

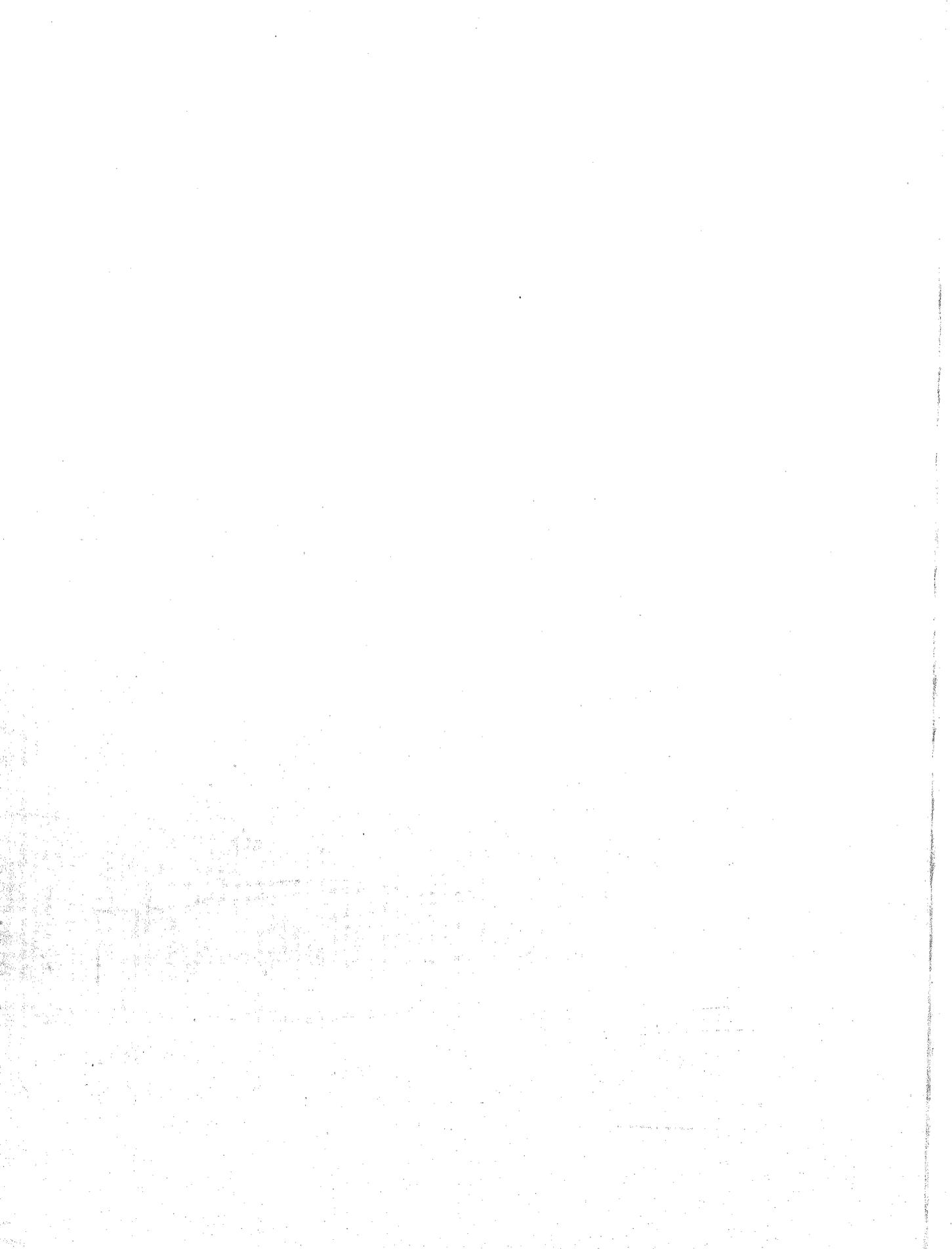
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NORFOLK TOWN REPORT 2001



IN REMEMBRANCE
September 11, 2001



TOWN OF NORFOLK
131ST ANNUAL REPORT



Year Ending December, 2001

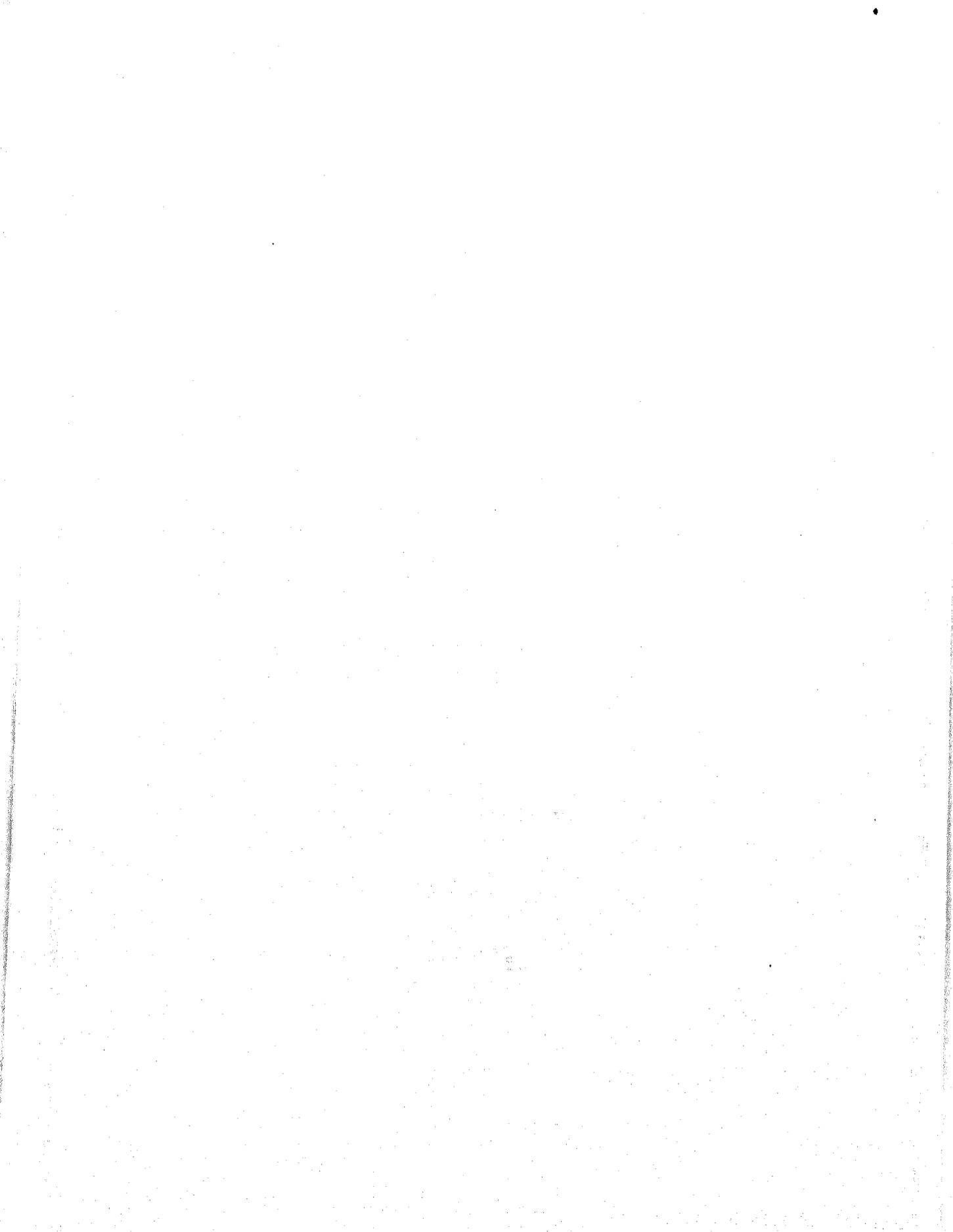


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GOOD GOVERNMENT STARTS HERE

Please consider volunteering to serve on one of the Town Boards, Committees, or Commissions listed below. Citizen participation results in a stronger and more responsible local government. The only qualifications are a willingness to learn and a desire to participate in the future of Norfolk.

To volunteer, fill out this form and mail it to the Board of Selectmen at One Liberty Lane, Norfolk, MA 02056. If you have any questions, please call the Selectmen's office at 508-528-1408.

- BOARD OF APPEALS 5 Years
- Associate Member 1 Year
- ARTS COUNCIL 3 Years
- CEMETERY COMMISSIONER 3 Years
- COUNCIL ON AGING 3 Years
- HISTORICAL COMMISSION 3 Years
- NORFOLK COUNTY ADVISORY BOARD 1 Year
- ROAD SAFETY COMMITTEE 1 Year
- ZONING BYLAW COMMITTEE 1 Year
- CORRECTIONS ADVISORY COMMITTEE 1 Year
- TOWN BEAUTIFICATION COMMITTEE 1 Year

- ECONOMIC DEVELOPMENT 1 year
- ADA COMPLIANCE COMMITTEE 1 Year
- CAPITAL OUTLAY COMMITTEE 2 Years
- CONSERVATION COMMISSION 3 Years
- DESIGN REVIEW BOARD 3 Years
- REGISTRAR OF VOTERS 3 Years
- MIRROR LAKE ADVISORY COMMITTEE 1 Year
- PERMANENT BUILDING COMMITTEE 3 Years
- INSURANCE COMMITTEE 1 Year
- AFFORDABLE HOUSING 1 year
- COMMUNITY PRESERVATION COMMISSION 2, 3 years

Name: _____

Home Phone: _____

Work Phone: _____

E-Mail Address: _____

Home Address: _____

Areas of Interest: _____

Occupation: _____

Experience or Education: _____

Appointed Position(s) you would be interested in: _____

GENERAL GOVERNMENT

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
Eric Van Ness

RESERVE POLICE OFFICERS

Louis Droste
Donna M. McGowan
Christopher Antonetti

POLICE/FIRE COMMUNICATIONS

Joy Leonard
Janet M. Poirier
Sarah J. Hill
E. Christopher Bettencourt, part time
Helena R. Findlen, part time
Donna M. McGowan, part time
Christopher Antonetti, 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
Joyce E. Terrio
John J. McFeeley
R. William Perron
Police Chaplain Rev. Peter Conley
Police Chaplain Rev. Merritt Nielson
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. Petruchik, EMT/Full-Time FF
Joseph W. Nolan
David C. Holmes, Jr., EMT
John Kelley, Full Time FF/EMT
Bruce E. Hamlin, resigned

EMS DIRECTOR

John M. Malaney, III, FF/EMT

FIRE DEPARTMENT PERSONNEL

Patricia A. Bixby FF/EMT, full time
Darren Bycoff, FF
Richard F. Clancy, Jr., FF/EMT, Full-Time
Peter R. Curran, FF/EMT
Michael P. Findlen, FF/EMT
Nathan Fletcher, FF/EMT
Gregory M. Graves, FF/EMT, Full-Time
Mark W. Haigh, FF/EMT
Stephen R. Hamlin, FF/EMT, Full-Time
Peter S. Hildebrandt, FF/EMT
David W. Johnston, FF
Douglas E. Johnston, FF/EMT, Full-Time
Mark R. Kantzer, FF/EMT
James F. Leary, Jr., FF
Leo E. MacDonald, FF/EMT, resigned
Wayne E. Burton, FF, resigned
Pamela P. Holmes, FF/EMT, resigned

FOREST WARDEN

William F. Kelley, Chief

HIGHWAY DEPARTMENT

SUPERINTENDENT OF STREETS

Remo R. Vito, Jr.

INSPECTION DEPARTMENT

BUILDING COMMISSIONER

Gerald E. Hughes, retired
Paul Coelho, appointed
Paul Coelho, resigned
Robert J. Bullock, Jr. appointed

GENERAL GOVERNMENT

LOCAL INSPECTOR/ASST. ZONING OFFICER

Paul J. Coelho, resigned
 Robert J. Bullock, Jr., appointed
 Robert J. Bullock, Jr., resigned
 Michael Findlen, appointed

ZONING OFFICER

Gerald E. Hughes, retired
 Paul Coelho, appointed
 Paul Coelho, resigned
 Robert J. Bullock, Jr., appointed

INSPECTOR OF WIRES

William R. Bain

ASSISTANT INSPECTOR OF WIRES

J. William Carberry

INSPECTOR OF GAS FITTINGS

Edward Forsberg

PLUMBING INSPECTOR

James K. Murray

INSPECTOR OF ANIMALS

Hilary Penlington

ANIMAL CONTROL OFFICER

Hilary Penlington

EMERGENCY MANAGEMENT DIRECTOR

Edward Nolan

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

Bruce A. Simpson 2006
 Lisa K. Keating 2002
 John M. Burke 2003
 Brian D. Wolf 2004
 Lorraine M. Sweeney 2005

ASSOCIATE MEMBER – 1 year term

Robert Garrity 2002
 Nancy M. Lancellotti 2002

ADA COMPLIANCE COMM – 1 year term

Thomas Terpstra 2002
 Mary Nuhibian 2002
 Barbara Ward 2002
 Kurt Unitt 2002

ARTS COUNCIL – 3 year term

Shirley Boulay 2002
 Nina Roe 2002
 Joann Sueltenfuss 2003
 Tina Addison 2002
 Rosemary Calnan 2002
 Christina Krouk 2002

CAPITAL OUTLAY COMMITTEE – 2 year term

William F. Sharkey 2003
 Terri Monjar 2002
 Edward Melanson 2003
 Kim Williams 2003

CEMETERY COMMISSION – 3 yr. term

Robert L. Kirby 2004
 Paul L. Kozak, Sr. 2002
 Frank J. Gross 2003

CONSERVATION COMMISSION – 3 yr. term

Andrew W. Bakinowski 2004
 Brian T. Butler 2004
 James R. Giebfried 2002
 Allan M. Shaw 2002
 Joseph Simmons 2004
 Cynthia C. Andrade 2003
 Aimee Dudley 2003

COUNCIL ON AGING –3 year term

Irene Cahalane 2004
 George Clinton 2004
 Harriet Fisher 2004
 Richard Connors 2004
 John Evans 2002
 Rhoda Mandell 2002
 Georgia Jones 2002
 Martin Moeckel 2003
 Deborah Owen 2003
 Dorothy Brizzolara 2003
 Charles Groff 2003
 Frederick J. Kenney, resigned

DESIGN REVIEW BOARD – 3 year term

John Buchholz, Selectmen appt. 2004
 Sarojit Malik, Selectmen appt. 2002

GOLF STUDY COMMITTEE

Joseph Byrne 2002
 John J. Czyzewski 2002
 Todd Monjar 2002
 John Vancura 2002
 Paul Robinson 2002
 James Tomaszewski 2002
 Jason Talerma 2002

GENERAL GOVERNMENT

HISTORICAL COMMISSION – 3 year term

Mary Power	2004
Suzanne Burns	2004
William Domineau	2004
Thelma Ravinski	2004
Marcia Johnston	2004
M. Elizabeth Pyne	2004
Geraldine Tasker	2002

REGISTRAR OF VOTERS – 3 year term

Charles E. Burnett - R	2004
Marie Chiofolo, U. Town Clerk	2004
Mary Ellen Gattoni - D	2003

VETERAN'S SERVICES – 1 year term

Anthony J. Mastroianni	2002
------------------------	------

MBTA ADVISORY BOARD REP. – 1 year term

Robert T. Markel	2002
------------------	------

METROPOLITAN AREA PLANNING

COUNCIL REPRESENTATIVE – 3 year term

Francis Fitzpatrick	2002
---------------------	------

SOUTHWEST AREA PLANNING COUNCIL – 1 year term

Francis Fitzpatrick	2002
---------------------	------

NORFOLK COUNTY ADVISORY BOARD MEMBER – 1 year term

Robert T. Markel	2002
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**BOARDS AND COMMITTEES
APPOINTED BY BOARD OF SELECTMEN**

MIRROR LAKE ADVISORY COMMITTEE

Joseph Gilio	2002
Marge Stockbridge, resigned	2002

ROAD SAFETY COMMITTEE

Charles H. Stone, Jr.	2002
Remo R. Vito, Jr.	2002
Joseph Sebastiano	2002
Beth Strubeck	2002
Nicole Vaphiades	2002
William Crump	2002
James Leonard	2002
John J. McFeeley, ex-officio	2002

PERMANENT BUILDING COMM – 3 year term

Robert P. Lowndes	2002
David Capone	2002
Fred Pfischner	2003
Winsor Bowden, III	2003
Timothy Walsh	2004

ZONING BYLAW STUDY COMMITTEE

Robert Nicodemus, Selectmen	2002
Glendon Coulter, Selectmen	2002

INSURANCE COMMITTEE

Bruce Shapiro	2002
Loretta Jacobs	2002

CORRECTIONS ADVISORY COMMITTEE

Lisa Newell	2002
Timothy Ahearn	2002

UNDERGROUND UTILITY COMMITTEE

Remo R. Vito, Jr.	2002
Albert L. Michel	2002
George J. Tamer	2002

TOWN BEAUTIFICATION COMMITTEE

Sally Vesty	2002
Stacey Flanagan	2002

WEBSITE COMMITTEE

David Forester	2002
W. Patrick Juergens	2002
Andras Radics	2002
John Spinney	2002

PLANNING BOARD ASSOCIATE MEMBER

(Appt'd. jointly by Board of Selectmen/Planning Bd.) Kevin Darcy	2002
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BOARD OF SELECTMEN ANNUAL REPORT

The past year, 2001, was a year of transition for the Board of Selectmen and the office of Town Administrator. There were a number of dramatic changes which took place, which we feel, has greatly strengthened the administrative function within the town.

The most significant event was the resignation in January of the Town Administrator, Greg Balukonis, after nearly eight years serving Norfolk. Greg subsequently became the Town Administrator of Medway and we wish him continued success in that position. However, his departure on February 15 was untimely in that it also left us without a completed budget for FY02.

Fortunately, Selectmen Chairman Joyce Terrio was able to devote a significant number of hours full time to bring us through the transition. Joni Troyanos also joined us to help provide clerical support to Joyce and to Marian Harrington, Administrative Assistant. As a result, the office was able to function smoothly throughout this difficult period. We were then able to devote more time towards a careful deliberate screening of over forty candidates for town administrator. Our screening committee consisting of former Selectmen Ms. Helen Cleary, Mrs. Yaffa Dratman, John Czyzewski, and Jim Giebfried did an outstanding job of presenting three finalists to the Board.

We were pleased to be able to hire Dr. Robert T. Markel, former Mayor of Springfield, Massachusetts as our next Town Administrator. In adding to his terms as Mayor Bob has also served on the city council and on the school committee. He brings with him a wealth of municipal experience on the local and state levels. He joined us officially on August 1.

On another front, Gerry Hughes retired as Building Commissioner in January and was replaced shortly thereafter by Paul Coelho, the Assistant Building Inspector. Unfortunately, a few months later Paul resigned to accept a position with a local developer and we had another untimely void. This was filled with the hiring in October of Bob Bullock as Building Commissioner.

There were three other noteworthy personnel changes made during the year. Ron Bain, our Electrical Inspector was asked to take on the additional responsibilities as Town Hall Building Superintendent. In the five years since the Town Hall has opened there has never been an individual focused on the maintenance and upkeep of the property. Since Ron has assumed this responsibility the HVAC system now works, maintenance contracts have been let, and a new keyless entry system has been installed for greater building security. Closed circuit cameras will soon be installed for additional building and personnel security. Thanks for your hard work, Ron.

Next, Chris McClure has joined us part time also as the Network Administrator for our information systems. There had been no one in this funded position since Jim Lafave left two years ago. We had reached the point where the town's e-mail and interoffice networking was down almost on a daily basis. Finally, the town regionalized its veteran's services. With only one or two occasional veterans requiring annual assistance, we decided that we could share a Veterans Agent with other towns. Anthony Mastroianni, who is presently the Veteran's Agent for five other towns, joined us in the same capacity in October.

Joyce Terrio was reelected to the Board in May making her the first incumbent elected in four years. No doubt the electorate was satisfied with her performance and the performance of the Board. We thank Joyce for her continued dedicated hard work. Her performance during the transition months the past year was outstanding. She brought us through a difficult time.

Finally, we would like to acknowledge the retirement in February of Lorraine Foley in our Finance Department. Her smiling face and cheerfulness have been missed.

A number of other significant events happened during the year. We promised no overrides for the operating budget this past year and a balanced Budget was presented to the Town at the May Annual Town Meeting. Our thanks to the Elementary School Committee for making some difficult choices in helping all of us keep that promise. There were, however, several ballot questions that were put before the voters for Capital Projects. The King Philip Regional Schools presented two questions during the year. The first, passed in June, asked for a debt exclusion for the High School construction and the second

GENERAL GOVERNMENT

was passed in December making a similar request for the Middle School construction. The former vote was voided when Wrentham failed to pass a similar debt exclusion. All three towns did approve the latter project. The KP School Committee has assured us it will be back with a revised High School project for a vote in the near future. These projects will hit the tax rolls in a few years and will have an enormous impact on the tax rate in town.

There were two other town sponsored ballot questions passed this past year. The first asked for additional monies each year for the remediation and repair of the town roads. This passed in June by a sizable margin. The second was a debt exclusion which asked for funding for a library addition. This funding was to be combined with a state grant for the complete project. This question passed on a December ballot question. Neither of these will have a significant impact on the tax rate. This is because the Capital Outlay Committee was reconstituted during the year and they have been providing us with a baseline for sound fiscal planning. The principal assumption in this work is that capital projects have a finite timespan during which time the debt is repaid. They have phased their recommendations such that as older capital projects are paid off they will propose a new project and a new debt exclusion to replace that cash flow. In the past year debt costing the town several hundred thousand dollars a year was coming off the books and they recommended replacement with the road project. The net impact on the tax

rate was small. Likewise, anticipating that the library would be costing a similar amount the Board of Selectmen approved a mid year debt restructuring proposed by the Finance Department to take advantage of the lower interest rates. This freed up the cash to allow for a seamless library debt exclusion.

Yes, there will be more projects in the future and more debt exclusions but hopefully these can be offset by further debt retirement.

Two other events that the Board was heavily involved with during the year were the passage of the Community Preservation Act and the Golf Course Construction Proposal. The former allocates 3% of the tax base, with matching funds from the state to allow for land and building preservation in the town. Unfortunately, the latter did not survive the year. The Selectmen asked for a complete study of the proposal before the funds were expended and the proposal indicated that we would be taking considerable risk with the taxpayers' money if we continued with the project. The Board voted to eliminate the project.

Respectfully submitted,

Board of Selectmen
John J. McFeeley, Chairman
R. William Perron, Clerk
Joyce E. Terrio, Member

ANNUAL REPORT OF THE TOWN CLERK

The year 2001 was yet another busy year in the Town Clerk's Office which I expect to be the trend in light of difficult budget issues we are facing at not only the Town level but the State and Federal levels as well. The Town Clerk supervised three elections: the Annual Town Election and two Special Elections. With only forty days between the Annual Town Election and the June Special Election and the scheduling of the December Special election exactly one week before Christmas, the election staff was kept quite busy.

Without the loyalty and dedication of my election staff these elections would not run so smoothly or be so successful. I would like every voter to realize the importance of the staff and the effort that goes into every election. Voting is a privilege that we, as Americans, enjoy. Since the September 11th attacks on our country, Americans have come to realize the importance of casting their vote. Local government is where your voice is heard most clearly. It is the foundation on which the other levels of the country's government rest. PLEASE TAKE THE TIME TO VOTE. YOUR VOTE IS HELPING TO SHAPE YOUR TOWN, YOUR STATE AND YOUR COUNTRY. NEVER UNDERESTIMATE ITS IMPORTANCE.

Four Town Meetings were held in 2001. The Annual Town Meeting on May 1st, and Special Town Meetings on June 18th, October 27th, and December 6th. 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 58 articles, the Warrant for the June 18th meeting contained 12 articles, the Warrant for the October 27th meeting contained 32 articles and the Warrant for the December 6th meeting contained 5 articles. There were several General and Zoning Bylaw changes passed which require lengthy and detailed procedure for submission to the Attorney General's Office for his approval. All financial articles were certified and submitted to the Department of Revenue as required by state law. Minutes of all town meetings were circulated to every Town department as a courtesy of this office.

Dog owners are reminded that 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 annually beginning January 1st. The fee for licensing is \$15.00 for Male and Female dogs and \$10.00 for Spayed Female and Neutered Male dogs. An additional \$25.00 late fee per license will be charged to owners who fail to re-license by May 1st. 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.

Passport training is scheduled for February 7, 2002. My Assistant and I will be attending that training and will begin accepting applications on or about March 1st of 2002. Please call the office with any inquiries you may have.

VITAL STATISTICS

Births	115
Deaths	37
Marriages	19

VOTER REIGISTRATION

The Town Clerk acting in her capacity as a Registrar of Voters held six late night voter registration sessions pursuant to Chapter 51, Section 28 of the Massachusetts General Laws. There are 5,518 voters in the Town of Norfolk.

ANNUAL TOWN ELECTION MAY 1, 2001

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 the MacBride Auditorium at the Freeman-Centennial School on Tuesday, May 1, 2001 to act upon Article 1, the Annual Town Election of Town

Officials. Polls were declared open at 7:00 am. Election officers were duly sworn in by Warden Thelma Ravinski. The ballot boxes for all three precincts registered zero.

Instructions to voters and specimen ballots were posted as required by Massachusetts General Laws in each of the three precincts. A total of 1,715 voters cast their ballots with the following results:

MODERATOR FOR ONE YEAR

Frank J. Gross*	1477
Blanks	228
All others	10

SELECTMAN FOR THREE YEARS

Joyce E. Terrio*	1046
Peter S. Chipman	617
Blanks	50
All others	2

ASSESSOR FOR THREE YEARS

Donna L. Putt*	1289
Blanks	421
All others	5

ASSESSOR FOR ONE YEAR

Patricia J. Salamone*	1238
Blanks	472
All others	5

BOARD OF HEALTH MEMBER FOR THREE YEARS

John J. Hurley	384
John w. Lavin*	1271
Blanks	58
All others	2

HOUSING AUTHORITY MEMBER FOR FIVE YEARS

Paul F. DuBois*	1240
Blanks	472
All others	3

LIBRARY TRUSTEE FOR THREE YEARS

Kenneth W. Nelson*	1263
Blanks	448
All others	4

PLANNING BOARD TWO MEMBERS FOR THREE YEARS

Francis A. Fitzpatrick*	1174
Arthur A. Spruch*	1077
Blanks	1170
All others	9

RECREATION COMMISSION TWO MEMBERS FOR THREE YEARS

Todd P. Chisholm*	886
Craig S. Koch	800
David M. Pimental*	1005
Blanks	734
All others	5

NORFOLK SCHOOL COMMITTEE MEMBER FOR THREE YEARS

Maureen D. Howard* 1345
Blanks 365
All others 5

WATER COMMISSIONER FOR THREE YEARS

Lawrence J. Kennedy* 1255
Blanks 455
All others 5

*Declared elected

QUESTION 1

Shall the Town of Norfolk accept Sections 3 through 7, inclusive, of Chapter 44B of the Massachusetts General Laws (the "Community Preservation Act"), as proposed by a petition signed by at least five (5%) percent of the registered voters of the Town of Norfolk, a summary of which appears below?

SUMMARY

If passed, the Act will take effect beginning July 1, 2001.

Sections 3 through 7 of Chapter 44 B of the General Laws of Massachusetts, also know as the Community Preservation Act, establish a dedicated funding source to (1) acquire open space, which includes land for park and recreational uses and the protection of public drinking water well fields, aquifers and recharge areas, wetlands, farm land, forests, marshes, beaches, scenic areas, wildlife preserves and other conservation areas, (2) acquire and restore historic buildings and sites, and (3) create affordable housing. In the Town of Norfolk, the funding source for these community preservation purposes will be a surcharge of three percent (3%) on the annual property tax assessed on real property and annual distributions made by the state from a trust fund created by the Act. If approved, the following will be exempt from the surcharge: (1) property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town, as defined in Section 2 of said Act; (2) \$100,000 of the value of each taxable parcel of residential property. A taxpayer receiving a regular property tax abatement or exemption will also receive a pro rata reduction in the surcharge.

A Community Preservation Committee will be established by bylaw to study community preservation resources, possibilities and needs to make annual recommendations to the town meeting on spending the funds. At least 10% of the funds for each fiscal year will be spent or reserved for later spending on each of the Act's three community preservation purposes; (1) open space (excluding land for recreational use), (2) historic resources and (3) affordable housing. All expenditures will be subject to an annual audit.

Norfolk Records

Annual Town Meeting May 5, 2001

Pursuant to a warrant dated March 19, 2001, signed by Joyce E. Terrio, John J. McFeeley and R. William Perron, 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 Saturday, May 5, 2001, at 9:00 AM in the morning, there and then to act on the following articles. The meeting was called to order at 9:20 AM by Moderator Frank J. Gross who introduced the Town Clerk, the members of the Board of Selectmen and the Advisory Board Chairman, who introduced the members of the Board. There were 226 registered voters in attendance. Sworn as counters were James Martin, Paul Muliero and Dorothy Strohl.

The National Anthem was played by George Clinton of Norfolk and Charles Stacy of Wrentham.

Mr. Gross announced that the Lions Club would be sponsoring Norfolk Community Day on Saturday, June 16, 2001 at the Holmes Transportation Complex. Mr. Gross mentioned that the Council on Aging would be providing lunch at the Town Meeting break in the cafeteria.

At this time, John J. McFeeley, Chairman of the Board of Selectmen, read a proclamation honoring Frank Gross' twenty-five years of service to the Town of Norfolk.

**TOWN OF NORFOLK
BOARD OF SELECTMEN**

~PROCLAMATION~

WHEREAS: Frank J. Gross has been a resident of Norfolk for Thirty-Six years and

WHEREAS: Frank J. Gross has been an important part of the Norfolk community for all of these years,
and

WHEREAS: Frank J. Gross has served the children of Norfolk for Twenty One years as a member of the Norfolk Elementary School Committee and

WHEREAS: Frank J. Gross has been Chairman of the Norfolk Elementary School Committee for Twenty years and

WHEREAS: Frank J. Gross has been a member of the King Philip Regional School Committee and

WHEREAS: Frank J. Gross has served as a member of the Norfolk Cemetery Commission for Twenty Eight years, and most importantly

WHEREAS: Frank J. Gross is now beginning his Twenty Fifth year as our Town Moderator and our Norfolk community benefited from his leadership for all of these years, and

NOW THEREFORE: We, the Norfolk Board of Selectmen, do hereby proclaim

Fiscal Year 2002
AS
FRANK J. GROSS
Silver Anniversary Year
IN
NORFOLK

AND WE ENCOURAGE ALL CITIZENS OF OUR COMMUNITY TO PARTICIPATE IN THIS OBSERVANCE.

In witness thereof: Dated May 5, 2001

John J. McFeeley
R. William Perron
Joyce E. Terrio

A surprised Moderator Gross accepted the Proclamation and expressed his sincere thanks to the Board of Selectmen and ultimately to his lovely wife Carol.

A motion made by the Town Clerk and seconded to waive the reading of the Warrant and the Return on the Warrant passed unanimously.

Moderator Gross called Frances Holman to the stage and presented to her a Resolution from the State Legislature in honor of Mrs. Holman's thirty-five years of service to the Town of Norfolk as a member of the Board of Library Trustees. Mrs. Holman expressed her gratitude and her joy at being able to participate for so many years as a volunteer for the town she loves.

ARTICLE 1

Article 1 was the Annual Election of town officers, which took place on Tuesday, May 1, 2001.

ARTICLE 2

The Advisory Board recommended and the Town voted unanimously to amend the Norfolk Personnel Bylaws by adding to the Classification Schedule the following:

SECTION IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN
C. Classification Schedule
Administrative/Clerical
Clerk, Planning Board Grade 6

ARTICLE 3

The Advisory Board recommended and the Town voted unanimously to Indefinitely Postpone Article 3.

"To see if the Town will vote to add the duties and functions of the previously approved Personnel Administrator position to the duties and responsibilities of the Town Administrator; or take any other action relative thereto."

ARTICLE 4

The Advisory Board recommended and the Town voted unanimously 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 Town board or committee to employ for additional salary or compensation any of its members and to fix the salary or compensation thereof for the fiscal year commencing on July 1, 2001: Moderator - \$1.00. Selectmen - 3 members at \$200.00 each - \$600.00, Assessors - 3 members at \$200.00 each - \$600.00, Planning Board - 5 members at \$200.00 each - \$1000.00, Board of Health - 3 members at \$200.00 each - \$600.00, Water Commissioners - 3 members at \$200.00 each - \$600.00 and Town Clerk - \$44,000.00; and further, the Advisory Board recommended and the Town voted unanimously to raise and appropriate \$18,979,044.00, transfer \$128,611.00 from Ambulance Receipts Reserved for Appropriation, transfer \$15,000.00 from Cemetery Sale of Lots Receipts Reserved/Cemetery Perpetual Care, transfer \$40,000.00 from Overlay Reserve, transfer \$298,363.00 from Water Revenue, transfer \$90,000 from Water Retained Earnings (betterment revenue), transfer \$37,461.00 from Additional Lottery Aid, transfer \$15,000.00 from Workers Compensation Trust, transfer \$26,500.00 from COPS Fast Universal Hiring Grant, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing July 1, 2001.

The Moderator explained the procedure to be followed for consideration of the Omnibus Budget. The Budget would be read in its entirety. 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.

MAY 2001 TOWN MEETING OMNIBUS BUDGET	FY 01 Appropriation	FY 02 Departmental Request	FY 02 Recommended
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GENERAL GOVERNMENT

Moderator			
Salary	\$1	\$1	\$1
Expense	\$265	\$210	\$210
Total	\$266	\$211	\$211
Selectmen			
Salary	\$118,170	\$201,369	\$152,695
Expense	\$25,390	\$28,750	\$28,750
Commite Funds	\$1	\$1	\$1
Total	\$143,561	\$230,120	\$181,446
Advisory Board			
Salary	\$4,008	\$4,128	\$4,828
Expense	\$6,150	\$6,150	\$6,150
Reserve Fund	\$40,000	\$40,000	\$40,000
Total	\$50,158	\$50,278	\$50,978
Municipal Finance			
Salary	\$356,467	\$352,857	\$352,857
Expense	\$65,270	\$69,597	\$69,597
Audit	\$10,500	\$12,500	\$12,500
Total	\$432,237	\$434,954	\$434,954
Board of Assessors			
Salary	\$600	\$600	\$600
Expense	\$1,500	\$1,500	\$1,500
Total	\$2,100	\$2,100	\$2,100
Town Counsel			
Legal Fees	\$36,000	\$36,000	\$36,000
Retainer Fees	\$19,200	\$19,200	\$19,200
Total	\$55,200	\$55,200	\$55,200
Personnel Board			
Salary	\$2,437	\$3,764	\$3,806
Expense	\$1,600	\$1,600	\$1,600
Total	\$4,037	\$5,364	\$5,406
Information Technology Coordinator			
Salary	\$16,146	\$100	\$100
Expense	\$5,861	\$22,597	\$20,597
Total	\$22,007	\$22,697	\$20,697
Computer Committee			
Expense	\$100	\$100	\$100
Total	\$100	\$100	\$100
Tax Title/Foreclosure			
Expense	\$20,000	\$21,000	\$20,000
Total	\$20,000	\$21,000	\$20,000
Town Hall Operations			
Expense	\$101,750	\$106,150	\$106,150
Total	\$101,750	\$106,150	\$106,150
Town Clerk			
Salary	\$56,548	\$78,361	\$61,522
Expense	\$3,300	\$5,555	\$4,700
Total	\$59,848	\$83,916	\$66,222
Elections			
Salary	\$6,690	\$2,230	\$2,230
Expense	\$8,050	\$4,339	\$4,339
Total	\$14,740	\$6,569	\$6,569

MAY 2001 TOWN MEETING OMNIBUS BUDGET	FY 01 Appropriation	FY 02 Departmental Request	FY 02 Recommended
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Voter Registration			
Salary	\$750	\$750	\$750
Expense	\$7,800	\$8,650	\$8,650
Total	\$8,550	\$9,400	\$9,400
Conservation			
Salary(invded temp clk from BoS)	\$18,068	\$31,423	\$21,572
Expense	\$4,250	\$4,400	\$4,400
Total	\$22,318	\$35,823	\$25,972
Planning Board			
Salary	\$37,504	\$47,356	\$46,871
Expense	\$42,300	\$42,500	\$39,500
Total	\$79,804	\$89,856	\$86,371
Zoning Board of Appeals			
Salary	\$19,097	\$22,112	\$19,647
Expense	\$1,711	\$2,111	\$2,111
Total	\$20,808	\$24,223	\$21,758
Engineering			
Expense	\$950	\$950	\$950
Total	\$950	\$950	\$950
Permanent Building Committee			
Salary	\$6,893	\$7,155	\$7,155
Expense	\$650	\$650	\$650
Total	\$7,543	\$7,805	\$7,805
Building/Liability Insurance			
Expense	\$125,000	\$149,500	\$125,000
Total	\$125,000	\$149,500	\$125,000
Town Reports			
Expense	\$5,225	\$5,400	\$5,400
Total	\$5,225	\$5,400	\$5,400
Total General Government	\$1,176,202	\$1,341,616	\$1,232,689

PUBLIC SAFETY

Police			
Salary	\$1,147,634	\$1,207,572	\$1,207,572
Expense	\$89,052	\$89,052	\$89,052
Total	\$1,236,686	\$1,296,624	\$1,296,624
Fire			
Salary	\$384,945	\$528,320	\$440,346
Expense	\$43,670	\$51,424	\$44,500
Total	\$428,615	\$579,744	\$484,846
Ambulance			
Salary	\$50,150	\$71,151	\$62,151
Expense	\$8,000	\$11,000	\$11,000
Tuition & Training	\$23,500	\$20,250	\$20,250
Total	\$81,650	\$102,401	\$93,401
Building Department			
Salary	\$131,103	\$157,374	\$142,491
Expense	\$4,625	\$5,935	\$4,935
Total	\$135,728	\$163,309	\$147,426

**MAY 2001 TOWN MEETING
OMNIBUS BUDGET**

	FY 01 Appropriation	FY 02 Departmental Request	FY 02 Recommended
Weights & Measures			
Salary	\$551	\$568	\$568
Expense	\$31	\$31	\$31
Total	\$582	\$599	\$599
Emergency Management			
Salary	\$600	\$618	\$618
Expense	\$1,900	\$1,950	\$1,950
Total	\$2,500	\$2,568	\$2,568
Animal Inspector			
Salary	\$1,919	\$1,977	\$1,977
Expense	\$100	\$100	\$100
Total	\$2,019	\$2,077	\$2,077
Animal Control			
Salary	\$12,402	\$12,775	\$12,775
Expense	\$2,500	\$2,785	\$2,785
Total	\$14,902	\$15,560	\$15,560
Tree Warden			
Salary	\$2,750	\$5,235	\$2,826
Expense	\$22,810	\$23,492	\$23,492
Shade Tree Salary	\$0	\$0	\$0
Shade Tree Expense	\$1,500	\$2,500	\$1,500
Total	\$27,060	\$31,227	\$27,818
Fire/Police Communication			
Salary	\$171,823	\$177,214	\$177,214
Expense	\$4,900	\$4,900	\$4,900
Total	\$176,723	\$182,114	\$182,114
Fire/Police Station			
Expense	\$40,735	\$41,735	\$41,735
Total	\$40,735	\$41,735	\$41,735
TOTAL PUBLIC SAFETY	\$2,147,200	\$2,417,958	\$2,294,768
EDUCATION			
Norfolk Elementary	\$7,607,358	\$8,213,381	\$8,065,823
King Philip Regional	\$3,093,575	\$3,302,088	\$3,216,999
Tri-County Regional	\$164,281	\$164,547	\$164,547
TOTAL EDUATION	\$10,865,214	\$11,680,016	\$11,447,369
PUBLIC WORKS			
Highway			
Salary	\$376,613	\$389,979	\$386,599
Expense	\$152,086	\$514,944	\$162,672
Special Projects	\$58,736		
Total	\$587,435	\$904,923	\$549,271
Town Vehicle Fuel			
Expense	\$46,445	\$46,969	\$46,969
Total	\$46,445	\$46,969	\$46,969
Snow & Ice			
Expense	\$108,000	\$123,777	\$123,647
Total	\$108,000	\$123,777	\$123,647

MAY 2001 TOWN MEETING OMNIBUS BUDGET	FY 01 Appropriation	FY 02 Departmental Request	FY 02 Recommended
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Grounds Maintenance			
Salary	\$73,969	\$92,984	\$92,984
Expense	\$29,770	\$31,318	\$9,561
Total	\$103,739	\$124,302	\$102,545
Transfer Station			
Salary	\$102,891	\$112,527	\$137,238
Expense	\$129,205	\$136,189	\$136,189
Total	\$232,096	\$248,716	\$273,427
Landfill			
Expense	\$61,811	\$67,556	\$67,556
Total	\$61,811	\$67,556	\$67,556
Septage Assessment			
Expense	\$2,300	\$2,300	\$2,300
Total	\$2,300	\$2,300	\$2,300
Cemetery Commission			
Salary	\$18,352	\$24,276	\$24,276
Expense	\$7,340	\$10,017	\$10,017
Total	\$25,692	\$34,293	\$34,293
Custodian of Veterans Grave			
Salary	\$663	\$663	\$663
Expense	\$2,233	\$1,625	\$1,625
Total	\$2,896	\$2,288	\$2,288
Streetlighting			
Expense	\$29,900	\$34,700	\$34,700
Total	\$29,900	\$34,700	\$34,700
TOTAL PUBLIC WORKS	\$1,200,314	\$1,589,824	\$1,236,996
HUMAN SERVICES			
Board of Health			
Salary	\$38,655	\$40,298	\$40,298
Expense	\$37,407	\$41,293	\$38,428
Total	\$76,062	\$81,591	\$78,726
Special Programs			
May Mental Health	\$6,650	\$6,650	\$6,650
SNCARC	\$4,025	\$4,025	\$4,025
Total	\$10,675	\$10,675	\$10,675
Council on Aging			
Salary	\$65,987	\$78,513	\$78,513
Expense (reduced sr prog)	\$15,156	\$45,815	\$37,975
Total	\$81,143	\$124,328	\$116,488
Veteran's Services			
Salary	\$3,243	\$3,341	\$3,341
Expense	\$1,146	\$1,146	\$1,146
Total	\$4,389	\$4,487	\$4,487
TOTAL HUMAN SERVICES	\$172,269	\$221,081	\$210,376

MAY 2001 TOWN MEETING OMNIBUS BUDGET	FY 01 Appropriation	FY 02 Departmental Request	FY 02 Recommended
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CULTURE & RECREATION

Library			
Salary	\$235,470	\$252,708	\$242,793
Expense	\$100,301	\$111,854	\$107,794
Total	\$335,771	\$364,562	\$350,587
Recreation			
Salary	\$42,872	\$44,936	\$44,936
Expense	\$4,485	\$4,235	\$4,235
Total	\$47,357	\$49,171	\$49,171
Historical Commission			
Expense	\$323	\$323	\$323
Total	\$323	\$323	\$323
Memorial Day			
Expense	\$525	\$525	\$525
Total	\$525	\$525	\$525
TOTAL CULTURE & RECREATION	\$383,976	\$414,581	\$400,606
DEBT SERVICE	\$1,588,487	\$1,589,973	\$1,635,127
EMPLOYEE BENEFITS	\$1,086,556	\$1,174,048	\$1,172,048
TOTAL OPERATING BUDGET	\$18,620,218	\$20,429,097	\$19,629,979

For Information Purposes Only

Allowance for Abatements & Exemptions	\$98,872	\$85,000	\$85,000
State Assessments/Offsets/Scl Choice	\$370,493	\$374,771	\$374,771
Grand Total	\$19,089,583	\$20,888,868	\$20,089,750
Funded Through:			
Taxation			\$12,043,343
Exempt Debt - taxation			\$385,641
General Operating Override			\$0
SBAB Reimbursement			\$561,475
Water Supported Debt			\$388,363
Local Estimated Receipts			\$2,028,807
State Revenue			\$4,419,549
Additional Lottery Aid			\$37,461
Overlay Reserve			\$40,000
COPS Fast/Universal Hiring Grant			\$26,500
Workers Comp Trust - Interest			\$15,000
Ambulance Receipts Reserved			\$128,611
Cemetery Lot Sales/Perpetual Care			\$15,000
Total Revenues			\$20,089,750
		Surplus	\$0

MAY 2001 TOWN MEETING OMNIBUS BUDGET	FY 01 Appropriation	FY 02 Departmental Request	FY 02 Recommended
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Water Department

Salaries	\$183,227	\$188,634	\$188,634
General Operating Expenses	\$137,294	\$145,292	\$145,292
Projects	\$32,500	\$32,500	\$32,500
Indirect Costs	\$73,965	\$76,154	\$76,154
Total Water Department	\$426,986	\$442,580	\$442,580
Debt (funded in Omnibus Budget through water revenues/retained earnings)			\$388,363
Grand Total Water Department			\$830,943

Funding Source:

Retained Earnings	\$90,000
Water Revenue	\$740,943

ARTICLE 5

The Advisory Board recommended and the Town voted to raise and appropriate \$442,580.00 from water revenues, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing July 1, 2001:

May 2001 Town Meeting Omnibus Budget	FY 01 Appropriation	FY 02 Departmental Request	FY 02 Recommended
WATER DEPARTMENT			
Salaries	\$183,227	\$188,634	\$188,634
General Operating Expenses	\$137,294	\$145,292	\$145,292
Projects	\$ 32,500	\$ 32,500	\$ 32,500
Indirect Costs	\$ 73,965	\$ 76,154	\$ 76,154
Total Water Department	\$426,986	\$442,580	\$442,580
Debt (funded in Omnibus Budget through water revenues)			\$388,363
Grand Total Water Department			\$830,943

ARTICLE 6

The Advisory Board recommended and the Town voted to indefinitely postpone this Article and request the Board of Selectmen put this Article on the Warrant for the Special Town Meeting of June 18, 2001.

ARTICLE 7

The Advisory Board recommended and the Town voted unanimously to appropriate the sum of \$228,000 and to meet such appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow a sum of \$228,000, pursuant to Massachusetts General Laws, Chapter 44, Section 8 (subparagraph 5) of the General Laws or any other enabling authority and issue bonds or notes of the town to be paid for from Water Department receipts, therefore. Said money to be used by the Water Department for the center of town Revitalization Project in conjunction with Article 5 of the November, 1996 Fall Town Meeting. Water Department Revenues will cover all costs associated with this borrowing.

ARTICLE 8

The Advisory Board recommended and the Town voted to transfer from Free Cash \$26,000 to fund a Study of the Town of Norfolk Personnel Bylaw Classification and Compensation Schedules.

ARTICLE 9

The Advisory Board recommended and the Town voted to indefinitely postpone this Article and request the Board of Selectmen put this Article on the Warrant for the Special Town Meeting of June 18, 2001

At this time (12:00 noon) a motion was made and seconded to adjourn to 1:30PM to take action on the articles yet to be acted upon.

The Moderator reconvened the meeting at 1:30PM. There were 187 voters in attendance.

ARTICLE 10

Selectman R. William Perron made a substitute motion to see if the Town will vote to utilize the three adjacent parcels of land described as the old town hall property, as shown on Assessors Map 14, Block 56, Lot 33; the old town pond property, as shown on Assessors Map 14, Block 56, Lot 34, and the Robert Foss Memorial Park, as show on Assessors Map 14, Block 56, Lot 32, for the purpose of relocating the Norfolk MBTA train station and to petition the State Legislature, if necessary. Motion is not a vote.

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 10 as stated above.

ARTICLE 11

The Advisory Board recommended and the Town voted in favor to approve the \$71,637,742 indebtedness authorized by the Regional District School Committee of the King Philip Regional School District on April 10, 2001, for the construction, original equipping and furnishing of a new high school, including remodeling and renovations to a portion of the existing high school to be used in conjunction with the new high school, and for the construction of an addition to and remodeling and renovations to the existing middle school, including equipment and furnishings related thereto; provided, however, that this approval shall not take affect until the Town votes to exempt from the limitation on total taxes imposed by G.L. Chapter 59, Section 21C (Proposition 21/2) amounts required to pay for the Town's share of the principal and interest on the borrowing authorized by the District.

A motion was made and seconded to reconsider Article 11. Motion to reconsider was lost.

ARTICLES 12, 13 and 14

The Advisory Board recommended and the Town voted unanimously to indefinitely postpone these Articles and request the Board of Selectmen put these Articles on the Warrant for the Special Town Meeting of June 18, 2001.

ARTICLE 15

The Advisory Board recommended and the Town voted to approve the renovation and expansion of the Norfolk Public Library.

A motion was made and seconded to reconsider Article 15. Motion to reconsider was lost.

ARTICLES 16, 17 AND 18

The Advisory Board recommended and the Town voted unanimously to indefinitely postpone these Articles and request the Board of Selectmen put these Articles on the Warrant for the Special Town Meeting of June 18, 2001.

ARTICLE 19

The Advisory Board recommended and the Town voted in favor to raise and appropriate, contingent on a referendum vote under G.L. Chapter 59, Section 21C, \$300,000 to be used for road repairs as outlined in the Street Inventory Report prepared for the Town of Norfolk and dated February 2001. (See report at the end of this document.)

ARTICLE 20

The Advisory Board recommended and the Town voted unanimously to indefinitely postpone this Article and request the Board of Selectmen put this Article on the Warrant for the Special Town Meeting of June 18, 2001.

ARTICLE 21

Committee reports were presented by Paul Guertin of the Norfolk Community Television and Judy Warren of the School Building needs assessment Task Force.

A motion was made and seconded to adjourn the meeting to Monday, May 7, 2001 at 7:30PM at the King Philip High School. Meeting adjourned at 4:10PM

The Moderator reconvened the meeting on Monday, May 7, 2001 at 7:44PM. Sworn as counters were Paul Muliero, Dorothy Strohl and James Martin.

ARTICLE 21 (CONTINUED)

Reports were presented by Mr. Sebastiani from the Road Safety Committee, and Georgia Jones, Chairman of the Council on Aging.

ARTICLE 22

The Advisory Board recommended and the Town voted unanimously to abandon and discontinue Toils End Road as it pertains to 39 Maple Street, Lot 2, as shown on Plan #299 of 1997 in Plan Book 447 at the Norfolk Registry of Deeds, to the extent such road may have ever been a town way, and to disclaim any interest therein.

ARTICLE 23

Mrs. Helen Cleary made a substitute motion to amend the Zoning Bylaws by deleting Section F.4.b.2. in its entirety, and insert a new Section F.4.b.2. as follows: If a non conforming structure has been destroyed or damaged by fire, flood, earthquake or other catastrophe, such building may be rebuilt or restored subject to the granting of a building permit; provided such rebuilding and restoring shall be completed within 12 months of the issuance of a building permit and the structure as rebuilt or restored shall not be in greater non conformity than before. Substitute motion was lost.

The Advisory Board recommended and the Town voted to indefinitely postpone Article 23.

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 petition the State Legislature to enact the following Recall Procedure; or take any other action relative thereto.

An Act Providing for Recall Elections in the Town of Norfolk

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. A holder of an elected office in the Town of Norfolk may be recalled therefrom by the registered voters of said town as herein provided, except that the maximum number of members of a board that may be recalled is a majority.

Section 2. Any two hundred registered voters of the Town of Norfolk may initiate a recall petition by filing with the Town Clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds for recall. At least sixty-six names of registered voters shall be from each of the voting precincts into which said town is divided. Said Town Clerk shall thereupon deliver to said voters making such affidavit, a sufficient number of copies of petition blanks demanding such recall, a supply of which shall be kept on hand. Such blanks shall be issued by the Town Clerk, with his/her signature and official seal attached thereto. Further, such blanks shall be dated, shall be addressed to the Selectmen of said town and shall contain the names of all persons to whom they are issued, the name of the person whose recall is sought and the grounds of recall as stated in the affidavit and shall demand the election of a successor to said office. A copy of the affidavit shall be entered in a record book to be kept in the office of said Town Clerk. Said recall petition shall be returned and filed with the Town Clerk within twenty days after the filing of the affidavit and shall be signed by at least fifteen percent of the registered of said town, who shall add to their signatures their place of residence, including their street, number and precinct; provided; however, that not more than thirty-three and one third percent of the total number shall be from any one precinct.

The Town Clerk shall, within twenty-four hours of receipt thereof, submit the signed petition to the Registrars of Voters in the town and said registrars shall, within five working days, certify thereon the number of signatures which are names of registered voters of the town.

Section 3. If the petition shall be found and certified by the Town Clerk to be sufficient, said Town Clerk shall submit the same with his certificate to the Selectmen within five working days, give written notice of receipt of the certificate to the officer sought to be recalled and shall, if the officer does not resign within five days thereafter, order an election to be held on a date fixed by them not less than sixty-five nor more than ninety days after the date of the Town Clerk's certificate that a sufficient petition has been filed; provided, however, that if any other town election is to occur within one hundred days after the date of the certificate the Selectmen shall postpone the holding of the recall election to the date of such other election. No person shall be subject to recall if his term of office expires within ninety days of this certificate. If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.

Section 4. An officer sought to be removed may be a candidate to succeed himself and, unless such officer requests otherwise in writing, the Town Clerk shall place his name on the ballot without nomination. The nomination of other candidates, the publication of the warrant for the removal election and the conduct of same, shall be in accordance with the provisions of law relative to elections unless otherwise provided herein.

Section 5. An incumbent shall continue to perform the duties of the office until a recall election is held. If not recalled, such officer shall continue in office for the remainder of his unexpired term subject to recall as before, except as provided in this section. If such officer is recalled in the recall election, he shall be deemed removed upon the qualification of his successor, who shall hold office for the remainder of the unexpired term. If a successor fails to qualify within five days after receiving notification of his election, the incumbent shall thereupon be deemed removed and the office vacant.

Section 6. Ballots used in a recall election shall submit the following propositions in the order indicated:

For the recall of (name of officer).
Against the recall of (name of officer).

Immediately at the right of each proposition there shall be an oval in which a voter, by filling in the oval, may vote for either of said propositions. Under the propositions shall appear the word "Candidates", the directions to the voters required by Section forty-two of Chapter fifty-four of the General Laws and, beneath this, the names of candidates nominated in accordance with the provisions of law relating to elections. If two-thirds of the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be declared. If more than one-third of the votes on the question are in the negative, the ballots for candidates need not be counted.

Section 7. No recall petition shall be filed against an officer within ninety days after he takes office nor, in the case of an officer subjected to a recall election and not recalled thereby, until at least ninety days after the election at which his recall was submitted to the voters.

Section 8. No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against him shall be appointed to town office within one year after such recall or such resignation.

Section 9. This act shall take effect upon its passage."

ARTICLE 25

The Advisory Board recommended and the Town voted in favor of indefinite postponement of Article 25.

"To see if the Town will vote to petition the State Legislature to enact the following Recall Procedure; or take any other action relative thereto.

AN ACT PROVIDING FOR RECALL ELECTIONS IN THE TOWN OF NORFOLK.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Any holder of an elected office in the Town of Norfolk may be recalled therefrom by the qualified voters of said town as provided in this act for any of the following reasons: lack of fitness; neglect of duties; corruption; misfeasance or violation of oath. Exercising discretion in voting or acting on matters before such office holder shall not constitute a reason for recall.

