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NORFOLK



1998

TOWN REPORT

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ELECTED OFFICERS

	Term Expires
MODERATOR	
Frank J. Gross	2000
BOARD OF SELECTMEN	
James R. Giebfried	2000
John J. Czyzewski	1999
Joyce E. Terrio	2001
TOWN CLERK	
Alice S. Boschen	1999
BOARD OF ASSESSORS	
John G. Robbins	2000
Fred L. Pfischner	1999
Donna L. Putt	2001
BOARD OF HEALTH	
Dr. Thomas R. Gilbert	2000
Cheryl H. Dunnington	2001
Peter Chipman	1999
LIBRARY TRUSTEES	
Frances M. Holman	2000
Harvey R. Boulay	1999
Kenneth W. Nelson	2001
WATER COMMISSIONERS	
Deborah J. Robbins	2000
Donna L. Putt	1999
Lawrence Kennedy	2001
HOUSING AUTHORITY	
Patricia Lang	2002
Robert G. Boucher	2001
Walter Zagieboylo	2000
Joanne T. Smith	2003
Thomas J. Collins, Jr.	2003
PLANNING BOARD	
Andrea D. Langhauser	2000
Robert E. Nicodemus	1999
Steven G. McClain	1999
Arthur A. Spruch	2001
Francis Fitzpatrick	2001

RECREATION COMMISSION

Deborah K. DeBello	2000
E. Kurt Czarnowski	1999
Thomas F. Terpstra	1999
Barbara Gillis	2001
Joseph Byrne	2001

NORFOLK SCHOOL COMMITTEE

John Spinney	2000
James Lehan	2000
Rita Advani	1999
Lucille V. Bailey	1999
Maureen Howard	2001

KING PHILIP REGIONAL SCHOOL COMMITTEE

George T. Cronin, Jr.	2000
Jane P. Morris	1999
Jonathan Smith	2001

CONSTABLES

E. Christopher Bettencourt	2001
Jeffrey Janes	2001

APPOINTED TOWN OFFICERS

MODERATOR APPOINTMENTS

ADVISORY BOARD

A. Graham Sterling	2000
Norman Gentry	2000
Joyce Terrio, resigned	
Nancy Seitz	2000
James F. Ward	1999
Catherine A. Elder	1999
Glenn R. Beemink	1999
Arthur Warren IV, resigned	
Marc V. Waldman	2001
Edward V. Cannon, Jr.	2001
Kathleen Johnson	2001

PERSONNEL BOARD

Lori J. Hurley	2000
Lawrence E. Corcoran	1999
Allison L. Light	1999
Robert Garrity	2001
Janyce Conklin	2000

BYLAW COMMITTEE

Vida E. Holmes	2000
Elinor H. Pearson	2000
Donald E. Newhall	1999
Alice S. Boschen	1999
George T. Cronin, Jr.	2001

GENERAL GOVERNMENT

**BOARD OF HEALTH
APPOINTMENTS**

BOARD OF HEALTH AGENTS

William R. Domey 1999
Janet M. Prevett 1999
Betsy Fijol 1999
Alice S. Boschen 1999
Bruce A. Simpson 1999

SANITARIAN

Mark Oram 1999

**FINANCE DIRECTOR'S
APPOINTMENTS**

TREASURER/COLLECTOR

David B. Okun

CHIEF 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

Marie Langlais
Ann Ascì
Louisa Zagieboylo, resigned
Bonnie Durand
Patricia Slovacek
Lynn McWilliams, resigned
Jennifer Robinson
Nina Hunt

SCHOOL LIBRARIANS

Diane Balut
Mary Carney

LIBRARY ASSOCIATES-SCHOOL

Bonnie Durand
Elizabeth Lehan
Kathryn Astley

TOWN CLERK APPOINTMENT

ASSISTANT TOWN CLERK

Karen S. Turi

**BOARD OF SELECTMEN
APPOINTMENTS**

TOWN ADMINISTRATOR

Greg L. Balukonis

TOWN COUNSEL

Paul D. Maggioni, retired
George A. Hall, Jr.

**TRI-COUNTY VOCATIONAL TECHNICAL
SCHOOL COMMITTEE**

Ronald E. Janosko

1999

SEALER OF WEIGHTS AND MEASURES

Peter S. Hildebrandt
Robert J. Shannon, Assistant

OFFICER OF VETERAN'S GRAVES

Arthur P. Keenan

**LOCAL INSPECTOR - SHADE TREE
MANAGER AND PEST CONTROL**

Remo R. Vito, Jr.

TREE WARDEN

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

Edward Nolan

E. Christopher Bettencourt

William Davis

SERGEANTS

Paul J. Murphy

David R. McConnell

Jonathan M. Carroll, Sr.

Robert J. Shannon

Police Chaplain Rev. Robert Connor

Police Chaplain Rev. Mark Ferrin

Police Chaplain Rev. Paul Toms

REGULAR POLICE OFFICERS

Alan R. Washkewits

Stephen K. Plympton

David J. Holt

Winslow Karlson, III

Thomas G. Degnim

Timothy P. Heinz

Leo F. Ethier, Jr.

Glen R. Eykel

David J. Eberle

POLICE MATRONS

Helena R. Findlen

Joy Leonard

Janet M. Poirier

Pamela P. Holmes

Sarah J. Hill

Donna M. McGowan

Mary A. Dugdale

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

William F. Kelley

RESERVE POLICE OFFICERS

Louis Droste

Susan Fornaciari

Thomas Heatley, Jr.

William R. McGrath

Donna M. McGowan

DEPUTY CHIEF

Stephen A. Wood

ADMINISTRATIVE ASSISTANT

Helenmarie Diamond, retired

Deborah Carr

LIEUTENANTS

Peter J. Petruchik, EMT/Full-Time FF

Joseph W. Nolan

David C. Holmes, Jr., EMT

Bruce E. Hamlin

POLICE/FIRE COMMUNICATIONS

Joy Leonard

Michael J. LaValley

Janet M. Poirier

Jamie J. Masterson

E. Christopher Bettencourt, part time

Mary A. Dugdale, part time

Helena R. Findlen, part time

Stephen R. Hamlin, part time

Sarah J. Hill, part time

Troy P. Kelley, part time

Donna M. McGowan, part time

Eric VanNess, part time

EMS DIRECTOR

John M. Malaney, III, FF/EMT

FIRE DEPARTMENT PERSONNEL

Bruce E. Belcher, FF

Wayne E. Burton, FF

Richard F. Clancy, Jr., FF/EMT

Peter R. Curran, FF

Norman P. Eykel, FF/EMT, retired

Michael P. Findlen, FF/EMT

Gregory M. Graves, FF

Mark W. Haigh, FF/EMT

Stephen R. Hamlin, FF/EMT

Peter S. Hildebrandt, FF/EMT

Pamela P. Holmes, FF/EMT

David W. Johnston, FF

Douglas E. Johnston, FF/EMT

Mark R. Kantzer, FF/EMT

John F. Kelley, FF/EMT

James F. Leary, Jr., FF

Leo E. MacDonald, FF/EMT

James J. Masterson, FF/EMT

C. Scott Thayer, FF/EMT

SPECIAL POLICE OFFICERS

Albert A. Leverone

Charles E. Ray

J. Williams Meau

William F. Kelley

Harry L. Sanborn, Jr.

George J. Murray

Janet M. Poirier

Joy Leonard

Hilary Penlington

ADMINISTRATIVE ASSISTANT

Patricia A. Bixby, FF/EMT

GENERAL GOVERNMENT

FOREST WARDEN

William F. Kelley, Chief

**HIGHWAY DEPARTMENT
SUPERINTENDENT OF STREETS**

Remo R. Vito, Jr.

HIGHWAY PERSONNEL

Kenneth Salisbury, Foreman
John Haehnel, Asst. Foreman, retired
Kimball Rogers, Mechanic
Thomas Benedetti, Asst. Mechanic
Stephen Daley
Kenneth Cooper
John Patete, resigned
Robert Joyce
Alan F. Washkewits, Jr.
Kenneth Joyce

ADMINISTRATIVE ASSISTANT

Karen Mitnick

TRANSFER STATION

Earle Bercier, Head Monitor, resigned
Jake White
Raymond Mullaney
John Finitsis
Paul Mullaney
Margaret Silletti – Part time Clerk

INSPECTION DEPARTMENT

BUILDING COMMISSIONER

Gerald E. Hughes

LOCAL INSPECTOR/ASST. ZONING OFFICER

David A. Roche

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

Hilary Penlington

ANIMAL CONTROL OFFICER

Hilary Penlington

**EMERGENCY MANAGEMENT
DIRECTOR**

Edward Nolan

DEPUTY DIRECTOR/RADIO OPERATOR

John Nuhibian

FIRE OFFICER

William F. Kelley, Chief

BOARDS-COMMISSIONS-COUNCILS

Authorized by Statute or Bylaw
Appointed by Board of Selectmen

BOARD OF APPEALS – 5 year term

Lisa K. Keating	2002
Bruce A. Simpson	2001
Lorraine M. Sweeney	2000
Linda D. Eckard	1999
John M. Burke	2003

ASSOCIATE MEMBER – 1 year term

Sarah P. Dewey	1999
Brian D. Wolf	1999

ADA COMPLIANCE COMM – 1 year term

Thomas Terpstra	1999
Mary Nuhibian	1999
Barbara Ward	1999
Donna Angelico, resigned	
Greg L. Balukonis, ex-officio	

ARTS COUNCIL – 3 year term

Sandra J. Myatt	2002
Kristen Stashenko	1999
Christina Krouk	1999
Thomas Elder	1999
Katherine Furst	1999
Anne Marie Battistone	1999
Brian Lies	1999

CAPITAL OUTLAY COMMITTEE – 2 year term

William F. Sharkey	1999
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CEMETERY COMMISSION – 3 year term

Frank J. Gross	2000
Paul L. Kozak, Sr.	1999
Robert L. Kirby	1999

GENERAL GOVERNMENT

COMPUTER SYSTEM COMM – 3 year term

David Wildman	2000
David Rosenberg	1999
Richard Olsen	1999
Suzanne Clewley	2001

CONSERVATION COMMISSION – 3 year term

Cynthia C. Andrade	2000
Daniel Crafton	2000
Maryann T. Magner	1999
Allan M. Shaw	1999
Jane M. Dewey	2001
Thomas R. Gilbert	2001
Brian Butler	2001

COUNCIL ON AGING – 3 year term

Patricia Lang	2000
Norman Lenihan, resigned	
Martin Moeckel	2000
Ruth Masison	2000
John Evans	1999
Christine Shaw	1999
Georgia Jones	1999
Priscilla Tsarides	2001
George Clinton	2001
Harriet Fisher	2001
Richard Connors	2001

DESIGN REVIEW BOARD – 3 year term

Donald Seymour, Pl. Bd. appt	2000
Gautam Ghosh, PL. Bd. appt.	2000
Sarojit Malik, Selectmen appt.	1999
John Buchholz, Selectmen appt.	2001
M. Elizabeth Pyne, Hist. appt.	2001

EARTH REMOVAL ADV. COMM – 1 year term

Daniel Crafton, Conservation	1999
Gerald Hughes, Building Comm	1999
Andrea Langhauser, Planning Bd.	1999
Fred L. Pfishner, Assessors	1999
Cheryl Dunnington, Bd. of Health	1999

HISTORICAL COMMISSION – 3 year term

Mary Power	2000
Suzanne Burns	2000
Marie Langlais	2000
Loretta McClellan	1999
M. Elizabeth Pyne	2001
Thelma Ravinski	2001
Marcia Johnston	2001

PERMANENT BUILDING COMM – 3 year term

Winsor Bowden, III	2000
Lawrence Cheever, resigned	
David Jenner, resigned	
Robert P. Lowndes	1999
David Capone	1999
Fred Pfishner	2000
Ernest Alix	2001

REGISTRAR OF VOTERS – 3 year term

Mary Ellen Gattoni – D	2000
Donna Bentley – D	1999
Charles E. Burnett – R	2001
Alice S. Boschen – R	Town Clerk

VETERAN'S SERVICES – 3 year term

Edward Lyons, resigned	
Robert Smith	1999

MBTA ADVISORY BOARD REP. – 1 year term

Greg L. Balukonis	1999
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METROPOLITAN AREA PLANNING COUNCIL REPRESENTATIVE – 3 year term

Francis Fitzpatrick	2000
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SOUTHWEST AREA PLANNING COUNCIL 1 year term

Francis Fitzpatrick	1999
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NORFOLK COUNTY ADVISORY BOARD MEMBER – 1 year term

Jonathan Smith	1999
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BOARDS AND COMMITTEES

Appointed by Board of Selectmen

MIRROR LAKE ADVISORY COMMITTEE

Joseph Gilio	1999
Annette English-Guertin, resigned	
Frank McDonald	1999

ROAD SAFETY COMMITTEE

James R. Giebfried, ex-officio	1999
Charles H. Stone, Jr.	1999
Remo R. Vito, Jr.	1999
Amy Brady	1999
Ruth Masison	1999
Elizabeth Strubeck	1999
Michael P. O'Connell, resigned	
J. David Kennedy	1999

GENERAL GOVERNMENT

ZONING BYLAW STUDY COMMITTEE

Robert Nicodemus, Selectmen	1999
Brian Wolf, Appeal Board	1999
Sarah Dewey, Conservation	1999
Gerald Hughes, Building	1999
Steven McClain, Planning Bd.	1999
Glendon Coulter, Selectmen	1999
Lois Boucher, Board of Health	1999

INSURANCE COMMITTEE

Raymond J. Turano	1999
Bruce Shapiro	1999
Loretta Jacobs	1999

ECONOMIC DEVELOPMENT COMMITTEE

(Apptd. Jointly by Board of Selectmen/Planning Bd.)

Jack Oliveri	1999
V. Philip Briselli	1999
Beverly Panettiere	1999
Anne Marie Battistone	1999
Gary Molino	1999
Wesley Dunnington	1999
Kishore Parwani	1999

CORRECTIONS ADVISORY COMMITTEE

William Perron, resigned	
Lisa Newell	1999
Timothy Ahearn	1999

CABLE ADVISORY COMMITTEE

John McFeeley	1999
Donna Jones	1999
Paula Austin	1999
Michael Keane	1999
Larry Harrington	1999

UNDERGROUND UTILITY COMMITTEE

Remo R. Vito, Jr.	1999
Albert L. Michel	1999
George J. Tamer	1999

TOWN BEAUTIFICATION COMMITTEE

Sally Vesty	1999
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SHARED POLICE AD-HOC ADVISORY COMMITTEE

Thomas J. Collins, Jr.	1999
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PLANNING BOARD ASSOCIATE MEMBER

(Apptd. Jointly by Board of Selectmen/Planning Bd.)

Elizabeth Maitland	1999
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ANNUAL REPORT OF THE BOARD OF SELECTMEN

This report is submitted in accordance with Norfolk By-laws, Article V., Section I 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 of the Town's financial transactions. This is our town report for the period of January 1, 1998, to December 31, 1998.

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 one 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 new Town Hall on Monday evenings at 7:30 p.m. All meetings are open to the public, and we invite any interested persons to attend. Our meetings are also broadcast live on Norfolk Cable. Agendas are posted in the Town Hall 48 hours prior to the meeting. The first ten minutes of each meeting is set aside for a Citizens Open Forum. Citizens interested in being placed on the agenda should contact the Selectmen's Office to make the necessary arrangements. As Selectmen, we also attended, many hearings before other boards and committees transacting town business.

Gerry St. Amand "retired" after serving for several terms. We appreciate Gerry's wisdom and guidance while serving as a member of this Board. Joyce E. Terrio was elected to the Board of Selectmen in May. The Board of Selectmen reorganized by electing John J. Czyzewski as Chairman, and James R. Giebfried as Clerk.

This year, once again, was very busy for the Board of Selectmen and its staff. In May, the town offices and departments moved into the new Town Hall. Although completion of the Town Hall project had been delayed, finally concluding a process that began many years ago. A tremendous amount of effort went into our new Town Hall, and we are truly grateful for the support of the many volunteers, employees, and citizens who helped bring this to reality. On September 19, 1998, the Selectmen dedicated the new Town Hall in a day-long ceremony attended by past and present town officials, town employees, state and local dignitaries, as well as the citizens of the Town of Norfolk. Our thanks to all who made this dedication a success.

The Board of Selectmen supported a proposal to construct a Senior Center on Medway Branch. This project had been in the planning stages for approximately two (2) years. Norfolk's efforts to secure state grant funds for a Senior Center were rejected for a second year in a row. In December, voters approved a \$550,000 capital expenditure exclusion. The Board looks forward to seeing construction of the Senior Center well underway by the end of 1999.

Due to the efforts of Norfolk's Conservation Commission and Open Space Committee, we successfully acquired the former Lind Farm property off Marshall Street. A \$223,000 state grant was received to offset the cost of acquiring the Lind property. The Selectmen are pleased that such a valuable natural resource will be protected for future generations of Norfolk residents.

The Board of Selectmen remained active in the ongoing situation involving Caritas-Southwood Hospital. Sadly, essential medical services were reduced over the objections of this Board, and many citizens. It appears the Hospital will continue to provide some level of service, however, at a lower level than we expected as recently as last year.

Closure was reached on the construction of a new sewer line serving the Department of Corrections institutions. The needed sewer line was constructed to avoid future environmental disasters as we previously experienced in the Highland Lake area.

Norfolk and Franklin officials engaged in discussions concerning drainage discharges in the area of a proposed municipal well field. Town Counsel was authorized to commence legal action in order to protect our water resources. No solution had been reached by the end of 1998.

Contract negotiations with the newly created Norfolk Highway Department Employees Association, Local 301, commenced in April. We were pleased to report ratification of the contract at the Fall Town Meeting. The wage increases represent a fair settlement for both the Town and Union.

The Selectmen would like to acknowledge those individuals who left positions with the Town over the past year. John Haehnel retired from the Highway Department after many years of dedicated service. Paul Maggioni retired as Norfolk's Town Counsel. Paul provided outstanding legal assistance to many volunteer board and committee members during his 17 year tenure.

In July, we appointed George A. Hall, Jr., from the law firm of Anderson & Kreiger to serve as our new Town Counsel. We also welcomed Jim Lafave as our new Information Technology Coordinator. Jim's position is shared with the School Department.

GENERAL GOVERNMENT

As 1998 concluded, there remained several outstanding issues of special interest. No decision was made on upgrading the Town's computer system. This matter was still under study by the Computer Systems Committee. Work on the Pond Street Recreation Complex was delayed. It is expected that construction activities will begin in early 1999. The Cable Advisory Committee continued contract negotiations for renewal of Norfolk's cable television franchise license which expires in October, 1999.

Considerable time was dedicated to budget development and financial planning. A Financial Planning Committee met regularly to review revenue and expenditure forecasts. The Board of Selectmen and Town Administrator served on this committee. A balanced budget recommendation was prepared by the Town Administrator and Finance Director. For the third consecutive year, budget proposals were first submitted to, and reviewed by staff. We believe this process continues to serve the Town well, given the growing complexity of Norfolk's operating and capital budgets.

We would like to acknowledge the efforts of our staff, Greg L. Balukonis, Marian Harrington, and Cindi Coombs 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. We, the Board of Selectmen, truly appreciate the dedication of all of you who make Norfolk the special place that it is.

Respectfully submitted,

BOARD OF SELECTMEN
John J. Czyzewski, Chairman
James R. Giebfried, Clerk
Joyce E. Terrio, Member

1998 ANNUAL REPORT OF THE TOWN CLERK

Due to illness, the Town Clerk's report for 1998 is incomplete. We are sorry for the inconvenience.

In 1998 the Town Clerk supervised six elections -- three Special Elections (January 15, 1998, July 8, 1998 and December 29, 1998), the Annual Election, the State Primary and the State Election.

There were two Town Meetings in 1998. The Town Clerk is responsible for taking the Minutes and performing all the necessary follow-up procedures. The Warrant for the Annual Town Meeting contained 43 articles, and the Fall Town Meeting Warrant contained 39 articles. Several bylaw changes were passed which required lengthy and detailed procedure for submission to the Attorney General's Office for his approval.

The Town Clerk's Office is responsible for the issuance of several types of licenses; such as Sporting and Fishing licenses and dog licenses. Also, the office receives certain types of filings, such as UCC filings and pole location filings for which we collect fees. All fees generated by the Town Clerk's Office are 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 Norfolk does have a dog control bylaw. Copies of the bylaw are available in the Town Clerk's Office.

VITAL STATISTICS

Total Births	144
Total Deaths	128
Total Marriages	35
Intentions filed	39

Respectfully submitted,

Alice S. Boschen
Town Clerk

**SPECIAL ELECTION
THURSDAY, JANUARY 15, 1998**

Pursuant to the duly posted Warrant for a 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 Thursday, January 15, 1998.

The polls were open from 7:00 a.m. to 8:00 p.m. A total of 1,249 voters (30% of those eligible) cast their ballots, with the following result:

Question 1

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 design, construct, and furnish an eight (8) room addition to the H. Olive Day School?

YES	750
NO	499
TOTAL	1249

**ANNUAL TOWN ELECTION
MAY 5, 1998**

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 5, 1998 to act upon Article 1, the Annual Town 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 along with a voting list.

The polls were closed at 8:00 p.m. A total of 703 voters (13% of those eligible) cast their ballots with the following results:

Moderator for One Year

Frank J. Gross*	614
Blanks	87
Write-Ins	2

Selectmen for Three Years

Joyce E. Terrio*	547
Blanks	149
Write-Ins	7

Assessor for Three Years

Donna L. Putt*	531
Blanks	170
Write-Ins	2

Board of Health Member for Three Years

Alan W. Chapski	166
Cheryl H. Dunnington*	313
Craig F. Sonsire	123
Blanks	100
Write-Ins	1

**Board of Health Member
Unexpired Term One Year**

Peter S. Chipman*	516
Blanks	185
Write-Ins	2

Library Trustee for Three Years

Kenneth W. Nelson*	523
Blanks	179
Write-Ins	1

Water Commissioner for Three Years

Lawrence J. Kennedy*	501
Blanks	202
Write-Ins	0

Planning Board Member for Three Years

Arthur Spruch	396
Francis A. Fitzpatrick*	459
Blanks	547
Write-Ins	4

Recreation Commissioner for Three Years

Barbara A. Gillis*	360
Eugene J. Orsogna	288
Joseph Byrne*	433
Blanks	324
Write-Ins	1

**Norfolk School Committee Member
for Three Years**

Maureen D. Howard*	551
Blanks	149
Write-Ins	3

GENERAL GOVERNMENT

Housing Authority Member for Five Years

Matthew D. Capofreddi	152
Thomas J. Collins*	374
Blanks	174
Write-Ins	3

Constable for Three Years

E. Christopher Bettencourt*	483
Robert L. Smith	285
Jeffrey D. Janes*	337
Blanks	300
Write-Ins	1

Pursuant to the duly posted and distributed Warrant for a 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 Tuesday, July 7, 1998.

The polls were open from 7:00 a.m. to 8:00 p.m. A total of 1028 voters (19% of those eligible) cast their ballots with the following results:

Question 1

Shall the Town of Norfolk be allowed to assess an additional \$320,000 in real estate and personal property taxes for the purposes of purchasing 62 acres of land off Marshall Street to be managed and controlled by the Conservation Commission for the fiscal year beginning July first, nineteen hundred and ninety-eight?

YES	778
NO	250
TOTAL	1028

**STATE PRIMARY ELECTION
TUESDAY, SEPTEMBER 15, 1998**

Pursuant to the duly posted and distributed Warrant for a State Primary Election, the inhabitants of Precincts 1, 2 and 3 of the Town of Norfolk, qualified to vote, assembled in MacBride Auditorium in the Freeman Centennial Elementary School on Tuesday, September 15, 1998.

The polls were open from 7:00 a.m. to 8:00 p.m. A total of 1385 voters (30% of those eligible) cast their ballots, with the following results:

REPUBLICAN BALLOT

GOVERNOR

Argeo Paul Cellucci	342
Joseph D. Malone	265
Blanks	8
Write-Ins	1

LIEUTENANT GOVERNOR

Janet E. Jeghelian	281
Jane Maria Swift	272
Blanks	63

ATTORNEY GENERAL

Brad Bailey	421
Blanks	189
Write-Ins	6

SECRETARY OF STATE

Dale C. Jenkins, Jr.	404
Blanks	208
Write-Ins	4

TREASURER

Robert A. Maginn	403
Blanks	211
Write-Ins	2

AUDITOR

Michael T. Duffy	392
Blanks	222
Write-Ins	2

REPRESENTATIVE IN CONGRESS

Blanks	568
Write-Ins	48

COUNCILLOR

Blanks	593
Write-Ins	23

SENATOR IN GENERAL COURT

Robert J. Reardon	395
Blanks	219
Write-Ins	2

REPRESENTATIVE IN GENERAL COURT

Scott P. Brown	453
Blanks	161
Write-Ins	2

DISTRICT ATTORNEY

Jeffrey A. Locke	446
Blanks	168
Write-Ins	2

SHERIFF

Jack Flood	433
Blanks	181
Write-Ins	2

COUNTY COMMISSIONER

Robert D. Hall, Jr.	400
Blanks	215
Write-Ins	1

DEMOCRATIC BALLOT

GOVERNOR

Brian J. Connelly	113
L. Scott Harshbarger	364
Patricia McGovern	247
Blanks	43
Write-Ins	2

LIEUTENANT GOVERNOR

Dorothy A. Kelly Gay	252
Warren E. Tolman	333
Blanks	183
Write-Ins	

ATTORNEY GENERAL

Lois G. Pines	315
Thomas F. Reilly	414
Blanks	50

SECRETARY OF STATE

William Francis Galvin	521
Blanks	245
Write-Ins	3

TREASURER

Shannon P. O'Brien	498
Blanks	269
Write-Ins	2

AUDITOR

A. Joseph DeNucci	404
Blanks	263
Write-Ins	2

REPRESENTATIVE IN CONGRESS

Barney Frank	561
Blanks	199
Write-Ins	9

COUNCILLOR

Kelly A. Timilty	460
Blanks	308
Write-Ins	1

SENATOR IN GENERAL COURT

Cheryl Jacques	577
Blanks	186
Write-Ins	6

REPRESENTATIVE IN GENERAL COURT

Adeline Bee	551
Elizabeth R. Nashawaty	64
John D. Vozzella	75
Blanks	50
Write-Ins	29

DISTRICT ATTORNEY

John J. Corrigan	89
William R. Keating	263
William P. O'Donnell	296
Blanks	121

SHERIFF

Michael G. Bellotti	499
Blanks	266
Write-Ins	4

COUNTY COMMISSIONER

Peter H. Collins	311
John W. Fallon, Jr.	187
Blanks	239
Write-Ins	2

STATE ELECTION

TUESDAY, NOVEMBER 3, 1998

Pursuant to the duly posted and distributed Warrant for a State Election, the inhabitants of Precincts 1, 2, and 3 of the Town of Norfolk, qualified to vote, assembled in MacBride Auditorium in the Freeman Centennial Elementary School on Tuesday, November 3, 1998.

The polls were open from 7:00 a.m. to 8:00 p.m. A total of 3285 voters (53% of those eligible) cast their ballots, with the following results:

GOVERNOR AND LIEUTENANT GOVERNOR

Cellucci and Swift	2021
Harshbarger and Tolman	1177
Cook and Isreal	42
Blanks	40
Write-Ins	5

ATTORNEY GENERAL

Brad Bailey	1307
Thomas F. Reilly	1819
Blanks	157
Write-Ins	2

GENERAL GOVERNMENT

SECRETARY OF STATE

William Francis Galvin	1837
Dale D. Jenkins, Jr.	1090
David L. Atkinson	126
Blanks	237
Write-Ins	1

TREASURER

Bob Maginn	1559
Shannon P. O'Brien	1403
Merton B. Baker	82
Blanks	239
Write-Ins	2

AUDITOR

A. Joseph DeNucci	1591
Michael T. Duffy	1277
Carla A. Howell	169
Blanks	247
Write-Ins	1

REPRESENTATIVE IN CONGRESS

Barney Frank	2816
Blanks	1097
Write-Ins	112

COUNCILLOR

Kelly A. Timilty	1902
Blanks	1341
Write-Ins	42

SENATOR IN GENERAL COURT

Cheryl Jacques	1930
Robert J. Reardon	1224
Blanks	129
Write-Ins	2

REPRESENTATIVE IN GENERAL COURT

Adeline Bee	1478
Scott P. Brown	1689
Robert D. Finneran	53
Blanks	64
Write-Ins	1

DISTRICT ATTORNEY

William R. Keating	1242
Jeffrey A. Locke	1882
Blanks	159
Write-Ins	2

SHERIFF

Michael G. Bellotti	1356
Jack Flood	1550
Lawrence C. Mackin	230
Blanks	2

COUNTY COMMISSIONER

Peter H. Collins	1363
Robert D. Hall, Jr.	1440
Blanks	478
Write-Ins	4

**QUESTION 1
PROPOSED AMENDMENT TO
THE CONSTITUTION**

Do you approve of the adoption of an amendment to the constitution summarized below, which was approved by the General Court in joint sessions of the two houses on July 29, 1996 (yeas 127 - nays 65); and again on June 9, 1998 (yeas 149 - nays 41)?

SUMMARY

This proposed constitutional amendment would prohibit the state Legislature from changing the base compensation received by members of the Legislature as of January 1, 1996. As of the first Wednesday in January of 2001, and every second year thereafter, the base compensation would be increased or decreased at the same rate as increases or decreases in the median household income for the Commonwealth for the preceding two year period, as ascertained by the Governor.

A YES VOTE would prohibit state legislators from changing their base pay according to changes in median household income.

A NO VOTE would make no change in the method for setting legislator's base pay.

YES	2180
NO	898
BLANKS	204

**QUESTION 2
LAW PROPOSED BY
INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 6, 1998?

SUMMARY

This proposed law would create a new voluntary system allowing candidates for state office who agree to campaign spending limits and \$100 contribution limits to receive a set amount of public funds for their campaigns, starting with the 2002 election. The proposed law would also limit transfers of money from national political parties to state political parties for administrative, overhead, or party-building activities. It would also require candidates for state office who had raised or spent at least a set minimum amount in an election cycle to file their required campaign finance reports with the state electronically, and the public would have prompt electronic access to such reports.

