

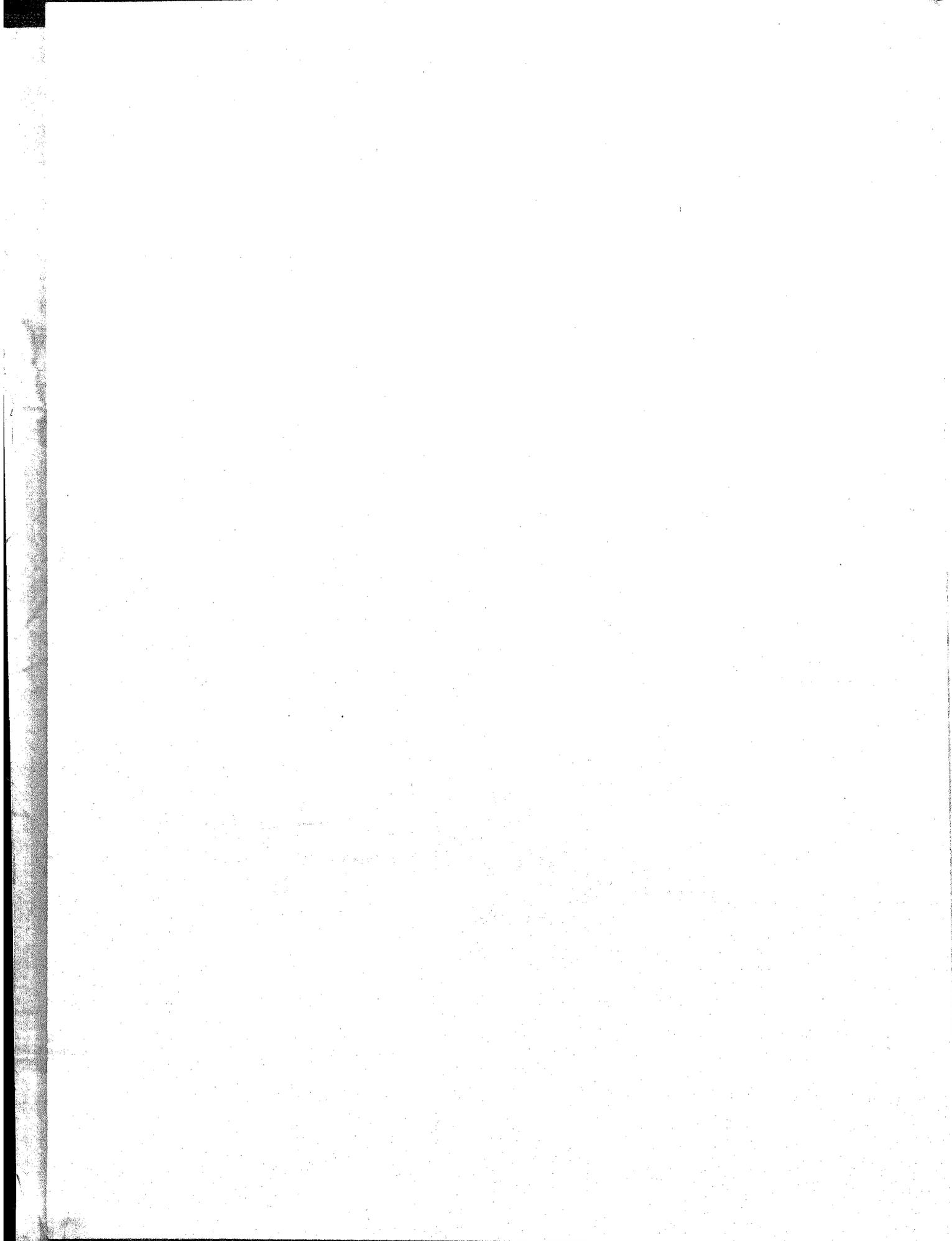


# NORFOLK

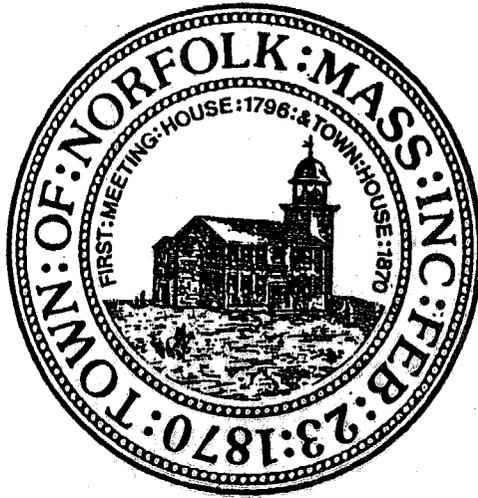


1996

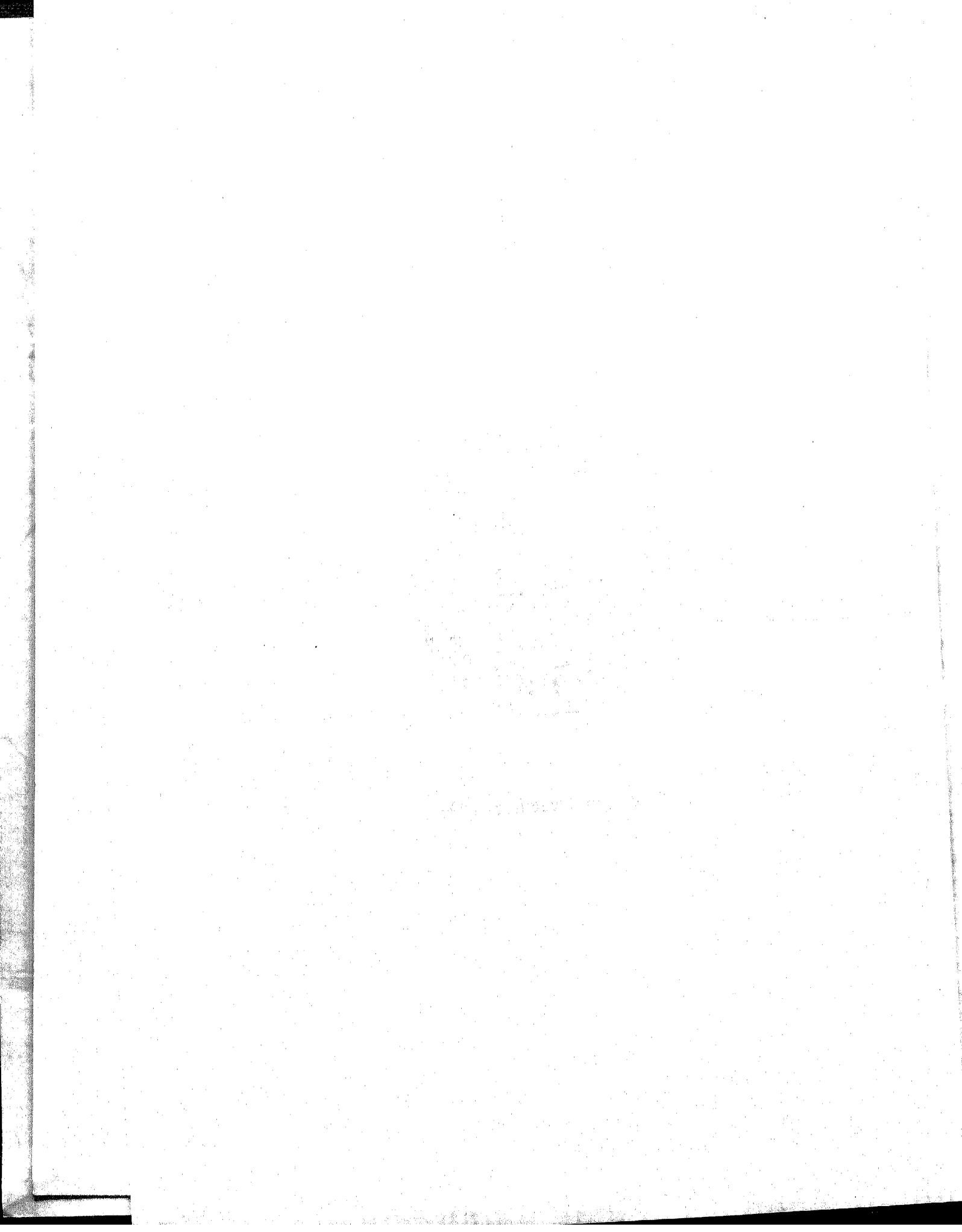
TOWN REPORT



TOWN OF NORFOLK  
126TH ANNUAL REPORT



Year Ending December 1996



## **IN MEMORIAM**

**MARY A. DAY**  
Election Worker

**CHARLES A. GATTONI**  
Council on Aging Van Driver, 1986-1996  
Custodian, Freeman-Centennial School, 1971-1975  
Head Custodian, Freeman-Centennial School 1975-1986

**M. AGNES PINK**  
Rationing Board, 1978-1984

**EDWIN S. PINK SR.**  
Water Commission, 1955-1962  
Zoning Board of Appeals 1969-1975

**JOHN PAUL SHIVERS**  
Bylaw Study Committee 1967

**DR. GEORGE C. WRIGHT**  
Civil Defense Radio Operator 1979-1992

## TABLE OF CONTENTS

TOWN OFFICERS, Elected .....	6
TOWN OFFICERS, Appointed .....	6
<b>GENERAL GOVERNMENT</b>	
Board of Selectmen .....	12
Town Clerk .....	14
Presidential Primary, March 5, 1996 .....	15
Annual Town Meeting Election .....	16
Town Meeting Minutes .....	17
Special Election, July 10, 1996 .....	32
Special Town Meeting Minutes, August 27, 1996 .....	33
State Primary Election, September 17, 1996 .....	34
State Election, November 5, 1996 .....	35
Town Meeting Minutes, Nov. 19, 1996 .....	36
Registrars of Voters .....	48
Bylaw Committee .....	49
Town Counsel .....	49
Southeastern Regional Service Group .....	50
<b>PUBLIC SAFETY</b>	
Police Department .....	51
Fire Department .....	53
Fire and Police Communications .....	58
Animal Control Department .....	58
Building Department .....	59
Highway Department .....	59
Transfer Station .....	60
<b>EDUCATION, LIBRARY, ARTS</b>	
Norfolk Elementary Schools .....	62
King Philip Regional School .....	68
Tri-County Regional Vocational Technical School .....	74
Historical Commission .....	76
Library Trustees .....	76
Director of Libraries .....	77
<b>PLANNING &amp; DEVELOPMENT</b>	
Planning Board .....	79
Zoning Board of Appeals .....	81
Zoning Bylaw Study Committee .....	81
Permanent Building Committee .....	82
Police Station/Town Hall Steering Committee .....	82
Metropolitan Area Planning Council .....	84
Recreation Commission .....	83
Town Hill Study Commission .....	83
<b>HUMAN RESOURCES</b>	
Board of Health .....	86
Walpole Area Visiting Nurse Association, Inc. ....	87
May Mental Health Association, Inc. ....	88
Council on Aging .....	90
Norfolk County Mosquito Control Project .....	91
Self Help, Incorporated .....	92
Housing Authority .....	92

**NATURAL RESOURCES**

6  
6  
12  
14  
15  
16  
17  
32  
33  
34  
35  
36  
48  
49  
49  
50

Water Department .....	93
Conservation Commission .....	94
Americans With Disability Act Compliance Committee .....	95

**FINANCES**

51  
53  
58  
58  
59  
59  
60  
62  
68  
74  
76  
76  
77  
79  
81  
81  
82  
82  
84  
83  
83  
86  
87  
88  
90  
91  
92  
92

Treasurer /Collector .....	96
Advisory Board .....	97
Director of Finance/Town Accountant .....	98
Board of Assessors .....	146
Spring Town Meeting Warrant - 1996 .....	149

**ELECTED OFFICERS**

	TERM EXPIRES
<b>MODERATOR</b>	
Frank J. Gross	1997
<b>BOARD OF SELECTMEN</b>	
John J. Czyzewski	1999
Girard St. Amand	1998
James R. Giebfried	1997
<b>TOWN CLERK</b>	
Alice S. Boschen	1999
<b>BOARD OF ASSESSORS</b>	
Fred L. Pfischner	1999
John G. Robbins	1997
Donna L. Putt	1998
<b>BOARD OF HEALTH</b>	
Dr. Albert G. Andersen	1999
Dr. Thomas R. Gilbert	1997
Laurence M. Magner	1998
<b>LIBRARY TRUSTEES</b>	
Frances M. Holman	1997
Kenneth W. Nelson	1998
Harvey R. Boulay	1999
<b>WATER COMMISSIONERS</b>	
Donna L. Putt	1999
H. Roy Hamlin	1997
Lawrence Kennedy	1998
<b>HOUSING AUTHORITY</b>	
Walter Zagieboylo	2000
Robert Boucher	2001
James M. Phelan	1997
Bruce A. Simpson	1998
Joanne Tankard Smith	1998
<b>PLANNING BOARD</b>	
Elizabeth J. Maitland	1997
Alexander J. Vispoli, resigned	1998
Robert E. Nicodemus	1999
Steven G. McClain	1999
Arthur A. Spruch	1998
Andrea Langhauser	1997
<b>RECREATION COMMISSION</b>	
Deborah K. DeBello	1997
E. Kurt Czarnowski	1999
Thomas F. Terpstra	1999
Eugene J. Orsogna	1998
Barbara Gillis	1998

**NORFOLK SCHOOL COMMITTEE**

	TERM EXPIRES
Jonathan Smith	1997
John Spinney	1997
Rita Advani	1999
Lucille V. Bailey	1999
Maureen Howard	1998

**KING PHILIP REGIONAL SCHOOL COMMITTEE**

	TERM EXPIRES
George T. Cronin, Jr.	1997
Jonathan Smith	1998
Jane P. Morris	1999

**TREE WARDEN**

Philip K. Craig	1997
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**CONSTABLES**

Robert L. Smith	1998
E. Christopher Bettencourt	1998

**APPOINTED TOWN OFFICERS**

**MODERATOR APPOINTMENTS**

**ADVISORY BOARD**

Robert D. Kelleher	1999
Richard H. Moore	1999
A. Graham Sterling	1997
Marc V. Waldman	1998
Norman Gentry	1997
Edward Cannon	1998
Joyce Terrio	1997
Arthur Warren IV	1999

**PERSONNEL BOARD**

Debra Kile, resigned	1996
William Gothorpe, resigned	1997
Arthur Warren, resigned	1996
Alicia Cannon	1998
Robert Garrity	1998
Lawrence E. Corcoran	1999
Alison L. Light	1999

**BYLAW COMMITTEE**

Alice S. Boschen	1999
George T. Cronin, Jr.	1998
Vida E. Holmes	1997
Donald E. Newhall	1999
Elinor H. Pearson	1997
Paul D. Maggioni, Town Counsel (Ex-Officio)	

TERM  
EXPIRES

## BOARD OF HEALTH APPOINTMENTS

### BOARD OF HEALTH AGENTS

William R. Domey	1997
Janet M. Prevett	1997
Alice S. Boschen	1997
Bruce A. Simpson	1997

### SANITARIAN

Mark Oram	1997
-----------	------

## FINANCE DIRECTOR'S APPOINTMENT

### TREASURER/COLLECTOR

David B. Okun

### ASSISTANT ASSESSOR

Deborah J. Robbins

### ASSISTANT TOWN ACCOUNTANT

Lorraine H. Foley

### ASSISTANT TREASURER

Cheryl A. Kelley

## LIBRARY TRUSTEES APPOINTMENTS

### DIRECTOR OF LIBRARIES

Robin A. Glasser

### ASSOCIATE DIRECTOR

Francena M. Johnson

### YOUTH LIBRARIANS

Sarina Bluhm

John Spinney

### TECHNICAL SERVICES

Marion T. Graham

### LIBRARY ASSOCIATES

Judith B. Swaim

Marie Langlais

Ann Asci

Louisa Zagieboylo

Bonnie Durand

Patricia Slovacek

Mary Lynn McWilliams

### SCHOOL LIBRARIANS

Diane Balut

Mary Carney

## LIBRARY ASSOCIATES - SCHOOL

Christine Schwartz

Bonnie Durand

Elizabeth Lehan

## TREE WARDEN APPOINTMENTS

### DEPUTY WARDEN

Vacant

## TOWN CLERK APPOINTMENT

### ASSISTANT TOWN CLERK

Mary Jane Masty

## BOARD OF SELECTMEN APPOINTMENTS

### TOWN ADMINISTRATOR

Greg L. Balukonis

### TOWN COUNSEL

Paul D. Maggioni

### TRI-COUNTY VOCATIONAL TECHNICAL SCHOOL COMMITTEE

Ronald E. Janosko

### SEALER OF WEIGHTS AND MEASURES

Peter S. Hildebrandt

Robert J. Shannon, Assistant

Thomas G. Degnim, Assistant

### OFFICER OF VETERANS' GRAVES

Arthur R. Keenan

### LOCAL INSPECTOR - SHADE TREE MANAGER & PEST CONTROL

Remo R. Vito, Jr.

## TOWN ADMINISTRATOR APPOINTMENTS

### DIRECTOR OF FINANCE - ACCOUNTANT

Susan L. Gagner

### POLICE DEPARTMENT

#### CHIEF OF POLICE

Charles H. Stone, Jr.

#### LIEUTENANT

John W. Holmes

#### SERGEANTS

Paul J. Murphy

David R. McConnell

Jonathan M. Carroll, Sr.

Robert J. Shannon

**GENERAL GOVERNMENT**

**REGULAR POLICE OFFICERS**

Alan F. Washkewits  
Stephen K. Plympton  
David J. Holt  
Winslow Karlson, III  
Thomas G. Degnim  
Timothy P. Heinz  
Leo F. Ethier, Jr.  
Glen R. Eykel

**RESERVE POLICE OFFICERS**

William J. Davis, resigned  
Edward C. Bettencourt, resigned  
Steven A. Burke  
Louis Droste  
Thomas Heatley, Jr.  
Jeffrey Peavey  
Donna M. Wolfrum  
William R. McGrath  
Berton Cummings III  
David J. Eberle  
Susan Fornaciari

**ADMINISTRATIVE ASSISTANT**

Helenmarie Diamond

**POLICE/FIRE COMMUNICATIONS**

Joy Leonard  
Michael J. LaValley  
Janet M. Poirier  
Jamie J. Masterson  
Edward C. Bettencourt - Part-time  
Steven R. Hamlin - Part-time  
Pamela P. Holmes - Part-time  
Steven A. Burke - Part-time  
John Donovan - Part-time  
Jason Kenwood - Part-time  
Donna M. Wolfrum - Part-time  
John M. Malaney III - Part-time

**SPECIAL POLICE OFFICERS**

Albert Leverone  
Charles E. Ray  
J. William Meau  
William F. Kelley  
Harry L. Sanborn  
George J. Murray  
Joy Leonard  
Janet M. Poirier  
Pamela P. Holmes  
Edward Nolan  
William Davis

Police Chaplain Rev. Robt. Connor  
Police Chaplain Rev. Mark Ferrin  
Police Chaplain Rev. Paul Toms

**POLICE MATRONS**

Joy Leonard  
Janet M. Poirier  
Pamela P. Holmes  
Donna M. Wolfrum  
Helena Rafferty-Findlen

**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

**EMS DIRECTOR**

John M. Malaney III FF/EMT

**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/EMT  
Bruce E. Hamlin, FF  
Stephen R. Hamlin, FF/EMT  
Peter S. Hildebrandt, FF/EMT  
Pamela P. Holmes, FF/EMT  
David W. Johnston, FF  
Mark R. Kantzer, FF/EMT  
Daniel J. Keenan, FF/EMT, resigned  
Patrick J. Keenan, FF, resigned  
John F. Kelley, FF/EMT  
James F. Leary, Jr., FF  
Leo E. MacDonald, FF/EMT  
Jamie J. Masterson, FF/EMT  
C. Scott Thayer, FF/EMT

**ADMINISTRATIVE ASSISTANT**

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

**FOREST WARDEN**

William F. Kelley, FF/Chief

**HIGHWAY DEPARTMENT  
SUPERINTENDENT OF STREETS**

Remo R. Vito, Jr.

**HIGHWAY PERSONNEL**

Kenneth Salisbury, Foreman  
 John Haehnel, Asst. Foreman  
 Kimball Rogers, Mechanic  
 Thomas Benedetti, Asst. Mechanic  
 Stephen Daley  
 Kenneth Cooper  
 Jake White  
 Robert Joyce  
 Alan F. Washkewits, Jr.  
 Jeremiah P. Sullivan, resigned

**ADMINISTRATIVE ASSISTANT**

Karen Mitnick

**TRANSFER STATION**

Donald Bernardo-Head Monitor  
 Raymond Mullaney  
 Margaret Silletti-Part-time Clerk

**INSPECTION DEPARTMENT**

**BUILDING COMMISSIONER**

Gerald E. Hughes

**LOCAL INSPECTOR/ASST. ZONING OFFICER**

Paul R. DiChiara

**ZONING OFFICER**

Gerald E. Hughes

**INSPECTOR OF WIRES**

William R. Bain

**ASSISTANT INSPECTOR OF WIRES**

J. William Carberry

**INSPECTOR OF GAS FITTINGS**

Edward Forsberg

**PLUMBING INSPECTOR**

James K. Murray

**INSPECTOR OF ANIMALS**

Harry L. Sanborn, Jr.

**ANIMAL CONTROL OFFICER**

Harry L. Sanborn, Jr.

**EMERGENCY MANAGEMENT**

**EMERGENCY MANAGEMENT DIRECTOR**

Edward Nolan

**EMERGENCY MANAGEMENT**

**DEPUTY DIRECTOR/RADIO OPERATOR**

John Nuhibian, Radio Operator

**FIRE OFFICER, CD**

William F. Kelley

**BOARD-COMMISSIONS-COUNCILS**

Authorized by Statute or Bylaw

**BOARD OF APPEALS - 5 year term**

Bruce A. Simpson	2001
Linda D. Eckard	1999
Peter J. Bukunt, resigned	
Andrew W. Shepard, resigned	
Lisa K. Keating	1997
John M. Burke	1998
Lorraine M. Sweeney	2000

**ASSOCIATE MEMBER - 1 year term**

Sarah P. Dewey	1997
Brian D. Wolf	1997

**ADA COMPLIANCE COMMITTEE - 1 year term**

Mary Nuhibian	1997
Judith Sterling, resigned	1997
Thomas Terpstra	1997
Kathleen Farmer, resigned	1997
Donna Angelico	1997
Greg L. Balukonis (ex officio)	1997

**ARTS COUNCIL - 3 year term**

Christina M. Krouk	1999
Thomas Elder	1999
Kristen Stashenko	1999
Katherine Furst	1999
Anne Marie Battistone	1999
Brian Lies	1999
Deborah Bergerson-Moore, resigned	1999

**CEMETERY COMMISSION - 3 year term**

Paul L. Kozak, Sr.	1999
Frank J. Gross	1997
Robert L. Kirby	1998

**COMPUTER SYSTEM COMMITTEE - 3 year term**

David Barry	1999
Arthur W. Krueger	1999
David K. Cook	1998
Peter D'Anjou	1998
William D. Donovan	1997

**CONSERVATION COMMISSION - 3 year term**

Cynthia C. Andrade	1997
Jane M. Dewey	1998
Christopher Kittredge, resigned	1997
Andrew Bakinowski	1998
Allan M. Shaw	1999
Thomas R. Gilbert	1998
Maryann T. Magner	1999

**GENERAL GOVERNMENT**

**COUNCIL ON AGING - 3 year term**

John Evans	1999
Carolyn Shepard	1998
Christine Shaw	1999
Nancy Seitz	1997
Elizabeth Santandreu	1998
Walter Warren, resigned	1998
Priscilla Tsarides	1998
Norman Lenihan	1997
Patricia Lang	1997
Martin Moeckel	1997
Edna Richardson (Legis. Liaison), resigned	1998
Georgia Jones (Rep Liaison)	1999
John McCann	1998

**DESIGN REVIEW BOARD - 3 year term**

Donald Scymour-Planning Bd. Appt.	1997
Sarojit Malik-Selectmen Appt.	1996
James H. Neubert-Planning Bd Appt.	1997
M. Elizabeth Pyne-Historical Appt.	1998
Jeffrey Payne, resigned	1998
John Buchholz, Apptd.-Selectmen Appt.	1998

**EARTH REMOVAL ADV. COMM. - 1 year term**

Andrew Bakinowski-Con. Comm.	1997
Gerald Hughes-Building Comm	1997
Laurence Magner-Board of Health	1997
Fred L. Pfischner-Assessors	1997
Alex Vispoli-Planning Bd., resigned	1997

**HISTORICAL COMMISSION - 3 year term**

M. Elizabeth Pyne	1998
Thelma Ravinski	1998
Marcia Johnston	1998
Emily Jacques	1999
Elna Weeber, resigned	
Donna Beernink, resigned	
Suzanne Burns	1997
Marie Langlais	1997
Mary Power	1997

**PERMANENT BUILDING COMM - 3 year term**

Robert P. Lowndes	1996
Winsor Bowden, Jr.	1997
Anthony Brizzolara, resigned	1996
Lawrence Cheever	1996
Arlen Li, resigned	1998
Ernest E. Alix, Jr.	1998

**REGISTRAR OF VOTERS - 3 year term**

Donna Bentley - D	1996
Charles E. Burnett- R	1998
John McFeeley - D	1997
Alice Boschen - R	Town Clerk

**VETERAN'S SERVICES - 3 year term**

Frank J. Gross	1999
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**MBTA ADVISORY BOARD**

**REPRESENTATIVE-1 year term**

Daniel Catlett	1997
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**METROPOLITAN AREA PLANNING  
COUNCIL REPRESENTATIVE-3 year term**

Elizabeth J. Maitland	1998
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**SOUTHWEST AREA PLANNING COUNCIL-1 year term**

Elizabeth J. Maitland	1997
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**NORFOLK COUNTY ADVISORY  
BOARD MEMBER-1 year term**

Girard St. Amand	1997
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**BOARD AND COMMITTEES**

Appointed by Board of Selectmen, except as noted

**MIRROR LAKE ADVISORY COMMITTEE**

Virginia Graves, resigned	1997
Joseph Gillio	1997
Annette D. English	1997

**RECYCLING/SOLID WASTE COMMITTEE**

Charles Jerome	1997
Daniel Crafton	1997
Kenneth MacClean	1997
Gerard Sullivan, resigned	1997
Norman Lenihan	1997
Remo Vito, Jr.-Ex Officio	1997
Ellen Clas	1997

**TOWN HILL COMMITTEE**

Thelma Ravinski	1997
Donna Shaw	1997
Elaine Bauer	1997
Nancy Seitz	1997
Janyce Conklin	1997
Patricia Michel	1997
Patrick Willoughby	1997

**ZONING BYLAW STUDY COMMITTEE**

Lisa A. Keating-Bd. of Appeals	1997
Sarah P. Dewey-Conservation Comm.	1997
Lois L. Boucher-Board of Health	1997
Gerard E. Hughes-Building Comm.	1997
Robert Nicodemus-Bd. of Selectmen	1997
Glendon Coulter-Board of Selectmen	1997
Michael S. Barad-Planning Board	1997
Paul D. Maggioni, Town Counsel-Ex Officio	1997

**ROAD SAFETY COMMITTEE**

James R. Giebfried (Ex. Officio)	1997
Remo R. Vito, Jr.	1997
Charles H. Stone, Jr.	1997
Daniel Catlett	1997

**INSURANCE COMMITTEE**

Warren R. Bergerson, resigned	1997
Raymond J. Turano	1997

**ECONOMIC DEVELOPMENT COMMITTEE**

Apptd. jointly by Board of Selectmen/Planning Board	
Jack Oliveri	1997
David Werlich, resigned	1997
Robert Howard	1997
Philip Briselli	1997
Beverly Panettiere	1997
Arthur Bent	1997
Elisabeth Buchholz, resigned	1997

## ANNUAL REPORT OF THE BOARD OF SELECTMEN

This report is submitted in accordance with Norfolk By-laws, 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, 1996 to December 31, 1996.

The three Selectmen are the Town's chief executive officers. We are empowered by state statute to administer and implement decisions voted at Town Meetings, and establish policy for and coordinate local government operations. The Selectmen also serve as road commissioners, make numerous appointments to the 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 administrative assistant, and a part-time clerk.

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 held in the Cable Television Studio in the Centennial School on Monday evenings, at 7:30 p.m. All meetings are open to the public, and we invite any interested person to attend. Our meetings are also broadcast live on Norfolk Cable. Agendas are posted in the Town Hall 48 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.

John J. Czyzewski was elected to the Board of Selectmen in May. He replaced Yaffa Dratman who decided not to seek re-election. We wish to thank Yaffa Dratman for her three (3) years of dedicated service on the Board of Selectmen. The Board reorganized by electing James R. Giebfried as Chairman, and Girard L. St. Amand as Clerk.

There were many issues that dominated the Selectmen's agenda in 1996. Perhaps, the most significant was massive budget reductions that were required for the fiscal year starting on July 1, 1996. A \$596,000 Proposition 2 1/2 override question failed to secure the approval of voters at a special election held in July. Lay-offs of public safety, school and general government employees took place immediately after the rejection of the ballot question. Other departments were required to reduce staff hours to meet the balanced budget amounts as approved by the 1996 Annual Town Meeting. No department totally escaped the painful budget ramifications in 1996. Norfolk will most likely face difficult financial times in the immediate future due to an explosive residential growth,

and the demands associated with providing increased municipal and school services.

In response to a call for improved financial planning, the Board of Selectmen and Advisory Board established a financial planning sub-committee. The committee consists of representatives of the Board of Selectmen, Advisory Board, municipal and school departments. The Town Administrator and Director of Finance were directed to submit a balanced budget recommendation for the new fiscal year beginning on July 1, 1998. Although this process is ongoing as the 1996 town report went to print, we are hopeful it will lead to an improved budget process.

On a more positive note, the Selectmen and Permanent Building Committee approved contracts for the construction of a new Town Hall. Work began in September with an anticipated completion in the Fall, 1997. This project is funded with \$2.6 million in state grant funds under the Chapter 799 program. The Selectmen continued efforts to first protect these funds from being transferred elsewhere by the State, and second to ensure timely receipt of all monies due. We are pleased to report Norfolk officials, with the hard work of our state senator and representative, were able to guarantee these funds be dedicated for the Town Hall project. The same, unfortunately, cannot be said of the timely receipt of the \$2.6 million due in Chapter 799 funds. The Board of Selectmen approved temporary borrowing money in lieu of reimbursement from the State. Norfolk will pay a considerable amount for short term interest due to the inability of the State to allocate funding within its budget.

At a special town meeting in August, residents considered two important funding requests. A citizens petition required the Board of Selectmen to schedule a special town meeting to reconsider an earlier vote appropriating \$960,000 for the Pond Street Recreational Field Complex. A second consideration was to recommend funding for a new Fire Ladder Truck. The Selectmen supported funding for the recreation complex, and a new ladder truck, both which were overwhelmingly approved. The Ladder Truck was also approved as a debt exclusion in November. This means that money required to pay annual debt service costs would not result in cuts in other municipal personnel and services.

Work on the Northside Drainage Interceptor project was completed on time and within budget. A total of \$700,000 was approved by the 1995 Annual Town Meeting to remedy flooding in the Town Center and adjoining residential neighborhoods. This project will now take storm water and discharge it in the town pond area in an environmentally sensitive manner.

The Board of Selectmen supported efforts to secure grant funding for reconstruction of the roads in the Town Center, including Rockwood Road, Union Street and Main Street. Norfolk officials are working with the Mass. Highway Department to ensure the proposed improvements maintain Norfolk's character, and do not impose unnecessary roadway widths and parking restrictions for a community of this size. Final engineering on the Myrtle and Miller Street bridges was completed. These projects will be funded by a 100% state grant, and are due to begin in 1997. Preliminary design on replacing the Main Street bridge at the Walpole town line was also finalized.

The Board of Selectmen was advised that some additional work would be needed in capping a section of the old landfill. The capping of the old landfill was completed years ago, but apparently was not completed to State standards. The Board of Selectmen is evaluating low cost alternatives for capping the old landfill as this project was not anticipated. Capping of the newer sections of the landfill is expected to proceed shortly.

Underground fuel storage tanks were successfully replaced at the Highway Garage and Freeman/Centennial School. This work was required by state regulations. The Town applied for and received a state grant partially reimbursing the project costs.

Town-owned property at 14 Rockwood Road was sold as surplus property in accordance with a vote of town meeting. The sale of this property resulted in over \$100,000 being returned to the Stabilization Fund.

The Board of Selectmen continued discussions with Department of Correction officials in ensuring that the Highland Lake contamination was addressed. Girard L. St. Amand served as the Board's liaison on the Sewer Study Committee. We are pleased that water was extended to residents under a town project. Alternatives for relocation of the sewer line were still being evaluated as 1996 concluded. The Selectmen will continue to support plans moving the sewer line from its current location, and pursuing money due for the water line project.

The Selectmen engaged in discussions with the Wrentham Board of Selectmen concerning a shared police facility. A feasibility study provided a conceptual design of a police facility located on Shears Street. Our efforts did not result in a 90% state grant needed to build such a facility. It appears the project is on hold until grant funding is approved by the legislature.

The Town Hill project was substantially completed in 1996. An attractive new bandstand was erected on Town Hill. The reshaping of Town Hill was realized with new landscape designs and connected walkways. We wish to recognize the efforts of the Town Hill Committee for bringing this project to conclusion as a new focal point in the Town Center.

In December, representatives of Southwood Community Hospital came before us to explain its pending ownership change. A recent zoning change approved by town meeting will allow assisted living uses at the Southwood Hospital complex. It is still too early to speculate on what affect the proposed change in ownership will have on local residents and government services.

The Board of Selectmen and the Norfolk Police Officers Collective Bargaining Unit reached agreement on a new three year contract. The contract provides for a reasonable pay increase consistent with other municipal personnel.

We would like to acknowledge the efforts of our staff, Greg Balukonis, Marian Harrington and Karen Ramsey, who serve this Board, and the public, in a pleasant and helpful manner. We also want to thank all employees for a job well done. 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 our government work. It is reassuring to find the quantity and quality of volunteerism has grown to meet the need as the problems of local government become increasingly complex. We are grateful for the work of all board and committee members who spend many evenings out of their homes in addressing town business and their families continued support. We, the Board of Selectmen, truly appreciate the dedication of all of you who make Norfolk the special place that it is.

#### BOARD OF SELECTMEN

James R. Giebfried, Chairman  
Girard L. St. Amand, Clerk  
John J. Czyzewski, Member

## ANNUAL REPORT OF THE TOWN CLERK - 1996

The Town Clerk's Office was exceptionally busy in 1996. During the year there were four scheduled elections - the Presidential Primary in March, the Town Election in May, the State Primary in September, and the State General Election (Presidential) in November. In addition, the Selectmen called a Special Election for an override. It was held on July 10, and our office processed over 300 absentee ballots to accommodate vacations and other summer activities. Our Accu-Vote Optical Scan system of vote counting has greatly improved administration of elections by eliminating the necessity for a large number of counters to handle the paper ballots. However, there are still a myriad of details for which the Town Clerk is responsible for each election. Thanks to all the many election officials for their assistance throughout the year.

There were three Town Meetings during 1996 - the Annual in May, a Special in August, and the Fall Meeting scheduled by Bylaw for November. Again, the Town Clerk is directly involved in taking the Minutes of the meetings, transcribing and reporting them. If any General or Zoning Bylaw changes have been voted, the Town Clerk follows a strict procedure for submission of them to the Attorney General.

Another change which has had a great impact on the Town Clerk's Office is the development of the Central Voter Registry in response to the federal "Motor Voter" act. All city and town clerks in Massachusetts are now connected in a computer network, along with certain agencies, such as the Registry of Motor Vehicles. All voter registrations are recorded in the computers both locally and at Office of the Secretary of State. Therefore the Town Clerk has been forced to become at least semi-literate about this particular computer application. With the advent of voter registration at agencies and by mail, it is no longer required to hold several registration sessions before each election. Instead, the only required session is held 20 days prior to the event, which is the last day to register for that particular voting event. Mail-in registration has become widely used.

1996 has also become a watershed year in relations with the Division of Fisheries & Wildlife. After years of the Division's administrators not listening to city and town clerks, the boycott held in July finally made them sit up and take notice of our concerns. The boycott ended August 1 and the resulting negotiations turned out favorably. I thank customers for their patience and understanding through that period. Selling sporting licenses is no longer compulsory, but is optional for each agency. This office will continue to have licenses available for sale for public convenience.

## 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 125 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, 133 births were recorded in 1991, 132 in 1992, 140 in 1993, 145 in 1994 and 135 in 1995.

## DEATHS

There were 164 deaths recorded in 1996. Thirty-four were of Norfolk residents, occurring in Norfolk or in other locations; the additional 130 were residents of other communities who died at Southwood Community Hospital, the Correctional Institutions, or elsewhere in Norfolk.

## MARRIAGES AND INTENTIONS

Forty-two marriage intentions were filed and issued in Norfolk in 1996. All forty-two certificates were returned following the performance of their ceremony. Of the 42, in 21 of the marriages one or both parties were Norfolk residents, 6 had both parties from other cities or towns, and the remainder involved prisoners at a Correctional Institution.

REPORT OF LICENSING ACTIVITY -  
1996

## SPORTING LICENSES

Two Hundred Sixty Seven licenses in eight different categories were sold in 1996, as well as other transactions such as sale of sporting stamps and issuance of duplicate licenses, resulting in total sales of \$5,714.75. In addition ten free licenses were issued to residents over 70. By regulations of the Division of Fisheries and Wildlife, the town of Norfolk retained fees in the amount of \$70.85.

## DOG LICENSES

The Following licenses were issued in 1996: 677 Neutered Male and Spayed Female; 138 Males and Females not neutered; 5 Kennels of four dogs or less, and 4 Kennels of five

to ten dogs. Total sales were \$5,033.25, the entire amount of which was deposited in the General Fund for the town of Norfolk.

Dog owners are reminded that all dogs over the age of six months must be licensed and proof provided of current rabies inoculation. 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 the Norfolk does have a dog control bylaw. Copies of the bylaw are available at the office of the Town Clerk.

### SUMMARY OF TRANSACTIONS OF THE TOWN CLERK'S OFFICE - 1996

Dog Licenses	\$ 5,033.35
Sporting Fees Retained by Town	70.85
Certificates and Copies	7,576.00
Sale of Books and Maps	1,757.85
Raffle Permits	40.00
U.C.C. Filings	1,541.00
Pole Location Filing	80.00
Revenue Generated for the Town of Norfolk	\$ 15,909.05

## PRESIDENTIAL PRIMARY MARCH 5, 1996

Pursuant to the Warrent for the Presidential Primary, the inhabitants of the Town of Norfolk qualified to vote in Precincts 1,2 and 3 assembled at MacBride Auditorium at the Norfolk Freeman-Centennial School on Tuesday, March 5, 1996 to cast their votes for the election of candidates of political parties for the following offices: Presidential Preference; Members of the State Committee (one man and one woman); 35 members of the Democratic Town Committee; 25 Members of the Republican Town Committee; and 10 Members of a Libertarian Town Committee.

Polls were declared open at 7:00 a.m. and Election Officials were duly sworn in by Warden Elinor Pearson. The ballot boxes for all three precincts were found to be in good working order and registered zero. Instructions to voters and specimen ballots were posted in each precinct. A corrected voting list was on display within the polling place, and party enrollment change cards were available to voters.

The polls were closed at 8:00 p.m. There were a total of 983 votes cast (20% of registered voters): 854 Republicans, 129 Democrats, and none of any other political party. The results were as follows:

### DEMOCRATIC PARTY

#### Presidential Preference

Bill Clinton	105
Lyndon LaRouche	7
No Preference	8
Blank	7

#### State Committeeman

Peter Brock	98
Blank	30
Write-In	1

#### State Committeewoman

Victoria Budson	92
Blank	36
Write-In	1

#### Town Committee

Group	73
Adeline Mary Bee	97
Donna Bentley	86
Mary Ellen Gattoni	90
Joseph Galluzzo	83
John McFeeley	92
Robert L. Smith	89
Walter Zagieboylo	88
James Giebfried	87
Elaine M. Ring	87
Warren Bergerson	84
Timothy Ahearn	88

REPUBLICAN PARTY

Presidential Preference

Richard Lugar	15
Morry Taylor	1
Phil Gramm	2
Patrick Buchanan	155
Bob Dole	437
Steve Forbes	138
Lamar Alexander	72
Alan Keyes	14
Robert Dornan	0
No Preference	6
Bland	6
Misc. Write-Ins	8

State Committeeman

Edward A. Dyer, Jr.	171
Paul R. Jacobsen	451
Misc. Write-Ins	5
Blank	227

State Committeewoman

Susan R. Phillips	400
Elizabeth Poirer	185
Blank	264

Town Committee

Group	403
Stephen Martin	441
Robert Garrity	440
Susan Martucci	583
Jonathan Smith	456
Edward McCormick III	489
Elinor H. Pearson	486
Helen P. Cleary	479
Beverly Panettiere	466
Mark S. Andrade	433
Charles E. Burnett	441
David Richardson	459
Edna Richardson	463
Janyce Conklin	468
Christopher Conklin	452
Georgia B. Jones	452
Susan O'Brien	453
Thomas Howard	526

ANNUAL TOWN MEETING  
ARTICLE 1 - ELECTION

Pursuant to the Warrant for the Annual Town Meeting, the inhabitants of Precincts 1, 2, and 3 of the Town of Norfolk qualified to vote in town affairs assembled in MacBride Auditorium at the Freeman-Centennial elementary school on Tuesday, May 7, 1996 to act upon Article 1, the Annual Election of Town Officials.

Polls were declared open at 7:00 a.m. Election Officials were duly sworn in by Warden Elinor Pearson. The ballot boxes for all three precincts were found to be in good working order and registered zero. Instructions to voters and specimen ballots were posted at the entrance to 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 1,312 (27%) of eligible voters in the town cast their ballots with the following results:

Moderator for One Year

Frank J. Gross	1,128
Blank	168
Misc. Write-Ins	20

Selectman for Three Years

*John J. Czyzewski	859
Robert L. Smith	433
Blank	19
Misc. Write-Ins	5

Town Clerk for Three Years

Alice S. Boschen	1,127
Blank	182
Misc. Write-Ins	7

Assessor for Three Years

Fredrick Pfishner	952
Blank	348
Misc. Write-Ins	16

Board of Health Member for Three Years

Albert Andersen	946
Blank	383
Misc. Write-Ins	17

Library Trustee for Three Years

Harvey R. Bouley	994
Blanks	313

Water Commissioner for Three Years

*Donna L. Putt	798
John J. McCann	425
Blank	101

**TOWN MEETING MINUTES -1996  
ANNUAL TOWN MEETING**

**TUESDAY, MAY 28**

The meeting was called to order by Moderator Frank Gross at 7:30 p.m. at the King Philip High School Auditorium. The National Anthem was played by Trumpeter George Clinton, accompanied by Charles Stacey on the piano. The Moderator then introduced the Town Clerk, Finance Director, Town Administrator, Selectmen, Town Counsel and the Advisory Board Chairman, who in turn introduced the members of the Advisory Board. There were 597 voters attending, as well as 26 non-registered residents or non-residents. The following counters were administered an oath by the Moderator: Elinor Pearson, Kenneth McLean, John Ramsey, John Mecklenburg.

State Representative Sprague addressed the Meeting on the subject of the anticipated Prison Growth Reimbursement monies.

**APPROVED BY VOICE VOTE** to waive the reading of the Warrant and the return of the Warrant.

**ARTICLE 1** was the election of Town officers, which took place on May 7.

**ARTICLE 2**

**APPROVED BY VOICE VOTE** to amend the Personnel Bylaw by changing the Classification Schedule as follows:

Classification - Foreman, Transfer Station/Recycling Center Grade K

**Reclassification:**

- Water Superintendent from Grade M5 to Grade M7
- Building Commissioner from Grade M5 to Grade M6
- Outreach Worker, Council on Aging from Grade E to Grade G
- Administrative Assistant, Highway Department from Grade 9 to Grade K
- Senior Clerk, Assessors Office from Grade 8 to Grade 9

**Reclassification and Change Title:**

- Administrative Assistant, Board of Health from Grade K to Administrator/Agent, Board of Health Grade L
- Administrative Secretary, Board of Selection from Grade 9 to Administrative Assistant, Board of Selectmen Grade K
- Secretary, Planning Board from Grade 9 to Planning Administrator, Planning Board Grade K
- Secretary, Zoning Board of Appeals from Grade 8 to Administrative Secretary, Zoning Board of Appeals Grade 9

**Planning Board Member  
Two for Three Years Each**

*Robert E. Nicodemus	754
*Steven G. McClain	892
Blank	1,027
Misc. Write-Ins	19

**Recreation Commission Member  
Two for Three Years Each**

*E. Kurt Czarowski	664
*Thomas T. Terpstra	814
Scott Dittrich	641
Blanks	506
Misc. Write-Ins	7

**School Committee Member  
Two for Three Years Each**

*Lucille V. Bailey	840
*Rita S. Advani	832
Blanks	949
Misc. Write Ins	11

**King Philip School Committee Member  
for Three Years**

*Jane P. Morris	739
Robert J. Garrity	488
Blanks	88
Write In	1

**Housing Authority Member  
for Five Years**

*Robert G. Boucher	798
Mary Ellen Galoni	373
Blanks	142
Misc. Write-Ins	3

\*Declared elected

Secretary, Conservation Commission from Grade 8 to Administrative Secretary, Conservation Commission Grade 9  
Clerk, Council on Aging from Grade 6 to Office Assistant, Council on Aging Grade 9

and to transfer \$20,170 from Overlay Surplus and \$1,708 from Water Revenue to fund the classifications and reclassification as recommended by the Personnel Board and authorize the Director of Finance to disburse funds to the appropriate salary accounts.

**ARTICLE 3**

**APPROVED BY VOICE VOTE** to amend the Town of Norfolk Personnel Bylaw, Section X.D, Compensation Schedule, by deleting the existing Compensation Schedule and replacing it with the Compensation Schedule as printed in the Advisory Board Recommendation for the May, 1996 Annual Town Meeting, and to transfer \$19,622 from Overlay Surplus and \$1,800 from Water Revenue to fund the new FY97 Compensation Schedule as recommended by the Personnel Board and authorize the Director of Finance to disburse funds to the appropriate salary accounts.

[Compensation Schedule on next page]

**ARTICLE 4**

**MOVED AND SECONDED** to fix the salary and compensation of the following elected officers of the Town of Norfolk as provided for by Mass. General Laws, Chapter 41, Section 108; and to fix the salary or compensation thereof for the fiscal year commencing on July 1, 1996: Moderator \$1:00, Town Clerk \$25,000.00, Tree Warden \$750.

**MOVED AND SECONDED TO AMEND** the motion by adding the sum of \$1,500 for the Board of Assessors.

**MOVED AND SECONDED TO AMEND** the motion by adding \$200.00 for each member of the Board of Selectmen, Board of Health, Planning Board and Water Commission.

**SECOND AMENDMENT APPROVED BY COUNTED VOTE YES 235 NO 151.**

**FIRST AMENDMENT DEFEATED BY COUNTED VOTE YES 51 NO MORE THAN 52**

**MOVED AND SECONDED TO AMEND** the motion by adding the Board of Assessors at \$200 each. **APPROVED BY VOICE VOTE**

**MOVED AND SECONDED TO RECONSIDER** the Amendment to Article 4. **APPROVED BY COUNTED VOTE YES 278 NO 88.**

**IT WAS APPROVED BY VOICE VOTE TO CUT OFF DEBATE**

**APPROVED BY VOICE VOTE** to fix the salary and compensation of the following elected officers of the Town of Norfolk as provided for by Mass. General Laws, Chapter 41, Section 108; and to fix the salary or compensation thereof for the fiscal year commencing on July 1, 1996:

**TOWN OF NORFOLK  
FY97 COMPENSATION SCHEDULE**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>MANAGEMENT</b>										
M9	48,925	51,126	53,427	55,831	58,343	60,969	63,591	65,498	67,463	69,487
M8	43,350	45,300	47,339	49,470	51,696	54,021	56,454	58,148	59,892	61,689
M7	40,139	41,945	43,833	45,805	47,866	50,020	52,271	53,839	55,454	57,118
M6	37,165	38,838	40,586	42,412	44,321	46,315	48,399	49,851	51,346	52,887
M5	34,412	35,961	37,580	39,271	41,037	42,884	44,814	46,158	47,543	48,969
M4	31,863	33,297	34,795	36,361	37,998	39,708	41,495	42,740	44,022	45,343
M3	29,503	30,831	32,218	33,668	35,183	36,766	38,421	39,574	40,761	41,984
M2	27,318	28,547	29,832	31,174	32,577	34,043	35,575	36,642	37,742	38,874
M1	25,295	26,433	27,622	28,865	30,164	31,521	32,939	33,927	34,945	35,993

**ADMINISTRATIVE CLERICAL**

9	10.57	11.18	11.83	12.52	13.26	14.04	14.46	14.9	15.34	15.80
8	9.47	10.01	10.59	11.22	11.88	12.59	12.97	13.36	13.76	14.17
6	8.37	8.86	9.37	9.92	10.50	11.10	11.43	11.78	12.13	12.49

**TECHNICAL/PROFESSIONALS**

M	15.08	15.95	16.88	17.86	18.90	20.02	20.62	21.24	21.88	22.53
L	13.69	14.48	15.33	16.21	17.15	18.18	18.73	19.29	19.87	20.46
K	12.45	13.17	13.94	14.75	15.60	16.54	17.04	17.55	18.07	18.62
I	11.23	11.88	12.57	13.30	14.07	15.89	15.34	15.80	16.27	16.76
H	10.09	10.68	11.30	11.96	12.65	13.40	13.80	14.22	14.64	15.08
G	9.18	9.71	10.28	10.88	11.51	12.18	12.55	12.92	13.31	13.71
F	8.26	8.74	9.25	9.79	10.35	10.99	11.32	11.66	12.01	12.37
E	7.35	7.78	8.23	8.70	9.21	9.76	10.05	10.35	10.67	10.98
D	6.99	7.40	7.83	8.28	8.77	9.29	9.57	9.86	10.15	10.46
C	6.63	7.01	7.42	7.85	8.30	8.81	9.07	9.35	9.63	9.92
B	5.46	5.78	6.12	6.47	6.84	7.24	7.46	7.68	7.91	8.15

**GENERAL GOVERNMENT**

Moderator \$1.00, Town Clerk \$25,000.00, Tree Warden \$750.00 and \$200.00 for each member of the Board of Selectmen, Board of Health, Planning Board, Water Commissioners and Board of Assessors.