SECTION 2. Any 200 registered voters of the Town of Norfolk may file with the Town Clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds for such recall. At least 66 names of registered voters shall be from each of the voting precincts into which said town is divided. Upon certification of the required signatures, said Clerk shall thereupon deliver to the first named voter on the affidavit copies of petition blanks addressed to the board of selectmen demanding such recall, copies of which printed forms he shall keep available. Said blanks shall be issued by said Clerk with his signature and official seal attached thereto. They shall be dated, shall contain the names of all persons to whom they are issued, the name of the person whose recall is sought and the grounds of recall as stated in the affidavit and shall demand the election of a successor to such office. A copy of the petition shall be entered in a record book to be kept in the office of said Clerk. The recall petition shall be returned and filed with said Clerk within 30 days after the filing of the affidavit and shall have been signed by at least 25 per cent of the registered voters of the town as of the date such affidavit was filed with said Clerk. To every signature shall be added the place of residence of the signer, giving the street and number, if any. Said Clerk shall, within 72 hours of receipt thereof, submit the petition to the registrars of

voters in the town, and said registrars shall forthwith certify thereon the number of signatures which are names of registered voters of the town.

SECTION 3. If the petition shall be found and certified by the Town Clerk to be sufficient, he shall submit the same with his certificate to the board of selectmen without delay and said board shall forthwith give written notice of the receipt of the certificate to the officer sought to be recalled. If such officer does not resign within five days thereafter, said board shall order an election to be held on a date fixed by them not less than 65 nor more than 90 days after the date of said Clerk's certificate that a sufficient petition has been filed; provided, however, that if any other town election is scheduled to occur within 120 days after the date of the certificate, said board shall postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.

SECTION 4. Any officer sought to be removed may be a candidate to succeed himself and, unless he requests otherwise in writing, the Town Clerk shall place his name on the ballot without nomination. The nomination of other candidates, the publication of the warrant for the recall election and the conduct of the same shall all be in accordance with the provisions of law relating to elections, unless otherwise provided in this act.

SECTION 5. The incumbent shall continue to perform the duties of his office until the recall election. If he is not recalled, he shall continue in office for the remainder of his unexpired term, subject to recall as before, except as provided in section 7. If he is recalled, he shall be deemed removed upon the qualifications of his successor, who shall hold office during the unexpired term. If the successor fails to qualify within five days after receiving notification of his election, the incumbent shall thereupon be deemed removed and the office vacant.

SECTION 6. Ballots used in a recall election shall submit the following propositions in the order indicated:

For the recall of (name of officer)

Against the recall of (name of officer)

Immediately at the right of each proposition there shall be a square in which the voter, by making a cross mark (x), may vote for either of said propositions. Under the proposition shall appear the word "Candidates" and the directions to voters required by section 42 of chapter 54 of the General Laws and, beneath this, the names of candidates nominated as herein before provided. If two-thirds of the votes cast upon the question of recall is in the affirmative, then the candidate receiving the highest number of votes shall be declared elected. If more than one-third of the votes cast on the question is in the negative, then the ballots for candidates need not be counted. If fewer than 25 per cent of the registered voters of the town participate in the election, no votes need be counted and the election shall be deemed to have determined that the incumbent should not be recalled.

SECTION 7. No recall petition shall be filed against an officer within six months after he takes office, nor the last six months of his term, nor in the case of an officer subjected to a recall election and not recalled thereby, until at least six months after the election at which his recall was submitted to the voters of the town has elapsed.

SECTION 8. No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against him shall be appointed to any town office within two years after such recall or resignation.

SECTION 9. This act shall take effect upon its passage."

ARTICLE 26

Since there were no unpaid bills from the prior year, the Advisory Board recommended and the Town voted unanimously in favor of indefinite postponement of Article 26.

ARTICLE 27

The Advisory Board recommended and the Town voted to transfer the following funds:

From:	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
	01.5154.1100	MIS salaries	10,500.00
	01.5154.1101	MIS salaries encumbered	103.95
	01.5159.4011	Town Hall encumbered	146.50
	01.5161.4011	Town Clerk encumbered	450.00
	01.5171.4011	ConCom encumbered	895.50
	01.5189.1101	PBC salary encumbered	71.34
	01.5120.1101	Police salaries encumbered	13,839.50
	01.5210.4011	Police expense encumbered	29.16
	01.5291.4011	Emergency mgmt encumbered	72.30
	01.5420.1100	Highway salaries	5,074.53
	01.5420.1101	Highway salary encumbered	31.32
	01.5420.4011	Highway expenses encumbered	321.24
	01.5424.4011	Grounds maintenance encumbered	572.91
	01.5431.4011	Transfer station encumbered	1,728.88
	01.5431.4800	Transfer station fuel & utilities	3,700.00
	01.5432.4011	Landfill encumbered	69.60
	01.5495.4811	Streetlights encumbered	131.94
	01.5241.4010	Building Dept. salary	500.00
	01.5132.4010	Finance expense	3,000.00
	01.5220.8576	Fire Communication system	337.72
	01.5220.8702	Fire ventilation saws	46.61
	01.5299.8542	External defibrillators	25.00
	01.5610.8753	Library roof	9,286.26
	01.5913.1730	Longevity	3,409.95
	01.5913.1740	Unemployment	1,633.77
		Free Cash	187,483.00
		Snow Revolving account	8,810.50
	25.5450.1100	Water Dept. salaries	5,000.00
	25.5450.4050	Water Dept. indirect costs	5,000.00
		Total	<u>262,271.48</u>

To:	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
	01.5132.1100	Finance salaries	2,200.00
	01.5122.1100	Selectmen salaries	3,500.00
	01.5122.4010	Selectmen expense	5,500.00
	01.5162.4027	Special election	6,000.00
	01.5241.4010	Building Dept. expense	500.00
	01.5210.1100	Police salaries	10,000.00
	01.5151.3890	Town Counsel retainer	7,400.00
	01.5151.3090	Town Counsel Legal fees	3,500.00
	01.5163.4010	Voter Registration expense	1,350.00
	01.5420.3060	Highway engineering	10,000.00
	01.5423.4010	Snow and Ice	196,293.00
	01.5431.4222	Transfer station trash removal fees	1,798.48
	01.5432.3065	landfill engineering	3,700.00
	01.5440.7110	sewerage-Charles River	530.00
	25.5450.4010	Water Dept. expense	<u>10,000.00</u>

ARTICLE 28

The Advisory Board recommended and the town voted pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2, to authorize the use of a revolving fund for the purpose of paying expenses related to the collection of parking ticket violations; said fund to be credited with receipts collected not to exceed \$1,000 in fiscal year 2002, under the direction of the Board of Selectmen.

ARTICLE 29

The Advisory Board recommended and the town voted to authorize the Board of Selectmen to enter into contracts for the expenditure of Chapter 90 funds allocated by the Commonwealth of Massachusetts 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 30

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

ARTICLE 31

The Advisory Board recommended and the Town voted that the Town of Norfolk accept all State and Federal Grants and reimbursements for the Water Department which do not require matching funds from the Town or any representative or agency thereof, and will not obligate or encumber any resident of the Town of Norfolk without a town meeting.

ARTICLE 32

The Advisory Board recommended and the Town voted to authorize the use of a revolving fund, pursuant to Massachusetts General Laws, Chapter 55, Section 53E1/2 for the purpose of a Department of Environmental Protection Cross Connection Control Program, said revolving fund shall be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners, such expenditures not to exceed \$5,000.

ARTICLE 33

The Advisory Board recommended and the Town voted 65 YES to 25 NO to appropriate by borrowing under the provisions of MGL Chapter 44, And Chapter 95 of the Acts of 1999, to borrow up to the sum of \$1,160,000 for the purpose of completing work associated with the removal of overhead utilities and the installation of underground utilities in connection with the Norfolk Town Center Revitalization project, provided, however, that no obligation be incurred under this Article until:

The electric and telephone utility companies maintaining overhead lines within the Town have entered into written agreements with the Town under Chapter 95 of the Acts of 1999 providing for the imposition of a two percent surcharge on all charges assessed by those companies within the Town of Norfolk, with said surcharges to be sufficient to cover the Town's principal and interest payments and borrowing costs, and to be paid over to the Town of Norfolk on a monthly basis.

A motion to reconsider article 33 failed.

ARTICLE 34

The Advisory Board recommended and the Town voted pursuant to MGL Chapter 44, Section 53E1/2, to authorized 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 and 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 \$20,000 in fiscal year 2002.

ARTICLE 35

The Advisory Board recommended and the Town voted unanimously to authorize a Recreational Field Maintenance Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2 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 2002, said fund to be expended under the authority of the Board of Selectmen.

ARTICLE 36

The Advisory Board recommended and the Town voted unanimously to authorize the Board of Selectmen to accept grant funds from the Massachusetts Technology Park Corporation in accordance with Massachusetts General Laws Chapter 40J, Section 4E and to apply or transfer such grant funds to offset fees incurred with the SEMASS Partnership.

ARTICLE 37

The Advisory Board recommended and the Town voted to authorize the Conservation Management Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2, from which to receive and disburse funds to develop and oversee management activities and projects on town-owned conservation land, in an amount not to exceed \$5000 during fiscal year 2002.

ARTICLE 38

The Advisory Board recommended and the Town voted to authorize the Conservation Commission Revolving Fund pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2, 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 2002.

ARTICLE 39

The Advisory Board recommended and the Town voted to reauthorize, pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2, a Planning Board Revolving Fund for receipt of subdivision performance inspection fees, as they may be established by the Planning Board, with the authorization of the Planning Board to expend funds in the account for services, related to the inspection an approval of subdivisions, such payments not to exceed \$40,000 in the aggregate during fiscal year 2002.

ARTICLE 40

The Advisory Board recommended and the Town voted to reauthorize, pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2, 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 2002.

ARTICLE 41

The Advisory Board recommended and the Town voted to reauthorize pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2, 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 \$500,000 in the aggregate during fiscal year 2002.

ARTICLE 42

The Advisory Board recommended and the Town voted to authorize, pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2, a Planning Board revolving Fund for receipt of funds required by the Planning Board relative to the cleaning and maintenance of unaccepted subdivision roadways and drainage structures as may be required by the Planning Board for subdivision approvals, such payments not to exceed \$50,000 in the aggregate during fiscal year 2002.

ARTICLE 43

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 44

The Advisory Board recommended and the Town voted unanimously to reaffirm its vote under Article 25 of the Town Meeting of October 28, 2000 to accept as a gift of land, or take by eminent domain pursuant to Massachusetts General Laws Chapter 79, and further to accept as a public way, Cress Brook Road, a distance of 492.15+/- feet from Medway Street to the end of the cul-de-sac, together with the utility, sight line, sidewalk, future through roadway, tree planting and drainage easements as laid out by the Board of Selectmen in accordance with the revised acceptance plans consisting of two sheets (Plan and Profile sheet which is dated April 15, 1999 with revisions dated February 15, 2000, June 23, 2000, October 19, 2000, and December 7, 2000, and Easement Plan sheet dated June 23, 2000, revised September 8, 2000, October 19, 2000 and December 7, 2000) drawn by Commonwealth Engineers and Consultants, Inc. of Providence, Rhode Island; the last revisions having been made, and which are hereby accepted, for the purpose of correcting errors in the Plan referenced in the Town's previous acceptance vote.

ARTICLE 45

The Advisory Board recommended and the Town voted unanimously to amend the Town of Norfolk Zoning Bylaws by revising Section F.13. Wireless Communications by adding a new Section F.13.d. and renumbering subsequent sections beginning with the prior existing F.13.d. The new Section F.13.d. will read as follows:

F.13.d. Wireless Communication Facilities, by Special Permit from the Zoning Board of Appeals, may be considered an accessory use to a main use in Wireless Communications Overlay Districts 1, 2 and 3.

ARTICLE 46

The Advisory Board recommended and the Town voted unanimously to amend the Norfolk Zoning Bylaws by amending Section I.4.a.14. Redevelopment by deleting the last sentence of the second paragraph which currently reads: "The Zoning Enforcement Officer may determine that the requirements of I.4.a.8. (Underground Utilities) be waived.", by substituting a new second sentence and adding a new third sentence so that the second paragraph will now read as follows:

"The REDEVELOPMENT special permit applies specifically, but may not be limited to the following portions of Section I, B1 District: I.4.a.4.; I.4.a.5.; I.4.a.6.; I.4.a.7.; I.4.a.8.; I.4.a.15; and I.4.b. in its entirety. During the Site Plan Approval process, the Planning Board may determine that the requirements of Section I.4.a.8. (Underground Utilities) may be waived. In those circumstances where Site Plan Approval is not required, the Zoning Enforcement Officer may make that determination.

ARTICLE 47

The Advisory Board recommended and the Town voted unanimously to amend the Norfolk Zoning Bylaws by amending Section J.4.a.10. by adding at the end of the first paragraph the following two sentences:

"During the Site Plan Approval process, the Planning Board may determine whether the requirements of Section J.4.a.9. (Underground Utilities) may be waived. In those circumstances where Site Plan Approval is not required, the Zoning Enforcement Officer may make that determination.

ARTICLE 48

The Advisory Board recommended and the Town voted unanimously to amend the Norfolk zoning map entitled "Zoning Map, Norfolk, Massachusetts", dated October 23, 2000 as most recently amended to replace the HMPO zoning district with the C6 zoning district and to adopt a new zoning map which was prepared by Judith Nitsch Engineering, Inc. and is dated April 16, 2001, and to revise Section C.2.a. of the zoning bylaws, by deleting the current section and replacing it with a new section to read as follows:

"C.2.a. Said districts are located and bounded as shown on a map entitled "Zoning Map, Norfolk, Massachusetts", dated April 16, 2001 as most recently amended and on file in the office of the Town Clerk. The Zoning Map with all explanatory matter thereon, is hereby made part of this bylaw.

ARTICLE 49

The Advisory Board recommended and the Town voted unanimously to approve Article 49 as printed in the Warrant with the following change to Section L.3.

L.3. District Boundaries

The C-6 District has as its non-road boundaries the Norfolk/Walpole Town Line at its northeast limit, the limits of the current R-3 District denoted by the centerline of the New York/New Haven Railroad rail bed at the southeastern limit, and the C-1 District to the southwest. The district boundaries are more specifically shown on the Norfolk Zoning Map as most recently amended."

Article 49 as printed in the Warrant:

To see if the Town will vote to amend the Norfolk Zoning Bylaw to create the following new Section L, C-6 Residential/Commercial Use District (Route 1A, Dedham Street) and to amend Sections C.1, D.1.e.2, D.1.e.3, D.2, E.1.b, F.7.b, F.7.e, F.9.b, F.12.c.1, F.13, H.1.b, H.1.c.2 & H.1.c.6 as follows:

L.1. Purpose

The Master Plan of the Town of Norfolk has identified the goal of promoting development which can enhance the fiscal stability of the town and provide additional opportunities for employment and services as further described in Parts A and B of the Master Plan. In order to implement these goals, the Town establishes this section for the C-6 Residential/Commercial Use District.

L.2. Local Standards

Section L shall supersede the following sections of the Zoning Bylaw: Section D.1.e. Buffer/Green Belt/Landscaping Requirements in Non-Residential Districts, D.2. (Use Regulation), E.1.b. (Schedule of Dimensional Requirements), E.1.c. (LOT Width, FRONTAGE, Setback Line), E.1.d. (YARD Requirements), E.1.e. (BUILD FACTOR), E.2. (Modifications) except E.2.e. (Visual Corner Clearance), F.4.a. (Alteration and Enlargement), and F.5. (ACCESSORY BUILDINGS) except F.5.e. (MOBILE HOMES). All other sections of the Zoning Bylaw, except where otherwise specifically stated herein, shall apply within the C-6 Residential/Commercial District.

L.3. District Boundaries

The C-6 District has as its non-road boundaries the Norfolk/Walpole Town Line at its eastern limit and the southeastern property line of assessors map 26, parcel 15 along with the southeastern property line of the New York/New Haven/Hartford Railroad at its' southeastern limit. The district boundaries are more specifically shown on the Norfolk Zoning Map as most recently amended.

L.4. Lot and Yard Requirements and Standards

L.4.a. **General C-6 District Requirements:**

L.4.a.1. **PLANNED MULTI-LOT DEVELOPMENT.** PLANNED MULTI-LOT DEVELOPMENT ("PMLD") is the development of not less than 80,000 square feet of land into a formally associated group of LOTS or BUILDING sites as part of a common scheme by Special Permit by the Planning Board so that such LOTS or BUILDING sites need not be self-sustaining and adequate common provisions are made for parking, drainage, septic disposal and other infrastructure needs of the LOTS, BUILDINGS or STRUCTURES so accommodated.

L.4.a.1.A. Membership in a Property Owners Association shall be mandatory for all property owners within a PMLD and shall be made a required covenant in all deeds issued or passed for property in a PMLD.

L.4.a.1.B. The APPLICANT shall prepare Property Owners Association documents for the Property Owners Association(s). The Property Owners Association documents shall require the association to accept title to any Common Property in the PMLD and that all Common Property shall be deeded by the APPLICANT to the Property Owners Association. The Property Owners Association documents shall further provide that every Owner in a PMLD shall be jointly and severally liable for the ongoing maintenance, operation and upkeep of all Common Property, and that the Town shall have the right, but not the obligation, to enforce these responsibilities against any Owner.

L.4.a.1.C. The Property Owners Association documents for a PMLD shall provide voting and use rights, shall provide the Property Owners Association with the authority to acquire a lien upon the property of any of its members in order to secure collection of any amounts due to the Property Owners Association from its members, and may also provide for the charge of dues, levies, or assessments to cover expenses which include, but are not limited to, tax liabilities, maintenance and municipal or State assessments.

L.4.a.1.D. For the purposes of these subsections, "Common Property" shall mean all land areas used in common for septic, drainage, parking or other land uses. In addition, Common Property shall include, without limitation, such personal property as pumps, pump chambers, piping, valves, manholes, culverts, asphalt and other paving materials, and septic tanks as may be used by two or more units or BUILDINGS in a PMLD. Common Property may also include similar personal property such as septic tanks even if not used by more than one unit if such personal property is to be maintained as a part of the common scheme for the PMLD.

L.4.a.2. Complex sites with mixed and residential uses. Where a single site is proposed to have age-restricted residential and/or nonresidential uses, a comprehensive plan must be approved by the Planning Board. This engineered plan must indicate the total circulation concept for both vehicles and pedestrians, the types of uses proposed to be adjacent to the residential uses and the buffer locations between the residential and non-residential uses. The plan must also include a comprehensive design concept that addresses architectural details; the location of buildings in relation to the access road, general open space, local open space adjacent to buildings, pathways/sidewalks, and any non-residential or common recreation or assembly facilities; and streetscape issues such as streetlights, street trees, sidewalks and landscaping.

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

L.4.a.4. Town Water. All new water connections for domestic supply or fire protection shall be connected to the Town water system. [Connection to the Town water system is not required unless the lot upon which the building or development is proposed is located on a public way or dedicated easement that permits a connection to the Town's water system. The public way which fronts such a lot or easement must contain a municipal water main into which such a connection may be made.]

L.4.a.5. Location of Drives and Streets. Major street or site entrances shall not be located within 250 feet of each other. Sites whose uses will generate a single daily peak traffic volumes of 150 vehicles or more must provide a second emergency accessway onto the site. Such access may be for emergency vehicles only and need not be a functioning roadway other than maintained for emergency vehicle usability.

L.4.a.6. Street Trees. Other than as needed for drives and entrances, a 30 foot wide grass strip adjacent and parallel to the FRONTAGE of any LOT On Highway shall be landscaped with high canopy trees in accordance with the Town's subdivision regulations and low-lying plants which will not obstruct sight distances from entry drives. All LOTS or building sites Off Highway shall be landscaped with a 20 foot landscaped area and with STREET trees as required by the Town's subdivision regulations.

On Highway shall be defined to be a LOT or site with FRONTAGE on a public way or STREET. Off Highway shall be defined to be a private access road that is not a public way or street.

L.4.a.7. Building Height. Buildings shall not be more than 45 feet in height.

L.4.a.8. Building Scale. No BUILDING FOOTPRINT, other than Offices, shall exceed 50,000 square feet except by Special Permit by the Zoning Board of Appeals.

L.4.a.9. Utilities. All utilities shall be located underground. All utility outlets, service entrances, transformers and utility services shall generally be centrally clustered in a neat and orderly fashion and shall be located to the rear of BUILDINGS or if at a non-rear location shall be screened from view.

L.4.a.10 Street Lights. The applicant shall be responsible for furnishing and erecting street lights at locations approved by the Planning Board. Street light fixtures and standards shall conform to fixtures and standards as most recently installed in the Town of Norfolk at the time of application. In the alternative, such fixtures and standards may be as approved by the Planning Board as part of a comprehensive plan submitted under L.4.a.2.

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

L.4.b.1. General Requirements

L.4.b.1.A. No Commercial BUILDING, STRUCTURE, use, PARKING AREA, driveway, vehicle circulation area or other vehicle access way shall be located within 50 feet of a residentially occupied BUILDING'S property or LOT line or within 50 feet of a Residential District.

L.4.b.1.B. Any use, except those listed in Section D.1.c. (public, religious, educational, etc.) of this zoning bylaw, FARMER'S MARKETS, Open Space, Village Greens and Squares, shall have a BUILDING with a minimum FOOTPRINT of 1,000 square feet.

L.4.b.1.C. A green belt shall be provided on any commercially used LOT that abuts a Residential District or a LOT with a residentially occupied BUILDING. A green belt shall be provided on any LOT having an ASSISTED LIVING FACILITY. Such green belt shall:

L.4.b.1.C.1. Be located on the LOT along the shared property line.

L.4.b.1.C.2. Have a minimum depth from the shared property line of 50 feet.

L.4.b.1.C.3. Be used for no purpose other than planting and/or sidewalks.

L.4.b.1.C.4. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

In those circumstances where an effective screen of existing plantings already provides an appropriate buffer, the Planning Board has the discretion, during the Site Plan Approval process, to waive strict compliance with Section L.4.b.1.D., provided that the intent of Section L.4.b.1.D. is met. If such a waiver is granted, the Planning Board shall, in its Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the STRUCTURE.

L.4.b.1.D. All YARD setbacks are to be measured from the LOT lines.

L.4.b.1.E. Landscaping Requirements: For each foot of FRONTAGE and each linear foot of private access road, the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT. In those circumstances where an effective screen of existing plantings already provides an appropriate buffer, the Planning Board has the discretion, during the Site Plan Approval process, to waive strict compliance with Section L.4.b.1.C., provided that the intent of Section L.4.b.1.C. is met. If such a waiver is granted, the Planning Board shall, in its Site Plan Approval, require that the green belt be maintained and replanted where necessary to provide an effective screen throughout the life of the site and the STRUCTURE.

L.4.b.2. Highway Oriented Buildings (along Route 1A and Dedham Street)

Lots and Yard Requirements and Standards for On Highway Oriented Buildings				
	Planned Multi-Lot Commercial Development	Commercial	Planned Multi-Lot Residential Development	Residential
Minimum front YARD setback	50 feet	50 feet	50 feet	50 feet
Minimum LOT size	8,000 square feet	30,000 square feet	8,000 square feet	30,000 square feet
Maximum LOT COVERAGE	70 percent	60 percent	60 percent	60 percent

Minimum side YARD setbacks	0 feet*	25 feet	0 feet*	25 feet
Minimum LOT FRONTAGE	40 feet	75 feet	40 feet	150 feet
Minimum rear YARD setback (from lot line)	10 feet	25 feet	50 feet	50 feet

*Except end buildings which shall have the SIDEYARD setbacks for commercial or residential development.

L.4.b.3. Non-Highway Oriented Buildings and Standards for Off Highway Oriented Buildings

Lots and Yard Requirements and Standards for Off Highway Oriented Buildings				
	Planned Multi-Lot Commercial Development	Commercial	Planned Multi-Lot Residential Development	Residential
Minimum front YARD setback	15 feet	40 feet	50 feet	50 feet
Minimum LOT size	8,000 square feet	30,000 square feet	8,000 square feet	30,000 square feet
Maximum LOT COVERAGE	80 percent	60 percent	60 percent	60 percent
Minimum side YARD setbacks	0 feet*	25 feet	0 feet*	25 feet
Minimum LOT FRONTAGE	40 feet	100 feet	40 feet	150 feet
Minimum rear YARD setback (from lot line)	10 feet	25 feet	50 feet	50 feet

*Except end buildings which shall have the SIDEYARD setbacks for commercial or residential development.

L.4.b.4. Residential Buildings and AGE RESTRICTIVE HOUSING

(A) Location: AGE RESTRICTED HOUSING shall be configured pursuant to the requirements of section L.7.a. ASSISTED LIVING FACILITIES shall be defined with a property/site limit (boundary).

(B) Landscape Requirements: For each foot of FRONTAGE and each linear foot of private access road, the LOT shall contain 40 square feet of landscaping. This requirement shall not be conditioned to require landscaping of more than 20% of the LOT.

(C) Road and Circulation Requirements. AGE RESTRICTED HOUSING shall have a through access road providing two points of access to those residential buildings from a public way. Such access road shall comply with the Planning Board Rules and Regulations for a residential STREET. Dwellings configured on a cul de sac must comply with the Planning Board Rules and Regulations for subdivision road/drive layout and this road/drive must connect directly to the through road.

(D) Building Height: AGE RESTRICTED HOUSING units shall not exceed two and one half (2 1/2) Stories and shall not exceed a height of 35 feet. ASSISTED LIVING FACILITIES shall not exceed three (3) stories and shall not exceed a height of 45 feet.

(E) AGE RESTRICTED HOUSING developments with 50 or more units shall include a common building or interior space to serve as place of assembly and recreation for residents of the development and their guests.

L.5. Sign Regulations

All signs and advertising devices within the C-6 Residential/Commercial District shall be subject to Section F.9. Sign Regulations of the Zoning Bylaws.

L.6. Parking Requirements

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

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

L.6.b. **Attribution of Parking.** Parking spaces may be considered as a part of the requisite parking allocated to a particular LOT or use, if those spaces are entirely on that LOT or the use of the spaces has been assured by assignment through easement or other legal guaranty on another lot.

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

L.6.d. **Residential Parking Requirements.** ASSISTED LIVING FACILITY parking shall have one off street parking space per two residential units adjacent to the building plus one space per each four units

provided within the shared or attributed parking provisions of the C-6 District. AGE RESTRICTED HOUSING shall have a minimum of two off street spaces per unit.

L.7. Allowed and Special Permit Allowed Regulated Uses in the C-6 District

No BUILDING, STRUCTURE or land in the C-6 District shall be used for any purpose or in any manner other than as set forth in this section. Any use not specifically enumerated herein shall be deemed prohibited.

All residential uses herein permitted shall be subject to Section F.11 Site Plan Approval and Section F.12 Design Review.

L.7.a. Allowed Uses

AGRICULTURAL, GREENHOUSE, Retail Nursery;
ADULT DAY CARE;
AGE RESTRICTED DWELLINGS shall not exceed two bedrooms per dwelling unit and shall not exceed a ratio -of three units per acre on a single lot or an entire PMLD with the following Permitted Dwelling Configurations: (1) Detached one Family dwelling; (2) Attached one-family dwellings in a Town house style building not exceeding six; (6) Dwellings units per building and not exceeding two and one half stories in height.];
ANIMAL HOSPITAL AND CLINIC;
Banks;
Community Gardens;
Dance or Gymnastics School;
Day Care, Family Home;
Exercise/aerobics studio;
Facility for Physical Therapy, Rehabilitation, Health Club, Sports Medicine;
General office where clients or customers are seen, met or dealt with or without appointment; business offices existing other than ancillary to a permitted use;
INDOOR COMMERCIAL RECREATION (operated for profit);
Meeting Rooms or Buildings accessory to AGE RESTRICTED HOUSING;
Municipal, County, State or Federal;
Off-street parking of vehicles as provided for in Section F.7.;
OUTDOOR COMMERCIAL RECREATION operated for profit.
Professional office where patients and clients are seen, such as the office of a physician, psychiatrist, physiotherapist, speech therapist, or other licensed health professionals occupied by practitioners not resident on the premises;
RESTAURANT permitting the take out of prepared food as an accessory use to a RESTAURANT use and occurring only from within the RESTAURANT facility;
Retail Stores or establishments offering primarily retail services;
ROADSIDE STAND selling produce the major part of which is raised on the premises;
Signs as provided for in Section F.8.;
Variety Store.

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

ASSISTED LIVING FACILITIES not exceeding a density of 16 bedrooms per acre for single lot or an entire PMLD with Adult Day Care (drop-in center) as an ancillary use and Meeting Rooms or Buildings accessory to ASSISTED LIVING FACILITIES;
Dry Cleaning Establishments;
Garaging of commercial vehicles ancillary to an allowed or special permit use;
Licensed INN;
Small wastewater treatment facilities as regulated by the Town Board of Health to serve allowed or special permit uses within the C6 district;

Telecommunications consisting of WIRELESS COMMUNICATIONS FACILITIES limited to the Wireless Communications Overlay District 3 as provided for in Section F.13.
WIRELESS COMMUNICATIONS FACILITY Equipment Building limited to the Wireless Communications Overlay District 3 as provided for in Section F.13.

L.7.c. **Prohibited Uses** in the C-6 District except as expressly exempt from restriction by Statute.

Aviation Field;
ADULT BUSINESS;
Class 3 Operations or Sales;
COMMERCIAL COMPOSTING;
DRY CLEANING OR POWER LAUNDRY;
Massage Parlors;
Power Generating Plant Generating More than 1500 Kilowatts of Electricity;
Foundation or Cellar Hole for Residence;
Hazardous Waste Treatment Facility;
Noncommercial Riding Stable;
Nonprofit General Acute Care Hospital;
OUTDOOR BUSINESS;
Outdoor Commercial Vehicle Storage;
SCRAP YARDS;
Truck Terminal or Motor Freight Station.

By amending Section C.1.a. by striking "Health Maintenance and Professional Office" and "HM & PO" and inserting in place thereof "Commercial-6" "C-6" so that the Types of Districts will read as follows:

C.1. Types of Districts

C.1.a. For the purposes of this bylaw, the Town of Norfolk is hereby divided into the following use districts:

Residence	R-1
Residence	R-2
Residence	R-3
Business-1	B-1
Business-2 through Business-4	B-2/B-4
Commercial-1	C-1
Commercial-2 through Commercial-5	C-2/C-5
Commercial-6	C-6

By amending Section D.1.e.2 by deleting "HM & PO" as it appears therein so that D.1.e.2. will read as follows:

D.1.e.2. In the B2-B4 Districts, no BUILDING or STRUCTURE shall be located less than 50 feet from a Residential District. In the C2, C3 and C5 Districts, no BUILDING or STRUCTURE shall be located less than 150 feet from a Residential District. In the B2-B4, C2, C3 and C5 Districts, no use (including PARKING AREAS, driveways, vehicle circulation areas or other vehicle access ways) shall be located less than 50 feet from a Residential District.

By amending Section D.1.e.3 by deleting "HM & PO" as it appears therein so that D.1.e.3. will read as follows:

D.1.e.3. In the B2-B4 Districts, a green belt shall be provided on any LOT that abuts a Residential District should any use on said LOT (including any BUILDINGS, STRUCTURES, driveways, PARKING AREAS, vehicle circulation areas or other vehicle access ways) be located less than 100 feet from the Residential District. In the C2, C3 and C5 Districts, a green belt shall be provided on any LOT that abuts a Residential District. Such green belt shall:

D.1.e.3.a. Be located on the non-residential LOT along the shared property line.

D.1.e.3.b. Have a minimum depth from the shared property line of 30 feet.

D.1.e.3.c. Be used for no purpose other than planting and/or sidewalks.

D.1.e.3.d. Constitute a screen of evergreen trees and/or shrubs not more than 15 feet apart planted in two or more staggered rows. The distance between each row shall not be more than 10 feet. Plants shall be no less than 6 feet in height at the time of planting and shall be continuously maintained.

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

By amending Section D.2. SCHEDULE OF USE REGULATIONS by deleting the column entitled "HM & PO" and replacing it with a column entitled "C-6****" with no uses noted; and by adding at the end of Section D.2. a notation with **** and the phrase "See Section L". Section D.2 shall then read as follows:

D.2. SCHEDULE OF USE REGULATIONS

	DISTRICTS						
	R	B1 *	B2- B4	C1 **	C2/ C3/ C5	C4 ***	C6 ****
D.2.a. Public and Semi-Public Uses							
D.2.a.1. Religious	Yes		Yes		Yes		
D.2.a.2. Municipal, County, State or Federal	SP		Yes		Yes		
D.2.a.3. Public Educational	Yes		Yes		Yes		
D.2.a.4. Cemetery	SP		SP		SP		
D.2.a.5. Private Club not conducted for profit	SP		Yes		SP		
D.2.a.6. Non-profit general acute care hospital including facilities for the evaluation and treatment of acutely ill alcoholic or drug dependent patients and for persons suffering from mental illness who do not appear to be dangerous to others at the time of admission in the opinion of the attending physician	No		SP		No		
D.2.a.7. Other hospitals, convalescent home, sanitarium, camp	No		SP		No		

ZONING BYLAW FOR THE TOWN OF NORFOLK, MASSACHUSETTS

Section D. USE REGULATIONS

	DISTRICTS						
	SP		SP		No		
D.2.a.8. Day care nursery	SP		SP		No		
D.2.a.9. NURSING HOME, HOSPICE, RESPITE FACILITY, life care center, PHYSICAL THERAPY AND REHABILITATION FACILITY, HEALTH CLUB, SPORTS MEDICINE FACILITY, ASSISTED LIVING FACILITY	No		SP		No		
D.2.a.10. Facility for the evaluation, treatment and counseling of persons suffering from alcoholism, drug dependence or mental illness who do not require general hospital admission	No		No		No		
D.2.a.11. Schools of nursing, laboratory technician skills, physiotherapy with dormitory facilities ancillary thereto	No		No		No		
D.2.a.12. Office or meeting room of a non-profit service organization	No		Yes		No		
D.2.b.1. Telephone exchange, transformer station, transmission lines, substation, pumping station, or other public utility	SP		SP		SP		
D.2.b.3. Aviation field	No		No		No		
	R	B1 *	B2- B4	C1 **	C2/ C3/ C5	C4 ***	C6 ****
D2.b.4. Power generating plant generating more than 1500 kilowatts of electricity	No		No		No		
D.2.b.5. WIRELESS COMMUNICATIONS FACILITY limited to Wireless Communications Overlay District 1 and Wireless Communications Overlay District 3 and as provided in Section F.13.	SP		SP		No		
D.2.c. Residential Uses							
D.2.c.1. SINGLE FAMILY DWELLING	Yes		SP		No		
D.2.c.2. Conversion of a SINGLE FAMILY DWELLING, in existence at the time of bylaw adoption, to a two FAMILY DWELLING	SP		SP		No		
D.2.c.3 HOME OCCUPATION	Yes		Yes		Yes		
D.2.c.4. The use of a portion of a DWELLING or a BUILDING accessory thereto by a resident builder, carpenter, painter, plumber, or other artisan, or by a resident tree surgeon or landscape gardener for incidental work and storage in connection with his off-premises occupation. Subject to the same	Yes		Yes		No		

*See Section I.

**See Section J.

***See Section K.

****See Section L.

conditions and limitations as are specified above for HOME OCCUPATIONS.							
D.2.c.5. Renting of rooms to not more than 4 persons and furnishing of table board to not more than 5 persons	Yes		Yes		No		
D.2.c.6. Use of trailers, buses and mobile units for residence in excess of 30 days	No		No		No		
D.2.c.7. Foundation or cellar hole for residence	No		No		No		
D.2.c.8. DAYCARE, FAMILY HOME	Yes		Yes		Yes		
D.2.c.9. Conversion of SINGLE FAMILY DWELLINGS	SP		SP		SP		
D.2.d. Agricultural Uses							
D.2.d.1. AGRICULTURAL, GREENHOUSE or nursery	Yes		Yes		Yes		
D.2.d.2. ROADSIDE STAND selling produce the major part of which is raised on the premises	Yes		Yes		Yes		
DISTRICTS							
	R	B1 *	B2- B4	C1 **	C2/ C3/ C5	C4 ***	C6 ****
D.2.d.3. Poultry or stock raising except that the number of swine shall be limited to not more than 5	Yes		No		No		
D.2.d.4. Noncommercial riding stable	Yes		Yes		No		
D.2.b.5. Kennel (4 or more dogs)	SP		SP		No		
D.2.b.6 Animal Hospital	No		SP		No		
D.2.e. Commercial Uses							
D.2.e.1 RESTAURANT	No		Yes		No		
D.2.e.2. RESTAURANT, FAST FOOD	No		No		No		
D.2.e.3. RESTAURANT, TAKE OUT	No		No		No		
D.2.e.7. Newspaper or JOB PRINTING	No		Yes		SP		
D.2.e.8. Retail store	No		Yes		SP		
D.2.e.9. Wholesale store	No		SP		SP		
D.2.e.10. Garaging of more than one commercial vehicle	No		Yes		SP		

D.2.e.11. Garaging of more than three commercial vehicles	No		SP		SP		
D.2.e.12. Parking of house trailers or MOBILE HOMES nearer to the STREET than the main BUILDING	No		SP		SP		
D.2.e.13. Professional office where patients or clients are seen by appointment, such as the office of a physician, psychiatrist, physiotherapist, speech therapist, or other licensed health professionals occupied by practitioners not resident on the premises	No		Yes		SP		
D.2.e.14. General office where clients or customers are seen, met or dealt with or without appointment; business offices existing other than as ancillary to a permitted use; banks	No		Yes		SP		
D.2.e.15. Truck terminal or motor freight station	No		No		No		
DISTRICTS							
	R	B1 *	B2- B4	C1 **	C2/ C3/ C5	C4 ***	C6 ****
D.2.e.16. SHOPPING MALL where the ground area covered by the BUILDINGS exceeds fifteen thousand (15,000) sq. ft.	No		SP		SP		
D.2.e.17. Hazardous waste treatment facility	No		No		No		
D.2.e.19. Exercise/aerobics studio	No		Yes		SP		
D.2.e.20. Dance or Gymnastics School	No		Yes		SP		
D.2.e.21. Any of the following service establishments dealing directly with the consumer: Beauty salon, barber shop, COLLECTION CENTER FOR DRY CLEANING AND POWER LAUNDRY, dressmaker or tailor, shoe repair shop, clothing rental establishment, household appliance repair, typewriter or computer repair shop	No		Yes		No		
D.2.3.22. DRY CLEANING OR POWER LAUNDRY	No		No		No		
D.2.e.23. CHILD CARE FACILITY	Yes		Yes		Yes		
D.2.e.24. ADULT BUSINESS	No		No		No		
D.2.e.25. LIMITED USED MOTOR VEHICLE SALES	No		Yes		Yes		

D.2.f. Manufacturing Uses							
D.2.f.1. MANUFACTURING	No		No		Yes		
D.2.g. Miscellaneous Uses							
D.2.g.1. Off-STREET parking of vehicles as provided for in Section F.7.	Yes		Yes		Yes		
D.2.g.2. SIGNS as provided for in Section F.9.	Yes		Yes		Yes		
D.2.g.3. Golf course (excluding miniature golf)	SP		SP		SP		
D.2.g.4. DRIVE UP WINDOWS	No		SP		SP		
D.2.g.5. SCOREBOARD	SP		SP		SP		

By amending Section E.1.b. Schedule of Dimensional Requirements by deleting the row entitled "HM & PO" so that the Schedule of Dimensional Requirements will now read as follows:

E.1.b. Schedule of Dimensional Requirements

District	Minimum Lot Size (sq. ft.)	Minimum Frontage (in feet)	Required Circle (in feet)	Minimum Yard Setback (in feet)			Maximum Lot Coverage **	Maximum Building Height	
				Front	Side	Rear		Stories	Ft
Residence 1	30,000	150	150	50	25	25	25%	2-1/2	35
Residence 2	43,560	200	200	50	25	25	25%	2-1/2	35
Residence 3	55,000	200	200	50	25	25	25%	2-1/2	35
Business 2-4	30,000	150		25	25	25	30%*		40
Commercial 2, 3, 5	30,000	150		50	25	25	30%*		40

* 60% when PARKING AREAS are included.

** Including ACCESSORY BUILDINGS

By amending Section F.7.b Schedule of Minimum Off-Street Parking Requirements to add "Meeting Rooms or Buildings accessory to AGE RESTRICTED HOUSING so that Section F.7.b. will now read as follows:

F.7.b. Schedule of Minimum Off-Street Parking Requirements	
Permitted Use	Minimum Number of Spaces*
F.7.b.1. SINGLE FAMILY DWELLING	2 per unit
F.7.b.2. Elderly housing	1 per unit
F.7.b.2.a. ASSISTED LIVING FACILITIES	1 per two residential units adjacent to the BUILDING plus one space per four units provided within the shared or attributed parking space provisions of the District
F.7.b.3. NURSING HOME, other inpatient health care facility	1 per 4 beds
F.7.b.4. Hospital, other mixed out and in patient health care facility	2 per bed
F.7.b.5. Religious	1 per 150 sq. ft. USABLE FLOOR AREA or 1 per 3 seats, whichever is greater
F.7.b.6. Libraries, museums, and other non-recreational floor space public facilities	1 per 200 sq. ft. USABLE FLOOR AREA
F.7.b.7. Theaters, auditoriums, gymnasiums, meeting halls, and other places of assembly based on Massachusetts State Building Code	1 per 3 persons capacity

Massachusetts State Building Code	
F.7.b.8. Athletic fields, stadiums, etc.	1 per 6 linear ft. of bench seating or 1 per 4 seats
F.7.b.9. Day Care nurseries, nursery schools	1 per 5 children the facility is licensed to serve
F.7.b.10. Elementary and junior high school	2 per classroom
F.7.b.11. Senior high school	4 per classroom plus those required for the largest place of assembly (gymnasium or auditorium)
F.7.b.12. Retail, service, or mercantile establishment	1 per 150 sq. ft. USABLE FLOOR AREA
F.7.b.13. Professional office or general office	1 per 150 sq. ft. USABLE FLOOR AREA
F.7.b.14. Motel, hotel, inn, lodging, or boarding house	5 per 4 units
F.7.b.15. Restaurants	1 per 100 sq. ft. usable floor area or 1 per 3 persons capacity, based on Mass. State Building Code, whichever is greater

F.7.b.16. Automotive service garages	3 per bay
F.7.b.17. Automotive retail, retail nurseries, greenhouses, and any use with large outdoor display areas	1 per 150 sq. ft. usable inside floor area plus 1 per 750 sq. ft. outdoor display area
F.7.b.18. Space in a MANUFACTURING, retail, professional or general office that is specifically allocated for storage and/or shipping/receiving	1 per 500 sq. ft. usable floor area
F.7.b.19. Office space accessory to an industrial use area	1 per 200 usable floor area
F.7.b.20. Other uses - Parking spaces adequate to accommodate the vehicles of occupants, employees, members, customers, clients, and visitors to the premises shall be provided	1 per 50 sq. ft. usable floor area or a lesser number by Special Permit from the Zoning Board of Appeals
F.7.b.21 Meeting rooms or buildings accessory to AGE RESTRICTED HOUSING	1 per 300 sq. ft. usable floor area

By amending Section F.7.e. by adding "Commercial 6" district so that the section now reads:

F.7.e. In the Business 1 through Business 4 and Commercial 1 through Commercial 6 districts, PARKING AREAS shall be located in the rear YARD or side YARD of STRUCTURES and not in the front YARD of such STRUCTURES, unless otherwise authorized by Special Permit issued by the Zoning Board of Appeals.

By amending Section F.9.b. Schedule of Sign Regulations by deleting "HM & PO" and revising the column entitled "C1.- C5 to read C1 - C6 so that the Schedule of Sign Regulations will read as follows:

F.9.b. Schedule of Sign Regulations

F.9.b. Schedule of Sign Regulations	DISTRICTS		
	R	B1-B4	C1-C6
F.9.b.1. On premises signs or advertising devices:			
F.9.b.1.a. Name Plate One SIGN for each FAMILY residing on the premises indicating the name of the owner or occupant or pertaining to a permitted ACCESSORY USE, provided that each SIGN does not exceed 2 sq. ft. in area. (Restrictions relating to free standing SIGNS do not apply to this type of SIGN.)	Yes	Yes	Yes
F.9.b.1.b. Announcement One SIGN not exceeding 8 sq. ft. in area per side in a residential district or 12 sq. ft. per side in all other districts for each of the following purposes:			
F.9.b.1.b.1. Advertisement for the sale, rental or lease of the building or premises. Such SIGNS shall be removed not later than seven (7) days following the sale (date of closing) or rental of the subject property	Yes	Yes	Yes
F.9.b.1.b.2. Advertisement for a building contractor only while construction is occurring on the site	Yes	Yes	Yes
F.9.b.1.c. Advertising			
F.9.b.1.c.1. One wall SIGN not to exceed 8 sq. ft. or one freestanding SIGN not to exceed 8 sq. ft. in area per side located on property whose primary use is for AGRICULTURAL purposes. Said sign shall be used for advertisement of AGRICULTURAL produces of produce. If located in a residential zone signs are not to be illuminated.	Yes	Yes	Yes
F.9.b.1.c.2. One wall SIGN for each separate and distinct establishment advertising the goods or services rendered on the premises not exceeding 12 sq. feet in area	No	Yes	Yes
F.9.b.1.c.3. One window SIGN.	No	SP	SP
F.9.b.1.c.4. One freestanding SIGN on the ground for each separate BUILDING, housing one or more establishments, not exceeding 12 sq. ft. in area per side.	No	Yes	Yes
F.9.b.1.c.5. Wherever a premises has a separate entrance fronting onto a second public way, one additional freestanding SIGN meeting the same criteria	No	SP	SP
F.9.b.1.c.6. A residential subdivision shall be permitted one freestanding SIGN bearing the name of the subdivision and not exceeding 8 sq. ft. per side.	SP	No	No
F.9.b.1.c.7. A non-residential subdivision shall be permitted one freestanding SIGN not exceeding 12 sq. ft. per side.	No	SP	SP

	DISTRICTS		
	No	SP	SP
F.9.b.2. Off- premises SIGNS or advertising devices provided a permit has been granted by the Outdoor Advertising Authority in accordance with Section 29 through 33, Chapter 93 of the General Laws and such permit is valid and outstanding.			

By amending Section F.12.c.1. by deleting the phrase "Health Maintenance and Professional Office" and changing the phrase "Commercial 1 through Commercial 5" to read "Commercial 1 through Commercial 6" so the section reads as follows:

F.12.c.1. Exterior actions requiring a Building Permit

All new STRUCTURES, ALTERATIONS, or additions to existing STRUCTURES, changes in outdoor land use or changes in site design which require a building permit and which affect the exterior architectural appearance of a BUILDING shall be subject to review by the Design Review board, provided that the action occurs on land which is located in the Business 1 through Business 4, or Commercial 1 through Commercial 6 zoning district and is used for non-residential purposes or non-conforming uses in Residential 1-3 Districts.

By amending Section F.13. Overlay District 3 and replacing it with a new section to read as follows:

F.13. WIRELESS COMMUNICATIONS FACILITY(S).

Wireless Communications Overlay District 3. This district shall include all land within the C-6 (Residential/Commercial Use) District limited to Assessors Maps 26 and 27, Block 80, Lot 3 within 300 feet of the Walpole Town Line.

By amending Section H.1.b. by changing the phrase "Commercial 1 through Commercial 5" to read "Commercial 1 through Commercial 6" and by deleting the phrase "or health maintenance and professional offices" so that the section will read as follows:

H.1.b. Special Permit Guidelines

Before granting special permits to increase the Maximum LOT COVERAGE intensity of use for a business in Commercial 1 through Commercial 6 zones, the PERMIT GRANTING AUTHORITY shall find that in its judgment all the conditions specified in G.6.c.1.-7 are met.

By amending Section H.1.c.2 by changing the phrase "Commercial 1 through Commercial 5" to read "Commercial 1 through Commercial 6" and by deleting the phrase "or health maintenance and professional office zone" so that the section reads as follows:

H.1.c.2. **Incentive contributions** - If the PERMIT GRANTING AUTHORITY grants a Special Permit for an increase in the Maximum LOT COVERAGE intensity of use in a Business or Commercial 1 through Commercial 6 zone, said Authority shall require the APPLICANT to make a contribution into a Traffic Safety and Infrastructure Fund ("Fund"). The rate of contribution shall be three dollars per square foot of GROSS FLOOR AREA of a BUILDING whose primary use shall be for office or retail space; and the rate of contribution shall be one dollar per square foot of GROSS FLOOR AREA of a BUILDING whose primary use will be for industrial, MANUFACTURING, warehousing, product and

material distribution or similar purposes. The primary use of a BUILDING or BUILDINGS, for the purpose of this Section, shall be deemed to be office or retail use where the total square foot floor area used for office or retail purposes, considered either individually or where both uses are added together, constitutes more than twenty percent (20%) of the entire gross square foot area of the BUILDING or BUILDINGS in questions. Otherwise the primary use of the BUILDING or BUILDINGS shall be deemed for a use other than office or retail, and the rate of contribution shall be one dollar per square foot of gross square foot area.

By amending Section H.1.c.6. by changing the phrase "Commercial 1 through Commercial 5" to read "and Commercial 1 through Commercial 6" and also deleting the phrase "or health maintenance and professional office zone" so that the section reads as follows:

H.1.c.6. Escrow Pending Fund Creation - If said Traffic Safety and Infrastructure Maintenance Fund has not been authorized or created at the time any payment under this Section becomes due, the APPLICANT shall make the payment to the town of Norfolk. The Town of Norfolk shall place any payments received, on account of said Traffic Safety and Infrastructure Maintenance Fund, into an escrow account to be held therein for the benefit of said Fund, until such time as the said Fund is established. Any monies being held in escrow pursuant to this Section shall forthwith be transferred to said Fund.

Said monies shall be paid by all APPLICANTS seeking a special permit for Maximum LOT COVERAGE increased intensity of use in Business 1 through Business 4 and Commercial 1 through Commercial 6 zones. Furthermore, all contributions shall be paid in full before the granting of an occupancy permit.

Article 50

The Advisory Board recommended and the Town voted to amend the Town of Norfolk Personnel Bylaws by adding a new section as follows:

XXVI. WORK AT HOME

1.0 Application

This policy applies to all employees under the Town Personnel Bylaw.

2.0 Policy

The Town believes that employees should perform their work at their Town Work Site. If an employee cannot perform his/her duties at the Town Work Site, written authorization is required in advance by the employee's supervisor and the Personnel Board. Once approved, at-home work must be separately noted on an employee's time sheet, including days and hours worked. A copy of the authorization will be on file in the Finance Department.

ARTICLE 51

Walter Branson made a motion, which was seconded, to vote Article 51 as written in the Warrant. It was a vote in favor to make the substitute motion the main motion. The Town then voted in favor of amending the Town of Norfolk General Bylaw by adding a new section, Section 8, to Article III, Committees, of the General Bylaw as follows:

Section 8 Community Preservation Committee

- (a) Establishment of Committee; Purpose: A Community Preservation Committee is hereby established pursuant to Section 5 of Chapter 44B of the Massachusetts General Laws, as authorized by Chapter 267 of the Acts of 2000, whose purpose is to make recommendations to the Town Meeting for community preservation.
- (b) Definitions: The terms used herein and not otherwise defined shall be given the definitions set forth in Sections 1 and 2 of the Massachusetts Community Preservation Act.
- (c) Membership and Appointment:
 - a. The Community Preservation Committee shall consist of nine (9) appointed members.
 - b. The nine members of the Community Preservation Committee shall consist of the following members:
 - i. One member of the Conservation Commission established under Section 8C of Chapter 40 as designated by the Commission;
 - ii. One member of the Historical Commission established under Section 8D of Chapter 40 as designated by such commission;
 - iii. One member of the Planning Board established under Section 81A of Chapter 41 as designated by such board;
 - iv. One member of the Recreation Commission established under Section 2 of Chapter 45 as designated by such commission;
 - v. One member of the Housing Authority established under Section 3 of Chapter 121B as designated by such authority;
 - vi. Four citizens appointed by the Board of Selectmen.
 - c. The four citizens appointed by the Board of Selectmen pursuant to Section (c)b.vi. herein shall be chosen one from each of the four precincts.
 - d. The Director of Municipal Finance shall be an Ex Officio, Non Voting member of the Community Preservation Committee.
- (d) Term of appointment:
 - a. The terms of the Community Preservation Committee members appointed by the Conservation Commission, Historical Commission, Planning Board, Recreation Commission and Housing Authority as provided in Sections (c)b.i. through v. shall be for one (1) year, and such boards and commissions shall appoint their respective designee annually
 - b. The terms of the Community Preservation Committee members appointed by the Board of Selectmen as provided in Section (c)b.vi. shall be for three (3) years, except for the first appointments made pursuant to this bylaw, in which case two appointments shall be two (2) year appointments and two appointments shall be three (3) year appointments
 - c. The members of the Community Preservation Committee may be reappointed for as many terms as authorized by the appointing authority.
 - d. All appointments become effective upon being duly sworn in by the Town Clerk.
- (e) Powers and Duties: The Community Preservation Committee shall have all of the powers and duties intended for such committees as set forth in Section 5 of the Massachusetts Community Preservation Act, which includes, among others, the following:
 - a. To make recommendations (including anticipated cost information) to Town Meeting for the acquisition, creation and preservation of open space including land for recreational use; for the acquisition and preservation of historic resources; and for the creation, preservation and support of community housing;
 - b. To submit an annual administrative and operating budget for the Community Preservation Committee, which cannot exceed five percent (5%) of the annual revenues in the Community Preservation Fund, to Town Meeting for approval;
 - c. To establish rules and regulations for its operation, election of officers, conduct of public hearings and performance of any and all other administrative acts as are

within the scope and intent of the Massachusetts Community Preservation Act or this bylaw, as necessary to accomplish the purposes of the Massachusetts Community Preservation Act and this bylaw;

As provided in the Massachusetts Community Preservation Act, no expenditures shall be made from the Community Preservation Fund without the approval of Town Meeting.

ARTICLE 52

The Advisory Board recommended and the Town voted unanimously to abandon the cul-de-sac portion of land on Ferndale Avenue, beyond the Town of Norfolk recorded street layout, as shown on sheets 2 and 3 of Plan 369 of 1962, recorded in Plan Book 212 at the Norfolk County Registry of Deeds; the abandoned cul-de-sac sections beyond the recorded town way will be granted to the owner of the property identified as Lot 20, on Assessors Map 15, Block 35.

ARTICLE 53

The Advisory Board recommended and the Town voted unanimously to accept as a public way and to accept all easements related thereto, Liberty Lane formerly known as a portion of North Street, also being shown as a portion of Lot 4 on Land Registration Plan 37477D sheet 2 of 2, as approved by the Board of Selectmen in accordance with a plan drawn by Coler & Colantonio Engineers of Norwell, Massachusetts.

ARTICLE 54

The Advisory Board recommended and the Town voted unanimously to accept as a public way and to accept all easements related thereto, Independence Drive formerly known as North Street Connector, also being shown as a portion of Lot 4 on Land Registration Plan 37477D sheet 2 of 2, as approved by the Board of Selectmen in accordance with a plan drawn by Coler & Colantonio Engineers of Norwell, Massachusetts.

ARTICLE 55

The Advisory Board recommended and the Town voted unanimously to require all plans for all municipal and school structures, and facilities be reviewed by the ADA Compliance Committee concurrent with, but prior to final approval by, any other board or committee for recommendations. The ADA Compliance Committee shall have thirty (30) calendar days from receipt of the plans to make recommendations, or state its approval. Recommendations by the ADA Compliance Committee will be non-binding, but will become a matter of record.

ARTICLE 56

The Advisory Board recommended and the Town voted unanimously 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 ay 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 Board of Selectmen to expend from the proceeds of such sales the necessary costs of recording fees, documentary stamps, and auctioneer's fees, if required.

ARTICLE 57

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 58

The Advisory Board recommended and the Town voted to appropriate an amount equal to the difference between the amount the Town is authorized to levy for FY2002 real estate and personal property taxes and the sum of all amounts to be so levied excepting said appropriations, it being the intent of the Town Meeting for these purposes to use the authority to appropriate such sums as will levy taxes to the maximum limit authorized by Proposition 21/2, so called, for fiscal year 2002.

