

# NORFOLK



1999

TOWN REPORT

NORFOLK



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Stony Brook Nature Center

Photo Taken By:  
Donna L. Jones

TOWN OF NORFOLK  
129TH ANNUAL REPORT



Year Ending December, 1999



## In Memoriam

Walter T. Holmes



Town Moderator, 1945 - 1974  
Selectman, 1939 - 1959  
Board of Health, 1949 - 1962  
Board of Water Commissioners, 1946 - 1947  
Bylaw Study Committee, 1975 - 1976  
Tri-County Vocational School Board, 1974 - 1975

## IN MEMORIAM

### **Robert L. Bremilst**

Field Driver 1962  
First Alternate, Zoning Board of Appeals 1966 - 1967  
Full Member, Zoning Board of Appeals 1967 - 1968

### **Walter T. Holmes**

Moderator 1945 - 1974  
Selectman 1939 - 1959  
Board of Health 1949 - 1962  
Public Welfare 1939 - 1959  
Board of Water Commissioners 1946 - 1947  
Bylaw Study Committee 1975 - 1976  
Tri-County Vocational School Advisory Board 1974 - 1975

### **Bruce A. Nelson**

Planning Board 1975

### **Kenneth Wood**

Committee to Study Forest Possibilities 1951 - 1961  
Gypsy Moth Supervisor 1955 - 1963  
Revaluation Study Committee 1966  
Beautification Committee 1956 - 1961  
Mosquito Control Study 1963  
Tree Warden 1954 - 1962  
Recreation Commission 1960 - 1981 and 1987 - 1994  
Representative for Bay Circuit Regional Committee 1987 - 1991  
Growth Study Committee 1986 - 1989

### **Paul D. Maggioni**

Town Counsel  
1981 - 1998

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## ELECTED OFFICERS

Term  
Expires

### MODERATOR

Frank J. Gross 2000

### BOARD OF SELECTMEN

James R. Giebfried 2000

Joyce E. Terrio 2001

John J. McFeeley 2002

### TOWN CLERK

Marie Chiofolo 2002

### BOARD OF ASSESSORS

John G. Robbins 2000

Donna L. Putt 2001

David A. Roche 2002

### BOARD OF HEALTH

Dr. Thomas R. Gilbert 2000

Cheryl H. Dunnington, resigned 2000

Laurence Magner, appointed 2002

Peter Chipman 2002

### LIBRARY TRUSTEES

Frances M. Holman 2000

Kenneth W. Nelson 2001

Harvey R. Boulay 2002

### WATER COMMISSIONERS

Deborah J. Robbins 2000

Lawrence Kennedy 2001

Donna L. Putt 2002

### 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

Arthur A. Spruch 2001

Francis Fitzpatrick 2001

Robert E. Nicodemus 2002

Steven G. McClain 2002

## RECREATION COMMISSION

Deborah K. DeBello 2000

Barbara Gillis 2001

Joseph Byrne 2001

Thomas F. Terpstra 2002

Noelle D. Tonelli 2002

## NORFOLK SCHOOL COMMITTEE

John Spianey 2000

James Lehan, resigned 2000

Donna Angelico 2001

Maureen Howard 2001

Beth Gilbert 2002

Nina Roe 2002

## KING PHILIP REGIONAL SCHOOL COMMITTEE

George T. Cronin, Jr. 2000

Jonathan Smith 2001

Jane P. Morris 2002

## CONSTABLES

E. Christopher Bettencourt 2001

Jeffrey Janes 2001

## APPOINTED TOWN OFFICERS

### MODERATOR APPOINTMENTS

### ADVISORY BOARD

A. Graham Sterling 2000

Norman Gentry 2000

Nancy Seitz 2000

Marc V. Waldman 2001

Edward V. Cannon, Jr. 2001

Kathleen Johnson 2001

James F. Ward 2002

Catherine A. Elder, resigned 2002

Lauren Larson, appointed 2002

Glenn R. Beernink 2002

### PERSONNEL BOARD

Lori J. Hurley 2000

Lawrence E. Corcoran 2002

Alison L. Light, resigned 2000

Robert Garrity, resigned 2000

Janyce Conklin 2000

### BYLAW COMMITTEE

Vida E. Holmes 2000

Elinor H. Pearson 2000

George T. Cronin, Jr. 2001

Donald E. Newhall 2002

Marie Chiofolo 2002

## BOARD OF HEALTH APPOINTMENTS

### BOARD OF HEALTH AGENTS

William R. Domey 2000  
Janet M. Prevett 2000  
Betsy Fijol 2000  
Alice S. Boschen, retired  
Marie Chiofolo 2000  
Elaine C. Coombs 2000  
Bruce A. Simpson 2000  
Diane Goudy 2000  
James F. Delaney 2000

### SANITARIAN

Mark Oram 2000

## 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

Ann Asci  
Anne Czarnowski  
Bonnie Durand  
Patricia Slovacek  
Jennifer Robinson  
Nina Hunt, Resigned  
Marie Langlais, Resigned

## SCHOOL LIBRARIANS

Diane Balut  
Mary Carney

## LIBRARY ASSOCIATES-SCHOOL

Elizabeth Lehan  
Kathryn Astley

## TOWN CLERK APPOINTMENT

### ASSISTANT TOWN CLERK

Elaine C. Coombs

## BOARD OF SELECTMEN APPOINTMENTS

### TOWN ADMINISTRATOR

Greg L. Balukonis

### TOWN COUNSEL

George A. Hall, Jr.

### TRI-COUNTY VOCATIONAL TECHNICAL SCHOOL COMMITTEE

Ronald E. Janosko - 2002

### SEALER OF WEIGHTS AND MEASURES

Peter S. Hildebrandt  
Robert J. Shannon, Assistant

### OFFICER OF VETERANS' GRAVES

Arthur R. 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, retired

Jonathan M. Carroll, Sr., appointed

### SERGEANTS

Paul J. Murphy

David R. McConnell

Robert J. Shannon

Timothy P. Heinz, appointed

### REGULAR POLICE OFFICERS

Alan F. Washkewits

Stephen K. Plympton

David J. Holt

Winslow Karlson, III

Thomas G. Degnim

Leo F. Ethier, Jr.

Glen R. Eykel

David J. Eberle

Susan Fornaciari

### RESERVE POLICE OFFICERS

Louis Droste

Donna M. McGowan

### POLICE/FIRE COMMUNICATIONS

Joy Leonard

Janet M. Poirier

Jamie J. Masterson, resigned

Sarah J. Hill, appointed

Eric VanNess, appointed

E. Christopher Bettencourt, part-time

Helena R. Findlen, part-time

Donna M. McGowan, part-time

Eric VanNess, part-time

### SPECIAL POLICE OFFICERS

Albert A. Leverone

Charles E. Ray

J. William Meau

William F. Kelley

Harry L. Sanborn, Jr.

Janet M. Poirier

Joy Leonard

Hilary Penlington

Edward Nolan

E. Christopher Bettencourt

William Davis

Police Chaplain Rev. Robert Connor

Police Chaplain Rev. Mark Ferrin, Resigned

Police Chaplain Rev. Stephen Arnold

## POLICE MATRONS

Helena R. Findlen

Joy Leonard

Janet M. Poirier

Sarah J. Hill

Donna M. McGowan

## FIRE DEPARTMENT

### CHIEF OF FIRE DEPARTMENT

William F. Kelley

### DEPUTY CHIEF

Stephen A. Wood

### LIEUTENANTS

Peter J. Petrushik, EMT/Full-Time FF

Joseph W. Nolan

David C. Holmes, Jr., EMT

Bruce E. Hamlin

### EMS DIRECTOR

John M. Malaney, III, FF/EMT

### FIRE DEPARTMENT PERSONNEL

Bruce E. Belcher, FF, resigned

Patricia A. Bixby, FF/EMT

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, Full-Time

James F. Leary, Jr., FF

Leo E. MacDonald, FF/EMT

James J. Masterson, FF/EMT

C. Scott Thayer, FF/EMT

### FOREST WARDEN

William F. Kelley, Chief

## HIGHWAY DEPARTMENT

### SUPERINTENDENT OF STREETS

Remo R. Vito, Jr.

**HIGHWAY PERSONNEL**

Kenneth Salisbury, Foreman  
 Thomas Benedetti, Assistant Foreman  
 Kimball Rogers, Head Mechanic, resigned  
 James Lambirth, Assistant Mechanic  
 Stephen Daley  
 Kenneth Cooper, retired  
 Robert Joyce  
 Raymond Mullaney  
 Jake White

**TRANSFER STATION**

Walter Kelly, Head Monitor/Operator  
 John Finitis  
 Paul Mullaney

**GROUND MAINTENANCE**

Alan Washkewits, Jr.  
 Kenneth Joyce  
 Michael Ramsey

**INSPECTION DEPARTMENT****BUILDING COMMISSIONER**

Gerald E. Hughes

**LOCAL INSPECTOR/ASST. ZONING OFFICER**

David A. Roche, resigned  
 Paul J. Coelho, appointed

**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  
 Steven Penlington, Assistant

**EMERGENCY MANAGEMENT DIRECTOR**

Edward Nolan

**DEPUTY DIRECTOR/RADIO OPERATOR**

John Nuhibian, resigned

**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
John M. Burke	2003
Brian D Wolf	2004

**ASSOCIATE MEMBER - 1 YEAR TERM**

Sarah P. Dewey, resigned	
Robert Garrity, appointed	2000
Nancy M. Lancellotti, appointed	2000

**ADA COMPLIANCE COMM - 1 YEAR TERM**

Thomas Terpstra	2000
Mary Nuhibian	2000
Greg L. Balukonis, ex-officio	

**ARTS COUNCIL - 3 YEAR TERM**

Shirley Boulay	2002
Nina Roe	2002
Joann Sueltenfuss	2002
Tina Addison	2002
Rosemary Calnan	2002

**CAPITAL OUTLAY COMMITTEE - 2 YEAR TERM**

William F. Sharkey	2001
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**CEMETERY COMMISSION - 3 YEAR TERM**

Frank J. Gross	2000
Robert L. Kirby	2001
Paul L. Kozak, Sr.	2002

**COMPUTER SYSTEM COMMITTEE - 3 YEAR TERM**

David Wildman, resigned	
David Rosenberg	2002
Richard Olsen, resigned	
Suzanne Clewley, resigned	

**CONSERVATION COMMISSION - 3 YEAR TERM**

Cynthia C. Andrade	2000
Daniel Rabasco	2000
Andrew W. Bakinowski	2001
Brian T. Butler	2001
Maryann T. Magner	2002
Allan M. Shaw	2002
Joseph Simmons	2002
Jane M. Dewey, resigned	
Thomas R. Gilbert, resigned	

**COUNCIL ON AGING - 3 YEAR TERM**

Patricia Lang	2000
Martin Moeckel	2000
Frederick J. Kenney	2000
Priscilla Tsarides	2001
George Clinton	2001
Harriet Fisher	2001
Richard Connors	2001
John Evans	2002
Rhoda Mandell	2002
Georgia Jones	2002
Ruth Masison, resigned	
Christine Shaw, resigned	

**DESIGN REVIEW BOARD - 3 YEAR TERM**

Donald Seymour, Pl. Bd. appt.	2000
Gautam Ghosh, Pl. Bd. appt.	2000
John Buchholz, Selectmen appt.	2001
M. Elizabeth Pyne, Hist. appt.	2001
Sarojit Malik, Selectmen appt.	2002

**HISTORICAL COMMISSION - 3 YEAR TERM**

Mary Power	2000
Suzanne Burns	2000
Marie Langlais, resigned	
William Domineau, appointed	2000
Loretta McClellan, resigned	
Thelma Ravinski	2001
Marcia Johnston	2001
M. Elizabeth Pyne	2001

**REGISTRAR OF VOTERS - 3 YEAR TERM**

Mary Ellen Gattoni - D	2000
Donna Bentley - D	2000
Charles E. Burnett - R	2001
Alice S. Boschen - R, Town Clerk, retired	
Marie Chiofolo - R, Town Clerk, appointed	

**VETERAN'S SERVICES - 1 YEAR TERM**

Robert Smith	2000
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**MBTA ADVISORY BOARD REP. - 1 YEAR TERM**

Greg L. Balukonis	2000
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**METROPOLITAN AREA PLANNING****COUNCIL REPRESENTATIVE - 3 YEAR TERM**

Francis Fitzpatrick	2002
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**SOUTHWEST AREA PLANNING****COUNCIL - 1 YEAR TERM**

Francis Fitzpatrick	2000
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**NORFOLK COUNTY ADVISORY BOARD****MEMBER - 1 YEAR TERM**

Jonathan Smith, resigned	
Edgar A. Miranda, appointed	2000

**BOARDS AND COMMITTEES****APPOINTED BY BOARD OF SELECTMEN****MIRROR LAKE ADVISORY COMMITTEE**

Joseph Gilio	2000
Frank McDonald	2000

**ROAD SAFETY COMMITTEE**

James R. Giebfried, ex-officio	2000
Charles H. Stone, Jr.	2000
Remo R. Vito, Jr.	2000

**PERMANENT BUILDING COMM - 3 YEAR TERM**

Winson Bowden, III	2000
Robert P. Lowndes	2002
David Capone	2002
Fred Pfischner	2000
Ernest Alix	2001

**ZONING BYLAW STUDY COMMITTEE**

Robert Nicodemus, Selectmen	2000
Brian Wolf, Appeal Board	2000
Gerald Hughes, Building	2000
Steven McClain, Planning Bd.	2000
Glendon Coulter, Selectmen	2000
Lois Boucher, Board of Health	2000

**INSURANCE COMMITTEE**

Raymond J. Turano	2000
Bruce Shapiro	2000
Loretta Jacobs	2000

**CORRECTIONS ADVISORY COMMITTEE**

Lisa Newell	2000
Timothy Ahearn	2000

**CABLE ADVISORY COMMITTEE**

John J. McFeeley	2000
Donna Jones	2000
Paula Austin, resigned	
Michael Keane	2000
Laurence P. Harrington	2000

**UNDERGROUND UTILITY COMMITTEE**

HI	Remo R. Vito, Jr.	2000
	Albert L. Michel	2000
	George J. Tamer	2000

**TOWN BEAUTIFICATION COMMITTEE**

	Sally Vesty	2000
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**PLANNING BOARD ASSOCIATE MEMBER**

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

	Elizabeth Maitland, resigned	
	David Lapointe, appointed	2000

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## ANNUAL REPORT OF THE BOARD OF SELECTMEN

This report is submitted in accordance with Norfolk By-laws, Article V., Section 1 which requires the Board of Selectmen to submit annually a report of all elected and appointed officials, boards, committees, councils and commissions and to give a summary of their activities, and report of the Town's financial transactions. This is our town report for the period of January 1, 1999 to December 31, 1999.

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 7:00 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. 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.

John J. Czyzewski left the Board after serving three years. John J. McFeeley was elected to the Board of Selectmen in May. The Board of Selectmen reorganized by electing James R. Giebfried as Chairman, and Joyce E. Terrio as Clerk.

The Board of Selectmen was involved in numerous public hearings throughout 1999. The Board approved the transfer of Norfolk's Cable Television Franchise License from Cablevision Industries to MediaOne and then to AT&T. Jack McFeeley served as the Board's liaison with the Cable Advisory Committee in negotiating renewal of the cable license for ten years. We appreciate the efforts of the Committee in negotiating a license in Norfolk's best interests. The Selectmen held a total of seven dog hearings on nuisance complaints in 1999. These hearings resulted in the Board taking action to enforce town bylaws and state law where dog owners refused to cooperate.

There were several personnel changes in 1999. The Town said good-bye to two extremely dedicated individuals who retired. Lt. John Holmes retired from the Police Department. Firefighter/EMT Norman Eykel retired from the Fire Depart-

ment. We also noted Alice Boschen retiring after serving as Norfolk's Town Clerk for 12 years. We wish these individuals well.

The Board of Selectmen approved the Town Administrator's recommendation to promote Jonathan Carroll as the new Police Lieutenant, and Timothy Heinz as the new Sergeant. Both individuals were selected from a very talented list of candidates from within the Police Department. John Kelley was appointed as a full-time Firefighter/EMT in July.

The Board, and the community, were saddened by the losses of two persons who served the Town for many years. Former Selectman Walter T. Holmes, and former Town Counsel Paul D. Maggioni will be remembered for their contributions to the Town of Norfolk.

The Board of Selectmen was informed of the closing of Caritas-Southwood Hospital. As 1999 concluded, the Town had not been approached in the reuse of the hospital facilities. The closing of the Hospital will no doubt have an adverse impact on Norfolk.

A special election was held on June 30, 1999, to decide the outcome of a \$111,898 budget override question. Voters rejected the ballot question. It must be noted that Norfolk once again faces unique challenges due to the limitations of Proposition 2 1/2. We must continue to balance the need for additional town services against Norfolk's tax base.

The Board of Selectmen, as the Town's primary licensing authority, granted numerous licenses and permits in 1999. Earth removal permits were granted to Paul Borrelli for the Town Center project, and Sunnyvale Development for house lots on Medway Street. Liquor violations for two establishments were noted, and resulted in license suspensions in accordance with the Board's "no tolerance" alcohol policy.

Agreement was reached in a new collective bargaining agreement with Highway Department employees. John Czyzewski assumed a lead role in negotiating a fair contract on behalf of the Board of Selectmen. The Town's efforts to construct a new Senior Center on Medway Branch were further delayed due to an appeal filed by several neighbors to the site. No resolution had been reached at the end of the year on the Senior Center.

The Selectmen welcomed an honor guard from the USS Constitution on Veterans Day. A ceremony was held at the Pondville Cemetery honoring Norfolk resident Nicholas Fairfield. Representatives from Norfolk/Norwich, England were welcomed as they visited our community from abroad.

We would like to acknowledge the efforts of our staff, Greg L. Balukonis and Marian Harrington, 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  
James R. Giebfried, Chairman  
Joyce E. Terrio, Clerk  
John J. McFeeley, Member

## **ANNUAL REPORT OF THE TOWN CLERK**

In 1999 the Town Clerk supervised two elections, the Annual Town Election and a Special Town Election on June 30, 1999.

There were two Town Meetings in 1999. 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 37 Articles, and the Fall Town Meeting Warrant contained 19 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 certain licenses, certified copies for vital records, DBA certificates and Raffle Permits to mention just a few. 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 as well as spaying or neutering. 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 by May 1. Dog owners are also reminded that Norfolk does have an Animal Control Bylaw. Copies of the bylaw are available in the Town Clerk's Office

The Town Clerk's Office will no longer be issuing Sporting and Fishing Licenses after December 31, 1999. This office issued only 25 Fishing licenses in 1999. Of those issued, more than half were free. The Town collects no fee for free licenses and only 50 cents for paid licenses. All other funds must be turned over to the State. All types of Sporting licenses are available in the Sporting Goods Department of any Walmart Store.

In an effort to increase the revenue generated by this office, the Town Clerk's Office will begin processing Passports sometime in the fall of 2000. The Town will receive \$15.00 for every passport application accepted. At this time when fiscal concerns weigh heavy on our minds, it makes good sense to look for alternatives for generating an increased amount of revenue to benefit the Town.

Alice Boschen, Town Clerk for the past 12 years, retired in 1999. We wish to thank Alice for her many years of dedicated service to the Town of Norfolk.

**VITAL STATISTICS**

Births	128
Deaths	31
Marriages	31
Intentions filed	33

**VOTER REGISTRATION**

The Town Clerk acting in her capacity as a Registrar of Voters held two late night registration sessions and remained open two evenings for absentee voting.

There are 5,423 registered voters in the Town of Norfolk.

Respectfully Submitted,

Marie Chiofolo,  
Town Clerk

## ANNUAL TOWN ELECTION MAY 4, 1999

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 School on Tuesday, May 4, 1999 to act upon Article 1, the Annual Town Election of Town Officials.

Polls were declared open at 7:00 AM. 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. The polls were closed at 8:00 PM. A total of 1,617 of the 5,434 eligible voters in the town cast their ballots with the following results:

**Moderator for One Year**

Frank J. Gross	1,380
Blanks	222
All Others	15

**Selectman for Three Years**

Adeline M. Bee	387
Timothy D. Holmes	495
John J. McFeeley	704
Blanks	28
All Others	3

**Town Clerk for Three Years**

Marie Chiofolo	951
Carol J. MacDonald	534
Blanks	130
All Others	2

**Assessors for Three Years**

David A. Roche	1,213
Blanks	399
All Others	5

**Board of Health Member for Three Years**

Peter S. Chipman	780
Gail M. Anderson	733
Blanks	102
All Others	2

**Library Trustee for Three Years**

Harvey R. Boulay	1,243
Blanks	369
All Others	5

**Water Commissioner for Three Years**

Donna L. Putt	1,228
Blanks	378
All Others	11

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

Robert E. Nicodemus	1,077
Steven G. McClain	1,090
Blanks	1,054
All Others	13

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

Thomas F. Terpstra	1,196
Noelle D. Tonelli	908
Blanks	1,125
All Others	5

**Norfolk School Committee****Two for Three Years**

Joseph J. Gately	583
Beth P. Gilbert	875
Nina B. Roe	1,043
Blanks	723
All Others	10

**Norfolk School Committee****To fill One Year Unexpired Term**

Donna M. Angelico	1,211
Blanks	400
All Others	6

# GENERAL GOVERNMENT

## King Philip School Committee Member for Three Years

Jane P. Morris	965
Norman G. Gentry	501
Blanks	150
All Others	1

## Norfolk Records Annual Town Meeting May 25, 1999

Pursuant to a warrant dated April 26, 1999, signed by John J. Czyzewski, James R. Giebfried and Joyce E. Terrio, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Senior High School, 201 Franklin Street, Wrentham, MA, on Tuesday, May 25, 1999, at 7:30 PM in the evening, there and then to act on the following articles. The meeting was called to order at 7:40 PM by Moderator Frank J. Gross who introduced the Town Clerk, the Finance Director, the Town Administrator, members of the Board of Selectmen, Town Counsel and the Advisory Board Chairman, who introduced the members of the Board. There were 212 registered voters in attendance. Sworn as counters were James Martin, Robert Smith and Bruce Simpson.

Mr. Gross announced that the Memorial Day parade is scheduled for Monday, May 31, 1999, at 8:00 AM. The parade will begin at the Federated Church. Also, Norfolk Community Day is scheduled for Saturday, June 5, 1999 and will be held at the Holmes complex on Myrtle Street from 11:00 AM to 4:30 PM.

State Representative Scott Brown was present and made a statement concerning local legislation. Representative Brown announced that the local liaison between the Town of Norfolk and his office is Mrs. Nancy Connors.

On a motion by the Town Clerk, Marie Chiofolo, seconded by the Moderator, Frank Gross it was unanimously voted to waive the reading of the warrant and the return of the warrant.

### ARTICLE 1

Article 1 was the Annual Election of town officers, which took place on Tuesday, May 4, 1999.

### ARTICLE 2

The Advisory Board recommended and the Town voted to amend the Town of Norfolk Personnel Bylaw by changing the Classification Schedule as follows:

Council on Aging Director from M-2 to M-3; and

Administrative Secretary,  
Conservation Commission;  
Administrative/Clerical; Grade 9 to  
Conservation Administrator, Conservation  
Commission;  
Technical/Professional; Grade K; and

Administrative Secretary, Water Department;  
Administrative/Clerical; Grade 9  
to  
Administrative Assistant, Water Department  
Technical/Professional; Grade K.

### ARTICLE 3

The Advisory Board recommended and the Town voted to amend the Town of Norfolk Personnel Bylaws by deleting the current Compensation Schedule and adding the Compensation Schedule as follows:

**GENERAL GOVERNMENT**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>MANAGEMENT</b>										
M9	\$53,427	\$55,831	\$58,343	\$60,969	\$63,591	\$65,498	\$67,463	\$69,487	\$71,572	\$73,719
M8	\$47,339	\$49,470	\$51,696	\$54,023	\$56,454	\$58,148	\$59,892	\$61,689	\$63,540	\$65,446
M7	\$43,833	\$45,805	\$47,866	\$50,020	\$52,271	\$53,839	\$55,454	\$57,118	\$58,832	\$60,596
M6	\$40,586	\$42,412	\$44,321	\$46,315	\$48,399	\$49,851	\$51,346	\$52,887	\$54,474	\$56,108
M5	\$37,580	\$39,271	\$41,037	\$42,884	\$44,814	\$46,158	\$47,543	\$48,969	\$50,438	\$51,951
M4	\$34,795	\$36,361	\$37,998	\$39,707	\$41,494	\$42,740	\$44,022	\$45,343	\$46,703	\$48,104
M3	\$32,218	\$33,668	\$35,183	\$36,766	\$38,421	\$39,574	\$40,761	\$41,984	\$43,244	\$44,541
M2	\$29,832	\$31,174	\$32,577	\$34,043	\$35,575	\$36,642	\$37,742	\$38,874	\$40,040	\$41,241
M1	\$27,622	\$28,865	\$30,164	\$31,521	\$32,939	\$33,927	\$34,945	\$35,993	\$37,073	\$38,185
<b>ADMINISTRATIVE/CLERICAL</b>										
9	11.83	12.52	13.26	14.04	14.46	14.90	15.34	15.80	16.27	16.76
8	10.59	11.22	11.88	12.59	12.97	13.36	13.76	14.17	14.60	15.03
6	9.37	9.92	10.50	11.10	11.43	11.78	12.13	12.49	12.86	13.25
<b>TECHNICAL/PROFESSIONAL</b>										
M	16.88	17.86	18.90	20.02	20.62	21.24	21.88	22.53	23.21	23.90
L	15.33	16.21	17.15	18.18	18.73	19.29	19.87	20.46	21.07	21.71
K	13.94	14.75	15.60	16.54	17.04	17.55	18.07	18.62	19.18	19.75
I	12.57	13.30	14.07	14.89	15.34	15.80	16.27	16.76	17.26	17.78
H	11.30	11.96	12.65	13.40	13.80	14.22	14.64	15.08	15.53	16.00
G	10.28	10.88	11.51	12.18	12.55	12.92	13.31	13.71	14.12	14.54
F	9.25	9.79	10.35	10.99	11.32	11.66	12.01	12.37	12.74	13.12
E	8.23	8.70	9.21	9.76	10.05	10.35	10.67	10.98	11.31	11.65
D	7.83	8.28	8.77	9.29	9.57	9.86	10.15	10.46	10.77	11.10
C	7.42	7.85	8.30	8.81	9.07	9.35	9.63	9.92	10.22	10.52
B	6.12	6.47	6.84	7.24	7.46	7.68	7.91	8.15	8.39	8.65

And, by deleting "Section X.A. Compensation Schedule" in its entirety and adding in its place the following:

Section A.

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**

The Advisory Board recommended and the Town voted to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, Section 108; and to fix the salary or compensation thereof for the fiscal year commencing on July 1, 1999 and to allow any Board or Committee to employ its members for additional com-

pensation: Moderator \$1; Selectmen - 3 members at \$200 each - \$600; Assessors - 3 members at \$200 each - \$600; Planning Board - 5 members at \$200 each - \$1,000; Board of Health - 3 members at \$200 each - \$600; Water Commissioners - 3 members at \$200 each - \$600; and Town Clerk - \$36,000.00; and further, the Advisory Board recommended and the Town voted to appropriate \$50,000 from Free Cash; transfer \$70,100 from Ambulance Receipts Reserved for Appropriation and \$23,075 from Cemetery Sales of Lots Receipts Reserved/Cemetery Perpetual Care; transfer \$48,000 from Overlay Reserve; transfer \$15,000 from COPS Fast/Universal Hiring Grant; transfer \$12,000 from Pension Reserve; and transfer \$384,958 from Water revenue, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the Fiscal Year commencing July 1, 1999; and to raise and appropriate contingent on approval through a referendum override ballot vote the sum of \$111,898.00 for a total of \$17,199,589 to defray the departmental and incidental expenses of the Town for the fiscal year commencing July 1, 1999.

# GENERAL GOVERNMENT

The Moderator explained the procedure to be followed for consideration of the Omnibus Budget. The Budget would be read in its entirety, both balanced budget as recommended by the Advisory Board and their recommendations for the additional appropriation contingent upon the passage of the override, should the Selectmen vote to hold an Override Election. During the budget reading, holds would be called on any items for which further discussion was desired. Following regular procedure, at the conclusion of all discussion, a vote would be taken on all items.

The budget items which had been held were then read and discussed in order. A motion to reduce the library salary override request from \$36,980.00 to zero was defeated by voice vote.

The main motion as moved and seconded was approved by voice vote and counted upon request of seven (7) voters. Yes 134, No 41.

May 1999 Town Meeting Omnibus Budget	FY99 Appropriation	FY00 Departmental Request	FY00 Recommended	Override Increment	Appropriation Contingent on Override
<b>GENERAL GOVERNMENT</b>					
Moderator					
Salary	\$1	\$1	\$1		
Expense	\$140	\$265	\$265		
Total	\$141	\$266	\$266	\$0	\$266
Selectmen					
Salary	\$108,714	\$139,400	\$135,156		
Expense	\$23,440	\$25,390	\$25,390		
Committee Funds	\$1	\$1	\$1		
Total	\$132,155	\$164,791	\$160,547	\$0	\$160,547
Advisory Board					
Salary	\$3,148	\$3,891	\$3,891		
Expense	\$5,650	\$5,650	\$5,650		
Reserve Fund	\$40,000	\$40,000	\$40,000		
Total	\$48,798	\$49,541	\$49,541	\$0	\$49,541
Municipal Finance					
Salary	\$325,607	\$349,638	\$349,638		
Expense	\$60,275	\$63,490	\$61,990		
Audit	\$10,500	\$10,500	\$10,500		
Total	\$396,382	\$423,628	\$422,128	\$0	\$422,128
Board of Assessors					
Salary	\$600	\$600	\$600		
Expense	\$1,200	\$1,500	\$1,500		
Total	\$1,800	\$2,100	\$2,100	\$0	\$2,100
Town Counsel					
Legal Fees	\$17,000	\$20,000	\$20,000		
Retainer Fees	\$15,000	\$19,200	\$19,200		
Total	\$32,000	\$39,200	\$39,200	\$0	\$39,200
Personnel Board					
Salary	\$2,331	\$2,410	\$2,410		
Expense	\$1,600	\$1,600	\$1,600		
Total	\$3,931	\$4,010	\$4,010	\$0	\$4,010

## GENERAL GOVERNMENT

May 1999 Town Meeting Omnibus Budget	FY99 Appropriation	FY00 Departmental Request	FY00 Recommended	Override Increment	Appropriation Contingent on Override
Information Technology Coordinator					
Salary	\$15,000	\$31,675	\$15,675		
Expenses	\$0	\$10,861	\$5,861		
Total	\$15,000	\$42,536	\$21,536	\$0	\$21,536
Computer Committee					
Expense	\$100	\$100	\$100		
Total	\$100	\$100	\$100	\$0	\$100
Tax Title/Foreclosure					
Expense	\$25,000	\$25,000	\$20,000		
Total	\$25,000	\$25,000	\$20,000	\$0	\$20,000
Municipal Buildings					
Expense	\$79,955	\$87,500	\$75,000		
Total	\$79,955	\$87,500	\$75,000	\$0	\$75,000
Town Clerk					
Salary	\$45,998	\$53,158	\$53,197		
Expense	\$1,550	\$2,800	\$2,800		
Total	\$47,548	\$55,958	\$55,997	\$0	\$55,997
Elections					
Salary	\$3,450	\$3,321	\$3,321		
Expense	\$4,120	\$4,675	\$4,675		
Total	\$7,570	\$7,996	\$7,996	\$0	\$7,996
Voter Registration					
Salary	\$700	\$750	\$750		
Expense	\$6,300	\$6,250	\$6,250		
Total	\$7,000	\$7,000	\$7,000	\$0	\$7,000
Conservation					
Salary	\$12,031	\$12,635	\$12,635		
Expense	\$3,546	\$3,766	\$3,766		
Total	\$15,577	\$16,401	\$16,401	\$0	\$16,401
Planning Board					
Salary	\$35,404	\$37,146	\$37,146		
Expense	\$40,602	\$51,200	\$41,200		
Total	\$76,006	\$88,346	\$78,346	\$0	\$78,346
Zoning Board of Appeals					
Salary	\$18,045	\$18,913	\$18,913		
Expense	\$1,381	\$1,381	\$1,381		
Total	\$19,426	\$20,294	\$20,294	\$0	\$20,294
Engineering					
Expense	\$950	\$950	\$950		
Total	\$950	\$950	\$950	\$0	\$950

**GENERAL GOVERNMENT**

<b>May 1999 Town Meeting Omnibus Budget</b>	<b>FY99 Appropriation</b>	<b>FY00 Departmental Request</b>	<b>FY00 Recommended</b>	<b>Override Increment</b>	<b>Appropriation Contingent on Override</b>
<b>Permanent Building Committee</b>					
Salary	\$4,670	\$6,673	\$6,673		
Expense	\$550	\$600	\$600		
<b>Total</b>	\$5,220	\$7,273	\$7,273	\$0	\$7,273
<b>Building/Liability Insurance</b>					
Expense	\$155,000	\$148,757	\$117,757		
<b>Total</b>	\$155,000	\$148,757	\$117,757	\$0	\$117,757
<b>Town Reports</b>					
Expense	\$5,225	\$5,225	\$5,225		
<b>Total</b>	\$5,225	\$5,225	\$5,225	\$0	\$5,225
<b>Total General Government</b>	\$1,074,784	\$1,196,872	\$1,111,667	\$0	\$1,111,667
<b>PUBLIC SAFETY</b>					
<b>Police</b>					
Salary	\$982,706	\$1,013,953	\$992,572		
Expense	\$91,666	\$78,066	\$78,066		
<b>Total</b>	\$1,074,372	\$1,092,019	\$1,070,638	\$0	\$1,070,638
<b>Fire</b>					
Salary	\$312,344	\$317,297	\$317,297	\$59,409	\$376,706
Expense	\$32,750	\$44,570	\$37,570		\$37,579
<b>Ambulance</b>					
Salary	\$71,180	\$74,198	\$72,664	(\$29,194)	\$43,470
Expense	\$7,000	\$7,000	\$7,000		\$7,000
Tuition & Training	\$20,000	\$24,000	\$23,000		\$23,000
<b>Grand Total Fire/Amb</b>	\$98,180	\$467,065	\$457,531	\$30,215	\$487,755
<b>Building Department</b>					
Salary	\$119,663	\$151,237	\$126,128		
Expense	\$3,800	\$4,835	\$4,485		
<b>Total</b>	\$123,463	\$156,072	\$130,613	\$0	\$130,613
<b>Weights &amp; Measures</b>					
Salary	\$500	\$525	\$525		
Expense	\$31	\$31	\$31		
<b>Total</b>	\$531	\$556	\$556	\$0	\$556
<b>Emergency Management</b>					
Salary	\$570	\$599	\$599		
Expense	\$1,870	\$1,870	\$1,870		
<b>Total</b>	\$2,440	\$2,469	\$2,469	\$0	\$2,469
<b>Animal Inspector</b>					
Salary	\$1,774	\$1,863	\$1,863		
Expense	\$0	\$100	\$100		
<b>Total</b>	\$1,774	\$1,963	\$1,963	\$0	\$1,963

**GENERAL GOVERNMENT**

<b>May 1999 Town Meeting Omnibus Budget</b>	<b>FY99 Appropriation Request</b>	<b>FY00 Departmental</b>	<b>FY00 Recommended</b>	<b>Override Increment</b>	<b>Appropriation Contingent on Override</b>
<b>Animal Control</b>					
Salary	\$11,038	\$11,590	\$11,590		
Expense	\$2,719	\$2,040	\$2,040		
<b>Total</b>	<b>\$13,757</b>	<b>\$13,630</b>	<b>\$13,630</b>	<b>\$0</b>	<b>\$13,630</b>
<b>Tree Warden</b>					
Salary	\$2,750	\$2,750	\$2,750		
Expense	\$22,150	\$22,150	\$22,150		
Shade Tree Salary	\$1	\$1	\$0		
Shade Tree Expense	\$751	\$1,500	\$1,500		
<b>Total</b>	<b>\$25,652</b>	<b>\$26,401</b>	<b>\$26,400</b>	<b>\$0</b>	<b>\$26,400</b>
<b>Fire/Police Communication</b>					
Salary	\$164,048	\$171,970	\$171,970		
Expense	\$4,900	\$4,900	\$4,900		
<b>Total</b>	<b>\$168,948</b>	<b>\$176,870</b>	<b>\$176,870</b>	<b>\$0</b>	<b>\$176,870</b>
<b>Fire/Police Station</b>					
Expense	\$36,985	\$36,985	\$36,985		
<b>Total</b>	<b>\$36,985</b>	<b>\$36,985</b>	<b>\$36,985</b>	<b>\$0</b>	<b>\$36,985</b>
<b>Total Public Safety</b>	<b>\$1,546,102</b>	<b>\$1,974,030</b>	<b>\$1,917,655</b>	<b>\$30,215</b>	<b>\$1,947,870</b>
<b>EDUCATION</b>					
Norfolk Elementary	\$6,163,534	\$6,824,961	\$6,773,120	\$44,703	\$6,817,823
King Philip Regional	\$2,640,404	\$2,892,024	\$2,892,024		\$2,892,024
Tri-County Regional	\$181,111	\$209,910	\$209,910		\$209,910
<b>Total Education</b>	<b>\$8,985,049</b>	<b>\$9,926,895</b>	<b>\$9,875,054</b>	<b>\$44,703</b>	<b>\$9,919,757</b>
<b>PUBLIC WORKS</b>					
<b>Highway</b>					
Salary	\$354,819	\$374,569	\$374,569		
Expense	\$125,529	\$157,227	\$146,867		
Special Projects (capital budget)	\$68,425	\$0	\$0		
<b>Total</b>	<b>\$548,773</b>	<b>\$531,796</b>	<b>\$521,436</b>	<b>\$0</b>	<b>\$521,436</b>
<b>Highway Garage</b>					
Expense (budget deleted)	\$43,044	\$0	\$0		
<b>Total</b>	<b>\$43,044</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Town Vehicle Fuel</b>					
Expense (new budget)	\$0	\$40,135	\$40,135		
<b>Total</b>	<b>\$0</b>	<b>\$40,135</b>	<b>\$40,135</b>	<b>\$0</b>	<b>\$40,135</b>
<b>Snow &amp; Ice</b>					
Expense	\$108,000	\$123,777	\$108,000		
<b>Total</b>	<b>\$108,000</b>	<b>\$123,777</b>	<b>\$108,000</b>	<b>\$0</b>	<b>\$108,000</b>

**GENERAL GOVERNMENT**

For Information Purposes Only		\$80,000	\$80,000	\$80,000
Allowance for Abatements & Exemptions	\$80,341	\$334,446	\$373,124	\$373,124
State Assessments/Offsets/School Choice	\$304,234	\$17,539,220	\$17,537,091	\$17,648,989
Grand Total	\$15,831,076			
Funded Through:			\$10,479,703	\$10,479,703
Taxation			\$687,267	\$687,267
Exempt Debt			\$0	\$111,898
General Operating Override			\$392,119	\$392,119
SBAB Reimbursement			\$384,958	\$384,958
Water Supported Debt			\$1,741,400	\$1,741,400
Local Estimated Receipts			\$3,633,473	\$3,633,473
State Revenue			\$48,000	\$48,000
Overlay Reserve			\$50,000	\$50,000
Free Cash (53rd week)			\$70,100	\$70,100
Ambulance Receipts Reserved			\$23,075	\$23,075
Cemetery Lot Sales/Perpetual Care			\$15,000	\$15,000
COPS Fast Grant/Universal Hiring Grant			\$12,000	\$12,000
Pension Reserve				
Total Revenues			\$17,537,095	\$111,898
Surplus			\$4	\$4

(To close off further action on this article, a motion made to reconsider Article 4 was defeated on a voice vote.)