MOVED AND SECONDED to raise and appropriate \$13,533,666; transfer \$24,000 from the Ambulance Receipts Reserved Fund, \$12,000 from Cemetery Sale of Lots Receipts Reserved Fund, \$9,841 from Cemetery Perpetual Care Trust Fund Income, \$1,500 from Library Copy Fund, \$1,200 from Wetlands Protection Fund, \$25,000 from the COPS Fast Grant, \$58,000 from the Highway Storage Tank Reimbursement Grant, \$7,708 from Overlay Surplus, and \$260,300 from Water Revenue to defray the departmental and incidental expenses of the Town not otherwise provided for, the Fiscal Year commencing July 1, 1996

The Moderator explained the procedure to be followed for consideration of the Omnibus Budget. The Budget would

be read in its entirety, both balanced budget as recommended by the Advisory Board and their recommendations for the additional appropriation contingent upon the passage of an override, should the Selectmen vote to hold an Override Election. During the budget reading, holds would be called on any items for which further discussion was desired. Following regular procedure, at the conclusion of the initial reading, a vote would be taken on all items which were not held.

**APPROVED BY VOICE VOTE** all the items which were not held in the initial budget reading. The budget items which had been held, were then read in order and voted.

During the consideration of the Budget, the meeting was recessed from May 28 to May 29, and from May 29 to June 4. There was discussion on all items which had been held and several intermediate votes were taken. Due to the complexity of the Budget at this Town Meeting only the final amount is reported as follows:

	FY97 Recommended Balanced Budget	FY97 Override Increment	FY97 Budget Contingent on an Override
<b>GENERAL GOV'T</b>			
<b>Moderator</b>			
Salary	\$1	\$1	\$1
Expense	\$154		\$154
<b>Selectmen</b>			
Salary	\$92,274		\$92,274
Expenses	\$28,411	\$3,200	\$31,611
Committee Funds	\$1	\$0	\$1
<b>Advisory Board</b>			
Salary	\$2,805		\$2,805
Expenses	\$4,695		\$4,695
Reserve Fund	\$49,999		\$49,999
<b>Financing/Accounting</b>			
Salary	\$95,779	\$4,320	\$100,099
Expenses	\$9,975		\$9,975
<b>Assessors</b>			
Salary	\$72,976	\$1,500	\$72,976
Expense	\$9,134	\$500	\$9,634
Reserve for Abatements	\$80,000		\$80,000
<b>Treasurer/Collector</b>			
Salary	\$112,907	\$4,300	\$117,207
Expense	\$43,986		\$43,986

	FY97 Recommended Balanced Budget	FY97 Override Increment	FY97 Budget Contingent on an Override
<b>Town Counsel</b>			
Retainer Fees	\$15,000		\$15,000
Legal Fees	\$15,500		\$15,500
<b>Personnel Board</b>			
Salary	\$2,234	\$12,000	\$14,234
Expense	\$1,600		\$1,600
<b>Town Clerk</b>			
Salary	\$42,521	\$6,000	\$48,521
Expense	\$1,946		\$1,946
<b>Elections</b>			
Salary	\$3,300		\$3,300
Expense	\$3,650		\$3,650
<b>Voter Registration</b>			
Salary	\$1,150		\$1,150
Expense	\$5,250		\$5,250
<b>Conservation</b>			
Salary	\$9,820		\$9,820
Expenses	\$3,092		\$3,092
<b>Planning Board</b>			
Salary	\$30,957		\$30,957
Expense	\$37,725		\$37,725
<b>Zoning Board of Appeals</b>			
Salary	\$16,462		\$16,462
Expense	\$1,253		\$1,503
<b>Engineering</b>			
Expense	\$950		\$950
<b>Permanent Building Committee</b>			
Salary	\$4,670		\$4,670
Expense	\$550		\$550
<b>Building Liability Insurance</b>			
Expense	\$154,230		\$154,230
<b>Town Reports</b>			
Expense	\$5,225		\$5,225

GENERAL GOVERNMENT

	FY97 Recommended Balanced Budget	FY97 Override Increment	FY97 Budget Contingent on an Override
<b>PUBLIC SAFETY</b>			
<b>Police</b>			
Salary	\$903,566	\$95,015	\$998,581
Expense	\$87,691	\$4,985	\$92,616
Cruisers	\$50,692		\$50,692
<b>Fire</b>			
Salary	\$24,681	\$10,000	\$256,810
Expense	\$25,600	\$5,000	\$30,600
Ambulance Salary	\$63,421		\$63,421
Ambulance Expense	\$4,000		\$4,000
Tuition and Training	\$16,000		\$16,000
<b>Building Department</b>			
Salary	\$100,158	\$1,000	\$101,158
Expense	\$3,892	\$1,000	\$4,892
<b>Weights &amp; Measures</b>			
Salary	\$500		\$500
Expense	\$31		\$31
<b>Emergency Management</b>			
Salary	\$570		\$570
Expense	\$1,870		\$1,870
<b>Animal Inspector</b>			
Salary	\$1,656		\$1,656
Expense	\$64	\$50	\$114
<b>Animal Control</b>			
Salary	\$10,821		\$10,821
Expense	\$2,179	\$800	\$114
<b>Tree Warden</b>			
Salary	\$750		\$750
Expense	\$23,237	\$4,864	\$28,101
Shade Tree Salary	\$0		\$0
Shade Tree Expense	\$0		\$0
<b>Fire/Police Dispatch</b>			
Salary	\$147,282		\$147,282
Expense	\$4,900		\$4,900
<b>Fire/Police Station</b>			
Expense	\$51,312	\$44,365	\$44,365
<b>EDUCATION</b>			
Norfolk Elementary	\$5,056,850	\$400,000	\$5,456,850
King Phillip Regional	\$2,369,316	\$0	\$2,369,316
Tri-County Regional	\$151,489	\$0	\$151,489

	FY97 Recommended Balanced Budget	FY97 Override Increment	FY97 Budget Contingent on an Override
<b>PUBLIC WORKS</b>			
<b>Highway</b>			
Salary	\$345,026	\$7,000	\$352,026
Expense	\$118,171		\$118,171
Special Projects	\$58,000		\$58,000
<b>Highway Garage</b>			
Expense	\$31,318		\$31,318
<b>Snow &amp; Ice</b>			
Expense	\$80,300		\$80,300
<b>Grounds Maintenance</b>			
Salary	\$2,800		\$2,800
Expense	\$593		\$593
<b>Transfer Station</b>			
Salary	\$85,061		\$85,061
Expense	\$95,407		\$95,407
<b>Landfill</b>			
Expense	\$58,785		\$58,785
<b>Septage Assessment</b>			
Expense	\$2,300		\$2,300
<b>Cemetery Commission</b>			
Salary	\$18,621		\$18,621
Expense	\$3,220		\$3,220
<b>Custodian of Veterans Graves</b>			
Salary	\$300		\$300
Expense	\$919		\$919
<b>Streetlighting</b>			
Expense	\$25,500		\$25,500
<b>HUMAN SERVICES</b>			
<b>Board of Health</b>			
Salary	\$25,004		\$35,004
Expenses	\$32,596	\$3,000	\$35,596
<b>Special Programs</b>			
Norfolk Mental Health	\$3,325	\$175	\$3,500
SNCARC	\$3,325	\$175	\$3,500

**GENERAL GOVERNMENT**

	<b>FY97 Recommended Balanced Budget</b>	<b>FY97 Override Increment</b>	<b>FY97 Budget Contingent on an Override</b>
<b>COA</b>			
Salary	\$46,481	\$2,000	\$48,481
Expense	\$18,870	\$3,000	\$21,870
<b>Veteran's Services</b>			
Salary	\$2,954	\$121	\$3,075
Expense	\$146	\$179	\$325
Veteran's Benefits	\$3,000	\$100	\$3,100
<b>CULTURE &amp; RECREATION</b>			
<b>Library</b>			
Salary	\$156,644	\$12,479	\$169,123
Expense	\$84,376		\$84,376
<b>Recreation</b>			
Salary	\$35,050		\$35,050
<b>Historical Commission</b>			
Expense	\$323		\$323
<b>Memorial Day</b>			
Expense	\$525		\$525
<b>State/County Assess/Offsets</b>	\$307,433	\$0	\$307,433
<b>Employee Benefits</b>			
Medical Insurance	\$250,293	\$25,000	\$275,293
Life Insurance	\$7,529		\$7,529
Longevity	\$45,000		\$45,000
EAP	\$3,500		\$3,500
Medicare	\$55,000		\$55,000
Unemployment Comp.	\$0		\$0
State/County Retirement	\$464,976		\$464,976
Adjustments to Grade	\$0		\$0

**APPROVED BY VOICE VOTE** to Raise and Appropriate \$13,534,867; transfer \$24,000 from the Ambulance Receipts Reserved Fund, \$12,000 from Cemetery Sale of Lots Receipts Reserved Fund; \$9,841 from Cemetery Perpetual Care Trust Fund Income, \$1,500 from Library copy Fund; \$25,000 from the COPS Fast Grant, \$58,000 from the Highway Storage Tank Reimbursement Grant, \$7,708 from Overlay Surplus; and \$260,300 from Water Revenue to defray the departmental and incidental expenses of the Town not otherwise provided for, the Fiscal Year commencing July 1, 1996.

**MOVE TO RECONSIDER ARTICLE 4 DEFEATED BY VOICE VOTE**

## ARTICLE 5

**APPROVED BY VOICE VOTE** to transfer the sum of \$406,654.00 from Water Department revenues to fund the Water Department, maintenance and operating expenses for Fiscal 1997.

The Moderator announced that he would grant the request of the Finance Department to bring forward Article 57 at this time.

## ARTICLE 57

**APPROVED BY UNANIMOUS VOICE VOTE** to make the following transfers within the FY96 Budget:

from:	Account Number 01.5193.7400 Building Liability Insurance	\$12,000.00
	Account Number 01.5141.2735 Assessors Revaluation	\$500.00
	Account Number 01.5610.8714 Library Carpeting Art 6 95 TM	\$1,410.10
	Account Number 01.5420.8533 Hwy Dump Truck 12L 94 TM	\$508.14
	Account Number 01.5122.7825 Planning Consultant	\$500.00
	Account Number 01.5122.8711 ADA Alternative Communication	\$1,055.00
	Account Number 01.5541.2713 COA Services Program/Seniors	\$1,500.00
	Account Number 01.5543.7700 Veteran's Benefits	\$1,800.00
	Account Number 01.5291.4010 Civil Defense Expenses	\$1,500.00
	Account Number 01.5152.4010 Personnel Board Expenses	\$700.00
	Account Number 01.5241.3710 Electric Tester Art 6 95 TM	\$174.05
	Account Number 01.5122.8564 Mirror Lake Impact Study 94 TM	\$501.51
	Account Number 01.5195.3430 Town Reports	\$836.00
	Account Number 01.5231.1100 Ambulance Salaries	\$1,500.00
	Account Number 01.5231.3120 Ambulance Training/Tuition	\$600.00
	Account Number 01.5220.4800 Fire Fuel & Utilities	\$1,000.00
	Account Number 01.5122.7120 MWRA Landfill/Sludge Fight	\$2,994.50
	Account Number 01.5303.4010 Tri-County Regional Stabilization Fund	\$1,156.00 \$170,481.88
	Free Cash	\$39,803.89
	<b>TOTAL</b>	<b>\$240,521.07</b>
to:	Account Number 01.5913.1736 Medicare	\$8,000.00
	Account Number 01.5432.3066 Leachate Removal Landfill	\$11,363.00
	Account Number 01.5141.4010 Assessor's Expense	\$800.00
	Account Number 01.5495.4810 Streetlights	\$450.00
	Account Number 01.5162.4010 Elections Expenses	\$2,825.00
	Account Number 01.5122.4010 Selectmen Expenses	\$500.00
	Account Number 01.5151.3090 Town Counsel Legal Fees	\$3,000.00
	Account Number 01.6270.0209 Vocational Education Schools	\$3,480.00
	Account Number 01.5231.4010 Ambulance Expenses	\$100.00
	Account Number 01.5122.1100 Selectmen Salaries	\$4,521.19
	Account Number 01.5220.1100 Fire Salaries	\$35,000.00
	Account Number 01.5423.4010 Snow & Ice (Deficit)	\$170,481.88
	<b>TOTAL</b>	<b>\$240,0521.07</b>

ARTICLE 6

**APPROVED BY VOICE VOTE** to transfer \$303,000 from Free Cash and \$60,956 from Prison Mitigation Funds to fund the following Schedule of Capital Purchases:

1a. Upgrade Communications System (Fire Dept)	\$100.00
1b. King Philip FY 97 Capital Plan (King Philip)	\$36,356
1c. Additional Computer Service (Assessors)	4,000
1d. Tax Program R.E., P.P., M.V. (Assessors)	6,000
1g. Ceiling Tiles; Apparatus Floor & Station (Pol/Fire Sta)	3,500
1h. Protective Clothing Washer (Fire Dept)	3,500
1i. Copy Machine (Police Dept)	5,500
1j. H-12 F-800 Dump Truck (Highway Dept)	60,000
1k. H-11 L-800 Dump Truck (Highway Dept)	75,000
1l. Portable Radios - Police Dept)	7,200
1m. G-10 Walk Behind Mower 48"-50"(Cemetery)	3,300
1n. G-7 Rider/Mower/Sweeper (Cemetery)	20,000
1o. Laser Printer (Board of Health)	600
1p. Dictaphone Police/Fire Station)	13,000
1a. Chief's Vehicle Fire Dept)	26,000

Under consideration of 1n. it was Moved, Seconded and Defeated by Voice Vote to eliminate the item.

ARTICLE 7

**APPROVED BY VOICE VOTE** to transfer \$10,500 from Overlay Surplus to conduct an independent financial audit for fiscal year 1996.

ARTICLE 8

**APPROVED BY VOICE VOTE** to transfer \$10,000 from Overlay Surplus to implement the recertification plan of the Board of Assessors for maintaining and upgrading all real and personal property valuations at full and fair cash values as required by the Commonwealth of Massachusetts, and to achieve uniform assessments; said funds to be used to contract for professional appraisal services by a state approved revaluation company.

**MOVED, SECONDED AND APPROVED BY VOICE VOTE** to adjourn this town meeting to Thursday, June 6, 1996 at King Philip High School Auditorium.

THURSDAY, JUNE 6, 1996

ARTICLE 9

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.

**MOVED AND SECONDED** that the Town vote to authorize the Board of Selectmen to appoint the following committees unless otherwise noted:

**ARTS COUNCIL**, 9 members;

**BAY CIRCUIT REGIONAL**, 2 members;

**ADA COMPLIANCE COMMITTEE**, 5 members plus Town Administrator ex-officio and nonvoting;

**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 and Town Counsel ex-officio and non voting;

**CORRECTIONS ADVISORY COMMITTEE**, 5 members;

**TOWN HILL COMMITTEE**, 7 members;

**ECONOMIC DEVELOPMENT COMMITTEE**, 7 members appointed jointly by the Board of Selectmen and Planning Board;

**REGIONAL SEWAGE PACKAGE TREATMENT PLANT STUDY COMMITTEE**, 3 members appointed jointly by the Board of Selectmen and Planning Board;

**POLICE STATION/TOWN HALL STEERING COMMITTEE**, 5 members;

**OPEN SPACE COMMITTEE** to consist of 5 members:

one member to be a member or designee of the Recreation Commission, one member to be a member or designee of the Conservation Commission, one member to be a member or designee of the Planning Board and two others to be appointed jointly by the Planning Board and Conservation Commission.

**MOVED AND SECONDED TO AMEND** the Motion by having the seven members of the Zoning Bylaw Study Committee appointed as follows: two members appointed by the Board of Selectmen, and one member each appointed by the Planning Board, Board of Health Conservation Commission, and Building Department and Town Counsel ex-officio and non-voting.

**AMENDMENT APPROVED BY VOICE VOTE**

**MOTION AS AMENDED APPROVED BY VOICE VOTE**

The following reports were received:

Open Space Committee by Austin Smithers; who reported that their Open Space Plan has been finalized and approved by the State; their map has been made available which shows Conservation land and Open Space areas. Selectman James Giebried congratulated the Open Space Committee on their accomplishments.

John Eyans, Council on Aging, reported on the progress toward the COA's Senior Center.

Winsor Bowden, Permanent Building Comm. reported on the progress and timetable for the completion of the new Town Hall.

John Olivieri, Economic Development Comm. reported on the preparation of the Development Guide.

Janyce Conklin, reported from the Town Hill Committee.

Graham Sterling congratulated KP Supt. Perry Davis on the results of the SAT and CEEB tests in which KP students performed very well, and on the 84% of KP students going on for further education. Mr. Sterling also congratulated Dr. Lorraine Young on the Norfolk elementary schools providing the groundwork for the high school students.

**ARTICLE 10**

**APPROVED BY VOICE VOTE** accept and authorize the Board of Selectmen to enter into contracts for the expenditure of Chapter 90 funds allocated by the Commonwealth for

the construction, reconstruction, or improvements of public roads and other improvements within the Town, as requested by the Selectmen, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement.

**ARTICLE 11**

**APPROVED BY VOICE VOTE** that the following unissued balances of the bonds or notes authorized for water purposes by certain Town Meetings be hereby rescinded:

Date of Town Meeting	Article No.	Amount
June 4, 1991	20	\$6,000.00
June 4, 1991	21	\$7,000.00
June 4, 1991	22	\$900,000.00
June 4, 1991	23	\$21,000.00
May 26, 1993	17	\$300,000.00

**ARTICLE 12**

**APPROVED BY VOICE VOTE** to transfer the sum of \$15,000.00 from: Account Number 01.5710.9470, Dedham Street Water Temporary Interest to: Account Number 01.5620.9469, Dedham Street Permanent Debt

and to transfer the sum of \$8,278.35 from: Account Number 01.5720.9470, Dedham Street Water Temporary Interest

to: Account Number 01.5720.9470, Dedham Street Water Permanent Interest

to fund the fiscal 1997 debt payment for Dedham Street Water Mains.

**ARTICLE 13**

**APPROVED BY VOICE VOTE** to transfer the sum of \$8,000.00 from: Account Number 01.5710.9472, Harlow/Leland Temporary Interest to: Account Number 01.5720.8478, Harlow/Leland Water Permanent Debt.

and to transfer the sum of \$4,039.21

from: Account Number 01.5710.9472, Harlow/Leland Temporary Interest to: Account Number 01.5720.9480, Leland Street Water Permanent Debt

to fund the fiscal 1997 debt payments for Harlow and Leland Street Water Mains.

**ARTICLE 14**

**APPROVED BY VOICE VOTE** to transfer the sum of \$19,989.50 from: Account Number 01.5710.9161, Duck Farm/Pond Street Temporary Interest

to: Account Number 01.5720.9162, Highland Lake Water Temporary Debt to fund the fiscal 1997 temporary debt payments for Highland Lake Water Mains.

ARTICLE 15

APPROVED BY VOICE VOTE to transfer the sum of \$16,566.81

from: Account Number 01.5710.9466, Day School Additional Interest to: Account Number 01.5710.9465, Day School Additional Permanent Debt

to fund the fiscal 1997 debt payment for additional borrowing of the H. Olive Day School. and to transfer the sum of \$4,499.24

from Account Number 01.5710.9468, Landfill Closure 96

to Account Number 01.5710.9468, Landfill Closure 97

ARTICLE 16

APPROVED BY VOICE VOTE to transfer the sum of \$41,439.64

from: Account Number 01.5710.9474, Town Hall/Drainage/Capital Temporary Interest to: Account Number 01.5710.9473, Centennial School Capital Improvements Temp Debt

to fund the fiscal 1997 debt payment for Centennial School Capital Improvements as voted in Article 15 of the May 1995 Annual Town Meeting.

ARTICLE 17

APPROVED BY VOICE VOTE to transfer the sum of \$397.46 a sum of money

from: Account Number 01.5710.9155, Container Truck Temporary Debt from: Account Number 01.5710.9156, Back Hoe Temporary Debt

from: Account Number 01.5710.9157, Assessors Computer Temporary Debt

to: Account Number 01.5710.9010, Bond Registration Fees

to fund the fiscal 1997 Bond Registration Fees.

ARTICLE 18

Planning Board Recommendation: "The Planning Board does not recommend passage of this article as drafted."

MOVED AND SECONDED that the Town amend the Zoning Bylaws by deleting in Section J.7.a.1.A

Allowed Uses:

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

and replace with

- Retail Sales and Services BUILDINGS limited to the following;
- Automotive Parts and Accessories (new)
- Flooring Material Sales

- Furniture and Home Furnishing Stores
- Household Appliance Stores
- Retail Nursery, Lawn and Garden Supplies
- Lumber and Business Supplies
- Electronic Sales/Service
- Lawn, Garden, Farm Equipment Sales/Service
- Variety Store
- Grocery Store
- Hardware Store

and Deleting "GROCERY STORES" from Sections J.7.a.1.B and J.7.a.2.B Special Permit Uses by Zoning Board of Appeals.

MOVED AND SECONDED TO AMEND by adding the words "Including, but not" following the word BUILDINGS. DEFEATED BY VOICE VOTE.

ORIGINAL MOTION APPROVED BY COUNTED VOTE: YES 210 NO 7

ARTICLE 19

Planning Board Recommendation: "The Planning Board recommends passage of this article as drafted."

APPROVED BY COUNTED VOTE YES 164 NO 37 to amend Section I of the Norfolk Zoning Bylaws as follows: In Section 1.7.1. Allowed Uses, immediately following the words "Funeral home" insert the words "GROCERY STORE." In Section 1.7.b Special Permit Uses by the Zoning Board of Appeals delete the words "GROCERY STORE."

## ARTICLE 20

**APPROVED BY COUNTED VOTE YES 151**  
**NO 53** to develop the Pond Street Recreational Complex by the construction of outdoor recreational and athletic facilities, and the original equipping and furnishing of a community recreation building, including costs incidental thereto, and that to meet the foregoing appropriation, the sum of \$960,000 be transferred, contingent upon receipt, from the Prison Bond Bill, Chapter 12 of the Acts of 1996, as a public capital expenditure for said purpose.

**MOVED, SECONDED AND APPROVED BY VOICE VOTE** to Adjourn to Tuesday, June 11, 1996.

TUESDAY, JUNE 11, 1996

## ARTICLE 21

**APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 21** [Acquire Land at Town Center]

The Moderator announced that Article 49 would be considered at this time.

## ARTICLE 49

**APPROVED BY VOICE VOTE** to rescind the vote taken under Article 13 of the October 30, 1991 Special Town Meeting abandoning a portion of North Street, and to accept the same portion of North Street as a public way as built.

## ARTICLE 22

**APPROVED BY VOICE VOTE** to transfer from Free Cash the sum of \$10,000.00 for the use of the School Committee's Building Needs Assessment Committee.

## ARTICLE 23

**APPROVED BY VOICE VOTE** to transfer the sum of \$84,546 from Prison Mitigation Funds to replace the windows in MacBride Auditorium and in the Grade 4 Wing of the Freeman/Centennial School; and to transfer the sum of \$15,047 from Prison Mitigation Funds to replace the carpet in the Grade Five Classrooms.

**ARTICLE 25 INDEFINITELY POSTPONED BY VOICE VOTE** [Senior Center design services]

## ARTICLE 26

**APPROVED BY VOICE VOTE** to transfer the sum of \$18,459 from Cemetery Perpetual Care Trust Fund Principal and \$18,459 from Free Cash to complete construction of the Veterans Memorial located on the grounds of the Norfolk Cemetery.

## ARTICLE 27

**APPROVED BY UNANIMOUS VOICE VOTE** that the sum of \$105,000 be appropriated Water Department revenue to construct a new well in accordance with the Water Department Master Plan update by Dufresne-Henry 1992 including costs incidental and related thereto, and that to raise this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow the sum of \$105,000 under the provisions of Chapter 44, Section 8(5), of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor. The Water Department will strictly observe all environmental protection measures to ensure that Kingsbury Pond and other sensitive environmental systems will be protected.

## ARTICLE 28

**APPROVED BY UNANIMOUS VOICE VOTE** that the sum of \$595,000 be hereby appropriated to construct and originally equip a pump station in accordance with DEP Regulations, including costs incidental and related thereto, and that to raise this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow the sum of \$595,000 under the provisions of Chapter 44, Section 8(4), of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor. The Water Department will strictly observe all environmental protection measures to ensure that Kingsbury Pond and other sensitive environmental systems will be protected.

## ARTICLE 29

**APPROVED BY VOICE VOTE** to transfer \$91,000 from Water Department retained earnings to install 1,820+/- feet of new 12" water main in conjunction with the Highway Department, MAPC transportation improvements program on Rockwood Road from the railroad crossing to Boardman Street, and to apply for and accept any state and federal grants and reimbursement that become available in accordance therewith.

## ARTICLE 30

**ARTICLE 30 INDEFINITELY POSTPONED BY VOICE VOTE** [Shared police facility design services]

## ARTICLE 31

**ARTICLE 31 INDEFINITELY POSTPONED BY VOICE VOTE** [Information technology needs assessment]

## ARTICLE 32

**ARTICLE 32 INDEFINITELY POSTPONED BY VOICE VOTE** [Emergency storm funds for Tree Warden]

ARTICLE 33

**APPROVED BY VOICE VOTE** to transfer the sum of \$2,000 from Overlay Surplus to be placed in the police detail revolving account, said funds are reimbursable to the Town by private firms.

**APPROVED BY VOICE VOTE** to authorize the Trustees of the Norfolk Public Library to apply for any state or federal grants which might be available to defray all or part of the cost of design, construction, and/or original equipping of an addition to the public library and authorize the acceptance and expenditure of funds when received.

ARTICLE 35

**APPROVED BY VOICE VOTE** to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments/Board.

ARTICLE 36

**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.

ARTICLE 37

**APPROVED BY VOICE VOTE** to authorize the use of revolving funds, 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.

ARTICLE 38

**APPROVED BY VOICE VOTE** to authorize the Highway Department-Recycling/Solid Waste Committee to establish a revolving Home Composting Bin Account in accordance with Massachusetts General Laws Chapter 44, Section 53E 1/2 in order to place revenue collected from the sale of compost bins which shall be used to purchase additional compost bins under the authority and direction of the Board of Selectmen, such expenditures not to exceed \$5,000 in fiscal year 1997.

ARTICLE 39

**APPROVED BY VOICE VOTE.** to authorize, pursuant to Massachusetts General Laws Chapter 44, Section 53E 1/2, the use of a revolving fund for the purpose of paying the expenses of snow removal from King Philip Regional 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 expenditure not to exceed \$5,000 in fiscal year 1997.

ARTICLE 40

**APPROVED BY VOICE VOTE** to authorize, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, the use of a revolving fund to pay the expense of ambulance billing collections and operational costs of setting up direct electronic billing under the authority and direction of the Board of Selectmen, and to transfer from the Ambulance Fund, Receipts Reserved a sum of money for said purpose, such expenditures not to exceed \$1,500 in fiscal year 1997.

ARTICLE 41

**APPROVED BY VOICE VOTE** to re-authorize 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 \$40,000 during fiscal year 1997.

ARTICLE 42

**APPROVED BY VOICE VOTE** to accept the following gifts of land for conservation purposes:

Assessors Map 4, Block 14, Lot 55 - 2.4 acres on Norfolk Ave. as a gift from the heirs of Rosa Scaccia to be held as a park in memory of Rose Scaccia;

Map 12, Block 62, Lot 70 - 7,363 square feet on Mirror Lake Avenue from Luc LaBrosse;

Map 22, Block 76, Lot 7 - 18,230 square feet on Campbell Street from William Vendetti;

Map 5 Block 25, Lots 2, A303, A304, A305 and A306 and Map 5, Block 25 Lots 6, A310 approximately 49 square feet from Howard and Virginia Johnson.

ARTICLE 43

**MOVED AND SECONDED** to Indefinitely Postpone Article 43.

**SUBSTITUTE MOTION MOVED AND SECONDED** to accept a gift of land from Alexander Matulewicz consisting of 4+ acres in fee simple at the end of Fredrickson Road of sufficient size and configuration to permit layout of a turnout in compliance with Planning Board regulations and further consisting of a 30-foot wide easement for pedestrian use from the end of said turnout to Oak View Trail.

**SUBSTITUTE MOTION DEFEATED BY VOICE VOTE.**

**ORIGINAL MOTION APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 43.**

**ARTICLE 44**

**ARTICLE 44 INDEFINITELY POSTPONED BY VOICE VOTE [Construct a turn-around on Fredrickson Rd].**

**ARTICLE 45**

**ARTICLE 45 INDEFINITELY POSTPONED BY VOICE VOTE [Parcel of Land for Habitat for Humanity]**

**ARTICLE 46**

**APPROVED BY VOICE VOTE** to acquire by gift or donation, land parcels or easements for the purpose of obtaining a secure and public right of way for the Main Street/Stop River bridge construction project.

**ARTICLE 47**

**APPROVED BY VOICE VOTE** to amend Article 16 of the 1995 Fall Town Meeting by changing the betterment acceptance referenced from 1990 to 1991.

**ARTICLE 48**

**APPROVED BY VOICE VOTE** to amend Article 23 of the 1995 Annual Town Meeting by changing the betterment acceptance referenced from 1990 to 1991.

**ARTICLE 49** has already been considered.

**ARTICLE 50**

**APPROVED BY VOICE VOTE** to accept the provisions of Massachusetts General Laws, Chapter 40, Section 4A that authorizes the Board of Selectmen to enter into an inter-municipal agreement with the Town of Wrentham for a shared police facility.

**ARTICLE 51**

**MOVED AND SECONDED** to Indefinitely Postpone Article 51.

**MOVED AND SECONDED TO SUBSTITUTE** Motion to read as follows:

Move to direct the Board of Selectmen to petition the General Court for special act legislation, substantially as follows:

**An Act Authorizing the Town of Norfolk to Establish a Solid Waste Recycling Capital Improvement Fund.**

Section 1. The Town of Norfolk is hereby authorized to establish and maintain a special account to be known as the Solid Waste-Recycling Capital Improvement Fund, and to appropriate or transfer money therefor.

Section 2. The capital improvement fund will be maintained by the Treasurer as a separate account. Said Treasurer shall invest funds in a manner authorized by MGL, Chapter 44, Sections 55 & 55B. Any interest earned shall be credited to and become part of said separate account.

Section 3. Any amount representing fees collected less operating expenses at the end of the fiscal year shall be transferred to the capital improvement fund.

Section 4. Upon recommendation of the Board of Selectmen, the Town may appropriate by majority vote at a special or annual town meeting such sums as may be available in said fund for capital purchases or expenditures related to solid waste disposal and recycling operations in said Town.

Section 5. This Act shall take effect on its passage.

**SUBSTITUTE MOTION DEFEATED BY VOICE VOTE**

**ORIGINAL MOTION TO INDEFINITELY POSTPONE ARTICLE 51 APPROVED BY VOICE VOTE**

**ARTICLE 52**

**APPROVED BY VOICE 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, 1996 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.

**ARTICLE 53**

**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 54

APPROVED BY VOICE 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 auctioneers fees, if required.

ARTICLE 55

APPROVED BY VOICE VOTE to accept pursuant to Massachusetts General Laws, Chapter 80, Section 13, that all assessments made under Chapter 80 on account of a project for which interest is chargeable to the Town shall bear interest at a rate equal to two percent above the rate of interest chargeable to the Town for the project to which the assessments relate.

ARTICLE 56

ARTICLE 56 INDEFINITELY POSTPONED BY VOICE VOTE [Unpaid Bills of a prior year]

ARTICLE 57 has already been considered.

ARTICLE 58

ARTICLE 58 INDEFINITELY POSTPONED BY VOICE VOTE [Stabilization Fund]

MOVED, SECONDED AND APPROVED BY VOICE VOTE TO DISSOLVE THIS TOWN MEETING. Meeting was dissolved at 10:45 P.M.

SPECIAL ELECTION

WEDNESDAY, JULY 10, 1996

Pursuant to the duly posted and distributed Warrant for Special Town Election, the inhabitants of Precincts 1, 2 and 3 of the Town of Norfolk, qualified to vote in town affairs, assembled in MacBride Auditorium in the Freeman-Centennial Elementary School on Wednesday, July 10, 1996.

The polls were open from 7:00 a.m. to 8:00 p.m. A total of 2,324 voters (49% of those eligible) cast their ballots, with the following result

Question 1

Shall the Town of Norfolk be allowed to assess an additional \$596,013 in real estate and personal property taxes for the purposes of General Government: a total of \$20,070 for Selectmen expense, Finance/Accounting salary, Assessors salary and expense, Treasurer/Collector salary, Town Clerk salary and expense, Elections expense, Voter Registration expense, Zoning Board of Appeals expense; Public Safety: a total of \$122,714 for Police salary and expense, Fire salary and expense, Building Department salary and expense, Animal Inspector expense, Animal Control expense, Tree Warden expense; Education: a total of \$400,000 for Norfolk Elementary Schools: Public Works: a total of \$7,000 for Highway expense; Human Services: a total \$8,700 for Board of Health expense, Special Programs Norfolk Mental Health and SNCARC, Council on Aging salary and expense, Veterans Services salary, expense and veteran's benefits, Culture and Recreation: a total of \$12,479 for Library salary; Employee Benefits: a total of \$25,000 for Medical Insurance for the fiscal year beginning July first, nineteen hundred ninety-six?

Yes	987
No	1,337

**MINUTES**  
**SPECIAL TOWN MEETING**  
**AUGUST 27, 1996**  
**KING PHILIP NORTH JUNIOR HIGH SCHOOL**

Moderator Frank Gross convened the meeting at 7:55 p.m. There were 629 voters in attendance. The meeting opened with the Pledge of Allegiance. The Moderator introduced Town officials seated on the stage - Town Clerk, Finance Director, Town Administrator, Board Selectmen, Town Counsel. The Chairman of the Advisory Board, Marc Waldman, was also introduced and he in turn introduced the members of that Board.

The Moderator read a letter from Sen. Cheryl Jacques clarifying the status of state prison expansion funding for the town of Norfolk.

**MOVED, SECONDED AND VOTED** to waive reading the Warrant and return of the Warrant.

**ARTICLE 1**

**MOVED AND SECONDED** to Indefinitely Postpone Article 1.

**SUBSTITUTE MOTION MOVED AND SECONDED** to rescind the vote taken on June 6, 1996 under Article 20 of the 1996 Annual Town Meeting to develop the Pond Street recreation complex by the construction of outdoor recreational and athletic facilities, including costs incidental thereto, and to meet the foregoing appropriation the sum of \$960,000 be transferred contingent upon receipt, from the Prison Bond Bill, Chapter 12 of the Acts of 1996, as a public capital expenditure for said purpose.

**SUBSTITUTE MOTION DEFEATED BY VOICE VOTE YES 233 NO 367.**

**(MAIN MOTION APPROVED BY VOICE VOTE TO INDEFINITELY POSTPONE ARTICLE 1**

**MOVED AND SECONDED TO RECONSIDER ARTICLE 1 DEFEATED BY VOICE VOTE**

**ARTICLE 2**

**APPROVED BY VOICE VOTE** to raise and appropriate the sum of Forty nine thousand five hundred dollars (\$49,500) for the Norfolk Elementary School budget for the fiscal year nineteen ninety seven.

Article 5 was called forward by the Moderator for consideration at this time.

**ARTICLE 5**

**APPROVED BY UNANIMOUS VOICE VOTE** the sum of \$385,000 to acquire and equip a new ladder truck for the Fire Department and that to raise this appropriation, the sum of \$100,000 shall be transferred from the Stabilization Fund and the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$285,000 under and pursuant to Chapter 44, Section 7 (9), of the General Laws, or any other enabling authority, and to issue bonds or notes therefore, each issue of such bonds or notes to be payable in not more than fifteen years from its date.

**ARTICLE 3**

**APPROVED BY VOICE VOTE** to raise and appropriate the sum of \$3,100.00 to continue the Town of Norfolk's membership in the Southeast Regional Services Group (account no..5122.8566)

**APPROVED BY VOICE VOTE** to transfer from the Stabilization Fund the sum of \$7,370 for renovations to the Fire Department garage to accommodate a new ladder truck (account #5299.4010)

**ARTICLE 4**

**APPROVED BY VOICE VOTE** to raise and appropriate the sum of \$283.00 for FY 1996

Maintenance Agreement on the IBM Mainframe Computer in the Finance Dept to be paid to IBM Corporation; and \$1,368.42 for FY 1995 Professional Engineering Services dated 10-30-94, 11-26-94, and \$986.21 for FY 1995 Professional Engineering Services dated 11-27-94, 12-31-94 for a total amount of \$2,354.63 to be paid to Coler and Colantonio, Inc.

**ARTICLE 6**

**APPROVED BY VOICE VOTE** to raise and appropriate the sum of \$1,104.00 to defray the costs of this Special Town Meeting of August 27, 1996.

Moved and seconded to dissolve the meeting. **APPROVED BY VOICE VOTE.** The meeting was dissolved at 11:10 p.m.

**STATE PRIMARY ELECTION**

SEPTEMBER 17, 1996

Pursuant to the duly posted and distributed Warrant for a State Primary, the inhabitants of Precincts 1, 2 and 3 in the Town of Norfolk qualified to vote assemble at MacBride Auditorium at the Freeman-Centennial elementary school on Tuesday, September 17, 1996 to cast their votes for the election of candidates of political parties for the following offices: Senator in Congress; Representative in Congress Fourth District; Councilor, Second District; Senator in General Court for the Norfolk, Bristol & Middlesex District; Representative in General Court in the Ninth Norfolk District; Sheriff in Norfolk County; Register of Probate and County Commissioner in Norfolk County.

Polls were declared open at 7:00 a.m. The election officials were duly sworn in by Warden Julia Dardi. The ballot boxes for all three precincts were found to be in good working order and registered zero. Instructions and specimen ballots were posted in each precinct, party enrollment change cards were available to voters, although no longer necessary and within the polling place a corrected voting list was on display as required by law.

The polls were closed at 8:00 p.m. A total of 290 voters cast their ballots (6% of those eligible) as follows. There were 127 Democratic and 153 Republican votes cast.

**DEMOCRATIC PARTY**

<b>Senator in Congress</b>	
John Kerry	100
Blank	24
Misc. Write-Ins	3
<b>Representative in Congress</b>	
Barney Frank	103
Blanks	21
Misc. Write-Ins	3
<b>Councillor</b>	
Kelly A. Timilty	86
Blanks	40
Write Ins	1
<b>Senator in General Court</b>	
Cheryl Ann Jacques	110
Blanks	13
Misc. Write-In	4
<b>Representative in General Court</b>	
Blanks	117
Misc. Write-Ins	10

**Register of Probate**

Thomas Patrick Hughes	79
Blanks	48

**County Treasurer**

Timothy E. Cahill	15
Gary D. Jones	12
Michael J. Joyce	21
John D. Vozzella	67
Blanks	12

**Two County Commissioner**

John Gillis	67
William P. O'Donnel	73
Blanks	112
Write Ins	2

**Republican Party**

**Senator in Congress**

William F. Weld	129
Blank	21
Write-Ins	2

**Representative in Congress**

Guy A. Carbone	72
Jonathan P. Raymond	62
Blank	18

**Councillor**

Blanks	137
Misc. Write-Ins	15

**Senator in General Court**

Thomas J. Flanagan	114
Blanks	38

**Representative in General Court**

JoAnn Sprague	129
Blanks	23

**Register of Probate**

Blanks	141
Misc. Write- Ins	11

**County Treasurer**

Robert D. Hall, Jr.	107
Blanks	45

**Two County Commissioner**

Blanks	295
Misc. Write Ins	9

**STATE ELECTION**  
**NOVEMBER 5, 1996**

Pursuant to the Warrant for the State Election, the inhabitants of Precincts 1, 2 and 3 of the Town of Norfolk qualified to vote, assembled at MacBride Auditorium at the Freeman-Centennial elementary school on Tuesday, November 5, 1996 to cast their ballots for the election of Electors of President and Vice President, Senator in Congress; Representative in Congress from the Fourth District; Councillor from the Second District, Senator in the General Court from the Norfolk, Bristol and Middlesex District; Representative in General Court from the Ninth Norfolk District; Norfolk County Treasurer, Norfolk County Commissioner and Norfolk County Register of Probate and to vote on two questions.

Polls were declared open at 7:00 a.m. The Elections officials were duly sworn in by Warden Elinor Pearson. The ballot boxes for all three precincts were found to be in good working order and registered zero. Instructions to voters and specimen ballots were posted in each precinct and within the polling place a corrected voting list was on display as required by law.

Polls were closed at 8:00 p.m. There was a total of 4,353 (85%) ballots cast as follows:

**Electors of President and Vice President**

Browne and Jorgensen	30
Clinton and Gore	2,019
Dole and Kemp	1,845
Hagelin and Tompkins	11
Moorehead and LaRiva	0
Perot and Choate	392
Blank	43
Misc. Write-Ins	13

**Senator in Congress**

John F. Kerry	1,594
William Weld	2,637
Susan Gallagher	78
Robert C. Stowe	13
Blanks	831

**Representative in Congress**

Barney Frank	2,332
Jonathan P. Raymond	1,828
Blank	193

**Councillor**

Kelly A. Timilty	2,542
Blank	1,781
Misc Write-Ins	30

**Senator in General Court**

Cheryl Ann Jacques	2,447
Thomas J. Flanagan Jr.	1,756
Blanks	150

**Representative in General Court**

Jo Ann Sprague	3,633
Blank	707
Misc Write Ins	13

**Register of Probate**

Thomas Patrick Hughes	2586
Blanks	1,750
Misc. Write-Ins	17

**County Treasurer**

Robert D. Hall, Jr.	2,317
Timothy Cahill	1,404
Blanks	630
Misc. Write Ins	2

**Two County Commissioners**

John Gillis	1,782
William O'Donnell	2,354
Blanks	4,550
Misc Write Ins	20

**Question 1**

Relating to Div. of Fisheries & Wildlife

Yes	2,191
No	1,839
Blank	323

**Question 2**

Shall the Town of Norfolk be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to acquire and equip a new ladder truck for the Fire Department?

Yes	2,182
No	1,737
Blank	434

**TOWN MEETING MINUTES**

**TUESDAY, NOVEMBER 19, 1996**

**7:30 pm.**

**King Philip Senior High School, Wrentham, MA**

The Fall Town Meeting was called to order by Moderator Frank Gross at 7:30 p.m. The meeting was attended by 141 registered voters and 13 non-residents. The Moderator introduced the Town Clerk, Finance Director, Town Administrator, Board of Selectmen Town Counsel, and the Advisory Board. Counters James Martin, Jonathan Smith and George Cronin were administered an oath by the Moderator.

**MOVED, SECONDED, AND APPROVED BY VOICE VOTE** to waive the Reading of the Warrant and the Return of the Warrant.

**ARTICLE 1.**

**APPROVED BY VOICE VOTE** to amend the Town of Norfolk Personnel Bylaws, Article XIV, Fringe Benefits, effective July 1, 1997, by changing and adding to the current section 2. Vacation Leave, as follows:

- Fiscal Years 10 through 19      1 2/3 days per month worked (20 days max)
- Fiscal Years 20 and over      2 1/8 days per month worked (25 days max)

**ARTICLE 2.**

**APPROVED BY VOICE VOTE** to amend the Rules and Regulations of the Cemetery Commission adopted under the provisions of Massachusetts General Laws, Chapter 114, Section 22 by adding a new Section 1 - 10 to read as follows:

The Cemetery Commissioners may allow the purchase of lots in the Pondville Cemetery upon the death of a family member by non-residents, for the burial of said family members, so long as the deceased is a relative of a person who was the owner of a lot or lots in said cemetery on November 21, 1987.

**ARTICLE 3.**

**APPROVED BY VOICE VOTE** to authorize the Board of Selectmen to appoint the Tree Warden upon the expiration of the elected term of office for the incumbent Tree Warden in May, 1997.

**ARTICLE 4.**

**APPROVED BY VOICE VOTE** to hear or act on the report of any committee, town officer, or to instruct any committee or town officer.

Reports were received from Planning Board Chairman E. Maitland on the creation of the Norfolk Development Guide; from COA Chairman J Evans; Cemetery Comm. Chairman F. Gross; and J. Terrio, representative of the King Philip Band Association

**ARTICLE 5.**

**APPROVED BY A UNANIMOUS VOICE VOTE** that the sum of \$363,500. be appropriated for the installation of 7,270 feet of 12" water main in conjunction with the Highway Department, MAPC transportation improvements program on Main Street from the Library to the Town Hall a distance of 2,200+ feet, Union Street from Castle Road to Main Street a distance of 2,300+ feet, North Street from the Library Drive-way to 25 North Street a distance of 500+ feet, Rockwood Road from Main Street to Boardman Street a distance of 2,270+ feet, and for costs incidental and related thereto; that to raise the appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$363,500 under and pursuant to Chapter 44, Section 8 (5). of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor; and that the Board of Selectmen is authorized to apply for and accept any state and federal grants and reimbursements that become available in accordance therewith.

**ARTICLE 6.**

**APPROVED BY VOICE VOTE** to rescind the vote under Article 29 of the May 1996 Annual Town Meeting. [Replaced by Article 5 as just voted]

**ARTICLE 7.**

**ARTICLE 7 INDEFINITELY POSTPONED BY VOICE VOTE.** [Old Bandstand]

**ARTICLE 8.**

**APPROVED BY VOICE VOTE** to modify Section 5 of the Article IX of the Town Bylaws by renumbering Section 5 as Section 5.1 and adding the following Section 5.2:

**5.2 Directional Signs**

Directional signs which assist the public in locating a point of interest or farm stand not readily visible from major roads within the Town, which are for the purpose of locating the destination and not for advertisement, are allowed with a special permit from the Sign Granting Authority provided they meet the following criteria:

- a. Signs must not exceed 2.25 square feet in area and be of a color, pattern and construction in gen-

eral use by the Town for municipal signs, except where standard signs may be used.

- b. Signs must be located only at intersections, and limited to up to three two-sided signs per intersection, unless special circumstances found in the hearing process indicate a need for a variance for this bylaw.
- c. Signs must be erected under the supervision of the Norfolk Highway Department and in accordance with regulations specified in the Norfolk Town Bylaw.
- d. Signs will be permitted for one year and be removed thereafter unless renewed.
- e. The Board of Selectmen may from time to time adopt regulations governing the color, patterns, symbols, wording, height, location, and set fees.
- f. Prior to drafting a special permit for any sign under this section, the Sign Granting Authority shall:
  - 1. Receive a request in writing along with any fees as may be established.
  - 2. Hold a public hearing.
  - 3. Determine and place, in writing, with the Town Clerk the following findings:
    - a) Why the public interest is served by the signage;
    - b) Why the need for directional signs is warranted;
    - c) No detriment to the areas that the signs are to be located will be incurred; and
    - d) No other means are available to secure the public interest.
  - 4. Secure a bond for the maintenance and eventual removal if the applicant should fail to properly maintain or remove the signage.
- g. Where multiple requests are made for the same intersection, the Sign Granting Authority will coordinate the requests to assure that no more than three (3) signs for this purpose are allowed at any intersection. Under this clause, the area of the sign may be increased up to three square feet.

#### ARTICLE 9.

#### ARTICLE 9 INDEFINITELY POSTPONED BY VOICE VOTE [Petition - Septic Easement]

#### ARTICLE 10

#### ARTICLE 10 INDEFINITELY POSTPONED BY VOICE VOTE [Reallocate King Philip Budget formula]

#### ARTICLE 11.

**APPROVED BY COUNTED VOTE YES 112 NO 1** to abandon the cul de sac portion(s) of land on 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 owner of the property identified as Lot 20 on Assessors Map 15, Block 35.

#### ARTICLE 12.

- A. **APPROVED BY VOICE VOTE** to accept as a public way Erin Lane, a distance of 460.64 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, Revised October 31, 1990, July 20, 1992, and August 17, 1992.
- B. **APPROVED BY VOICE VOTE** to 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, Revised October 31, 1990, July 20, 1992, and August 17, 1992, and
- C. **APPROVED BY UNANIMOUS VOICE VOTE** to take, pursuant to Chapters Seventy-Nine and eighty-two of the General Laws, the unfinished portion of Eric Road between STA 7 + 20 to STA 8 + 93. 19 as shown on Sheet 1 of 2 entitled Acceptance Plan of Land of Eric Road in Norfolk, MA revised through August 17, 1992, Stavinski Engineering Associates, Inc. of Wrentham, Mass. Said parcel containing the roadway between Lot 7EE and Lot 8EE and all easements as shown on said plan, and transfer from Free Cash the sum of One Dollar (\$1.00) for damages for this taking, which constitutes a betterment.

#### ARTICLE 13:

**APPROVED BY VOICE VOTE** to authorize the Board of Selectmen and Board of Water Commissioners to enter into lease agreements, for a term not to exceed fifteen (15) years under the authority of General Laws, Chapter 40, Sections 3 and 4, with telecommunications companies to permit the installation of cellular communications equipment on land and structures owned by the Town of Norfolk as shown on Asses-

sors Map 14, Block 41, Parcel 27.

**ARTICLE 14.**

**ARTICLE 14 INDEFINITELY POSTPONED BY VOICE VOTE [Accept gift of land.]**

**ARTICLE 15**

Planning Board Recommendation - Defines and adds to Section B "Limited Used Motor Vehicle Sales" and inserts this use in all use tables as an allowed use in all Business and Commercial Districts and prohibits same in the HM&PO and all Residential Districts. We agree with the Zoning Bylaw Study Comm. and the Advisory Board that the words "an inventory of" should be removed from the Article. With this amendment we support this article.

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Zoning Bylaw as follows:

1. Add to Section B. Definitions:  
Limited used motor vehicle sales - use of an office, building and/or site to conduct a business requiring a Class 2 License under the provisions of G.L. Chapter 140, Section 59 for the sale of used motor vehicles, but which does not store, maintain or display vehicles for sale on the premises.

2. Add to Section D2. Schedule of Use Regulations:

	R.	HM& PO	B2- B4	C2/ C3/ C5
D.2.e.24, Limited Used Motor Vehicle Sales	NO	NO	YES	YES

3. Add to Section I.B-1 (District (Town Center) 1.7.a: Allowed Uses  
Limited Used Motor Vehicle Sales
4. Add to J. Section C-1 District (Routes 115/1A) within the on-highway area.  
  
J.7.a.1 .A Allowed Uses. Limited Used Motor Vehicle Sales.