All articles in the Warrant having been acted upon, it was moved, seconded and voted to dissolve the meeting at 11:30PM.

Respectfully submitted,

Marie Chiofolo
Town Clerk

**SPECIAL ELECTION
JUNE 11, 2001**

Pursuant to a duly posted Warrant for a Special 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 Monday, June 11, 2001.

The polls were open from 7:00 am to 8:00 pm. A total of 1,718 voters cast their ballots with the following results:

Question 1

Shall the Town of Norfolk be allowed to exempt from the provisions of Proposition of 2 ½, so called, the amounts required to pay for the bonds to be issued by the King Philip Regional School District for the construction, original equipping and furnishing of a new High School, including remodeling and renovations to a portion of the existing High School to be used in conjunction with the new High School, and for the construction of an addition to and remodeling and renovations to the existing Middle School, including equipment and furnishings related thereto?

YES	1061
NO	619
BLANKS	18

Question 2

Shall the Town of Norfolk be allowed to assess an additional \$300,000 in Real Estate and Personal Property taxes for the purposes of Road Repairs for the Fiscal year beginning on July First, Two Thousand One?

YES	941
NO	751
BLANKS	26

NORFOLK RECORDS SPECIAL TOWN MEETING JUNE 18, 2001

Pursuant to a warrant dated May 14, 2001, signed by John J. McFeeley, R. William Perron 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 Monday, June 18, 2001, at 7:30 in the evening, there and then to act on the following articles. The meeting was called to order at 7:45PM by Moderator Frank J. Gross who introduced the Town Clerk, the members of the Board of Selectmen, the Finance Director, the Treasurer, Town Counsel and the Advisory Board Chairman, who introduced the members of the Board. There were 393 voters in attendance. Sworn as counters were James Martin, Bruce Simpson and Paul Muliero. A motion was made and seconded to waive the reading of the warrant and the return on the warrant.

State Representative Scott Brown provided the Town Meeting with a legislative update. Representative Brown spoke briefly about the non-passage of the Regional School debt exclusion which went to ballot on June 11th. Representative Brown also explained that he had attended some meetings of the Golf Committee and would continue to act as a liaison between the Town and the State with respect to the Golf Course. Representative Brown explained that should the Golf articles pass at this Town Meeting, a certified copy of the vote would be necessary to enact a Home Rule petition. He further explained that five other communities have successfully gone through this process and are experiencing positive results since the construction of their golf courses. Representative Brown stated that the enactment process could take approximately six months from the Town Meeting vote to a vote of the State Legislature.

ARTICLE 1

The Advisory Board recommended and the Town voted in favor to amend the Job Responsibilities of the Town Administrator by making changes to Section J. Personnel Management Responsibilities of said document by adding new items 4, 11, and 12 and modifying the existing items so that it reads as follows:

J. Personnel Management Responsibilities:

The Town Administrator:

1. Serves as consultant to the Personnel Board.
2. Manages the daily personnel management function of employees and officials under the aegis of the Town Administrator.
3. Ensures personnel practices for all employees covered by the Personnel Bylaw are consistent with the Personnel Bylaws, Personnel Administration requirements, union contracts, state and federal laws and regulations.

4. Shall be responsible for the daily administration of the personnel system within the town government, including the maintenance of personnel records and the enforcement of rules and regulations.
5. Assists in negotiation of collective bargaining contracts.
6. Subject to a ratification by a majority vote of the Board of Selectmen, appoints the Police Chief, Fire Chief, Highway Superintendent, Building Commissioner, Director of the Finance Department, and Director of the Emergency Management Office.
7. In consultation with department heads, appoints all employees of the Police, Fire, Highway, Building, Finance, and Emergency Managements Departments. Excluded are clerical and maintenance employees who shall be appointed by the Department Heads.
8. Subject to a confirmation of the Board of Selectmen, appoints employees of Boards, Commissions, Councils, or Committees appointed by the Board of Selectmen.
9. Performs performance evaluations and recommends step increases for employees listed in items J 6-8 shown above, as provided for in the Personnel Bylaws.
10. Addresses violations of work Rules and Regulations for all employees covered by the Personnel Bylaw and conducts investigations as may be necessary. Initiates corrective action for employees directly under the Town Administrator supervision. Meets with Department Heads and recommends corrective action for other employees consistent with the Personnel Bylaws or Collective Bargaining agreements.
11. Maintains a roster of all persons in the town service.
12. Directs employee orientation, training counseling and career development in conjunction with Department Heads.

ARTICLE 2

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 2.

"To see if the Town will vote to amend the Personnel Bylaw, Section IX C Classification Schedule or other relevant section to replace the Management Grade M9 or other grade for Town Administrator with a new Grade M9 or other grade for Town Administrator' or take any other action relative thereto."

ARTICLE 3

A motion was made to amend Article 3 by deleting the sum of \$85,000.00, Radio System Police and by adding \$16,075.00 for equipping of additional Freeman Centennial School classroom, \$11,500.00 for equipping of additional H. Olive Day School classroom, \$10,000.00 for Freeman Centennial School Lighting and \$15,000.00 for H. Olive Day Roof Repair and gutters.

The amendment failed to pass by a voice vote.

The Advisory Board recommended and the Town voted unanimously to appropriate \$187,935 from Prison Mitigation and \$66,150 from Free Cash, to fund the following FY02 Capital Schedule:

\$ 31,595	Police Cruiser – 1
\$ 85,000	Radio System – Police
\$ 9,405	Veterans' Graves Markers
\$ 12,235	Retrofit/Purchase Ballot Boxes
\$ 47,000	Special Projects – Highway
\$ 10,000	Fixed Asset Consultant – Finance
\$ 10,500	Fixed Asset Software – Finance

\$30,000	K-6 Feasibility Study
\$ 9,700	Sander A – Highway
\$ 8,650	Sander B – Highway
\$254,135	Total

The Advisory Board further recommended and the Town voted by a 2/3 vote called by the Moderator to appropriate the sum of \$215,000 and to meet such appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow a sum of \$215,000, pursuant to Massachusetts General Laws, Chapter 44, Section 7 (subparagraph 3A) or any other enabling authority and issue bonds or notes of the Town to be paid within the limits of Proposition 2 and ½. Said money to be used for the Highway Building Expansion and for costs incidental and related thereto, and to meet the first year's debt and interest payment, a sum of \$16,609 be appropriated from Free Cash and \$36,391 from Additional Lottery Aid for a total of \$53,000.

(A copy of the original report of the Capital Outlay Committee shall be deposited with the Town Clerk pursuant to Article III, Section 3 of the Town of Norfolk General Bylaws.)

ARTICLE 4

The Advisory Board recommended and the Town voted unanimously to appropriate \$40,000 from Free Cash to fund the King Philip Regional School District Capital Plan for FY02.

ARTICLE 5

The Advisory Board recommended and the Town voted 238 YES to 97 NO under Article 5 to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation in connection with the purchase of land, and for planning, developing, construction and equipping a new municipal golf course on said land. The legislation would be in such form as the Board of Selectmen deem appropriate, to enable the Town to issue bonds on a level debt service basis, with a maximum term of up to thirty (30) years from their dates, and to defer principal payments and to capitalize interest for up to one year after the expected commencement of operations of said golf course.

At this time, 11:45PM, it was moved, seconded and voted to adjourn the meeting to Tuesday, June 19, 2001 at 7:30PM at King Philip High School.

The second session of the June 18th Special Town Meeting was called to order by the Moderator at 7:45PM. There were 397 voters in attendance. James Martin, Bruce Simpson and Paul Muliero were sworn as counters.

ARTICLE 6

A motion was made by Graham Sterling and seconded to substitute for the Advisory Board's motion regarding Article 6 the following substitute motion:

I move that the Town appropriate the sum of \$100,000 and to meet such appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow a sum of \$100,000, pursuant to Massachusetts General Laws, Chapter 44, Section 4 (subparagraph 3A) of the General Laws or any other enabling authority and to issue bonds or notes of the Town to be paid within the limits of Proposition 2 and ½, said money to be used by the Board of Selectmen to commence the process for obtaining permits for a Golf Course on the Buckley-Mann and adjacent properties and for costs incidental and related thereto, and, to defray some of the initial debt and interest payments, a sum of \$20,000 be appropriated from Free Cash.

After much discussion, a motion to cut off debate on the substitute motion was made and seconded. The motion to cut off debate was passed by a 2/3 vote called by the Moderator.

The substitute motion was lost on a voice vote.

The Advisory Board recommended and the Town voted 265 **YES** to 105 **NO** under Article 6 to authorize the Board of Selectmen to acquire by purchase, on such terms and conditions as the Selectmen may determine, the land or any interest in the land, that are in the judgment of the Board of Selectmen necessary or appropriate for active recreation purposes, such purposes to include the development of a municipal golf course, said land to be under the care, custody, management and control of the Board of Selectmen for such active recreation purposes; authorize the Board of Selectmen to develop, plan, construct and equip a new municipal golf course on said land, including a club house and related structures, as well as such other active recreation uses as the Selectmen deem appropriate; to appropriate \$10,700,000 for the purpose of purchasing said land, planning, developing, construction and equipping a new municipal golf course on said land; that to meet this appropriation the Treasurer is authorized to borrow a sum of money under Chapter 44 of the General laws or any other enabling legislation, provided no debt be borrowed under this vote until enactment of special legislation by the General Court, to enable the town to issue bonds payable on a level debt service basis with a maximum term of up to thirty (30) years from their dates, and to defer principal payments and to capitalize interest for up to one year after the expected commencement of operations of the golf course. The Town may create and maintain, from bond proceeds or other sources of funds, such reserve, replacement, maintenance, and improvement funds in connection with the golf course as it may deem necessary and prudent, provided, however, that the aggregate of such funds provided from the bond proceeds for the project shall not exceed ten percent (10%) of the principal amount of the bonds issued for the project. Any net earnings derived from the investment of the proceeds of the bonds may be expended by the Town Treasurer to pay interest on the bonds, but otherwise shall be used only for construction, equipping, operation or maintenance of the golf course. Except as otherwise provided in this act, indebtedness incurred by the Town for the golf course project shall be subject to the provisions of said Chapter 44 of the General Laws. The Board of Selectmen is authorized to take all other action necessary to carry out the municipal golf course project; to authorize the Board of Selectmen to seek reimbursement under any grant program, including those administered by the Commonwealth of Massachusetts Executive Office of Environmental Affairs, Division of Conservation Services, including without limitation the Self Help Act (G.L. Ch. C. 132A, §11), the Urban Self Help Act as amended, and/or the Federal Land and Water Conservation Fund, Public Law 88-568, and to file on behalf of the Town any and all applications deemed necessary under such program, and to enter into all agreements and execute any and all instruments on behalf of the town to effect said purchase and construction.

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 raise and appropriate, borrow or bond, a sum of money to design, construct, renovate and furnish an expanded/renovated public library including costs incidental thereto, on Main Street, located on Assessors map 14, Block 51, Lot 1 and Map 14, Block 41, Lot 10, and that the Treasurer be authorized to borrow under the provisions of Massachusetts General Laws, Chapter 44, Section (7) 3 or any other enabling authority and to issue bonds or notes therefore, with the approval of the Board of Selectmen; said borrowing to be contingent on (a) the approval by the town of a debt service exemption ballot referendum in accordance with Massachusetts General Laws, Chapter 59, Section 21C, and (b) on receipt of funding from the Massachusetts Public Library Construction Program; or take any action relative thereto."

ARTICLE 8

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 8.

"To see if the Town will vote to raise and appropriate, transfer from any available source of funds, or borrow/bond pursuant to any applicable statute, a sum of money for the purpose of purchasing by negotiated purchase or by eminent domain a parcel of land, and that the Board of Selectmen be authorized to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Norfolk to affect said purchase; or take any other action relative thereto. (Site is to be the location of the proposed new Fire Station.)"

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 raise and appropriate, transfer from any available source of funds, or borrow/bond pursuant to any applicable statute, a sum of money for Architectural and Engineering Design of the proposed new Fire Station, costs designated as Phase 1 on the Facility Needs Assessment dated February 14, 2001 prepared by A. Lieb Architects; or take any other action relative thereto."

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, or borrow or bond pursuant to any applicable statute, to increase the sum of money that was voted in Article 10 of the 2000 Fall Town Meeting to construct sanitary sewer lines along Old Populatic Road, including shared costs with the Town of Franklin; or take any other action relative thereto."

ARTICLE 11

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

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, plus Highway Superintendent, Ex-officio and non-voting
Zoning Bylaw Study Committee	7 members appointed as follows: 2 by Board of Selectmen 1 by Planning Board 1 by Board of Health 1 by Conservation Commission 1 by Building Department Town Counsel, ex-officio and non-voting
Corrections Advisory Committee	3 members
Economic Development Committee	5 members jointly appointed by Board of Selectmen and Planning

Board

- Regional Sewage Package Treatment Plant Study Committee 3 members jointly appointed by Board of Selectmen and Planning Board
- Open Space Committee 5 members as follows:
 - 1 by Conservation Commission
 - 1 by Recreation Commission
 - 1 by Planning Board
 - 2 jointly appointed by Planning Board and Conservation Commission
- Town Beautification Committee 3 members

ARTICLE 12

Since there was no need to supplement department budgets, the Advisory Board recommended and the Town voted Indefinite Postponement of Article 12.

"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, 2001; or take any other action relative thereto."

All articles in the Warrant having been acted upon, it was moved, seconded and voted to adjourn this meeting at 10:30PM.

A true copy attest:

Marie Chiofalo
Town Clerk

NORFOLK RECORDS

SPECIAL TOWN MEETING OCTOBER 27, 2001

Pursuant to a warrant dated September 24, 2001, signed by Joyce E. Terrio, John J. McFeeley and R. William Perron, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Senior High School, 210 Franklin Street, Wrentham, MA on Saturday, October 27, 2001, at 9:00 in the morning there and then to act on the following articles. The meeting was called to order at 9:15AM by Moderator Frank 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 151 registered voters in attendance. Sworn as counters were James Martin, Paul Muliero and Judy Warren.

Mr. Gross made the following announcements. The Council on Aging would be selling lunch during the break. The Veterans' Day Celebration is scheduled for Monday, November 12th. There will be a parade at 10:15. There will be parking at the Day School and buses will be available to transport spectators to the Cemetery. Refreshments will be served at the Day School after the parade.

On a motion by Marie Chiofalo, seconded by Joyce Terrio, it was unanimously voted to waive the reading of the Warrant and the Return on the Warrant.

ARTICLE 1

Article 1 was indefinitely postponed since there were no unpaid bills from the previous year.

ARTICLE 2

The Advisory Board recommended and the Town voted unanimously under Article 2 to raise and appropriate \$67,415.000 and to transfer from and to the following accounts:

From:		
Ambulance Salaries	01.5231.1100	\$57,300.00
Transfer Station Salaries	01.5431.1100	9,575.00
Police Salaries Encumbered	01.5210.1101	10,000.00
Longevity	01.5913.1730	4,259.00
Finance Fixed Asset Software	01.5132.8615	10,000.00
Total From		\$91,634.00
To:		
Selectmen's Expense (sp. elec.)	01.5122.4010	\$ 1,000.00
Police Salaries	01.5210.1100	16,650.00
Police Expense	01.5210.4010	20,720.00
Fire Salaries	01.5220.1100	57,300.00
Veterans Salaries	01.5543.1100	500.00
Veterans Expenses	01.5543.4010	354.00
Veterans Benefits	01.5543.7700	4,500.00
Veterans Day	01.5122.7820	4,000.00
Memorial Day	01.5692.4010	250.00
Highway Salaries	01.5420.1100	8,023.00
Cemetery Salaries	01.5491.1100	1,140.00
Grounds Maintenance Salaries	01.5424.1100	5,612.00
Information Systems	01.5154.4010	10,000.00
Town Hall Operations	01.5159.4010	10,000.00
Special Election	01.5162.4027	4,000.00
Employee Benefits-Medical Ins.	01.5193.1710	15,000.00
Total To		\$159,049.00
Funded through raise and appropriate		67,415.00

ARTICLE 3

The Advisory Board recommended and the Town voted unanimously under Article 3 to raise and appropriate \$2,298.72 to pay an employee for prior benefits in conformance with the steps and compensation schedules in effect at the time. (Amount transferred to Account #01.5189.1100 Permanent Building Committee Salaries)

ARTICLE 4

The Advisory Board requested that the Moderator recognize the Board of Selectmen for the purposes of providing a status report to the Town Meeting with respect to the proposed golf course. John McFeeley represented the Board of Selectmen. Mr. McFeeley explained that the special act legislation had been filed with the State Legislature and had passed the third reading and is awaiting a final vote.

A Request for Proposals to perform a feasibility study had been advertised and as a result the National Golf Foundation of Jupiter Florida (NGF) had been awarded the job. NGF will be responsible for evaluating and reviewing the project; but, not for the actual construction of the course. The cost of the feasibility study is \$15,000 and will be paid out of the remaining \$15,870 of the original \$25,000 appropriation. The results of the report should be ready by November 1st and the Board of Selectmen will be holding a public hearing to discuss those results on November 19th at the Freeman Centennial School at 7:30PM.

Anyone interested can track the progress of the project on norfolknet.com where a page has been established just for that purpose.

Dr. Robert Markel, Town Administrator explained some of the technical aspects of the project to the Town Meeting. Dr. Markel has been attending all meeting of the Golf Committee since his hire in August. Dr. Markel explained that the Town has not yet entered into a purchase and sale agreement with any of the owners of the properties in question for development. There is a letter of intent on file between the Town and the Mann family. Town Counsel has been involved to protect the Town from any legal obligations through this letter of intent. Town Counsel's recommendations have been incorporated into the letter. Town Counsel's recommendation would absolve the Town from any responsibility with respect to contamination of the land in question.

ARTICLES 5 AND 6

Lawrence Corcoran, Chairman of the Personnel Board, offered a presentation to the Town Meeting which explained the process being used to develop a new Classification and Compensation Schedule for Town employees. The Personnel Board has been working diligently often meeting twice each week since July to work with the consultant, Bennett Associates, to develop job descriptions for over 100 municipal positions. Mr. Corcoran explained that the Personnel Board would be presenting the new schedules at a future Town Meeting since the Board was still refining the job descriptions.

Therefore, the Advisory Board recommended and the Town voted to indefinitely postpone Articles 5 and 6.

ARTICLE 5.

To see if the Town will vote to replace the existing Town of Norfolk Personnel Bylaw Classification Schedule with a new Classification Schedule; or take any other action relative thereto.

ARTICLE 6.

To see if the Town will vote to replace the existing Town of Norfolk Personnel Bylaw Compensation Schedule with a new Compensation Schedule; or take any other action relative thereto.

ARTICLE 7

The Advisory Board recommended and the Town voted by a 2/3 vote called by the Moderator under Article 7 that the sum of \$350,000 be hereby appropriated, contingent upon Town Meeting also voting Article 8 of this Town Meeting Warrant, and contingent on a vote of the Town to exempt or exclude the amounts required to repay any bonds or notes issued for the total Library Expansion project (described by Articles 7 and 8) from the limitations imposed by Chapter 59, Section 21C of the General Laws (Proposition 21/2, so called), for the purpose of paying costs of architectural and engineering design of the proposed new/renovated Town Library; that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen, is hereby authorized

to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefore.

ARTICLE 8

The Advisory Board recommended and the Town voted by a 2/3 vote called by the Moderator under Article 8 that the sum of \$2,650,000 is hereby appropriated and is to be used together with a Supplementary Grant from the Massachusetts Public Library Construction Program for the purpose of paying costs of constructing, originally equipping and furnishing additions and renovations to the Town Library, and/or constructing a new Library, including the payment of all other costs incidental and related thereto, which shall be located on Main Street, on the property identified on Norfolk Assessors' Map 14, Block 51, Lot 1 and on Map 14, Block 41, Lot 10; and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen is hereby authorized to borrow under and pursuant to Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefore, provided, however, that no sums shall be borrowed or expended hereunder, unless and until (i) the Town shall have voted to exempt or exclude the amounts required to repay any bonds or notes issued in accordance with this vote from the limitations imposed by Chapter 59, Section 21C of the General Laws (Proposition 21/2, so called), and (ii) the Selectmen shall have determined that the Town has received a commitment of a grant of supplementary funding for this project from the Massachusetts Public Library Construction Program; and the Selectmen are hereby authorized to accept any and all grants available for this project, from any source whatsoever; and that the construction of this project may commence promptly upon the satisfaction of the contingencies set forth in this vote and upon final design approval by the Town's Board of Library Trustees.

At this time Article 28 was taken out of order since it was attempting to amend the Zoning Bylaw to accommodate the construction of the library addition.

A motion to reconsider Article 8 was lost on a voice vote.

ARTICLE 28

The Planning Board stated for the record that it did not support the passage of Article 28.

The Town voted 63 in favor to 42 opposed to defeat Article 28 which would require a 2/3 vote to pass under MGL.

ARTICLE 28.

To see if the Town will vote to amend the Town of Norfolk Zoning Bylaw Schedule of Minimum Off Street Parking requirements by adding a new section F.7.b.21 as follows:

	<i>Permitted Use</i>	<i>Minimum Number of Spaces</i>
<i>F.7.b.21</i>	<i>Municipal Library</i>	<i>1 per 400 sq. ft. usable floor area</i>

and by deleting the word Libraries in Section F.7.b.6 and replacing with the words non-municipal libraries; or take any other action relative thereto.

At 12:40PM the Town Clerk made a motion to adjourn the meeting to reconvene at 1:40PM at the King Philip High School. The motion passed unanimously.

The second session of the October 27th Special Town Meeting was called to order by the Moderator at 1:40PM. There were 75 registered voters in attendance. James Martin, Paul Muliero and Judy Warren were sworn as counters.

Nancy Seitz, Advisory Board member addressed the Town Meeting with respect to Articles 9, 10 and 11. Mrs. Seitz explained that these articles address a request for funding by the Water Department to construct a water storage facility in town, purchase the land required and install a water main for a hydraulic loop along a section of Pond Street.

Currently there is only one water storage facility in town and we are all aware of the need for a second one, not only to provide more storage but also to serve as a backup when the first one is in need of maintenance.

Approval of all three articles is needed to complete the job as requested.

ARTICLE 9

The Advisory Board recommended and the Town voted unanimously under Article 9 to transfer \$400,000 from Water Department Retained Earnings to fund acquisition of land for the purpose of building a water storage facility, including the payment of all other costs incidental. Said parcel of land is approximately 8.47+/- acres of land located off Sharon's Avenue, Norfolk, Massachusetts being a portion of the land described on the Town of Norfolk Assessor's Maps as Map 19, Block 69, Lot 27, and shown as Lot 5 and Lot 6 on a plan of land entitled "Plan of Land in Norfolk, Mass." Scale 1"= 100', January 30, 1981, Norwood Engineering Company, Inc., Norwood, Ma. And recorded with the Norfolk county Registry of Deeds as Plan Number 316 of 1981 in Plan Book 288.

ARTICLE 10

The Advisory Board recommended and the Town voted unanimously under Article 10 to appropriate the sum of \$1,985,000 and to meet such appropriations the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow a sum of \$1,985,000 pursuant to Massachusetts General Laws, Chapter 44, Section 8 (subparagraph 5) or any other enabling authority and issue bonds or notes of the town (to be paid from Water Department retained earnings), therefore.

Said money to be used by the Water Department for the purpose of:

- a. the construction, use and maintenance of a water storage facility
 - b. any building, roads, utilities or other physical infrastructure related thereto,
 - c. any other lawful use ancillary thereto and not inconsistent therewith, or
- for protecting, preserving and enhancing the availability, delivery and quality of the Town's water supply.

ARTICLE 11

The Advisory Board recommended and the Town voted unanimously under Article 11 to appropriate the sum of \$295,000 and to meet such appropriations the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow a sum of \$295,000 pursuant to Massachusetts General Laws, Chapter 44, Section 8 (subparagraph 5) or any other enabling authority and issue bonds or notes of the town (to be paid for from Water Department retained earnings), therefore. Said money to be used by the Water Department for the purpose of paying costs of installing 5,200+/- linear feet of water main for a hydraulic loop in Pond Street from Marshall Street to Needham Street, including the payment of all other costs incidental.

ARTICLE 12

The Advisory Board recommended and the Town voted unanimously to authorize the Board of Water Commissioners to take by eminent domain pursuant to Massachusetts General Laws Chapter 79 the fee simple interest in those two certain parcels of land formerly owned by Mary C

Bremlist and Naomi Bremlist, et al, and shown as Parcel A, 12.84 +/- acres and Parcel B, 60,855 +/- square feet, totaling 14.24 acres on a plan of land entitled "Plan of land in Norfolk, Mass." Dated April 18, 1978, Scale 1" = 60' by Landmark Engineering of New England, Inc. 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.

ARTICLE 13

The Advisory Board recommended and the town voted unanimously to authorize the Board of Selectmen to accept gifts of land for municipal purposes.

ARTICLE 14

The Advisory Board recommended and the Town voted unanimously under Article 14 to amend Article 1, Sections 3 and 4 of the Town of Norfolk General Bylaws by changing the dates of the Annual Town Meeting to the first Tuesday following the town election and the date of the Fall Special Town Meeting to the fourth Tuesday in October.

ARTICLE 15

ARTICLE 16

The Advisory Board recommended and the Town voted unanimously to amend the Town of Norfolk Personnel Bylaw, Section XIII PERFORMANCE APPRAISAL PROGRAM, Sub-section 6.0 EVALUATORS, as follows: change SECONDARY EVALUATOR for Assistant Town Clerk from Personnel Board to Town Administrator.

ARTICLE 17

The Advisory Board recommended and the Town voted unanimously to accept the provisions of Chapter 40, Section 22F of the Massachusetts General Laws allowing municipal boards and officers to fix reasonable fees for license, permits, certificates of services performed pursuant to statutes or regulations. The entire proceeds there from to remain with the Town of Norfolk.

ARTICLE 18

Article 18 was indefinitely postponed since the passage of Article 17 will allow the Town Clerk to set reasonable dog licensing fees.

ARTICLE 19

After much discussion, the Town voted 27 YES to 31 NO to defeat Article 19.

To see if the Town will vote to amend Article X, Police Regulations, Section 35 of the Town of Norfolk General Bylaws by amending it to read: No person or persons shall cause, allow or permit the operation of equipment or machinery, or motor vehicles including dump trucks and trailer trucks, associated with site work, construction, or demolition between the hours of 7 p.m. and 7 a.m., Monday through Saturday, and all hours on Sunday, and State holidays without the expressed approval of the Board of Selectmen, and the issuance of a work permit by the Chief of Police. Such regulations shall not apply to domestic equipment such as lawnmowers and power saws or activities defined by 310 CMR 7.10. Violations of this Section shall be subject to a fine of three hundred dollars (\$300) for each violation; or take any other action relative thereto.

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 Article X, Police Regulations, Section 9 of the Town of Norfolk General Bylaws by amending it to read: No person shall throw or deposit in any manner upon any public way, place or square in the town any article, substance or material, including but not limited to snow, ice, leaves, or pumping water from basements, which may prove injurious in any respect to the hoofs of animals, the tires of bicycles, or the rubber tires of automobiles and other vehicles, or the operators of bicycles, automobiles, or other vehicles; or take any other action relative thereto.

ARTICLE 21

The Advisory Board recommended and moved that Article 21 be indefinitely postponed. A motion was made by John McFeeley to substitute the main motion with a new motion. The Town voted in favor of amending the main motion.

The Town voted **22 NO to 33 YES** under the amended main motion of Article 21 to amend the Town of Norfolk General Bylaw by adding a new Section 5 to Article VII, Street Lighting, so that Article VII, Section 5 shall read as follows:

Section 5. Street Lighting

Any individual or developer wishing to have installed a street light on a public way or in a new development may do so after appropriate approvals provided they also post an amount of money with the Town, in a manner determined by the Town, equivalent to 300 monthly utility cost payments at the then prevailing rate.

ARTICLE 22

Lori Hurley made a motion to amend the main motion. The motion was lost on a voice vote.

The Planning Board stated for the record that it was not in support of the passage of Article 22.

The Advisory Board recommended and the Town voted in favor of Indefinite Postponement of Article 22.

To see if the Town will vote to amend the Norfolk Zoning Bylaws by amending Section F.4.b.2 by adding the words "or would result in financial or other hardship to the applicant" at the end of this Section or take any other action relative thereto.

ARTICLE 23

The Planning Board made a substitute motion to indefinitely postpone Article 23. This motion passed on a voice vote.

The Advisory Board recommended and the Town voted in favor of indefinite postponement of Article 23.

To see if the Town will vote to amend APPENDIX A of Article XV Section 2 of the Norfolk Zoning Bylaws to increase the non-criminal disposition fine for violations of the Zoning Bylaws item 14. ZONING BYLAW VIOLATIONS, Enforcement Agent: Building Commissioner, Fine Schedule: 1st Offense – warning, 2nd and each successive offense \$300; or take any other action relative thereto.

ARTICLE 24

The Advisory Board recommended and the Town voted in favor to accept a gift of land, or take by eminent domain pursuant to Massachusetts General Laws, Chapter 79 and further to accept as a public way, Perigo Lane, a distance of 493.00 feet more or less from Grove Street to end of cul de sac together with the utility, sight line, sidewalk, future through roadway, tree planting, and drainage easements laid out by the Board of Selectmen in accordance with the acceptance plan which is dated November 9, 1998 and revised October 22, 1999, December 15, 1999 and October 5, 2001 drawn by Glossa Engineering, Inc., of Walpole, Massachusetts.

ARTICLE 25

the Advisory Board recommended and the Town voted unanimously under Article 25 to amend Section F.13 of the Town of Norfolk Zoning Bylaws by deleting from subparagraph a. of the last section items (2) and (3) which read: "(2) the tower must have a cost of replacement value of less than \$10,000 and (3) the tower must be removed if the use is discontinued for six months and" so that said subparagraph a. will now read as follows:

"a. Amateur radio towers used in accordance with the terms of an amateur radio service license issued by the Federal Communications Commission, provided that the tower is not licensed for any commercial purposes, and"

ARTICLE 26

The Advisory Board recommended and the Town voted unanimously under Article 26 to amend Section B, Definitions, of the Norfolk Zoning Bylaws, by adding the following: "FLOODPLAIN – WETLANDS PROTECTION DISTRICT BYLAW definitions:

BASE FLOOD means the flood having a one percent chance of being equaled or exceeded in any given year (more commonly referred to as the 100 year flood event).

DEVELOPMENT means any manmade change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

FLOODWAY means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the BASE FLOOD without cumulatively increasing the water surface elevation.

FLOOD BOUNDARY AND FLOODWAY MAP means an official map of a community issued by FEMA that depicts based on detailed analyses, the boundaries of the 100-year and 500-year floods and the 100-year FLOODWAY.

FLOODWAY DATA means the best available Federal, State, local or other floodway data used to prohibit encroachment in FLOODWAYS which would result in any increase in flood levels within the community during the occurrence of the base flood discharge."

And to make the following changes to Section D.5.b.:

1. To delete the first four paragraphs of Section D.5.b. and replace them with the following so that Section D.5.b. will now read:

"D.5.b." Permitted Uses – The Flood Plain/Wetlands Protection Districts shall be considered as overlying other districts. All development in the district including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

- Compliance with the Massachusetts State Building Code which addresses floodplain hazard areas (currently 780 CMR 3107.0, "Flood Resistant Construction")
- Wetland Protection Regulations of the Department of Environmental Protection (DEP) (currently 310 CMR 10.00, and its most recent revisions)
- Inland Restricted Wetlands, chapter 131, section 40A
- Minimum requirements for the Subsurface Disposal of Sanitary Sewage, (currently 310 CMR 15.000, Title 5)

Any variances from the provisions and requirements of the above referenced state regulations may only be granted by the appropriate state or local agencies in accordance with the required variance procedures of these state regulations.

In the Floodplain/Wetlands Protection District, further described in Section D.5.e. herein, the following conditions shall apply:

- All encroachments in the FLOODWAY, including new fill, new construction, substantial improvement to existing STRUCTURES and other DEVELOPMENT are prohibited unless certification by a registered professional engineer is provided by the APPLICANT demonstrating that such encroachment shall not result in any increase in flood levels during the occurrence of the 100 year flood (BASE FLOOD)
- Any encroachment meeting the above standard shall comply with the floodplain requirement of the State Building Code, "Flood Resistant Construction" and the goals of the NFIP.
- Along all watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways, which would result in any increase in flood levels within the community during the occurrence of the BASE FLOOD discharge.
- BASE FLOOD elevation data is required for subdivision proposals or other developments greater than 7 lots or 5 acres, whichever is the lesser within areas described in section D.5.e. of the Flood Plain / Wetland Protection District.
- Notification of the relocation of a watercourse must be made to the NFIP State Coordinator, Massachusetts Office of Water Resources, the NFIP Program Specialist, FEMA Region 1, and adjacent communities if the watercourse lies within the watershed of those communities.

The following uses shall be allowed within the Floodplain/Wetlands Protection District without requiring a Special Permit:

2. To delete and amend the following:

D.5.b.3. Insert the following words after the word "bridges" and before the word "provided" "to allow adequate and safe crossing by Pedestrians, bicyclists or horses, provided such uses are in Compliance with M.G.L. 131, sec. 40 and 40A and 310 CMR 10.00 as amended, and all local zoning and wetland laws and" so that Section D.5.b.3. in its entirety will now read as follows:

"D.5.b.3. Non-commercial signs (as permitted in the residential district) wildlife management areas, foot, bicycle and/or horse paths and bridges to allow adequate and safe crossing by pedestrians, bicyclists or horses, provided such uses are in compliance with M.G.L. chapter 131, sec. 40, 40A and 310 CMR 10.00 as amended, and all local zoning and wetland laws and provided such uses do not affect the natural flow pattern on any watercourse".

b. Delete "D.2.b.4" and replace with "D.5.b.4"

c. Delete "D.2.b.5." and replace with "D.5.b.5."

d. Delete "D.2.b.6." and replace with "D.5.b.6" and add the following words after the word "devices" "including the temporary alteration of the water level for emergency or maintenance purposes and the emergency removal of any and all flashboards of a privately owned dam in order to lower the water level of its backwaters to a safe level providing no downstream properties are damaged by the cumulative increase in any water surface elevation" so that the section will now read in its entirety:

"D.5.b.6. Proper operation and maintenance of existing dams, and other water control, supply and conservation devices including the temporary alteration of the water level for emergency or maintenance purposes and the emergency removal of any and all flashboards of a privately owned dam in order to lower the water level of its backwaters to a safe level providing no downstream properties are damaged by the cumulative increase in any water surface elevation".

e. Delete "D.2.b.7" and replace with "D.5.b.7."

f. Delete "D.2.b.8." and replace with "D.5.b.8." and add the following new sentence after the first sentence. "Any substantial improvement or reconstruction of a structure within the floodplain/wetlands district which has been damaged by any cause is subject to the requirements of section 3107.0 of the State Building Code" so that the section in its entirety shall now read as follows:

"D.5.b.8. In the case of fire destruction to BUILDINGS or STRUCTURES existing in Flood Plain/Wetlands Protection Districts prior to the adoption of these provisions, said BUILDING STRUCTURE or STRUCTURES may be rebuilt, and increased up to a maximum of 25% of its original size, provided however, that proper flood-proofing is taken when rebuilt, and said construction complies with all applicable local zoning and wetland laws and the provisions of the Wetland Act and 310 CMR 10.00 as amended. Any substantial improvement or reconstruction of a structure within the floodplain/wetlands district which has been damaged by any cause is subject to the requirements of section 3107.0 of the State Building Code."

g. Delete "D.2.b.9." and replace with "D.5.b.9."

2. To delete make the following changes to Section D.5.c.

D.5.c.2. Add the following words after the word "wetlands" and before the word "except" "and no ponds or pools shall be created or other changes in water courses allowed, whether for swimming, fishing, or other recreational uses, scenic features, or drainage improvements." so that the section in its entirety will now read as follows:

"D.5.c.2. No person shall remove, fill, dredge, or alter any lake, pond, river, stream, brook, marsh, swamp, bog, meadow or flood plain or any land within the flood plain and/or wetlands and no ponds or pools shall be created or other changes in watercourses allowed, whether for swimming, fishing, or other recreational uses, scenic features, or drainage improvements, except as permitted in Section D.5.b. of the Flood Plain/Wetlands Protection District Zoning Bylaw;"

i. Delete "D.2.c.4." and replace with "D.5.c.4.";

ARTICLE 27

The Advisory Board recommended and the Town voted unanimously in favor of indefinite postponement of Article 27.

To see if the Town will vote to delete in its entirety SECTION 1 of Article VII, Land Use and Resource Protection, of the Town of Norfolk Bylaws pertaining to EARTH REMOVAL and replace with the following:

ARTICLE VII: LAND USE AND RESOURCE PROTECTION EARTH REMOVAL

SECTION 1: EARTH REMOVAL

- A. DEFINITIONS: For the purpose of this bylaw:
- 1) "EARTH" shall include soil, loam, sand, and gravel
 - 2) "BOARD" shall mean the Board of Selectmen of Norfolk
 - 3) Blasted, pulverized, excavated or jack hammered bedrock shall also be included as "EARTH"
 - 4) The Committee shall mean THE EARTH REMOVAL COMMITTEE of the Town of Norfolk
 - 5) The word "APPLICANT" as used in these rules and regulations shall mean the owner of the property or his legal representative or persons authorized by owner. Corporations shall file with the Board of Selectmen a list of their officers and designate their authority to sign legal documents.
- B. Basic Requirements
- (1) No earth shall be removed, stripped, stockpiled, or removed from any parcel of land within the Town of Norfolk or to another parcel either within or outside the Town boundaries except as set forth in paragraph F. Exceptions to this prohibition may be made by the Board of Selectmen by its granting of a Permit after a finding by the EARTH REMOVAL COMMITTEE and recommendation to the Board of Selectmen that each of the following criteria has been met.
 - (a) An Earth Removal Permit shall be required by any site activity where more than 150 cubic yards of material is proposed to be removed except as specified by Paragraph F.
 - (b) All loam and subsoil must be bulldozed into piles for future re-spreading except that loam and subsoil lying below proposed impervious surfaces on a site may be removed in accordance with the provisions of this bylaw. Whenever possible the loam and subsoil's that lie below proposed impervious surfaces shall be reused on site whenever possible. The APPLICANT shall provide documentation as to why the loam and subsoil's must be removed.
 - (c) In approving the plan, the EARTH REMOVAL COMMITTEE will require that the land shall be suitable for the removal of earth without danger to health and safety and that proper steps are taken so as not to hinder or endanger traffic on public ways. The Board of Selectmen may require, at its discretion, that police control of the traffic be provided by the APPLICANT at his expense. Only when the EARTH REMOVAL COMMITTEE finds affirmatively that no public hazard or nuisance will result will they approve a plan for the removal of earth and where intentions are shown for excavation below the level of an adjacent already-existing public way.
 - (d) Uses allowed as a matter of right, under the zoning bylaws or granted by a zoning special permit can only be exercised by the granting of an Earth Removal Permit after a finding by the EARTH REMOVAL COMMITTEE and recommendation to the Board of Selectmen. The removal of earth will be accomplished as part of the development of an approved overall project, subdivision approval, site plan approval, or building permit.
 - (e) The proposed EARTH to be removed is the absolute minimum required to remove a physical hardship.

(f) The APPLICANT shall provide an alternatives analysis, which demonstrates that all options of development have been considered and the removal of EARTH is required. The APPLICANT shall provide a written alternative analysis to support that the proposed volume of EARTH to be removed is the absolute minimum. Documentation that simply allows for only maximum build out is not considered to be an acceptable alternative.

(g) The removal of EARTH will not cause a nuisance. A nuisance shall be considered, but not limited to, dust, noise and vibrations related to blasting operations and truck traffic, or be a detriment to the surrounding areas or along the route of transportation, or cause any adverse effects. An earth removal operation shall be deemed to cause an adverse impact to the Town or to property in the vicinity of the site if it:

- **May reasonably be expected to significantly increase surface water flow off the site or to result in any adverse impact on surface water or public or private water drinking water wells;**
- May produce noise, dust or other effects that may be detrimental to the amenities, aesthetics or normal use of property in the neighborhood.
- May result in a change in topography and cover that will render development of the site in accordance with the approved site plan more difficult or costly;
- May have an adverse effect on public health or safety or on the health or safety of persons living, working or otherwise present in the neighborhood; or
- May unduly frustrate the long-term recreation and open space planning objectives of the Town.

(h) The APPLICANT shall provide proof of preparation of an erosion control plan that meets the requirements of the "Storm Water Management Plan" pursuant to the applicable regulations promulgated by the U.S. Environmental Protection Agency "Storm Water Phase II regulations (approved December 1999). For sites of less than 1 acre of cumulative disturbed area, the applicant must demonstrate through best management practices that the work will not adversely impact the drainage system(s) of the Town of Norfolk, impact wetlands, roadways, adjacent properties or other areas that could create a risk to human health or the environment.

(i) The APPLICANT shall provide written proof that the "no adverse impact on surface water or public or private water drinking water wells" will occur. The supporting documentation shall be signed by a competent, registered professional. The supporting information shall include at a minimum, the location of all public and private supply wells adjacent to the area of work. If the location of work is within a Zone II of a public supply well, an empirical evaluation of the effects on the public supply well shall be completed, including but not limited to effects of blasting, removal of bedrock or overburden on the groundwater conditions such as flow direction, seasonal change in water table, potential impacts to quality and quantity of the groundwater resource.

(j) The APPLICANT shall provide a written dust control plan that is in effect during the entire duration of the project. The applicant shall limit the times of work as prescribed by the Town bylaws and limits on construction work. During periods of high winds the operation shall cease if visual evidence indicates that air borne dust is present or is traveling onto adjacent properties. Dust control measures shall be implemented. Failure to cease operation or to implement dust control measures shall be subject to enforcement. Enforcement actions are discussed in the enforcement section.

(k) If the removal of EARTH is causing detrimental effects to the amenities, aesthetics or normal use of property in the neighborhood, the work shall cease and corrective action shall be taken. The APPLICANT shall provide written notice to the Board of Selectmen of the problem and of the corrective action to be taken.

(l) The granting of an Earth Removal Permit does not supersede the requirements of any other permits that may be required for other Town of Norfolk Boards.

(m) All trees and brush are to be chipped on the site, unless removed for commercial purposes. Stumps are to be either chipped on the site or removed in accordance with DEP regulations.

Grandfather Clause: permits for earth removal granted by the Board of Selectmen prior to June 1, 1989 and which are in the excavation and removal process, may be renewed at the discretion of the Board of Selectmen (ATM 5/31/89). Permits issued prior to June 1, 1989 by the Board of Selectmen shall be subject to the same review as a new Earth Removal Permit if ownership of the property has changed.

(2) Any person or corporation applying to remove EARTH from a location in the Town of Norfolk shall file an application with the Board of Selectmen, the Building Commissioner, the Board of Assessors, the Board of Health, and the EARTH REMOVAL COMMITTEE. New applications will be received only by the thirty-first (31) day of January and by the first (1) day of June of each year unless granted a waiver by the Board of Selectmen for an extraordinary circumstances. (5/8/80 amended ATM 5/31/89)

Permits issued prior to June 1, 1989 by the Board of Selectmen shall be subject to the same review as a new Earth Removal Permit if ownership of the property has changed.

(3) The EARTH REMOVAL COMMITTEE shall consist of 5 members; a member or representative of the Zoning Board of Appeals, a member or representative from the Planning Board, a member or representative of the Conservation Commission, a member or representative from the Board of Health, and a citizen appointed by the selectmen who has adequate experience dealing with earth removal projects. The members shall be appointed by their respective represented Boards.

The EARTH REMOVAL COMMITTEE shall meet once a month unless there are no applications being reviewed or active filings.

(4) The EARTH REMOVAL COMMITTEE shall file written reports of their recommendations on the application with the Board of Selectmen at a public hearing held under the terms of this bylaw. The Board of Selectmen shall not take final action on any application until it has received said report. The decision of the Board of Selectmen shall record the consideration of the written reports in its findings. Any requests for a modification of any condition of the Permit shall also be reviewed by the EARTH REMOVAL COMMITTEE.

(5) The EARTH REMOVAL COMMITTEE shall from time to time file such reports or recommendations for the revision of the Earth Removal Permit for specific projects to the Board of Selectmen. These reports will summarize compliance with the Permit, recommendations of enforcement including fines or penalties, and other information required to meet the performance requirements of the Permit.

C. Application for an Earth Removal Permit.

All applications for Earth Removal Permits shall be accompanied by exhibits and documentation deemed necessary by the EARTH REMOVAL COMMITTEE for the proper review of the application. Exhibits of documentation shall include but not be limited to the following:

- (1) The street location of the proposed excavation, the proposed depth of excavation and the elevation of the highest annual high water table, as determined by the test pits and soil boring. (ATM 1985)
- (2) The APPLICANT shall provide an alternatives analysis which demonstrates that all options of development have been considered and the removal of EARTH is required.
- (3) The APPLICANT shall provide written alternatives analysis to support that the proposed volume of EARTH to be removed is the absolute minimum.
- (4) The APPLICANT shall provide proof of preparation of an erosion control plan that meets the requirements of the "Storm Water Management Plan" pursuant to the applicable regulations promulgated by the U.S. Environmental Protection Agency "Storm Water Phase II regulations (approved December 1999).
- (5) For sites of less than 1 acre of cumulative disturbed area, the APPLICANT must demonstrate through best management practices that the work will not adversely impact the drainage system(s) of the Town of Norfolk, impact wetlands, roadways, adjacent properties, or other areas that could create a risk to human health or the environment.
- (6) The APPLICANT shall provide written proof that the no adverse impacts on surface water or public or private water drinking water wells will occur. The supporting documentation shall be signed by a competent, registered professional engineer.
- (7) If the location of work is within a Zone II of a public supply well, an empirical evaluation of the effects on the public supply well shall be completed including but not limited to effects of blasting, removal of bedrock or overburden on the groundwater conditions such as flow direction, seasonal change in water table, potential impacts to quality and quantity of the groundwater resource.
- (8) Name and address of the legal owner of the land in question.
- (9) Name and address of petitioner, if different.
- (10) Names and addresses of all owners of property within one hundred (100) feet of property lines of the land.
- (11) All adjacent roads, their elevations, and established grades.
- (12) Any and all easements existing and proposed, public or private.
- (13) Zoning District
- (14) Any and all benchmarks established for the project by the applicant or maintained by any local, county, state or federal agency.
- (15) All land shall be divided into one-acre grids.
- (16) Ten (10) copies of a plan of the property where EARTH is to be removed with the boundaries shown in detail. The plan of the land shall be prepared by a Registered Engineer or Land Surveyor drawn to scale of forty (40) feet to the inch including: land boundaries, adjacent streets, location of all structures upon the land, original topography by two (2) foot contours, proposed final topography by two (2) foot contours, the limits of proposed EARTH moving operations, the location and use of all proposed structures to be erected and used in connection with the earth moving operation, the depth of loam at forty (40) foot intervals along original contour lines, and

drainage provisions to be made after completion of the project. The plan shall bear appropriate cross sections and a computation of the volume of material to be moved, stockpiled, stripped or removed, and certified by the person preparing the plan. (amended ATM 5/31/89)

(17) A statement estimating the quantity of material to be removed. This statement shall include the volumes and type of EARTH to be reused on site, that which will be removed from the site and how much EARTH will be brought onto the site from another location.

(18) The proposed form of Bond to be used. Before approval of any plan, and in order to insure the fulfillment of the permit requirements, the Board of Selectmen will require a proper bond, or deposits of money, or negotiable securities on a scale of not less than \$15,000 per acre, for which restoration could be required. The exact amount of bond money will be set by the Board of Selectmen. The amount of the minimum bonding required shall be reevaluated every three years to ensure that cost of restoration is covered.

Upon completion and approval by the Board of Selectmen or their representative that the work has been completed in a timely manner, the security may be released in part or in whole. The bond shall not be released if enforcement proceedings by any Town Board, state or federal agency is unresolved. The bond shall not be released if other administrative fees are due to the Town or permits are in violation of the applicable Town Board.

If discrepancies in the actual versus proposed volume of earth removed is found, the Board of Selectmen shall authorize a professional engineer to determine the costs of any engineering fees incurred in documenting and verifying the volume of earth removed in order for the bond to be released. The engineering fees shall be paid for by the APPLICANT.

(19) Statement of plans for the disposal of rock, tree stumps, and other waste materials, and for the drainage site and excavation during and after the removal operations. For operations within five hundred (500) feet of wetlands, the application shall include a statement of plans for the protection of any portion of an underground water source or supply including without limitation to springs, wells, underground reservoirs or aquifers. (5/8/80). Trees are to be cut (not bulldozed). Stumps may be removed by heavy equipment.

(20) A public hearing shall be held on each application for Permit under this By-law. The Board of Selectmen shall cause a notice of the Public Hearing to be published at the expense of the APPLICANT in a daily or weekly newspaper in general circulation in the Town at least fourteen (14) days prior to the date of said hearing. The notice shall set forth the name of the APPLICANT, the nature of the operation for which a permit is requested the volume of material to be moved, stripped, stockpiled or removed, and location of the premises. Every APPLICANT or an agent in his behalf shall within three (3) days after publication as herein before provided cause a copy of the published notice to be sent by certified mail, return receipt requested, to each of the persons appearing upon the Assessors' most recent valuation list as the owners of property abutting on the premises for which a Permit is sought together with those persons appearing as owners across any public or private way from said premises. Notice shall also be given to the Water Department, Board of Health, Planning Board, Zoning Board of Appeals, Conservation Commission and Highway Department and the EARTH REMOVAL COMMITTEE. An affidavit of the applicant or of the person mailing such notice in his behalf together with a copy of the notice mailed and the Post Office receipts for the certified mailings herein required shall be filed with the Board as the first order of business at the Public Hearing. Such affidavit shall be a prima facie evidence that notice has been given in compliance herewith. (5/24/90)

(21) The application fee for all original and renewal applications for an Earth Removal Permit are found in Section I.

(22) The applicant shall incur the necessary cost to meet the intent of the bylaw including but not limited to the costs of any engineering fees incurred in the monitoring of earth removal,

measurement of EARTH removed or to be removed under such Permit. The engineering fees charged for each Permit issued or renewal will be paid by the applicant and are listed below.

D. Requirements of Permit.

(1) In approving the issuance of a Permit, the EARTH REMOVAL COMMITTEE may impose reasonable requirements which shall constitute a part of the Permit and which may include but not be limited to: grading, seeding and planting, construction of necessary fencing and other protection against nuisances, methods of removal, location and use of structures, hours of operation, the duration of the removal operation, routes of transportation of material removal, control of drainage, disposition of waste incident to the operation, providing of adequate vegetation. Any conditions so imposed by the Board shall be endorsed upon the Permit issued to the applicant after recommendation of the EARTH REMOVAL COMMITTEE in approving the issuance of a Permit,

(2) The Board of Selectmen shall require suitable bond or other security adequate to ensure compliance with the provisions of the By-law.

(3) The area excavated during the duration of the Permit shall be restored to conform to the natural state of the area and surrounding areas by grading, re-top soiling, top-soiling and planting so that all scars resulting from the removal operation are eliminated annually during the period of the Permit and any subsequent renewals. Such restoration shall be completed within thirty (30) days of the termination of the Permit or any renewal thereof.

(4) No applicant for an Earth Removal Permit shall reapply following the denial of the application of a permit for earth removal unless there are substantial changes to the application.

(5) No permit shall be issued until the owner of the site has granted to the Town an easement over the land in question and conveys to the town the legal right to enter upon said land with equipment and personnel for the purpose of making acceptable restoration in accordance with the approved restoration plan in the event of default of such restoration specific in the permit by the owner or his contractual representative.

(6) The depth or any excavation shall not be made lower than ten (10) feet above the annual high water table (ATM 1985)

E. Termination of Permit

(1) Any permit issued by the Board of Selectmen shall expire upon the termination date stated thereon. If the Board of Selectmen does not reissue a new Permit upon the proper application of the petitioner, grading, top-soiling, and seeding of the existing excavation shall be completed by the petitioner within thirty (30) days of the expiration thereof. In no case shall a permit be valid for more than 3 years. The Permit may be extended for 6 months following written request and valid reasons stating the need for the extension.

(2) All applications for renewal of a Permit will require a public hearing as specified in Section C19 of the earth removal by-law. Applications for renewal of a Permit expiring within a calendar year must be submitted on or before the thirty-first (31) day of January of the year in which the existing Permit expires. In such application, documents used for the original issuance of the Permit may be revised to show the conditions existing at the time of reapplication. Information thus required will be stated in Section C of the By-law, Application for Earth Removal Permit. (5/8/80, amended ATM 5/31/89)

The APPLICANT shall not create a condition at the location of the earth removal where the conditions in Section E paragraph 1 cannot be met due to frozen earth, excessive erosion, or other conditions under their direct control.

F. Permit Not Required.

No Earth Removal Permit shall be required for the following:

(1) Removal of EARTH from an operating farm, nursery, or cemetery but only to the extent that this removal is necessary for the current operations of the farm, nursery, or cemetery and only if the total volume of EARTH to be removed does not exceed 5,000 cubic yards during any three-year period. Any person or entity claiming an exemption under this clause must first notify the Board of Selectmen of its claim, and the basis for its claim, and must receive a written acknowledgement from said Board. In its acknowledgement, the Board of Selectmen may impose any reasonable restrictions, including but not limited to time of operation during the day and time of year. (Amended 5/20/87)

(2) Exceptions for removal of EARTH from site:

- (a) Where a building is under construction pursuant to a valid Building Permit to the extent as may be necessary to install the foundation and basement of the building provided such removal does not exceed four hundred (400) cubic yards in one (1) calendar year, or an amount equal to the volume of the foundation and basement of the building, whichever is the greater. If the excess material is to be removed from the site property, development or limits of the development, the applicant shall pay a one-time fee of \$150.00 per lot. If the applicant will use the excess EARTH on the lot or within the development the fee will be waived. The applicant must provide documentation to the effect as to the disposition of the earth. Discrepancies shall be subject to enforcement on a per yard basis as documented below.
- (b) Where a road is under construction pursuant to a permit for a subdivision or tract of land by government, authority to the extent as may be necessary to complete the project as planned. (5/8/80)
- (c) The moving and removal of EARTH for any municipal purpose by or on behalf of any Department of the Town of Norfolk.
- (d) A noncommercial moving of EARTH or re-grading of EARTH upon a single lot upon which a dwelling is situated and occupied to allow re-grading to prevent flooding or the construction and repair of on-site sewage disposal facilities.

G. Validity

The invalidity of any section of provisions of this by-law shall not invalidate any other section or provision thereof.

H. Penalty

- (1) Any person, firm, or corporation willfully violating, disobeying, or refusing to comply with any of the provisions of this by-law shall be subject to a fine of not more than five hundred (500) dollars for the first offense, not more than one thousand (1,000) dollars for the second offense, and not more than two thousand five hundred (2,500) dollars for any subsequent offense. Each day of non-compliance shall constitute a separate offense. The Board may revoke or suspend the permit of any person, firm, or corporation holding a permit under this by-law if such Person, Firm, or Corporation violates, disobeys, or fails to comply with any of the provisions of this bylaw. Each cubic yard of EARTH removed is subject to the penalties outlined below.

If any EARTH shall be removed without obtaining a Permit or otherwise in violation of this bylaw, the enforcement officer through the direction of the Board of Selectmen and EARTH REMOVAL COMMITTEE may order the restoration of the property involved in accordance with the provisions of this bylaw. Such an order of restoration will not constitute a waiver of any other fines or penalties for such violations.

Removal of EARTH without a valid earth removal permit shall be punishable by fine as follows: \$100 per cubic yard for each cubic yard.

Removal of EARTH above and beyond the permitted volume shall be punishable by fine as follows: \$100 per cubic yard for each cubic yard.

