committees and Commissions, including, but not limited to, the Conservation Commission, the Zoning Board of Appeals, the Council on Aging, the Permanent Building Committee, the Computer Systems Committee, the Historical Committee and any other standing Board, Commission, Council, or Committees under the jurisdiction of the Board of Selectmen, as same may from time to time be created subject to the approval of the Board of Selectmen, which approval shall be deemed granted should the Board of Selectmen fail to act upon any such recommendation of appointment or hiring by the Town Administrator within thirty (30) days of said recommendation and subject to town bylaws and/or Massachusetts statutes; attend all regular and special sessions of Town Meeting and answer questions and provide information as requested; enforce policies of the Board of Selectmen, votes of Town Meeting and bylaws; and perform other duties required by directives and votes of the Board of Selectmen, Town Meeting and/or bylaw.

D. This legislation shall supersede any bylaw not consistent with the provisions contained herein and shall become effective immediately on action by the legislature; or to take any other action relative thereto.

ARTICLE 15

Submitted by Petitioners

To see if the Town will vote to amend its bylaws by adding the following Section 6 to Article II, providing for a combined single Department of Municipal Finance, as authorized by Section 11 of Chapter 43C of the General Laws, in the following form; or to take any other action relative thereto.

Section 6 DEPARTMENT OF MUNICIPAL FINANCE

A. There shall be a consolidated Department of Municipal Finance as provided for under Massachusetts General Laws, Chapter 43C, Section 11 which shall be responsible for the fiscal and financial affairs of the Town of Norfolk and for the supervision and coordination of the activities of all government agencies in relation to any fiscal or financial matters. This department shall include the following existing entities which shall become divisions of the consolidated department: Accountant, Treasurer, Tax Collector, and the Assessors office, including the Board of Assessors. Additionally, the functions of budget coordination and of automated data processing shall also become part of the responsibilities of this department.

B. There shall be a Director of Municipal Finance/Town Accountant who shall be appointed by the Town Administrator with the advice and consent of a majority of the Board of Selectmen. In the event of the absence of a provision in a bylaw, describing the appointing authority of the Town Administrator, the Board of Selectmen shall have and possess the power of appointing the Director of Finance. The term of office for the said position shall be three years. All other conditions of employment will be outlined in the provisions of the Town Personnel Bylaws. The Director shall be fully qualified by training, experience and executive ability to discharge the duties of the office. Further, the department will initially include the position of Finance Assistant to the Accountant which will include but not be limited to performing the duties currently discharged by the Assistant Town Accountant.

C. The existing offices of Town Treasurer and Tax Collector shall be combined into one office of Town Treasurer/Collector. (See Paragraph H) This office shall be responsible for all Treasury and collection functions of the Town. This division of the department shall also initially include the position of Finance Assistant to the Treasurer/Collector, which shall perform but not be limited to discharging the current duties of the Assistant Treasurer and the Assistant Tax Collector. The Town Treasurer/Collector shall be appointed by the Director of Municipal Finance and all conditions of employment shall be subject to the provisions of the Town Personnel Bylaws.

D. The Director of Municipal Finance shall, in consultation with the Board of Assessors, appoint a Chief Assessor who shall be an officer of the Finance department. The Chief Assessor shall be responsible for managing of all of the Assessing functions for the Town of Norfolk. The Board of Assessors shall be appointed by the Board of Selectmen after recommendation by the Director of

Municipal Finance. (See Paragraph H) This 3 member Board shall continue to have the same number of members as there are currently and shall continue to make the decisions on any matters in which they are statutorily required to do so.

E. All officers appointed by the Director of Municipal Finance shall be appointed for a term of up to three years, and may be removed for cause as determined by the Director of Municipal Finance, subject to the provisions of the Town of Norfolk Personnel Bylaws. Further, all personnel working in any division within the consolidated department shall be appointed by and be subject to the general supervision of the Director of Municipal Finance, and subject to the provisions of the Town of Norfolk Personnel Bylaws. The Director of Municipal Finance may, from time to time, as needed, with the advice and consent of the Town Administrator, reorganize the duties and responsibilities of the offices of the Department and its personnel.

F. The functions of the consolidated Department of Municipal Finance shall include the following:

Coordination of all fiscal and financial activities and services.

Maintenance of accounting records and other financial statements.

Payment of financial obligations.

Receipt of funds due, either directly or via the responsible Department Head.

Assistance to other Town Departments or offices in any matter related to financial affairs.

Specifically, discharge the duties of Town Government related to Accounting, Treasury, Revenue Collection, payroll processing, assessing, financial risk management and data processing.

Responsibilities for financial planning, and coordination of financial activities related to the Town Budgeting Processes for the annual budget, as well as financial planning and the Capital budgets.

Monitor the expenditures of all funds, including periodic reporting to the appropriate agencies on the status of accounts.

Supervision of data processing activities and the planning of information technology needs of Town Government in conjunction with the Town Administrator and the appropriate department heads.

Such matters as may be determined necessary from time to time by the Town Administrator and the Board of Selectmen.

G. The Director of Municipal Finance shall be specifically responsible for the Annual Budgeting process beginning with the request and guidelines for the submission of budget requests, the preparation of financial forecasts of receipts, through the consideration of budgets via support of the Town Administrator, the Board of Selectmen and the Advisory Board, up to the timely issuance of the resulting tax bill.