The new funding system would replace the existing system of limited public financing of campaigns for statewide office. To participate in the new system, a candidate would have to raise a minimum number of contributions from registered voters in the relevant district, as follows: Governor, 6000; Lt. Governor, Attorney General or Treasurer, 3000; Secretary of State or Auditor, 2000; Executive Councillor, 400; State Senator, 450; State Representative, 200. Such contributions would have to be between \$5 and \$100 and be collected during a limited period; for statewide candidates beginning on August 1 of the year before the election, for other candidates beginning on January 1 of the election year, and for all candidates ending on the last day to file nomination papers with the Secretary of State. For any election, a participating candidate could not accept contributions of more than \$100 from any person or political committee and could not raise or spend any money other than these contributions and public funds.

Candidates meeting all of these requirements would, subject to appropriation by the Legislature, receive public funding in the primary and general elections. This would come from a new State Clean Elections Fund, consisting of amounts voluntarily contributed through the checkoff on the state income tax return, any amounts appropriated by the Legislature, and any money in the existing state election campaign fund.

A participating candidate running unopposed would receive only half the listed amount of public funds and could spend correspondingly less than a candidate with an opponent. All funds could be spent only for campaign purposes. Any unspent public funds from a primary or general election would have to be returned after that election. A participating candidate who violated the contribution or spending limits would have to return all public funds, become ineligible for further funds, and in some cases pay fines.

Candidates who do not accept public funds would have to report any spending in excess of the limit shown above and could be fined for failing to do so. If such a non participating candidate spent more than the limit, participating candidates in that

race would immediately receive and could spend, public "matching funds" equal to the amount of the excess spending. The total amount of public funding (including matching funds) a candidate could receive would be limited to twice the spending limit for that race. During the general election campaign, running mates for Governor and Lt. Governor would be treated as teams in order to determine the distribution of any matching funds.

An individual or political committee's total in-kind contributions (such as good and some services) to a participating candidate would be limited to \$500 per election. Higher limits would govern political parties' in-kind contributions. Participating candidates could not accept more than a set amount in such contributions, ranging from \$3,000 per election for Representative up to \$35,000 per election for Representative up to \$35,000 for Governor.

The expenditure, contribution, and public funding limits would be adjusted every two years for inflation. A special commission (including elected officials and private citizens) would be set up to meet every two years to review the system and recommend any needed changes. The state Director of Campaign Finance could issue regulations to interpret and enforce the proposed law.

The proposed law states that if any of its parts were declared invalid, the rest of the law would stay in effect.

A YES VOTE would change the laws governing public financing of campaigns.

A NO VOTE would make no change in the laws governing public financing of campaigns.

YES	1966
NO	1042
BLANKS	277

QUESTION 3

LAW PROPOSED BY AN INITIATIVE PETITION

Do you approve of a law summarized below, *on which no vote was taken by the Senate or the House of Representatives before May 6, 1998?*

SUMMARY

This proposed law would change the state income tax rate on interest and dividend income, which was 12% as of September 1997, to whatever rate applies to Part B taxable income (such as wages and salaries), which was 5.95% as of September 1997. The change would take effect starting in tax year 2000.

A YES VOTE would reduce the state tax rate for interest and dividend income.

GENERAL GOVERNMENT

A NO VOTE would make no change in the current state tax rate for interest and dividend income.

YES	2643
NO	411
BLANKS	23

QUESTION 4 REFERENDUM ON AN EXISTING LAW

Do you approve of a law summarized below, which was approved by the House of Representatives on November 19, 1997 by a vote of 124 to 30, approved by the Senate on November 19, 1997 by a vote of 32 to 6?

SUMMARY

The law changes the state's electric utility industry. Starting in March 1998, instead of buying power from the utility that owns the power lines, customers may choose to buy power from separate generating companies competing with each other to sell power to be delivered by the existing utility. Customers not choosing a new competing generating company will be provided power by their existing utility under a transition rate for 7 years, starting from a rate 10% less than 1997 rates. By September 1999, rates for such customers must be further reduced from 1997 rates (adjusted for inflation) by 5%. Subject to restrictions in the law, rates paid by such customers may be adjusted up or down if approved by the new state Department of Telecommunications and Energy (DTE).

The law lets a utility recover, from customers, previously incurred costs related to generating plants and contracts that have become uneconomical under competition. Utilities must first reduce such "transition costs" in all reasonable ways, which may include selling non-nuclear generating plants. DTE must approve such sales and the utilities way of financing transition costs, and DTE may limit which costs may be charged to customers. Public agencies may arrange the sale of special bonds to help a utility finance transition costs to provide savings to customers.

Utilities claiming they cannot offer the required rate reductions must work with DTE to find all possible ways to do so. State tax revenues related to sales of power plants may be used, if found necessary by DTE and subject to legislative appropriation, to ensure that utilities provide the 15% rate reduction. Utilities must maintain discounts for low-income customers.

DTE must issue consumer protection and related regulations related to energy sales, and the law lets the state Attorney General enforce consumer protection laws and regulations against energy companies. To maintain reliability, DTE must set performance-based rates and services quality standards for electric and gas utilities. Utilities failing to meet the standards may be fined up to 2% of their annual revenues.

Such utilities will not be allowed to cut staff levels unless either the relevant unions agree or DTE finds that the cuts will not lead to substandard service. Utility employees who are laid off due to the law will, if eligible for unemployment benefits, also be eligible for reemployment assistance benefits. If a generating plant loses value due to the law, the responsible company must pay the affected city or town until 2009 to offset lost property tax revenue. Cities and towns may set up power purchasing cooperatives for local customers. Business and other organizations may also set up cooperatives. A municipal lighting plant that chooses to sell power outside its own service area must compete with other generating companies within its service area.

The law requires electric utilities to continue energy efficiency and demand management programs until 2003 and directs DTE to ensure that such programs are cost effective. The law imposes a charge on electricity consumers to promote renewable energy projects and to help cities and towns pay to add pollution control equipment to existing trash-to-energy plants. By 2003, power suppliers must provide an annually increasing percentage of power from new renewable sources, and fossil-fuel power plants must start to meet efficiency standards limiting pollution. The law ends the requirement that the state find a need for a proposed power plant but preserves environmental reviews.

The law changes the State Department of Public Utilities to the new DTE, controlled by a 5-member commission with expertise on specified issues. The law gives the state Division of Energy Resources new duties related to energy restructuring, such as educating consumers and helping cities and towns.

A YES VOTE would continue the new law changing the electric utility industry.

A NO VOTE would undo these changes in the electric utility industry.

YES	2216
NO	894
BLANKS	175

SPECIAL ELECTION TUESDAY, DECEMBER 29, 1998

Pursuant to the duly posted and distributed Warrant for a 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 Tuesday, December 29, 1998

The polls were open from 7:00 a.m. to 8:00 p.m. A total of 515 voters (less than 10% of those eligible) cast their ballots, with the following result:

QUESTION 1

TOWN COUNSEL

Shall the Town of Norfolk be allowed to assess an additional \$550,000 in Real Estate and Personal Property taxes for the purpose of designing, constructing, and furnishing a Senior Center, including costs incidental thereto, on Medway Branch located on Assessors' Map 15, Block 32, Lot 28, for the fiscal year beginning on July first, Nineteen Hundred and Ninety-Eight.

YES	286
NO	229
TOTAL	515

In July, 1998, the undersigned was appointed to the position of Town Counsel in the wake of the retirement of Paul Maggioni, who served the Town with distinction for twenty years. (My law firm, Anderson & Kreiger LLP, previously represented the Town in connection with the proposed MWRA residuals disposal facility at MCI Cedar Junction). The latter part of 1998 was therefore a period of transition, as we have worked to become familiar with the needs and concerns of the Town and its boards and departments.

At the time of Mr. Maggioni's retirement, two cases were winding to a conclusion in the Appeals Court, and one, *Rogers v. Board of Appeals*, was decided by the Superior Court. The Town has chosen to appeal the latter decision. There were four pending Superior Court cases, and one administrative appeal pending at the Department of Environmental Protection. For the most part, these involve appeals from decisions made by the Town boards which regulate land use. There are also some remaining issues in dispute between the Town and the general contractor for the new Town Hall, which we are attempting to resolve without litigation.

Outside the courts, we have successfully guided the Board of Health through the process of engaging its consultant under the state laws governing the procurement of such services, concluded the acquisition of the "Lind Farm" parcel, and rendered numerous formal and informal opinions concerning various development projects under way within the Town. We look forward to helping the Town achieve its objectives in the coming years.

Respectfully submitted,

George A. Hall, Jr.
Anderson & Kreiger LLP

ANNUAL REPORT OF THE SOUTHEASTERN REGIONAL SERVICES GROUP

1998 was a productive year for the Southeastern Regional Services Group (SERSG). A major project involving SERSG Highway Superintendents, the Bay State Gas Company and the Regional Administrator resulted in the production of a model street opening by-law. This model has been adopted by the Town Meetings in six SERSG municipalities so far. By adopting this by-law, these communities will ensure that those who excavate in the public ways will restore the public way to as good a condition as it was in prior to the street opening.

SERSG conducted a number of cooperative procurements for its member municipalities and once again significant savings were realized. All 17 members participated in the Spring DPW supplies IFB.

The Regional Administrator was invited this past year to speak to a number of other municipalities that are considering forming a similar organization to SERSG. Addresses were made to the Minutemen Advisory Group on Interlocal Coordination (MAGIC), Worcester Area Regional Education Project, North Shore Regional Managers, South Shore Coalition, and the Plymouth County WaterWorks Association.

SERSG hosted both a Fall and Spring Academic Luncheon and a Spring Legislative Breakfast. SERSG put forward legislation that it thinks is needed to protect local governments regarding road restoration and the siting of cellular towers. Several of our state Representatives and Senators have agreed to cosponsor this legislation.

As the year comes to a close, SERSG remains committed to its mission of providing services to its members so that savings in dollars as well as time and effort can be realized. We look forward to new and additional opportunities to serve your community in the upcoming year.

Catherine Salisbury,
SERSG Regional Administrator

CABLE ADVISORY COMMITTEE

The Cable Advisory Committee is currently in negotiations with Time Warner Cable to renew the cable franchise agreement. The current franchise expires on October 2 of this year.

As subscribers may be aware, Time Warner Cable and Mediaone have entered into an agreement to exchange systems owned by Time Warner in Eastern Massachusetts and New Hampshire with systems owned by Mediaone in Ohio as an ongoing process of consolidation of systems.

The transfer of ownership will not have any effect on the franchise renewal process as the current license will have expired before the transfer takes place. However, residents can expect to be notified of a public hearing in regards to the town's consent to the transfer of the license to Mediaone, which is a requirement under state law.

In addition to its negotiation activities the CAC has acted for the subscribers to reduce fees charged by Time Warner Cable. Members submitted a complaint to the state that was referred to the FCC, which resulted in a rate reduction saving subscribers \$0.76 each month.

Respectfully submitted,

Cable Advisory Committee

POLICE DEPARTMENT

The 1998 Police Department activities report is my fifth as Chief of Police of the Norfolk Police Department. The Norfolk Police Department recognizes the continued support of the taxpayers that allows us to achieve the resources of personnel and equipment that make Norfolk one of the safest communities to live in.

I am proud of the dedication of all the members of the Norfolk Police Department in providing the quality of service that is desired by our community. This department will continue to make every effort to provide the level of services that you expect and deserve. We will continue to investigate the use of Federal, State and County Grants for both personnel and equipment in order to achieve these resources in the most cost-effective manner. Grant awards require the town to match the award with a sum of money that is sometimes difficult to achieve. The department will continue in its pursuit of grants applicable to the needs of the Town of Norfolk and the Norfolk Police Department.

The Norfolk Police Department will continue to be proactive in our programming including D.A.R.E., Safe and Sober, Community Oriented Policing, and traffic enforcement initiatives. We will continue our Zero Tolerance Policy in dealing with underage drinking that includes enforcement initiatives involving those businesses that hold liquor licenses and individuals who are under the age of 21 and are caught drinking.

The department hired Norfolk resident Deborah Carr as Administrative Assistant to the Chief of Police during the first week of January 1998. Deborah Carr was hired to replace Helenmarie Diamond who had previously held that position since 1985 until her retirement in June of 1998. The Linsky murder trials came to an end in early 1998 and resulted in the conviction of all 12 people who were charged with crimes that resulted in the murder of Jason Linsky of Foxboro. David Eberle was rehired in July of 1998 using a COPS FAST Grant and brought the number of officers in our department back up to 15 after losing 3 officers in 1996. The department participated in a mock train derailment training exercise in Walpole that allowed many of our officers to experience the confusion and difficulty of providing care to the injured during such a disaster. Police Departments across Massachusetts are grappling with the Firearms Laws that went into effect on October 21, 1998 that will affect many of our residents during the next year. We ask for your patience during this period of transition as a result of the additional paperwork requirements that have slowed down the processing of applications for License to Carry Firearms and Firearm Identification Cards. The department installed laptop computers in three of our cruisers as a result of our participation with the Western Norfolk County Law Enforcement Consortium in preparing a C.O.P.S.M.O.R.E. grant application.

We want to thank Officer Stephen K. Plympton for his continued efforts and dedication to 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 has given them the many of the tools needed to make the correct decisions in life. We want to thank the taxpayers for providing the resources for personnel that were necessary to maintain Steve's presence at the schools for another year. We recognize as do you the taxpayers that the D.A.R.E. Program is a partnership between the Norfolk Police Department, the parents and their children that will help everyone achieve a long, happy and fulfilling life, and we are dedicated to achieving that result with your help.

Respectfully submitted,

Charles H. Stone Jr.
Chief of Police

REPORT OF THE POLICE DEPARTMENT

I hereby submit my fifth annual report of the activities of the Police Department for 1998.

	1996	1997	1998
CRIMES			
Murder	1	0	0
Robbery	0	0	0
Forcible Rape	0	1	0
Aggravated Assault	69	4	0
Burglary (B & E)	9	13	10
Motor Vehicle (B & E)	2	2	8
Larceny	51	46	41
Motor Vehicle Theft	5	0	3
Kidnapping	0	0	0
Fraud	2	2	6
Assault & Battery	13	7	9
Arson & Bombing	0	3	0
Forgery/Counterfeiting	2	2	0
Receiving Stolen Prop.	0	3	3
Vandalism	101	93	126
Sexual Assault	3	2	0
Drug Law Violations	27	22	9
Oper. Under Influence	51	37	19
Viol. Liquor Laws	5	13	4
General Offenses	131	108	118
Trespassing	36	51	65
Attempted B & E	8	8	6
Threats	13	19	17
Harassment	27	29	34
Disorderly Conduct	13	7	7
ARRESTS			
Arrests	193	128	57
Prot. Custody	53	30	25

PUBLIC SAFETY

MEDICAL/EMERGENCY

Ambulance Assists	267	261	282
Sudden Deaths	3	5	3
Suicide Attempted	3	3	3

TRAFFIC ACCIDENTS

MVA Pers. Injury	31	24	21
MVA Prop. Damage	127	123	119
MVA Fatal	1	0	0

TRAFFIC SERVICES

Written Cites	647	438	409
Written Warnings	696	785	445
Verbal Warnings	1,269	706	521
Parking Viol.	62	38	116

MISCELLANEOUS

Missing Person	24	30	27
Missing Property (lost & found)	31	34	62
Disturbance (general & gathering)	139	171	208
Domestic Disturbance	89	66	61
Annoying Phone Calls	35	16	17
Suspicious Activity	288	250	395
General Services	668	679	1582
Stolen Prop. Recovered	8	4	3
Stolen Veh. Recovered	2	3	4
911 Investigations (includes silent, abandoned and hang-ups)	57	72	110
Bldg. Checks (open)	53	42	102
Animal Complaint	82	79	105
Assist/Lockout	98	104	128
Burglar Alarms	429	385	413
Fire Dept. Assist	185	177	191
Assist other Dept.	73	89	111

DETECTIVE DIVISION

The Norfolk Police Detective Division for 1998 consisted of Detective Ethier full time and Detective Eykel part time. Detective Eykel has recently returned part time due to a grant that Chief Stone received.

The remaining murder trials of Jason Linsky ended in the early part of 1998. All persons charged (12) were found guilty either by jury trial or plea bargains. Again many thanks to Sergeant Carroll, Norfolk County District Attorney Office, and all the Norfolk Officers involved.

The Detective Division also works with the Norfolk County anti-crime task force and attend monthly meetings to exchange information. We have also worked with the Norfolk County D.A.'s Sexual Assault Unit on several reported sexual assaults.

Detectives have recently started attending Norfolk Council on Aging meetings. We hope to alert our seniors on scams and ways not to become victims. We will be scheduling monthly meetings with them.

Detective Ethier has worked with Officer Plympton and his D.A.R.E. program. This was started several years ago and has been received very well by the students. The program lets the students see what drugs are coming into Norfolk, and what they might be packaged in. Alcohol and dangerous weapons are talked about.

The detective division conducted several alcohol stings on the liquor establishments in town.

We would like to thank Chief Stone and the men and women of the Norfolk Police Department for their continued support and dedication to our efforts. We also want to thank the citizens of Norfolk for their support and assistance.

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 life support by Norfolk FF/EMTs with advanced life support provided by the area hospitals that is directed toward 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 including planning ahead for apparatus replacement.
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 department 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. As the roles and responsibilities remain the same year after year for the Fire Department, it continues to be a challenge to ensure that the new standards and codes are complied with to ensure the safety of the residents and that the firefighters are protected to the best of our ability while working in a truly hostile environment.

1998

As another year has come to an end, I look forward to submitting my annual report to you so that you may review the activities of the Fire Department to understand how your tax dollars are being spent. If you have any questions on this report or any fire prevention issues, please feel free to call the station.

Services provided by the Fire Department showed a slight decrease from the previous year. The Fire Department responded to 469 requests for emergency medical services in 1998. Emergency fire incidents totaled 363 in 1998. Although the total re-

sponses decreased, the estimated fire loss increased to \$508,500.00 in 1998. More importantly, these losses occurred without loss of life or serious injury to civilians or firefighters.

The Fire Department employs twenty-seven firefighters; three full time employees who include the Fire Chief, a Lieutenant/EMT, and a Firefighter/EMT with an additional twenty-four "on-call" personnel. The full time personnel are on duty at the station Monday through Friday from 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 an average response time of three minutes from the time the call is received. Incidents on weeknights and weekends are responded to by "on-call" personnel with an average response time of eight minutes.

Fire personnel are a highly dedicated and well-trained group of people. Unless you are involved, it is hard to imagine the amount of time and commitment that is needed to carry out the responsibilities. This time is over and above their full time jobs, family commitments, and as in many cases, with both spouses working full time jobs.

Not too many years ago, employment in the Fire Department was considered doing community service for the town. With all the training, complying with codes and standards, it has become a complex responsibility to insure that public safety is handled well with limited resources. Presently, Firefighter/EMTs are being asked to commit to approximately sixty hours per month for ambulance standby, training and responding to emergency calls. I feel that the town needs to take measures to decrease the demands on personnel which could be accomplished by adding a second full time shift.

In December, the department took delivery of a new Ambulance/Rescue. This vehicle is state of the art with sufficient room for EMTs to work on patients with ample space for life saving equipment without exceeding weight restrictions established by the state.

The members of 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 and trust. Last, and certainly not least, I thank all of the dedicated men and women of the Norfolk Fire Department for their commitment to provide professional services to the citizens of Norfolk.

Respectfully submitted,

Fire Chief William F. Kelley

Deputy Chief Stephen A. Wood & Lt. Peter J. Petruchik,
Training Officers

Fire Prevention Program

FF/EMT John F. Kelley, S.A.F.E. Instructor

The function of the Training Division is to develop and deliver training programs to the department personnel in an attempt to prepare firefighters for a wide variety of incidents which may occur. 1998 was our most active year ever in terms of training with well over 2500 total hours spent by firefighters in this important area.

Additionally, a recruit training program was held which had each of the four new firefighters participating in well over 100 hours each of basic firefighting training. With funds appropriated to purchase technical rescue equipment, a technical rescue team was formed and training was initiated. This diverse area includes high & low angle rescue and confined space rescue. Six live fire training exercises were held this past year in buildings scheduled for demolition. Our department has become recognized as one of the best trained in the area due to these invaluable drills we hold every year. Fire Department from Wrentham, Millis, Medfield, Walpole and Plainville also participated in these live fire training exercises.

In February, Lt. Peter Petruchik in cooperation with Caritas-Southwood Hospital coordinated a multiple agency table-top mass casualty exercise which was held at Caritas-Southwood Hospital. In November our department participated in a large scale mass casualty exercise in Walpole.

In March, twenty-three firefighters attended a twelve hour vehicle extrication class sponsored by the Massachusetts Firefighting Academy and in September eighteen firefighters attended a three hour structural hazards program given by the Massachusetts Firefighting Academy. Other personnel attending the Massachusetts Firefighting Academy during the year is as follows: Lt. Joseph Nolan – Massachusetts Arson Investigation Clinic; FF/EMT Patricia Bixby – Emergency Vehicle Operator; Chief William Kelley – Two In, Two Out Seminar; Lts. Joseph Nolan, Peter Petruchik, David Holmes along with FF/EMTs Stephen Hamlin & Pamela Holmes – Explosives Recognition and Bomb Threat Procedures. Finally, two firefighters attained certifications from the Commonwealth of Massachusetts and the National Board on Fire Service Professional Qualifications. FF/EMT John Kelley became certified as Firefighter I/II and Fire Officer I and Lt. Peter Petruchik became certified as Fire Officer II and Fire Inspector II.

The Fire Prevention Division consists of two full time Firefighter/EMTs and the availability of many call members. Again, being able to meet the requirements and being awarded the S.A.F.E. (Student Awareness of Fire Education) grant has enabled us to provide fire prevention education on a limited basis. As more and more communities apply for the S.A.F.E. grant, it decreases the available funds awarded to each department.

This past year, our Fire Prevention Division has provided programs to students in kindergarten and first grade. The students are taught basic fire safety skills such as stop, drop and roll, crawl low in smoke; the importance of smoke detectors and recognizing the sound; exit drills in the home; establishing a meeting place; and the importance of calling 9-1-1 in emergency situations.

A new program has been introduced to target Grade Three students. The program is made up of two one-hour modules. The first module consists of a basic fire safety review of the skills listed above which have been previously taught. The students are then given a lecture on the S.A.F.E. program with an explanation of what fire is. Students are then asked to participate in our fire safety obstacle course which reinforces all of the fire safety skills learned. The students are then given an assignment of completing a home escape plan with their family members for homework. The second module is a class review of each student's escape plan, fire safety videos, and a question/answer session. Each class in Grade Three is visited once during the school year.

This past July, Firefighter/EMT- Pamela Holmes and I attended the Massachusetts Academy Fire Safety Summer day camp in Stow with two children, Sean Haley and Andrew Holmes, who met the age and interest requirements. The camp consisted of fire safety demonstrations and activities. This was a great learning experience and a lot of fun not only for the students, but for Pam and me, as well.

During the Fire Prevention Week, a "The Great Escape" contest sponsored by the N.F.P.A. (National Fire Protection Association) was offered for Grade Four students for which the students had to complete a home escape plan which coincided with the theme for 1998. The students submitted their entries to the Fire Department. In turn, we awarded 1st, 2nd, and 3rd place winners with prizes at our annual open house. First place winner was Kerry McGonagle. Kerry's entry was submitted to the N.F.P.A. national contest along with thousands of other entries from all over the country and Canada. A Maryland student was the final winner. Although, all of the students became winners by developing an escape plan for their homes and families.

FF/EMTs Patricia Bixby, Richard Clancy and Lt. Petruchik hosted a fire safety session at the Council on Aging drop-in center. Many fire safety tips were reviewed and an informative discussion was conducted.

Our annual Open House was held during Fire Prevention Week. We were very fortunate to have the Massachusetts State Police Hazardous Device Unit conduct their program on "Dangers of Fireworks". This program was offered along with many other demonstrations provided by our own personnel which featured the 100th birthday of the Norfolk Fire Department.

Throughout the past year and in conjunction with Fire Prevention Week, we have conducted many fire safety tours for children in day care, nursery school, boy and girl scouts.

Fire Prevention has remained a high priority this past year for the simple fact that if we educate our children and the community on fire safety, we are securing safety in our future.

NORFOLK FIRE DEPARTMENT ACTIVITY: 1998

INCIDENTS

Structure Fires:	32
Vehicle Fires:	6
Motor Vehicle Accidents:	25
Outside Electrical Incidents:	15
Outside Fires:	33
Haz-mat Incidents:	15
CO Investigations:	17
Fire Alarm Activated:	87
Public Assistance:	5
Line Box Coverage:	2
Investigations:	58
Miscellaneous:	30
Assist EMS:	38
EMS Incidents:	469
Total Incidents:	832

FIRE PREVENTION:

Inspect Fire alarm (New):	48
Inspect Fire Alarm (Resale):	120
Inspect Oil Burner:	25
Inspect Propane Storage:	4
Inspect Temporary Heater:	0
Inspect Building:	7
Inspect Underground Storage:	19
Inspect New Fuel Tank:	8
Inspect Waste Oil Heater:	0
Inspect Tank Truck:	9
Inspect Sprinkler System:	0
Conduct Fire Drill:	5
Issue Blasting Permit:	0
Monitor Blasting:	13

Issue Gun Powder Permit:	1
Issue Burning Permit:	687
Firesafety Presentation:	34
Miscellaneous:	10

Total Fire Prevention: 989

MISCELLANEOUS ACTIVITY:

Details:	172
Meetings:	26
Departmental Training:	26
Rectification Training:	2
Recruit Training:	33
Total Miscellaneous:	259

TOTAL ACTIVITY: 2,080

1998 FIRE LOSS ASSESSMENT: \$508,500.00

**FIRE AND POLICE
COMMUNICATIONS DEPARTMENT**

For the year ending December 31, 1998 the communications department handled over 7,000 police incidents, 1049 fire incidents including 469 medical emergencies and countless thousands of phone calls for general information and service. Please remember that 9-1-1 should be used only in the event of an emergency, and all other calls should be made on the business lines.

The Statewide Telecommunications Board conducted an on sight inspection of our equipment and records. We passed with flying colors.

By now we are all aware of the so called Y2K bug, where computers using only the last 2 digits of the year may interpret the year 2000 as 1900 and shut down. In early 1998 I contacted the Statewide Telecommunications Board, they assured me that they were working diligently to address the issue and they should be prepared for the turn of the century. For the most part, the rest of equipment is Y2K ready.

Respectfully submitted,

Robert J. Shannon, Sargenat
Police Department

BUILDING DEPARTMENT

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

The Town of Norfolk Building Department conforms to the Commonwealth of Massachusetts State Building Code. The Building Commissioner and the Local Inspector enforce all provisions of this code and any other state statutes, rules, regulations and bylaws. The Building Department Inspectors oversee construction and installation of wiring and plumbing, to insure compliance with all code requirements for the safety 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.

The Building Commissioner is also the Zoning Officer for the Town of Norfolk and a great deal of his time is devoted to zoning issues and enforcement of the Town of Norfolk Zoning Bylaws.

In May of this year the Building Department oversaw the completion of the new Town Hall.

The Building Department would like to thank the various town departments, boards and officials for their support and assistance during the year.

Gerald E. Hughes
Building Commissioner

The following is a list of permits that were issued during 1998:

No. of Permits 1997	No. of Permits 1998	Explanation	Est. Value
34	30	New Dwelling	\$5,243,420
		New Commercial	
61	145	Additions/Alt. -Res.	1,948,336
8	2	Additions/Alt. -Comm. (School Addition)	115,225 2,200,000
		New Municipal	
11	10	Pools	115,500
1	11	Wood/Coal Stove	10,200
	7	Miscellaneous	326,300
1	2	Signs	2,300
1	9	Demolitions	226,000
8	8	Siding	56,500
28	40	Re-roofing	169,295
153	264		\$10,413,076

No. of Permits 1997 1998	Explanation	Est. Value
	Building Permits	
	Total Fees to Treasurer	\$82,041
211 217	Electrical Permits	
	Total Fees to Treasurer	\$10,823
93 108	Plumbing Permits	
	Total Fees to Treasurer	\$7,633
57 53	Gas Permits	
	Total Fees to Treasurer	\$1,242
514 642		\$101,739

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, cemeteries and recreational areas and municipal solid waste.

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

ROADWAY MAINTENANCE AND REHABILITATION

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

In conjunction with the Briarwood Estates Subdivision, overlays were performed on 350 LF on Briarwood Road at the intersection of Grove Street.

The Department completed the rehabilitation of the following roadways utilizing state Chapter 90 funds.

- Needham Street – 1670 LF from the intersection of North Street toward Main Street
- Boardman Street – 860 LF from the intersection of Rockwood Road to the intersection of Medway Street
- Rockwood Road – 4889 LF from the intersection of Cleveland Street to the intersection of Holbrook Street

A total of 7419 LF (1.4 miles)

The Department completed the Rehabilitation of the following roadways utilizing the Special Project Account voted at the May 1998 Annual Town Meeting.

- Fleetwood Drive 1056 LF
- Ferndale Avenue 845 LF
- Overlea Road 1056 LF
- Stacey Road 1003 LF
- Rockwood Road 1220 LF
(from Ware Drive to Boardman Street)

A total of 5180 LF (.98 miles)

Crack repair was completed on the following roadways: Valentine Drive, Freedom Trail, Fruit Street, Brookshire Lane, Bridie Lane, Bretts Farm Road, Eagle Drive, Cranberry Meadow, Stop River Road, Chestnut Road, Cedar Road and Birch Road.

PUBLIC SAFETY

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 installation of structures and a cross culvert was completed on Medway Street from House #80 to Myrtle Street.

ENGINEERING

The Department completed in-house design on various drainage and roadway repairs town wide.

In conjunction with the Norfolk Water Department and the Massachusetts Department of Correction, the department completed engineering pertaining to the rehabilitation of the roadways that were impacted by the installation of the new water and sewer mains. Rehabilitation of the roadways will be completed in the summer and fall of 1999.

The Department completed the design engineering of the following intersections. Implementation of reconstruction is contingent upon funding.