**ARTICLE 5**

The Advisory Board recommended and the Town voted to transfer the sum of \$418,345 from Water Department Revenues to fund the Water Department maintenance and operating expenses for the fiscal year commencing July 1, 1999, as follows:

Omnibus Budget	FY99 Appropriation	FY00 Departmental Request	FY00 Recommended
<b>Water Department</b>			
Salaries	\$164,321	\$176,416	\$176,416
General Operating Expenses	\$137,293	\$137,293	\$137,293
Projects	\$32,500	\$32,500	\$32,500
Indirect Costs	\$70,133	\$72,136	\$72,136
Total Water Department	\$404,247	\$418,345	\$418,345
Debt (funded in Omnibus Budget through water revenues)			\$384,958
Grand Total Water Department			\$803,303

## ARTICLE 6

The Advisory Board recommended and the Town voted to transfer \$188,000 from Prison Mitigation Funds; appropriate \$410,817 from Free Cash; and transfer \$32,480 from Storage Tank Grant to fund the Schedule of Capital purchases as follows:

## CAPITAL PURCHASES FY00

1	a	Revaluation	Assessors	\$14,000
1	b	Upgrade Appraisal Software/Laser printer/Server	Finance/Assessor	\$24,800
1	c	King Philip Capital	King Philip	\$34,879
1	d	Replace Boiler	School	\$35,000
1	e	Cruisers - 2 (New)	Police	\$54,200
1	f	ABLE Network Upgrade - School & Library	Library	\$22,000
1	g	Special Projects	Highway	\$105,000
1	h	Roof Tramp House	Selectmen	\$3,000
1	i	Software/Hardware/Y2K Contingency	MIS	\$18,990
1	j	Transport Vehicle Cover System	Transfer Station	\$8,000
1	k	Library Furniture	School	\$18,000
1	l	New Phone System	Police/Fire Station	\$21,000
1	m	Foam Unit	Fire	\$1,500
1	n	Phase 2 Rescue Equipment	Fire	\$5,000
1	o	Mobile Video Cameras (2)	Police	\$11,000
1	p	H-2 4x4 3/4 Ton Pick-up	Highway	\$27,500
1	q	Hydraulic Lift (small vehicles)	Highway	\$5,000
1	r	G-4 1 Ton 4x4 Dump Truck	Highway Grounds	\$39,000
1	s	Replace Overhead Garage Doors	Highway	\$11,000
1	t	Reconstruct Service Roads - Pondville	Cemetery	\$8,928
1	u	40 Cubic Yard Compactor Container	Transfer Station	\$5,000
1	v	G-16 Equipment Trailer	Highway Grounds	\$6,000
1	w	Remove Old Generator/Shed/Fence/Shrubs	Police/Fire Station	\$6,500
1	x	Repair/Paint Building Exterior/Garage	Police/Fire Station	\$2,500
1	y	H-3 Utility Truck	Highway	\$31,500
1	z	Copy Machine	Fire	\$6,000
1	aa	Office Furniture	Police	\$5,000
1	bb	Language Arts - Textbooks	School	\$91,000
1	cc	Grade 4 Furniture	School	\$5,000
1	dd	Leachate Monitoring	Landfill	\$5,000
				\$631,297
		Funding Source		
		Grant Reimb - Storage Tank (funds reserved for Special Projects)		\$32,480
		Free Cash		\$410,817
		Prison Mitigation		\$188,000
		<b>Total Funds</b>		<b>\$631,297</b>

A motion to add to the list of capital purchases in FY00 the sum of \$177,300.00 for the purpose of constructing an addition to the highway garage vehicle maintenance area, said appropriation to be subject to the approval of the voters under MGL Chapter 59, Section 21C to assess said amount in excess of the tax levy limitation in FY00 was defeated on a voice vote.

# GENERAL GOVERNMENT

At this time (11:15 PM) it was moved, seconded and voted to adjourn to Wednesday evening, May 26th, at 7:30 PM at the King Philip High School Auditorium to take up action on the articles yet to be acted upon

**Wednesday, May 26, 1999**

The Moderator convened the meeting at 7:35 PM. There were 94 voters in attendance.

The Moderator then read the Warrant for the upcoming Special Election:

The Commonwealth of  
Massachusetts  
William Francis Galvin

Norfolk, ss

To either of the Constables of the Town of Norfolk

Greeting:

In the name of the Commonwealth you are hereby required to notify and warn the inhabitants of

Precincts 1, 2, and 3

in Norfolk who are qualified to vote in Elections to vote at  
Freeman-Centennial School, 70 Boardman Street  
On Wednesday, The Thirtieth Day of June, 1999  
7:00 a.m. to 8:00 p.m. On the Following Question:

## Question 1

Shall the Town of Norfolk be allowed to assess an additional \$111,898 in Real Estate and Personal Property Taxes for the purposes of the Norfolk Elementary School Budget, Fire Department Salaries, and Library Salaries for the fiscal year beginning on July First, Nineteen Hundred and Ninety nine.

Yes  
No

## ARTICLE 7

The Advisory Board recommended and the Town voted to appropriate the sum of \$5,000 from Free Cash to cover the costs associated with the renewal of Norfolk's cable television franchise license agreement.

## ARTICLE 8

The Advisory Board recommended and the Town voted to appropriate the sum of \$7,000 from Free Cash to be placed in the Norfolk's Conservation Fund for the management and/or acquisition of open space for the Town of Norfolk.

## ARTICLE 9

The Advisory Board recommended and the Town voted to appropriate the sum of \$1,500 from Free Cash, subject to the receipt of matching state or federal grants, for the purpose of funding a watershed assessment of Mirror Lake.

## ARTICLE 10

The Advisory Board recommended and the Town voted to appropriate the sum of \$10,000 from Free Cash to conduct a feasibility study for the expansion or relocation of the existing Fire Department Facility.

## ARTICLE 11

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 11.

(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.)

A motion to appropriate from Free Cash the sum of \$62,000 to renovate the Old Town Hall into a community center, including, but not limited to, septic system upgrade and improved access; provided that none of the monies appropriated hereunder shall be committed by the Board of Selectmen unless the Town receives at least \$62,000 from the sale of sand and gravel to be removed from the Senior Center site was defeated by voice vote.

## ARTICLE 12

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 12.

(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

The Advisory Board recommended and the Town voted in favor of indefinite Postponement of Article 13.

(To see if the Town will vote to raise and appropriate, trans-

fer 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**

The Advisory Board recommended and the Town voted to appropriate by transfer from available funds the sum of One Hundred Thirteen Thousand, Eight Hundred Thirty-Nine Dollars (\$113,839) to supplement the following fiscal year 1999 appropriations:

**Transfer from the Following Accounts**

Account	Amount	
01.5131.4010	Advisory Board Expense	\$600
01.5141.2735	Revaluation	\$230
01.5152.4010	Personnel Board Expense	\$600
01.5161.4011	Town Clerk Expense-Encumbered	\$200
01.5163.4011	Voter Registration Exp-Encumbered	\$705
01.5163.4010	Voter Registration Expense	\$900
01.5220.1100	Fire Salary	\$25,000
01.5231.1100	Ambulance Salary	\$8,000
01.5295.8728	Tree Warden Storm Emergency	\$2,000
01.5421.4800	Highway Garage Expenses	\$4,105
01.5420.8142	Special Art - Sweeper Attachment	\$2,880
01.5421.8112	Special Art - Highway Roof Repair	\$230
01.5421.8152	Special Art - Highway Phone System	\$419
01.5220.3180	Special Programs - Human Service	\$700
	Free Cash	\$3,101
	Add. '1 Lottery Aid	\$61,620
		\$113,839

**Transfer to the Following Accounts**

01.5122.xxxx	Selectmen Exp. - (Special Election Costs)	\$650
01.5131.1100	Advisory Board Salary	\$600
01.5151.xxxx	Town Counsel	\$25,000
01.5152.1100	Personnel Board Salary	\$600
01.5159.xxxx	Municipal Building	\$4,400
01.5161.4010	Town Clerk Expense	\$200
01.5162.4010	Elections Expense	\$1,605
01.5162.4027	Special Election Expense	\$5,000
01.5171.1100	Conservation Commission Salary	\$1,900
01.5171.4010	Conservation Commission Expenses	\$500
01.5220.4010	Fire Expenses	\$5,800
01.5241.4010	Bldg. Dept. Expense	\$300
01.5420.4248	Highway Road Repair & Maintenance	\$10,322
01.5423.4010	Snow & Ice	\$43,962
01.5913.1710	Health Insurance	\$13,000
		\$113,839

**ARTICLE 15**

There being no unpaid bills of prior years, no action was taken on this article.

**ARTICLE 16**

The Advisory Board recommended and the Town voted unanimously to authorize the Board of Selectmen to grant an easement to the Norfolk Housing Authority for installation of private utility services at Hillcrest Village, across property owned by the Town of Norfolk, as shown on a plan entitled "Easement Plan of the Town of Norfolk, Scale 1" = 40', dated January 9, 1999, prepared by GCG Associates, Inc.", and located on the south side of Boardman Street near its intersection with Medway Branch.

**ARTICLE 17**

The Advisory Board's recommendation to authorize and direct the Board of Selectmen to petition the state legislature for enactment of special legislation regarding the assumption of 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 the 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 of her/his election, or becomes vacant after her/his election, in which case she/he shall take up the duties of her/his office immediately; provided, however, she/he 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;

was defeated by a voice vote.

## GENERAL GOVERNMENT

### ARTICLE 18

The Advisory Board recommended and the Town voted to authorize the Board of Selectmen to appoint the following committees unless otherwise noted:

Arts Council - 9 members

Bay Circuit Regional - 2 members

ADA Compliance Committee - 5 members,  
plus Town Administrator, ex-officio and non-voting.

Insurance Advisory Committee - 5 members.

Recycling/Solid Waste Advisory Committee - 5 members  
and Highway Superintendent, ex-officio and non-voting.

Zoning Bylaw Study Committee - 7 members appointed as follows: 2 members appointed by the Board of Selectmen, and 1 member or designee each appointed by the Planning Board, Board of Health, Conservation Commission, and Building Department, and Town Counsel ex-officio and non-voting.

Corrections Advisory Committee - 3 members.

Economic Development Committee - 5 members appointed jointly by the Board of Selectmen and Planning Board.

Regional Sewage Package Treatment Plant Study Committee - 3 members appointed jointly by the Board of Selectmen and the Planning Board.

Open Space Committee - 5 members as follows: 1 member to be a member or designee of the Recreation Commission, 1 member to be a member or designee of the Conservation Commission, one member to be a member or designee of the Planning Board, and 2 others to be appointed jointly by the Planning Board and the Conservation Commission.

Town Beautification Committee - 3 members.

At this time, Mr. John Spinney, Chairman of the Norfolk School Committee publicly thanked Dr. Young, Superintendent of Schools, for her 8 years of service to the youth of Norfolk. Since Dr. Young is leaving this year, a committee will be formed to choose her replacement. Any individual interested in serving on this committee should call the Superintendent's Office to leave your name for consideration. Mr. Spinney also wished to thank Mrs. Lucille Bailey, past Chairman of the Norfolk School Committee for her years of dedication and service.

Mr. Frank Gross, Town Moderator, wished to publicly thank Mrs. Alice Boschen for her dedication and commitment to the Town of Norfolk during her tenure as Town Clerk for the

past 12 years. Mr. Gross wished to thank Mrs. Boschen for her invaluable assistance to him personally in his capacity as Town Moderator.

### ARTICLE 19

The Advisory Board recommended and the Town voted to amend the Town of Norfolk's Bylaws, Article III, Section 7 by deleting subsection D in its entirety and replacing it with the following:

- D. The Computer Systems Committee is responsible for setting goals, standards and policies for the Town's computer and telecommunications infrastructure, excluding the School Department. This includes, but is not limited to establishing hardware, software and telecommunications standards. All purchases must conform to these standards or must be explicitly approved by the Board of Selectmen. The Committee will also identify new technology initiatives, develop a security policy and promote data sharing among town departments. The Committee shall work with the Town departments to determine computer solutions appropriate both to particular departments and to the Town as a whole. The Committee shall propose technology solutions via a long-range strategic plan in order to address the needs of municipal departments and the community in accessing information. The Committee shall make its recommendations to the Board of Selectmen who shall have final approval over its implementation.

A motion to add the words "granted a non-conformance waiver" after the word "explicitly", to delete the words "a long-range plan" and substitute the word "plan" and to delete the word "its" and substitute the word "their" was defeated by a voice vote.

### ARTICLE 20

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 20.

(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**

The Advisory Board recommended and the Town voted to amend the Town of Norfolk's Bylaws, Article VI, by adding a new Section 6 as follows:

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**

The Advisory Board recommended and the Town voted to amend the Town of Norfolk's Bylaws, Article VI, by deleting Section 2 in its entirety and adding a new Section 2 as follows:

Section 2

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

**ARTICLE 23**

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 23.

(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 1, Sections 3 and 4, by changing the dates of the Annual and Fall Town Meetings; or take any other action relative thereto.)

**ARTICLE 24**

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 24.

(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 1, 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**

The Advisory Board recommended and the Town voted 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.

**ARTICLE 26**

The Advisory Board recommended and the Town voted to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments/Boards.

**ARTICLE 27**

The Advisory Board recommended and the Town voted 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 vote at Town Meeting.

**ARTICLE 28**

The Advisory Board recommended and the Town voted pursuant to Massachusetts General Laws, Chapter 44, Section 53E-1/2, to authorize the use of a revolving fund for the purpose of paying the expenses related to inspection services of the Department of Environmental Protection Cross Connection Control Program; said fund to be credited with receipts of fees charged for this service under the authority and direction of the Water Commissioners, such expenditures not to exceed \$5,000 in fiscal year 2000.

**ARTICLE 29**

The Advisory Board recommended and the Town voted pursuant to Massachusetts General Laws, Chapter 44, Section 53E-1/2, to authorize the Planning Board Revolving Fund for the purpose of paying the expenses related to subdivision performance inspection fees as may be established by the Planning Board for services of Town Departments in the inspection and approval of subdivisions; said fund to be credited with receipts

of fees charged for these services under the authority and direction of the Planning Board, such expenditures not to exceed \$40,000 in fiscal year 2000.

**ARTICLE 30**

The Advisory Board recommended and the Town voted pursuant to Massachusetts General Laws, Chapter 44, Section 53E-1/2, to authorize the Planning Board Revolving Fund for the purpose of paying the expenses related to the purchase of replacement trees and the planting thereof resulting from tree removals allowed under the Shade Tree Act and the Scenic Roads Act; said fund to be credited with receipts of fees charged for these services under the authority and direction of the Planning Board, such expenditures not to exceed \$40,000 in fiscal year 2000.

**ARTICLE 31**

The Advisory Board recommended and the Town voted pursuant to Massachusetts General Laws, Chapter 44, Section 53E-1/2, to authorize the use of a revolving fund for the purpose of paying the expenses of snow removal from King Philip Regional School property within the Town of Norfolk and subdivision roads as required by the Planning Board rules and regulations; said fund to be credited with receipts of fees charged for this service under the authority and direction of the Board of Selectmen, such expenditures not to exceed \$50,000 in fiscal year 2000.

**ARTICLE 32**

The Advisory Board recommended and the Town voted pursuant to Massachusetts General Laws, Chapter 44, Section 53E-1/2, to authorize the use of a revolving fund for the purpose of paying the expenses related to the collection of parking ticket violations; said fund to be credited with receipts of fees charged for this service under the authority and direction of the Board of Selectmen, such expenditures not to exceed \$1,000 in fiscal year 2000.

**ARTICLE 33**

The Advisory Board recommended and the Town voted unanimously to authorize the Board of Selectmen to acquire by gift, eminent domain or otherwise such easements as may be necessary for drainage purposes and the laying out of public ways.

**ARTICLE 34**

The Advisory Board recommended and the Town voted to accept as a gift from Caritas Norwood Hospital a gift of land

located off Pond Street, and shown on Assessors' Map 19, Block 69, Lot 15, consisting of 25.5 acres, more or less, said land to be used for open space, conservation or passive recreational purposes.

**ARTICLE 35**

The Advisory Board recommended and the Town voted 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.

**ARTICLE 36**

The Advisory Board recommended and the Town voted unanimously to grant to the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town.

**ARTICLE 37**

The Advisory Board recommended and the Town voted to appropriate to the Stabilization Fund, established pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 5B an amount equal to the difference between the amount the Town is authorized to levy for fiscal year 2000 Real Estate and Personal Property Taxes and the sum of all amounts so levied excepting said appropriation, it being the intent of this Town Meeting for these purposes to use its authority to appropriate such sums as will levy taxes to the maximum limit authorized by Proposition 2-1/2, so-called, for fiscal year 2000.

All articles in the Warrant having been acted upon, it was moved, seconded and voted to adjourn this meeting at 10:00 p.m..

Marie Chiofalo,  
Town Clerk

**SPECIAL ELECTION  
WEDNESDAY, JUNE 30, 1999**

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 Wednesday, June 30, 1999.

The polls were open from 7:00 AM to 8:00 PM. A total of 1,114 voters cast their ballots, with the following results:

**QUESTION 1**

Shall the Town of Norfolk be allowed to assess an additional \$111,898 in Real Estate and Personal Property taxes for the purposes of the Norfolk elementary school budget, Fire Department salaries, and Library salaries for the fiscal year beginning on July First, Nineteen Hundred and Ninety Nine?

Yes	439
No	675
Total	1,114

**Norfolk Records  
Fall Town Meeting  
November 16, 1999**

Pursuant to a warrant dated October 18, 1999, signed by James R. Gibfried, Joyce E. Terrio, and John J. McFeeley Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Junior High School, King Street, Norfolk, MA, on Tuesday, November 16, 1999, at 7:30 PM in the evening, there and then to act on the following articles. The meeting was called to order at 7:35 PM by Moderator Frank J. Gross who introduced the Town Clerk, the Finance Director, the Town Administrator, members of the Board of Selectmen, Town Counsel and the Advisory Board Chairman, who introduced the members of the Board. There were 188 registered voters in attendance. Sworn as counters were James Martin, David Rosenberg and Dorothy Strohl.

Mr. Gross took this opportunity to introduced the newly appointed Superintendent of Schools, Marcia Lukon.

On a motion by the Town Clerk, Marie Chiofalo, seconded by the Moderator, Frank Gross it was unanimously voted to waive the reading of the warrant and the return of the warrant.

**ARTICLE 1**

To see if the Town will vote to choose any committee, or hear or act on the report of any committee, town officer, or instruct any committee or town officer; or take any other action thereon.

Moved and seconded and approved by voice vote to hear the following reports:

A report of the King Philip School Committee was presented by George Cronin. Mr. Cronin explained that the Committee is in the process of receiving proposals for expansion to both the junior and senior high schools. A complete report on the cost and types of expansion will be presented at the Annual Town Meeting in May, 2000.

A report of the Norfolk Golf Committee was presented by Joseph Byrne. This committee is studying the feasibility of the creation of a golf club in Norfolk. An informal vote as to whether or not the Town might support this endeavor was called for by the Moderator. The meeting voted favorably.

A report of the activities of the Planning Board over the past year was presented by Steven McClain. Arthur Spruch provided the meeting with a synopsis of the Growth Management Study.

A report of the Council on Aging was presented by Georgia Jones. Mrs. Jones reported that the Caritas Southwood Hospital has donated its full kitchen for use in the new Senior Center.

The Moderator, Frank Gross, then called a moment of silence for former Town Counsel, Paul Maggioni and former Selectman and Moderator Walter Holmes.

**ARTICLE 2**

The Advisory Board recommended and the Town voted unanimously to transfer \$88.88 from Account #01.5291.4010 Animal Control Expenses to pay for a prior year bill for euthanizing animals;

To transfer \$42.00 from Account #01.5162.1100 Election Salaries to pay employees for May 1999 election;

To transfer \$174.00 from Account #01.5300.4022 School Encumbered Funds 1999 to pay employees for professional development workshop reimbursement;

To transfer \$160.74 from Account #01.5913.1730 Employee Benefits - Longevity to pay for prior year advertising bills incurred by the Conservation Commission.

**ARTICLE 3**

The Advisory Board recommended and the Town voted to transfer \$440.00 from Account #01.5913.1730 Employee Benefits - Longevity to Account #01.5541.1100 COA Salaries;

To transfer \$3,654.00 from Account #01.5913.8730 Annual Town Meeting Reclassification/Compensation Schedule to Account #01.5132.1100 Finance Salaries \$1,618.00, and to Account #01.5541.1100 COA Salaries \$1,442.00, and to Account #01.5171.1100 Conservation Commission Salaries \$594.00, to pay for reclassification/compensation schedule changes voted at May 1999 Town Meeting.

To raise and appropriate \$64,000.00 to Account #01.5913.1710 Health Insurance, to cover increased health in-

**GENERAL GOVERNMENT**

insurance costs for FY2000;

To transfer \$52,000.00 from Additional Lottery Aid to the Norfolk School Committee Budget to purchase furnishings and equipment for the H. Olive Day School;

To transfer \$10,000.00 from Free Cash to Account #01.5299.8737 Police/Fire Station Roof Repairs to cover increased costs for roof repairs;

To transfer \$11,000.00 from Account #01.5122.1100 Selectmen Salary to Account #01.5159.4291 Town Hall Operations - Cleaning Service for continuation of the Town Hall cleaning contract.

**ARTICLE 4**

The Advisory Board recommended and the Town voted to amend the Town of Norfolk Personnel Bylaw by adding to Section IX, C. Classification Schedule, the following:

Custodian at Grade - G  
and  
Building Supervisor at Grade - K

**ARTICLE 5**

The Advisory Board recommended and the Town voted to amend the Town of Norfolk Zoning Bylaw Section B, "Definitions" by adding Senior Center and Section D.2 (Table of Use Regulations) by adding to the end of Section D.2.a (Public and Semi-Public Uses) the following Section D.2.a.13.

**B. Definitions. Senior Center.** A facility for adults age 55 and older that provides meals, meetings, activities, and educational programs; provided that the ground area covered by the Building in which such facility is located does not exceed 1,700 square feet per acre of property.

**D.2.a.13. Senior Center**

R	HM	B1	B2-	C1	C2	C4
	&PO	*	B4	**	C3	**
					C5	
YES	YES		YES		YES	

A motion to cut off debate carried with a vote of 115 yes, 51 No and a voice vote on the motion to amend the Zoning Bylaw was declared to be a 2/3 vote by the Moderator.

**ARTICLE 6**

The Advisory Board recommended and the Town voted to amend Article VII of the Town of Norfolk General Bylaws by

adding the following Section 4; or take any other action relative thereto.

**Section 4. Scenic Roads Bylaw**

A. Any repair, maintenance, reconstruction or paving work done within the right of way of any road designated as a Scenic Road by the Town under the provisions of Massachusetts General Laws Chapter 40, Section 15C, shall not involve or include the cutting or removal of trees, or the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Planning Board, after a public hearing duly advertised twice in a newspaper of general circulation in the area as to the time, date, place and purpose, the last publication to occur at least seven days prior to such hearing; provided, however, that when a public hearing must be held under the provisions of that section and under Massachusetts General Laws Chapter 87, Section 3, prior to the cutting or removal of a tree, such hearings shall be consolidated into a single public hearing before the Tree Warden and Planning Board, and notice of such consolidated hearing shall be given to the Tree Warden or Deputy as provided in said Chapter 87, Section 3.

B. Any violation of Massachusetts General Laws Chapter 40, Section 15C, as incorporated into this Bylaw shall be punished by a fine of three hundred dollars per day. In case of activity done without the written consent of the Planning Board, the fine shall be levied for each day subsequent to documentation of the violation and prior to the submission of a complete application to the Planning Board. In the case of non-compliance with a permit issued by the Planning Board, the fine shall be levied for each day of non-compliance.

C. Scenic roads are defined as public ways accepted by the Town as of November 25, 1986 except Routes 1A and 115. A list of these roads is available in the offices of the Town Clerk and Planning Board.

A motion to reconsider Article 5 failed by a vote of  
34 Yes 114 No.

**ARTICLE 7**

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 7.

(To see if the Town will vote to authorize the Board of Selectmen to enter into a cooperation agreement with one or more utility companies under Section 1 of Chapter 95 of the Acts of 1999 as authorized by Article 14 of the 1998 Fall Town

Meeting, permitting the Town to expend a sum or sums of money to remove or cause to be removed any poles and overhead wires and associated structures located in the business (B-1) district, and cause them to be replaced with underground facilities, said expenditures to be funded by a two percent (2%) surcharge on its charges to customers within the Town, and 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 the work associated with the installation of underground utilities in conjunction with the town center roadway reconstruction project; or take any other action relative thereto)

**ARTICLE 8**

The Advisory Board recommended and the Town voted unanimously to transfer a sum of \$235,000.00 from Water Department retained earnings to acquire approximately 55 acres of land, being a portion of the Town of Norfolk Assessors' Map 9, Block 32, Lot 14 and Map 9, Block 32, Lot 103, for a water supply and buffer zone adjacent to the Gold Street well, in accordance with the provisions of two purchase and sale agreements by and between the Town of Norfolk Water Department and the owners of the properties.

**ARTICLE 9**

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 9.

(To see if the Town will vote to accept gifts of land for municipal purposes; or take any other action relative thereto.) No gifts of land were being offered at this time.

**ARTICLE 10**

The Advisory Board recommended and the Town voted in favor of indefinite Postponement of Article 10.

(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 a sum of money to be added to the Senior Center construction budget to offset the increased cost of construction and pay for additional fire and security measures requested by town officials; or take any other action relative thereto.)

**ARTICLE 11**

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 11.

(To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to be added to the Senior Center construction budget to defray the added ex-

pense to finish the needs of the Senior Center; or take any other action relative thereto.)

**ARTICLE 12**

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 12.

(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 fund the costs resulting from any award, judgment or settlement of the outstanding dispute between the Town and the general contractor for the Day School Addition construction project; or take any other action relative thereto.)

**ARTICLE 13**

The Advisory Board recommended and the Town voted to:

Boiler Replacement: transfer \$3,600.00 from Account #01.5300.8040 Steam Trap Replacement and transfer \$19,500.00 from Account #01.5300.8539 Boiler Repair, to Account #01.5300.8538 Boiler Replacement, to supplement existing funds;

Asbestos Removal: transfer \$2,783.00 from Account #01.5300.8721 Article 15, Annual Town Meeting 1995, Playground, Roof, Window Replacement and transfer \$2,217.00 from Additional Lottery Aid, to Account #01.5300.8738 Asbestos Removal, to supplement existing funds;

Energy Conservation (matching Grant funds): transfer \$5,600.00 from Additional Lottery Aid to Retrofit Lighting at Freeman Centennial and H. Olive Day Schools, and transfer \$13,000.00 from Additional Lottery Aid to Retrofit/Replace existing motors with premium efficiency model and install VFD's on AHU supply fan motors at H. Olive Day School.

**ARTICLE 14**

The Advisory Board recommended and the town voted in favor of Indefinite Postponement of Article 14.

(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 demolish and remove playground equipment located at three sites at the Freeman/Centennial School, said funds also to be used to design new playground equipment; or take any other action relative thereto.)

**ARTICLE 15**

The Advisory Board recommended and the Town voted to transfer \$50,000.00 from Additional Lottery Aid to replace and repair the Library roof.

ARTICLE 16

The Advisory Board recommended and the Town voted 62 Yes, 52 No, to amend Article 1, Sections 3 and 4 of the Town of Norfolk General Bylaw by changing the date of the Annual Town Meeting to the first Saturday following the Town election and the Fall Town Meeting to the fourth Saturday in October.

ARTICLE 17

The Advisory Board recommended and the Town voted to rescind the vote under Article 21 of the May, 1997 Annual Town Meeting.

ARTICLE 18

The Advisory Board recommended and the Town voted unanimously to amend the Town of Norfolk Zoning Bylaw Section B, Definitions to read as follows:

**WIRELESS COMMUNICATION FACILITY** shall mean a facility (with antennas, monopole tower and equipment Building, if any) designed to facilitate the following services: cellular telephone service, personal communication services, and extend specialized mobile radio service.

And to add to the use table Section D.2, transportation and Utility uses a new paragraph: D.2.b.5.

**WIRELESS COMMUNICATION FACILITY.**

And to amend the table of districts as follows:

R	HM&PO		B1*	B2-B4
	C1**	C2/C3/C5		C4***
SP(1)	NO			NO
		SP(1)		

And add the following note to the bottom of the page:

Note (1): allowed by special permit as described in Section F.13.

And to amend Section F.13 in the first sentence after the word "erected" add the words "on Town owned land under the control of the Municipal Boards, Departments and Commissions and within land used by a public utility company for overhead, high voltage, electric transmission line purposes" so that it will now read:

"Notwithstanding any language to the contrary, Wireless Communication Facility(s) (including antennas, towers and equipment Buildings, if any) may be erected on Town owned land under the control of the Municipal Boards, Departments and commissions and within land used by a public utility com-

pany for overhead, high voltage, electric transmission line purposes upon the issuance of a Special Permit by the Zoning Board of Appeals pursuant to applicable zoning bylaws. As part of any application for said special permit, applicants shall submit, at a minimum, the information required for Site Plan Approval, as set forth in applicable zoning bylaws as amended."

And to amend Section F.13.b so that it will now read:

"The height of the antenna of a Wireless Communication Facility shall not exceed height of 110 feet as measured from the vertical distance from the grade to its highest point."

And to amend Section F.13.c by adding the words "except by special permit", at the end of the sentence so that it will now read:

"The Wireless Communications Facility shall not be located nearer any property line a distance less than or equal to the height of the Structure and in no case less than 150 feet except by special permit."

And to amend Section F.13.d by adding the words "in no case less than" after the word "located" and by adding the words "except by special permit" at the end of both sentences so that it will now read:

"All monopoles shall be located in no case less than 150 feet from the nearest property line except by special permit. The minimum Lot size shall be two acres except by special permit.

And to amend Section F.13.g by revising the first sentence of this Section by deleting the first word "the" and adding the word "each" and adding the following after the word "minimize" (including sharing the use of the equipment Building) to the extent feasible, adverse visual effects on the environment.

And to amend Section I.7.b: Special Permit Uses within the heading "telecommunications" by adding in the first sentence after the word "structure" the words "(with the exception of an equipment Building, if any)" so that it will now read:

"Telecommunications and cellular towers on an existing structure (with the exception of an equipment Building, if any), on property owned by the Town of Norfolk which is in the care, custody, management and control of the Board of Selectmen, the Board of Water Commissioners or the Water Commissioners."

And add to Section I.7.b: Special Permit Uses by the Zoning Board of Appeals:

"Wireless Communication Facility Equipment Building (with shared occupancies, if any) on property owned by the Town

of Norfolk which is in the care, custody, management and control of the Board of Selectmen, the Board of Water Commissioners or the Water Commissioners."