H. It is the intent of this bylaw that upon the appointment and assumption of office by the Director of Municipal Finance/Town Accountant, the terms of the existing Treasurer, Collector, Accountant, and the Board of Assessors shall terminate, but the persons in those offices shall continue as the head of their respective divisions under the direction and supervision of the Director, until the date that their present terms of office would have expired or when the position becomes vacant, with the same salary and benefits.

I. While it is the intent of this article to create a Department of Municipal Finance under the management of a Director of Municipal Finance who initially will also be the Town Accountant, the Director of Municipal Finance may in the future also serve as Treasurer/Collector, Chief Assessor, Accountant, or any combination of the above, provided that no one person shall hold both the Accountant and Treasurer/Collector positions at the same time. Like wise the officers appointed may serve in more than one capacity provided that Accountant and Treasurer/Collector shall not be combined.

J. If any of the provisions of the bylaw proposed by this article is deemed to be unconstitutional or invalid, the remaining provisions of the proposed bylaw shall not be affected thereby.

Submitted by Personnel Board

ARTICLE 16

To see if the town will vote to amend the Personnel Bylaw by classifying the following Municipal Finance Dept positions: Director of Municipal Finance/Town Accountant, Treasurer/Collector, Chief Assessor, Finance Assistant to Accountant, Finance Assistant to Treasurer/Collector, Payroll Clerk, Clerk; or to take any other action relative thereto.

ARTICLE 17

To see if the Town will vote to amend the Personnel Bylaw Section XIII Performance Appraisal Program by inserting a new section 6.0 Evaluators as follows:

Submitted by Personnel Board

POSITION	EVALUATOR	SECONDARY EVALUATOR
ACCOUNTING: Town Accountant Accounting Staff	Town Administrator Town Accountant	Board of Selectmen Town Administrator
APPEALS BOARD OF Board Staff	Board of Appeals	Not Required
ASSESSORS, BOARD OF Assessor's Dept. Staff Assistant Assessor	Assistant Assessor Board of Assessors	Board of Assessors Not Required
BUILDING DEPARTMENT Building Commissioner Building Dept. Personnel (including Inspectors)	Town Administrator Building Commissioner	Board of Selectmen Town Administrator
COLLECTOR OF TAXES Assistant Tax Collector Office Staff	Tax Collector Tax Collector	Personnel Board Personnel Board
CONSERVATION COMMISSION Conservation Commission Staff	Conservation Commission	Not Required
COUNCIL ON AGING Executive Director Staff, Council on Aging	Council on Aging Executive Director	Not Required Council on Aging
ENGINEERING Town Engineer	Highway Superintendent	Town Administrator
FIRE DEPARTMENT Fire Chief Fire Personnel (including all firefighters and EMTs)	Town Administrator Fire Chief	Board of Selectmen Town Administrator
HEALTH, BOARD OF Board of Health Staff	Board of Health	Not Required
HIGHWAY DEPARTMENT Superintendent Highway Dept. Personnel Transfer Station Personnel	Town Administrator Highway Superintendent Highway Superintendent	Board of Selectmen Town Administrator Town Administrator
LIBRARY Library Director Library Staff	Library Trustees Library Director	Not Required Library Trustees

PERSONNEL BOARD Personnel Board Staff	Personnel Board	Not Required
PLANNING BOARD Planning Board Staff	Planning Board	Not Required
POLICE DEPARTMENT Police Chief Chief Dispatcher Dispatchers Police Personnel (except (contract employees)	Town Administrator Police Chief Police Chief Police Chief	Board of Selectmen Town Administrator Town Administrator Town Administrator
RECREATION COMMISSION Recreation Director Recreation Staff	Recreation Commission Recreation Director	Not Required Recreation Commission
SELECTMEN, BOARD OF Town Administrator Staff, Selectmen's Office	Board of Selectmen Town Administrator	Not Required Board of Selectmen
TOWN CLERK Assistant Town Clerk	Town Clerk	Personnel Board
TREASURER Assistant Treasurer	Treasurer (Board of Selectmen)	Personnel Board
WATER Department Water Superintendent Water Dept. Personnel	Water Commissioners Water Superintendent	Not Required Water Commissioners
VETERAN AGENT Veteran's Agent Veteran Agent Staff	Town Administrator Veteran Agent	Board of Selectmen Town Administrator

and to renumber the remaining sections sequentially or to take any other action relative thereto.

ARTICLE 18
To see if the Town will choose any committee, or to hear or act on the report of any committee, town officer, or to instruct any committee or town officer; or to take any other action relative thereto.

Submitted by Board of Selectmen

ARTICLE 19
To see if the Town will vote to accept and enter into contracts for the expenditure of any funds allocated by the Commonwealth for the construction, reconstruction or improvements of public roads within the Town, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement; or to take any other action relative thereto.

Submitted by Highway Superintendent

ARTICLE 20
To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute, a sum of money to be used in conjunction with and in addition to any funds, including Gas Tax monies, allotted by the Commonwealth for the construction, reconstruction and improvements of public roads as requested by the Board of Selectmen; or to take any other action relative thereto.

Submitted by Highway Superintendent

ARTICLE 21
To see if the Town will vote to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments/Boards; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 22
To see if the Town will vote to accept all State and Federal Grants and reimbursements 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.