**ARTICLE 16**

Planning Board Recommendation - Adds "Assisted Living Facility" to Section D.2.a.9. (Use Regulations) and changes the uses in D.2.a.9. from Not Allowed to Allowed by Special Permit; and changes Section D.2.a.11. Assisted Living Facility Uses from Not Allowed to Allowed by Special Permit in the HM & PO District.

The Planning Board supports passage of this article pro-

vided we receive an opinion from Town Counsel that the LOT agreement and medical waste landfill cleanup agreement go with the land.

**APPROVED BY UNANIMOUS VOICE VOTE** amend the Zoning Bylaw for the Town of Norfolk as follows:

1. By adding the term Assisted Living Facility to Paragraph D.2.a.9. of Section D.2., Schedule of Use Regulations and
2. By changing the word NO to Special Permit in Section D.2., Schedule of Use Regulations for the HM & PO District for uses identified in Para. D.2.a.9.;
3. By changing the word NO to Special Permit in Section D.2., Schedule of Use Regulations for the HM & PO District for uses identified in Para. D.2.a.11.

**ARTICLE 17**

Planning Board Recommendation - Makes substantial changes to Section F.11.a (Site Plan Approval) and also adds circumstances where Site Plan Approval is not required and where Site Plan Approval may be limited to the area(s) of specific impact by a determination made by the Building Commissioner. The Planning Board supports passage of this article. The only change from the article passed last year is the item 2.

**APPROVED BY UNANIMOUS VOICE VOTE** amend the Norfolk Zoning Bylaws by amending Section F.11 as requested and as printed in the Warrant for this Town Meeting and to waive the reading of this article. [Language follows].

Amend the Norfolk Zoning Bylaws by changing Section F.11.a., Requirements for Site Plan as follows:

1. The end of the second sentence of Paragraph 1 delete the phrase, "and shall not apply to continuously occupied existing buildings meeting the Conditions of Non-Applicability of F.11.a."
2. Add a new third sentence to read as follows: "In addition, this provision shall not apply to uses exempt under M.G.L. Chapter 40A, Section 3 or to continuously occupied single family residentially occupied dwellings in the B1 and C1 Districts."
3. Add after the second sentence the following: "The Building Commissioner/Zoning Enforcement Officer shall make a determination as to which of the following applies: 1). Full Site Plan Approval under Section F.11.a.; 2) Site Plan Approval is not required as

application either meets the conditions for Non-Applicability or the application is exempt; 3). Limited review applies and Site Plan Approval shall have a limited scope of review."

4. The sentence in the first paragraph that begins as follows: "Said plan shall show . . ." becomes the start of a new second paragraph with the following words preceding the current sentence so that the second paragraph will now start as follows: "If Full or Limited Site Plan Approval is required, said plan..".

5. The current second paragraph is combined with the new second paragraph.

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

7. The current third paragraph becomes the fourth paragraph and is deleted in its entirety and is replaced with the following new paragraph:

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

8. Revise the current Section E by adding the word "Provide" at the beginning of the section.

9. Under the current third paragraph, Sections F. and G. are deleted in their entirety and are replaced with the following new Sections F., G., H., and I.

F. The Building Commissioner/Zoning Enforcement Officer may determine that the proposed new use and/or change in the existing BUILDING, is no more intensive than the current use, generates no increase in parking or traffic than

the current use, will have no increased impact on the neighborhood or adjacent property(s) and is permitted in the district as a matter of right. A determination under this section shall be issued within 15 days after the completed application is received for action by the Building Commissioner/Zoning Enforcement Officer. Occupancy shall not occur until compliance with all conditions of the determination have occurred.

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

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

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

10. At the end of the new Section F.11.a.1. add the new Sections F.11.a.2. and F.11.a.3. to read as follows:

"F.11.a.2. Site Plan Exemption. Upon payment of a fee and submission of a formal application, the Building Commissioner/Zoning Enforcement Officer shall make a finding as to whether the Site Plan Application is exempt. The conditions for exemption shall be based on a determination that 1). The site has a previous Site Plan Approval by the Planning Board and 2). A determination is made that the proposed change generates minimal impact using the following criteria: a) the use is allowed as a matter of right; b) the BUILDING enlargement and use requires (2) or fewer additional parking spaces or less than 5% more parking whichever is greater; and c) no critical elements of the site are being altered. Critical elements shall be defined as location, width, and surface materials of the egress, walkways, driveways, parking areas, drainage, lighting or screened trash or storage areas, and traffic. The determination by the Building Commissioner/Zoning Enforcement Officer shall be rendered within 30 days of the submitting of the complete application with required plans and statements for an exemption.

- A. A determination may be issued with conditions which are consistent with the Planning Board's most current Rules and Regulations.
- B. The Building Commissioner/Zoning Enforcement Officer may make a finding that the application does not qualify for a determination under this section in which case Site Plan Approval or Limited Site Plan Approval is required.

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

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

- A. A determination that a proposal is eligible for Limited Site Plan Approval shall permit an applicant to request a Site Plan Approval from the Planning Board complying with Section F.11.a. limited to the area of specific impact.
- B. The determination by the Building Commissioner/Zoning Enforcement Officer shall be rendered within 30 days of submitting of the complete application with required plans and statements for limited-applicability.
- C. The Building Commissioner/Zoning Enforcement Officer may make a finding that the application does not qualify for a determination under this section in which case Site Plan Approval or Limited Site Plan Approval is required."

Section F.11.a. will now read as follows:

**"F.11. Site Plan Approval**

**F.11.a. Requirements for Site Plan**

In all districts no BUILDING shall be constructed or externally enlarged and no use shall be expanded in ground area or established in an existing BUILDING except in conformity with a site plan bearing an endorsement of approval by the Planning Board unless Site Plan Approval is specifically exempted herein. This provision shall not apply to SINGLE FAMILY homes, including additions or enlargements, which are permitted in the district in which the property is located as a matter of right. In addition, this provision shall not apply to uses exempt under M.G.L. Chapter 40A, Section 3 or to continuously occupied single family residentially occupied dwellings in the B1 and C1 Districts. The Building Commissioner/Zoning Enforcement Officer shall make a determination as to which of the following applies: 1). Full Site Plan Approval under Section F.11.a.; 2). Site Plan Approval is not required as the application either meets the conditions for Non-Applicability or the application is exempt; 3). Limited review applies and Site Plan Approval shall have a limited scope of review.

If Full or Limited Site Plan Approval is required, said plan shall show, among other things, all existing and proposed BUILDINGS, STRUCTURES, free standing signs, parking spaces, driveway openings, driveways, service areas, open areas and other improvements; all disposal facilities for sewage, refuse and other waste disposal; and for surface water drainage and all storage facilities for equipment, material and other; all landscape features (such as fences, walls, planting areas, and walks); and all existing natural features, including ponds, brooks, and wetlands on the LOT. The site plan shall be prepared by a Professional Engineer (PE) and a Registered Land Surveyor, as appropriate, and certified by same with their seal stamp and signature. The proposed use(s) and site development shall conform to the requirements set forth in this bylaw and other regulations as applicable. The plan shall conform to the administrative requirements set forth in the Planning Board Rules and Regulations as most recently adopted.

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

F.11.a.1. Conditions for Non-Applicability of Section F.11.a.: Upon payment of a fee and the formal appli-

cation for a determination submitted to the Building Commissioner/Zoning Enforcement Officer, for change of use or change to an existing, occupied BUILDING, the Site Plan Approval requirements may not apply if all of the following information is provided and the following conditions (A-F) are determined to exist by the Building Commissioner/Zoning Enforcement Officer:

- A. Provide a BUILDING plan indicating the occupied space's existing use, its proposed new use, its net floor area and its locus within the BUILDING.
- B. Provide a written statement indicating the new use is no more intensive than the existing use and that the new space use is permitted as a matter of right (per current zoning) in the district in which the BUILDING is located.
- C. Provide a written statement indicating the new use and/or change will generate no increase in parking or traffic activity.
- D. Provide a written statement indicating how the existing BUILDING and site functions relative to accessibility, percent of impervious site surface, storm water discharge and property line to BUILDING setback (with site diagram).
- E. Provide a written statement indicating that the existing BUILDING has been continuously occupied which shall be defined as a BUILDING that has not been fully vacant for a period of no more than 23 months.
- F. The Building Commissioner/Zoning Enforcement Officer may determine that the proposed new use and/or change in the existing BUILDING, is no more intensive than the current use, generates no increase in parking or traffic than the current use, will have no increased impact on the neighborhood or adjacent property(s) and is permitted in the district as a matter of right. A determination under this section shall be issued within 15 days after the completed application is received for action by the Building Commissioner/Zoning Enforcement Officer. Occupancy shall not occur until compliance with all conditions of the determination have occurred.
- G. A determination may be issued with conditions which are consistent with the Planning Board's most current Rules and Regulations.
- H. The following uses shall not be considered for non-applicability of this bylaw: restaurants, coffee shops,

bakeries, schools, and banks permitted as a matter of right in the district where the BUILDING is located.

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

F.11.a.2. Site Plan Exemption. Upon payment of a fee and submission of a formal application, the Building Commissioner/Zoning Enforcement Officer shall make a finding as to whether the Site Plan Application is exempt. The conditions for exemption shall be based on a determination that 1). The site has a previous Site Plan Approval by the Planning Board and 2). A determination is made that the proposed change generates minimal impact using the following criteria: a). the use is allowed as a matter of right; b). the BUILDING enlargement and use requires (2) or fewer additional parking spaces or less than 5% more parking whichever is greater; and c). no critical elements of the site are being altered. Critical elements shall be defined as location, width, and surface materials of the egress, walkways, driveways, parking areas, drainage, lighting or screened trash or storage areas, and traffic.

The determination by the Building Commissioner/Zoning Enforcement Officer shall be rendered within 30 days of the submitting of the complete application with required plans and statements for an exemption.

- A. A determination may be issued with conditions which are consistent with the Planning Board's most current Rules and Regulations.
- B. The Building Commissioner/Zoning Enforcement Officer may make a finding that the application does not qualify for a determination under this section in which case Site Plan Approval or Limited Site Plan Approval is required.

F.11.a.3. Conditions of Limited Site Plan Approval under Section F1 1.a.: Upon payment of a fee and submission of a formal application to the Building Commissioner/Zoning Enforcement Officer a change in an allowed use and/or configuration of a BUILDING and/or site layout may be determined to not require full compliance with Section F.11.a., Requirements for Site Plan.

The conditions for Limited Site Plan Approval shall be based on a determination that: 1). The site has a previous Site Plan Approval by the Planning Board

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

- A. A determination that a proposal is eligible for Limited-Applicability shall permit an applicant to request a site plan approval from the Planning Board complying with Section F.11.a. limited to the area of specific impact.
- B. The determination by the Building Commissioner/Zoning Enforcement Officer shall be rendered within 30 days of submitting of the complete application with required plans and statements for limited applicability.
- C. The Building Commissioner/Zoning Enforcement Officer may make a finding that the application does not qualify for a determination under this section in which case Site Plan Approval or Limited Site Plan Approval is required."

**The Moderator announced that, at the request of the Planning Board, Articles 23 and 24 would be forward for consideration at this time.**

Planning Board Recommendation - Article 23 and 24 define and add to Section B, "Retail Sales" and "Retail Services" respectively. The Board supports both of these articles.

**ARTICLE 23**

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Town of Norfolk Zoning Bylaw Section B, by adding the following new definition:

"RETAIL SALES: Establishments providing merchandise for retail sale to the general public; e.g. apparel stores; book stores; florist shops; sporting good stores."

**ARTICLE 24**

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Town of Norfolk Zoning Bylaws Section B. by adding the following new definition:

"RETAIL SERVICES: Establishments providing retail services on the premises to the general public; e.g. barber shops, beauty shops, travel agencies."

**ARTICLE 18**

Planning Board Recommendation - Makes miscellaneous changes to Section 1.7. "Uses Permitted and Regulated in the B1 District (Town Center). The article adds to uses allowed as of right and makes numerous other changes.

The Board supports this article with minor amendments. If Town Meeting does not act favorably on articles 23 and 24 the Board will be proposing further amendments to this Article at Town Meeting.

**Moved and Seconded to Amend** the Norfolk Zoning Bylaws by making the following changes to Section 1.7. (Town Center B1 District)

- 1. In the second sentence substitute the words "listed in Section 1.7.a. and 1.7.b. is prohibited by the existing words "enumerated herein shall be prohibited"; so that the second sentence will now read as follows: "Any use not specifically listed in Section 1.7.a. and 1.7.b. is prohibited".
- 2. Delete from Section 1.7.a. the following, "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;
- 3. Add to Section 1.7.a. Allowed Uses, the following new uses: "RETAIL SALES"; "RETAIL SERVICES".
- 4. Place in the alphabetical listing of Section 1.7.a. Allowed Uses the following uses: "Art Galleries and Studios; CONVENIENCE STORES; Laundromats."
- 5. Move from Section 1.7.b. Special Permit Uses by the Zoning Board of Appeals to Section 1.7.a. Allowed Uses, the following uses:
  - a. Electric Vehicle Recharger Facility; FARMER'S MARKETS; Theaters; movie cinemas; VARIETY STORE"

- b. Also move "Private Schools" to Section 1.7.a. In addition, add the words "(for profit)" after the word Schools
- 6. Amend the title "Additional Prohibited Uses." by deleting the word "Additional" and adding at the end, except as expressly exempted from restriction by statute"; so that the title will now read as follows: "1.7.c. Prohibited Uses - except as expressly exempted from restriction by statute."

**Moved and Seconded to Amend** the Main Motion as follows: Add to Item 4. Section 1.7.a. additional uses: **HARDGOOD** sales and stores; **SOFTGOOD** sales and stores.

**AMENDMENT APPROVED BY VOICE VOTE**

**NEW MAIN MOTION AS AMENDED APPROVED BY UNANIMOUS VOICE VOTE**

**ARTICLE 19**

Planning Board Recommendation - Makes miscellaneous changes to Section J.7 "Uses Permitted and Regulated in the C1 District (Rte. 1A/115) The article adds to uses allowed as of right and makes numerous other changes. The Board supports this article with minor amendments. If Town Meeting does not act favorably on Articles 23 and 24 the Board will be proposing further amendments to this article at Town Meeting.

**Moved and Seconded to Amend Section J.7.**

- 1. In the second sentence substitute the words "listed in Sections J.7.a.1.A, J.7.a.1.B, J.7.a.2.A and J.7..1.B is prohibited" for the existing words "enumerated herein shall be prohibited"; so that the second sentence will now read as follows: "Any use not specifically listed in Sections J.7.a.1.A, J.7.a.1.B., J.7.a.2.A. and J.7.a.2.B. is prohibited".
- 2. Delete from Section J.7.a.1.A. the following "Retail Sales and Services BUILDINGS Limited to the following;" and place in alphabetical order within Section J.7.a.1 A. the following uses: Automotive Parts and Accessories (new); Flooring Material Sales; Furniture and Home Furnishings Stores; **HARDGOODS** Sales; Household Appliance Stores; Retail Nursery, Lawn and Garden Supplies; Lumber and Building Supplies; Electronic Sales/Service; Lawn, Garden, Farm Equipment Sales/Service; **VARIETY STORE**; **GROCERY STORE**; Hardware Store; **SOFTGOOD SALES**;
- 3. Add to Section J.6.a.1 .A, Allowed Uses (On-Highway) the following new uses: "RETAIL SALES"; RE-

**TAIL SERVICES**; by placing them in alphabetical order in the use table.

- 4. Move from Section J.7.a.2.B (Off Highway) Special Permit Uses by the Zoning Board of Appeals to Section J.7.a.2.A. (Off Highway) Allowed Uses, the following uses: **AGRICULTURAL**, Horticultural and Floricultural Growing Facilities, other than **GREENHOUSES**; **CONTRACTORS HEADQUARTERS**; **FARMERS MARKETS**; Landscaping Business; **OUTDOOR COMMERCIAL RECREATION**.
- 5. Add and place in alphabetical order within the list of Allowed Uses under Section J.7.a.2.A (Off-Highway), a new use entitled "Commercial Riding Stable";
- 6. Amend the title "Additional Prohibited Uses." by deleting the word "Additional" and adding at the end, "- except as expressly exempted from restriction by statute"; so that the title will now read as follows: "J.7.a.3. Prohibited Uses - except as expressly exempted from restriction by statute"
- 7. Add to the list of Prohibited Uses, Section J.7.a.3., "Massage Parlors"

**MOVED AND SECONDED** to Amend the main motion as follows:

In Item 2. Delete from Section J.7.a.1.A the following: **HARDGOODS** sales; **SOFTGOOD** Sales;

In Item 3 Change the Section citation from J.6.a.1.A to J.7.a.1.A and add to Section J.7.a.1.A. Allowed Uses (On Highway) the following new uses: "HARDGOOD sales stores" and "SOFTGOOD sales stores" In item 4 Remove **CONTRACTORS HEADQUARTERS** from the listing under Item 4 that moved from Section J.7.A.2. (Off Highway) Special Permit Uses by the Zoning Board of Appeals.

**SUBSTITUTE MOTION APPROVED BY VOICE VOTE**

**MAIN MOTION AS AMENDED APPROVED BY UNANIMOUS VOICE VOTE.**

**ARTICLE 20**

Planning Board Recommendation - Replaces the existing Section 1.4.a.14 "Redevelopment" with a new Section 1.4.a.14. for the BI District (Town Center). The Board will be proposing a substitute motion at Town Meeting for consideration which we recommend.

**MOVED AND SECONDED TO INDEFINITELY POSTPONE ARTICLE 20**

**SUBSTITUTE MOTION MOVED AND SECONDED** to amend the Town of Norfolk Zoning Bylaws by deleting the current Section 1.4.a.14 and to replace them with new Sections 1.4.a.14.a. through 1.4.a.14.c. to read as follows:

"1.4.a.14. REDEVELOPMENT. No REDEVELOPMENT shall be permitted in the B-1 District which does not bring the BUILDING or LOT into full compliance with the requirements of Section I of the zoning bylaw except by Special Permit for REDEVELOPMENT from the Planning Board. The Building Commissioner/Zoning Enforcement Officer may, however, make a determination to waive the requirements of 1.4.a.8. (Underground Utilities).

1.4.a.14.a. "Determination of Eligibility for REDEVELOPMENT. The Building Commissioner/Zoning Enforcement Officer shall require from each REDEVELOPMENT applicant a site layout plan and building elevation drawings together with a written statement from the Planning Board that these plans and drawings are complete and accepted for purposes of a determination of REDEVELOPMENT eligibility. Such application for Determination shall indicate that no zoning variances other than listed in Section 1.4.a.14.b. and/or a Special Permit under Section 1.4.a.5. for fenestration are involved or have previously been granted and the building to be expanded was in compliance with zoning at the time of occupancy.

Within fifteen (15) days after receipt of the required fee together with a complete application including the plans, drawings and Planning Board statement, the Building Commissioner/Zoning Enforcement Officer shall determine whether or not the applicant's proposal is compliant as of right with the proposed use, building sale, date of occupancy, pedestrian ways and street trees and layout within the (B1 District). If the above application meets these requirements, the Building Commissioner/Zoning Enforcement Officer shall issue a Determination of REDEVELOPMENT Eligibility with or without conditions.

1.4.a.14.b. Requirements for Special Permit for REDEVELOPMENT: The applicant shall submit to the Planning Board a complete application, a site layout plan and building elevation drawings with a written verification from the Planning Board and of the Building Commissioner/Zoning Enforcement Officer's Determination of REDEVELOPMENT Eligibility with or without conditions. Given this documentation, the Planning Board shall determine whether the applicant has met reasonable compliance with the requirements of Sections 1.4.a.5; 1.4.a.6.; 1.4.a.7; 1.4.a.8.; 1.4.a.15.; and 1.4.a.b. in its entirety and if determinations are favorable

shall issue a Special Permit for the proposed REDEVELOPMENT. 1.4.a.c. The Planning Board shall grant a Special Permit for REDEVELOPMENT provided that it finds reasonable compliance with Section 1.4.a.14.b. and all of the following criteria for the granting of a Special Permit for REDEVELOPMENT are met:

1. That the proposed project is in harmony with the general purpose and intent of the bylaw;
2. That the proposed project is in an appropriate location and is not detrimental to the neighborhood and does not significantly alter the character of the zoning district;
3. Adequate and appropriate facilities will be provided for the proper operation of the proposed project;
4. That the proposed project 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;
5. That the proposed project would not cause undue traffic congestion in the immediate area;
6. Verification that a complete site layout plan and building elevation drawings have been filed with the application; and
7. That the proposed project is consistent with the 1991 Master Plan, and as most recently updated.

The Special Permit for REDEVELOPMENT Criteria above specifically replaces the Special Permit Criteria of Section G.6.c."

**SUBSTITUTE MOTION APPROVED BY VOICE VOTE.**

**NEW MAIN MOTION COUNTED VOTE OF YES 53 NO 32 FAILED to ACHIEVE 2/3 VOTE -**

**ARTICLE 21**

Planning Board Recommendation - Replaces the existing Section J.4.a.10" redevelopment" with a new Section J.4.a.10. for the C 1 District (Rte 1a/115) The Board will be proposing a substitute motion for Article 21 at Town Meeting for consideration which we recommend.

**ARTICLE 21 INDEFINITELY POSTPONED BY UNANIMOUS VOICE VOTE**

**ARTICLE 22**

Planning Board Recommendation - Amends the Zoning Bylaw and Zoning Map by making the B1 District line (Town Center) the rear of certain properties along Main Street and Union Street, adding two parcels on Boardman Street and Town Hill to the B1 District, and making the District line the lot line between Lots 16 and 17 of Assessors Map 14 Block 40. The Board supports this article which will bring the B1 District lines to the lot lines of properties.

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Town of Norfolk Zoning Bylaw and Zoning Map for the B1 District by:

- A. Having the district limits go to the property lines rather than the current 200' back from Main Street in the westerly portion of the District along Main Street (this includes the following: Assessors Map 14, Block 49, Lots 14, 24, and 15);
- B. Having the district limits go to the property lines along the rear of the properties along Union Street (this includes Assessors Map 14, Block 41, Lots 11, 20, 12, 13);
- C. Changing the Town Hill property from R2 to B1 (Assessors Map 14, Block 51, Lot 1);
- D. Including all of Assessors Map 14, Block 49, Lot 2 in the B1 District;
- E. Including all of Assessors Map 14, Block 49, Lot 3 in the B1 District with the northeasterly lot line being the District line;
- F. Making the centerline of Boardman Street the B1 District Line for Assessors Map 14, Block 49, Lots 1, 2, and 3);
- G. Making the lot line between Assessors' Map 14, Block 40, Lots 16 and 17 the B1 District line

**Articles 23 AND 24 WERE ACTED ON PREVIOUSLY**

**ARTICLE 25**

Planning Board Recommendation - Defines and adds to Section B, "Adult Business." The Board supports this article.

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Norfolk Zoning Bylaw Section B. by adding the following new definition:

**"ADULT Business"**: Any establishment which is distinguished or characterized by its emphasis on sexually oriented materials or entertainment depicting and/or describing, conduct or acts of a sexually explicit nature and as further defined in MGL Ch. 272, Sec. 31. Examples of such establishments include adult book stores, adult video stores, adult motion picture theaters, adult paraphernalia stores and adult live entertainment in which a substantial or significant portion of their stock in trade, displays and/or presentations relate to sexual conduct, sexual excitement, or are pornographic.

**ARTICLE 26**

Planning Board Recommendation - Adds an "Adult Business Overlay District" to Section J.3 (C1 - Rte 1A/115) The Board supports this article. We believe this is the most logical location for this district.

**APPROVED BY COUNTED VOICE VOTE YES 77 NO 10** to amend the Norfolk Zoning Bylaw Section J.3. by adding a new sentence to read as follows:

Within the Off Highway District there shall be an Adult Business Overlay District which shall be comprised of the following lots: Assessors' Map 19 Block 72, Lots 36, 37, 38, 39.

**ARTICLE 27**

Planning Board Recommendation - Adds "Adult Business limited to the Adult Business Overlay District" to Section J.7.1.2.B, Special Permit Uses by Zoning Board of Appeals (C1 - Rte 1A/115 - Off Highway) and prohibits "Adult Business" in the use tables of all other Districts. The Board supports this article.

**APPROVED BY UNANIMOUS VOICE VOTE** amend the Town of Norfolk Zoning Bylaws as follows:

1. To prohibit Adult Businesses in the use table by adding a new listing, D.2.e.24., "ADULT BUSINESS" in Section D.2.e. and prohibiting same by placing the word "No" in all districts listed in "D.2. Schedule of Use Regulations";
2. By adding to Sections 1.7.c. and K.7.c. "ADULT BUSINESS" to make it a prohibited use;
3. To add to the listing under Section J.7.a.2.B. Special Permit Uses by Zoning Board of Appeals the use, "ADULT BUSINESS limited to the Adult Business Overlay District.";

**ARTICLE 28**

Planning Board Recommendation - Amends Section F.12.c.1 by making those sites/buildings within Residential

districts which are used for non-residential or non-conforming use purposes subject to review by the Design Review Board. It is our understanding the Zoning Bylaw Study Comm. has proposed changes to this article. The article as modified is incorporated in the Advisory Board Recommendations. We support the article as modified.

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Norfolk Zoning Bylaws Section F.12.c.1. "Exterior actions requiring a Building Permit" by adding at the end of the paragraph the words "or nonconforming use" before the word purposes and adding after the word purposes, "in Residential 1-3 Districts" so that Section F.12.c.1 will now read as follows:

All new STRUCTURES, ALTERATIONS, or additions to existing STRUCTURES, changes in outdoor land use or changes in site design which require a building permit and which affect the exterior architectural appearance of a BUILDING shall be subject to review by the Design Review Board, provided that the action occurs on land which is located in the Business 1 through Business 4, Health Maintenance and Professional Office, or Commercial 1 through Commercial 5 zoning district and is used for non-residential or non-conforming use purposes in Residential 1-3 Districts.;

**ARTICLE 29**

Planning Board Recommendations - Adds a minimum height requirement of 6' to fences used for screening commercial outdoor storage in Section K.4.b.1. (B) C4 (Rte 115/Holbrook St.). The Board recommends passage of this as printed in the Advisory Board Recommendations.

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Norfolk Zoning Bylaw Section K.4.b.1 (B), by amending the second sentence of the second paragraph by adding the words "a minimum of six (6) feet" so that it will now read as follows:

"The fence shall be of reasonable height, a minimum of six (6) feet, and shall screen an area not to exceed 1,000 square feet except by Special Permit issued by the Planning Board."

**ARTICLE 30**

Planning Board Recommendation - In Section J.4.b.1 (A), replaces setback distance with screening requirement on commercially used lots between those lots and those used for residential purposes in the C1 District (Rte 1A/115). The Board recommends passage of this article as printed in the Advisory Board Recommendations.

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Norfolk Zoning Bylaw Section J.4.b.1 (A), by deleting the existing section J.4.b.1 (A), which now reads "(A) No BUILDING, STRUCTURE, Use or parking circulation area shall be located within 50 feet of a residentially occupied BUILDING; and" and replacing it with the following NEW SECTION J.4.b.1 (A):

"All BUILDING, STRUCTURE, Use or parking circulation areas or other vehicle access ways on a LOT abutting a LOT with a residentially occupied BUILDING shall provide a buffer screen of evergreen trees or shrubs along the property line in a single row on the commercially used lot. The plants shall be located 6' on center and shall be continually maintained and be no less than six feet in height at the time of planting.

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 this requirement provided the intent of providing a visual screen 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 31**

Planning Board Recommendation - Adds the word "fence" in the screening requirements of D.1. f.4. This article clarifies screening requirements. The Board recommends passage of this article as printed in the Advisory Board Recommendations.

**APPROVED BY UNANIMOUS VOICE VOTE** to amend the Norfolk Zoning Bylaw Section D.1.f.4. by adding the word "or fence" after the word "wall" and replacing the phrase, "not less than six feet, in order to conceal such uses from any adjoining properties," with "or a tight and well maintained evergreen hedge all of which must be not less than 6' in height in order to conceal such uses from any adjoining properties. All screening shall be continuously maintained," so that the so that the Section D.1.f.4. will now read as follows:

D.1.f.4. In a Commercial 1 through Commercial 5 District, all outdoor facilities for the storage of fuel, refuse, materials or equipment shall be enclosed by a wall or fence of solid and uniform appearance or a tight and well maintained evergreen hedge all of which must be not less than 6' in height in order to conceal such uses from any adjoining properties." All screening shall be continuously maintained.

**ARTICLE 32.**

Planning Board Recommendation - Adds Telecommunications and Cellular Phone Towers to Section 1.7.b. Special Permit Uses by the Zoning Board of Appeals" in the B1 District (Town Center) The Board is not opposed to the concept of having zoning address Telecommunications and Cellular Phone Towers in principle but we cannot support this article because it is not technically adequate and, therefore, we recommend Indefinite Postponement.

**APPROVED BY COUNTED VOTE YES 34 NO 13** to amend the Zoning Bylaws for the B1 district to include telecommunications and cellular phone towers in Section 1.7.b Special Permits as follows:

Add the following provision to Section 1.7.b: Special Permit Uses by the Zoning Board of Appeals follows:

Telecommunications and cellular towers consisting of Wireless Communications Facilities on an existing structure, on property owned by the Town of Norfolk which is in the care, custody, management and control of the Board of Selectmen, the Board of Road Commissioners or the Water Commissioners.

**ARTICLE 33.**

**APPROVED BY VOICE VOTE** to transfer the sum of \$2,255.00 from the Wetland Protection Fund to the Wetland Protection Expense Account.

**ARTICLE 34.**

**APPROVED BY VOICE VOTE** to transfer \$106,487.08 from the proceeds of the sale of the Potter property to the Stabilization Fund pursuant to Massachusetts General Laws, Chapter 40, Section 5B;

**ARTICLE 35.**

**APPROVED BY VOICE VOTE** to transfer the sum of \$3,000.00 from the Board of Registrars Expense Account, 5163.4010 to the Board of Registrars Salary account, 5163.1100.

**APPROVED BY VOICE VOTE** to Transfer the sum of \$250.00 from Employees Benefits - Longevity, 913.1730 to Finance Dept Salaries, 5135.1100.

**ARTICLE 36**

**APPROVED BY VOICE VOTE** to transfer from Free Cash a sum of \$680.00 to pay an unpaid bill of a prior year of the Tree Warden pursuant to Mass. General Laws, Chapter 44, Section 64.

**APPROVED BY UNANIMOUS VOICE VOTE** to transfer from Water Department Retained Earnings the sum of

\$214.32 to pay an unpaid bill of a prior year of the Water Department pursuant to Massachusetts General Laws, Chapter 44, section 64.

**ARTICLE 37.**

**MOVED AND SECONDED TO INDEFINITELY POSTPONE ARTICLE 37**

**SUBSTITUTE MOTION MADE AND SECONDED** to transfer the sum of \$40,000.00 from Free Cash to the Norfolk Elementary School Department. **DEFEATED BY VOICE VOTE**

**ORIGINAL MOTION APPROVED BY VOICE VOTE.**

**ARTICLE 38.**

**APPROVED BY UNANIMOUS VOICE VOTE** to transfer the sum of \$3,238.44 from the Water Department retained earnings, to supplement the appropriation for a water supply and buffer zone as voted in Article 18 of the 1995 Annual Town Meeting and further to amend the description of five and one-half (5.5) acres of land being a portion of Assessors Map 3, Block 6, Lot 55 to 5.8347 acres of land.

**ARTICLE 39.**

**APPROVED BY UNANIMOUS VOICE VOTE** to amend Article 46 of the 1996 Annual Town Meeting by inserting the words eminent domain before the word gift so the article now reads: to acquire by eminent domain, gift or donation land parcels or easements for the purpose of obtaining a secure right of way for the Main Street/Stop River Bridge construction project

**ARTICLE 40.**

**APPROVED BY VOICE VOTE** to appropriate the unexpended balance of the Leland Road Bonds and Pond Street Bonds dated February 1, 1996 to reduce the borrowing authorization for the Highland Lake Water Project authorized under Article 16 of the November 21, 1995 Special Town Meeting by \$18,845.03;

**MOVED, SECONDED AND VOTED TO DISSOLVE THE MEETING AT 11:30 P.M..**

## BOARD OF REGISTRARS OF VOTERS

Under Mass. General Laws, the Board of Registrars is required to supervise voter registration of 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 voters over seventeen years of age.

The membership of the present Board is John J. McFeeley, Democrat, Charles Burnett, Republican, and Donna Bentley, Democrat, all appointed by the Board of Selectmen for three year terms. The Town Clerk serves by mandate of Massachusetts law. The current Town Clerk is an enrolled Republican.

Assistant Registrars serve at all Town Meetings, checking those attending against the list of registered voters. We publicly thank the following who served at the Town Meetings in 1996: Brenda Bowden, Marlene Craig, Julia Dardi, Thelma Ravinski, Christine Shaw, Joan Waitkevich and Robert L. Smith.

Massachusetts now allows registration by mail. Mail-in forms have been placed at the Post Office, Library, Police Station, Credit Union and Stony Brook Nature Center. They are also available for new residents through the Welcome Wagon representative. To date, the mail-in method has been very successful. Because of the ease in registering by mail, state election laws have eliminated the requirements of special registration sessions before each election or Town Meeting. Also, beginning in January 1995, registering to vote may be accomplished at the Registry of Motor Vehicles and certain other state agencies. These registrations are forwarded to Norfolk and entered on the voting list.

Although most municipalities conduct their census by mail, Norfolk continues to use census takers who contact residents by telephone and in person in an effort to obtain the highest possible percentage of responses, and also to provide a point of contact and information for residents. In 1996 the Town Clerk directed the efforts of Debra Boulé, Brenda Bowden, Linda Janes, Deborah McGonagle, Christine Shaw, Dorothy Strohl and Janet Yavarow in gathering the required data. The Board appreciates the many hours of dedicated service given by these ladies.

The census provides information for several needs of the town, including the Street Listing, Jury List, and Dog List. For the School Department, it establishes a list of the names of all children living in Norfolk and for the Council on Aging, it provides a list of all elder citizens of the town.

The data collected by the Annual Census provides us with the following statistics: as of January 1, 1996 the population was 8,356 persons in approximately 2,750 households.

Voter registration figures as of January 1, 1996 were

Republicans	1,162
Democrats	870
Unenrolled	3,002
Other	10
Total	5,107

## BYLAW COMMITTEE

The Bylaw Committee was created in 1975 for two major purposes: (1) to maintain a record of amendments to the Town Bylaws, statutes and special legislative acts accepted by the Town, and (2) to make periodic reviews of the existing 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 is requested from time to time to review possible bylaw changes suggested by citizens of other town departments for recommendations on suitability and language. The Committee consensus is that the research and authorship of original creation of entire bylaws is beyond its scope

In 1996 the Committee reviewed the portion of the Sign Bylaw, suggested by the Selectmen and approved at the November 19 Fall Town Meeting.

## TOWN COUNSEL

During 1996, as Town Counsel, I have rendered ten (10) formal opinions to Town Boards, Commissioners and Officers, researched land titles, drafted twenty-one (21) contracts, rendered informal opinions and met with Selectmen, Assessors, Water Commissioners and advised the Planning Board, Board of Appeals, Personnel Board, Conservation Commission and Building Inspector.

Much litigation, built up over a period of years, came to trial or was concluded in 1996. The litigation involving 14 Rockwood Road was resolved, in return for which the Town acquired the property and thereafter sold the property for the assessed valuation.

Land registration claims, Grove Street and land off Populatic Street, were resolved and cases closed.

Variance cases on Holbrook Street were tried and the Town has appealed from adverse findings. A variance case on Everett Street was tried resulting in a finding for the Board of Appeals.

Zoning claims for one property on Seekonk Street from both Planning Board and Board of Appeals' decisions are still pending.

The Town is also involved in two suits arising from the construction of the North Street Connector. Preliminary Motions to Dismiss have been filed, but not resolved.

The long running contract dispute with the General Contractor resulting from the construction of the Olive Day School has been resolved.

Other areas of potential litigation have not reached the Courts due to the skills of the Board of Appeals, the Planning Board and the School Committee.

Negotiation has been successfully concluded for the acquisition of the watershed for Well No. 3. The Town Meeting will be asked to confirm these acquisitions with a friendly taking.

The patience and cooperation of the School Superintendent, the Water Superintendent, Water Commissioners and the Board of Appeals have contributed significant expenses.

Respectfully submitted,

Paul D. Maggioni, Town Counsel

## SOUTHEASTERN REGIONAL SERVICE GROUP

Your Community is one of eighteen cities and towns in Southeastern Massachusetts which belongs to SERSG.

### ABOUT SERSG

The mission of SERSG is: "To serve as a catalyst and implementer for member communities to act jointly to solve governmental problems or to deliver services to their citizens more effectively or efficiently."

The SERSG communities as well as municipalities throughout the state and nation realize that certain goods can be procured and services delivered more cheaply and efficiently by employing economies of scale. However, the price of consolidation often has been a loss of citizen participation in local affairs, a growing bureaucracy, and finally, a case of governmental arteriosclerosis.

The SERSG approach to regionalism is unique. It is grass-roots regionalism wholly consistent with the long and rich tradition of flinty independence which has characterized local government in New England for more than three centuries. Unlike other approaches to regionalism which typically favor imposition from above of "one size fits all" solutions to problems, SERSG utilizes a voluntary "bottom up" approach. SERSG regional initiatives are requested by member municipalities and are tailored to meet the precise needs of those communities which are participating in that particular initiative. No community participates in an initiative it does not want or need.

SERSG is a bargain as well. Your community's sole obligation to SERSG is to pay the annual SERSG assessment. It is established annually by the SERSG Board made up of the Town Manager, Town Administrator, Executive Secretary, Mayor or similar official of each SERSG community. For the past several years and for the coming year, that assessment is only \$3,100 per community.

### SERSG IN 1996

1996 was SERSG's fourth year of operation and was one of solid accomplishment and growth. SERSG continued to prepare and supervise joint procurements of various goods and services for its member communities. Its largest procurement was for DPW supplies and services totaling more than \$6.9 million. The SERSG communities saved approximately \$600,000 on this procurement alone over what other communities are paying for comparable goods and services that they purchase individually. Similarly, SERSG communities enjoyed a 62% savings off catalog prices when buying office supplies under the SERSG procurement.

SERSG also assisted municipalities in preparing to efficiently implement drug and alcohol testing programs for mu-

nicipal commercial motor vehicle operators mandated by the recent Federal Omnibus Transportation Employee Testing Act. SERSG also continued its annual program of in-service training for municipal employees and continued to keep its members abreast of change, particularly change having regional implications. Among issues being monitored actively by SERSG this year are de-regulation in both the telecommunications and electric utility industries. Cities and towns are significant users of electrical power and de-regulation may provide attractive opportunities for the exercise of group purchasing power.

### LOOKING FORWARD

I believe SERSG's future is bright with promise. There are many opportunities and advantages in banding together with neighboring communities to solve certain common problems and to provide certain goods and services to your citizens. The challenge is to do it in a way that recognizes the traditional independence and citizen participation which characterizes local government in Massachusetts and does not bring with it the disease of bureaucracy and governmental arteriosclerosis. Most knowledgeable observers believe that County government will be abolished in 1997, finally succumbing to just the maladies mentioned above. What will replace county government in Massachusetts? There are several models under discussion. One of them, which I believe is the best, is the SERSG model. Its voluntary, bottom-up approach to regionalism recognizes the importance of citizen participation in strong local government and embodies the lessons learned from the history of county government. Watch this debate as it unfolds in the Legislature and the public press in the coming year.

SERSG in 1997 will continue its basic procurement and training mission. It will also continue to follow actively on behalf of its members de-regulation, particularly electric utility de-regulation. At the suggestion of its members it is currently evaluating initiatives involving emergency water service, regional collection of household hazardous products and recycling. It may seek a Special Act of the Legislature to confer on it public corporate status-largely to facilitate the grant application process.

In closing, I want to thank, on behalf of the SERSG Board, all of the citizens, employees and local officials who have been so helpful to me and SERSG in the past year. SERSG's promise for 1997 remains to "to serve as a catalyst and implementer for member communities desiring to act jointly to solve problems or to deliver services more effectively or efficiently".

Respectfully submitted,  
Catherine Salisbury, Regional Administrator  
Southeastern Regional Services Group

## POLICE DEPARTMENT

The 1996 Police Department activities report is my third as Chief of Police of the Norfolk Police Department. I have lived and worked in the Town of Norfolk for forty-four years and still wouldn't trade places with any other Chief of Police because of the support given in the past to the police department by our townspeople.

This year for the first time in department history we were forced to lay off three full-time officers, (Berton C. Cummings III, David J. Eberle, and Susan A. Fornaciari), one part-time secretary, (Pamela P. Holmes), and no longer have the services of full-time detectives and one D.A.R.E. officer position.

I am especially proud of the job accomplished this year by the remaining members of this department and will continue to be grateful to the townspeople for the resources that were made available for personnel and equipment. This department will continue to make every effort to give you the level of services that you expect and deserve. We hope that we will be able to reinstate these positions through the use of Federal and State Grants as long as they are available, and hope that the Town of Norfolk will resolve its funding problems. The Norfolk Police Department has been awarded grants for equipment and personnel from both the State and Federal Government in the past and we will continue to solicit funding that ultimately improves our level of services. The Norfolk Police Department has participated in applying for grants individually and with several regional groups, and as a result, the Town of Norfolk has benefitted from the receipt of equipment or manpower.

We will continue to be proactive in our programs including D.A.R.E., Safe and Sober (Driving under the Influence), Community Oriented Policing, and traffic enforcement. We still strongly believe that there is a direct correlation to feeling safe in the Town of Norfolk as a result of these programs whether you are a pedestrian, bicyclist, motorist, or a homeowner.

During Labor Day weekend, with the help of personnel from the Western Norfolk County Law Enforcement Consortium, the Town of Norfolk ran its second Field Sobriety Checkpoint. As a result of that effort eleven drunk drivers were arrested and taken off the road on that night. The Consortium is made up of the eight towns in the Wrentham District Court and the Foxboro State Police Barracks and provided additional manpower that made this type of enforcement possible.

On Sunday October 27, 1996 several people were seriously injured and a young man from Foxboro named Jason Linsky was senselessly murdered at a Halloween Party in our town. The Police, Fire and Communications Departments were called upon to provide services at this incident. As a result of

their extensive professional training, these employees provided the injured with emergency medical care, the crime scene was secured, and witnesses were questioned about this incident. Within a week, two subjects were placed under arrest and after Grand Jury Indictments were handed down, twelve people were charged and arrests were made for the crimes that occurred on that morning. We thank everyone who assisted with this tragic incident because the cooperation that existed on that night between the responding law enforcement, fire and emergency medical service units was responsible for saving lives and preserving the crime scene for the ensuing investigation.

We want to thank Officer Stephen K. Plympton for his tireless efforts and dedication with the D.A.R.E. program, the youth of this town and the King Philip District. We realize that O.P. has reached many of our young people and given them the tools to make the correct decisions in life. We recognize that the D.A.R.E. Program is a partnership between the Police Department, parents and their children that will help everyone achieve a long, happy, and fulfilling life, and we are dedicated to achieving that result.

### ANNUAL REPORT OF THE DETECTIVE DIVISION

1996 proved to be a very difficult and busy year for the Norfolk Police Department Detective Division. Prior to July 1996, the division was comprised of two officers, who both worked a combination of uniformed patrol and detective shifts. Between these two officers, there was one assigned Detective working every day. While generally assigned to work the 3-11 p.m. shift, their schedules were flexible and could be changed as the needs of the department or individual investigations warranted. Prior to July, the division was kept busy handling numerous on-going investigations, most notably B&E's and Narcotics.

Unfortunately, with the budget constraints faced by the Norfolk Police Department, 3 full time patrol officers were laid off in July; this necessitated the re-assignment of both detectives back into uniformed patrol on a full time basis. We currently do not have anyone assigned to the division on a regular basis. The officers have remained available to assist with major investigations, although available resources have been severely diminished.

Most notably, we had the unfortunate duty of investigating a brutal homicide this year, Norfolk's first murder in 11 years. As a result of a very comprehensive and detailed investigation by the Norfolk Police Department and the Norfolk County District Attorney's Office, 12 people were ultimately arrested and charged in connection with the incident. We would like to commend the two officers who were working that morning, Berton Cummings and Susan Fornaciari, for their thor-

ough and professional handling of the incident. The work of those officers, in conjunction with numerous other agencies, helped ensure that a thorough, effective follow-up investigation was possible. Although they were laid off in July, Bert and Sue have remained with the department, working in the capacity of Reserve Police Officers on a part time basis.

We also have worked closely this past year with the Norfolk County Anti-Crime Task Force on several B&E and Narcotics investigations, and with the Norfolk County D.A.'s Sexual Assault Unit on several reported sexual assaults.

We would like to take this opportunity to thank Chief Stone and the men and women of the Norfolk Police Department for their continued dedication and support in this most difficult year, as well as the citizens of Norfolk for your support and assistance.

Jonathan M. Carroll, Sergeant  
Leo R. Ethier, Detective

**REPORT OF THE POLICE DEPARTMENT**

I hereby submit my third annual report of the activities of the Police Department for 1996.

	1995	1996
<b>CRIMES</b>		
Murder	0	1
Robbery	0	0
Forcible Rape	0	0
Aggravated Assault	2	69
Burglary (B&E)	15	9
Motor Vehicle (B&E)	15	2
Larceny	48	51
Motor Vehicle Theft	4	5
Kidnapping	0	0
Fraud	2	2
Assault & Battery	12	13
Arson & Bombing	2	0
Forgery/Counterfeiting	8	2
Receiving Stolen Prop.	1	0
Vandalism	130	101
Sexual Assault	1	3
Drug Law Violations	15	27
Oper. Under Influence	62	51
Viol. Liquor Laws	8	5
General Offenses	91	131
Trespassing	62	36
Attempted B & E	12	8
Threats	16	13
Harassment	30	27
Disorderly Conduct	14	13

	1995	1996
<b>ARRESTS</b>		
Arrests	248	198
Prot. Custody	144	50

	1995	1996
<b>MEDICAL/EMERGENCY</b>		
Ambulance Assists	275	267
Sudden Deaths	4	1
Suicide Attempted	2	1

	1995	1996
<b>TRAFFIC ACCIDENTS</b>		
MVA Pers. Injury	30	31
MVA Prop. Damage	150	127
MVA Fatal	0	1

	1995	1996
<b>TRAFFIC SERVICES</b>		
Written Cites	1136	647
Written Warnings	961	694
Verbal Warnings	1721	1268
Parking Viol.	89	61

	1995	1996
<b>MISCELLANEOUS</b>		
Missing Person	35	24
Missing Property (lost & found)	15	31
Disturbance (general & Gathering)	154	139
Domestic Disturbance	68	89
Annoying Phone Calls	28	35
Suspicious Activity	378	288
General Services	860	668
Stolen Prop. Recovered	7	8
Stolen Veh. Recovered	1	2
911 Investigations (includes silent, abandoned and hang-ups)	76	57
Bldg. checks (open)	43	53
Animal Complaint	82	82
Assist/Lockout	116	98
Burglar Alarms	404	429
Fire Dept. Assist	188	185
Assist other Dept.	112	73

## FIRE DEPARTMENT

### Roles and Responsibilities of the Fire Department

1. **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 directed towards saving lives.
2. **Fire Suppression:** Fire suppression is the fundamental responsibility of the fire service. Our priorities are to save lives, control the fire, limit its spread, and protect property from fire and related hazards. The most important aspects of fire suppression are to maintain a highly trained and motivated group of firefighters and to ensure that all related equipment is in excellent working condition.
3. **Fire Prevention and Risk Reduction:** Fire prevention is the attempt to prevent the outbreak of fires in the community, as well as 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 encompasses a variety of approaches, including inspections, enforcement of fire codes, review of plans for new construction projects, and public fire safety education.
4. **Hazardous Materials:** The Fire Department has primary responsibility for the management of hazardous materials incidents.

**ACTIVITY:** Services provided by the Fire Department were once again on the rise during the past year. The Fire Department responded to 565 requests for emergency medical services in 1996. Emergency fire incidents totaled 444 in 1996. As the total responses increased, I am happy to report that the serious fires were down with estimated fire loss at \$132,500.00 compared to 1995 estimate of half million dollars. More importantly, these losses occurred without loss of life or serious injury to civilians or firefighters.

**TRAINING:** The Training Division is responsible for planning, content, delivery and evaluation of the Fire Department personnel. Training allows firefighters to perform instinctively, efficiently and as a team during emergency incidents. Department training hours for 1996 were reduced due to budget constraints. Although all aspect of training were covered, training is an essential function of the Department and further reductions cannot be considered without consequence. However, solid efforts are made to stay within budget boundaries.

Several of our firefighters attended programs and courses offered by the Massachusetts Firefighting Academy during this past year. These courses included the following. Firefighters Patricia Bixby and John Kelly attended a Train the Trainer program for presenting fire prevention programs in the elementary school under the Massachusetts S.A.F.E. Grant Program. Lt. Peter Petruchik attended a class on Operations of Aerial Apparatus. Firefighter James Masterson attended three courses which were Basic Rescue Involving Confined Space, Managing Multiple Company Operations, in addition to a 160 hour course for Hazardous Materials Technician certification.

In May, a live fire training exercise was held for the purpose of training on exterior fire attack, exposure protection, ladder pipe operations and water supply. In November, we conducted another live fire training exercise in conjunction with Millis Fire Department on interior fire attack, hose evolutions, ventilation, and search and rescue.

The Fire Department has sixteen firefighters who are trained Emergency Medical Technicians (EMTs). They must be recertified by the Commonwealth of Massachusetts every two years. This recertification involves a twenty-four hour refresher course, twenty-eight hours of continuing education and an annual C.P.R. refresher. EMTs must also be recertified quarterly on the defibrillator. Several of our EMTs are currently planning on attending an intermediate course which will enable them to initiate certain advanced life support procedures such as starting intravenous fluids (I.V.s), intubations and advanced patient assessment. This course involves attending one hundred hours of classroom instruction followed by an additional two hundred hours of clinical training. Although we have funding for the tuition costs for seven EMTs, the time spend acquiring this certification will be uncompensated.

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

In 1996, Daniel Keenan left the Fire Department to become a full-time firefighter for the City of Springfield. His brother, Patrick Keenan, also resigned. Born and brought up in this town, we've lost a little heritage with their leaving where their Dad, Arthur Keenan, was also a member of this Department as well as a Fire Engineer. They will both be missed. We wish them well.