- North Street and Shears Street
- Union Street and North Street
- Union Street and King Street
- King Street and Maple Street
- Seekonk Street and Cleveland Street

Design engineering has been completed for the reconstruction of Short Street to correct the intersection of School Street and Main Street. Funding has been proposed in the FY-2000 Budget.

In conjunction with the Miller Street Bridge Project scheduled to be constructed in the summer of 1999 the Department completed the survey and preliminary design of Miller Street and Myrtle Street.

GROUNDS MAINTENANCE

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

Roadside shoulder areas were trimmed and cut town wide to improve sight distance.

The Department completed the installation of the podium and underground wiring and lighting for the flag pole at the Veterans Memorial located at the Norfolk Cemetery.

Mr. John Haehnel retired on December 31, 1998, after 28 years of service with the Town. We at the Highway Department would like to wish him the very best.

TRANSFER STATION

In 1998 the Town of Norfolk Transfer Station continued to explore expansion of its recycling base.

We received revenues for corrugated cardboard, 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 Town recycled approximately 1,000 tons of municipal waste, placing Norfolk for the third consecutive year, within the top five communities in the state not only meeting but slightly exceeding the state's goal of 46% community recycling.

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

Residents currently using a curb side pick up service - Please feel free to come by and tour the facility. There are many services available to you that you may not be aware of. For example:

- Disposal of oil & antifreeze
- Collection area for yard & brush waste
- Donations are accepted for charities; Goodwill, Salvation Army, Lions (eye glasses) King Philip Boosters (returnable bottles & cans)

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 1998

All of the figures in this report relate to the calendar year January 1, 1998 through December 31, 1998.

The Transfer Station was open to Norfolk residents twice each week, on Tuesdays and Saturdays from January 1, 1998 through June 30, 1998 changing to Wednesday and Saturday on July 1, 1998. The total number of operating days in 1998 was 101.

Non-Recyclable Waste

The Town of Norfolk contracts with SEMASS Partnership for disposal of household waste and Browning Ferris Industries for bulky waste.

Total compacted waste	798 tons
Total bulky waste	188 tons
Total non-recyclable waste	986 tons
Daily average	10 tons

The 798 tons of compacted waste represents 45,600 bags of household waste.

Recyclable Waste

Newspaper	383 tons
Corrugated Cardboard	91 tons
Office Paper	8 tons
Plastics (#1, #2)	20 tons
Waste Oil and Anti-Freeze	2 tons
Metal (white goods & metal cans)	106 tons
Tires	2 tons
Batteries (automobile)	1 ton
Glass (white and colored)	66 tons
Brush	245 tons
Leaves/Yard Waste	54 tons
Total Recyclable Waste	978 tons
Daily Average	10 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
1964 tons

These figures give a Recycling Rate of 50%

NORFOLK ANIMAL CONTROL

The Annual Report of the Animal Control Department is as follows:

Calls received for lost and found animals:	413
Dog Complaints:	109
Cat Complaints	23
Dogs Handled:	63
Dogs returned by Phone Calls:	14
Cats Handled:	41
Domestic Feline:	28
Feral Feline:	13
Cats returned by Phone Calls:	0
Trips to Veterinarian:	22
Incoming Veterinarians:	4
Animals to Boston Labs for Rabies Testing: 1 positive/4 negative	5
Dog Bites Reported:	16
Cat Bites Reported:	2
Mutual Aid to Surrounding Towns: # of calls	17
Surrenders/abandonments/non claimed:	52
Canines:	19
Adopted 16, sheltered 2, euthanised 1	
Felines:	
Domestic: adopted 13, sheltered 7	
Feral: sheltered 10, euthanised 3	
Adoption rate of domestic animals from Animal Control	74.24%
Shelter rate of domestic animals from Animal Control to Animal Rescue League of Boston	22.04%
Euthanasia rate of domestic animals from Animal Control	3.72%

PUBLIC SAFETY

General Calls:	98
Cattle:	12
Rooster:	1
Horse Calls:	17
Sheep Calls:	8
Reptiles:	1
Deer:	19
Coyote:	34
Birds:	4
Bats:	2
Wildlife Handled:	48
Deer: (DOA or euthanised)	15
Rooster: @ large	1
Skunks:	7
Squirrels:	8
Opossum: (DOA or euthanised)	5
Muskrat:	2
Seagull: (wildlife rehabilitation or DOA)	2
Raccoons: (2 euthanised)	6
Bats: (DOA)	2

Respectfully Submitted,

Hilary N. Penlington
Animal Control Officer

REPORT OF THE SUPERINTENDENT OF SCHOOLS of the NORFOLK ELEMENTARY SCHOOLS

January 1, 1998-December 31, 1998

The Superintendent's Report

On behalf of the Norfolk Elementary School Committee, the faculty and staff and the children of Norfolk, I again, offer my thanks for your continued support of the elementary school system.

All of us are indebted to School Committee members that give so generously of their time and expertise.

Norfolk Elementary School Committee;

Rita Avani

Term expires 1999

Lucille Bailey

Term expires 1999

Maureen Howard

Term expires 2001

John Spinney

Term expires 2000

James Lehan

Term expires 2000

Organization

Lucille Bailey, Chairperson

John Spinney, Vice Chairperson, Policy

James Lehan, King Philip Liaison

Maureen Howard, Legislative Liaison

Rita Advani, Secretary

The Norfolk Elementary School Committee meets regularly twice each month in the MacBride Auditorium in the Freeman Centennial School. A formal business meeting is held at the beginning of the month and a "work session" is held near the middle of the month. The Committee continues to develop new policy and to review existing policy. Copies of School Committee policy are located on the School Web Page and the public is invited to make suggestions and comments about policy. The public is also invited to attend and participate in the School Committee meetings.

Superintendent of Schools

Lorraine S. Young, Ed.D.

Superintendent's Office

Thayer Olson, Business Manager

Roxanne Verdeaux, Administrative Assistant

Julie Siewko, Bookkeeper

Administrative Staff

Mr. Robert Smith, Principal
Freeman Centennial Schools

Mrs. Linda Balfour, Principal
H. Olive Day School

Mrs. Betteanne McMahan,
Part Time Assistant Principal
Freeman Centennial Schools

Mrs. Lucia Godfrey
Part time Assistant Principal
H. Olive Day School

Mrs. Patricia Connolly
Special Education Director

Mr. James Lafave,
Technology Coordinator

Mrs. Margaret Larkin
Supervisor of Food Services

Mrs. Betty Brady,
Manager of Freeman Centennial Cafeteria

Ms. Robin Simchak
Manager of H. Olive Day Cafeteria

Mr. Toby Lyons
Supervisor of Buildings

Secretarial Staff

Mrs. Janet Curran
Ms. Meg Norton
Freeman Centennial Schools

Mrs. Virginia Navickas
Mrs. Linda Robbins
H. Olive Day School

Mrs. Susan MacKinnon
Special Education Office

EDUCATION, LIBRARY ARTS

Faculty and Support Staff

New members employed by the school system include:

Mrs. Tracy Sutcliffe	Grade 3
Ms. Heather Macchi	Grade 3
Mrs. Laurie Bosh	Grade 6
Ms. Dawn Langevin	SPED
Ms. Clarq	Grade 6

Staff members on leave:

Mrs. Holly Merritt
Ms. Barbara Ramuglia
Mrs. Kathy Sullivan
Mrs. Randi Wilson

We accepted resignations from:

Carlton Witherall
Deborah Clark
Elaine Fagan
Patricia Sundquist

Retirements:

Mrs. Martha Bettencourt
Mr. Robert P. Smith

Mrs. Martha Bettencourt retired from management of the Freeman Centennial School cafeteria in August of 1998. Faculty and staff miss the friendly smile and cheerful greeting that Martha had for everyone.

Mr. Robert Smith, principal of the Freeman Centennial Schools for more than eight years, announced his retirement at the October School Committee meeting and completed his duties on December 23, 1998. Students, parents, administrators and teachers prepared a fond farewell for the departing principal. Mr. Smith plans to play golf, make dinner for his wife and read during his retirement years.

School Committee

Mrs. Lucille Bailey performed the duties of the School Committee chairperson during this year attending the Financial Planning Committee meetings, Selectmen Meetings and numerous school system meetings. Mrs. Bailey and the members of the Committee attended the annual Massachusetts Association of School Committee Conference in Hyannis. Mr. Lehan serves on the King Philip Regional School Committee as a representative of the Norfolk Elementary School Committee. Mr. Spinney, assisted by Mrs. 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. Mrs. Lucille Bailey and Mrs. Rita Advani co-chaired the budget subcommittee and worked endless hours to develop a budget that would be supported by the Advisory Committee and with the Town Financial Planning Committee. They were ably assisted in their budget development by Mrs. Thayer Olson.

Enrollment

Our numbers continue to increase and the addition to the H. Olive Day School was begun under the auspices of the Norfolk Permanent Building Committee to accommodate that growth. Eight classrooms will be constructed and put into use by September 1, 1999.

At the regional level an agreement to study the impact of enrollment on the 7-12 system was initiated by Superintendent McAlduff. The intent is to have a recommendation for dealing with growth of student population before the end of the year.

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

Pre Kindergarten	46
Kindergarten	163
Grade One	163
Grade Two	151
Grade Three	180
Grade Four	168
Grade Five	141
Grade Six	156

Five Year Plan

The Foundation Reserve grant allowed the School Committee to begin a review of the site plan for the Freeman Centennial Schools and Mr. Lowell Robinson, a local landscape architect, prepared an analysis of the school property including recommendations for playground areas, traffic flow, roadway reconfiguration, parking, playing field reorganization, sidewalks, and storage. This plan was presented to the community for discussion and the various components of the plan were subsumed under the Capital Plan for the elementary schools.

The Assessment Committee met regularly during the school year in an effort to determine the most appropriate manner in which to report student progress. Specialists investigated ways in which to report student progress in their respective curriculum areas using technology. Mr. Robert Smith chaired the committee.

The World Language Committee made significant progress in its effort to determine what kind of world language program to offer elementary students. School visits were made; guest speakers presented information to the faculty and much indi-

vidual research was performed. As a result of its effort a budget request was presented to the School Committee for consideration in the next fiscal year. Mrs. Ann Proto chaired the committee.

Budget

The School Committee and the Advisory Board worked together to develop adequate funding for the elementary school program. Fortunately, the Chapter 70 funds, from the State, amounted to \$2,005,616. The Advisory Board was able to support the request for some additional funds for the elementary school budget in order to address continued growth in student population and anticipated special education cost increases.

The following chart represents the relationship between state aid and local taxpayer effort in regard to the schools.

Chapter 70 and Tax Growth for Elementary School Budget

	Taxpayer Effort	Chapter 70	Total School Budget	Required Minimum Local Contribution
FY93	2,820,307	498,606	3,318,913	2,860,614
FY94	3,086,307	905,788	3,992,095	2,960,183
FY95	3,240,132	1,100,777	4,340,909	3,060,829
FY96	3,522,764	1,336,864	4,859,628	2,931,752
FY97	3,478,779	1,627,571	5,106,350	3,068,252
FY98	3,689,476	2,005,616	5,695,092	3,158,966
FY99	3,867,011	2,296,523	6,163,534	3,365,598
Six Year Growth	37%	361%	86%	18%

	Taxpayer Effort % of Total Budget	Chp. 70 % of Total Budget
FY93	85%	15%
FY94	77%	23%
FY95	75%	25%
FY96	72%	28%
FY97	68%	32%
FY98	65%	35%
FY99	63%	37%

These figures do not include the cost of School Choice & Charter Assessments that are deducted from the cherry sheet funds sent to Norfolk.

H. Olive Day School

At the H. Olive Day School, we perform what we believe is the most important work that can be performed in any community - providing children with a solid foundation for a lifetime of learning in a positive and productive climate. We strive to provide our young students with rich, developmentally appropriate and integrated learning experiences within a positive learning environment. We actively promote the idea that we are a community of learners - a school family. We do this by not only teaching children the important basics of the "3 R's", but also by modeling and teaching the social skills that they need to function well within our school community, their families and the community at large. At the heart of this teaching is the Social Competency Program which is used in each of our classrooms and throughout the school. As a school family, we celebrate many special events together such as 100th Day, Earth Day and Thanksgiving. To teach social responsibility to our students, we participate in many service projects including food drives for the local food pantry, used clothing drives for families in need and our holiday "Adopt-a-Family Project" and a Hat and Mitten Tree. These are just a few of the ways in which we emphasize the good citizen that was so important to H. Olive Day herself.

In order to accomplish our goals as a school family, we depend on the tremendous support of the families of our students. Through the Norfolk Teacher Parent Association (TPA), we are the beneficiaries of something even more important than monetary funding - the time and effort of our parents and community members. We are fortunate to be the recipients of their generosity in regard to both financial and personal contributions. Without these generous contributions, our school, including our students and our staff, would not continue to grow in so many ways. We thank Veronica Vaca, the President of the TPA and all of the members of the TPA Executive Board for their commitment to the Children of Norfolk. The members of the H. Olive Day School Council have also worked diligently to provide support and direction for our school. We thank Donna Angelico, Beverly Panettierre, Donna Jennette, Donna Munro, Gail Ferguson, Linda Peeler, Betty Varey and Lucia Godfrey for their dedication as member of this council. We also thank the town departments of Norfolk whose support and cooperation enhance our programs and reinforce the concept of our school community.

1998 marked our fifth busy and productive year at the H. Olive Day School. During the year not only did we continue to see the academic growth of our students, the professional growth of our teachers and support staff and the qualitative growth of our programs, we also saw the beginning of the physical growth of our school building! The H. Olive Day School's "learning zone" turned into a construction zone in late November when the work began on our much needed addition. We are looking forward to September when we will once again have the physical space we need to deliver full music, art, physical education

EDUCATION, LIBRARY ARTS

and computer programs to our students. We thank the community of Norfolk for supporting this building project that will enhance our work with Norfolk's youngest students.

Linda Balfour, Principal
H. Olive Day School

Freeman-Centennial Schools

The year 1998 found the Freeman-Centennial School housing 650 students in grades three through six and operating under the guidance of Principal Robert Smith and Assistant Principal Betteanne McMahan. This school has a well equipped media center, art room, music room, two gymnasiums, numerous athletic fields, a multi-purpose auditorium, and two computer rooms. The children work within spacious updated, clean carpeted classrooms, and have the opportunity to use the latest technology. Every classroom is equipped with a television and VCR.

Students are the heart of our organization. They can participate in a wide variety of co-curricular activities. These activities include plays, concerts, student council sponsored events, holiday assemblies, an Odyssey of the Mind program and our Annual Food and Stuffed-Animal Drives. Grade Six students also are invited to participate in the annual week long visit to the environmental education program at Camp Bournedale.

MOU Agreement. Most recently the Norfolk Police Department and Norfolk Public Schools entered into an MOU agreement together. This Memorandum of Understanding encourages the sharing of information between these two agencies for the benefit of students.

Faculty members are currently involved in aligning Norfolk's curriculum with the state's curriculum frameworks.

In closing, thanks should be extended to the wide level of participation in the schools by community members. Those involved within the schools include parents, friends and senior citizens. The TPA and School Improvement Council continue to offer outstanding support and participation in the school.

Our teachers take pride in being "life long learners" and model this learning for their students. All of these people working together in a unified effort make the Freeman-Centennial School an exciting and fun place to learn and grow.

Betteanne E. McMahan
Assistant Principal
Freeman-Centennial School

Special Education

Special Education services in Massachusetts are provided under the guidelines of Chapter 766, the Massachusetts Special

Education Regulation. The special education department of the Norfolk Public Schools is responsible for identifying children in need of special education services and providing those services in the most appropriate least restrictive setting. The special education program provides a variety of services to our students from age 3 through grade 6. In order to meet the number of diverse educational needs of our school community, the special education department has grown. The special education department had added additional staff in order to provide the types of programs necessary for our students. Our staff includes early childhood teachers, learning disabilities specialists, speech and language pathologists, a school psychologist, an occupational therapist and assistant, a physical therapist, an adaptive physical education teacher, a vision therapist, special needs aides, a secretary, and a special needs coordinator.

The special education program in Norfolk continues to access grant funds. Through this funding teacher training has continued. Our teachers, both regular and special needs, have participated in programs that provide training for structured phonetic reading programs, sequential math programs and strategies to enable students with diverse learning styles to participate in an inclusion classroom. The special education staff have had the opportunity to participate in specific workshop topics that relate directly to the diverse population of students that they service.

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 and / or a pull-out model. An inclusive model emphasizes providing services for students within the regular classroom to the greatest degree possible. A collaborative teaching team provides for the needs of those students 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. A pull-out model provides a student with services in a special education room. Some children may have educational needs requiring specialized services that are best provided in another educational setting. A Team recommendation for a program outside of our school may be made. The Norfolk Public Schools belongs to the BICO.

Collaborative, an educational collaborative. Decisions in regard to how services are delivered for students are made on an individual basis as part of a Team evaluation process.

The Norfolk Parents Advisory Council for children with special needs has continued to be active. The council has provided after school sports programs, evening presentations on topics relating to the special needs child, and holiday parties.

A Coordinated Program Review was conducted by the Department of Education regarding the special education program in Norfolk. Our program was commended for our inclusion programs, our use of technology, and for providing our students with a free and appropriate public education (FAPE).

Patricia Connolly
Special Needs Coordinator

Summary:

Students in the elementary schools tested above the state average on the California Achievement Tests. Attendance exceeded the 95 percentile in both schools. Norfolk Elementary Schools scored relatively well on the first MCAS test. The curriculum area in need of improvement, as indicated by the MCAS test results, is the area of language arts. Not coincidentally, this is the single curriculum area that has not been addressed. Efforts have been made to coordinate the language arts curriculum with that of the schools within our region but the Norfolk Elementary Schools next goal is to study in depth the teaching of reading, writing, spelling, speaking, listening and grammar. Areas of strength, according to the MCAS test, included science and technology. The scores in mathematics were quite good and indicate some change may be necessary. A team of teachers is investigating possible curriculum revision in science and mathematics.

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

Respectfully submitted,

Lorraine S. Young, Ed.D.
Superintendent of Schools

Betteanne McMahan
Assistant Principal,
Freeman Centennial Schools

Robert P. Smith
Principal, Freeman Centennial Schools

Linda A. Balfour
Principal H. Olive Day School

Patricia Connolly
Special Education Coordinator

Toby Lyons
Buildings Supervisor

**KING PHILIP REGIONAL
SCHOOL DISTRICT**

Norfolk - Plainville - Wrentham

SUPERINTENDENT'S REPORT

The 1998 school year has been a busy and active year for all. This has been an important year for the King Philip Regional School District. We have begun a long-term initiative to increase accountability and raise the standards of student achievement. Our staff, including administrators, teachers, secretaries, custodians, and support personnel, commit themselves daily to excellence in education. Our district enrollment increased by 7.2% for the 1998-99 school year. The enrollment for the next three school years is expected to increase a total of 17%. As enrollments rise our greatest challenge is to provide the students with the space, staff, and materials necessary to maintain and move beyond our current level of education. Keeping class size reasonable, establishing curriculum leadership positions, raising student achievement, and developing protocols and procedures to ensure appropriate accountability is a top priority for the school committee and school administration. The introduction of MCAS and the successful implementation and review of this initiative has played a major role in 1998. King Philip Regional Students scored above the state average in the first administration of the MCAS tests. While these scores were about what we expected our goal is and will be to improve upon these results each and every year.

Successful planning and implementation of a fair and supportive operating budget continues to be our biggest concern. Rising enrollments will continue to have a huge impact on the operating budget as we move into the 21st century. We will continue to work diligently with the three regional communities to achieve a balance that allows education reform and increased student achievement to remain in the forefront of educational discussions. As we are all aware, the vitality and reputation of the three towns directly correlates with the quality of the public school system.

It is appropriate at this time to express thanks on behalf of the school committee to the teachers, support staff, administrators, parents and community members for their support and dedication to our young people of Norfolk, Plainville, and Wrentham. With this continued support the King Philip Regional School District will continue to move ahead in it's quest to raise the level of student achievement and increase the level of accountability for all of us.

Sincerely,

William H. McAlduff, Jr.
Superintendent of Schools

**KING PHILIP REGIONAL HIGH SCHOOL CLASS OF
1998 STATISTICS
TOTAL CLASS POPULATION - ENROLLMENT 175**

	TOTAL	PERCENT
Four Year State Colleges	64	37
Four Year Private Colleges	62	35
Two Year State Colleges	14	8
Two Year Private Colleges	9	5
Career Schools	5	3
Preparatory Schools	2	1
Military	2	1
Employment	15	9
Undecided	2	1
Total Population		175
Total Students Continuing Their Education	156	89
Total Students Four Year Colleges	126	72
Total Students Two Year Colleges	23	13
Other Education	7	4

CLASS OF 1998 COLLEGES ACCEPTED

Alfred University
Art Institute of Boston
Assumption College
Auburn University
Bay State College
Becker College
Bentley College
Boston College
Bridgewater State College
Brown University
Bryant College
Bucknell University
California State University
Cape Cod C.C.
Carnegie Mellon
CCRI
Champlain College
Clark University
Clemson University
Colby Sawyer College
College of Holy Cross
Cornell University
Curry College
Davidson College
Dean College
Elmira College
Elon College
Emanuel College
Endicott College
Fairfield University
Fitchburg State College
Framingham State College

Franklin Pierce College
Gettysburg College
Green Mountain College
Hamilton College
Hawaii Pacific College
Hesser College
Indiana University
James Madison University
Johnson & Wales University
Keene State College
Lafayette College
Lassell College
Lehigh University
Lesley College
Louisiana State College
Loyola University
Lynchburg College
Lyndon State College
Maine Maritime Academy
Marist College
Mary Washington University
Mass Bay CC
Mass College of Art
Mass College of Liberal Arts
Mass Maritime Academy
Massasoit CC
McGill University
Merrimack College
Miami University
Mitchell College
Montserrat College of Art
Mt. Ida College
N.E. Inst. of Technology
Newbury College
Nichols College
North Adams State College
Northeastern University
Notre Dame College
Penn State University
Providence College
Quinnipiac College
Randolph-Macon College
Rensselaer Polytechnic Institute
Rhode Island College
Roanoke College

Roger Williams College
Rutgers University
Sacred Heart College
Salve Regina University
Smith College
Springfield State College
St. Anselms College
St. Joseph College
St. Lawrence College
Stonehill College
SUNY
Syracuse University
U. MA Amherst
U. MA Dartmouth
Unity College
U. Maine Orono
U. of Colorado - Boulder
U. of Conn.
U. of Delaware
U. of Hartford
U. of Maine - Framington
U. of Maryland
U. of New England
U. of New Hampshire
U. of North Carolina - Charlotte
U. of North Texas
U. of Pittsburg
U. of Rhode Island
U. of Richmond
U. of Scranton
U. of Southern Maine
U. of Tampa
U. of Vermont
Utah State University
Wake Forest University
Wellesley College
Wentworth Ins. of Tech.
Wesleyan University
Westfield State College
Wheaton College
Widener University
Wingate University
Worcester Poly. Tech.
Worcester State College

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

In July 1998 the School Committee reorganized and elected the following officers: Alan Lovely (Plainville) Chairman; Robert Heavey; Vice-Chairman; and Ronald Janosko (Norfolk) 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 7, 1998, 165 students were graduated in an impressive afternoon ceremony. Alan Lovely, 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.

Camilla Huston, Director of Pupil Personnel Services, presented scholarships and awards totaling more than \$200,000 to deserving seniors.

Pupil Personnel Services:

In September 1997, Tri-County welcomed approximately 842 students to the new school year. The district towns and number of students are Norfolk 32, Millis 33, Medway 61, Medfield 20, Seekonk 74, Wrentham 54, North Attleboro 189, Plainville 60, Sherborn 4, Walpole 78, and Franklin 195. Also 42 students were accepted from out-of-district areas.

During the 1997-98 school year the Pupil Personnel Department continued its programs to provide information to students, parents, sending schools and District communities. The Department provided counseling for students regarding career pathways and post-secondary education. The Peer Helpers assisted in introducing Tri-County to junior high school students in sending communities and assisted new students in adjusting to Tri-County. A growing and successful Peer Mediators program offered conflict resolution for students by students. Safe and Drug Free presentations were offered to students school wide. The Guidance Department presented programs on preparing for college with the assistance of personnel from Dean College. Tri-County hosted two Career Days for over 1600 Grade 8 students from the Regional District.

Academics:

The 1997-98 academic year has been a time of transition here at Tri-County. The newly prepared academic curriculum has been implemented and extensive professional development has been provided to faculty. Teachers have been encouraged to use new methodologies, particularly in the areas of writing and assessment.

Tri-County, like every system in Massachusetts, experienced the difficult and time-consuming MCAS testing program. We are confident, however, that we did everything possible to ensure our students perform to the best of their ability. Test results are expected in the late Fall of 1998.

"High School That Work" continues to be our primary impetus for change. Organized with a teacher empowered Site Committee and four focus sub-committees, this change strategy provides a clear method of introducing and monitoring new techniques, utilizing data effectively; and improving communication throughout the school. The administration and faculty look forward to next year's HSTW Site Visit for further guidance and development in this regard.

In preparation for next year's Decennial Accreditation visit by the New England Association of Schools and Colleges, every single faculty member has contributed to one or more sub-committees during this year's Self Study and it has been a rewarding experience. We have no doubt Tri-County will receive a positive and successful review.

Vocational Technical Programs:

The vocational-technical programs have made every effort to simulate real work experience by providing service to the district's town agencies, civil organizations and residents. Work is accepted from district residents if such work coincide with the instructional curriculum.

AUTO BODY— Students in this program learn to restore damaged vehicles. This consists of the repair and/or replacement of vehicle body parts, frame straightening and alignment complete and touch up spray painting, and glass replacement. Trainees are also taught processes in the use of fiberglass, plastic, sheet metal, and estimating.

AUTO REPAIR— In this program, students are taught to diagnose, repair, and maintain modern gasoline powered vehicles. Instruction includes extensive repair service that includes mechanical, electrical, and electronic systems. Auto technician trainees gain knowledge and experience by working on actual vehicles. All pupils are taught to use computerized diagnostic equipment and modern repair techniques. Repairs are made on engines, transmissions, ignition, and fuel systems, differentials, front suspensions, brakes, clutches and accessories for both do-

mestic and foreign vehicles. The automotive technician is in high demand. The Auto Repair Program has received A.S.E. Master Certification from the National Technicians Education Foundation.

COMMERCIAL DESIGN — This program is geared towards developing design skills with an emphasis on using them in a computer based environment. Students learn basic and advanced drawing and design skills that include elements of design and composition, color theory, advanced illustration, photography, airbrush, cartooning, painting and advertising design. The major focus of this program is to learn to use computers and state-of-the-art drawing and design software. This includes desktop publishing, computer graphics and computer animation. The software programs that are taught prepare students for entering today's job market. The programs include Quark, Pagemaker, Freehand, Illustrator and Photoshop.

COSMETOLOGY — Cosmetologists provide a variety of beauty services related to the care of the hair, scalp, skin and nails. In constant contact with the public, cosmetologists provide not only a necessary service but a sense of satisfaction for their customers. Beginning students receive instruction in manicuring, shampooing, hair cutting, finger waving, pincurl sets and scalp treatment. Advanced students learn to give permanent waves and facial treatments and have the opportunity to straighten, bleach, and tint hair. Students will also learn to style hair and perform makeup analysis. The clinic is open to the public during the school year.

CULINARY ARTS — The demand for well-trained bakers, chefs, waiters and waitresses continues to grow. Students in this program are responsible for the operation of a restaurant within the school (Gerry's Place) which offers a varied menu on a daily basis. Students will also participate in menu planning, purchasing, preparation of food and table service within this facility. The bakery at Tri-County has a wide variety of rolls, breads, cakes and confections prepared by students that are often sold to the public during the school year. This shop continues to attract many local patrons to their student-run restaurant and bake shop. Many senior citizen groups from the community visit Tri-County to sample the delicious meals and baked goods.

EARLY CHILDHOOD CAREERS — The Early Childhood Careers Program prepares high school students for various careers in working with young children. Through in-depth academic studies in child growth and development, students gain a solid understanding of the early childhood years and a working knowledge of children in this critical stage of their development. Students work directly with pre-school aged children in the on-campus facility, thus acquiring skill and confidence in their teaching abilities.

ELECTRONIC TECHNOLOGY — This program prepares for entry-level positions in electronics and computer tech-

nology. This area of study is concerned with the principles of operation, design, and fabrication of various electronics hardware. Students who complete the program will possess basic skills in DC, AD, digital, solid state, CAD and logical troubleshooting techniques. Upon graduation, students will be qualified for various positions such as electronics assembler, electronics technician, test technician, computer and engineering assistant.

GRAPHIC COMMUNICATIONS — This program features training in a variety of unit trades which are considered components of the printing industry. Instruction includes copy preparation with the Macintosh computer desktop publishing system, camera work, stripping, plate making, offset and screen process printing and finish-binding operations. The Graphic Communications Shop has printed reports, forms and booklets for district police, fire, and school departments.

MACHINE TECHNOLOGY — The Machine Shop program provides training in the setup and operation of general-purpose machine tools, as well as computerized equipment. Other learning opportunities involve the study of the properties of various metals and materials, the heat treatment of tools, layout inspection and jig and fixture work, including student design and prototype projects. Training as a machinist provides an excellent background for an education in engineering.

MARKETING COMPUTER INFORMATION SYSTEMS — This program prepares students for careers in the business world. The major emphasis is in the areas of banking, office technology, retailing and computer applications. The band and computer laboratory provide opportunity for both customer service and the application of the theoretical knowledge learned in the classroom. Major subjects covered in the program include typing, word processing, Microsoft Office, finance, taxes, legal and medical office practice, Lotus-1-2-3, accounting, marketing, banking and retailing.

MEDICAL CAREERS — This program is designed to acquaint the student with the numerous career opportunities available in the rapidly growing health care and medical fields. Students will be prepared for entry level positions such as nurse assistant, home health aide, ward clerk, medical secretary, EKG technician and others. The Medical Careers Program continues to grow and is now currently affiliated with three area nursing home (Medfield, Franklin and Wrentham) and two hospitals where students can apply skills on patient care and recreational activities.

PLUMBING AND ELECTRICAL — These 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.