Submitted by Board of Water Commissioners

ARTICLE 23**Submitted by Board of Water Commissioners**

To see what sum of money the Town will raise and appropriate, borrow, transfer from available funds or water revenues to seek a Declaratory Judgement from the Massachusetts Superior Court that Duck Farm Springs Water Company has no exclusive franchise right to prevent the Norfolk Water Department from providing potable water to the Pondville Association and other residents or businesses in the Route 1A-Pine Street section of Norfolk, or in the alternative to purchase, take by eminent domain, or accept as a gift, land for a water tower and any documented water rights, estates, franchises and privileges in accordance with Massachusetts General Laws Chapter 40, Section 38; or to take any other action relative thereto.

ARTICLE 24**Submitted by Town Hill Committee**

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute, a sum of money to secure professional design services, and make improvements to Town Hill, this project to be completed under the direction of the Town Hill Committee; or to take any other action relative thereto.

ARTICLE 25**Submitted by Library Trustees**

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute, a sum of money for renovations to the Public Library to: (1) attain compliance with the Americans with Disabilities Act; (2) replace an underground fuel oil storage tank with an above ground tank; (3) replace two boilers in the heating system; or to take any other action relative thereto.

ARTICLE 26**Submitted by Library Trustees**

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute, a sum of money to replace carpeting in the Public Library; or to take any other action relative thereto.

ARTICLE 27**Submitted by Conservation Commission**

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund a sum of money to the Conservation Fund for the purpose of open space acquisition and/or land maintenance as authorized by Massachusetts General Laws, Chapter 40, Section 8C, and in accordance with the 1992 Norfolk Master Plan; or to take any other action relative thereto.

ARTICLE 28**Submitted by Conservation Commission**

To see if the Town will vote to designate the land behind the H. Olive Day Elementary School as shown on the plan on file in the office of the Town Clerk, as open space/conservation land, to be under the control of the Conservation Commission in accordance with the vote taken under Article 7 at the October 23, 1991 Town Meeting, subject to drainage easements shown on said plan, to be maintained by the School Department; or to take any other action relative thereto.

ARTICLE 29**Submitted by Board of Selectmen**

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, to authorize the use of a revolving fund for the purpose of paying the expenses of snow removal from school property within the Town of Norfolk, said fund to be credited with receipt of fees charged for this service under the authority and direction of the Board of Selectmen, such expenditures not to exceed a certain sum of money in fiscal year 1995; or to take any other action relative thereto.

ARTICLE 30**Submitted by Board of Selectmen**

To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money, and pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, authorizing the use of a revolving fund for the purpose of paying the expenses of ambulance billing collection, and said fund to be credited with a portion of the ambulance receipts for this service under the authority and direction of the Board of Selectmen, such expenditures not to exceed a certain sum of money in fiscal year 1995; or to take any other action relative thereto.

ARTICLE 31**Submitted by Tree Warden**

To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, to authorize the use of a revolving fund for the purposes of paying the Tree Warden for supervisory services provided to Boston Edison Company, said fund to be credited with reimbursements from Boston Edison Company, such expenditures not to exceed \$5,000 for Fiscal Year 1995; or to take any other action relative thereto.

ARTICLE 32**Submitted by Planning Board**

To see if the Town will vote to reauthorize a Planning Board Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 from which to receive and disburse subdivision performance inspection fees as may be established by the Planning Board for services of Town Departments in the inspection and approval of subdivisions and to authorize the Planning Board to pay such fees collected to the Town of Norfolk General Fund in an amount not to exceed \$30,000 during fiscal year 1995; or to take any other action relative thereto.

ARTICLE 33

To see if the Town will vote to authorize the use of a revolving fund, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 for the purpose of a Department of Environmental Protection Cross Connection Control Program, said revolving fund shall be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners, such expenditures not to exceed \$5,000 and to see what sum of money the Town will appropriate from available funds to establish the revolving fund; or to take any other action relative thereto.

Submitted by Board of Water Commissioners

ARTICLE 34

To see what sum of money the Town will raise and appropriate, borrow or transfer from Water Department revenue for improvements to Spruce Road Pump Station; or to take any other action relative thereto.

Submitted by Board of Water Commissioners

ARTICLE 35

To see what sum of money the Town will raise and appropriate, borrow or transfer from Water Department revenue to install 620 +/- ft. of 12" water main in conjunction with the Highway Department, the relocation and reconstruction of School Street, Short Street and Main Street project; or to take any other action relative thereto.

Submitted by Board of Water Commissioners

ARTICLE 36

To see what sum of money the Town will raise and appropriate, transfer from available funds to extend water main 695 +/- ft. on Leland Road, from #55 Leland to #75 Leland Road. This will be done in conjunction with the Betterment Act of 1990, 45% Residential contribution and 55% Water Department contribution; or to take any other action relative thereto.

Submitted by Petitioners

ARTICLE 37

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money for land acquisition, and to defray the costs, including damages, appraisal and legal fees, resulting from land takings by the Norfolk County Commissioners and/or the Town made under Massachusetts General Laws, Chapter 79, and necessary for the Main Street construction project and related improvements in the Town Center; or to take any other action relative thereto.

Submitted by Board of Selectmen

ARTICLE 38

To see what sum of money the Town will raise and appropriate, transfer from available funds to install 12" water main a distance of 850 +/- ft. in conjunction with the relocation of Main Street in the center of Town; or to take any other action relative thereto.