Each year, we take this opportunity to comment on the personnel who make up the Norfolk Fire Department. Unless you are directly affected by their efforts, it is hard to understand how dedicated and committed these fellow residents of years are to this community. "On call" firefighters respond at all hours of the day, at times leaving behind their primary job not to mention families. They respond at all hours of the night and in all kinds of weather. Equally important is what goes on behind the scenes during day to day activities. This is where the true dedication and commitment is found. Many, many hours are spent by firefighters performing community service work on a volunteer basis. This past year, community programs in which firefighters volunteered their time including C.P.R. classes offered, fire prevention activities, first aid classes for scouts, the holiday "Toys for Tots" program, annual senior citizen luncheon, food deliveries during the holiday season, Mus-

cular Dystrophy Association Boot Drive, various town parade celebrations and memorials and various civic functions throughout Town. As emergency responses climb, this commitment and dedication become even more impressive and much more difficult.

**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 for your continued support. Last, and certainly not least, thank you to all of the dedicated men and women of the Norfolk Fire Department.

Respectfully submitted,

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

**FIRE DEPARTMENT ACTIVITY FOR 1996**

	1996	1995	1994
<b>EMERGENCY INCIDENTS</b>			
Structure Fires	40	33	40
Vehicle Fires	6	13	6
Motor Vehicle Accidents (Engine Response)	40	40	24
Outside Electrical Fires	33	19	19
Outside Fires	25	45	60
Hazardous Material Incidents	13	20	9
Fire Alarm Activated	86	87	98
Public Assistance	2	11	7
Line Box Coverage	3	2	1
Investigations	51	56	44
Miscellaneous	39	18	12
Assist EMS Unit	48	41	46
Carbon Monoxide Investigations	23	28	8
Secure Helicopter Landing Zone	35	24	6
Emergency Medical Services Incidents	565	547	451
<b>Total Emergency Incidents</b>	<b>1009</b>	<b>984</b>	<b>831</b>
<b>EMERGENCY MEDICAL SERVICES:</b>			
Total Emergency Medical Services Incidents	565	547	451
Medical	243	222	197
Motor Vehicle Accidents (Amb. Response)	100	103	82
Mutual Aid (Given/Received)	119	92	88
Advanced Life Support	269	229	212
<b>FIRE PREVENTION:</b>			
Smoke Detector Inspections for Resale	159	132	156
Smoke Detector Inspections for New Homes	44	40	86
Oil Burner Inspections	33	26	75
Propane Storage Inspections	48	4	67
Building Inspections	5	4	14
Gun Powder Storage Inspections	3	5	2

Underground Storage Inspections	12	18	25
Tank Truck Inspections	8	1	2
Fire Drills	6	8	8
Monitor Blasting	49	31	6
Issue Burning Permits	722	689	732
Requests for Open Burning	1068	1231	1193
Miscellaneous	2	5	10
<b>MISCELLANEOUS ACTIVITIES</b>			
Meetings	28	30	32
Departmental Training	16	20	32
Recertification Training	0	2	3
Recruit Training	0	0	15
Details	174	281	299

### APPARATUS STATUS REPORT:

Engine 2:	1991 Pierce 1,250 GPM Pumper	Excellent Condition
Engine 1:	1977 Mack (Refurbed 1992) 1,250 GPM Pumper	Fair Condition
Ladder 1:	1996 Emergency One 110' Aerial Ladder	Excellent Condition
Engine 4:	1967 Ford 750 GPM Pumper	Poor Condition
Tank 1:	1989 White / GMC 2,500 Gallon Tank Truck	Excellent Condition
Squad 4:	1994 Ford F-450 Brush / Mini-Pumper	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	Fair Condition
4-0:	1995 Ford Bronco Chief's Vehicle	Excellent Condition

## 1996 MAJOR INCIDENTS

- January 9: Mutual aid to the town of Millis - motor vehicle accident - Route 109 - elderly man fatally injured.
- January 12: Motor vehicle accident - North Street - seriously injured man transported to Southwood Community Hospital.
- January 19: Severe weather - multiple calls throughout town. (Ten incidents)
- January 24: Structure fire - Freedom Trail.
- January 27: Severe weather - multiple calls throughout town. (Seventeen incidents)
- February 11: Mutual aid to the town of Millis - structure fire - Plain Street.
- February 17: Motor vehicle accident - Union Street - seriously injured man flown to Mass. General Hospital by Boston MedFlight helicopter and seriously injured youth flown to Mass. General Hospital by New England LifeFlight helicopter after extrication utilizing hydraulic tools. Mutual aid from the Wrentham Fire Department.
- April 10: Severe weather - multiple calls throughout town. (Seven incidents)
- April 26: Mutual aid to the town of Millis - brush fire - Water Street.
- May 14: Structure fire - Miller Street - mutual aid from the Franklin and Millis Fire Departments.
- May 21: Severe weather - multiple calls throughout town. (Nine incidents)
- June 8: Severe weather - multiple calls throughout town. (Eighteen incidents)
- June 8: Lightning strike - Johnston Wa. - fifteen people treated at hospital.
- June 15: Motorcycle accident - Grove Street - seriously injured man transported to Southwood Community Hospital.
- June 21: Mutual aid to the town of Wrentham - hazardous materials release - Mike's Truck Stop, Route 1.
- July 17: Mutual aid to the town of Walpole - structure fire - Walpole Woodworker's, East Street.
- July 19: Mutual aid to the town of Wrentham - hazardous materials release - Franklin Environmental Services, Industrial Road.
- August 3: Mutual aid to the town of Wrentham - large debris fire - Route 1.
- September 11: Mutual aid to the town of Franklin - structure fire - Tri-County Vocational School, Pond Street.
- September 20: Motor vehicle accident - Rockwood Road - young woman fatally injured.
- September 21: Motor vehicle accident - Lafayette Lane - two seriously injured patients transported to Southwood Community Hospital after extrication utilizing hydraulic tools. Mutual aid from the Wrentham Fire Department.
- October 27: Mass casualty incident - Old Campbell Street - Young man fatally injured, one young man flown to Mass. General Hospital by Boston MedFlight helicopter, one young man flown to University Hospital by Boston MedFlight helicopter, three other patients transported to Southwood Community Hospital, Mutual aid from the towns of Wrentham, Walpole, Millis and Medfield.
- November 9: Mutual aid to the town of Millis - hazardous materials incident - Glen Ellen Country Club, Orchard Street.

- November 24: Mutual aid to the town of Wrentham - brush fire - Hickory Road.
- December 5: Mutual aid to the town of Walpole - propane fire - BOC Gas, South Street.
- December 6: Severe weather - multiple calls throughout town. (Sixteen incidents)
- December 11: Mutual aid to the town of Medfield - structure fire - South Street.
- December 11: Mutual aid to the town of Medfield -structure fire - Stagecoach Road.
- December 14: Hazardous materials release - Briarwood Road - Mutual aid from the Wrentham Fire Dept.
- December 20: Trauma injury - Tucker Road - seriously injured man flown to Mass. General Hospital by New England LifeFlight helicopter.
- 1996 Fire Loss Assessment: \$132,500.00

## FIRE AND POLICE COMMUNICATIONS DEPARTMENT

The Fire and Police Communications Department is responsible for dispatching emergency services, including police, fire, medical, water, highway, and animal control. The Communications Department is the initial and primary contact point for persons needing assistance, both of emergency and non-emergency natures. The department handled well over ten thousand emergency incidents as well as requests for services in 1996. This figure does not include the many requests received for information and direction, which also fall under the scope of responsibility for the Communications Department.

During emergencies, the dispatcher's role is to: obtain necessary information about the emergency accurately and quickly; direct the appropriate emergency vehicles to the correct location; monitor and coordinate communications among agencies within the system; instruct the caller in pre-arrival measures; and maintain accurate incident records.

The Communications Department is staffed 24 hours a day, 7 days a week. The department consists of four full time and 13 part time personnel. All dispatchers are required to maintain C.P.R. and First Responder certification. They must also be certified in the Enhanced 911 system and the LEAPS/NCIC computer system. Nine dispatchers are also certified as emergency medical technicians (EMTs).

The enhanced 911 system played an integral part in fire and police responses to emergencies in the past year. A total of 1,016 calls were made to Norfolk's 911 in 1996. As a reminder, 911 should only be used in an emergency; all other inquiries should be made on the usual business lines for the respective departments.

In June, 7 new part time dispatchers were hired and trained. They are: Helena Findlen, Mike Findlen, Sarah Hill, Troy Kelley, Mary Dugdale, Kathy Del Grosso, and Kirsten Holst.

We would like to thank all who have supported our efforts, and assure you, as always, that your requests for services from the public safety departments will be handled with the utmost professionalism.

Lt. Peter Petrichuk  
Norfolk Fire Department  
Sgt. Jonathan Carroll  
Norfolk Police Department

## ANIMAL CONTROL DEPARTMENT

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

Calls received for lost and found animals and complaints:	491
Dogs handled:	41
Dogs returned by phone calls:	30
Cats handled:	30
Trips to Vets:	28
Animals to Boston lab for rabies test:	3 (all negative)
Dog bites reported:	4
Cat bites reported:	4

Respectfully submitted

Harry Sanborn  
Animal Control Officer

**BUILDING DEPARTMENT**

The Building Department consists of the Building/Zoning Officer, Local Inspector, Electrical Inspector, Assistant Electrical Inspector, Plumbing Inspector, Gas Inspector and two part time Administrative Assistants.

The responsibility of the Building Department is to enforce all provisions of the State Building Code and any other state Statutes, rules, regulations and bylaws. The Building Department oversees the construction and insures compliance with all code requirements for the safety, health and welfare of the general public.

The Building Commissioner carries out the State-mandated duties of inspecting and certifying all schools, places of assembly, public halls and places of worship.

Gerald E. Hughes  
Building Commissioner

The following is a list of permits that were issued during 1996:

No. of Permits	Explanation	Est. Value
1995 1996		
27 33	New Dwelling	\$4,655,325.00
1 -	New Commercial	-
118 118	Additions/Alt.-Res.	1,439,883.00
6 6	Additions/Alt.-Comm.	69,400.00
- 1	New Municipal	2,870,823.00
15 16	Pools	107,725.00
12 11	Wood/Coal Stove	8,650.00
- -	Solar Systems	-
5 2	Signs	425.00
7 7	Demolitions	5,300.00
8 14	Siding	59,482.00
32 52	Re-roofing	152,340.00
231 260		\$9,369,353.00
	Building Permits	
	Total Fees to Treasurer	\$30,629.00
200 214	Electrical Permits	
	Total Fees to Treasurer	\$10,829.00
92 95	Plumbing Permits	
	Total Fees to Treasurer	\$6,484.00
53 43	Gas Permits	
	Total Fees to Treasurer	\$1,143.00

**HIGHWAY DEPARTMENT**

The Town of Norfolk Highway Department is responsible for the maintenance and rehabilitation of Town roadways, storm water systems, municipal grounds and green spaces including schools and cemeteries.

The Department also provides vehicle maintenance and repair service for all municipal vehicles which include Police, Fire, COA and Water.

**ROADWAY MAINTENANCE AND REHABILITATION**

The Department completed various repairs on areas of failed roadway Town wide.

A bituminous pavement overlay was completed on the following streets: Maple Street (4382 LF) from Park Street to King Street, Union Street (2050 LF) from Grove Street to Castle Road.

In conjunction with the Water Department Project, overlays were performed on Leland Road (394 LF) from Priscilla Avenue to cul-de-sac, Litchfield Avenue (580 LF) from Hunter Avenue to cul-de-sac, Harlow Avenue (420 LF) from Litchfield Avenue to cul-de-sac, Grove Avenue (401 LF) from Harlow to end, and Hunter Avenue (397 LF) from Litchfield Avenue to end.

In conjunction with the Northside Drainage Project, total reconstruction was performed on Geneva Avenue, Ware Drive and Malcolm Street.

Double Chip Seals were completed on Grove Street (6100 LF) from Park Street to Strawberry Lane and Fruit Street (5350 LF) from Cleveland Street to the Medfield Town Line.

Crack repair was completed on the following roadways: Main Street from Clark Street intersection to Boardman Street, Main Street from Park Street to Franklin Town Line, Clark Street, Needham Street from Main Street to house #46, Cleveland Street, Baltimore Street, Route 115 from Union Street to Foxboro Town Line, Union Street from Grove Street to King Street, Grove Street from Union Street to Strawberry Lane, Sweetland Farm Road, Lafayette Lane, Lantern Lane, Hanover Street and Old Coach Road.

**DRAINAGE MAINTENANCE AND REHABILITATION**

The Department completed various repairs on failed structures and piping systems Town wide and contracted the service of cleaning the Town's catch basin system.

The construction of the Northside Drainage Interceptor Project was completed. Construction began March 1996 and was completed in November 1996.

**BUILDING MAINTENANCE**

Various upgrades within the building were completed to improve efficiency, including the replacement of the heating system in the vehicle storage building.

The UST Removal and Replacement Project for the Highway Department Facility and Freeman Centennial School was completed. Construction began in June 1996 and was completed in October 1996.

**ENGINEERING**

The Town Center Project which includes the reconstruction of Rockwood Road, Main Street, Union Street and North Street intersection and Rockwood Road from the intersection of Boardman Street to the railroad tracks in the 75% stage of design. A public hearing will be scheduled for the spring of 1997.

Completed 100% design of the Miller Street Bridge Project. MHD has approved the funding estimate of \$237,000.00 and the construction of this project.

Preliminary design and concept for the reconstruction of the Route 115 corridor (Pond Street) from the intersection of Needham Street and North Street to Route 1 in Foxboro and route 140 in Wrentham were submitted to MHD for approval. Project cost is estimated at 2.1 million dollars.

**GROUNDS MAINTENANCE**

The Department performed daily and annual maintenance of municipal grounds and green spaces including schools and cemeteries.

The department completed the first phase of the Veteran's Memorial located at the Norfolk Cemetery. The second phase was funded at the Annual Town Meeting and will be completed in the spring of 1997.

Trimmed and cut roadside shoulder areas Town wide to improve sight distance.

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

Remo R. Vito, Jr.  
Highway Superintendent

**TRANSFER STATION**

In 1996 the Town of Norfolk Transfer Station continued to explore expansion of its recycling base.

Due to the drastic drop in the paper market, the end site which the town had contracted suffered financial ramifications and was forced into bankruptcy.

We have negotiated new contracts for recyclables with B.F.I. of Auburn for the next five (5) years, because of the drop in the paper market, the Town will be paying a processing fee for recyclable paper. We are currently exploring options to eliminate end site processing fees and create long term revenue.

In 1996, revenues were received for glass, plastics, wood waste and metals. Town resources were used to haul the recyclables and solid waste to end sites.

The Town contracted for the removal of waste oil, tires and batteries. Brush and leaves were ground for mulch and made available to the residents of the Town.

The mechanism for recycling worked successfully in 1996. The Town of Norfolk received a grade A on the 1997 DEP Municipal Recycling Report Card for recycling 46% of its municipal solid waste.

The Transfer Station is also the collection locations for five (5) charitable organizations, the Salvation Army, King Philip Boosters, the Lions Club, Product Label Box and our new member, Goodwill Industries.

To use the Recycling/Transfer Station, you must be a legal resident of Norfolk and purchase a decal for your vehicle. Specifics are outlined in our annual newsletter which is mailed to every household.

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

Remo R. Vito, Jr.  
Highway Superintendent

**TOWN OF NORFOLK TRANSFER STATION  
ANNUAL REPORT 1996**

All of the figures in this report relate to the calendar year January 1, 1996 through December 31, 1996.

The Transfer Station was open to Norfolk residents twice each week, on Tuesdays and Saturdays. The total number of operating days in 1996 was 101.

**Non-Recyclable Waste**

The Town of Norfolk contracts with Semass Partnership for disposal of household waste and Laidlaw Waste Systems for bulky waste.

Total compacted waste	858 tons
Total bulky waste	187 tons
Total non-recyclable waste	1045 tons
Daily average	11 tons

The 858 tons of compacted waste represents 49,026 bags of household waste.

**Recyclable Waste**

Newspaper	356 tons
Corrugated Cardboard	91 tons
Mixed Paper	2 tons
Plastics (#1, #2)	40 tons
Waste Oil and Anti-Freeze	2 tons
Metal (white goods and metal cans)	118 tons
Tires	2 tons
Batteries (automobile)	4 tons
Glass (white and colored)	69 tons
Brush	25 tons
Leaves/Yard Waste	165 tons
Total Recyclable Waste	874 tons
Daily Average	9 tons

The figure for batteries and tires were derived by converting pounds to tons using the average weight of a battery (36 pounds) and the average weight of a tire (25 pounds).

**Recycling Rate**

Total recyclable + non-recyclable waste	1919 tons
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These figures give a Recycling Rate of 46 %

# NORFOLK ELEMENTARY SCHOOLS

## The Superintendent's Report

On behalf of the Norfolk Elementary School Committee, I extend my thanks and appreciation for the services rendered on behalf of the children who attend the Norfolk Elementary Schools. We have a fine elementary school system in place and it reflects the efforts of a wide variety of people. You witness this in the shining hallways and spotless classrooms, in the balanced financial records, in the cheerful greetings each child receives upon arrival, in the concern for a troubled student, in the healthy lunches served daily, in the delivered telephone messages, in the corrected homework paper, in the motivating instruction...in hundreds and thousands of ways. Many different people contribute to our success with your children.

### Norfolk Elementary School Committee:

Jonathan Smith	Term expires 1997
Rita Advani	Term expires 1999
Lucille Bailey	Term expires 1999
Maureen Howard	Term expires 1998
John Spinney	Term expires 1997

### Organization

Jonathan Smith, Chairperson  
 Lucille Bailey, Vice Chairperson  
 John Spinney, Policy  
 Maureen Howard, Legislative Liaison  
 Rita Advani, Secretary

The Norfolk Elementary School Committee met regularly each month in the MacBride Auditorium in the Freeman Centennial School.

Meetings were scheduled for the second Tuesday of each month and began promptly at 7:15 p.m. The public was invited to attend and participate in these meetings.

### Superintendent of Schools

Lorraine S. Young, Ed.D.

### Superintendent's Office

Thayer Olson, Business Manager  
 Roxanne Verdeaux, Secretary  
 Julie Siewko, Bookkeeper

## Administrative Staff

Mr. Robert Smith, Principal	Freeman Centennial School
Mrs. Linda Balfour, Principal	H. Olive Day School
Mrs. Betteanne McMahan Part time Assistant Principal	Freeman Centennial School
Mrs. Lucia Godfrey Part time Assistant Principal	H. Olive Day School
Mrs. Linda Balfour	Special Education Director
Mrs. Patricia Connolly	Special Education Coordinator
Mrs. Margaret Larkin	Supervisor of School Lunch Program
Mrs. Martha Bettencourt	Manager of Freeman Centennial Cafeteria
Mrs. Betty Brady	Manager of H. Olive Day Cafeteria
Mr. Toby Lyons	Supervisor of Buildings

## Secretarial Staff

Mrs. Janet Curran	Freeman Centennial Schools
Mrs. Virginia Navickas	H. Olive Day School
Mrs. Susan MacKinnon	Special Education Office

## Faculty and Support Staff

This was a year in which we reduced faculty and staff for the first time in recent history. The following faculty and staff members were released because of budget decisions:

### School district employees:

Mr. Roger Bourassa	Multiple Intelligence Teacher
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### Freeman Centennial Schools:

Mr. Robert Tremblay	Instrumental Music Teacher
Mrs. Dorothy Brizzolara	Receptionist
Mrs. Elizabeth Allison	Music Teacher
Ms. Kimberly Silva	Physical Education Teacher
Ms. Kelly Krauss	

### H. Olive Day School:

Mrs. Kathy Furst	Primary Art Teacher
Mrs. Elaine Chamberland	Special Needs Secretary
Mrs. Roberta Bluhm	Part time Custodian
Mr. Gerald Keohane	Part time Custodian

We continue to miss the services that these people provided to our organization but are happy to tell you that each person has moved on to another employment opportunity. I am sure that you join me in thanking them for their service to our students.

After the August Town Meeting vote to grant and additional \$49,000 to the schools, Mr. John Fouracre joined our team as a .7 instrumental music teacher and Mrs. Susan Baxter joined us as a .65 primary art teacher. The remaining sum of money did not allow us to replace our Multiple Intelligence Teacher so that was not done. We do have art in both elementary schools and we have restored partially the elementary school instrumental music program. We presently have more students than ever performing in either the Beginners or Advanced Bands. This program is extremely popular with young people and community members alike. The band members take great pride in being able to perform in the Town parades and celebrations. It is my hope that we will be able to bring back to life our wonderful jazz band in our next budget effort.

New members employed by the school system include:

Mrs. Julianne Siewko	Bookkeeper
Mrs. Kathleen Dinand	Special Needs Aide
Mrs. Susan Erickson	Special Needs Aide
Mrs. Michelle Aloma	.4 Speech Therapist
Mrs. Roberta Hunt	Special Needs Aide
Ms. Elizabeth Earley	Resource Teacher
Mrs. Amy Naggar	Resource Teacher
Mrs. Susanne Domineau	.6 Speech Therapist
Mr. Richard Marland	Custodian
Mr. John Fouracre	.7 Instrumental Music Teacher
Mrs. Patricia Sundquist	School Committee Secretary
Mrs. Karen Washkwits	Cafeteria Helper
Ms. Francine Aspinwall	Special Needs Aide
Ms. Ellen Clark	Special Needs Aide
Ms. Carol D'Attilio	Special Needs Aide
Ms. Josette Geldreich	Special Needs Aide
Ms. Kelly Hart	Special Needs Aide
Ms. Joan Walsh	Special Needs Aide
Mrs. Derna Thomas	Part time Physical Therapist

Those members of our organization who changed in status include:

Mrs. Janet Curran	Secretary
Mrs. Susan Murphy	Special Needs Aide
Ms. Ann Ezepik	Grade 6 Teacher

We accepted resignations from:

- Mrs. Mary Anne Young
- Mr. Benjamin Standing
- Mrs. Deborah Goddeau
- Mrs. Judith Niedzwecki
- Ms. Kelly Hart
- Mrs. Dawn Rice-Norton

**Retirements:**

Mrs. Audrey Carson retired from the Superintendent's Office after serving in the school system for a number of years and in varying capacities. As the "new" superintendent who was "broken in" by Audrey, I wish to express my gratitude to a very dedicated and hard-working member of the team. Audrey never said "No" but rather said, "I can learn how to do that!". She worked unending hours helping to reorganize our office. We could not have made the progress we did without her. I am personally grateful to Audrey and I am sure the community values such devotion to duty.

Mrs. Ruth Luecke, a veteran sixth grade teacher, has announced her resignation to become effective June 30, 1997. Mrs. Luecke has taught in the Norfolk School since September 1, 1987. She has been a valuable member of the sixth grade team evidencing her leadership skills in helping the schools become users of computers. Mrs. Luecke has been a dependable, reliable, steady teacher. She has always kept the children foremost in her efforts. I express the thanks and appreciation of the students and staff for Mrs. Luecke's generous contributions to our school system.

**School Committee**

The School Committee leadership passed from the very able hands of Mrs. Martha Donovan to Mr. Jonathan Smith upon the "retirement" of Mrs. Donovan. Family, friends and admirers of Mrs. Donovan attended "Mardi's Party" at the H. Olive Day School and offered their good wishes and thanks for service to her. Mrs. Donovan's wit and natural charm often eased the Committee through difficult times and her knowledge of the world of teachers gave the Committee an opportunity to better understand their work force.

Mr. John Spinney, ably assisted by Maureen Howard, continued to lead the Committee in matters of policy. During this year the School Committee worked on a combination of new policy issues and the review of existing policies. The Committee further instructed the Superintendent to create a Policy Practice handbook.

Mrs. Lucille Bailey chaired the budget subcommittee and worked endless hours to develop a budget that would support the needs of the children. Mrs. Bailey met with the Advisory Committee and with the Town Financial Planning Committee in hopes of communicating the budget requirements of the elementary schools. Mrs. Rita Advani joined the budget subcommittee shortly after her election to the School Committee. Mrs. Advani serves on the Foundation Budget Review Committee at the state level.

Mrs. Maureen Howard has assumed the responsibilities associated with the Tri-Town School Committee and keeps close contact with our legislators.

This Committee is engaged in negotiating a new contract with the Norfolk Teachers' Association. Mr. Jonathan Smith has led the Committee through the process of writing a new contract.

**Enrollment**

Our number continue to increase. Generally speaking we have added the equivalent of one classroom each year. As expected, we are close to full capacity of both buildings and have launched a study of school building needs. Mrs. Judith Warren has capably chaired the School Building Needs Assessment Committee. The group has completed an exhaustive study of building use and enrollment projections to conclude that an addition to the H. Olive Day School is necessary. A request for funds to design and cost out such a project was submitted by the Committee at the May Town meeting and was subsequently approved.

The following indicates the elementary school enrollment as reported in the annual October 1 report to the state.

Pre Kindergarten	42
Kindergarten	153
Grade One	185
Grade Two	173
Grade Three	147
Grade Four	163
Grade Five	149
Grade Six	145

**Five Year Plan**

At the June School Committee meeting all strands of the Five Year Plan reported on the achievement of their goals, some of which included: completion of the social studies curriculum by the classroom teachers; pilot study of performance testing of students; expanded partnerships with university and businesses; coordinated professional development with Wrentham, Plainville and King Philip; and the development of an artist in residence program to emphasize multicultural education.

As Superintendent I am particularly pleased to see how successful our site based management efforts have been. Teachers regularly work together to solve problems that are specific to their individual school situation. We have seen student behavior improve because of the Random Acts of Kindness program. Teachers have determined lunch and recess scheduling to better serve the children.

Another particularly successful strand of the Five Year Plan is that which deals with capital projects. Mr. Lyons has managed several demanding projects bringing each to completion at or under budget. The last roof project has been completed and I would like to be able to tell you that we have no leaks but New England winters create ice dams at a whim. We are experiencing fewer leaks!!

The window project not only improves the appearance of the building but also saves us money on heating costs. This project has taxed the patience of most because of manufacturing delays, etc. We look forward to new windows in the third and fourth grade wings as well as in MacBride Auditorium during the spring of 1997.

Mr. Lafavre and Mr. Lyons worked throughout the summer to prepare the Freeman Centennial Schools network so that the H. Olive Day network would be ready for use when students returned in the fall. During this year we have met the goals of the Five Year Technology plan which was submitted to the Department of Education in June and approved in July. Through collaborative efforts on the part of the Permanent Building Committee, Norfolk Cable Television, and the schools an Institutional Loop was created and activated that would allow both schools computer systems to communicate. It will be our next effort to encourage the Town Library, the Town Hall, the Finance Offices to use this connection to strengthen our communication links. According to our technology plan we are to focus on community awareness and use of available interfaces by community members. It is truly an exciting time in the Town of Norfolk.

Unfortunately little progress on the goals set forward in the Five Year Plan was made in the fall because of the ongoing contract negotiations. The Norfolk Teachers Association agreed to withdraw any services which take place outside of the school day, (after school meetings) and without their input, few decisions can be made. It is expected that this issue will be resolved and that we can get back to the Five Year Plan goals.

**Budget**

This was a dreadful year in terms of budget. Enormous blocks of time were spent in creating alternative budgets in an effort to meet the Town's goals. Even more time was spent in trying to deal with providing services with reduced resources. For the first time in my short tenure as Superintendent, I felt a real lack of support for the elementary school budget.

It is difficult to find the right balance when trying to meet all the needs of the community....education being just one of the needs and I understand the demands that our leaders face. I can only stress that, given the level of income and resources that are said to exist in the Town, and given the fact that the state has steadily and significantly increased aid to the elementary schools, our request for an increase was reasonable. Cutting services to our students was the single most painful act that I have been called upon to do. One thousand one hundred and fifty seven children were negatively affected, in one way or another, by that act.

**H. Olive School**

Since the opening of the H. Olive Day School in Janu-

ary. 1994, the school population has continued to grow. The school now houses eight classes of each grade, prekindergarten through grade two. This is an increase of one class at each grade level. Due to the fact that prekindergarten and kindergarten classes are in session for a half day, the addition of the prekindergarten and kindergarten classes did not require the use of additional classrooms at those grade levels. The addition of the first and second grade classes, however, required the use of two additional classrooms. Due to the fact that all of the rooms designated as regular classrooms were already being used for that purpose, it was necessary to use rooms that were originally intended to be used for special purposes. During the 1995-1996 school year, the Music Room was converted to a regular classroom and the music teachers either used the stage area as a classroom or traveled from room to room to teach. At the beginning of the 1996 - 1997 school year, it was necessary to convert the Art Room to a regular classroom. The art teacher now travels from classroom to classroom with her materials on a cart. Although the loss of the Art and Music Rooms has necessitated modifications of the programs provided for the students in these areas, the students continue to enjoy having art and music classes. In addition to the changes in programs caused by space restrictions, the beginning of the 1996 - 1997 school year also brought changes in programs due to budget restrictions. The students have adjusted to changes in their school programs and curriculums necessitated by less formal instruction in the areas of Physical Education, Health, and Music. This decreased instruction time is due to the elimination of teaching positions in those areas. Library services have also been decreased at the Day School due to the reduction of library personnel.

Just as the H. Olive Day School has added to its school family with the increased student enrollment, some of the faculty members have added to their own families. Mrs. Cheryl Seghezzi, a part time Speech and Language Therapist, and Mrs. Margaret Driscoll and Mrs. Meg Garvey, part time Resource Room Teachers, are on leaves of absence for child rearing purposes for the 1996 - 1997 school year. Mrs. Seghezzi's position has been filled by increasing the teaching time of two other part time speech and language therapists. Miss Elizabeth Earley was welcomed into the H. Olive Day School family in September as a full time Resource Room Teacher. Her position incorporates the two part times Resource Teacher positions. Miss Earley's education at Providence College and her previous teaching experience have been put to good use at the Day School.

Even with budget and space restrictions, some special programs have continued to flourish at the H. Olive Day School. The GrowLab Program, under the guidance of Mrs. Lucia Godfrey, has continued to expand, with twelve teachers and classes now involved with the program. The annual "Bulb Planting Day" which was initiated through the GrowLab program has continued to beautify the grounds of the H. Olive Day School. In addition, the school environment has been enhanced

by the addition of a butterfly garden named "Butterfly Paradise" which is located just outside the main entrance of the school. All of the classes at the Day School participated in the planting of the garden. This was a real "grassroots" effort that involved all of the students planting seeds in the classrooms (with the assistance of the GrowLabs). The students then cared for the plants and planted them in the garden in the spring. Mrs. Carele Mayer, a retired teacher from the Day School, invested a great deal of time and effort in the butterfly garden project. She was involved in the planning of the site, supervising the planting of it and caring of it. She and her husband, Larry Mayer, very generously constructed and installed a sign for the garden and a stand that holds a chart to help the students, staff and visitors identify the butterflies that visit the garden.

Like the butterfly garden project. The Social Competency Program also appears to have sprouted "wings" and taken off. This program, which was started at the H. Olive Day School in 1993, fosters positive interpersonal relationships and teaches students social skills with an emphasis on social responsibility. During the current school year, ten more teachers from the Day School are participating in training at the Stone Center at Wellesley College. The TPA has generously continued to fund part of this teacher training. All of the Day School classroom teacher have now participated in formal training. All of the students and staff of the H. Olive Day School are currently involved in a school wide initiative to implement the common language, the problem solving techniques and the strategies which are taught through the program. This school wide implementation of the program has had a very positive effect and has served to further enhance the school environment.

Another program that has enhanced the school environment at the H. Olive Day School is the SEEN (Seniors Encouraging Education in Norfolk) Program. The involvement of our senior citizens in the school setting has been of great benefit to all involved. The children and the teachers have benefited from the expertise, life experiences and loving attention that the seniors share with the children and teachers alike and our seniors appear to benefit from their interactions with the children and teachers. They have truly made the H. Olive Day school family an "extended" family in every sense of the word! Thanks are extended to Mrs. Nancy Seitz and Mrs. Mary Murphy who coordinate this program that adds an important dimension to the educational program that the H. Olive Day School provides for the students.

Through the generosity and hard work of the Norfolk Teacher Parent Association, the students have enjoyed and had their educational experience enriched by a number of wonderful programs sponsored through the TPA Curriculum Enhancement Program. Just one unique feature of this program is the fact that, rather than providing one program for the entire school, each grade level is provided with enrichment programs that are particularly suited to the grade level curriculum and the

age of the students. Programs ranged from a sign language program for kindergarten students to a program on magnets for the first grade to a presentation by a beekeeper to the second grade.

During 1996, students, teachers, support staff and administrators celebrated some very special events at the H. Olive Day School. In March, there was a wonderful display of the exciting learning that takes place in the primary grades. During the week of parent conferences, the "Frameworks at Work" display was designed to show the community how the Massachusetts Department of Education's Curriculum Frameworks are being applied to all curriculum areas. The exhibit proved that even our youngest students-our learning and benefiting from a developmentally appropriate, integrated approach to curriculum. In April, Earth Day was observed by all members of the Day School family at an outdoor gathering at the entrance of the Kunde Conservation Forest. Each class sang a song or recited a poem reflecting concern for the condition of the earth. Guided tours of the forest offered the students a look at a pine grove, a meadow and the nest of sharp shinned hawks. Mrs. Carele Mayer and Mrs. Lucia Godfrey were the guides. This day was the culmination of many hours of time spent in the classroom learning about the importance of taking care of the earth through the use of recycling and other conservation measures. On November 1st, the H. Olive Day School marked its second annual Family Literacy Day event. Coordinated by Mrs. Susan Wolkon, the Reading Specialist at the Day School, guest "readers" visited the school and read at least one story to a class of children. The readers included such notable people as public officials from all of the departments of town government in Norfolk and residents of town who are accomplished authors, illustrators, artisans, etc. The celebratory atmosphere of Family Literacy Day was heightened when the school's Weather Station was dedicated on the same day. When the H. Olive Day School was built, the Lions' Club very generously donated a Weather Station to the school. This station, which records outdoor temperature, indoor temperature, wind speed, wind direction and the wind chill factor was dedicated in memory of Mr. Russell Quist, a member of the Lions' Club for thirty five years. Mr. John Wason of the Lions' Club officiated at the dedication. The students and staff of the H. Olive Day School are grateful for this very generous and useful gift. It has already been used to determine whether it was too cold to go out to recess on a few frigid days!

An important part of the mission of the teachers, administration and staff at the Day School is to not only educate the students, but also to guide them in the process of becoming life long learners. The teachers and staff model this behavior as they continue to pursue professional development opportunities through courses, workshops and other learning situations. In order to increase the professional opportunities available to the professional staff, the Day School accepted the Department of Education's invitation to join the first professional development alliance offered to elementary schools. The H. Olive Day School is now a member of the South East Elementary School

Alliance. Thirteen elementary schools belong to this alliance. The goal is to provide professional development opportunities for teachers that meet the standards of the Educational Reform Act and, at the same time, meet the needs of the teachers and the schools in regard to the content of professional development. So far, the experience has been a satisfying one that holds great promise for the future.

## Freeman Centennial Schools

### Faculty

The Freeman-Centennial School has seen many changes in its faculty this past year, resulting in many "highs" and some very unfortunate "lows" for several specialists programs at the school. Mr. Robert Tremblay and Mrs. Libby Allison, two new teachers who were hired in the fall of 1995 to continue developing the District's goals and its outstanding elementary music program, did complete a very successful year. Both individuals did an excellent job with the instrumental band and chorale programs, respectively. In fact, Mr. Tremblay had taken the initiative to begin a "marching band" and a "jazz band" with the children, which I believe everyone in the school community was extremely proud. However, because of budget constraints, a funding source was not available at the conclusion of the school year, June 1996 to rehire these two individuals and as a result the services of these two fine teachers were no longer available in Norfolk. Early in October 1996, following action by Town Meeting, some additional funding from the Town was available and used to hire, Mr. Fouracre, to teach the instrumental music program for students in grades 4-6.

The Physical Education Department saw many changes as the calendar year 1996 has progressed. Miss Ezepik, long time teacher in the Norfolk Schools, was reassigned to a sixth grade classroom, after many years of service as a physical education and classroom health teacher. Miss Silva and Mrs. Barrett, part-time, physical education and health teachers, were reduced from the Department in June 1996. However, Mrs. Barrett returned in September as the District's part-time classroom health teacher with money provided from a State Health Grant. Therefore, Mr. Thomas, our veteran physical education teacher, now is providing an instructional program for the 1100+ students in Grades K-6.

Other programs and faculty that were effected by budget difficulties this year were: a reduction of our Multiple Intelligence Resource Teacher, Mr. Bourassa; Ms. Beard, art teacher, assuming responsibility for the 1100+ students involved in the art program until December 1996, when an additional part-time art teacher was hired for the H. Olive Day School; Mrs. Longobardi, reassigned to Grade 4 from Grade 5; Mr. Kelly reassigned to Grade 5 from Grade 6; and as the result of a decline in enrollments at Grade 3, Mr. Matez was reassigned to Grade 2 at the H. Olive Day School.

## Curriculum Development and Assessment

Curriculum emphasis this year was in the area of Social Studies. Through the efforts and fine work of teachers at all grade levels, the District has a revised Social Studies for Grade K-6 that was accepted by the School Committee in June of 1996. Also initial work was begun on the Language Arts Curriculum which will be the next content area to be reviewed by the faculty. Additionally, PALMS, Partnerships Advancing the Learning of Math and Science, training for faculty members continued this year with the entire fourth grade faculty participating in a three day session. This program funded by a grant from the State and National Science Foundation, has resulted in many new and creative mathematics and science activities and lessons for our students. This program has brought a more hands-on process approach to all students in these two curriculum areas.

Finally, the students in Grades 2,3,5, and 6 continue to perform at a high average level on the CAT/5, (California Achievement Tests, Fifth Edition), a standardized assessment from in all content areas. Weaknesses were identified in the vocabulary and spelling areas. This year, as part of the Language Arts Curriculum work, these two areas will receive special emphasis. Additionally, time and effort will be expended into investigations by the faculty and administration into portfolio assessments and authentic assessment. The major objective of these reviews is to find the best means to evaluate and assess our students' learning potential.

## Special Education

The role of the special education department is to identify children in need of special education services and to provide those services in the most appropriate, least restrictive setting possible. Special education services in Massachusetts are provided under the guidelines of Chapter 766, the Massachusetts Special Education Regulations. The Norfolk Public Schools offer an array of services in order to meet the diverse special educational needs of our students from the age of three through the end of grade six. During the 1993-1994 school year, a session was added to the integrated preschool program. In this program, young children who have been identified as having special educational needs attend school along with peers who do not have such needs. The addition of this session has continued to allow us to provide for the needs of most of our three and four year old children with special needs within our own elementary school setting. All kindergarten children receive a screening.

The special education staff and the regular education staff have continued to work together to offer service delivery options that provide services for children in kindergarten through grade six using an inclusive model. This model emphasizes providing services for students within the regular classroom to the greatest degree possible. The Norfolk schools have accessed

grant funds and continue to access them in order to provide training for teachers in regard to inclusion and collaborative teaching models during. Training has also been provided to the teachers during the 1995-1996 school year in the implementation of individualized educational plans. In addition to training, the special education department had added additional staff in order to facilitate a collaborative teaching model in which regular education and special education teachers form a teaching team. Rather than have children with special needs leave the regular classroom to go to another room to receive special education services, the teaching team provides for the needs of those students through the use of classroom modifications and small group instructional groups within the regular classroom setting. This has been of benefit not only to the children who are receiving special education services, but also to other students in the class who benefit from a lower teacher to pupil ratio. The special education program continues to provide services outside of the classroom (e.g. in the resource room or speech/language room) in order to provide a continuum of services to meet the needs of all of our students. Additional special education staff have been added in order to provide services to meet the diverse needs of our students. Decisions in regard to how services are delivered for students are made on an individual basis as part of the Team evaluation process. Anyone who would like more information in regard to special education services in the Norfolk Public Schools should contact Linda Balfour at the H. Olive Day School, 541-5478.

## Summary

Students in the elementary schools tested above the state average on the MEAPS test and compared favorably on the California Achievement Tests. Attendance exceeded the 95 percentile in both schools. For much of the year students took advantage of all extracurricula activities that were offered. The students performed in plays and in concerts. The jazz band participated in the Jazz Festival at King Philip. Sports programs were fully subscribed. Students were active, healthy and well-behaved.

Our children enjoy the support of a caring and professional faculty and staff supplemented by our wonderful senior citizen volunteers and our great parent teacher organization. They are indeed most fortunate.

Respectfully submitted,

Lorraine S. Young, Ed.D.	Superintendent of Schools
Robert Smith	Principal, Freeman Centennial Schools
Linda Balfour	Principal, H. Olive Day School
Patricia Connolly	Special Education Coordinator



**Priya Patel** U. Mass Dartmouth Book Award  
(outstanding junior)  
Excellence in Biology

**Paul Langlais** Stonehill College  
"Honors Scholar"  
Massachusetts  
Association of Math  
Leagues 1995  
Olympiad Top Scorer

**Christopher Allen** Excellence in Computer  
Programming

**Peter Golaszewski** Excellence in  
Mathematics

**Bretton Heath-Wlaz** 1995 American High  
School Mathematics  
Examination Top  
Scorer

**Charlotte Boulay** Excellence in English

**Erin Moore** Rodman Book Award

**Michael Doire** Excellence in French  
and Chemistry;  
Alice Church Award

**Andrea Zaccardi** Excellence in Latin

**Francis Babbitt** Excellence in Spanish

**Timothy Dubendris** Excellence in Music

**Andrew Whelton** John Philip Sousa Band  
Award

**Jeremy Udden** Louis Armstrong Jazz  
Award

**Peter Smith** Excellence in Physical  
Education Internship

**Taryn Kenney** Excellence in Physical  
Education Internship

**Kristy Martin** Bausch & Lomb  
Science Award

**Shaun Fitzgerald** Excellence in Biology;  
Xerox Award in the  
Humanities

**Christine Marshall** Excellence in  
Environmental Science,  
Physics, History

**Heather Schold** Arnold Macktaz Award

**Leila Bhatti** Excellence in Law  
Stanley Glowinski  
Award, Excellence in  
Social Studies

**Jeffrey Davis** Excellence in  
Architectural Drawing

**Adam Wagner** Excellence in Computer  
Aided Design

**Jared Gunther** Excellence in Computer  
Animation

**Robert Lavertu** Excellence in  
Engineering Drawing

**Shawn Hanrahan** Technology Award

**Christina Renaud** Technology Award

**New England Institute of Technology Book Award:**

**Stephanie Schafer** Computer Aided Design  
Architectural

**Eric White** Computer Aided Design  
Mechanical

**Peter Golaszewski** Computer Graphics &  
Programming

**Gregory Wason** Computer Service &  
Repair

**Phillip Draheim** Computer Graphics &  
Animation

**Jeffrey Davis** Architectural Drafting

**Thomas Policastro** Mechanical Drawing

**Jon Kosowski** Merriam Webster's  
Collegiate Dictionary

**Senior Scholars:**

**Erica Altfeter** **Paul Langlais**

**Andrea DiMartino** **Christine Marshall**

**Jennifer Gauvin** **Heather Olivieri**

**Peter Golaszewski** **Robin Pagliarini**

**Bonnie Guay** **Eric White**

**Class Speakers:**

**Christine Marshall** Valedictorian

**Andrea DiMartino** Salutatorian

**Bonnie Guay** King Philip Cup

**National Merit Scholarship Finalists:**

**Michael Doire, Paul Langlais,  
and Christine Marshall**

**President's Award for Educational Excellence:**

**Leila Bhatti** **Rebecca Hartshorn**

**Andrew Cleverdon** **Eric Krasnauskas**

**Andrea DiMartino** **Paul Langlais**

**Scott Elliot** **Robert Lavertu**

**April Frey** **Christine Marshall**

**Jennifer Guavin** **Robin Pagliarini**

**Peter Golaszewski** **Eric White**

**New Teachers 1995-1996**

King Philip High School:  
Jacqueline Lake - Special Education

King Philip-North  
Susan Stoller- Language Arts  
Gréta Miller-Math

### **Middle School-King Philip-North**

In September of 1995, King Philip-North made the transition from a departmentalized faculty to a grade teaming structure. The faculty was divided into teams to cover the disciplines of Language Arts, Reading, Math, Science, and Social Studies. There are three teams at each grade level. The students are assigned to a team and have a common group of five teachers. During the 1995-1996 school year, the teams worked amongst themselves and with their colleagues at the same grade level, to implement the new teaming structure. Parents reported that they found it much easier to contact the teaching team to request information about their son or daughter. The teachers reported that they enjoyed working with a small group of colleagues focused on a specific number of students. Mr. Ronald P. Marino, Principal of King Philip-North, is to be commended for his leadership in implementing this concept during the 1995-1996 school year.

Each team of teachers worked to establish a close relationship with their assigned students. The teams developed names and identifying characteristics. The teachers and students, at various times during the year, entered into team competitions. This brought a sense of identity to the teaching teams and served to enhance good citizenship amongst the students. The unanticipated benefit of changing to a teaming structure, was the lessening of the passage time between classes, since teachers were no longer assigned rooms based on their discipline, but approximate to their teaching team. This cut down the amount of time needed for students to go from one class to the next and resulted in lowering the noise level during the passing time.

The staff of King Philip-North will continue to work on improving the teaming process, and they welcome parental input on this subject at any time.

### **Curriculum Network**

A group of teachers and principals continue to meet with Dr. Davis, on a monthly basis, to articulate issues around the curriculum. During the 1995-1996 school year, the Curriculum Network was kept busy reviewing the various drafts of the new Curriculum Frameworks mandated by the Massachusetts Educational Reform Law. The Curriculum Network serves as an opportunity for teachers and administrators to work together to anticipate changes that will need to be made in the curriculum.

The Curriculum Network is involved in identifying professional development needs and making recommendations for professional development programs to be offered to the teachers.

### **Total Quality Team**

The Total Quality Team developed an action plan for the 1995-1996 school year. The team placed emphasis on expanding the communication efforts by the King Philip Regional

School District to spread the good news about the district to parents and community members in the towns of Norfolk, Plainville, and Wrentham. One program that was started was the cable show titled King Philip Pride. This effort produced four half-hour cable shows that focused on our efforts in the King Philip Regional School District. The cable programs were broadcast directly to the towns of Norfolk and Wrentham. A taped copy was made available to the town of Plainville.

The Total Quality Team produced a professional development booklet, listing the professional development interests and activities of all the faculty and staff in the district. The booklet was published in January and again in May. It provided every staff member the opportunity to share their own professional development interests and to learn what other colleagues were doing.

In June of 1996, the Total Quality Team developed and mailed a survey to all parents who chose to send their children to private schools. The surveys returned were tabulated and the Total Quality Team reviewed the results. It is important for the King Philip Regional School District to know why parents are choosing to send their children to private school and to develop strategies to address problems that were identified.

### **Metro-West Tech Prep Consortium**

The King Philip Regional School District is an active member of the Metro West Tech Prep Consortium, a group of high schools and regional vocational schools that support the transition programming of students from high school to the world of work. Ms. Carol Stankiewicz serves as the teacher representative to the Consortium. The major efforts of the Consortium, during the 95-96 school year, were to develop curriculum modifications at King Philip Regional High School that could be used in articulation agreements for students attending area junior and community colleges. Ms. Stankiewicz has been successful in signing a number of articulation agreements with the various junior and community colleges. Students who enroll in Tech Prep programs at King Philip Regional High School can be granted advanced standing in these colleges. The Tech Prep program focuses on business, marketing, and technology.

### **Professional Development Plan**

One of the mandates of the Educational Reform Act of 1993, is for each public school in the Commonwealth of Massachusetts to develop a professional development plan. The King Philip Regional School District's Professional Development Plan provided opportunities for staff to attend a variety of in-district professional development activities and to be released from school to attend workshops, conferences, or courses. The focus during the 1995-1996 school year was in the area of writing across the curriculum. At both King Philip Regional High School and King Philip-North, all teachers participated in professional development activities to encourage them to enhance students' writing ability. In addition, teachers

were given the opportunity to participate in a special education training program to assist them in developing better strategies to deal with special needs students in their regular education classrooms.

The King Philip Regional School District participated with the elementary schools of Norfolk, Plainville, and Wrentham, in a full day of professional development training in October of 1995. This unique opportunity brought faculties from four separate school districts for a day of common training. One of the essential by-products of this activity is the opportunity for teachers in the four districts to meet and discuss various curriculum and professional development issues. On this date, the faculty participated in workshops dealing with: Multiple Intelligences, Class Assessment Strategies, Laboratory Safety, Alternative Teaching Strategies, and Music Curriculum.

**Advanced Placement Courses**

During the 1995-1996 school year, additional advanced placement courses were offered at the high school. Students were given the opportunity to participate in an AP Calculus and an AP Chemistry course offered for the first time at King Philip Regional High School. These courses are sponsored by the College Board and students who successfully complete the program and score a three or better, on a five point scale, have the opportunity to receive advanced standing or college credit.

The King Philip faculty continues to identify other areas for expansion for our advanced placement program. Teachers are learning to teach the AP curriculum in both Physics and US History. It is anticipated that AP courses will be offered in these areas within the next year.

**Capital Projects**

The 1995-1996 school year saw the implementation of the second year of our ten year capital plan, developed by the King Philip Regional School Committee and supported by the towns of Norfolk, Plainville, and Wrentham. King Philip-North projects include: replacement of lockers in the boys' locker room; refinishing the gym floor; replacement of roof ventilators; and renovations to the athletic fields. King Philip Regional High School projects include: new lockers in the boys' locker room; replacement of roof ventilators; renovations to the auditorium; replacement of hot water heating system; and the purchase of a new tractor for the maintenance of the athletic fields.

**Retirements**

After thirty years of dedicated service to the King Philip Regional School District, Ms. Elizabeth Tolley retired on June 30, 1996. Ms. Tolley saw a number of changes in the business education program during her tenure at King Philip Regional High School. Ms. Tolley taught typing for many years and transitioned, in the last ten years, to the new word processing technology.

Ms. Barbara Negus retired on June 30, 1996, as Secretary to the King Philip Regional School Committee. Ms. Negus had previously worked for the district, serving as a secretary in the superintendent's office for many years, prior to retiring and taking on the part-time position as Secretary to the School Committee. The King Philip Regional School Committee expressed their gratitude to Ms. Negus for her many years of service to the district. Ms. Negus was extremely conscientious in her role as the secretary, ensuring that the minutes were in proper order and that the chairman of the committee always remained on task with the agenda.