EDUCATION, LIBRARY ARTS

HEATING, VENTILATING & AIR CONDITIONING—

This 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.

CARPENTRY— This 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 programs have been very busy during this year with the building of a Senior Center in the Town of Wrentham, as well as a new storage facility for the Remington-Jefferson School in Franklin.

New Programs:

FACILITIES MANAGEMENT and COMPUTER TECHNOLOGY are two new vocational programs for the 1998-99 school year.

Continuing Education:

The Continuing Education Program 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 enrolled approximately 600 students for the 1997-98 school year. Registration for the Evening Division takes place in September for the Fall Semester and in January for the Winter Session. New programs for the 98-99 school year include Surfing the Internet, International Cooking, Baking (Breads) and Esthetics.

Athletics:

The Athletic Program had one of the most successful years in the history of the school. Success being measured not only in wins and losses but participation and individual accomplishments. The Fall season had the Soccer team making it to the second round of the state tournament. The Cross Country team finished the year with an 8-3 record, good for second place in the Mayflower League. The new Golf program finished with a 3 and 3 record, practicing and playing at the New England Country Club. A young Volleyball team showed improvement and promise for the future. The Football team had a major turn-around winning 4 games and several outstanding performances. The Cheerleading team continued in fine fashion, cheering and supporting all teams.

The Winter season had the greatest number of team and individual accomplishments. The Boys Varsity Basketball team

set a school record - 17 wins, while senior Tim Grinham became the first Tri-County player to score 1000 points. The junior varsity and freshman teams had full squads with 30 participants. The Wrestling team again hosted the State vocational Tournament with several Tri-County Wrestlers placing in the top four. Individual senior Bryan Hinkley became the school's first Sectional Winner and State Runner-up. The Girl's Basketball teams had a great year, with only one senior the future looks good. The Cheerleading team continued their strong performances while also doing well in post-season competitions.

The Spring season had the Varsity Baseball team make it to the state tournament. The Softball team finished a strong 8 and 12 with many players returning next year. The Track & Field team had its best season in years with an 8 and 3 record and many individuals participating in post-season meets. The athletic program finished with over 300 participants on all levels. The intramural program continues with strong participation. Over 100 students participated in Floor Hockey, Basketball, Weightlifting and Golf.

Student Activities:

The Vocational Industrial Clubs of America (VICA) is a national student organization serving trade, industrial, technical and health occupations students with leadership, citizenship and character development activities and programs. Members in high school trade preparatory and industrial cooperative programs have their own division and activities. Tri-County VICA during the 1997-98 school year had 110 members in grade 10 through 12. Members raised some of the club's monies by holding the annual Breakfast with Santa and Breakfast with the Easter Bunny. In the springtime, sixty-eight students attend the Central District Competition. Twenty-three students qualified in their trade area to attend the state competition. At the State Competition, 14 students won the right to compete at the national level. At the VICA Nationals, held in Kansas City, Missouri, all 14 competitors finished among the top 10 nationwide. The students captured a silver medal, two bronze medals, a fourth, eighth and ninth place finish. The 1998 delegation from Tri-County, the largest group the school has sent to date, had its strongest finish ever.

The Distributive Education Clubs of America (DECA) is an association for marketing students which is student centered and whose program of leadership and personal development is designed specifically for students enrolled in marketing education classes. DECA is the only student organization operating in 50 states, the four U.S. Territories and Canada which attracts individuals to productive careers in marketing, management and entrepreneurship. It is a co-curricular organization and serves as an integral part of the classroom instructional program. DECA is important to the individual student, school, business community, and our country.

The National Honor Society sponsors and promotes many of the school's community service activities, both on and off campus. This group coordinated and hosted National Student Leadership Week events, as well as the school-wide Honors Night ceremonies in June. The group also organized a fundraiser for the Easter Seals Society, planned and directed a very successful Red Cross Blood Drive and participated in the 20-mile Walk for Hunger and collected used books for literacy projects and sponsored a holiday food drive.

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.

Alan Lovely, Chairman
Ronald Janosko, Norfolk Representative

HISTORICAL COMMISSION

The year of 1998 has been a productive one for the Norfolk Historical Commission. Of particular importance was our booth at Old Tyme Day in June. Even though it was a rainy day, our booth attracted many townspeople interested in viewing our photos of "Norfolk's days gone by". In September, our endeavor lived up to our commission's name in that it was quite "historical". Our commission coordinated the fifty-year time capsule in conjunction with the new Town Hall Dedication ceremony. The time capsule, to be opened in 2048, was full of Norfolk student's essays, mementos, current newspapers and magazines, technological items as well as photos of the H. Olive Day School students. These items were on display in a conference room during the Town Hall Dedication festivities.

Sincerely,

The Norfolk Historical Commission Board
Mary Power Co-Chairman
Thelma Ravinski Co-Chairman
Loretta "Lori" McClellan Secretary
Marcia Johnston Treasurer
Suzanne Burns
Marie "Toni" Langlais
Elizabeth "Betsy" Pyne

DIRECTOR OF LIBRARIES

The Norfolk Public Library continues to be a center of activity. This year for the first time ever the Library is open on Sunday afternoons. Expanded hours also include Saturday service during July and August, and extending evening closing time to 9:00. Sunday hours are proving to be popular with patrons who spend time studying, reading, or doing research.

Over 112,000 books & other materials were borrowed during the year by the 5,927 Norfolk residents who are registered Library patrons. The annual circulation reflects a modest increase of 3.5% over 1997. 3,358 new books- both adult and juvenile- were added to the collection, in addition to 705 video tapes, audio books, compact discs and CD-ROM's. The Library's total holdings at year-end was 45,146 items.

During 1998 the Library continued to expand access to electronic information through the generosity of the Friends of the Library. A Windows NT server and CD-ROM server were purchased to complete our Local Area Network. Librarian, John Spinney is the coordinator of this project and patrons can now log onto the network with their individual accounts.

The Homework Center is in its fifth year of operation and continues to be used by students of all ages. New electronic resources are added as needed to stay current with the research needs of Norfolk's students. The Homework Center is staffed by children's librarians and several dedicated volunteers.

Once again, Children's Librarian Sarina Bluhm was a "hit" with Norfolk's preschoolers. A variety of programs was held each week for children between the ages of two and five. In total, 243 sessions of pre-school programs were held with a record attendance 3,534! During the summer, over 600 children participated in the Library's reading club "Unlock the Mystery- READ!" 23 different programs were held with a total attendance of 1,173 children, in addition, Mrs. Bluhm presided over the ever-popular "Twilight Tales" for preschoolers.

The Library received a fourth-year grant from the Children's Trust Fund to provide Mom-Tot Lap Time and Multi-Age Story Hour for 2-4 year olds. These are both interactive programs that provide early socialization and language skills, as well as an early introduction to the library.

Thanks to the "Friends the Library" boasts a new hand carved sign on Main Street. New residents and passers-by can now identify the library and it adds a pleasing touch to the Town Hill - Town Center area.

Throughout 1998 the Friends of the Library celebrated their 25th anniversary. They planned many activities, including a highly successful membership campaign called FRESH (Friends

EDUCATION, LIBRARY ARTS

Rejuvenation Effort-Strive Higher).over 500 patrons joined the organization! The Friends sponsored a second series of "Meet-the-Author" nights. In September they held a two-day book sale extravaganza "under the big top". At the Friday evening opening and reception past-presidents were honored for their dedication to the organization. And by popular demand, the "Norfolk Commemorative" afghan was brought back. Proceeds from these activities were used to continue the best-seller lease program that significantly shortens the amount of time patrons must wait for popular books. The Friends continued to support the summer reading program and to provide passes to the New England Aquarium, Boston Museum of Fine Arts, the Gardner Museum, & 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. Officers are: Mary Jo Gothorpe, President; Anne Czarnowski, Vice-President; Maureen Buck, Secretary; and Wendy Sonsire, Treasurer.

The two elementary school libraries, H. Olive Day and Freeman-Centennial, continue to be hubs of activity. At each school library, classes meet once each week for instruction, reference, research, and book selection. Last year students and teachers borrowed 61,031 items- an impressive increase of 38%. 1,681 new books and av materials were added to the collections, including books from the "Adopt-a-Book" program and TPA "Book Fair" donations.

The Norfolk Community League made a \$5,000 donation to the Freeman-Centennial Library to help update it's aging non-fiction collection.

Highest commendations are in order to the Board of Trustees, Friends of the Library and the entire library staff and volunteers for their loyalty 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

BOARD OF LIBRARY TRUSTEES

In 1998 the Library Trustees realized one of their long-sought goals, opening the public library on Sunday afternoons. The Board first discussed this option almost ten years ago, but the vicissitudes of our town's finances made implementation problematic. Sunday hours, we believe, provide a unique time for families to use the Library - not to mention those last-minute homework assignments!

The public library remains committed to providing educational support as our top priority. This extends to our programs in the Norfolk Public Schools which, in 1998 concluded six years of successful operation. Our goal of maximizing Library resources for all of Norfolk's school-age children is one the board continuously seeks to advance. The board also believes that emphasis on educational support also helps our related goal of being the preferred information resource for our town.

Expansion and enhancement of information technology is strongly related to the goals the board has adopted for the public and school libraries. The Library staff, under the leadership of Ddirector Robin Glasser, has continued to adopt the latest in technological changes making acquisition and analysis of information easier, faster and maximally useful to all. That this has been accomplished within the very tight budgets for the three libraries is all the more remarkable.

The Friends of the Norfolk Public goes from strength to strength, and this vital group reflects the strong support our library programs have in the community.

It would be improper if our report to the town did not include the concerns and challenges we face. The Library is still closed all day on Friday, interrupting access for everyone. The percentage of the public Library budget as a share of the entire town budget continues to fall, raising long term questions about the future of the public Library. Our work to help complete our town center with an addition to the public library providing space now and for the future has not moved forward. The Board remains committed to addressing these issues.

Respectfully submitted,

Board of Library Trustees:
Frances M. Holman, Chair
Harvey Boulay, Clerk
Kenneth Nelson, Member

PLANNING BOARD

The Board has collected data, mapped undeveloped land parcels, selected a growth management consultant and met with other Boards and Commissions in Town toward a goal of creating and implementing a growth management program. The Town continues to see expansion of single family house development that could critically impact its capacity to meet the needs of its residents for education, municipal services and infrastructure. The Board, in concert with other Boards and Commissions in Town, is working towards presenting in 1999 a preliminary growth management program with options to manage the continued residential growth occurring in Norfolk.

The Board continued its practice of encouraging potential development applicants to preview their projects at the informal "pre-submission review" basis to establish project parameters that will save time. This practice assisted 18 projects this year by identifying critical concept problems prior to a formal submittal thus streamlining their eventual approval. Included in these "pre-submission reviews" were projects for several small residential subdivisions, the Pond Street recreation complex, the H. Olive Day School addition and commercial and mixed uses in the Town Center and at Eagle Brook Saloon on Dedham Street and a large manufacturing/warehousing use on Pond Street in the C1 District (Dedham Street/Pond Street).

In 1998 the Highway Department and the Board prepared another inventory of unaccepted town roads for acceptance by the Town. This effort was the culmination of the work initiated in 1997 involving extensive research and engineering documentation. The Town approved over 2.8 miles of existing but unaccepted roads that will enable the Town to receive increased state funding for its roadway maintenance and improvement programs.

The Board approved four definitive subdivisions with a total of 67 lots (Christina Estates off Pondview Road and Massachusetts Avenue) containing 52 lots and 32 acres of open space; Cress Brook Pond Estates off Medway Street (7 lots) and Evans Way off Needham Street (3 lots). The Board also received four Preliminary Subdivisions and is processing or did grant approval allowing two to proceed for a definitive submission. These subdivisions total approximately 74 lots. The Board did endorse 8 non-subdivision plans for 62 house lots on public ways, is finalizing or did approve two Site Plans for a commercial addition to Eagle Brook and the Recreation Complex. The Board also held six shade tree/scenic road hearings.

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 1998.

We wish to thank all the other Town Boards, Committees, Commissions and Departments for their invaluable written comments that shape our Board's decisions and approvals. Special thanks is extended to Lois Boucher, our Planning Administrator. Lois provides continuity, enthusiasm and energy which is valued by the individual Board members, consultants and applicants alike. The Board has moved to a new support program for planning services utilizing a part time professional planner and mapping support which has been invaluable in this year's planning and decisions process.

Elizabeth Maitland agreed to support the Board as an Associate Member through 1998. The current Board Members are Steven G. McClain, Chairman, Andrea D. Langhauser, Vice Chairman, Francis A. Fitzpatrick, Clerk, Robert E. Nicodemus, Arthur A. Spruch and Associate Member Elizabeth J. Maitland.

ACTIVITY OF THE PLANNING BOARD - 1998

Type of Activity	No. of Plans	No. of Lots
Definitive Subdivision Plans Submitted in 1998	3	
Approved	3	13
Pending/under review	0	
Definitive Subdivision Plans Submitted in 1997	1	
Approved in 1998	1	52
Modified Definitive Plans	0	0
Preliminary Subdivision Plans Submitted in 1998	4	
Approved in 1998		
Disapproved in 1998	2	14
Pending/under review		
Non-Subdivision Plans Endorsed (81-P)	8	20
Lots Released in Subdivisions (Applications)	3	15
Special Permit Applications		
Submitted in 1998	1	
Submitted in 1997/Approved in 1998	1	
Site Plans Submitted in 1998	3	
Approved in 1998	3	
Pending/under review	0	
Pre-submission sessions held	18	
Shade/Tree Scenic Road Act Hearings Conducted	6	

Respectfully submitted,

NORFOLK PLANNING BOARD

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 criteria for granting in accordance with M.G.L. Chapter 40A, as amended, and the Norfolk Zoning Bylaws. 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. The Board of Appeals does not draft zoning bylaws nor do they enforce them.

During the 1998 calendar year, the Board received 8 applications for hearings. The Board issued 2 special permits, and 2 variance extensions. The Board also denied 1 variance and 2 special permits and allowed 1 withdrawal of a variance Petition.

In addition to their jurisdictional duties involving hearings and rendering decisions in an expeditious and impartial manner, the Board members also serve as communication liaisons to other Town Boards, Departments, Committees, and Commissions. Members also attend state and local zoning seminars and workshops and research court decisions to keep abreast of zoning issues and revisions to M.G.L. Chapter 40A, as amended. Board members also attend court proceedings as witnesses on behalf of the Town. Meetings and public hearings conducted by the Board are duly posted at the Town Hall at least 48 hours in advance and conducted in accordance with the Open Meeting Law.

We wish to extend our sincere appreciation to all of the Town Boards and Departments for their cooperation and input to our hearings, especially the Planning Board and the Conservation Commission.

Respectfully Submitted,

Bruce A. Simpson, Chairman

ZONING BYLAW STUDY COMMITTEE

The Zoning Bylaw Study Committee was appointed in June of 1998 for zoning articles at the Fall 1998 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, Conservation Commission and the Building Commissioner and Town Counsel (ex officio/non-voting). The Committee's primary responsibility has been to review and comment and/or technically modify proposed zoning articles and review and modify, as appropriate, existing zoning bylaws.

In 1998 the Zoning Bylaw Study Committee sponsored six (6) zoning articles which included creation of a restriction of commercial vehicle size provision in residential districts and a variety of existing By-Law modifications. The town enacted 6 of these six rejecting the commercial vehicle proposed By-Law at the Fall 1998 Town Meeting.

Respectfully submitted,

Robert E. Nicodemus, Chairman
(Board of Selectmen representative);
Brian Wolf, Vice Chairman
(Zoning Board of Appeals representative);
Sarah P. Dewey, Clerk
(Conservation Commission representative);
Gerald E. Hughes, Building Commissioner;
Steven G. McClain,
(Planning Board representative)
Glendon G. Coulter,
(Board of Selectmen representative)
Lois L. Boucher,
(Board of Health representative)
Paul D. Maggioni,
(Town Counsel [ex officio]
and non-voting member)

PERMANENT BUILDING COMMITTEE

The Permanent Building Committee (PBC) had a busy year completing the new Town Hall, and moving forward with the design and planning phase for the addition to the H. Olive Day School and the new Pond Street Recreational Complex.

Throughout the winter and spring, the PBC worked hard to bring the construction of the new \$3.6 million Norfolk Town Hall to closure, and the new 21,000 square foot facility was finally occupied on May 21, 1998. The PBC wishes to acknowledge the extraordinary and excellent job accomplished under the most difficult conditions by our Clerk of the Works, Mr. Ernie Alix. A dedication ceremony for the new Town Hall was held on September 19, with Congressman Barney Frank and State Representative JoAnne Sprague in attendance.

Throughout the year, the PBC worked on the design, planning and approval of the new \$2.2 million addition to the H. Olive Day School. Mr. Santiago A. Rozas of Todd Lee-Clark-Rozas Associates, Boston, is the project architect. Late in the year, the contract for construction was awarded to BBC Co., Inc. of Rockland, Massachusetts. With Mr. Ernie Alix selected as the Clerk of the Works, construction commenced in early December and the project is expected to be substantially completed by July 1999, ready for the new school year starting in September.

Throughout the year, the PBC also worked with architect Mr. Ben Gary of Moriece & Gary, Inc., Charlestown, Massachusetts on the design, planning, and approval phases of the \$960,000 Pond Street Recreation Complex. Local board approvals were finally secured in very late fall, so that the construction process can now be initiated.

During the year, Larry Cheevers resigned from the PBC after several years service on the Committee. Larry made many significant contributions to the work of the PBC over the years on important projects such as the H. Olive Day School, the Norfolk Town Hall, and our current projects, for which all the PBC members, past and present, are truly appreciative. David Jenner also resigned from the Committee after contributing significantly on the new Town Hall. We welcomed new members David Capon and Fred Pfischner as their replacements.

Respectfully submitted,

Robert P. Lowndes, Chair
Ernest Alix
Winsor F. Bowden
David Capone
Fred Pfischner

RECREATION DEPARTMENT

The Norfolk Recreation Department is managed by five elected commissioners. The daily management is performed by the Director of Recreation, Bill Brigham and the Assistant Director, Julie Chapski.

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

The variety of programs offered by the Recreation Program has grown over the last year. The Department has offered over 150 programs with over 2,500 registered participants ranging from toddlers through adults. Some of the more successful new programs were: Friday Night Live for teens, horseback riding, all ages, Sky Hawks summer sports camps and SAT Preparation classes. Through revenues obtained from increased class enrollments, the department has been able to offer free programs to the community. These programs such as the summer playground camp, Easter egg hunt, Friday night movies, family open gym and the summer concert series have been well received by the community.

Plans for development of the Pond Street Recreation Complex continue to move forward. This year, the Permanent Building Committee has obtained all necessary permits from town boards and the bid process for the contract is underway. We look forward to development of these much needed new playing fields for the community during the next year.

As always, the department looks to respond to the requests and needs of the community in the area of recreation. It is through these programs, that we strengthen the bonds of our community.

Respectfully submitted,

Debora K. DeBello, Chair
Barbara Gillis, Secretary
Kurt Czarnowski
Tom Terpstra
Joseph Byrne

MAPC ANNUAL REPORT

The Metropolitan Area Planning Council is the regional planning agency that serves 101 communities in the metropolitan Boston area. It was created by an act of the state legislature in 1963 and has been serving its communities since that time. The Council is composed of one representative from each of the 101 communities appointed by the Chief Elected Officials (CEOs) of each of these cities and towns. In addition there are 21 gubernatorial appointees and 14 agency (such as the DEM, Mass Port and MBTA) appointees on the Council. The 25 member elected Executive Committee meets 11 times a year. The full council meets three times a year. Meetings are held at various localities throughout the region.

In order to serve its communities better, MAPC has organized eight subregions. These groups are composed of representatives from the member communities and a MAPC staff planner. The groups meet on a regular basis to discuss and work on issues of subregional concern.

The town is a member of the Southwest Area Planning Council (SWAP) subregion, a group of 8 communities. Over the past year the subregion has met on a regular basis to address issues of mutual concern.

TRIC hosted a legislative breakfast in order to discuss specific bills with state legislators in their region. The subregion also had MAPC develop a map for them that shows the major employment centers in the area as well as transportation routes along with the latest traffic counts for those roads.

On the region wide scale the agency is involved with so many programs and issues that it is not possible to mention them all. However, the following list should give some idea of the breadth of activities, responsibilities and challenges the agency has met over the past year. Among the most active initiatives for 1998 were the following four:

Build-Out Analysis

The agency developed and refined its methodology this past year as it worked on build out reports for 12 communities.

Master Plan

The agency worked with a record number of communities on local master plan studies.

Innovative Project Awards

The agency received two new types of major grants from federal organizations - a 'Welfare to Work' grant funded

by the US Department of Labor and an Environmental Protection Agency (EPA) grant to look at sustainable taxation policies.

Major Multi-Organization Collaborations

The agency worked closely with other Regional Planning Agencies (RPAs), citizens, legislators, business community members, and non-profits on such projects as Southeastern Massachusetts Vision 2020; The I-495 Technology Corridor Initiative/Campaign for Shared Solutions; and several separate Essex County initiatives that included working with the Essex County Selectmen's Association, Salem State College, and the municipal administrators joint service effort.

During the past year MAPC

Played major roles in planning, organizing and hosting the national American Planning Association (APA) annual meeting that was held in Boston in April. Over 4,600 planners attended this conference which was last held in the city 17 years ago.

Worked with others to produce a special video on the importance of trees in the protection of a local watershed. The 28-minute video is called Shedding Water.

Hosted several free ArcView geographic information system training sessions for town representatives.

Participated in a collaborative effort with Mass Audubon North Shore and Coastal Zone Management (CZM) North Shore to facilitate conservation subdivision design options. Participated on the Advisory Board of the statewide Citizen Planner Training Collaborative that provides a training curriculum for members of local Planning Boards and Zoning Boards of Appeals.

Completed several school enrollment studies.

Provided mapping support for the Middlesex Canal Commission, a group working to restore parts of the historic canal.

Developed, as part of a Municipal Incentive Grants (MIGS) program, a video to help communities deal with electric deregulation.

Created the second annual Council report that incorporated a series of maps in calendar format as part of the document. Each month's map is devoted to a different regional demographic subject.

Developed a build out analysis for six I-495 communities combined with a report on the infrastructure capacity of present water, sewer and roadway conditions.

Completed a Nonpoint Source Management Plan for one of the subregions.

Introduced the practice of writing by-monthly newsletters for each of the subregions.

Worked as a facilitator with a local committee that is developing a master plan for a major local open space and drinking water reservoir area.

Brought national speakers such as Myron Orfield and Jane Holtz Kay to the Council to inform and challenge local thinking on planning issues.

Continued working with Boston's Cardinal Law on Challenge to Leadership effort—now called Metropolitan Affairs Coalition.

Strengthened its ties with environmental groups and the national park service on its Boston Harbor Island National Recreational Area project.

Received, processed and distributed to the appropriate communities over 200 Environmental Impact Reports (EIRs) and/or Environmental Notification Forms (ENFs) during the past year. Completed an in depth review, analysis, discussion, and tracking of four EIRs, and wrote comments on another 48.

Applied for and received an Environmental Protection Agency (EPA) Sustainable Development Grant to look at sustainable tax policy—looking at models across the country of tax sharing and mechanisms for enhancing Interlocal cooperative agreements in the context of their political feasibility.

Received a US Dept. of Labor grant for \$4.1 million to work on the 'welfare to work' issue. MAPC set up a collaborative of eight partners—non-profits, regional employment boards and businesses to address the issue.

Solicited, reviewed and recommended projects for inclusion in the Transportation Improvement Program (TIP). Worked closely with local members of the Metropolitan Planning Organization (MPO).

Conducted an inventory and review of all 25 Wastewater treatment facilities in the region.

Updated the Community Profiles data department publication, completed a five-year overall Economic Development Program (OEDP) report and embarked on a second five-year program.

Completed and distributed a report on fish processing in the state. The project was funded by Massachusetts Office of Business Development (MOBD).

Finished designing software for two towns to track their Title 5 permitting programs.

Provided a workshop for city and town clerks to help prepare them for the upcoming 2000 census. These sessions known as Local Update Census Addresses (LUCA) workshops were held in cooperation with the US Census Bureau.

Held three metropolitan forums on the Mass. Watershed Initiatives program to help bring information about the program to local officials throughout the region.

Coordinated with the SuAsCo Watershed group to develop a watershed community council.

Collaborated with a multi-agency organization that reviewed and commented on the MWRA's Combined Sewer Overflow (CSO) plan.

Tracked and supported more than 15 bills in the state legislature. Engaged in an extensive letter-writing campaign in support of the creation of the Office of Geographic and Environmental Information.

Lobbied hard for the restoration of funding for the Municipal Incentive Grants (MIGs) program.

Held monthly Legislative committee meetings where members heard speakers from a wide range of governmental agencies and committees discuss relevant legislative initiatives.

Worked to help communities with their ISTEA Transportation Enhancement program applications. Organized the committee that acted on the staff recommendations for funding priorities.

Functioned as staff for Mass. Highway System (MHS) Advisory Board that among other efforts reviewed the proposal to develop two air rights parcels over the Mass. Turnpike at Mass. Ave. in Boston.

PLANNING AND DEVELOPMENT

Participated in a wide variety of forums, workshops, seminars, etc. as featured speakers, panel members, facilitators, researchers, hosts, sponsors, conveners, organizers, etc.

Had three staff members pass the American Institute of Certified Planners (AICP) exam.

Continued to work with the local communities on the reuse plan for the South Weymouth Naval Air Station. Completed a study on the potential impact of the recently accepted reuse plan on the streets and neighborhoods of Rockland and Hingham.

Helped to complete the Mass. Bay Commons publication that was prepared by students at Harvard Graduate School of Design. Distributed the document and promoted the regional open space concept at various meetings and through a variety of organizations' newsletters.

Continues to respond to requests from communities for information on zoning, land use, environmental regulations, data and planning.

Worked with Billerica and the Northern Middlesex Council of Governments and three MAPC towns to study the impacts of defense contract reductions and the tools local governments have available to prepare for and mitigate these impacts. The project team convened focus groups and a major forum and published a report.

Encouraged communities to consider concentrating development around transportation nodes. Created a design guideline booklet illustrating how this could fit into a community setting at a proposed commuter train terminus.

Worked with municipal administrators to look into the idea of organizing subregional committees for the purpose of shared services.

Cooperated with Executive Office of Environmental Affairs (EOEA) on informing the public about the new Watershed Basin Team project.

Respectfully submitted,

Metropolitan Area Planning Council

BOARD OF HEALTH

Permit and licenses issued:

1998 was a year of change for the Board of Health. During this time, the composition of the Board was overhauled. Laurence Magnier decided after many years of service, not to run for another term. We want to thank Lau for all of his work over the years. The majority of our time was spent dealing with issues regarding Chapter 30B and our engineer's contract. We put many hours developing a RFP (Request for Proposal) that was fair and acceptable to the Inspector General's Office. After all was said and done, we were able to maintain the engineering services we have had for the past 25 years. We would like to thank Bill Domey for maintaining a level of professionalism during this uncertain and stressful time. We especially want to thank Jan and Betsy for their many hours worked during this time. We hope all of the hard work, frustration, and ill feelings that were generated by this will have a positive impact on the Board and how it functions. Our goal is to improve customer satisfaction by decreasing turn around time and more importantly, improving communication with our customers.

The single biggest item of business at our meetings during 1998 was consideration of requests for variances from Title 5 and local sanitary regulations. A total of 11 variance hearings were conducted, usually as a result of failed septic systems that could not be rebuilt in compliance with the current sanitary codes because of lot size, ledge, or high ground water issues. In each case the Board and its engineer worked with the applicant's engineer to develop a plan that, while not strictly in compliance, was environmentally acceptable.

Reconstruction of the septic system at the Pine Knoll Housing complex at Marshall and Pond Streets was completed in the fall. We had some issues regarding the septic system at Hillcrest Village, plans have been submitted for review and the goal is to have the process for a new septic system in place by the spring.

The Board had many concerns regarding the changes at Southwood Hospital. We were not opposed to having a for-profit institution take over the hospital as long as services were maintained. We understand the economics of health care and how difficult it is to maintain two hospitals within eight miles of each other. We are saddened that the services our town had been accustomed to (inpatient medical/surgical care, critical care and emergency services that offer support to the sickest patients) are no longer offered at Southwood. This is a great loss for the town.

	1997	1998
Percolation testing	64	195
Septic System Permits	52	77
Component Replacement	10	14
Form 1.0 Applications (Review for home impr.)	102	109
Site-plan review	2	4
Well Permits	12	6
Sub-div. Review	3	6
Variance Hearings (Title 5 & local)	14	11
Food Est. Permits	25	25
Milk & Cream Permits	20	20
Tobacco Product Permits	5	5
Refuse Hauler Permits	4	5
Installer's Permits	48	51
Septage Removal Permits	19	19
General Permits	4	4
Massage Therapy Lic.	1	1

Respectfully Submitted,

Board of Health

WALPOLE AREA VISITING NURSE ASSOCIATION, INC.

The Walpole Area VNA experienced little growth in overall visits during the calendar year 1998. Approximately 45,000 visits will be made by year end. This is related, primarily, to reimbursement changes in Medicare brought about by the Balanced Budget Act of 1997 and changes in interpretation of Medicare guidelines by the fiscal intermediary. As a result of reduced visits there was also a reduction in the work force from approximately 175 employees to 100. This reduction in visits also caused the overall cost per visit to increase substantially as the amount of fixed costs remained about the same. Despite massive lobbying efforts by the industry, Congress was unable to effect any significant change in the system.

The Walpole Area VNA is accredited by the Community Health Accreditation Program and is a Medicare and Medicaid Certified Agency.

The Walpole Area VNA 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:

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 the program is to assess changes in physical condition, prevent complications and prevent unnecessary hospitalizations. Ambulatory residents are seen for physical assessment and health counseling at the senior citizen clinics held at the Federated Church on the Third Wednesday of every month.

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 and a lactation consultant through home visits.

Communicable Disease: Prevention and control of communicable disease through case finding and education and provision of follow up care consistent with public health practice.

Public Health: Promotion of good health awareness for the prevention of serious illness. Periodic cholesterol, hypertension and diabetes screenings are held at the clinics and in the community. The annual flu clinics were held in October and November. The pneumonia vaccine was also offered this year.