And add to Section K.7.b: Special Permit Uses by the Zoning Board of Appeals:

"Telecommunications and cellular towers on an existing structure (with the exception of an equipment Building, if any), on property owned by a public utility company for overhead, high voltage, electric transmission line purposes."

And add to Section K.7.b: Special Permit Uses by the Zoning Board of Appeals:

"Wireless Communication Facility equipment Building (with shared occupancies, if any).

**ARTICLE 19**

The Advisory Board recommended and the Town voted Indefinite Postponement of Article 19.

(To see if the Town will vote to amend the Norfolk Zoning Bylaws as follows; or take any other action relative thereto.

1. Add to Section B. Definitions, to read as follows:

Specimen Tree - A native, introduced or naturalized tree which is important because of its impact on community character, its significance in the historic/cultural landscape, or its value in enhancing the effects of a wildlife habitat. Any tree with a diameter-breast-height (dbh) or 6" or larger is eligible to be considered a Specimen Tree. Trees that have small height at maturity or are slow growing, such as flowering dogwood or American Holly with a DBH of 4" or larger are eligible to be considered as a Specimen Tree.

2. Add to Section F.14, as follows:

Standards which are described below are intended to preserve and enhance landscape amenities by encouraging the maximum retention of natural topographic features, such as trees, drainage swales, slopes, ridge lines, rock outcroppings and other natural formations. This will assure minimizing the effects of vegetation removal and grading so as to insure the natural character of steep slopes is retained and to minimize water runoff and soil erosion problems.

F.14.a - Site/Building design shall preserve natural topography outside of the development footprint to reduce unnecessary land disturbance and to preserve natural drainage channels on the site.

F.14.b - clearing of vegetation and alteration of topography shall be limited to 50% of the site.

F.14.c - In the design of the lot or the development, priority shall be given to retention of existing stands of trees and Specimen Trees. Trees shall remain at the perimeter with the exception of the driveway access from the roadway frontage.

F.14.d - All natural slopes exceeding 35% over a horizontal distance of 10 feet as measured perpendicular to the contour of a building lot are protected and shall remain in their natural state.

F.14.e - All areas with natural slopes exceeding 25% over a horizontal distance of 30 feet measured perpendicular to the contour of a building lot shall be excluded from calculation of the minimum lot area required for the applicable zoning district.

F.14.f - The Planning Board may grant a Special permit from these provisions.

F.14.g - The application for a Special Permit shall be accompanied by a grading and site plan showing the following:

F.14.g.1 - Existing and proposed topography at two foot intervals;

F.14.g.2 - All trees over four (4) inches in diameter as measured four feet above the natural ground;

F.14.g.3 - All trees proposed to be removed;

F.14.g.4 - Existing and proposed man made features, proposed roads, lots and lot dimensional requirements, including minimum buildable areas;

F.14.g.5 - Delineation of all areas proposed to not be disturbed by removal of vegetation or regarding.

F.14.h - The Town of Norfolk may take any or all of the enforcement actions prescribed in this bylaw to ensure compliance with, and/or remedy a violation of this bylaw.

F.14.h.1 - The Building Commissioner may post the site with a Stop Work Order directing that all grading and vegetation clearing not authorized under a site alteration Special Permit cease immediately. This issuance of a Stop Work Order may include remediation or other requirements, which must be met before clearing activities may resume.

F.14.h.2 - The Town of Norfolk may, after written notice is provided to the applicant, or after the site has been posted with a Stop Work Order, suspend or revoke any site alteration Special Permit issued by the Town.

A motion to approve Article 19 as written in the Warrant except by deleting Section F.14.e in its entirety and redesignating each of the subsequent sections was lost on a voice vote.

All articles in the Warrant having been acted upon, it was moved, seconded and voted to adjourn this meeting at 11:00 p.m..

Marie Chiofolo,  
Town Clerk

## **TOWN COUNSEL**

During 1999, the vast majority of the requests to Town Counsel for advice or for the review of documents stemmed from land development issues, primarily including issues arising from proposed subdivisions, or the proposed conversion of land subject to agricultural or charitable restrictions. We have advised the Conservation Commission and Zoning Bylaw Study Committee on changes to local wetlands regulations and zoning amendments, respectively. We have advised the Planning Board on zoning issues and on numerous forms and agreements required to condition and control the construction of subdivisions. We have advised several boards on Open Meeting Law and conflict of interest questions, reviewed numerous contracts, and pursued the acquisition of several parcels of land for conservation or drinking water protection purposes.

On the litigation front, several cases were advanced or resolved. The Town's appeal of the Superior Court's decision in *Rogers v. Board of Appeals* was taken up by the Supreme Judicial Court, was briefed by both parties, and remains under advisement by the Court. The SJC also granted further appellate review of a Appeals Court decision judgement in favor of the Town in *Whelan v. Board of Appeals*, and, in January of this year, found that the Board of appeals denial of a variance relative to Mr. Whelan's property on Holbrook Street was lawful. Our office also tried to the Superior Court an appeal by Ruth Weitzler from the Board of Appeals denial of zoning relief relative to her nonconforming lot at 5 Franklin Avenue, and obtained a judgement in favor of the Board. We successfully defended a taxpayer's denial of an abatement request to the Appellate Tax Board, ad settled an administrative appeal to the Department of Environmental Protection relative to the scope of the recently enacted Rivers Protection Act as applied to a Main Street property. Attempts to settle the dispute over the extent of Frederickson Road were unsuccessful, however, and the case remains pending.

Three new cases were filed against the Town in 1999. The general contractor for the new Town Hall brought suit against the Town seeking additional payments and damages relative to that project which have been in dispute since its completion in 1998. Abutters to the proposed new Senior Center also filed two appeals, one from the Board of Appeals decision granting a special permit, and the second from the site plan approval granted by the Planning Board. The first of these was rendered moot by the adoption of a zoning amendment by the Town meeting in November.

We note with sadness the passing of our predecessor, Paul Maggioni, in a tragic automobile accident in Italy last autumn. We wish to acknowledge the importance of his good work in the resolution of several of the cases that are reported above, and the continuing influence of his good counsel over the years to those officers and boards whose sound decision-making in 1999 prevented many disputes.

Respectfully submitted,

George A. Hall, Jr.  
Anderson & Kreiger LLP

## REPORT OF THE SOUTHEASTERN REGIONAL SERVICES GROUP

The seventeen municipalities including Norfolk, that are members of the Southeastern Regional Services Group (SERSG) participated in several cooperative procurements run by SERSG that resulted in significant savings on DPW supplies and services and office supplies.

SERSG members' views were presented to the Department of Telecommunications and Energy on a number of rule-makings which affect local governments: DTE 98-109 (the amended Dig Safe regulations), DTE 98-36 (the amended Pole Attachment regulations) and DTE 98-22 (the new Standards for Restoration of Roadways following Utility Cuts). The Regional Administrator served on the Technical Committee which DTE formed to recommend road restoration standards.

The SERSG Academic Luncheon was held in the Spring at the Univ. of Mass. at Boston, the annual SERSG Legislative Breakfast was held in May at Masassoit Community College, and a joint meeting of the SERSG Board of Directors and the South Shore Coalition of Managers was held in Hingham in August followed by a luncheon at the South Shore Country Club.

The Regional Administrator was asked to speak at the Mass. Town Counsel/City Solicitor's Association in January about the SERSG Model Street Opening By-Law, at DEP's Buy Recycled Workshop in April about cooperative purchasing, and at the Lincoln Institute of Land Policy in October about local governments charging street rental fees for use of public rights-of-way.

SERSG continues to successfully administer a Mass. Tobacco Control Program grant on behalf of the Boards of Health of the Towns of Easton, East Bridgewater, Raynham and Stoughton. The City of Taunton's Board of Health has voted to join this tobacco collaborative and will be included in the grant application for the next three year funding cycle.

SERSG continues to be a means for member municipalities to obtain information and the results of research on problems of common concern to local governments as well as obtaining competitive prices on supplies and services. It also provides a mechanism for member municipalities to share grant monies and to receive services. We look forward to new and additional opportunities to serve your community in the up-coming year.

Respectfully submitted,  
Catherine Salisbury,  
SERSG Regional Administrator

## CABLE ADVISORY COMMITTEE

The Cable Advisory Committee has completed its goal of obtaining a renewed 10 year cable franchise with our new provider Media One.

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

Our new cable franchise continues the service provided by Media One and adds some services. The town will receive an extension to its Inet, the system that links municipal buildings and school within the town.

The franchise also covers the financial support provided to NCTV for its public, educational and government programming. The new license gives NCTV a greater amount of cash while reducing the financial impact to subscribers. Subscribers will see a drop in their cable bill.

It is the intention of Media One to upgrade the town cable system to a system that will support additional channels and internet access. This is expected to be completed by the end of the year.

## NORFOLK POLICE DEPARTMENT

The 1999 Police Department activities report is my sixth 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.

1999 brought many changes in personnel to the Norfolk Police Department. Lieutenant John W. Holmes retired in June and Sergeant Jonathan Carroll was promoted to Lieutenant. We want to thank Lieutenant Holmes for his years of service to the Town of Norfolk and wish him good health while enjoying his retirement. Timothy P. Heinz was promoted to fill the vacant Sergeant's position in July. Susan A. Fornaciari was also rehired in July as a patrol officer to fill the vacant patrol officer position.

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 usually 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 department purchased three mobile video cameras in November to be used in motor vehicle stops and their use has provided valuable evidence in court prosecutions. The department continues to be active in the NORSTAR tactical unit. The unit is made up of officers from the 28 cities and towns in Norfolk County is available for all incidents requiring the services of a tactical unit including searches for missing persons.

The Norfolk Police Department will continue to be proactive in our programs 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 for those individuals who are under the age of 21 and are caught drinking and driving. We will also continue to perform a compliance check that includes enforcement initiatives involving those businesses that hold liquor licenses to insure that there are no sales to individuals under the age of 21.

Police Departments across Massachusetts are still grappling with the Firearms Laws that went into effect on October 21, 1998 that has affected many of our residents over the last 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 at our level and with the Firearms Licensing Division.

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 you do 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

**PUBLIC SAFETY**

**REPORT OF THE DETECTIVE DIVISION  
OF THE NORFOLK POLICE DEPARTMENT**

The 1999 Norfolk Police Department Detective Division consisted of two officers who were assigned to work in that capacity. Detective Leo Ethier works full time in that position and Detective Glen Eykel works part time. Detective Eykel is paid through the use of a Community Policing Grant that was received by the department during each of the last two years.

The detective division is also a member of the Norfolk County anti-crime task force and attends monthly meetings to exchange information on crimes that are occurring in this area. The department has also worked in conjunction with the Norfolk County District Attorney's Sexual Assault Unit on several incidents of sexual assault.

Detective Ethier has also teamed up with Officer Plympton and his D.A.R.E. program to educate the students in the D.A.R.E. program about drugs and drug paraphernalia. This was started several years ago at the request of Officer Plympton and has been received very well by the students in his program. The two officers show the students what drugs are being brought into the community, how they might be packaged and how to deal with the pressure to use drugs by those who profit by them.

The detective division has also conducted several liquor license compliance checks to ensure that the owners of bars and package stores are not selling alcohol to individuals under the age of 21.

The detective division was also able to execute a search warrant through a joint venture with the Franklin Police Department at the home of a suspected heroin dealer that resulted in the seizure of cash, heroin, a boat and other items.

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.

Respectfully submitted,

Leo R. Ethier  
Detective

**CRIMES**

	1996	1997	1998	1999
Murder	1	0	0	0
Robbery	0	0	0	1
Forcible Rape	0	1	0	3
Aggravated Assault	69	4	0	2
Burglary (B & E)	9	13	10	6
Motor Vehicle (B & E)	2	2	8	6
Larceny	51	46	41	34
Motor Vehicle Theft	5	0	3	6
Kidnapping	0	0	0	0
Fraud	2	2	6	4
Assault & Battery	13	7	9	8
Arson & Bombing	0	3	0	5
Forgery/Counterfeiting	2	2	0	1
Receiving Stolen Prop.	0	3	3	1
Vandalism	101	93	126	137
Sexual Assault	3	2	0	1
Drug Law Violations	27	22	9	4
Oper. Under Influence	51	37	19	20
Viol. Liquor Laws	5	13	4	4
General Offenses	131	108	118	107
Trespassing	36	51	65	70
Attempted B & E	8	8	6	5
Threats	13	19	17	17
Harassment	27	29	34	39
Disorderly Conduct	13	7	7	5

**ARRESTS**

Arrests	193	128	57	51
Prot. Custody	53	30	25	16

**MEDICAL/EMERGENCY**

Ambulance Assists	267	261	282	284
Sudden Deaths	3	5	3	3
Suicide Attempted	3	3	3	1

**TRAFFIC ACCIDENTS**

MVA Pers. Injury	31	24	21	27
MVA Prop. Damage	127	123	119	121
MVA Fatal	1	0	0	0

**TRAFFIC SERVICES**

Written Citations	647	438	409	320
Written Warnings	696	785	445	143
Verbal Warnings	1,269	706	521	300
Parking Viol.	62	38	116	107

**PUBLIC SAFETY****MISCELLANEOUS**

Missing Person	24	30	27	28
Missing Property (lost & Found)	31	34	62	37
Disturbance (general & gathering)	139	171	208	155
Domestic Disturbance	89	66	61	42
Annoying Phone Calls	35	16	17	14
Suspicious Activity	288	250	395	360
General Services	668	679	1,582	1,996
Stolen Prop. Recovered	8	4	3	4
Stolen Veh. Recovered	2	3	4	2
911 Investigations (includes silent, abandoned and hang-ups)	57	72	110	102
Bldg. Checks (open)	53	42	102	102
Animal Complaint	82	79	105	94
Assist/Lockout	98	104	128	101
Burglar Alarms	429	385	413	392
Fire Dept. Assist	185	177	191	174
Assist other Dept.	73	89	111	104

**FIRE DEPARTMENT**

On behalf of the officers and members of the Fire Department, I submit the 1999 annual report of activities of your Fire Department to review. If you have any questions on this report or any fire prevention issues, please feel free to call the station.

Emergency responses by the Fire Department increased from the previous year with a total request for 535 emergency medical responses with emergency fire incidents totaling 450. As the number of fire incidents increase, I am pleased to report that there was no loss of life or serious injury to civilians or firefighters.

The Fire Department employs twenty-four firefighters; four full time employees who include the fire Chief, a Lieutenant/EMT, and two firefighter/EMTS with an additional twenty "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. allowing calls to be answered immediately with an average response time of three minutes from the time the call is received. Emergency responses on weeknights and weekends are responded to by "on-call" personnel with an average response time of eight minutes. It continues to be a challenge to respond to the increasing number of request for services with this limited number of personnel. We sincerely need to find ways to increase the number of firefighter/EMTS to insure the safety of the citizens and the firefighters while working at emergency situations.

During the year, the Fire Department took delivery of a rescue boat, which is a sixteen-foot boat with a twenty-five horsepower outboard motor. This allows us to respond to water rescues efficiently with regard to the safety of both victim and rescuer.

The Fire Department was successful in becoming licensed by the Department of Public Health Office of Emergency Medical Services to operate the ambulance for advanced life support at the Intermediate Level. This accomplishment significantly increases the standard of care that emergency personnel can provide to our patients by administering intravenous fluids along with airway management. Of our firefighter/EMTs, we have one paramedic, one in training to become a paramedic, and two in training to become certified at the intermediate level.

In January Firefighter/EMT Norman Eykel retired from the fire department after twenty-eight years of dedicated service to the community. Norm was a person who truly cared for his responsibilities as a firefighter/EMT. He could be counted on to respond to calls along with covering ambulance shifts. I know that this retirement for Norm was very difficult for him to accept and I would like to personally thank him for his years of service and also his family for their understanding during this time.

On behalf of the members of the department, I would like to thank the residents, businesses, various town departments, boards and officials for their continued support during the year. 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

### **MAJOR INCIDENTS**

The Fire Department answered the call early in 1999 as Norfolk firefighters responded to a multiple alarm fire in Plainville on New Year's Day. Fighting a heavily involved residential structure fire in sub-zero weather, firefighters were thankful to learn that none of the residents were at home during the early morning fire that destroyed their home during the holiday season.

On February 26, eight Norfolk firefighters responded to the town of Norton to assist in a ground search for nine-year-old Cory Anderson who had become lost in a snowstorm.

On April 30, a two-alarm fire occurred in a residential structure under construction on Whites Pond Drive. Firefighters found the building fully involved with fire on arrival and were quickly and remarkably able to contain the fire preventing it from spreading to an adjacent occupied home. Firefighters and equipment from Wrentham, Millis, Walpole and Medfield responded to assist Norfolk firefighters.

Norfolk firefighters in conjunction with Wrentham and Plainville public safety personnel presented a successful "mock" drunk driving accident involving four "prom-goers" to over two hundred students at the King Philip Regional High School.

On June 3, Norfolk firefighters responded to a multiple alarm fire in the town of Millis that occurred in an occupied home on a day when temperatures neared the one hundred degree mark. Norfolk firefighters assisting with fire suppression on the second floor of the house were met with extreme fire conditions as the fire literally exploded under pressure from behind walls as the firefighters opened them up to expose the fire.

At the end of June, as drought conditions began, multiple brush fires kept firefighters busy. The most difficult occurred in a wooded area off Stop River Road. Firefighters spent two days extinguishing the fire that was ignited when lightning struck in the area. The Medfield, Millis and Wrentham Fire Departments along with the State Forestry Division assisted in fighting the fire.

In July, John Kelley was hired as a full time firefighter/EMT bringing the daytime only coverage up to four full time firefighters including the Chief of the department. This hiring was accomplished by utilizing creative budget strategies whereby the town actually saved money by hiring an additional full time firefighter/EMT.

On July 27, fire heavily damaged a Pondview Road home in the middle of the day. This fire which required assistance from the Wrentham, Millis and Walpole Fire Departments was initially responded to by the Chief and only two Norfolk firefighters on the first engine. The incredible job of these two firefighters under conditions that no firefighter should be required to operate undoubtedly saved the home and its contents from experiencing further losses.

On July 31, the department was involved in an extensive search for a missing elderly woman in the Pondview Road area. Thankfully eight hours later, the woman was found safe and returned home.

Early September found the department bracing for a visit from Hurricane Floyd. With personnel and equipment in place, the storm made a quick departure without incident.

In October, Pamela Holmes and Mark Kantzer attained certification by the Commonwealth of Massachusetts and the National Board of Fire Service Professional Qualifications as Firefighter I/II.

The last few months of the year found the department responding to multiple incidents where people were seriously injured and had to be flown to Level I trauma centers in Boston by a Boston Med-Flight helicopter.

On November 5, the Norfolk firefighters responded to the LaSalette Shrine in Attleboro for a multiple alarm fire with loss of life. On November 19, Norfolk firefighters responded to Route 95 in Sharon to assist with a large brush fire.

As the year, decade, and century neared a close, the City of Worcester lost six firefighters battling a warehouse fire on December 3, 1999. This incredible loss hit the fire service very hard and very deeply. Joining fire departments throughout the Commonwealth, Norfolk firefighters assisted the City of Worcester by providing fire protection to their community during this difficult and emotional time. A memorial service for the six lost firefighters that included thousands of firefighters from all over the world was attended by a contingent of Norfolk firefighters who reflected that they have never seen an event of this magnitude and hope and pray it will never be repeated.

**S.A.F.E.  
FIRE PREVENTION PROGRAM**

The Fire Prevention Division consists of three full time firefighter/EMT's and the availability of the call members. The availability of 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 available funds awarded to departments.

The Student Awareness of Fire Education (S.A.F.E.) Program is a state initiative to provide resources to local fire departments to conduct fire and life safety education programs in grades K-12. Our mission is to enable students to recognize the dangers of fire and more specifically the fire hazard tobacco products pose.

This past year our Fire Prevention Division has been very busy educating students in kindergarten and first grade. The students are taught basic fire safety skills such as stop drop & Roll, crawl low in smoke, the importance of recognizing the sound of a smoke detector, exit drills in the home, establishing a meeting place, and the importance of calling 911 in an emergency situation.

As we enter our second year of the grade 3 fire prevention program, we've been able to refine it from lessons learned during the previous year and feedback received from the students and faculty. The program still consists of two (1) hour modules presented to each class. The first module consists of a basic fire safety review of items taught in Kindergarten. The students are then given a lecture on the S.A.F.E. Program with an explanation of what fire is and view a fire safety video. The students are then assigned homework, which consists of completing a home escape plan with their family members. Module 2 is completion of our fire safety obstacle course, a class review of each students escape plan, and a question and answer session. Each class is visited once throughout the entire school year.

This past July Lieutenant Nolan and I attended the Massachusetts Fire Academy Fire Safety Summer Camp with one student from our town, Julie Nolan, who met the age and interest requirements. The camp consisted of fire safety demonstrations and activities.

During Fire Prevention week, a "The Great Escape Contest" contest sponsored by the N.F.P.A. (National Fire Protection Association) was offered again to grade 4 students where the students had to complete a home escape plan which coincided with the theme for 1999. The students submitted their entries to the fire department and we awarded 1st, 2nd, 3rd place winners with prizes at our annual open house. The first place winner was Melanie Santino. Melanie's entry was submitted to

the N.F.P.A. national contest along with thousands of other entries from all over North America.

Our annual open house was conducted during National Fire Prevention Week. We were fortunate enough to have the Norfolk County K-9 search and rescue unit conduct a demonstration on searching for missing persons and the Mass. State Forestry Service including Smokey the Bear. These programs were offered along with many other demonstrations provided by our own personnel featuring live burn demos utilizing our fire safety house and a motor vehicle. Other highlights included a high angle rescue presentation performed along with many other fire safety demos and displays.

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

Community awareness remains a top priority to ensure the safety of all our residents. During a year in which the Worcester tragedy occurred, we find the children are more keenly aware of the horrors of fire. They are willing and cooperative during our programs, but most of all, as past experience has shown, they remember what they've learned. It makes it all worth it.

John F. Kelley  
S.A.F.E. Instructor

**NORFOLK FIRE DEPARTMENT ACTIVITY**

<b>Incidents</b>	<b>1999</b>	<b>1998</b>
Structure Fires	33	32
Vehicle Fires	6	6
Motor Vehicle Accidents	27	25
Outside Electrical Incidents	14	15
Outside Fires	30	33
Hazardous Materials Incidents	14	15
Carbon Monoxide Incidents	12	17
Fire Alarm Activated	81	87
Public Assistance	4	5
Line box Coverage	0	2
Investigations	56	58
Miscellaneous	38	30
Assist E.M.S. Unit	123	38
Emergency Medical Services	535	469
Mutual Aid/Scene	12	
<b>TOTAL INCIDENTS</b>	<b>985</b>	<b>832</b>

## DISPATCH REPORT

<b>FIRE PREVENTION</b>		
Inspect Fire Alarm (New)	48	48
Inspect Fire Alarm (Resale)	176	120
Inspect Oil Burner (New)	38	25
Inspect Propane Storage	4	4
Inspect Temporary Heater	1	0
Inspect Building	1	7
Inspect Underground Storage	18	19
Inspect Fuel Tank (New)	10	8
Inspect Waste Oil Heater	0	0
Inspect Tank Truck	2	9
Inspect Sprinkler System	1	0
Conduct Fire Drill	6	5
Issue Blasting Permit	0	0
Monitor Blasting	62	13
Issue Gun Powder Permit	1	1
Issue Burning Permit	568	686
Firesafety Presentation	40	34
Miscellaneous	19	10
<b>TOTAL FIRE PREVENTION</b>	<b>995</b>	<b>989</b>
<b>MISCELLANEOUS</b>		
Details	162	172
Meetings	9	25
Departmental Training	22	26
Recertification Training	0	2
Recruit Training	10	33
<b>TOTAL MISCELLANEOUS</b>	<b>203</b>	<b>259</b>
<b>TOTAL ACTIVITY</b>	<b>2,183</b>	<b>2,080</b>
Fire Loss Assessment 1999:	\$404,800.00	
Fire Loss Assessment 1998:	\$512,100.00	
Civilian Injuries 1999:		3

1999 represented a year of change for the communications department. In April Michael LaValley left the department and was replaced by Sarah Hill. Sarah was working for the communications department on a part-time basis, and had previously worked here full-time. In November James Masterson resigned to pursue a career in the computer field; a career he had trained for while dispatching full-time nights and weekends. James was replaced by Eric Van Ness, a former part-time dispatcher for our department. Best wishes to Michael and James and a warm welcome to Sarah and Eric.

In 2000, we hope to be hiring and training some additional part-time dispatchers to replace those who have moved on.

As stated in last years report, the communications department was full prepared for the Y2K rollover and entered into the year 2000 with zero complications.

As a reminder, 9-1-1 is for use in the event of an emergency. All non-emergency calls, such as fire permits and school closings should be made on the fire and police business lines.

Respectfully submitted,

Sgt. Robert J. Shannon

## 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 by-laws. 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.

This year the Building Department oversaw the completion of the H. Olive Day School addition. David Roche, part-time Local Inspector/Assistant Zoning Officer resigned during the year to take a full-time position as Building Inspector for the Town of Franklin. We wish David well. Paul Coelho was hired to fill this position.

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

## HIGHWAY DEPARTMENT

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

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

The Department inspects and monitors all excavation within the roadway right of way, street opening permits for excavation within the right of way were issued from January 1, 1999 through December 31, 1999 pertaining to utilities, development and single structures.

### ROADWAY MAINTENANCE AND REHABILITATION

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

In conjunction with the Canterbury Estates Subdivision a leveling course of bituminous concrete was installed on 2570 LF of Main Street from the intersection of Medway Street to George Road.

In conjunction with the Massachusetts Department of Correction Sewer Project roadway restoration and intersection corrections were completed on:

- Main Street from Clark Street to the Walpole town line (2390 LF)
- West Street from Walpole town line to the intersection of Main Street (780 LF)
- Highland Lake Drive from West Street to Campbell Street (1160 LF)
- Campbell Street from Highland Lake Drive to Old Campbell Street (1985 LF)
- Old Campbell Street from Campbell Street to Seekonk Street (660 LF)

A total of 6970 LF (1.32 miles)

The Department completed the rehabilitation of the following roadways utilizing State Chapter 90 Funds

- Diamond Street from Union Street to North Street (1340 LF)

A total of 1340 LF (.25 miles)

Crack Repair was completed on the following roadways: Medway Branch, Boardman Street, Main Street, Medway Street, Valley Street, Old Liberty Lane, Union Street, Quail Run Road and Fruit Street.

**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.

Installed catch basin and leaching pit on Tucker Road between house # 50 and # 52.

Install new discharge pipe on Campbell Street across from House # 18 and in front of House # 36

Install two catch basins and leaching system at the intersection of Mirror Lake Avenue and Spruce Road

Install leaching system and discharge pipe to existing catch basin at the intersection of Bridie Lane and King Street

**ENGINEERING**

The Department has begun preliminary design on the following town roadways:

- Boardman Street from Rockwood Road to Seekonk Street
- Rockwood Road from Cleveland Street to Boardman Street
- Lawrence Street from Park Street to the Franklin town line
- Pond Street and Pine Street from North Street to the Foxborough town line
- North Street from Pond Street to Union 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 reconstruction of the Pondville Cemetery access road

Mr. Kenneth Cooper retired on May 25, 1999, after 27 years of service with the Town. We at the Highway Department would like to wish him the very best.

A special not of thanks to all Town Departments and Boards who assisted us in the last year.

Remo R. Vito, Jr.  
Highway Department

**TRANSFER STATION**

In 1999 the Town of Norfolk Transfer Station continued to explore expansion of its recycling base.

The town has entered into an agreement with the DEP and the towns of Millis, Medway, Dover, Sherborn, Holliston, Walpole, Franklin, Ashland and Medfield to create a Regional Hazardous Waste collection center. The center will be located at the Charles River Waste Water Treatment Facility on Village Street in Medway. A grant of \$110,000.00 by the DEP has been received to construct the site. Tentative date for completion is July 2000.

The department is working with the Board of Health to revise regulations for private haulers for compliance with current DEP regulations for solid waste and recycling.

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 fourth 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 curbside 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)

## PUBLIC SAFETY

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

Remo R. Vito, Jr.  
Highway Department

### TRANSFER STATION

All of the figures in this report relate to the calendar year January 1, 1999 through December 31, 1999.

The Transfer Station was open to Norfolk residents twice each week, on Wednesdays and Saturdays from January 1, 1999 through December 31, 1999. The total number of operating days in 1999 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	805 tons
Total bulky waste	233 tons
Total non-recyclable waste	1038 tons
Daily average	10 tons

The 805 tons of compacted waste represents 46,000 bags of household waste.

#### Recyclable Waste

Newspaper	400 tons
Corrugated Cardboard	110 tons
Office Paper	4 tons
Plastics (#1, #2)	22 tons
Waste Oil and Anti-Freeze	1 ton
Metal (white goods & metal cans)	106 tons
Tires	2 tons
Batteries (automobile)	1 ton
Glass (white and colored)	51 tons
Brush	126 tons
Leaves/Yard Waste	56 tons
Total Recyclable Waste	879 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 1917 tons

These figures give a Recycling Rate of 46%

## REPORT FOR THE ANIMAL CONTROL DEPARTMENT

Total calls for department	1,563	Ferret	3
Calls received for lost and found animals	310	adopted	1
Dog Complaints	347	euthanised	2
Cat Complaints	31	Canine	
Dogs Handled	93	adopted	17
Dogs returned by Phone Calls:	57	Sheltered	10
Cats Handled	56	euthanised	0
domestic	17	Feline	43
Feral	36	domestic	13
Cats Returned by Phone	0	adopted	3
Trips to Veterinarian	29	sheltered	4
Incoming Veterinarians	11	euthanised	6
Rabies Testing State Lab/Boston	11	Feral	30
Dog Bites Reported	27	Adopted	3
Cat Bites Reported	0	sheltered	4
Ferret Bites	1	euthanised	23
Mutual Aid to Surrounding Town #call	33	Adoption Rate of Domestic Animals	48.3%
Neglect/Abuse calls	17	Shelter rate of Domestic Animals	32.2%
Surrender/abandonment/non claimed	73	Animal Rescue League of Boston	
		Independent Rescue	
		Euthanasia Rate of Domestic Animals	18.4%
		Other Calls:	197
		Cattle	9
		Rooster	7
		Horses	23
		Sheep	0
		Reptiles	0
		Deer	26
		Coyote	43
		Birds	1
		Bats	4
		Turtles	21
		Pig	2
		Wildlife Handled:	
		Deer (DOA or Euthanised)	20
		Rooster	4
		Skunk (10 DOA or euthanised)	17
		Squirrel, Gray or Red	11
		Opossum (DOA or Euthanised)	4
		Muskrat	0
		Seagull: (Rehab or Euthanised)	3
		Falcon (Rehab)	2
		Raccoons (9 euthanised)	14
		Bats (2 Euthanised)	4

Respectfully Submitted

Hilary N. Penlington  
Animal Control Officer

# REPORT OF THE SUPERINTENDENT OF SCHOOLS OF THE NORFOLK ELEMENTARY SCHOOLS

## The Superintendent's Report

On behalf of the Norfolk Elementary School Committee, the faculty, staff and the children of Norfolk, I offer my thanks for your 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:

John Spinney, Chairperson	Term expires 2000
Donna Angelico, Vice Chairperson	Term expires 2000
Maureen Howard, King Philip Rep.	Term expires 2001
Beth Gilbert, Secretary	Term expires 2002
Nina Roe, Legislative Liaison	Term expires 2002

The Norfolk Elementary School Committee meets twice each month in MacBride Auditorium in the Freeman Centennial School. Meetings begin at 7:15 p.m. A formal business meeting is held on the first Tuesday of each month and if needed a "work session" is held on the third Tuesday of each month. The Committee continues to develop new policy and to review existing policy. Copies of School Committee policy are located in the Norfolk Public Library, both school libraries and the school web page ([www.norfolk.k12.ma.us](http://www.norfolk.k12.ma.us)). 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

Dr. Lorraine S. Young (until 10/31/99)

Dr. Marcia A. Lukon (as of 11/1/99)

### Superintendent's Office

Mrs. Thayer Olson	Business Manager
Mrs. Roxanne Verdeaux	Adm. Asst.
Mrs. Julie Siewko	Bookkeeper

### Administrative Supervisory Staff

Mr. Leo L. Fantini	Principal Freeman Centennial Schools
Mrs. Linda A. 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  
Mr. James Lafave  
Mrs. Margaret Larkin  
Mrs. Betty Brady

Ms. Robin Simchak

Mr. Toby Lyons

### Secretarial Staff

Mrs. Janey Curran  
Ms. Meg Norton  
Ms. Deborah Boulter

Special Education Director  
Director of Technology  
Supervisor of Food Services  
Manager of  
Freeman Centennial Cafeteria  
Manager of  
H. Olive Day Cafeteria  
Supervisor of Buildings

(until 10/11/99)

(until 12/10/99)

Freeman Centennial Schools

Mrs. Virginia Navickas  
Mrs. Linda Robbins  
Mrs. Susan MacKinnon

H. Olive Day School  
Special Education Office

### Faculty and Support Staff Changes:

#### Hired:

Leo Fantini  
Mrs. Francine Aspinwal  
Ms. Andrea Cassisy  
Ms. Carol Gahan  
Ms. Cynthia Grady  
Ms. Carol Ramos  
Ms. Deborah Boulter  
Ms. Linda Berger  
Ms. Wendy Rezendes  
Ms. Lisa Mahoney  
Dr. Marcia Lukon

F/C Principal  
Dev. Reading  
SACC Director  
Resource Teacher  
Resource Teacher  
Resource Teacher  
F/C Receptionist  
SACC Assit. Dir.  
SACC Asst. Dir.  
Sprout Coord.  
Superintendent

#### Leave:

Mrs. Kelly Krauss  
Mrs. Bonnie O'Connell  
Mrs. Paula Olivieri  
Mr. Michael Kelly  
Mr. Holli Merritt  
Mrs. Barbara Ramuglia  
Mrs. Randi Wilson

#### Resigned:

Mrs. Kathy Sullivan  
Mrs. Susan Murphy  
Ms. Dawn Lagevin  
Mrs. Anne Houle  
Mrs. Deborah Boulter  
Mrs. Barrie Grossman

#### Retirements:

Dr. Lorraine S. Young

**Superintendent**

**Dr. Lorraine S. Young:** The Norfolk school community owes a tremendous debt of gratitude to Dr. Young who retired from the school system on October 31, 1999. She began her tenure in January of 1992, and provided distinguished leadership to the district during a period of tremendous growth within the schools. Significant contributions attest to her dedication to the children of Norfolk. Dr. Young aggressively and positively supported the growth of technology within the schools, saw the H. Olive Day School built and expanded, curriculum programs adopted, and the elementary schools accredited. She had a vision and she worked tirelessly to bring the Norfolk School system up to the standards of excellence expected by the community of Norfolk. Dr. Young plans to travel extensively overseas and throughout the United States. She also plans to "keep her hands" in education

9. Dr. Lukon and her husband George Lukon have relocated to Norfolk.

The 1993 Massachusetts Education Reform Act mandates the inclusion of World Language Program in the curriculum. World Language testing will be the next curriculum area added to the MCAS. To begin a World Language Program funding was sought for the hiring of one teacher by including it in a Proposition 2 1/2 override request in June. It did not pass. A competitive grant was also written, but was not selected for funding. The World Language Program was not incorporated into the 1999-2000 school curriculum.