**Summary**

The 1995-1996 school year was a year of change, as the faculty and administrators had to cope with the many changes mandated under the new Education Reform Law. It is important for all to recognize that public education is improved only when all of the interested parties work together to set high expectations and provide resources. I would like to take this opportunity to thank the residents of the town of Norfolk, for their continued support of the King Philip Regional School District.

Respectfully Submitted,

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

**October 1, 1995 Student population**

King Philip North	Grade 7	346
	Grade 8	294
King Philip Regional High School	Grade 9	241
	Grade 10	196
	Grade 11	247
	Grade 12	198
	Total	1522
Special Education Out Of District		29

**COLLEGE BOARD SCORES (CEEB)**

Class of 1996

	Verbal	Math
King Philip	538	515
Massachusetts	507	504
National	505	508

PSAT/NMSQT

Class of 1997

	Verbal	Math
King Philip	50.7	50.4
Massachusetts	49.2	48.7

**EDUCATION, LIBRARY ARTS**

New England	49.4	48.9
National	48.7	48.9

**KING PHILIP REGIONAL SCHOOL DISTRICT  
CLASS OF 1996 STATISTICS**

Four Year State Colleges in Massachusetts  
Total: 56                      Percent: 30

Four Year Private Colleges  
Total: 70                      Percent: 38

Two Year State Colleges in Massachusetts  
Total: 10                      Percent: 5

Two Year Private Colleges  
Total: 2                      Percent: 1

Career Schools  
Total: 0                      Percent: 0

Military  
Total: 4                      Percent: 2

Preparatory Schools  
Total: 1                      Percent: 1

Employment  
Total: 41                      Percent: 23

Total: 184                      100%

**Students Continuing Education:**

Four Year Colleges  
126                      68

Two Year Colleges  
12                      6

Class of 1996 Continuing Education  
139                      75

**COLLEGE ACCEPTANCES  
CLASS OF 1996**

Alberus Magnus College	Katherine Gibbs	University of Mass. at Boston
Albright College	Keene State College	University of Mass. at Dartmouth
American International		University of Mass. at Lowell
Assumption College	Lasell College	University of New England
Auburn University	Lyndon State College	University of New Hampshire
		University of North Carolina at Chapel Hill
Babson College	Maryland College of Art	University of Notre Dame
Becker College	Marymount University	University of Rhode Island
Bentley College	Mass. Bay Community College	University of Rochester
Boston University	Mass. College of Art	University of Southern Maine
Bridgewater State College	Mass. Maritime College	University of Utah
Brigham Young University	McGill University	University of Vermont
Bryant College	Miami University - Ohio	University of Maine at Orono
	Miami University	University of the Arts
	Middlebury College	University of Virginia
	Mount Ida College	Utica College
California State University	New England Institute of Technology	Vanderbilt University
Canesius College	New England Conservatory	Vassar College
Castleton State College	Nichols College	Virginia Tech
Catholic University	Northeastern University	
Champlain College	North Carolina University	
Clark University		
Clarkson University	Paul Smiths College	Wellesley
Colby Sawyer College	Penn. State University	Wentworth Institute of Technology
College of Holy Cross	Plymouth State College	West Virginia Wesleyan
Community College of Rhode Island	Providence College	Westbrook College
Cornell University		Western Michigan University
	Quinnipiac College	Western New England College
		Westfield State College
Dartmouth College	Regis College	Wheaton College
Dickinson College	Rennslear Polytechnic Inst.	William Patterson College
Drew University	Rhode Island School of Design	Wittenburg University
Duke University	Roger Williams College	Worcester Polytechnic Institute
	Rutgers University	
Eastern Connecticut College	Sacred Heart College	
Eastern Nazarene College	Salem State College	
Eastman School Of Music	Salve Regina University	
Elmira College	Springfield College	
Endicott College	St. Lawrence University	
	St. Michael's College	
	Syracuse University	
Fairfield University	Trinity College	
Fitchburg State College		
Framingham State College	Union College	
Franklin Pierce College	University of Bridgeport	
	University of Connecticut	
Gettysburg College	University of Hartford	
Gordon College	University of Long Island	
Green Mountain College	University of Maine at Presquile	
	University of Mass. at Amherst	
Hamilton College		
James Madison University		
Johnson & Wales University		
Johnson State		

## TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

In July 1996 the School Committee reorganized and elected the following officers: Victor Knust Graichen (Wrentham) Chairman, Alan Lovely (Plainville) Vice-Chairman, and Robert Heavey (Medway) 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. Sub-committee meetings are scheduled as needed.

### Graduation:

On June 9, 1996, 126 students were graduated in an impressive afternoon ceremony. Victor Knust Graichen, 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.

Bruce Lynch, Director of Pupil Personnel Services, presented scholarships and awards totaling more than \$100,000 to deserving seniors.

### Pupil Personnel Services

In September 1996, Tri-County welcomed approximately 794 students to the new school year. The district towns and number of students are Franklin 164, Medfield 25, Medway 58, Millis 28, Norfolk 34, North Attleboro 182, Plainville 60, Seekonk 68, Sherborn 6, Walpole 69, and Wrentham 60. Also 40 students were accepted from Out of District areas.

The Pupil Personnel Department continued its evening programs for 96-97. The Guidance Department continued its Peer Helpers program to assist with school adjustment and to introduce Tri-County to junior high students in the community. The department continued its programs on preparing for college with the assistance of Dean 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 has established itself as a leader in the Tech Prep System. 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 is 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 College, Middlesex Community College and Aquinas College. 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 credit according to the articulated agreement. In 1996 students who received college credit for completion of Tech areas are now attending Wentworth Institute, University of Massachusetts at Lowell and Arizona State University.

Tri-County along with the Franklin Area Chamber of Commerce serve as the co-chairs of the Tri-County School-to-Career Partnership. This partnership will share in over \$400,000 over three years to serve the career education needs of all area students.

### Academics

A continuing recognition that our graduates need to fully develop their academic abilities has led us to review our academic offerings. Beginning in 1995 all grade 9 pupils began a four-year sequence of science courses including biology, chemistry, principles of technology and one science elective (microbiology, physics, astronomy or Principles of Technology II).

State-wide curriculum frameworks have been issued and Tri-County is prepared to respond to these guidelines for core academic subjects. All students at Tri-County continue to take a full academic load with no study periods. Every student has a class every period every day.

It is the goal of the Tri-County Regional Vocational Technical High School to keep our programs current and to fully meet the needs of our pupils and of the workplace.

### Vocational/Technical Programs

The Vocational programs have made every effort to simulate real work experience by providing service to District Town Agencies, Civil Organizations, and Residents. The Auto Repair, Auto Body and Metal Trade departments are fully scheduled for customer work at all times. Work is accepted from district residents if such work coincides with the instructional curriculum. The Auto Repair program has received ASE Master Certification from the National Automotive Technician Education Foundation.

The Child Care program provides a creative agenda that foster the wholesome development of the pre-schoolers in a variety of early childhood settings. High School students work with these youngsters learning first hand the various theories and practices of child development.

Cosmetology is a program that provides skill in a variety of beauty services, such as hair, scalp, skin and nails. The program prepares the student for the State License in hairdressing. The clinic is open to the public during the school year.

The Culinary Arts shop continues to attract many local patrons to their student run restaurant (Gerry's Place) and bake shop. Many senior citizen groups from the community visit Tri-County to sample the delicious meals that are prepared by the high school students.

Desktop Publishing is part of the Commercial Art and Graphic Arts curriculum. Students learn Computer Layout, Desktop and Graphics.

Electronics Technology prepares the student for entry level positions in the Electronics, Computer and Consumer product services industries.

Marketing/Office Technology education includes Banking, Retailing and Secretarial skills for students who have selected this vocational program. Students taking this vocational program. Students master skills in Computerized Accounting, Data Base Management, Word Processing and Lotus 1-2-3. Students taking this program also receive hands on training by working at the Dean Cooperative Bank located at Tri-County. The Bank is open to the public during the school year for all banking services.

The Medical Careers program continues to grow and is now currently affiliated with three area Nursing Homes (Medfield, Franklin, and Wrentham) where students can apply skills on patient care and recreational activities.

The Plumbing and Electrical programs allow students to acquire technical skills while accruing state-mandated hours in both practical and theory applications. Once completed, these students will be prepared to take the state journeyman examination in their respective trade areas.

The Heating, Ventilating and Air Conditioning program provides students with proper instruction relative to the recovery and recycling of refrigerants. EPA government regulations require that HVAC standards remain at the cutting edge of technology.

The Carpentry program allows students to become familiar with both rough and finish construction. As students complete this program, they are well on their way to securing construction supervisor licenses.

Our construction program has been very busy during this year with the building a Senior Center in the Town of Wrentham.

### Continuing Education

The Continuing Education Programs offers an Adult Cosmetology program during the day. This is a separate program that provides 1000 hours of instruction. The program runs from September to May and follows the high school calendar. Registration for this program takes place at the end of May each

year. The Evening School Division has enrolled approximately 600 students for the 1996-97 school year. Registration for the Evening Division takes place in September for the Fall Semester and in January for the Winter Session.

### Athletics

The Tri-County Athletic Programs continued to show strides during the 1996-97 year. Participation of first time players at the Freshman/Sophomore classes shows promise for the upcoming years.

### Student Activities

The Vocational Industrial Clubs of America (VICA) is of continued interest to students with great success at the local, state and national competitions. In the area of fund-raising, VICA once again will be sponsoring numerous events, including a medieval dinner, Breakfast with Santa and Breakfast with the Easter Bunny.

The Distributive Education Clubs of America will be attending the North Atlantic Regional Conference. At this conference students will have an opportunity to meet other students from the Northeast and participate in various seminars and workshops.

### Summary

As we 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 standard that has earned Tri-County that support in the past.

Victor Knust Graichen, Chairman  
Ronald Janosko, Norfolk

## HISTORICAL COMMISSION

The Historical Commission participated in a number of community events including Olde Tyme Day and the Mini Museum at the Grange Hall during 1996. We held our open house on June 23rd, the Dedication Day of the New Town Hill. Our sincere thanks to the Lions and Jim Hazlett for their work painting the Tramp House. The Crypt was repaired by the Highway Department under the direction of Butch Vito.

Our current research project, begun by Mary Power, is a time line of historical dates and facts which will span the mid 1600's to the mid 1900's. When completed we hope this information will help form the basis for an outline of Norfolk History. Thelma found the grave site of our first Town Historian, Bertha Fales, in Walpole. We are compiling a scrapbook of old newspaper articles including stories and souvenirs from our 125th Anniversary celebration last year.

Some historical artifacts were given to us to add to our collection of Norfolk memorabilia. Parker and Pricilla Chick gave us a newspaper collection and a beautiful desk that was given to Alvin Freeman by Mrs. McBride. We welcome three new members on our commission this year. We encourage any town citizens to attend our meetings on the 3rd Tuesday of the month at the Police Station.

## LIBRARY TRUSTEES

The year brought good news and bad news. There were several pieces of good news. The Norfolk Public Library remains a robust part of our community life. Our programs in our two elementary schools continued to provide a unified library environment for children to explore the wonders of knowledge: in school, at home and at the public library.

The Public Library has made additional progress on using technology to make access to information easier, faster and more complete. Norfolk is far ahead of most of its neighbors in the use of technology to improve services and our Director, Robin Glasser, has become a recognized expert in the library technology field.

The Trustees made substantial progress on plans to adapt the library building for the future. A planning grant from the Mass. Board of Library Commissioners is funding a comprehensive space utilization study which, in turn, will inform a design exercise to identify how the Public Library can be adapted to meet the needs of our growing community. A Building Committee of citizens has been formed and is hard at work on these issues.

With the completion of work on the Town Hill and the start of construction on the new town offices, a picture of Norfolk's town center as a vibrant and welcoming place is slowly beginning to emerge. The Trustees see the Public Library as a critical link in this picture and we have been pleased to work with the Selectmen, with other town departments and with several committees and boards to keep this important work moving ahead.

On the bad news side, for want of \$12,500 the public library had to reduce its hours of operation, closing at 5:00 p.m. on Wednesdays (instead of at 8:30 p.m.) and for the entire day on Fridays. These reductions, the first in several years, diminish some of the progress we have been able to make in improved services and materials. If the library is closed, the finest materials and best technology are inaccessible. The public library's share of the overall town budget continues to fall and if this trend continues, the Trustees are very concerned that we will not be able to maintain the quality or quantity of services that our community expects.

For several years the Trustees have been working to resolve the Public Library's place in the proposed commercial development in the town center, especially parking for library patrons and the use of land adjacent to the front of the library. We must report that no substantive progress was made on these issues during the year, despite concerted efforts of the Selectmen and others to reach a permanent settlement. Since the development of our town center is, perforce, a public-private part-

nership, the Trustees remain committed to working toward a mutually beneficial solution in the larger, long-term interests of the town.

The Norfolk Public Library has been a part of our community for 116 of our 126 years of existence as an incorporated town. Looking back over that long span of time, we can see that the good news has tended to edge out the bad news and we are hopeful that the year ahead can be one of renewed progress.

In a recent survey, library patrons identified the library staff as the single most important element making their experiences at the Norfolk Public Library both useful and pleasant. We are most fortunate to have a committed and caring staff who know the community and go the extra mile to help library users of all ages. The Friends of the Norfolk Public Library are a vital resource for enriching our programs and services and for linking the library to the whole community. The Friends' new motto: "Reading is only the beginning," nicely conveys what our public library stands for.

#### Board of Library Trustees:

Frances M. Holman, Chair  
Harvey Boulay, Clerk  
Kenneth Nelson, Member

## DIRECTOR OF LIBRARIES

The Norfolk Public Library continues to be a center of community activity. Over 115,000 books and other materials were borrowed during the year by the 5,768 Norfolk residents who are registered as library patrons. 2,900 new books were added to the collection, in addition to 410 video tapes, audio books, compact disks and CD-ROM's. The library's total holdings at year-end was 44,582 items. A sampling of reference queries revealed the following: 81 % were answered with in-house library resources, including print, CD-ROM, and Internet resources; 16% were answered through the ABLE network and inter-library loan; 2% were referred to non-library agencies; and for the remaining 1 % no information was obtained.

During 1996 the library continued to expand access to electronic information. "Project NORweb" was implemented giving library patrons the ability to access the Internet. This project was made possible through two donations. The Massachusetts Board of Library Commissioners provided the library with a Pentium computer and access to the Internet was donated by Ultranet Communications. Patrons can log on to the Library's Homepage from the convenience of their homes or offices by typing the following URL: <http://www.ultranet.com/~npl/> Patrons can read about services and programs that the library offers, e-mail to library staff, and also reserve books via the ABLE network from their homes. Also during 1996, a second word processing computer was added. The Homework Center continues to be used by students of all ages. It is staffed by children's librarians and several dedicated volunteers.

Children's librarian Sarina Bluhm was popular with Norfolk's preschoolers. A variety of programs was held each week for children between the ages of two and five. In total, 190 sessions of pre-school programs were held with attendance for the year of 2,1071. During the summer, 277 elementary school children participated in the library's reading club "Catch the Summer Spark - READ". More than 20 different programs were held with a total attendance of 1,001 children. In addition, Mrs. Bluhm presided over the ever-popular "Twilight Tales" for preschoolers. The Library received a second-year grant from the Children's Trust Fund to provide three nine-week sessions of Mom-Tot Lap Time. This is an interactive program for two year old children that provides early socialization and language skills, as well as an early introduction to the library.

During 1996 the Friends of the Library planned many activities. Officers are: Mary Jo Gothorpe, President; Anne Czarnowski, Vice-President; Maureen Buck, Secretary; and Mary Burger, Treasurer. The Friends held a logo contest for the library's homepage. The adult winner was Sandra Myatt and the student winner was Matt Lepley. Both logos can be viewed on the library's Homepage. The Friends continued to sell Norfolk commemorative afghans. They also held several

book sales and participated in Old Tyme Day. Proceeds from these activities were used to fund the summer reading program and to provide passes to the New England Aquarium, Boston Museum of Fine Arts, & the Kennedy Library Museum. The Friends continue to sponsor "Art for Everyone" — a rotating collection of prints that patrons may borrow. They also pledged funds toward the building expansion program and design study.

This fall the library undertook a major reorganization of the adult book collection, audio and video collection. In order to ameliorate severe overcrowding in adult book stacks, non-fiction books in the literature, history, and travel collection were moved to shelving in the Jeanne D. Hill Meeting Room. The remainder of the fiction, nonfiction, mystery and large print books were shifted within the main stack area. The video tapes and audio books were moved to a central alcove adjacent to

the children's area. While this arrangement is not ideal, it serves as a temporary measure to relieve the overcrowding. It also provides additional quiet seating space during peak-use time in the late afternoon.

Highest commendations are in order to the Board of Trustees, Friends of the Library and the entire library staff and volunteers for their commitment and support. These dedicated people continue to work tirelessly to make the library a vital and integral part of the Town of Norfolk.

Respectfully submitted,

Robin A. Glasser,  
Director of Libraries

## PLANNING BOARD

In the year 1996, the Planning Board continued its focussed effort to reach out to the residents and potential developers to send the perceptual message that the Board intends to encourage the type of development and growth which will be consistent with the rural character of the Town as it transcends into the future. At Fall Town Meeting, the Planning Board was pleased to present the "Norfolk Development Guide". The Development Guide presents a summary of each board, committee or town department which are involved with various aspects of development as well as a useful step-by-step roadmap of the local review processes for each of the main permit categories, namely, home construction, subdivision review and site plan approval. We owe our gratitude to Chairperson Elizabeth Maitland whose focussed effort, along with the technical support provided by the Regional Planning Services Office, produced this professional and concise reference. The Planning Board also invites and encourages potential applicants to participate in an informal "presubmission review" session with our members as an efficient and time-saving way to establish parameters, in advance, for getting a project submitted and approved expeditiously. In 1996, 15 such "presubmission reviews" were conducted. By providing written comments on actions before the Planning Board, other Town Boards, Committees and departments offer valuable guidance to applicants prior to reviewing formal applications before their respective board. We offer sincere thanks to all other Boards, Committees and Town departments for their help and input throughout the year.

As a way to keep residents involved with growth issues, the Planning Board hosted the third annual Informational Forum on October 3rd as an opportunity for various town officials to speak on the latest developments before their boards and committees. Planning Board Chairperson, Elizabeth Maitland, acted as the moderator for presentations made by the Board of Selectmen, Board of Health, Town Hill Committee, Board of Water Commissioners, Economic Development Committee, Permanent Building Committee, as well as the Regional Planning Services Office. From the size of the crowd and the questions asked, the Informational Forum is likely to become a regular event.

The Planning Board, together with the Zoning Bylaw Study Committee, drafted and gained approval from Town Meeting for various zoning articles. In summary the changes offer greater flexibility in the definitions of retail sales and services, minor refinements to the lists of uses allowed within the Business and Commercial Districts and the location of the B-1 district as well as direction on where adult business would be

allowed in town should such a use be proposed. The latter issue generated lively debate in all forums but it was generally agreed to be in the Town's best interest to be proactive since adult business has been found to be a constitutionally protected form of freedom of speech.

Particular thanks is extended to Lois Boucher, our Planning Administrator. Lois provides a sense of continuity, perspective, enthusiasm and energy which is valued both by the individual Board members, consultants, and potential applicants alike. The Regional Planning Services Office offers professional planning and mapping support for which we are grateful. In 1996, we were sorry to accept the resignation of Alex Vispoli, long term member and past Chairman. His focussed energy, tact and enthusiasm will be sorely missed by all. With equal regret, the Board notes that Michael Barad chose not to run for a third term. We miss his expertise. The remaining board members are Elizabeth Maitland, Chairperson, Arthur Spruch, Vice Chairperson, Steven McClain, first time member and quite devoted Clerk, and the ever creative Robert Nicodemus. Andrea Langhauser, the Associate Member since 1995, was elected to Alex Vispoli's unexpired term by the Board of Selectmen and the Planning Board until the 1997 election. Charles Clahasey was appointed to fill the Associate Member term.

The Planning Board has statutory responsibility for town planning administration of the Subdivision Control Law, the Site Plan Approval and Special Permit Granting authority for the town of Norfolk. The Board operates under the authority of MGL chapter 41, section 81 and chapter 40A, section 9. The Board's Rules and Regulations for the Subdivision of Land and Site Plan Approval provides comprehensive guidance to parties wishing to divide tracts of land, build roadways, establish residential subdivisions or develop business or commercial properties. Listed below are the specific actions taken by the Planning Board in 1996.

Of particular note is the approval of the preliminary subdivision plan for the former Greaves property by Intoccia Development Corporation. As the first subdivision to use the Open Space zoning option, the development promises to be more responsive to the site's natural features while providing attractive house lots and plenty of publicly accessible woodland paths.

Two other preliminary subdivision plans were submitted during 1996. Cress Brook Pond Estates is located off Medway Street and has seven lots and Canterbury Estates, which is located off of Main Street, has five lots.

ACTIVITY OF THE PLANNING BOARD-1996

	No. of Plans	No. of Lots
Definitive Subdivision Plans: Submitted in 1996	0	0
Modified Definitive Plans	2	0
Preliminary Subdivision Plans: Submitted in 1996 (Not yet approved) [Canterbury Estates]	1	5
Approved in 1996 [Cress Brook Pond Estates]	1	63
Non-Subdivision Plans Endorsed (81-P)	14	30
Lots Released in Subdivisions		21
Special Permit Applications Submitted [Police/Municipal Building fenestration]	1	
Site Plans Submitted in 1996 Approved in 1996	6	
Approval pending/under review	6	
	2	
Pre-submission sessions held	(15)	
Shade Tree/Scenic Roads Act Hearings Conducted	(0)	

Respectfully submitted,

NORFOLK PLANNING BOARD

## ZONING BYLAW STUDY COMMITTEE

The Zoning Bylaw Study Committee was appointed in May of 1995 for zoning articles at the Fall, 1995 and Fall, 1996 Town Meeting.

The Committee has seven members consisting of appointed representatives by the Planning Board, Board of Selectmen (2), Board of Health, Zoning Board of Appeals, and the Building Commissioner and Town Counsel (ex officio/non-voting). The Committee's primary responsibility had been to review and comment and/or technically modify proposed zoning articles and review and modify, as appropriate, existing zoning bylaws.

In 1996 the Zoning Bylaw Study Committee sponsored six (6) zoning forums in collaboration with the Planning Board to address a series of complex zoning issues. The Committee developed new definitions for "Retail Sales" and "Retail Services" to compliment the Planning Board's restructuring of the use tables for the Commercial C-1 (Rte. 1A/115) and Business B-1 (Town Center). The Committee also prepared a definition and location for an Adult Business use in the Commercial C-1 District. Other initiatives by the Committee included Design Review of commercial projects in Residential Districts and Redefinition of landscape buffers for Commercial-Residential properties in the C-1 District.

During 1996, the Committee reviewed new zoning bylaws submitted from other Boards and other Commissions for technical conformity, clarity, and enforceability. This zoning review work included the B-1 District Boundary, B-1/C-1 use table coordination for Retail Sales and Retail Services, Redevelopment Special Permits in the B-1 and C-1 Districts, and cellular communications antenna uses in the B-1 District. The Town adopted all but two (2) zoning proposals presented, both of which dealt with redevelopment.

Respectfully submitted, Robert E. Nicodemus, Chairman (Board of Selectmen representative); Glendon G. Coulter, Vice Chairman (Board of Selectmen representative); Sarah P. Dewey, Clerk (Conservation Commission representative); Gerald E. Hughes (Building Commissioner); Lois L. Boucher (Board of Health representative); Michael S. Barad (Planning Board representative); Lisa K. Keating (Zoning Board of Appeals representative); and Paul Maggioni (Town Counsel [ex officio and non-voting member]).

## ZONING BOARD OF APPEALS

The Zoning Board of Appeals consists of 5 Full Members with 5 year staggered terms, and 2 Associate Members with 1 year terms. The Board's quasi-judicial authority is both conferred and limited by state statute and the Norfolk Zoning Bylaws. The Board has very little discretion in granting Special Permits and Variances as decisions must be rendered by consideration of the special permit and variance criteria in accordance with M.G.L. Chapter 40A, as amended. In addition to being the permit granting authority for Special Permits and Variances, the Board has the authority to hear Appeals of the Building Inspector's decisions, Addendums, Comprehensive Permits, and Repetitive Petitions in accordance with the strict procedural requirements mandated by state law. The Board of Appeals has neither the authority to draft zoning bylaws, nor to enforce them.

During the 1996 year, the Board heard and rendered decisions for 16 petitions. Of the 8 Special Permit petitions 7 were granted. Of the 4 Variance petitions heard, 3 were granted. The Board also granted 2 Variance Extensions and 1 Special Permit Extension. One case involved an Appeal of the Building Inspector's decision to not issue a building permit. The Board upheld the Building Inspector's decision.

The cases that come before the Board continue to be more complex and involved, requiring more time and effort of the Board to obtain the necessary information, evaluate the evidence, and render decisions in an expeditious and impartial manner. The members are continually abreast of any revisions to the zoning bylaws, and M.G.L. Chapter 40A. The members also attend zoning seminars and research court decisions pertaining to zoning issues. The individual members also serve as communication liaisons to other Town Boards, departments, committees and commissions. All meetings are duly posted at the Town Hall at least 48 hours in advance and conducted in accordance with the Open Meeting Law.

The Board wishes to extend its sincerest appreciation to two of our members who recently resigned due to job transfers out of state. Our former clerk, Peter Bukunt, a member of the Board for 5 years had invaluable expertise in zoning and planning issues and unique insight and understanding of the most complex of zoning bylaws. Peter is an irreplaceable loss to the town and to the Board. Andy Shepard, our former chairman, vice-chairman, and clerk, a member of the Board for over 10 years, resigned in August of this year. Andy's knowledge, expertise and leadership is a great loss to us. Peter and Andy are sorely missed.

We wish to express our sincere appreciation to all of the Town boards and departments for their cooperation and input to our many hearings, especially the Planning Board and the Conservation Commission.

Respectfully Submitted,

Bruce A. Simpson, Chairman

## PERMANENT BUILDING COMMITTEE

The Permanent Building Committee (PBC) had a busy year moving forward with the new Town Hall and Police Station project, and initiating design work to develop a proposal for an addition to the H. Olive Day School.

Throughout the early part of the year, the PBC continued to work in a consortium mode with the Town Hall/Police Station Steering Committee and the Board of Selectmen, and with Chris Riddle of Kuhn-Riddle, the project architects, to develop the construction documents for the August bid process for the construction of the new 21,000 square foot Town Hall and Police Station. The successful general contractor for the project was Mello Construction, Inc., Taunton, Massachusetts, with a bid of \$2.87 million. A ground-breaking ceremony was held on September 28, attended by State Senator Cheryl Jacques and a representative for Representative JoAnne Sprague. By year's end, construction on the \$3.6 million project was well under way and on schedule for a September, 1997, completion.

Late in the year, the PBC assumed responsibility for developing a design proposal for an addition to the H. Olive Day School, as voted by the 1996 annual Town Meeting. After an open search, Santiago A. Rozas of Todd Lee-Clark-Rozas Associates, Boston, was selected as the project architect.

During the year, Anthony Brizzolara resigned from the Committee after many successful years on the Committee. Tony made many significant contributions to the work of the PBC over the years on important projects such as the new Library, the Police and Fire Station expansion, and the Day School project, for which all the PBC members are truly appreciative. Tony was replaced by Ernest Alix.

Respectfully Submitted,

Robert P. Lowndes, Chair  
 Ernest Alix  
 Winsor F. Bowden  
 Lawrence Cheevers  
 Arlen Li

## POLICE STATION/TOWN HALL STEERING COMMITTEE

This is the fourth and final report of the Police Station/Town Hall Steering Committee. The Police Station/Town Hall Steering Committee began working with the Town of Norfolk Permanent Building Committee in August of 1995 and during the winter and spring meetings of 1996 were able to finalize plans for the new Police Station/Town Hall. The two committees worked on design changes and other important details and submitted those drawings to another architect for an independent review as required by the Town of Norfolk. The final drawings were completed and the project was then put out to bid and awarded to a General Contractor by the end of the summer of 1996. Ground breaking ceremonies were held during the fall of 1996 and the Police Station/Town Hall Steering Committee was officially dissolved, and the project was turned over to the Town of Norfolk Permanent Building Committee.

I want to thank all of the members of the Police Station/Town Hall Steering Committee including James A. Martin, Karen E. Greene, James H. Neubert, and David R. Jenner for their support and tireless efforts throughout the length of the project. The expertise that they brought to this project will become evident after this building is occupied, becomes the cornerstone of the new town center, and at long last becomes a beautiful and functional place for our town employees to work and our residents to conduct business.

Many times the efforts that are given freely by volunteers and elected officials are often taken for granted by others who aren't involved on a day to day basis or don't get involved in town government. The knowledge that you gave your best effort and that the original goal was accomplished by your committee, board or commission is often the only thanks or gratitude you will get, and absent anything else, is really all that counts. I hope that the townspeople who read this report, and other committee reports, will take a few moments of their time and thank these people for the seemingly endless hours of time that were given by them, to make this town a better place to live and work. The committee to get the Police Station/Town Hall project jump started again was formulated in January of 1993 and was initially called the Police Station/Town Hall Site Selection Committee. In July of 1993 the Police Station/Town Hall Steering Committee was formed and took charge of this project until joined by the Permanent Building Committee in August of 1995. Many sacrifices were made by every member of this committee in business, personal or family life to prepare for, attend, participate and remain active on the committee for this length of time. The Permanent Building Committee is still meeting and working on this project, and will be months after the building is occupied. I want to thank past members of this committee, department heads, boards and commissions for their contributions of time and effort to this project and the Town of Norfolk.

Charles H. Stone Jr.  
 Chairman-Police Station/Town Hall  
 Steering Committee

## RECREATION DEPARTMENT

The Norfolk Recreation Department is managed by five elected commissioners. The daily management is performed by the Director of Recreation and the Assistant Director.

The Recreation Department is self-supporting, by use of a revolving fund. Fees are collected to participate in our programs, which in turn pay our instructors, buy supplies, offer some free programs and community services.

The Recreation Department offered over 150 programs which close to 2,000 people participated in, from toddlers to adults. As a community service concerts were held on the Town Hill. A new and highly successful program was held during the summer at the Freeman Centennial School. The department had its personnel there mornings and afternoons offering a variety of activities for the 50-75 children who participated daily in the program. The department was pleased to offer this as a free program.

This has been a very busy year for the department. Starting at the spring town meeting when \$960,000 was voted to the Recreation Department for the development of the Pond St. complex, and the responsibility of maintaining the fields at the Freeman Centennial School. A special town meeting was called for in August to rescind the \$960,000 given to the department for the Pond St. project. After a lengthy discussion the article was defeated, keeping the monies assigned to the project. Currently the project is on hold due to the state withholding the \$960,000 in prison expansion money it has promised to the Town of Norfolk.

The Recreation Department was informed it would have to move from its Freeman Centennial location due to a class room shortage there. Southwood Hospital was gracious in offering the department office and activity space free of charge. In September the move was made with no interruption in programming. Also in September our Director informed us that he would be stepping down to take a position elsewhere. After a lengthy search a new Director was hired in December.

This year the department as always is looking to expand on its current programs and hopefully begin construction on the Pond St. Recreation Complex the town so desperately needs.

Respectfully submitted,

Geno Orsogna, Chair  
Debbie DeBello, Co-chair  
Barbara Gillis, Sec.  
Kurt Czarnowski  
Tom Terpstra

## TOWN HILL COMMITTEE

June 23, 1996 is a day that will go down in the history of Norfolk. On this warm, sunny day, townspeople gathered to celebrate the rededication of Norfolk Town Hill. While people spread out their blankets and chairs on our new town green, they were entertained by the Norfolk Elementary School bands. Our schoolchildren were given the special honor of being the very first to perform in the new bandstand.

After a ribbon cutting ceremony, Master of Ceremonies, Yaffa Dratman, and other town, state and committee representatives gave special recognition to the many people who worked on this project. There were so many individuals, organizations and contractors who gave their time, lent their expertise, donated funds and put their hearts into making the new Town Hill a very special place for all Norfolk residents.

We would be negligent if we did not pay special tribute to the Norfolk Garden Club for their participation in this project. Aside from being the original proponents of the town hill renovation project, the club also sponsored the enormously successful brick project. We extend our heartfelt thanks to committee members, Debby DeBello, Barbara Caiazza, Linda McGilivray and Drucie Beloff.

If you have not had the time to explore the new Town Hill, we urge you to take a stroll through. Take note of the newly painted Tramp House ( compliments of the Norfolk Lions Club), the beautiful perennial garden done by members of the Norfolk Garden Club, and the commemorative engraved plaza surrounding the bandstand (compliments of all of you who purchased bricks). Plan to take time here and be prepared to take a trip down memory lane. You might even want to have a Kleenex on hand. Try out those handsome new benches; they were donated by NOVA, the three churches and the Werlich family here in town. The fourth bench has been dedicated to the Norfolk Garden Club.

As you enter the bandstand ( designed by one of Norfolk's most talented architect, Jim Neubert) notice the wonderful bronze seal on the floor, donated by the Lions Club. Continue to meander up the newly paved walkway to the Rev. David Avery plaza surrounding the flagpole. Take note of the wonderful brick commemorations and quotes left as a legacy in Norfolk. Walk along the newly installed brick walkway leading to the library meeting room door. En route, notice the vista that Lowell Robinson, our renowned Landscape Architect, envisioned of the new town hill having an amphitheater effect. The bandstand takes on a new dimension from here.

Townspeople found many opportunities this year to enjoy their new Town Hill. The first couple to be married in the bandstand were Stephanie Hayes and Bradford Cobb. They synchronized their vows between train whistles, on Friday

evening, May 17th. Several other groups utilized the beautiful setting for family gatherings, weddings, wedding reception lines, picture taking opportunities, library story hours, magicians and summer evening concerts. The Bell Ringers and the King Philip Band performed at the annual tree lighting ceremony on Town Hill and greeted Santa in the bandstand upon his arrival.

The work of the Town Hill Committee will be completed this spring with some additional plantings and finish work. At that time, the committee will dissolve and will act on a consultant basis only. We thank the townspeople of Norfolk for their tremendous support in our project and we truly hope that you are as delighted as we are with this new "Jewel" in our town center. The future care and maintenance of this area has been placed in the capable hands of our Recreation Dept and the Highway Dept. We ask that you give it your tender loving care also!

Respectfully submitted,

Town Hill Committee  
Elaine Bauer  
Jan Conklin  
Fran Holman  
Pat Michel  
Thelma Ravinski  
Lowell Robinson  
Donna Shaw  
Nancy Seitz  
Michelle Tapsell  
Patrick Willoughby

## METROPOLITAN PLANNING COUNCIL

MAPC's list of activities and accomplishments for 1996 is a long and varied one. The agency is completing one of its most productive years with both staff and council members continuing to work hard to keep up with the opportunities and challenges as they are presented.

Perhaps the single most notable achievement in 1996 was the successful restructuring of the Metropolitan Planning Organization (MPO). The MPO which has been composed of six agencies (four state agencies plus the MBTA Advisory Board and MAPC) is responsible for allocating financial resources from the federal government to various transportation projects in the metropolitan region. MAPC has argued for years that the organization needed to be changed in order to have better representation by local communities. When a 1995 federal review of the organization found substantial deficiencies in the existing process, the agency played a major leadership role in working with the other five MPO members to design the new organization. In addition to the existing members, the new MPO will include the city of Boston, the Turnpike Authority and three cities and three towns. The new agreement also provides that at least \$40,000,000 will be made available for local highway projects in the MAPC region. The community representatives to the MPO will have the decision-making power for how that money is to be spent.

Elections to fill the six new community positions will take place in early 1997 at a MAPC Council meeting. Candidates must obtain the nomination of the CEOs from five communities to be on the ballot. With the exception of the Inner Core subregion, no subregion may have more than one community on the MPO. Local communities now have a voice and a vote in this important transportation process. MAPC's GIS Lab has continued to grow and provide new services to its communities. The staff conducted a series of eight workshops on GIS data automation. The focus of the workshops was on assessor map automation. In addition to working on defining policy areas for MetroPlan 2000, the staff is also putting together a map of existing and potential bike paths throughout the MAPC region.

The agency continues to produce the Planner's Exchange series. This year there were two reports: "Community Reuses of Failed Septic Systems" and "Development Guides."

Among the several hundred meetings that the agency sponsors each year, there were several of particular note. MAPC brought in a noted national authority on Transit Oriented Development (TOD). As a result of that meeting, the agency has formed a TOD advisory committee that will be working to encourage more concentrated development throughout the region.

Another of these special meetings was an informational session on the Governor's Executive Order 384 which provided for the sunseting of state regulations after a review process to determine which regulations were determined to be outdated or obsolete.

The agency continued its affiliation with the Challenge to Leadership program. This program sponsors a forum every fall for business, educational, religious, labor and government leaders to explore civic issues. The forum for this year was "Youth and Jobs in the 21st Century: Is Massachusetts Ready for the New Millennium?"

Another in the series of MAPC sponsored Community Dialogues was presented. The focus was also on job training. MIT, UMass, the Federal Reserve Bank of Boston and Boston Edison were partners with the agency for this event.

MAPC's efforts in the legislative arena continued to be productive. Many of the agency's priority legislation were passed into law. The agency also continued to work with the Massachusetts Audubon Society to draft legislation which will serve to coordinate and streamline the participation of federal, state, regional and municipal agencies in a statewide land information system institution utilizing Geographic Information Systems (GIS). On the federal level MAPC began working with other organizations across the country on the process of reauthorizing the Intermodal Surface Transportation Efficiency Act (ISTEA).

Planning continues on the Inner Circumferential Project and the North and South Rail Link. MAPC is active in both of these projects. The agency also continues to expand its help to communities on a diversity of transportation projects such as the Enhancement Grant Program and Transportation Demand Management Grant Program.

The eight subregions of the agency also continued working on their numerous projects. Several documents were produced this year as part of the Subregional Special Project program. Among those reports of region wide interest are: "The MAPC Grant Source," "Revitalizing Inner Core Commercial Areas and Squares" and "Environmental Tourism Strategies for the North Shore." Copies of these reports are available at the agency.

The 11 member communities of the SouthWest Area Planning Group (SWAP) had a busy year, the highlight of which was being awarded a grant to conduct a feasibility study on economic tourism opportunities in the Upper Charles Trail area. The grant was given by the Massachusetts Turnpike Authority. The group held its annual legislative breakfast to discuss issues of concern with their local state legislators. They also completed special GIS zoning and land use maps of the region along with a third map that illustrated the conflicts between the ex-

isting use and planned (zoned) use for the land. Additionally, the group reviewed a number of transportation issues throughout the year such as the TIP, the Regional Transportation Plan and a new bicycle plan for the region.

## BOARD OF HEALTH

The function of the Board of Health is to protect the public from any possible health threat, whether that threat be man-made or natural. The Board derives its authority from the Commonwealth and uses that authority to enforce a number of health related regulations. The regulations cover every thing from drinking-water purity to massage parlor operating procedures to subdivision storm drainage. This past year, 1996, saw the Board of Health active in all of these areas, as well as a number of others. A brief summary of some of the Board's activities is presented below.

- \* Because of a complete revamping of state septage regulations, the Board has updated its own regulations in order to bring them into compliance. This updating of local septage regulations will also enable the Board to give direction to developers and homeowners vis-a-vis underground sewage disposal systems.
- \* Through the activities of Mark Oram, the Board's sanitation inspector, all food-handling establishments were inspected on a regular basis. Any deviations from state standards were noted by the inspector and corrected by the establishment owners.
- \* Our Tobacco Control Regulations have turned out to be quite successful. Patrice Shields, Norfolk's Program Director for the Regional Organization Opposing Tobacco, has made a number of inspections this past year and has found that the local merchants take the regulations seriously. As a result, the town can take pride in the fact that it is very difficult for kids to gain access to tobacco products in the Town of Norfolk.
- \* The Board was also actively involved with the Visiting Nurses Association, bringing needed nursing services to the citizens of Norfolk who required "in home" attention.
- \* The Board conducted its annual Rabies clinic this past fall. The clinic was well attended. Readers should note that rabies is on the increase within the wild animal population of Massachusetts. It is very important that you have your dog vaccinated against rabies. It is also a good idea to vaccinate your cat as well. Be advised that rabies is a deadly disease and should not be taken lightly. If you happen to come across any wild mammal (raccoon, squirrel, skunk, etc.) that is behaving strangely DO NOT approach it. Instead call the town animal officer at 528-2879 and report what you have seen.

Again, keep yourself, your children, and pets away from the wild animal. It could be rabid.

- \* Last year saw an upswing in septic system permit requests. It seems residential building is beginning to pick up again after a long period of "steady state" development.
- \* The continuing saga of the Town of Norfolk and the Department of Corrections seems to be nearing an end. During the past year, the Board worked hand in hand with a number of citizens and town boards in this never ending battle with the DOC. Although progress has been very slow, we are hopeful that the DOC will choose to re-route the old failed prison sewage system as we proposed. We are also hopeful that they will choose to pay for the installation of town water in the Highland Lake neighborhoods. If it wasn't for the failure of the sewage system there would have been no problem in that part of town. It is the Board's position that they have an obligation to cover all sewage-related expenses incurred by the town and its citizens.

All of the past year's activities were coordinated, and many cases directed, by Janet Prevett, Board of Health Administrator. Without her professional guidance, which is based on years of experience coupled with a deep understanding of contemporary health issues, the Board of Health would be just another inefficient bureaucracy. Now comes the time when Janet deserves some time to herself (and kids, and grandkids). And so Anne Kotch, an experienced health care professional will be working with Janet in the Board of Health office to bring up to date on the Board's continuing projects, rules and regulations until such time as Janet decides to retire completely.

Please remember that the Norfolk Board of Health is your Board. We exist to protect your health. If we can be of help to you, don't hesitate to call us at 528-7747, anytime, night or day.

And now for the year's Board of Health statistics:

The following are permits and licenses issued by the Board of Health in 1996:

Percolation Testing  
 Septic System Permits:  
     Commercial  
     Residential  
 Revised Septic System Permits  
 Upgrades  
 Component Replacement

## WALPOLE AREA VISITING NURSE ASSOCIATION

Form 1.0 Applications (Review for Home Improvement)	110
Site-plan Review Plans	4
Well Permits	15
Water Test Review for property transfers	14
Sub-Division review	2
Variance Hearings (Title 5 and local)	19
Food establishment permits	25
Milk and Cream licenses	20
Tobacco Product Permits	5
Refuse Hauler Permits	5
Septic Removal Permits	17
General Permits	4
	408

Laurence M. Magner, Chairman  
Dr. Albert G. Andersen, Clerk  
Dr. Thomas R. Gilbert, Member

### Board Officers:

Daniel Nye, President  
Martha Rich, Vice President  
Paul Corriveau, Treasurer  
Teresa Fannin, Secretary

### Management:

Barbara E. Cade, Executive Director  
Barbara J. Lawless, M.S., R.N., C., Director of Clinical  
Services  
Robert R Bois, Financial Manager  
Lucinda C. Williams, Office Manager

### Clinical Supervisors:

Sandra Kershner, R.N., B.S.N., C., F.N.P., Nursing Supervisor  
Maureen Bass, P.T., Rehabilitation Supervisor  
Virginia Clarcq, B.S.N., Home Health Aide Supervisor

The Walpole Area VNA has had a moderate 20% growth in overall visits during the calendar year 1996, achieving approximately 97,000 visits. The agency is in excellent fiscal shape. Costs have remained among the lowest in the metropolitan Boston area. The Walpole Area VNA continues to have excellent availability of staff. WAVNA has been able to recruit therapy staff to meet patient needs at a time when many hospitals and other VNAs are forced to establish waiting lists for patients requiring therapy. Also, there is no waiting list for home health aide services.

The office, located at 55 West Street has two office treatment rooms, a pleasant waiting area, and a large and comfortable classroom. The classroom is an excellent area for the child-birth education classes, other classes and educational programs. There is ample parking with two spaces reserved specifically for our office patients. The building, itself, is handicapped accessible.

In addition to established services, WAVNA increased its offerings of childbirth education classes, breastfeeding classes and cholesterol screenings. The Infant/Toddler Safety Class and CPR certification has been very popular, especially with new parents. Office hours are held daily, Monday through Friday.

The Mental Health Program has continued to expand. This program offers psychiatric nursing care to clients with mental health problems who are having difficulty coping and are unable to access existing services. All ages of the population are served. In addition to working under the plan of care provided by the referring physician or psychiatrist, the VNA psychiatric nurse promotes mental health education and the prevention of mental illness.

WAYNA continues to provide programs in health promotion to all age groups in addition to traditional home health services. The four major components of the Health Promotion Program are:

1. Health Maintenance for the Elderly - Promotion of good health and maximum functioning for all residents over 60 years of age. Elderly residents who are homebound and have multiple chronic illnesses or conditions but do not qualify for skilled care in the Home Health Program are seen on a periodic basis by a nurse at home. The goal of this program is to assess changes in physical condition, prevent complications and prevent unnecessary hospitalizations. Ambulatory residents are seen at the office for physical assessment and health counseling or at the senior citizen clinics held at the Federated Church the third Wednesday of every month.
2. Maternal/Child Health - Promotion of the health and stability of the family during the periods of reproductive maturation, pregnancy, childbirth, the postpartum period and the child rearing years. Services are provided by a maternal/child health nurse specialist through home visits.
3. Communicable Disease - Prevention and control of communicable disease through casefinding and education and provision of follow-up care consistent with public health practice. In addition to following up on reportable diseases through home visits or telephone consultations, the VNA provides vaccinations and various tests during office hours.
4. Public Health - Promotion of good health awareness for the prevention of serious illness. Periodic cholesterol, hypertension, and diabetes screenings are held, in addition to regular testing during office visits. The annual flu clinic was held in November. The pneumonia vaccine was also offered this year.

The Town of Norfolk Public Health statistics for 1996 are as follows

SERVICE	VISITS
Home Visits/Health Maintenance	74
Maternal/Child Health Visits	9
Office Visits	2
Communicable Disease Follow-Up	0
Senior Citizen Clinics	159
Flu and Pneumonia Vaccine	199

## MAY MENTAL HEALTH, INC.

May Mental Health, Inc., formerly known as Norfolk Mental Health Association, Inc., is a new subsidiary of The May Institute established in July 1996. May Mental Health provides a full range of empirically validated mental health, substance abuse, vocational rehabilitation and education services to children, adolescents and adults. The May Institute's history in the Neponset Valley Community began in October 1995 when the May's Mental Health Division secured a managing contract with Norfolk Mental Health Association (NMHA) to oversee its outpatient services at the Cutler Center in Norwood and HIRE Enterprises in Walpole. In July 1996 MMH acquired both of these programs. Throughout the past year, May Mental Health has demonstrated a commitment to providing quality services to area residents, building on Cutler and HIRE's established linkages in the community.

The Cutler Center has developed a solid history of providing mental health and substance abuse services to the Neponset Valley community for the past 38 years. Over the past four decades, Cutler's clinical expertise has expanded to include a variety of specialized mental health and substance abuse treatment for people of all ages to better meet the needs of its citizens. All treatment services are tailored to meet the unique needs of every individual utilizing proven methods focused on short term and low cost treatment as appropriate.

The Cutler Center has also developed a prominent reputation as a community resource through several linkages which have been created to provide consultation to community agencies, town advisory boards, local United Way agencies, primary care physicians, schools and courts. Fostering outreach into the community continues to be a core component of MMH's overall philosophy and care.

Using fully licensed social workers, psychologists and psychiatrists, Cutler Center offers a rich variety of skills and expertise to provide a wide range of needed services to children, adolescents and adults through group, individual, couples and family therapy. Some of the specific services and specialized treatment we provide to the Town of Norfolk include:

- Intake and Emergency Services provide telephone screening, triage and intake appointments within 24-72 hours. 24-hour live on-call coverage is available.
- Psychiatric Services. Bruce Black, M.D., a board certified child psychiatrist is the Medical Director. Since July 5, 1995, Dr. Black has provided clinical and medical leadership for child and adult services at Norwood, including the supervision of two additional psychiatrists (Dr. Ileana Berman and Dr. Suzanna Zimmet)

- **Family & Children's Services.** Cutler Center provides specialized care to children and adolescents and their families. We offer individual, family, couple, group and family therapy and psychological testing, generally on a short term, problem-focused basis.
- **Adult Services.** A multi-disciplinary team provides our Adult services. Treatment is goal-oriented and short term. We offer a variety of ongoing groups including bereavement, incest survivors, battered women and group for batterers and sexual offenders.
- **Alcohol and Substance Abuse Program (ASAP) .** Cutler Center is contracted outpatient program for the Department of Public Health is the South Norfolk Area. The ASAP team offers comprehensive outpatient substance abuse services to individuals, families, groups, local businesses and local court systems. For indigent residents of Norfolk County, Cutler has a grant from DPH to provide outpatient therapy. However, medication treatment is not covered under this grant. This program also provides treatment for individuals who are dually diagnosed with a mental illness and substance abuse.
- **Gym Program.** This program is a blend of counseling and physical activity for children ages 5-15 with social, behavioral and emotional problems. The program is held in a local gymnasium and involves the children in social and physical activities with peers.
- **Continuing Education Programs.** Cutler staff provides free workshops and presentations on a variety of mental health related topics to individuals, community agencies, civic organizations, business and industry.

HIRE Enterprises is a vocational rehabilitation program designed to assist individuals with emotional and physical handicaps to maximize their vocational skills. Programs offered at HIRE include diagnostic evaluations; skills training; work adjustment training and counseling; sheltered employment; transitional employment and job placement. HIRE is a fully accredited CARF (Commission on Accreditation of Rehabilitation Facilities) program funded by Department of Mental Health, Department of Mental Retardation and the Massachusetts Rehabilitation Commission and serves 12 towns in the Neponset Valley area. HIRE provides a direct service linkage for DMA recipients, SPMI (Seriously and Persistently Mentally Ill) residents and DMH Continuing Care Consumers, and we look forward to furthering these linkages with all of MMH's programs.

May Mental Health wishes to thank the citizens and town officials of Norfolk for their continued financial assistance. Your funding helps us to meet the needs of those residents who would otherwise not be able to receive the treatment and support they need to remain or return to productive lives.

## COUNCIL ON AGING

The Council on Aging is made up of 11 members appointed by the Board of Selectmen. There is an undesignated number of associate members appointed by the council. The council employs an executive director, who works from an office in town hall three mornings a week and from the federated church senior center 2 days. The council's function is to identify the needs of approximately 800 residents who are 60 years of age or older and to provide the services needed with funds provided by the town, the state legislature, grants, and policy-making.