Board Officers:

Daniel Nye, President
Martha Rich, Vice President
Paul Corriveau, Treasurer
Julie Bonenfant, Secretary

Management:

Barbara E. Cade, Executive director
Robert P. Bois, Financial Manager
Lucinda C. Williams, Systems Manager

Clinical Supervisors:

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

The Town of Norfolk Public Health Statistics for 1998 are as follows:

SERVICE	VISITS
Home Visits/Health Maintenance	77
Maternal/Child Health Visits	4
Communicable Disease Follow-Up	12
Senior Citizen Clinics	143
Flu Vaccine	185
Pneumonia Vaccine	38

NORFOLK 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's function is to identify the needs of Norfolk citizens who are 60 years and over and to give information, to take action or to refer the needs to the appropriate agencies.

The Council received a formula grant from the executive office of elder affairs (MCOA) in the amount of \$3,204 which was used for mileage and extra hours for the outreach program. Our annual dues to the MOCA, to send two people to the MCOA convention, and for tables and chairs, also two incentive grants: A consortium with Plainville and Wrentham for adult education which was held at Caritas Southwood Hospital. Another consortium with Millis for a Tai Chi Instructor. We applied to the Department of Housing & Community Development block program for a senior center, but it was not funded.

We moved into the new Town Hall with offices and social area. Hot meals are still being served two days a week at the Federated Church. New programs held at the senior room at Town hall are social, (Tea's, Poetry readings, movies, game day) Exercise classes, informational meetings and a "Lively Senior" club was formed. Another new program co-sponsored with the library a "Read At Home Program" for the homebound elders & Handicapped to receive Book & Audio cassettes.

An article was placed on the 1998 fall town meeting for the building of a senior center on a 2.6 acre lot located on Medway Branch. The Council on Aging would like to thank all Norfolk citizens for passing this article and for positive vote on a ballot question. 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, social events and swimming at the Wrentham Developmental Center Pool and the YMCA of Walpole. We also provide services to non-seniors for such things as fuel assistance and general information.

The Council on Aging would like to thank all of the volunteers who provided hours of transportation, shopping assistance, reassurance calling, clinic assistance, board members and friends of the Council on Aging. We would like to thank in kind support donated to the council for its operations (furniture, movies, books, flowers, appliances and assistance) to Harvey Boulay and Robert Nicodemus for help in the preparation of our grant, the Board of Health and Walpole Visiting Nurses for sponsoring health clinics, the Highway Department for servicing our vans, Fire and Police departments and for our liaison Detective Ethne, who will be at the senior center once a month, the Federated Church missions, HESSCO (Health and Social Services Consortium, Inc.), the Executive Office of Elder Affairs and all who helped through the year.

The Council on Aging meets on the third Monday of each month at Town Hall, Meeting Room #25, at 9:30 A.M. All are welcome to attend.

Respectfully submitted,

Council on Aging

SELF-HELP INCORPORATED

During the program year ending September 30, 1998, Self-Help, Inc., received a total funding of approximately \$11.7M and provided direct services to 13,967 limited income households in the area.

In the Town of Norfolk, SHI provided services totaling \$71,731 to 43 households during program year 1998.

The total funding of \$11,737,921 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 \$2,276,402 of other community resources such as, 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 \$14,014,323.

In addition, Self Help currently employs 255 individuals, many of whom are of limited income, minorities, and who reside in our service area.

We feel that October 1, 1997 through September 30, 1998 was a successful program year for us because we were able to assist as many limited income individuals and/or families as we did, regardless of the challenges with which we were faced.

We thank all the volunteers, the Board of Selectmen, representatives of the limited income sector, and all the representatives of the private sector, for helping to make Fiscal Year 1998 a success.

Respectfully submitted,

Norma Wang
Administrative Assistant

NORFOLK COUNTY MOSQUITO CONTROL PROJECT

The operational program of the Project integrates all proven technologies into a system of mosquito control that is rational, environmentally sensitive and cost effective.

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

Water Management Projects: Our primary efforts are concentrated on the management of shallow, standing, stagnant water, and the maintenance of existing flow systems which contribute to mosquito breeding sources.

Drainage ditches cleaned	3,605 feet
Brush obstructing drainage cut	1,475 feet
Culverts cleaned	28 culverts
Water Management by wide-track backhoes	2,110 feet

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

Larval control by backpack\briquets\mistblowers
60 acres

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

Adult control aerosol applications from trucks
3,904 areas

Surveys, inspections, and pre/post monitoring in support of our program include locating and mapping breeding areas, larval and adult collections, and field work evaluations leading to better water management.

NCMCP received 72 calls from residents for information and assistance.

Respectfully submitted,

John J. Smith, Superintendent

HOUSING AUTHORITY

The Norfolk Housing Authority presently manages 84 units of state-funded housing. 64 of these are for the elderly and handicapped and are located in Hillcrest Village, Rockwood Road. Our other 20 units are on Pond Street at Pine Knoll, and this development is for families. We have two and three-bedroom units at this facility.

1998 brought the conclusion of a two-year struggle to reconstruct our failed septic system at Pine Knoll. Now that this is operational, our 25-year-old system at Hillcrest Village has failed. Presently, we are beginning this process and hope that this will be up and running before long.

We had a serious fire at Pine Knoll which demolished one side of a unit and caused extensive damage to the other side. We expect to have both units repaired soon.

Our elderly waiting list is short and we encourage those who work or live in Norfolk to ask for an application. Unfortunately, the waiting list for the family housing is extremely long: a wait of five to ten years would be the norm.

We encourage anyone who is seeking housing to contact us with your questions. We can be reached at 528-4800.

WATER DEPARTMENT

WATER SERVICE INFORMATION

	1997	1998
Miles of water main in service	54.86	56.05
Total water services	1,682	1,742
Number of services per mile of water main	30.66	31.07
Total gallons pumped	166,991,500	192,918,400
Total gallons purchased	383,904	451,200
Average gallons pumped per day	457,511	528,544
Average annual gallons used per service	99,510	111,004
Average gallons used per service per day	273	304
Total Water Bill and Betterment Revenue	\$667,697.70	\$676,998.73

In 1998, the total gallons pumped increased despite the extremely wet weather.

The Norfolk Water Department has a comprehensive Master Plan. This plan is the blueprint for the logical build out of infrastructure. At this time, we are seeking a third well source consistent with the Master Plan.

The Union and King Street water main replacement project was completed in the fall of 1998. Installation of water main ensures that the quality of water delivered is of the highest standards to those residents serviced and further enhances the entire system.

Additionally, monies were appropriated for the exploration of a new tank site and a new water source.

The Board of Water Commissioners is dedicated to the delivery of potable water in sufficient quantity 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 E. Bernardo, Part-time Maintenance, Markene Burton, and Part-time Meter Reader, Colleen Johnston, 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

CONSERVATION COMMISSION

The Norfolk Conservation Commission is most proud of the 1998 acquisition of the 62 acre Lind Farm Property, a parcel with diverse geographical features located off Marshall and North Streets. Subsequent to unanimous approval of the purchase at the May Town Meeting, Project Manager Maryann Magner drafted and compiled a grant application with the State Conservation Services which resulted in the Town receiving reimbursement of \$223,200 for the Lind Farm. The Conservation Commission appropriated \$40,000 from the Conservation Fund for the purchase of the Lind Farm. This amount coupled with the Self-Help Grant from the state decreased the amount of the Town's purchase price to only \$96,800.

During 1998, the Commission also accepted donations of open space property from the Faulkner Family, the Saulnier Family, and Mary Lorusso. The Commission currently manages over 235 acres for open space and passive recreation purposes. Our ongoing major goal is to acquire more open space for the protection of wetlands, ground water resources, wildlife resources, and the preservation of the quality of life for the present and future citizens of Norfolk.

The Conservation Commission consists of a seven member board appointed by the Board of Selectmen for staggered 3 year terms. The primary responsibility of the Commission is to protect the Town's wetland resources as authorized by the Town of Norfolk's Wetland Protection Bylaw, the Wetlands Protection Act, and the Department of Environmental Protection's Program Policies.

The Town of Norfolk has experienced rapid development in the last several years which has increased the Commission's workload. For example, during 1998 the Commission held 36 public hearings, a significant increase over the 29 hearings held in 1997 and the 18 wetland hearings conducted in 1996.

The Commission would like to extend its deepest appreciation to member, Maryann Magner, for her tireless efforts as the Project Manager of the Lind Farm Property and for drafting and pursuing the Self-Help Grant from the Department of Conservation Services.

The Commission also receives valuable input and cooperation from many citizens and Town Boards. We wish to acknowledge the valuable work relationship the Commission sustains with the Norfolk Water Department, the Board of Health, the Planning Board, the Zoning Board of Appeals, and the Open Space Committee. A special thanks to our new Town Counsel, George Hall, Jr., for his invaluable assistance in several matters and issues before this Commission.

Respectfully submitted,

Allan Shaw, Chairman

TREASURER/COLLECTOR

The Treasurer/Collector's Office is staffed by three full time employees. In addition to the Treasurer/Collector, there is an Assistant Treasurer and an Assistant Collector.

With the moving to its more spacious quarters in the new Town Hall this year, the Treasurer/Collector's Office is now sharing office space with the Assessor's Office. We are confident that the taxpayers will enjoy the benefits of having both offices together.

Tax related duties and responsibilities focus on the billing and collecting of real estate, personal property and motor vehicle excise taxes. Over 17,000 tax bills were mailed out resulting in over \$10.9 million dollar in revenues. Other tax related responsibilities include the processing of municipal lien certificates, tax refunds and the collection of delinquent taxes through tax title takings and deputy collector services.

In addition to the many tax related duties and responsibilities, the office is responsible for receiving monies from the Town's various departments, processing of payment checks for Town expenditures, maintaining and reconciling over 30 bank accounts, investing Town funds, borrowing short and long term funds, and handling payroll for over 270 Town employees.

REPORT OF THE TREASURER/COLLECTOR FOR THE FISCAL YEAR ENDING JUNE 30, 1998

	Real Estate Tax	Interest	Demands & Fees	Motor Vehicle Excise Tax	Interest	Fees
1999	\$17,977.71	\$0.00	\$0.00	1998 \$742,906.55	\$853.36	\$9,518.59
1998	9,708,013.49	13,981.10	3,327.49	1997 205,106.19	587.44	7,857.83
1997	67,581.59	5,713.37	2,635.78	1996 11,698.08	128.60	1,385.82
1996	3,515.60	102.16	91.00	1995 835.74	28.18	522.43
1995	101.46	0.00	0.00	1994 390.00	95.97	240.00
Total	\$9,797,189.85	\$19,796.63	\$6,054.27	1993 153.75	33.46	956.43
				1992 289.58	16.56	224.69
				1991 387.14	20.34	220.00
				1990 5.00	5.00	33.00
				1988 305.00	113.94	58.00
				Total \$962,077.03	\$1,882.85	\$21,016.79
	Water	Committed				
	Betterments	Interest	Fees			
1998	\$80,910.74	\$20,944.57	\$0.00			
1998 Paid in Adv.	25,827.63	563.58	72.00			
1997	1,970.30	189.98	0.00			
Total	\$108,708.67	\$21,698.13	\$72.00			
	Personal					
	Property Tax	Interest	Fees			
1999	\$140.73	\$0.00	\$0.00			
1998	152,568.47	99.73	452.00			
1997	306.13	11.88	83.44			
1995	118.30	39.56	117.29			
Total	\$153,133.63	\$151.17	\$652.73			
	In Lieu of					
	Taxes					
1998	\$7,803.37					
				Grand Totals Collected:		
				Municipal Lien Certificates:	\$16,600.00	
				Water Betterments:	108,708.67	
				All Taxes:	10,875,897.22	
				All Interest and Fees:	71,324.57	
Municipal Lien						
Certificates	664	@	\$2. each	\$16,600.00		

ADVISORY BOARD

The Advisory Board consists of nine members appointed by the Moderator for three-year terms. No member may be active in any other town position, elected or appointed, while serving on the Board.

The Board's mandate is to recommend to Town Meeting balanced Operating and Capital Budgets equitably apportioned among various town departments, and to make well-reasoned recommendations about the non-financial questions on the Warrants. In addition, the Board manages a small Reserve Fund appropriated by Town Meeting to cover unanticipated necessary expenses of town departments which cannot wait until the next Town Meeting.

For the Spring and Fall 1998 Town Meetings, the Advisory Board considered 81 Warrant Articles and recommended that 73 of these be approved and that the others be indefinitely postponed. Town Meeting votes supported most of our recommendations.

Some of the financial highlights from the two 1998 Town Meetings were:

\$15,874,435.00	Total Operating Budget
\$ 550,000.00	Override New Senior Center
\$ 414,960.00	Total Capital Budget
\$ 320,000.00	Override Conservation Land
\$ 85,610.00	Town Computer System
\$ 50,000.00	Expansion School Offices

Several zoning articles and nineteen street acceptance articles comprised the bulk of the remaining questions faced by Town Meeting. The Planning Board is to be commended for its excellent work in bringing such a large number of street acceptance articles forward. The town enjoyed an immediate benefit from this work by being reimbursed from the state at a rate of approximately \$4,000.00 for each mile accepted as a public way. Several miles were so accepted.

The Board is delighted to be in a position to have to confront the financial challenges posed by such a vibrant and growing community as Norfolk. Because so many families have found Norfolk to be a wonderful town to live in, the town has witnessed steady growth over the past several years. This growth has put a strain on the town's ability to pay for expanding services. The Board has continually asked departments to tighten their budgets to meet these financial demands, while encouraging larger financial commitments, with the support of the Board of Selectmen, to be considered by the town in the form of override ballot questions.

In response to suggestions for improvement, the Advisory

Board has attempted to present more information to Town Meeting to assist citizens. When making recommendations the Board is making a greater effort to explain all of the considerations faced by the Board, both in support of and in opposition to, all articles. Then providing an explanation of how the Board reached its recommendation. In addition, at the Fall Town Meeting the Board gave an in depth presentation on some of the financial challenges facing the town. In particular, the conflict between (1) eliminating debt service (debt paid for out of the operating budget) to make more operating funds available; and (2) using a steady rate of debt service to finance larger projects or acquisitions which the town could not otherwise afford (i.e., taking on new debt as older debt is retired so that the total debt remains constant).

The Board congratulated Graham Sterling for his hard work and outstanding leadership during his tenure as Chairman and is honored that he is able to continue his great work on the Board as a Member. The Board also expressed its thanks to its secretary, Dorothy Strohl, for her excellent work, particularly in distributing Board materials throughout the year and coordinating the distribution of the recommendation booklets.

The Reserve Fund transfers approved by the Board during fiscal year 1998 were as follows:

10-02-97	Highway Dept. - Vehicle Bid	\$2,968.00
2-12-98	Town Clerk - Special Elect.	\$2,678.26
2-26-98	Bd. Select. - Tn. Hall Moving	\$5,800.00
3-05-98	Nfk. Elem. Sch. - Freezer	\$5,000.00
3-12-98	Nfk. Elem. Sch. - Lgl Settl.	\$2,500.00
4-09-98	Fire Dept. - Veh. Repairs	\$6,000.00
4-30-98	Landfill - Leachate Pumping	\$4,194.00
6-23-98	Bd. Select. - Misc. Exp.	\$327.00
6-23-98	Bd. Select. - Salary Acct.	\$565.55
6-23-98	Landfill - Leachate Pumping	\$1,958.00
6-23-98	Town Counsel - Legal Fees	\$4,400.00

Respectfully submitted,

1998 Advisory Board
 Glenn Beernink
 Edward Cannon, Chairman
 Catherine Elder
 Norman Gentry
 Kathleen Johnson
 Nancy Seitz
 Graham Sterling
 Marc Waldman
 James Ward

REPORT OF THE DIRECTOR OF FINANCE/TOWN ACCOUNTANT

The following general purpose financial statements have been prepared and audited in conformity with generally accepted accounting principles and present fairly the financial position of the Town of Norfolk, Massachusetts, as of June 30, 1998.

I would like to thank my staff, Lorraine H. Foley, Assistant Town Accountant/Employee Benefits Coordinator, and Mary Noris, Data Processing/Accounts Payable Clerk. The staff continues to do a remarkable job. Their continued help and support allows for a smooth and efficient operation.

I would like to thank the Treasurer/Collector and Assessing Departments for their hard work, dedication and cooperation. I am also grateful for the continuing cooperation and support from all Town departments.

Susan L. Gagner
Director of Finance/Town Accountant

**TOWN OF NORFOLK
MASSACHUSETTS
GENERAL PURPOSE
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 1998**

TOWN OF NORFOLK, MASSACHUSETTSGENERAL PURPOSE FINANCIAL STATEMENTSTABLE OF CONTENTS

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John J. O'Brien
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Abington, MA 02351

INDEPENDENT AUDITOR'S REPORT ON GENERAL PURPOSE
FINANCIAL STATEMENTS

To The Honorable Board of Selectmen
Town of Norfolk, Massachusetts

I have audited the accompanying general purpose financial statements of the Town of Norfolk, Massachusetts as of and for the year ended June 30, 1998, as listed in the Table of Contents. 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. 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 4, 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.

Board of Selectmen, Norfolk, Massachusetts
November 20, 1998
Independent Auditor's Report (continued)

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, 1998, and the results of its operations and cash flows of its proprietary fund types and nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

My audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The Reconciliation of Treasurer's Cash, and Schedule of Taxes for the Year Ended June 30, 1998 on pages 25 and 26, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

John J. O'Brien, CPA

John J. O'Brien C.P.A.
November 20, 1998

John J. O'Brien
Certified Public Accountant

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
GOVERNMENTAL AUDITING STANDARDS

To The Honorable Board of Selectmen
Town of Norfolk, Massachusetts

I have audited the general purpose financial statements of the Town of Norfolk, Massachusetts, as of and for the year ended June 30, 1998, and have issued my report thereon dated November 20, 1998. I conducted my audit in accordance with generally accepted auditing standards, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Town of Norfolk, Massachusetts' general purpose financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, I do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Town of Norfolk, Massachusetts' internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements 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 over financial reporting and its operation that I consider to be material weaknesses.

Board of Selectmen, Norfolk, Massachusetts
November 20, 1998

Internal Control Over Financial Reporting (continued)

This report is intended for the information of the audit committee, management, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

John J. O'Brien, CPA

John J. O'Brien, CPA
November 20, 1998

FINANCES

**TOWN OF NORFOLK, MASSACHUSETTS
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 1998**

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPE WATER ENTERPRISE	FIDUCIARY FUND TYPE TRUST AND AGENCY	GROUP GENERAL LONG TERM DEBT	TOTALS	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS				MEMORAN DUM ORLY	1998
ASSETS								
Pooled Cash and Cash Equivalents	\$2,995,799	\$122,954	\$1,239,035	\$1,185,596	\$751,618		\$5,695,002	\$5,597,666
Receivables:								
Property Taxes	134,629						134,629	168,251
Tax Liens and Foreclosures	564,199						564,199	545,055
Motor Vehicle Excise	57,161						57,161	95,890
Water Receivables				14,422			14,422	17,930
Reserve for Uncollectible Receivables	(688,448)			(1,482)			(689,930)	(717,728)
Property and Equipment, net				10,223,658			10,223,658	10,034,184
Betterments Receivable - Non current				482,556			482,556	593,925
Due from Other Governments		92,215					92,215	48,777
Deferred Asset, Deferred Comp. Benefits Amount to be Provided for Retirement of Debt			25,000			1,248,637	1,248,637	967,876
Total Assets	\$2,163,340	\$515,169	\$1,264,035	\$11,905,150	\$2,000,305	8,322,500	\$26,170,499	\$27,521,165
LIABILITIES AND FUND EQUITY:								
Warrants and Accounts Payable	\$341,726	\$29,810	\$9,893	\$20,642	\$1,714		\$403,785	\$379,663
Deposits and Other Liabilities					28,305		28,305	8,940
Deferred Revenue	31,540	92,215		482,556			606,311	786,056
Deferred Comp. Due Employees					1,248,637		1,248,637	967,375
General Obligation Bonds Payable			25,000	1,550,000		7,830,000	9,380,000	8,155,000
Notes Payable				25,000			50,000	2,992,522
Landfill Closure Obligation						492,500	492,500	685,817
Total Liabilities	\$373,266	\$122,025	\$34,893	\$2,078,198	\$1,278,706	\$8,322,500	\$12,209,589	\$13,975,874
Commitments and Contingencies (Note 9)								
FUND EQUITY:								
Contributed Capital				8,291,373			8,291,373	7,960,382
Retained Earnings:								
Reserved				515,616			515,616	470,976
Unreserved	691,109			1,019,963			1,019,963	877,322
Reserve for Encumbrances	414,053						414,053	497,401
Reserve for Expenditures								286,292
Reserve for Endowments					40,748		40,748	2,500
Unreserved:								
Designated								
Undesignated	684,912	393,144	1,229,142				2,988,049	3,450,418
Total Fund Balances	1,790,074	393,144	1,229,142	9,826,952	721,599		13,960,911	13,545,291
Total Liabilities and Fund Balances	\$2,163,340	\$515,169	\$1,264,035	\$11,905,150	\$2,000,305	\$8,322,500	\$26,170,499	\$27,521,165

The accompanying notes to financial statements are an integral part of this statement.

FINANCES

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, 1988

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	EXPENDABLE TRUST	1988	1987
REVENUES						
Property Taxes	\$10,135,430				\$10,135,430	\$9,308,270
Intergovernmental Revenue	3,643,796	347,770	2,350,000		6,341,566	4,866,043
Licenses, Fees and Permits	385,350				385,350	314,730
Investment Interest	288,459			26,314	314,773	178,168
Excise Taxes	945,902				945,902	778,902
User Charges	170,606	660,879			831,485	734,334
Other	1,397	16,133			17,530	178,862
Total Revenue	\$15,570,940	\$1,024,782	\$2,350,000	\$26,314	\$18,972,036	\$18,359,309
EXPENDITURES						
Education and Libraries	8,490,890	636,594			9,127,484	8,445,729
General Government	870,648	240,848		15,718	1,127,214	1,173,929
Public Works	910,458	3,080			913,538	1,785,842
Protection of Person and Property	1,830,747	74,112			1,904,859	2,351,555
Human Services	194,734				194,734	251,764
State and County Assessments	323,283				323,283	330,982
Debt Service	909,978				909,978	837,976
Recreation	43,709	47,116			90,825	93,304
Pension and Insurance	917,885				917,885	981,532
Capital Expenditure			2,336,676		2,336,676	1,236,659
Total Expenditures	\$14,492,332	\$1,001,750	\$2,336,676	\$15,718	\$17,846,476	\$17,489,272
Excess (deficiency) of Revenue Over Expenditures	1,078,608	23,032	13,324	10,596	1,125,560	(\$1,129,963)
OTHER FINANCING SOURCES						
Transfer (To) From Other Funds	(309,686)	(66,038)	264,365	80,286	(31,073)	(\$6,314)
Issuance of Bonds			1,780,000		1,780,000	0
Proceeds Bond Anticipation Notes			2,375,000		2,375,000	2,933,722
Repayment of Temporary Debt	(47,865)		(5,342,522)		(5,390,387)	(146,000)
Total Other Financing Sources (Uses)	(\$357,551)	(\$66,038)	(\$923,157)	\$80,286	(\$1,266,460)	\$2,781,408
Excess (deficiency) of Revenues Over Expenditures and Other Financing Sources	721,057	(43,006)	(909,833)	90,882	(140,900)	1,651,445
Fund Balance at Beginning of Year	1,069,017	436,150	2,138,975	589,969	4,234,111	2,582,666
Fund Balance at End of Year	\$1,790,074	\$393,144	\$1,229,142	\$680,851	\$4,093,211	\$4,234,111

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, 1998

	Budget	Actual	Variance Favorable (Unfavorable)	Totals (Memorandum Only)	
				1998	1997
REVENUES:					
Property Taxes	\$10,071,811	\$10,048,543	(\$23,268)	\$10,048,543	\$9,373,830
Intergovernmental Revenue	3,343,371	3,643,796	300,425	3,643,796	2,996,395
Licenses, Fees and Permits	311,000	385,350	74,350	385,350	314,730
Investment Interest	155,000	288,459	133,459	288,459	146,469
Excise Taxes	775,000	945,902	170,902	945,902	778,902
User Charges	167,550	170,606	3,056	170,606	167,551
Other		1,397	1,397	1,397	160,749
Total Revenue	\$14,823,732	\$15,484,053	\$660,321	\$15,484,053	\$13,938,626
EXPENDITURES:					
Education and Libraries	\$8,833,871	\$8,539,225	\$294,646	\$8,539,225	\$7,790,233
General Government	1,126,017	956,514	169,503	956,514	884,547
Public Works	945,026	893,855	51,171	893,855	983,846
Protection of Person and Property	2,060,819	1,964,927	95,892	1,964,927	1,966,310
Human Services	204,719	197,289	7,430	197,289	251,979
State and County Assessments	323,283	323,283	0	323,283	330,982
Debt Service	975,041	909,600	65,441	909,600	725,177
Recreation	50,624	49,518	1,106	49,518	47,252
Pension and Insurance	1,009,642	916,829	92,813	916,829	960,116
Total Expenditures	\$15,529,042	\$14,751,040	\$778,002	\$14,751,040	\$13,940,442
Excess (deficiency) of Revenues over Expenditures	(705,310)	733,013	1,438,323	733,013	(1,816)
Other Financing Sources (Uses):					
Transfer (To) From Other Funds	(309,686)	(309,686)		(309,686)	170,902
Debt Net of Repayment	(47,865)	(47,865)		(47,865)	(37,135)
Other Available Funds	1,062,861		(1,062,861)	0	
Total Other Financing Sources (Uses)	\$705,310	(\$357,551)	(\$1,062,861)	(\$357,551)	\$133,767
Excess (deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	\$ -	\$375,462	\$375,462	375,462	\$131,951

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

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, 1998

	Proprietary Fund Type Water Enterprise	Non- Expendable Trust Fund	Totals (Memorandum Only)	
			1998	1997
OPERATING REVENUES:				
Charges for services	\$772,621		\$772,621	\$761,377
Other Income	2,709	4,200	\$6,909	
Total Operating Revenues	775,330	4,200	779,530	761,377
OPERATING EXPENSES:				
Salaries & Wages	145,053		145,053	143,164
Maintenance & Operations	139,702		139,702	109,368
Materials and Supplies	3,247		3,247	9,031
Depreciation	162,891		162,891	155,450
Direct and Admin. Costs	54,238		54,238	49,796
Total Operating Expenses	505,131		505,131	466,809
Operating Income	270,199	4,200	274,399	294,568
NON-OPERATING REVENUE (EXPENSES):				
Investment Income	42,698	2,975	45,673	40,243
Insurance reimbursement			0	188
State grant - Portion Expensed	(53,770)		(53,770)	22,338
Minor Year Adjustment on Fixed Assets			0	39,495
Interest Expense	(80,950)		(80,950)	(109,300)
Net non-operating revenues(expenses)	(92,022)	2,975	(89,047)	(7,036)
Operating transfers from other funds			0	6,868
Operating transfers to other funds		31,073	31,073	(554)
Net operating transfers	0	31,073	31,073	6,314
Net Income(Loss)	178,177	38,248	216,425	293,846
Depreciation on Other Contributions	9,104		9,104	3,546
Increase	187,281	38,248	225,529	297,392
Retained Earnings/ Fund Balance:				
Beginning of year	1,348,298	2,500	1,350,798	1,053,406
End of year	\$1,535,579	\$40,748	\$1,576,327	\$1,350,798

The accompanying notes to financial statements are an integral part of this statement.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
 COMBINED STATEMENT OF CASH FLOWS
 NONEXPENDABLE TRUST FUNDS
 FOR THE YEAR ENDED JUNE 30, 1998

	Proprietary Fund Type Water Enterprise	Non- Expendable Trust Fund	Totals	
			(Memorandum Only)	
			1998	1997
Cash flows from operating activities:				
Net Income	\$187,281	\$38,248	\$225,529	\$293,846
Adjustments to reconcile net income to net cash flows from operating activities:				
Depreciation	162,891		162,891	155,450
Operating Transfers From Other funds	0		0	(6,868)
Changes in assets and liabilities:				
(Increase)Decrease in Accounts Receivable	3,590		3,590	(16,930)
Increase(Decrease) in accounts payable	14,044		14,044	(17,108)
Increase (Decrease) in Other Liabilities	0		0	0
Net cash provided(used) operating activities	367,806	38,248	406,054	408,390
Cash flows from investing activities				
Purchases of property & equipment	(352,364)		(352,364)	(257,126)
Increase in Contributed Capital	330,991			
Net cash provided(used) investing activities	(21,373)	0	(352,364)	(257,126)
Cash flows from financing activities:				
New borrowings:				
Long-term	0		0	0
Short-term	25,000		25,000	442,440
Debt reduction:				
Long-term	(114,000)		(114,000)	(115,000)
Short-term			0	(413,510)
Net cash provided(used) financing activities	(89,000)	0	(89,000)	(86,070)
Net increase(decrease) in cash	257,433	38,248	(35,310)	65,194
Cash at the Beginning of the Year	928,163	2,500	930,663	865,469
Cash at the End of the Year	\$1,185,596	\$40,748	\$895,353	\$930,663
Supplemental Disclosures:				
Interest Paid	80,950		80,950	97,680

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, 1997	Revenues and Receipts	Proceeds From Debt Net of Repayment	Interest and Dividends	Interfund Transfers From (To)	Disbursements	Balance June 30, 1998
SPECIAL REVENUE FUNDS							
School Lunch	\$24,120	\$181,682				\$167,394	38,408
Highway Improvement Fund	(37,633)	125,028				182,171	(94,776)
City Fund	15,287	13,444				5,262	23,469
Revolving Funds	79,397	139,924			825	129,773	90,373
Federal and State Education Grants	64,087	134,337				175,941	22,483
Federal and State General Grants	54,595	55,313				70,610	39,298
Receipts Reserved for Appropriation	92,345	94,016			(66,863)		119,498
Other Special Revenue Funds	143,952	281,038				270,599	154,391
Total Special Revenue Funds	\$436,150	\$1,024,782	\$	\$0	(\$66,038)	\$1,001,750	\$393,144
CAPITAL PROJECT FUNDS:							
School Construction Projects	\$27,734		\$10,135		(\$10,135)	\$23,423	\$4,311
Fire Truck			(14,500)		14,500		0
Storage Tanks	20,882		(9,000)		9,000	19,880	1,002
Park & Rec. Facility	960,000					14,759	945,241
Town Center Drainage			25,000			24,060	940
Town Hall/Police Station	1,113,343	2,350,000	(1,325,000)			1,878,388	259,955
Equipment and Landfill Closure	17,016		125,843		251,000	376,166	17,693
Total Capital Projects Funds	\$2,138,975	\$2,350,000	(\$1,187,522)	\$	\$264,365	\$2,336,676	\$1,229,142
EXPENDABLE TRUST FUNDS:							
Stabilization Fund	\$466,705			\$24,966	\$56,023		\$547,694
Cemetery Funds	41,162				(31,573)		9,589
Pension Reserve Fund	11,043			620			11,663
Town Hall Fund	5,400				415		5,815
King Grant Estates	12,807					12,807	0
Other Trust Funds	52,852			728	55,421	2,911	106,090
Total Expendable Trust Funds	\$589,969	\$0	\$	\$26,314	\$80,286	\$15,718	\$680,851
NONEXPENDABLE TRUST FUNDS:							
J. Ware Fund - Principal	\$2,000			\$416	(\$416)		\$2,000
H. Ware Fund - Principal	500			86	(86)		500
Cemetery Perp. Care		4,200		2,473	31,575		38,248
Total Nonexpendable Trust Funds	\$2,500	\$4,200	\$0	\$2,975	\$31,073	\$0	\$40,748

The accompanying notes to financial statements are an integral part of this statement.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

(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, Massachusetts (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.