MCAS tests were administered in the Spring and the Norfolk results are as follows:

**School Committee**

School Committee Chairperson, Lucille Bailey ended her second term in May and Mr. John Spinney assumed the responsibilities of Chairperson. Mr. Spinney and members of the School Committee along with the Superintendent elect, Dr. Lukon, attended the joint conference in Hyannis of the Massachusetts Association of School Committees and the Massachusetts Association of School Superintendents.

Mrs. Maureen Howard completed the first year of her second term. Mrs. Rita Advani's term expired and she did not run for reelection. Mr. James Lehan resigned his position before his term expired and Mrs. Donna Angelico who will complete his term replaced him. Mrs. Nia Roe and Mrs. Beth Gilbert were elected to the committee in May.

**1999 Percentage of Students at Each Performance Level GRADE 4**

	All Students			Reg. Ed. Students			Students w/Disabilities		
	ELA	M	S&T	ELA	M	S&T	ELA	M	S&T
Adv.	0	19	20	0	20	22	0	0	5
Prof't	34	31	55	38	34	59	9	0	25
Needs									
Improve't	62	42	23	61	41	18	65	57	55
Failing	4	8	2	0	5	1	26	43	15
Failing (Absent)	1	0	0	1	0	0	0	0	0
# of Students	167	167	167	144	153	147	23	14	20

Key:  
 ELA - English Language Arts  
 M - Mathematics  
 S&T - Science and Technology

**Enrollment** as of October 1, 1999.  
 Our Student population continues to increase:

Pre Kindergarten	48
Kindergarten	168
Grade One	173
Grade Two	167
Grade Three	154
Grade Four	177
Grade Five	166
Grade Six	134
	1,187

Dr. Lorraine S. Young announced her retirement in May and officially retired at the end of October. The School Committee identified three search teams comprised of faculty and staff members, School Committee members, and town and community members. They began their search in June. Thirty one applications were screened and seven applicants were called for the initial interview. From that tier, three finalists were selected. A subcommittee of the original search committees made a site visit to each district of each finalist. Subsequently they allowed the public to question the candidates. Dr. Marcia Lukon's appointment was announced at the September School Committee meeting and she officially began her tenure in Norfolk on December

Budget

The School Committee and the Advisory Board worked very closely this past year in developing the 1999-2000 school budget. The Advisory Board supported an elementary school budget of \$6,773,120 that provided funding for a level service program as well as the additional costs incurred due to growth in enrollment. In order to comply with the State Curriculum Frameworks for World Languages, the School Committee had hoped to begin to phase in the program with the addition of one World Language teacher. The amount of \$44,703 (cost of the teacher's salary plus program costs) was placed on the June override ballot. The override did not pass.

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

Chapter 70 and Tax Growth for Elementary School Budget

	Taxpayer Effort Contribution	Chapter 70	Total School	Required Minimum Local Budget
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
FY00	4,287,320	2,485,799*	6,773,119	3,617,624
FY01	4,466,864	2,746,509	7,213,373	3,900,000
Six Year Growth	38%	150%	66%	27%

\*Represents amounts actually appropriated, amount received was \$2,704,471 FY01 required minimum contribution of \$3,900,000 is an estimate. These figures do not include the cost of School Choice & Charter Assessments that are deducted from the cherry sheet funds sent to Norfolk.

	Taxpayer Effort % of Total Budget	Chapter 70 % of Total Budget
FY95	75%	25%
FY96	72%	28%
FY97	68%	32%
FY98	65%	35%
FY99	63%	37%
FY00	63%	37%
FY01	62%	38%

H. Olive School

At the H. Olive Day School, we perform the important work of providing children with a solid foundation for a lifetime of learning. We strive to provide our PreK-2 students with rich, developmentally appropriate and integrated learning experiences in a positive learning environment. We actively promote the idea that we are a community of learners by teaching the important basics of the "3R's", and by modeling and teaching social skills. 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 and good citizenship, we participate in many community service projects including food drives for the local food pantry, used clothing drives for families in need, our holiday "Adopt-a-Family Project" and a Hat and Mitten Tree. Last spring, our students also participated in a Math-a-Thon for the benefit of St. Jude's Hospital, which specializes in the care and treatment of children with cancer.

In order to accomplish our goals, we depend on the tremendous support of the families of our students. Through the Norfolk Teacher Parent Association (TPA), benefit from the time and effort of our parents and community members, as well as funding to enrich our programs. 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. Membership for the 1998-1999 school year includes: Bev Panettierre, Gail Ferguson, Donna Jennette, Donna Munro, Donna Angelico, Lucia Godfrey, Linda Peeler, and Betty Varey. For the 1999-2000 school year membership includes: Bev Panettierre, Gail Ferguson, Donna Jennette, David McBride, Erin Hughes, Kelly Gulla, Lucia Godfrey, Jennifer Pfeiffer, and Kate Hammond. We also thank the town departments of Norfolk whose support and cooperation enhance our programs and reinforce the concept of our school community. During 1999 the students and teachers of our school continued to make good use of the adjacent Kunde Conservation Forest. Not only did teachers use this wonderful resource with their students, but we also tapped the expertise of Carele Mayer, a former HOD teacher, to lead our students and teachers on guided tours of the forest through the seasons. These tours enhanced their knowledge of Norfolk's physical environment and emphasized the importance of the conservation of open spaces and the care of our community's natural resources.

1999 marked our sixth busy and productive year at the H. Olive Day School. 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. Our school also grew with the completion of the addition to the building. This provided us with the space we needed in order to add a ninth kindergarten class to accommodate our growing student population. We are fortunate to once again have the physical space we need to house our music, art, physical education and computer program. We thank the community of Norfolk for supporting this building project that enhances our work with Norfolk's youngest students.

Linda Balfour, Principal  
H. Olive Day School

### **Freeman Centennial Schools**

The Freeman Centennial School offers its 640 students a comprehensive academic and extracurricular program. All students receive instruction in the core curriculum of language arts, mathematics, science, and social studies. All teachers keep current and up to date in their field through participation in professional development programs at area colleges and universities and as well as in district sponsored workshops and seminars.

Our youngsters receive additional instruction in music, art, physical education and library and computer skills. All classrooms are equipped with computers for students and teachers to use as a learning and research tools. The school is additionally equipped with a computer lab for student and staff use. Our youngsters attend computer lab once a week with their teachers. The lab is also utilized by Lesley College for its graduate Technology program in the evening and on weekends.

Extra-curricular offerings for our children are varied and diverse. Our youngsters can participate in the school newspaper (Tiger Tales), student government, school store, tutoring, cooking, poetry club, recorder club, Destination Imaginations and various seasonal sports activities.

We receive strong support from the TPA through the many cultural enrichment offerings the group sponsors for our students. A 1999 highlight was a Literacy, Artist-in-Residence program offered to our students for ten days in November.

The Freeman Centennial School Council, composed of administration, teachers, parents and community members is responsible for developing a school improvement plan. Our plan focuses on learning and achievement for ALL youngsters along with providing the necessary personnel and material resources to accomplish our goals.

Our membership for the 1998-1999 school year includes: Robert Smith - Co-chair (from September 1998 to January 1999), Leo Fantini - co-chair (from February 1999 to August 1999),

Thomas Cavanaugh - co-chair, Patricia Gallerani, Judy Holt, Joyce Saret, Tish Donovan, Susan O'Brien, Diana O'Brien, and Scott Greenwald. For the 1999-2000 school year membership includes: Leo Fantini - Co-Chair, Laurie Bosh, Thomas Cavanaugh, Judy Holt, Joyce Saret, Linda Rankin, Susan O'Brien, Diana O'Brien - Co-chair, Scott Greenwald, and Tim Holmes.

We continue to work with the Norfolk Police Department through our Memorandum of Understanding (MOU) for the benefit of students. We look forward to the future collaboration of the two town departments and with DARE Officer Stephen Plympton.

Our teachers take pride in their teaching and professionalism. They care for each and every youngster who attends Freeman Centennial and work to ensure a quality, enriched, creative and meaningful education for ALL our children.

In conclusion, The Freeman Centennial School witnessed a change in administration. Long time principal, Bob Smith, retired and was replaced by Leo Fantini. This change in administration will continue the school's mission and goals of high standards and achievement within the school community.

Leo Fantini, 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 increased. The special education department has 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. Special education staff are provided the opportunity to participate in specific workshops to meet the needs of this diverse population. Teachers training is provided to both regular and special needs staff to enable students with diverse learning styles to participate in the classroom. Supplies and

materials have been purchased to enable our students to access the curriculum. These funds provide all or part of the salaries for the secretary, special needs aide, speech and language pathologist and early childhood teacher.

The special education staff and the regular education staff have continued to work together to offer service delivery options that provide for children in kindergarten through grade six using an inclusive model and or a pullout-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 through the use of classroom modifications and small instructional groups within the regular classroom setting. This has been of benefit not only to the children who are receiving special education services but also to other students in the class who benefit from a lower teacher to pupil ratio. 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 become active. The council has provided after school sports and art therapy programs for the special needs child and evening presentations on topics relating to the special needs child.

Anyone who would like more information in regard to special education services in the Norfolk Public Schools should contact Patricia Connolly at the H. Olive Day School, 541-5478.

Patricia Connolly  
Special Needs Coordinator

### Buildings

1999 was a year of expansion and improvements at our school buildings. Construction was completed on an eight-classroom addition to the H. Olive Day School, just in time to occupy the space for the beginning of the new school year in September. At the Freeman School, the asbestos was removed from the boiler room and two other smaller spaces. A new steam boiler was then installed to replace the original, which dated to 1950. Additional improvements to the Freeman School heating system included repairs to the 1964 boiler, re-insulation of boiler room piping, and replacement of all of the steam traps in the building. The latter was funded in part through matching funds obtained from a competitive state energy grant program. Matching funding was also won for lighting improvements at Freeman Centennial and for lighting and heating system upgrades at H. Olive Day, and these projects are currently in the planning stage.

Respectfully submitted,

Marcia A. Lukon, Ph.D  
Superintendent of Schools

Leo L. Fantini  
Principal, Freeman Centennial Schools

Linda A. Balfour  
Principal, H. Olive Day School

Patricia Connolly  
Special Education Coordinator

Jim Lafave  
Director of Technology

Toby Lyons  
Supervisor of Buildings and Grounds

**KING PHILIP REGIONAL  
SCHOOL DISTRICT  
NORFOLK - PLAINVILLE -  
WRENTHAM**

**SUPERINTENDENT'S REPORT**

The 1999 school year has once again proven to be a busy and active year for all. Our enrollment continues to climb. As of October 1, 1999 there were a total of 1,712 students enrolled in the KP schools. This represents an increase of 171 students over the past two years.

The recently completed Collaborative Regional Study highlights 10-year enrollment projections that show the KP district to grow by another 417 students over the next eight (8) years. This represents a projected enrollment increase of 25% during that period.

As enrollments rise our greatest challenge is to provide the students with the staff, space, 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.

This fall the Regional School Committee established a Building Committee that has already started working on developing plans to address the facilities needs in dealing with this large enrollment increase. The Regional School Committee hopes to bring a comprehensive capital building project to the three communities for their approval in the spring of 2000.

The district continues to work hard 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. The staff continues to implement curriculum revisions in the wake of MCAS while also continuing analyzing MCAS results (in year 2) and devising strategies that will help students become more successful in this endeavor. Our goal is and will be to continually 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 1999 STATISTICS**

Total Class Population - Enrollment 213

	TOTAL	PERCENT
Four Year State Colleges	61	29%
Four Year Private Colleges	93	44%
Two Year State Colleges	32	14.5%
Two Year Private Colleges	1	.5%
Career Schools	4	2%
Preparatory Schools	4	2%
Military	1	.5%
Employment	17	8%
Undecided	2	1%
<b>Total Population</b>	<b>213</b>	
<b>Total Students Continuing Their Education</b>	<b>195</b>	<b>92%</b>
<b>Total Students Four Year Colleges</b>	<b>155</b>	<b>73%</b>
<b>Total Students Two Year Colleges</b>	<b>33</b>	<b>15%</b>
<b>Other Education</b>	<b>8</b>	<b>4.5%</b>

**EDUCATION, LIBRARY ARTS****Class of 1999 College Acceptances**

Anna Maria College  
Arizona State University  
Assumption College  
Babson College  
Becker College  
Bentley College  
Boston University  
Bowdoin College  
Brandeis University  
Bridgewater State College  
Brown University  
Bryant College  
Bucknell University  
Carnegie Mellon University  
Clark University  
Clemson University  
Colby Sawyer  
Columbia University  
Cornell University  
Curry College  
Daniel Webster College  
Dean College  
DePaul University  
Duquesne University  
Eastern Nazarene College  
Emerson College  
Emmanuel College  
Endicott College  
Fairfield University  
Fitchburg State College  
Florida State University  
Framingham State College  
Franklin Pierce College  
George Washington University  
Hobart & William Smith College  
Hofstra University  
Holly Cross College  
Iona College  
Ithaca College  
Johnson & Wales University  
Keene State College  
Lesley College  
Marist College  
Mary Washington College  
Marymount Manhattan College  
Mass College of Art  
Mass College of Communication  
Mass Maritime Academy  
Merrimack College  
Middlebury College  
MIT  
Montserrat College of Art  
Mount Ida College

New England Conservatory  
New Mexico State University  
Nichols College  
Northeastern University  
Ohio State University  
Ohio Wesleyan  
Penn State University  
Philadelphia College of Art  
Plymouth State College  
Providence College  
Quinnipiac College  
Regis College  
Rhode Island College  
Roger Williams College  
Salem State College  
Salve Regina College  
Savannah College of Art &  
Design  
Shenandoah College  
Siena College  
Simmons College  
Skidmore College  
Smith College  
Springfield College  
St. Anselm College  
St. Bonaventure College  
St. Lawrence University  
St. Mary's College  
St. Michael's College  
Stonehill College  
Suffolk University  
Syracuse University  
Trinity College  
Tufts University  
UMASS Amherst  
UMASS Lowell  
University of Cincinnati  
University of Connecticut  
University of Delaware  
University of Maine / Farmington  
University of Maine / Orono  
University of Maryland  
University of New Hampshire  
University of North Texas  
University of Pennsylvania  
University of Vermont  
Virginia Wesleyan  
Wentworth Inst. Of Tech.  
Wesleyan University  
Westfield State College  
Wheaton College  
Worcester Polytechnical Institute

## TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

In July 1999 the School Committee reorganized and elected the following officers: Robert J. Heavey (Medway) Chairman, Karl Lord (Medfield) Vice-Chairman, and Robert McLintock (Seekonk) 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 13, 1998, 163 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 1998, Tri-County welcomed approximately 818 students to the new school year. The district towns and number of students are, Norfolk 32, Sherborn 5, Medfield 16, Franklin 198, Medway 52, Millis 40, North Attleboro 190, Plainville 65, Seekonk 88, Walpole 50, and Wrentham 45. Also 37 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 1,600 Grade 8 students from the Regional District.

Tri-County's Career Advisement Program (CAP) was offered to all students in Grades 9-11 to assist students in preparing for their career pathways. This was the 2nd year the program was offered having started in September 1997 with Grades 9 and 10. The program will be fully implemented in 1999-2000 and will include all students in Grades 9-12.

### ACADEMICS:

The 1998-99 academic year has been a year of success and of recognition for Tri-County. The decennial accreditation visit by the New England Association of Schools and College resulted in an unprecedented response rate and a glowing evaluation of the school and, in particular, its academic curriculum. The curriculum was particularly recognized for its alignment with the Massachusetts Curriculum Frameworks and the MCAS testing program. It was further commended for its emphasis on reading and writing in all areas of instruction and for its standardization of expectations across disciplines.

Further recognition came to Tri-County through its participation in the national reform initiative, High Schools That Work, developed by the Southern Regional Education Board. This particular initiative has received national recognition as the only secondary reform program actually resulting in statistical improvement. Tri-County did experience a three-year Technical Assistance visit this past spring and the report was outstanding. As a result of the visit and of our more than 10% increase in test scores in each area of the HSTW student assessment, Tri-County has been recognized as a Silver Performance Award Winner (given to approximately 40 schools out of 990 across the nation) and as a Pacesetter Site (given to 14 schools out of 990 across the nation).

The aforementioned recognition is a direct result of Tri-County's work to raise academic standards for all students and to provide necessary support to help students achieve those standards. Last Year's improvement included expansion of our Summer Academy to include sophomores; implementation of an after-school Homework Center; professional development for faculty of all disciplines in the area of writing expectations; and expansion of the required Summer Reading List to include Special Needs Students.

For academic year 1999-2000, ambitious reforms have been implemented. Math will be offered to grade 9 and grade 10 students every day, including during the vocational week. Level 3 English classes have been eliminated for grades 10, 11 and 12. Faculty teams of regular and special education teachers have been formed to facilitate the raising of standards for all students. The Homework Center will be expanded to include targeted assistance for eligible Title 1 students. An expanded, standardized homework policy will be implemented school-wide for the first time this year and an integrated Senior Project will also be required for the first time. The special education curriculum will

## EDUCATION, LIBRARY ARTS

be revised to align with the regular education curriculum and the Curriculum Frameworks. To better prepare for MCAS testing, a Study Skills course has been developed for all freshmen and those sophomores in need of additional preparation for MCAS. Appropriate professional development is planned to support faculty in the implementation of all these initiatives.

### 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 coincides 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 TECHNOLOGY** - 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 domestic 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. The AYES (Automotive Youth Educational System) program sponsored by GM-Chrysler Corporation, Toyota, and Volkswagen has been introduced to our Auto Technology Program - students explore job opportunities at local dealerships. A mentor is assigned to each student during his/her summer internship.

**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.

Sept.-Oct. - Jefferson Remington School, Franklin: Applied finish cedar clapboard siding and pine trim to 16'x24' gambrel storage building.

Nov.-March - Pine Hill School, Sherborn: Construct 16'x24' storage building, two story gambrel; wood frame, trussed roof/second story; cedar clapboard siding, asphalt shingled roof, workbench & storage shelves. Designed & constructed finished cabinet type "Hutch" for school cafeteria.

April-June - World War I Memorial Park, North Attleboro: Construct two handicap accessible bathrooms with fiberglass panel wall finish, ceramic tile floors, & suspended ceilings and commercial entry doors.

**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) with 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 students for entry-level positions in electronics and computer technology. 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 DESIGN & PUBLISHING** - 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 software programs that are taught prepare students for entering today's job market. The programs include Quark, Pagemaker, Freehand, Illustrator and Photo Shop. The program also 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 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 students 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.

**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.

#### NEW PROGRAMS

**FACILITIES MANAGEMENT** - This course of study involves eight areas of study: 1) Carpentry, 2) Plumbing, 3) Electrical, 4) Welding, 5) Metal Fabrication, 6) Painting, 7) Landscaping, and competency based projects.

**COMPUTER TECHNOLOGY** - Students graduating from the program have diverse opportunities for entry level employment. Jobs at this level could include computer repair, system and network installation, building computers from separate components and help-desk attendants for hardware and/or soft-

ware companies. Graduates could also pursue higher education opportunities in information Technology (IT), programming and other computer related technical fields.

#### CONTINUING EDUCATION:

The Continuing Education Program offers an Adult Cosmetology Program during the day. This is a separate program that provides 1,000 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 500 students for the 1998-99 school year. Registration for the Evening Division takes place in September, November and January. New programs for the 1999-2000 school year include introduction to Microsoft Excel for Office 97, Learning PowerPoint, Conversational Spanish and one-night three-hour sessions of Cooking and Baking classes.

#### ATHLETIC DEPARTMENT:

The 1998-1999 school year continued to be successful for the Tri-County Cougars and the athletic programs. The school year started with Mr. Gerry Leone speaking to 300 parents and fall athletes during our Health Awareness Night. The Tri-County Hall of Fame inducted five new athletes and two sets of parents in the special group of Tri-County alumni and supporters. The Tri-County Boosters continued to support the athletic department through their financial contributions in addition to \$1,200 in senior scholarships.

The fall season had a new girl's cross country team competing with other Mayflower League teams. The boy's cross country team was in a rebuilding year with only two returning runners. The volleyball team had a large turnout of freshmen and sophomores and finished in the middle of the Mayflower League. The second year golf team finished at the top of the League. The team was fortunate to have their home matches at the New England Country Club. The football team had a good season, a big plus has been the team's annual one-week pre-season trip to New Hampshire. The soccer team had one of the best fall records as they advanced to the state playoffs. The cheerleaders in their new uniforms looked and performed well cheering for all the teams.

The winter season had a large turnout of girls on the basketball team. The varsity and junior varsity both finished the season strong. The boy's teams had success at all levels, freshman, junior varsity and varsity. The varsity team participated in the state tournament losing a heartbreaker by one point. The wrestling team performed well and received some national recognition for the girls on the team. The girls and boys all represented Tri-County well. The cheerleaders competed in two competitions as well as cheering on the boy's basketball team.

## EDUCATION, LIBRARY ARTS

The spring saw both the baseball and softball teams qualify for the state tournament. The teams both had strong junior varsity programs to complement the varsity. The track and field team had over fifty boys and girls competing, an extra part-time coach was added to help. The large turnout helped make a successful season.

Intramural floor hockey, basketball, weight training, and golf allowed an additional sixty students participate in sports.

### 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 1998-99 school year had 180 members in grades 10-12. Members raised some of the club's monies by holding the Annual Breakfast with Santa and Breakfast with the Easter Bunny. In the springtime, seventy-seven students attend the Central District competition. Nineteen students qualified in their trade area to attend the state competition. At states, eleven students won the right to compete at the national level held in Kansas City, Missouri during the last week of June. All competitors finished in the top 10 nationwide in their respective categories. One student captured a gold medal in the Basic Health Care competition while another was elected to secondary national officer.

DECA is a national organization for high school students enrolled in marketing program. DECA operates in 50 states, 4 U.S. Territories, and Canada and prepares its members to be America's future leaders in the field of marketing, management and entrepreneurship. There are four main parts emphasized: leadership development, civic consciousness, social intelligence and vocational understanding. Students must compete in both written and oral competitions at the district, state and national levels. Teachers work throughout the year within the classroom preparing students for competitions. Students who place at districts then travel to states and if successful they're on to nationals. The teacher accompanies the students on their trips.

The National Honor Society, with sixteen members in grades eleven and twelve, organized events promoting scholarship, leadership, and service. This group co-sponsored the annual holiday food drive, which benefited the Franklin Food Pantry, the Woonsocket Soup Kitchen, and six area families. This year the program was extended by adding campaigns near Easter time and again near the close of the school year. Other service projects included a benefit for the New Hope Shelter program for transitional families, a record-breaking Red Cross Blood Drive, a field trip to the Pawtucket Red Sox for students in the BICO program, and participation in the Project Bread 20-mile Walk for Hunger. Members also served as tour guides and teacher aides for parent nights, and provided volunteer peer tutoring and ushering for graduation. The Chapter again hosted a Leadership Breakfast for all students in leadership positions. NHS hosts Honors Night ceremonies, assuming all organization, preparatory and emceeding duties.

### 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.

Robert J. Heavey, Chairman  
Ronald Janosko, Norfolk

## HISTORICAL COMMISSION

Once again, the Norfolk Historical Commission had a display at Community Day, formally known as Olde Tyme Day, held at the Holmes' property on Myrtle Street. It was well attended by the townspeople some of whom gave us information that helped to determine old historical sites.

A few of us visited the historical museums of other towns noting how they tied into the history of our town which made many interesting discoveries.

Betsy Pyne's tour of the Wareland property was written about in a local newspaper and told of an unusual gift of a one-third quart milk bottle that came from the Wareland Farm and was presented to us by Joseph MacDougald of the Wrentham Historical Society through Betsy. We are in search of new members who would be interested in preserving our town's history. Our meetings are on the third Tuesday of each month, with the exception of July and August, at 7:30 p.m., in the Town Hall on the second floor. Please feel welcome to attend any of our meetings.

Mary Power Co-Chairman  
 Thelma Ravinski Co-Chairman  
 Loretta McClellan Secretary (resigned)  
 Marcia Johnson Treasurer  
 Marie Langlais (resigned)  
 William Domineau  
 Elizabeth (Betsy) Pyne  
 Suzanne (Sue) Burns

## DIRECTOR OF LIBRARIES

As always the Norfolk Public Library continues to be a center of activity, through the type of activity is changing as technology transforms the way we gather information.

During this past year 3,298 patrons used the library's electronic services for a total of 7,347 hours. Nearly 12,000 word processing sessions were logged & 344,000 Internet searches were conducted. Our electronic reference resources were accessed 3,600 times; Homework Center resources were used 4,430 & early childhood readiness programs were used 3,275 times.

While electronic activity reached new heights, so did our traditional book circulation. 1999 saw a 9.6% increase over the previous year. Over 121,000 books & other materials were borrowed during the year by the 6,369 registered library patrons.

Sunday afternoon service, in its second year of implementation continue to be popular with patrons who spend time studying, reading, or doing research. It is not uncommon for patrons to have to wait in line for a computer to become available. The library is a great place to hang out on those cold, winter Sunday afternoons.

What's new at the Library?

4,116 new books-both adult and children's, as well as 747 video tapes, audio books, compact disks and CD-ROMs. The library's holdings at year-end totaled 47,604 items.

The Norfolk Public Library, in conjunction with Foxboro, Plainville, and North Attleboro Libraries, has received a customer service mini-grant. The grant is federally funded through the Library Services and Technology Acts and is administered by the Massachusetts Board of Library Commissioners. It will provide training for staff members of the area libraries on a host of customer service issues.

The Homework Center is in its sixth 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, 248 sessions of pre-school programs were held with an attendance 3,054! During the summer, 642 children participated in the library's reading club "Funny Things Happen When You Read". 21 different programs were held with a total attendance of 1,288 children. These children recorded 217,400 minutes of reading! In addition, Mrs. Bluhm presided over the ever-popular "Twilight Tales" for preschoolers

The library also sponsored 9 varied programs for adults with an attendance of 213 participants.

Throughout 1999 the Friends of the Library were active supporters of the library. They planned many activities, including a highly successful membership campaign called FRESH (Friends Rejuvenation Effort-Strive Higher)...over 500 supporters joined the organization! In September they held a two-day book sale extravaganza "under the big top". By popular demand, the "Norfolk Commemorative" continues to be sold & it's now available in multi-colors. 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. 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; Mary Sharkey, Vice-President; Judie Walker, 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 61,141 items 2,732 new books and a-v materials were added to the collections, including books from the "Adopt-a-Book" program and TPA "Book Fair" donations.

Both the Norfolk TPA & The Norfolk Community League made significant donations 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

## REPORT OF THE BOARD OF LIBRARY TRUSTEES

Half a century ago, Town Librarian Mrs. Edward McClure made the following report: "we wish to call the attention of the townspeople to the fact that we are badly cramped for room in our present quarters..... We have been notified by the Grange that our present quarters will, in the near future, be need by them as a kitchen. We therefore feel it advisable to request the use of the Old Fire House as a library upon its being vacated by the School Department.

The library budget in the year 1949 was \$250 plus receipts from the dog tax of \$394.56 for a total of \$644.56. This was .002 percent of the town budget of \$184,109.

Mrs. McClure's plea did not go unheeded. At the Annual Town Meeting March 5, 1951, the sum of \$1,600 was voted to "remodel" the old fire station to be used by the library. This was followed by a special appropriation of \$800 at a Special Town Meeting the following June. The work proceeded and the old firehouse is still part of our present library.

Norfolk's public library is the story of steady progress. Further additions in 1961-62 and 1984-85 brought the building to its present size. 50 years ago, Library trustees Gertrude Murphy, Edna Hubbard and Elizabeth Foss realized that "a library is not only a building for the custody and circulation of books." Today, the growth of our town, the amazing pace of technology, and the emergence of the library as the town's information center compels looking once again at expanding and updating our quarters.

A plan to add space to the public library that will fit it to serve the Town for at least the next 20 years has been completed and approved by the Massachusetts Board of Library Commissioners. It is the Trustees' goal to implement this plan as soon as possible. This will not only maintain the quality of our library services, but help complete our new town center as well.

We thank Director Robin Glasser and her committed and creative staff for another year of progress for the three libraries under her direction. The Friends of the Norfolk Public Library go from strength to strength and provide essential support to the quality of library services for all.

Respectfully submitted:

Frances Holman, Chair  
Harvey Boulay  
Kenneth Nelson

## PLANNING BOARD

The Planning Board completed the growth management study, having collected data and mapped undeveloped parcels. Together with its growth management consultant, the Board held a growth management forum at which the critical impacts of single family house development was discussed. The Board reviewed various options to such growth and will continue to do so in 2000.

The Board continued its practice of encouraging applicants to preview their potential development projects at an informal "presubmission review". The Board has found that this process enables the Board to set parameters that will save the developers time and money. Fourteen (14) projects came before the Board this year to take advantage of this advantage of this process which is designed to identify conceptual problems and streamline the approval process.

In 1999, there were five (5) Preliminary Plans submitted to the Board that were approved. These plans were Canterbury Estates II (16 lots), Maple Valley Estates (17 lots), Avoca Village (21 lots) and two phases (7 and 10 lots, respectively) of the town center project known as Norfolk Commons. In addition to these Preliminary Plan approvals, there were two approvals in 1999 of plans submitted in 1998, Ferne Ridge Estates (5 lots) and Stony Brook Estates (5 lots).

Six Definitive Subdivision Plans came before the Board in 1999 which are currently pending/under review. These include the Preserve at Keeney Pond (52 lots), Maple Park Estates III (22 lots), Canterbury Estates II (16 lots) Sandy Knoll Estates (5 lots) and Norfolk Commons, Phase I (7 lots). The sixth such plan, Stony Brook Estates came before Board with both a Definitive Subdivision Plan and a Special Permit request for an Open Space Subdivision containing four (4) lots.

The Board reviewed and endorsed six (6) non-subdivision plans filed under M.G.L.c. 41, & 81P for 15 house lots on public ways. The Board reviewed and approved two site plans that came before it in 1999, the Norfolk Senior Center, located on Medway Branch, and Jofran, Inc., located at the junction of Route 1A and Route 115. The Board also approved a site plan submitted by Stop River Realty Trust. In addition, the Board received applications for and granted the release of lots in the following subdivisions: Maple Park Estates II (9 lots), Evens Way (3 lots), Cress Brook Pond Estates (7 lots), and Christina Estates (14 lots). The Board also conducted two shade tree hearings for property on Seekonk Street and on Medway Street at Cress Brook Pond Estates.

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 M.G.L.c. 41, & 81 and c. 40A, & 9. The Board's Rules and Regulations for the Subdivision of Land and Site Plan Approval provides comprehensive guidance to parties wishing to undertake the development of residential subdivisions and business and commercial sites in the Town of Norfolk.

The current board members are Steven McClain, Chairman, Andrea Langhouser, Vice Chairperson, Francis A. Fitzpatrick, Jr., Clerk, Robert Nicodemus and Arthur Spruch. The Associate Member is David LaPointe. The Board's engineering consultant is Judith Nitsch Engineering of Boston. The Planning Consultant is PGC Associates of Franklin. The Board wishes to thank all the other Town Boards, Committees, Commissions and Departments for their invaluable written comments that help the Board render its decisions and approvals. Special thanks is extended to Lois Boucher, Board Administrator, for all of her efforts in organizing all submissions, maintaining good relations with other Boards and applicants, and ensuring that the Board is adequately prepared for its weekly meetings and hearings.

The Boards meets regularly Thursday at 7:45 P.M. in the Town Hall. Planning Board meetings are posted in accordance with Massachusetts General Laws in the Town Hall on the Town Clerk's Bulletin Board at least 48 hours in advance. Legal notices of public hearings and other Board events, when required, are published in local newspapers. Direct abutters to definitive subdivisions are directly notified prior to hearings. Relevant materials are available to the public for inspection.

### ACTIVITY OF THE PLANNING BOARD - 1999

Type of Activity	No. of Plans	No. of Lots
Definitive Subdivision Plans Submitted in 1999		
Pending/under review	6	106
Modified Definitive Plans	2	55
Preliminary Subdivision Plans Submitted in 1999	5	71
Approved in 1999	5	
Non-Subdivision Plans Endorsed (81-P)	6	15
Lots Released in Subdivisions (Applications)	4	33
Special Permit Applications		
Submitted in 1999 - Pending/under review	2	
Site Plans Submitted in 1999	2	
Approved in 1999	3	
Pre-submission sessions held	14	
Shade/Tree Scenic Roads Act		
Hearings Conducted	2	

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 specific criteria 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 Variance, 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 does the Board enforce them. All zoning bylaws and revisions are voted on by the citizens of Norfolk at Town Meetings.

During the 1999 calendar year, the Board received 11 applications for hearings. The Board granted 6 Special Permits, which included 3 residential additions, 1 business use, 1 municipal use, and 1 watershed bylaw permit. One Variance was granted for residential construction. The board also issued 1 Variance Extension, 1 Special Permit Addendum and heard 1 Appeal in which the Board upheld the Building Commissioner's decision. One special permit application was withdrawn by the applicant.

In addition to their jurisdictional duties involving hearing 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 zoning seminars and research court decisions pertaining to current zoning issues, as well as keeping abreast of any revisions to the zoning bylaws and the State Zoning Act. Board members also attend court proceedings on behalf of the town with no remuneration. Meetings and hearings are regularly scheduled for the third Wednesday of the month with special sessions scheduled as needed. All meetings are duly posted at the Town Hall at least 48 hours in advance and are open to the public.

We regret that Linda Eckard, our former Vice-chairman

and Clerk, chose not to seek re-appointment for another term. Linda served the Town and the Board for over 10 years and tirelessly gave of her energy and enthusiasm as a member of the Board of Appeals and the Zoning Bylaw Study Committee. She is sorely missed by all on the Board for her knowledge, understanding, and insight of Zoning issues and expertise in writing zoning decisions. Associate Member Sally Dewey also chose not to seek re-appointment as an Associate Member. The Board welcomed Associate Member Brian Wolf to a 5 year, Full Member term to replace Mrs. Eckard and welcomed Robert Garrity and Nancy Lancellotti as Associate Members. Our special thanks to the attorneys at Anderson and Kreiger and George Hall, Jr., our Town Counsel, for their guidance and support; the Board of Selectmen for their support and confidence, and the other Boards and Committees of the Town for their input and open communication. The Board would like to express its deepest sympathies to the family of our former Town Counsel, Paul D. Maggioni, who recently passed away. Mr. Maggioni's dedication to the Town and assistance to the Zoning Board will never be forgotten.

Respectfully Submitted,

Bruce Simpson, Chairman  
 Lisa Keating, Vice-Chairman  
 Brian Wolf, Clerk  
 Lorraine Sweeney, Full Member  
 John Burke, Full Member  
 Robert Garrity, Associate Member  
 Nancy Lancellotti, Associate Member

## PERMANENT BUILDING COMMITTEE

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

Throughout the winter, spring, and summer, the PBC worked hard to bring the construction of the new \$2.2 million addition to the H. Olive Day School to closure on time. Despite the late start in December 1999, the new addition was completed and occupied on schedule on September 1, 1999, in time for the new school year. Mr. Santiago A. Rozas of Todd Lee-Clark-Rozas Associates, Boston, was the project architect, and the general contractor was BBC Co., Inc. of Rockland, Massachusetts. Mr. Ernie Alix served as the Clerk of the Works

Throughout the year, the PBC worked with architect Mr. Ben Gary of Moriece & Gary, Inc., Charlestown, Massachusetts, on the final parts of the design, planning, and approval phases of the \$960,000 Pond Street Recreation Complex. With approvals finally in hand J.E. Case Inc., North Attleboro, was selected as the landscape contractor, and work began on the project in the spring. The project will be completed in the spring of 2000.