The council received a grant this year from the executive office of elder affairs which was used for mileage and extra hours for the outreach program, for members of the council to go to the annual convention, and supplies for our newsletter.

Programs and services provided by the council are: general information, referral to other agencies, outreach program, caregiver support, food shopping assistance, health screenings, fitness programs, intergenerational programs, tax relief program, fuel assistance, transportation, congregate meals, home delivered meals, community education, legal assistance, newsletter, recreation and social events. We also provide services to non-seniors for such things as fuel assistance and general information.

Our objective for this year was "A Healthier Life". A three day a week swimming program at the Wrentham State School was established, a walk club was started under the direction of Betty Ray, and we expanded existing exercise and health programs.

The foundation of our town effort is volunteers. Last year 95 volunteers donated their time, energy and skills to help our older population saving the town thousands of dollars.

Christine Shaw and Virginia Homer, our outreach workers, identify elders who have not been previously connected to services and visit those people and assist them locating resources.

We are anticipating moving into the new town hall which will address our immediate needs, and are looking forward in the near future to building and moving into our own free standing senior center to be built on our 2.6 acre lot located on Medway Branch.

A senior center study committee has been appointed by the council. A contour plan of the land on Medway Branch has been prepared and percolation testing has been completed. Considerable work has been done by our own local architect and engineer, Cliff Holman, with the assistance of Charles Jones, in preparing a preliminary site plan at no cost to the council. The study committee is presently in the process of reviewing some local plans of other senior centers with the intent of establishing a well thought-out plan for our own future senior center.

The council would like to acknowledge the Highway Department for keeping our bus in good working order, the Board of Health, Federated Church missions and Nova for their financial support, the students at KP North Jr High & High School, Walpole visiting nurses, Hessco, Elder Affairs and all our volunteers who gave endless hours to our seniors.

The Council on Aging meets on the third Monday of each month at the Norfolk Library at 9:30 a.m. All are welcome and invited to attend.

## MOSQUITO CONTROL REPORT

The operational Project Program integrates all proven technologies into a system of mosquito control that is rational, safe, effective and economically feasible. All mosquito eggs need stagnant water to hatch and to sustain larval growth.

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

- Drainage ditches hand cleaned: 7,070 feet
- Brush obstructions cut: 595 feet
- Drainage reconstructed by wide-track backhoe: 535 feet

**Larviciding:** Treatment of mosquito larvae during aquatic development is the next most effective control effort. The Project has begun to rely more on briquet applications, which provides a more site specific, sustained type of control for the mosquito larvae.

- Larvicide with briquets:  
Total briquets: 2,340 5.24 acres
- Larvicide with mistblower:  
Total gallons: 66 66 acres

**Adulticiding:** The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying, or threatening to residents. All fogging is done in response to adult surveillance which includes logging of citizen complaints.

- Adulticide fogging (1/2 oz./acre) from trucks:  
Total gallons: 7,725 1,977.6 acres

**Surveillance:** In an effort to more fully implement an Integrated Pest Management (IPM) approach, the Project has expanded data collection and surveillance. Surveys, inspections, and monitoring in support of our program include locating and mapping larval breeding areas. Locations of nuisance populations of adult mosquitoes are also identified through the surveillance program.

- Total man hours in town: 397 hours

The Project received 78 calls from residents for information and assistance.

Respectfully submitted,  
John J. Smith, Superintendent

For more information on the Project please access our Website at <http://home.sprynet.com/sprynet/tdescham>

## SELF HELP INCORPORATED

During the program year ending September 30, 1996, Self Help, Inc., received a total funding of approximately \$8.6M and provided direct services to 17,202 limited income households in the area.

In the town of Norfolk SHI provided services totaling \$6,693 to 32 households during program year 1996.

The total funding of \$8,615,509 does not tell the real value of human services delivered to the area as a whole. Self Help's funding enabled us to mobilize an additional \$1,258,647 of other community resources such as, contributions from the towns, volunteers, donations of space, and private donations in the form of goods and services. Therefore, the gross value of Self Help, Inc., during the past program year was \$10,143,470.

Self Help currently employs 248 individuals, many of whom are of limited income, minorities, and who reside in our service area.

We feel that October 1, 1995 through September 30, 1996 was a successful program year for us because we were able to assist as many limited income individuals and/or families as we did, in spite of the challenges and uncertainties with which we were faced, and decreases in funding we experienced.

We thank all the volunteers, Boards of Selectmen, and their representative(s) to our Board of Directors, representatives of the limited income sector, and representatives of the private sector for helping to make Fiscal Year 1996 a success.

Respectfully submitted,

Norma Wang  
Administrative Personnel Assistant

## HOUSING AUTHORITY

The Norfolk Housing Authority is a non-profit agency established by the Commonwealth of Massachusetts with the responsibility of administering public housing programs to meet the needs of low-income citizens. The Authority's governing body is a five-member board of unpaid commissioners of which four members are elected by the townspeople of Norfolk and the fifth member is appointed by the Governor of Massachusetts.

The Housing Authority maintains two separate properties. Hillcrest Village is a complex of 64 one-bedroom apartments currently housing 11 handicapped tenants under the age of 60 and 57 tenants in the elderly category. We have a very short waiting list for apartments at Hillcrest Village; therefore it is doubtful that we will be constructing more units of this type in the near future.

At Pine Knoll we have ten buildings, each housing two apartments, 12 three-bedroom units and 8 two-bedroom units. This is where the greatest need lies. Our waiting list is lengthy and even Norfolk residents and those who work in the town will wait many years before being housed.

We continue to search for private and public land to have available for more family housing. To that end we have inventoried and identified town-owned land suitable for such development. Members of the board would be willing to meet with anyone who might be interested in donating land to this worthy cause.

Our office is located at 33 Rockwood Road and our telephone number is (508) 528-4800 should anyone wish to contact us.

# WATER DEPARTMENT

## WATER SERVICE INFORMATION

	1995	1996
Miles of water main in service	53.11	54.86
Total water services	1585	1630
Number of services per mile of water main	29.84	29.71
Total gallons pumped	167,033,900	144,772,500
Total gallons purchased	577,296	419,700
Average gallons pumped per day	457,627	396,637
Average annual gallons used per service	105,748	89,074
Average gallons used per service per day	290	244
Total Water Bill and Betterment Revenue	\$723,026.46	\$594,694.60

In 1996 the total gallons pumped decreased due to cool rainy conditions in the summer and fall.

The process with the Massachusetts Department of Environmental Protection (DEP) continues for the Master Plan projections to bring a new well on line.

In August and September of 1996, construction of the Highland Lake Project was completed which included Main Street, Highland Lake Drive, Lincoln Road, Campbell Street and Old Campbell Road to correct a well contamination problem. Hopefully, the Department of Correction will reimburse the Town for the expenses.

The Department of Environmental Protection (DEP) in a State wide competitive grading for Medium Community System - Groundwater Source, awarded the Norfolk Water Department a tie for second place.

The Board of Water Commissioners is dedicated to the delivery of potable water in sufficient quantity and quality to meet the needs of our residents now and into the future.

The Commissioners wish to thank the staff of the department, headed by Superintendent James A. Martin III, Administrative Secretary Marilyn A. Ghioni, Maintenance Operator Richard A. Watson, Collector Gail F. Bernardo and Part-time Secretary Patricia Brewer and Part-time Maintenance Markene Burton, who oversee the daily operations of the department. These employees are dedicated and tireless in the efforts to ensure the smooth overall operation of the Norfolk Water Department.

Submitted by  
Board of Water Commissioners



## ADVISORY BOARD

January 1, 1996 to December 31, 1996

The Advisory Board consists of nine members appointed by the Moderator, generally for three-year terms. No member may be active in any other Town position, elected or appointed, while serving on the Board. Members may be reappointed if willing and if the Moderator so chooses.

The Board's first mandate is to recommend to Town Meeting a proposal for a balanced budget equitably apportioned among Departments, Boards and Commissions, and to state the reasons for the Advisory Board recommendations. The second mandate is to study all non-financial proposals and to make comparably well reasoned recommendations about these. Finally, the Board manages a small Reserve Fund appropriated by Town Meeting to fund necessary expenses which could not have been anticipated and included in regular Budgets appropriated for the Departments and which cannot wait until the next Town Meeting.

The Board studies the Warrant for each Town Meeting, makes itself aware of the views of proponents and opponents of each Article, publishes Advisory Board Recommendations, and offers and seconds all primary Motions.

Five Members make a quorum and a majority of those present and voting decides the position of the Board on any issue. Occasionally individual Members who feel strongly about certain issues take stands at Town Meeting different from those of the majority of the Board.

In all there were 59 proposals at the May 1996 Town Meeting. The Board recommended that about ten of these be Indefinitely Postponed and that the rest be approved. Town Meeting supported virtually every Advisory Board recommendation in May, and did the same regarding the 40 proposals before the November 1996 Town Meeting.

When constructing its Motion to appropriate funds for Salaries and Operating Budgets, the Board assures that the recommended aggregate Operating Expenses do not exceed projected Operating Revenues and are equitably distributed. Recommendations for Capital and other one-time expenditures are similarly balanced within non-recurring revenues and the proceeds of any new Debt.

For the first time, the Advisory Board's Operating Budget Motion in May 1996 included a two-column Budget Proposal enabling Town Meeting to choose a set of Base Departmental Budgets balanced against existing revenue sources and to make separate decisions about which Departments' Budgets would be supplemented by how much in the event a Proposition 2-1/2 Override were approved at a subsequent Special Town Election. There was a long debate and Town Meeting ultimately

appropriated substantially the Base Budgets recommended by the Advisory Board and about \$500,000 worth of budget enhancements conditional on approval of an Override. The Override question was answered negatively at the subsequent Town Election, so many Departments needed to adjust to Base Budgets substantially below levels they felt were appropriate. Norfolk K-6 School Departments were perhaps most severely constrained by the defeat of the Override and appealed to the Fall Town Meeting for a supplementary appropriation from non-recurring funds. The Advisory Board recommended against this latter proposal, feeling that recurring expenses for staff increases should only be financed by recurring revenues. Town Meeting concurred with the Board.

Probably the next most hotly debated matter at the Spring Town Meeting was the Advisory Board Motion to appropriate an anticipated \$960,000 Prison Expansion Mitigation Grant to a new Recreation Center on Pond Street. A more ambitious proposal had been defeated at an earlier Town Meeting but the scaled-down investment with targeted one-time funding was approved by a significant margin. This vote was challenged by petitioners at a subsequent Special Town Meeting, which voted to affirm the decision of the Spring Town Meeting.

Beginning in 1996, the Board relied more heavily than before on the Town Director of Finance to receive and compile Budget proposals and to prepare draft Budgets with appropriations balanced against projected revenues. These drafts facilitate Advisory Board analysis and recommendations. Board members no longer bring calculators and lap-top computers to their meetings and now focus less of their attention on arithmetic and more on policy and strategic issues.

Board Members congratulate Marc Waldman for his fine leadership in 1996 and are pleased that he will continue as a Member.

Respectfully submitted,

Advisory Board in 1996:  
 Marc Waldman, Chairman  
 Graham Sterling, Vice Chairman  
 Edward Cannon  
 Norman Gentry  
 Robert Kelleher  
 Richard Moore  
 Joyce Terrio  
 Arthur Warren

**TOWN OF NORFOLK, MASSACHUSETTS  
GENERAL PURPOSE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 1996  
TABLE OF CONTENTS**

<p><b>Report Section:</b></p> <p>Independent Auditor's Report on General Purpose Financial Statements. 1</p> <p>Independent Auditor's Report on Compliance Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards.</p> <p>Independent Auditor's Report on Internal Control Structure Based on an Audit of General Purpose Financial Statements Performed in Accordance with Government Auditing Standards. 4</p> <p><b>Financial Statement Section:</b></p> <p>Combined Balance Sheet - All Fund Types and Account Groups as of June 30, 1996. 6</p> <p>Combined Statement of Revenues, Transfers, Expenditures and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Funds for the Year Ended June 30, 1996. 7</p>	<p>Combined Statement of Revenues, Transfers, and Expenditures - Budget and Actual - General Fund Budget Basis for the Year Ended June 30, 1996.</p> <p>Combined Statement of Revenues, Transfers, Expenses and Changes in Fund Balances, Proprietary and Non-Expendable Trust Funds for the Year Ended June 30, 1996.</p> <p>Combined Statement of Cash Flows Proprietary and Non-Expendable Trust Funds for the Year Ended June 30, 1996.</p> <p>Combined Statement of Changes in Fund Balances - Special Revenue Funds, Capital Projects Funds, Expendable and Non Expendable Trust Funds for the Year Ended June 30, 1996.</p> <p>Notes to Financial Statements</p> <p>Supplementary Data:</p> <p>Independent Auditor's Report on Supplemental Data. 25 Reconciliation of Treasurer's Cash. 26 Schedule of Taxes for the Year Ended June 30, 1996. 27</p>
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# INDEPENDENT AUDITOR'S REPORT ON GENERAL PURPOSE FINANCIAL STATEMENTS

To The Honorable Board of Selectmen  
Town of Norfolk, Massachusetts  
Town Hall  
Norfolk, Massachusetts 02056

I have audited the accompanying general purpose financial statements of the Town of Norfolk, Massachusetts as of and for the year ended June 30, 1996, as listed in the Table of Contents. These general purpose financial statements are the responsibility of the Town's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In as much as the Commonwealth of Massachusetts does not require the capitalization of fixed assets, the Town has not maintained complete historical cost records of its general fixed assets. Accordingly, except for the enterprise fund, a statement of general fixed assets, required by generally accepted accounting principles, is not included in the financial statements.

As discussed in Note 3, the Town records pension expense for the retired employees on the pay-as-you-go method in accordance with the General Laws of the Commonwealth of Massachusetts. These practices are not in conformity with generally accepted accounting principles.

As described in note 1d to the financial statements, the Town does not accumulate the dollar amount of vacation and sick leave earned by its employees during the year and accumulated at year end. Generally accepted accounting principles require that such amounts, if material, be recorded as a liability in the general purpose financial statements.

In my opinion, except for the effect on the general purpose financial statements the matters described in paragraphs 3, 4, and 5. have, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Norfolk, Massachusetts, as of June 30, 1996, and the results of its operations and changes in financial position of its proprietary fund types and nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

As discussed in note 13, the Town has changed its method of accounting for the operations of the water department from a separate special revenue fund to that of an enterprise fund, during the current year. This is the preferred method of accounting for this fund and is conformity with generally accepted accounting principles.

John J. O'Brien C.P.A.  
November 15, 1996

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
BASED ON AN AUDIT OF GENERAL PURPOSE  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To The Honorable Board of Selectmen  
Town of Norfolk, Massachusetts  
Town Hall  
Norfolk, Massachusetts 02056

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts, as of and for the year ended June 30, 1996, and have issued my report thereon dated November 15, 1996.

I conducted my audit in accordance with generally accepted auditing standards, and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Norfolk, Massachusetts, is the responsibility of Norfolk, Massachusetts, management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, I performed tests of the Town's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my audit of the general purpose financial statements was not to provide an opinion on the overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended for the information of the audit committee, management, and the U.S. Department of Housing and Urban Development. However this report is a matter of public record and its distribution is not limited.

John J. O'Brien C.P.A.  
November 15, 1996

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE  
BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To The Honorable Board of Selectmen  
Town of Norfolk, Massachusetts  
Town Hall  
Norfolk, Massachusetts 02056

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts, as of and for the year ended June 30, 1996, and have issued my report thereon dated November 15, 1996.

I conducted my audit in accordance with generally accepted auditing standards, and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of Norfolk, Massachusetts is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that the transactions are executed in accordance with management's authorization and are recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to risk that procedures may become inadequate because of changes in conditions or that the effectiveness of design and operation of policies and procedures may deteriorate.

In planning and performing my audit of the general purpose financial statements of Norfolk, Massachusetts, for the year ended June 30, 1996, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under the standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control structure and its operation that I considered to be a material weakness as defined above.

However, I noted certain matters involving the internal control structure and its operation that I have reported to the management of Norfolk, Massachusetts, in a separate letter dated November 15, 1996.

This report is intended for the information of the audit committee, management, and the U.S. Department of Housing and Urban Development. However, this report is a matter of public record and its distribution is not limited.

John J. O'Brien C.P.A.  
November 15, 1996

**TOWN OF NORFOLK, MASSACHUSETTS  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 1996**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPE TRUST AND AGENCY	GROUP GENERAL LONG TERM DEBT	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS			1996	1995
<b>ASSETS:</b>							
Cash and Temporary Investments	\$1,736,344	\$265,740	\$385,860	\$557,764		\$3,810,642	\$4,182,965
Receivables:							
Property Taxes	119,531					19,531	171,649
Tax Liens and Foreclosures	553,840					553,840	363,867
Motor Vehicle Excise	91,525					91,525	69,236
Departmental and water						310,347	383,483
Reserve for Uncollectable Receivables	(723,650)					(1,033,997)	(526,393)
Property and Equipment, net						9,723,979	9,574,605
Due From Other Governments		284,008				284,008	308,212
Deferred Asset: Deferred Comp. Benefits							
Amount to be Provided for							
Retirement of Debt	85,000		119,800	873,342	7,574,841	873,342	550,642
Total Assets	\$1,884,590	\$549,748	\$505,660	\$1,431,106	\$7,574,841	\$22,512,858	\$22,695,844
<b>LIABILITIES AND FUND EQUITY:</b>							
Warrants and Accounts Payable	\$421,569	\$62,143	\$31,519	\$1,720		\$540,657	\$369,988
Deposits and Other Liabilities				8,940		8,940	33,911
Deferred Revenue	26,571	135,299		873,342		161,870	710,767
Deferred Comp. Due Employees						873,342	550,642
General Obligation Bonds Payable				1,779,000	6,931,000	8,710,000	7,900,000
Notes Payable	85,000		119,800	17,731		222,531	926,800
Landfill closure obligation					643,841	643,841	649,778
Total Liabilities	\$533,140	\$197,442	\$151,319	\$864,002	\$7,574,681	\$11,161,181	\$11,141,886
Commitments and contingencies (Note 9)							
<b>FUND EQUITY:</b>							
Contributed Capital							
Retained Earnings:							
Reserved							
Unreserved							
Reserved for Encumbrances	574,757					711,910	880,999
Reserved for Expenditures	455,642	39,000				338,961	140,827
Reserved for Endowments						813,757	841,881
Reserved for Over/under Assessments						455,642	355,690
Unreserved:							
Designated						2,535	2,535
Undesignated	301,051	313,306	354,341	544,569		0	(1,321)
Total Fund Balances	1,331,450	352,306	354,341	547,104	1,513,267	11,351,677	11,553,958
Total Liabilities and Fund Balances	\$1,864,590	\$549,748	\$505,680	\$1,431,106	\$7,574,841	\$22,512,858	\$22,695,844

TOWN OF NORFOLK, MASSACHUSETTS  
 COMBINED STATEMENT OF REVENUES, TRANSFERS, EXPENDITURES AND CHANGES IN FUND TYPES  
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS  
 YEAR ENDED JUNE 30, 1996

	GOVERNMENTAL FUND TYPES			TOTALS	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	FIDUCIARY FUND TYPE EXPENDABLE TRUST	MEMORANDUM ONLY
				1996	1995
<b>REVENUES:</b>					
Property Taxes	\$8,946,322			\$8,946,322	\$9,138,720
Intergovernmental Revenue	\$2,657,220	664,924	379,225	3,701,369	2,362,967
Licenses, Fees and Permits	300,914			300,914	262,603
Investment Interest	189,044	800		221,699	216,649
Excise Taxes	711,025	544,559		711,025	742,698
User Charges	160,908	12,984		705,614	489,591
Other	70,394			84,678	35,718
Total Revenue	\$13,035,827	\$1,223,267	\$379,225	\$14,671,621	\$13,248,946
<b>EXPENDITURES:</b>					
Education and Libraries	7,457,349	455,177	51,325	7,964,049	7,449,490
General Government	923,226	279,282		1,203,953	892,721
Public Works	1,018,011	267,715	820,476	2,106,202	1,496,515
Protection of Person and Property	1,797,501	96,944		1,894,445	1,735,562
Human Services	219,944			219,944	205,765
State and County Assessments	301,883			301,883	272,270
Debt Service	768,200			768,200	1,227,029
Recreation	46,351	46,568		92,919	78,936
Pension and Insurance	934,069			934,069	851,759
Capital Expenditure				0	145,100
Total Expenditures	\$13,466,534	\$1,145,686	871,801	\$15,485,664	\$14,355,147
Excess (deficiency) of Revenue Over Expenditures	\$430,707	77,581	(492,576)	31,659	(\$1,106,201)
<b>OTHER FINANCING SOURCES:</b>					
Transfer (To) From Other Funds	(27,860)	(63,545)		(188,937)	\$299,814
Issuance of Bonds	85,000			785,000	320,000
Proceeds Bond Anticipation Notes				(457,000)	(178,000)
Repayment of Temporary Debt					\$441,814
Total Other Financing Sources (Uses)	\$57,140	(\$63,545)	\$778,059	(\$188,937)	\$582,717
Excess deficiencies of Revenues Over Expenditures and Other Financing Sources	(373,567)	14,036	285,483	(157,278)	(664,387)
Fund Balance at Beginning of Year	1,705,017	338,270	68,858	701,847	3,478,379
Fund Balance at End of Year	\$1,331,450	352,306	\$354,341	\$544,569	\$2,813,992

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 JUNE 30, 1996

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPE TRUST AND AGENCY	GROUP GENERAL LONG TERM DEBT	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS			1996	1995
<b>ASSETS:</b>							
Cash and Temporary Investments	\$1,736,344	\$265,740	\$385,860	\$557,764		\$3,810,642	\$4,182,965
Receivables:							
Property Taxes	119,531					19,531	171,649
Tax Liens and Foreclosures	553,840					553,840	363,867
Motor Vehicle Excise	91,525					91,525	69,236
Departmental and water						310,347	383,483
Reserve for Uncollectable Receivables	(723,650)					(1,033,997)	(526,393)
Property and Equipment, net						9,723,979	9,574,605
Due From Other Governments		284,008				284,008	308,212
Deferred Asset: Deferred Comp. Benefits						873,342	550,642
Amount to be Provided for Retirement of Debt	85,000		119,800		7,574,841	7,779,641	7,617,578
Total Assets	\$1,884,590	\$549,748	\$505,660	\$1,431,106	\$7,574,841	\$22,512,858	\$22,695,844
<b>LIABILITIES AND FUND EQUITY:</b>							
Warrants and Accounts Payable	\$421,569	\$62,143	\$31,519	\$1,720		\$540,657	\$369,988
Deposits and Other Liabilities				8,940		8,940	33,911
Deferred Revenue	26,571	135,299				161,870	710,767
Deferred Comp. Due Employees						873,342	550,642
General Obligation Bonds Payable					6,931,000	8,710,000	7,900,000
Notes Payable	85,000		119,800			222,531	926,800
Landfill closure obligation					643,841	643,841	649,778
Total Liabilities	\$533,140	\$197,442	\$151,319	\$864,002	\$7,574,681	\$11,161,181	\$11,141,886
Commitments and contingencies (Note 9)							
<b>FUND EQUITY:</b>							
Contributed Capital						7,715,605	7,715,605
Retained Earnings:							
Reserved							
Unreserved						711,910	880,999
Reserved for Encumbrances						338,961	140,827
Reserved for Expenditures	574,757	39,000				813,757	841,881
Reserved for Endowments	455,642					455,642	355,690
Reserved for Over/funder Assessments						2,535	2,535
Unreserved:						0	(1,321)
Designated							
Undesignated	301,051	313,306	354,341	544,569		1,513,267	1,617,742
Total Fund Balances	1,331,450	352,306	354,341	547,104		11,351,677	11,553,958
Total Liabilities and Fund Balances	\$1,864,590	\$549,748	\$505,680	\$1,431,106	\$7,574,841	\$22,512,858	\$22,695,844

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS  
**COMBINED STATEMENT OF REVENUES, TRANSFERS, EXPENDITURES AND CHANGES IN FUND TYPES**  
**ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1996**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPE EXPENDABLE TRUST	TOTALS MEMORANDUM ONLY	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS		1996	1995
<b>REVENUES:</b>						
Property Taxes	\$8,946,322				\$8,946,322	\$9,138,720
Intergovernmental Revenue	\$2,657,220	664,924	379,225		3,701,369	2,362,967
Licenses, Fees and Permits	300,914				300,914	262,603
Investment Interest	189,044	800		31,855	221,699	216,649
Excise Taxes	711,025				711,025	742,698
User Charges	160,908	544,559		147	705,614	489,591
Other	70,394	12,984		1,300	84,678	35,718
<b>Total Revenue</b>	<b>\$13,035,827</b>	<b>\$1,223,267</b>	<b>\$379,225</b>	<b>\$33,302</b>	<b>\$14,671,621</b>	<b>\$13,248,946</b>
<b>EXPENDITURES:</b>						
Education and Libraries	7,457,349	455,177	51,325	198	7,964,049	7,449,490
General Government	923,226	279,282		1,445	1,203,953	892,721
Public Works	1,018,011	267,715	820,476		2,106,202	1,496,515
Protection of Person and Property	1,797,501	96,944			1,894,445	1,735,562
Human Services	219,944				219,944	205,765
State and County Assessments	301,883				301,883	272,270
Debt Service	768,200				768,200	1,227,029
Recreation	46,351	46,568			92,919	78,936
Pension and Insurance	934,069				934,069	851,759
Capital Expenditure				0	0	145,100
<b>Total Expenditures</b>	<b>\$13,466,534</b>	<b>\$1,145,686</b>	<b>871,801</b>	<b>\$1,643</b>	<b>\$15,485,664</b>	<b>\$14,355,147</b>
Excess (deficiency) of Revenue Over Expenditures	\$430,707)	77,581	(492,576)	31,659	(814,043)	(\$1,106,201)
<b>OTHER FINANCING SOURCES:</b>						
Transfer (To) From Other Funds	(27,860)	(63,545)		(188,937)	41,717	\$299,814
Issuance of Bonds			322,059		213,000	320,000
Proceeds Bond Anticipation Notes	85,000		700,000		785,000	(178,000)
Repayment of Temporary Debt			(457,000)		(457,000)	
<b>Total Other Financing Sources (Uses)</b>	<b>\$57,140</b>	<b>(\$63,545)</b>	<b>\$778,059</b>	<b>(\$188,937)</b>	<b>\$582,717</b>	<b>\$441,814</b>
Excess deficiencies of Revenues Over Expenditures and Other Financing Sources	(373,567)	14,036	285,483	(157,278)	(231,326)	(664,387)
Fund Balance at Beginning of Year	1,705,017	338,270	68,858	701,847	2,813,992	3,478,379
Fund Balance at End of Year	\$1,331,450	352,306	\$354,341	\$544,569	\$2,582,666	\$2,813,992

The accompanying notes to financial Statements are an integral part of this statement.

TOWN OF NORFOLK, MASSACHUSETTS  
GENERAL FUND  
COMBINED STATEMENT OF REVENUES, TRANSFERS, AND EXPENDITURES  
BUDGET AND ACTUAL BUDGET BASIS  
YEAR ENDED JUNE 30, 1996

	Budget	Actual	Variance Favorable (Unfavorable)	Totals (Memorandum Only) 1996	1995
<b>REVENUES:</b>					
Property Taxes	\$8,976,979	\$8,990,937	\$13,958	\$8,990,937	\$9,119,231
Intergovernmental Revenue	2,408,671	2,657,220	248,549	2,657,220	1,919,846
Licenses, Fees and Permits	254,383	300,914	46,531	300,914	262,603
Investment Interest	139,973	189,044	49,071	189,044	159,339
Excise Taxes	706,000	711,025	5,025	711,025	742,698
User charges	160,959	160,908	(51)	160,908	152,768
Other		70,394	70,394	70,394	22,233
<b>Total Revenue</b>	<b>\$12,646,965</b>	<b>\$13,080,442</b>	<b>\$433,477</b>	<b>\$13,080,442</b>	<b>\$12,378,718</b>
<b>EXPENDITURES:</b>					
Education and Libraries	\$7,364,580	\$7,259,931	\$104,649	\$7,259,931	\$6,761,283
General Government	824,788	810,609	14,179	810,609	949,276
Public Works	1,039,139	1,003,374	35,765	1,003,374	939,728
Protection of Person and Property	1,879,394	1,840,668	38,726	1,840,668	1,664,548
Human Services	220,425	210,618	9,807	210,618	215,521
State and County Assessments	301,883	301,883	0	301,883	272,270
Debt Service	873,947	865,178	8,769	865,178	1,139,910
Recreation	39,957	36,973	2,984	36,973	54,464
Pension and Insurance	934,642	930,675	3,967	930,675	869,356
<b>Total Expenditures</b>	<b>\$13,478,755</b>	<b>\$13,259,909</b>	<b>\$218,846</b>	<b>\$13,259,909</b>	<b>\$12,866,361</b>
Excess (deficiency) of Revenues over Expenditures	(831,790)	(179,467)	652,323	(179,467)	(\$487,643)
Other Financing sources (Uses):					
Transfer (To) From Other Funds	225,995	225,995		225,995	97,043
Debt Net of Repayment	85,000	85,000		85,000	7,000
Other Available Funds	520,795		(520,795)		
Total Other Financing Sources (Uses)	\$831,790	\$310,995	(\$520,795)	\$310,995	\$104,043
Excess (deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	\$ —	\$131,528	\$131,528	\$131,528	(\$383,600)

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF NORFOLK, MASSACHUSETTS  
COMBINED STATEMENT OF REVENUES, EXPENSES,  
AND CHANGES IN RETAINED EARNINGS  
PROPRIETARY AND NON-EXPENDABLE TRUST FUNDS  
YEAR ENDED JUNE 30, 1996**

	Proprietary Fund Type Water Enterprise	Non- Expendable Trust Fund	Totals (Memorandum Only) 1996
<b>OPERATING REVENUES:</b>			
Charges for services	\$746,013		\$746,013
Other Income			
Total Operating Revenues	746,013		746,013
<b>OPERATING EXPENSES:</b>			
Salaries & Wages	127,264		127,264
Maintenance & Operations	257,455		257,455
Materials and supplies	4,815		4,815
Depreciation	161,381		161,381
Indirect and admin. costs	46,610		46,610
Total Operating Expenses	597,525		597,525
Operating Income	148,488		148,488
<b>NON- OPERATING REVENUE (EXPENSES)</b>			
Investment Income	19,517	437	19,954
Interest Expense	(97,680)		(97,680)
Net non-operating revenues (expenses)	(78,163)	437	(77,726)
Operating transfers from other funds			0
Operating transfers to other funds	(41,280)	(437)	41,717
Net operating transfers	(41,280)	(437)	(41,717)
Net Income	29,045	0	29,045
<b>Retained Earnings/Fixed Balance:</b>			
Beginning of year	1,021,826	2,535	1,024,361
End of year	\$1,050,871	\$2,535	\$1,053,406

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF NORFOLK, MASSACHUSETTS  
COMBINED STATEMENT OF CASH FLOWS  
NON-EXPENDABLE TRUST FUNDS  
FOR THE YEAR ENDED JUNE 30, 1996**

	Proprietary Fund Type Water Enterprise	Non- Expendable Trust Fund	Totals (Memorandum Only) 1996
Cash flows from operating activities:			
Net Income	\$29,045		\$29,045
Adjustments to reconcile net Income to net cash flows from operating activities:			
Depreciation	161,381		161,381
Changes in assets and liabilities:			
Increase (Decrease) in accounts payable	642		642
Increase (Decrease) in other liabilities	(748)		(748)
Net cash provided (used) operating activities	190,320	0	190,320
Cash flows from investing activities:			
Purchases of property & equipment	(310,755)		(310,755)
Net cash provided (used) investing activities	(310,755)	0	(310,755)
Cash flows from financing activities:			
New borrowings:			
Long - term	397,000		397,000
Short - term	103,281		103,281
Debt reduction:			
Long - term	(134,000)		(134,000)
Short - term	(428,550)		(428,550)
Net cash provided (used) financing activities	(62,269)	0	(62,269)
Net increase (decrease) in cash	(182,704)	0	(182,704)
Cash at the Beginning of the Year	1,045,638	2,535	1,048,173
Cash at the End of the Year	\$862,934	\$2,535	\$865,469

The accompanying notes to financial statements are an integral part of this statement.

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, 1996

	Balance June 30 1995	Revenues and Receipts	Proceeds From Debt Net of Repayment	Interest and Dividends	Interfund Transfers From (To)	Disbursements	Balance June 30, 1996
<b>SPECIAL REVENUE FUNDS:</b>							
School Lunch	\$9,091	\$143,173				\$138,713	13,551
Highway Improvement Fund	(280,634)	435,500				263,568	(107,702)
Gift Fund	21,195	12,962				11,681	22,476
Revolving Funds	79,428	165,113				170,763	73,778
Federal and State Education Grants	23,390	123,385				143,531	3,244
Federal and State General Grants	344,500	82,648				266,925	160,223
Receipts Reserved for Appropriation	80,082	48,141		800	(63,545)	150,505	65,478
Other Special Revenue Funds	61,218	210,545		\$800	\$ (63,545)	\$1,145,686	121,258
Total Special Revenue Funds	\$338,270	\$1,222,467					\$352,306
<b>CAPITAL PROJECT FUNDS:</b>							
School Construction Projects Equipment	\$61,392		\$75,000 (69,000) 700,000		\$150,000 69,000	\$51,325	\$85,067
Town Center Drainage	25	379,225	(100,000)		103,059	435,225	264,775
Town Center Development Equipment and Landfill Closure	7,441					379,250	0
Total Capital Projects Funds	\$68,858	\$379,225	\$456,000		\$322,059	\$871,801	\$354,341
<b>EXPENDABLE TRUST FUNDS:</b>							
Stabilization Fund	\$604,080	1,300		\$26,876	(\$189,374)		\$441,582
Cemetery Funds	56,901			3,556			61,757
Pension Reserve Fund	9,626			655	332	1,445	10,281
Town Hall Fund	5,925	147		768	105	198	4,812
King Grant Estates	12,660						12,807
Other Trust Funds	12,655						13,330
Total Expendable Trust Funds	\$701,847	\$1,447		\$31,855	(\$188,937)	\$1,643	\$544,569
<b>NONEXPENDABLE TRUST FUNDS:</b>							
J. Ware Fund - Principal	\$2,035			\$407	(\$407)		\$2,035
H. Ware Fund - Principal	500			30	(30)		500
Total Nonexpendable Trust Funds	\$2,535			\$437	(\$437)		\$2,535

The accompanying notes to financial statements are an integral part of this statement

**TOWN OF NORFOLK, MASSACHUSETTS**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 1996**

**(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Accounting policies and financial reporting practices for municipalities in Massachusetts are prescribed by the Uniform Municipal Accounting System (UMAS) promulgated by the Commonwealth of Massachusetts Department of Revenue. The significant accounting policies followed by the Town are as follows:

**(a) Financial Reporting Entity**

The Town of Norfolk (the "Town") reporting entity consists of all significant funds, account groups, agencies, boards, commissions, and authorities over which the Town exercises oversight responsibility except for General Fixed Assets. Oversight responsibility was determined on the basis of financial inter-dependence, selection of a governing authority designation of management, ability to significantly influence operations, accountability for fiscal matters and scope of public service.

**(b) Fund Accounting**

Financial transactions of the Town are recorded in the following funds or account groups:

- (1) The General Fund reflects the financial transactions related to general government activities which are not otherwise accounted for in another fund.

Included within the General Fund are the unreserved fund balance and reserve for abatement and exemption surplus:

- The unreserved fund balance is the amount by which unrestricted cash, accounts receivable and other assets exceed liabilities and reserves.

- (2) Special Revenue Funds account for proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes. These sources include gifts and grants from outside sources which must be expended in accordance with the provisions of the grants, and funds related to specific activities of the Town. These funds are available to fund future operations as prescribed by the Town.
- (3) The Capital Projects Funds account for the acquisition of capital facilities financed in whole or in part by long term debt. Capital facilities financed through tax levies are reflected as expenditures in the General Fund Statement of Revenues, Transfers and Expenditures.
- (4) The Proprietary fund or Water Enterprise fund is accounted for using the economic resources focus; the accounting objectives are determination of net income, financial position and cash flows. All assets and liabilities associated with a proprietary fund's activities are included on its balance sheet. Proprietary fund equity is segregated into contributed capital and retained earnings.
- (5) The Trust and Agency Funds account for money and securities received and held by the Town as trustee or custodian for individuals, private organizations and other governmental agencies.

Trust funds are classified as expendable or nonexpendable depending on whether the principal portion of the fund balance may be expended, or whether only investment income may be used.

- (6) The General Long Term Debt Obligation Group of Accounts (Note 4) includes the liabilities for long term debt. The balance payable on long term debt is offset by resources to be provided through taxation in future years for the retirement of unmatured bonds.

**(c) Accounting for Revenues**

Revenues in the governmental fund types (General Fund, Special Revenue Funds, and Capital Projects Funds) are accounted for using a modified accrual basis whereby the receipts during the July 1 to August 31 period that are allocable to the preceding fiscal year are reflected as revenue for that year.

**(d) Accounting for Expenditures**

Disbursements for material and supply inventories are considered expenditures at the time of payment and are not deferred and amortized. Interest cost is recognized when due and is not accrued over time. The repayment of long term debt principal is recorded as an expenditure of the General Fund. The Town's policy is to recognize vacation and sick pay in the accounting period the payments are made. These amounts are not accrued at the end of the fiscal year.

**(e) Investments in Marketable Securities**

Investments in marketable securities are stated at cost.

**(f) Accounting for Fixed Assets**

Through June 30, 1996 the Department of Revenue did not require the recording of fixed assets in the general ledger. Accordingly, the Town does not recognize General Fund fixed assets in an asset account in the Town's general ledger at the time of acquisition, but expenses them when purchased.

**(g) Budgetary Basis of Accounting**

The Town must establish its property tax rate each year so that the resulting property tax levy will comply with the limits required by Proposition 2 1/2 and also constitute that amount which will equal the sum of (a) the aggregate of all annual appropriations for expenditures, state and county assessments, and transfers, plus (b) provision for prior fiscal year's deficits, if any, less (c) the aggregate of all non-property tax revenues and transfers projected to be received by the Town, including available funds.

The Town's budgets for all departments and operations of the Town, are prepared by the different department heads, and presented to the Finance Committee. The Finance Committee then presents its recommendations on the budget at the Town Meeting. Original and supplemental appropriations are also acted upon by Town Meeting Vote.

**(h) Budgetary - GAAP Reporting Reconciliation**

Accounting principles applied for purposes of developing data on a budgetary basis differ from those used to present financial statements in conformity to generally accepted accounting principles (GAAP). A reconciliation of budgetary-basis to GAAP-basis results is presented below:

	Revenues	Expenditures
As Reported on a Budgetary Basis	\$13,080,442	\$13,259,909
To Record Revenue on a Modified Accrual Basis of Accounting	(44,615)	
To Record 1995 Encumbrances and Continuing Appropriations Paid in 1996		781,382
To Eliminate 1996 Encumbrances and Continued Appropriations		(574,757)
As Reported on a GAAP Basis	\$13,035,827	\$13,466,534

Massachusetts law does not require preparation of a budget for grants accounted for in the Special Revenue Funds. Since such grants are not budgeted, a budgetary comparison with actual results of operations is not presented.

**(i) Real and Personal Property Taxes**

Real and personal property taxes are based on values as of each January 1st and are billed in quarterly installments. By law, all taxable property in the Commonwealth must be assessed at 100% of fair cash value. Taxes due and unpaid after the respective due dates are subject to interest and penalties. The Town has an ultimate right to foreclose on property for which taxes have not been paid. Property taxes levied are recorded as receivables in the fiscal year of levy. Property tax revenues are recorded in accordance with the modified accrual basis of accounting described in Note 1 (c).

A statewide limitation statute known as "Proposition 2 1/2" limits the property tax levy to an amount equal to 2 1/2% of the value of all taxable property in the Town. A secondary limitation is that no levy in a fiscal year may exceed the preceding year's allowable tax levy by more than 2 1/2%, plus taxes levied on certain property newly added to the tax rolls. Certain Proposition 2 1/2 taxing limitations can be overridden by a Town-wide referendum vote.

**(j) Total Columns on Combined Statements**

Total columns on the combined statements are captioned "memorandum only" to indicate that they are presented only to facilitate analysis. Data in these columns do not present financial position, results of operations, or changes in cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**(k) Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**(2) DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS**

The Town's assets include cash and temporary investments that are available for use by all funds. In addition, operating cash and investments are separately held by various funds of the Town. Each fund type's portion of cash and temporary investments is presented on the combined balance sheet under "Governmental Fund Types" as cash and temporary investments.

**(a) Deposits**

At year end, the carrying amount of the Town's deposits of \$91,305 differed from bank balances totaling \$287,246 because of outstanding checks and other normal reconciling items. The Town's total deposits in financial institutions at year end were \$91,305, of which \$91,305 was covered by Federal depository insurance.

**(b) Investments**

State statutes authorize the Town to invest public funds in term deposits or certificates of deposit, in trust companies, national banks, savings banks or banking companies, or in obligations issued or unconditionally guaranteed by the United States Government or any agency thereof and having a maturity of less than one year. The statutes also authorize the Town to invest in repurchase agreements and in participation units in a combined investment fund.

Funds that are the result of a grant, gift or trust must be invested in accordance with the terms of such grant, gift or trust. Trust funds can be placed in interest-bearing accounts at national banks or at savings, trust or FDIC banking companies which are incorporated under the laws of the Commonwealth. Funds can also be invested in participation units in a combined investment fund, or in bonds, notes or securities which are legal investments for savings banks.

The Town's investments are categorized below to give an indication of the level of risk assumed by the Town at year end. Category 1 includes investments that are insured or registered or for which the securities held by the Town or its agent are in the Town's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust department or agent in the Town's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Town's name.

	Carrying Amount			Total	Market Value
	1	2	3		
Money Market and Certificates of Deposit	492,027	2,669,546		3,161,573	3,161,573
Total Investment	\$492,027	\$2,669,546	\$0	\$3,161,573	3,161,573

### (3) PROPERTY AND EQUIPMENT- ENTERPRISE FUND

A summary of changes in property and equipment for the water enterprise fund is as follows at June 30, 1996.

Asset	Net book value 7/1/95	Additions	Disposed	Deprec.	Net book value 6/30/96
Land	\$297,550				\$297,550
Buildings	320,430			12,596	307,834
Mains	6,717,749	262,358		76,725	6,903,382
Valves	343,370	15,800		8,353	350,817
Wells	185,442			7,180	178,262
Standpipes	296,190			7,137	289,053
Equipment	175,002			10,908	164,094
Laterals	693,969	19,597		18,369	695,197
Meters	51,472			5,120	46,352
Hydrants	476,248	13,000		11,869	477,379
Vehicles	17,183			3,124	14,059
Totals	\$9,574,605	\$ 310,755		\$161,381	\$9,723,979

Depreciation is calculated on these assets using a straight line method with the following lives.

Life	Assets
100 years	Mains.
50 years	Valves, standpipes, service laterals buildings and hydrants.
30 years	Wells.
25 years	Equipment.
20 years	Building improvements.
15 years	Meters.
6 years	Vehicles.

### (4) RETIREMENT PLANS

Teachers, certain administrative personnel and other professional employees of the Town's school departments individually participate in a contributory retirement plan administered by Massachusetts Teacher's Retirement Board. The Town does not contribute to this plan.

Substantially all other Town employees participate in the Norfolk County Retirement System. The Town's payroll for employees covered by the System for the year ended June 30, 1996, was approximately \$3,317,870 which was 52.8% of the total Town payroll. Contributions to provide benefits under the System are made by the Town under the "pay-as-you-go" method by annually contributing the amount determined by the State Division of Public Employee Retirement Administration (PERA). The contribution is calculated as the amount necessary to provide for the following year's retirement benefits. The active Town employees contribute 5%, 7%, or 8% (depending upon the date of employment) of their regular compensation, as defined. The Town also contributes the amount necessary for the System's administrative expenses. The Town's actual contribution was \$393,304 for 1996, which represented 11.9% of annual covered payroll.

Massachusetts Contributory Retirement System benefits are uniform from system to system. The system provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification.

Members become vested after 10 years of creditable service. A superannuation retirement allowance may be received upon the completion of 20 years of service or upon reaching the age of 55 within 10 years of service. Normal retirement for most employees occurs at age 65 (for certain hazardous duty and public safety positions, normal retirement is at age 55).

A retirement allowance consists of two parts: an annuity and a pension. A member's accumulated total deduction and a portion of the interest they generate constitute the annuity. The differential between the total retirement benefit of the annuity is the pension. The average retirement benefit is currently approximately 85% to 90% pension and 10% to 15% annuity. The "Pension Benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date. The measure is intended to help users assess the funding status of the System on a going concern basis, assess progress made in accumulating sufficient assets to pay benefits when due and make comparisons among public employee retirement systems and employers. The system does not make separate measurements of assets and pension benefit obligations for individual employers.

The pension benefit obligation was computed for the Norfolk County Retirement System as a whole, as part of an actuarial valuation, performed as of January 1, 1993. Significant actuarial assumptions used in the valuation include (a) a rate of return on investment of present and future assets of 8.5% a year compounded annually, (b) projected salary increases of 6.0% a year compounded annually, attributable to inflation, including longevity, and (c) no post retirement benefit increases.

Total unfunded pension obligations for the System, as a whole was \$134,931,649 at January 1, 1993. as follows:

Pension Benefit obligation -	
Retirees and beneficiaries receiving benefits and terminated employees not yet receiving benefits	\$128,325,180
Current Employees -	
Accumulated employee contributions including allocated investment earning	\$67,639,345
Employer - Financed vested	31,891,552
Employer - Financed non-vested	58,622,181
Total Pension Benefit obligation	\$286,478,258
Net Assets Available for Benefits, At Market Value	151,546,609
Unfunded Pension Benefit obligation	\$134,931,649

The contribution made by the Town represented 2.17% of total contributions made by all participating entities.

Ten year historical trend information is not currently available for this Retirement system.

## (4) GENERAL LONG TERM DEBT AND INTEREST GROUP OF ACCOUNTS

	Date of issue	Fiscal Year of Maturity	Face	Interest Rate	Outstanding at June 30,1996
<b>Water Bonds</b>					
Water Main: Grove Street	01/15/93	01/15/96	34,000	7.0%-7.25%	0
Water Main: Miller Street	01/15/93	01/15/96	93,000	7.0%-7.25%	0
Water Main: Noon Hill	01/15/93	01/15/2013	1,400,000	4.75%-7.25%	1,165,000
Water Main: Pond Street	10/15/93	01/15/2013	256,000	4.75%-7.25%	217,000
<b>School Debt</b>					
School Land Purchase	01/15/93	01/15/2011	420,000	4.75%-7.25%	348,000
Freeman School Roof	01/15/93	01/15/2011	260,000	4.75%-7.25%	215,000
School Building Construction	01/15/93	01/15/2013	6,437,000	4.75%-7.25%	5,455,000
General Obligation Bond	02/01/96	02/01/09	1,310,000	4.05%-5.00%	1,310,000
			\$10,210,000		8,710,000
					563,000
<b>Inside Debt Limit</b>					
<b>Outside Debt Limit</b>					\$8,147,000

Debt Service for future years consists of the following:

For The Year Ending June 30,	Principal	Interest	Totals
1997	555,000	475,450	1,030,450
1998	555,000	440,950	995,950
1999	550,000	411,175	961,175
2000	550,000	384,800	934,800
2001	550,000	358,650	908,650
Thereafter	5,950,000	2,061,600	8,011,600
8,710,000	\$4,132,625	\$12,842,625	

(a) Legal Debt Limit

Chapter 44, Section 10, of the Massachusetts General Laws permits the issuance of bonds up to 5% of the equalized valuation, plus an additional amount which would bring the total up to but less than 10% with the approval of the Emergency Finance Board. For example at June 30, 1996, the total statutory debt limit of the Town was approximately \$56,190,300, against which \$8,710,000 of the debt was outstanding applicable to such limit. The following is a computation of the legal debt margin as of June 30, 1996:

Assessed Value	Inside Debt Limit	Outside Debt Limit	Total
(Basis for Tax Rate)			\$561,903,000
Equalized Assessed Value			\$561,903,000
Debt Limit 5% of Equalized Value	\$28,095,150	\$28,095,150	\$ 56,190,300
Less Debt Outstanding	563,000	8,147,000	8,710,000
Total Legal Debt Margin	\$27,532,150	\$19,948,150	\$47,480,300

(6) LOANS AUTHORIZED AND LOANS AUTHORIZED AND UNISSUED

Loans authorized and loans authorized and unissued consist of the following at June 30, 1996:

Purpose of Loan	Fiscal Year Authorized	Authorized	Authorized And Unissued
Equipment	Various	\$76,000	\$76,000
School Construction	Various	288,000	203,000
Water Bond	Various	343,000	325,269
Landfill Closure	Various	219,800	100,000
Totals		\$926,800	\$704,269

(7) NOTES PAYABLE - SHORT TERM

The Town has Bond Anticipation Notes at June 30, 1996 per the following schedule.

BayBank/ Purpose	Date of Issue	Date of Maturity	Interest Rate	Balance 6/30/96
Landfill	6/18/96	6/18/97	3.90%	\$119,800
Town Hill	6/18/96	6/18/97	3.90%	50,000
Freeman Cent.	6/18/96	6/18/97	3.90%	35,000
Water Mains:				
Dedham Street	6/18/96	6/18/97	3.90%	2,731
Highland Lake	6/18/96	6/18/97	3.90%	15,000
Total Notes Payable				\$222,531

Debt service is all due within the next fiscal year, ended June 30, 1997

**(8) 1997 BUDGET**

The Town anticipates a fiscal 1997 operating and capital budget totaling \$15,248,450, which will be financed from the following sources:

1997 Tax Levies, State Grants, Departmental Receipts, etc.	\$13,228,776
Free Cash	385,642
Other Available Funds	1,634,032
Total	\$15,248,450

In addition, the Town has carried forward encumbrances of \$574,757 from 1996 and prior years for projects authorized by the Town Meeting but not yet completed.

**(9) COMMITMENTS AND CONTINGENCIES**

There are several cases pending in courts where the Town of Norfolk is a defendant. In the opinion of Town Counsel, there is no other pending litigation likely to result, either individually or in aggregate, in final judgments against the the Town that would materially affect its financial statements.

**(10) DEFICIT FUND BALANCE**

The deficit of \$170,702 in the Highway Fund is the result of a timing difference. The town expended the funds in FY 1996, but was not reimbursed by the State until after August 1996.