The penalty for failure to implement a dust control plan shall be punishable by a fine as follows: \$250.00 per day where dust is causing a nuisance or public safety hazard. If two consecutive days of fines are incurred a cease and desist will be issued by the enforcement officer and penalties will be doubled.

The enforcement officer for this Earth Removal bylaw shall be the Chief of Police and any police officer, and the Building Commissioner and Assistant Building Commissioner. An APPLICANT may appeal an enforcement officer's determination as to the existence of a violation or the amount of a fine by requesting a hearing before the Board of Selectmen.

(1) Fee Schedule

The following fees are to be paid to the Town of Norfolk for application to remove EARTH in accordance with the limits of the bylaw.

Application Fees

Removal of EARTH from a lot for the construction of a foundation (To be waived if material will be reused on site or within the development limits). -----\$150.00

Volume of soil over 250 cubic yards but less than 500 cubic yards - - - -	\$150.00
Volume of soil over 500 cubic yards but less than 1,000 cubic yards - - - -	\$200.00
Volume of soil over 1,000 cubic yards but less than 2,000 cubic yards - - -	\$300.00
Volume of soil over 2,000 cubic yards for every 100 cubic yards -	\$5.00 per cubic yard

Fees for volume of EARTH actually removed.

The following fees are to be paid to the Town of Norfolk based upon the exact tonnage removed - based upon a conversion factor of 1.5 tons per cubic yard. The applicant shall provide documentation such as weight slips of the transported material. Otherwise the volume of EARTH removed multiplied by 1.5 shall be the basis for fees. The pre excavation and post excavation documentation by the applicant will be used to calculate fees if weights slips are not provided. These fees only apply to material removed from the site and transported by truck or any other means through the Town of Norfolk.

Volume of soil over 250 cubic yards - - - - -	-\$1.25 per ton
Volume of soil over 500 cubic yards - - - - -	-\$1.15 per ton
Volume of soil over 1,000 cubic yards - - - - -	-\$.85 per ton
Volume of soil over 2,000 cubic yards - - - - -	-\$.75 per ton

The Board of Selectmen may also require additional surety to cover the cost of damage to existing town roadways or cleanup requirements caused by the earth removal operation.

Amounts of EARTH removed over the Permit's limits shall be subject to penalties stipulated above if the volume of EARTH and weight slips do not correlate. It is the responsibility of the APPLICANT to document the actual ton to cubic yard conversion. Failure to do so will result in enforcement and/or penalties.

J. Documentation and Monitoring

The APPLICANT shall provide to the Board of Selectmen a "soil management plan." This plan shall include at a minimum, dust control measures, hours of operation, types of EARTH to be removed, expected destination of the removed EARTH, names and contacts of trucking firms, names and contacts of earth work contractors and other relevant information related to the earth removal process.

The APPLICANT shall provide at their expense a monitor that documents the daily operations and record every truck that removes EARTH from the site. The APPLICANT shall provide a bi-monthly status reports summarizing all site activities including deviations form the soil management plan;

or take any other action relative thereto.

ARTICLE 29

The Advisory Board recommended and the Town voted unanimously to amend the Town of Norfolk Zoning Bylaw by replacing the current Section H.2. in its entirety with a new Section H.2. as follows:

H.2. OPEN SPACE PRESERVATION

H.2.a. Purpose

The purposes of this section are:

- (1) to preserve open space for conservation, recreation, agriculture and forestry;
- (2) to preserve significant natural, historical and archaeological resources;
- (3) to preserve and foster the Town of Norfolk's rural and scenic character;
- (4) To promote development that is in harmony with natural features and resources, the Town's historic and traditional landscapes, the existing and probable future use of adjacent land, and the general intent of the Zoning Bylaws; and
- (5) To establish flexible residential development standards and procedures that will support these objectives.

H.2.b. Overview and Approach

This section of the Zoning Bylaws provides an alternative method of subdividing land for residential development. This "Open Space Preservation" method allows the Planning Board to approve reductions in the area, frontage and/or setbacks of individual lots in a development, in return for setting aside a specified amount of land as Permanent Open Space. The required Permanent Open Space must be at least twenty-five percent of the total tract area, and may be more than 25 percent depending on the actual reduction in the average lot area.

In addition to setting aside open space for protection, the Open Space Preservation approach differs from the conventional subdivision approach in the way that lots are designed. In simple terms, a standard subdivision can be designed by dividing the total tract area into lots that conform to minimum requirements of the Zoning Bylaws and roads that comply with the design standards of the Subdivision Rules and Regulations. In contrast, the design of an Open Space Preservation development begins with the identification of sensitive or significant natural and scenic features that are to be conserved. Locations for individual houses are then established on the remaining developable area, and lot lines are drawn around the building sites.

A well-designed Open Space Preservation development will usually be preferable to a standard subdivision, because it can be more sensitive to the landscape and can contribute to a town-wide

system of open space linkages. Therefore, in order to encourage landowners to use this optional approach, the bylaw allows a modest increase in the maximum number of dwelling units compared to a conventional subdivision.

The Planning Board may approve an Open Space Preservation development if it determines that such a development would be better for the Town than a conventional subdivision. The Special Permit decision is made on the basis of a Concept Plan, and is followed by review of a Definitive Subdivision Plan under the Board's Rules and Regulations.

H.2.c. General Requirements

H.2.c.1. The Planning Board may authorize by Special Permit an Open Space Preservation (OPEN SPACE PRESERVATION) development as an alternative to conventional subdivision.

H.2.c.2 To be eligible for the OPEN SPACE PRESERVATION development option, a tract of land shall contain at least five (5) acres, shall be located within the Residence 1, 2 or 3 (R-1, R-2, or R-3) Districts, and shall be serviced by Town water.

H.2.c.3. The maximum number of BUILDING LOTS permitted in an OPEN SPACE PRESERVATION development shall be equal to the number of BUILDING LOTS which could be developed through a conventional subdivision of the tract, plus ten percent (10%). The burden of proof shall be upon the APPLICANT in determining the allowable number of BUILDING LOTS, which shall be demonstrated through submission of a preliminary plan of the conventional subdivision. The Planning Board reserves the right to challenge the status of any LOT.

H.2.c.4. For the purpose of OPEN SPACE PRESERVATION development under this section, the Planning Board may permit LOTS on directly opposite sides of a STREET to qualify as a single tract of land. To permit such division of a tract of land by a STREET, the Planning Board must find that this would comply with the purposes of this section and not result in any more DWELLING units than would be possible in accordance with the provisions of this Bylaw if the LOTS on each side of the STREET were developed separately. If the Board approves a tract of land divided by a STREET, it may permit the DWELLING units to be concentrated on one side of the STREET and the Permanent Open Space to be concentrated on the opposite side of the STREET.

H.2.c.5. No LOT shown on a plan for which a special permit is granted under this Section may be further subdivided, unless such special permit lapses or is rescinded.

H.2.d. Design Principles and Development Standards

H.2.d.1. OPEN SPACE PRESERVATION developments shall be designed to preserve and protect sensitive natural resources such as wetlands, streams and floodplains.

H.2.d.1.a. A buffer area of natural vegetation of at least 100 feet in width shall be maintained or created adjacent to surface waters and wetlands.

H.2.d.1.b. A buffer area free of residential STRUCTURES of at least 200 feet in width shall be maintained adjacent to surface waters.

H.2.d.2. OPEN SPACE PRESERVATION developments shall be designed to preserve and protect important scenic and cultural features, including steep slopes, mature woodlands, prime farmland, meadows, wildlife habitats, historic and archaeological sites, and scenic views.

H.2.d.2.a. BUILDINGS shall be sited within any woodland contained in the parcel or along the edges of the open fields adjacent to any woodland so as to reduce any impact upon the site's natural, scenic and cultural resources, and to enable new construction to be visually absorbed by the natural landscape features.

H.2.d.2.b. BUILDINGS shall be sited in locations least likely to interrupt scenic vistas as seen from public roadways.

H.2.d.3. OPEN SPACE PRESERVATION developments shall be designed in relation to their surroundings, so as to preserve existing wildlife corridors and ecosystems, and to be consistent with the Town's historical development patterns.

H.2.d.4. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal. Any grade changes shall be in keeping with the general appearance of the neighboring developed areas. The orientation of individual BUILDING sites shall be such as to maintain maximum natural topography and cover. Topography, tree cover, and natural drainage ways shall be treated as fixed determinants of road and LOT configuration rather than as malleable elements that can be changed to follow a preferred development scheme.

H.2.d.5. Streets shall be designed and located in such a manner as to maintain and preserve natural topography, significant landmarks, and trees; to minimize cut and fill; and to preserve and enhance views and vistas on or off the subject parcel.

H.2.d.6. All landscaped or usable open space shall be designed to add to the visual amenities of the area by maximizing its visibility for persons passing the site or overlooking it from nearby properties.

H.2.d.7. The removal or disruption of historic, traditional or significant uses, STRUCTURES, or architectural elements shall be minimized insofar as practicable, whether these exist on the site or on adjacent properties.

H.2.d.8. Where an OPEN SPACE PRESERVATION development is created adjacent to an existing farm, or where the permanent open space in the development is intended to be used for AGRICULTURAL uses, the development should be designed so as to protect the future viability of the land for farming.

H.2.d.8.a. BUILDINGS and STREETS should be placed on the least fertile soils for AGRICULTURAL uses, and in a manner, which maximizes the usable area remaining for such AGRICULTURAL use.

H.2.d.8.b. The OPEN SPACE PRESERVATION development should be laid out in such a manner that the common boundary between the new house LOTS and AGRICULTURAL land is minimized in length, in order to reduce potential conflicts between the two uses.

H.2.d.8.c. Buffer zones at least seventy-five (75) feet in width shall be maintained between residential and AGRICULTURAL uses and shall be planted with native shrubs and trees to create an effective barrier separating yards from fields and pastures.

H.2.d.9. Septic systems shall be placed on the most suitable soil for subsurface septic disposal.

H.2.e. Design Process

Design of an Open Space Preservation development shall follow the four-step process described in this section. This process emphasizes principles of good landscape design and recognizes the intrinsic importance of the natural, scenic and cultural resources on the site. Applicants shall demonstrate to the Planning Board that this design process was performed by a Registered Landscape Architect and was considered in determining the layout of proposed open space, house LOTS, and STREETS.

H.2.e.1. Step One: Identify Conservation Areas and Potentially Developable Areas

The Open Space Preservation development shall, to the extent feasible, preserve the most sensitive and noteworthy natural, scenic, and cultural resources on the property.

H.2.e.1.a. First, identify and delineate resource areas to be protected, including:

1. Resource areas regulated by state or federal law, including wetlands and floodplains;
2. Unprotected elements of the natural landscape, such as steep slopes, mature woodlands, prime farmland, meadows and wildlife habitats; and
3. Important cultural features such as historic and archeological sites and scenic views.

H.2.e.1.b. Then, delineate potentially developable areas of the site. To the maximum extent feasible, these shall consist of land outside the resource areas identified above.

H.2.e.2. Step Two: Locate House Sites

Locate the approximate sites of individual houses within the potentially developable area and include the delineation of private yards and shared amenities, so as to reflect an integrated community, with emphasis on consistency with the Town's historical development patterns. The number of homes enjoying the amenities of the development should be maximized.

H.2.e.3. Step Three: Align Streets and Trails

Align STREETS in order to provide vehicular access to each house in the most reasonable and economical way. When LOTS and access STREETS are laid out, they shall be located in a way that minimizes adverse impacts on open space. The creation of single-loaded residential access STREETS is encouraged, in order that the maximum number of homes in new developments may enjoy views of open space. Wetlands crossings are strongly discouraged. Additionally, new trails should be laid out to create internal and external connections to existing and/or potential future STREETS, sidewalks, and trails.

H.2.e.4. Step Four: Delineate Lot Lines

Draw in the LOT lines, where applicable. These are generally drawn midway between house locations.

H.2.f. Intensity Requirements

H.2.f.1. The Planning Board may grant a reduction of all intensity regulations of the underlying zoning regulations for all portions of an Open Space Preservation development if the Planning Board finds that such reduction will result in better design and improved protection of natural and scenic resources, and will otherwise comply with this Bylaw, provided that (a) the OPEN SPACE PRESERVATION development as a whole shall meet the minimum average requirements in Section H.2.f.2., and (b) in no instance shall any LOT deviate from the minimum requirements in Section H.2.f.3.

H.2.f.2. Minimum Average Dimensional Requirements

- Minimum average FRONTAGE of all LOTS in the Open Space Preservation development..... 100 feet
- Minimum average BUILDING setback from public ways within the OPEN SPACE PRESERVATION development..... 30 feet

H.2.f.3. Minimum Dimensional Requirements for Individual LOTS Within the OPEN SPACE PRESERVATION Development

- Minimum LOT area:..... 20,000 square feet
- Minimum LOT FRONTAGE:..... 50 feet
- Minimum BUILDING setbacks:
 - From any boundary line of the OPEN SPACE PRESERVATION development..... 30 feet
 - From the Permanent Open Space..... 30 feet
 - From a public way within the OPEN SPACE PRESERVATION development..... 20 feet
 - From a LOT line within the OPEN SPACE PRESERVATION development..... 15 feet

H.2.f.4. Regardless of the setback requirements specified in Section H.2.f.3., all DWELLINGS shall be separated from each other by at least 50 feet.

H.2.f.5. The Planning Board may require larger setbacks than specified in Section H.2.f.3., if it finds that such increased setbacks are required to promote the purposes of this Section.

H.2.f.5. Lots having reduced area or FRONTAGE shall not have FRONTAGE on a STREET other than a STREET created by the OPEN SPACE PRESERVATION development.

H.2.f.6. Where the tract contains a pre-existing residential STRUCTURE, the area and FRONTAGE of the LOT on which such STRUCTURE is located after development of the OPEN SPACE PRESERVATION development shall not be reduced below the minimum LOT size and minimum FRONTAGE required in the underlying zoning district.

H.2.g. Streets and Utilities

H.2.g.1. All STREETS, sewage and drainage facilities, and other utilities shall be designed and constructed in compliance with the Town of Norfolk Subdivision Rules and Regulations.

H.2.g.2. Exceptions to the Subdivision Rules and Regulations may be authorized by the Planning Board in granting a special permit hereunder provided that the Board determines such exceptions are in the public interest and are not inconsistent with the purposes of this Section H.2.

H.2.h. Permanent Open Space

H.2.h.1. Requirement to Provide Permanent Open Space

A tract of land developed as an Open Space Preservation development shall contain land set aside as Permanent Open Space for the use of the OPEN SPACE PRESERVATION development residents or the general public, as further specified in this section.

H.2.h.2. Minimum Required Area of Permanent Open Space

H.2.h.2.a. The minimum required amount of Permanent Open Space shall be computed as follows:

$$0.80 \times T \times (1 - A/M)$$

where:

T = Total area of the tract of land

A = Average area of all BUILDING LOTS
in the development

M = Minimum LOT size from Section E.1.b
(Schedule of Dimensional Regulations)

In no case, however, shall the Permanent Open Space be less than twenty-five percent (25%) of the total area of the tract of land.

H.2.h.2.c. The minimum required area of Permanent Open Space shall not contain a greater percentage of wetlands (as defined in MGL Chapter 131) or land included within the Flood Plain/Wetlands Protection District (see Section D.5.) than the percentage of such areas found in the overall tract of land on which the OPEN SPACE PRESERVATION development is located.

H.2.h.3. Design of Permanent Open Space

H.2.h.3.a. Permanent Open Space shall be planned as large, contiguous parcels whenever possible. Strips or narrow parcels of Permanent Open Space shall be permitted only when necessary for providing access to the Permanent Open Space from a public way, or if the Planning Board finds that a vegetated buffer strip along the site's perimeter is appropriate and consistent with the purpose of OPEN SPACE PRESERVATION development.

H.2.h.3.b. Permanent Open Space may be set aside in more than one parcel provided that the size, shape and location of such parcels are suitable for the designated uses.

H.2.h.3.c. If the tract of land abuts adjacent Permanent Open Space or undeveloped LOTS, the Permanent Open Space shall be connected with such adjacent Permanent Open Space and with such undeveloped abutting LOTS.

H.2.h.3.d. The Permanent Open Space shall include adequate upland access from a way or STREET.

H.2.h.4. Use of the Permanent Open Space

H.2.h.4.a. The Permanent Open Space shall be dedicated and used for natural resource protection, recreation, park purposes, outdoor education, agriculture, horticulture or forestry, or for

any combination of such uses. No other uses shall be allowed in the Permanent Open Space, except as follows:

H.2.h.4.a.1. A portion of the Permanent Open Space may be also be used for the construction of leaching areas associated with septic disposal systems serving the OPEN SPACE PRESERVATION development or for water supply wells serving the OPEN SPACE PRESERVATION development, if the Planning Board determines that such use will enhance the specific purpose of Open Space Preservation and promote better overall site planning. Septic disposal easements shall be no larger than reasonably necessary. If any portion of the Permanent Open Space is used for the purpose of such leaching areas or wells, the Planning Board shall require adequate assurances and covenants that such facilities shall be maintained by the LOT owners within the OPEN SPACE PRESERVATION development.

H.2.h.4.a.2. A portion of the Permanent Open Space may also be used for ways serving as pedestrian walks, bicycle paths and emergency access or egress to the OPEN SPACE PRESERVATION development or adjacent land, if the Planning Board determines that such a use will enhance the specific purpose of Open Space Preservation and promote better overall site planning, and if the Planning Board finds that adequate assurances and covenants exist to ensure proper maintenance of such facilities by the owner of the Permanent Open Space.

H.2.h.4.a.3. The Permanent Open Space may be subject to easements for the construction, maintenance, and repair of utility and drainage facilities serving the Open Space Preservation or adjacent parcels.

H.2.h.4.b. The Permanent Open Space shall remain unbuilt upon, provided that an overall maximum of five (5) percent of such land may be subject to pavement and STRUCTURES accessory to the dedicated use or uses of the Permanent Open Space.

H.2.h.4.c. Areas to remain as naturally existing woods, fields, meadows or wetlands shall be maintained and may be improved in accordance with good conservation practices.

H.2.h.4.d. The proposed use of the Permanent Open Space shall be specified on a Land Use Plan, and appropriate dedications and restrictions shall be part of the deed to the Permanent Open Space.

H.2.h.4.e. The Planning Board shall have the authority to approve or disapprove particular uses proposed for the Permanent Open Space in order to enhance the specific purposes of Open Space Preservation, and to further efforts to equitably distribute a variety of open space benefits throughout the community.

H.2.h.5. Ownership of Permanent Open Space

H.2.h.5.a. The Permanent Open Space shall be conveyed in whole or in part to the Town of Norfolk and accepted by it; or to a nonprofit organization, the principal purpose of which is the conservation of open space and/or any of the purposes and uses to which the Permanent Open Space is to be dedicated; or to a corporation or trust owned or to be owned by the owners of the DWELLING units within the Open Space Preservation. The Planning Board shall approve the form of ownership of the Permanent Open Space.

H.2.h.5.b. If any portion of the Permanent Open Space is not conveyed to the Town of Norfolk, a perpetual restriction, approved by the Planning Board and enforceable by the Town of Norfolk, shall be imposed on the use of such land, providing in substance that the land be kept in its open or natural state and that the land shall not be built upon or developed or used except in accordance with provisions of an OPEN SPACE PRESERVATION development as set forth herein and, if applicable, as further specified in the decision of the Planning Board governing the individual OPEN SPACE PRESERVATION development.

If the applicant, with the approval of the Planning Board, keeps the open space in private ownership subject to the imposition of a conservation restriction, the applicant shall be responsible for obtaining the approval of the Executive Office of Environmental Affairs (EOEA) relative to the restriction, including the submission of the proposed form of restriction, all application forms, inspection reports, photographs, maps or other supporting documentation as EOEA may require. The Planning Board may require as a condition of any special permit issued under this Section H.2 that the conservation restriction be accepted by the Conservation Commission or Board of Selectmen, approved by EOEA, and recorded in the Registry of Deeds or Land Court, before any building permit is issued for any lot within the Open Space Preservation development.

H.2.h.5.c. The proposed ownership of all Permanent Open Space shall be shown on the Land Use Plan for the OPEN SPACE PRESERVATION development.

H.2.h.5.d. At the time of its conveyance, the Permanent Open Space shall be free of all encumbrances, mortgages or other claims, except as to easements, restrictions and encumbrances required or permitted by this bylaw.

H.2.h.6. Maintenance of Permanent Open Space

If the Permanent Open Space is to be held by a homeowners association, a management plan shall be prepared establishing responsibilities and schedules for maintenance of the Permanent Open Space.

H.2.i. Procedures

H.2.i.1. General

An application for an Open Space Preservation special permit shall cover the entire Open Space Preservation development.

H.2.i.2. Pre-Application

H.2.i.2.a. Conference.

The APPLICANT is very strongly encouraged to request a pre-application review at a regular business meeting of the Planning Board. The purpose of a pre-application review is to minimize the APPLICANT'S costs of engineering and other technical experts, and to commence negotiations with the Planning Board at the earliest possible stage in the development. At the pre-application review, the APPLICANT may outline the proposed OPEN SPACE PRESERVATION development, seek preliminary feedback from the Planning Board and/or its technical experts, and set a timetable for submittal of a formal application. At the request of the APPLICANT, and at the expense of the APPLICANT, the Planning Board may engage technical experts to review the informal plans of the APPLICANT and to facilitate submittal of a formal application for an OPEN SPACE PRESERVATION development special permit.

H.2.i.2.b. Submittals

In order to facilitate review of the OPEN SPACE PRESERVATION development at the pre-application stage, applicants are strongly encouraged to submit the Site Context Plan (described in Section H.2.i.3.b. below), and the Site Analysis Plan (described in Section H.2.i.3.c. below). In addition, applicants are invited to submit additional information that will assist the Planning Board to understand the proposed development, which may include preliminary versions of the Concept Plan and/or Yield Plan.

H.2.i.2.c. Site Visit

Applicants are encouraged to request a site visit by the Planning Board and/or its agents in order to facilitate pre-application review of the OPEN SPACE PRESERVATION development. If one is requested, the Planning Board shall invite the Conservation Commission, Board of Health, and other appropriate Boards and Committees.

H.2.i.2.d. Design Criteria

The design principles, process and standards set forth in Sections H.2.d. through H.2.h. should be discussed by the parties at the pre-application conference and site visit.

H.2.i.3. Application

An application for a special permit for an OPEN SPACE PRESERVATION development shall consist of five parts: applications form(s), Site Context Plan, Existing Conditions/Site Analysis Plan, Concept Plan, and Yield Plan. Additional information reasonably necessary to make the determinations and assessments cited herein shall be provided, including existing site contour plans and current soil maps.

H.2.i.3.a. Application Form

The application shall be submitted on the form(s) provided by the Planning Board in accordance with the rules and regulations of the Board.

H.2.i.3.b. Site Context Plan

The Site Context Plan illustrates the parcel in connection to its surrounding neighborhood. Based upon existing data sources and field inspections, it should show various kinds of major natural resource areas or features that cross parcel lines or that are located on adjoining lands. This plan enables the Planning Board to understand the site in relation to what is occurring on adjacent properties.

H.2.i.3.c. Site Analysis Plan

The Site Analysis Plan familiarizes officials with existing conditions on the property. Based upon existing data sources and field inspections, this plan locates and describes noteworthy resources that should be left protected through sensitive subdivision layouts. These resources include wetlands, riverfront areas, floodplains and steep slopes, but may also include mature under graded woodlands, hedgerows, farmland, unique or special wildlife habitats, historic or cultural features (such as old STRUCTURES or stone walls), unusual geologic formations and scenic views into and out from the property. By overlaying this plan onto a development plan the parties involved can clearly see where conservation priorities and desired development overlap or conflict.

H.2.i.3.d. Concept Plan

The Concept Plan shall be prepared by a Registered Landscape Architect, or by a multi-disciplinary team of which one member must be a Registered Landscape Architect, and shall address the general features of the land, and give approximate configurations of the LOTS, open space, and roadways. The Concept Plan shall incorporate the design principles described in Section H.2.d. and the design process described in Section H.2.e., when determining a proposed design for the development.

H.2.i.3.e. Yield Plan.

The Yield Plan shall show the maximum number of LOTS that could be placed upon the site under a conventional subdivision. The Yield Plan shall contain the information required for a Concept Plan as set forth above. The proponent shall have the burden of proof with regard to the number of LOTS shown on the Yield Plan.

H.2.i.4. Planning Board Action

H.2.i.4.a Evaluation Criteria

In evaluating the proposed OPEN SPACE PRESERVATION development, the Planning Board shall consider:

1. the general purpose and objectives of this bylaw;
2. the existing and probable future development of surrounding areas;
3. the appropriateness of the proposed layout of STREETS, LOTS and STRUCTURES; and
4. the proposed layout and use of the Permanent Open Space in relation to the proposed DWELLING units in the OPEN SPACE PRESERVATION development, adjoining public or private Permanent Open Space or other open space, or the topography, soils and other characteristics of the tract of land in question.

H.2.i.4.b. Findings

The Planning Board may grant a special permit for an Open Space Preservation development only if it finds that the OPEN SPACE PRESERVATION development:

1. Is consistent with the general purpose and intent of the Zoning Bylaws and with the specific purposes of this Section H.2.
2. Complies with all the requirements of this Section H.2., other applicable requirements of the Zoning Bylaws and, where applicable, the construction and design standards of the Norfolk Subdivision Regulations;
3. Is in harmony with the existing and probable future uses of the area and with the character of the surrounding area and neighborhood;
4. Is superior to a conventional plan in preserving open space, minimizing environmental disruption, and allowing for more efficient provision of services; and
5. Will not exceed by more than ten percent (10%) the number of house LOTS that could be developed under standard LOT area and FRONTAGE requirements.

H.2.i.4.c. Conditions of Approval

In granting a special permit, the Planning Board may require such changes in the proposed development plans and may impose such conditions and safeguards, as it deems necessary to secure the objectives of this bylaw, and to protect the health, safety and welfare of the inhabitants of the neighborhood and of the Town of Norfolk. Such conditions may include, without limitation,

1. Approval of any wetlands delineation by an Order of Conditions/Request for Determination of Applicability by the Norfolk Conservation Commission;
2. Measures to ensure the maintenance of scenic views and vistas;
3. Designation of no-cut or limited clearing areas in LOTS; and
4. Granting of easements providing and defining rights of public access.

H.2.i.4.d. Permanent Open Space Ownership

The Planning Board shall state in its decision the ownership and management of the permanent open space, and said open space ownership shall be recorded in the Registry of Deeds.

H.2.i.4.e. Site Plan Approval for Open Space and Recreation Uses

Specific approval of the uses allowed in the permanent open space and recreational STRUCTURES such as tennis courts, swimming pools, accessory clubhouses, or any other STRUCTURES shall be submitted to the Planning Board for site plan approval.

H.2.i.4.f. Relationship between Special Permit Concept Plan and Definitive Subdivision Plan

The Open Space Preservation special permit shall be reconsidered if there is substantial variation between the Definitive Subdivision Plan and the Concept Plan. If the Planning Board finds that a substantial variation exists, it shall hold a public hearing on the modifications to the Concept Plan. A substantial variation shall be any of the following:

1. Any increase in the number of BUILDING LOTS;
2. A decrease of more than five percent (5%) in the open space acreage;
3. Any change in the LOT layout which results in the potential relocation of a BUILDING site by more than 100 feet, or by more than 50 feet if any part of the LOT is within 300 feet of the boundary of the OPEN SPACE PRESERVATION development;

4. A significant change in the general development pattern which adversely affects natural landscape features and open space preservation;
5. Significant changes to the storm water management facilities; and/or
6. Significant changes in the wastewater management systems.

H.2.i.5 Change in Plans After Grant of Special Permit

H.2.i.5.a. No change in any aspect of the approved plans shall be permitted unless approved in writing by the Planning Board. A new or amended special permit will be required if the Planning Board determines any proposed change to be substantial.

H.2.i.5.b. No land for which a special permit for a Open Space Preservation has been granted shall be further subdivided, unless such special permit lapses or is rescinded.

H.2.j. Building Permits

No BUILDING permit for any STRUCTURE within an approved OPEN SPACE PRESERVATION development shall be issued without the written approval of the Planning Board.

H.2.k. Rules and Regulations

The Planning Board may adopt and amend reasonable rules and regulations for the administration of this section, including a schedule of fees; or take any other action relative thereto.

ARTICLE 30

The Advisory Board amended the main motion by deleting from the version printed in the Warrant the amendment to Section K.7.c pertaining to Prohibited Uses. The motion to amend passed on a voice vote and became the main motion. The Advisory Board recommended and the Town voted unanimously to amend Section K, C-4 Mixed Use District (Rt. 115/Holbrook Street), of the Town of Norfolk Zoning Bylaw as follows:

1. Section K.3.: Section K.3. District Boundaries, by adding a new sentence to the end of the paragraph to read as follows: "The district boundaries are more specifically shown on the Norfolk Zoning Map as most recently amended."

2. Section K.4.a.1.: By adding the words "or BUILDING sites" between the words "group of LOTS" and "as a part of" so the section will now read as follows:

"K.4.a.1. PLANNED MULTI-LOT DEVELOPMENT. PLANNED MULTI-LOT DEVELOPMENT ("PMLD") is the development of not less than 80,000 square feet of land into a formally associated group of LOTS or BUILDING sites as part of a common scheme by Special Permit by the Planning Board so that such LOTS or BUILDING sites need not be self-sustaining and adequate common provisions are made for parking, drainage, septic disposal and other infrastructure needs of the LOTS, BUILDINGS or STRUCTURES so accommodated."

3. Section K.4.a.2.: By deleting the word "both" between the words "have" and "AGE-RESTRICTIVE", adding the word "or" after "and", adding the words "for both vehicles and pedestrians" between the words "concept" and "the" and adding a new sentence at the end of the paragraph so that Section K.4.a.2. will now read as follows:

"K.4.a.2. Complex sites with mixed and residential uses: Where a single site is proposed to have AGE-RESTRICTED residential and/or non-residential uses, a comprehensive plan must first be approved by the Planning Board. This engineered plan must indicate the total circulation concept for both vehicles and pedestrians, the types of uses proposed to be adjacent to the residential uses and the buffer locations between the residential and non-residential uses. The plan must also include a comprehensive design concept that addresses architectural details; the location of buildings in relation to the access road, general open space, local open space adjacent to

buildings, pathways/sidewalks, and any non-residential or common recreation or assembly facilities; and streetscape issues such as streetlights, street trees, sidewalks and landscaping."

4. Section K.4.a.6.: By adding the words "or building sites" between the words "LOTS" and "Off Highway" in the last sentence so that sentence will now read as follows:

"All LOTS or building sites Off Highway shall be landscaped with a 20 foot grass strip and with STREET trees as required by the Town's subdivision regulations."

5. Section K.4.a.7. Building Height: Add the words "Non-residential" at the beginning of Section K.4.a.7. so this section will now read as follows:

"Section K.4.a.7. Building Height: Non-residential buildings shall not be more than 40 feet in height."

6. Add a new Section K.4.a.10 to read as follows:

"K.4.a.10 Street Lights. The applicant shall be responsible for furnishing and erecting streetlights at locations approved by the Planning Board. Street light fixtures and standards shall conform to fixtures and standards as most recently installed in the town of Norfolk as of the time of application. In the alternative, such fixtures and standards may be approved by the Planning Board as part of a comprehensive plan submitted under K.4.a.2."

7. Section K.4.b.4. (A): Amend the first sentence by deleting the words "on individual unit lots" and adding the words "pursuant to the requirements of Section K.7.a." in their place. This section will now read:

"K.4.b.4. (A) Location: AGE RESTRICTED HOUSING shall be configured pursuant to the requirements of Section K.7.a."

8. Section K.4.b.4.(C): Amend the first and second sentences by deleting the word "complying" and adding the words "from a public way. Such access road shall comply" so that the first two sentences of this section shall now read:

"(C) Road and Circulation Requirements. AGE RESTRICTED HOUSING shall have a through access road providing two points of access to these residential buildings from a public way. Such access shall comply with the Planning Board Rules and Regulations for a residential STREET."

9. Section K.4.b.4.(D): Amend the last sentence by increasing the height allowance for an Assisted Living Facility from 40 to 45 feet. The last sentence will now read as follows:

"ASSISTED LIVING FACILITIES shall not exceed three (3) stories and shall not exceed a height of 45 feet."

10. Add a new Section K.4.b.4.(E) to read as follows:

"AGE-RESTRICTED housing developments with 50 or more units shall include a common building or interior space to serve as a place of assembly and recreation for residents of the development and their guests."

11. K.6.d. Amend the last sentence after the words "AGE RESTRICTED HOUSING shall" by deleting the words "be a minimum of one off street space per unit on the unit's property and one parking space per unit within 150 feet of the units' property in an off-street configuration using the C-4 District's shared and/or attributed parking provisions" and replacing them with the words "have a minimum of two off street spaces per unit. The last sentence will now read as follows:

"AGE RESTRICTED HOUSING shall have a minimum of two off street spaces per unit."

12. K.7. Allowed and Special Permit Allowed Regulated Uses in the C-4 District

A. Amend Section K.7.a. as follows:

- a. Change the number of units allowed per acre from six to four
- b. Delete Bus Station
- c. Add Community Gardens
- d. Add Dance or Gymnastics School
- e. Add Meeting Rooms or Buildings accessory to AGE RESTRICTED HOUSING
- f. Delete Schools of nursing, laboratory technician skills, physiotherapy with dormitory facilities ancillary thereto

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

- a. Drive-up Windows
- b. Add Dry Cleaning Establishments
- c. Delete the following uses:
 - MANUFACTURING
 - Meeting Rooms or Buildings accessory to AGE RESTRICTED HOUSING
 - Parking of house trailers or MOBILE HOMES nearer the STREET than the main BUILDING
 - TAKE OUT RESTAURANT
 - SCOREBOARD
- d. Add the words "to serve allowed or special permit uses within the C-4 district;" to the use, Small wastewater treatment facilities as regulated by the Town Board of Health so this special permit use will now read, " Small wastewater treatment facilities as regulated by the Town Board of Health to serve allowed or special permit uses within the C-4 district";

ARTICLE 31

The Advisory Board recommended and the Town voted unanimously under Article 31 to amend the definition of STREET in Section B of the Town of Norfolk Zoning Bylaw by adding at the end of the current definition the following sentence:

"A way that has not been accepted as a public way, and which is shown on a plan approved in accordance with the subdivision control law shall not be deemed a street until it has been constructed to an extent which the Planning Board, in its conditions of approval, specifies as sufficient to provide access to the lots thereon.

ARTICLE 32

The Advisory Board recommended and the Town voted by a 2/3 vote called by the Moderator under Article 32 to amend the Zoning Bylaws of the Town of Norfolk by inserting a new Section E.2.h. Estate Lots, as follows:

E.2.h. ESTATE LOTS

The Zoning Board of Appeals may grant a Special Permit to allow construction of a SINGLE-FAMILY DWELLING on a LOT in a Residence District lacking the minimum FRONTAGE required for the district, subject to the criteria for Estate lots as set forth herein.

E.2.h.2.a. The area of the Estate LOT shall be at least three times the Minimum Lot Size for the district as set forth in Section E.1.b.

E.2.h.2.b. The Estate LOT shall have at least 50 feet of FRONTAGE set forth in subsection E.1.c.1.

E.2.h.2.c. Front, rear, and side YARD setbacks. All buildings shall be located a minimum distance of 50 feet from abutting property lines.

E.2.h.2.d. The Estate LOT shall comply with the requirements of Sections E.1.c. and E.1.d., except that paragraph E.1.c.2. shall not apply. A LOT width of at least fifty (50) feet shall be maintained at all points between the FRONTAGE and the rear of the DWELLING.

E.2.h.2.e. The contiguous buildable LOT area as defined in Section E.1.f. (i.e., land that is not located within a designated flood plain or wetland) shall be at least two times the Minimum Lot Size for the district.

E.2.h.2.f. The Zoning Board of Appeals may deny a special permit for an Estate LOT if the applicant or his predecessor in title, at any time subsequent to the first publication of notice of this Bylaw (September 25, 2001), owned or controlled adjoining land with which the proposed Estate Lot could have been advantageously subdivided, in the opinion of the Zoning Board of Appeals, into a conforming LOT or LOTS, or into an open-space subdivision plan.

E.2.h.2.g. All utilities shall be installed underground.

E.2.h.3.a. The APPLICANT shall submit with the special permit application a plan depicting the proposed Estate LOT. The plan shall be prepared by a registered landscape architect, civil engineer or land surveyor, and shall be in such form as will be required for recording with the Registry of Deeds or filing with the Land Court.

E.2.h.3.b. In determining whether or not to grant a special permit for an Estate LOT, and in determining what conditions, if any, to impose on such a special permit, the Zoning Board of Appeals may consider circumstances relating to soil conditions, topography, lot history, wetlands, proposed building locations, and public safety and convenience.

E.2.h.3.c. The special permit shall contain a recorded restriction against further division of the Estate LOT creating any additional BUILDING LOTS.

All articles on the Warrant having been acted upon, it was moved, seconded and voted to dissolve this meeting.

Respectfully submitted,

Marie Chiofolo
Town Clerk

NORFOLK RECORDS

SPECIAL TOWN MEETING DECEMBER 6, 2001

Pursuant to a warrant dated November 5, 2001, signed by Joyce E. Terrio, John J. McFeeley, and R. William Perron, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in

elections and town affairs met in the King Philip Senior High School, 210 Franklin Street, Wrentham, Ma. on Thursday, December 6, 2001, at 7:30 in the evening there and then to act on the following articles. The meeting was called to order at 7:30PM by Moderator Frank 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 101 registered voters in attendance.

On a motion by Marie Chiofolo, seconded by Joyce Terrio, it was unanimously voted to waive the reading of the Warrant and the Return on the Warrant.

ARTICLE 1

The Advisory Board recommended and the Town voted unanimously under Article 1 to approve the \$26,465,217.00 indebtedness authorized by the Regional District School Committee of the King Philip Regional School district on October 15, 2001 for the construction of an addition to and remodeling and renovations to the existing middle school, including equipment and furnishings related thereto, provided, however, that this approval shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L.c59, S21C (Proposition 2 ½) amounts required to pay for the Town's share of the principal and interest on the borrowing authorized by the District.

ARTICLE 2

The Planning Board voted on 11/15/01 at a Public Hearing to support Article 2.

The Advisory Board recommended and the Town voted unanimously under Article 2 to amend Section G.1.b of the Norfolk Zoning Bylaws by changing the fine for violations from one hundred dollars (\$100) to three hundred dollars (\$300) for each offense. Section G.1.b will now read as follows:

G.1.b. Non-Criminal Disposition

In addition to the procedures for enforcement as described above, the provisions of this bylaw, the conditions of a permit granted under this bylaw, or a decision rendered by the Zoning Board of Appeals, or Planning board under this bylaw, may be enforced by the Building Commissioner/Zoning Officer by non-criminal complaint pursuant to the provisions of General laws, Chapter 40, Section 21D. The fine for any violation disposed of through this procedure shall be three hundred dollars (\$300) for each offense. Each day such violation continues shall be deemed a separate offense.

ARTICLE 3

The Advisory Board recommended and the Town voted unanimously under Article 3 to amend APPENDIX A of Article XV, Section 2 of the General Bylaws of the Town of Norfolk to increase the non-criminal disposition fine for violations of Zoning Bylaws Item 16, ZONING BYLAW VIOLATIONS, Enforcement Agent: Building Commissioner, Fine Schedule: 1st Offense – Warning, 2nd and each successive offense \$300.00.

ARTICLE 4

John McFeeley made a motion to amend the main motion by deleting the words "including trash, rubbish, or recyclable collection vehicles used to collect household waste". The motion was lost on a voice vote.

John McFeeley made a motion to amend the main motion by inserting, after the words "and other similar equipment and machinery," the words "including snow plowing or snow clearing by private contractors". The motion was approved on a voice vote.

The Town voted under the main motion, as amended, to amend Article X, Police Regulations, Section 35 of the Town of Norfolk General Bylaws so that Article X, Section 35 will now read as follows:

Article X, Police Regulations, Section 35

No person or persons shall cause, allow or permit the operation of equipment or machinery associated with site work, construction, or demolition, or the operation of motor vehicles including dump trucks, trailer trucks, tractor units with flatbed trailers or other types of truck equipment, for the specific purpose of loading or unloading equipment, machinery or goods, materials, substances or fluids, including trash, rubbish, or recyclable collection vehicles used to collect household waste between the hours of 7 p.m. and 7 a.m., Monday through Saturday, and all hours on Sunday and State Holidays without the expressed approval of the Board of Selectmen, and the issuance of a work permit by the Chief of Police. Such regulations shall not apply to utility companies, private contractors, or municipal workers, who are making emergency repairs or deliveries that maintain or restore utility and necessary services which may be under the direction of the municipality or utility company but may do so with prior notice to the police department.

Such regulations shall not apply to or include domestic equipment used by the homeowner or resident of the property such as lawnmowers, leaf blowers, power or chain saws, snow blowers, and other similar equipment and machinery including snowplowing and snow clearing by private contractors, or those activities defined by 310CMR 7.10. Violations of this Section shall be subject to a fine of three hundred dollars (\$300) for each violation.

ARTICLE 5

The Advisory Board recommended and the Town voted to indefinitely postpone Article 5

To see if the Town will vote to amend Article X, Police Regulations, Section 9 of the Town of Norfolk General Bylaws by amending to read:

No owner of a building abutting upon or adjacent to the line of any street, or his agent or tenant having care or possession thereof, shall willfully cause water from the roof of such building or from the building itself, to discharge upon or flow across the public way adjacent to such building in such a way as to affect the public safety, and no person shall lay, throw, or place, or cause to be placed any ice or snow on the portion of any street or sidewalk within the Town which has been cleared or plowed for travel, without the prior approval of the Police Chief. Violators of this section shall be punishable by a fine of no less than \$300 for each offense; or take any other action relative thereto.

All articles on the warrant having been acted upon, it was moved, seconded and voted to dissolve this meeting at 8:50PM.

Respectfully submitted,
Marie Chiofolo
Town Clerk

**SPECIAL ELECTION
DECEMBER 17, 2001**

Pursuant to a duly posted Warrant for a Special 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 Monday, December 17, 2001.

The polls were open from 7:00 am to 8:00 pm. A total of 1,150 voters cast their ballots with the following results:

Question 1

Shall the Town of Norfolk be allowed to exempt from the provisions of Proposition 2 ½, so called, the amounts required to pay for bonds to be issued by the King Philip Regional School District for the construction of an addition to and remodeling and renovations to the existing middle school, including equipment and furnishings related thereto?

YES	794
NO	339
BLANKS	17

Question 2

Shall the Town of Norfolk be allowed to exempt from the limits of Proposition 2 ½, so called, the amounts needed to pay for the bond issued for the purpose of paying costs of architectural and engineering design, constructing, originally equipping and furnishing additions and renovations to the Town Library, and/or constructing a new Library, including the payment of all other costs incidental and related thereto?

YES	632
NO	501
BLANKS	17

SOUTHEASTERN REGIONAL SERVICES GROUP ANNUAL REPORT

During 2001 the Southeastern Regional Services Group prepared and issued three major cooperative procurements on behalf of its seventeen member municipalities. Two of these, invitations for bids for DPW Services and DPW Supplies, saved SERSG cities and towns a total of \$345,374.71. The third procurement resulted in a 63.25% discount off of office supplies contained in the United Stationers Catalog. SERSG membership continues to save each member thousands of dollars each year.

The Southeastern Regional Services Group continues to administer a Tobacco Control Program on behalf of the Boards of Health of Easton, East Bridgewater, Raynham, Stoughton and Taunton. Besides advocating for the adopting of local regulations banning smoking in public places and sales of cigarettes to minors, SERTO program staff conduct quarterly checks of merchants to determine if they are complying with the condition of their permit that they not sell tobacco products to minors. Public education activities funded by the DPH grant include a month-long health education program in the Mitchell Middle School in East Bridgewater capped with speaker Bob Mehrman addressing all of the fifth graders in the school on World No Tobacco Day; our attendance at the Health Awareness Day at Taunton High School, the Easton Employee Health Fair, the Stoughton 275th Birthday Parade, Major Strojny's Kiddies Day in Taunton, and a presentation by Bob Mehrman to students at Bristol-Plymouth Regional Technical School on the Great American Smoke-Out in November.

SERSG hosted a workshop for elected and appointed members of land-use boards in October outlining the new requirements of Phase II of the EPA's Storm Water Management Program. Attendees were given an outline of the Phase II requirements, a work plan for the six required minimum control measures, and a copy of the Illicit Discharge Detection and Elimination By-Law which the SERSG Regional Administrator drafted with the help of Andy Bagas, Bridgewater Highway Superintendent; Ernest Williams, Canton DPW Director, and Robert Swanson, Foxborough Highway Superintendent. Both Virginia Scarlet DEP Storm Water Manager, and Thelma Murphy, EPA-Region One Storm Water Manager, spoke at meetings arranged for SERSG members on the requirements of the new federal mandate.

The SERSG Regional Administrator was a speaker at the April Municipal Forum sponsored by Attorney General O'Reilly, MMA, and the Town Counsel/City Solicitor's Association. The topic was Street Opening and Right-of-Way Issues Affecting Local Governments. SERSG continues to provide shared administrative services, which save money as well as time for each of its members. Our on-going success is due to the cooperation that SERSG receives from staff in many different municipal departments.

Catherine Salisbury, Regional Administrator

POLICE DEPARTMENT ANNUAL REPORT

The 2001 Police Department activities report is my eighth as Chief of Police of the Norfolk Police Department. Norfolk is one of the safest communities to live in as a result of our ability to pursue resources of personnel and equipment through the support of the taxpayers, private organizations and our continued pursuit of grants. This year the department received a significant donation from the Norfolk Community League that combined with a state and federal grant made it possible to purchase bullet-proof vests for every member of the department and we thank the members of that organization for their efforts.

2001 brought many changes to the Norfolk Police Department. Eric Van Ness graduated the 37th Municipal Police Officers Training Class in Plymouth. Kevin Collins who is one of the 10 reserve officers that help fill open shifts and road details left the reserve force to take a full time job as a police officer in Walpole, MA and we wish him well. The Norfolk Police Department in conjunction with the Norfolk County Sheriff's Department have been proactive in the T.R.I.A.D. program by making two members of the department available for T.R.I.A.D. meetings and the Are U OK program that has been developed for the Senior Citizens of Norfolk.

The members of the Norfolk Police Department continue to provide quality service to the residents of our community. The 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. This will become more difficult in the coming years because funds are being diverted from Community Policing and the D.A.R.E. Grants to Anti-Terrorism as a result of September 11, 2001 and other budget deficiencies currently being experienced by state government. The department will continue to be involved in the Metro-LEC and NORSTAR tactical unit. The unit is made up of officers from the 28 cities and towns in Norfolk County and is available for all incidents requiring the service of a tactical unit including searching for missing persons, strikes, hostages, warrant apprehension, etc.

The Department will continue to be proactive in our programs including D.A.R.E., Safe and Sober, Community Oriented Policing, T.R.I.A.D., and traffic enforcement initiatives. We will continue to 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.

We want to thank Officer Stephen K. Plympton for his tireless efforts and dedication to the D.A.R.E. program, the youth of this town and the King Philip School District. 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. The D.A.R.E. program is a partnership between the Norfolk Police Department, the parents and their children that we hope will help everyone achieve a long, happy, and fulfilling life, and we remain dedicated to achieving that result with the help of each of the participants in the partnership.

Norfolk Police Department Detective Division

The 2001 Norfolk Police Detective Division consisted of two officers who were assigned to work in that capacity. Detective Leo Ethier and Winslow Karlson III are the two assigned full time in that position.

The officers assigned to the Detective Division are also members of the Norfolk County Anti-Crime Task Force and attend monthly meetings to exchange information on crimes that are occurring in this area. We also share manpower on drug and other criminal investigations. 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 worked 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. 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 from them.

The Detective Division has also conducted several license compliance checks to ensure that the owners of the establishments are not selling alcohol to individuals under the age of 21.

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.

Police and Fire Communications Report

As with previous years, the Communication Department has experienced and increase in the volume of calls received. In 2001, this department dispatched 10,145 police incidents, 632 medical incidents, and 495 fire incidents. As calls for service increase, the communications dispatchers are able to properly deal with them through a combination of training and experience.

Since the tragedy of September 11, members of the Communications Department have found themselves dealing with types of incidents they have never had to handle before. The number of calls received for terrorist-related matters has increased overwhelmingly. Fortunately, to date all of these calls have been investigated and declared unfounded, but members of the Department were able to dispatch the proper agencies to assist the callers with these incidents and concerns.

Terry Gallagher was hired as a full-time dispatcher, fulfilling the vacancy left by Eric Van Ness, who was hired as a full time police officer. Terry brings experience as an Emergency Medical Dispatcher and Emergency Medical Technician.

As a continued reminder, please remember that 911 is to be used for emergencies only. Should you dial 911 by mistake, please do not just hang up; State protocols require a police response and investigation for all abandoned or hang-up calls. Should you dial 911 by mistake, remain on the line and speak with the Dispatcher, otherwise a Police Officer will be dispatched to your home or business to investigate. For all non-emergency business, please call the Police Department at 528-3206, the fire department at 528-3207, or either Department at 528-3232.

In closing, I would like to thank the members of the Department for their professionalism and dedication to the Town. Also, we would like to thank the members of the Norfolk Police and Fire Departments for their continued support and cooperation. Finally the Department would like to thank the citizens of Norfolk for their support and assistance.

Respectfully Submitted,

Sgt. Timothy Heinz

PUBLIC SAFETY

**Norfolk Police Department
Yearly Activity**

PART I CRIMES	1999	2000	2001
Murder	0	0	0
Robbery	1	0	1
Forcible Rape	3	0	3
Aggravated Assault	2	4	3
Burglary (B&E)	6	11	13
Motor Vehicle (B&E)	6	3	3
Larceny	34	38	30
Motor Vehicle Theft	6	2	2
Kidnapping	0	0	0
PART II CRIMES			
Fraud	4	2	6
Assault and Battery	8	9	6
Arson & Bombing	5	0	0
Forgery/Counterfeiting	1	0	0
Receiving Stolen Prop	1	3	8
Vandalism	137	151	129
Sexual Assault	1	3	8
Drug Law Violations	4	5	6
Oper. Under Influence	20	11	18
General Offenses	107	119	134
Trespassing	70	20	23
Attempted B&E	5	7	2
Threats	17	15	15
Harassment	39	35	46
Disorderly Conduct	5	3	3
ARRESTS			
Arrests	51	65	66
Protective Custody	16	14	13
MEDICAL/EMERGENCY			
Ambulance Assists	284	430	354
Sudden Death Invest.	3	2	5
Suicide Attempt	1	5	6
TRAFFIC ACCIDENTS			
Personal Injury	27	38	28
Property Damage	121	137	144
Fatal	0	0	1

TRAFFIC ENFORCEMENT	1999	2000	2001
Written Citations	320	303	439
Written Warnings	143	606	866
Verbal Warnings	300	574	581
MISCELLANEOUS			
Missing Persons	28	30	17
Missing Property (lost and found)	37	64	67
Disturbance (general/gathering)	155	159	140
Domestic Disturbance	42	60	64
Annoying Phone Calls	14	9	7
Suspicious Activity	360	479	450
General Services	1996	2456	3660
Stolen Prop. Recovered	4	3	6
Stolen Veh. Recovered	2	3	3
911 Investigations (silent/abandoned)	102	86	89
Building Checks (found open)	102	108	100
Animal Complaint	94	92	348
Assist-Lockouts	101	122	120
Burglar Alarms	392	469	469
Fire Dept. Assists	174	212	208
Mutual Aid (assist other PD's)	104	152	179

FIRE DEPARTMENT ANNUAL REPORT

On behalf of the officers and the members of the fire department, I submit the 2001 annual report of the fire department for you to review. If you have any questions about this report or any fire prevention issues, please feel free to call the station.

During the year the department responded to 1,127 requests for service with 315 inspections and permits issued. The department responded to four residential structure fires sustaining significant damage and with the efforts of the personnel the residents were able to rebuild their homes. I am also pleased to report that there was no loss of life or serious injuries resulting from the fires.

On July 1st the department achieved a significant milestone with the hiring of three additional full time firefighter emergency medical technicians, (Stephen R. Hamlin, Mark R. Kantzer, and Gregory Graves). With these additional personnel it allows the department to be staffed full time seven days a week twenty-four hours a day providing faster response times to your request for emergency services.

Firefighters continue to provide fire prevention education programs to the students at the elementary, preschool facilities, Girl and Boy Scout Troops. These programs continue to be a success with the students and have shown that when students are confronted with an emergency situation they handle it appropriately and with confidence.

During the year Lt. Bruce E. Hamlin and FF Wayne E. Burton resigned from the department due to business and family commitments. These members served the town and department with considerable commitment during their years and will be clearly missed. I wish them luck in the future and thank them for their many years of service.

I would like to take this opportunity to thank the dedicated officers and personnel of the Norfolk Fire Department for their continued commitment to providing professional services for the residents of Norfolk. I would also like to thank the residents, businesses, town departments, boards and officials for their continued support during the year.

Respectfully submitted,

Fire Chief William F. Kelley

MAJOR INCIDENTS

On February 6 firefighters responded mutual aid with an engine to the town of Millis for a residential structure fire.

On March 2 firefighters and emergency medical personnel responded to a serious motor vehicle accident on Rockwood Road causing the death of a young female.

On March 5 & 6 personnel provided station coverage for a major snow storm with a total of twenty-six responses for requests for services.

On March 23 firefighters responded with two engines and the ladder truck to a residential structure fire on Old Populatic Road with the assistance of engines from Millis, and Wrentham. Firefighters initiated an aggressive interior attack where they faced a heavy smoke condition with three feet of water in the basement. Their persistence and hard work contained the fire to the basement with the first floor sustaining smoke damage.

On April 10 emergency medical personnel and firefighters responded to a motor vehicle accident on Main Street with the patient sustaining serious trauma. Medical personnel requested Boston Medflight to transport the patient to a level one-trauma center in Boston.

On May 10 firefighters responded mutual aid with an engine to Medway for a large brush fire.

On May 29 firefighters responded to a residential structure with two engines and the ladder truck on Myrtle Street with assistance of engines from Millis and Wrentham. Firefighters initiated an aggressive interior attack and contained the fire to the second floor with the first floor sustaining smoke and water damage.

On June 30 firefighters responded to a residential structure fire with two engines, the ladder truck and the tank truck on Lake Street with the assistance of engines from Wrentham, Millis, Walpole, Medfield, Foxboro, Medway, and Dover. This home was struck by lightning during a severe storm that passed through the area. This incident proved to be challenging due to the fire burning in the attic and difficult to reach. The extreme heat from the fire and with high humidity, created dangerous conditions to firefighters. The efforts of all firefighters contributed to the successful objective of extinguishing the fire.

The homeowner sustained a major loss and was able to rebuild the damaged second floor. The firefighters were able to protect a significant amount of furniture and personal property from water damage.

PUBLIC SAFETY

On September 10 Firefighters responded with two engines and the ladder truck to a residential structure fire on Cottage Court with assistance of engines from Franklin, Wrentham and Millis.

On September 11 firefighters responded mutual aid with an engine to Wrentham for a residential structure fire.

On September 12 firefighters responded mutual aid with an engine to Medway for a residential structure fire.

On September 29 firefighters responded mutual with an engine to Walpole for a structure fire in an office building.

On October 28 firefighters responded mutual aid with a brush truck to Walpole for a brush fire.

On November 2 firefighters responded mutual aid with an engine to Wrentham for a residential structure fire.

On December 21 emergency medical personnel and firefighters responded to a serious motor vehicle accident on Dedham Street with the patient sustaining serious injuries. Medical personnel requested Boston Medflight to transport the patient to a level one-trauma center in Boston.