During the year, the PBC began work on the design and planning phase of the new \$550,000 million Senior Center, working closely with architect Mr. Bob Nicodemus of Bergmeyer Associates, Inc., Boston. However, work on the project had to be suspended in late fall pending the outcome of a legal challenge to the construction of the Center.

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. This past May, Noelle Tonelli, was elected as the Commission's newest member. The daily management of the Recreation Department is performed by the co-directors, Ann Proto and Jennifer Miller. The assistant director is Kathy O'Brien.

The Recreation Department is self supporting through the use of a revolving fund. Fees are collected to participate in the programs, which in turn are used to pay instructors, purchase supplies and offer some free programs in the community.

The variety of programs offered by the Recreation Department has continued to grow over the past year. Participants are represented by all members of the community from toddlers through adults. Some of the more popular activities are the Teen Dances and the Spanish language classes for children. Due to strong revenues from programs, the department continues to sponsor free programs for the community such as, the summer playground camp, Easter Egg Hunt, Family Open Gym and the summer concert series.

During the past year, work was begun on the development of the Pond Street Complex by the Case Construction Company. Seeding of the fields is expected in the late spring of 2000 with the scheduled use of the fields to begin in the fall of 2001.

The Recreation Department welcomes requests to implement new programs and encourages participation by all members of the community.

Respectfully submitted,

Debora K. DeBello, Chair  
Barbara Gillis, Secretary  
Tom Terpstra  
Joseph Byrne  
Noelle Tonelli

## METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) 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 in a variety of ways since that time. The Council is composed of one representative from each of the 101 communities appointed by the CEO's of each of these cities and towns. In addition there were 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 subregions meet on a regular basis to discuss and work on issues of local concern. Bellingham, Dover, Franklin, Holliston, Hopkinton, Medway, Milford, Norfolk, Sherborn and Wrentham participated in the Southwest Advisory Planning Committee (SWAP). This year SWAP hosted a legislative breakfast in the spring. They spent a great deal of time, throughout the year, on legislative and transportation issues. They continued dealing with Mass Highway Dept. and CTPS on Park and Ride lots within the subregion, they commented on the UPWP, and they reviewed all projects within their subregion and prioritized them for the TIP. A final major effort was the completion of the buildout studies for six towns within the subregion. At the completion of the work there was held a forum to discuss the buildouts and what was learned from the efforts.

On the region wide scale MAPC 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.

### **Buildout Analysis Projects**

MAPC is continuing its work with local communities on Buildout Analysis. Last year MAPC developed a GIS methodology for these community buildouts. This work came to the attention of EOEI who saw it as a good tool to help communities focus on their local growth potential. Subsequently, EOEI decided to fund buildouts for all Massachusetts communities. They have contracted with MAPC and other agencies to do the work. Everyone is using the MAPC methodology. MAPC expects to complete 47 buildouts this fiscal year. The work on the remaining communities will be done the following year.

The purpose of a buildout study is to create an approximate "vision" in quantitative terms, of the potential future growth permitted and encouraged by a community's bylaws. Using maps, a buildout analysis can describe the level, type, and location of such potential future growth. The result is only an estimate of a possible future for the communities, but it helps residents and public officials to develop an understanding of the implications of current zoning regulations. If the level or type of potential future development shown in the buildout analysis is not consistent with the community's goals or vision for the future, the residents may choose to make appropriate changes to the regulations.

### **Regional Service Initiative**

MAPC has worked with local officials to establish three consortia in the North Shore, the North Suburban, and the South Shore areas. The groups have applied for state funding, but at this point the project is supported totally by local funds. The North Shore and North Suburban are sharing the services of a regional coordinator who has an office in Salem State College. The South Shore has a part time coordinator who works out of the Hingham Town Hall. Initially, regional coordinators will concentrate on joint purchasing of supplies and services. These joint purchases are expected to show immediate and significant savings. Municipal managers have expressed interest in regional human resources services, including training. Gradually many other municipal services will become likely candidates for regional delivery approaches.

### **Southeastern Massachusetts Vision 2020**

MAPC is continuing its work with the Old Colony Planning Council and the Southeastern Regional Planning and Economic Development District on the initiative to address uncontrolled sprawl and improve management of the rapid changes occurring in this region of the Commonwealth. The project recognizes that important choices lie ahead for the communities of southeaster Massachusetts and that a clear vision for the future will lead to more effective decision-making.

The group has prepared a report: Vision 2020: An Agenda for the Future. This report deals with the facts, trends and issues confronting the region, ending with a strategy for action. The report was finished this spring. The committee is now making the contents of the report known throughout the region by the way of a slide show.

### **Comprehensive Economic Development Strategy**

MAPC is responsible for producing a Comprehensive Economic Development Strategy (CEDS) for the Boston region, in order to meet the requirements of the federal Economic Development Administration (EDA).

MAPC communities have this opportunity to identify an economic development vision, and an action plan and implementation steps which include local and regional, priority projects. The completed CEDS will be the blueprint for future economic development projects and funding from a wide variety of public, nonprofit and private sources. The strategy will also address economic development-related issues such as transportation and housing projects and the environmental impacts of development

#### **I-495 Initiative**

Through the I-495 Initiative, MAPC continues to work cooperatively with the Massachusetts Technology Collaborative, legislators, and companies and communities near the fast-growing I-495 Corridor. The Project is funded in part by the U.S. Department of Economic Development. The goal is to develop innovative solutions to the challenges of growth, business competitiveness, local fiscal stability, and resource protection. This year, the Initiative hosted its second major regional conference, achieved \$250,000 in federal funding for a regional transportation study and ridesharing incentives, began a web-based clearinghouse and virtual technical assistance center, assisted in the formation of six-community Assabet River Consortium, and facilitated public-private dialogue about alternative technologies, reverse commuting, and more predictable permitting.

#### **Welfare to Work**

MAPC is the grant recipient of a US Department of Labor Welfare-to-Work Grant. MAPC brings an innovative and collaborative approach to assisting low-income job seekers overcome systemic transportation barriers. By linking employers, workforce development agencies, and transportation providers, the project has improved access to existing mass transit, identified major employment centers that lack access, and offered innovative support where public transportation is not feasible. MAPC has convened a unique collaboration that provides employment transportation for low-income communities.

#### **Metropolitan Affairs Coalition**

MAPC is serving as the staff of the Metropolitan Affairs Coalition, (MAC). MAC grew out of the Challenge To Leadership, a twelve year effort initiated by Cardinal Law. Church leaders along with business, labor, academic, public sector, and other non-profit organizations help define a civic agenda for the city and the region. The MAC is designed to give a depth and an ongoing presence to issues that have a metropolitan scope. The initial issue that the MAC is addressing is housing in the metropolitan region.

**BOARD OF HEALTH**

This year saw the official retirement of Mrs. Janet Prevett, long-time administrative assistant to the Board. Board members may come and go, but no one has served the board longer or better than Janet Prevett has. The Board will miss her that the town will miss her. Thank You Janet!

The 20th century ended with an influx of new building proposals. As in 1998, the single biggest item of business at Board meetings during 1999 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 the failure of old 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 with Title 5, was environmentally acceptable.

**Permits and licenses issued:**

	1998	1999
Percolation testing	195	144
Septic System Permits	77	84
Component Replacement	14	22
Form 1.0 Applications		109
80 (Review for home improvements)		
Site-plan review	4	2
Well Permits	6	16
Sub-div. Review	6	9
Variance Hearings (Title 5 & Local)	11	13
Food Est. Permits	25	24
Milk & Cream Permits	20	19
Tobacco Product Permits	5	5
Refuse Hauler Permits	5	6
Installer's Permits	51	62
Septage Removal Permits	19	18
General Permits	4	3
Massage Therapy Lic.	1	3

Respectfully Submitted,

Board of Health

**WALPOLE AREA  
VISITING NURSE ASSOCIATION  
TOWN OF NORFOLK**

**Board Officers:**

Daniel Nye	President
Martha Rich	Vice President
David Whitney	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 Walpole Area VNA experienced a stabilization in overall visits during the calendar year 1999. 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. More changes are anticipated in October 2000 as Medicare proposes a switch to a Prospective Pay System based on a 60 day episode of care.

The Walpole Area VNA is accredited by the Community Health Accreditation Program and is a Medicare and Medicaid Certified Agency. The Walpole Area VNA does not anticipate any disruptions in service as a result of moving into the year 2000.

The Walpole Area VNA continues to provide programs in health promotion to all age groups in addition to traditional home health services. The three 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.

The Town of Norfolk Public Health statistics for 1999 are as follows:

SERVICE	VISITS
Home Visits/Health Maintenance	13
Maternal/Child Health Visits	6
Communicable Disease Follow-Up	16
Senior Citizen Clinics	144
Flu Vaccine	203
Pneumonia Vaccine	10

## COUNCIL ON AGING

The Norfolk Council on Aging was created by town meeting in 1972 and the Board of Selectmen appointed an 11 member council which meets on the third Monday of each month at 9:30 a.m. at the Norfolk Town Hall. There is an undesignated number of associate members appointed by the council. The overall mission of the Council is to assist older people in the town. This is accomplished through the following objectives:

1. To serve as a focal point for elders in the Town of Norfolk
2. To advise town government on the needs of their elder population
3. To deliver an array of community based services to people over 60 years old and their families
4. To identify additional elder resources and link people with the services they need

The Council received three grants this year. A formula grant from the Executive Office of Elder Affairs in the amount of \$1,260 to be used for hours and mileage for our Outreach program, annual dues to the MCOA, send two people to the MCOA convention and a printer also, a Service Incentive Grant in the amount of \$1,260 to hire a Tia Chi Instructor, and from the Massachusetts Cultural Arts Council a grant for a holiday program.

The Council employs an Executive Director, who works from an office in town hall three days a week and from the Federated Church Senior Center, the only meal site, two days weekly. Programs are also held in the multi-purpose and senior room at the Town Hall.

We have two outreach workers, Christine Shaw and Virginia Homer who provide support, information and referral to seniors and their families in the community. Bergmeyer Associates was chosen as the architectural firm for our Senior Center. All boards approved plans and all necessary permits needed for this project.

A meeting with County Sheriff's office, Norfolk Police and Norfolk Fire to form a "TRIAD" which is a 3 way commitment between Senior Citizens, Law Enforcement (local police and the Norfolk County Sheriff's Office, Support and Protective Services) to enhance the quality and safety of life of older persons.

Services, activities and programs provided by the Council for individuals age 60 and older are: General information, referral to other agencies, outreach program, caregiver support, health screenings, fitness programs, food shopping assistance,

intergenerational programs, tax relief program, fuel assistance, transportation, congregate meals, home delivered meals, community education, legal assistance, newsletter, recreation and social events. We also provide services to non-seniors for such things as fuel assistance and general information.

Norfolk Citizens went to the State House to speak to The Transportation Committee to expand "The Ride" to all MBTA assessed communities. The Ride, a transportation service for elderly and handicapped persons, is available to other towns assessed by the MBTA but is not available to Norfolk even though this town pays a large yearly assessed fee to the MBTA.

The Council on Aging would like to acknowledge the Norfolk Water Board who voted to give a water rate discount to low income seniors, Bay State Correctional for plants for Seniors over 90, Holmes Bus Co. for the use of a bus to go to the State House, Caritas Southward Hospital for the donation of kitchen equipment to the Friends of the Council on Aging to be used in our new Senior Center, Ralph Costa for tomatoes at the Senior Center, Massive Video for donation of monthly video, Dunkin Donuts for donuts at the Senior Center every week, the Board of Health and Walpole Visiting Nurses for sponsoring health clinics, the Highway department, Fire & Police Departments, Federated Church Missions, all of our Volunteers, HESSCO, Executive Office of Elder Affairs and all who helped through the year.

Respectfully submitted,

Council on Aging

**SELF HELP INCORPORATED**

During the program year ending September 30, 1999, Self Help, Inc., received a total funding of approximately \$13.9M and provided direct services to 13,541 limited income households in the area.

In the town of Norfolk, SHI provided services totaling \$104,935 to 32 households during program year 1999.

The total funding of \$13,896,853 does not tell the real value of human services delivered to the area as a whole. Self Help's funding enabled us to mobilize an additional \$1,379,860 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 \$15,276,713.

In addition, Self Help currently employs 262 individuals, many who are of limited income, minorities, and who reside in our service area.

We feel that October 1, 1998 through September 30, 1999 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 of being a human service provider.

We thank all the volunteers, the Boards of Selectmen, the limited income representatives and the private sector representatives, for helping to make Fiscal Year 1999 a successful one.

Respectfully submitted,

Norma Wang  
Administrative/Personnel Assistant

## 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 can contribute to mosquito breeding.

Drainage ditches cleaned	2,478 feet
Brush obstructing drainage cut	610 feet
Culverts checked and/or cleaned	21 culverts
Water Management by wide-track backhoes	610 feet

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

Larval control by backpack/briquets/mistblowers  
70 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  
1,052 acres

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 16 calls from residents for information and assistance. Calls were low this year due to the drought in mid-summer which resulted in low mosquito counts.

Respectfully submitted,

John J. Smith, Superintendent

## HOUSING AUTHORITY

The following officers were duly elected at the annual meeting of the Norfolk Housing Authority held on May 11, 1999.

Thomas J. Collins	Chairman
Joanne T. Smith	Vice Chairman (State Appointee)
Walter Zagieboylo	Treasurer
Robert G. Boucher	Assistant Treasurer
Patricia Lang	Secretary

Maureen M. Buck retired on May 12, 1999 after 30 years of service with the Housing Authority. Our new Director Jan M. Moore began employment with the Housing Authority on May 3, 1999.

### Modernization Programs of the Norfolk Housing Authority:

Norfolk Housing Authority has successfully completed the new septic system at our family development, Pine Knoll. The work has begun on the new Septic system for Hillcrest Village our Elderly and Disabled development. This project is due to be completed in early spring 2000. Through the joint cooperation of the Housing Authority Board of Commissioners, Town of Norfolk employees, the Department of Housing and Community Development and the Housing Authority staff, these projects have moved along smoothly.

### NHA Property:

The Norfolk Housing Authority manages 84 units of State Aided housing. We are a self sufficient unsubsidized Housing Authority. Presently 64 units at Hillcrest Village, Rockwood Road, are for our Elderly and Disabled residents. Our family development Pine Knoll, located on Arnold Road, contains 20 residences of two and three bedroom units. Two of these units have been off line since last year due to a serious fire and extensive damage. We hope to have these units completed shortly. Waiting lists are kept for both properties and applications may be obtained at the Housing Authority office at Hillcrest Village or mailed by request. We can be reached at 528-4800, 8:00 a.m. to 2:00 p.m. daily.

### Special Events Noted with Appreciation:

- Charlie Anthony's famous summer cookouts for our residents
- The Hillcrest Village Association was formed and held a very successful rummage and bake sale.
- Pine Knoll's first annual children's Halloween party, thank you to all the parents and staff that made it fun.

## HUMAN RESOURCES

- Saint Jude's Confirmation students and staff for delivering Thanksgiving and Christmas Baskets to our Elderly and Family Developments. You provided for those who may not have had a Holiday dinner with your generosity and kindness.
- The Cub Scout troop Pack 125 Den A and Den mother Therese McKeon for the wonderful Holiday sing along during the Hillcrest Holiday party.

### Special Thanks:

The Board of Commissioners, staff and residents wish to express their appreciation to the dedicated Police, Fire and Highway Departments for their concern and service.

Respectfully submitted,

Jan M. Moore, Executive Director

## AMERICANS WITH DISABILITIES ACT COMPLIANCE COMMITTEE

Since our last Town Report the ADA Committee has been involved in a number of projects to insure equal access to Town services for individuals with disabilities and to insure that Norfolk is in compliance with the requirements of this Federal law.

In the area of architectural access we have worked with the Recreation Commission and Planning Board to insure that the new Pond Street Recreation Complex will be fully accessible. We have also worked with the Recreation Commission to improve access at the Kids' Place Playground and assisted Chief Stone in making the Fire/Police Station accessible. Use of the old Town Hall building was reviewed for continued use for Town programs and was, unfortunately, determined to be inaccessible in its present condition.

In the area of policy, we have reviewed The Council on Aging's policies and procedures and assisted in bringing them into compliance with the ADA. We have had several meetings with the Personnel Board to discuss the need to bring job descriptions into compliance with ADA regulations and have offered information and assistance in accomplishing this task.

While much has been accomplished, a process for including ADA review as part of the standard building review process for new construction needs to be developed to ensure that all Town properties meet current ADA standards. We will continue to work with the Board of Selectmen to develop such a plan.

The Town of Norfolk has made substantial progress toward compliance with the ADA with the accessibility of the new Town Hall and the Pond Street Complex as well as renovations to the Police Station and Kids' Place. However, there continue to be architectural access issues in some of our existing buildings. Upgrading of job descriptions also continues to be an area to be addressed. The ADA Committee will continue to pursue these issues in the coming year.

## OFFICER OF VETERANS GRAVES

It is the duty of the officer to see that the Veterans Graves are suitably kept and cared for which includes, repairing sunken grave stones and markers, maintain flag poles at the Norfolk and Pondville Cemeteries, make certain that every grave has a U.S. Flag for Memorial Day, assist bereaved families in applying for bronze and granite markers, place wreaths with flags on bridges, street and squares throughout the town that are dedicated to Veterans who were killed in action, accidents or who died in the service and decorate three memorials on Town Hill.

These are a few questions that are asked of the Officer:

Q: Can I be buried in the Veterans section of the Norfolk Cemetery:

A: Yes, Any veteran who was separated from active duty in the military service under other than dishonorable conditions can acquire a lot with proper military records. Lots can be purchased through the Highway Superintendent but arrangements cannot be made until the time of need.

Q: Can I donate a burial flag to fly in the Norfolk or Pondville Cemetery:

A: Yes

Respectfully submitted,

Arthur Keenan

## SOUTH NORFOLK COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC.

On behalf of the individuals with mental retardation and their families who reside in Norfolk, we wish to thank you for your support over the many years of our partnership.

Created in 1954 and governed today by several hundred local families with children disabled by mental retardation, South Norfolk County Association for Retarded Citizens, Inc. (SNCARC) is a self-help, grass roots organization motivated by local needs. We are the voice and the heart of advocacy for mental retardation for our 12 local towns. As a home grown, non-profit organization, we have always been accountable to, and dependent on, local financial and volunteer supports. Our job has been to use this platform of local support to advocate for the draw into our communities other public and private resources needed to serve the needs of our neighbors who are disabled by mental retardation.

South Norfolk County Association for Retarded Citizens applies these local supports to provide services which include: family support programs encompassing case management, emergency and clinical services, our Family Autism Center, consultation and training and in-home respite care services. Also included are the educational and rehabilitative day programs which continue the work of the school department and the adult and after-school social and recreational programs which provide several social clubs and special events, evening educational classes, discussion groups and a variety of sports activities. We also operate through our subsidiary, Lifeworks, a range of residential and vocational training programs.

The support from our local communities has provided the funding base from which we have always operated. This local support, control and accountability well serves local needs in a highly cost efficient manner. Our request from all of our towns is the same: 65 cents per capita which totals 3% of our total Operating Revenues. Last year we were granted \$4,025.00 from the Town of Norfolk. To reflect the most recent population figure of 9,116 we would request the amount of \$5,925.00 for FY2001.

By pooling this request with the funding given by the other 11 towns, to your local Association for Retarded Citizens, Norfolk is able to achieve a cost efficiency which allows them to do more for its mentally retarded citizens than it could individually. I believe it a testament to this good financial sense as well as the good works performed by SNCARC that each of the 12 towns we serve continue to provide this funding support as they have done for so many years.

## HUMAN RESOURCES

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We have provided the following services over the past year to individuals and families from Norfolk:

Program	Number Served	Average Costs per Individual	Total Yearly Cost
Day Habilitation-High	5	\$16,498.50	\$82,492.50
Day Habilitation-Med	3	\$12,588.50	\$37,765.50
Family Autism Center	5	\$575.00	\$2,875.00
Respite Care	11	\$1,750.00	\$19,250.00
Intensive Family Support	2	\$3,735.00	\$7,470.00
LES Vocational w/trans	4	\$11,821.00	\$47,284.00
Harbor Counseling	1	\$2,500.00	\$2,500.00
Social/Recreation	10	\$230.00	\$2,300.00
Advocacy	32	\$150.00	\$4,800.00

The total expenses for all of the SNCARC Program/Advocacy services provided last year in Norfolk was \$206,737.00.

As you start your budget process for the fall, we would like to formally request that you add us to the agenda for that meeting so we might make an appeal for an allocation of .65 per capita for your community's services provided by SNCARC. This is much below the financial report of numbers of clients served in Norfolk and the average costs of those services.

I hope this summary helps clarify the nature and cost of services we provide. We have served Norfolk and the other 11 communities for over 45 years, and plan to continue to guild our services in partnership with the town. The allocations at Town Meeting are tremendously important to this partnership.

We look forward to speaking to you in person on the subject of this extraordinary work and its ongoing importance to the quality of life in Norfolk. Also, we extend a very sincere invitation to you and your Board or Committee Members to visit our programs at any time. If we can be of service in any way, please be sure to give me a call.

Respectfully yours,

William F. Abel, Ph.D.  
President

**WATER DEPARTMENT  
WATER SERVICE INFORMATION**

	1998	1999
Miles of water main in service	56.05	57.77
Total water services	1,742	17.72
Number of services per mile of water main	31.07	30.67
Total gallons pumped	192,918,400	196,228,300
Total gallons purchased	451,200	589,104
Average gallons pumped per day	528,544	537,612
Average annual gallons used per service	111,004	111,071
Average gallons used per service per day	304	304
Total Water Bill and Betterment Revenue	\$676,998.73	\$617,881.02

In 1999, the total gallons pumped increased despite the extremely wet conditions in the fall.

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. We have also initiated a study for a new tank site.

The Norfolk Water Department conducted a system wide leak detection survey and repair program. This resulted in saving the town 1,000,000 gallons per month.

The Norfolk Water Department was the proud recipient of a Public Water System Award from the Executive office of Environmental Affairs.

Additional monies were appropriated at the Fall Town Meeting for the purchase of additional land to protect our Gold Street well

The Board of Water Commissioners is dedicated to the delivery of potable water in sufficient quantity and quality to meet the needs of our residents now and into the future.

The Commissioners wish to thank the staff of the department, headed by Superintendent James A. Martin III, Administrative Secretary Marilyn A. Ghioni, Maintenance Operator Richard A. Watson, Revenue Collector Gail E. Bernardo, Part-time Maintenance Markene Burton and Part-time Meter Reader Colleen O'Loughlin, 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 consists of a seven member board whose members are appointed for a three year staggered term by the Board of Selectmen. The jurisdictional responsibilities are guided by the Norfolk Wetland Protection Bylaw and the Wetland Act, as most recently revised, their promulgated regulations and the Department of Environmental Protection's Program Policies.

During the 1999 calendar year, the Commission heard 40 wetland cases, an increase of 10% over the caseload of 1998 and a 28% increase over the wetland cases heard in 1997. In addition to wetland hearings, the Commission has been active in acquiring open space parcels and conservation land management.

The Commission accepted a donation of a 33,000 square foot parcel of open land on River Road from David Gaffey of Stowe, Vermont. The Commission currently manages over 235 acres for open space and passive recreation purposes. Our ongoing goal is to acquire more open space for the protection of wetlands, groundwater resources, wildlife resources, and the preservation of the quality of life for the present and future citizens of Norfolk.

The Commission applied for and received several monetary grants to help manage its conservation parcels. A grant in the amount of \$2,500 was received from the Field's Pond Foundation for the development of trails on the Lind Farm. A grant for \$850.00 was received for forest stewardship purposes from the Department of Environmental Management (DEM) Forest Stewardship Program. The Commission is currently developing and implementing plans for forest management and passive recreation development on the Lind Farm. Once again, our deepest appreciation is extended to member Maryann Magner for her tireless efforts in applying for grant monies to manage the Lind Farm for the benefit of the Town citizens of Norfolk.

The Commission would also like to extend its appreciation to former members, Jane Dewey and Thomas Gilbert who retired this year after many years of serving on the Commission. Joseph Simmons and Andrew Bakinowski replaced Jane and Tom. We also extend our sympathies to the families of former member, Kenneth Wood, a charter member of the Conservation Commission who passed away in 1999, and former Town Counsel, Paul Maggioni. The Commission would not be what it is today without the dedication of these two public servants.

The Commission also receives valuable input and cooperation from many citizens and Town Boards. We wish to acknowledge the valuable work relationship with the Norfolk Water Department, The Board of Health, the Planning Board, the Zoning Board of Appeals and especially the Norfolk Highway Department and its Superintendent, Butch Vito, for their coopera-

## NATURAL RESOURCES

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tion and willingness to help the Commission with its varied projects. Our new Town Counsel, George Hall, Jr. has been invaluable in his assistance and guidance to the Commission. Thank you also to our Town Administrator, Greg Balukonis, and the Board of Selectmen for their support and confidence in our carrying out our duties and functions.

Respectfully Submitted:

Andrew W. Bakinowski, Chairman  
Allán M. Shaw, Vice Chairman  
Cynthia C. Andrade, Clerk  
Maryann T. Magner, Member  
Daniel A. Rabasco, Member  
Brian T. Butler, Member  
Joseph Simmons, Member



## ADVISORY BOARD

The Advisory Board is a nine-member board appointed by the Town Moderator for three-year terms. Members of this board are limited in that they are not permitted to hold any other appointed or elected position in the Town of Norfolk. The Board is fortunate to have three Past Chairmen as current members. This level of experience has provided invaluable insight to many of the issues we face.

The mission of the Advisory Board is to review every article in a Town Warrant and to make a recommendation to the Town Meeting. The annual budget for Norfolk is decided at the Spring Town Meeting. The Advisory Board is required to recommend a balanced budget that equitably distributes the available Operating and Capital resources. The Fall Town Meeting will mostly address non-financial issues such as zoning or other bylaw changes. The Advisory Board will make recommendations based on its analysis of each issue. A small Reserve Fund is, also, managed by the Advisory Board to offset any unanticipated necessary expenses of any Department that cannot be deferred to the next Town Meeting.

In recent years the Advisory Board, with the help of the Finance Director and the Town Administrator, has been faced with meeting the needs of a community that is growing faster than the available financial resources. The Annual Budgets have reflected our effort to apportion the recurring revenue in a way to maintain service levels across all Town Departments. The Capital Budget is funded by non-recurring revenue and addresses the top infrastructure needs of the community. Additionally, we have been able to maintain the Stabilization Fund at a level to help insure lower interest rates and reduce short-term borrowing.

Respectfully submitted,

Advisory Board  
Glenn Beernnnink  
Edward Cannon, Past Chairman  
Kathleen Johnson  
Lauren Larson  
Norman Gentry, Chairman  
Nancy Seitz  
Graham Sterling, Past Chairman  
Mark Waldman, Past Chairman  
James Ward

## 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, at June 30, 1999.

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 Department's 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, 1999

TOWN OF NORFOLK, MASSACHUSETTSGENERAL PURPOSE FINANCIAL STATEMENTSTABLE OF CONTENTS

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John J. O'Brien  
Certified Public Accountant

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231 Centre Avenue  
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, 1999, 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.

FINANCES

Board of Selectmen, Norfolk, Massachusetts

January 12, 2000

Independent Auditor's Report (continued)

As described in note 1d to the financial statements, the Town does not accumulate the dollar amount of vacation and sick leave earned by its employees during the year and accumulated at year end. Generally accepted accounting principles require that such amounts, if material, be recorded as a liability in the general purpose financial statements

In my opinion, except for the effect on the general purpose financial statements, that 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, 1999, 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.

As discussed in note 13 to the financial statements the Town of Norfolk, Massachusetts has changed its method of computing depreciation for certain types of mains in the water enterprise fund, in order to more closely approximate the service lives of these assets.

My audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The Reconciliation of Treasurer's Cash, and Schedule of Taxes, for the Year Ended June 30, 1999 on pages 24 and 25, are presented for purposes of additional analysis and are not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

*John J. O'Brien, CPA*

John J. O'Brien C.P.A.

January 12, 2000

John J. O'Brien  
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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  
GOVERNMENT 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, 1999, and have issued my report thereon dated January 12, 2000. 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. However, I noted other matters involving

FINANCES

Board of Selectmen, Norfolk, Massachusetts  
January 12, 2000

Internal Control Over Financial Reporting (continued)

the internal control over financial reporting that I have reported to the management of the Town of Norfolk, Massachusetts, in a separate letter dated January 12, 1999.

This report is intended solely for the information and use of the audit committee, management, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

*John J. O'Brien, CPA*

John J. O'Brien, CPA  
January 12, 2000

TOWN OF NORFOLK, MASSACHUSETTS  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 1999

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPE ENTERPRISE	FIDUCIARY FUND TYPE TRUST AND AGENCY ACCOUNT GROUP	GENERAL LONG TERM DEBT	TOTAL MEMORANDUM ONLY 1999
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS				
<b>ASSETS:</b>							
Pooled Cash and Cash Equivalents	\$2,617,012	\$440,518	\$2,363,033	\$1,179,747	\$840,059		\$7,440,369
Receivables:							
Property Taxes	102,687						102,687
Tax Liens and Foreclosures	638,607						638,607
Motor Vehicle Excise	40,156						40,156
Water Receivables	(54,924)			11,260			(55,262)
Reserve for Uncollectible Receivables				(338)			10,698,574
Property and Equipment, net	88,603	164,506*		364,857			364,857
Betterments Receivable - Non current						7,284,000	9,379,000
Due from Other Governments			2,095,000			475,500	475,500
Amount to be Provided for:							
Retirement of Debt							
Landfill Closure							
Total Assets	\$3,432,141	\$605,024	\$4,458,033	\$12,254,100	\$840,059	\$7,759,500	\$29,348,857
<b>LIABILITIES AND FUND EQUITY:</b>							
Warrants and Accounts Payable	\$354,544	\$41,617	\$1,120	\$22,474	\$740		\$420,495
Deposits and Other Liabilities	74,279				24,919		99,198
Deferred Revenue	690,842	164,506		364,857		7,284,000	1,220,205
General Obligation Bonds Payable			2,095,000	520,000		475,500	8,720,000
Bond Anticipation Notes Payable							2,615,000
Bond Anticipation Notes Payable							475,500
Landfill Closure Obligation							
Total Liabilities	\$1,119,665	\$206,123	\$2,096,120	\$2,343,331	\$25,659	\$7,759,500	\$13,550,398
Commitments and Contingencies (Note 9)							
<b>FUND EQUITY:</b>							
Contributed Capital				8,742,950			8,742,950
Retained Earnings:							
Reserved				489,414			489,414
Unreserved	747,276		2,361,913	678,405			678,405
Reserved for Encumbrances	567,896						567,896
Reserved for Expenditures							
Reserved for Endowments							
Unreserved:							
Designated	997,302	399,901					2,166,055
Undesignated							
Total Fund Balances	2,312,476	398,901	2,361,913	9,910,769	814,400		15,798,459
Total Liabilities and Fund Balances	\$3,432,141	\$605,024	\$4,458,033	\$12,254,100	\$840,059	\$7,759,500	\$29,348,857

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

# FINANCES

TOWN OF NORFOLK, MASSACHUSETTS  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS  
 YEAR ENDED JUNE 30, 1999

	GOVERNMENTAL FUND TYPES			FIDUCIARY	TOTAL (MEMORANDUM ONLY) 1999
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	FUND TYPE EXPENDABLE TRUST	
<b>REVENUES:</b>					
Property Taxes	\$11,133,018				\$11,133,018
Intergovernmental Revenue	4,308,373	392,810			4,701,183
Licenses, Fees and Permits	316,572				316,572
Investment Interest	233,590				233,590
Excise Taxes	970,261			65,707	1,035,968
User Charges	183,314	856,771			1,040,085
Other	3,217	10,467			13,684
<b>Total Revenue</b>	<b>\$17,148,345</b>	<b>\$1,260,048</b>	<b>\$0</b>	<b>\$65,707</b>	<b>\$18,474,100</b>
<b>EXPENDITURES:</b>					
Education and Libraries	9,190,271	671,646			9,861,917
General Government	1,384,719	218,034			1,602,753
Public Works	1,112,668	3,480		33,103	1,635,856
Protection of Person and Property	2,048,426	152,152			2,200,578
Human Services	224,769				224,769
State and County Assessments	361,359				361,359
Debt Service	970,904				970,904
Recreation	44,718	113,458			158,176
Pension and Insurance	994,396				994,396
Capital Expenditure			1,487,229		1,487,229
<b>Total Expenditures</b>	<b>\$16,332,230</b>	<b>\$1,158,770</b>	<b>\$1,487,229</b>	<b>\$33,103</b>	<b>\$19,011,332</b>
<b>Excess (deficiency) of Revenue Over Expenditures</b>	<b>816,115</b>	<b>101,278</b>	<b>(1,487,229)</b>	<b>32,604</b>	<b>(537,232)</b>
<b>OTHER FINANCING SOURCES:</b>					
Transfer (To) From Other Funds	(293,713)	(95,521)	550,000	56,397	217,163
Proceeds Bond Anticipation Notes					0
Repayment of Temporary Debt			2,175,000		2,175,000
			(105,000)		(105,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(\$293,713)</b>	<b>(\$95,521)</b>	<b>\$2,620,000</b>	<b>\$56,397</b>	<b>\$2,287,163</b>
<b>Excess (deficiency) of Revenues Over Expenditures and Other Financing Sources</b>	<b>522,402</b>	<b>5,757</b>	<b>1,132,771</b>	<b>89,001</b>	<b>1,749,931</b>
<b>und Balance at Beginning of Year</b>	<b>1,790,074</b>	<b>393,144</b>	<b>1,229,142</b>	<b>680,851</b>	<b>4,234,111</b>
<b>und Balance at End of Year</b>	<b>\$2,312,476</b>	<b>\$398,901</b>	<b>\$2,361,913</b>	<b>\$769,852</b>	<b>\$5,984,042</b>

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

TOWN OF NORFOLK, MASSACHUSETTS  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, ENCUMBRANCES, AND  
 CHANGES IN FUND BALANCES BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)  
 GENERAL FUND YEAR ENDED JUNE 30, 1999