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- (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 5) 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.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Accounting for Fixed Assets

Through June 30, 1998 the Department of Revenue did not require the recording of fixed assets in the general ledger. Accordingly, except for the enterprise fund, 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 nonproperty 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:

	<u>Revenues</u>	<u>Expenditures</u>
As Reported on a Budgetary Basis	\$ 15,484,053	\$ 14,751,040
To Record Revenue on a Modified Accrual Basis of Accounting	86,887	
To Record 1997 Encumbrances and Continuing Appropriations Paid in 1998		432,401
To Eliminate 1998 Encumbrances and Continued Appropriations		(691,109)
As Reported on a GAAP Basis	\$ 15,570,940	\$ 14,492,332

TOWN OF NORFOLK, MASSACHUSETTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Budgetary - GAAP Reporting Reconciliation (Continued)

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.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

(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 \$105,548 differed from bank balances totaling \$302,213 because of outstanding checks and other normal reconciling items. The Town's total deposits in financial institutions at year end were \$105,548, of which \$101,436 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.

TOWN OF NORFOLK, MASSACHUSETTS
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1998

(b) Investments (Continued)

	Carrying Amount				Market Value
	1	2	3	Total	
Money Market and Certificates of Deposit	\$1,482,264	\$3,355,572	\$0	\$4,837,836	\$4,837,836
Total Investment	\$1,482,264	\$3,355,572	\$0	\$4,837,836	\$4,837,836

(3) PROPERTY AND EQUIPMENT- ENTERPRISE FUND

Property, plant and equipment of the enterprise fund is stated at historical cost. A summary of changes in property, plant and equipment for the water department for the year ended June 30, 1998, is as follows.

Asset	Net book value 7/1/97	Additions/ Adjustment	Retired	Deprec.	Net book value 6/30/98
Land	\$ 455,258	\$	\$	\$	\$ 455,258
Buildings	141,059			3,551	137,508
Mains	7,222,922	287,447	2,823	83,407	7,424,139
Valves	348,645	18,618		8,866	358,397
Wells	171,082			7,181	163,901
Standpipes	281,915			7,137	274,778
Equipment	153,186			10,908	142,278
Laterals	715,515	24,000	548	19,556	719,411
Meters	51,966	5,250		5,467	51,749
Hydrants	479,218	13,018		12,398	479,838
Vehicles	10,935			3,125	7,810
Furn & Fixt	2,483	7,400		1,292	8,591
Totals	\$10,034,184	\$ 355,733	\$ 3,371	\$162,888	\$10,223,658

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.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

(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 the 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, 1998 was approximately \$3,383,068 which was 43.5% 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%, 8% or 9% (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 \$464,977 for 1998, which represented 13.7% 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).

TOWN OF NORFOLK, MASSACHUSETTS
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1998

(4) Retirement Plans (Continued)

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, 1997. 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 \$124,503,177 at January 1, 1997. as follows:

Pension Benefit Obligation -	
Retirees and beneficiaries receiving	
benefits and terminated employees not	
yet receiving benefits	\$181,231,437
Current Employees -	
Accumulated employee contributions	
including allocated investment earning	91,344,561
Employer - Financed vested	42,004,327
Employer - Financed nonvested	68,693,923
Total Pension Benefit Obligation	383,274,248
Net Assets Available for Benefits,	
At Market Value	258,771,071
Unfunded Pension Benefit Obligation	\$124,503,177

The contribution made by the Town represented 2.45% of total contributions made by all participating entities. Ten year historical trend information is not currently available for this Retirement System.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1998

(5) General Long Term Debt and Interest Group of Accounts
 The Town's outstanding long term debt as of June 30, 1998
 is composed of:

BankBoston Purpose	Date of Issue	Date Matures	Interest Rate	Balance Outstanding June 30, 1998
Water Mains:				
Noon Hill	01/15/93	2013	4.75%-7.25%	\$ 1,023,000
Pond Street	Various	Var	4.05%-7.25%	209,000
Dedham Street	02/01/96	2009	4.05%-5.00%	179,000
Leland Street	02/01/96	2009	4.05%-5.00%	67,000
Harlow Street	02/01/96	2009	4.05%-5.00%	72,000
Total Enterprise Fund				1,550,000
School Debt:				
Land Purchase	01/15/93	2011	4.75%-7.25%	300,000
School Roof	01/15/93	2011	4.75%-7.25%	185,000
Construction	Various	Var	4.05%-7.25%	4,982,000
School Remodel	11/15/97	2005	4.15%-6.75%	58,000
Other:				
Ctr. Drainage	02/01/96	2009	4.05%-5.00%	583,000
Town Hall	11/15/97	2017	4.15%-6.75%	1,025,000
Landfill	11/15/97	2017	4.15%-6.75%	305,000
Firetruck	11/15/97	2010	4.15%-6.75%	266,000
Storage tanks	11/15/97	2015	4.15%-6.75%	126,000
Total General Long Term Debt Account Group				7,830,000
Total Long-Term Debt				\$ 9,380,000
Inside Debt Limit				\$ 485,000
Outside Debt Limit				\$ 8,895,000

Debt service on the above, for future years, consists of
 the following:

For The Year Ending June 30,	Principal	Interest	Totals
1999	\$ 660,000	\$ 499,786	\$ 1,159,786
2000	655,000	466,155	1,121,155
2001	655,000	432,918	1,087,918
2002	655,000	399,158	1,054,158
2003	655,000	366,214	1,021,214
Thereafter	6,100,000	1,847,710	7,947,710
	\$ 9,380,000	\$ 4,011,941	\$ 13,391,941

TOWN OF NORFOLK, MASSACHUSETTS
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1998

(5) GENERAL LONG TERM DEBT AND INTEREST GROUP OF ACCOUNTS
 (Continued)

(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, 1998, the total statutory debt limit of the Town was approximately \$ 63,014,500, against which \$ 9,380,000 of the debt was outstanding applicable to such limit. The following is a computation of the legal debt margin as of June 30, 1998:

	Inside Debt Limit	Outside Debt Limit	Total
	-----	-----	-----
Assessed Value (Basis for Tax Rate)			\$ 630,145,000
Equalized Assessed Value			\$ 630,145,000
Debt Limit 5% of Equalized Value	\$ 31,507,250	\$ 31,507,250	\$ 63,014,500
Less Debt Outstanding	485,000	8,895,000	9,380,000
Total Legal Debt Margin	\$ 31,022,250	\$ 22,612,250	\$ 53,634,500
	=====	=====	=====

(6) LOANS AUTHORIZED AND LOANS AUTHORIZED AND UNISSUED

Loans authorized and loans authorized and unissued consist of the following at June 30, 1998:

Purpose of Loan	Fiscal Year Authorized	Authorized	Authorized And Unissued
-----	-----	-----	-----
Equipment	1997	\$ 200,000	\$ 200,000
School	1998	2,200,000	2,175,000
Water	Various	1,863,500	1,838,500
Totals		\$ 4,263,500	\$ 4,213,500
		=====	=====

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1998

(7) NOTES PAYABLE - SHORT TERM

The Town has Bond and State Aid Anticipation Notes at June 30, 1998 per the following schedule.

Bank/ Purpose -----	Date of Issue -----	Date of Maturity -----	Interest Rate -----	Balance 6/30/98 -----
BankBoston				
Town center water mains	06/18/98	06/18/99	4.17%	25,000
Day School classrooms	06/18/98	06/18/99	4.17%	25,000
Total Notes Payable				----- \$ 50,000 =====

Debt service is all due within the next fiscal year, ended June 30, 1999.

(8) 1999 BUDGET

The Town anticipates a fiscal 1999 operating and capital budget totaling \$ 17,238,378, which will be financed from the following sources:

1999 Tax Levies, State Grants, Departmental Receipts, etc.	\$ 15,664,985
Free Cash	206,500
Other Available Funds	1,366,893
Total	----- \$ 17,238,378 =====

In addition, the Town has carried forward encumbrances of \$691,109 from 1998 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.

TOWN OF NORFOLK, MASSACHUSETTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

(10) POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS

In addition to the pension benefits described in Note 4, the Town provides postretirement health care and life insurance benefits, in accordance with state statutes, for all of the Town's full-time employees who retire from the Town on or after attaining age 55 with at least 10 years of service. Currently, 31 retirees are provided postretirement benefits. The Town pays 55% of medical and life insurance premiums for the retirees. The Town recognizes the cost of providing these benefits using the pay-as-you-go-by method which expenses the premiums in the year they are paid. The cost incurred in Fiscal 1998 (net of retiree contributions) was \$39,329.

(11) DEFICIT FUND BALANCE

The deficit of \$ 94,776 in the Highway Fund is the result of a timing difference. The town expended the funds in FY 1998, but is not reimbursed by the State until FY 1999.

(12) 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 fund include the remaining amount of \$ 17,693 for construction ("capping") costs. The general long term debt group of accounts includes postclosure monitoring costs of \$ 492,500.

Costs associated with the "capping" were paid through the issuance of long-term debt and Town appropriation. 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.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

(13) 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. 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 fifteen investment funds managed by the ICMA Retirement Trust and eight fund families managed by the Copeland Company. The various fund types include: international funds, aggressive growth funds, growth funds, index funds, balanced funds, money market funds and US Treasury funds. Including life insurance, the Plan has a reported market value of \$ 1,248,687.

All amounts of compensation deferred under the Plan, all property rights purchased with those amounts, and all income attributable to those amounts, are property and rights of the Town and are 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.

TOWN OF NORFOLK, MASSACHUSETTS
 GENERAL FUND, SPECIAL REVENUE FUNDS AND
 CAPITAL PROJECTS FUND
 SCHEDULE OF TREASURER'S CASH
 YEAR ENDED JUNE 30, 1998

Summary of Transactions:

Balance, July 1, 1997	\$ 4,995,926
Receipts	24,082,361
Disbursements	24,134,903

Balance June 30, 1998	\$ 4,943,384
	=====

Composition of Balance on June 30, 1998, by Bank:

Cash on Deposit: Noninterest Bearing

Cash on Deposit: Interest Bearing	
People's Savings	\$ 1,203,570
BankBoston	963,608
Fleet Bank	82,264
Boston Safe and Trust	1,345,124
Citizen's Bank	104,111
Mass. Municipal Depository Trust	1,244,707

Total Non-Trust Fund Cash	\$ 4,943,384
	=====

Presentation of Cash, by Fund:

General Fund	\$ 2,095,799
Special Revenue Fund	422,954
Capital Projects Fund	1,239,035
Enterprise Fund	1,185,596

Total	\$ 4,943,384
	=====

See Independant Auditor's Report.

TOWN OF NORFOLK, MASSACHUSETTS
 SCHEDULE OF TAXES
 JUNE 30, 1998

	Uncollected Taxes JUNE 30, 1997	Commitments	Abatements and Adjustments	Transfers to Tax Title	Collections Net of Refunds	Uncollected Taxes JUNE 30, 1998	Amount Per Collector's Detail
REAL ESTATE							
Prior							
1993	\$24,625		(\$16,337)	(\$5,941)		\$1,347	\$1,347
1994	8,531		1,278	(9,459)		350	350
1995	8,201		1,378	(10,253)	1,052	378	378
1996	10,395		1,497	(11,217)	(101)	574	574
1997	15,379		166	(10,851)	(3,341)	1,353	1,353
1998	92,153	9,911,101	750	(26,480)	(67,582)	(1,159)	(1,159)
			(41,883)	(61,332)	(9,683,871)	124,015	124,015
Totals	\$159,284	\$9,911,101	(\$53,151)	(\$136,533)	(\$9,753,843)	\$126,858	\$126,858
PERSONAL PROPERTY							
Prior							
1993	\$3,583		(\$1,220)			\$2,363	\$2,363
1994	574				\$47	574	574
1995	827		(\$805)		(\$118)	69	69
1996	1,491		(\$358)			1,015	1,015
1997	965		(\$149)			816	816
1998	1,527	153,841	(\$221)		(\$306)	1,000	1,000
	0		(67)		(151,840)	1,934	1,934
Totals	\$8,967	\$153,841	(\$2,820)	\$0	(\$152,217)	\$7,771	\$7,771
MOTOR VEHICLE EXCISE							
Prior							
1993	\$15,644		(\$50)			\$14,588	\$14,588
1994	56		97		(153)	0	0
1995	162		101		(371)	(108)	(108)
1996	2,518	371	(2,071)		(715)	103	103
1997	5,473	9,383	(584)		(11,437)	2,835	2,835
1998	72,037	139,947	(13,319)		(194,902)	3,763	3,763
	0	792,233	(18,938)		(737,315)	35,980	35,979
Totals	\$95,890	\$941,934	(\$34,764)	\$0	(\$945,899)	\$57,161	\$57,150

See Independent Auditor's Report.

GOVERNMENTAL FINANCIAL SYSTEM
1/06/99 9:30:17
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guidelines
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
015202-904.40 PAGE 1

	ANNUAL revised budget	ACT NTD ENCUMBERED	ACT NTD POSTED AND IN PROCESS	ACT NTD POSTED AND IN PROCESS	REMAINING BALANCE	PER
01 GENERAL FUND						
5114 MODERATOR						
1100 SALARIES	1.00	0.00	1.00	1.00	0.00	100
4010 EXPENSES	154.00	0.00	72.00	154.00	0.00	100
TOTAL: MODERATOR	155.00	0.00	73.00	155.00	0.00	100
5122 SELECTMEN						
1100 SALARIES	109,526.55	0.00	11,145.78	109,526.55	0.00	100
4011 EXPENSES ENC.	1,522.83	0.00	0.00	1,522.83	0.00	100
4026 UNPAID BILLS OF PRIOR YEARS	12,443.27	0.00	25.00	12,418.25	325.02	97
4200 OFFICE SUPPLIES,PUBLICATIONS	3,327.00	0.00	194.16	3,569.78	241.78	107
4201 PRINTING AND ADVERTISING	3,300.00	0.00	163.76	3,746.07	58.33	98
4203 EQUIPMENT REPAIR & MAINT.	600.00	0.00	129.29	569.29	31.77	94
4204 COPY MACHINE EXPENSES	2,000.00	0.00	0.00	1,971.20	228.80	98
4206 FLAGS	300.00	0.00	0.00	229.75	70.25	76
4214 DUES AND SUBSCRIPTIONS	4,550.00	0.00	0.00	4,625.50	75.50	101
4219 PHYSICIAN	1,500.00	0.00	60.00	1,721.50	221.50	114
4221 EMINENT DOMAIN STM97 APT 7/8	2.00	0.00	0.00	0.00	2.00	0
4225 POSTAGE	2,100.00	0.00	85.00	1,636.10	463.90	77
4239 TRAVEL,MEETINGS & DUES	1,540.00	0.00	0.00	1,508.62	31.38	97
4290 TOWN HALL MAINT.& CLEANING	6,800.00	0.00	5,743.00	7,176.67	376.67	105
4800 FUEL AND UTILITIES	2,800.00	0.00	144.89	2,655.11	144.89	94
5056 LITIGATION SETTLEMENT STM 97	11,000.00	0.00	0.00	11,072.00	0.00	100
5057 SPECIAL COUNSEL STM 97 APT 6	25,000.00	0.00	0.00	975.00	24,025.00	3
7200 OUT OF STATE TRAVEL	350.00	0.00	0.00	1,297.22	347.22	136
7820 COMMITTEE FUND	1.00	0.00	0.00	0.00	1.00	0
8520 NOV 94 ART 33 FY95 ADA RENOV	11,435.00	0.00	4,809.85	5,360.30	6,624.70	46
8716 ART6 ATM95 FEASIES INNOCULATT	3,894.70	0.00	0.00	0.00	3,894.70	0
8717 ART7 ATM95 FEAS. STUDY POLTC	4,000.00	0.00	0.00	0.00	4,000.00	0
8733 COPY MACHINE -ATM 97 APT 6	10,000.00	0.00	0.00	10,000.00	0.00	100
8744 NORFOLK CABLE NEGOTTIATIONS97	5,000.00	0.00	648.68	761.63	4,238.32	15
TOTAL: SELECTMEN	217,592.35	0.00	22,858.62	174,572.44	43,019.91	80
5131 ADVISORY BOARD						
1100 SALARIES	3,970.00	0.00	2,233.44	3,367.32	2.08	93
4010 EXPENSES	5,100.00	0.00	2,169.50	5,066.55	33.45	93
4011 EXPENSES ENC.	117.16	0.00	0.00	117.16	0.00	100
9300 RESERVE FUND	4,482.19	0.00	0.00	0.00	4,482.19	0
TOTAL: ADVISORY BOARD	13,669.35	0.00	4,402.94	8,151.63	4,517.72	66
5132 MUNICIPAL FINANCE						
1100 SALARIES	315,992.00	0.00	32,588.64	314,276.75	1,715.25	99
3070 BANKING SERVICE	2,700.00	0.00	496.55	2,624.50	75.50	97
3190 AUDIT	11,000.00	0.00	0.00	10,900.00	100.00	99
4200 OFFICE SUPPLIES,PUBLICATIONS	5,045.00	0.00	2,589.57	5,776.21	731.21	114
4203 EQUIPMENT REPAIR & MAINT.	13,734.00	0.00	462.00	9,299.50	4,434.50	67
4205 COMPUTER SERVICES	25,845.00	0.00	2,178.64	20,849.55	4,995.45	80

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM

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LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline

FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
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	ANNUAL revised budget	ENCUMBERED	ACT MFO POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5132 MUNICIPAL FINANCE						
4235 POSTAGE	6,200.00	0.00	170.38	6,254.95	54.95-	100 -----
4235 FIELD WORK - MILEAGE REIMR	600.00	0.00	97.79	777.75	177.75-	129 -----11
4233 TRAVEL, MEETINGS & DUES	3,200.00	0.00	782.75	3,620.45	420.45-	113 -----1
8732 MAINFRAME COMPUTER ATH 97 -6	26,303.00	0.00	0.00	0.00	26,303.00	0
TOTAL: MUNICIPAL FINANCE	410,619.00	0.00	39,366.32	374,379.66	36,239.34	91 -----
5135 ACCOUNTANT						
4011 EXPENSES ENC.	36.00	0.00	0.00	36.00	0.00	100 -----
TOTAL: ACCOUNTANT	36.00	0.00	0.00	36.00	0.00	100 -----
5141 ASSESSORS						
1100 SALARIES	600.00	0.00	300.00	600.00	0.00	100 -----
2735 REVALUATION 96 TM	12,030.00	0.00	0.00	11,800.00	230.00	98 -----
4010 EXPENSES	1,000.00	0.00	460.00	998.00	2.00	99 -----
TOTAL: ASSESSORS	13,630.00	0.00	760.00	13,398.00	232.00	98 -----
5145 TREASURER						
3071 BANKING SERVICES ENC.	553.19	0.00	0.00	553.19	0.00	100 -----
4011 EXPENSES ENC.	1,765.48	0.00	978.84	1,195.49	579.99	67 -----
TOTAL: TREASURER	2,318.67	0.00	978.84	1,738.68	579.99	74 -----
5151 TOWN COUNSEL						
3090 LEGAL FEES	22,024.85	0.00	5,665.14	22,020.72	4.13	99 -----
3890 LEGAL RETAINER	15,000.00	0.00	2,500.00	15,000.00	0.00	100 -----
3891 RETAINER ENCUMBERED	1,250.00	0.00	0.00	1,250.00	0.00	100 -----
TOTAL: TOWN COUNSEL	38,274.85	0.00	8,165.14	38,270.72	4.13	99 -----
5152 PERSONNEL BOARD						
1100 SALARIES	2,225.00	0.00	432.90	1,981.66	243.34	89 -----
4010 EXPENSES	600.00	0.00	0.00	241.55	358.45	40 -----
TOTAL: PERSONNEL BOARD	2,825.00	0.00	432.90	2,223.21	601.79	78 -----
5155 COMPUTER COMMITTEE						
4010 EXPENSES	100.00	0.00	0.00	0.00	100.00	0
TOTAL: COMPUTER COMMITTEE	100.00	0.00	0.00	0.00	100.00	0
5158 TAX TITLE FORECLOSURE						
4010 EXPENSES	17,903.00	0.00	3,520.00	7,743.30	10,159.70	43 ----
4011 EXPENSES ENC.	7,631.14	0.00	0.00	7,631.14	0.00	100 -----
TOTAL: TAX TITLE FORECLOSURE	25,534.14	0.00	3,520.00	15,374.44	10,159.70	60 -----
5159 TOWN HALL - OPERATIONS						
4011 EXPENSES ENC.	28.32	0.00	0.00	28.32	0.00	100 -----
4215 TELEPHONE	25,655.00	0.00	5,549.17	25,596.99	58.01	99 -----
4289 BUILDING MAINTENANCE	600.00	0.00	4,548.88	5,087.36	4,487.36-	847 -----1111

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Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, MA
R1520F-V04.40 PAGE 3

	ANNUAL revised budget	ENCUMBERED	ACT NTO FORCED AND IN PROCESS	ACT YTD FORCED AND IN PROCESS	REMAINING BALANCE	POI
01 GENERAL FUND						
5159 TOWN HALL - OPERATIONS						
4291 CLEANING SERVICE	10,800.00	0.00	1,070.47	1,070.47	9,729.53	9
4800 FUEL AND UTILITIES	24,889.00	0.00	3,277.05	5,234.49	19,654.51	21
TOTAL: TOWN HALL - OPERATIONS	61,972.32	0.00	14,447.52	37,814.96	24,954.70	59
5161 TOWN CLERK						
1100 SALARIES	45,546.00	0.00	4,960.90	43,109.71	2,446.09	94
4010 EXPENSES	1,450.00	0.00	466.15	960.63	489.37	66
TOTAL: TOWN CLERK	46,996.00	0.00	5,427.05	44,070.34	2,935.46	93
5162 ELECTIONS						
1100 SALARIES	1,150.00	0.00	1,148.47	1,148.47	1.53	99
4010 EXPENSES	2,140.00	0.00	1,747.55	2,122.55	17.45	99
4027 SPECIAL ELECTION EXPENSE	6,265.54	0.00	588.86	5,771.66	493.88	92
TOTAL: ELECTIONS	9,555.54	0.00	3,484.88	9,042.68	512.86	94
5163 VOTER REGISTRATION						
1100 SALARIES	5,150.00	0.00	440.32	4,443.21	706.79	86
4010 EXPENSES	2,250.00	0.00	264.52	534.42	1,715.58	23
4011 EXPENSES ENC.	1,000.00	0.00	0.00	662.50	337.50	66
TOTAL: VOTER REGISTRATION	8,400.00	0.00	704.84	5,640.13	2,759.87	67
5171 CONSERVATION COMMISSION						
1100 SALARIES	11,982.00	0.00	1,093.72	11,716.39	265.61	97
3021 WETLANDS PROTECTION EXP.	6,041.58	0.00	60.05	2,399.36	3,642.22	39
4010 EXPENSES	2,922.00	0.00	1,859.92	2,521.24	400.76	86
4011 EXPENSES ENC.	783.81	0.00	0.00	767.34	16.47	97
8012 CONSERVATION FUND	57,134.24	0.00	7.57	7,298.04	49,836.20	12
TOTAL: CONSERVATION COMMISSION	78,863.63	0.00	3,021.26	24,696.97	54,166.66	31
5175 PLANNING BOARD						
1100 SALARIES	34,202.00	0.00	4,244.00	33,448.00	754.00	97
3038 TRI-TOWN PLANNER #33/93 ATM	33,563.75	0.00	5,653.00	28,801.75	4,762.00	85
3060 ENGINEERING SERVICES	6,000.00	0.00	0.00	57.18	5,942.82	0
3061 ENGINEERING ENC.	16,598.25	0.00	0.00	14,855.32	1,742.93	89
4010 EXPENSES	4,576.00	0.00	1,596.15	4,350.17	225.83	95
4011 EXPENSES ENCUMBERED	935.00	0.00	0.00	928.89	6.11	99
8743 STREET ACCEPTANCES ATM 97-22	9,000.00	0.00	0.00	2,579.38	6,420.62	28
TOTAL: PLANNING BOARD	104,875.00	0.00	11,493.15	85,020.69	19,854.31	81
5176 ZONING/APPEALS BOARD						
1100 SALARIES	17,242.00	0.00	2,231.72	16,427.06	814.94	95
3060 ENGINEERING SERVICES	1.00	0.00	0.00	0.00	1.00	0
4010 EXPENSES	1,252.00	0.00	270.54	888.73	363.27	70
4011 EXPENSES ENC.	320.41	0.00	0.00	0.00	320.41	0
TOTAL: ZONING/APPEALS BOARD	18,815.41	0.00	2,502.26	17,315.79	1,499.62	92

FINANCES

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Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
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	ANNUAL revised budget	ENCUMBERED	ACT MTD AND IN PROCESS	ACT YTD FOSTERED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5187 ENGINEERING SERVICES						
3060 ENGINEERING SERVICES	950.00	0.00	10.00-	10.00-	960.00	1
3061 ENGINEERING ENC.	439.00	0.00	0.00	438.50	0.50	99 -----
TOTAL: ENGINEERING SERVICES	1,389.00	0.00	10.00-	428.50	960.50	30 ---
5193 PERMANENT BUILDING COMM.						
1100 SALARIES	4,670.00	0.00	415.80	4,365.90	304.10	93 -----
4010 EXPENSES	550.00	0.00	25.29	131.59	418.41	23 --
8528 REC ATH FENCE ART 17 ATM95	633.50	0.00	0.00	0.00	633.50	0
8583 SCHOOL BLDG NEEDS ARCHTECT96	1,900.00	0.00	0.00	1,900.00	0.00	100 -----
8742 SENIOR CENTER DESIGN ATH 97	50,000.00	0.00	0.00	0.00	50,000.00	0
TOTAL: PERMANENT BUILDING COMM.	57,753.50	0.00	441.09	6,397.49	51,356.01	11 -
5193 BLDG/LIABILITY INSURANCE						
7400 BUILDING/LIABILITY INSURANCE	155,000.00	0.00	675.00	97,932.06	57,067.94	63 -----
TOTAL: BLDG/LIABILITY INSURANCE	155,000.00	0.00	675.00	97,932.06	57,067.94	63 -----
5195 TOWN REPORTS						
3430 PRINTING	3,925.00	0.00	0.00	3,909.45	15.55	99 -----
TOTAL: TOWN REPORTS	3,925.00	0.00	0.00	3,909.45	15.55	99 -----
5210 POLICE						
1100 SALARIES	341,480.00	0.00	104,053.35	918,618.06	22,861.94	97 -----
1101 SALARIES ENC.	14,446.21	0.00	2,432.14	13,787.40	658.81	95 -----
4010 EXPENSES	71,691.00	0.00	24,220.88	70,620.48	1,070.52	98 -----
4011 EXPENSES ENC.	41.00	0.00	0.00	41.00	0.00	100 -----
4800 FUEL AND UTILITIES	16,000.00	0.00	3,538.58	14,435.39	1,564.61	90 -----
8595 POLICE CRUISER	50,692.00	0.00	0.00	50,692.00	0.00	100 -----
8715 ART6 ATM95 HEPATITIS INNOCU.	700.00	0.00	0.00	0.00	700.00	0
8735 MOBILE DATA TERMINALS ATH 97	7,194.00	0.00	0.00	0.00	7,194.00	0
TOTAL: POLICE	1,102,244.21	0.00	134,244.95	1,068,194.33	34,049.88	96 -----
5220 FIRE						
1100 SALARIES	282,793.00	0.00	27,961.70	275,816.97	6,976.03	97 -----
1101 SALARIES ENC.	2,255.00	0.00	0.00	2,255.00	0.00	100 -----
4010 EXPENSES	36,750.00	0.00	3,634.82	35,104.50	1,645.50	95 -----
4011 EXPENSES ENC.	179.50	0.00	0.00	159.50	20.00	89 -----
4800 FUEL AND UTILITIES	2,500.00	0.00	126.83	2,813.52	313.52	112 -----
8576 FIRE COMMUNICATION SYS 96TH	1,821.72	0.00	0.00	1,324.00	497.72	72 -----
8603 LADDER TRUCK/FIRE STM AUG96	4,500.00	0.00	1,158.84	4,432.81	7.19	99 -----
8712 ART6 ATM95 FIRE-BAY EXHAUST	8,870.00	0.00	10.00-	8,870.00	0.00	100 -----
8740 CASCADE SYSTEM ATH 97 ART 6	11,000.00	0.00	0.00	10,984.11	15.89	99 -----
TOTAL: FIRE	350,669.22	0.00	32,872.19	341,820.41	8,848.81	97 -----
5231 AMBUANCE SERVICE						
1100 SALARIES	67,000.00	0.00	8,320.26	64,264.41	2,735.59	95 -----