Submitted by Board of Water Commissioners

ARTICLE 39

To see if the Town will vote to raise and appropriate, transfer from available funds, or the stabilization fund, to conduct an independent financial audit for fiscal year 1994; or take any other action relative thereto.

Submitted by Town Accountant

ARTICLE 40

To see if the Town will vote to authorize the Town Treasurer with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of revenue for the fiscal year beginning on July 1, 1994 in accordance with the provisions of Massachusetts 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 Massachusetts General Laws, Chapter 44, Section 17; or to take any other action relative thereto.

Submitted by Treasurer

ARTICLE 41

To see if the Town will vote to accept a gift of .3 +/- acres of land from Alexander Matulewicz in order to correct the previous deed that deeded Fredrickson Road to the Town; or to take any other action relative thereto.

Submitted by Petitioners

ARTICLE 42

To see if the Town will vote to abandon the cul-de-sac portions of land on Fleetwood Drive and Ferndale Avenue, beyond the Town of Norfolk recorded street layout, as shown on sheets 2 and 3 of Plan 369 of 1962, recorded in plan book 212 at the Norfolk County Registry of Deeds; the abandoned cul de sac sections beyond the recorded town way will be granted to the owners of the properties identified as lots 13, 14, and 20, on Assessors Map 15, Block 35. A plan of this land is on file in the office of the Town Clerk; or to take any other action relative thereto.

Submitted by Board of Selectmen/Planning Board

ARTICLE 43

To see if the Town will vote to raise and appropriate, or transfer from available funds or the stabilization fund a sum of money to fund the Town of Norfolk share of the Tri-Town Planner Grant; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 44

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money to enable the School Department to complete the replacement of windows in the Freeman/Centennial Schools; or to take any other action relative thereto.

Submitted by Norfolk School Committee

ARTICLE 45**Submitted by King Philip Regional School Committee**

To see if the Town will vote to approve an expenditure in the amount of \$450,000 proposed by the King Philip Regional School Committee for the purposes of making renovations to the King Philip High School and King Philip North School, and this amount is to be raised by incurring debt by the issuance of bonds or notes under Section 16(d) of Chapter 71 of the Massachusetts General Laws; or to take any other action relative thereto.

ARTICLE 46**Submitted by Mirror Lake Advisory Committee**

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money for the removal of silt and debris from the small cove area of Mirror Lake abutting Birch Road and lots 3, 4 and 5 Block 65, Norfolk Assessor's Map 19, and authorize the Mirror Lake Advisory Committee to apply for and accept any grants and donations for said purpose; or to take any other action relative thereto.

ARTICLE 47**Submitted by Recreation Commission**

To see if the Town will vote to raise and appropriate, transfer from available funds or the stabilization fund, borrow or bond pursuant to any applicable statute a sum of money to be used for the survey, design and engineering of recreational facilities and improvements to the land located off Pond Street, said land comprising 20.4 acres, more or less, and voted under Article 1 at the November 16, 1993 Town Meeting, this project to be completed under the direction of the Recreation Commission; or to take any other action relative thereto.

ARTICLE 48**Submitted by Board of Selectmen**

To see if the Town will vote to ratify the action taken by the Town on Article 3A (Landfill Bond Issue) of the Town Meeting held on October 23, 1991; or to take any other action relative thereto.

ARTICLE 49**Submitted by Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to petition the legislature for a special act with substantially the following form; or to take any other action relative thereto.

An ACT validating the acts and proceedings of the Special Town Meeting held in the Town of Norfolk on October twenty-third, nineteen hundred and ninety-one.

Section 1. Notwithstanding the provisions of any general or special law to the contrary, all acts and proceedings of the Town of Norfolk at its special town meeting held on October twenty-third, nineteen hundred and ninety-one are hereby ratified, validated and confirmed to the same extent as if the warrant for such meeting had been published and posted as required by law.

Section 2. This act shall take effect upon its passage.

ARTICLE 50**Submitted by Board of Water Commissioners**

To see if the Town will vote to ratify the vote taken under Article 22 of 1991 Annual Town Meeting held on June 4, 1991 with the inclusion of Hemlock Lane so that the vote will read as follows; or to take any other action relative thereto.