	Budget	Actual	Variance (Memorandum Favorable (Unfavorable)	Totals Only) 1999
<b>REVENUES:</b>				
Property Taxes	\$11,158,874	\$11,133,335	(\$25,539)	\$11,133,335
Intergovernmental Revenue	3,926,806	4,308,373	381,567	4,308,373
Licenses, Fees and Permits	359,000	316,572	(42,428)	316,572
Investment Interest	175,000	233,590	58,590	233,590
Excise Taxes	900,000	970,261	70,261	970,261
User Charges	163,000	183,314	20,314	183,314
Other		3,217	3,217	3,217
<b>Total Revenue</b>	<b>\$16,682,680</b>	<b>\$17,148,662</b>	<b>\$465,982</b>	<b>\$17,148,662</b>
<b>EXPENDITURES:</b>				
Education and Libraries	\$9,654,485	\$9,314,234	\$340,251	\$9,314,234
General Government	1,673,461	1,369,148	304,313	1,369,148
Public Works	1,188,369	1,123,736	64,633	1,123,736
Protection of Person and Property	2,163,614	1,978,031	185,583	1,978,031
Human Services	235,749	224,388	11,361	224,388
State and County Assessments	338,476	361,359	(22,883)	361,359
Debt Service	971,915	970,910	1,005	970,910
Recreation	49,532	41,075	8,457	41,075
Pension and Insurance	1,063,228	1,005,516	57,712	1,005,516
<b>Total Expenditures</b>	<b>\$17,338,829</b>	<b>\$16,388,397</b>	<b>\$950,432</b>	<b>\$16,388,397</b>
<b>Excess (deficiency) of Revenues over Expenditures</b>	<b>(656,149)</b>	<b>760,265</b>	<b>1,416,414</b>	<b>760,265</b>
<b>Other Financing Sources (Uses):</b>				
Transfer (To) From Other Funds	(293,713)	(293,713)		(293,713)
Other Available Funds	949,862		(949,862)	0
<b>Total Other Financing Sources (Uses)</b>	<b>\$656,149</b>	<b>(\$293,713)</b>	<b>(\$949,862)</b>	<b>(\$293,713)</b>
<b>Excess (deficiency) of Revenues and Other Sources Over Expenditures and Other Uses</b>	<b>\$ -</b>	<b>\$466,552</b>	<b>\$466,552</b>	<b>466,552</b>

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

## FINANCES

TOWN OF NORFOLK, MASSACHUSETTS  
 COMBINED STATEMENT OF REVENUES, EXPENSES,  
 AND CHANGES IN RETAINED EARNINGS AND FUND BALANCES  
 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS  
 YEAR ENDED JUNE 30, 1999

	Proprietary Fund Type Water Enterprise	Non- Expendable Trust Fund	Total (Memorandum Only) 1999
<b>OPERATING REVENUES:</b>			
Charges for services	\$794,086		\$794,086
Other Income	6,507	3,800	\$10,307
<b>Total Operating Revenues</b>	<b>800,593</b>	<b>3,800</b>	<b>804,393</b>
<b>OPERATING EXPENSES:</b>			
Salaries & Wages	145,543		145,543
Maintenance & Operations	166,340		166,340
Materials and Supplies	1,593		1,593
Depreciation	186,065		186,065
Indirect and Admin. Costs	57,308		57,308
<b>Total Operating Expenses</b>	<b>556,849</b>		<b>556,849</b>
Operating Income	243,744	3,800	247,544
<b>NON-OPERATING REVENUE (EXPENSES):</b>			
Investment Income	45,688	2,015	47,703
Change in service lives of Depreciation on certain mains (note 13)	(372,481)		(372,481)
Interest Expense	(83,651)		(83,651)
<b>Net non-operating revenues(expenses)</b>	<b>(410,444)</b>	<b>2,015</b>	<b>(408,429)</b>
Operating transfers from other funds	100,356		100,356
Operating transfers to other funds	(315,504)	(2,015)	(317,519)
<b>Net operating transfers</b>	<b>(215,148)</b>	<b>(2,015)</b>	<b>(217,163)</b>
Net Income(Loss)	(381,848)	3,800	(378,048)
Depreciation Other Contributed Capital	14,088		14,088
<b>Increase</b>	<b>(367,760)</b>	<b>3,800</b>	<b>(363,960)</b>
Retained Earnings/ Fund Balance:			
Beginning of year	1,535,579	40,748	1,576,327
End of year	\$1,167,819	\$44,548	\$1,212,367

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

TOWN OF NORFOLK, MASSACHUSETTS  
 COMBINED STATEMENT OF CASH FLOWS  
 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS  
 FOR THE YEAR ENDED JUNE 30, 1999

	Proprietary Fund Type Water Enterprise	Non- Expendable Trust Fund	Totals (Memorandum Only) 1999
	-----	-----	-----
<b>Cash flows from operating activities:</b>			
Net Income ( Loss)	(\$381,848)	\$3,800	(\$378,048)
Adjustments to reconcile net Income to net cash flows from operating activities:			
Depreciation:			
Current Year	186,066		186,066
Prior Year Adjustment	372,481		372,481
Changes in assets and liabilities:			
(Increase)Decrease in Accounts Receivable	2,418		2,418
(Increase)Decrease in Betterments Rec.	117,699		117,699
Increase(Decrease) in accounts payable	1,832		1,832
Increase (Decrease) In Deferred Betterments	(117,699)		(117,699)
Net cash provided(used) operating activities	180,949	3,800	184,749
<b>Cash flows from investing activities:</b>			
Purchases of property & equipment	(601,067)		(601,067)
Retirements and Adjustments to- property and equipment	33,269		33,269
Net cash provided(used) investing activities	(567,798)	0	(567,798)
<b>Cash flows from financing activities:</b>			
New borrowings:			
Long-term	0		0
Short-term	520,000		520,000
Debt reduction:			
Long-term	(114,000)		(114,000)
Short-term	(25,000)		(25,000)
Net cash provided(used) financing activities	381,000	0	381,000
Net Increase(decrease) in cash	(5,849)	3,800	(2,049)
Cash and Cash Equivalents Beginning of Year	1,185,596	40,748	1,226,344
Cash and Cash Equivalents End of Year	\$1,179,747	\$44,548	\$1,224,295
<b>Supplemental Disclosures</b>			
Noncash investing and financing transactions , Capital Assets Contributed by Developers	465,665		465,665
Interest Paid	83,651		83,651

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  
 YEAR ENDED JUNE 30, 1999

	Balance June 30, 1998	Revenues and Receipts	Proceeds From Debt Net of Repayment	Interest and Dividends	Interfund Transfers From (To)	Disbursements	Balance June 30, 1999
<b>SPECIAL REVENUE FUNDS:</b>							
School Lunch	\$38,408	\$194,583				\$181,544	\$51,447
Highway Improvement Fund	(94,776)	105,920				175,650	(164,506)
Gift Fund	23,469	7,849				5,397	25,921
Revolving Funds	90,373	341,877				286,649	145,601
Federal and State Education Grants	22,483	163,416				161,990	23,909
Federal and State General Grants	39,298	86,463			(18,750)	59,811	47,200
Receipts Reserved for Appropriation	119,498	89,378			(76,771)		132,105
Other Special Revenue Funds	154,391	270,562				287,729	137,224
Total Special Revenue Funds	\$393,144	\$1,260,048	\$0	\$0	(\$95,521)	\$1,158,770	\$398,901
<b>CAPITAL PROJECT FUNDS:</b>							
School Construction Projects	\$4,311					\$4,311	\$0
Fire Truck	0						0
Storage Tanks	1,002					322	680
Park & Rec. Facility	945,241					114,761	830,480
Town Center Drainage	940		2,070,000			1,284,875	786,065
Town Hall/Police Station	259,955					65,041	194,914
Equipment and Landfill Closure	17,693					17,693	0
Senior Center	0					226	549,774
Total Capital Projects Funds	\$1,229,142	\$0	\$2,070,000	\$0	\$550,000	\$1,487,229	\$2,361,913
<b>EXPENDABLE TRUST FUNDS:</b>							
Stabilization Fund	\$547,694	\$25,552					\$573,246
Cemetery Funds	9,589	676			1,900		12,165
Pension Reserve Fund	11,663	607					12,270
Town Hall Fund	5,815	307			100		6,222
Other Trust Funds	106,090	38,565			54,397		165,949
Total Expendable Trust Funds	\$680,851	\$65,707	\$0	\$0	\$66,397	\$33,103	\$769,852
<b>NONEXPENDABLE TRUST FUNDS:</b>							
J. Ware Fund - Principal	\$2,000			\$100			\$2,000
H. Ware Fund - Principal	500			15			500
Cemetery Perp. Care	38,248	3,800		1,900			42,048
Total Nonexpendable Trust Funds	\$40,748	\$3,800	\$0	\$2,015		\$0	\$44,548

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

TOWN OF NORFOLK, MASSACHUSETTS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1999

(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.

# FINANCES

TOWN OF NORFOLK, MASSACHUSETTS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1999

## (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 have not been accrued at the end of the fiscal year.

### (e) Encumbrances

Encumbrance accounting is used for the governmental funds. Encumbrances are recorded when funds are appropriated but not considered expenditures until liabilities for payments are incurred. Encumbrances are recorded as a reservation of fund balance on the balance sheet. Encumbrances do not lapse at the close of the fiscal year but are carried forward until liquidated.

TOWN OF NORFOLK, MASSACHUSETTS  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 1999

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Accounting for Fixed Assets

Through June 30, 1999 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	\$ 17,148,662	\$ 16,388,397
To Record Revenue on a Modified Accrual Basis of Accounting	(317)	
To Record 1998 Encumbrances and Continuing Appropriations Paid in 1999		691,109
To Eliminate 1999 Encumbrances and Continued Appropriations		(747,276)
As Reported on a GAAP Basis	\$ 17,148,345	\$ 16,332,230

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1999

(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.

(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 pooled cash and cash equivalents.

(a) Deposits

At year end, the carrying amount of the Town's deposits of \$ 171,193 differed from bank balances totaling \$ 388,429 because of outstanding checks and other normal reconciling items. The Town's total deposits in financial institutions at year end were \$ 171,193, of which \$100,000 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.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 1999

(b) Investments (Continued)

	Carrying Amount				Market Value
	1	2	3	Total	
Money Market and Certificates of Deposit	\$ 1,874,669	\$3,638,079	\$0	\$ 5,512,748	\$ 5,512,748
Pooled Invest.				916,369	916,369
Uncategorized					
<b>Total</b>	<b>\$ 1,874,669</b>	<b>\$3,638,079</b>	<b>\$0</b>	<b>\$ 6,429,117</b>	<b>\$ 6,429,117</b>

(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, 1999, is as follows.

Asset	Net book value 7/1/98	Additions/ Adjustment	Net Retired	Deprec.	Net book value 6/30/99
Land	\$ 455,258	\$	\$	\$	\$ 455,258
Buildings	137,508			3,551	133,957
Mains	7,424,140	765,985	24,823	473,456	7,691,846
Valves	358,397	71,158	548	9,994	419,013
Wells	163,901			7,180	156,721
Standpipes	274,778			7,137	267,641
Equipment	142,278	9,760		11,396	140,642
Laterals	719,411	109,190	5,391	20,918	802,292
Meters	51,748	6,082	105	5,836	51,889
Hydrants	479,838	104,557	2,402	13,923	568,070
Vehicles	7,810			3,124	4,686
Furn & Fixt	8,591			2,032	6,559
<b>Totals</b>	<b>\$10,223,658</b>	<b>\$1,066,732</b>	<b>\$ 33,269</b>	<b>\$558,547</b>	<b>\$10,698,574</b>

Depreciation is calculated on these assets using a straight line method with the following lives.

Life	Assets
50 years	Mains-AC pipe.
100 years	Mains-All other pipe.
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.
5 years	Furniture & fixtures.

TOWN OF NORFOLK, MASSACHUSETTS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1999

(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, 1999 was approximately \$3,641,994 which was 42.7% 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 \$463,179 for 1999, which represented 12.7% 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).

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 1999

(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.

TOWN OF NORFOLK, MASSACHUSETTS  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 1999

- (5) General Long Term Debt and Interest Group of Accounts  
 The Town's outstanding long term debt as of June 30, 1999  
 is composed of:

BankBoston Purpose	Date of Issue	Date Matures	Interest Rate	Balance Outstanding June 30, 1999
<b>Water Mains:</b>				
Noon Hill	01/15/93	2013	4.75%-7.25%	\$ 952,000
Pond Street	Various	Var	4.05%-7.25%	194,000
Dedham Street	02/01/96	2009	4.05%-5.00%	164,000
Leland Street	02/01/96	2009	4.05%-5.00%	61,000
Harlow Street	02/01/96	2009	4.05%-5.00%	65,000
<b>Total Enterprise Fund</b>				<b>1,436,000</b>
<b>School Debt:</b>				
Land Purchase	01/15/93	2011	4.75%-7.25%	276,000
School Roof	01/15/93	2011	4.75%-7.25%	170,000
Construction	Various	Var	4.05%-7.25%	4,639,000
School Remodel	11/15/97	2005	4.15%-6.75%	47,000
<b>Other:</b>				
Ctr. Drainage	02/01/96	2009	4.05%-5.00%	529,000
Town Hall	11/15/97	2017	4.15%-6.75%	971,000
Landfill	11/15/97	2017	4.15%-6.75%	289,000
Firetruck	11/15/97	2010	4.15%-6.75%	244,000
Storage tanks	11/15/97	2015	4.15%-6.75%	119,000
<b>Total General Long Term Debt Account Group</b>				<b>7,284,000</b>
<b>Total Long-Term Debt</b>				<b>\$ 8,720,000</b>
<b>Inside Debt Limit</b>				<b>\$ 6,995,000</b>
<b>Outside Debt Limit</b>				<b>\$ 1,725,000</b>

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

For The Year Ending June 30,	Principal	Interest	Totals
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
2004	650,000	333,810	983,810
Thereafter	5,450,000	1,513,900	6,963,900
	<b>\$ 8,720,000</b>	<b>\$ 3,512,155</b>	<b>\$ 12,232,155</b>

TOWN OF NORFOLK, MASSACHUSETTS  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 1999

(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, 1999, the total statutory debt limit of the Town was approximately \$ 63,423,600, against which \$ 8,720,000 of the debt was outstanding applicable to such limit. The following is a computation of the legal debt margin as of June 30, 1999:

	Inside Debt Limit -----	Outside Debt Limit -----	Total -----
Assessed Value (Basis for Tax Rate)			\$ 634,236,000
Equalized Assessed Value			\$ 634,236,000
Debt Limit 5% of Equalized Value	\$ 31,711,800	\$ 31,711,800	\$ 63,423,600
Less Debt Outstanding	6,995,000	1,725,000	8,720,000
Total Legal Debt Margin	<u>\$ 24,716,800</u>	<u>\$ 29,986,800</u>	<u>\$ 54,703,600</u>

(6) LOANS AUTHORIZED AND LOANS AUTHORIZED AND UNISSUED

Loans authorized and loans authorized and unissued consist of the following at June 30, 1999:

Purpose of Loan -----	Fiscal Year Authorized -----	Authorized -----	Authorized And Unissued -----
School	1998	\$ 2,400,000	\$ 330,000
Water	Various	1,863,500	1,318,500
Totals		<u>\$ 4,263,500</u>	<u>\$ 1,648,500</u>

TOWN OF NORFOLK, MASSACHUSETTS  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 1999

(7) NOTES PAYABLE - SHORT TERM

The Town has Bond and State Aid Anticipation Notes at June 30, 1999 per the following schedule.

Bank/ Purpose -----	Date of Issue -----	Date of Maturity -----	Interest Rate -----	Balance 6/30/99 -----
BankBoston:				
School	02/26/99	10/06/99	3.17%	1,985,000
Union Street Water/School	10/06/98	10/06/99	3.87%	510,000
School/Union St	06/18/99	10/06/99	3.53%	120,000
Total Notes Payable				<u>\$ 2,615,000</u>

Debt service is all due within the next fiscal year, ended June 30, 2000.

(8) 2000 BUDGET

The Town anticipates a fiscal 2000 operating and capital budget totaling \$ 18,747,932, which will be financed from the following sources:

2000 Tax Levies, State Grants, Departmental Receipts, etc.	\$ 16,548,558
Free Cash	497,418
Other Available Funds	1,701,956
Total	<u>\$ 18,747,932</u>

In addition, the Town has carried forward encumbrances of \$747,276 from 1999 and prior years for projects authorized by the Town Meeting but not yet completed.

(9) COMMITMENTS AND CONTINGENCIES

The Town is a defendant to a suit in the amount of \$ 200,000 relating to delay damages and disapproved change orders in the construction of the Town's new municipal building. As Town Counsel is uncertain as to the outcome of this suit, no provision has been made in these financial statements.

There are also, 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 Town that would materially affect its financial statements.

## FINANCES

### TOWN OF NORFOLK, MASSACHUSETTS NOTES TO FINANCIAL STATEMENTS JUNE 30, 1999

#### (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, 32 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 1999 (net of retiree contributions) was \$41,580.

#### (11) DEFICIT FUND BALANCE

The deficit of \$ 164,506 in the Highway Fund is the result of a timing difference. The town expended the funds in FY 1999, but was not reimbursed by the State until FY 2000.

#### (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 construction (capping) costs associated with this project were complete as of the end of the current year. The Town has \$ 289,000 long term debt as of June 30, 1999 on this project. The general long term debt group of accounts also includes postclosure monitoring costs of \$ 475,500.

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.

TOWN OF NORFOLK, MASSACHUSETTS  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1999

(13) DEPRECIATION CHANGE

The Town changed its policy of depreciating asbestos cement pipe (water mains) from an estimated life of 100 years to 50 years used in the operation of the water enterprise fund. This change was made, because management believes it more closely represents the actual economic life of this type of water main.

GAAP requires that, the affect of this change in estimate be reported in the year of change. Therefore, \$ 372,481 of prior year depreciation has been reported in the statement of revenues, expenses and changes in retained earnings of the water fund for the current year.

FINANCES

TOWN OF NORFOLK, MASSACHUSETTS  
 GENERAL FUND, SPECIAL REVENUE FUNDS AND  
 CAPITAL PROJECTS FUND  
 SCHEDULE OF TREASURER'S CASH  
 YEAR ENDED JUNE 30, 1999

Summary of Transactions:

Balance, July 1, 1998	\$ 4,943,384
Receipts	29,810,467
Disbursements	28,153,541
	-----
Balance June 30, 1999	\$ 6,600,310
	=====

Composition of Balance on June 30, 1999, by Bank:

Cash on Deposit: Noninterest Bearing -

Cash on Deposit: Interest Bearing	
People's Savings	\$ 1,258,027
BankBoston	604,409
Fleet Bank	1,098,627
Boston Safe and Trust	2,181,012
Citizen's Bank	222,015
Century Bank	100,625
Bank of Canton	116,642
Financial Invest. Trust	102,583
Mass. Municipal Depository Trust	916,370
	-----
Total Non-Trust Fund Cash	\$ 6,600,310
	=====

Presentation of Cash, by Fund:

General Fund	\$ 2,617,012
Special Revenue Fund	440,518
Capital Projects Fund	2,363,033
Enterprise Fund	1,179,747
	-----
Total	\$ 6,600,310
	=====

See Independant Auditor's Report.

TOWN OF NORFOLK, MASSACHUSETTS  
 SCHEDULE OF TAXES  
 JUNE 30, 1999

	Uncollected Taxes JUNE 30, 1998	Commitments	Abatements and Adjustments	Transfers to Tax Title	Collections Net of Refunds	Uncollected Taxes JUNE 30, 1999	Amount Per Collector's Detail
<b>REAL ESTATE</b>							
Prior	\$1,347		\$9,013			\$10,360	\$10,360
1,993	350		1,893			2,243	2,243
1,994	378		2,038			2,416	2,416
1,995	574		2,226		(100)	2,700	2,700
1,996	1,354		1,638		98	2,992	2,992
1,997	(1,159)		3,011	(11,837)	(107,400)	1,950	1,950
1,998	124,015		(2,419)	(58,246)	(10,830,828)	2,359	2,359
1,999	0	10,969,515	(10,713)			69,728	69,728
Totals	\$126,859	\$10,969,515	\$6,687	(\$70,083)	(\$10,938,230)	\$94,748	\$94,748
<b>PERSONAL PROPERTY</b>							
Prior	\$2,363					\$2,363	\$2,363
1,993	574					574	574
1,994	69		(\$69)			0	0
1,995	1,015		(\$86)		(\$185)	744	744
1,996	816		(\$166)			650	650
1,997	1,000		(\$264)		(\$61)	675	675
1,998	1,934		(425)		(289)	1,220	1,220
1,999	0	167,191	(1,255)		(164,223)	1,713	1,713
Totals	\$7,771	\$167,191	(\$2,265)	\$0	(\$164,753)	\$7,939	\$7,939
<b>MOTOR VEHICLE EXCISE</b>							
Prior	\$14,588		(\$346)			\$14,177	\$14,177
1,993	0		68		(26)	42	42
1,994	(108)		145		(11)	26	26
1,995	103		(45)		(47)	11	11
1,996	2,835	399	(3,194)		(40)	0	0
1,997	3,763	2,604	(1,413)		(2,750)	2,204	2,204
1,998	35,980	131,742	(25,802)		(137,020)	4,900	4,900
1,999	0	855,144	(21,456)		(814,892)	18,796	18,796
Totals	\$57,161	\$989,889	(\$52,043)	\$0	(\$954,851)	\$40,156	\$40,156

See Independent Auditor's Report.

**FINANCES**

GOVERNMENTAL FINANCIAL SYSTEM  
2/16/2000 14:46:47  
LEVEL OF DETAIL 1.0 THRU 3.0

Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1998 THROUGH JUN 30, 1999

TOWN OF NORFOLK  
61520R-006.00 PAGE

	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
<b>01 GENERAL FUND:</b>						
5114 MODERATOR						
1100 SALARIES	1.00	0.00	1.00	1.00	0.00	100 -----
4010 EXPENSES	140.00	0.00	0.00	140.00	0.00	100 -----
TOTAL: MODERATOR	141.00	0.00	1.00	141.00	0.00	100 -----
<b>5122 SELECTMEN</b>						
1100 SALARIES	112,714.00	0.00	12,103.94	112,699.70	14.30	99 -----
4011 EXPENSES ENC.	125.49	0.00	0.00	90.11	35.38	71 -----
4026 UNPAID BILLS OF PRIOR YEARS	1,027.02	0.00	0.00	1,027.02	0.00	100 -----
4200 OFFICE SUPPLIES, PUBLICATIONS	2,920.00	0.00	221.65	3,031.64	111.64	103 -----
4201 PRINTING AND ADVERTISING	3,950.00	0.00	665.30	2,082.30	1,867.70	52 -----
4203 EQUIPMENT REPAIR & MAINT.	1,000.00	0.00	0.00	352.96	647.04	35 -----
4204 COPY MACHINE EXPENSES	1,600.00	0.00	98.55	2,356.73	756.73	147 -----
4206 FLAGS	500.00	0.00	243.00	243.00	257.00	49 -----
4214 DUES AND SUBSCRIPTIONS	4,850.00	0.00	122.33	5,669.90	819.90	116 -----
4219 PHYSICIAN	1,500.00	0.00	196.00	1,679.50	179.50	111 -----
4225 POSTAGE	2,200.00	0.00	2.88	1,871.13	328.87	85 -----
4239 TRAVEL, MEETINGS & DUES	4,540.00	0.00	594.31	2,921.56	1,618.44	64 -----
5055 ART 12/TM98 UNDEFGND UTILITY	10,000.00	0.00	2,552.97	4,654.47	5,345.53	46 -----
5057 SPECIAL COUNSEL STM 97 ART 6	5,565.00	0.00	0.00	0.00	5,565.00	0 -----
7200 OUT OF STATE TRAVEL	950.00	0.00	0.00	915.09	34.91	96 -----
7820 COMMITTEE FUND	1.00	0.00	0.00	0.00	1.00	0 -----
8005 ART 3/TM98 OFFICE EQ FAX COP	2,400.00	0.00	0.00	1,598.58	801.42	66 -----
8102 ART 3/TM98 TOWN WIDE COMPUTR	85,610.00	0.00	1,981.45	34,969.90	50,640.10	40 -----
8520 NOV 94 ART 33 FY95 ADA RENOV	6,074.70	0.00	0.00	3,485.00	2,589.70	57 -----
8694 ART 3/TM98 COMP EQ, TRAIN, SFT	23,885.00	0.00	0.00	3,973.96	19,911.04	16 -----
8716 ART6 ATM95 PARIES IMMOCLATI	3,894.70	0.00	0.00	0.00	3,894.70	0 -----
8717 ART7 ATM95 FEAS. STUDY POLIC	4,000.00	0.00	0.00	0.00	4,000.00	0 -----
8744 NORFOLK CABLE NEGOTIATIONS97	4,238.32	0.00	0.00	4,238.32	0.00	100 -----
8746 LAND PROPERTY PURCHASE TM98	320,000.00	0.00	0.00	0.00	320,000.00	0 -----
TOTAL: SELECTMEN	603,545.23	0.00	18,782.38	507,860.87	95,684.36	84 -----
<b>5131 ADVISORY BOARD</b>						
1100 SALARIES	4,013.06	0.00	4,013.06	4,013.06	0.00	100 -----
4010 EXPENSES	5,050.00	0.00	2,190.72	4,543.11	506.89	89 -----
4011 EXPENSES ENC.	33.45	0.00	0.00	33.43	0.02	99 -----
9900 RESERVE FUND	16,999.51	0.00	0.00	0.00	16,999.51	0 -----
TOTAL: ADVISORY BOARD	26,096.02	0.00	6,203.78	8,589.60	17,506.42	32 -----
<b>5132 MUNICIPAL FINANCE</b>						
1100 SALARIES	325,607.00	0.00	33,593.44	325,341.82	265.18	99 -----
3070 BANKING SERVICE	2,700.00	0.00	515.89	2,947.27	247.27	109 -----
3190 AUDIT	10,500.00	0.00	0.00	10,500.00	0.00	100 -----
4011 EXPENSES ENC.	1,261.49	0.00	0.00	1,261.49	0.00	100 -----
4200 OFFICE SUPPLIES, PUBLICATIONS	6,570.00	0.00	1,164.19	6,763.98	193.98	102 -----
4203 EQUIPMENT REPAIR & MAINT.	15,730.00	0.00	357.10	9,706.59	6,023.41	61 -----

FINANCES

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Expenditure Guideline  
FOR THE PERIOD(S) JUL 01, 1998 THROUGH JUN 30, 1999

TOWN OF NORFOLK  
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	ANNUAL revised Budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5132 MUNICIPAL FINANCE						
4205 COMPUTER SERVICES	25,845.00	0.00	2,086.68	25,967.21	122.21	100
4225 POSTAGE	5,000.00	0.00	113.26	7,844.41	2,844.41	156
4235 FIELD WORK - MILEAGE REIMB	600.00	0.00	116.56	278.46	321.54	46
4239 TRAVEL, MEETINGS & DUES	3,830.00	0.00	378.06	3,905.48	75.48	101
8732 MAINFRAME COMPUTER ATM 97 -6	30,079.00	0.00	2,797.20	27,648.80	2,430.20	91
TOTAL: MUNICIPAL FINANCE	427,722.49	0.00	40,895.86	422,165.51	5,556.98	98
5141 ASSESSORS						
1100 SALARIES	600.00	0.00	300.00	600.00	0.00	100
4010 EXPENSES	1,200.00	0.00	521.87	1,200.00	0.00	100
TOTAL: ASSESSORS	1,800.00	0.00	821.87	1,800.00	0.00	100
5145 TREASURER						
4011 EXPENSES ENC.	579.99	0.00	0.00	510.00	69.99	87
TOTAL: TREASURER	579.99	0.00	0.00	510.00	69.99	87
5151 TOWN COUNSEL						
3090 LEGAL FEES	41,000.00	0.00	7,723.20	27,590.64	13,409.36	67
3890 LEGAL RETAINER	20,850.00	0.00	4,299.44	20,281.07	568.93	97
TOTAL: TOWN COUNSEL	61,850.00	0.00	12,022.64	47,871.71	13,978.29	77
5152 PERSONNEL BOARD						
1100 SALARIES	2,931.00	0.00	2,614.05	2,930.40	0.60	99
1101 SALARIES ENC.	77.70	0.00	0.00	77.70	0.00	100
3211 PERSONNEL STUDY STM 98 ART 9	6,000.00	0.00	0.00	4,850.00	1,150.00	80
4010 EXPENSES	1,000.00	0.00	503.88	687.85	312.15	68
4011 EXPENSES ENC.	152.47	0.00	0.00	152.47	0.00	100
TOTAL: PERSONNEL BOARD	10,161.17	0.00	3,117.93	8,698.42	1,462.75	85
5154 INFORMATION TECHNOLOGY						
1100 SALARIES	15,000.00	0.00	1,730.76	15,000.00	0.00	100
TOTAL: INFORMATION TECHNOLOGY	15,000.00	0.00	1,730.76	15,000.00	0.00	100
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	25,000.00	0.00	1,477.31	23,242.51	1,757.49	92
TOTAL: TAX TITLE FORECLOSURE	25,000.00	0.00	1,477.31	23,242.51	1,757.49	92
5159 TOWN HALL - OPERATIONS						
4011 EXPENSES ENC.	21,105.02	0.00	0.00	10,160.15	10,944.87	48
4215 TELEPHONE	25,655.00	0.00	4,754.81	26,425.31	770.31	103
4289 BUILDING MAINTENANCE	6,400.00	0.00	3,587.76	8,649.47	2,249.44	135

**FINANCES**

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Expenditure Guideline  
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TOWN OF NORFOLK  
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	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
<b>01 GENERAL FUND</b>						
<b>5159 TOWN HALL - OPERATIONS</b>						
4291 CLEANING SERVICE	13,500.00	0.00	1,633.62	9,482.46	4,017.54	70 -----
4800 FUEL AND UTILITIES	38,800.00	0.00	2,946.98	34,010.10	4,789.90	87 -----
4801 FUEL/UTILITIES ENC.	3,806.11	0.00	0.00	3,805.50	0.61	99 -----
8101 ART 3/TH98 TH EQUIP/FURNISHG	30,000.00	0.00	0.00	10,844.41	19,155.59	36 ---
<b>TOTAL: TOWN HALL - OPERATIONS</b>	<b>139,266.13</b>	<b>0.00</b>	<b>12,923.17</b>	<b>103,377.97</b>	<b>35,888.76</b>	<b>74 -----</b>
<b>5161 TOWN CLERK</b>						
1100 SALARIES	52,998.00	0.00	4,521.96	50,011.95	2,986.05	94 -----
4010 EXPENSES	1,750.00	0.00	485.22	1,718.96	31.04	98 -----
<b>TOTAL: TOWN CLERK</b>	<b>54,748.00</b>	<b>0.00</b>	<b>5,007.18</b>	<b>51,730.91</b>	<b>3,017.09</b>	<b>94 -----</b>
<b>5162 ELECTIONS</b>						
1100 SALARIES	4,650.00	0.00	977.07	4,135.44	514.56	88 -----
4010 EXPENSES	5,725.00	0.00	63.00	3,938.43	1,786.57	68 -----
4027 SFECIAL ELECTION EXPENSE	9,450.00	0.00	1,347.14	5,450.31	3,999.69	57 -----
<b>TOTAL: ELECTIONS</b>	<b>19,825.00</b>	<b>0.00</b>	<b>2,387.21</b>	<b>13,524.18</b>	<b>6,300.82</b>	<b>68 -----</b>
<b>5163 VOTER REGISTRATION</b>						
1100 SALARIES	700.00	0.00	250.00	406.18	293.82	58 -----
4010 EXPENSES	6,103.22	0.00	907.53	5,570.82	532.40	91 -----
4011 EXPENSES ENC.	795.00	0.00	0.00	795.00	0.00	100 -----
<b>TOTAL: VOTER REGISTRATION</b>	<b>7,598.22</b>	<b>0.00</b>	<b>1,157.53</b>	<b>6,772.00</b>	<b>826.22</b>	<b>89 -----</b>
<b>5171 CONSERVATION COMMISSION</b>						
1100 SALARIES	14,510.00	0.00	1,682.43	13,873.70	636.30	95 -----
3021 WETLANDS PROTECTION EXP.	3,647.62	0.00	0.00	2,394.45	1,253.17	65 -----
4010 EXPENSES	4,046.00	0.00	173.13	716.73	3,329.27	17 ---
4011 EXPENSES ENC.	282.09	0.00	0.00	282.09	0.00	100 -----
8012 CONSERVATION FUND	49,836.20	0.00	0.00	41,247.16	8,589.04	82 -----
<b>TOTAL: CONSERVATION COMMISSION</b>	<b>72,321.91</b>	<b>0.00</b>	<b>1,855.56</b>	<b>58,514.13</b>	<b>13,807.78</b>	<b>80 -----</b>
<b>5175 PLANNING BOARD</b>						
1100 SALARIES	35,404.00	0.00	4,469.60	35,403.20	0.80	99 -----
3095 ART 9/TH98 GROWTH MGMT STUDY	10,000.00	0.00	0.00	0.00	10,000.00	0 ---
3098 PLANNING SERVICES	34,264.00	0.00	2,125.00	14,049.50	20,214.50	41 -----
3060 ENGINEERING SERVICES	6,000.00	0.00	25.78	25.78	5,974.22	0 ---
3061 ENGINEERING ENC.	5,942.82	0.00	5,574.22	5,942.82	0.00	100 -----
4010 EXPENSES	5,100.00	0.00	1,665.05	5,005.50	94.50	98 -----
8743 STREET ACCEPTANCES ATM 97-22	6,420.62	0.00	0.00	4,367.83	2,052.79	68 -----
<b>TOTAL: PLANNING BOARD</b>	<b>103,131.44</b>	<b>0.00</b>	<b>13,859.65</b>	<b>64,794.63</b>	<b>38,336.81</b>	<b>62 -----</b>
<b>5176 ZONING/APPEALS BOARD</b>						
1100 SALARIES	18,045.00	0.00	1,906.09	15,351.07	2,693.93	85 -----
3060 ENGINEERING SERVICES	1.00	0.00	0.00	0.00	1.00	0 ---
4010 EXPENSES	1,380.00	0.00	240.05	984.96	395.04	71 -----

FINANCES

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Expenditure Guideline  
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TOWN OF NORFOLK  
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	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCI
01 GENERAL FUND						
5176 ZONING/APPEALS BOARD						
4511 EXPENSES ENC.	102.44	0.00	0.00	102.44	0.00	100 -----
TOTAL: ZONING/APPEALS BOARD	19,528.44	0.00	2,146.14	16,438.47	3,089.97	84 -----
5187 ENGINEERING SERVICES						
3060 ENGINEERING SERVICES	950.00	0.00	0.00	0.00	950.00	0
TOTAL: ENGINEERING SERVICES	950.00	0.00	0.00	0.00	950.00	0
5189 PERMANENT BUILDING COMM.						
1100 SALARIES	4,670.00	0.00	566.57	3,448.66	1,221.34	73 -----
4010 EXPENSES	550.00	0.00	0.00	473.23	76.77	86 -----
8742 SENIOR CENTER DESIGN ATM 97	50,000.00	0.00	3,578.65	3,578.65	46,421.35	7
TOTAL: PERMANENT BUILDING COMM.	55,220.00	0.00	4,145.22	7,500.54	47,719.46	13 -
5193 BLDG/LIABILITY INSURANCE						
4011 EXPENSES ENC.	1,731.53	0.00	0.00	131.53	1,600.00	7
7490 BUILDING/LIABILITY INSURANCE	155,000.00	0.00	1,383.94	100,618.23	54,381.77	64 -----
TOTAL: BLDG/LIABILITY INSURANCE	156,731.53	0.00	1,383.94	100,749.76	55,981.77	64 -----
5195 TOWN REPORTS						
3436 PRINTING	5,225.00	0.00	0.00	4,037.60	1,187.40	77 -----
TOTAL: TOWN REPORTS	5,225.00	0.00	0.00	4,037.60	1,187.40	77 -----
5210 POLICE						
1100 SALARIES	1,000,014.00	0.00	115,874.12	965,460.92	34,553.08	96 -----
1101 SALARIES ENC.	22,861.94	0.00	1,797.46	15,449.83	7,412.11	67 -----
4010 EXPENSES	80,566.00	0.00	21,697.81	76,633.01	3,932.99	95 -----
4011 EXPENSES ENC.	1,119.17	0.00	0.00	1,119.17	0.00	100 -----
4800 FUEL AND UTILITIES	16,000.00	0.00	964.91	10,505.78	5,494.22	65 -----
8200 ART 3/TM98 MOBILE VIDEO CAMS	16,500.00	0.00	0.00	16,500.00	0.00	100 -----
8595 POLICE CRUISER	53,000.00	0.00	0.00	52,144.00	856.00	98 -----
8715 ART6 ATM95 HEPATITIS INNOCUL	700.00	0.00	0.00	0.00	700.00	0
8735 MOBILE DATA TERMINALS ATM 97	7,194.00	0.00	0.00	0.00	7,194.00	0
TOTAL: POLICE	1,197,955.11	0.00	140,334.30	1,137,812.71	60,142.40	94 -----
5220 FIRE						
1100 SALARIES	287,344.00	0.00	35,909.33	279,717.80	7,626.20	97 -----
1101 SALARIES ENC.	1,633.89	0.00	0.00	1,633.89	0.00	100 -----
4010 EXPENSES	36,050.00	0.00	7,451.67	35,360.52	689.48	98 -----
4011 EXPENSES ENC.	1,331.98	0.00	0.00	1,331.98	0.00	100 -----
4800 FUEL AND UTILITIES	2,500.00	0.00	391.54	2,807.48	307.48	112 -----
8555 ART 3/TM98 HEPATITIS SHOTS	9,000.00	0.00	60.00	1,575.00	7,425.00	17 -
8576 FIRE COMMUNICATION SYS 96TM	497.72	0.00	0.00	160.00	337.72	32 ---
8580 ART 3/TM98 PHASE I RESCUE EQ	5,000.00	0.00	15.00	4,987.36	12.64	99 -----
8592 ART 3/TM98 ICE/WATER RESCUE	8,000.00	0.00	7,156.20	7,156.20	843.80	89 -----
9603 LADDER TRUCK/FIRE STM AUG96	7.19	0.00	0.00	0.00	7.19	0