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Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
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	ANNUAL revised budget	ENCUMBERED	ACT YTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5231 AMBULANCE SERVICE						
3120 TRAINING AND TUITION	16,405.00	0.00	1,030.00	16,336.46	18.34	93
4010 EXPENSES	7,000.00	0.00	793.71	6,449.70	130.30	92
4011 EXPENSES ENC.	50.00	0.00	0.00	0.00	50.00	0
8538 AMBULANCE	130,151.00	0.00	0.00	8,006.00	122,145.00	6
TOTAL: AMBULANCE SERVICE	220,606.00	0.00	10,143.97	95,506.57	125,099.43	43
5241 BUILDING DEPARTMENT						
1100 SALARIES	116,127.00	0.00	13,091.49	116,117.70	9.30	99
4010 EXPENSES	2,087.00	0.00	1,274.68	2,325.36	238.36	111
4800 FUEL AND UTILITIES	2,000.00	0.00	536.81	1,712.50	287.50	89
TOTAL: BUILDING DEPARTMENT	120,214.00	0.00	14,962.98	120,155.56	58.44	99
5244 WEIGHTS AND MEASURES						
1100 SALARIES	500.00	0.00	500.00	500.00	0.00	100
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
5231 CIVIL DEFENSE						
1100 SALARIES	570.00	0.00	570.00	570.00	0.00	100
4010 EXPENSES	1,870.00	0.00	1,439.30	1,434.30	430.70	76
4011 EXPENSES ENC.	730.00	0.00	0.00	0.00	730.00	0
TOTAL: CIVIL DEFENSE	3,170.00	0.00	2,009.30	2,009.30	1,160.70	63
5292 ANIMAL INSPECTOR						
1100 SALARIES	1,739.00	0.00	144.91	1,739.00	0.00	100
TOTAL: ANIMAL INSPECTOR	1,739.00	0.00	144.91	1,739.00	0.00	100
5293 ANIMAL CONTROL						
1100 SALARIES	10,821.00	0.00	901.75	10,821.00	0.00	100
4010 EXPENSES	2,040.00	0.00	422.80	1,427.78	612.22	69
4800 FUEL AND UTILITIES	679.00	0.00	44.80	303.76	375.24	44
TOTAL: ANIMAL CONTROL	13,540.00	0.00	1,369.35	12,552.54	987.46	92
5294 SHADE TREE DEPARTMENT						
4010 EXPENSES	1.00	0.00	0.00	0.00	1.00	0
TOTAL: SHADE TREE DEPARTMENT	1.00	0.00	0.00	0.00	1.00	0
5295 TREE WARDEN						
1100 SALARIES	834.94	0.00	1,264.00	84.94	750.00	10
4010 EXPENSES	23,152.06	0.00	7,500.00	22,998.65	153.41	99
TOTAL: TREE WARDEN	23,987.00	0.00	8,764.00	23,083.59	903.41	96
5238 FIRE/POLICE DISPATCHER						
1100 SALARIES	157,175.00	0.00	17,082.49	147,201.79	9,973.21	93
4010 EXPENSES	4,900.00	0.00	2,200.61	4,444.72	455.28	90

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM

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Expenditure Guideline

FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
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	ANNUAL revised budget	ENCUMBERED	ACT NTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
01 GENERAL FUND						
5298 FIRE/POLICE DISPATCHER						
4011 EXPENSES ENC.	546.07	0.00	0.00	546.07	0.00	100 -----
TOTAL: FIRE/POLICE DISPATCHER	162,621.07	0.00	19,283.10	152,192.58	10,428.49	93 -----
5299 FIRE/POLICE STATION						
4010 EXPENSES	13,485.00	0.00	6,316.27	13,481.61	3.39	99 -----
4011 EXPENSES ENC.	3,799.62	0.00	411.70	3,799.62	0.00	100 -----
4800 FUEL AND UTILITIES	23,500.00	0.00	1,326.77	17,053.51	6,446.49	72 -----
4801 FUEL/UTILITIES ENC.	1,700.00	0.00	0.00	1,684.11	15.89	99 -----
8587 F/E STATION DICTAPHONE 96TH	13,000.00	0.00	0.00	0.00	13,000.00	0 -----
3736 EMERGENCY GENERATOR ATM 97-6	20,000.00	0.00	58.00	58.00	19,942.00	0 -----
8737 FOOD REFATR ATM 97 ART 6	10,000.00	0.00	0.00	0.00	10,000.00	0 -----
TOTAL: FIRE/POLICE STATION	85,484.62	0.00	8,112.74	36,076.85	49,407.77	42 ----
5300 EDUCATION						
4011 FY 98 SCHOOL ENCUMBERED	2,192.35	0.00	0.00	2,192.35	0.00	100 -----
4014 SCHOOL ENCUMBERED 1996	5,584.97	0.00	0.00	4,053.97	1,531.00	72 -----
4015 FY 97 SCHOOL ENCUMBERED	125,245.42	0.00	0.00	123,398.58	1,846.84	98 -----
8599 WINDOWS MACARIDE/GR 4 TH96	77,309.55	0.00	0.00	77,124.90	184.65	99 -----
8721 ARTIS ATMS FOOD/PLAYGRD/WIN	17,135.00	0.00	0.00	14,261.63	2,873.37	83 -----
8738 ASBESTOS REMOVAL ATM 97 ART 6	30,000.00	0.00	0.00	0.00	30,000.00	0 -----
8739 CARPETING ATM 97 ART 6	6,805.00	0.00	0.00	0.00	6,805.00	0 -----
TOTAL: EDUCATION	264,272.29	0.00	0.00	221,031.43	43,240.86	83 -----
5302 KING PHILIP REGIONAL						
4010 EXPENSES	2,356,346.00	0.00	589,197.50	2,356,790.00	156.00	99 -----
8718 ANNUAL KP CAPITAL ASSESSMENT	38,698.00	0.00	0.00	38,442.00	256.00	99 -----
TOTAL: KING PHILIP REGIONAL	2,395,044.00	0.00	589,197.50	2,395,232.00	412.00	99 -----
5303 TRI-COUNTY REGIONAL						
4010 EXPENSES	212,753.00	0.00	0.00	212,613.00	140.00	99 -----
TOTAL: TRI-COUNTY REGIONAL	212,753.00	0.00	0.00	212,613.00	140.00	99 -----
5420 HIGHWAY DEPARTMENT						
1100 SALARIES	348,274.00	0.00	35,295.74	346,500.61	1,773.39	99 -----
1101 SALARIES ENC.	3,066.78	0.00	0.00	566.78	2,500.00	18 -
3060 ENGINEERING SERVICES	10,000.00	0.00	412.29	10,140.73	140.73	101 -----
3061 ENGINEERING ENC.	3,871.00	0.00	0.00	2,772.59	1,098.41	71 -----
3073 PAGING SERVICES	220.00	0.00	23.33	232.86	12.86	105 -----
4011 EXPENSES ENC.	3,022.00	0.00	0.00	8,314.57	707.43	92 -----
4202 VEHICLE MAINTENANCE	20,085.00	0.00	535.95	20,099.81	14.81	100 -----
4204 COPY MACHINE EXPENSES	1,050.00	0.00	0.00	975.75	74.25	92 -----
4207 SIGS, ADVERTISING, POSTAGE	1,650.00	0.00	169.24	1,249.35	400.65	75 -----
4215 TELEPHONE	1,100.00	0.00	183.46	1,130.40	30.40	102 -----
4216 WATER	500.00	0.00	0.00	567.08	67.08	113 -----
4223 OFFICE SUPPLIES	1,030.00	0.00	0.00	1,028.19	1.81	99 -----

GOVERNMENTAL FINANCIAL SYSTEM
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LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, NH
AL5202-V04.40 PAGE 7

	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
01 GENERAL FUND						
5420 HIGHWAY DEPARTMENT						
4230 STREET SIGNS	3,000.00	0.00	0.00	3,002.48	2.48	100
4239 TRAVEL, MEETINGS & DUES	300.00	0.00	0.00	259.75	40.25	86
4241 UNIFORM CLEANING	3,000.00	0.00	316.17	1,935.41	1,064.59	64
4244 STREET LINING	5,500.00	0.00	1,358.30	3,161.01	2,338.99	57
4245 CATCH BASIN CLEANING	7,500.00	0.00	0.00	7,541.50	41.50	100
4248 ROAD REPAIRS AND MAINTENANCE	45,320.00	0.00	965.35	45,539.83	219.83	100
4249 POLICE DETAILS	2,080.00	0.00	416.00	1,144.60	936.00	55
4251 PROFESSIONAL LICENSES	240.00	0.00	80.00	360.60	120.00	150
4252 GUARD RAIL REPAIR	2,000.00	0.00	0.00	0.00	2,000.00	0
4253 VEHICLE INSPECTIONS	280.00	0.00	0.00	272.00	8.00	97
4254 COMPUTER EXPENSE	896.00	0.00	0.00	221.98	674.02	24
4255 RADIO, REPAIR/MAINTENANCE	600.00	0.00	337.48	611.30	11.30	101
4256 TRAFFIC CONTROL MAINTENANCE	1,500.00	0.00	0.00	90.00	1,410.00	6
4289 BUILDING MAINTENANCE	9,270.00	0.00	2,077.74	9,696.16	426.26	104
8734 ONE TON DUMP TRUCK A19 97 -6	36,968.00	0.00	0.00	36,968.00	0.00	100
TOTAL: HIGHWAY DEPARTMENT	518,322.78	0.00	42,171.05	504,382.24	13,940.54	97
5421 HIGHWAY GARAGE						
4800 FUEL AND UTILITIES	31,318.00	0.00	484.03	25,788.92	5,529.08	82
4801 FUEL/UTILITIES ENC.	1,173.00	0.00	0.00	1,173.00	0.00	100
TOTAL: HIGHWAY GARAGE	32,491.00	0.00	484.03	26,961.92	5,529.08	82
5423 SNOW AND ICE CONTROL						
4010 EXPENSES	108,467.84	0.00	0.00	108,467.84	0.00	100
TOTAL: SNOW AND ICE CONTROL	108,467.84	0.00	0.00	108,467.84	0.00	100
5424 RECREATION FIELD WORK						
1100 SALARIES	26,680.00	0.00	5,597.01	26,083.94	596.06	97
4010 EXPENSES	593.00	0.00	15.40	593.00	0.00	100
TOTAL: RECREATION FIELD WORK	27,273.00	0.00	5,612.41	26,676.94	596.06	97
5431 TRANSFER STATION						
1100 SALARIES	92,128.00	0.00	10,279.10	90,216.38	1,911.62	97
3430 PRINTING	1,500.00	0.00	0.00	1,562.60	62.60	104
4011 EXPENSES ENC.	5,407.00	0.00	0.00	1,837.04	3,569.16	33
4203 VEHICLE REPAIR & MAINTENANCE	7,986.00	0.00	727.71	9,549.22	1,563.22	119
4215 TELEPHONE/TS	200.00	0.00	24.41	223.51	23.51	111
4221 RECYCLING COSTS/TS	6,140.00	0.00	812.15	6,725.94	585.94	109
4222 TRASH REMOVAL FEES/TS	58,800.00	0.00	8,339.51	50,696.13	8,103.87	86
4224 FACILITY MAINTENANCE	3,183.00	0.00	13.46	2,826.32	356.68	88
4225 POSTAGE	515.00	0.00	0.00	515.00	0.00	100
4241 UNIFORMS	740.00	0.00	64.62	675.01	35.01	105
4242 GEN. OPERATING MATERIALS/TS	1,788.00	0.00	231.95	1,713.92	74.08	95
4247 STICKERS & DECALS/TS	4,000.00	0.00	0.00	2,198.00	1,802.00	54
4800 FUEL AND UTILITIES	7,085.00	0.00	27.64	6,824.06	260.94	96

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM

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LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline

FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
GL520F-V04.40 PAGE 8

	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5431 TRANSFER STATION						
4801 FUEL/UTILITIES ENC.	35.00	0.00	0.00	29.54	5.46	84 -----
TOTAL: TRANSFER STATION	189,407.00	0.00	20,520.55	175,593.47	13,813.53	92 -----
5432 LANDFILL						
3065 ENGINEERING/LANDFILL	18,000.00	0.00	7,953.50	15,089.66	2,910.34	83 -----
3066 LEACHATE REMOVAL/LANDFILL	28,688.00	0.00	7,842.78	31,272.48	2,584.48	109 -----
3067 TRASH REMOVAL/TOWN DEPT'S	10,009.00	0.00	1,890.35	10,006.15	2.85	99 -----
4011 EXPENSES ENC.	10,067.00	0.00	0.00	10,067.00	0.00	100 -----
TOTAL: LANDFILL	66,764.00	0.00	17,686.63	66,435.29	328.71	99 -----
5440 SEWERAGE						
7110 SOLID WASTE DISPOSAL	2,300.00	0.00	1,940.00	1,940.00	360.00	84 -----
TOTAL: SEWERAGE	2,300.00	0.00	1,940.00	1,940.00	360.00	84 -----
5431 CEMETERY						
1100 SALARIES	19,366.00	0.00	487.00	19,364.17	1.83	99 -----
2736 VETERANS GRAVE RESTORATION	430.02	0.00	0.00	0.00	430.02	0 -----
4010 EXPENSES	3,220.00	0.00	953.65	2,973.51	246.49	92 -----
TOTAL: CEMETERY	23,016.02	0.00	1,440.65	22,337.68	678.34	97 -----
5492 CUSTODIAN OF VETERANS GRAVES						
1100 SALARIES	560.00	0.00	280.00	560.00	0.00	100 -----
4010 EXPENSES	1,492.00	0.00	412.22	1,485.23	6.77	99 -----
8350 VETERANS MEMORIAL 96 TH	215.52	0.00	0.00	215.52	0.00	100 -----
TOTAL: CUSTODIAN OF VETERANS GRAVES	2,267.52	0.00	692.22	2,260.75	6.77	99 -----
5495 STREET LIGHTING						
4810 STREET LIGHTING	28,000.00	0.00	2,125.57	25,553.65	2,446.35	91 -----
TOTAL: STREET LIGHTING	28,000.00	0.00	2,125.57	25,553.65	2,446.35	91 -----
5510 BOARD OF HEALTH						
1100 SALARIES	34,124.00	0.00	4,603.92	34,118.46	5.54	99 -----
4010 EXPENSES	34,602.00	0.00	7,761.31	34,600.54	1.46	99 -----
TOTAL: BOARD OF HEALTH	68,726.00	0.00	12,365.23	68,719.00	7.00	99 -----
5520 SPECIAL PROGRAMS						
3180 HUMAN SERVICES PROGRAMS	10,675.00	0.00	0.00	10,675.00	0.00	100 -----
TOTAL: SPECIAL PROGRAMS	10,675.00	0.00	0.00	10,675.00	0.00	100 -----
5541 COUNCIL ON AGING						
1100 SALARIES	50,862.00	0.00	5,570.74	48,435.13	2,426.87	95 -----
2700 FACILITIES RENTAL	3,000.00	0.00	750.00	2,843.75	156.25	94 -----
2710 TRANSPORTATION EXPENSE	2,177.98	0.00	70.61	1,441.91	736.07	66 -----
2713 SERVICE PROGRAM #3, 10/93TH	10,000.00	0.00	2,877.92	6,690.35	3,309.65	66 -----
4010 EXPENSES	2,820.00	0.00	234.28	2,743.26	70.74	97 -----

GOVERNMENTAL FINANCIAL SYSTEM
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Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
GL5206-V04.40 PAGE 9

	ANNUAL revised budget	ENCUMBERED	ACT YTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
TOTAL: COUNCIL ON AGING	68,859.98	0.00	9,503.55	62,160.40	6,639.58	90
5543 VETERAN'S SERVICES						
1100 SALARIES	3,028.00	0.00	252.33	3,028.00	0.00	100
4010 EXPENSES	146.00	0.00	0.00	0.00	146.00	0
TOTAL: VETERAN'S SERVICES	3,174.00	0.00	252.33	3,028.00	146.00	95
5610 LIBRARY						
1100 SALARIES	170,081.00	0.00	18,549.57	167,987.67	2,093.33	98
4010 EXPENSES	73,455.00	0.00	3,566.31	73,433.92	21.08	99
4800 FUEL AND UTILITIES	11,489.00	0.00	2,070.20	11,473.75	15.25	99
TOTAL: LIBRARY	255,025.00	0.00	24,186.08	252,895.34	2,129.66	99
5630 RECREATION						
1100 SALARIES	36,747.00	0.00	4,266.18	36,273.03	473.97	98
4010 EXPENSES	12,761.00	0.00	1,386.67	6,564.53	6,196.47	51
4011 EXPENSES ENC.	268.22	0.00	0.00	268.22	0.00	100
TOTAL: RECREATION	49,776.22	0.00	5,652.85	43,105.78	6,670.44	86
5691 HISTORICAL COMMISSION						
4010 EXPENSES	323.00	0.00	55.00	106.55	216.45	32
TOTAL: HISTORICAL COMMISSION	323.00	0.00	55.00	106.55	216.45	32
5692 MEMORIAL DAY						
4010 EXPENSES	525.00	0.00	496.46	496.46	28.54	94
TOTAL: MEMORIAL DAY	525.00	0.00	496.46	496.46	28.54	94
5710 MATURING DEBT						
4011 EXPENSES ENC.	514.00	0.00	0.00	514.00	0.00	100
9010 BOND REGISTRATION FEE	1,500.00	0.00	0.00	500.00	1,000.00	33
9170 CERTIFICATION NOTES/BONDS	600.00	0.00	10.00	10.00	590.00	1
9451 ELEMENTARY SCHOOL ROOF DEBT	15,000.00	0.00	0.00	15,000.00	0.00	100
9452 ELEMENTARY SCHOOL ROOF INT.	10,335.00	0.00	0.00	10,335.00	0.00	100
9453 ELEMENTARY SCHOOL LAND DEBT	24,000.00	0.00	0.00	24,000.00	0.00	100
9454 ELEMENTARY SCHOOL LAND INT.	17,823.00	0.00	0.00	17,823.00	0.00	100
9455 ELEMENTARY SCHOOL BLDG. DEBT	327,000.00	0.00	0.00	327,000.00	0.00	100
9456 ELEMENTARY SCHOOL BLDG. INT.	285,444.00	0.00	0.00	285,444.00	0.00	100
9465 DAY SCHOOL ADDITIONAL DEBT	16,000.00	0.00	0.00	16,000.00	0.00	100
9466 DAY SCHOOL ADDITIONAL INT.	8,322.00	0.00	0.00	8,322.00	0.00	100
9467 LANDFILL CLOSE DEBT	31,000.00	0.00	0.00	31,000.00	0.00	100
9468 LANDFILL CLOSE INTEREST	21,965.00	0.00	0.00	14,732.20	7,172.80	67
9475 TOWN HALL TEMP DEBT	100,654.00	0.00	0.00	85,755.18	14,898.82	85
9476 DRAINAGE DEBT	59,000.00	0.00	0.00	59,000.00	0.00	100
9477 DRAINAGE INTEREST	29,080.00	0.00	0.00	29,080.00	0.00	100
9487 FREEMEN/CENT CAPITAL DEBT	7,000.00	0.00	0.00	7,000.00	0.00	100
9488 FREEMEN/CENT CAPITAL INTERES	3,737.50	0.00	0.00	2,527.11	1,210.39	67

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM
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Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
GL5202-V04.40 PAGE 1A

	ANNUAL revised budget	ENCUMBERED	ACT NTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
01 GENERAL FUND						
5710 MATURING DEBT						
9489 TOWN HALL - DEBT	55,000.00	0.00	0.00	0.00	55,000.00	0
9490 TOWN HALL - INTEREST	61,500.00	0.00	0.00	26,457.13	35,042.87	43 -----
9491 STORAGE TANKS - DEBT	9,000.00	0.00	0.00	9,000.00	0.00	100 -----
9492 STORAGE TANKS - INTEREST	7,762.50	0.00	0.00	7,141.68	620.82	92 -----
9493 FIRE TRUCK - TEMPORARY	7,751.00	0.00	0.00	12,096.85	4,345.85	156 -----
9494 FIRE TRUCK - DEBT	19,000.00	0.00	0.00	19,000.00	0.00	100 -----
9495 FIRE TRUCK - INTEREST	16,387.50	0.00	0.00	6,913.88	9,473.62	42 -----
TOTAL: MATURING DEBT	1,136,635.50	0.00	10.00	1,015,972.03	120,663.47	89 -----
5720 WATER DEBT						
9173 MILL PIVER WELL TEMP INTERES	33,335.00	0.00	0.00	0.00	33,335.00	0
9174 MILL RIVER PUMP TEMP INTERES	47,850.00	0.00	0.00	0.00	47,850.00	0
9457 NOON HILL DEBT	71,000.00	0.00	0.00	71,000.00	0.00	100 -----
9458 NOON HILL INTEREST	60,782.00	0.00	0.00	60,782.00	0.00	100 -----
9463 POND STREET DEBT	13,000.00	0.00	0.00	13,000.00	0.00	100 -----
9464 POND STREET INTEREST	11,356.00	0.00	0.00	11,356.00	0.00	100 -----
9469 DEDHAM STREET DEBT	16,850.00	0.00	0.00	15,000.00	1,850.00	90 -----
9470 DEDHAM STREET INTEREST	9,218.00	0.00	0.00	8,777.50	440.50	95 -----
9478 LITCHFIELD/HARLOW DEBT	7,000.00	0.00	0.00	7,000.00	0.00	100 -----
9479 LITCHFIELD/HARLOW INTEREST	3,567.00	0.00	0.00	3,567.00	0.00	100 -----
9480 LELAND DEBT	6,000.00	0.00	0.00	6,000.00	0.00	100 -----
9481 LELAND INTEREST	3,307.00	0.00	0.00	3,307.00	0.00	100 -----
9484 TWM CTR WATER MAINS TEMP INT	21,810.00	0.00	0.00	0.00	21,810.00	0
9485 POND ST ADDITIONAL DEBT	2,000.00	0.00	0.00	2,000.00	0.00	100 -----
9486 POND ST ADDITIONAL INTEREST	896.50	0.00	0.00	896.50	0.00	100 -----
TOTAL: WATER DEBT	307,771.50	0.00	0.00	202,686.00	105,085.50	65 -----
5830 COUNTY ASSESSMENTS/CHARGES						
6000 COUNTY TAX	49,780.00	0.00	0.00	49,780.42	0.42	100 -----
TOTAL: COUNTY ASSESSMENTS/CHARGES	49,780.00	0.00	0.00	49,780.42	0.42	100 -----
5835 CHERRY SHEET CHARGES						
6121 MOSQUITO CONTROL	19,012.00	0.00	5,211.00	19,470.00	458.00	102 -----
6122 MET. AIR POLLUTION CONTROL	2,363.00	0.00	590.75	2,363.00	0.00	100 -----
6123 MET. AREA PLANNING COUNCIL	2,027.00	0.00	506.75	2,027.00	0.00	100 -----
6124 N.R.T.A. ASSESSMENT	213,674.00	0.00	53,418.50	213,674.00	0.00	100 -----
6126 SCHOOL CHOICE ASSESSMENT	0.00	0.00	21,422.00	32,889.00	32,889.00	9999 -----
6127 NON RENEWAL EXCISE TAX	3,060.00	0.00	770.00	3,080.00	20.00	100 -----
TOTAL: CHERRY SHEET CHARGES	240,136.00	0.00	81,919.00	273,503.00	33,367.00	113 -----
5913 EMPLOYEE BENEFITS						
1710 MEDICAL INSURANCE	277,335.00	0.00	21,520.16	264,574.64	12,760.36	95 -----
1720 LIFE INSURANCE	7,574.00	0.00	530.73	6,939.39	634.61	91 -----
1730 LONGEVITY	48,500.00	0.00	0.00	46,564.54	1,935.46	96 -----
1735 EMPLOYEE ASSISTANCE PROGRAM	3,500.00	0.00	275.53	3,306.36	193.64	94 -----

GOVERNMENTAL FINANCIAL SYSTEM
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Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

FORM OF BUDGET, 89
6120R-004.40 PAGE 11

	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCY
01 GENERAL FUND						
0103 EMPLOYEE BENEFITS						
0103	HEALTHCARE	65,000.00	0.00	9,666.12	60,591.86	4,468.14 93
0103	UNEMPLOYMENT COMPENSATION	7,787.42	0.00	0.00	7,787.42	7,787.42 74
0103	STATE/COUNTY RETIREMENT	477,763.00	0.00	0.00	477,763.00	477,763.00 97
TOTAL:	EMPLOYEE BENEFITS	887,465.42	0.00	31,932.54	852,775.45	14,688.97 96
0104 TRANSFERS						
0104	WORKMANS COMP CLAIMS	0.00	0.00	55,336.41	55,336.41	55,336.41 9999
0104	TRANSFER OUT	0.00	0.00	0.00	56,023.00	56,023.00 9999
TOTAL:	TRANSFERS	0.00	0.00	55,336.41	111,359.41	111,359.41 9999
0110 SCHOOL COMMITTEE						
0110	CLERICAL SALARY	961.00	0.00	87.53	714.60	246.46 74
0110	CONTRACTED SERVICES	18,217.00	0.00	1,863.00	24,499.19	6,281.19 104
0110	POSTAGE/PETTY CASH	675.00	0.00	0.00	1,094.06	419.06 162
0110	PROFESSIONAL DEVELOPMENT	700.00	0.00	75.00	770.00	70.00 110
0110	WAGE	1,500.00	0.00	0.00	1,017.70	482.30 67
0110	ADVERTISING/BID PERSONNEL	1,500.00	0.00	738.15	2,131.95	691.95 143
0110	PUBLICATIONS	401.00	0.00	0.00	337.75	63.25 29
TOTAL:	SCHOOL COMMITTEE	23,954.00	0.00	2,763.74	30,618.65	6,854.65 107
0120 SUPERINTENDENT'S OFFICE						
0120	SALARY	84,171.00	0.00	9,712.05	84,171.00	0.00 100
0120	SUPPORT STAFF SALARIES	91,111.00	0.00	11,435.77	88,966.60	2,144.40 97
0120	CONTRACTED SERVICES	1,530.00	0.00	750.00	1,936.00	386.00 125
0120	SUPPLIES/MATERIALS	2,000.00	0.00	134.52	2,105.39	105.39 105
0120	DUES	1,710.00	0.00	0.00	1,417.00	293.00 82
0120	SUPERINTENDENT PROF. DEV.	1,500.00	0.00	400.00	1,562.00	62.00 104
0120	POSTAGE/PETTY CASH	750.00	0.00	63.05	639.03	110.97 85
0120	IN STATE TRAVEL	700.00	0.00	39.50	683.05	16.95 97
0120	PRINTING FORMS	250.00	0.00	0.00	123.75	126.25 49
0120	PUBLICATIONS	300.00	0.00	0.00	294.39	5.61 98
TOTAL:	SUPERINTENDENT'S OFFICE	184,022.00	0.00	22,534.83	181,888.21	2,133.79 98
0121 SUPERINTENDENT/CLERICAL						
0121	CLERICAL PROFESSIONAL DEV.	1,205.00	0.00	45.00	959.00	246.00 79
TOTAL:	SUPERINTENDENT/CLERICAL	1,205.00	0.00	45.00	959.00	246.00 79
0220 PRINCIPAL'S OFFICE						
0220	SALARY	129,562.00	0.00	14,735.22	125,705.00	3,857.00 97
0220	CLERICAL SALARY	57,770.00	0.00	7,680.00	55,041.13	2,728.87 95
0220	ASSISTANT PRINCIPAL	51,331.00	0.00	13,927.56	51,731.01	400.01 100
0220	SUPPLIES/MATERIALS	2,800.00	0.00	248.66	2,420.22	379.78 86
0220	DUES	1,600.00	0.00	0.00	1,439.00	161.00 89
0220	CONFERENCES	1,445.00	0.00	0.00	115.00	1,330.00 7
0220	PRINCIPALS PROF. DEVELOPMENT	2,400.00	0.00	0.00	235.00	2,165.00 12

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM

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LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline

FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, MA
61520F-V04.40 PAGE 12

	ANNUAL revised budget	ENCUMBERED	ACT YTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
6200 PRINCIPAL'S OFFICE						
0211 BENEFIT/INCENTIVE	0.00	0.00	1,341.29	1,341.29	1,341.29	9999 -----1111
0215 POSTAGE/PETTY CASH	1,400.00	0.00	101.59	1,111.20	288.80	79 -----
0226 IN STATE TRAVEL	750.00	0.00	58.20	334.80	415.20	44 ----
0246 PRINTING FORMS	5,000.00	0.00	126.20	4,600.87	399.13	92 -----
TOTAL: PRINCIPAL'S OFFICE	254,058.00	0.00	38,218.72	244,134.52	9,923.48	96 -----
6231 PRINCIPAL/CLERICAL						
0210 CLERICAL PROFESSIONAL DEV.	400.00	0.00	0.00	0.00	400.00	0
TOTAL: PRINCIPAL/CLERICAL	400.00	0.00	0.00	0.00	400.00	0
6227 GUIDANCE						
0201 SALARY	58,567.00	0.00	16,153.32	58,563.55	3.45	99 -----
0205 SUPPLIES/MATERIALS	412.00	0.00	0.00	200.62	211.38	48 ----
TOTAL: GUIDANCE	58,979.00	0.00	16,153.32	58,764.17	214.83	99 -----
6230 TEACHING						
0301 SALARIES	2,594,308.00	0.00	675,977.99	2,558,280.03	36,027.97	98 -----
0304 CONTRACTED SERVICES	8,000.00	0.00	4,668.23	3,023.89	1,023.88	112 -----
0305 TEACHING SUPPLIES	63,582.00	0.00	1,429.10	49,465.46	14,116.54	77 -----
0310 PROFESSIONAL DEVELOPMENT	7,600.00	0.00	1,831.10	5,554.02	2,045.98	79 -----
0311 SUBSTITUTES	28,095.00	0.00	4,255.52	32,726.60	4,631.60	116 -----
0322 KINDERGARTEN AIDES	52,935.00	0.00	7,693.36	50,356.14	2,578.86	95 -----
0331 COURSE REIMBURSEMENTS	38,444.00	0.00	2,443.08	12,314.02	26,129.98	32 ----
0336 TRAVEL	200.00	0.00	33.70	514.30	314.30	257 -----1111
TOTAL: TEACHING	2,793,164.00	0.00	698,332.08	2,718,235.05	74,928.95	97 -----
6240 TEXTBOOKS						
0405 TEXTBOOKS/WORKBOOKS	19,193.00	0.00	96.23	9,249.01	9,943.99	48 ----
TOTAL: TEXTBOOKS	19,193.00	0.00	96.23	9,249.01	9,943.99	48 ----
6250 LIBRARY						
0501 SALARIES	77,923.00	0.00	12,383.08	89,582.97	11,659.37	114 -----
0505 SUPPLIES	700.00	0.00	0.00	465.66	234.34	66 -----
0515 BOOKS/MATERIALS	8,000.00	0.00	984.81	8,345.54	345.54	104 -----
0516 ARLE NETWORK	7,016.00	0.00	0.00	6,816.90	199.10	97 -----
TOTAL: LIBRARY	93,639.00	0.00	13,367.89	105,210.47	11,571.47	112 -----
6260 AUDIO VISUAL SERVICES						
0605 AV SUPPLIES/MATERIALS	4,000.00	0.00	317.24	3,309.53	690.47	82 -----
TOTAL: AUDIO VISUAL SERVICES	4,000.00	0.00	317.24	3,309.53	690.47	82 -----
6270 VOCATIONAL EDUCATION						
0209 VOCATIONAL EDUCATION	2,000.00	0.00	0.00	0.00	2,000.00	0
TOTAL: VOCATIONAL EDUCATION	2,000.00	0.00	0.00	0.00	2,000.00	0
6290 TECHNOLOGICAL SUPPORT						