ARTICLE 22

APPROVED BY UNANIMOUS VOICE VOTE to appropriate and transfer an amount of \$15,700 from the Stabilization Fund and borrow up to the sum of \$2.3 million to extend the town water main from Seekonk Street up Noon Hill Avenue to Fruit Street (5,467 ft.), connect Day Street (2,233 ft.), connect Cowesit Street (867 ft.), connect Naugatuck Avenue (1,430 ft.), connect Masconomet Avenue (1,167 ft.), connect Seneca Street (333 ft.), connect Hemlock Lane (405 ft.), complete Cleveland Street water main up Fruit Street to Chicatabut Avenue (3,276 ft.), connect Fruit Street from Chicatabut Avenue to Orchard Street (Medfield town line) (2,133 ft.), connect Stilwell Avenue between Fruit Street and Pennacook Street (1,400 ft.), connect Pennacook Street from the Medfield town line to Chicatabut Avenue (2,867 ft.), connect Mohegan Street between Stilwell Avenue and Chicatabut Avenue (2,133 ft.) connect Pocumtuck Avenue (834 ft.), connect Montauk Avenue to Pennacook Street (400 ft.) a total distance of 32,798 ft., and to apply for and accept any State and/or Federal Grants and reimbursements that become available in accordance therewith to reduce the cost thereof; and to apportion on the principal and interest for the cost of materials and construction as follows: 55% by the Water Department and water takers not to exceed \$1,265,000 in principal paid thereon, 5.87% by the Town not to exceed \$135,000 in principal paid thereon, and upon completion of functioning water mains, the balance of the principal thereon by the owners of estates benefitted thereby; and to authorize the Town, acting through its Board of Assessors, to assess the apportionment of the cost of materials and construction. In accordance with the provisions of General Laws, Chapter 40, Section 42 g, h, and i, upon the owners of all estates benefitted thereby; by a uniform fixed rate according to the valuation of their estates from the last annual assessment for the purpose of taxation and every such owner shall within three months after written notice of such assessment for principal served on him or on the occupants of his estate, or the principal sum so assessed to the Town; provided that said Board of Assessors is notified by written request by any such owner made within said three months, apportionment of said assessment may be divided into equal parts or installments,

not to exceed the term of borrowing, as said owner shall state in such request; and said Board shall certify such principal apportionment with interest from the date of apportionment at the same rate of interest the Town pays for this borrowing which shall be added semi-annually to said owner's property bill for each year next ensuing until all said parts have been so added. In cases of corner lots and lots abutting on more than one street, the same area shall not be assessed more than once.

Whenever the Water Commissioners determine to so lay water mains to public and private ways and the Board of Assessors make assessments for the cost of materials and construction the Board of Assessors shall forthwith cause to be recorded in the County Registry of Deeds or Registry District of the Land court, a statement of their action in accordance with Section 42I of Chapter 40 of the General Laws and shall constitute a lien upon such land from the time such statement is recorded. Any such lien shall become due upon transfer of estate ownership.

And for the purpose of funding the principal and interest of this borrowing for Fiscal Year 1992, a sum not to exceed \$19,000 shall be transferred from Water Department revenues.

Submitted by Planning Board

ARTICLE 51

To see if the Town will accept as a public way, Leeann Drive, a distance of 515 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Paul N. Robinson Associates of Millis, Mass. dated February 10, 1988 and revised April 12, 1988, September 6, 1993, and December 31, 1993 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 52

To see if the Town will accept as a public way, Stop River Road, a distance of 1,860.05 feet plus or minus and accept an easement dated September 6, 1991, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by E. Otis Dyer, of Rehoboth, Mass. dated September 6, 1991 and revised November 22, 1991 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 53

To see if the Town will accept as a public way, Berkshire Road, a distance of 293.54 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass. dated 8 December 1992 and revised 30 September 1993 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 54

To see if the Town will accept as a public way, Essex Street, a distance of 1,083.67 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass. dated 8 December 1992 and revised 30 September 1993 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 55

To see if the Town will accept as a public way, Worcester Road, a distance of 507.94 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass. dated 8 December 1992 and revised 30 September 1993 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 56

To see if the Town will accept as a public way, Berry Lane, a distance of 800 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass. dated 15 January 1992 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 57

To see if the Town will accept as a public way, Eagle Drive, a distance of 940 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by GLM Engineering Consultants Inc. of Holliston, Mass. dated March 21, 1994 and revised June 7, 1992 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

Submitted by Planning Board

ARTICLE 58

To see if the Town will accept as a public way, Bretts Farm Road, a distance of 2,556.04 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by GLM Engineering Consultants Inc. of Holliston, Mass. dated March 21, 1991 and revised June 7, 1992 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

ARTICLE 59**Submitted by Planning Board**

To see if the Town will accept as a public way, Eric Road, a distance of 720 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Stavinski Engineering Associates, Inc. of Wrentham, Mass. dated May 7, 1987 and revised October 31, 1990, July 20, 1992, and August 17, 1992 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

ARTICLE 60**Submitted by Planning Board**

To see if the Town will accept as a public way, Erin Lane, a distance of 460.69 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Stavinski Engineering Associates, Inc. of Wrentham, Mass. dated May 7, 1987 and revised October 31, 1990, July 20, 1992 and August 17, 1992 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

ARTICLE 61**Submitted by Planning Board**

To see if the Town will accept as a public way, Beaverbrook Road, a distance of 1,550 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Bianchi Engineering of Millis, Mass. dated March 30, 1989, a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

ARTICLE 62**Submitted by Planning Board**

To see if the Town will accept as a public way a portion of Longmeadow Road, a distance of 1550 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Bianchi Engineering of Millis, Mass. dated March 30, 1989, a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

ARTICLE 63**Submitted by Planning Board**

To see if the Town will accept as a public way, Blueberry Lane, a distance of 475 feet plus or minus, as approved by the Board of Selectmen in accordance with the acceptance plan drawn by Bianchi Engineering of Millis, Mass. dated March 30, 1989, a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

ARTICLE 64**Submitted by Planning Board**

To see if the Town will accept as a public way, Freedom Trail, a distance of 3,754.94 feet plus or minus and easement plan at cul de sac, as approved by the Board of Selectmen in accordance with the acceptance plans drawn by Stavinski Engineering Associates, Inc. of Wrentham, Mass. dated March 7, 1989 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

ARTICLE 65**Submitted by Planning Board**

To see if the Town will accept as a public way, Valentine Drive, a distance of 1,145.07 feet plus or minus and easement plan as approved by the Board of Selectmen in accordance with the acceptance plans drawn by Stavinski Engineering Associates, Inc. of Wrentham, Mass. dated October 20, 1989 a copy of which is on file in the Town Clerk's Office; or to take any other action relative thereto.