NORFOLK FIRE DEPARTMENT ACTIVITY

INCIDENTS	2000	2001
Structure Fires	30	29
Vehicle Fires	5	4
Motor Vehicle Accidents	30	36
Outside Electrical Incidents	28	33
Outside Fires	25	31
Hazardous Material Incidents	12	21
Carbon Monoxide Incidents	26	11
Fire Alarm Activated	74	68
Public Assistance	8	13
Line Box Coverage	1	0
Investigations	84	62
Miscellaneous	23	26
Assist E.M.S. Unit	207	148
Emergency Medical Services	731	632
Mutual Aid/Scene	5	8
TOTAL INCIDENTS	1289	1127

FIRE PREVENTION

Inspect Fire Alarm (New)	53	39
Inspect Fire Alarm (Resale)	167	115
Inspect Oil Burner	38	20
Inspect Propane Storage	8	4
Inspect Temporary Heater	0	1
Inspect Building	5	4
Inspect Underground Storage	7	0
Inspect New Fuel Tank	3	0
Inspect Tank Truck	18	1
Inspect Sprinkler System	1	1
Conduct Fire Drill	4	5
Monitor Blasting	36	61
Issue Gun Powder Permit	4	1
Fire Safety Presentation	43	38
Miscellaneous	5	9
TOTAL FIRE PREVENTION	389	315

MISCELLANEOUS

Details	89	116
Meetings	12	12
Department Training	20	11
Recertification	6	0
Recruit Training	1	22
TOTAL MISCELLANEOUS	128	164
TOTAL ACTIVITY	1,806	1,606

BUILDING DEPARTMENT ANNUAL REPORT

The Building Department consists of the Building Commissioner/Zoning Enforcement 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 the Town of Norfolk Zoning Bylaws.

In November, Gerald Hughes, our Building Commissioner for over eighteen years, announced his retirement. Jerry was quite knowledgeable and highly regarded in his profession and will be missed.

In July of 2001 we had a change in personnel with the resignation of Paul Coelho from the Building Commissioner office. Robert J. Bullock Jr. was hired in October to the position after serving as the part-time Local Inspector since April. In December Mike Findlen was hired to be the new part time Local Inspector.

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

Robert J. Bullock, Jr.

Building Commissioner

HIGHWAY DEPARTMENT ANNUAL REPORT

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, COA and Water.

The Department inspects and monitors all excavation within the roadway right of way, a total of 41 street opening permits for excavation within the right of way were issued from January 1, 2001 through December 31, 2001 pertaining to utilities, development and single structures.

TOWN CENTER PROJECT/PAVEMENT MANAGEMENT PROGRAM:

Spring 2001 Annual Town Meeting approved funding for two infrastructure improvement projects.

- Town Revitalization Project:
The renewal of 5000 lf of water main and the removal and replacement of overhead wires to a below ground system for a distance of 2100 lf
- Pavement Management Program:
The expenditure of \$300,000.00 for a ten-year period to fund a comprehensive maintenance and rehabilitation program to address the town wide roadway deterioration and deficiencies

ROADWAY MAINTENANCE AND REHABILITATION

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

- Pine Street from Rte 1A to Old Coach Road (23001f)
- Marshall Street from Pond Street toward North Street (950 lf)
- River Road from Lark Road to River Path (1200 lf)
- Miller Street from Myrtle Street to Wylie Road (3450 lf)
- Holbrook Street from Rte. 115 to Millis town line (1000 lf)

The Department completed pavement overlays and the reconstruction the following roadways utilizing state chapter 90 funds and FY-2001 appropriations to improve roadway conditions and correct drainage and intersection issues

PUBLIC SAFETY

- Union Street from Diamond Street to culvert after King Street intersection (completion 2003)
- King Street from Union Street to Chickadee Drive (completing 2003)
- Rockwood Road from Boardman Street to Cleveland Street (completion 2002)

Crack repair was completed on the following roadways: Rte. 115 North St from #45 to Needham St, Needham St from Main St. to Rte. 115, Main St from Park St to Franklin town line, Main St from Medway St to Old Town Hall, Medway St. from Myrtle St. to Pole #41, Union St. from Rte. 115 to Diamond St., Maple St. from King St. to Park St, Rockwood Rd. from town center to garage, Rockwood Rd. from town center to grange, Rockwood Rd. from Cleveland St. to Millis town line, Boardman St. from Main St. to Medway Branch, Hanover St., Sagamore Rd., Truro Rd., Brewster Rd., Wellfleet Dr., Barnstable Rd., Medway Branch, Grove St., Stacey Rd., Overlea Rd., Ferndale Avenue, Fleetwood Drive, Campbell Street, Clark Street, Maple St.

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. A total of 2440 structures.

The Town installed a drainage discharge system at the intersection of Priscilla Avenue and Gordon Road to correct runoff issues impacting private property.

ENGINEERING

The Department completed the design of the following town roadways/intersections:

- Intersection of Rockwood Rd. and Boardman St.
- Intersection of Cleveland St. and Rockwood Rd.
- Intersection of Cleveland Street and Seekonk St.
- Intersection of Seekonk St. and Main St.
- Intersection of Main St. and Medway St.
- Intersection of Main St. and Boardman St.
- Drainage correction design for North Street near the intersection of Diamond St.

Due to the change in the traffic volumes and the scope of the Town Center Reconstruction Project, it was necessary for the department to revise and resubmit the 75% design plan for Massachusetts Highway Department approval.

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

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

Remo R. Vito, Jr.
Highway Superintendent

TRANSFER STATION

In 2001 the Town of Norfolk Transfer Station continued to explore expansion of its recycling base and the collection of household hazardous waste.

The household hazardous waste collection program that was implemented for the year 2001 was very successful and cost effective. Historically annual costs have ranged from \$10,000 to \$15,000 per event. The 2001 season was a blend of Wednesday dropoffs from April to September and the Saturday event on October 13, 2001. The total cost for collection and disposal was \$5,671.00.

The town has entered into an agreement with the area towns of Millis, Medway, Dover, Sherborn, Holliston, Walpole, Franklin, Ashland, Medfield, Wrentham and Hopkinton to form a consortium to pursue a permanent regional household hazardous waste collection center. The consortium communities are in the process of identifying a potential site for inclusion in future grants.

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

Due to the reduction in revenues pertaining to the recyclable markets, the department has pursued other income sources to offset operational costs of the facility.

Wood waste and yard waste products have been processed into usable material for residents, area nurseries and farms. The Transfer Station also offers a bulky waste pick-up and disposal service for all residents. Details regarding the services and associated fees are outlined in the annual newsletter.

PUBLIC SAFETY

The Town recycled approximately 1,000 tons of municipal waste, placing Norfolk as one of the 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)

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

Remo R. Vito, Jr., Highway Superintendent

**TOWN OF NORFOLK TRANSFER STATION
ANNUAL REPORT 2001**

All of the figures in this report relate to the calendar year January 1, 2001 through December 31, 2001.

The Transfer Station was open to Norfolk residents twice each week, on Wednesdays and Saturdays from January 1, 2001 through December 31, 2001. The total number of operating days in 2001 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	856	tons
Total bulky waste	360	tons
Total non-recyclable waste	1216	tons
Daily average	12	tons

The 810 tons of compacted waste represents 48,914 bags of household waste.

Recyclable Waste		
Newspaper	336	tons
Corrugated Cardboard	122	tons
Office Paper	16	tons
Plastics (#1, #2)	31	tons
Waste Oil and Anti-Freeze	1	ton
Metal (white goods & metal cans)	120	tons
Tires	2	tons
Batteries (automobile)	3	tons
Glass (white and colored)	57	tons
Brush	196	tons
Leaves/Yard Waste	171	tons
Total Recyclable Waste	1055	tons
Daily Average	11	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 2271 tons
These figures give a Recyclable Rate of 47%

EDUCATION, LIBRARY, ARTS

NORFOLK ELEMENTARY SCHOOLS

ANNUAL REPORT

Mission Statement

The mission of the Norfolk Public Schools is to provide a dynamic engaging education that maximizes the achievement of each child, inspires a passion for life-long learning, and builds the foundation for becoming a responsible, self-assured and contributing citizen.

Strategic Planning Committee 2000

The Superintendent's Report

The community of Norfolk is served by a School Committee whose members dedicate their time, expertise and hard work to ensure that every Norfolk student receives a quality education in the Norfolk Public Schools. The success of the schools is also the result of staff members who contribute their expertise and hard work to achieving the long-term objectives of the school district's Strategic Plan, "2000 and Beyond". The Norfolk community and its community service organizations, provide generous support and commitment to quality schools through a high level of volunteerism, fundraising efforts, advocacy, committee involvement and budget support.

School Committee

Members:	Term expires
Maureen Howard, Chairperson	2004
Nina Roe, Vice Chairperson	2002
Beth Gilbert, King Philip Rep.	2002
David Kennedy, Legislative Rep.	2003
Edward Piscitelli, Secretary	2003

School Committee Chairperson, Maureen Howard, ran uncontested and was re-elected for her third term. The School Committee re-elected Mrs. Howard to chair the Committee for an additional year.

Members of the School Committee attended the joint conference of the Massachusetts Association of School Committees and the Massachusetts Association of School Superintendents in Worcester. Individually, they attended workshops on school law, finance and school construction. The Committee began the task of reviewing and revising all existing school policies and formulating new policies where none existed previously. Mrs. Gilbert and Mr. Kennedy served on the Policy Subcommittee. Mrs. Roe and Mr. Piscitelli served on the School Committee's Budget Sub-committee and worked with the town to provide FY02 funding for the schools. Mrs. Gilbert was the liaison to the King Philip School Committee and Mr. Kennedy represented the Committee as its Legislative Liaison.

In order to determine the future space and facility needs of the district, the School Committee formed the Norfolk School Building Needs Assessment Task Committee (NSBNATC). Mrs. Judy Warren served as Chairperson for the second year. Mr. David Kennedy represented the School Committee. A Request for Proposals to conduct a Feasibility study was posted. Thirteen proposals were submitted by architectural firms and were evaluated according to the established criteria by a Designer Review Board appointed by the School Committee. The Office of Michael Rosenberg Architects, Inc. of West Acton, Massachusetts, was awarded a contract to conduct a study of the district's existing facilities and its future facilities needs.

Budget

Town Meeting supported an elementary school operating budget of \$8,065,823 and a capital budget of \$30,000. The district focused its budget on moving forward with its strategic objectives for improving the schools.

The school budget was funded from revenue from state Chapter 70 monies and local taxes. Chapter 70 School Aid totaled \$3,028,920. The following represents the historic relationship between state aid and local taxpayer effort in funding Norfolk schools.

Growth in Local Tax Effort and Chapter 70 Funding

	Taxpayer Effort	Chapter 70	Total School Budget
FY96	3,522,764	1,336,865	4,859,628
FY97	3,478,779	1,627,571	5,106,350
FY98	3,689,476	2,005,616	5,695,092
FY99	3,867,011	2,296,523	6,163,534
FY00	4,287,320	2,704,471	6,773,119
FY01	4,731,303	2,895,746	7,477,812
FY02	5,036,903	3,028,920	8,065,823

*School Choice & Charter Assessments costs that are deducted from the cherry sheet funds sent to Norfolk, are not included in these figures.

	Taxpayer Effort % of Total Budget	Chapter 70 % of Total Budget
FY96	72.68%	27.32%
FY97	68.19%	31.81%
FY98	64.69%	35.31%
FY99	62.56%	37.44%
FY00	60.35%	39.65%
FY01	62.13%	37.87%
FY02	64.82%	35.18%

Grants

The Schools benefited from federal and state entitlement grant funding awarded to the district for specific purposes.

The district aggressively pursued and was successful in being awarded several State Department of Education competitive grants awards totaling \$148,582. These enabled the district to fund initiatives not possible within its operating budget. The awards were as follows:

Elementary Schoolwide Literacy (Year 2)	\$60,000
Technology Lighthouse and Mentoring	\$29,982
Elementary Literacy Intervention	\$22,600
Quality Full Day Kindergarten	\$36,000

Norfolk Elementary Schools Leadership Team District

Marcia Lukon, Ph.D.	Superintendent of Schools
Thayer Olson	Business Manager
Laurie Sullivan	Dir. Student Support Services
Toby Lyons	Supervisor of Buildings
Mary Ann Carey	Literacy Coordinator
Bonnie O'Connell	Team Leader, Tech, Support
Robin Glasser	Dir. Of Library Services

H. Olive Day School(Pre-K to Grade 2)

Linda A. Balfour	Principal
Lucia Godfrey	Assistant Principal

Freeman Centennial School(Grades 3-6)

Leo F. Fantini	Principal
Betteanne McMahan	Assistant Principal

Strategic Planning

In April, the Norfolk Public Schools Strategic Planning Committee, comprised of 28 community members and school staff, met for the second year to review the progress made by the district in accomplishing the first year objectives of the plan. The committee then reviewed the district's future direction. Previously the members analyzed all available data pertinent to the schools including enrollment in public, private and charter schools, new housing trends, demographics, build-out forecasts, costs for regular and special education, results of satisfaction surveys from Norfolk parents and teachers, economic indicators and achievement test data. They identified the trends, forces, and changing conditions in the external environment that are likely to affect the school district's ability to make progress and improve. Next they identified the district's many strengths and the areas most in need of improvement.

The six long-term objectives are based on the committee's determination of the present status in the schools, a vision for the future, and the district's capacity in the coming years.

Norfolk 3-5 Year Strategic Objectives are:

- To improve organizational effectiveness
- To improve student achievement
- To provide an aligned PreK-6 curriculum
- To expand and improve the use of technology and information resources
- To provide safe, secure, well-maintained facilities that will accommodate growth of student population and programs
- To enhance communication effectiveness among families, schools and the community

Student Achievement Test Results

The school system administers the Degrees of Reading Power (DRP) Testing Program for students in grades 3-6 in the fall and grades 2-6 in the spring. This series of progressively more difficult tests of reading comprehension are given to all of Norfolk's students to measure reading progress each school year and from year to year. The results also help to identify students in need of additional intervention or more difficult text, and help teachers and parents to determine books of appropriate difficulty to challenge each student. The average percentile scores of our students at every grade tested were well above the national average of 50%ile. This is illustrated by the district Spring 2001 results.

Norfolk's Average National Percentile Scores

Grade 2: 88%ile (This means that Norfolk students scored as well as, or better than, 88% of all Gr. 2 students nationwide.)

- Grade 3: 80%ile
- Grade 4: 77%ile
- Grade 5: 79%ile
- Grade 6: 82%ile

All Norfolk fourth graders took the state mandated Science & Technology, English Language Arts and Mathematics Massachusetts Comprehensive Assessment System (MCAS) which tests students mastery of standards in the Massachusetts Curriculum Frameworks. For the first time Grade 3 students took the new MCAS test in Reading. Fifth graders took "try-out" MCAS tests in Science & Technology and History and Social Studies. No group results were published for these tests. The sixth graders however, took a new Grade 6 MCAS Mathematics test. Results of students' achievement for each test are reported in four categories: Advanced, Proficient, Needs Improvement and Failing. Norfolk students scored as follows:

EDUCATION, LIBRARY, ARTS

Norfolk's Spring 2001 MCAS Results

	Advanced	Proficient	Needs Imp.	Warning
Grade 3 Reading	NA	83%	15%	2%
Grade 4 Lang. Arts	13%	59%	26%	2%
Grade 4 Math	13%	30%	48%	9%
Grade 6 Math	35%	34%	17%	14%

Retirements

Mrs. Randi Wilson and Mrs. Carol Thibodeau retired from the school system after many years of service of dedicated and exemplary service as teachers in the Norfolk Public Schools.

H. Olive Day (Pre-K-Grade 2) and Freeman Centennial (Grades 3-6) Schools

When the school year began in September of 2001, several new teachers joined the district staff. Two kindergarten, one second, one third, one fourth, two fifth grade and a half-time developmental reading teacher all began their tenure in Norfolk.

The following indicates student enrollment in the Norfolk schools on October 1, 2001 as reported to the state, as well as the number of classes and the average class size at each grade level:

Grade	# of Students	Classes	Average Class Size
PK	58	5	12
K	149	8	19
1	164	9	18
2	166	9	19
3	167	8	21
4	163	8	20
5	152	7	22
6	172	8	22
Totals	1191	62	

At the H. Olive Day School, two of the eight kindergarten classes became inclusion full day programs. Funds from a Quality Full Day Kindergarten grant were used to partially fund the implementation.

Regular education students were chosen by lottery to join special education students whose program required a full day program.

The Mathematics and Science Leadership Teams, including teachers from every grade level, worked to align the district's curriculums with the newly revised Massachusetts Curriculum Frameworks. At the H. Olive Day School four teachers began piloting and evaluating a standards-based, hands-on curriculum called the Everyday Mathematics Program. Developmental Math was reorganized at the Freeman Centennial School. Math tutors provide instruction before and after school, as well as in inclusion and pull-out settings during the school day. Spanish instruction was provided to students as part of the K-6 curriculum for a second year. The first full year of the district's new language arts program, Literacy Place 2000, was completed. At the H. Olive Day School, the Reading Recovery Program added two teachers who participated in extensive weekly grant funded training. This program is an early intervention reading program that provides daily one-on-one reading instruction to selected first grade students.

Both schools participated in the Exercise Across Massachusetts Program, sponsored by the Department of Education, and received Platinum Certificates, the highest award in recognition of their efforts.

The H. Olive Day and Freeman Centennial School Councils devoted a significant amount of time to the development of their school improvement plans.

Members of the councils are as follows:

H. Olive Day School Staff	Freeman Centennial
Linda Balfour	Deborah Ayer
Alica Esparo	Janis Daly
Simone Favaloro	Leo Fantini
Gail Ferguson	Trish Gallerani
Lucia Godfrey	Sarah Gehrke
Community Members	
David McBride	Scott Greenwald
Anita Mecklenburg	Andrea Langhauser
Beverly Panettiere	Mary Rae Smith
Julie Riddler	Donna Spigarolo

In the spring Freeman Centennial instituted an after-school Accelerated Learning program in reading for third and fourth graders, and in math for sixth graders, to raise their skill levels in these areas and to enhance their test taking skills. A limited summer program was also offered to third and fourth graders in language arts.

All Freeman Centennial staff members were engaged in its self-study process as part of the school accreditation process. Teaching and Learning Standards reports were reviewed and accepted by the staff. Beginning in September of 2001, the school staff began writing the Support Standards reports related to Leadership and Organization, School Resources for Learning, and Community Resources for Learning. The self-study is a

two-year process being conducted under the auspices of the New England Association of Schools and Colleges, Commission on Public Elementary and Middle Schools. The goal is for the school to be awarded accreditation based on the high national standards of the Association.

-Linda Balfour, Principal, H. Olive Day School

-Leo Fantini, Principal Freeman Centennial School

Special Education

All Special Education Services in Norfolk comply with the Massachusetts Department of Special Education regulations and the Federal Individual with Disabilities Education Act. The Special Education Department is responsible for identifying children in need of special education services and providing them with instruction designed to meet their individual learning needs.

A continuum of services is offered within the Norfolk Special Education Department. The current programming includes: Inclusion Preschool, Inclusion Full-Day Kindergarten, Inclusion Resource Services and Pull-Out Resource Services. Speech and language, occupational, physical, vision and behavioral therapies are provided for students who need them. Some Norfolk students with special needs are placed in out-of-district programs. A team consisting of parents and school personnel makes all placement and programming decisions.

The Norfolk Special Education Department received several grants in 2001. These grants enabled the district to fund district behavioral-inclusion specialists and evaluators. Grant funding also contributed to the salaries of the special education secretary, a speech-language therapist and an early childhood teacher. A Full-Day Kindergarten Grant was received to "pilot" two new full-day inclusion kindergarten classrooms. A Special Education Resource Library for parents and staff has been developed with grant funding.

The Norfolk Parent Advisory Council (PAC) meets with the Director of Student Support Services on a monthly basis. The PAC provided after-school and weekend activities for children with special needs. The PAC also continued to support the education of children with special needs by purchasing extra teaching materials for the teachers. The Council completed a Strategic Planning process and will be presenting the plan to the Norfolk School Committee in the spring of 2002. The PAC Strategic Planning committee members were: Mrs. Laurie Sullivan, Mrs. Ellen Sebastiano, Mrs. Diane Miller, Mrs. Susan Sullivan, Mr. Steve Foster, Mrs. Judy McKenna, Mrs. Diane Palmer, Mrs. Pati Mele, Mrs. Joan Klejna and Mrs. Heidi Walker. Dr. Ralph Jaspardo of Johnson and Wales University, who also worked with the district Strategic Planning Committee, facilitated the planning.

-Laurie J. Sullivan, Director of Student Support Services

Library/Media Services

Norfolk students love to read! Students at the Freeman Centennial School borrowed an average of 36 books each, over the course of the school year, and H. Olive Day students averaged 44 books each. In total, students and teachers borrowed 61,568 books and other materials. This represents the highest circulation among all the school libraries that participate in the SAILS Library Network.

Both school libraries continued to be very active and to work to achieve Norfolk's Strategic Plan goal of improving the use of information resources. Classes met weekly for instruction, reference, research, and book selection. Each school library/media center was staffed with a full-time specialist, and library associate. Volunteers assisted the staff throughout the year. During the 2000-2001 school year, 4,289 new books and audio-visual materials were added to the collections, including books from the "Adopt-a-Book" program, Teacher Parent Association "Book Fair" donations, and support from the Norfolk Community League. Two thousand seven hundred two new books were acquired to improve the information resources available to students and staff. This has been part of a concerted effort to improve library services, and to meet the Massachusetts School Library Media Association standard of a library book collection that provides 22 books per student. Norfolk has moved closer to meeting that standard, with the school collections now at 20 books for each student.

Another standard requires that "70% of the entire print collection will have a copyright date of no later than ten (10) years from the current date." There had been a serious deficiency in the non-fiction collection at the Freeman/Centennial Library, however, over the past four years this collection has been improved. The improvement has been due, in part, to the significant donations that have been made by both the Norfolk TPA & the Norfolk Community League, as well as increased funding in the operating budget. The next target is the Freeman/Centennial fiction collection, which has many books in disrepair. As new copies of favorites are added to the collection, the old copies will be withdrawn.

Staff was added at the Freeman Centennial Library to assist with third grade library instruction, small group research, and processing of new materials. This need is highlighted in the Strategic Plan and is based on the number of students and classes that are serviced by the library.

Dedicated volunteers helped to re-shelve more than 62,000 books last year. Their generous contribution of their time has greatly contributed to the success of the school library program.

-Robin Glasser, Director of Libraries for the Schools and Town

EDUCATION, LIBRARY, ARTS

Technology

The Norfolk Public Schools continued to expand the integration of technology in teaching and learning at all grade levels. The departure of the technology administrator prompted a staffing reorganization. A team of three teachers began sharing the responsibilities of integrating technology into the curriculum, as well as administering the program and the district's computer network. This team consists of the team leader, and two full time technology integration specialists.

The new state technology standards, as well as the Norfolk Public Schools' Strategic Plan, served as the guide for budgeting, professional development and curriculum planning. A Department of Education Lighthouse Technology Mentoring Grant, awarded to two H. Olive Day School second grade teachers, funded training and equipment for all grade 2 staff and classrooms in an effort to have technology help meet the standards within many areas of the curriculum.

The schools continued to work with the town to pool resources and connect all municipal and school offices in town via the institutional Loop (I-Loop) provided by AT&T Cable. Data-over cable equipment enabled the town hall, public library police/fire stations, highway department and senior center to share critical information between departments, as well as to access global information via the Internet. Sharing the school's high-speed connection to the Internet reduced costs. A cost efficient and reliable upgrade of the antiquated equipment that connects this network is being planned.

Technology is a vital and invaluable tool for teachers and the children in both elementary schools in Norfolk. Efforts have also begun to update and maintain our school web page.

-Bonnie O'Connell, Technology Integration and Support Team Leader

Buildings

Important maintenance, safety, and security issues were addressed at school facilities in 2001. The original 1950 water main to the Freeman School was found to be severely corroded and fragile, and had to be replaced immediately. Due to severe corrosion, the steel smokestack at the Centennial School had to be removed, re-engineered and replaced with a stack with added structural support to comply with current building codes. With assistance from the Highway Department, the east and south driveways and parking areas at Freeman Centennial were resurfaced. It is hoped that the other half of the drive and parking areas can be resurfaced in 2002 to complete the project. To improve both safety and security, exterior lighting was installed at Freeman Centennial, and the exterior door locks were replaced with high security cylinders. An engineering study of the Freeman Centennial School's septic systems indicated that one system needs to be replaced.

-Toby Lyons, Supervisor of Buildings

KING PHILIP REGIONAL SCHOOL DISTRICT NORFOLK-PLAINVILLE- WRENTHAM

SUPERINTENDENT'S REPORT

The 2001 school year has once again proven to be a busy and active year for all. Our enrollment continues to climb. As of October 1, 2001 there were a total of 1880 students enrolled in the KP schools. This represents an increase of 22% over the past four years.

EDUCATION REFORM AND MCAS

For the fourth straight year KP students in grades 8 and 10 continued to score well above the state average in all MCAS testing categories. We are especially pleased to report that our 10th grade math and English/Language Arts scores increased dramatically while at the same time the percentage of 10th graders scoring in the bottom performance level decreased sharply. The 2001 test administration signaled the first year of this program as the "high stakes" year where 10th grade students beginning with this group (Class of 2003) need to pass the Math and English components in order to be eligible for a high school diploma. 95% of our 10th graders passed the English portion and 92% passed the segment of MCAS. Those who need to will have four more opportunities to pass the test.

The district continues to work hard to increase accountability and raise the standards of student achievement. Our staff continues to implement curriculum revisions in the wake of MCAS while also continuing to analyze MCAS results (year 4) and devising strategies that will help students to become more successful in this endeavor. Our goal is and will be to show a steady level of improvement through this process.

STUDENT POPULATION GROWTH

As noted above, KP's student enrollment has grown by almost 350 students in the past four years. Our 10-year enrollment projection shows that the KP student enrollment will continue to increase through 2008. We estimate that enrollment will peak at approximately 2300 students by that time. Given the anticipated growth in student enrollment the Regional School Committee continues work to develop a comprehensive plan for meeting both our enrollment and school facilities needs well into the future.

KING PHILIP BUILDING PROJECTS

After nearly three years of study, planning, design, and recommendations the Regional School Committee brought a comprehensive school renovations, additions and improvement

EDUCATION, LIBRARY, ARTS

**KING PHILIP REGIONAL HIGH SCHOOL CLASS OF
2001 STATISTICS
TOTAL CLASS POPULATION - ENROLLMENT 221**

	TOTAL	PERCENT
Four-Year State Colleges	82	37%
Four-Year Private Colleges	91	41%
Two-Year State Colleges	18	8%
Two-Year Private Colleges	1	0.3%
Career Schools	2	0.6%
Military	3	1%
Employment	15	7%
Undecided	9	5%
Total Population	221	
Total Students Continuing Their Education	189	87%
Total Students Four-Year Colleges	169	77%
Total Students Two-Year Colleges	18	8%

plan to the citizens of the KP region for their approval. The \$71 million project proposed additions/renovations to King Philip-North as well as additions/renovations and demolition at KPRHS. The project was brought to the citizens in June in order to capture and retain a 68% reimbursement rate from the state. This was due to the fact that the state school building assistance law changed effective July 2000. The impact of the change in the law, to the region, results in a lower reimbursement rate from the state. Given the large financial scope of the proposed project, funding for this construction was subject to a successful Proposition 2 1/2 debt-exclusion override election. Each of the three town's Town Meeting approved the financing. A majority vote in the election in each town was also necessary for approval. On June 11th citizens in all three towns went to the polls to decide the project's fate. Unfortunately the question carried in only two of our towns, Plainville and Norfolk. Residents in Wrentham defeated the measure by a vote of 1319 in favor and 1630 opposed.

In October 2001, the Regional School Committee voted to authorize the spending of \$26 million dollars for the King Philip-North project. A December election date is anticipated. At this time the Regional School Committee also anticipates bringing the HS project back to the three town's residents sometime in 2002.

CLOSING REMARKS

The KP Regional School District, your public secondary schools, will continue to work diligently with our three regional communities in continuing to provide an educational atmosphere that provides a challenging educational experience for our students. We are committed to the notion of continual improvement and will strive to support both students and staff in that realization.

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.

Sincerely,

William H. McAlduff, Jr.
Superintendent of Schools

EDUCATION, LIBRARY, ARTS

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT ANNUAL REPORT

In July 2001 the School Committee reorganized and re-elected the following officers: Karl Lord (Medfield), Chairman, Robert McLintock (Seekonk) Vice-Chairman, and Keith Seymour (North Attleboro) 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 3, 2001, 153 students were graduated in an impressive afternoon ceremony. Robert Heavey, then 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 \$200,000 to deserving seniors.

Pupil Personnel Services:

In September 2001, Tri-County welcomed approximately 858 students to the new school year. The district towns and number of students are Franklin 191, Medfield 11, Medway 42, Millis 38, Norfolk 32, North Attleboro 206, Plainville 83, Seekonk 83, Sherborn 2, Walpole 65, and Wrentham 50. Also 55 students were accepted from out-of-district areas. During the 2000-2001 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 Career Days for over 2000 Grade 8 students from the Regional District. Tri-County's Career Advisement Program (CAP) was offered to all students in Grades 9-12 to assist students in preparing for their career pathways. This was the 4th year the program was offered, having started in September 1997 with Grades 9 and 10.

Academics:

Tri-County's academic program continues to focus on the Massachusetts Curriculum Frameworks and successful preparation for the related MCAS tests. Our endeavors in this regard reflect a multi-faceted approach, which includes professional development for faculty, raising of curriculum standards, development of various student support mechanisms, multiple diagnostic assessments, and analysis of school-based data.

We continue to incorporate technology into the instructional environment to three for academic class instruction. Various computer programs and computerized devices are being implemented in the learning process throughout the academic program area.

The most exciting academic achievement to occur this year is the first implementation of the required Senior Project. Two years in the planning stage, we were anxious to implement this integrated academic and vocational experience for our seniors. All seniors were required to participate. Components included a ten-page research paper; development of a product or service, and a ten to twenty minute presentation before a panel of judges including a teacher, an administrator and an industry representative. True collaboration between the English teachers and the Vocational teachers resulted in a deeper learning experience for each student.

Vocational/Technical Programs:

Tri-County House Building Project: A Partnership for Scholarship formed by Tri-County Regional Vocational High School and Dean Cooperative Bank launched a house-building project that benefits students. Tri-County students in the Carpentry, Electrical, Plumbing and HVAC (heating, ventilating and air conditioning) gained invaluable hands-on experience and wonderful satisfaction in their work. Dean Cooperative Bank funded the project up front, through the purchase of the lot and building materials. The house was sold in June 2001 and the bank will recover the cost of its investment, plus interest. Any profits realized through the sale of the house will be donated to the Tri-County School district for scholarships.

The Auto Body program has been approved for A.S.E. certification by The National Automotive Technicians Education Foundation.

The Computer Technology program offers the CISCO Networking Academy, provided by CISCO Systems, the worldwide leader in Internet technology. Students learn through an on-line curriculum and testing, as well as hands-on labs, and have the opportunity to become a CCNA (Cisco Certified Network Associate).

Continuing Education:

The Continuing Education Program offers an Adult Cosmetology program during the day. 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 2000-01 school year. Registration for the Evening Division takes place in September and January. New programs for the 2000-01 school year include: Introduction to HTML, Introduction to Visual Basic Programming, Creative Crafts and Cisco Networking Academy.

Student Activities:

Skills USA-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 Skills USA-VICA during the 2000-2001 school year had 198 members in grade 10 through 12. Members participated in community service projects. In February, 72 students attended the Central District Competition. Thirty-three students qualified in their trade competition and two students qualified for state officer competition and earned the right to attend the state competition in April. At states, six students won the right to compete at the national level in Kansas City, Missouri during the last week of June. Two students received bronze medals for their efforts, and two students came in 5th place. DECA is a national organization for high school students enrolled in a 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. Students compete in both written and oral competitions at the district, state and national levels.

The National Honor Society, with 15 members in grades eleven and twelve, organizes events promoting scholarship, leadership, and service. This group sponsored the annual holiday food drive, which benefited the Franklin Food Pantry and the Woonsocket Soup Kitchen. Other projects included collecting money for Easter Seals at the basketball tournament in February, participating in Pennies for Patients in the spring, and sponsoring a Red Cross Blood Drive in May. The Chapter again hosted a Leadership Breakfast for all students in leadership position. 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 District residents for their

support and cooperation. In the future we intend to maintain the high educational standard that has earned Tri-County that support.

Karl Lord, Chairman, Medfield
 Ronald Janosko, Norfolk

**ANNUAL REPORT OF THE
 DIRECTOR OF LIBRARIES
 PUBLIC LIBRARY**

The year 2001 was a banner year for the Public Library. Plans for the expansion and renovation continue to move forward. In June the library was notified that a grant was awarded in the amount of \$2,048,218 from the Massachusetts Public Library Construction Program. Norfolk is third on the waiting list to be funded, and it is anticipated that funding will be available in 2002. In December the Town voted the remaining \$3 million needed for the construction of the building.

The library added 3,316 new books- both adult and children's, as well as 530 video tapes, audio books, compact disks and CD-ROMs. The library's holdings at year-end totaled 53,318 items.

As always the Norfolk Public Library continues to be a center of activity. Over 119,900 books & other materials were borrowed during the year by the 7,077 registered library patrons. And staff assisted patrons with 3,943 reference queries.

During this past year, 3,715 patrons used the library's electronic services for a total of 5,425 hours. Over 15,000 word processing sessions were logged & 266,350 Internet searches were conducted. Our electronic reference resources were accessed 2,376 times; Homework Center resources were used 1,422 times & early childhood readiness programs were used 2,395 times. The library's web page recorded 7,794 outside "hits" - proof positive that patrons are using library resources from home or work and that resources are being used 24 X 7!

Children's programs are an integral part of the library's mission. Programs for preschool age children provide an early learning experience and focus on language development. Children are introduced to the written word, as well as poetry, rhymes, and finger plays.

EDUCATION, LIBRARY, ARTS

Children's librarian Sarina Bluhm held a variety of programs each week for children between the ages of two and five. In total, 270 sessions of pre-school programs were held with an attendance of 3,332 children! During the summer, 624 children participated in the library's reading club First of All Read! 36 different programs were held with a total attendance of 839 children. These children recorded 228,300 minutes of reading! In addition, Mrs. Bluhm presided over the ever-popular "Twilight Tales" for preschoolers.

Programs for school age children have been added to the roster for the second year. "Norfolk Reads" is an interactive reading club for children in grades 1-3 and "Jr. Friends" is a library service club that meets once a week for students in grades 4-7.

Throughout 2000 the Friends of the Library were active supporters. They planned many activities, including a highly successful membership campaign. 530 supporters joined the organization! In September they held their annual book sale extravaganza. By popular demand, the "Norfolk Commemorative" afghan continues to be sold. 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 Gardner Museum, Roger Williams Zoo, Plimoth Plantation, the Kennedy Library Museum, Butterfly Place & the Harvard Museum of Natural History. The Friends continue to sponsor "Art for Everyone" – a rotating collection of prints that patrons may borrow. They also pledged funds toward the building expansion program and have established a "furniture fund". Officers are: Mary Jo Gothorpe, President; Paula Austin, Vice-President; Beverly Baldoni, Secretary; Wendy Sonsire, Treasurer; and Maureen Buc, Nominating Committee.

Freeman/Centennial & H. Olive Day
Library/Media Services Annual Report

Norfolk children love to read! Students at the Freeman/Centennial School borrowed an average of 36 books each over the course of the school year and H. Olive Day students borrowed an average of 44 books each! In total, students and teachers borrowed 61,568 books and other materials. This represents the highest circulation among all the school libraries that participate in the SAILS Library Network!

Both libraries continue to be very active. At each library, classes meet weekly for instruction, reference, research, and book selection. During the 2000-2001 school year 4,289 new

books and a-v materials were added to the collections, including books from the "Adopt-a-Book" program, TPA "Book Fair" donations, and support from the Norfolk Community League. So far this year 2,702 new books have been acquired, and more are arriving daily. This is part of a concerted effort to improve library services and meet the Massachusetts School Library Media Association Standards. The standards state that a school district the size of Norfolk's should have a book collection size of 22 books/student. We are coming closer to meeting that standard, as our collection now stands at 20 books/student.

Another standard requires that "70% of the entire print collection will have a copyright date of no later than ten (10) years from the current date." This has been a serious issue with the non-fiction collection at the Freeman/Centennial Library. Over the past four years we have made a concerted effort to improve this collection. The improvement is due, in part, to the significant donations that have been made by both the Norfolk TPA & the Norfolk Community League, as well as increased funding in the operating budget.

We are now targeting the Freeman/Centennial fiction collection, which is in disrepair – the books are old and they are so well read that they are literally falling apart. As new copies of favorites are added to the collection, the old copies will be withdrawn.

Staff has been added at the Freeman/Centennial Library to assist with third grade library instruction, small group research, and processing of new materials. This need is highlighted in the Strategic Plan and is based on the number of students and classes that are serviced by the library.

I would like to express my heartfelt thanks to all the wonderful volunteers who help week after week shelving books – over 62,000 books were re-shelved last year! Without the support of our great volunteer corps the library shelves would be in chaos.

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 our public & school libraries a vital and integral part of the Town of Norfolk.

Respectfully submitted,

Robin A. Glasser,
Director of Libraries

ANNUAL REPORT OF THE LIBRARY TRUSTEES

On December 5, 1922 in the wee hours of the morning, fire broke out in the Norfolk Town Hall. By daybreak, the elegant Victorian building on the Town Hill, proudly erected in 1879 after the Town's incorporation, was a smoldering pile.

This event continues to affect us. Had the Town Hall survived, it is likely that a typical New England town center, gathering together governmental, commercial and social activities, would have evolved in the area. Instead, the town offices relocated over a quarter mile away on Main Street; the public library rented space in the Baptist Church (later the Grange Hall) on Rockwood Road; and other town departments were similarly scattered. In the ensuing years Norfolk's town center changed, often by subtraction. The old creamery disappeared along with the dairy industry. The Ware homestead was moved elsewhere, leaving only the family crypt. Various small business came and went.

It was not until 1951 that the public library returned to the edge of the Town Hill. It took almost another half-century for a plan to create a vibrant town center for Norfolk. That effort has been moving ahead, albeit with torturous slowness. In 2001 the vision took a giant step forward with voter approval to fund a new public library on the Town Hill site, across from the new Town Offices.

The Library Trustees have always seen the need for a new library building as an integral part of the development of a new town center. Now it is on our doorstep. Our town center will not become a parking lot for commuters or a rag-tag collection of undercapitalized businesses, or remain the "moonscape" that we have lived with for over fifteen years.

Citizen approval of \$3 million in additional taxes in these uncertain times was certainly not an easy choice for many. We are very grateful to all those who turned out at the polls in unpleasant December weather to make their choices. We are now in line for \$2 million in state aid and can then proceed to construction.

Although moving the new library project forward dominated activities in the past year, the library continued to make gains on all fronts, as Mrs. Glasser's report documents. Our Friends group continues to expand in numbers and activities and adds a wonderful dimension of direct community involvement to our public library. And, finally, we continue to be proud of our partnership with the Norfolk Public Schools, creating an integrated library system for all of our children.

We look forward to seeing a great new library for our Town, and a new town center that remedies the events of eighty years ago.

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

PLANNING AND DEVELOPMENT

PLANNING BOARD ANNUAL REPORT

The Planning Board continued to implement changes recommended by the Growth Management program. The changes were implemented to encourage the use of Open Space residential development and create low density Estate Lots. There was a complete revision of the Open Space Zoning By-law to make this option more desirable for future developments. This benefits developers by requiring reduced frontage and lot size, and the Town has land set aside as undeveloped. The Estate Lot By-law allows the development of a single oversized lot with inadequate frontage as a substitute for a subdivision roadway.

The Board proposed changes to the HM&PO (Southwood) zoning district to allow commercial and age-restricted development. The Board is currently working with the Norfolk Highway department to comply with the Federally mandated Phase II Stormwater management program. In conjunction with this, the Board is developing a "Green Drainage" program. This allows a natural management of stormwater with fewer drainage structures.

The Planning Board formed a subcommittee to evaluate options for Norfolk Town Center traffic. This subcommittee reviewed options for various traffic configurations to handle future development in the Town Center. The committee recommendations were forwarded to the Norfolk Board of Selectmen.

The Board continued its practice of encouraging applicants to preview their potential development projects at an informal "pre-submission review". The Board found that this process enables the Board to set parameters that will save developers time and money. This practice assisted 18 projects this year by identifying critical concept problems prior to a formal submittal thus streamlining their eventual approval.

In 2001, there were two (2) Preliminary Plans submitted. These were The Village at Pine Creek (15 lots) and Old Mill Acres (2 lots). There was one (1) Definitive Plan approved in 2001. This was Sandy Knoll Estates (5 lots). There were five (5) Site Plans approved. These were Fore Kicks, Inc., Hamlin Cabinets, Omnipoint (Dean St.), Norfolk Water Department (Spruce Rd. Pumping Station), and Omnipoint (Norfolk Commons Site).

The Planning Board has the 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 Francis A. Fitzpatrick, Chairman, David LaPointe, Vice Chairman, Steven McClain, Clerk, Robert Nicodemus, and Arthur Spruch. The Associate Member is Kevin Darcy. 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 other town Boards, Committees, Commissions and Departments for their invaluable written comments that help the Board render its decisions and approvals. We welcomed our new employee, Mary Ellen Brooks, a clerk hired to assist our Planning Administrator. Special thanks are extended to Lois Boucher, Planning 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.

The Board meets every Thursday evening at 8:00 PM in the Town Hall with Special Meetings as needed. 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, site plans and special permit applications are directly notified prior to hearings. Relevant materials are available to the public for inspection.

Activity of the Planning Board - 2001

Type of Activity	No of Plans	No of Lots
Definitive Subdivision Plans		
Submitted in 1999, Approved in 2001	1	5
Pending/Under review	1	16
Modified Definitive Plans	1	
Preliminary Subdivision Plans		
Submitted and approved in 2001	2	17
Non-Subdivision Plans Endorsed (81-P)	9	21
Lots Released in Subdivisions	3	34
Special Permit Applications		
Submitted and Approved in 2001	2	2
Site Plans Submitted in 2001	7	
Approved in 2001	5	
Under Review	3	

PLANNING AND DEVELOPMENT

Type of Activity	No of Plans	No of Lots
Pre-Submission sessions held		
Residential Subdivisions	7	
Non-Residential projects	13	
Shade/Tree Scenic Roads Act Hearings Conducted	0	

Respectfully Submitted

Norfolk Planning Board

ZONING BOARD OF APPEALS ANNUAL REPORT

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 little discretion in granting Special Permits and Variances, as decisions must be rendered by consideration of criteria established by M.G.L. Chapter 40A, as most recently amended, and the Norfolk Zoning Bylaws.

The Zoning Board of Appeals also has the authority to hear appeals from the decision of the Building Inspector, and to hear petitions of Addendums to Special Permits, Comprehensive Permits, and Repetitive Petitions. The Board does not draft zoning bylaws nor do they enforce them; rather they are enacted at the semi-annual town meeting by the residents of the Town. The zoning bylaws are enforced by the Building Commissioner who is also the Zoning Enforcement Officer.

During the 2001 calendar year, the Board received 19 applications for hearings. The Board granted 2 Variances, 2 Variance Extensions, 4 Special Permits for residential projects, 5 Special Permits for commercial projects and 1 Addendum. One special permit hearing for a commercial use is still on going. Two variance petitions were denied and two applications were withdrawn, one special permit and one variance, prior to decisions being rendered. These numbers reflect a 100% increase in the number of applications received from calendar year 2000.

The Zoning Board of Appeals received 39 applications submitted by the Conservation for review and comment as required by the Norfolk Wetland Protection Bylaw. In addition to the quasi-judicial duties involving hearings, the Board members also attend zoning seminars and workshops and research court decisions to keep abreast of zoning issues and revisions to M.G.L. Chapter 40A, as amended. Board members also attend court proceedings as witnesses on behalf of the Town.

Meetings of the Zoning Board of Appeals are held generally once per month unless an emergency dictates otherwise. All meetings and public hearings are posted at least 48 hours in advance in the Office of the Town Clerk and are conducted in accordance with the Open Meeting Law. An information fact sheet on the filing process is located on the Town of Norfolk website and hard copies are available from the Zoning Board of Appeals office.

We wish to acknowledge our appreciation to the other boards, departments and committees for their cooperation and input to our hearings, especially to the Planning Board and the Conservation Commission. Our Town Counsel, George Hall, Jr. has always been available and cooperative regarding all issues in which the Board has sought guidance.

Respectfully Submitted,

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

PLANNING AND DEVELOPMENT

PERMANENT BUILDING COMMITTEE ANNUAL REPORT

The Permanent Building Committee (PBC) had a busy year working to complete the Pond Street Recreational Complex, and the new Senior Center.

Throughout the year, the PBC continued work with the contractor, J.E. Case Inc., North Attleboro, and the architect Joe Marshall of Moriece & Gary, Inc., Charlestown, to bring the new Pond Street Recreation Complex almost to conclusion. In the spring of 2001, the PBC deemed the fall 2000 seeding for the complex unacceptable. During the summer and fall, the PBC worked actively with the contractor and subcontractor to improve the turf status. By the end of the year, substantial improvements had been achieved and we expect that much if not all of the complex may be available for us in the spring of 2002, and certainly all of it by the fall of 2002.

During the year, the PBC also continued work on the construction phase of the new Senior Center, working closely with architect Bob Nicodemus of Bergmeyer Associates, Inc., Boston, the Council on Aging, and the general contractor DiGiorgio & Messina Construction Company, Middleton. Temporary occupancy for the Senior Center was secured in September 2001.

Respectfully Submitted,

Robert P. Lowndes, Chair
Winsor F. Bowden
David Capone
Fred Pfischner
Timothy Walsh

RECREATION DEPARTMENT ANNUAL REPORT

The Norfolk Recreation Department Reports to the Norfolk Recreation Commission consisting of five elected members. The Recreation Director, Ann Proto, and the Assistant Director, Kathleen O'Brien, perform the daily management of the Department.

The department is now in a new, convenient location on the ground level of the Town Hall adjacent to the multi-purpose room. This larger space allows for additional classes as well as serving as a waiting area with bathroom facilities.

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

The variety and amount of programs offered by the Recreation Department continues to grow. Participants represent all sectors of the community from infants through adults. Some of the more popular programs are Musikgarten for infants through age five. Sticky Fingers for the same age group, after school art and sports programs as well as the extensive summer sport and enrichment programs. The new Visiting Chef Series has proven highly popular for adults.

The Department is pleased to continue to offer free programs such as the Supervised Summer Playground, the Summer Concert Series and an afternoon of free skating for Norfolk residents.

The Recreation Commission is responsible for town field allocations. The opening of the Pond Street Complex is anticipated with enthusiasm. These new fields and courts will alleviate the very heavy burden of the current field usage as well as supply additional space for growing programs. We look forward to using the fields pending approval from appropriate boards.

The Recreation Commission is looking forward to serving on a newly established Community Preservation Committee. Dave Pimental is our representative.

Respectfully submitted,

Noelle Tonelli, Chair
Tom Terpstra
Julie Chapski, Secretary
Dave Pimental
Todd Chisholm

ROAD SAFETY COMMITTEE ANNUAL REPORT

The Norfolk Road Safety Committee (RSC) currently consists of four Board of Selectmen appointed Norfolk resident members and a number of assigned town liaisons or available consultants, who the RSC members graciously thank for their valuable support, time and contributions.

Joe Sebastiano – Chairman

Beth Strubeck

William Crump

James Leonard

Butch Vito – Norfolk Highway Department

Chief Stone – Norfolk Police Department

Jack McFeeley – Norfolk Board of Selectmen

Kevin Darcy – Norfolk Planning Board

Kim Williams – Norfolk Capital Outlay Committee

Mario Damiata [* - The RSC also has the consulting support of Norfolk resident Mario Damiata, who is the local National Highway Transportation Safety Administration (NHTA) office here in Massachusetts.]

The activity level of the current RSC grew significantly in 2001. The committee meets monthly and supports other board or committee meetings where it's input is needed or requested. In 2001, the RSC found itself included in the chain of new subdivision and other town project planning (typically reviewing any new proposed street light, sidewalk or road signage). Along with its ongoing efforts to support general road safety awareness (including the very successful NCL Sponsored 2001 Norfolk Road Safety Day), the RSC has expanded on many of its earlier initiated projects.

In 2001, the RSC continued its efforts related to incorporating logical sidewalk expansion planning into Norfolk's Master Plans, the overall plan being to implement valuable new "linkages" between existing sidewalks. The highest priorities are improved sidewalk links to schools, town center and youth/recreational facilities. Some possible new sidewalk projects for 2002, that are early priorities in the plan (and have some already identified funding), are already being surveyed and cost estimated this winter.

An RSC project related to street lights in 2001 resulted in the town implementing 40 new low illumination streetlights and/or existing lighting improvements for mainly, non-lit intersections and tight/dangerous road curves along non-dead-end roads here in Norfolk. In some cases simply moving an existing lamp to extend beyond the tree limbs that they have become buried within, or moving an existing streetlight to better serve the road/pedestrian way. A map of existing streetlights locations here in Norfolk will be updated in 2002 to serve both as inventory control and future planning.

The RSC also began mapping existing stop sign locations in 2001. A map of existing stop sign locations here in Norfolk will be updated in 2002 to serve both as inventory ("rules and orders") control and future/priority planning. Some top priorities locations for new stop signs have recently been identified for Highway, Police and Board of Selectmen review. Efforts to identify high priority stop sign (as well as any yield, crosswalk or other signage) needs and improvements will continue in 2002.

The RSC continues to review and respond to all resident road safety related inquiries made directly to it or through the Board of Selectmen. A formal RSC reply is prepared for the inquiring resident, the Board of Selectman and both the Highway and Police Departments. In many cases the RSC reply is able to cite a pending town project already addressing the concern, or recommend/help the town plan new projects; similar to recently identified issues we are helping to address at and near the Everett Street and Route 115 intersection. Some resident inquiries we have received site a specific new stop sign, streetlight, sidewalk, or roadway "line of sight" improvement need. Requests made for more police "speed checks" are forwarded directly to Chief Stone.

Finally, working with our new Town Administrator, the RSC plans to implement as many informative RSC related updates and items it can into the developing town web page.

Respectfully submitted

Joe Sebastiano, Chairman
Norfolk Road Safety Committee

PLANNING AND DEVELOPMENT

**DESIGN REVIEW BOARD
ANNUAL REPORT**

The Design Review Board saw an increased number of applications this year for business renovations and new commercial development in the B1, C1, and C4 districts. A new 9 hole golf course/sports complex, a state-of-the-art "flag pole style" tower to support area cellular communications, a waste treatment facility for the developing new town center, and an age restricted housing development, the first of its kind for Norfolk, were among the proposals we reviewed.

Our board's objective this year was to facilitate more discussion with applicants during their architectural design and planning process, so the proposals are consistent with the visual character we envision for Norfolk could be achieved. Architectural style, quality of materials and finishes, landscape, and exterior lighting were all elements considered in this review process.

While we sought to have frequent two-way dialogue with applicants early on in the public hearing process, the DRB also focused this year on better integrating that communication with the Planning Board's own approval activities.

John Buchholz
Design Review Board

**ZONING BYLAW
STUDY COMMITTEE
ANNUAL REPORT**

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

There were five articles in which the Zoning Bylaw Study Committee either sponsored or participated in the reviews. Four were presented at the Fall Town Meeting and one occurred at the Spring Town Meeting.

The four Fall Town Meeting Articles were:

Article 23: we requested that the non-criminal penalty for a zoning violation be increased from \$100 to \$300. It was approved.

Article 25: we requested that section F.13 be amended to permit radio towers. It was approved.

Article 26: we requested added definitions to the Flood Plain-Wetlands Protection Bylaw. In addition there were a variety of housekeeping changes requested to correct reference lists and clarify the Bylaw. It was approved.

Article 27. we requested a major change in the Earth Removal Bylaw, Section 1, Article VII. This change was indefinitely postponed at Town Meeting.

The Zoning Bylaw Study committee also participated in the review of the HMPO district change proposed by the property owner to a commercial C6 District. This article was approved at the Spring Town Meeting.

Respectfully submitted,

Robert Nicodemus, Chairman

GOLF STUDY COMMITTEE

Throughout the year 2001, the Golf Study Committee worked with the various groups in town. This was done after receiving the approval at the town meeting for the funding of \$10.7 million.

The first step was to get the ball rolling from a state standpoint, to have the money given to the town from the bonding. This was achieved with tremendous help from State Representative Scott Brown and signed off by Mr. Finneran late 2001.

The Committee then hired a feasibility group, the National Golf Foundation, spending \$15,000 of the \$25,000 approved two years ago to complete the study. The results of this report stated that the area in question would be an ideal are to develop a golf course, and be very profitable and desirable from a town population standpoint, but the cost of purchasing the land and building the course would not be feasible with the number of rounds that the National Golf Foundation estimated the golf course could produce. The remaining \$10,000 was used over the two years to hire several different consultants; Cornish, Silva, and Mungean for preliminary design; a financial consultant and an environmental specialist.

Currently, the Golf Study Committee has not been meeting due to the fact that the Selectmen have voted down going any further with this project.

Respectfully submitted,

Joseph Byrne, Chairman

HUMAN RESOURCES

**BOARD OF HEALTH
ANNUAL REPORT**

The Norfolk Board of Health's challenge is to preserve and protect the health and environment for all of the town's people. Our Board and staff takes pride in the services and public health oversight we provide for the community and will continue to provide. We have faced many challenges this year with regard to public health issues and feel as though we have met the challenge by providing prompt services and information to the residents concerning health and sanitation issues.

Members and Appointments

Board of Health Members	Term Expires
Thomas R. Gilbert – Chairman	2003
John W. Lavin, P.E. – Clerk	2004
Peter S. Chipman – Member	2002

Appointments

Board of Health Agents:
 Betsy J. Fijol – Administrator Agent
 William R. Domey – Health Agent
 Hilary Penlington – Animal Control
 Marie Chiofolo – Burial Permits
 Elaine C. Coombs – Burial Permits
 James F. Delaney – Burial Agent
 Diane Goudy – Tobacco Control
 Christy Mae Martin – Tobacco Control
 Mark Oram – Sanitarian

Zoning By-law Study Committee
 Representative:
 Lois Boucher

Permits and Licenses Issued

	2000	2001
Burial Permits	10	8
Form 1.0 (Review for home Improvement)	74	107
Perc Testing	109	122
Well Permits	20	26
Septic System Permits:		
New Construction	42	60
Upgrades	42	32
Component		
Replacements	5	23
Site Plan Reviews	3	3
Subdivision Reviews	5	2
Variance Hearings	10	9
Food Establishments	25	27
Milk/Cream	14	17

	2000	2001
Tobacco Sales	5	5
Refuse Haulers	6	6
Septic Installers	60	61
Septage Pumpers	17	20
Camps	4	6
Massage Therapists	4	5
Massage Estab.	3	3

Fees Collected

Fiscal Year 2000	\$66,663
Fiscal Year 2001	\$57,776

Other Board Issues

The year began with a little "Monkey Business". The board investigated a complaint that a monkey was being kept illegally in a residential home. Upon inspection a monkey was not found at the residence, keeping one step ahead of the inspectors.

The Board reviewed and approved the Forekicks sports complex and nine-hole golf course located on Pine Street. The Board's review consisted of sewage disposal and stormwater management.

E-coli was reported to be found in Mirror Lake. A no swimming notice was placed at the lake until the board received back the analytical results showing that there was no longer a public health risk.

After several meetings and design changes the Norfolk Commons wastewater treatment plant was preliminarily approved by the Board and sent to the Department of Environmental Protection for their review and approval.