# FINANCES

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Expenditure Guideline  
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TOWN OF MOR  
6LS20R-V06.00 P

	ANNUAL revised budget	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
TOTAL: FIRE	351,364.78	0.00	50,983.74	334,730.23	16,634.55	95
5231 AMBULANCE SERVICE						
1100 SALARIES	63,180.00	0.00	9,497.83	62,186.50	993.50	98
3120 TRAINING AND TUITION	20,000.00	0.00	301.20	17,832.88	2,167.12	89
4010 EXPENSES	7,000.00	0.00	195.14	6,858.09	141.91	97
8598 AMBULANCE	122,145.00	0.00	0.00	122,145.00	0.00	100
TOTAL: AMBULANCE SERVICE	212,325.00	0.00	9,994.17	209,022.47	3,302.53	98
5241 BUILDING DEPARTMENT						
1100 SALARIES	119,663.00	0.00	11,713.63	116,791.63	2,871.37	97
4010 EXPENSES	2,100.00	0.00	1,054.12	2,637.37	537.37	125
4202 VEHICLE MAINTENANCE	300.00	0.00	0.00	40.98	259.02	13
4300 FUEL AND UTILITIES	1,700.00	0.00	698.84	1,407.94	292.06	82
TOTAL: BUILDING DEPARTMENT	123,763.00	0.00	13,466.59	120,877.92	2,885.08	97
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
5291 EMERGENCY MANAGEMENT						
1100 SALARIES	570.00	0.00	570.00	570.00	0.00	100
4010 EXPENSES	1,870.00	0.00	1,852.00	1,852.00	18.00	99
4011 EXPENSES EMO.	304.90	0.00	0.00	304.90	0.00	100
TOTAL: EMERGENCY MANAGEMENT	2,744.90	0.00	2,422.00	2,726.90	18.00	99
5292 ANIMAL INSPECTOR						
1100 SALARIES	1,774.00	0.00	147.83	1,774.00	0.00	100
TOTAL: ANIMAL INSPECTOR	1,774.00	0.00	147.83	1,774.00	0.00	100
5293 ANIMAL CONTROL						
1100 SALARIES	11,038.00	0.00	919.83	11,038.00	0.00	100
4010 EXPENSES	2,040.00	0.00	100.00	1,608.82	431.18	78
4011 EXPENSES EMO.	32.00	0.00	0.00	32.00	0.00	100
4800 FUEL AND UTILITIES	679.00	0.00	86.41	636.14	42.56	93
TOTAL: ANIMAL CONTROL	13,789.00	0.00	1,106.24	13,315.26	473.74	96
5294 SHADE TREE DEPARTMENT						
1100 SALARIES	1.00	0.00	0.00	0.00	1.00	0
4010 EXPENSES	750.00	0.00	0.00	0.00	750.00	0
TOTAL: SHADE TREE DEPARTMENT	751.00	0.00	0.00	0.00	751.00	0
295 TREE WARDEN						
1100 SALARIES	750.00	0.00	0.00	0.00	750.00	0
4010 EXPENSES	22,150.00	0.00	0.00	0.00	22,150.00	0

FINANCES

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01 GENERAL FUND						
TOTAL: TREE WARDEN	22,900.00	0.00	0.00	22,150.00	750.00	96 -----
5238 FIRE/POLICE DISPATCHER						
1100 SALARIES	164,048.00	0.00	17,680.16	161,404.45	2,643.55	98 -----
4910 EXPENSES	4,900.00	0.00	2,015.12	4,898.51	1.49	99 -----
4011 EXPENSES ENC.	143.75	0.00	0.00	143.75	0.00	100 -----
TOTAL: FIRE/POLICE DISPATCHER	169,091.75	0.00	19,695.28	166,446.71	2,645.04	98 -----
5299 FIRE/POLICE STATION						
4010 EXPENSES	13,485.00	0.00	643.43	13,396.98	88.02	99 -----
4800 FUEL AND UTILITIES	23,500.00	0.00	1,600.62	19,824.88	3,675.12	84 -----
4801 FUEL/UTILITIES ENC.	1,348.06	0.00	0.00	1,348.06	0.00	100 -----
8533 ART 3/TM98 F/P STATION CARPT	5,500.00	0.00	0.00	1,507.50	3,992.50	27 --
8587 F/F STATION DICTAPHONE 96TM	13,000.00	0.00	0.00	0.00	13,000.00	0
8736 EMERGENCY GENERATOR ATM 97-6	19,942.00	0.00	0.00	19,942.00	0.00	100 -----
8737 ROOF REPAIR ATM 97 ART 6	10,000.00	0.00	0.00	1,700.00	8,300.00	17
9138 ART 3/TM98 PINE TREE REMOVAL	3,500.00	0.00	0.00	3,500.00	0.00	100 -----
TOTAL: FIRE/POLICE STATION	90,275.06	0.00	2,244.05	61,219.42	29,055.64	67 -----
5300 EDUCATION						
4015 FY 97 SCHOOL ENCUMBERED	399.05	0.00	0.00	0.00	399.05	0
4021 FY 98 SCHOOL ENCUMBERED	220,489.22	0.00	9,732.92	209,284.95	11,204.27	94 -----
8040 ART 3/TM98 F/C STEAM TRAP RP	17,000.00	0.00	0.00	0.00	17,000.00	0
8041 ART 3/TM98 SCHOOL COPY MACHI	10,000.00	0.00	0.00	9,995.00	5.00	99 -----
8536 ART 3/TM98 KP BLDG NEED STDY	5,000.00	0.00	0.00	4,583.00	417.00	91 -----
8539 ART 3/TM98 F/C BOILER REPAIR	27,000.00	0.00	0.00	0.00	27,000.00	0
8721 ART15 ATM95 ROOF/PLAYGRD/HIN	2,873.37	0.00	0.00	0.00	2,873.37	0
8738 ASBESTOS REMOVAL ATM 97 ART6	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	6,805.00	0.00	100 -----
8747 SCHL ADMIN OFFICE EXP STM98	50,000.00	0.00	2,128.00	17,330.15	32,669.85	34 ---
TOTAL: EDUCATION	369,566.64	0.00	11,860.92	247,998.10	121,568.54	67 -----
5302 KING PHILIP REGIONAL						
4010 EXPENSES	2,640,404.00	0.00	0.00	2,640,404.00	0.00	100 -----
8718 ANNUAL KP CAPITAL ASSESSMENT	39,465.00	0.00	0.00	39,465.00	0.00	100 -----
TOTAL: KING PHILIP REGIONAL	2,679,869.00	0.00	0.00	2,679,869.00	0.00	100 -----
5303 TRI-COUNTY REGIONAL						
4010 EXPENSES	181,111.00	0.00	0.00	179,040.00	2,071.00	98 -----
TOTAL: TRI-COUNTY REGIONAL	181,111.00	0.00	0.00	179,040.00	2,071.00	98 -----
5420 HIGHWAY DEPARTMENT						
1100 SALARIES	358,438.70	0.00	40,671.01	349,966.30	8,472.40	97 -----
3060 ENGINEERING SERVICES	10,000.00	0.00	114.76	9,976.30	23.70	99 -----
3073 PAVING SERVICES	240.00	0.00	13.10	199.95	40.05	83 -----
4011 EXPENSES ENC.	6,812.44	0.00	0.00	6,812.44	0.00	100 -----

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<b>01 GENERAL FUND</b>						
5120 HIGHWAY DEPARTMENT						
4202 VEHICLE MAINTENANCE	20,688.00	0.00	2,157.71	19,245.17	1,442.83	93 -----
4204 COPY MACHINE EXPENSES	1,050.00	0.00	0.00	584.00	466.00	55 -----
4207 RIDS, ADVERTISING, POSTAGE	1,650.00	0.00	157.18	1,713.18	63.18-	103 -----
4215 TELEPHONE	1,100.00	0.00	127.51	905.13	194.87	82 -----
4216 WATER	500.00	0.00	0.00	541.09	41.09-	108 -----
4220 SPECIAL PROJECTS	68,425.00	0.00	0.00	68,425.00	0.00	100 -----
4223 OFFICE SUPPLIES	1,060.00	0.00	14.22	931.78	128.22	87 -----
4238 STREET SIGNS	3,100.00	0.00	0.00	3,810.42	710.42-	122 -----
4239 TRAVEL, MEETINGS & DUES	600.00	0.00	0.00	335.09	264.91	55 -----
4241 UNIFORM CLEANING	3,000.00	0.00	1,348.96	3,156.18	156.18-	105 -----
4244 STREET LINING	9,800.00	0.00	3,959.50	7,549.13	2,250.87	77 -----
4245 CATCH BASIN CLEANING	8,400.00	0.00	0.00	8,521.91	121.91-	101 -----
4248 ROAD REPAIRS AND MAINTENANCE	57,002.00	0.00	10,052.70	53,563.08	3,438.92	93 -----
4249 POLICE DETAILS	2,143.00	0.00	2,158.00	5,883.83	3,740.83-	274 -----
4251 PROFESSIONAL LICENSES	320.00	0.00	107.50	322.50	2.50-	100 -----
4252 GUARD RAIL REPAIR	2,000.00	0.00	0.00	340.00	1,660.00	17 -
4253 VEHICLE INSPECTIONS	280.00	0.00	0.00	240.00	40.00	85 -----
4254 COMPUTER EXPENSE	925.00	0.00	154.38	766.00	159.00	82 -----
4255 PAINT, REPAIR/MAINTENANCE	618.00	0.00	0.00	618.00	0.00	100 -----
4256 TRAFFIC CONTROL MAINTENANCE	1,500.00	0.00	0.00	0.00	1,500.00	0
4289 BUILDING MAINTENANCE	9,875.00	0.00	606.00	10,171.65	296.65-	103 -----
8132 ART 3/TM98 H-26 SWEEPER REPR	35,000.00	0.00	0.00	35,000.00	0.00	100 -----
8142 ART 3/TM98 SWEEPER ATTACHMNT	15,120.00	0.00	0.00	15,119.65	0.35	99 -----
TOTAL: HIGHWAY DEPARTMENT	619,647.14	0.00	61,642.53	604,697.78	14,949.36	97 -----
<b>5421 HIGHWAY GARAGE</b>						
4800 FUEL AND UTILITIES	38,939.00	0.00	2,152.55	22,516.77	16,422.23	57 -----
4901 FUEL/UTILITIES ENC.	5,497.77	0.00	0.00	5,497.64	0.13	99 -----
8112 ART 3/TM 98 HWY ROOF REPAIRS	44,770.00	0.00	0.00	44,769.50	0.50	99 -----
8122 ART 3/TM98 HWY SANDER RACK	7,500.00	0.00	0.00	7,500.00	0.00	100 -----
8152 ART 3/TM98 HWY PHONE SYSTEM	3,181.00	0.00	0.00	3,181.00	0.00	100 -----
TOTAL: HIGHWAY GARAGE	99,887.77	0.00	2,152.55	83,464.91	16,422.86	83 -----
<b>5423 SNOW AND ICE CONTROL</b>						
4010 EXPENSES	151,962.00	0.00	0.00	151,961.90	0.10	99 -----
TOTAL: SNOW AND ICE CONTROL	151,962.00	0.00	0.00	151,961.90	0.10	99 -----
<b>5424 GROUNDS MAINTENANCE</b>						
1100 SALARIES	48,260.00	0.00	6,500.29	42,856.91	5,403.09	88 -----
4010 EXPENSES	16,864.00	0.00	3,509.76	16,695.26	168.74	98 -----
TOTAL: GROUNDS MAINTENANCE	65,124.00	0.00	10,010.05	59,552.17	5,571.83	91 -----
<b>5431 TRANSFER STATION</b>						
1100 SALARIES	93,753.00	0.00	10,387.22	89,138.82	4,614.18	95 -----
1101 SALARIES ENC.	500.00	0.00	0.00	0.00	500.00	0

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01 GENERAL FUND						
5431 TRANSFER STATION				776.55	923.45	45 -----
3430 PRINTING	1,700.00	0.00	0.00	397.25	29.15	93 -----
4011 EXPENSES ENC.	426.40	0.00	0.00	5,552.19	2,573.81	67 -----
4203 VEHICLE REPAIR & MAINTENANCE	8,226.00	0.00	321.99	200.00	0.00	100 -----
4215 TELEPHONE/TS	200.00	0.00	0.00	4,491.55	1,648.45	73 -----
4221 RECYCLING COSTS/TS	6,140.00	0.00	612.65	52,368.57	6,431.43	83 -----
4222 TRASH REMOVAL FEES/TS	58,800.00	0.00	5,938.88	573.50	2,658.50	17 -
4224 FACILITY MAINTENANCE	3,232.00	0.00	383.35	448.25	101.75	81 -----
4225 POSTAGE	550.00	0.00	66.00	700.00	0.00	100 -----
4241 UNIFORMS	700.00	0.00	373.24	2,380.58	539.58	129 -----
4242 GEN. OPERATING MATERIALS/TS	1,842.00	0.00	205.95	377.00	3,743.00	9
4247 STICKERS & DECALS/TS	4,120.00	0.00	0.00	4,116.18	3,948.82	51 -----
4800 FUEL AND UTILITIES	8,065.00	0.00	3,764.30	0.00	3.09	89 -----
4801 FUEL/UTILITIES ENC.	30.00	0.00	0.00	15,000.00	0.00	100 -----
8590 ART 3/TM98 HAZARDOUS WASTE 0	15,000.00	0.00	0.00	176,547.35	26,737.05	86 -----
TOTAL: TRANSFER STATION	203,284.00	0.00	22,053.58			
5432 LANDFILL				9,794.84	8,205.16	54 -----
3065 ENGINEERING/LANDFILL	18,000.00	0.00	0.00	14,413.38	2,806.62	83 -----
3066 LEACHATE REMOVAL/LANDFILL	17,220.00	0.00	0.00	11,910.06	1,292.06	112 -----
3067 TRASH REMOVAL/TOWN DEPT'S	10,618.00	0.00	2,484.72	325.86	0.00	100 -----
4011 EXPENSES ENC.	325.86	0.00	0.00	36,444.14	9,719.72	78 -----
TOTAL: LANDFILL	46,163.86	0.00	2,484.72			
5440 SEWERAGE				0.00	2,300.00	0
7110 SOLID WASTE DISPOSAL	2,300.00	0.00	0.00	0.00	2,300.00	0
TOTAL: SEWERAGE	2,300.00	0.00	0.00			
5491 CEMETERY				19,671.90	0.10	99 -----
1100 SALARIES	19,672.00	0.00	502.00	0.00	430.02	0
2736 VETERANS GRAVE RESTORATION	430.02	0.00	0.00	8,627.19	471.81	94 -----
4010 EXPENSES	9,099.00	0.00	4,400.28	28,299.09	901.93	96 -----
TOTAL: CEMETERY	29,201.02	0.00	4,902.28			
5492 CUSTODIAN OF VETERANS GRAVES				592.00	0.00	100 -----
1100 SALARIES	592.00	0.00	592.00	1,402.88	42.12	97 -----
4010 EXPENSES	1,445.00	0.00	1,402.88	7,500.00	0.00	100 -----
8103 ART7/TM98 VET'S MONUMENT-ELE	7,500.00	0.00	0.00	9,494.88	42.12	99 -----
TOTAL: CUSTODIAN OF VETERANS GRAVES	9,537.00	0.00	1,994.88			
5495 STREET LIGHTING				27,726.32	203.68	99 -----
4810 STREET LIGHTING	27,930.00	0.00	2,115.19	1,984.30	462.05	81 -----
4811 STREET LIGHTING ENC.	2,446.35	0.00	0.00	29,710.62	665.73	97 -----
TOTAL: STREET LIGHTING	30,376.35	0.00	2,115.19			
5510 BOARD OF HEALTH						

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<b>01 GENERAL FUND</b>						
5510 BOARD OF HEALTH						
1100 SALARIES	36,445.00	0.00	4,743.69	36,413.29	31.71	99 -----
4010 EXPENSES	35,875.00	0.00	5,019.24	33,369.53	2,505.47	93 -----
TOTAL: BOARD OF HEALTH	72,320.00	0.00	9,762.93	69,782.82	2,537.18	96 -----
5520 SPECIAL PROGRAMS						
3180 HUMAN SERVICES PROGRAMS	9,975.00	0.00	0.00	9,975.00	0.00	100 -----
TOTAL: SPECIAL PROGRAMS	9,975.00	0.00	0.00	9,975.00	0.00	100 -----
5541 COUNCIL ON AGING						
1100 SALARIES	58,045.00	0.00	6,413.08	56,858.47	1,186.53	97 -----
2700 FACILITIES RENTAL	3,000.00	0.00	750.00	2,906.25	93.75	96 -----
2710 TRANSPORTATION EXPENSE	2,500.00	0.00	58.08	1,314.08	1,185.92	52 ----
2713 SERVICE PROGRAM #3, 10/93TM	10,000.00	0.00	1,143.03	6,353.16	3,646.84	63 -----
4010 EXPENSES	3,360.00	0.00	731.89	3,363.53	3.53-	100 -----
4011 EXPENSES ENC.	3,199.79	0.00	0.00	3,199.79	0.00	100 -----
TOTAL: COUNCIL ON AGING	80,104.79	0.00	9,096.08	73,995.28	6,109.51	92 -----
5543 VETERAN'S SERVICES						
1100 SALARIES	3,089.00	0.00	257.41	3,088.92	0.08	99 -----
4010 EXPENSES	146.00	0.00	0.00	146.00	0.00	100 -----
7700 VETERANS BENEFITS	1,000.00	0.00	0.00	276.63	723.37	27 --
TOTAL: VETERAN'S SERVICES	4,235.00	0.00	257.41	3,511.55	723.45	82 -----
5610 LIBRARY						
1100 SALARIES	184,191.00	0.00	20,164.38	181,776.93	2,414.07	98 -----
4010 EXPENSES	82,713.21	0.00	8,291.94	81,686.72	1,026.49	98 -----
4800 FUEL AND UTILITIES	9,689.00	0.00	758.39	9,746.69	57.63-	100 -----
TOTAL: LIBRARY	276,593.21	0.00	29,214.71	273,210.34	3,382.87	98 -----
5630 RECREATION						
1100 SALARIES	37,897.00	0.00	3,738.68	36,437.10	1,459.90	96 -----
4010 EXPENSES	1,506.09	0.00	1,220.72	1,438.37	67.63	95 -----
4011 EXPENSES ENC.	6,196.47	0.00	0.00	6,187.47	9.00	99 -----
8100 ART 3/TM98 KIOS PLACE IMPRVE	3,000.00	0.00	0.00	0.00	3,000.00	0
TOTAL: RECREATION	48,599.47	0.00	4,959.40	44,062.94	4,536.53	90 -----
5691 HISTORICAL COMMISSION						
4010 EXPENSES	323.00	0.00	0.00	86.65	236.35	26 --
4011 EXPENSES ENC.	85.00	0.00	0.00	56.65	28.35	66 -----
TOTAL: HISTORICAL COMMISSION	408.00	0.00	0.00	143.30	264.70	35 ---
5692 MEMORIAL DAY						
4010 EXPENSES	525.00	0.00	511.95	511.95	13.05	97 -----
TOTAL: MEMORIAL DAY	525.00	0.00	511.95	511.95	13.05	97 -----
5710 NATUPING DEPT						

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01 GENERAL FUND						
5710 MATURING DEBT		0.00	0.00	136.00	0.00	100 -----
4011 EXPENSES ENC.	136.00	0.00				
3010 BOND REGISTRATION FEE	3,000.00	0.00	1,500.00	4,500.49	1,500.49	150 -----
9170 CERTIFICATION NOTES/FONDS	600.00	0.00	15.00	50.00	550.00	8 -----
9451 ELEMENTARY SCHOOL ROOF DEBT	15,000.00	0.00	0.00	15,000.00	0.00	100 -----
9452 ELEMENTARY SCHOOL ROOF INT.	10,177.50	0.00	0.00	10,177.50	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.	16,515.00	0.00	0.00	16,515.00	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.	267,622.50	0.00	0.00	267,622.50	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.	8,122.00	0.00	0.00	8,122.00	0.00	100 -----
9467 LANDFILL CLOSE DEBT	16,000.00	0.00	0.00	16,000.00	0.00	100 -----
9468 LANDFILL CLOSE INTEREST	15,249.00	0.00	0.00	15,249.00	0.00	100 -----
9476 DRAINAGE DEBT	54,000.00	0.00	0.00	54,000.00	0.00	100 -----
9477 DRAINAGE INTEREST	26,130.00	0.00	0.00	26,130.00	0.00	100 -----
9487 FREEMEN/CENT CAPITAL DEBT	11,000.00	0.00	0.00	11,000.00	0.00	100 -----
9488 FREEMEN/CENT CAPITAL INTERES	2,931.00	0.00	0.00	2,930.75	0.25	99 -----
9489 TOWN HALL - DEBT	54,000.00	0.00	0.00	54,000.00	0.00	100 -----
9490 TOWN HALL - INTEREST.	51,091.75	0.00	0.00	51,091.74	0.01	99 -----
9491 STORAGE TANKS - DEBT	7,000.00	0.00	0.00	7,000.00	0.00	100 -----
9492 STORAGE TANKS - INTEREST	6,255.00	0.00	0.00	6,254.50	0.50	99 -----
9494 FIRE TRUCK - DEBT	22,000.00	0.00	0.00	22,000.00	0.00	100 -----
9495 FIRE TRUCK - INTEREST	13,085.25	0.00	0.00	13,085.25	0.00	100 -----
9496 H.O. DAY ADDITION-TEMPORARY	110,000.00	0.00	108,030.88	108,030.88	1,969.12	98 -----
TOTAL: MATURING DEBT	1,076,915.00	0.00	109,545.88	1,075,903.61	1,011.39	99 -----
5720 WATER DEBT		0.00	0.00	0.00	10,000.00	0
9175 MILL RIVER - DEBT	10,000.00	0.00	0.00	0.00	6,300.00	0
9176 MILL RIVER - INTEREST	6,300.00	0.00	0.00	0.00	30,600.00	0
9177 MILL RIVER PUMP - DEBT	30,000.00	0.00	0.00	0.00	35,703.00	0
9178 MILL RIVER PUMP - INTEREST	35,703.00	0.00	0.00	0.00	1,560.00	106 -----
9179 TOWN CTR WTR MAINS UNION DEBT	23,500.00	0.00	25,000.00	25,000.00	1,042.50	4
9180 TOWN CTR WTR MAINS UNION INTR	20,902.00	0.00	1,042.50	1,042.50	19,859.50	
9457 NOON HILL DEBT	71,000.00	0.00	0.00	71,000.00	0.00	100 -----
9458 NOON HILL INTEREST	56,912.50	0.00	0.00	56,912.50	0.00	100 -----
9463 POND STREET DEBT	13,000.00	0.00	0.00	13,000.00	0.00	100 -----
9464 POND STREET INTEREST	10,647.50	0.00	0.00	10,647.50	0.00	100 -----
9469 DEDHAM STREET DEBT	15,000.00	0.00	0.00	15,000.00	0.00	100 -----
9470 DEDHAM STREET INTEREST	8,027.50	0.00	0.00	8,027.50	0.00	100 -----
9478 LITCHFIELD/HARLOW DEBT	7,000.00	0.00	0.00	7,000.00	0.00	100 -----
9479 LITCHFIELD/HARLOW INTEREST	3,217.00	0.00	0.00	3,217.00	0.00	100 -----
9480 LELAND DEBT	6,000.00	0.00	0.00	6,000.00	0.00	100 -----
9481 LELAND INTEREST	3,007.00	0.00	0.00	3,007.00	0.00	100 -----
9485 POND ST ADDITIONAL DEBT	2,000.00	0.00	0.00	2,000.00	0.00	100 -----
9486 POND ST ADDITIONAL INTEREST	796.50	0.00	0.00	796.50	0.00	100 -----

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<b>01 GENERAL FUND</b>						
TOTAL: WATER DEBT	323,013.00	0.00	26,042.50	222,650.50	100,362.50	68 -----
5830 COUNTY ASSESSMENTS/CHARGES						
6000 COUNTY TAX	51,025.00	0.00	0.00	51,025.00	0.00	100 -----
TOTAL: COUNTY ASSESSMENTS/CHARGES	51,025.00	0.00	0.00	51,025.00	0.00	100 -----
5835 CHERRY SHEET CHARGES						
6121 MOSQUITO CONTROL	21,168.00	0.00	5,170.00	20,704.00	464.00	97 -----
6122 MET. AIR POLLUTION CONTROL	2,409.00	0.00	606.00	2,409.00	0.00	100 -----
6123 MET. AREA PLANNING COUNCIL	2,054.00	0.00	512.00	2,054.00	0.00	100 -----
6124 M.B.T.A. ASSESSMENT	225,645.00	0.00	59,826.00	229,059.00	3,414.00-	101 -----
6125 SPECIAL EDUCATION	1,095.00	0.00	0.00	0.00	1,095.00	0 -----
6126 SCHOOL CHOICE/CHARTER ASSESS	32,000.00	0.00	17,803.00	54,068.00	22,068.00-	168 -----
6127 NON RENEWAL EXCISE TAX	3,080.00	0.00	510.00	2,040.00	1,040.00	66 -----
TOTAL: CHERRY SHEET CHARGES	287,451.00	0.00	84,427.00	310,334.00	22,883.00-	107 -----
5913 EMPLOYEE BENEFITS						
1710 MEDICAL INSURANCE	297,572.00	0.00	39,964.19	309,016.33	11,444.33-	103 -----
1720 LIFE INSURANCE	7,574.00	0.00	562.95	7,379.04	194.96	97 -----
1730 LONGEVITY	50,300.00	0.00	0.00	49,762.32	537.68	98 -----
1735 EMPLOYEE ASSISTANCE PROGRAM	3,500.00	0.00	320.61	3,189.21	310.79	91 -----
1736 MEDICARE	75,000.00	0.00	11,062.67	70,166.60	4,833.40	93 -----
1740 UNEMPLOYMENT COMPENSATION	14,000.00	0.00	3,518.00	14,988.28	988.28-	107 -----
1750 STATE/COUNTY RETIREMENT	479,889.00	0.00	0.00	463,179.03	16,709.97	96 -----
8750 EMPLOYEE BENEFITS-CONT SETTLE	11,885.30	0.00	0.00	9,188.66	2,696.64	77 -----
TOTAL: EMPLOYEE BENEFITS	939,720.30	0.00	55,428.42	926,869.47	12,850.83	98 -----
5990 TRANSFERS						
5908 WORKMANS COMP CLAIMS	0.00	0.00	54,381.77	54,381.77	54,381.77-	9999 -----
TOTAL: TRANSFERS	0.00	0.00	54,381.77	54,381.77	54,381.77-	9999 -----
6110 SCHOOL COMMITTEE						
0102 CLERICAL SALARY	1,017.00	0.00	321.98	933.66	83.34	91 -----
0104 CONTRACTED SERVICES	15,372.00	0.00	574.00	6,964.84	8,407.16	45 -----
0105 POSTAGE/FETTY CASH	675.00	0.00	50.97	536.72	138.28	79 -----
0110 PROFESSIONAL DEVELOPMENT	575.00	0.00	0.00	654.67	79.67-	113 -----
0116 MAQC	1,650.00	0.00	0.00	1,120.85	529.15	67 -----
0136 ADVERTISING/BID PERSONNEL	1,650.00	0.00	3,571.26	6,961.38	5,311.38-	421 -----
0156 PUBLICATIONS	540.00	0.00	0.00	402.75	137.25	74 -----
TOTAL: SCHOOL COMMITTEE	21,479.00	0.00	4,518.21	17,574.87	3,904.13	81 -----
6120 SUPERINTENDENT'S OFFICE						
0201 SALARY	89,221.00	0.00	10,294.74	89,221.00	0.00	100 -----
0202 SUPPORT STAFF SALARIES	34,753.00	0.00	4,631.20	33,388.00	1,365.00	96 -----
0204 CONTRACTED SERVICES	1,055.00	0.00	9.50	1,118.94	63.94-	106 -----
0205 SUPPLIES/MATERIALS	1,554.00	0.00	258.04	1,594.87	40.87-	102 -----

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01 GENERAL FUND						
6120 SUPERINTENDENT'S OFFICE						
0207 DUES	1,240.00	0.00	0.00	1,438.00	198.00-	115 -----
0210 SUPERINTENDENT PROF. DEV.	1,500.00	0.00	42.56	1,666.71	166.71-	111 -----
0215 POSTAGE/PETTY CASH	800.00	0.00	273.61	807.20	7.20-	100 -----
0226 IN STATE TRAVEL	800.00	0.00	885.50	899.30	99.30-	112 -----
0246 PRINTING FORMS	274.00	0.00	0.00	272.00	2.00	99 -----
0256 PUBLICATIONS	225.00	0.00	0.00	179.69	45.31	79 -----
TOTAL: SUPERINTENDENT'S OFFICE	131,422.00	0.00	16,395.15	130,585.71	836.29	99 -----
6121 SUPERINTENDENT/CLERICAL						
0210 CLERICAL PROFESSIONAL DEV.	200.00	0.00	44.45	123.45	76.55	61 -----
TOTAL: SUPERINTENDENT/CLERICAL	200.00	0.00	44.45	123.45	76.55	61 -----
6122 BUSINESS OFFICE						
0201 SALARY	40,519.00	0.00	4,675.26	40,519.00	0.00	100 -----
0202 SUPPORT STAFF SALARIES	31,030.00	0.00	4,130.00	29,834.74	1,195.26	96 -----
0205 SUPPLIES/MATERIALS	650.00	0.00	582.86	613.23	36.77	94 -----
0206 OTHER EXPENSES	354.00	0.00	28.20	240.00	114.00	67 -----
0210 PROFESSIONAL DEVELOPMENT	1,005.00	0.00	21.28	380.72	624.28	37 ---
0304 CONTRACTED SERVICES	1,295.00	0.00	245.00	385.00	910.00	29 --
TOTAL: BUSINESS OFFICE	74,853.00	0.00	9,682.60	71,972.69	2,880.31	96 -----
6220 PRINCIPAL'S OFFICE						
0201 SALARY	140,643.00	0.00	16,044.45	148,040.21	7,397.21-	105 -----
0202 CLERICAL SALARY	95,470.00	0.00	12,625.20	87,945.09	7,524.91	92 -----
0203 ASSISTANT PRINCIPAL	53,507.00	0.00	14,405.72	53,507.00	0.00	100 -----
0205 SUPPLIES/MATERIALS	3,000.00	0.00	332.78	2,988.91	11.09	99 -----
0207 DUES	2,098.00	0.00	0.00	1,400.00	698.00	66 -----
0208 CONFERENCES	1,350.00	0.00	338.40	338.40	1,011.60	25 --
0210 PRINCIPALS PROF. DEVELOPMENT	2,400.00	0.00	217.56	775.44	1,624.56	32 ---
0215 POSTAGE/PETTY CASH	1,540.00	0.00	103.06	1,104.52	435.48	71 -----
0226 IN STATE TRAVEL	800.00	0.00	0.00	158.80	641.20	19 -
0246 PRINTING FORMS	5,100.00	0.00	0.00	4,965.47	134.53	97 -----
TOTAL: PRINCIPAL'S OFFICE	305,908.00	0.00	44,067.17	301,223.84	4,684.16	98 -----
6221 PRINCIPAL/CLERICAL						
0210 CLERICAL PROFESSIONAL DEV.	800.00	0.00	200.00	200.00	600.00	25 --
TOTAL: PRINCIPAL/CLERICAL	800.00	0.00	200.00	200.00	600.00	25 --
6227 GUIDANCE						
0201 SALARY	84,088.00	0.00	21,507.89	80,033.00	4,055.00	95 -----
0205 SUPPLIES/MATERIALS	500.00	0.00	0.00	345.10	154.90	69 -----
TOTAL: GUIDANCE	84,588.00	0.00	21,507.89	80,378.10	4,209.90	95 -----
6230 TEACHING						
0301 SALARIES	2,805,481.00	0.00	685,535.26	2,665,588.67	139,892.33	95 -----