GOVERNMENTAL FINANCIAL SYSTEM
1/06/93 9:30:17
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1992 THROUGH JUN 30, 1993

TOWN OF NORFOLK, VA
GL5202-004.40 PAGE 13

	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FYI
01 GENERAL FUND						
0200 TECHNOLOGICAL SUPPORT						
0201 SALARY	132,718.00	0.00	19,160.24	125,183.59	7,534.41	94
0205 SUPPLIES/MATERIALS	6,121.00	0.00	575.20	3,413.44	2,707.56	55
0270 AFFAIRS AND MAINTENANCE	4,135.00	0.00	41.84	4,054.58	80.42	98
0313 SOFTWARE	15,536.00	0.00	27.00	16,976.79	1,340.79	109
0415 NEW EQUIPMENT	48,260.00	0.00	0.00	49,173.00	913.00	101
TOTAL: TECHNOLOGICAL SUPPORT	206,830.00	0.00	19,904.28	198,706.49	8,123.52	96
0300 HEALTH						
0301 SALARIES	51,381.00	0.00	13,797.28	51,067.00	586.60	101
0304 CONTRACTED SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0
0310 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	35.00	470.00	6
0505 SUPPLIES	1,282.00	0.00	0.00	771.22	510.78	60
TOTAL: HEALTH	54,163.00	0.00	13,797.28	52,768.22	1,394.78	97
0330 PUPIL TRANSPORTATION						
0324 REGULAR TRANSPORTATION	284,180.00	0.00	28,443.00	283,845.00	335.00	99
TOTAL: PUPIL TRANSPORTATION	284,180.00	0.00	28,443.00	283,845.00	335.00	99
0340 FOOD SERVICES						
0310 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	286.20	213.80	57
TOTAL: FOOD SERVICES	500.00	0.00	0.00	286.20	213.80	57
0311 CUSTODIAL						
0301 SALARIES	207,100.00	0.00	23,120.60	205,939.31	160.69	99
0404 CONTRACTED SERVICES	4,250.00	0.00	568.95	4,209.81	40.19	93
0410 PROFESSIONAL DEVELOPMENT	300.00	0.00	0.00	210.00	90.00	70
0415 CUSTODIAL SUPPLIES	3,805.00	0.00	183.34	8,927.34	5,182.34	236
0421 TRAVEL	600.00	0.00	60.60	401.10	198.30	66
0422 NOTORIZED EXPENSE	50.00	0.00	0.00	4.00	46.00	8
TOTAL: CUSTODIAL	216,105.00	0.00	23,933.49	226,752.16	4,647.16	100
0412 HEATING OF BUILDINGS						
0456 OIL	47,000.00	0.00	4,183.00	27,878.50	19,121.50	59
TOTAL: HEATING OF BUILDINGS	47,000.00	0.00	4,183.00	27,878.50	19,121.50	59
0413 UTILITIES						
0416 ELECTRICITY	102,500.00	0.00	8,113.44	88,249.71	14,250.29	86
0426 GAS	300.00	0.00	0.00	282.11	17.89	94
0436 WATER	4,500.00	0.00	0.00	5,147.00	647.00	114
0446 TELEPHONE	13,500.00	0.00	2,185.93	13,358.85	141.15	98
TOTAL: UTILITIES	120,800.00	0.00	10,299.37	107,037.67	13,762.33	80
0422 MAINTENANCE OF BUILDING						
0404 CONTRACTED SERVICES	51,800.00	0.00	6,732.46	46,390.79	5,409.21	89
0417 SUPPLIES/MATERIALS BLDG/MT	6,000.00	0.00	19.31	815.56	5,184.44	13

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM

1/06/99 9:30:17

LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
615202-V04.40 PAGE 14

	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCT
01 GENERAL FUND						
TOTAL: MAINTENANCE OF BUILDING	57,800.00	0.00	6,751.77	47,206.35	10,593.65	81 -----
6423 MAINTENANCE OF EQUIPMENT						
0404 CONTRACTED SERVICES	21,000.00	0.00	152.54	16,886.55	4,113.45	80 -----
TOTAL: MAINTENANCE OF EQUIPMENT	21,000.00	0.00	152.54	16,886.55	4,113.45	80 -----
6701 EQUIPMENT						
0814 REPLACEMENT OF EQUIPMENT	5,000.00	0.00	0.00	4,780.00	220.00	95 -----
TOTAL: EQUIPMENT	5,000.00	0.00	0.00	4,780.00	220.00	95 -----
7221 SUPERVISION SPECIAL ED.						
0201 SALARY	39,753.00	0.00	8,969.46	39,688.72	64.28	99 -----
0202 CLERICAL SALARY	11,678.00	0.00	3,576.00	8,781.60	2,896.40	75 -----
0205 SUPPLIES/MATERIALS	550.00	0.00	121.43	481.57	68.43	87 -----
0208 CONFERENCES	200.00	0.00	45.00	45.00	155.00	22 --
0210 PROFESSIONAL DEVELOPMENT	200.00	0.00	200.00	200.00	0.00	100 -----
0215 POSTAGE/PETTY CASH	1,200.00	0.00	53.31	1,191.03	8.97	99 -----
0226 IN STATE TRAVEL	0.00	0.00	333.30	333.30	333.30	9999 -----1111
TOTAL: SUPERVISION SPECIAL ED.	53,581.00	0.00	13,298.50	50,721.22	2,859.78	94 -----
7223 TEACHING SPECIAL ED.						
0301 SALARIES	456,366.00	0.00	97,933.49	406,807.75	55,558.25	87 -----
0304 CONTRACTED SERVICES	110,300.00	0.00	14,424.00	111,897.34	1,597.34	101 -----
0305 TEACHING SUPPLIES	11,888.00	0.00	143.62	8,630.46	3,057.54	73 -----
0321 AIDES	192,159.00	0.00	22,697.81	144,423.62	47,735.38	75 -----
0815 NEW EQUIPMENT	6,250.00	0.00	23.65	65.05	6,184.95	1 -----
TOTAL: TEACHING SPECIAL ED.	776,763.00	0.00	135,222.57	665,824.22	110,938.78	85 -----
7228 PSYCHOLOGICAL SERVICES/CH 76						
0201 SALARY	28,418.00	0.00	7,875.04	28,416.20	1.80	99 -----
0204 CONTRACTED SERVICES	4,000.00	0.00	0.00	3,906.22	93.78	97 -----
0205 SUPPLIES/MATERIALS	388.00	0.00	0.00	457.62	69.62	117 -----
TOTAL: PSYCHOLOGICAL SERVICES/CH 76	32,806.00	0.00	7,875.04	32,780.04	25.96	99 -----
7330 TRANSPORTATION SPECIAL ED.						
0324 TRANSPORTATION	109,940.00	0.00	13,569.50	70,831.67	39,108.33	64 -----
TOTAL: TRANSPORTATION SPECIAL ED.	109,940.00	0.00	13,569.50	70,831.67	39,108.33	64 -----
7701 NEW EQUIPMENT						
0815 NEW EQUIPMENT	3,585.00	0.00	0.00	3,585.00	0.00	100 -----
TOTAL: NEW EQUIPMENT	3,585.00	0.00	0.00	3,585.00	0.00	100 -----
7900 SCH.SP.ED.PRGM/OTHER DIST'S						
0904 TUITIONS	281,510.00	0.00	20,345.58	272,860.29	8,649.71	96 -----
TOTAL: SCH.SP.ED.PRGM/OTHER DIST'S	281,510.00	0.00	20,345.58	272,860.29	8,649.71	96 -----
TOTAL: GENERAL FUND	16,013,134.95	0.00	2,348,103.58	14,960,465.46	1,052,669.49	93 -----

GOVERNMENTAL FINANCIAL SYSTEM
1/26/93 9:30:17
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
GLS204-V04.40 PAGE 15

	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FCI
25 WATER ENTERPRISE FUND						
5450 WATER DEPARTMENT						
1100 SALARIES	164,194.00	0.00	16,440.34	145,053.18	19,140.82	88 -----
2030 PURCHASE OF WATER	7,900.00	0.00	405.23	2,496.93	5,403.82	31 ---
3020 ACQUIFER PROTECTION	750.00	0.00	0.00	750.00	0.00	100 -----
3060 ENGINEERING SERVICES	25,652.00	0.00	0.00	15,634.10	10,017.90	60 -----
3661 ENGINEERING ENC.	534.38	0.00	0.00	534.38	0.00	100 -----
3075 SOURCE DELINEATION #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
4010 EXPENSES	68,815.00	0.00	4,115.20	40,058.00	28,757.00	58 -----
4011 EXPENSES ENC.	8,201.85	0.00	0.00	7,983.13	219.72	97 -----
4050 INDIRECT COSTS	68,743.00	0.00	1,070.76	54,237.65	14,505.35	78 -----
4300 PROJECTS (BUDGET)	32,500.00	0.00	295.43	295.43	32,204.57	0
4301 PROJECTS ENCUMBERED	51,368.30	0.00	7,430.61	16,021.55	35,346.75	31 ---
4800 FUEL AND UTILITIES	34,925.00	0.00	2,422.93	15,161.66	19,763.34	43 -----
4801 FUEL/UTILITIES ENC.	1,820.56	0.00	0.00	1,820.56	0.00	100 -----
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
2560 SPRUCE RD. PUMP ST. #34 944TH	139,830.32	0.00	0.00	0.00	139,830.32	0
2561 SCHOOL ST. WATER MAIN#35 94TH	36,000.00	0.00	0.00	0.00	36,000.00	0
8500 H'LAND LK ART16-11/95(627000)	16,707.59	0.00	0.00	0.00	16,707.59	0
8602 FCKM'D FD NOV96 ART5(363500)	25,000.00	0.00	102.42	13,580.76	11,419.24	54 -----
8722 ART18 TR95 LAND PURC WTR SPY	480.00	0.00	0.00	0.00	480.00	0
8723 ART19 TR95 NEW SOURCE/ENG/AF	581.37	0.00	0.00	0.00	581.37	0
8724 ART21 TR95 MILL RVR ENG/P.S.	31,000.00	0.00	0.00	0.00	31,000.00	0
8745 WTR MAIN UNION, NORTH, KING 97	100,000.00	0.00	4,470.40	25,593.11	74,406.83	25 ---
TOTAL: WATER DEPARTMENT	864,390.82	0.00	36,753.32	339,220.09	525,170.73	39 ---
5460 WATER DEPT DEPRECIATION EXP						
9720 BUILDINGS	0.00	0.00	3,551.00	3,551.00	3,551.00	9999 -----1111
9731 MAINS	0.00	0.00	83,407.00	83,407.00	83,407.00	9999 -----1111
9732 VALVES	0.00	0.00	8,868.00	8,868.00	8,868.00	9999 -----1111
9733 STAND PIPES	0.00	0.00	7,137.00	7,137.00	7,137.00	9999 -----1111
9734 WELLS	0.00	0.00	7,181.00	7,181.00	7,181.00	9999 -----1111
9740 EQUIPMENT	0.00	0.00	10,908.00	10,908.00	10,908.00	9999 -----1111
9751 SERVICE LATERALS	0.00	0.00	19,556.00	19,556.00	19,556.00	9999 -----1111
9752 METERS	0.00	0.00	5,468.00	5,468.00	5,468.00	9999 -----1111
9760 HYDRANTS	0.00	0.00	12,338.00	12,338.00	12,338.00	9999 -----1111
9770 VEHICLES	0.00	0.00	3,125.00	3,125.00	3,125.00	9999 -----1111
9771 FURNITURE & FIXTURES	0.00	0.00	1,292.00	1,292.00	1,292.00	9999 -----1111
TOTAL: WATER DEPT DEPRECIATION EXP	0.00	0.00	162,891.00	162,891.00	162,891.00	9999 -----1111
5355 REVOLVING FUNDS						
4631 HIGHLAND LAKE STATE REING	64,125.31	0.00	6,615.00	53,770.10	10,355.21	83 -----
TOTAL: REVOLVING FUNDS	64,125.31	0.00	6,615.00	53,770.10	10,355.21	83 -----
5359 SPECIAL REVOLVING FUND						
2039 CROSS CONNECTION CONTROL REV	6,781.00	0.00	0.00	2,640.00	4,141.00	38 ---

FINANCES

GOVERNMENTAL FINANCIAL SYSTEM
 1/06/99 9:20:17
 LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

TOWN OF NORFOLK, VA
 GL520F-V04.40 PAGE 18

	ANNUAL revised budget	ACT NTD ENCUMBERED	ACT NTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
25 WATER ENTERPRISE FUND						
TOTAL: SPECIAL REVOLVING FUND	6,781.00	0.00	0.00	2,640.00	4,141.00	38 ---
TOTAL: WATER ENTERPRISE FUND	935,237.13	0.00	206,259.32	558,521.19	376,775.94	59 -----

GOVERNMENTAL FINANCIAL SYSTEM
 1/06/99 3:30:17
 LEVEL OF DETAIL 1.0 THRU 3.0

TOWN OF NORFOLK, NH
 01.5204-004.40 PAGE 17

Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 1997 THROUGH JUN 30, 1998

	ANNUAL revised budget	ENCUMBERED	ACT WTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	FTE
GRAND TOTAL	16,946,432.08	0.00	2,554,362.90	15,518,996.65	1,429,445.43	01 -----

TOTAL NUMBER OF RECOPOS PRINTED 408

BOARD OF ASSESSORS

1998 was an exciting year for the Board of Assessors. The year's top event was the move to the new Town Hall. The Board of Assessors is grateful to the Chief Assessor, the office staff and the hardware support staff, MCS-On-Line Solutions, for such a monumental task completed in such a timely manner.

Mrs. Donna L. Putt was re-elected to the Board of Assessors in May, 1998. Mrs. Putt was elected Chairman with Mr. Fred Pfischner serving as clerk.

Ms. Deborah Robbins was appointed as Chief Assessor in July, 1998 for a three year term. Ms. Robbins is a tireless dedicated asset to the office, the community and to the Mass. Assessors Association, of which she is an education committee member. The Board of Assessors also wishes to extend its appreciation to Senior Clerks, Kathleen Mullineaux and Joan Dooley, and Data Collector, Mr. Arthur H. Marshall 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, 1998

TOTAL AMOUNTS TO BE RAISED Fiscal 1999 (July 1, 1998 - June 30, 1999):

Total appropriations to be raised by taxation	\$18,364,882.04
Total appropriations to be taken from available funds	640,403.77
Total educational offsets	47,547.00

County Assessments:

County Tax:		\$51,025.00	51,025.00
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State Assessments:

Motor Vehicle Excise Bills		\$2,040.00	
Mass. Bay Transportation		225,645.00	
Air Pollution Control Dist.		2,409.00	
Met Area Planning Council		2,054.00	
Mosquito Control Project		20,710.00	
Total			
Overlay of Current Year			252,858.00
			82,370.44

Total Amount to be Raised

\$18,364,882.04

Estimated Receipts and other Revenue Sources:

1999 Fiscal Year Receipts as certified on Cherry Sheet		\$3,719,153.00	
Motor Vehicle & Trailer Ext.		945,912.47	
Licenses & Permits		180,978.34	
Fines & Forfeits		37,464.45	
Penalties & Interest on taxes & excise		96,414.40	
Charges for service-water		49,461.99	
Other Charges for Services - Charges for Services -		-0-	
Trash Disposal		172,195.39	
Fees		21,450.19	
Rentals		-0-	
Other Departmental Revenue		49,143.80	
Investment Income		288,546.75	
In Lieu of Tax Payments		9,143.45	
Refunds & Reimbursements		-0-	

Total

\$5,569,864.23

Total Estimated Receipts and Available	7,215,007.77
Funds	11,149,874.21
Net amount to be raised by Taxation on Property	\$18,364,882.04
TOTAL RECEIPTS FROM ALL SOURCES	

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
1998	2701	594,297,600	58	23	51
1997	2704	594,221,800	57	20	16
1996	2659	537,368,800	61	20	29
1995	2631***	507,492,700	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	**

**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
1998	8849	917,003.88	428	35,734.96	36,680,160
1997	8655	839,485.12	602	40,891.41	33,579,400
1996	8688	776,163.48	433	37,027.65	31,046,520
1995	8775	750,292.63	598	40,166.77	30,011,720
1994	8458	697,827.98	602	35,306.92	37,913,119
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

Total Valuation:	
Real Estate	\$624,726,000.00
Personal Property	9,510,306.00

Total	\$634,236,306.00
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Fiscal Year 1999 Tax Rate per Thousand:	
Total:	\$17.58

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 4th day of May, 1999, at 7:00 a.m., for the election of town officers under ARTICLE 1, of the annual town meeting; and thence to meet at 7:30 p.m. on Tuesday, May 25, 1999, 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 Town Clerk for a three year term; one Assessor 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; two Planning Board members each for three year terms; two Recreation Commission members each for three year terms; two Norfolk School Committee members each for three year terms, and one Norfolk School Committee member to fill a one year unexpired term; and one King Philip School Committee member for a three year term.

ARTICLE 2

Submitted by Personnel Board

To see if the Town will vote to amend the Town of Norfolk Personnel Bylaws by amending the Classification Schedule by changing the classification grades of the Council on Aging Director, Conservation Commission Administrator/Agent, and Water Department Administrative Assistant; or take any other action relative thereto.

ARTICLE 3

Submitted by Personnel Board

To see if the Town will vote to amend the Town of Norfolk Personnel Bylaws by deleting the current Compensation Schedule, and replacing it with the revised Compensation Schedule as recommended, and to delete Section X. A "Compensation Schedule" in its entirety, and replace it in lieu thereof with the new Section X.A, as printed below; or take any other action relative thereto:

Section X.

A. Compensation Schedule

The Personnel Board will continue to review annually the Compensation Schedule and recommend adjustments. Recommended adjustments will be based on general economic conditions, salary surveys, and general availability of help in the labor market.

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 authorize any board or committee to employ its members for additional salary or compensation, 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, 1999; or take any other action relative thereto. (Budget)

ARTICLE 5

Submitted by Water Commissioners

To see what sum of money the Town will vote to transfer from Water Department revenue 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. (Omnibus Capital)

ARTICLE 7

Submitted by Cable Advisory Committee

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to cover the costs associated with the renewal of Norfolk's cable television franchise license agreement; or take any other action relative thereto.

ARTICLE 8

Submitted by Conservation Commission

To see if the Town will vote to raise and appropriate, or transfer from any available source of funds, or borrow or bond pursuant to any applicable statute, a sum of money to be placed in the Town's Conservation Fund for the management and/or acquisition of open space land for the Town of Norfolk; or take any other action relative thereto.

ARTICLE 9

Submitted by Mirror Lake Advisory Committee

To see if the Town will vote to raise and appropriate and appropriate or transfer from any available source of funds, a sum of money to help fund a portion of a matching grant for the clean up, watershed assessment, and reports of Mirror Lake; or take any other action relative thereto.

ARTICLE 10

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 conduct a feasibility study for the expansion or relocation of the existing Fire Department facility; or take any other action relative thereto.

ARTICLE 11

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 renovate the Old Town Hall into a community

center including, but not limited to, septic system upgrade and improved access; 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 or bond pursuant to any applicable statute sums of money necessary to complete work associated with the installation of underground utilities and provided utility companies to repay the Town for the cost of such work pursuant to General Laws, Chapter 166, Section 22E, or special legislation enacted at the request of the Town under Article 14 of the 1998 Fall Town Meeting; or take any other action relative thereto.

ARTICLE 13

Submitted by Petition

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, or borrow or bond pursuant to any applicable statute a sum of money to acquire land for open space purposes in the Town of Norfolk, as recommended by the Conservation Commission and subject to the approval of the Board of Selectmen; or take any other action relative thereto.

ARTICLE 14

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, 1999; or take any other action relative thereto

ARTICLE 15

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 16

Submitted by Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to grant an easement to the Norfolk Housing Authority for installation of a private sewer line, servicing Hillcrest Village, across property owned by the Town of Norfolk, as shown on Assessors Map 14, Block 49, Lots 4 & 5 located on the south side of Boardman Street near its intersection with Medway Branch; or take any other action relative thereto.

ARTICLE 17

Submitted by Town Clerk

To see if the Town will vote to authorize and direct the Board of Selectmen to petition the state legislature for enactment of special legislation regarding the assumption of the duties of office by elected officials as follows:

TOWN OF NORFOLK
ASSUMING OFFICE

1. Any person duly elected to any office, board, committee or commission, except for Town Clerk, of the Town of Norfolk shall take up the duties of her/his office on the first day of the fiscal year following her/his election, unless such office was vacant at the time her/his election, or becomes vacant after her/his election, in which case she/her shall take up the duties of her/his office immediately; provided, however, she/her shall first have been sworn to the faithful performance of her/his duties by the Town Clerk or by the Moderator.
2. To the extent that the provisions of this act modify or repeal existing general laws and special acts or the by-laws of the Town of Norfolk, this act shall govern.
3. This act shall take effect at the first election following its passage and the term of those persons expiring on the date of said election shall be extended until June 30 of that year.;

or take any other action relative thereto.

ARTICLE 18

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 19

Submitted by Board of Selectmen

To see if the Town will vote to amend the Town's Bylaws, Article III, Section 7 by changing the name of the "Computer Systems Committee" to "Computer Study Committee", and further by deleting sub-section D in its entirety and replacing it with the following; or take any other action relative thereto:

- D. The Computer Study Committee duties shall encompass the ongoing evaluation of existing and long range hardware and software Information System needs for the Town of Norfolk municipal departments. They shall propose intended solutions via an annually updated 5 year strategic plan in order to fulfill the needs of individual departments, all town offices as a whole, as well as the needs of the community as they relate to access to information from town departments.

The Committee will annually make their recommendations to the Board of Selectmen and Town Administrator via a five year action plan with the Board of Selectmen and Town Administrator having final approval over its implementation.

ARTICLE 20

Submitted by Board of Selectmen

To see if the Town will vote to amend the Town's Bylaws, Article III, Section 6 by deleting subsection D in its entirety, and replacing it with the following; or take any

other action relative thereto:

- D. The Permanent Building Committee, following Town Meeting approval and appropriation for any construction, reconstruction, or addition to town buildings or facilities, shall furnish the Board of Selectmen with a recommendation to award such contracts in the name of the Town as may be necessary to accomplish the vote of Town Meeting. The Permanent Building Committee shall have general supervision, including review of construction and completion of any construction project for which Town Meeting has made an appropriation, subject to the approval of the Board of Selectmen. The Board of Selectmen shall be responsible for award and execution of contracts, change orders, and other such documents that legally commit funding for the design or construction of projects as noted in this Section.

ARTICLE 21

Submitted by Board of Selectmen

To see if the Town will vote to amend the Town's Bylaws, Article VI, by adding a new Section 6, substantially as shown below; or take any other action relative thereto:

Section 6.

Every contract for equipment, goods and services, exceeding \$10,000 shall require the approval of the Town's Chief Procurement Officer, as designated by the Board of Selectmen.

ARTICLE 22

Submitted by Board of Selectmen

To see if the Town will vote to amend the Town's Bylaws, Article VI, by deleting Section 2 in its entirety, and replacing it with the following; or take any other action relative thereto:

Section 2.

All procurements involving the acquisition of goods, equipment and services in the Town of Norfolk shall be made in conformance with Mass. General Laws, Chapter 30B. Contracts, bid specifications, request for proposals, or qualifications shall be reviewed and approved by the Chief Procurement Officer before the solicitation of bids, proposals, or qualifications.

ARTICLE 23

Submitted by Board of Selectmen

To see if the Town will vote to direct the Board of Selectmen to submit an article for consideration at the 1999 Fall Town Meeting amending the Town's Bylaws, Article I, Sections 3 & 4, by changing the dates of the Annual and Fall Town Meetings; or take any other action relative thereto.

ARTICLE 24

Submitted by Board of Selectmen

To see if the Town will vote to direct the Board of Selectmen to submit an article for consideration at the 1999 Fall Town Meeting amending the Town's Bylaws, Article I, Section 1, by changing the office of the Town Clerk from an elected to an appointed official in accordance with any applicable state statutes; or take any other action relative thereto.

ARTICLE 25**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 26**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 27**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 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 General Laws Chapter 44, Section 53E ½ 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 during fiscal year 2000, and to see what sum of money the Town will appropriate from available funds to establish the revolving fund; or take any other action relative thereto.

ARTICLE 29**Submitted by Planning Board**

To see if the Town will vote to reauthorize Planning Board Revolving Fund pursuant to General Laws Chapter 44, Section 53E ½ 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 2000; or take any other action relative thereto.

ARTICLE 30**Submitted by Planning Board**

To see if the Town will vote to authorize a Planning Board Revolving Fund pursuant to General Laws Chapter 44, Section 53E-1/2 from which to receive and disburse funds set aside by the Planning Board for services of Town Departments to purchase replacement trees and the planting thereof resulting from tree removals allowed under the Shade Tree Act and the Scenic Roads Act and to authorize the Planning Board to pay funds collected to the Town of Norfolk General Fund in an amount not to exceed \$40,000 during fiscal year 2000; or take any other action relative thereto.

ARTICLE 31**Submitted by Town Administrator**

To see if the Town will vote pursuant to General Laws, Chapter 44, Section 53E ½. To authorize the use of a revolving fund for the purpose of paying the expenses of snow removal including maintenance and replacement of equipment, from private property to include the King Philip Regional School and subdivision roads as required by the Planning Board rules and regulations; 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 2000; or take any other action relative thereto.

ARTICLE 32**Submitted by Town Administrator**

To see if the Town will vote pursuant to General Laws, Chapter 44, Section 53E ½, 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 2000 under the direction of the Board of Selectmen; or take any other action relative thereto.

ARTICLE 33**Submitted by Board of Selectmen**

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

ARTICLE 34**Submitted by Board of Selectmen**

To see if the Town will vote to accept gifts of land for open space and recreational purposes; or take any other action relative thereto.

ARTICLE 35**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 36**Submitted by Board of Selectmen**

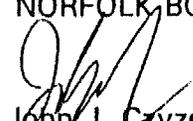
To see if the Town will vote to grant the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town; or take any other action relative thereto.

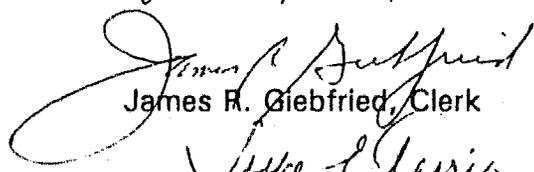
ARTICLE 37**Submitted by Advisory Board**

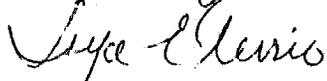
To see if the Town will vote to raise and appropriate, transfer from any source of available funds, or otherwise provide for the Stabilization Fund pursuant to Massachusetts General Laws, Chapter 40, Section 5B; or take any other action relative thereto.

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 29th day of March, 1999, A.D.

NORFOLK BOARD OF SELECTMEN


John J. Czyzewski, Chairman


James R. Giebfried, Clerk


Joyce E. Terrio, 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 (7) days at least before the date of said meeting.

Constable

Date

**TOWN OF NORFOLK
128th ANNUAL REPORT
YEAR ENDING DECEMBER 1998**

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: 5,100
TAX RATE: \$17.58 per \$1,000
VALUATION: \$634,236,306
PROPERTY CLASSIFICATION: 94% Residential
3% Commercial
1% Industrial
2% Personal
100%
SINGLE FAMILY DWELLINGS: 2,701
FORM OF GOVERNMENT: Open Town Meeting, Board of Selectmen
PAVED ROAD MILES: 75 miles

AREA HOSPITALS:

Caritas/Southwood Community Hospital, Norfolk
Caritas/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.; 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:

Scott Brown — Walpole 9th Norfolk District
State House, Room 447, Boston, MA 02133
Tel. (617) 722-2460

COUNTY COMMISSIONERS:

William P. O'Donnell
John M. Gillis
Peter H. Collins
Tel. (617) 461-6105

SHERIFF NORFOLK COUNTY:

Michael G. Bellotti
Tel. (617) 329-3705

DISTRICT ATTORNEY:

William R. Keating
Tel (617) 329-5440

Town Departments

Accounting Department	528-5686
Animal Control	528-4101
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/Town Administrator	528-1408
Treasurer	541-3984
POLICE/FIRE/AMBULANCE EMERGENCY	9-1-1

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

Wednesday: 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.

Saturday: 8:00 a.m.-4:00 p.m.

Closed Legal Holidays

Decals may be purchased at the Transfer Station during normal hours of operation.