The Board of Health publicized a request for proposal for an environmental engineer/agent. After an independent review team scored the proposal the board awarded Bill Domey a three-year contract to provide engineering and inspectional services to the Town of Norfolk.

There were several complaints by concerned neighbors about nuisance dust emanating from the Christina Estates Subdivision. The Board investigated the matter and found that there was a dust issue. The developer was contacted and the Board and the developer worked out a resolution to the problem.

The Board of Health sponsored a rabies clinic on April 7, 2001 at the Department of Public Works highway garage. Dr. Shelly Sandler, D.V.M., vaccinated a total of 52 dogs and cats.

The Board of Health also sponsored a Flu clinic in November of 2001. The Walpole Area Visiting Nurse Association provided vaccination services to 240 Norfolk residents.

The Board of Health also renewed the contract of the Registered Sanitarian, Mark Oram. The Registered Sanitarian stayed very busy inspecting food establishments, recreational camps and reported housing code violations.

Goal for 2002

- Reviewing smoking regulations in public places
- Revising/reviewing Board of Health regulations
- Health Fair

We would like to thank all of the Town of Norfolk Departments for their assistance and cooperation throughout the year. A special thanks goes out to Betsy Fijol for her continued service and support as well as the wonderful people that filled in for Betsy while she was on vacation.

WALPOLE AREA VISITING NURSES ANNUAL REPORT

The Walpole Area VNA completed the year 2001, having successfully made the transition to the Medicare Prospective Pay System (PPS). Under PPS, the focus has changed from the number of visits provided to 60-day episodes of care. While there has been a resultant decrease in the number of Medicare visits, there has been an increase in HMO business.

The Walpole Area VNA is accredited by the Community Health Accreditation Program and is a Medicare and Medicaid Certified Agency. The quality of care is reflected in client satisfaction surveys and letters of appreciation from patients. Again, this year, the Walpole Area VNA received a Pinnacle Award for excellence in patient satisfaction and is ranked in the top 10% of benchmark agencies, nationwide. The major strength of the VNA continues to be the competent, professional and highly committed staff.

The Walpole Area VNA provides 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 the third Wednesday of every month.

Maternal/Child Health:

Promotion of the health and stability of the family during periods of reproductive maturation, pregnancy, childbirth, the postpartum period and the child rearing years.

Services are provided by a maternal/child health care nurse specialist and a lactation consultant through home visits.

Communicable Diseases:

Prevention and control of communicable diseases through case finding, education and provision of follow-up care, consistent with public health practice.

Public Health:

Promotion of health awareness for the prevention of serious illnesses. Periodic hypertension, diabetes and body fat screenings are held at the clinics and in the community. The annual flu clinic was held in November. The pneumonia vaccine was also offered this year.

The Town of Norfolk Public Health Statistics for 2001 are as follows:

Service	Visits
Home Visits/Health Maintenance	8
Maternal/Child Health Visits	12
Communicable Disease Follow-Up	28
Senior Citizen Clinics	91
Flu Vaccines	248
Pneumonia Vaccine	5

HUMAN RESOURCES

**NORFOLK COUNCIL ON AGING
ANNUAL REPORT**

The Council on Aging is made up of 11 members appointed by the Board of Selectmen. There is an undesignated number of associate members appointed by the Council. The mission of the Norfolk Council on Aging is to identify the needs of Norfolk's senior citizens (age 60 and over), to educate the community at large on these needs, and to work toward providing a variety of services and programs designed to meet these needs. The Council works closely with the Friends of the Norfolk Council on Aging, the Massachusetts Office of Elder Affairs, area agencies, state legislators and local officials to assure that a wide range of activities are provided.

The Council received a formula grant from the Executive Office of Elder Affairs (MCOA) in the amount of \$3,445 which was used for mileage and extra hours for the outreach program, annual dues to MCOA, and MCOA convention dues and expenses. We received an incentive grant for \$1,470 to hire a Tai-Chi instructor. We applied to the Department of Housing & Community Development Block Grant program to complete the lower level of the Senior Center. A consortium grant was awarded to Foxboro, Norfolk, Plainville and Wrentham to provide a Personal Emergency Response System to clients who have no other means to pay for this service.

In September 2001 we received our temporary occupancy permit for the Senior Center and began moving in our programs.

Programs and services provided by the Council are: general information, referral to other agencies, outreach program, caregiver support, food shopping, health screenings, fitness programs, intergenerational programs, tax relief program, fuel assistance, transportation, congregate meals, home delivered meals, community education, legal assistance, monthly newsletter, recreation, social events and swimming at the Wrentham Developmental Center pool and the YMCA of Walpole. We also provide services to non-seniors for such things as fuel assistance and general information.

The Council on Aging would like to thank all of the Volunteers who provided transportation, delivered meals, shopping assistance, clinic assistance, Board Members, Friends of the Council on Aging and all those who helped to make the Senior Center our home away from home. Your volunteer hours added up to a total of 5,399 hours and saved the town \$43,350.

The Council on Aging meets on the third Monday of each month at the Senior Center at 9:30 a.m. All are welcome to attend.

**NORFOLK COUNTY MOSQUITO
CONTROL PROJECT
ANNUAL REPORT**

The operational program of the Project integrates all proven technologies into an Integrated Pest Management (IPM) system of mosquito control and vector management that is rational, environmentally sensitive and cost effective. All mosquito eggs need water to hatch and sustain larval growth.

Water Management Projects: An important element of our IPM approach is the management of shallow, stagnant water, and the maintenance of existing flow systems which if neglected can contribute to mosquito breeding. In addition to normal drainage system maintenance, project personnel advised residents on removal of water holding artificial containers on their property for the purpose of eliminating potential West Nile Virus mosquito breeding habitat.

Drainage ditches checked/cleaned	440	feet
Brush obstructing drainage cut	420	feet
Culverts checked/cleaned	11	culverts

Larval Control: Treatment of mosquito larvae during aquatic development is the next most effective control effort. The products used during these applications were Bti and methoprene.

Spring aerial larvacide applications	264	acres
Larval control using briquette & granular applications	1.82	acres
Rain Basin treatments using briquettes	555	basins

Adult Control: The suppression of flying adult mosquitoes become necessary when they are numerous, annoying, and/or threatening to residents. The product used during these applications was Resmethrin.

Adult Control aerosol application from trucks	2,291.2	acres
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Surveys, inspections, and pre-post monitoring in support of our program included locating and mapping breeding areas, larval and adult collections, and fieldwork evaluations leading to a better water management. Due to the increase in West Nile Virus activity in Norfolk County this year the surveillance program had been expanded dramatically. Considerable manpower has been reallocated to these efforts, which is not reflected in this report.

NCMCP received 55 calls from residents for information and assistance.

Respectfully submitted,

John J. Smith, Director

NORFOLK HISTORICAL COMMISSION ANNUAL REPORT

The Norfolk Historical Commission has been actively involved in a number of projects to preserve the history of our town. Working with the Massachusetts Historical Commission and the architect for the proposed library expansion project we were successful in our efforts to preserve the Ware Family crypt intact and in place. This is significant, as this site is one of our few surviving direct links to our towns founding fathers, and proposals had been raised that would have totally altered it's site and historical relevance.

Artifacts of historical interest to the Town were recovered from Misty Meadow Farm, family home of Emily Sharpe Jacques, prior to its demolition and from the former site of the Weber Duck Inn. Old photographs of town sites, events and longtime residents have been compiled into albums and added to the archives.

Bill Domineau maintains a Historical Commission web page, which includes a timeline of Norfolk History and links to web sites for ancestral searching. He is currently in the process of moving this information over to the new Town of Norfolk web page. We have been in touch and maintain active electronic communication with our sister community in Great Britain.

We have actively begun compiling and indexing the documentation and photographs for our project to produce and publish a pictorial book on the history of the Town of Norfolk. We are using TV and print media to solicit additional historical records from residents and friends of the commission for use in this project.

As in years past the members of the Commission participated in Community Day held at the Holmes' property on Myrtle Street. We were heartened by the tremendous positive response from residents who enjoyed our display of local artifacts, memorabilia and enjoyed the video programs running footage from old movies of past town people, sites and events. We continue to see an increasing interest in and receive frequent requests from individuals seeking information on local town history and genealogy, both in person and via the web.

We have commission members bringing an historical perspective and actively cross participating in other town boards and commissions such as the design review board and the conservation commission.

For 2002 in addition to bringing our Town History book to print we will be exploring the creation of an Historical Commission Scholarship program tied to a local school participation in an historical project and evaluating the creation of a signage program where residents who perform the diligence to document the historical significance of their property can be awarded a dated plaque for mounting and display on their home.

We always welcome new members or guests who are interested in preserving the history of our town, our surroundings and environs. We have seen renewed participation and interest from citizens based on increased requests for information and increased attendance at our meetings.

Commission meetings are held 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, in the Historical Commission offices. All are welcome to attend.

William Domineau -- Chairman
Geraldine (Geri) Tasker -- Secretary
Marcia Johnston -- Treasurer
Thelma Ravinski
Mary Power
Elizabeth (Betsy) Pyne
Suzanne (Sue) Burns

HUMAN RESOURCES

NORFOLK HOUSING AUTHORITY ANNUAL REPORT

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. 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. All seniors interested in residing at Hillcrest Village, will find our waiting list to be a very short wait.

Special Events Noted with Appreciation:

- * Charlie Anthony's Retirement Party at the Grange. Thank you to all the members of the Grange for allowing us to have a great party for a special person.
- * H. Olive Day Preschool Valentines Day Party for our seniors.
- * The Fire Department's annual Christmas Party.
- * The Lions club Christmas parade and special attention to our residents at Hillcrest Village.
- * 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.

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. The Housing Authority also wishes to commend and thank Norfolk Together, the Norfolk Community League, Saint Jude's Parish and the Council on Aging for their continued support, outreach and care of our residents.

The Norfolk Housing Authority remains committed to serving the Norfolk Community and its residents with affordable housing opportunities.

Respectfully submitted,

Jan M. Moore, Executive Director, PHM

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

With funding through the Town of Norfolk, the South Norfolk County Association for Retarded Citizens (SNCARC) provides and supports services to citizens of Norfolk who are disabled by mental retardation or other developmental disabilities. SNCARC is a private, non-profit membership-based organization founded in 1954 by local parents. It is today governed by the family members of those individuals we serve.

Our mission is, "To advocate for and provide supports and services to people disabled by mental retardation and other developmental disabilities and to their families."

Supports and services provided by SNCARC to the citizens of Norfolk:

Family Support and Respite Care:

SNCARC provides temporary in-home or out-of-home professional care and training for children and adults with developmental disabilities on a planned or emergency basis. It operates after-school and school vacation week programs for children with developmental disabilities. It provides a wide range of support groups for families, and a resource center at our home facility in Westwood.

Family Autism Center:

This program serves individuals with autism and their families with information and referral services, educational services, parent and sibling support groups and a resource library with Internet access.

Social-Recreational Programs:

SNCARC provides special after-school and evening education classes, sports activities, social clubs and evening and special summer programs for children and adults with mental retardation. A principal component of these programs is one-to-one volunteer friendships (citizen advocacy). SNCARC provides transportation services to these activities.

Advocacy:

SNCARC provides specialized education, information and referral services, social support, as well as legal, financial and other consultation support. This program also provides self-advocacy training to individuals and advocacy support to families with members who are disabled by mental retardation.

Clinical Resource Program:

SNCARC provides behavioral and other psychological counseling for children and adults with disabilities and their families. This program provides individual and group education and training in such subjects as sexuality, weight management and social skills.

Residential Management:

SNCARC provides Residential Management Services for residential homes and apartments housing individuals with mental retardation.

Day Habilitation/Prevocational Programs:

SNCARC provides educational and therapeutic services for severely and multiply handicapped adults. The program works to help individuals improve their communication skills, physical well being, domestic and self-care skills, community living skills and social skills. This program includes a component for individuals who are elderly and mentally retarded. Its primary objective is to enable these individuals to continue to maintain their functional and social skills and to meaningfully participate in the life of their community.

Services supported by SNCARC through its affiliate Lifeworks:**Vocational Training and Job Placement Programs:**

Lifeworks Employment Services provides vocational rehabilitation for mentally retarded persons age 18 and over. These services include vocational evaluation, work adjustment training, sheltered employment, transitional or supported employment and competitive job placement and follow-up support.

Residential Programs:

Lifeworks Residential Programs provides home-like environments and supervision, care and training in independent living skills, functional academics and social skills. These programs include community residences and supervised apartments (both with 24-hour staffing) and cooperative apartments (with staff assistance less than 24 hours per day).

Norfolk residents who wish to visit or learn more about our programs or who wish to request services for someone disabled by mental retardation or other developmental disability should contact us at (781) 762-4001.

Respectfully submitted,

William F. Abel, Ph.D.
President

DEPARTMENT OF VETERANS SERVICES ANNUAL REPORT

Your local Veteran's Services Officer is committed to assist our needy veterans and dependents, with the same concern and compassion that the Commonwealth of Massachusetts Executive Office and the Massachusetts House and Senate had when aid and assistance programs for our Veterans were first established in the Commonwealth. Many reforms and changes have been made to improve the delivery of services. Today, with the continued support of the Commonwealth and its legislators, your Veterans' Services Officer is meeting the needs of our former service personnel.

Your Veterans' Service Officer administers many varied entitlement programs and for this reason, your local Department of Veterans' Services is considered a one-stop center. In addition to the duties to aid, assist, and advise, as stated in Chapter 11 Massachusetts General Law, your Veterans' Service Officer counsels, files claims and explores every avenue leading to the resources and revenue available for the veteran. The veteran or dependent of the veteran must be motivated to realize and be aware of their own assets. When rehabilitation may be required, proper attention is given to that need, while treating the veteran or his dependent with dignity and courtesy. Our services to veterans and to their dependents are a record of which we are proud. Your Veterans' Service Officer will continue to meet his responsibility to the taxpayer with diligence, keeping in mind that monies received from other resources will reduce the financial responsibility to the Town.

HUMAN RESOURCES

Major changes in the Massachusetts General Law, Chapter 115, affecting all veteran's gravesites within the Commonwealth of Massachusetts include:

1. An increase in Burial Allowance to \$2,000.00.
2. Reimbursements to cities and town, 75% of the cost of flags for flagging veteran's gravesites on Memorial Day.
3. Reimbursement to each city and town, 100% training program for Veterans' Services Officers.
4. Increase Annuity Payments to \$1,500.00 annually, this included parents of eligible deceased veterans, M.G.L. Chapter 115, sec. 6a, 6b, 6c.

My thanks to the Board of Selectmen for their understanding of the needs of veterans and for their continued support to insure that the Veterans Service Department's justifiable monetary benefits are met. The Department of Veterans' Services and the Town of Norfolk will continue to fulfill the needs of those who served.

The Department of Veterans Services will continue to provide service to our Veterans and their dependents, being aware of the fact that our services have constantly increased. It is, therefore, necessary to emphasize the quality of services and continue with our best effort to maintain an efficient and economical Veterans Assistance Program.

Respectfully Submitted,

Anthony J. Mastroianni
Veterans Services Officer

WATER DEPARTMENT ANNUAL REPORT

WATER SERVICE INFORMATION

	2000	2001
Miles of water main in service	58.45	59.84
Total water services	1828	1862
Number of services per mile of water main	31.27	31.12
Total gallons pumped	224,357,900	235,189,200
Total gallons purchased	460,404	365,604
Average gallons pumped per day	614,679	644,354
Average annual gallons used per service	122,986	126,310
Average gallons used per service per day	337	346
Total Water Bill and Betterment Revenue	\$637,318.02	\$624,334.77

In 2001, the total gallons pumped increased. Total rainfall was lower than the prior year.

NATURAL RESOURCES

The Norfolk Water Department has a comprehensive Master Plan. This plan is the blueprint for the logical build out of necessary infrastructure. At this time, we are seeking a third well source consistent with the Master Plan. We also identified and monies have been approved for a new tank site.

Town Meeting approved monies to improve the Gold Street, the Spruce Road Pumping Stations and the Weeber Tank. Additionally, monies for a water treatment facility at Spruce Road was also approved. The Water Department applied for and received from the State Revolving Fund, a zero-interest loan to upgrade the Spruce Rd. Pump Station. The Norfolk Water Department was notified that we were included on the SRF Intended Use Plan for FY 2001. The total approved was \$642,000.00.

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 and we will continue that mission.

The Commissioners wish to extend our gratitude to the staff of the department, headed by Superintendent James A. Martin III, Administrative Assistant Marilyn A. Ghioni, Maintenance Operator Richard A. Watson, Part-time Maintenance Markene Burton and Meter Reader Dawn Marie Rooney. The Commissioners want to thank Gail Bernardo for her 10 years of service as Collector and wish her well in her future endeavors and we want to welcome Karen L. Tripp as the new Collector. 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

NATURAL RESOURCES

**CONSERVATION COMMISSION
ANNUAL REPORT**

The Norfolk Conservation Commission consists of a seven-member Commission whose members are appointed for three-year staggered terms by the Board of Selectmen. The Commission also has one non-voting associate member. The Commission's responsibilities are guided by the Norfolk Wetland Protection Bylaw and the Wetland Act, as most recently revised, and the Department of Environmental Protection's Program Policies.

During the 2001 calendar year, the Commission heard 39 wetland cases. The Commission conducted 19 public hearings for new single-family lots, 3 public hearings for homeowner remodeling, 4 public hearings for septic repairs, 2 public hearings for municipal and state projects, 2 public hearings for commercial projects, 1 public hearing for herbicide spraying, 6 Requests for Determinations/ Resource Area Delineations and 2 miscellaneous projects.

The Commission was pleased to endorse two Eagle Scout projects conducted by Matt Carr and Eric Siegmann. Matt concentrated his efforts on the Campbell Town Forest with the planning and development of trails, parking area and completely refurbishing the sign at the entrance off North Street. Eric concentrated on developing a pedestrian entrance to the Lind Farm off Marshall Street which included a pathway and extensive landscaping.

The Commission thanks Maryann Magner, who as the Project Manager for the Conservation Land Management Program, coordinated the efforts of many volunteers and craftsmen in planning the projects to locate and enhance these beautiful open space areas for the citizens of Norfolk. Signs identifying the location of the Pondville Conservation Area and the pedestrian access of the Lind Farm were designed and constructed by Roger McNamara.

The Lind Farm Conservation Area was formally dedicated on October 13, 2001 with a dedication ceremony attended by many neighbors of the Lind Farm, many volunteers, town and state officials as well as Eagle Scout candidate Eric Siegmann and his supportive family. The Commission received a citation from the Massachusetts Senate congratulating the Commission on the completion of the Lind Farm project. Our profound thanks to Butch Vito and the Norfolk Highway Department and Lowell Robinson; without their help this project would never have been realized.

The Norfolk Conservation Commission and former Commission member Maryann Magner were also awarded the MA Community Forestry Council's Seed Award for the year 2001 for practicing sound and scientific forest management on the Lind Farm and Campbell Street projects.

The Commission also gratefully received two donations of land this past year. We wish to thank Harish Dang for donating a 30,000 square foot parcel on Pennacook Street for open space and wildlife preservation and thank Carmine Celestina Prioli for donating a 13,000 square foot parcel on River Road for open space and passive recreation. To date the Commission manages over 171 acres of open land in Norfolk for the protection of wetlands, groundwater resources, wildlife resources and the preservation of the quality of life for present and future citizens of Norfolk.

Respectfully Submitted:

Andrew W. Bakinowski, Chairman
Allan M. Shaw, Vice-chairman
Cynthia C. Andrade, Clerk
Brian T. Butler, Member
Joseph Simmons, Member
Aimee Dudley, Member
James Giebfried, Member
Gail Hansche, Associate/Consultant

TOWN TREASURER/COLLECTOR ANNUAL REPORT

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

Tax-related duties and responsibilities focus on the billing and collecting of real estate, personal property, and motor vehicle excise taxes. Almost 24,000 tax bills were mailed out for fiscal year 2001 resulting in over \$13 million dollars in revenues. Other tax-related responsibilities include the processing of municipal lien certificates, tax refunds, and the collection of delinquent taxes through tax title takings and deputy collection services.

In addition to the many tax-related duties and responsibilities, the office is responsible for receiving monies from all Town departments, processing of payment checks for all Town expenditures, maintaining and reconciling over 70 bank accounts, investing Town funds, borrowing short and long term funds, and handling payroll for over 270 Town employees.

Respectfully Submitted,

Jane Cunniff Lepardo, Town Treasurer/
Collector
Cheryl Kelley, Assistant Town Treasurer
Constance LaChance, Assistant Town
Collector

Town of Norfolk FISCAL YEAR COLLECTIONS SUMMARY 07/01/2000 THRU 06/30/2001

Source	Year	Tax	Interest	Demand/Fees
R/E Taxes deferred	2001	2,531.09		
Source Total:		2,531.09		
Exempt R/E - In Lieu of Tax	2001	7,978.14		
Source Total:		7,978.14		
Municipal Lien Certificates	2002			150.00
Municipal Lien Certificates	2001			11,250.00
Municipal Lien Certificates	2000			25.00
Source Total				11,425.00
Motor Vehicle Excise Tax	2001	889,376.35	820.12	7,099.00
Motor Vehicle Excise Tax	2000	178,424.07	1,308.02	8,211.00
Motor Vehicle Excise Tax	1999	11,075.45	98.51	1,159.00
Motor Vehicle Excise Tax	1998	787.85	32.33	217.00
Motor Vehicle Excise Tax	1997	121.88	2.54	126.00
Motor Vehicle Excise Tax	1996	206.88	105.24	129.00
Motor Vehicle Excise Tax	1995	57.61		20.00
Motor Vehicle Excise Tax	1994	20.00		
Motor Vehicle Excise Tax	1993	36.25	15.00	53.00
Motor Vehicle Excise Tax	1992	52.50	17.05	53.00
Motor Vehicle Excise Tax	1991	12.19	13.44	53.00
Motor Vehicle Excise Tax	1990	16.25	7.08	34.00
Motor Vehicle Excise Tax	1989	16.25	-24.17	49.00
Motor Vehicle Excise Tax	1987	168.75	257.63	76.00
Motor Vehicle Excise Tax	1986	277.50	453.59	195.00
Source Total:		1,080,649.78	3,106.38	17,474.00
Personal Property Tax	2001	142,570.27	94.27	115.00
Personal Property Tax	2000	1,306.59	229.26	165.00
Personal Property Tax	1999	457.87	153.62	30.00
Personal Property Tax	1998	415.94	185.82	30.00
Personal Property Tax	1990	1,456.92	2,223.73	10.00
Source Total:		146,207.59	2,886.70	350.00

FINANCES

Source	Year	Tax	Interest	Demand/Fees
Real Estate Tax	2002	29,357.40		
Real Estate Tax	2001	11,742,567.80	13,231.08	1,127.00
Real Estate Tax	2000	86,519.32	5,601.30	1,861.13
Source Total:		11,858,444.52	18,832.38	2,988.13
R/E Taxes to Tax Title	2001	48,289.38	2,689.57	
R/E Taxes to Tax Title	2000	31,231.69	3,705.46	363.00
R/E Taxes to Tax Title	1999			
R/E Taxes to Tax Title	1998			
R/E Taxes to Tax Title	1997			
R/E Taxes to Tax Title	1996			
R/E Taxes to Tax Title	1995	622.54	507.99	33.00
R/E Taxes to Tax Title	1994			
R/E Taxes to Tax Title	1993			
R/E Taxes to Tax Title	1992			
R/E Taxes to Tax Title	1991			
R/E Taxes to Tax Title	1990			
R/E Taxes to Tax Title	1989			
R/E Taxes to Tax Title	1988			
R/E Taxes to Tax Title	1987			
R/E Taxes to Tax Title	1986			
R/E Taxes to Tax Title	1985			
R/E Taxes to Tax Title	1984			
R/E Taxes to Tax Title	1983			
R/E Taxes to Tax Title	1982			
R/E Taxes to Tax Title	1981			
Water Btr - to Tax Title	2001	684.83	67.94	
Water Btr - to Tax Title	2000	213.85	181.77	
Water Btr - to Tax Title	2001	179.61	17.96	
Water Btr - to Tax Title	2000	91.51	82.36	
Source Total:		81,313.41	7,253.05	396.00
Water Btr - Pre-payment		10,517.36	260.10	44.00
Water Btr - Pre-payment		1,272.99	35.90	4.00
Source Total:		11,790.35	296.00	48.00
Water Btr	2001	38,300.45	8,263.94	
Water Btr	2000	881.51	88.15	
Water Btr	2001	10,351.04	2,242.58	
Water Btr	2000	171.19	66.38	
Source Total:		49,704.19	10,661.05	
\$13,314,335.76				
Totals:		13,238,619.07	43,035.56	32,681.13

ADVISORY BOARD ANNUAL REPORT

The Advisory Board is the only Town board directly responsible to the Town Meeting voters of Norfolk. Among other responsibilities its charge is to review all articles contained within the warrant of any Town Meeting and report its recommendations to the voters prior to that meeting. In addition, a member of the Advisory Board makes the first motion on every article as it comes to the Town Meeting floor for discussion and vote. The nine members, appointed for three year terms by the Moderator, are varied in experience, expertise, and outlook and are not allowed to be members of any other Town board or committee.

Most of the Board's time is taken with review of the town budgets for the coming fiscal year. The Board attempts to remain focused upon the Big Picture: anticipated needs and expenses of the town government, the revenue streams necessary for funding those needs for the current fiscal year and future years, and the quality of life in Norfolk.

The Board welcomes the revitalization of the Capital Outlay Committee, under the direction of Terri Monjar with its input as to the prioritization of major capital projects and looks forward to its continued presentations to the Town Meeting.

The Board is also striving for accurate information in a timely manner from article proponents and opponents so the Advisory Board Recommendations now mailed to each voter prior to each Town Meeting more accurately reflect the final Advisory Board motions made during the Town Meeting. The Board would especially like to thank the Board of Selectmen and the Town Administrator, Robert Markel, for their efforts in establishing timetables for budget and warrant article submissions that allow the board to better accomplish this.

The Advisory Board is also charged with a reserve fund of \$40,000 to be spent only for unanticipated or emergency expenses that exceed a particular department budget voted at the Annual Town Meeting. The Board does not vote funds out without meeting to discuss the merits of the requests and will not spend money if it is not a true necessity.

The Board thanks its Secretary and true aide-de-camp Dottie Strohl for her hard work and enthusiasm in service to us. In addition, we thank Jim Ward for his work as chairman during Fiscal Year 2001 and Moderator Frank Gross for his faith in us and the Town Meeting system of government.

Respectfully submitted

Jonathan P. Smith, Chairman

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, 2001.

I would like to thank my staff for all their hard work over the past year. Everyone continues to do a fine job during tough economic times. I appreciate the cooperation extended to me by all departments.

Susan L. Gagner
Director of Finance/Town Accountant

TOWN OF NORFOLK, MASSACHUSETTS
GENERAL PURPOSE
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2001
TOGETHER WITH INDEPENDENT AUDITOR'S REPORTS

TOWN OF NORFOLK, MASSACHUSETTS
GENERAL PURPOSE FINANCIAL STATEMENTS
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JUNE 30, 2001

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INDEPENDENT AUDITOR'S REPORT

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, 2001, 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 auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. 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. The amount that should be recorded in the general fixed assets account group cannot be reasonably determined.

In my opinion, except for the effect of the matters discussed in paragraph 3, 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 2001, 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 accounting principles generally accepted in the United States of America.

John J. O'Brien, CPA

John J. O'Brien, CPA
Abington, Massachusetts
November 30, 2001

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, 2001, and have issued my report thereon dated November 30, 2001. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller of the United States.

Compliance

As part of obtaining reasonable assurance about whether the 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

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 the internal control over financial reporting that I have reported to management of the Town of Norfolk, Massachusetts, in a separate letter dated November 30, 2001.

This report is intended solely for the information and use of management, others within the organization, and federal awarding agencies and pass-through entities 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
Abington, Massachusetts
November 30, 2001

Town of Norfolk, Massachusetts
 Combined Balance Sheet - All Fund Types and Account Groups
 June 30, 2001

GOVERNMENTAL FUND TYPES

	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	PROPRIETARY FUND TYPE - WATER ENTERPRISE	FIDUCIARY FUND TYPE - TRUST AND AGENCY	GENERAL LONG-TERM DEBT ACCOUNT GROUP	TOTAL MEMORANDUM ONLY 2001
ASSETS:							
Pooled Cash and Cash Equivalents	\$ 2,505,858	\$ 961,110	\$ 544,574	\$ 905,642	\$ 1,871,962		\$ 6,789,146
Receivables:							
Property Taxes	124,516						124,516
Tax Liens and Foreclosures	775,690						775,690
Motor Vehicle Excise	36,068						36,068
Water Receivables							78,460
Reserve for Uncollectible Receivables	(61,734)			78,460			(2,354)
Property and Equipment (net)							78,460
Betterments Receivable - Non current				11,972,621			(64,088)
Due from Other Governments				206,082			11,972,621
Amount to be Provided for:							
Retirement of Debt	76,602						206,082
Landfill Closure							76,602
Total Assets	<u>\$ 3,457,000</u>	<u>\$ 961,110</u>	<u>\$ 544,574</u>	<u>\$ 13,160,451</u>	<u>\$ 1,871,962</u>	<u>7,873,000</u> <u>442,000</u>	<u>\$ 28,310,097</u>
LIABILITIES AND FUND EQUITY:							
Accounts Payable and Accrued Expenses	\$ 594,840	\$ 56,534	\$ -	\$ 41,324	\$ 353	\$ -	\$ 693,051
Deposits and Other Liabilities	85,443				450,088		535,531
Current Portion of Long-Term Debt							167,000
Deferred Revenues	920,657		\$ 300,000	206,082			1,126,739
Bond Anticipation Notes Payable							300,000
General Obligation Bonds Payable							9,328,000
Landfill Closure Obligation							442,000
Total Liabilities	<u>\$ 1,600,940</u>	<u>\$ 56,534</u>	<u>\$ 300,000</u>	<u>\$ 1,869,406</u>	<u>\$ 450,441</u>	<u>7,873,000</u> <u>442,000</u>	<u>\$ 12,592,321</u>
Commitments and Contingencies (Note 9)							
FUND EQUITY:							
Contributed Capital							10,060,131
Retained Earnings:							
Reserved for Expenditures							505,652
Unreserved							725,262
Reserved for Encumbrances	811,662						811,662
Reserved for Expenditures	446,390						446,390
Reserved for Endowments							49,528
Unreserved:							
Designated							
Undesignated	598,008	904,576	\$ 244,574				3,119,151
Total Fund Balances	<u>\$ 1,856,060</u>	<u>\$ 904,576</u>	<u>\$ 244,574</u>	<u>\$ 11,291,045</u>	<u>\$ 1,421,521</u>	<u>7,873,000</u> <u>442,000</u>	<u>\$ 15,717,776</u>
Total Liabilities and Fund Balances	<u>\$ 3,457,000</u>	<u>\$ 961,110</u>	<u>\$ 544,574</u>	<u>\$ 13,160,451</u>	<u>\$ 1,871,962</u>	<u>7,873,000</u> <u>442,000</u>	<u>\$ 28,310,097</u>

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

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, 2001

GOVERNMENTAL FUND TYPES

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>CAPITAL PROJECTS</u>	<u>FIDUCIARY FUND TYPE - EXPENDABLE TRUST</u>	<u>TOTAL (MEMORANDUM ONLY) 2001</u>
REVENUES:					
Property Taxes	\$ 12,156,078	\$ -	\$ -	\$ -	\$ 12,156,078
Intergovernmental Revenue	4,932,441	679,945	-	-	5,612,386
Licenses, Fees & Permits	458,644	-	-	-	458,644
Investment Interest	238,590	83	-	89,692	328,365
Excise Taxes	1,064,020	-	-	-	1,064,020
User Charges	240,397	1,412,559	-	-	1,652,956
Intergovernmental Programs	265,533	-	-	-	265,533
Other	89,094	49,901	-	83,570	222,565
Total Revenue	<u>\$ 19,444,797</u>	<u>\$ 2,142,488</u>	<u>\$ -</u>	<u>\$ 173,262</u>	<u>\$ 21,760,547</u>
EXPENDITURES:					
Education and Libraries	\$ 11,629,522	\$ 935,275	\$ -	\$ 3,380	\$ 12,568,177
General Government	1,062,295	320,214	-	-	1,382,509
Public Works	1,503,631	3,532	-	-	1,507,163
Protection of Person & Property	2,246,416	188,195	-	-	2,434,611
Human Services	225,691	-	-	-	225,691
State & County Assessments	386,631	-	-	-	386,631
Debt Service	1,288,578	-	-	-	1,288,578
Recreation	47,314	161,289	-	-	208,603
Pension & Insurance	1,156,217	-	-	-	1,156,217
Intergovernmental Programs	265,533	-	-	-	265,533
Capital Expenditures	-	-	1,174,786	-	1,174,786
Total Expenditures	<u>\$ 19,811,828</u>	<u>\$ 1,608,505</u>	<u>\$ 1,174,786</u>	<u>\$ 3,380</u>	<u>\$ 22,598,499</u>
Excess (deficiency) of Revenue over Expenditures	(367,031)	533,983	(1,174,786)	169,882	(837,952)
OTHER FINANCING SOURCES:					
Transfer (To) From Other Funds	32,707	(103,997)	93,244	(21,954)	-
Total Other Financing Sources (Uses)	<u>\$ 32,707</u>	<u>\$ (103,997)</u>	<u>\$ 93,244</u>	<u>\$ (21,954)</u>	<u>\$ -</u>
Excess (deficiency) of Revenues Over Expenditures and Other Financing Sources	(334,324)	429,986	(1,081,542)	147,928	(837,952)
Fund Balance at Beginning of Year	2,190,384	474,590	1,326,116	1,224,065	5,215,155
Fund Balance at End of Year	<u>\$ 1,856,060</u>	<u>\$ 904,576</u>	<u>\$ 244,574</u>	<u>\$ 1,371,993</u>	<u>\$ 4,377,202</u>

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

Town of Norfolk, Massachusetts
Statement of Revenues and Expenditures
Budget and Actual (Non-GAAP Budgetary Basis)
General Fund Year Ended June 30, 2001

REVENUES:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>	<u>Totals</u> <u>(Memorandum</u> <u>Only) 2001</u>
Property Taxes	\$ 12,018,010	\$ 12,154,762	\$ 136,752	\$ 12,154,762
Intergovernmental Revenue	4,555,636	4,932,441	376,805	4,932,441
Licenses, Fees & Permits	359,900	458,644	98,744	458,644
Investment Interest	237,000	238,590	1,590	238,590
Excise Taxes	997,500	1,064,020	66,520	1,064,020
User Charges	267,000	240,397	(26,603)	240,397
Other	-	89,094	89,094	89,094
Total Revenue	<u>\$ 18,435,046</u>	<u>\$ 19,177,948</u>	<u>\$ 742,902</u>	<u>\$ 19,177,948</u>
EXPENDITURES:				
Education & Libraries	\$ 12,019,387	\$ 11,411,997	\$ 607,390	\$ 11,411,997
General Government	1,279,136	1,051,540	227,596	1,051,540
Public Works	1,618,900	1,576,500	42,400	1,576,500
Protection of Person & Property	2,422,249	2,221,057	201,192	2,221,057
Human Services	239,650	226,315	13,335	226,315
State & County Assessments	386,631	386,631	-	386,631
Debt Service	1,347,542	1,321,179	26,363	1,321,179
Recreation	49,166	46,565	2,601	46,565
Pension & Insurance	1,200,554	1,156,217	44,337	1,156,217
Total Expenditures	<u>\$ 20,563,215</u>	<u>\$ 19,398,001</u>	<u>\$ 1,165,214</u>	<u>\$ 19,398,001</u>
Excess (deficiency) of Revenues over Expenditures	\$ (2,128,169)	\$ (220,053)	\$ 1,908,116	\$ (220,053)
OTHER FINANCING SOURCES (USES):				
Transfer (To) From Other Funds	32,706	32,706		32,706
Other Available Funds	2,095,463	2,095,463		2,095,463
Total Other Financing Sources (Uses)	<u>\$ 2,128,169</u>	<u>\$ 2,128,169</u>	<u>\$ -</u>	<u>\$ 2,128,169</u>
Excess (deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	<u>\$ -</u>	<u>\$ 1,908,116</u>	<u>\$ 1,908,116</u>	<u>\$ 1,908,116</u>

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

Town of Norfolk, Massachusetts
Combined Statement of Revenues, Expenses,
and Changes in Retained Earnings and Fund Balances
Proprietary and Nonexpendable Trust Funds
Year Ended June 30, 2001

	<u>Proprietary Fund</u> <u>Type - Water</u> <u>Enterprise</u>	<u>Non-Expendable</u> <u>Trust Fund</u>	<u>Total</u> <u>(Memorandum</u> <u>Only) 2001</u>
OPERATING REVENUES:			
Charges for services	\$ 687,296	\$ -	\$ 687,296
Other income	8,574	-	8,574
Total Operating Revenues	<u>\$ 695,870</u>	<u>\$ -</u>	<u>\$ 695,870</u>
OPERATING EXPENSES:			
Salaries & Wages	\$ 168,028	\$ -	\$ 168,028
Maintenance & Operations	282,185	-	282,185
Materials & Supplies	1,805	-	1,805
Depreciation	207,366	-	207,366
Indirect & Admin Costs	59,378	-	59,378
Total Operating Expenses	<u>\$ 718,762</u>	<u>\$ -</u>	<u>\$ 718,762</u>
Operating Income	<u>\$ (22,892)</u>	<u>\$ -</u>	<u>\$ (22,892)</u>
NON-OPERATING REVENUE (EXPENSES):			
Investment Income	\$ 48,593	\$ 2,180	\$ 50,773
Interest Expense	(86,140)	-	(86,140)
Net Non-Operating Revenues/Expenses	<u>\$ (37,547)</u>	<u>\$ 2,180</u>	<u>\$ (35,367)</u>
Operating transfers from other funds	-	-	-
Operating transfers to other funds	-	-	-
Net Operating Transfers	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income/Loss	(60,439)	2,180	(58,259)
Depreciation - Other Contributed Capital	27,894	-	27,894
Increase Retained Earnings/ Fund Balance:	<u>(32,545)</u>	<u>2,180</u>	<u>(30,365)</u>
Beginning of Year	1,263,459	47,348	1,310,807
End of Year	<u>\$ 1,230,914</u>	<u>\$ 49,528</u>	<u>\$ 1,280,442</u>

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, 2001

	<u>Proprietary Fund</u> <u>Type - Water</u> <u>Enterprise</u>	<u>Non-Expendable</u> <u>Trust Fund</u>	<u>Totals</u> <u>(Memorandum</u> <u>Only) 2001</u>
CASH FLOWS FROM OPERATING ACTIVITIES:			
Operating Income	\$ (22,892)	\$ -	\$ (22,892)
Adjustments to reconcile net income to net cash flows from operating activities:			
Depreciation:			
Current Year	207,366	-	207,366
Changes in assets and liabilities:			
(Increase) Decrease in Accounts Receivable	4,581	-	4,581
(Increase) Decrease in Betterments Rec.	60,081	-	60,081
Increase (Decrease) in Accounts Payable	34,804	-	34,804
Increase (Decrease) in Deferred Betterments	(60,081)	-	(60,081)
Net cash provided (used) - operating activities	<u>\$ 223,859</u>	<u>\$ -</u>	<u>\$ 223,859</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:			
Operating transfers from other funds	\$ -	\$ -	\$ -
Operating transfers to other funds	-	-	-
Retirements and Adjustments to Property	1,298	-	1,298
Net cash provided (used) from non-capital financing activities	<u>\$ 1,298</u>	<u>\$ -</u>	<u>\$ 1,298</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:			
Acquisition and Construction of Capital Assets	\$ (67,289)	\$ -	\$ (67,289)
Proceeds from Bond Anticipation Notes	-	-	-
Principal Paid on Bonds and Notes	(167,000)	-	(167,000)
Interest Paid on Bonds and Notes	(86,140)	-	(86,140)
Net cash provided (used) from capital financing activities	<u>\$ (320,429)</u>	<u>\$ -</u>	<u>\$ (320,429)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
Investment Income	\$ 48,593	\$ 2,180	\$ 50,773
Net cash provided (used) from investing activities	<u>\$ 48,593</u>	<u>\$ 2,180</u>	<u>\$ 50,773</u>
Net increase (decrease) in cash	(46,679)	2,180	(44,499)
CASH AND CASH EQUIVALENTS:			
BEGINNING OF YEAR	952,321	47,348	999,669
END OF YEAR	<u>\$ 905,642</u>	<u>\$ 49,528</u>	<u>\$ 955,170</u>
SUPPLEMENTAL DISCLOSURES:			
Noncash financing transactions:			
Capital Assets Contributed by Developers	\$ 596,714	-	\$ 596,714

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

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 interdependence, 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 is financed in whole, or in part, by long-term debt. Capital facilities financed through tax levies, are reflected as expenditures in the General Fund Statement of Revenues, Transfers and Expenditures.
- (4) The Proprietary Fund, or Water Enterprise Fund, is accounted for using the economic resources focus; the accounting objectives include 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 (expendable), or whether only investment income may be used (nonexpendable).

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

- (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 or 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 during the accounting period, in which 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 to be 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.

f) Accounting for Fixed Assets

Through June 30, 2001 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 the assets 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 ½, and also constitute the amount which will equal the sum of a) the aggregate of all annual appropriations for expenditures, state and county assessments, and transfers, plus b) provision for prior fiscal year's deficits, if any, less c) the aggregate of all non-property tax revenues and transfers projected to be received by the Town, including available funds.

The Town's budgets for all departments and operations of the Town, are prepared by the different department heads, and presented to the Finance Committee. The Finance Committee then presents its recommendations on the budget at the Town Meeting. Original and supplemental appropriations are also acted upon by the Town Meeting Vote.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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 with 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	\$19,177,948	\$19,398,001
To Record Revenue on a Modified Accrual Basis of Accounting	1,316	
To Record 2000 Encumbrances and Continuing Appropriations Paid in 2001		959,926
To Eliminate 2001 Encumbrances And Continued Appropriations		(811,632)
Payments made by the Commonwealth of Massachusetts for Town employees covered by the Mass Teachers' Retirement Board.	265,533	265,533
	<hr/>	<hr/>
As Reported on a GAAP Basis	\$19,444,797	\$19,811,828

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 yet been paid. Levied property taxes, 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 ½" limits the property tax levy to an amount equal to 2 ½% 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 ½%, plus taxes levied on certain property newly added to the tax rolls. Certain Proposition 2 ½ taxing limitations can be overridden by a Town-wide referendum vote.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

j) 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, disclosure of contingent assets and liabilities, at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

k) 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.

2) DEPOSITS WITH FINANCIAL INSTITUTIONS

The Town's deposits 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 are presented on the combined balance sheet under "Governmental Fund Types" as pooled cash and cash equivalents.

a) Cash

At year end, the carrying amount of the Town's deposits of \$4,044 differed from bank balances totaling \$190,756 because of outstanding checks and other normal reconciling items. The Town's total deposits in financial institutions at year-end were \$4,044, of which the entire amount was covered by Federal Depository Insurance.

b) Temporary 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 temporary investments are categorized below to give an indication of the level of risk assumed by the Town at year end.

Category 1 - Insured or collateralized with securities held by the Town, or by its agent in the Town's name.

Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the Town's name.

2) DEPOSITS WITH FINANCIAL INSTITUTIONS (continued)

Category 3 - Uncollateralized.

Funds on deposit with the Massachusetts Municipal Depository Trust cannot be classified above, therefore they have been classified in an uncategorized category.

(b) Temporary Investments

	<u>1</u>	<u>3</u>	<u>Carrying</u> <u>Amount</u>	<u>Deposit</u> <u>Balance</u>
Money Market and Certificates of Deposit	\$ 1,479,054	\$ 3,934,664	\$ 5,413,718	\$ 5,413,718
Pooled Investments - Uncategorized			1,371,384	1,371,384
TOTAL	<u>\$ 1,479,054</u>	<u>\$ 3,934,664</u>	<u>\$ 6,785,102</u>	<u>\$ 6,785,102</u>

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, 2001, is as follows:

<u>Asset</u>	<u>Cost 7/1/00</u>	<u>Additions</u>	<u>Retired</u>	<u>Cost 6/30/01</u>	<u>Accum Depr</u> <u>6/30/01</u>
Land	\$ 676,252	\$ -	\$ -	\$ 676,252	\$ -
Buildings	177,558	-	-	177,558	50,703
Mains	9,826,888	565,363	-	10,392,251	1,722,842
Valves	561,560	28,807	-	590,367	125,483
Wells	215,409	-	-	215,409	73,048
Standpipes	356,855	-	-	356,855	103,488
Equipment	282,465	-	-	282,465	165,592
Laterals	1,127,898	34,827	-	1,162,725	322,229
Meters	118,481	12,292	1,298	129,475	71,472
Hydrants	762,129	49,902	-	812,031	190,496
Vehicles	29,535	-	-	29,535	29,535
Furn & Fixt	10,159	-	-	10,159	7,663
TOTALS	<u>\$ 14,145,189</u>	<u>\$ 691,191</u>	<u>\$ 1,298</u>	<u>\$ 14,835,082</u>	<u>\$ 2,862,551</u>

PROPERTY AND EQUIPMENT, NET:

\$ 11,972,531

3) PROPERTY AND EQUIPMENT – ENTERPRISE FUND (continued)

Depreciation is calculated on these assets using a straight-line method, with the following lives:

<u>Life</u>	<u>Assets</u>
100 years	Mains – except A/C pipe
50 years	Mains/AC pipe, valves, standpipes, service laterals, buildings, and hydrants
30 years	Wells
25 years	Equipment
50 years	Building improvements
15 years	Meters
6 years	Vehicles
5 years	Furniture and fixtures

4) RETIREMENT PLANS

Town employees, except teaching staff.

Plan description:

The Town's full-time employees, except for School Department teaching staff, participate in the Norfolk County Retirement System ("System" or "NCRS"), a cost-sharing, multiple-employer public employee retirement system, administered by the Norfolk County Retirement Board. The NCRS plan provides retirement and disability benefits, annual cost-of-living adjustments, and health benefits to the plan members and beneficiaries as allowed by Chapter 32 of the Massachusetts General Laws, as amended. The Norfolk County Retirement System issues a publicly available financial report, that may be obtained by writing to the Norfolk County Retirement Board.

Funding policy:

Covered employees are required by state statute to contribute 5% to 9% of their salaries, depending upon the employee's date of employment. For those employees hired after December 31, 1978, an additional 2% of their salary in excess of \$30,000 must be contributed to the plan. For fiscal year 2001, the Town's annual contribution was determined by the State Division of Employee Retirement Administration (PERA), in accordance with Chapter 32, Section 22D. The Town's contribution to the NCRS for the years ended June 30, 2001, 2000, and 1999 were \$468,559, \$486,835, and \$463,179 respectively. For each year, the amount contributed represented 100% of the required amount.

4) RETIREMENT PLANS (continued)

Teaching staff, only.

Plan description:

The Teaching staff of the Town are covered by the Massachusetts Teachers' Retirement System (MTRS). The Town is not legally required to contribute to the MTRS. MTRS is fully funded by the Commonwealth of Massachusetts, and by contributions from covered employees. All full-time teaching staff are covered by, and must participate in MTRS. Benefits fully vest after 10 years of full-time employment. An employee may receive retirement benefits after 20 years of service, or after 10 years of service and having attained the age of 55.

Funding policy:

Covered employees are required by state statute to contribute 5% to 9% of their salaries, depending upon the employee's date of employment. For those employees hired after December 31, 1978, an additional 2% of their salary in excess of \$30,000 must be contributed to the plan. The Commonwealth of Massachusetts is required to make actuarially determined contributions to maintain the financial integrity of the retirement system.

In June 1994, the Governmental Accounting Standards Board, in its capacity as the standards setting organization for state and local governments, issued Statement No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*. Statement No. 24, which became effective for the fiscal year ended June 30, 1996, established accounting and reporting standards for, among other items, payments made by a third party on behalf of a state or local government, particularly for fringe benefits and salaries. As applied to the Town, this standard requires the recognition of a revenue and an expenditure, in equal amounts, for the payments made by the Commonwealth of Massachusetts, to the Massachusetts Teachers' Retirement System, attributable to services performed by Town employees and retirees who participate in that retirement system. The amount of current funding by the Commonwealth of Massachusetts is \$265,533 for fiscal year 2001, paid to the Mass Teachers' Retirement System on behalf of Town employees.

5) GENERAL LONG-TERM DEBT GROUP OF ACCOUNTS

The Town's outstanding long-term debt as of June 30, 2001 is composed of:

<u>Purpose</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Balance Outstanding at June 30, 2001</u>
Water Mains:				
Noon Hill	1/15/93	2013	4.90-6.00%	\$ 810,000
Pond Street	Various	Various	4.10-6.00%	164,000
Dedham Street	2/1/96	2009	4.10-4.90%	132,000
Leland Street	2/1/96	2009	4.10-4.90%	49,000
Harlow Street	2/1/96	2009	4.10-4.90%	51,000
Union Street	7/15/99	2019	4.80-5.00%	416,000
Total Enterprise Fund				\$ 1,622,000
School Debt:				
Land Purchase	1/15/93	2011	4.90-6.00%	228,000
School Roof Construction	1/15/93	2011	4.90-6.00%	140,000
School Remodel	Various	Various	4.10-6.00%	5,622,000
	11/15/97	2005	4.50-6.75%	31,000
Other:				
Center Drainage	2/1/96	2009	4.10-4.90%	423,000
Town Hall	11/15/97	2017	5.25-6.75%	865,000
Landfill	11/15/97	2017	5.25-6.75%	257,000
Firetruck	11/15/97	2010	4.90-6.75%	202,000
Storage Tanks	11/15/97	2015	5.20-6.75%	105,000
Total General Long-Term Debt Account Group				\$ 7,873,000
Total Long-Term Debt				\$ 9,495,000
Inside Debt Limit				\$ 7,616,000
Outside Debt Limit				\$ 1,879,000

5) GENERAL LONG-TERM DEBT GROUP OF ACCOUNTS (continued)

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

<u>For the Year</u>			
<u>Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>TOTALS</u>
2002	\$ 920,000	\$ 493,977	\$ 1,413,977
2003	915,000	448,114	1,363,114
2004	910,000	404,790	1,314,790
2005	910,000	360,185	1,270,185
2006	910,000	314,645	1,224,645
Thereafter	4,930,000	1,021,070	5,951,070
	<u>\$ 9,495,000</u>	<u>\$ 3,042,781</u>	<u>\$ 12,537,781</u>

(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, 2001, the total statutory debt limit of the Town was approximately \$82,483,878, against which \$9,495,000 of the debt was outstanding applicable to such limit. The following is a computation of the legal debt margin as of June 30, 2001:

	<u>Inside Debt</u>	<u>Outside Debt</u>	
	<u>Limit</u>	<u>Limit</u>	<u>TOTAL</u>
Assessed Value (Basis for Tax Rate)			\$ 824,838,780
Equalized Assessed Value			824,838,780
Debt Limit 5% of Equalized Value	\$ 41,241,939	\$ 41,241,939	82,483,878
Less Debt Outstanding	7,616,000	1,879,000	9,495,000
Total Legal Debt Margin	<u>\$ 33,625,939</u>	<u>\$ 39,362,939</u>	<u>\$ 72,988,878</u>

The following are long-term debt transactions for fiscal year 2001.

Bonds Payable at July 1, 2000	\$ 10,415,000
Debt Issued	-
Principal Payments	(920,000)
Bonds Payable at June 30, 2001	<u>\$ 9,495,000</u>

6) LOANS AUTHORIZED AND LOANS AUTHORIZED AND UNISSUED

Loans authorized and loans authorized and unissued consist of the following at June 30, 2001:

<u>Purpose of Loan</u>	<u>Fiscal Year</u>		<u>Unissued</u>
	<u>Authorized</u>	<u>Authorized</u>	
Water	Various	\$ 2,826,500	\$ 2,281,500
Sewer	10/28/00	185,000	185,000
Remove Overhead	5/5/01	1,160,000	1,160,000
H-way Bldg Ext	6/18/01	215,000	215,000
Golf Course	6/19/01	10,700,000	10,700,000
TOTALS		<u>\$ 15,086,500</u>	<u>\$ 14,541,500</u>

7) NOTES PAYABLE - SHORT TERM

The following are short-term debt transactions for fiscal year 2001.

Bonds Payable at July 1, 2000	\$ -
Debt Issued	300,000
Paid	-
BANS Payable at June 30, 2001	<u>\$ 300,000</u>

8) 2002 BUDGET

The Town anticipates a fiscal 2002 operating and capital budget totaling \$ 21,569,263 which will be financed from the following sources:

2002 Tax Levies, State Grants, Departmental Receipts, etc.	\$19,348,758
Free Cash	336,242
Other Available Funds	<u>1,884,263</u>
TOTAL	\$21,569,263

In addition, the Town has carried forward encumbrances of \$ 811,662 from 2001 and prior years for projects authorized by the Town Meeting but not yet completed.

9) COMMITMENTS AND CONTINGENCIES

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.

10) POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS

In addition to the pension benefits described in Note 4, the Town provides postretirement health care and life insurance benefits, in accordance with state statutes, for all of the Town's full-time employees who retire from the Town on or after attaining age 55 with at least 10 years of service. Currently, 31 retirees are provided postretirement benefits. The Town pays 55% of medical and life insurance premiums for the retirees. The Town recognizes the cost of providing these benefits using the pay-as-you-go-by method, which expenses the premiums in the year they are paid. The cost incurred in Fiscal 2001 (net of retiree contributions) was \$50,913.

11) LANDFILL CLOSURE

In August 1993, the Governmental Accounting Standards Board, in its capacity as the standards setting organization for state and local governments, issued Statement No. 18, *Accounting for Municipal Waste Landfill Closure and Postclosure Care Costs*. Statement No. 18, which became effective for the fiscal year ended June 30, 1994, establishes accounting and reporting requirements for governmental units that operate or have operated solid waste landfills. The accompanying general purpose financial statements reflect an obligation for landfill closure and postclosure costs in accordance with the requirements of Statement No. 18 as discussed further below.

In accordance with regulations promulgated by the Massachusetts Department of Environmental Protection, the Town is required to "cap" its landfill, which stopped accepting waste in 1990 and monitor the landfill for a period up to thirty years. The construction (capping) costs associated with this project were complete as of the end of the current year. The Town has \$257,000 long-term debt as of June 30, 2001 on this project. The general long-term debt group of accounts also includes postclosure monitoring costs of \$442,000.

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.