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<b>01 GENERAL FUND</b>						
6230 TEACHING						
0304 CONTRACTED SERVICES	9,013.00	0.00	5,307.28	9,548.35	535.35-	105 -----
0305 TEACHING SUPPLIES	64,870.00	0.00	665.43	53,201.85	11,668.15	82 -----
0310 PROFESSIONAL DEVELOPMENT	7,600.00	0.00	561.12	16,517.28	8,917.28-	217 -----
0311 SUBSTITUTES	31,472.00	0.00	18,106.28	71,596.86	40,124.86-	227 -----
0322 KINDERGARTEN AIDES	54,095.00	0.00	9,146.29	50,284.34	3,810.66	92 -----
0331 COURSE REIMBURSEMENTS	38,444.00	0.00	800.00	4,944.50	33,499.50	12 -
0336 TRAVEL	400.00	0.00	0.00	234.00	166.00	58 -----
TOTAL: TEACHING	3,011,375.00	0.00	720,121.66	2,871,915.85	139,459.15	95 -----
6240 TEXTBOOKS						
0405 TEXTBOOKS/WORKBOOKS	30,436.00	0.00	0.00	20,549.66	9,886.34	67 -----
TOTAL: TEXTBOOKS	30,436.00	0.00	0.00	20,549.66	9,886.34	67 -----
6250 LIBRARY						
0301 SALARIES	99,749.00	0.00	13,973.18	98,070.40	1,678.60	98 -----
0505 SUPPLIES	1,200.00	0.00	111.06-	1,105.60	94.40	92 -----
0515 BOOKS/MATERIALS	8,000.00	0.00	217.94	6,951.49	1,048.51	86 -----
0516 ABLE NETWORK	8,121.00	0.00	60.00	7,152.81	968.19	88 -----
TOTAL: LIBRARY	117,070.00	0.00	14,140.06	113,280.30	3,789.70	96 -----
6260 AUDIO VISUAL SERVICES						
0605 AV SUPPLIES/MATERIALS	4,000.00	0.00	42.31	3,505.06	494.94	87 -----
0814 REPLACEMENT OF EQUIPMENT	2,000.00	0.00	390.00	1,950.01	49.99	97 -----
TOTAL: AUDIO VISUAL SERVICES	6,000.00	0.00	1,032.31	5,455.07	544.93	90 -----
6270 VOCATIONAL EDUCATION						
0309 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						
0201 SALARY	141,951.00	0.00	22,661.70	130,597.00	11,354.00	92 -----
0205 SUPPLIES/MATERIALS	5,121.00	0.00	105.97	3,416.01	1,704.99	66 -----
0304 CONTRACTED SERVICES	2,000.00	0.00	0.00	940.00	1,060.00	47 -----
0420 REPAIRS AND MAINTENANCE	10,000.00	0.00	2,294.50	14,449.37	4,449.37-	144 -----
0813 SOFTWARE	29,892.00	0.00	0.00	24,635.09	5,256.91	82 -----
0815 NEW EQUIPMENT	48,000.00	0.00	0.00	47,913.69	86.31	99 -----
TOTAL: TECHNOLOGICAL SUPPORT	236,964.00	0.00	25,062.17	221,951.16	15,012.84	93 -----
6320 HEALTH						
0301 SALARIES	53,160.00	0.00	14,221.90	53,255.16	95.16-	100 -----
0304 CONTRACTED SERVICES	1,000.00	0.00	0.00	520.00	480.00	52 -----
0310 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	0.00	500.00	0
0505 SUPPLIES	1,282.00	0.00	0.00	1,273.05	8.95	99 -----
TOTAL: HEALTH	55,942.00	0.00	14,221.90	55,048.21	893.79	98 -----
6330 PUPIL TRANSPORTATION						

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01 GENERAL FUND						
6330 PUPIL TRANSPORTATION						
0324 REGULAR TRANSPORTATION	284,180.00	0.00	28,468.00	283,855.00	325.00	99 -----
TOTAL: PUPIL TRANSPORTATION	284,180.00	0.00	28,468.00	283,855.00	325.00	99 -----
6340 FOOD SERVICES						
0310 PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	0.00	500.00	0
TOTAL: FOOD SERVICES	500.00	0.00	0.00	0.00	500.00	0
6411 CUSTODIAL						
0301 SALARIES	241,745.00	0.00	26,177.63	239,330.41	2,414.59	99 -----
0404 CONTRACTED SERVICES	4,250.00	0.00	480.48	3,323.22	926.78	78 -----
0410 PROFESSIONAL DEVELOPMENT	300.00	0.00	21.28	422.22	122.22-	140 -----
0415 CUSTODIAL SUPPLIES	7,500.00	0.00	477.02	9,946.98	2,446.98-	132 -----
0421 TRAVEL	600.00	0.00	104.40	554.70	45.30	92 -----
0422 MOTORIZED EXPENSE	25.00	0.00	0.00	3.50	21.50	14 -
TOTAL: CUSTODIAL	254,420.00	0.00	27,260.81	253,581.03	838.97	99 -----
6412 HEATING OF BUILDINGS						
0456 OIL	45,000.00	0.00	0.00	11,897.82	33,102.18	26 --
TOTAL: HEATING OF BUILDINGS	45,000.00	0.00	0.00	11,897.82	33,102.18	26 --
6413 UTILITIES						
0416 ELECTRICITY	105,000.00	0.00	16,629.79	86,755.30	18,244.70	82 -----
0426 GAS	350.00	0.00	0.00	321.60	28.40	91 -----
0436 WATER	4,500.00	0.00	0.00	5,308.49	808.49-	117 -----
0446 TELEPHONE	13,500.00	0.00	2,840.67	16,034.14	2,534.14-	118 -----
TOTAL: UTILITIES	123,350.00	0.00	19,470.46	108,419.53	14,930.47	87 -----
6422 MAINTENANCE OF BUILDING						
0404 CONTRACTED SERVICES	49,800.00	0.00	5,368.64	45,828.82	3,971.18	92 -----
0417 SUPPLIES/MATERIALS BLDG/MT	4,500.00	0.00	38.04	2,887.48	1,612.52	64 -----
TOTAL: MAINTENANCE OF BUILDING	54,300.00	0.00	5,406.68	48,716.30	5,583.70	89 -----
6423 MAINTENANCE OF EQUIPMENT						
0404 CONTRACTED SERVICES	22,260.00	0.00	762.64	14,815.62	7,444.38	66 -----
TOTAL: MAINTENANCE OF EQUIPMENT	22,260.00	0.00	762.64	14,815.62	7,444.38	66 -----
6702 REHAB OF BUILDING						
0814 REPLACEMENT OF EQUIPMENT	12,600.00	0.00	0.00	2,727.00	9,873.00	21 --
TOTAL: REHAB OF BUILDING	12,600.00	0.00	0.00	2,727.00	9,873.00	21 --
7221 SUPERVISION SPECIAL ED.						
0201 SALARY	54,618.00	0.00	14,193.55	55,440.94	822.94-	101 -----
0202 CLERICAL SALARY	10,213.00	0.00	3,068.00	7,438.64	2,774.36	72 -----
0205 SUPPLIES/MATERIALS	550.00	0.00	19.36	579.04	29.04-	105 -----
0208 CONFERENCES	200.00	0.00	0.00	70.00	130.00	35 ---

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<b>01 GENERAL FUND</b>						
7221 SUPERVISION SPECIAL ED.			0.00	0.00	200.00	0
0210 PROFESSIONAL DEVELOPMENT	200.00	0.00	623.59	1,335.50	15.50-	101 -----
0215 POSTAGE/PETTY CASH	1,320.00	0.00	404.10	404.10	54.10-	115 -----
0226 IN STATE TRAVEL	350.00	0.00	18,308.60	65,268.22	2,182.78	96 -----
TOTAL: SUPERVISION SPECIAL ED.	67,451.00	0.00				
<b>7223 TEACHING SPECIAL ED.</b>						
0301 SALARIES	433,366.00	0.00	110,518.80	435,400.01	2,034.01-	100 -----
0304 CONTRACTED SERVICES	115,500.00	0.00	26,483.84	102,004.59	13,495.41	88 -----
0305 TEACHING SUPPLIES	12,688.00	0.00	103.20	11,051.99	1,636.01	87 -----
0321 AIDES	179,947.00	0.00	32,233.51	186,076.72	6,129.72-	103 -----
0815 NEW EQUIPMENT	2,000.00	0.00	199.98	199.98	1,800.02	9
TOTAL: TEACHING SPECIAL ED.	743,501.00	0.00	169,539.33	734,733.29	8,767.71	98 -----
<b>7228 PSYCHOLOGICAL SERVICES/CH 76</b>						
0201 SALARY	29,093.00	0.00	7,832.72	29,093.00	0.00	100 -----
0204 CONTRACTED SERVICES	4,000.00	0.00	1,022.11	3,111.41	888.59	77 -----
0205 SUPPLIES/MATERIALS	438.00	0.00	0.00	6.69	431.31	1
TOTAL: PSYCHOLOGICAL SERVICES/CH 76	33,531.00	0.00	8,854.83	32,211.10	1,319.90	96 -----
<b>7330 TRANSPORTATION SPECIAL ED.</b>						
0324 TRANSPORTATION	112,468.00	0.00	27,147.74	97,737.79	14,730.21	86 -----
TOTAL: TRANSPORTATION SPECIAL ED.	112,468.00	0.00	27,147.74	97,737.79	14,730.21	86 -----
<b>7900 SCH.SP.ED.PRGRM/OTHER DIST'S</b>						
0904 TUITIONS	330,936.00	0.00	31,547.14	282,121.28	48,814.72	85 -----
TOTAL: SCH.SP.ED.PRGRM/OTHER DIST'S	330,936.00	0.00	31,547.14	282,121.28	48,814.72	85 -----
<b>TOTAL: GENERAL FUND</b>	<b>17,816,255.12</b>	<b>0.00</b>	<b>2,081,417.88</b>	<b>16,763,675.19</b>	<b>1,052,579.93</b>	<b>94 -----</b>

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25 WATER ENTERPRISE FUND						
5450 WATER DEPARTMENT						
1100 SALARIES	164,321.00	0.00	18,831.45	145,543.53	18,777.47	88 -----
2090 PURCHASE OF WATER	7,900.00	0.00	308.23	1,592.65	6,307.35	20 --
3060 ENGINEERING SERVICES	25,652.00	0.00	1,165.45	1,165.45	24,486.55	4
3061 ENGINEERING ENC.	5,400.00	0.00	0.00	0.00	5,400.00	0
3075 SOURCE DELINIATION #9-10/91	30,000.00	0.00	0.00	0.00	30,000.00	0
3222 NEW WELL EXPLORATION #6-92	19,325.25	0.00	0.00	0.00	19,325.25	0
4010 EXPENSES	68,815.00	0.00	5,379.33	48,316.54	20,498.46	70 -----
4011 EXPENSES ENC.	3,315.74	0.00	0.00	3,315.30	0.44	99 -----
4050 INDIRECT COSTS	70,133.00	0.00	790.47	57,174.60	12,958.40	81 -----
4051 INDIRECTS ENCUMBERED	133.78	0.00	0.00	133.78	0.00	100 -----
4300 PROJECTS (BUDGET)	32,500.00	0.00	5,752.63	7,313.77	25,186.23	22 --
4301 PROJECTS ENCUMBERED	2,088.72	0.00	0.00	2,088.72	0.00	100 -----
4800 FUEL AND UTILITIES	34,925.00	0.00	2,655.57	19,699.98	15,225.02	56 -----
4801 FUEL/UTILITIES ENC.	853.83	0.00	0.00	853.83	0.00	100 -----
7200 OUT OF STATE TRAVEL	1.00	0.00	0.00	0.00	1.00	0
8272 ART 10/TM98 NTR TNK SITING	25,000.00	0.00	3,750.00	8,750.00	16,250.00	35 ---
8292 ART 11/TM98 NTR SOURCE-ENGIN	30,000.00	0.00	0.00	0.00	30,000.00	0
8560 SPRUCE RD.PUMP ST. #34 94ATM	139,890.32	0.00	0.00	0.00	139,890.32	0
8561 SCHOOL ST.WATER MAIN#35 94TM	36,000.00	0.00	757.04	757.04	35,242.96	2
8500 H'LAND LK ART16-11/95(627000)	16,707.59	0.00	0.00	0.00	16,707.59	0
8602 PCW'D PD NOV96 ART5(363500)	11,419.24	0.00	0.00	0.00	11,419.24	0
8724 ART21 TM95 WILL RVR ENG/P.S.	31,000.00	0.00	0.00	10,676.40	20,323.60	34 ---
8745 NTR MAIN UNION,NORTH,KING 97	594,406.89	0.00	583,425.50-	31,644.90-	626,051.79	5
TOTAL: WATER DEPARTMENT	1,349,788.36	0.00	544,035.33-	275,736.69	1,074,051.67	20 --
5450 WATER DEPT DEPRECIATION EXP						
9720 BUILDINGS	0.00	0.00	3,551.00	3,551.00	3,551.00-	9999 -----
9731 MAINS	0.00	0.00	462,068.00	462,068.00	462,068.00-	9999 -----
9732 VALVES	0.00	0.00	9,994.00	9,994.00	9,994.00-	9999 -----
9733 STAND PIPES	0.00	0.00	7,137.00	7,137.00	7,137.00-	9999 -----
9734 WELLS	0.00	0.00	7,180.00	7,180.00	7,180.00-	9999 -----
9740 EQUIPMENT	0.00	0.00	11,396.00	11,396.00	11,396.00-	9999 -----
9751 SERVICE LATERALS	0.00	0.00	20,918.00	20,918.00	20,918.00-	9999 -----
9752 METERS	0.00	0.00	5,836.00	5,836.00	5,836.00-	9999 -----
9760 HYDRANTS	0.00	0.00	13,923.00	13,923.00	13,923.00-	9999 -----
9770 VEHICLES	0.00	0.00	3,124.00	3,124.00	3,124.00-	9999 -----
9771 FURNITURE & FIXTURES	0.00	0.00	2,032.00	2,032.00	2,032.00-	9999 -----
TOTAL: WATER DEPT DEPRECIATION EXP	0.00	0.00	547,159.00	547,159.00	547,159.00-	9999 -----
5955 REVOLVING FUNDS						
4031 HIGHLAND LAKE STATE REIMB	62,285.41	0.00	1,453.79	60,682.61	1,602.80	97 -----
TOTAL: REVOLVING FUNDS	62,285.41	0.00	1,453.79	60,682.61	1,602.80	97 -----
5959 SPECIAL REVOLVING FUND						
2033 CROSS CONNECTION CONTROL REV	5,716.00	0.00	0.00	2,720.00	2,996.00	47 ---

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25 WATER ENTERPRISE FUND						
TOTAL: SFECIAL REVOLVING FUND	5,716.00	0.00	0.00	2,720.00	2,996.00	47 ----
TOTAL: WATER ENTERPRISE FUND	1,417,789.77	0.00	4,577.46	886,298.30	531,491.47	62 -----

## NORFOLK TOWN REPORT BOARD OF ASSESSORS

1999 was an exciting year for the Board of Assessors. The year's top event was an upgrade of new appraisal software and new computers for the office staff. The Board of Assessors would like to thank the Chief Assessor, Debbie Robbins, I.T. Coordinator, Jim Lafave, Appraisal Vision Technology and MCS-On-Line Solutions for completing this upgrade in a timely and relatively painless manner.

The Board would like to welcome our newly elected Assessor, Mr. David A. Roche to the Board. Mrs. Donna L. Putt was elected as Chairman with Mr. David A. Roche serving as Clerk and John G. Robbins serving as Member.

The Board of Assessors would like to extend its thanks to Chief Assessor, Debbie Robbins for her professionalism and dedication to the office. The Board of Assessors also wishes to extend its appreciation to Senior Clerks, Kathleen Mullineaux and Joan Dooley, and Data Collector 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.

**FINANCES****TOTAL AMOUNTS TO BE RAISED FISCAL 2000, JULY 1, 1999-JUNE 30, 2000**

Total appropriations to be raised by taxation		\$19,401,961.30
Total appropriations to be taken from available funds		663,652.62
Total educational offsets		20,669.00

**Fiscal 2000**

County Assessments:		
County Tax:	\$51,988.00	\$51,988.00

**State Assessments:**

Mass Bay Transportation	\$238,199.00
Air Pollution Control Dist.	2,467.00
Met Area Planning Council	2,106.00
Mosquito Control Project	21,918.00

Total		264,690.00
Overlay of Current Year	\$76,778.28	

**TOTAL AMOUNT TO BE RAISED****\$19,401,961.30****Estimated Receipts and other Revenue Sources:**

2000 Fiscal Year Receipts as certified on Cherry Sheet	\$4,246,917.00
Motor Vehicle & Trailer Excise	970,261.00
Licenses & Permits	161,831.00
Fines & Forfeits	22,486.00
Penalties & Interest on Taxes & Excise	52,806.00
Charges for service - water	48,622.00
Other Charges for services	-0-
Charges for Services - Trash Disposal	183,314.00
Fees	26,882.00
Rentals	-0-
Other Departmental Revenue	51,868.00
Investment Income	233,590.00
In Lieu of Tax Payments	8,273.00
Refunds & Reimbursements	-0-

Total:		6,006,850.00
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Amount to be taken from available funds For particular purposes and to reduce The Tax Rate		-0-
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Total Estimated Receipts and Available Funds		8,180,390.62
Net amount to be raised by Taxation on Property		11,221,383.53
<b>TOTAL RECEIPTS FROM ALL SOURCES</b>		<b>19,401,774.15</b>

## REAL ESTATE ASSESSMENTS AND ABATEMENTS

Year	No. of Dwellings	Total Valuation	Total Exemptions Granted Veterans	Total Exemptions Granted		Total Abate-ments Processed
				37A, 17D 18	41A & 41C	
1999	2,756	641,174,600	56	22		21
1998	2,701	594,297,600	58	23		51
1997	2,704	594,221,800	57	20		16
1996	2,659	537,368,800	61	20		29
1995	2,631*	507,492,700	59	26		48
1994	2,726	542,210,900	57	35		47
1993	2,619	540,154,100	57	33		72
1992	2,548	529,677,990	57	33		70
1991	2,424	519,317,777	61	31		48
1990	2,382	602,174,559	63	35		49
1989	2,350	590,617,491	66	40		84

\* Decrease of Dwellings Due To Re-Classifications Of Vacant Land

## MOTOR VEHICLE ASSESSMENT AND ABATEMENTS

Years	Motor Vehicle			Total Abate-ments Processed	Total Amount Abated	Commercial Value of Vehicles
	No. of Excise Bills	Excise Tax Money Committed	Total Abate-ments Processed			
1999	9,177	992,003.07	492	30,897.65	39,680,120	
1998	8,849	917,003.88	428	35,734.96	36,680,160	
1997	8,655	839,485.12	602	40,891.41	33,579,400	
1996	8,688	776,163.48	433	37,027.65	31,046,520	
1995	8,775	750,292.63	598	20,166.77	30,011,720	
1994	8,458	697,827.98	602	35,306.92	27,913,119	
1993	8,394	617,048.77	569	34,041.43	24,683,951	
1992	8,012	549,355.76	356	20,873.14	24,721,360	
1991	7,951	598,036.22	350	14,729.43	25,321,045	
1990	7,883	556,948.20	452	23,444.40	24,928,263	
1989	7,731	510,692.49	468	20,655.27	22,140,224	

## Total Valuation:

Real Estate	\$698,139,900
Personal Property	9,387,435

Total \$707,527,335

## Fiscal Year 2000 Tax Rate per Thousand:

Total: \$15.86

Respectfully submitted,

Donna L. Putt, Chairman  
David A. Roche, Clerk  
John G. Robbins, Member

# 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 Freeman/Centennial School, MacBride Auditorium, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, May 2, 2000 at 7:00 a.m., for the election of town officers under ARTICLE 1, of the Annual Town Meeting; and thence to meet on **Saturday, May 6, 2000 at 9:00 a.m. at the King Philip High School, 201 Franklin Street, Wrentham, Massachusetts 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 Assessor for a three year term; one Board of Health member for a three year term; one Board of Health member to complete a one year unexpired term; one Library Trustee for a three year term; one Water Commissioner for a three year term; one Planning Board member for a three year term; one Recreation Commission member for a three year term; one Housing Authority member for a five year term; one Housing Authority member to complete a two year unexpired term; two Norfolk School Committee members each for three year terms, 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 Norfolk Personnel Bylaws by changing the Classification Schedule, as recommended; or take any other action relative thereto

### ARTICLE 3.

**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, 2000; or take any other action relative thereto. (Budget)

### ARTICLE 4.

**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 5.

**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 6.

**Submitted by Water Commissioners**

To see if the Town will vote to transfer from Water revenues or retained earnings a sum of money for acquisition of land in the Gold Street well area for water supply protection purposes; or take any other action relative thereto.

### ARTICLE 7.

**Submitted by Water Commissioners**

To see if the Town will vote to authorize the Board of Water Commissioners to take by eminent domain pursuant to Massachusetts General Laws Chapter 79 the fee simple interest in land off Gold Street, Norfolk, shown as "lot 2" on a Plan of Land recorded in the Norfolk County Registry of Deeds as Plan 111

of 2000 in Plan Book 472, and entitled "Plan of Land in Norfolk., Mass." prepared for the Town of Norfolk Water Department, 28 December, 1999 by Landmark Engineering of New England, Inc., consisting of approximately 32.29 acres and formerly owned by Catherine R. Boschen, Alice S. Boschen and Andrew H. Boschen.

No betterments shall be assessed with the taking, all trees and improvements on the land shall be included in the taking and no damages shall be awarded; or take any other action relative thereto.

**ARTICLE 8.**

**Submitted by Water Commissioners**

To see if the Town will vote to authorize the Board of Water Commissioners to take by eminent domain pursuant to Massachusetts General Laws Chapter 79 the fee simple interest in land off Gold Street, Norfolk, shown as "parcel A" on a Plan of Land recorded in the Norfolk County Registry of Deeds as Plan 111 of 2000 in Plan Book 472, and entitled "Plan of Land in Norfolk., Mass." prepared for the Town of Norfolk Water Department, 28 December, 1999 by Landmark Engineering of New England, Inc., consisting of approximately 5.02 acres and formerly owned by Anne B. Gronroos

No betterments shall be assessed with the taking, all trees and improvements on the land shall be included in the taking and no damages shall be awarded; or take any other action relative thereto.

**ARTICLE 9.**

**Submitted by Board of Selectmen**

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

**ARTICLE 10.**

**Submitted by Council on Aging**

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, bond or borrow pursuant to any applicable statute a sum of money to be added to the Senior Center Construction budget to offset the increased costs of construction; or take any other action relative thereto.

**ARTICLE 11.**

**Submitted by Petitioners**

To see if the Town will vote to raise and appropriate, transfer from any available source of funds, bond or borrow pursuant to any applicable statute a sum of money to fund a feasibility study, for the purpose of building a municipal golf course in the Town of Norfolk; or take any other action relative thereto.

**ARTICLE 12.**

**Submitted by Town Administrator**

To see if the Town will vote to raise and appropriate, 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 13.**

**Submitted by Town Administrator**

To see if the Town will vote to raise and appropriate, transfer from any available source of funds a sum of money to be added to departmental budgets and appropriations for the fiscal year ending on June 30, 2000; or take any other action relative thereto.

**ARTICLE 14.**

**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 15.**

**Submitted by Council on Aging**

To see if the Town will vote to accept the provisions of Section 59 of Chapter 127 of the Acts of 1999 (Massachusetts General Laws Chapter 59, Section 5K) providing for a senior tax relief work program; or take any other action relative thereto.

**ARTICLE 16.**

**Submitted by Highway Superintendent**

To see if the Town will vote to authorize the Board of Selectmen to enter into an intermunicipal agreement with area towns to participate in the Charles River Household Hazardous Waste Consortium to allow the

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**ARTICLE 16.**

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To see if the Town will vote to authorize the Board of Selectmen to enter into an intermunicipal agreement with area towns to participate in the Charles River Household Hazardous Waste Consortium to allow the

collection and disposal of hazardous waste from the residents of Norfolk at a centrally located household hazardous waste disposal facility; or take any other action relative thereto.

**ARTICLE 17.**

**Submitted by Highway Superintendent**

To see if the town will vote to authorize a Recreational Field Maintenance Revolving Fund pursuant to Massachusetts General Laws Chapter 44, Section 53E 1/2 for receipt of user fees collected through the use of field space at various town facilities, with expenditures from said fund not to exceed \$50,000 in the aggregate during fiscal year 2001, said fund to be expended under authority of the Highway Superintendent; or take any other action relative thereto.

**ARTICLE 18.**

**Submitted by Planning Board**

To see if the Town will vote to reauthorize, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ , a Planning Board Revolving Fund for receipt of subdivision performance inspection fees, as they may be established by the Planning Board, with the authorization to the Planning Board to expend funds in the account for services related to the inspection and approval of subdivisions, such payments not to exceed \$40,000 in the aggregate during Fiscal Year 2001; or take any other action relative thereto.

**ARTICLE 19.**

**Submitted by Planning Board**

To see if the Town will vote to reauthorize, pursuant to Massachusetts General Laws Chapter 44, Section 53E ½ , a Planning Board Revolving Fund for receipt of mitigation funds required by the Planning Board under the Shade Tree Act and Scenic Roads Act, with the authorization to the Planning Board to expend funds in the account for the purchase and planting of replacement trees, such payments not to exceed \$40,000 in the aggregate during Fiscal Year 2001; or take any other action relative thereto.

**ARTICLE 20.**

**Submitted by Planning Board**

To see if the Town will vote to reauthorize, pursuant to Massachusetts General Laws, Chapter 44, Section 53E ½ , a Planning Board Revolving Fund for receipt of mitigation funds required by the Planning Board relative to off-site improvements required due to the approval of subdivisions and site plans, with the authorization to the Planning Board to expend funds in the account for such off-site improvements, such payments not to exceed \$300,000 in the aggregate during Fiscal Year 2001; or take any other action relative thereto.

**ARTICLE 21**

**Submitted by Water Commissioners**

To see if the Town will vote to authorize the use of a revolving fund, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 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 and to see what sum of money the Town will appropriate from Water Department revenues to establish the revolving fund; or to take any other action relative thereto.

**ARTICLE 22**

**Submitted by Conservation Commission**

To see if the Town will vote to authorize a Conservation Commission Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E ½ , from which to receive and disburse wetland hearing application fees for payment of legal advertisement for said hearing, in an amount not to exceed \$5000 during fiscal year 2001; or take any other action relative thereto.

**ARTICLE 23**

**Submitted by Town Administrator**

To see if the Town will vote pursuant to Massachusetts 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 2001; or take any other action relative thereto.

**ARTICLE 24**

**Submitted by Town Administrator**

To see if the Town will vote pursuant to Massachusetts 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 2001; under the direction of the Board of Selectmen; or take any other action relative thereto.

**ARTICLE 25**

**Submitted by Town Administrator**

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 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 27**

**Submitted by Planning Board**

To see if the Town will vote to amend the Norfolk Zoning Bylaws by adding, amending, clarifying and/or deleting the following Sections; or take any other action relative thereto.

1. Create two overlay districts in Section F.13. by adding a new first paragraph to read as follows:

**“WIRELESS COMMUNICATIONS FACILITY OVERLAY Districts.**

**Wireless Communications Overlay District 1.** This district shall include land between Dean Street and Rockwood Road limited to Assessors’ Map 9, Block 32, Lots 33, 36, 38, and 100, and Map 10, Block 32, Lots 3, 4, 8, 12, 41, 74, 76 and Map 10, Block 34, Lot 134; however, WIRELESS COMMUNICATION FACILITIES other than appurtenant ground equipment may be placed on or within existing transmission towers only.

**Wireless Communications Overlay District 2.** This district shall include all land in the B1 Zoning District with an existing ground elevation at or above Elevation 284 feet elevation, mean sea level (1927) datum.

2. If above passes:  
Amend the use table Section D.2., Transportation and Utility uses paragraph D.2.b.5. “Wireless Communications Facility” by adding the words ,”limited to the Wireless Communications Overlay District 1 and by deleting SP(1) under the column for C2, C3, C5.
3. If the creation of overlay districts do not pass, then delete in the use table Section D.2., Transportation and Utility uses paragraph D.2.b.5. “WIRELESS COMMUNICATIONS FACILITY”.
4. Amend Section F.13.b by changing the height from 90 feet to 110 feet.
5. Amend Section I.7.b. Special Permit Uses by the Zoning Board of Appeals as follows:
  - a. Telecommunications and cellular towers consisting of WIRELESS COMMUNICATIONS FACILITIES by adding the words “limited to the Wireless Communications Overlay District 2.”
  - b. WIRELESS COMMUNICATIONS FACILITY Equipment Building “limited to the Wireless Communications Overlay District 2.”

5. Amend Section K.7.b. Special Permit Uses by the Zoning Board of Appeals as follows:

1. Telecommunications and cellular towers consisting of WIRELESS COMMUNICATIONS FACILITIES by adding the words "limited to the Wireless Communications Overlay District 2."
2. WIRELESS COMMUNICATIONS FACILITY Equipment Building "limited to the Wireless Communications Overlay District 2."

or take any other action relative thereto.

## ARTICLE 28

Submitted by Planning Board

To see if the Town will vote to amend the Norfolk Zoning Bylaws as follows:

1. Add a new Section F.9.a.18. of the Sign Regulations to read as follows:

"Section. F.9.a.18. In particular instances the SPGA may issue Special Permits for larger signs as specifically noted, if it is determined that the architecture of the building, the location of the building with reference to the street or the nature of the establishment is such that the sign should be permitted in the public interest. In granting such permission, the SPGA shall specify the size and location of the sign or signs and impose such other terms and restrictions as may be deemed to be in the public interest. Any applicant under this provision shall provide the following: a) a drawing to scale showing the proposed sign, all existing signs maintained on the premises and a plot plan and sketch plan of the building facade including the location of the proposed and any existing signs; b). Perspectives, renderings, photographs, or other representation sufficient to show the nature of the proposed sign, its effect on the immediate surroundings, and the reasons for allowing it"

1. Amend Section F.9.a.11. by adding "except to a maximum of 15 feet by Special Permit" so that Section F.9.a.11. will now read, "No freestanding SIGN shall be higher than 10 feet from the averaged finished grade of adjoining ground to the top of the SIGN except to a maximum of 15 feet by Special Permit.
2. Amend Section F.9.b.1.c.2. by adding the words, "with the size" added between the words premises and not and adding "except by Special Permit with 12 square feet allowed for each 10,000 square feet of building to a maximum of 48 square feet" at the end so the Section will now read, "One wall SIGN for each separate and distinct establishment advertising the goods or services rendered on the premises with the size not exceeding 12 square feet in area except by Special Permit with 12 square feet allowed for each 10,000 square feet of building to a maximum of 48 square feet.
3. Amend Section F.9.b.1.c.4. by adding the words "with the size" added after the word "establishments" and adding the words "except by Special Permit to a maximum of 24 square feet" at the end so the Section will now read, "One freestanding SIGN on the ground for each separate BUILDING housing one of more establishments, with the size not exceeding 12 square feet in area per side except by Special Permit to a maximum of 24 square feet".
4. Amend Section F.9.b.1.c.7. by adding "with the size" added after the word SIGN and the words "except by Special Permit to a maximum of 24 square feet" added at the end so the Section will now read, "A non-residential subdivision shall be permitted one freestanding SIGN with the size not exceeding 12 square feet per side except by Special Permit to a maximum of 24 square feet".

or take any other action relative thereto.

**ARTICLE 29**

**Submitted by Board of Selectmen**

To see if the Town will vote to amend the Town of Norfolk Bylaws, Article XIII, Section 3 (Dog Regulations) by deleting Sub-Section G, Appeal, in its entirety and replacing it with the following new Sub-Section G; or take any other action relative thereto.

**G. Appeal**

The owner or keeper of any dog that has been ordered restrained or muzzled under this bylaw may, within seven (7) days after such an order or restraint, file a request in writing with the Animal Control Officer that the restraining order be vacated, or released. Requests shall be filed by the Animal Control Officer with the District Court Clerk who shall schedule a hearing pursuant to Massachusetts General Laws, Chapter 140, Section 173A, as amended.

The Animal Control Officer may file a complaint with the District Court Clerk if the owner or keeper of any dog under a permanent restraint order continues to be a public nuisance, or has failed to pay fines within 30 days after receiving written notice under Section H of this Bylaw.

The decision of the Court shall be final and conclusive on all parties.

**ARTICLE 30**

**Submitted by Board of Selectmen**

To see if the Town will vote to amend the Town of Norfolk Bylaws, Article XI-Fire Department Regulations by adding the following new Section 2; or take any other action relative thereto.

The owner or authorized agent of a burnt or dangerous building shall provide for its removal upon being issued an order by the Board of Selectmen, Board of Health, or Building Commissioner. If the owner or his authorized agent fails to comply with an order issued by one of the above town agencies pursuant to the relevant Massachusetts General Laws Chapter 139, Sections 1-3B; Chapter 111, Sections 123-125; or Chapter 143, Section 6-11, the Town may demolish or secure any burnt or dangerous building or structure and recover its costs as provided by law.

Violators of this section shall be subject to a fine of three hundred dollars (\$300) for each day the burnt or dangerous structure is not demolished or secured after receiving written notice requiring said actions be performed.

**ARTICLE 31**

**Submitted by Board of Selectmen**

To see if the Town will vote to amend the Town of Norfolk Bylaws, Article X – Police Regulations, by adding the following new Section 35; or take any other action relative thereto.

No person or persons shall perform any outside work, including, but not limited to, construction, renovation, demolition, loading or unloading materials, and equipment mobilization/demobilization, including running equipment motors between the hours of 7:00 p.m. and 7:00 a.m. No outside construction work, as described herein, shall be performed on Sundays without the Police Chief's prior consent. This section shall not apply to private homeowners and contractors performing emergency repairs, and to domestic equipment such as lawnmowers and power saws or activities defined by 310 CMR 7.10. Violation of this section shall be subject to a fine of three hundred dollars (\$300) for each violation.

**ARTICLE 32**

**Submitted by Board of Selectmen**

To see if the Town will vote and amend the Personnel Bylaw by adding to Article II the following new sub-section; or take any other action relative thereto:

B (4) The Town Administrator is responsible for carrying out the day to day administration of the Personnel Bylaw, specifically the authority to decide all questions relating to hiring new employees, job classification, reclassification, re-evaluation, and promotion. The Town Administrator shall also be responsible for development and implementation of uniform personnel policies for all employees covered under the Personnel Bylaw. The provisions of this section shall supercede any conflicting language contained elsewhere in this Bylaw.

**ARTICLE 33**

**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 34**

**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 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.

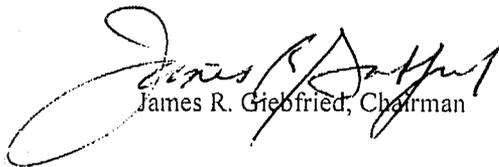
**ARTICLE 37**

**Submitted by Advisory Board**

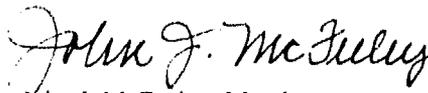
To see if the Town will vote to raise and appropriate, transfer from any source of available funds, or otherwise provide for the Stabilization Fund pursuant to Massachusetts General Laws, Chapter 40, Section 5B; or take any other action relative thereto.

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 27<sup>th</sup> day of March, 2000, A.D.

NORFOLK BOARD OF SELECTMEN

  
James R. Griebfried, Chairman

Joyce E. Terrio, Clerk

  
John J. McFeeley, 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**  
**129th ANNUAL REPORT**  
**YEAR ENDING DECEMBER 1999**

**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, Town Hall  
528-1400

**DOG LICENSES:**

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

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

Please show evidence of current rabies inoculation.

SCHOOLS: H. Olive Day, Pre K-2  
Freeman/Centennial, 3-6

sions 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.

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

**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 ses-

## 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
<b>Schools:</b>	
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
<b>POLICE/FIRE/AMBULANCE EMERGENCY .....</b>	<b>9-1-1</b>

### NO SCHOOL SIGNALS

**ALL SCHOOLS**  
Fire Whistle blows at 6:30 a.m.

**ELEMENTARY SCHOOLS ONLY**  
Fire Whistle blows at 7:00 a.m.

### TRANSFER STATION HOURS

#### TO USE THE RECYCLING/TRANSFER STATION:

You must be a legal resident of Norfolk and must purchase a decal for your vehicle in order to use the Transfer Station.

#### RECYCLING/TRANSFER STATION HOURS OF OPERATION

**Wednesday:** Summer hours: 4/1-9/30      11:30 a.m.-7:00 p.m.  
                   Winter hours: 10/1-3/31      9:30 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.