ARTICLE 66**Submitted by Town Administrator**

To see if the Town will authorize the Board of Selectmen to enter into a intermunicipal agreement pursuant to Massachusetts General Laws, Chapter 40, Section 4A for membership in the Southeast Regional Services Group for cooperative purchasing, and raise and appropriate, transfer from available funds or the stabilization fund a sum of money for said purpose; or to take any other action relative thereto.

ARTICLE 67**Submitted by Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to advertise in a local newspaper and 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 on 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; or to take any other action relative thereto.

ARTICLE 68**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, no longer needed by the Town; or to take any other action relative thereto.

ARTICLE 69**Submitted by Town Administrator**

To see if the Town will vote to raise and appropriate, transfer from available funds or fiscal 1994 accounts a sum of money to pay unpaid bills of a prior year pursuant to Massachusetts General Laws, Chapter 44, Section 64; or to take any other action relative thereto.

ARTICLE 70

To see if the Town will vote to raise and appropriate, transfer from available funds or fiscal 1994 accounts, sums of money to be added to various departmental budgets and appropriations for the year ending on June 30, 1994; or to take any other action relative thereto.

Submitted by Town Administrator

ARTICLE 71

To see if the Town will vote to raise and appropriate, transfer from available funds in the treasury, or otherwise provide for the stabilization fund pursuant to Massachusetts General Laws, Chapter 40 Section 5B; or to take any other action relative thereto.

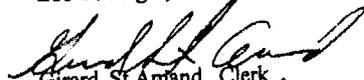
Submitted by Advisory Board

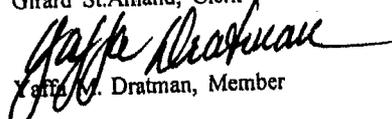
Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting.

Given under our hands and seal of the Town of Norfolk on the 14th day of March, 1994, A.D.