GOVERNMENTAL FINANCIAL SYSTEM
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Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 2000 THROUGH JUN 30, 2001

	ANNUAL revised budget	ENCUMBERED	ACT YTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5114 MODERATOR						
1100 SALARIES	1.00	0.00	1.00	1.00	0.00	100
4010 EXPENSES	265.00	0.00	198.54	256.54	8.46	96
TOTAL: MODERATOR	266.00	0.00	199.54	257.54	8.46	96
5122 SELECTMEN						
1100 SALARIES	129,020.00	0.00	19,399.16	127,515.13	1,504.87	98
4010 EXPENSES	0.00	0.00	0.00	469.00	469.00	9999
4011 EXPENSES ENC.	866.75	0.00	0.00	866.75	0.00	100
4026 UNPAID BILLS OF PRIOR YEARS	108.62	0.00	0.00	35.70	72.92	32
4034 B.O.S. EXPENSES	3,000.00	0.00	216.23	1,514.27	1,485.73	50
4200 OFFICE SUPPLIES,PUBLICATIONS	9,300.00	0.00	1,364.81	4,377.49	4,922.51	47
4201 PRINTING AND ADVERTISING	6,250.00	0.00	6,119.22	8,887.81	2,637.81	142
4203 EQUIPMENT REPAIR & MAINT.	1,000.00	0.00	0.00	1,000.00	0.00	100
4204 COPY MACHINE EXPENSES	2,100.00	0.00	453.00	2,230.06	130.06	106
4206 FLAGS	500.00	0.00	439.60	439.60	60.40	87
4214 DUES AND SUBSCRIPTIONS	5,000.00	0.00	329.50	5,293.74	293.74	105
4219 PHYSICIAN	3,700.00	0.00	1,904.00	3,579.50	120.50	96
4225 POSTAGE	2,300.00	0.00	1,398.83	2,198.95	101.05	95
4239 TRAVEL,MEETINGS & DUES	1,540.00	0.00	470.00	2,875.82	1,335.82	186
5055 ART 12/TM98 UNDRGRND UTILITY	2,224.61	0.00	0.00	0.00	2,224.61	0
7200 OUT OF STATE TRAVEL	950.00	0.00	0.00	0.00	950.00	0
7820 COMMITTEE FUND	1,001.00	0.00	0.00	1,000.00	1.00	99
7827 ATM 99 CABLE TV NEGOTIATIONS	1,530.25	0.00	0.00	1,400.00	130.25	91
805 ART 3/TM98 OFFICE EQ FAX COP	230.02	0.00	0.00	0.00	230.02	0
8102 ART 3/TM98 TOWN WIDE COMPUTR	18,310.19	0.00	0.00	3,212.66	15,097.53	17
8564 ATM 99 MIRROR LN WTRSHED ASSE	1,500.00	0.00	0.00	0.00	1,500.00	0
8570 COPY MACHINE ATM 00-5	15,000.00	0.00	0.00	0.00	15,000.00	0
8634 ART 3/TM98 COMP EQ,TRAIN,SFT	18,817.29	0.00	2,992.35	7,333.35	11,483.94	38
8716 ART6 ATM95 RABIES INNOCULATI	3,894.70	0.00	0.00	0.00	3,894.70	0
TOTAL: SELECTMEN	228,143.43	0.00	34,146.70	187,581.83	40,561.60	82
5131 ADVISORY BOARD						
1100 SALARIES	4,008.00	0.00	2,521.03	4,008.00	0.00	100
4010 EXPENSES	7,350.00	0.00	5,361.46	7,257.43	92.57	98
4011 EXPENSES ENC.	713.53	0.00	0.00	666.03	47.50	93
9900 RESERVE FUND	2,639.58	0.00	0.00	0.00	2,639.58	0
TOTL: ADVISORY BOARD	14,711.11	0.00	7,882.49	11,931.46	2,779.65	81
5132 MUNICIPAL FINANCE						
1100 SALARIES	355,717.00	0.00	95,534.13	347,662.05	8,054.95	97
3070 BANKING SERVICE	3,000.00	0.00	901.58	2,123.47	876.53	70
3190 AUDIT	10,500.00	0.00	0.00	10,500.00	0.00	100
4011 EXPENSES ENC.	1,319.34	0.00	0.00	1,309.34	10.00	99
4200 OFFICE SUPPLIES,PUBLICATIONS	5,750.00	0.00	2,532.32	6,093.90	343.90	105
4203 EQUIPMENT REPAIR & MAINT.	13,620.00	0.00	1,487.50	7,714.17	5,905.83	56

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	ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5132 MUNICIPAL FINANCE						
4205 COMPUTER SERVICES	26,500.00	0.00	5,030.15	24,481.91	2,018.09	92
4225 POSTAGE	8,000.00	0.00	1,480.29	8,474.27	474.27-	105
4235 FIELD WORK - MILEAGE REIMB	400.00	0.00	119.00	418.60	18.60-	104
4239 TRAVEL, MEETINGS & DUES	5,000.00	0.00	1,959.42	4,441.95	558.05	88
TOTAL: MUNICIPAL FINANCE	429,806.34	0.00	109,044.39	413,219.66	16,586.68	96
5141 ASSESSORS						
1100 SALARIES	600.00	0.00	600.00	600.00	0.00	100
2735 REVALUATION 99	5,006.80	0.00	0.00	4,725.00	281.80	94
4010 EXPENSES	1,500.00	0.00	1,197.00	1,500.00	0.00	100
4011 EXPENSES ENC.	463.56	0.00	0.00	463.56	0.00	100
TOTAL: ASSESSORS	7,570.36	0.00	1,797.00	7,288.56	281.80	96
5151 TOWN COUNSEL						
3090 LEGAL FEES	67,500.00	0.00	21,618.93	57,777.31	9,722.69	85
3091 LEGAL FEES ENC.	8,809.37	0.00	0.00	8,809.37	0.00	100
3890 LEGAL RETAINER	26,600.00	0.00	11,141.46	26,564.33	35.67	99
3891 RETAINER ENCUMBERED	1,600.00	0.00	0.00	1,600.00	0.00	100
TOTAL: TOWN COUNSEL	104,509.37	0.00	32,760.39	94,751.01	9,758.36	90
5152 PERSONNEL BOARD						
1100 SALARIES	2,437.00	0.00	2,218.11	2,436.42	0.58	99
3211 PERSONNEL STUDY STM 98 ART 9	1,150.00	0.00	0.00	0.00	1,150.00	0
4010 EXPENSES	1,600.00	0.00	504.69	638.69	961.31	39
4011 EXPENSES ENC.	354.99	0.00	0.00	354.99	0.00	100
TOTAL: PERSONNEL BOARD	5,541.99	0.00	2,722.80	3,430.10	2,111.89	61
5154 INFORMATION TECHNOLOGY						
1100 SALARIES	1,246.00	0.00	283.50	805.72	440.28	64
1101 SALARIES ENC.	236.25	0.00	0.00	236.25	0.00	100
4010 EXPENSES	5,861.00	0.00	174.71	2,689.62	3,171.38	45
8211 ATM 99 SFMR/HOWRE/Y2K CONTIN	15,990.00	0.00	0.00	250.00	15,740.00	1
TOTAL: INFORMATION TECHNOLOGY	23,333.25	0.00	458.21	3,981.59	19,351.66	17
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	20,360.72	0.00	5,201.83	12,535.07	7,825.65	61
4011 EXPENSES ENC.	3,108.20	0.00	0.00	3,108.20	0.00	100
TOTAL: TAX TITLE FORECLOSURE	23,468.92	0.00	5,201.83	15,643.27	7,825.65	66
5159 TOWN HALL - OPERATIONS						
4011 EXPENSES ENC.	5,258.92	0.00	0.00	5,258.92	0.00	100

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	ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
01 5159 TOWN HALL - OPERATIONS						
51 4001 SERVICE CONTRACTS	5,000.00	0.00	570.00	2,185.00	2,815.00	42
11 4215 TELEPHONE	28,000.00	0.00	11,387.49	30,242.90	2,242.90-	100
40 4257 SR CTR/COMM BLDG REPAIR/MAINT	9,000.00	0.00	0.00	0.00	9,000.00	0
11 4289 BUILDING MAINTENANCE	17,500.00	0.00	7,954.77	19,384.37	1,884.37-	110
4291 CLEANING SERVICE	10,000.00	0.00	3,402.00	10,203.91	203.91-	100
51 4800 FUEL AND UTILITIES	40,750.00	0.00	9,013.48	38,888.47	1,861.53	95
1 8101 ART 3/TM98 TH EQUIP/FURNISHG	7,751.10	0.00	605.00	3,872.75	3,878.35	49
41 8523 REPLACE T.H.DOOR ATM 00-5	9,000.00	0.00	0.00	6,774.00	2,226.00	75
TOTAL: TOWN HALL - OPERATIONS	132,260.02	0.00	32,932.74	116,810.32	15,449.70	88
4 5161 TOWN CLERK						
4 1100 SALARIES	60,088.00	0.00	15,964.71	57,846.69	2,241.31	96
4 4010 EXPENSES	3,300.00	0.00	324.54	1,986.13	1,313.87	60
4 4011 EXPENSES ENC.	16.32	0.00	0.00	16.32	0.00	100
4 8546 BIND VITAL RECORDS ATM00-5	2,000.00	0.00	1,749.03	1,749.03	250.97	87
TOTAL: TOWN CLERK	65,404.32	0.00	18,038.28	61,598.17	3,806.15	94
4 5162 ELECTIONS						
4 1100 SALARIES	6,690.00	0.00	1,662.37	5,687.18	1,002.82	85
4 4010 EXPENSES	8,050.00	0.00	2,812.77	5,960.91	2,089.09	74
5 4011 EXPENSES ENC.	144.00	0.00	0.00	144.00	0.00	100
7 4027 SPECIAL ELECTION EXPENSE	7,001.77	0.00	4,426.16	4,499.46	2,502.31	64
TOTAL: ELECTIONS	21,885.77	0.00	8,901.30	16,291.55	5,594.22	74
8 5163 VOTER REGISTRATION						
8 1100 SALARIES	750.00	0.00	250.00	609.62	140.38	81
8 4010 EXPENSES	9,150.00	0.00	2,601.95	7,211.39	1,938.61	78
8 4011 EXPENSES ENC.	469.90	0.00	0.00	469.90	0.00	100
TOTAL: VOTER REGISTRATION	10,369.90	0.00	2,851.95	8,290.91	2,078.99	79
1 5171 CONSERVATION COMMISSION						
1 1100 SALARIES	19,323.00	0.00	5,145.20	18,910.39	412.61	97
3021 WETLANDS PROTECTION EXP.	554.42	0.00	0.00	554.42	0.00	100
1 4010 EXPENSES	4,450.04	0.00	2,695.76	4,450.04	0.00	100
4011 EXPENSES ENC.	1,730.00	0.00	0.00	1,730.00	0.00	100
8012 CONSERVATION FUND	15,149.31	0.00	0.00	10.50	15,138.81	0
TOTAL: CONSERVATION COMMISSION	41,206.77	0.00	7,840.96	25,655.35	15,551.42	62
5175 PLANNING BOARD						
1100 SALARIES	37,504.00	0.00	11,030.00	37,504.00	0.00	100
3035 ART 9/TM98 GROWTH MGMT STUDY	10,000.00	0.00	0.00	0.00	10,000.00	0
3038 PLANNING SERVICES	59,125.00	0.00	8,267.35	34,191.01	24,933.99	57
3060 ENGINEERING SERVICES	6,000.00	0.00	225.00-	300.00	5,700.00	5
3061 ENGINEERING ENC.	5,169.05	0.00	0.00	799.05	4,370.00	15
4010 EXPENSES	6,300.00	0.00	950.93	3,316.29	2,983.71	52

GOVERNMENTAL FINANCIAL SYSTEM
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Expenditure Guideline
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PCT		ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01	GENERAL FUND						
42	5175 PLANNING BOARD						
108	4011 EXPENSES ENCUMBERED	2,454.99	0.00	0.00	2,454.19	0.00	99
1	8743 STREET ACCEPTANCES ATM 97-22	2,052.79	0.00	0.00	18.26	2,034.53	0
113	TOTAL: PLANNING BOARD	128,605.83	0.00	20,023.28	78,582.80	50,023.03	61
105	5176 ZONING/APPEALS BOARD						
95	1100 SALARIES	19,097.00	0.00	5,565.73	17,874.89	1,222.11	93
49	3060 ENGINEERING SERVICES	1.00	0.00	0.00	0.00	1.00	0
75	4010 EXPENSES	1,710.00	0.00	815.77	1,320.52	389.48	77
88	4011 EXPENSES ENC.	665.24	0.00	0.00	663.84	1.40	99
	TOTAL: ZONING/APPEALS BOARD	21,473.24	0.00	6,381.50	19,859.25	1,613.99	92
96	5187 ENGINEERING SERVICES						
60	3060 ENGINEERING SERVICES	950.00	0.00	950.00	950.00	0.00	100
100	TOTAL: ENGINEERING SERVICES	950.00	0.00	950.00	950.00	0.00	100
87							
94	5189 PERMANENT BUILDING COMM.						
	1100 SALARIES	6,893.00	0.00	2,174.00	6,232.76	660.24	90
85	4010 EXPENSES	650.00	0.00	0.00	88.46	561.54	13
74	4011 EXPENSES ENC.	199.65	0.00	0.00	199.65	0.00	100
100	8559 GOLF COURSE FEAS STUDY ATM00	25,000.00	0.00	4,160.53	5,103.95	19,896.05	20
64	8742 SENIOR CENTER DESIGN ATM 97	3,367.78	0.00	0.00	3,367.78	0.00	100
74	TOTAL: PERMANENT BUILDING COMM.	36,110.43	0.00	6,334.53	14,992.60	21,117.83	41
	5193 BLDG/LIABILITY INSURANCE						
81	4011 EXPENSES ENC.	203.30	0.00	0.00	203.30	0.00	100
78	7400 BUILDING/LIABILITY INSURANCE	150,000.00	0.00	532.06	133,549.44	16,450.56	89
100	TOTAL: BLDG/LIABILITY INSURANCE	150,203.30	0.00	532.06	133,752.74	16,450.56	89
79	5195 TOWN REPORTS						
	8430 PRINTING	5,225.00	0.00	4,485.20	4,485.20	739.80	85
97	TOTAL: TOWN REPORTS	5,225.00	0.00	4,485.20	4,485.20	739.80	85
100	5210 POLICE						
100	1100 SALARIES	1,157,633.00	0.00	300,812.31	1,074,523.71	83,109.29	92
100	1101 SALARIES ENC.	52,653.06	0.00	2,338.55	49,494.32	3,158.74	94
0	4010 EXPENSES	89,052.00	0.00	16,593.76	86,823.03	2,228.97	97
62	4011 EXPENSES ENC.	1,568.75	0.00	0.00	1,568.75	0.00	100
	8547 MOBILE VIDE0 CAMERA ATM 00-5	4,600.00	0.00	0.00	4,400.00	200.00	95
	8595 POLICE CRUISER	55,200.00	0.00	0.00	55,200.00	0.00	100
100	8537 ATM 99 MOBILE VIDE0 CAMERAS	11,000.00	0.00	4,400.00	4,400.00	6,600.00	40
0	8715 ART6 ATM95 HEPATITIS INNOCUL	700.00	0.00	0.00	0.00	700.00	0
57	8735 MOBILE DATA TERMINALS ATM 97	7,194.00	0.00	0.00	0.00	7,194.00	0
5	TOTAL: POLICE	1,379,600.81	0.00	324,144.62	1,276,414.81	103,186.00	92
15							
52	5220 FIRE						

GOVERNMENTAL FINANCIAL SYSTEM
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Expenditure Guideline
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	ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5220 FIRE						
1100 SALARIES	384,945.00	0.00	110,211.46	378,580.92	6,364.08	98
4010 EXPENSES	43,670.00	0.00	12,017.25	43,109.13	560.87	98
4011 EXPENSES ENC.	3,459.00	0.00	0.00	3,458.99	0.01	99
5055 ATM 99 FIRE STATION FEASIBLI	8,500.00	0.00	1,500.00	8,500.00	0.00	100
8214 REPL LG DIAM HOSE ATM 00-5	30,000.00	0.00	29,986.00	29,986.00	14.00	99
8555 ART 3/TM98 HEPATITIS SHOTS	7,425.00	0.00	60.00	540.00	6,885.00	7
8702 REPL VENTILATION SAW ATM00-5	1,206.39	0.00	0.00	1,206.39	0.00	100
TOTAL: FIRE	479,205.39	0.00	153,774.71	465,381.43	13,823.96	97
5231 AMBULANCE SERVICE						
1100 SALARIES	50,783.74	0.00	13,317.52	50,783.74	0.00	100
3120 TRAINING AND TUITION	23,500.00	0.00	411.95	23,498.73	1.27	99
4010 EXPENSES	9,800.00	0.00	1,602.03	9,474.51	325.49	96
4011 EXPENSES ENC.	60.50	0.00	0.00	60.50	0.00	100
TOTAL: AMBULANCE SERVICE	84,144.24	0.00	15,331.50	83,817.48	326.76	99
5241 BUILDING DEPARTMENT						
1100 SALARIES	130,603.00	0.00	36,160.42	128,185.76	2,417.24	98
4010 EXPENSES	3,425.00	0.00	1,403.90	3,169.17	255.83	92
4202 VEHICLE MAINTENANCE	300.00	0.00	0.00	10.00	290.00	3
4800 FUEL AND UTILITIES	1,400.00	0.00	463.68	1,217.44	182.56	86
TOTAL: BUILDING DEPARTMENT	135,728.00	0.00	38,027.10	132,582.37	3,145.63	97
5244 WEIGHTS AND MEASURES						
1100 SALARIES	551.00	0.00	551.00	551.00	0.00	100
4010 EXPENSES	31.00	0.00	0.00	0.00	31.00	0
TOTAL: WEIGHTS AND MEASURES	582.00	0.00	551.00	551.00	31.00	94
5291 EMERGENCY MANAGEMENT						
1100 SALARIES	600.00	0.00	599.00	599.00	1.00	99
4010 EXPENSES	1,900.00	0.00	0.00	0.00	1,900.00	0
4011 EXPENSES ENC.	1,501.70	0.00	0.00	1,501.70	0.00	100
TOTAL: EMERGENCY MANAGEMENT	4,001.70	0.00	599.00	2,100.70	1,901.00	52
5292 ANIMAL INSPECTOR						
1100 SALARIES	1,919.00	0.00	479.73	1,919.01	0.01	100
4010 EXPENSES	100.00	0.00	0.00	77.80	22.20	77
TOTAL: ANIMAL INSPECTOR	2,019.00	0.00	479.73	1,996.81	22.19	98
5293 ANIMAL CONTROL						
1100 SALARIES	12,402.00	0.00	3,100.50	12,402.00	0.00	100
4010 EXPENSES	2,500.00	0.00	461.23	2,289.37	210.63	91
TOTAL: ANIMAL CONTROL	14,902.00	0.00	3,561.73	14,691.37	210.63	98
5294 SHADE TREE DEPARTMENT						

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GENERAL FUND						
5294 SHADE TREE DEPARTMENT						
5294	EXPENSES	1,500.00	0.00	0.00	1,500.00	0
TOTAL:	SHADE TREE DEPARTMENT	1,500.00	0.00	0.00	1,500.00	0
5295 TREE WARDEN						
5295	SALARIES	2,750.00	0.00	1,033.61	2,750.00	0.00
5295	EXPENSES	22,810.00	0.00	4,506.98	22,809.48	0.52
5295	EXPENSES ENC.	838.00	0.00	0.00	838.00	0.00
TOTAL:	TREE WARDEN	26,398.00	0.00	5,540.59	26,397.48	0.52
5298 FIRE/POLICE DISPATCHER						
5298	SALARIES	171,823.00	0.00	47,053.81	166,161.14	5,661.86
5298	SALARIES ENC.	4,527.12	0.00	1,136.28	4,153.08	374.04
5298	EXPENSES	4,900.00	0.00	1,706.67	4,301.65	598.35
5298	EXPENSES ENC.	200.00	0.00	0.00	198.00	2.00
TOTAL:	FIRE/POLICE DISPATCHER	181,450.12	0.00	49,896.76	174,813.87	6,636.25
5299 FIRE/POLICE STATION						
5299	EXPENSES	17,699.30	0.00	2,770.37	11,367.01	6,332.29
5299	FUEL AND UTILITIES	28,750.00	0.00	7,845.16	29,475.66	725.66
5299	FUEL/UTILITIES ENC.	2,396.85	0.00	0.00	2,370.66	26.25
5299	BOILER REPLACEMENT ATM00-5	20,000.00	0.00	0.00	0.00	20,000.00
5299	ART 3/TM98 F/P STATION CARPT	3,992.50	0.00	0.00	0.00	3,992.50
5299	ATM 99 NEW PHONE SYSTEM	21,000.00	0.00	599.97	20,175.97	824.03
5299	AUTO EXTNL DEFIBRIL ATM00-5	13,975.00	0.00	0.00	13,975.00	0.00
5299	ATM 99 REHV GENERATOR/SHRBS	5,582.00	0.00	0.00	3,177.75	2,404.25
5299	ATM 99 REPAIR BLDG/GARAGE EX	2,500.00	0.00	0.00	0.00	2,500.00
5299	ATM 99 OFFICE FURNITURE	4,615.25	0.00	993.00	3,698.00	917.25
5299	P/F STATION DICTAPHONE 96TM	6,808.00	0.00	0.00	0.00	6,808.00
5299	ROOF REPAIR ATM 97 ART 6	13,300.00	0.00	0.00	9,825.73	3,474.27
TOTAL:	FIRE/POLICE STATION	140,618.90	0.00	12,208.50	94,065.72	46,553.18
5300 EDUCATION						
5300	FY 98 SCHOOL ENCUMBERED	1,329.93	0.00	1,329.93	1,329.93	0.00
5300	FY 99 SCHOOL ENCUMBERED	15,276.25	0.00	0.00	15,276.25	0.00
5300	SCHOOL ENCUMBERED FY 00	342,692.23	0.00	20,104.20	295,571.41	47,120.82
5300	ART 3/TM98 F/C STEAM TRAP RP	12,295.85	0.00	0.00	0.00	12,295.85
5300	F.C. PLAYGROUND STM01-ART 12	53,000.00	0.00	0.00	53,000.00	0.00
5300	PLYGRND F/C REMOVAL ATM00-5	16,150.00	0.00	0.00	7,894.55	8,255.45
5300	STAIR TREADS ATM 00-5	8,200.00	0.00	0.00	8,200.00	0.00
5300	F/C BATHROOM RENOVAT ATM00-5	10,000.00	0.00	3,678.00	10,000.00	0.00
5300	SCHOOL TECHNOLOGY ATM 00-5	120,312.00	0.00	7,354.74	86,188.53	34,123.47
5300	SCHOOL-LIBRARY BOOKS ATM00-5	34,600.00	0.00	11,657.73	33,886.37	713.63
5300	ATM 99 REPLACE BOILER	306.00	0.00	0.00	0.00	306.00
5300	ART 3/TM98 F/C BOILER REPAIR	6,315.68	0.00	3,924.93	3,924.93	2,390.75
5300	HO DAY COPY MACHINE ATM00-5	9,250.00	0.00	261.00	9,250.00	0.00

	ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5300 EDUCATION						
8544 ATH 99 LANGUAGE ART TEXTBOOK	1,679.38	0.00	0.00	1,679.38	0.00	100
9545 ATH 99 LIBRARY FURNITURE	18,000.00	0.00	0.00	18,000.00	0.00	100
6690 HO DAY FURNISHINGS ATH 00-5	41,714.00	0.00	17,913.05	41,692.87	21.13	99
4747 SCHL ADMIN OFFICE EXP STM98	24,262.29	0.00	0.00	12,761.67	11,500.62	52
8748 STM99 ART13 HODAY FURN & EQUI	3,255.91	0.00	889.95	3,255.91	0.00	100
8752 STM99 ART13 RETRO/REPL MOTOR	9,260.00	0.00	5,300.00	9,260.00	0.00	100
TOTAL: EDUCATION	727,899.52	0.00	72,413.53	611,171.80	116,727.72	83
5302 KING PHILIP REGIONAL						
4010 EXPENSES	3,093,576.00	0.00	773,394.00	3,093,576.00	0.00	100
8718 ANNUAL KP CAPITAL ASSESSMENT	43,357.00	0.00	0.00	43,357.00	0.00	100
TOTAL: KING PHILIP REGIONAL	3,136,933.00	0.00	773,394.00	3,136,933.00	0.00	100
5303 TRI-COUNTY REGIONAL						
4010 EXPENSES	164,284.00	0.00	27,380.00	164,284.00	0.00	100
TOTAL: TRI-COUNTY REGIONAL	164,284.00	0.00	27,380.00	164,284.00	0.00	100
5420 HIGHWAY DEPARTMENT						
1100 SALARIES	371,538.47	0.00	114,328.22	369,416.59	2,121.88	99
1101 SALARIES ENC.	1,270.68	0.00	0.00	1,270.68	0.00	100
3060 ENGINEERING SERVICES	22,000.00	0.00	17,485.84	23,885.20	1,885.20-	108
3073 PAGING SERVICES	180.00	0.00	42.30	161.14	18.86	89
4011 EXPENSES ENC.	10,149.76	0.00	1,067.27	9,690.00	459.76	95
4202 VEHICLE MAINTENANCE	21,949.00	0.00	6,941.07	21,380.98	568.02	97
4204 COPY MACHINE EXPENSES	800.00	0.00	0.00	980.10	180.10-	122
4207 BIDS, ADVERTISING, POSTAGE	1,751.00	0.00	395.46	1,602.68	148.32	91
4208 SPECIAL PROJECTS	89,671.00	0.00	2,424.09	44,207.79	45,463.21	49
4215 TELEPHONE	1,326.00	0.00	418.24	1,324.70	1.30	99
4216 WATER	587.00	0.00	330.75	615.44	28.44-	104
4220 SPECIAL PROJECTS	123,781.82	0.00	25,673.84	89,336.71	34,445.11	72
4223 OFFICE SUPPLIES	1,060.00	0.00	223.40	1,060.00	0.00	100
4238 STREET SIGNS	4,300.00	0.00	655.42	4,143.73	156.27	96
4239 TRAVEL, MEETINGS & DUES	600.00	0.00	126.55	771.87	171.87-	128
4241 UNIFORM CLEANING	3,300.00	0.00	1,260.09	2,595.67	704.33	78
4244 STREET LINING	9,800.00	0.00	1,611.90	6,073.77	3,726.23	61
4245 CATCH BASIN CLEANING	10,000.00	0.00	0.00	11,056.00	1,056.00-	110
4248 ROAD REPAIRS AND MAINTENANCE	49,524.00	0.00	8,571.68	47,638.67	1,885.33	96
4249 POLICE DETAILS	2,208.00	0.00	0.00	4,857.50	2,649.50-	219
4251 PROFESSIONAL LICENSES	360.00	0.00	40.00	160.00	200.00	44
4252 GUARD RAIL REPAIR	2,000.00	0.00	0.00	0.00	2,000.00	0
4253 VEHICLE INSPECTIONS	870.00	0.00	29.00	609.00	261.00	70
4254 COMPUTER EXPENSE	1,210.00	0.00	0.00	988.03	221.97	81
4255 RADIO, REPAIR/MAINTENANCE	656.00	0.00	0.00	134.00	522.00	20
4256 TRAFFIC CONTROL MAINTENANCE	580.00	0.00	0.00	50.00	530.00	8
4289 BUILDING MAINTENANCE	13,075.00	0.00	3,172.62	12,912.49	162.51	98

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01	GENERAL FUND						
5420	HIGHWAY DEPARTMENT						
100	4000 FUEL AND UTILITIES	13,950.00	0.00	2,931.31	10,668.82	3,281.18	76
100	4001 FUEL/UTILITIES ENC.	449.76	0.00	0.00	449.76	0.00	100
99	8553 PAINT SALT/SAND SHED ATM00-5	3,800.00	0.00	0.00	3,800.00	0.00	100
52	TOTAL: HIGHWAY DEPARTMENT	762,747.49	0.00	187,729.05	671,841.32	90,906.17	88
100	5422 TOWN VEHICLE FUEL						
100	4010 EXPENSES	928.00	0.00	383.43	383.43	544.57	41
83	4000 FUEL AND UTILITIES	45,517.00	0.00	9,295.82	41,019.16	4,497.84	90
100	4001 FUEL/UTILITIES ENC.	5,198.59	0.00	0.00	5,188.59	10.00	99
100	TOTAL: TOWN VEHICLE FUEL	51,643.59	0.00	9,679.25	46,591.18	5,052.41	90
100	5423 SNOW AND ICE CONTROL						
100	4010 EXPENSES	361,458.75	0.00	100,907.14	357,465.19	3,993.56	98
100	TOTAL: SNOW AND ICE CONTROL	361,458.75	0.00	100,907.14	357,465.19	3,993.56	98
100	5424 GROUNDS MAINTENANCE						
100	1100 SALARIES	73,969.00	0.00	29,831.87	73,089.57	879.43	98
100	4010 EXPENSES	29,770.00	0.00	8,791.77	21,596.45	8,173.55	72
99	4011 EXPENSES ENC.	541.09	0.00	0.00	538.02	3.07	99
100	8529 G-7 WIDE AREA MOWER ATM00-5	28,000.00	0.00	0.00	28,000.00	0.00	100
108	TOTAL: GROUNDS MAINTENANCE	132,280.09	0.00	38,623.64	123,224.04	9,056.05	93
89	5431 TRANSFER STATION						
95	1100 SALARIES	102,891.00	0.00	28,558.88	100,690.93	2,200.07	97
97	3430 PRINTING	1,700.00	0.00	1,423.60	1,749.65	49.65-	102
122	4011 EXPENSES ENC.	8,397.12	0.00	0.00	8,397.12	0.00	100
91	4203 VEHICLE REPAIR & MAINTENANCE	11,302.00	0.00	5,314.90	11,904.81	602.81-	105
49	4215 TELEPHONE/TS	240.00	0.00	65.58	179.34	60.66	74
99	4221 RECYCLING COSTS/TS	6,514.00	0.00	865.10	2,496.00	4,018.00	38
104	4222 TRASH REMOVAL FEES/TS	84,013.48	0.00	28,895.69	90,461.79	6,448.31-	107
72	4224 FACILITY MAINTENANCE	3,429.00	0.00	723.33	2,358.44	1,070.56	68
100	4225 POSTAGE	584.00	0.00	365.00	413.44	170.56	70
96	4241 UNIFORMS	832.00	0.00	101.01	322.74	509.26	38
128	4242 GEN. OPERATING METERIALS/TS	1,955.00	0.00	1,027.95	2,260.48	305.48-	115
78	4247 STICKERS & DECALS/TS	4,244.00	0.00	0.00	434.00	3,810.00	10
61	4800 FUEL AND UTILITIES	10,765.00	0.00	5,753.97	10,276.16	488.84	95
110	4801 FUEL/UTILITIES ENC.	40.00	0.00	0.00	27.71	12.29	69
96	7113 DEP GRANT EXP	1,725.00	0.00	1,250.00-	400.00	1,325.00	23
213	TOTAL: TRANSFER STATION	238,631.60	0.00	71,845.01	232,372.61	6,258.99	97
44	5432 LANDFILL						
0	3065 ENGINEERING/LANDFILL	27,200.00	0.00	17,859.88	31,942.85	4,742.85-	117
70	3066 LEACHATE REMOVAL/LANDFILL	17,220.00	0.00	8,877.30	12,477.15	4,742.85	72
81	3067 TRASH REMOVAL/TOWN DEPT'S	11,311.00	0.00	1,025.78	11,309.44	1.56	99
20	4011 EXPENSES ENC.	1,820.40	0.00	0.00	1,820.40	0.00	100

	ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
5432 LANDFILL						
7120 ATN 99 LEACHATE MONITORING	1,977.08	0.00	0.00	1,977.00	0.08	99
8606 HOUSEHOLD HAZARDOUS WASTE	9,780.00	0.00	0.00	9,780.00	0.00	100
TOTAL: LANDFILL	69,308.48	0.00	27,762.96	69,306.84	1.64	99
5440 SEWERAGE						
7110 SOLID WASTE DISPOSAL	2,830.00	0.00	700.00	2,830.00	0.00	100
TOTAL: SEWERAGE	2,830.00	0.00	700.00	2,830.00	0.00	100
5491 CEMETERY						
1100 SALARIES	18,352.00	0.00	1,656.43	18,352.00	0.00	100
4010 EXPENSES	7,340.00	0.00	1,373.31	6,504.12	835.88	88
4011 EXPENSES ENC.	1,290.62	0.00	0.00	1,290.62	0.00	100
TOTAL: CEMETERY	26,982.62	0.00	3,029.74	26,146.74	835.88	96
5492 CUSTODIAN OF VETERANS GRAVES						
1100 SALARIES	663.00	0.00	663.00	663.00	0.00	100
4010 EXPENSES	2,233.00	0.00	1,554.11	2,189.98	43.02	98
4011 EXPENSES ENC.	23.38	0.00	0.00	23.38	0.00	100
TOTAL: CUSTODIAN OF VETERANS GRAVES	2,919.38	0.00	2,217.11	2,876.36	43.02	98
5495 STREET LIGHTING						
4810 STREET LIGHTING	29,900.00	0.00	7,283.37	24,868.41	5,031.59	83
4811 STREET LIGHTING ENC.	1,931.42	0.00	0.00	1,931.42	0.00	100
TOTAL: STREET LIGHTING	31,831.42	0.00	7,283.37	26,799.83	5,031.59	84
5510 BOARD OF HEALTH						
1100 SALARIES	38,655.00	0.00	11,236.70	37,155.03	1,499.97	96
4010 EXPENSES	37,407.00	0.00	13,422.97	37,015.00	392.00	98
4011 EXPENSES ENC.	103.40	0.00	0.00	103.40	0.00	100
TOTAL: BOARD OF HEALTH	76,165.40	0.00	24,659.67	74,273.43	1,891.97	97
5520 SPECIAL PROGRAMS						
3180 HUMAN SERVICES PROGRAMS	10,675.00	0.00	0.00	10,675.00	0.00	100
TOTAL: SPECIAL PROGRAMS	10,675.00	0.00	0.00	10,675.00	0.00	100
5541 COUNCIL ON AGING						
1100 SALARIES	65,987.00	0.00	19,279.59	65,375.92	611.08	99
2700 FACILITIES RENTAL	3,000.00	0.00	750.00	3,000.00	0.00	100
2710 TRANSPORTATION EXPENSE	2,155.00	0.00	602.10	1,728.89	426.11	80
2713 SERVICE PROGRAM #3, 10/93TM	6,641.00	0.00	2,862.12	5,918.66	722.34	89
4010 EXPENSES	7,360.00	0.00	1,481.39	3,392.84	3,967.16	46
4011 EXPENSES ENC.	225.00	0.00	0.00	225.00	0.00	100
TOTAL: COUNCIL ON AGING	85,368.00	0.00	24,975.20	79,641.31	5,726.69	93
5543 VETERAN'S SERVICES						

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01 GENERAL FUND						
5543 VETERAN'S SERVICES						
1100 SALARIES	3,243.00	0.00	845.75	3,278.00	35.00-	101
4010 EXPENSES	1,146.00	0.00	0.00	0.00	1,146.00	0
7700 VETERANS BENEFITS	1,319.00	0.00	0.00	2,000.00	681.00-	151
TOTAL: VETERAN'S SERVICES	5,708.00	0.00	845.75	5,278.00	430.00	92
5610 LIBRARY						
1100 SALARIES	235,470.00	0.00	68,369.41	230,833.28	4,636.72	98
2705 ATM 99 ABLE UPGRADE LIB/SCHL	2,109.12	0.00	1,091.39	2,109.12	0.00	100
4010 EXPENSES	91,898.00	0.00	28,840.57	92,522.22	624.22-	100
4011 EXPENSES ENC.	2,632.58	0.00	0.00	2,632.58	0.00	100
4800 FUEL AND UTILITIES	12,808.64	0.00	3,428.36	12,184.42	624.22	95
8753 STM99 ART15 LIBRARY ROOF RPR	37,993.90	0.00	0.00	37,993.90	0.00	100
TOTAL: LIBRARY	382,912.24	0.00	101,729.73	378,275.52	4,636.72	98
5630 RECREATION						
1100 SALARIES	42,872.00	0.00	13,564.49	42,285.31	586.69	98
4010 EXPENSES	4,485.00	0.00	1,238.19	3,730.13	754.87	83
4011 EXPENSES ENC.	268.54	0.00	0.00	268.54	0.00	100
8100 ART 3/TW98 KIDS PLAGE IMPRVE	692.69	0.00	481.08	481.08	211.61	69
TOTAL: RECREATION	48,318.23	0.00	15,283.76	46,765.06	1,553.17	96
5691 HISTORICAL COMMISSION						
4010 EXPENSES	323.00	0.00	12.58	24.37	298.63	7
TOTAL: HISTORICAL COMMISSION	323.00	0.00	12.58	24.37	298.63	7
5692 MEMORIAL DAY						
4010 EXPENSES	525.00	0.00	525.00	525.00	0.00	100
TOTAL: MEMORIAL DAY	525.00	0.00	525.00	525.00	0.00	100
5710 MATURING DEBT						
9010 BOND REGISTRATION FEE	3,000.00	0.00	1,717.00	2,717.00	283.00	90
9157 SENIOR CENTER DEBT/INTEREST	78,000.00	0.00	78,000.00	78,000.00	0.00	100
9170 CERTIFICATION NOTES/BONDS	600.00	0.00	15.00	15.00	585.00	2
9451 ELEMENTARY SCHOOL ROOF DEBT	15,000.00	0.00	0.00	15,000.00	0.00	100
9452 ELEMENTARY SCHOOL ROOF INT.	10,217.00	0.00	0.00	8,730.00	1,487.00	85
9453 ELEMENTARY SCHOOL LAND DEBT	24,000.00	0.00	0.00	24,000.00	0.00	100
9454 ELEMENTARY SCHOOL LAND INT.	14,199.00	0.00	0.00	14,199.00	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.	236,067.00	0.00	0.00	236,067.00	0.00	100
9465 DAY SCHOOL ADDITIONAL DEBT	16,000.00	0.00	0.00	16,000.00	0.00	100
9466 DAY SCHOOL ADDITIONAL INT.	6,665.00	0.00	0.00	6,666.00	1.00-	100
9467 LANDFILL CLOSE DEBT	16,000.00	0.00	0.00	16,000.00	0.00	100
9468 LANDFILL CLOSE INTEREST	13,089.00	0.00	6,274.50	13,089.00	0.00	100
9476 DRAINAGE DEBT	53,000.00	0.00	0.00	53,000.00	0.00	100
9477 DRAINAGE INTEREST	21,256.00	0.00	0.00	21,257.00	1.00-	100

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01 GENERAL FUND						
5710 MATURING DEBT						
9487 FREEMEN/CENT CAPITAL DEBT	8,000.00	0.00	0.00	8,000.00	0.00	100
9488 FREEMEN/CENT CAPITAL INTERES	1,750.00	0.00	739.75	1,749.50	0.50	99
9489 TOWN HALL - DEBT	53,000.00	0.00	0.00	53,000.00	0.00	100
9490 TOWN HALL - INTEREST.	43,903.00	0.00	21,057.13	43,903.00	0.00	100
9491 STORAGE TANKS - DEBT	7,000.00	0.00	0.00	7,000.00	0.00	100
9492 STORAGE TANKS - INTEREST	5,310.00	0.00	2,536.63	5,309.50	0.50	99
9494 FIRE TRUCK - DEBT	21,000.00	0.00	0.00	21,000.00	0.00	100
9495 FIRE TRUCK - INTEREST	8,730.00	0.00	4,753.88	10,216.50	1,486.50	117
9497 H.O. DAY ADDITION - PRINCIPA	220,000.00	0.00	0.00	213,000.00	7,000.00	96
9498 H.O. DAY ADDITION - INTEREST	112,154.50	0.00	0.00	86,553.75	25,600.75	77
TOTAL: MATURING DEBT	1,314,940.50	0.00	115,093.89	1,281,472.25	93,468.25	97
5720 WATER DEBT						
9141 UNION ST WTR MAINS - DEBT	52,000.00	0.00	0.00	52,000.00	0.00	100
9142 UNION ST WTR MAINS - INTERES	21,515.00	0.00	0.00	10,757.50	10,757.50	50
9175 MILL RIVER - DEBT	5,000.00	0.00	0.00	0.00	5,000.00	0
9176 MILL RIVER - INTEREST	5,400.00	0.00	0.00	0.00	5,400.00	0
9177 MILL RIVER PUMP - DEBT	30,000.00	0.00	0.00	0.00	30,000.00	0
9178 MILL RIVER PUMP - INTEREST	32,100.00	0.00	0.00	0.00	32,100.00	0
9179 TOWN CTR WTR MAINS UNION DEBT	20,000.00	0.00	0.00	0.00	20,000.00	0
9180 TOWN CTR WTR MAINS UNION INTR	18,400.00	0.00	0.00	10,757.50	7,642.50	58
9457 NOON HILL DEBT	71,000.00	0.00	0.00	71,000.00	0.00	100
9458 NOON HILL INTEREST	50,061.00	0.00	0.00	50,061.00	0.00	100
9463 POND STREET DEBT	13,000.00	0.00	0.00	13,000.00	0.00	100
9464 POND STREET INTEREST	9,393.00	0.00	0.00	9,393.00	0.00	100
9469 DEDHAM STREET DEBT	16,000.00	0.00	0.00	16,000.00	0.00	100
9470 DEDHAM STREET INTEREST	6,622.00	0.00	0.00	6,621.50	0.50	99
9478 LITCHFIELD/HARLOW DEBT	7,000.00	0.00	0.00	7,000.00	0.00	100
9479 LITCHFIELD/HARLOW INTEREST	2,580.00	0.00	0.00	2,580.00	0.00	100
9480 LELAND DEBT	6,000.00	0.00	0.00	6,000.00	0.00	100
9481 LELAND INTEREST	2,461.00	0.00	0.00	2,461.00	0.00	100
9484 TOWN CTR WATER MAINS TEMP INT	13,000.00	0.00	0.00	0.00	13,000.00	0
9485 POND ST ADDITIONAL DEBT	2,000.00	0.00	0.00	2,000.00	0.00	100
9486 POND ST ADDITIONAL INTEREST	615.00	0.00	0.00	614.50	0.50	99
TOTAL: WATER DEBT	384,147.00	0.00	0.00	260,246.00	123,901.00	67
5830 COUNTY ASSESSMENTS/CHARGES						
6000 COUNTY TAX	0.00	0.00	26,643.00	53,287.00	53,287.00	9999
TOTAL: COUNTY ASSESSMENTS/CHARGES	0.00	0.00	26,643.00	53,287.00	53,287.00	9999
5835 CHERRY SHEET CHARGES						
6121 MOSQUITO CONTROL	21,406.00	0.00	16,055.00	21,406.00	0.00	100
6122 MET. AIR POLLUTION CONTROL	2,537.00	0.00	1,903.00	2,537.00	0.00	100
6123 MET. AREA PLANNING COUNCIL	2,186.00	0.00	1,640.00	2,186.00	0.00	100
6124 M.B.F.A. ASSESSMENT	226,367.00	0.00	169,776.00	226,367.00	0.00	100

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01 GENERAL FUND						
5335 CHERRY SHEET CHARGES		0.00	78,128.00	78,128.00	78,128.00-	9999
2126 SCHOOL CHOICE/CHARTER ASSESS	0.00	0.00	2,040.00	2,720.00	0.00	100
3127 NON RENEWAL EXCISE TAX	2,720.00	0.00	269,542.00	333,344.00	78,128.00-	130
TOTAL: CHERRY SHEET CHARGES	255,216.00	0.00				
0113 EMPLOYEE BENEFITS						
1710 MEDICAL INSURANCE	409,374.00	0.00	108,677.91	401,003.99	8,370.01	97
1720 LIFE INSURANCE	7,574.00	0.00	1,983.09	7,658.37	84.37-	101
1730 LONGEVITY	50,590.05	0.00	0.00	50,590.05	0.00	100
1735 EMPLOYEE ASSISTANCE PROGRAM	3,500.00	0.00	1,086.99	3,627.96	127.96-	103
1735 MEDICARE	79,000.00	0.00	29,706.17	94,065.72	15,065.72-	119
1740 UNEMPLOYMENT COMPENSATION	3,366.23	0.00	0.00	121.00	3,245.23	3
1750 STATE/COUNTY RETIREMENT	490,000.00	0.00	0.00	468,558.98	21,441.02	95
8750 EMPLOYEE BENEFITS-CONT SETTLE	10,108.00	0.00	0.00	0.00	10,108.00	0
TOTAL: EMPLOYEE BENEFITS	1,053,512.28	0.00	141,454.16	1,025,626.07	27,886.21	97
5990 TRANSFERS						
5908 WORKMANS COMP CLAIMS	0.00	0.00	16,450.56	16,450.56	16,450.56-	9999
9990 TRANSFER OUT	0.00	0.00	0.00	93,243.80	93,243.80-	9999
TOTAL: TRANSFERS	0.00	0.00	16,450.56	109,694.36	109,694.36-	9999
6110 SCHOOL COMMITTEE						
6102 CLERICAL SALARY	1,608.00	0.00	1,070.86	2,140.78	532.78-	133
6104 CONTRACTED SERVICES	25,947.00	0.00	36,207.74	44,150.49	18,203.49-	170
6105 POSTAGE/PETTY CASH	1,145.00	0.00	306.00	2,146.88	1,001.88-	187
6110 PROFESSIONAL DEVELOPMENT	641.00	0.00	150.00	1,111.83	470.83-	173
6116 WASC	1,847.00	0.00	0.00	2,541.00	634.00-	137
6136 ADVERTISING/BID PERSONNEL	2,363.00	0.00	2,054.68	11,198.81	8,835.81-	473
6156 PUBLICATIONS	580.00	0.00	0.00	270.00	310.00	46
TOTAL: SCHOOL COMMITTEE	34,131.00	0.00	39,789.28	63,559.79	29,428.79-	186
6120 SUPERINTENDENT'S OFFICE						
6201 SALARY	89,700.00	0.00	24,150.00	89,700.00	0.00	100
6202 SUPPORT STAFF SALARIES	37,045.00	0.00	11,564.80	37,072.91	27.91-	100
6204 CONTRACTED SERVICES	1,107.00	0.00	0.00	1,374.50	267.50-	124
6205 SUPPLIES/MATERIALS	1,786.00	0.00	591.85	1,674.28	111.72	93
6207 DUES	1,603.00	0.00	65.00	1,504.00	99.00	93
6210 SUPERINTENDENT PROF. DEV.	2,700.00	0.00	540.35	2,221.64	478.36	82
6211 ANNUITY	3,588.00	0.00	0.00	3,588.00	0.00	100
6212 SUPT INSURANCE/EXPENSES	4,800.00	0.00	915.32	2,055.32	2,744.68	42
6215 POSTAGE/PETTY CASH	600.00	0.00	116.06	500.32	99.68	83
6226 IN STATE TRAVEL	665.00	0.00	404.89	1,771.44	1,196.44-	266
6246 PRINTING FORMS	265.00	0.00	0.00	140.00	125.00	52
6256 PUBLICATIONS	370.00	0.00	175.75	525.52	155.52-	142
TOTAL: SUPERINTENDENT'S OFFICE	144,229.00	0.00	38,524.02	142,127.93	2,101.07	98
6121 SUPERINTENDENT/CLERICAL						

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01 GENERAL FUND						
6121 SUPERINTENDENT/CLERICAL						
0210 CLERICAL PROFESSIONAL DEV.	200.00	0.00	0.00	194.99	5.01	97
TOTAL: SUPERINTENDENT/CLERICAL	200.00	0.00	0.00	194.99	5.01	97
6122 BUSINESS OFFICE						
0201 SALARY	46,350.00	0.00	12,478.83	46,350.00	0.00	100
0202 SUPPORT STAFF SALARIES	34,923.00	0.00	10,905.60	34,923.20	0.20-	100
0205 SUPPLIES/MATERIALS	475.00	0.00	354.85	493.37	18.37-	103
0206 OTHER EXPENSES	295.00	0.00	72.00	138.00	157.00	46
0210 PROFESSIONAL DEVELOPMENT	1,700.00	0.00	1,350.72	1,534.72	165.28	90
0304 CONTRACTED SERVICES	1,243.00	0.00	8,729.50	8,729.50	7,486.50-	702
TOTAL: BUSINESS OFFICE	84,986.00	0.00	33,891.50	92,168.79	7,182.79-	108
6220 PRINCIPAL'S OFFICE						
0201 SALARY	157,514.00	0.00	41,987.68	155,954.00	1,560.00	99
0202 CLERICAL SALARY	110,880.00	0.00	37,064.96	113,194.24	2,314.24-	102
0203 ASSISTANT PRINCIPAL	108,265.00	0.00	43,467.38	105,502.85	2,762.15	97
0205 SUPPLIES/MATERIALS	3,353.00	0.00	776.56	1,892.85	1,460.15	56
0207 DUES	1,506.00	0.00	0.00	2,313.00	807.00-	153
0208 CONFERENCES	1,385.00	0.00	2,288.94	2,288.94	903.94-	163
0210 PRINCIPALS PROF. DEVELOPMENT	2,462.00	0.00	1,405.00	1,895.00	567.00	76
0211 MERIT/INCENTIVE	0.00	0.00	780.00	780.00	780.00-	9999
0215 POSTAGE/PETTY CASH	1,768.00	0.00	364.86	1,471.22	296.78	83
0226 IN STATE TRAVEL	800.00	0.00	434.82	533.62	266.38	66
0246 PRINTING FORMS	5,233.00	0.00	323.75	3,450.78	1,782.22	65
TOTAL: PRINCIPAL'S OFFICE	393,166.00	0.00	128,893.95	389,276.50	3,889.50	99
6221 PRINCIPAL/CLERICAL						
0210 CLERICAL PROFESSIONAL DEV.	800.00	0.00	0.00	350.00	450.00	43
TOTAL: PRINCIPAL/CLERICAL	800.00	0.00	0.00	350.00	450.00	43
6227 GUIDANCE						
0201 SALARY	90,766.00	0.00	40,374.67	95,485.45	4,719.45-	105
0205 SUPPLIES/MATERIALS	500.00	0.00	173.85	441.49	58.51	88
TOTAL: GUIDANCE	91,266.00	0.00	40,548.52	95,926.94	4,660.94-	105
6230 TEACHING						
0301 SALARIES	3,336,701.00	0.00	1,346,543.70	3,212,960.35	123,740.65	96
0304 CONTRACTED SERVICES	12,000.00	0.00	5,758.61	9,169.53	2,830.47	76
0305 TEACHING SUPPLIES	123,998.00	0.00	11,056.28	62,737.45	61,260.55	50
0310 PROFESSIONAL DEVELOPMENT	86,303.00	0.00	23,590.12	55,598.62	30,704.38	64
0311 SUBSTITUTES	51,266.00	0.00	36,363.96	81,349.75	30,083.75-	158
0322 KINDERGARTEN AIDES	62,752.00	0.00	18,904.39	52,465.91	10,286.09	83
0331 COURSE REIMBURSEMENTS	30,000.00	0.00	6,267.82	29,256.00	743.98	97
0336 TRAVEL	539.00	0.00	0.00	324.00	215.00	60
0345 NEW EQUIPMENT	1,140.00	0.00	3,795.00	4,026.38	2,886.38-	353

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01 GENERAL FUND						
0300 TEACHING						
0314 REPLACEMENT OF EQUIPMENT	23,139.00	0.00	2,059.80	5,743.45	17,395.55	24
TOTAL: TEACHING	3,727,838.00	0.00	1,454,339.68	3,513,631.46	214,206.54	94
0340 TEXTBOOKS						
0405 TEXTBOOKS/WORKBOOKS	67,354.00	0.00	4,318.85	35,673.88	31,680.12	52
TOTAL: TEXTBOOKS	67,354.00	0.00	4,318.85	35,673.88	31,680.12	52
0350 LIBRARY						
0301 SALARIES	119,265.00	0.00	36,836.04	117,042.50	2,222.50	98
0505 SUPPLIES	1,500.00	0.00	30.09	793.04	706.96	52
0515 BOOKS/MATERIALS	0.00	0.00	52.92	52.92	52.92	9999
0516 ABL NETWORK	7,990.00	0.00	0.00	6,489.96	1,500.04	81
TOTAL: LIBRARY	128,755.00	0.00	36,919.05	124,378.42	4,376.58	96
0360 AUDIO VISUAL SERVICES						
0605 AV SUPPLIES/MATERIALS	1,400.00	0.00	61.70	1,406.18	6.18	100
0814 REPLACEMENT OF EQUIPMENT	2,261.00	0.00	1,386.10	1,849.34	411.66	81
TOTAL: AUDIO VISUAL SERVICES	3,661.00	0.00	1,447.80	3,255.52	405.48	89
0370 VOCATIONAL EDUCATION						
0209 VOCATIONAL EDUCATION	2,000.00	0.00	0.00	0.00	2,000.00	0
TOTAL: VOCATIONAL EDUCATION	2,000.00	0.00	0.00	0.00	2,000.00	0
0390 TECHNOLOGICAL SUPPORT						
0201 SALARY	159,858.00	0.00	29,098.23	115,572.05	44,285.95	72
0205 SUPPLIES/MATERIALS	4,517.00	0.00	367.99	1,277.14	3,239.86	28
0304 CONTRACTED SERVICES	2,845.00	0.00	5,152.20	6,727.20	3,882.20	236
0310 PROFESSIONAL DEVELOPMENT	1,250.00	0.00	0.00	775.00	475.00	62
0420 REPAIRS AND MAINTENANCE	6,280.00	0.00	185.00	5,688.38	591.62	90
0413 SOFTWARE	26,611.00	0.00	24,660.00	38,925.15	12,314.15	146
0815 NEW EQUIPMENT	0.00	0.00	6,139.00	6,139.00	6,139.00	9999
TOTAL: TECHNOLOGICAL SUPPORT	201,361.00	0.00	65,602.42	175,103.92	26,257.08	86
0320 HEALTH						
0301 SALARIES	56,364.00	0.00	24,207.81	56,764.88	400.88	100
0304 CONTRACTED SERVICES	2,000.00	0.00	1,000.00	1,000.00	1,000.00	50
0310 PROFESSIONAL DEVELOPMENT	500.00	0.00	119.60	170.40	329.60	34
0505 SUPPLIES	1,007.00	0.00	596.85	909.57	97.43	90
TOTAL: HEALTH	59,871.00	0.00	25,924.26	58,844.85	1,026.15	98
0330 PUPIL TRANSPORTATION						
0324 REGULAR TRANSPORTATION	355,100.00	0.00	103,076.00	342,980.00	12,120.00	96
TOTAL: PUPIL TRANSPORTATION	355,100.00	0.00	103,076.00	342,980.00	12,120.00	96
0340 FOOD SERVICES						

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Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 2000 THROUGH JUN 30, 2001

	ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
01 GENERAL FUND						
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
5411 CUSTODIAL						
0301 SALARIES	278,700.00	0.00	69,423.82	268,630.38	10,069.62	95
0404 CONTRACTED SERVICES	3,500.00	0.00	1,212.04	3,498.79	1.21	99
0410 PROFESSIONAL DEVELOPMENT	305.00	0.00	0.00	210.00	95.00	68
0415 CUSTODIAL SUPPLIES	10,975.00	0.00	2,708.44	10,942.32	32.68	99
0421 TRAVEL	615.00	0.00	230.40	560.70	54.30	91
0422 MOTORIZED EXPENSE	30.00	0.00	10.23	32.03	2.03	100
TOTAL: CUSTODIAL	294,125.00	0.00	73,584.93	283,874.22	10,250.78	96
6412 HEATING OF BUILDINGS						
0456 OIL	39,850.00	0.00	14,299.45	40,601.66	751.66	101
TOTAL: HEATING OF BUILDINGS	39,850.00	0.00	14,299.45	40,601.66	751.66	101
6413 UTILITIES						
0416 ELECTRICITY	94,650.00	0.00	36,086.47	101,717.95	7,067.95	107
0426 GAS	385.00	0.00	331.91	414.76	29.76	107
0436 WATER	5,360.00	0.00	3,248.88	5,914.47	554.47	110
0446 TELEPHONE	16,074.00	0.00	6,037.46	18,028.17	1,954.17	112
TOTAL: UTILITIES	116,469.00	0.00	45,704.72	126,075.35	9,606.35	109
6422 MAINTENANCE OF BUILDING						
0404 CONTRACTED SERVICES	53,350.00	0.00	6,965.79	52,856.30	493.70	93
0417 SUPPLIES/MATERIALS BLDG/MT	9,130.00	0.00	2,223.90	5,920.76	3,209.24	64
TOTAL: MAINTENANCE OF BUILDING	62,480.00	0.00	9,189.69	58,777.06	3,702.94	94
6423 MAINTENANCE OF EQUIPMENT						
0404 CONTRACTED SERVICES	35,940.00	0.00	3,744.59	17,263.94	18,676.06	48
TOTAL: MAINTENANCE OF EQUIPMENT	35,940.00	0.00	3,744.59	17,263.94	18,676.06	48
6702 REHAB OF BUILDING						
0814 REPLACEMENT OF EQUIPMENT	81,939.00	0.00	62,163.39	108,949.04	27,010.04	132
0820 REHAB. OF BUILDING	35,050.00	0.00	0.00	0.00	35,050.00	0
TOTAL: REHAB OF BUILDING	116,989.00	0.00	62,163.39	108,949.04	8,039.96	93
7221 SUPERVISION SPECIAL ED.						
0201 SALARY	67,000.00	0.00	18,038.44	67,000.00	0.00	100
0202 CLERICAL SALARY	4,614.00	0.00	1,759.50	6,616.98	2,002.98	143
0205 SUPPLIES/MATERIALS	550.00	0.00	704.64	1,930.93	1,380.93	351
0208 CONFERENCES	450.00	0.00	0.00	290.00	160.00	64
0210 PROFESSIONAL DEVELOPMENT	200.00	0.00	79.00	79.00	121.00	39
0215 POSTAGE/PETTY CASH	1,320.00	0.00	478.26	1,281.36	38.64	97
0226 IN STATE TRAVEL	350.00	0.00	187.00	187.00	163.00	53

Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 2000 THROUGH JUN 30, 2001

PC1		ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
	GENERAL FUND						
	TOTAL: SUPERVISION SPECIAL ED.	74,484.00	0.00	21,246.84	77,385.27	2,901.27-	103
	7223 TEACHING SPECIAL ED.						
	6301 SALARIES	591,050.00	0.00	226,012.88	601,353.63	10,303.63-	101
	1284 CONTRACTED SERVICES	155,754.00	0.00	95,431.86	206,283.49	50,529.49-	132
	1285 TEACHING SUPPLIES	5,288.00	0.00	39.45	3,878.18	1,409.82	73
	1121 AIDES	296,124.00	0.00	114,476.61	321,555.12	25,431.12-	108
	0415 NEW EQUIPMENT	5,500.00	0.00	27.36-	7,495.15	1,995.15-	136
	TOTAL: TEACHING SPECIAL ED:	1,053,716.00	0.00	435,933.44	1,140,565.57	86,849.57-	108
	7228 PSYCHOLOGICAL SERVICES/CH 76						
	1291 SALARY	32,083.00	0.00	13,600.84	32,110.00	27.00-	100
	1294 CONTRACTED SERVICES	4,000.00	0.00	1,950.00	7,860.00	3,860.00-	196
	1295 SUPPLIES/MATERIALS	438.00	0.00	0.00	0.00	438.00	0
	TOTAL: PSYCHOLOGICAL SERVICES/CH 76	36,521.00	0.00	15,550.84	39,970.00	3,449.00-	109
	7330 TRANSPORTATION SPECIAL ED.						
	0224 TRANSPORTATION	156,790.00	0.00	33,892.97	91,366.01	65,423.99	58
	TOTAL: TRANSPORTATION SPECIAL ED.	156,790.00	0.00	33,892.97	91,366.01	65,423.99	58
	7200 SCH.SP.ED.PRGRM/OTHER DIST'S						
	1204 TUITIONS	324,776.00	0.00	109,105.83	316,556.86	8,219.14	97
	TOTAL: SCH.SP.ED.PRGRM/OTHER DIST'S	324,776.00	0.00	109,105.83	316,556.86	8,219.14	97
	TOTAL: GENERAL FUND	20,836,214.10	0.00	5,765,472.51	19,961,995.20	874,218.90	95

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Expenditure Guideline
 FOR THE PERIOD(S) JUL 01, 2000 THROUGH JUN 30, 2001

	ANNUAL revised budget	ENCUMBERED	ACT QTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
25 WATER ENTERPRISE FUND						
5450 WATER DEPARTMENT						
1100 SALARIES	178,227.00	0.00	46,952.77	168,028.41	10,198.59	94
2030 PURCHASE OF WATER	7,900.00	0.00	387.87	1,805.82	6,094.18	22
3060 ENGINEERING SERVICES	25,652.00	0.00	0.00	25,006.32	645.68	97
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	78,816.00	0.00	4,896.50	57,246.47	21,569.53	72
4011 EXPENSES ENC.	9,007.99	0.00	0.00	9,007.99	0.00	100
4050 INDIRECT COSTS	68,966.00	0.00	1,541.90	59,378.11	9,587.89	86
4300 PROJECTS (BUDGET)	32,500.00	0.00	0.00	21,209.38	11,290.62	65
4800 FUEL AND UTILITIES	34,925.00	0.00	8,766.45	27,740.20	7,184.80	79
4801 FUEL/UTILITIES ENC.	3,839.66	0.00	0.00	3,775.74	63.92	98
8292 ART 11/TM98 WTR SOURCE-ENGIN	30,000.00	0.00	0.00	0.00	30,000.00	0
8560 SPRUCE RD.PUMP ST. #34 94ATH	139,890.32	0.00	34,355.00	61,930.96	77,959.36	44
8561 SCHOOL ST.WATER MAIN#35 94TH	35,242.96	0.00	35,242.96-	0.00	35,242.96	0
8602 RCKW'D RD NOV96 ART5(363500)	11,419.24	0.00	3,007.18	3,007.18	8,412.06	26
8607 PUMP STN/WTR TANK IMP 01-05	73,350.00	0.00	1,500.00	73,103.00	247.00	99
8609 GOLD ST WELL LAND PURC 01-07	66,200.00	0.00	0.00	0.00	66,200.00	0
8724 ART21 TM95 MILL RVR ENG/P.S.	17,259.86	0.00	0.00	6,124.06	11,135.80	35
8745 WTR MAIN UNION,NORTH,KING 97	21,254.83	0.00	0.00	0.00	21,254.83	0
8754 FY00 ART8 GOLD ST WELL PURCH	13,007.30	0.00	0.00	100.00	12,907.30	0
TOTAL: WATER DEPARTMENT	896,783.41	0.00	66,164.71	517,463.64	379,319.77	57
5460 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	117,915.00	117,915.00	117,915.00-	9999
9732 VALVES	0.00	0.00	11,400.00	11,400.00	11,400.00-	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	11,884.00	11,884.00	11,884.00-	9999
9751 SERVICE LATERALS	0.00	0.00	22,744.00	22,744.00	22,744.00-	9999
9752 METERS	0.00	0.00	6,372.00	6,372.00	6,372.00-	9999
9760 HYDRANTS	0.00	0.00	15,589.00	15,589.00	15,589.00-	9999
9770 VEHICLES	0.00	0.00	1,562.00	1,562.00	1,562.00-	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	207,366.00	207,366.00	207,366.00-	9999
5959 SPECIAL REVOLVING FUND						
2033 CROSS CONNECTION CONTROL REV	3,328.00	0.00	2,700.00	3,180.00	148.00	95
TOTAL: SPECIAL REVOLVING FUND	3,328.00	0.00	2,700.00	3,180.00	148.00	95
TOTAL: WATER ENTERPRISE FUND	900,111.41	0.00	276,230.71	728,009.64	172,101.77	80

CAPITAL OUTLAY COMMITTEE ANNUAL REPORT

The Capital Outlay Committee was a newly formed committee in 2001. Throughout the year, we focused on starting to build a multi-year capital plan for the Town of Norfolk. An initial focus for the committee was to further educate the town citizens regarding capital budgeting and the outlook for the next several years. This was accomplished through presentations at each of the town meetings during 2001.