**(11.) LANDFILL CLOSURE**

In August, 1993 the Governmental Accounting Standards Board, in its capacity as the standards setting organization for state and local governments, issued Statement No. 18, Accounting for Municipal Waste Landfill Closure and Postclosure Care Costs. Statement No. 18, which became effective for the fiscal year ended June 30, 1994, establishes accounting and reporting requirements for governmental units that operate or have operated solid waste landfills. The accompanying general purpose financial statements reflect an obligation for landfill closure and postclosure costs in accordance with the requirements of Statement No. 18 as discussed further below.

In accordance with regulations promulgated by the Massachusetts Department of Environmental Protection, the Town is required to "cap" its landfill, which stopped accepting waste in 1990 and monitor the landfill for a period up to thirty years. The estimated current costs associated with this process which are recorded in the general long-term debt account group include approximate construction ("capping") costs of \$263,641, less Bond Anticipation notes of \$119,800 and postclosure monitoring costs of \$500,000.

Costs associated with the "capping" will be paid through the issuance of long-term debt. Postclosure costs will be funded through future appropriations of tax revenues. The actual costs to complete these components may be different due to the results of inflation, deflation, effects of public bidding laws and/or changes in technology or applicable laws and regulations.

**(12.) DEFERRED COMPENSATION PLAN**

The town offers its employees a deferred compensation plan (the Plan) created in accordance with Internal Revenue Code Section 457. The Plan, available to all Town employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement death or unforeseeable emergency.

**(12.) DEFERRED COMPENSATION PLAN (Cont.)**

The Town funds all amounts of compensation deferred under the Plan, at the direction of the covered employee. Assets were held through investments in the Town's name in six investment funds including four variable return funds, the bond fund and the cash management fund plus a "457 Guaranteed Fund," managed by the ICMA Retirement Trust and ten investment funds and life insurance fund by the Copeland Company and are reported at their market value of \$873,342.

All amounts of compensation deferred under the Plan, all property rights purchased with those amounts, and all income attributable to those amounts, property and rights of the Town subject only to the claims of the Town's general creditors. Participants' rights under the Plan are equal to those of general creditors of the Town in an amount equal to the fair market value of the deferred account for each participant.

The Town has no liability for losses under the Plan but does have the duty of due care that would be required of an ordinary prudent investor. The Town believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

**(13) ACCOUNTING CHANGE**

The Town has changed its method of accounting for the activity of the water department from the financial resource measurement focus to the economic resources measurement focus. The accounting objectives are determination of net income, financial position, and cash flows. This change conforms to generally accepted accounting principles and was implemented during the current year.

To accomplish this change the net book value of property and equipment of \$ 9,574,605 was brought on the water fund as of the beginning of the current fiscal year with an offset to contributed capital. Outstanding bonds payable and bond anticipation notes as of the beginning of the fiscal year were brought on the water fund as a deduction of contributed capital.

Depreciation of \$ 161,381 has also been recorded for the current year in this water enterprise fund.

Certain prior year comparisons have been changed to conform to the new method of accounting for the water fund.

**INDEPENDENT AUDITOR'S REPORT  
ON SUPPLEMENTAL DATA**

To The Honorable Board of Selectmen  
Town of Norfolk, Massachusetts  
Town Hall  
Norfolk, MA 02056

My audit of the 1996 financial statements was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole and on the combining, individual fund, and account group financial statements. The accompanying financial information listed as supporting schedules in the Table of Contents is presented for the purpose of additional analysis and is not a required part of the financial statement of the Town of Norfolk, Massachusetts. Such information has been subjected to the auditing procedures applied in the audit of the general purpose, combining, individual fund, and account group financial statements and, in my opinion, is fairly stated in all material respects in relation to the financial statement of each respective individual fund and account groups, taken as a whole.

John J. O'Brien C.P.A.  
November 15, 1996

TOWN OF NORFOLK, MASSACHUSETTS  
 SCHEDULE OF TAXES  
 JUNE 30, 1996

	Uncollected Taxes June 30 1995	Commitments	Abatements and Adjustments	Transfers to Tax Title	Collections Net of Refunds	Uncollected Taxes June 30, 1996	Amount Per Collector's Detail
<b>REAL ESTATE</b>							
Prior	\$1,821		(\$1,821)			\$0	\$0
1992	3,169		(1,367)		(918)	884	884
1993	4,357		(3,947)			410	410
1994	17,612		(7,759)	(9,708)	(385)	(240)	(240)
1995	112,169		(556)	(24,190)	(82,662)	4,761	4,761
1996		8,921,926	(39,518)	(96,845)	8,679,611	105,952	105,952
Totals	\$139,128	\$8,921,926	(\$54,968)	(\$130,743)	(\$8,763,576)	\$111,767	\$111,767
<b>PERSONAL PROPERTY</b>							
Prior	\$7,418		(\$2,082)		(\$2,774)	\$2,562	\$2,562
1992	5,998		(\$1,426)		(\$3,551)	1,021	1,021
1993	5,351		(\$1,325)		(\$3,452)	574	574
1994	5,431		(\$838)		(\$3,767)	826	826
1995	8,323		(\$213)		(\$6,618)	1,492	1,492
1996		\$148,363	(\$144)		(\$146,930)	1,289	1,289
Totals	\$32,521	\$148,363	(\$6,028)		(\$167,092)	\$7,764	\$7,764
<b>MOTOR VEHICLE EXCISE</b>							
Prior	\$15,418		(\$6,809)		(\$582)	\$8,027	\$15,186
1992	2,147	120	(1,230)		(580)	457	\$1,166
1993	3,062	51	(2,796)		(1,084)	(767)	0
1994	4,782	495	(3,152)		(2,068)	57	45
1995	43,827	98,215	(8,903)		(125,178)	7,961	4,493
1996		666,931	(15,592)		(575,549)	75,790	70,629
Totals	\$69,236	\$765,812	(\$38,482)		(\$705,041)	\$91,525	\$91,519

See Independent Auditor's Report on Supplemental Data.

**TOWN OF NORFOLK, MASSACHUSETTS**  
**FEDERAL FINANCIAL ASSISTANCE PROGRAMS**  
**AUDITOR'S REPORT PURSUANT TO THE**  
**SINGLE AUDIT ACT OF 1984**  
**YEAR ENDED JUNE 30, 1996**

**TOWN OF NORFOLK, MASSACHUSETTS  
TABLE OF CONTENTS  
YEAR ENDED JUNE 30, 1996**

<b>REPORT/SCHEDULE</b>	<b>PAGE</b>
Independent Auditor's Report on Schedule of Federal Financial Assistance.	1
Independent Auditor's Report on Compliance with General Requirements Applicable to Federal Financial Assistance.	2
Independent Auditor's Report on Compliance with Specific Requirements Applicable to Major Federal Financial Assistance Programs.	3
Independent Auditor's Report on the Internal Control Structure used in Administering Federal Financial Assistance Programs	5
Schedule of Federal Financial Assistance.	9
Notes to Schedule of Federal Financial Assistance.	10

## INDEPENDENT AUDITOR'S REPORT ON SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

To The Honorable Board of Selectmen  
Town of Norfolk, Massachusetts  
Town Hall  
Norfolk, Massachusetts 02056

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts for the year ended June 30, 1996, and have issued my report thereon dated November 15, 1996. These general purpose financial statements are the responsibility of the Town of Norfolk, Massachusetts management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of the Office of Management and Budget Circular A-128, Audits of State and Local Governments. Those standards and OMB Circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements presentation. I believe that my audit provides a reasonable basis for my opinion.

My audit was conducted for the purpose of forming an opinion on the general purpose financial statements of the Town of Norfolk, Massachusetts, taken as a whole. The accompanying schedule of Federal Financial Assistance is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

John J. O'Brien C.P.A.  
November 15, 1996

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH THE GENERAL REQUIREMENTS APPLICABLE TO  
FEDERAL FINANCIAL ASSISTANCE**

To The Honorable Board of Selectmen  
Town of Norfolk, Massachusetts  
Town Hall  
Norfolk, Massachusetts 02056

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts as of and for the year ended June 30, 1996, and have issued my report dated November 15, 1996.

I have applied procedures to test the Town of Norfolk, Massachusetts compliance with the following requirements applicable to its federal financial assistance programs, which are identified in the the Schedule of Federal Financial Assistance for the year ended June 30, 1996.

General Requirements  
Political Activities  
Davis-Bacon Act  
Civil Rights  
Cash Management  
Federal Financial Reports  
Drug Free Workplace

My procedures were limited to applicable procedures described in the Office of Management and Budget's Compliance Supplement for Single Audits of State and Local Governments. My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Town of Norfolk, Massachusetts compliance with requirements listed in the preceding paragraph. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to my attention that caused me to believe that the Town of Norfolk, Massachusetts, had not complied in all material respects, with these requirements.

This report is intended for the information of the audit committee, management, and the U. S. Department of Housing and Urban Development. However, this report is a matter of public record and its distribution is not limited.

John J. O'Brien C.P.A.  
November 15, 1996

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH SPECIFIC REQUIREMENTS APPLICABLE TO MAJOR  
FEDERAL FINANCIAL ASSISTANCE PROGRAMS**

To The Honorable Board of Selectmen  
Town of Norfolk, Massachusetts  
Town Hall  
Norfolk, Massachusetts 02056

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts as of and for the year ended June 30, 1996, and have issued my report dated November 15, 1996.

I have also audited the Town of Norfolk's compliance with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal assistance programs, which are identified in the accompanying Schedule of Federal Financial Assistance, for the year ended June 30, 1996. The management of the Town of Norfolk, is responsible for the Town of Norfolk's compliance with those requirements. My responsibility is to express an opinion on compliance with those requirements based on my audit.

I conducted my audit of compliance with those requirements in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-128, Audits of State and Local Governments. Those standards and OMB Circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the Town of Norfolk's compliance with those requirements. I believe that my audit provides a reasonable basis for my opinion.

The results of my audit procedures did not disclose immaterial instances of noncompliance with the requirements referred to above.

In my opinion, the Town of Norfolk, complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs for the year ended June 30, 1996.

This report is intended for the information of the audit committee, management, and the U.S. Department of Housing and Urban Development. However, this report is a matter of public record and its distribution is not limited.

John J. O'Brien C.P.A.  
November 15, 1996

**INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL  
CONTROL STRUCTURE USED IN ADMINISTERING  
FEDERAL FINANCIAL ASSISTANCE PROGRAMS**

To The Honorable Board of Selectmen  
Town of Norfolk, Massachusetts  
Town Hall  
Norfolk, Massachusetts 02056

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts, for the year ended June 30, 1996 and have issued my report thereon dated November 15, 1996.

I conducted my audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; and Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments. Those standards and OMB Circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement and about whether the Town of Norfolk, Massachusetts complied with laws and regulations noncompliance with which would be material to a major federal financial assistance program.

In planning and performing my audit for the year ended June 30, 1996, I considered the Town's internal control structure in order to determine my auditing procedures for the purpose of expressing an opinion on the Town's general purpose financial statements and to provide assurance on the internal control structure. This report addresses my consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. I have addressed internal control structure policies and procedures relevant to my audit of the general purpose financial statements in a separate report dated November 15, 1996.

The management of the Town of Norfolk, Massachusetts is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgement by management are required to assess the expected benefits and related costs of internal control structure policies and procedures.

The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles, and that the federal financial assistance programs are managed in compliance with applicable laws and regulations. Because of inherent limitations in any internal control structure, errors, irregularities, or instances of noncompliance may nevertheless occur and not be detected. Also, projection of any evaluation of structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, I have classified the significant internal control structure policies and procedures used in administering federal financial assistance programs in the following categories:

**Accounting Controls:**

- Cash Receipts and Revenues
- Billings and Receivables
- Cash Disbursements and Expenditures
- Pay rolls

**Administrative Controls: General**

- Political Activities
- Davis Bacon Act
- Civil Rights
- Cash Management
- Federal Financial Reports
- Drug Free Workplace

Administrative Controls: Specific

- Eligibility
- Reporting
- Special Requirements

For all the internal control structure categories listed on the previous page, I obtained an understanding of the design of relevant policies and procedures and determined whether they have been placed in operation, and I assessed the control risk.

During the year ended June 30, 1996, the Town of Norfolk, Massachusetts had one major federal financial assistance program and expended 70.3% of its total federal financial assistance under the following major federal financial assistance program: (HUD Small Cities Grant).

I performed tests of controls, as required by OMB Circular A-128, to evaluate the effectiveness of the design and operation of internal control policies and procedures that I have considered relevant to preventing or detecting material noncompliance with specific requirements, general requirements, and requirements governing claims for advances and reimbursements and amounts claimed or used for matching that are applicable to the aforementioned major program. My procedures were less in scope than would be necessary to render an opinion on these internal control structure policies and procedures. Accordingly, I do not express such an opinion.

However, my study and evaluation and my audit disclosed no conditions that I believe to be a material weakness in relation to a federal financial assistance program of the Town of Norfolk, Massachusetts.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that noncompliance with laws and regulations that would be material to a federal financial assistance program may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

I have also noted other matters involving the internal control structure and its operation that I have reported to the management of the Town of Norfolk, Massachusetts, in a separate letter dated November 15, 1996.

This report is intended for the information of the audit committee, management, and the U.S. Department of Housing and Urban Development. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

John J. O'Brien C.P.A.  
November 15, 1996

**TOWN OF NORFOLK, MASSACHUSETTS  
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED JUNE 30, 1996**

Program Title	Federal Catalogue Number	Program or Award Amount	Fund Balance 6/30/95	Revenue Federal	Recognized State	Other	Expenditures	Fund Balance 6/30/96
Department of Agriculture: School Lunch Program	10,555	\$17,750	\$9,091	\$17,750	\$4,238	\$121,184	\$138,712	\$13,551
Department of Education: Passed Through Commonwealth of Massachusetts:								
SPEO-ECA- Project Together	84,027	\$9,620	(\$5,378)	\$9,620	\$0	\$7,500	\$11,742	\$0
Math Training	84,027	2,062	294	2,062			1,069	1,287
Drug Free Schools	84,184	9,380	2,264	4,270			5,816	718
Project Intergration	84,010	4,500	3,003	0			3,003	0
Chapter 1 ECIA	84,010	16,057	1,261	16,057			18,453	(1,135)
PL 94-142 Title VI	84,027	52,894	1,552	52,894			53,513	933
Teacher Understand Math	84,151	2,378	551	2,378			2,801	128
E.C. Learning Together	84,173	22,500	11,443	0		(7,500)	3,943	0
SPED Learning Together	84,027	10,000	2,193	0			2,193	\$0
Totals - Department of Education		\$129,391	\$17,183	\$87,281	\$0	\$0	\$102,533	\$1,931
Department of Justice: COPS-Fast Grant	16,710	\$32,982	\$0	\$32,982	\$0	\$0	\$10,623	\$22,359
Department of Health and Human Services: Health Educ. & Human Services	N/A	\$28,582	\$701	\$28,582	\$0	\$0	\$29,283	\$0
Department of Housing and Urban Development: Passed Through Commonwealth of Massachusetts:								
Major Program: Community Development Block Grant Small Cities Grant	14,219	\$496,325	\$25	\$379,225	\$4,238	\$121,184	\$379,250	\$0
Total All Programs			\$27,000	\$545,820	\$4,238	\$121,184	\$660,401	\$37,841

**TOWN OF NORFOLK, MASSACHUSETTS  
NOTES TO SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE  
JUNE 30, 1996**

**(1) Scope of Audit**

The Town of Norfolk, Massachusetts is a governmental agency established by the laws of the Commonwealth of Massachusetts. All operations related to the Town's federal grant programs are included in the scope of OMB Circular A-128 requirements for audits of State and Local Governments (the single audit). The U.S. Department of Housing and Urban Development has been designated as the Town's cognizant agency for the single audit. Compliance testing of all general requirements, as described in the Compliance supplement was performed for the following grant program (designated a "Major Program"). These expenditures cover over 50% of total expenditures.

Grant Description		Expended 1996
HUD Small Cities	(14,219)	\$379,250 \$379,250

**(2) Period Audited**

Compliance testing procedures were performed for the Town's federal grant transactions during the year ended June 30, 1996

**(3) Summary of Significant Accounting Policies**

Accounting policies and financial reporting practices permitted for municipalities in Massachusetts are prescribed by the Uniform Municipal Accounting System (UMAS) promulgated by the Commonwealth of Massachusetts Department of Revenue. The significant accounting policies followed by the Town are as follows:

**Summary of Significant Accounting Policies (Continued)**

**(a) Basis of Presentation**

The accompanying schedule of federal financial assistance includes the federal grant transactions of the Town. The receipts and proceeds from the federal grant are recorded on the modified accrual basis whereby revenue is recognized when it becomes available and measurable. Disbursements of the federal grant funds are recorded on the accrual basis.

**(4) Grant Expenditures**

Current year grant expenditures reported in the accompanying schedule included the following:

Expenditures under the U.S. Departments of Agriculture, Education, Health and Human Services and Housing and Urban Development represent the Federal, State and local share.

GOVERNMENTAL FINANCIAL SYSTEM  
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Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
<b>01 GENERAL FUND</b>							
5114 MODERATOR							
1100 SALARIES	1.00	0.00	1.00	1.00	0.00	100	-----
4010 EXPENSES	1,079.93	0.00	0.00	15.00	1,064.93	1	-----
TOTAL: MODERATOR	1,080.93	0.00	1.00	16.00	1,064.93	1	-----
<b>5122 SELECTMEN</b>							
1100 SALARIES	95,787.19	0.00	14,133.97	95,778.40	8.79	99	-----
3191 AUDIT #39 94ATH	10,000.00	0.00	0.00	9,800.00	200.00	98	-----
4010 EXPENSES	500.00	0.00	2.37	2.37	497.63	0	-----
4011 EXPENSES ENC.	2,754.00	0.00	0.00	2,747.00	7.00	99	-----
4026 UNPAID BILLS OF PRIOR YEARS	514.55	0.00	0.00	514.55	0.00	100	-----
4200 OFFICE SUPPLIES,PUBLICATIONS	3,000.00	0.00	344.80	3,472.07	472.07	115	-----
4201 PRINTING AND ADVERTISING	4,400.00	0.00	620.16	2,829.24	1,570.76	64	-----
4203 EQUIPMENT REPAIR & MAINT.	1,000.00	0.00	0.00	540.00	460.00	54	-----
4204 COPY MACHINE EXPENSES	4,000.00	0.00	56.25	3,583.65	416.35	89	-----
4206 FLAGS	300.00	0.00	247.58	270.55	29.45	90	-----
4214 DUES AND SUBSCRIPTIONS	1,460.00	0.00	0.00	1,541.72	81.72	105	-----
4215 TELEPHONE	2,900.00	0.00	456.17	3,596.11	696.11	124	-----
4219 PHYSICIAN	1,200.00	0.00	217.00	1,017.40	182.60	84	-----
4225 POSTAGE	2,800.00	0.00	467.67	2,221.31	578.69	79	-----
4239 TRAVEL,MEETINGS & DUES	1,740.00	0.00	319.92	2,004.57	264.57	115	-----
4290 TOWN HALL MAINT.& CLEANING	2,160.00	0.00	283.06	2,861.29	701.29	132	-----
4800 FUEL AND UTILITIES	5,650.00	0.00	332.01	5,484.31	165.69	97	-----
5055 DEP PENALTY 34-91ATH	496.80	0.00	0.00	380.24	116.56	76	-----
7200 OUT OF STATE TRAVEL	850.00	0.00	0.00	817.32	32.68	96	-----
7822 CONN.FD.-ECONOMIC DEV.COMM.	3,600.00	0.00	0.00	572.00	3,028.00	15	-----
7823 CONN.FD-OPEN SPACE PLAN.COM.	800.00	0.00	0.00	72.99	727.01	9	-----
7824 125 ANNIVERSARY COMMITTEE	1,903.77	0.00	0.00	1,885.23	18.54	99	-----
8520 NOV 94 ART 33 FY95 ADA RENOV	12,000.00	0.00	0.00	565.00	11,435.00	4	-----
8558 TOWN HILL IMP. #24 94 ATM	73,177.31	0.00	990.00	66,337.33	6,839.98	90	-----
8566 COOPERATIVE PURCHASING 66-94	3,136.00	0.00	0.00	3,100.00	36.00	98	-----
8570 POTTER STLWNT AR 50 STM 1/95	80,000.00	0.00	0.00	80,000.00	0.00	100	-----
8571 POTTER PROPERTY MAINT/DISPOS	3,000.00	0.00	560.00	560.00	2,440.00	18	-----
8711 ART6 ATM95 ADA-ALT COMM DEVI	2,500.00	0.00	0.00	2,500.00	0.00	100	-----
8716 ART6 ATM95 RABIES INNOCULATI	5,760.00	0.00	0.00	1,865.30	3,894.70	32	-----
8717 ART7 ATM95 FEAS. STUDY POLIC	10,000.00	0.00	0.00	0.00	10,000.00	0	-----
8720 ART14 ATM95 ADDT'L OFFICE SP	3,500.00	0.00	0.00	414.00	3,086.00	11	-----
8725 ART24 TM95 125TH FIREWORKS	3,000.00	0.00	0.00	3,000.00	0.00	100	-----
8728 ART12 TM95 TANK REMOVAL	5,375.00	0.00	0.00	5,375.00	0.00	100	-----
TOTAL: SELECTMEN	349,264.62	0.00	19,030.96	305,708.95	43,555.67	87	-----
<b>5131 ADVISORY BOARD</b>							
1100 SALARIES	2,030.63	0.00	2,030.63	2,030.63	0.00	100	-----
4010 EXPENSES	5,165.00	0.00	2,107.90	4,677.55	487.45	90	-----
9900 RESERVE FUND	1,801.74	0.00	0.00	0.00	1,801.74	0	-----
TOTAL: ADVISORY BOARD	8,997.37	0.00	4,138.53	6,708.18	2,289.19	74	-----

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Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
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	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
5135 ACCOUNTANT							
1100 SALARIES	100,819.00	0.00	10,160.37	100,817.34	1.66	99	-----
4010 EXPENSES	10,500.00	0.00	585.84	10,481.54	18.46	99	-----
8700 ART 6 ATM 95 FINANCE-PRINTER	3,200.00	0.00	0.00	3,195.00	5.00	99	-----
TOTAL: ACCOUNTANT	114,519.00	0.00	10,746.21	114,493.88	25.12	99	-----
5141 ASSESSORS							
1100 SALARIES	81,835.00	0.00	9,274.53	80,855.89	979.11	98	-----
4010 EXPENSES	10,350.00	0.00	1,153.29	10,256.46	93.54	99	-----
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0	-----
TOTAL: ASSESSORS	92,186.00	0.00	10,427.82	91,112.35	1,073.65	98	-----
5145 TREASURER							
1100 SALARIES	121,150.00	0.00	12,173.70	119,906.44	1,243.56	98	-----
3070 BANKING SERVICE	3,600.00	0.00	229.63	2,386.21	1,213.79	66	-----
3071 BANKING SERVICES ENC.	400.00	0.00	0.00	149.67	250.33	37	---
4010 EXPENSES	40,400.00	0.00	2,857.68	36,153.87	4,246.13	89	-----
4011 EXPENSES ENC.	729.74	0.00	0.00	273.43	456.31	37	---
4205 COMPUTER SERVICES	0.00	0.00	20.31	20.31	20.31	999	-----
TOTAL: TREASURER	166,279.74	0.00	15,281.32	158,889.93	7,389.81	95	-----
5151 TOWN COUNSEL							
3090 LEGAL FEES	14,000.00	0.00	3,892.50	13,929.00	71.00	99	-----
3090 LEGAL RETAINER	13,125.00	0.00	2,187.50	13,125.00	0.00	100	-----
TOTAL: TOWN COUNSEL	27,125.00	0.00	6,080.00	27,054.00	71.00	99	-----
5152 PERSONNEL BOARD							
1100 SALARIES	2,436.00	0.00	224.88	1,885.71	550.29	77	-----
4010 EXPENSES	900.00	0.00	3.67	218.26	681.74	24	---
TOTAL: PERSONNEL BOARD	3,336.00	0.00	228.55	2,103.97	1,232.03	63	-----
5158 TAX TITLE FORECLOSURE							
4011 EXPENSES ENC.	21,317.53	0.00	2,999.25	3,389.00	17,928.53	15	-
TOTAL: TAX TITLE FORECLOSURE	21,317.53	0.00	2,999.25	3,389.00	17,928.53	15	-
5161 TOWN CLERK							
1100 SALARIES	44,307.00	0.00	5,106.94	44,289.02	17.98	99	-----
4010 EXPENSES	2,500.00	0.00	685.18	2,232.41	267.59	89	-----
4011 EXPENSES ENC.	225.00	0.00	0.00	184.75	40.25	82	-----
TOTAL: TOWN CLERK	47,032.00	0.00	5,792.12	46,706.18	325.82	99	-----
5162 ELECTIONS							
1100 SALARIES	2,000.00	0.00	0.00	1,896.88	103.12	94	-----
4010 EXPENSES	5,625.00	0.00	0.00	2,727.02	2,897.98	48	-----
TOTAL: ELECTIONS	7,625.00	0.00	0.00	4,623.90	3,001.10	60	-----
5163 VOTER REGISTRATION							

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM  
3/03/97 12:50:21  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
BL520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
5163 VOTER REGISTRATION							
1100 SALARIES	4,250.00	0.00	697.70	4,171.68	78.32	98	-----
4010 EXPENSES	4,600.00	0.00	40.33	3,183.80	1,416.20	69	-----
4011 EXPENSES ENC.	1,000.00	0.00	0.00	594.50	405.50	59	-----
TOTAL: VOTER REGISTRATION	9,850.00	0.00	738.03	7,949.98	1,900.02	80	-----
5171 CONSERVATION COMMISSION							
1100 SALARIES	9,487.00	0.00	902.29	9,487.40	0.40	100	-----
3021 WETLANDS PROTECTION EXP.	6,331.68	0.00	184.16	244.08	6,087.60	3	-----
4010 EXPENSES	3,645.00	0.00	2,651.01	3,167.10	477.90	86	-----
8012 CONSERVATION FUND	58,494.24	0.00	0.00	1,360.00	57,134.24	2	-----
TOTAL: CONSERVATION COMMISSION	77,957.92	0.00	3,737.46	14,258.58	63,699.34	18	-----
5175 PLANNING BOARD							
1100 SALARIES	32,963.00	0.00	4,466.24	32,962.09	0.91	99	-----
3038 TRI-TOWN PLANNER #33/93 ATM	33,315.33	0.00	14,059.00	31,067.00	2,248.33	93	-----
3060 ENGINEERING SERVICES	5,676.00	0.00	0.00	63.00	5,613.00	1	-----
3061 ENGINEERING ENC.	7,664.00	0.00	178.13	1,000.13	6,663.87	13	-----
4010 EXPENSES	5,026.00	0.00	442.44	3,102.84	1,923.16	61	-----
TOTAL: PLANNING BOARD	84,644.33	0.00	19,145.81	68,195.06	16,449.27	80	-----
5176 ZONING/APPEALS BOARD							
1100 SALARIES	15,153.00	0.00	1,844.33	14,344.08	808.92	94	-----
3060 ENGINEERING SERVICES	1.00	0.00	0.00	0.00	1.00	0	-----
4010 EXPENSES	2,561.00	0.00	285.15	1,789.16	771.84	69	-----
TOTAL: ZONING/APPEALS BOARD	17,715.00	0.00	2,129.48	16,133.24	1,581.76	91	-----
5187 ENGINEERING SERVICES							
3060 ENGINEERING SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0	-----
TOTAL: ENGINEERING SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0	-----
5189 PERMANENT BUILDING COMM.							
1100 SALARIES	134.25	0.00	0.00	134.25	0.00	100	-----
8528 REC ATH FENCE ART 17 ATH95	15,000.00	0.00	0.00	14,366.50	633.50	95	-----
8559 LIBRARY RENOVATIONS #24.94TM	756.00	0.00	0.00	0.00	756.00	0	-----
8922 LIB/POL/FIRE BLDG.ADD. 84ATM	1,870.78	0.00	0.00	0.00	1,870.78	0	-----
TOTAL: PERMANENT BUILDING COMM.	17,761.03	0.00	0.00	14,500.75	3,260.28	81	-----
5193 BLDG/LIABILITY INSURANCE							
7400 BUILDING/LIABILITY INSURANCE	162,230.00	0.00	0.00	161,485.95	744.05	99	-----
TOTAL: BLDG/LIABILITY INSURANCE	162,230.00	0.00	0.00	161,485.95	744.05	99	-----
5195 TOWN REPORTS							
3430 PRINTING	4,664.00	0.00	0.00	4,664.00	0.00	100	-----
TOTAL: TOWN REPORTS	4,664.00	0.00	0.00	4,664.00	0.00	100	-----
5210 POLICE							

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
<b>#1 GENERAL FUND</b>						
5210 POLICE						
1100 SALARIES	971,678.00	0.00	99,353.07	929,119.03	42,558.97	95 -----
1101 SALARIES ENC.	20,455.68	0.00	1,462.64	10,734.48	9,721.20	52 -----
4010 EXPENSES	68,500.00	0.00	7,737.49	63,803.73	4,696.27	93 -----
4011 EXPENSES ENC.	9.95	0.00	0.00	7.30	2.65	73 -----
4800 FUEL AND UTILITIES	12,000.00	0.00	1,382.24	13,941.09	1,941.09	116 -----
8547 GARAGE DOOR OPENERS 12C 94TM	1,210.00	0.00	0.00	1,210.00	0.00	100 -----
8555 RABIES VACCINATIONS 12U-94TM	600.00	0.00	0.00	0.00	600.00	0 -----
8595 POLICE CRUISER	44,610.00	0.00	3,010.00	44,600.48	9.52	99 -----
8701 ART 6 ATM 95 POLICE-COMPUTER	4,997.00	0.00	0.00	0.00	4,997.00	0 -----
8706 ART 6 ATM 95 POLI-RADAR GUNS	3,300.00	0.00	0.00	3,288.00	12.00	99 -----
8707 ART6 ATM95 POLICE-WEAPONS/EQ	2,200.00	0.00	0.00	1,806.95	393.05	82 -----
8708 ART6 ATM95 POLICE-BREATHALYZ	2,600.00	0.00	0.00	0.00	0.00	100 -----
8709 ART6 ATM95 BULLETPROOF VESTS	14,500.00	0.00	0.00	2,600.00	2,600.00	80 -----
8715 ART6 ATM95 HEPATITIS INNOCUL	4,000.00	0.00	385.00	2,970.00	1,030.00	74 -----
TOTAL: POLICE	1,150,660.63	0.00	113,330.44	1,085,733.06	64,927.57	94 -----
<b>5220 FIRE</b>						
1100 SALARIES	277,690.52	0.00	24,342.85	277,690.42	0.10	99 -----
4010 EXPENSES	36,098.00	0.00	3,509.66	30,591.49	5,506.51	84 -----
4011 EXPENSES ENC.	820.00	0.00	0.00	0.00	820.00	0 -----
4800 FUEL AND UTILITIES	2,750.00	0.00	211.67	1,900.12	849.88	69 -----
8549 COPY MACHINE #12G 94 ATM	28.00	0.00	0.00	0.00	28.00	0 -----
8702 ART 6 ATM 95 FIRE-AIRBAG RES	4,500.00	0.00	0.00	4,500.00	0.00	100 -----
8703 ART 6 ATM 95 FIRE-PULSE OXIM	1,000.00	0.00	0.00	981.50	18.50	98 -----
8712 ART6 ATM95 FIRE-BAY EXHAUST	6,000.00	0.00	0.00	0.00	6,000.00	0 -----
TOTAL: FIRE	328,886.52	0.00	28,063.58	315,663.53	13,222.99	95 -----
<b>5231 AMBULANCE SERVICE</b>						
1100 SALARIES	55,533.20	0.00	7,147.49	55,533.20	0.00	100 -----
3120 TRAINING AND TUITION	24,400.00	0.00	250.00	17,287.33	7,112.67	70 -----
3121 TRAINING AND TUITION ENCUM'D	291.45	0.00	0.00	0.00	291.45	0 -----
4010 EXPENSES	4,600.00	0.00	27.03	4,493.81	106.19	97 -----
4011 EXPENSES ENC.	116.67	0.00	0.00	0.00	116.67	0 -----
TOTAL: AMBULANCE SERVICE	84,941.32	0.00	7,424.52	77,314.34	7,626.98	91 -----
<b>5241 BUILDING DEPARTMENT</b>						
1100 SALARIES	102,376.00	0.00	10,556.62	99,229.40	3,146.60	96 -----
4010 EXPENSES	4,650.00	0.00	722.73	4,294.98	355.02	92 -----
4800 FUEL AND UTILITIES	2,500.00	0.00	1,462.00	2,755.75	255.75	110 -----
4900 ROUGH MILEAGE ALLOWANCE	1,000.00	0.00	1,000.00	1,000.00	0.00	100 -----
8710 ART6 ATM95 BLDG-ELEC TESTER	509.95	0.00	0.00	509.95	0.00	100 -----
TOTAL: BUILDING DEPARTMENT	111,035.95	0.00	13,741.35	107,790.08	3,245.87	97 -----
<b>5244 WEIGHTS AND MEASURES</b>						
1100 SALARIES	500.00	0.00	500.00	500.00	0.00	100 -----

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM  
3/03/97 12:50:21  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
GL520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
<b>01 GENERAL FUND</b>							
5244 WEIGHTS AND MEASURES							
4010 EXPENSES	31.00	0.00	0.00	0.00	31.00	0	
TOTAL: WEIGHTS AND MEASURES	531.00	0.00	500.00	500.00	31.00	94	-----
<b>5291 CIVIL DEFENSE</b>							
1100 SALARIES	570.00	0.00	570.00	570.00	0.00	100	-----
4010 EXPENSES	495.00	0.00	300.00	412.00	83.00	83	-----
4011 EXPENSES ENC. '89	446.43	0.00	0.00	427.43	19.00	95	-----
TOTAL: CIVIL DEFENSE	1,511.43	0.00	870.00	1,409.43	102.00	93	-----
<b>5292 ANIMAL INSPECTOR</b>							
1100 SALARIES	1,709.00	0.00	191.00	1,709.00	0.00	100	-----
4010 EXPENSES	150.00	0.00	12.05	149.80	0.20	99	-----
TOTAL: ANIMAL INSPECTOR	1,859.00	0.00	203.05	1,858.80	0.20	99	-----
<b>5293 ANIMAL CONTROL</b>							
1100 SALARIES	10,820.52	0.00	1,209.27	10,820.52	0.00	100	-----
4010 EXPENSES	2,450.00	0.00	1,087.99	2,449.90	0.10	99	-----
4800 FUEL AND UTILITIES	700.00	0.00	64.45	391.32	308.68	55	-----
TOTAL: ANIMAL CONTROL	13,970.52	0.00	2,361.71	13,661.74	308.78	97	-----
<b>5294 SHADE TREE DEPARTMENT</b>							
1100 SALARIES	750.00	0.00	750.00	750.00	0.00	100	-----
4010 EXPENSES	8,000.00	0.00	0.00	7,254.35	745.65	90	-----
4011 EXPENSES ENC.	3,464.00	0.00	0.00	3,464.00	0.00	100	-----
TOTAL: SHADE TREE DEPARTMENT	12,214.00	0.00	750.00	11,468.35	745.65	93	-----
<b>5295 TREE WARDEN</b>							
1100 SALARIES	750.00	0.00	750.00	750.00	0.00	100	-----
4010 EXPENSES	24,500.00	0.00	0.00	24,500.00	0.00	100	-----
TOTAL: TREE WARDEN	25,250.00	0.00	750.00	25,250.00	0.00	100	-----
<b>5298 FIRE/POLICE DISPATCHER</b>							
1100 SALARIES	154,192.00	0.00	18,363.77	144,642.78	9,549.22	93	-----
4010 EXPENSES	6,000.00	0.00	2,588.50	5,928.74	71.26	98	-----
4011 EXPENSES ENC.	387.80	0.00	0.00	387.80	0.00	100	-----
TOTAL: FIRE/POLICE DISPATCHER	160,579.80	0.00	20,952.27	150,959.32	9,620.48	94	-----
<b>5299 FIRE/POLICE STATION</b>							
4010 EXPENSES	21,200.00	0.00	3,317.89	19,889.70	1,310.30	93	-----
4011 EXPENSES ENC.	800.00	0.00	0.00	683.49	116.51	85	-----
4800 FUEL AND UTILITIES	25,500.00	0.00	1,455.88	20,180.58	5,319.42	79	-----
4801 FUEL/UTILITIES ENC.	1,856.42	0.00	0.00	1,856.42	0.00	100	-----
TOTAL: FIRE/POLICE STATION	49,356.42	0.00	4,773.77	42,610.19	6,746.23	86	-----
<b>5300 EDUCATION</b>							

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
<b>01 GENERAL FUND</b>							
<b>EDUCATION</b>							
0101	FY 93 SCHOOL ENCUMBERED	39,193.80	0.00	2,734.01	27,067.06	12,126.74	69 -----
0102	FY 94 SCHOOL ENCUMBERED	86,836.03	0.00	4,363.00	85,104.56	1,731.47	98 -----
0103	FY 95 SCHOOL ENCUMBERED	258,982.47	0.00	15,049.63	255,504.59	3,477.88	98 -----
0104	LAVATORY REPAIRS #35/93ATM	481.99	0.00	481.99	481.99	0.00	100 -----
0105	SCHOOL WINDOWS #44 94 ATM	8,926.36	0.00	0.00	2,340.00	6,586.36	26 --
0106	FREEMAN SC. ROOF 14L-91 (LTD)	3,390.74	0.00	2,570.74	3,390.74	0.00	100 -----
0107	ART15 ATM95 ROOF/PLAYGRD/WIN	103,000.00	0.00	996.48	15,121.33	87,878.67	14 -
TOTAL:	EDUCATION	500,811.39	0.00	26,195.85	389,010.27	111,801.12	77 -----
<b>02 KING PHILIP REGIONAL</b>							
0201	EXPENSES	1,861,623.00	0.00	0.00	1,861,622.00	1.00	99 -----
0202	ART6 ATM96 K.P. CAPITAL PLAN	43,769.00	0.00	0.00	43,769.00	0.00	100 -----
TOTAL:	KING PHILIP REGIONAL	1,905,392.00	0.00	0.00	1,905,391.00	1.00	99 -----
<b>03 TRI-COUNTY REGIONAL</b>							
0301	EXPENSES	228,290.00	0.00	0.00	228,290.00	0.00	100 -----
TOTAL:	TRI-COUNTY REGIONAL	228,290.00	0.00	0.00	228,290.00	0.00	100 -----
<b>520 HIGHWAY DEPARTMENT</b>							
5201	SALARIES	356,077.00	0.00	37,977.66	350,848.72	5,228.28	98 -----
5202	ENGINEERING SERVICES	10,000.00	0.00	0.00	11,669.63	1,669.63	116 -----
5203	PAGING SERVICES	408.00	0.00	16.95	203.40	204.60	49 ----
5204	EXPENSES	0.00	0.00	7.02	7.02	7.02	999 -----
5205	EXPENSES ENC.	1,746.50	0.00	0.00	30.89	1,715.61	1
5206	VEHICLE MAINTENANCE	21,709.00	0.00	3,168.12	20,080.92	1,628.08	92 -----
5207	COPY MACHINE EXPENSES	1,050.00	0.00	85.26	1,028.38	21.62	97 -----
5208	BIDS, ADVERTISING, POSTAGE	1,650.00	0.00	262.33	1,307.15	342.85	79 -----
5209	TELEPHONE	2,150.00	0.00	392.07	3,438.72	1,288.72	159 -----
5210	WATER	500.00	0.00	0.00	484.17	15.83	96 -----
5211	OFFICE SUPPLIES	1,030.00	0.00	68.00	1,053.15	23.15	102 -----
5212	STREET SIGNS	4,635.00	0.00	100.28	3,019.79	1,615.21	65 -----
5213	TRAVEL, MEETINGS & DUES	500.00	0.00	0.00	229.57	270.43	45 ----
5214	UNIFORM CLEANING	3,000.00	0.00	391.61	2,731.59	268.41	91 -----
5215	STREET LIGHTING	5,500.00	0.00	1,552.85	7,052.85	1,552.85	128 -----
5216	CATCH BASIN CLEANING	7,500.00	0.00	315.00	315.00	7,185.00	4
5217	ROAD REPAIRS AND MAINTENANCE	45,320.00	0.00	1,446.55	44,728.21	591.79	98 -----
5218	POLICE DETAILS	2,080.00	0.00	0.00	832.00	1,248.00	40 ----
5219	FESTIVE LIGHT/DECORATIONS	1,030.00	0.00	0.00	836.21	193.79	81 -----
5220	PROFESSIONAL LICENSES	500.00	0.00	120.00	160.00	340.00	32 ----
5221	GUARD RAIL REPAIR	4,738.00	0.00	76.40	1,066.90	3,671.10	22 --
5222	VEHICLE INSPECTIONS	280.00	0.00	0.00	215.00	65.00	76 -----
5223	COMPUTER EXPENSE	896.00	0.00	24.95	786.69	109.31	87 -----
5224	RADIO, REPAIR/MAINTENANCE	1,030.00	0.00	0.00	710.65	319.35	68 -----
5225	TRAFFIC CONTROL MAINTENANCE	1,500.00	0.00	0.00	28.71	1,471.29	1
5226	BUILDING MAINTENANCE	9,270.00	0.00	1,261.84	9,599.49	329.49	103 -----

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM

3/03/97 12:50:21

LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline

FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
GL520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5420 HIGHWAY DEPARTMENT						
8553 DUMP TRUCK #12L 94 ATM	28.86	0.00	0.00	28.86	0.00	100
8699 TOWN CTR DRAIN AR 49 STN 1/95	88.66	0.00	0.00	88.66	0.00	100
8704 ART 6 ATM 95 HWY-PAVE ROLLER	12,000.00	0.00	0.00	12,000.00	0.00	100
8713 ART6 ATM95 HWY-GENERATOR SYS	15,988.00	0.00	0.00	15,987.49	0.51	99
TOTAL: HIGHWAY DEPARTMENT	512,205.02	0.00	47,266.89	490,569.82	21,635.20	95
5421 HIGHWAY GARAGE						
4800 FUEL AND UTILITIES	32,318.00	0.00	3,935.84	32,012.11	305.89	99
4801 FUEL/UTILITIES ENC.	5,092.29	0.00	0.00	5,092.29	0.00	100
TOTAL: HIGHWAY GARAGE	37,410.29	0.00	3,935.84	37,104.40	305.89	99
5423 SNOW AND ICE CONTROL						
4010 EXPENSES	250,781.88	0.00	33,406.00-	250,781.88	0.00	100
TOTAL: SNOW AND ICE CONTROL	250,781.88	0.00	33,406.00-	250,781.88	0.00	100
5424 RECREATION FIELD WORK						
1100 SALARIES	7,767.00	0.00	2,428.60	6,662.08	1,104.92	85
4010 EXPENSES	3,404.00	0.00	307.78	3,380.61	23.39	99
TOTAL: RECREATION FIELD WORK	11,171.00	0.00	2,736.38	10,042.69	1,128.31	89
5431 TRANSFER STATION						
1100 SALARIES	81,747.00	0.00	6,741.08	76,285.80	5,461.20	93
4011 EXPENSES ENC.	15,792.66	0.00	0.00	15,792.66	0.00	100
4203 VEHICLE REPAIR & MAINTENANCE	5,956.00	0.00	1,841.83	4,698.34	1,257.66	78
4215 TELEPHONE/TS	770.00	0.00	189.03	809.95	39.95-	105
4221 RECYCLING COSTS/TS	7,500.00	0.00	540.25	7,985.22	485.22-	106
4222 TRASH REMOVAL FEES/TS	64,050.00	0.00	8,384.30	55,605.77	8,444.23	86
4224 FACILITY MAINTENANCE	3,090.00	0.00	210.96	3,011.51	78.49	97
4225 POSTAGE	155.00	0.00	0.00	152.48	2.52	98
4241 UNIFORMS	640.00	0.00	71.80	542.34	97.66	84
4242 GEN. OPERATING MATERIALS/TS	1,288.00	0.00	129.94	1,109.92	178.08	86
4247 STICKERS & DECALS/TS	5,000.00	0.00	0.00	1,804.05	3,195.95	36
4800 FUEL AND UTILITIES	7,085.00	0.00	1,628.92	6,301.14	783.86	88
4801 FUEL/UTILITIES ENC.	4,780.69	0.00	0.00	4,780.69	0.00	100
8339 LANDFILL CLOS LTD#3-10/91ATM	7,441.30	0.00	0.00	7,441.30	0.00	100
TOTAL: TRANSFER STATION	205,295.65	0.00	19,738.11	186,321.17	18,974.48	90
5432 LANDFILL						
3065 ENGINEERING/LANDFILL	7,000.00	0.00	165.00	6,249.76	750.24	89
3066 LEACHATE REMOVAL/LANDFILL	36,621.00	0.00	9,210.98	32,859.78	3,761.22	89
3067 TRASH REMOVAL/TOWN DEPT'S	2,500.00	0.00	0.00	2,455.70	44.30	98
8695 GRINDER LEASE #13 10/90STN	5,577.00	0.00	0.00	5,576.65	0.35	99
TOTAL: LANDFILL	51,698.00	0.00	9,375.98	47,141.89	4,556.11	91
5440 SEWERAGE						

Expenditure Guideline  
 FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

	REVISED	ENCUMBERED	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	REMAINING BALANCE	PCT
<b>11 GENERAL FUND</b>							
5600 SEWERAGE							
7110 SOLID WASTE DISPOSAL	2,300.00	0.00	0.00	0.00	0.00	2,300.00	0
7112 CHARLES RIVER WTR POLL ASSES	4,820.00	0.00	2,050.00	0.00	2,050.00	2,770.00	42
TOTAL: SEWERAGE	7,120.00	0.00	2,050.00	0.00	2,050.00	5,070.00	28
<b>5691 CEMETERY</b>							
1100 SALARIES	11,858.00	0.00	1,585.95	0.00	9,863.56	1,994.44	83
2736 VETERANS GRAVE RESTORATION	430.02	0.00	0.00	0.00	0.00	430.02	0
4410 EXPENSES	3,670.00	0.00	1,017.70	0.00	3,273.14	396.86	89
4411 EXPENSES ENC.	802.95	0.00	0.00	0.00	802.95	0.00	100
TOTAL: CEMETERY	16,760.97	0.00	2,603.65	0.00	13,939.65	2,821.32	83
<b>5192 CUSTODIAN OF VETERANS GRAVES</b>							
1100 SALARIES	300.00	0.00	299.10	0.00	299.10	0.90	99
4410 EXPENSES	983.00	0.00	468.60	0.00	816.33	166.67	83
4590 VETERANS MEMORIAL 96 TM	8,273.41	0.00	0.00	0.00	8,273.41	0.00	100
TOTAL: CUSTODIAN OF VETERANS GRAVES	9,556.41	0.00	767.70	0.00	9,388.84	167.57	98
<b>5495 STREET LIGHTING</b>							
4410 STREET LIGHTING	25,580.97	0.00	4,212.59	0.00	25,580.97	0.00	100
TOTAL: STREET LIGHTING	25,580.97	0.00	4,212.59	0.00	25,580.97	0.00	100
<b>5510 BOARD OF HEALTH</b>							
1100 SALARIES	36,100.00	0.00	5,665.60	0.00	36,099.20	0.80	99
4410 EXPENSES	36,220.00	0.00	4,919.20	0.00	35,980.71	239.29	99
4411 EXPENSES ENC.	250.00	0.00	0.00	0.00	250.00	0.00	100
TOTAL: BOARD OF HEALTH	72,570.00	0.00	10,584.80	0.00	72,329.91	240.09	99
<b>5520 SPECIAL PROGRAMS</b>							
3100 HUMAN SERVICES PROGRAMS	7,000.00	0.00	0.00	0.00	7,000.00	0.00	100
TOTAL: SPECIAL PROGRAMS	7,000.00	0.00	0.00	0.00	7,000.00	0.00	100
<b>5511 COUNCIL ON AGING</b>							
1100 SALARIES	49,941.00	0.00	5,423.00	0.00	45,972.44	3,968.56	92
2700 FACILITIES RENTAL	3,000.00	0.00	0.00	0.00	2,968.75	31.25	98
2710 TRANSPORTATION EXPENSE	2,500.00	0.00	413.51	0.00	2,104.52	395.48	84
2713 SERVICE PROGRAM #3, 10/93TM	8,500.00	0.00	4,966.25	0.00	7,023.75	1,476.25	82
4410 EXPENSES	4,157.34	0.00	616.15	0.00	4,099.95	57.39	98
4795 ART 6 ATM 95 COA-HADICAP VAN	26,000.00	0.00	0.00	0.00	25,999.50	0.50	99
TOTAL: COUNCIL ON AGING	94,098.34	0.00	11,418.91	0.00	88,168.91	5,929.43	93
<b>5513 VETERAN'S SERVICES</b>							
1100 SALARIES	2,954.00	0.00	964.84	0.00	2,430.04	523.96	82
4410 EXPENSES	460.00	0.00	9.00	0.00	448.49	11.51	97
2700 VETERANS BENEFITS	1,200.00	0.00	119.00	0.00	657.00	543.00	54
TOTAL: VETERAN'S SERVICES	4,614.00	0.00	1,092.84	0.00	3,535.53	1,078.47	76