NORFOLK BOARD OF SELECTMEN


Leo F. Fliger, Chairman


Girard St. Amant, Clerk

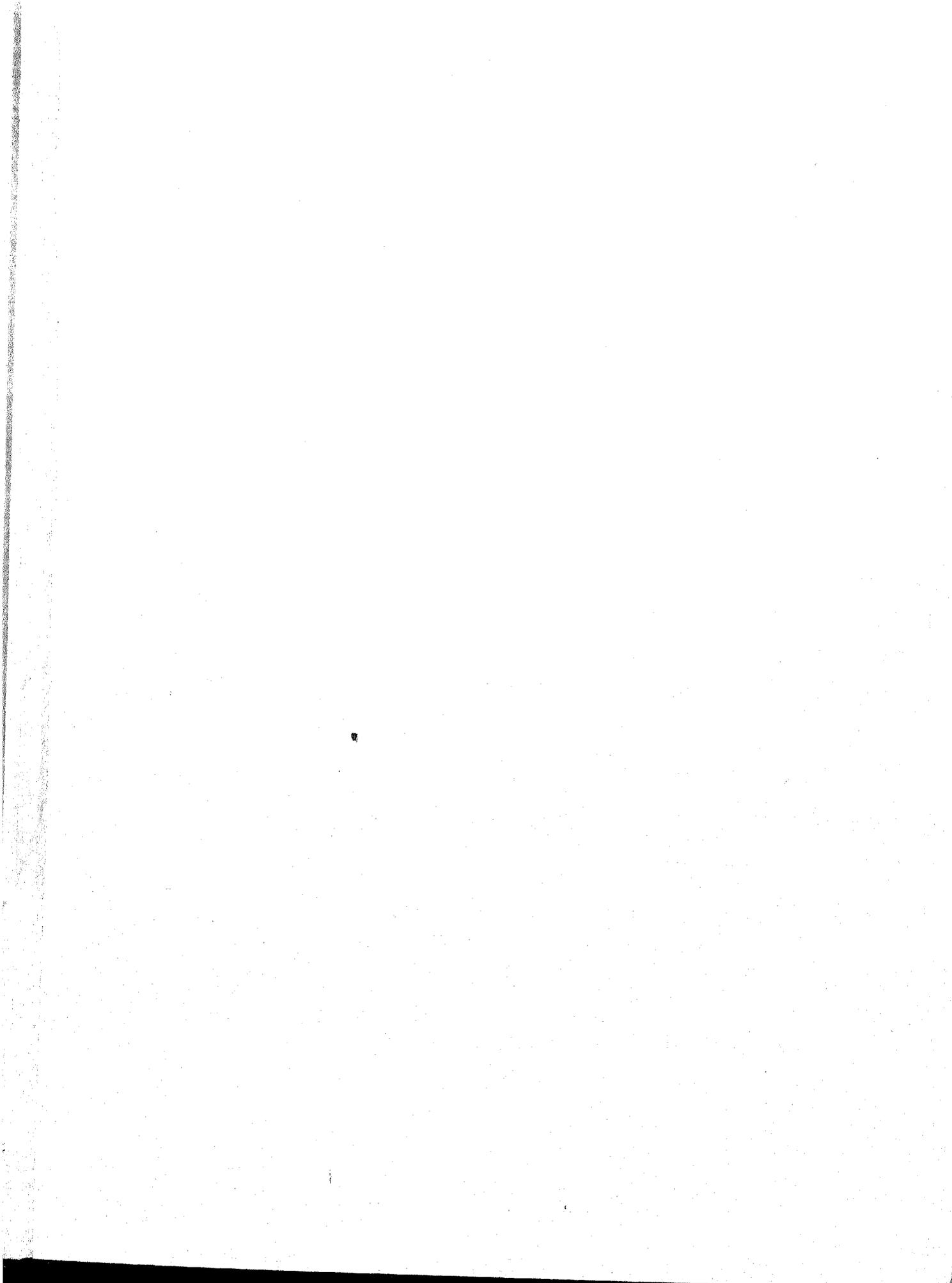

Yaffa M. Dratman, Member

A true copy, attest:
Town of Norfolk
Norfolk, ss

By virtue of this Warrant, I have notified and warned the legal voters of the Town of Norfolk aforesaid to meet at the time and place and for the purposes specified in said Warrant, by posting true and attested copies thereof in the Town Hall, and in at least one public place in each of the three precincts, not less than seven days at least before the date of said meeting.

Constable

Date



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**MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES**

**NORFOLK
"AT A GLANCE"**

GENERAL INFORMATION

COUNTY: NORFOLK KIND OF COMMUNITY: RESIDENTIAL SUBURB LOCAL SCHOOL STRUCTURE: LOCAL ELEMENTARY
MEMBER OF KING PHILIP, TRI COUNTY REGIONAL SCHOOL
FORM OF GOVERNMENT: Selectmen, Executive Secretary, Open Town Meeting

1990 POPULATION 5,270 1992 LABOR FORCE 4,029 1989 PER CAPITA INCOME 19,044
POPULATION PER SQUARE MILE 614 1992 AVERAGE UNEMPLOYMENT RATE 7.6 1992 EQUALIZED VALUE PER CAPITA \$7,810

FY94 TAX RATES, LEVIES, ASSESSED VALUES AND REVENUE SOURCES

	TAX RATE	TAX LEVY	ASSESSED VALUE	REVENUE SOURCES	% OF TOTAL
RESIDENTIAL	18.35	7,877,786	513,310,800	TAX LEVY	8,436,490 64.9
OPEN SPACE				STATE AID	1,564,750 12.9
COMMERCIAL	15.35	250,725	16,333,900	LOCAL RECEIPTS	1,801,183 13.6
INDUSTRIAL	15.35	162,854	10,609,400	OTHER AVAILABLE	1,206,111 9.3
PERSONAL PROPERTY	15.35	143,125	9,454,377		
UNCLASSIFIED					
TOTAL		8,436,490	549,606,477	TOTAL	13,008,534

FY94 PROPOSITION 2 1/2 LEVY CAPACITY FY94 CHERRY SHEET EST. STATE AID

NEW GROWTH	208,011	EDUCATION AID	2,017,923
OVERRIDE		GENERAL GOVERNMENT	546,401
DEBT EXCLUSION	152,256		
LEVY LIMIT	6,441,342	TOTAL RECEIPTS	2,564,324
EXCESS CAPACITY	4,752	TOTAL ASSESSMENTS	266,189
CHELLING	13,740,212	NET STATE AID	1,298,145
OVERRIDE CAPACITY	6,051,226		

FY93 SCHEDULE A - ACTUAL REVENUES AND EXPENDITURES

	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUND	TRUST FUNDS	TOTAL, ALL FUNDS
REVENUES	10,130,724	731,437		107,274	2,006,216	13,437,711
EXPENDITURES	9,423,684	614,743	2,547,807	1,148,952	7,381,653	22,206,039
POLICE	816,001					816,001
FIRE	236,301					236,301
EDUCATION	4,892,419	327,723	1,547,087			6,767,149
PUBLIC WORKS	552,405	148,338		1,148,352		2,369,735
ALL OTHER	2,602,478	138,682			7,381,653	10,122,853