Since the fall town meeting, the committee has been focused on implementing a more structured process and specific criteria for all future capital building projects. By having predefined criteria to evaluate each of the projects facing the town this will enable our committee to make more educated recommendations on which should proceed as well as provide more details on the anticipated project costs and timing of the projects.

The committee consists of Norm Gentry, Ed Melanson, Terri Monjar, and Nancy Seitz. Jack McFeeley is our liaison to the Board of Selectmen. Prior members included Kim Williams and Bill Sharkey.

In 2002, the committee will focus on prioritizing the annual capital requests, implementing the new capital project request process and criteria, and continuing to formulate a multiyear capital plan.

BOARD OF ASSESSORS ANNUAL REPORT

2001 was an exciting year for the Board of Assessors. The year's top event was the implementation of the Community Preservation Act for Fiscal Year 2002. The Board of Assessors would like to thank the Chief Assessor, Debbie Robbins and Customized Data Services, Inc. for completing this new special assessment in a timely manner. The office is also excited about finally being able to post its values on the official town web site. Please visit the site at (<http://town.Norfolk.ma.us>).

Mrs. Donna L. Putt was elected as Chairman with Mrs. Patricia J. Salamone 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 their 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

For the year ending December 31, 2001

Total amounts to be raised:

Total appropriations to be raised by taxation	\$21,569,262.72
Total appropriations to be taken from available funds	653,320.00
Total educational offsets	27,508.00

Fiscal 2001

County Assessments:

County Tax:

\$52,158.00

52,158.00

State Assessments:

Mass Bay Transportation

\$224,152.00

Air Pollution Control Dist.

2,567.00

Met Area Planning Council

2,304.00

Mosquito Control Project

18,685.00

Total

Overlay of Current Year

\$79,873.55

247,708.00

Total Amount to be raised

\$22,029,700.97

Estimated Receipts and other Revenue Sources:

2001 Fiscal Year Receipts as certified on Cherry Street

\$4,881,047.00

Motor Vehicle & Trailer Excise

1,063,752.00

Licenses & Permits

206,894.00

Fines & Forfeits

22,399.00

Penalties & Interest on

Taxes & Excise

101,252.00

Charges for service – water

\$52,866.00

Other Charges for Services

-0-

Charges for Services –

Trash Disposal

240,397.00

Fees

26,400.00

Rentals

-0-

Other Departmental Revenue

43,245.00

Investment Income

238,590.00

In Lieu of Tax Payments

8,205.00

Refunds & Reimbursements

-0-

Total:

6,885,047.00

Amount to be taken from available funds
For particular purposes and to reduce
The Tax Rate

-0-

Total Estimated Receipts and Available Funds

9,023,407.00

Net amount to be raised by Taxation on Property

13,006,293.97

Total Receipts from all Sources

22,029,700.97

REAL ESTATE ASSESSMENTS AND ABATEMENTS

YEAR	NO. OF DWELLINGS	TOTAL VALUATION	TOTAL EXEMPTIONS GRANTED VETERANS	TOTAL EXEMPTIONS GRANTED CLAUSE 37A, 17D, 18 41A & 41C	TOTAL ABATEMENTS PROCESSED
2001	2827	832,129,015	54	21	34
2000	2798	801,451,400	56	20	37
1999	2756	641,174,600	56	22	21
1998	2701	594,297,600	58	23	51
1997	2704	594,221,800	57	20	16
1996	2659	537,368,800	61	20	29
1995	2631*	507,492,700	59	26	48
1994	2726	542,210,900	57	35	47
1993	2619	540,154,100	57	33	72
1992	2548	529,677,990	57	33	70
1991	2424	519,317,777	61	31	48

* Decrease of dwellings due to re-classification of vacant land.

MOTOR VEHICLE ASSESSMENT AND ABATEMENTS

YEARS	NO. OF EXCISE BILLS	MOTOR VEHICLE EXCISE TAX MONEY COMMITTED	TOTAL ABATEMENTS PROCESSED	TOTAL AMOUNT ABATED	COMMERCIAL VALUE OF VEHICLES
2001	9504	1,150,222.87	466	45,701.70	46,008,910
2000	9709	1,119,163.66	407	49,263.99	44,766,540
1999	9177	992,003.07	492	30,897.65	39,680,120
1998	8849	917,003.88	428	35,734.96	36,680,160
1997	8655	839,485.12	602	40,891.41	33,579,400
1996	8688	776,163.48	433	37,027.65	31,046,520
1995	8775	750,292.63	598	40,166.77	30,011,720
1994	8458	697,827.98	602	35,306.92	27,913,119
1993	8394	617,048.77	569	34,041.43	24,683,951
1992	8012	549,355.76	356	20,873.14	24,721,360
1991	7951	598,036.22	350	14,729.43	25,321,045

Total Valuation:

Real Estate

Personal Property

\$898,300,500

9,960,252

Total

\$908,260,752

Fiscal Year 2002 Tax Rate per Thousand:

Total: \$14.32

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, 3, and 4 to assemble in the designated polling places in the H. Olive Day School, 232 Main Street, Norfolk, Massachusetts, on Tuesday, May 7, 2002 at 7:00 a.m., for the election of town officers under ARTICLE 1, of the Annual Town Meeting; and thence to meet on **Tuesday, May 14, 2002, at 7:30 p.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: One Moderator for a one year term; one Town Clerk for a three 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 Library Trustee for a three year term; one Water Commissioner for a three year term; two Planning Board members, each for a three year term; two Recreation Commission members, each for a three year term; one Housing Authority member for a five year term; two Norfolk School Committee members, each for a three year term; one King Philip Regional School Committee member for a three year term; and two Constables, each for a three year term.

ARTICLE 2

Submitted by Board of Selectmen

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by 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, 2002; or take any other action relative thereto. (Operating Budget)

ARTICLE 3

Submitted by Water Commissioners

To see what sum of money the Town will vote to transfer from Water Department revenue to fund Water Department maintenance and operating expenses; or take any other action relative thereto.

ARTICLE 4

Submitted by Board of Selectmen

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 to fund capital and other expense items; or take any other action relative thereto. (Capital Budget)

ARTICLE 5

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to pay unpaid bills of a prior year pursuant to Massachusetts General Laws Chapter 44, Section 64; or take any other action relative thereto.

ARTICLE 6

Submitted by Board of Selectmen

To see if the Town will vote to raise and appropriate or 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, 2002; or take any other action relative thereto.

ARTICLE 7

Submitted by Board of Selectmen

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.

ARTICLE 8

Submitted by Board of Selectmen

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, to reauthorize the following revolving funds for Fiscal Year 2003 at the limits set forth below:

(1) the revolving fund for the purpose of paying expenses related to the collection of parking ticket violations; said fund to be credited with parking ticket receipts and expended under the direction of the Board of Selectmen (limit \$1,000);

(2) 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 (limit: \$20,000);

(3) a revolving fund for the purpose of paying the expenses of Recreational Field Maintenance, including materials, replacement and rental of equipment and contract labor; said fund to be credited with receipt of fees charged for this service under the authority and direction of the Recreation Commission (limit: \$50,000.);

(4) the Conservation Land Management Revolving Fund, said fund to be credited with the proceeds of forest management contracts and expended under the direction of the Conservation Commission to develop and oversee management activities and projects on town-owned conservation land (limit \$5000);

(5) a revolving fund, from which to receive wetland hearing application fees and expended under the direction of the Conservation Commission for payment of legal advertisement for such hearings (limit: \$5000);

(6) a revolving fund for receipt of subdivision performance inspection fees, as they may be established by the Planning Board, with the authorization of the Planning Board to expend funds in the account for services related to the inspection and approval of subdivisions (limit: \$40,000);

(7) a 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, (limit \$40,000);

(8) a 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, (limit \$500,000); and

(9) a revolving fund for receipt of funds required by the Planning Board relative to the cleaning and maintenance of unaccepted subdivision roadways and drainage structures as may be required by the Planning Board for subdivision approvals (limit: \$50,000); or take any other action relative thereto.

ARTICLE 9

Submitted by Water Commissioners

To see if the Town will vote to authorize the use of a revolving fund, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 for the purpose of a Department of Environmental Protection Cross Connection Control Program, said revolving fund shall be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners, such expenditures not to exceed \$5,000 and to see what sum of money the Town will appropriate from available funds to establish the revolving fund; or take any other action relative thereto.

ARTICLE 10

Submitted by Board of Selectmen

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 11

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 agency thereof, and will not obligate any resident of the Town of Norfolk without a town meeting; or take any other action relative thereto.

ARTICLE 12

Submitted by Board of Selectmen

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 relative thereto.

ARTICLE 13

Submitted by Board of Selectmen

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate a sum of money not to exceed 5% of the annual revenues in the Community Preservation fund for the purpose of creating an administrative and operating budget for the Community Preservation Committee; or take any other action relative thereto.

ARTICLE 14

Submitted by Board of Selectmen

To see if the Town will set aside for spending, monies collected for the Community Preservation Act along with the state share of such monies in the proportions: 10 percent for open space, 10 percent for historic preservation and 10 percent for community housing; or to take any other actions thereof.

ARTICLE 15

Submitted by the Advisory Board

To see if the Town will vote to amend the Community Preservation Act by changing the Town contribution Tax Surcharge; or take any other action relative thereto.

ARTICLE 16

Submitted by Highway Department

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 or reconstruction of public 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 17

Submitted by Petition

That each year the advisory board will include with its recommendations for the annual town meeting a list of all the current tax overrides that the voters have approved. The list should show amount, duration and impact per \$1,000 assessment; or take any other action relative thereto.

ARTICLE 18

Submitted by Petition

To see if the Town will approve an amendment to the Zoning Bylaw and Map Section F.13 Wireless Communications Facility (s) to establish Wireless Communication Overlay District -4. This district shall include the land located west of 100 Pond Street and known as Map-19 Block-69 Lot-43. However, wireless communications facilities within the underlying district, other than appurtenant ground equipment, shall be placed on or within existing radio signal transmission towers only.

ARTICLE 19

Submitted by the Personnel Board

To see if the Town will vote to amend the Norfolk Personnel Bylaws by deleting in its entirety Section IX, Subsection C. CLASSIFICATION SCHEDULE and replacing it with a new Section IX, Subsection C. GRADE SCHEDULE, as follows:

- IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN
 - C. GRADE SCHEDULE

Grade 1 Library Page

Grade 2 Clerk, Fire Department
Clerk, Conservation Commission
Clerk, Zoning Board
Clerk, Planning Board
Clerk, Town Clerk's Office
Clerk, Water Department
Meter Reader, Water Department
Accounts Payable Clerk, Finance Department

Grade 3 Library Associate
Library Associate – School
Custodian
Clerk, Highway Department
Clerk, Town Administrator

Grade 4 Council on Aging Assistant
Records Assistant, Police Department
Assessing Technician
Library/Teacher Associate
Recreation Assistant
Driver, Council on Aging

Grade 5 Personnel Board Assistant
Building Department Assistant
Revenue Collector, Water Department
Maintenance Technician, Building Department
Advisory Board Assistant
Board of Health Assistant
Senior Library Associate
Dispatcher
Permanent Building Committee Assistant
Data Collector, Assessors Department
Animal Inspector

Grade 6 Outreach Worker, Council on Aging
Planning Board Administrative Assistant
Assistant Town Collector
Assistant Town Treasurer
Veterans' Agent
Zoning Board Administrative Assistant
Conservation Commission Administrative Assistant
Water Department Administrative Assistant

Grade 7 Assistant Wiring Inspector
Animal Control Officer
Gas Inspector/Assistant Plumbing Inspector
Plumbing Inspector/Assistant Gas Inspector
Wiring Inspector
Maintenance Operator, Water Department
Children's Services Librarian
Reference Librarian
Technical Services Librarian
Literacy Coordinator
Assistant Town Accountant
Executive Assistant, Highway Department

Local Inspector, Building Department
Grade 7 Assistant Assessor
Assistant Town Clerk
Executive Assistant, Police Department
Firefighter
Firefighter/EMT

Grade 8 Executive Assistant, Town Administrator
Information Systems Administrator, Library
Children's-Librarian/Media Specialist – School
Highway Foreman

Grade 9 Associate Director of Libraries
Town Treasurer/Collector
Council on Aging Executive Director
Information Technology Coordinator, Town Administrator
Recreation Director
Chief Assessor
Fire Lieutenant

Grade 10 Deputy Fire Chief

Grade 11 Water Superintendent
Building Commissioner
Director of Municipal Finance
Director of Libraries

Grade 12 Highway Superintendent
Fire Chief

Grade 13 Town Administrator

or take any other action relative thereto.

ARTICLE 20

Submitted by the Personnel Board

To see if the Town will vote to amend the Norfolk Personnel Bylaws by adding to Section IX, a new Subsection D. FLSA EXEMPT POSITIONS, as follows:

D. FLSA EXEMPT POSITIONS

The following positions are considered to be EXEMPT under the FLSA, as defined in the Code of Federal Regulations, Title 5, Section 551.

Grade 8 Children's Librarian/Media Specialist – School

Grade 9 Associate Director of Libraries
Town Treasurer/Collector
Council on Aging Executive Director
Information Technology Coordinator
Recreation Director
Chief Assessor

Grade 11 Water Superintendent
Building Commissioner
Director of Municipal Finance
Director of Libraries

**Grade 12 Highway Superintendent
Fire Chief**

Grade 13 Town Administrator

or take any other action relative thereto.

ARTICLE 21

Submitted by the Personnel Board

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to implement the new Compensation Schedule as follows:

Employees will remain on Schedule "A" until their Salary Anniversary Date occurs during FY 2003.

On an employee's Salary Anniversary Date, he/she will be placed on Schedule "B-1" at the designated Pay Grade of his/her position and at a Step which is the next highest rate of pay above his/her rate of pay in effect prior to the Salary Anniversary Date.

Then, on said Salary Anniversary Date, the employee will be placed on Schedule "B-2" in accordance with the Pay Grade and Step established on Schedule "B-1".

An employee whose rate of pay on Schedule "A" exceeds the designated Pay Grade maximum rate on Schedule "B-2" will receive a lump sum bonus equal to 1.5% of his/her annualized salary on Schedule "A", on his/her Salary Anniversary Date.

Should an employee who is placed at the maximum step of his/her position's designated Pay Grade realize less than a 1.5% increase in rate of pay, then a partial lump sum bonus equal to the difference between the percentage increase realized and 1.5% will be conferred on the employee's Salary Anniversary Date.

The positions of Animal Inspector, Animal Control Officer, Veterans' Agent, Gas Inspector/Assistant Plumbing Inspector, Plumbing Inspector/Assistant Gas Inspector, and Assistant Wiring Inspector will remain compensated by stipend arrangements.

(See attachments Schedule "A", Schedule "B-1" and Schedule "B-2")

or take any other action relative thereto:

**SCHEDULE A
COMPENSATION SCHEDULE**

MANAGEMENT

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
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

ADMINISTRATIVE/CLERICAL

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
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

TECHNICAL/PROFESSIONAL

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
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

Town of Norfolk
Grades

Compensation Schedule

Schedule B-1

	Step											
1	2	3	4	5	6	7	8	9	10	11	12	
1	6.96	7.13	7.31	7.49	7.68	7.87	8.07	8.27	8.48	8.69	8.91	9.13
2	12.10	12.40	12.71	13.03	13.36	13.69	14.03	14.39	14.74	15.11	15.49	15.88
3	12.21	12.51	12.82	13.14	13.47	13.81	14.15	14.51	14.87	15.24	15.62	16.01
4	12.52	12.84	13.16	13.49	13.83	14.17	14.52	14.89	15.26	15.64	16.03	16.43
5	13.26	13.60	13.94	14.28	14.64	15.01	15.38	15.77	16.16	16.57	16.98	17.40
6	14.02	14.37	14.73	15.10	15.48	15.86	16.26	16.67	17.08	17.51	17.95	18.40
7	15.26	15.64	16.03	16.43	16.84	17.26	17.69	18.14	18.59	19.05	19.53	20.02
8	19.99	20.49	21.00	21.53	22.07	22.62	23.19	23.76	24.36	24.97	25.59	26.23
9	20.59	21.11	21.63	22.18	22.73	23.30	23.88	24.48	25.09	25.72	26.36	27.02
10	21.21	21.74	22.28	22.84	23.41	24.00	24.60	25.21	25.84	26.49	27.15	27.83
11	23.04	23.61	24.20	24.81	25.43	26.07	26.72	27.39	28.07	28.77	29.49	30.23
12	26.51	27.17	27.85	28.55	29.26	29.99	30.74	31.51	32.30	33.10	33.93	34.78
13	33.52	34.36	35.21	36.09	37.00	37.92	38.87	39.84	40.84	41.86	42.91	43.98
	1	2	3	4	5	6	7	8	9	10	11	12
1	14,472.18	14,833.98	15,204.83	15,584.95	15,974.58	16,373.94	16,783.29	17,202.87	17,632.94	18,073.77	18,525.61	18,988.75
2	25,171.93	25,801.22	26,446.25	27,107.41	27,785.10	28,479.72	29,191.72	29,921.51	30,669.55	31,436.29	32,222.19	33,027.75
3	25,386.86	26,021.53	26,672.07	27,338.87	28,022.34	28,722.90	29,440.97	30,177.00	30,931.42	31,704.71	32,497.33	33,309.76
4	26,051.67	26,702.96	27,370.54	28,054.80	28,756.17	29,475.08	30,211.95	30,967.25	31,741.43	32,534.97	33,348.34	34,182.05
5	27,590.44	28,280.20	28,987.20	29,711.89	30,454.68	31,216.05	31,996.45	32,796.36	33,616.27	34,456.68	35,318.09	36,201.05
6	29,165.91	29,895.06	30,642.44	31,408.50	32,193.71	32,998.55	33,823.52	34,669.10	35,535.83	36,424.23	37,334.83	38,268.20
7	31,734.32	32,527.67	33,340.87	34,174.39	35,028.75	35,904.47	36,802.08	37,722.13	38,665.18	39,631.81	40,622.61	41,638.17
8	41,584.72	42,624.33	43,689.94	44,782.19	45,901.75	47,049.29	48,225.52	49,431.16	50,666.94	51,933.61	53,231.95	54,562.75
9	42,832.26	43,903.06	45,000.64	46,125.66	47,278.80	48,460.77	49,672.29	50,914.10	52,186.95	53,491.62	54,828.91	56,199.63
10	44,117.23	45,220.16	46,350.66	47,509.43	48,697.16	49,914.59	51,162.46	52,441.52	53,752.56	55,096.37	56,473.78	57,885.62
11	47,919.75	49,117.75	50,345.69	51,604.33	52,894.44	54,216.80	55,572.22	56,961.53	58,385.56	59,845.20	61,341.33	62,874.87
12	55,135.48	56,513.87	57,926.71	59,374.88	60,859.25	62,380.73	63,940.25	65,538.76	67,177.23	68,856.66	70,578.07	72,342.53
13	69,716.86	71,459.78	73,246.27	75,077.43	76,954.37	78,878.22	80,850.18	82,871.43	84,943.22	87,066.80	89,243.47	91,474.56

Town of Norfolk
Grades

Compensation Schedule

Schedule B-2

	Step											
	1	2	3	4	5	6	7	8	9	10	11	12
1	7.06	7.24	7.42	7.61	7.80	7.99	8.19	8.39	8.60	8.82	9.04	9.27
2	12.28	12.59	12.91	13.23	13.56	13.90	14.24	14.60	14.97	15.34	15.72	16.12
3	12.39	12.70	13.02	13.34	13.67	14.02	14.37	14.73	15.09	15.47	15.86	16.25
4	12.71	13.03	13.36	13.69	14.03	14.38	14.74	15.11	15.49	15.88	16.27	16.68
5	13.46	13.80	14.15	14.50	14.86	15.23	15.61	16.00	16.40	16.81	17.23	17.67
6	14.23	14.59	14.95	15.33	15.71	16.10	16.51	16.92	17.34	17.77	18.22	18.67
7	15.49	15.87	16.27	16.68	17.09	17.52	17.96	18.41	18.87	19.34	19.82	20.32
8	20.29	20.80	21.32	21.85	22.40	22.96	23.53	24.12	24.72	25.34	25.98	26.63
9	20.90	21.42	21.96	22.51	23.07	23.65	24.24	24.85	25.47	26.10	26.76	27.42
10	21.53	22.07	22.62	23.18	23.76	24.36	24.97	25.59	26.23	26.89	27.56	28.25
11	23.38	23.97	24.57	25.18	25.81	26.46	27.12	27.80	28.49	29.20	29.93	30.68
12	26.91	27.58	28.27	28.97	29.70	30.44	31.20	31.98	32.78	33.60	34.44	35.30
13	34.02	34.87	35.74	36.64	37.55	38.49	39.45	40.44	41.45	42.49	43.55	44.64
	1	2	3	4	5	6	7	8	9	10	11	12
1	14,689.26	15,056.49	15,432.90	15,818.73	16,214.20	16,619.55	17,035.04	17,460.91	17,897.44	18,344.87	18,803.50	19,273.58
2	25,549.50	26,188.24	26,842.95	27,514.02	28,201.87	28,906.92	29,629.59	30,370.33	31,129.59	31,907.83	32,705.53	33,523.16
3	25,767.66	26,411.85	27,072.15	27,748.95	28,442.68	29,153.74	29,882.59	30,629.65	31,395.39	32,180.28	32,984.79	33,809.41
4	26,442.45	27,103.51	27,781.10	28,475.62	29,187.51	29,917.20	30,665.13	31,431.76	32,217.55	33,022.99	33,848.57	34,694.78
5	28,004.30	28,704.40	29,422.01	30,157.56	30,911.50	31,684.29	32,476.40	33,288.31	34,120.51	34,973.53	35,847.87	36,744.06
6	29,603.40	30,343.49	31,102.07	31,879.62	32,676.62	33,493.53	34,330.87	35,189.14	36,068.87	36,970.59	37,894.86	38,842.23
7	32,210.33	33,015.59	33,840.98	34,687.00	35,554.18	36,443.03	37,354.11	38,287.96	39,245.16	40,226.29	41,231.95	42,262.75
8	42,208.49	43,263.70	44,345.29	45,453.92	46,590.27	47,755.03	48,948.91	50,172.63	51,426.94	52,712.62	54,030.43	55,381.19
9	43,474.74	44,561.61	45,675.65	46,817.54	47,987.98	49,187.68	50,417.37	51,677.81	52,969.75	54,294.00	55,651.35	57,042.63
10	44,778.98	45,898.46	47,045.92	48,222.07	49,427.62	50,663.31	51,929.89	53,228.14	54,558.84	55,922.82	57,320.89	58,753.91
11	48,638.55	49,854.51	51,100.87	52,378.40	53,687.86	55,030.05	56,405.80	57,815.95	59,261.35	60,742.88	62,261.45	63,817.99
12	55,962.51	57,361.57	58,795.61	60,265.50	61,772.14	63,316.44	64,899.36	66,521.84	68,184.89	69,889.51	71,636.75	73,427.66
13	70,762.61	72,531.68	74,344.97	76,203.59	78,108.68	80,061.40	82,062.93	84,114.51	86,217.37	88,372.80	90,582.12	92,846.68

ARTICLE 22

Submitted by the Personnel Board

To see if the Town will vote to amend the Norfolk Personnel Bylaws by deleting Section X in its entirety and replacing it with a new Section X as follows:

X. COMPENSATION PLAN

A. COMPENSATION SCHEDULE

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

**TOWN OF NORFOLK
COMPENSATION SCHEDULE
(See Schedule B-2)**

B. STEP INCREASES

July 1, 2002 shall be the effective date of the Compensation Schedule. There will be twelve (12) steps in each Pay Grade of this schedule. Steps are to be computed annually on an approved compensation schedule.

Step Increases take effect on an employee's Salary Anniversary Date. All employees are to be hired at the minimum step (exceptions are described in Section VI).

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

Once an employee reaches the maximum step in his/her position's designated Pay Grade, the employee will subsequently receive the applicable rate in effect for such step on his/her Salary Anniversary Date.

An employee, whose rate of pay exceeds his/her position's designated Pay Grade maximum rate in years subsequent to FY2003, will receive a lump sum bonus on his/her Salary Anniversary Date equal to the Compensation Schedule adjustment granted for that Fiscal Year; or take any other action relative thereto.

ARTICLE 23

Submitted by the Personnel Board

To see if the Town will vote to amend the Norfolk Personnel Bylaws by deleting in its entirety Section VI, Subsection B. HIRING NEW EMPLOYEES and replacing it with a new Section VI, Subsection B. HIRING NEW EMPLOYEES, as follows:

VI. NEW PERSONNEL

HIRING NEW EMPLOYEES

All new employees are to be hired at Step 1. If the applicant is found to possess an experience level or other qualifications that exceed the minimum requirements of the position, the hiring supervisor may request approval for a higher initial Step by presenting facts to the Personnel Board to support their request; or take any other action relative thereto.

ARTICLE 24

Submitted by the Personnel Board

To see if the Town will vote to amend the Norfolk Personnel Bylaws by deleting in its entirety Section XIII, Subsection 6.0 EVALUATORS and replacing it with a new Section XIII, Subsection 6.0 EVALUATORS to read as follows:

XIII. PERFORMANCE APPRAISAL PROGRAM

6

EVALUATORS

SECONDARY

POSITION	EVALUATOR	EVALUATOR
Advisory Board Assistant	Advisory Board	Not Required
Board of Health Assistant Assistant Wiring Inspector	Board of Health Building Commissioner	Not Required Town Administrator
Building Assistant	Building Commissioner	Town Administrator
Building Commissioner Custodian	Town Administrator Building Commissioner	Board of Selectmen Town Administrator
Maintenance Technician, Building Department	Building Commissioner	Town Administrator
Gas Inspector/ Assistant Plumbing Inspector	Building Commissioner	Town Administrator
Plumbing Inspector/ Assistant Gas Inspector	Building Commissioner	Town Administrator
Local Inspector, Building Department	Building Commissioner	Town Administrator
Wiring Inspector	Building Commissioner	Town Administrator
Clerk, Conservation Commission	Conservation Commission Administrative Assistant	Conservation Commission
Conservation Commission Administrative Assistant	Conservation Commission	Town Administrator
Council on Aging Assistant	Council on Aging Executive Director	Council on Aging
Driver, Council on Aging	Council on Aging Executive Director	Council on Aging
Council on Aging Executive Director	Town Administrator	Council on Aging
Outreach Worker, Council on Aging	Council on Aging Executive Director	Council on Aging
Accounts Payable Clerk, Finance Department	Assistant Town Accountant	Director of Finance Municipal Finance
Director of Municipal Finance	Town Administrator	Board of Selectmen

<u>POSITION</u>	<u>EVALUATOR</u>	<u>EVALUATOR</u>
Assessing Technician	Chief Assessor	Board of Assessors/ Director of Municipal Finance
Assistant Assessor	Chief Assessor	Board of Assessors/Director of Municipal Finance
Director of Chief Assessor	Municipal Finance	Board of Assessors
Data Collector, Assessors Department	Chief Assessor	Board of Assessors/ Director of Municipal Finance
Assistant Town Collector	Town Treasurer/Collector	Director of Municipal Finance
Assistant Town Treasurer	Town Treasurer/Collector	Director of Municipal Finance
Town Treasurer/Collector	Director of Municipal Finance	Town Administrator
Clerk, Fire Department	Fire Chief	Town Administrator
Deputy Fire Chief	Fire Chief	Town Administrator
Fire Chief	Town Administrator	Board of Selectmen
Executive Assistant, Highway Department	Highway Superintendent	Town Administrator
Clerk, Highway Department	Executive Assistant, Highway Department	Highway Superintendent
Highway Foreman	Highway Superintendent	Town Administrator
Highway Superintendent	Town Administrator	Board of Selectmen
Associate Director Of Libraries	Director of Libraries	Library Trustees
Children's Librarian/ Media Specialist – School	Director of Libraries	Library Trustees
Children's Services Librarian	Director of Libraries	Library Trustees
Information Systems Administrator, Library	Director of Libraries	Library Trustees
Library Associate – School	Children's Librarian Media Specialist--School	Director of Libraries

<u>POSITION</u>	<u>EVALUATOR</u>	<u>EVALUATOR</u>
Library Associate	Associate Director of Libraries	Director of Libraries
Director of Libraries	Library Trustees	Not Required
Library Page	Associate Director of Libraries	Director of Libraries
Library/Teacher Associate	Director of Libraries	Library Trustees
Literacy Coordinator	Director of Libraries	Library Trustees
Reference Librarian	Director of Libraries	Library Trustees
Senior Library Associate	Associate Director of Libraries	Director of Libraries
Technical Services Librarian	Director of Libraries	Library Trustees
Permanent Building Committee Assistant	Permanent Building Committee	Town Administrator
Personnel Board Assistant	Personnel Board	Not Required
Clerk, Planning Board	Planning Board Administrative Assistant	Planning Board
Planning Board Administrative Assistant	Planning Board	Not Required
Animal Control Officer	Police Chief	Town Administrator
Animal Inspector	Police Chief	Town Administrator
Executive Assistant, Police Department	Police Chief	Town Administrator
Dispatcher	Police Chief	Town Administrator
Records Assistant, Police Department	Executive Assistant, Police Department	Police Chief
Recreation Assistant	Recreation Director	Recreation Commission
Recreation Director	Recreation Commission	Not Required
Clerk, Town Administrator	Executive Assistant, Town Administrator	Town Administrator
Executive Assistant, Town Administrator	Town Administrator	Board of Selectmen
Town Administrator	Board of Selectmen	Not Required

<u>POSITION</u>	<u>EVALUATOR</u>	<u>EVALUATOR</u>
Information Technology Coordinator, Town Administrator	Town Administrator	Board of Selectmen
Assistant Town Clerk	Town Clerk	Town Administrator
Clerk, Town Clerk's Office	Assistant Town Clerk	Town Clerk
Veterans' Agent	Town Administrator	Board of Selectmen
Maintenance Operator, Water Department	Water Superintendent	Board of Water Commissioners
Meter Reader, Water Department	Water Department Administrative Assistant	Water Superintendent
Revenue Collector, Water Department	Water Department Administrative Assistant	Water Superintendent
Water Department Administrative Assistant	Water Superintendent	Board of Water Commissioners
Water Superintendent	Board of Water Commissioners	Not Required
Clerk, Water Department	Water Department Administrative Assistant	Water Superintendent
Clerk, Zoning Board	Zoning Board Administrative Assistant	Zoning Board of Appeals
Zoning Board Administrative Assistant	Zoning Board of Appeals	Town Administrator

or take any other action relative thereto.

ARTICLE 25

Submitted by Highway Department

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase or otherwise, such easement 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 26

Submitted by Highway Department

To see if the Town will vote to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the Massachusetts General Laws and further to accept as a public way, a 699+/- square feet portion of land from 220 Main Street in the B-1 Zoning District, reference Norfolk Assessors Map 14, Block 49, Lot#1, to redesign the intersection of Main and Boardman Streets, as shown on the plan entitled "220 Main Street" drawn by Coler & Colantonio Engineers and Scientists of Norwell, Massachusetts, dated January 16, 2002; or take any other action relative thereto.

ARTICLE 27

Submitted by Highway Department

To see if the Town will vote to authorize the Board of Selectmen to accept grant funds from the Massachusetts Technology Park Corporation in accordance with Massachusetts General Laws, Chapter

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 11th day of April 11, 2002, A.D.

NORFOLK BOARD OF SELECTMEN

John J. McFeeley
John J. McFeeley, Chairman

R. William Perron

R. William Perron, Clerk

Joyce E. Terrio

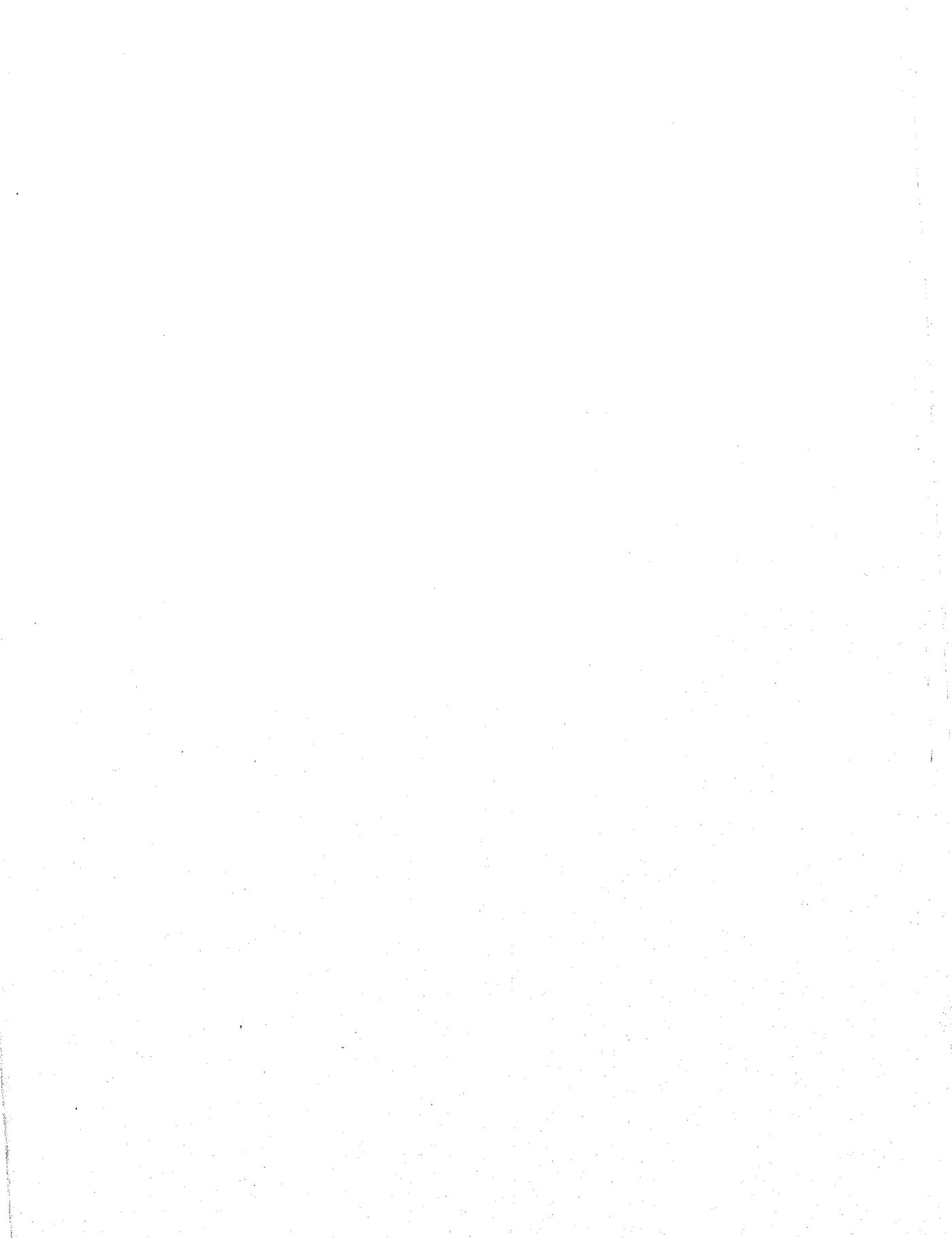
Joyce E. Terrio, Member

A true copy, attest:
Town of Norfolk
Norfolk, ss

By virtue of this Warrant, I have notified and warned the legal voters of the Town of Norfolk aforesaid to meet at the time and place and for the purposes specified in said Warrant, by posting true and attested copies thereof in the Town Hall, and in at least one public place in each of the four precincts, not less than seven (7) days at least before the date of said meeting.

Constable

Date



40J, Section 4E, and to apply or transfer such grant funds to offset fees incurred with the SEMASS Partnership; or take any other action relative thereto.

Submitted by Board of Selectmen

ARTICLE 28

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.

Submitted by Board of Selectmen

ARTICLE 29

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.

Submitted by the Board of Selectmen

ARTICLE 30

To see if the Town will vote to rescind the authority granted to the Board of Selectmen under Articles 12, 13 and 14 at the Town Meeting on June 19, 2001, to borrow \$10,700,000 for the purpose of constructing a municipal golf course; or take any other action relative thereto.

Submitted by the Board of Selectmen

ARTICLE 31

To see if the Town will vote to rescind the borrowing authority granted to the Board of Selectmen at the Town Meeting on November 18, 1997, for the remaining \$257,186.83 of the Union Street water main replacement project; or take any other action relative thereto.

Submitted by the Board of Selectmen

ARTICLE 32

To see if the Town will vote to join the Greater Attleboro-Taunton Regional Transit Authority (GATRA), pursuant to Section 3 of Chapter 161B of the Massachusetts General Laws; or take any other action relative thereto.

Submitted by the Board of Selectmen

ARTICLE 33

To see if the Town will vote to delete Section 30 of Article X of the Town bylaws; or take any other action relative thereto.

Submitted by the Advisory Board

ARTICLE 34

To see if the Town will vote to rescind the action taken under Article 18 voted at the Town Meeting on April 14, 1967, which required the Town Accountant to credit to the Ambulance Fund the fees and charges received for ambulance services; or take any other action relative thereto.

Submitted by Planning Board

ARTICLE 35

To see if the Town will vote to accept a gift of land, or take by eminent domain pursuant to Massachusetts General Laws, Chapter 79 and further to accept as a public way, a portion of Hampton Road, a distance of 621.53 +/- feet from Park Street to Berkshire Street with the utility, sight line, sidewalk, tree planting and drainage easements as laid out by the Board of Selectmen in accordance with the acceptance plan consisting of one sheet (Plan and Profile sheet which is dated December 9, 1998, and revised February 7, 2001, and March 1, 2001) drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass. A copy of the acceptance plans and running descriptions are available for public inspection in the office of the Town Clerk.; or take any other action relative thereto.

Submitted by Planning Board

ARTICLE 36

To see if the Town will vote to accept a gift of land, or take by eminent domain pursuant to Massachusetts General Laws, Chapter 79, and further to accept as a public way, a portion of Berkshire Street, a distance of 700.00 +/- feet from Berkshire Street to Berkshire Street with the utility, sight line, sidewalk, tree planting and drainage easements as laid out by the Board of Selectmen in accordance with the acceptance plan consisting of one sheet (Plan and Profile sheet which is dated December 9, 1998 and

revised February 7, 2001, and March 1, 2001) drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass. A copy of the acceptance plans and running descriptions are available for public inspection in the office of the Town Clerk; or take any other action relative thereto.

Submitted by Fire Chief

ARTICLE 37

To see if the town will vote to raise and appropriate or transfer from Ambulance Fund receipts a sum of money for the purpose of contracting with an outside vendor to process and collect all ambulance fees for the Town of Norfolk Ambulance Service; or take any action relative thereto.

Submitted by Board of Water Commissioners

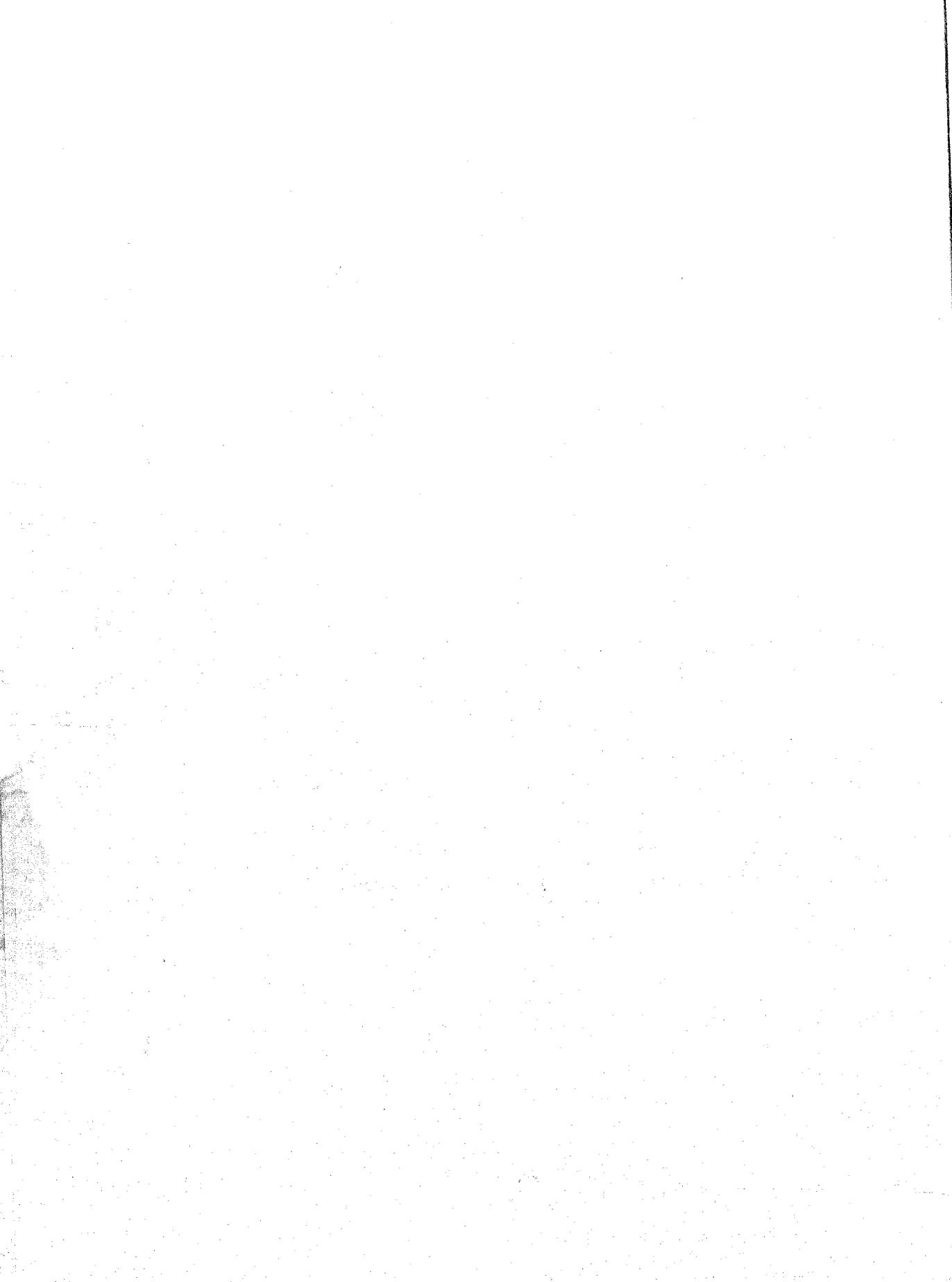
ARTICLE 38

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 those two certain parcels of land formerly owned by Joseph Lorusso, et. al., and shown as parcels 5 and 6, totaling 8.46 +/- acres on a plan of land entitled "Plan of Land in Norfolk, Mass." dated January 9, 2002, revised February 8, 2002, Scale 1" = 80' by Landmark Engineering of New England, Inc., said plan being recorded at the Norfolk County Registry of Deeds in Plan Book 493 as Plan No. 96 of 2002. 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.

Submitted by Board of Selectmen and Water Commissioners

ARTICLE 39

To see if the Town will vote to amend the Zoning Bylaws by adding to Section F.13., a new overlay district as follows: "Wireless Communications Overlay District 4." This district shall include all land within the "off-highway" portion of the C-1 District (Routes 1A/115) west of Route 1A and southwest of Pond Street, and which is located at or above elevation 260 (USGS datum of 1929), and further to amend Section J.7.a.2.B. (Special Permit Uses by Zoning Board of Appeals) by adding the following: Telecommunications and cellular towers consisting of a WIRELESS COMMUNICATIONS FACILITY limited to the Wireless Communications District 4, as provided for in Section F.13; and WIRELESS COMMUNICATIONS FACILITY Equipment Building limited to the Wireless Communications Overlay District 4, as provided in Section F.13. and further to add a new Section C.1.f.4. by adding the following: "C.1.f.4. Wireless Communications Overlay District 4 as indicated on the Zoning Map" and Revise Section C.2.a. by revising the map date to April 2, 2002 so that Section will now read as follows: "C.2.a. districts are located and bounded as shown on a map entitled 'Zoning Map of Norfolk, Massachusetts,' dated April 2, 2002, as most recently amended, and on file in the office of the Town Clerk. The Zoning Map, with all explanatory matter thereon, is hereby made a part of this bylaw"; or take any other action relative thereto.



**TOWN OF NORFOLK
131st ANNUAL REPORT
YEAR ENDING DECEMBER 2001**

OUR TOWN
SETTLED: 1678
INCORPORATED: 1870
POPULATION: 9,132
MCI POPULATION: 1,638
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: 5,537
TAX RATE: \$14.32 per \$1,000
VALUATION: \$908,260,252
PROPERTY CLASSIFICATION: 95% Residential
1% Personal
3% Commercial
1% Industrial
100%
SINGLE FAMILY DWELLINGS: 2,796
FORM OF GOVERNMENT: Open Town Meeting,
Board of Selectmen
PAVED ROAD MILES: 75 miles

AREA HOSPITALS:
Caritas Norwood Hospital, Norwood
Sturdy Memorial Hospital, Attleborough
Milford-Whitinsville Regional Hospital, Milford

CHURCHES:
The Federated Church of Norfolk - Interdenominational
St. Judes - Catholic
Emmanuel - Baptist

LIBRARY: 139 Main Street, 528-3380
HOURS OF OPERATION:
Sunday 1 p.m. - 5 p.m. (Mid Oct. - April)
Monday 2 p.m.-9:00 p.m.
Tuesday 10 a.m.-9:00 p.m.
Wednesday 10 a.m.-9:00 p.m.
Thursday 10 a.m.-9:00 p.m.
Friday Closed
Saturday 10 a.m.-4 p.m.
Saturday 10 a.m.-2:00 p.m. (July & August)

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 \$10.00
Female & male \$15.00
Late Fee After May 1 \$25.00
Please show evidence of current rabies inoculation.

SCHOOLS: H. Olive Day, Pre K-2

Friday 9:00 a.m. to 1:00 p.m. at Town Clerk's office. Special evening sessions for registration of voters held by Registrars preceding elections.

TAX BILLS:

Tax bills are paid quarterly. First payment is due on August first, second payment is due on November first, third payment is due February first, and the fourth payment is due May first or thirty days from mailing of bill, whichever is latest. Motor vehicle excise bills and water bills are due thirty days from date of issue.

Freeman/Centennial, 3-6
King Philip Regional Junior High, 7-8
King Philip Regional Senior High, 9-12
Tri County Vocational Reg. Technical School, 9-12
Norfolk County Agricultural School, 9-12

TRANSPORTATION:
MBTA rail service daily to Boston
One taxi cab company

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
2210 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 312B, Boston, MA 02133
Tel. (617) 722-1555

STATE REPRESENTATIVE:
Scott Brown — Walpole 9th Norfolk District
House Ways and Means Building, Room 237,
Boston, MA 02133
Tel. (617) 722-2800 ext. 8337

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

SHERIFF NORFOLK COUNTY:
Michael G. Bellotti
Tel. (781) 329-3705

DISTRICT ATTORNEY:
Tom Reilly
Tel (413) 784-1240

QUALIFICATIONS FOR REGISTRATION AS VOTERS:
Must be 18 years of age, American born or naturalized.
Registration: Monday through Wednesday 9:00 a.m. to 4:00 p.m., Thursday 9:00 a.m. to 7:00 p.m., and

Town Departments

Accounting Department.....	528-5686
Animal Control	528-3232
Board of Appeals	541-8455
Assessors	528-1120
Town Clerk	528-1400
Tax Collector	520-0058
Conservation Commission	541-8455
Council on Aging	528-4430
Finance Director	528-3152
Fire Department (Information)	528-3207
Board of Health	528-7747
Building Department	528-5088
Highway Department	528-4990
Library	528-3380
Planning Board	528-2961
Police Department (Information)	528-3206
Recreation	520-1315
Schools:	
Superintendent's Office	528-1225
Freeman/Centennial School	528-1266
H. Olive Day	541-5475
King Philip Regional High School	384-1000
King Philip Regional Junior High School	541-7324
Tri-County Reg. Vocational High School	528-5400
Norfolk County Agricultural School	668-0268
Selectmen/Town Administrator	528-1408
Treasurer	541-3323
POLICE/FIRE/AMBULANCE EMERGENCY	9-1-1

NO SCHOOL SIGNALS

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

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

TRANSFER STATION HOURS

TO USE THE RECYCLING/TRANSFER STATION:

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

RECYCLING/TRANSFER STATION HOURS OF OPERATION

Wednesday: Summer hours: 4/2-9/30 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.