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM  
3/03/97 12:50:21  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
GL520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
<b>01 GENERAL FUND</b>						
5610 LIBRARY						
1100 SALARIES	161,489.00	0.00	19,738.40	161,485.89	3.11	99
4010 EXPENSES	76,985.00	0.00	4,886.09	76,978.06	6.94	99
4800 FUEL AND UTILITIES	10,000.00	0.00	741.23	10,006.94	6.94	100
8714 ART& ATM95 LIBRARY-CARPET	16,589.90	0.00	0.00	16,589.90	0.00	100
TOTAL: LIBRARY	265,069.90	0.00	25,365.72	265,060.79	3.11	99
5630 RECREATION						
1100 SALARIES	35,304.00	0.00	3,947.40	32,009.77	3,294.23	90
4010 EXPENSES	3,000.00	0.00	238.34	2,979.45	20.55	99
8565 POND ST.REC.LAND #47 94 ATM	10,097.50	0.00	1,517.50	10,097.50	0.00	100
TOTAL: RECREATION	48,401.50	0.00	5,703.24	45,086.72	3,314.78	93
5691 HISTORICAL COMMISSION						
4010 EXPENSES	323.00	0.00	62.74	185.67	137.33	57
4011 EXPENSES ENC.	220.00	0.00	0.00	220.00	0.00	100
TOTAL: HISTORICAL COMMISSION	543.00	0.00	62.74	405.67	137.33	74
5692 MEMORIAL DAY						
4010 EXPENSES	555.00	0.00	541.10	541.10	13.90	97
4011 EXPENSES ENC. '89	555.00	0.00	0.00	317.00	238.00	57
TOTAL: MEMORIAL DAY	1,110.00	0.00	541.10	858.10	251.90	77
5710 MATURING DEBT						
9010 BOND REGISTRATION FEE	1,100.00	0.00	0.00	819.68	280.32	74
9155 CONT.TRUCK TEMP.DEBT.#18A/93	28,633.28	0.00	0.00	28,384.80	248.48	99
9156 BACKHOE TEMP. DEBT #18D/93TM	17,319.60	0.00	0.00	17,233.62	85.98	99
9157 BOA COMPUTER TEMP DEBT.18193	7,159.65	0.00	0.00	7,097.25	62.40	99
9158 FORESTRY TRUCK TEMP. DEBT	24,324.86	0.00	0.00	24,324.86	0.00	100
9161 POND ST.NWE TEMP.INT.38/93TM	19,989.50	0.00	0.00	0.00	19,989.50	0
9168 LANDFILL CLOSURE TEMP. INT.	826.33	0.00	0.00	826.33	0.00	100
9170 CERTIFICATION NOTES/BONDS	276.55	0.00	0.00	187.00	89.55	67
9451 ELEMNTARY SCHOOL ROOF DEBT	15,000.00	0.00	0.00	15,000.00	0.00	100
9452 ELEMNTARY SCHOOL ROOF INT.	13,020.00	0.00	0.00	13,020.00	0.00	100
9453 ELEMNTARY SCHOOL LAND DEBT	24,000.00	0.00	0.00	24,000.00	0.00	100
9454 ELEMNTARY SCHOOL LAND INT.	21,063.00	0.00	0.00	21,063.00	0.00	100
9455 ELEMNTARY SCHOOL BLDG.DEBT	327,000.00	0.00	0.00	327,000.00	0.00	100
9456 ELEMNTARY SCHOOL BLDG. INT.	329,589.00	0.00	0.00	329,589.00	0.00	100
9457 NOON HILL DEBT	80,000.00	0.00	0.00	80,000.00	0.00	100
9458 NOON HILL INTEREST	70,998.00	0.00	0.00	70,997.00	1.00	99
9459 MILLER STREET DEBT	31,000.00	0.00	0.00	31,000.00	0.00	100
9460 MILLER STREET INTEREST	2,171.00	0.00	0.00	2,170.00	1.00	99
9461 GROVE STREET DEBT	10,000.00	0.00	0.00	10,000.00	0.00	100
9462 GROVE STREET INTEREST	700.00	0.00	0.00	700.00	0.00	100
9463 POND STREET DEBT	13,000.00	0.00	0.00	13,000.00	0.00	100
9464 POND STREET INTEREST	13,111.00	0.00	0.00	13,111.00	0.00	100

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

	REVISED	ENCUMBERED	ACT NTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
5710 MATURING DEBT							
9465 DAY SCHOOL ADDITIONAL DEBT	75,000.00	0.00					
9466 DAY SCHOOL ADDITIONAL INT.	28,160.00	0.00	0.00	75,000.00	0.00	100	-----
9467 LANDFILL CLOSE DEBT	100,000.00	0.00	0.00	8,093.19	20,066.81	28	--
9468 LANDFILL CLOSE INTEREST	10,500.00	0.00	0.00	100,000.00	0.00	100	-----
9469 DEDHAM STREET DEBT	22,550.00	0.00	1,443.31	6,000.76	4,499.24	57	----
9470 DEDHAM STREET INTEREST	29,315.00	0.00	0.00	22,550.00	0.00	100	-----
9471 LITCHFIELD/LELAND DEBT	12,850.00	0.00	0.00	6,036.65	23,278.35	20	--
9472 LITCHFIELD/LELAND INTEREST	16,705.00	0.00	0.00	12,850.00	0.00	100	-----
9474 TOWN HALL/DRAIN/CAP INTEREST	56,000.00	0.00	0.00	4,665.79	12,039.21	27	--
TOTAL: MATURING DEBT	1,401,361.77	0.00	1,443.31	1,279,280.29	41,439.64	26	--
5830 COUNTY ASSESSMENTS/CHARGES					122,081.48	91	-----
6000 COUNTY TAX	44,728.00	0.00	0.00	44,727.95	0.05	99	-----
TOTAL: COUNTY ASSESSMENTS/CHARGES	44,728.00	0.00	0.00	44,727.95	0.05	99	-----
5835 CHERRY SHEET CHARGES							
6120 MOTOR VEHICLE EXC. TAX BILLS	0.00	0.00					
6121 MOSQUITO CONTROL	15,656.00	0.00	665.00	1,330.00	1,330.00	999	-----
6122 MET. AIR POLLUTION CONTROL	2,084.00	0.00	3,914.00	15,656.00	0.00	100	-----
6123 MET. AREA PLANNING COUNCIL	1,835.00	0.00	521.00	2,084.00	0.00	100	-----
6124 N.B.T.A. ASSESSMENT	214,308.00	0.00	461.00	1,835.00	0.00	100	-----
6126 SCHOOL CHOICE ASSESSMENT	0.00	0.00	51,017.00	211,748.00	2,560.00	98	-----
6127 NON RENEWAL EXCISE TAX	0.00	0.00	13,506.00	23,172.00	23,172.00	999	-----
TOTAL: CHERRY SHEET CHARGES	233,883.00	0.00	43,072.00	257,155.00	1,330.00	999	-----
5913 EMPLOYEE BENEFITS					23,272.00	109	-----
1710 MEDICAL INSURANCE	260,866.00	0.00	20,489.48	260,098.47	767.53	99	-----
1720 LIFE INSURANCE	7,347.00	0.00	538.32	7,041.97	305.03	99	-----
1730 LONGEVITY	40,595.00	0.00	0.00	40,594.78	0.22	99	-----
1735 EMPLOYEE ASSISTANCE PROGRAM	3,000.00	0.00	500.00	1,999.00	1,001.00	66	-----
1736 MEDICARE	56,000.00	0.00	8,632.69	55,666.43	333.57	99	-----
1740 UNEMPLOYMENT COMPENSATION	27,596.83	0.00	2,835.20	3,393.82	24,203.61	12	--
1750 STATE/COUNTY RETIREMENT	393,303.90	0.00	4,598.90	393,303.90	0.00	100	-----
8726 ART3 ATM95 ADJUST TOP/GRADE	11,300.00	0.00	5,242.50	10,485.00	815.00	92	-----
TOTAL: EMPLOYEE BENEFITS	800,008.73	0.00	42,837.09	772,583.37	27,425.36	96	-----
6110 SCHOOL COMMITTEE							
0102 CLERICAL SALARY	3,122.00	0.00	298.77	2,766.12	355.88	88	-----
0104 CONTRACTED SERVICES	5,700.00	0.00	5,719.95	12,624.77	6,924.77	221	-----
0105 POSTAGE/PETTY CASH	620.00	0.00	442.07	620.00	0.00	100	-----
0110 PROFESSIONAL DEVELOPMENT	700.00	0.00	0.00	782.77	82.77	111	-----
0116 NASC	1,500.00	0.00	0.00	1,635.00	135.00	109	-----
0136 ADVERTISING/BID PERSONNEL	1,500.00	0.00	261.90	2,034.06	534.06	135	-----
0146 STIPENDS	750.00	0.00	225.00	600.00	150.00	80	-----
0156 PUBLICATIONS	400.00	0.00	0.00	385.00	15.00	96	-----

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM  
3/03/97 12:50:21  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
6L520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
TOTAL: SCHOOL COMMITTEE	14,292.00	0.00	6,947.69	21,447.72	7,155.72-	150	-----
6120 SUPERINTENDENT'S OFFICE							
0201 SALARY	75,044.00	0.00	8,658.93	75,044.00	0.00	100	-----
0202 CLERICAL SALARY	92,759.00	0.00	10,792.29	90,740.24	2,018.76	97	-----
0204 CONTRACTED SERVICES	3,100.00	0.00	975.00	3,858.00	758.00-	124	-----
0205 SUPPLIES/MATERIALS	1,556.00	0.00	454.48	1,773.41	217.41-	113	-----
0207 DUES	1,950.00	0.00	0.00	1,367.00	583.00	70	-----
0210 SUPERINTENDENT PROF. DEV.	1,500.00	0.00	25.00	1,304.95	195.05	86	-----
0211 ANNUITY	5,000.00	0.00	0.00	5,000.00	0.00	100	-----
0215 POSTAGE/PETTY CASH	600.00	0.00	142.18	600.00	0.00	100	-----
0217 E-MAIL	350.00	0.00	0.00	71.84	278.16	20	--
0226 IN STATE TRAVEL	700.00	0.00	807.00	1,114.25	414.25-	159	-----
0246 PRINTING FORMS	300.00	0.00	0.00	233.12	66.88	77	-----
0256 PUBLICATIONS	300.00	0.00	0.00	305.39	5.39-	101	-----
TOTAL: SUPERINTENDENT'S OFFICE	183,159.00	0.00	21,854.88	181,412.20	1,746.80	99	-----
6121 SUPERINTENDENT/CLERICAL							
0210 CLERICAL PROFESSIONAL DEV.	600.00	0.00	0.00	414.00	186.00	69	-----
TOTAL: SUPERINTENDENT/CLERICAL	600.00	0.00	0.00	414.00	186.00	69	-----
6220 PRINCIPAL'S OFFICE							
0201 SALARY	113,038.00	0.00	13,042.89	113,038.40	0.40-	100	-----
0202 CLERICAL SALARY	102,444.00	0.00	13,844.80	96,768.40	5,675.60	94	-----
0203 ASSISTANT PRINCIPAL	54,008.00	0.00	13,822.97	54,008.00	0.00	100	-----
0205 SUPPLIES/MATERIALS	1,266.00	0.00	68.51	265.98	1,000.02	21	--
0207 DUES	1,600.00	0.00	0.00	965.00	635.00	60	-----
0208 CONFERENCES	1,000.00	0.00	0.00	354.50	645.50	35	---
0210 PRINCIPALS PROF. DEVELOPMENT	2,400.00	0.00	35.00	401.50	1,998.50	16	-
0211 MERIT/INCENTIVE	1,251.00	0.00	1,250.00	1,250.00	1.00	99	-----
0215 POSTAGE/PETTY CASH	1,200.00	0.00	14.70	1,251.71	51.71-	104	-----
0226 IN STATE TRAVEL	500.00	0.00	0.00	102.50	397.50	20	--
0246 PRINTING FORMS	5,503.00	0.00	0.00	3,702.87	1,800.13	67	-----
0814 REPLACEMENT OF EQUIPMENT	288.00	0.00	0.00	0.00	288.00	0	
0815 NEW EQUIPMENT	500.00	0.00	0.00	561.35	61.35-	112	-----
TOTAL: PRINCIPAL'S OFFICE	284,998.00	0.00	42,078.87	272,670.21	12,327.79	95	-----
6221 PRINCIPAL/CLERICAL							
0210 CLERICAL PROFESSIONAL DEV.	800.00	0.00	0.00	99.00	701.00	12	-
TOTAL: PRINCIPAL/CLERICAL	800.00	0.00	0.00	99.00	701.00	12	-
6227 GUIDANCE							
0201 SALARY	55,463.00	0.00	14,637.28	55,362.94	100.06	99	-----
0205 SUPPLIES/MATERIALS	312.00	0.00	0.00	312.08	0.08-	100	-----
TOTAL: GUIDANCE	55,775.00	0.00	14,637.28	55,675.02	99.98	99	-----
6230 TEACHING							

GOVERNMENTAL FINANCIAL SYSTEM  
3/03/97 12:50:21  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOL  
6L520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCY	
01 GENERAL FUND							
6230 TEACHING							
6301 SALARIES	2,371,779.00	0.00	566,344.05	2,332,784.08	38,994.92	98	-----
6304 CONTRACTED SERVICES	6,100.00	0.00	3,138.26	5,257.15	842.85	86	-----
6305 TEACHING SUPPLIES	21,250.00	0.00	571.10	17,940.74	3,309.26	84	-----
6310 PROFESSIONAL DEVELOPMENT	5,000.00	0.00	250.00	4,609.06	390.94	92	-----
6311 SUBSTITUTES	30,140.00	0.00	6,627.10	40,088.50	9,948.50	133	-----
6322 KINDERGARTEN AIDES	49,841.00	0.00	7,784.77	46,538.59	3,302.41	93	-----
6331 COURSE REIMBURSEMENTS	10,000.00	0.00	253.62	5,370.82	4,629.18	53	-----
6336 TRAVEL	200.00	0.00	170.25	352.25	152.25	176	-----
6338 STUDENT ENRICHMENT	0.00	0.00	1,500.00	1,500.00	1,500.00	999	-----
6345 NEW EQUIPMENT	4,195.00	0.00	0.00	3,855.65	339.35	91	-----
6814 REPLACEMENT OF EQUIPMENT	1,022.00	0.00	7,583.00	0.00	1,022.00	0	-----
TOTAL: TEACHING	2,499,527.00	0.00	578,548.91	2,458,296.84	41,230.16	98	-----
6240 TEXTBOOKS							
6405 TEXTBOOKS/WORKBOOKS	22,247.00	0.00	19,718.73	19,718.73	2,528.27	88	-----
TOTAL: TEXTBOOKS	22,247.00	0.00	19,718.73	19,718.73	2,528.27	88	-----
6250 LIBRARY							
6301 SALARIES	85,225.00	0.00	10,098.15	86,254.76	1,029.76	101	-----
6505 SUPPLIES	1.00	0.00	31.00	1.00	0.00	100	-----
6515 BOOKS/MATERIALS	3,780.00	0.00	1,452.73	3,431.08	348.92	90	-----
6516 ABL NETWORK	5,965.00	0.00	382.99	5,765.89	199.11	96	-----
TOTAL: LIBRARY	94,971.00	0.00	11,902.87	95,452.73	481.73	100	-----
6260 AUDIO VISUAL SERVICES							
6605 AV SUPPLIES/MATERIALS	3,766.00	0.00	461.95	3,336.21	429.79	88	-----
6814 REPLACEMENT OF EQUIPMENT	6,500.00	0.00	1,299.21	4,666.90	1,833.10	71	-----
TOTAL: AUDIO VISUAL SERVICES	10,266.00	0.00	1,761.16	8,003.11	2,262.89	77	-----
6270 VOCATIONAL EDUCATION							
6209 VOCATIONAL EDUCATION	5,480.00	0.00	0.00	0.00	5,480.00	0	-----
TOTAL: VOCATIONAL EDUCATION	5,480.00	0.00	0.00	0.00	5,480.00	0	-----
6290 TECHNOLOGICAL SUPPORT							
6201 SALARY	85,137.00	0.00	22,672.44	85,137.40	0.40	100	-----
6205 SUPPLIES/MATERIALS	603.00	0.00	0.00	603.00	0.00	100	-----
6420 REPAIRS AND MAINTENANCE	4,135.00	0.00	0.00	2,933.00	1,202.00	70	-----
6813 SOFTWARE	2,604.00	0.00	156.00	398.00	2,206.00	15	-----
TOTAL: TECHNOLOGICAL SUPPORT	92,479.00	0.00	22,828.44	89,071.40	3,407.60	96	-----
6320 HEALTH							
6301 SALARIES	49,231.00	0.00	12,949.23	48,629.00	602.00	98	-----
6304 CONTRACTED SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0	-----
6310 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	122.50	377.50	24	---
6305 SUPPLIES	854.00	0.00	0.00	270.65	583.35	31	---

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM  
3/03/97 12:50:21  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
GL520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
6320 HEALTH						
0814 REPLACEMENT OF EQUIPMENT	45.00	0.00	0.00	0.00	45.00	0
TOTAL: HEALTH	51,630.00	0.00	12,949.23	49,022.15	2,607.85	94
6330 PUPIL TRANSPORTATION						
0324 REGULAR TRANSPORTATION	270,605.00	0.00	25,846.00	257,160.00	13,445.00	95
TOTAL: PUPIL TRANSPORTATION	270,605.00	0.00	25,846.00	257,160.00	13,445.00	95
6340 FOOD SERVICES						
0310 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	80.00	420.00	16
TOTAL: FOOD SERVICES	500.00	0.00	0.00	80.00	420.00	16
6411 CUSTODIAL						
0301 SALARIES	217,226.00	0.00	23,752.52	206,451.88	10,774.12	95
0404 CONTRACTED SERVICES	4,075.00	0.00	548.80	4,121.96	46.96	101
0410 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	217.50	282.50	43
0415 CUSTODIAL SUPPLIES	7,195.00	0.00	722.79	7,145.98	49.02	99
0421 TRAVEL	350.00	0.00	142.25	498.25	148.25	142
0422 MOTORIZED EXPENSE	100.00	0.00	0.00	38.05	61.95	38
TOTAL: CUSTODIAL	229,446.00	0.00	25,166.36	218,473.62	10,972.38	95
6412 HEATING OF BUILDINGS						
0456 OIL	40,000.00	0.00	0.00	24,305.81	15,694.19	60
TOTAL: HEATING OF BUILDINGS	40,000.00	0.00	0.00	24,305.81	15,694.19	60
6413 UTILITIES						
0416 ELECTRICITY	92,500.00	0.00	8,748.20	89,267.27	3,232.73	96
0426 GAS	300.00	0.00	142.48	333.89	33.89	111
0436 WATER	4,500.00	0.00	0.00	4,551.36	51.36	101
0446 TELEPHONE	18,000.00	0.00	5,804.88	15,855.04	2,144.96	88
TOTAL: UTILITIES	115,300.00	0.00	14,695.56	110,007.56	5,292.44	95
6422 MAINTENANCE OF BUILDING						
0404 CONTRACTED SERVICES	53,819.00	0.00	8,684.28	41,364.73	12,454.27	76
0417 SUPPLIES/MATERIALS BLDG/MT	5,558.00	0.00	1,002.85	3,940.44	1,617.56	70
TOTAL: MAINTENANCE OF BUILDING	59,377.00	0.00	9,687.13	45,305.17	14,071.83	76
6423 MAINTENANCE OF EQUIPMENT						
0404 CONTRACTED SERVICES	26,468.00	0.00	103.17	14,124.85	12,343.15	53
TOTAL: MAINTENANCE OF EQUIPMENT	26,468.00	0.00	103.17	14,124.85	12,343.15	53
6701 EQUIPMENT						
0814 REPLACEMENT OF EQUIPMENT	1,600.00	0.00	0.00	1,397.00	203.00	87
0815 NEW EQUIPMENT	300.00	0.00	0.00	0.00	300.00	0
TOTAL: EQUIPMENT	1,900.00	0.00	0.00	1,397.00	503.00	73
7221 SUPERVISION SPECIAL ED.						

GOVERNMENTAL FINANCIAL SYSTEM  
3/03/97 12:50:21  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
GL520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
01 GENERAL FUND							
7221 SUPERVISION SPECIAL ED.							
0201 SALARY	37,424.00	0.00	8,230.78	37,423.80	0.20	99	-----
0202 CLERICAL SALARY	7,606.00	0.00	4,193.00	6,923.60	682.40	91	-----
0205 SUPPLIES/MATERIALS	196.00	0.00	0.00	155.89	40.11	79	-----
0208 CONFERENCES	200.00	0.00	120.00	120.00	80.00	60	-----
0210 PROFESSIONAL DEVELOPMENT	200.00	0.00	0.00	0.00	200.00	0	-----
0215 POSTAGE/PETTY CASH	750.00	0.00	157.00	750.00	0.00	100	-----
0226 IN STATE TRAVEL	110.00	0.00	106.25	106.25	3.75	96	-----
TOTAL: SUPERVISION SPECIAL ED.	46,486.00	0.00	12,807.03	45,479.54	1,006.46	97	-----
7223 TEACHING SPECIAL ED.							
0301 SALARIES	329,483.00	0.00	106,164.89	314,415.59	15,067.41	95	-----
0304 CONTRACTED SERVICES	14,335.00	0.00	9,482.50	34,669.09	20,334.09	241	-----
0305 TEACHING SUPPLIES	1,075.00	0.00	0.00	43.62	1,031.38	4	-----
0321 AIDES	113,208.00	0.00	16,756.43	101,798.11	11,409.89	89	-----
0815 NEW EQUIPMENT	2,500.00	0.00	1,299.00	2,062.50	437.50	82	-----
TOTAL: TEACHING SPECIAL ED.	460,601.00	0.00	133,702.82	452,988.91	7,612.09	98	-----
7228 PSYCHOLOGICAL SERVICES/CH 76							
0201 SALARY	27,198.00	0.00	7,165.06	27,197.90	0.10	99	-----
0204 CONTRACTED SERVICES	2,415.00	0.00	438.54	991.04	1,423.96	41	-----
0205 SUPPLIES/MATERIALS	388.00	0.00	0.00	3.29	384.71	0	-----
TOTAL: PSYCHOLOGICAL SERVICES/CH 76	30,001.00	0.00	7,603.60	28,192.23	1,808.77	93	-----
7330 TRANSPORTATION SPECIAL ED.							
0324 TRANSPORTATION	75,000.00	0.00	8,450.97	51,169.37	23,830.63	68	-----
TOTAL: TRANSPORTATION SPECIAL ED.	75,000.00	0.00	8,450.97	51,169.37	23,830.63	68	-----
7900 SCH.SP.ED.PRGM/OTHER DIST'S							
0904 TUITIONS	191,200.00	0.00	11,109.50	169,629.93	21,570.07	88	-----
TOTAL: SCH.SP.ED.PRGM/OTHER DIST'S	191,200.00	0.00	11,109.50	169,629.93	21,570.07	88	-----
TOTAL: GENERAL FUND	14,753,945.88	0.00	1,503,989.83	13,983,614.66	770,331.22	94	-----

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM  
3/03/97 12:54:49  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
GL520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
<b>25 WATER ENTERPRISE FUND</b>						
<b>5450 WATER DEPARTMENT</b>						
1100 SALARIES	131,495.30	0.00	15,051.44	127,264.11	4,231.19	96 -----
2030 PURCHASE OF WATER	7,900.00	0.00	620.32	1,203.88	6,696.12	15 -
2031 PURCHASE OF WATER ENC.	852.80	0.00	0.00	0.00	852.80	0
3020 ACQUIFER PROTECTION	25,808.50	0.00	84.00-	0.00	25,808.50	0
3026 ACQUIFER DELIN.#15 90STM	600.00	0.00	0.00	0.00	600.00	0
3060 ENGINEERING SERVICES	25,652.00	0.00	0.00	4,995.30	20,656.70	19 -
3075 SOURCE DELINIATION #9-10/91	30,000.00	0.00	0.00	0.00	30,000.00	0
3222 NEW WELL EXPLORATION #6-92	19,325.25	0.00	0.00	0.00	19,325.25	0
3223 TEST WELL WORK #16/93ATM	6,281.35	0.00	0.00	6,115.61	165.74	97 -----
3224 WTR TEST WELL-ART 5 STM 1/95	983.98	0.00	0.00	546.77	437.21	55 ----
4010 EXPENSES	121,425.70	0.00	14,396.97	108,566.70	12,859.00	89 -----
4011 EXPENSES ENC.	40,300.58	0.00	0.00	4,794.72	35,505.86	11 -
4800 FUEL AND UTILITIES	34,925.00	0.00	1,137.75	16,014.97	18,910.03	45 ----
4801 FUEL/UTILITIES ENC.	1,313.10	0.00	0.00	1,313.10	0.00	100 -----
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
8338 POND STREET WME 23-91 (LTD)	21,000.00	0.00	92.37	339.85	20,660.15	1
8557 DUCK FM SP SETTLEMENT #23 94	31,000.00	0.00	0.00	31,000.00	0.00	100 -----
8560 SPRUCE RD.PUMP ST. #34 94ATM	139,890.32	0.00	0.00	0.00	139,890.32	0
8561 SCHOOL ST.WATER MAIN#35 94TH	36,000.00	0.00	0.00	0.00	36,000.00	0
8562 LELAND RD MAIN EST. #36 94TH	77,309.88	0.00	48,181.32-	9,733.20	67,576.68	12 -
8567 MAIN ST.WATER MAIN #38 94ATM	40,140.00	0.00	346.00	39,404.20	735.80	98 -----
8568 ART 36 STM NOV 94 DEDHAM WME	222,381.00	0.00	182,293.45-	37,355.88	185,025.12	16 -
8572 ART 38 STM NOV 94 LITCHFIELD	88,825.00	0.00	75,575.73-	2,288.96	86,536.04	2
8600 H'LAND LK AR16-11/95(627000)	15,000.00	0.00	2,573.76	12,411.67	2,588.33	82 -----
8722 ART18 TN95 LAND PURC WTR SPY	155,000.00	0.00	0.00	10,000.00	145,000.00	6
8723 ART19 TN95 NEW SOURCE/ENG/AP	25,000.00	0.00	6,749.02	17,845.68	7,154.32	71 -----
8724 ART21 TN95 HILL RVR ENG/P.S.	31,000.00	0.00	0.00	0.00	31,000.00	0
<b>TOTAL: WATER DEPARTMENT</b>	<b>1,329,410.76</b>	<b>0.00</b>	<b>265,166.87-</b>	<b>431,194.60</b>	<b>898,216.16</b>	<b>32 ---</b>
<b>5460 WATER DEPT DEPRECIATION EXP</b>						
9720 BUILDINGS	0.00	0.00	12,596.00	12,596.00	12,596.00-	999 -----
9731 MAINS	0.00	0.00	76,725.00	76,725.00	76,725.00-	999 -----
9732 VALVES	0.00	0.00	8,353.00	8,353.00	8,353.00-	999 -----
9733 STAND PIPES	0.00	0.00	7,137.00	7,137.00	7,137.00-	999 -----
9734 WELLS	0.00	0.00	7,180.00	7,180.00	7,180.00-	999 -----
9740 EQUIPMENT	0.00	0.00	10,908.00	10,908.00	10,908.00-	999 -----
9751 SERVICE LATERALS	0.00	0.00	18,369.00	18,369.00	18,369.00-	999 -----
9752 METERS	0.00	0.00	5,120.00	5,120.00	5,120.00-	999 -----
9760 HYDRANTS	0.00	0.00	11,869.00	11,869.00	11,869.00-	999 -----
9770 VEHICLES	0.00	0.00	3,124.00	3,124.00	3,124.00-	999 -----
<b>TOTAL: WATER DEPT DEPRECIATION EXP</b>	<b>0.00</b>	<b>0.00</b>	<b>161,381.00</b>	<b>161,381.00</b>	<b>161,381.00-</b>	<b>999 -----</b>
<b>5959 SPECIAL REVOLVING FUND</b>						
2033 CROSS CONNECTION CONTROL REV	5,000.00	0.00	0.00	450.00	4,550.00	9
<b>TOTAL: SPECIAL REVOLVING FUND</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>450.00</b>	<b>4,550.00</b>	<b>9</b>

GOVERNMENTAL FINANCIAL SYSTEM  
 3/03/97 12:54:49  
 LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
 FOR THE PERIOD(S) JUL 01, 1995 THROUGH JUN 30, 1996

TOWN OF NORFOLK  
 GL520R-V04.30 PAGE

	REVISED	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
25 WATER ENTERPRISE FUND						
TOTAL WATER ENTERPRISE FUND	1,334,410.76	0.00	103,785.87-	593,025.60	741,385.16	44 ----

## BOARD OF ASSESSORS

Assessors value all real and personal property within the community. They are also responsible for setting the tax rate. Mr. Fred Pfcshner was re-elected to the Board of Assessors in May, 1996. Mrs. Donna Putt was elected Chairman with John G. Robbins serving as a member. 1996 was a busy year in the Assessor's office. The office was computerized in 1995 and the office completed it's first full year doing all work in-house. It was a very exciting year for returning Assistant Assessor, Deborah Robbins, Senior Clerks, Kathleen Mullineaux and Joan

Dooley, and Data Collector, Arthur H. Marshall. The Board wishes to extend its appreciation to these people for their knowledge, abilities and service to the public.

As we begin another year, the Board of Assessors and its staff will continue to make the office more efficient. The Board and its staff will continue to serve the community in a professional manner.

For the year ending December 31, 1996

### TOTAL AMOUNTS TO BE RAISED:

Total appropriations to be raised by taxation	15,634,044.50
Total appropriations to be taken from available funds	816,070.49
Total educational offsets	19,096.68

### Fiscal 1997

County Assessments:		
County Tax:	\$45,846.00	45,846.00

State Assessments:		
Mass Bay Transportation	217,613.00	
Air Pollution Control Dist.	2,210.00	
Met Area Planning Council	1,977.00	
Mosquito Control Project	16,192.00	
Overlay of Current Year		237,992.00
		80,000.00

Total Amount to be raised	\$15,634,044.50
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### Estimated Receipts and other Revenue Sources:

1996 Fiscal Year Receipts as certified on Cherry Sheet	2,859,878.00
Motor Vehicle & Trailer Ext.	700,000.00
Licenses & Permits	125,500.00
Fines & Forfeits	55,121.00
Penalties & Interest on taxes & excise	34,000.00
Charges for service-water	0
Other Charges for Services	700.00
Charges for Services - Trash Disposal	164,815.49
Fees	20,000.00
Rentals	0
Other Departmental Revenue	34,000.00
Investment Income	155,370.00
In Lieu of Tax Payments	7,500.00
Refunds & Reimbursements	0

Total	4,156,884.49
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Amount to be taken from available funds for particular purposes and to reduce the Tax Rate	0
Total Estimated Receipts and Available Funds	6,204,118.68
Net amount to be raised by Taxation on Property	9,429,925.82
<b>TOTAL RECEIPTS FROM ALL SOURCES</b>	<b>15,634,044.50</b>

## REAL ESTATE ASSESSMENTS AND ABATEMENTS

YEAR	NO. OF DWELLINGS	TOTAL VALUATION	TOTAL EXEMPTIONS GRANTED VETERANS	TOTAL EXEMPTIONS GRANTED CLAUSE 37A,17D,18 41A & 41C	TOTAL ABATEMENTS PROCESSED
1996	2659	537,368,800	61	20	29
1995	2631***	507,492,700.00	59	26	48
1994	2726	542,210,900	57	35	47
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*

\*DUE TO LATE MAILING OF FISCAL 1986 TAX BILLS, THIS FIGURE INCLUDES ABATEMENTS ON TAXES FROM FY86 & FY87.

\*\*DUE TO REVALUATION FOR FY 1989, NO ABATEMENTS HAD BEEN PROCESSED PRIOR TO PRINTING.

\*\*\*DECREASE OF DWELLINGS DUE TO RE-CLASSIFICATION OF VACANT LAND

## MOTOR VEHICLE ASSESSMENT AND ABATEMENTS

YEARS	NO. OF EXCISE BILLS	MOTOR VEHICLE EXCISE TAX MONEY COMMITTED	TOTAL ABATEMENTS PROCESSED	TOTAL AMOUNT ABATED	COMM. VALUE OF VEHICLES
1996	8688	776,163.48	433	37,027.65	
1995*	8775	750,292.63	598	40,166.77	18,757,316
1994	8458	697,827.98	602	35,306.92	27,913,119
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	7883	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	35,160.38	21,143,510
1986	6845	402,031.07	664	38,276.28	18,892,850

\*THESE FIGURES DO NOT INCLUDE ANY EXEMPT VEHICLES

# FINANCES

## Total Valuation:

Real Estate	\$587,566,100.00
Personal Property	9,264,648.00
Total:	\$561,902,769.00

## Fiscal Year 1996 Tax Rate per Thousand:

Total: \$15.80

NAME	TITLE	TERM EXPIRES
Fred Pfischner	Chairman	1996
John G. Robbins	Clerk	1997
Donna L. Putt	Member	1998

# 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 6th day of May, 1997 at 7:00 a.m., for the election of town officers under ARTICLE 1, and Ballot Questions 1 and 2, of the annual town meeting; and thence to meet at 7:30 p.m. on Tuesday, May 27, 1997, at the King Philip High School, 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 commencing with Article 2; viz:

### ARTICLE 1

Submitted by Town Clerk

To choose by ballot the following officers; viz, one Moderator for a one year term; one Selectman for a three year term; one Board of Health member for a three year term; one Library Trustee for a three year term; one Water Commissioner for a three year term; one member of the Planning Board for a three year term; one member of the Planning Board to complete a one year unexpired term; one member of the Recreation Commission 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; and one member of the Housing Authority for a five year term.

### QUESTION 1

Shall the Town of Norfolk be allowed to assess an additional \$50,000 in real estate and personal property taxes for the purposes of design services and construction for a new Senior Center for the fiscal year beginning July first, nineteen hundred and ninety-seven?

Yes \_\_\_\_\_

No \_\_\_\_\_

### QUESTION 2

Shall the Town of Norfolk be allowed to assess an additional \$11,000 in real estate and personal property taxes for the purposes of equipping the Ladder Truck with a mobile cascade/air filling station for the fiscal year beginning on July first, nineteen hundred and ninety-seven?

Yes \_\_\_\_\_

No \_\_\_\_\_

### ARTICLE 2

Submitted by Personnel Board

To see if the Town will vote to amend the Personnel Bylaw by changing the Classification Schedule as recommended; or take any other action relative thereto.

### ARTICLE 3

Submitted by Personnel Board

To see if the Town will vote to amend its Personnel Bylaws, Article XIV, "Fringe Benefits", by adding a new section A(2) **Sick Leave Buy Back**, and re-numbering the remaining sections accordingly. New Section to read as follows:

#### 2. Sick Leave Buy Back

Upon retirement under the guidelines of the Norfolk County Retirement System, employees with at least 50 days accumulated unused sick leave, and a minimum of 15 years of continuous employment with the Town of Norfolk, shall be paid \$10.00 per day for each unused day, for a maximum of 150 days.

The payment of any amount under this section will not change the employee's pension benefit.

Any employee whose service with the Town is involuntarily terminated shall not be entitled to benefits under this Sick Leave Buy Back Program; or take any other action relative thereto.

### ARTICLE 4

Submitted by Board of Selectmen

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by 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 any available source of funds, borrow or bond, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing on July 1, 1997; or take any other action relative thereto. (Budget)

### ARTICLE 5

Submitted by Water Commissioners

To see what sum of money the Town will raise and appropriate, transfer from Water Department revenues to fund the Water Department, maintenance and operating expenses; or take any other action relative thereto.

### ARTICLE 6

Submitted by Board of Selectmen

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

**ARTICLE 7**

Submitted by Fire Chief

To see if the Town will vote to raise and appropriate, transfer from any available source of funds or borrow pursuant to any applicable statute a sum of money to purchase and equip a new ambulance for the Fire Department; or take any other action relative thereto.

**ARTICLE 8**

Submitted by Highway Superintendent

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, or borrow pursuant to any applicable statute to purchase a new streetsweeper for the Highway Department; or take any other action relative thereto.

**ARTICLE 9**

Submitted by Board of Selectmen

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

**ARTICLE 10**

Submitted by Highway Superintendent

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

**ARTICLE 11**

Submitted by Highway Superintendent

To see if the Town will vote to raise and appropriate, transfer from any available source of funds or borrow pursuant to any applicable statute, a sum of money for engineering services and to secure state and federal grant funds for the reconstruction of Pond Street; or take any other action relative thereto.

**ARTICLE 12**

Submitted by Highway Superintendent

To see if the Town will vote to raise and appropriate, transfer from any available source of funds or borrow pursuant to any applicable statute, a sum of money to complete the closure of Phase O of the Landfill in compliance with the Department of Environmental Protection requirements; or take any other action relative thereto.

**ARTICLE 13**

Submitted by Town Administrator

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, or borrow pursuant to any applicable statute, a sum of money for moving municipal departments and services to the new Town Hall, including costs incidental thereto; or take any other action relative thereto.

**ARTICLE 14**

Submitted by Council on Aging

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, bond or borrow pursuant to any applicable statute a sum of money to design, construct and furnish a new Senior Center, said money to comprise not less than 20% of the total project costs, with the balance funded by grants; or take any other action relative thereto.

**ARTICLE 15** Submitted by Permanent Building Committee

To see what sum of money the Town will vote to raise and appropriate, borrow pursuant to any applicable statute, or transfer from any available source of funds for the Permanent Building Committee to contract for the design, construction, and furnishing of an addition to the H. Olive Day School; or to take any other action relative thereto.

**ARTICLE 16**

Submitted by Conservation Commission

To see if the Town will vote to raise and appropriate, transfer from any available source of funds or borrow pursuant to any applicable statute, a sum of money to purchase a parcel of land off Marshall Street in Norfolk, consisting of approximately 60 acres, identified on Assessors' Map 19, Block 69, Lot 59, currently owned by the Lind Family, to be placed under the control and management of the Conservation Commission; or take any other action relative thereto.

**ARTICLE 17**

Submitted by Conservation Commission

To see if the Town will vote to raise and appropriate, transfer from any available source of funds or borrow pursuant to any applicable statute, a sum of money to purchase a parcel of land off Boardman Street in Norfolk, consisting of approximately 33.8 acres, and identified on Assessors' Map 15, Block 54, Lot 87, currently owned by the Trustees of Norfolk, Troop 80, Boy Scouts of America, to be placed under the control and management of the Conservation Commission; or take any other action relative thereto.

**ARTICLE 18**

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute, a sum of money for the construction, reconstruction, repair and maintenance of sidewalks and curbing; or take any other action relative thereto.

**ARTICLE 19**

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, or borrow pursuant to any applicable statute, a sum of money to conduct a household hazardous waste collection day; or take any other action relative thereto.

**ARTICLE 20** Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money for aerial larvicide applications as provided by the Norfolk County Mosquito Control Project; or take any other action relative thereto.

**ARTICLE 21** Submitted by Board of Health

To see if the Town will vote to appropriate a sum of money for the purpose of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the Massachusetts General Laws; to determine whether this appropriation shall be raised by borrowing from the Massachusetts Water Pollution Abatement Trust or otherwise; or to take any other action relative thereto.

**ARTICLE 22** Submitted by Planning Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds a sum of money to perform work that is necessary in order to facilitate street acceptances of existing subdivision roads; or take any other action relative thereto.

**ARTICLE 23** 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 for legal and other consulting services, including costs incidental thereto, associated with the negotiation of Norfolk's cable television franchise license; or take any other action relative thereto.

**ARTICLE 24** Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to undertake a review of information technology needs of municipal departments; or take any other action relative thereto.

**ARTICLE 25** Submitted by Town Administrator

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 King Philip Regional 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 \$5,000 in fiscal year 1998; to take any other action relative thereto.

**ARTICLE 26** 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 \$40,000 during fiscal year 1998; or take any other action relative thereto.

**ARTICLE 27** Submitted by Town Administrator

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 expenses related to the collection of parking ticket violations; said fund to be credited with receipts collected not to exceed \$1,000 in fiscal year 1998 under the direction of the Board of Selectmen; or take any other action relative thereto.

**ARTICLE 28** Submitted by Water Commissioners

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.

**ARTICLE 29** Submitted by Fire Chief

To see if the Town will vote to establish an Ambulance Transportation Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 to be credited with receipts from non-emergency transportation services, and said fund to be expended under the authority of the Fire Chief in an amount not to exceed \$46,400 in fiscal 1998, and raise and appropriate or transfer from any available source of funds a sum of money to pay salaries and expenses in anticipation of reimbursement; or to take any other action relative thereto.

**ARTICLE 30** Submitted by Moderator

To see if the Town will vote to amend the General Bylaws, Article 1, "Town Meeting and Elections", by adding the following new Section 9:

- A. A full-time employee who is a Department Head or who is the designated spokesman of a Department Head may address the Town Meeting prior to any action on any Article which has been sponsored by or directly affects his/her Department notwithstanding his or her domicile or citizenship.
- B. A consultant or other expert retained by a Department, Board, Commission, Committee or elected official may address the Town Meeting prior to any action on any Article related to the services performed by said consultant or other expert notwithstanding his/her domicile or citizenship.
- C. Any appointed Commission, Board or Committee member may address the Town Meeting prior to any action on any Article which has been sponsored by or directly affects his/her Commission, Board or Committee notwithstanding his/her domicile or citizenship.

**ARTICLE 31**

Submitted by Moderator

To see if the Town will vote to amend the general bylaws, Article 1, "Town Meeting and Elections", by adding the following new Section 8:

**SECTION 8.**

- a. When a two-thirds (2/3) vote of town meeting is required by statute, the Moderator shall make a public declaration of the vote and a count need not be taken.
- b. If a vote so declared is immediately questioned by seven (7) or more voters, the Moderator shall verify it by polling the voters.

**ARTICLE 32**

Submitted by Water Commissioners

To determine whether the Town will vote to amend the Zoning Bylaws of the Town as follows:

- 1. Add the following new definition to Section B, "Definition Section".  
  
"WIRELESS COMMUNICATIONS FACILITY" shall mean a facility (with antennas, if any) designed to facilitate the following types of services: cellular telephone service, personal communications service, and extended specialized mobile radioservice.
- 2. Add the following provision as Section 1.7.b **Special Permit Uses by the Zoning Board of Appeals.**

Telecommunications and cellular towers consisting of Wireless Communications Facilities on an existing structure, on property owned by the Town of Norfolk which is in the care, custody, management and control of the Board of Selectmen, the Board of Road Commissioners, or the Water Commissioners.

3. Add the following new Section 1.4.a.16 **Regulation of Wireless Communication Facilities:**

Wireless Communications Facilities. Notwithstanding any language to the contrary in Sections 1.7.a Wireless Communications Facilities (including antennas, if any) may be erected in Town Center District (B-1) upon the issuance of a special permit by the Board of Appeals pursuant to applicable zoning bylaws. As part of any application for said special permit, applicants shall submit, at a minimum, the information required for site plan approval, as set forth in applicable zoning bylaws, as may be amended.

Applicants shall comply with all of the following conditions:

- 1. To the extent feasible, all network interconnections from the Wireless Communications Facility shall be via land lines.
- 2. Existing on-site vegetation shall be preserved to the maximum extent practicable.
- 3. The Wireless Communications Facility shall minimize, to the extent feasible, adverse visual effects on the environment. The Board of Appeals may impose reasonable conditions to ensure this result.
- 4. Traffic associated with the Wireless Communications Facility and accessory facilities shall not adversely affect abutting ways.

The following types of wireless communications towers are exempt from Section 1.7.b:

- a. Amateur radio towers used in accordance with the terms of any amateur radio service license issued by the Federal Communications Commission, provided that (1) the tower is not used or licensed for any commercial purpose, (2) the tower must have a cost of replacement value of less than \$10,000, and (3) the tower must be removed if the use is discontinued for six months, and
- b. Towers used for the purposes set forth in Massachusetts General Laws Chapter 40A, Section 3.

**ARTICLE 33**

Submitted by Petition

To see if the Town will vote to amend the Zoning ByLaw by adding to Section F.9.b.1.c.1. the words "or one freestanding" after the word "wall".

**ARTICLE 34**

Submitted by Town Administrator

To see if the Town will vote to establish a workers compensation claims reserve fund in accordance with the provisions of Massachusetts General Laws, Chapter 40, Sections 13A and 13C; or take any other action relative thereto.

**ARTICLE 35**

Submitted by Planning Board

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 take any other action relative thereto.

**ARTICLE 36**

Submitted by Water Commissioners

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.

**ARTICLE 37**

Submitted by Highway Superintendent

To see if the Town will vote to acquire by donation, purchase or eminent land parcels or easements for the purpose of obtaining a secure and public right of way for the Miller Street bridge construction project, and to raise and appropriate or transfer from any available source of funds for said purpose; or to take any other action relative thereto.

**ARTICLE 38**

Submitted by Board of Selectmen

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

**ARTICLE 39**

Submitted by Board of Selectmen

To see if the Town will vote to accept gifts of land for open space and passive recreational purposes; or take any other action relative thereto.

**ARTICLE 40**

Submitted by Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to accept a land donation for municipal purposes, and exchange surplus municipal land as a means of acquiring ownership of said property; or take any other action relative thereto.

**ARTICLE 41**

Submitted by Water Commissioners

To see what sum of money the Town will raise and appropriate, borrow or transfer from Water Revenues, or other available funds, to acquire by eminent domain additional land off Mill River Road for a watershed and well from Mary U. Mikita, Trustee of Antimur Trust, and James H. Wyllie, and for expenses of taking and registration fees; to apply for and accept any State and Federal grants and reimbursements that become available therewith; or take any other action relative thereto.

**ARTICLE 42**

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 take any other action relative thereto.

**ARTICLE 43**

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 take any other action relative thereto.

**ARTICLE 44**

Submitted by Treasurer

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, 1997 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 take any other action relative thereto.

**ARTICLE 45**

Submitted by Town Administrator

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

**ARTICLE 46**

Submitted by Town Administrator

To see if the Town will vote to raise and appropriate, or transfer from any available source of funds, sums of money to be added to various departmental budgets and appropriations for the fiscal year ending on June 30, 1997; or take any other action relative thereto.

**ARTICLE 47**

Submitted by Advisory Board

To see if the Town will vote to raise and appropriate, transfer from any source of available funds, or otherwise provide for the Stabilization Fund pursuant to Massachusetts General Laws, Chapter 40, Section 5B; or take any other action relative thereto.

Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting. Given under our hands and seal of the Town of Norfolk on the 7th day of April, 1997, AD

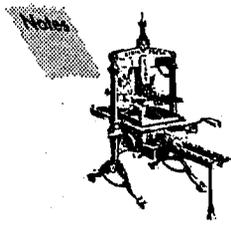
**NORFOLK BOARD OF SELECTMEN**

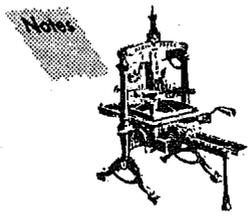
James R. Giebfried, Chairman  
Girard L. St. Amand, Clerk  
John J. Czyzewski, Member

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





**TOWN OF NORFOLK**  
**126th ANNUAL REPORT**  
**YEAR ENDING DECEMBER 1996**

**OUR TOWN**

SETTLED: 1678  
INCORPORATED: 1870  
POPULATION: 9,270  
MCI POPULATION: 2,526  
AREA: 15 Square Miles  
LOCATION: 20 miles south of Boston, 22 miles north of Providence, RI  
BOUNDED BY: Foxboro, Franklin, Medfield, Medway, Millis, Walpole, and Wrentham  
ELEVATION: 220 feet  
VOTERS: 4,788  
TAX RATE: \$15.80 per \$1,000  
VALUATION: \$596,830,748.00  
PROPERTY CLASSIFICATION: 94% Residential  
3% Commercial  
1% Industrial  
2% Personal  
100%  
SINGLE FAMILY DWELLINGS: 2,669  
FORM OF GOVERNMENT: Open Town Meeting, Board of Selectmen  
PAVED ROAD MILES: 75 miles

**AREA HOSPITALS:**

Southwood Community Hospital, Norfolk  
Norwood Hospital, Norwood  
Sturdy Memorial Hospital, Attleborough  
Milford-Whitinsville Regional Hospital, Milford

**CHURCHES:**

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

**LIBRARY:** 139 Main Street, 528-3380

**HOURS OF OPERATION:**

Monday	2 p.m.-8:30 p.m.
Tuesday	10 a.m.-8:30 p.m.
Wednesday	10 a.m.-5 p.m.
Thursday	10 a.m.-8:30 p.m.
Friday	Closed
Saturday	10 a.m.-4 p.m.

**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.

**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. Motor vehicle excise bills and water bills are due thirty days from date of issue.

**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 Reg. Technical School, 9-12  
Norfolk County Agricultural School, 9-12

**TRANSPORTATION:**

MBTA rail service daily to Boston, two taxi cab companies

**SENATORS IN CONGRESS:**

Edward M. Kennedy, JFK Federal Building, Room 409, Government Center, Boston, MA 02203  
Tel. (617) 565-3170

John F. Kerry, Transportation Building, Room 3220, 10 Park Plaza, Boston, MA 02116  
Tel. (617) 565-8519

**REPRESENTATIVE IN CONGRESS:**

Barney Frank — 4th Congressional District  
2404 Rayburn Building, Washington, DC 20515  
District Office — 29 Crafts Street, Newton, MA 02158  
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 237, Boston, MA 02133  
Tel. (617) 722-2305

**COUNTY COMMISSIONERS:**

William P. O'Donnell  
John M. Gillis  
Peter H. Collins  
Tel. (617) 461-6105

**SHERIFF NORFOLK COUNTY:**

John H. Flood  
Tel. (617) 329-3705

**DISTRICT ATTORNEY:**

Jeffrey A. Locke  
Tel (617) 329-5440

## Town Departments

Accountant Department .....	528-5686
Animal Control .....	528-2879
Board of Appeals .....	541-8455
Assessors .....	528-1120
Town Clerk .....	528-1400
Tax Collector .....	520-0058
Conservation Commission .....	541-8455
Council on Aging .....	528-4430
Finance Director .....	528-3152
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 School .....	528-1266
H. Olive Day .....	541-5475
King Philip Regional High School .....	384-1000
King Philip Regional Junior High School .....	541-7324
Tri-County Reg. Vocational High School .....	528-5400
Norfolk County Agricultural School .....	668-0268
Selectmen .....	528-1408
Treasurer .....	541-3984
Veteran's Agent .....	520-7809
Water Department .....	528-1412
 <b>POLICE/FIRE/AMBULANCE EMERGENCY .....</b>	 <b>9-1-1</b>

## NO SCHOOL SIGNALS

**ALL SCHOOLS**  
Fire Whistle blows at 6:30 a.m.

**ELEMENTARY SCHOOLS ONLY**  
Fire Whistle blows at 7:00 a.m.

## TRANSFER STATION HOURS

### TO USE THE RECYCLING/TRANSFER STATION:

You must be a legal resident of Norfolk and must purchase a decal for your vehicle in order to use the Transfer Station.

### RECYCLING/TRANSFER STATION HOURS OF OPERATION

<b>Tuesday:</b>	Summer hours: 4/1-9/30	11:30 a.m.-7:00 p.m.
	Winter hours: 10/1-3/31	11:30 a.m.-5:00 p.m.
<b>Saturday:</b>	8:00 a.m.-4:00 p.m.	

Decals may be purchased at the Transfer Station during normal hours of operation.  
Closed Legal Holidays: If closed Tuesday for Holiday, will open Wednesday.

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.

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