RESERVES

7/1/93 FREE CASH	641,252
FY94 OVERLAY RESERVE	160,000
FY93 STABILIZATION FUND	162,474

FY93 AVERAGE TAX BILL

NUMBER OF SINGLE FAMILY PARCELS	2,413
ASSESSED VALUE OF SINGLE FAMILY	457,834,000
AVERAGE SINGLE FAMILY TAX BILL	2,704

REVALUATION

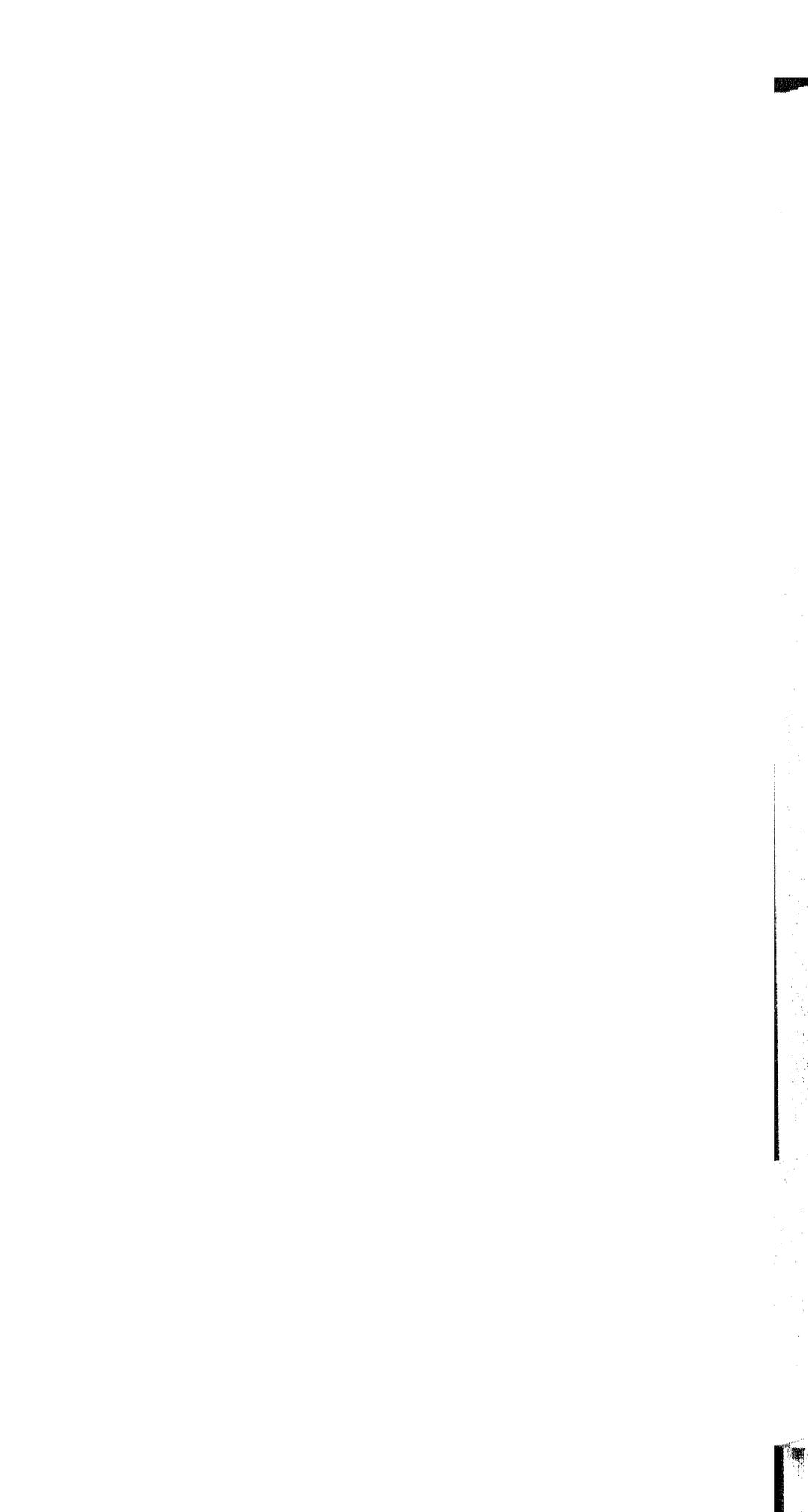
MOST RECENT FY92
NEXT SCHEDULED FY95

DIVISION OF LOCAL SERVICES FIELD REPRESENTATIVES

BUREAU OF ACCOUNTS: KAREN JELLOS

BUREAU OF LOCAL ASSESSMENT: BOB MARTIN

02/07/94



Town Departments

Accountant	528-5686
Animal Control	528-2879
Board of Appeals	528-8455
Assessors	528-1120
Town Clerk	528-1400
Tax Collector	520-0058
Conservation Commission	528-8455
Council on Aging	528-4430
Fire Department (Information)	528-3207
Board of Health	528-7747
Building Department	528-5088
Highway Department	528-4990
Library	528-3380
Planning Board	528-2961
Police Department (Information)	528-3206
Recreation	520-1315
Schools:	
Superintendent's Office	528-1225
Freeman/Centennial	528-1266
H. Olive Day	541-5475
King Philip Regional High School	384-1000
King Philip Regional Junior High School	384-8945
Tri-County Reg. Vocational High School	528-5400
Norfolk County Agricultural School	668-0268
Selectmen	528-1408
Treasurer	528-2478
Veteran's Agent	528-2232
Water Department	528-1412
POLICE/FIRE/AMBULANCE EMERGENCY	9-1-1

NO SCHOOL SIGNALS

ALL SCHOOLS
Fire Whistle blows at 6:30 a.m.

ELEMENTARY SCHOOL ONLY
Fire Whistle blows at 7:00 a.m.

TRANSFER STATION HOURS

The Transfer Station will be open for Public use on the following days: Saturday from 8:00 a.m. to 4:30 p.m. and Tuesday from 11:00 a.m. to 7:30 p.m. (or until dusk in winter).

When a holiday falls on a day when the Transfer Station is regularly open to the public, the area will be closed and will be open to the public the following day. In the event of severe weather (i.e. blizzard) the Transfer Station may be closed and will be open the next regularly scheduled day—check with the local cable TV Station or the Highway Department.

Decals for town residents to enter the area are available at the Highway Department Office, Medway Branch between the hours of 10:00 a.m. and 2:00 p.m.