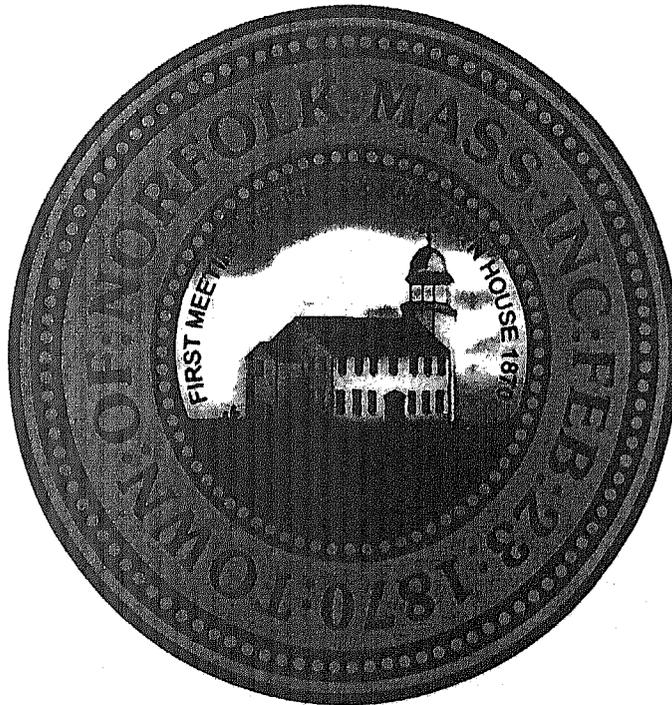


King Philip Regional School - North
Preliminary Artist Conception
Dore and Whittier, Inc.

TOWN OF NORFOLK 133RD ANNUAL REPORT



Year Ending December 2003



IN MEMORIAM



James H. Cribby *
August 1997

Norfolk Fire Department 1945-1971
Norfolk Fire Chief 1971-1980

* omitted from the Norfolk Town Report 1997



IN MEMORIAM

Martin R. Moeckel, III
March 11, 2003

Permanent Building Committee 1984-1994
Council on Aging 1995-2003

Alvin R. Callahan
April 29, 2003

Constable 1952-1955
Regional Refuse Disposal Planning Committee 1972-1977
Norfolk Fire Department 1949-1997

Albert A. Leverone
July 10, 2003

Deputy Director for Civil Defense 1957, 1962-66, 1976-1979, 1982-1985
Director of Civil Defense 1958-1961, 1980
Radio or Communications Study Group 1961-1963
Building, Plumbing, and Electrical Codes Committee 1966
Medical Care and Life Insurance Advisory Committee 1975
Bylaw Study Committee 1978-1980, 1982-1983
Auxiliary Police 1954-1957
Reserve Police Officer 1962-1973
Police Officer 1958-1961, 1974-1983
Detective 1985-1988
Special Police Officer 1989-2003

Spring Leonard
August 30, 2003

Personnel Board 1984-1989

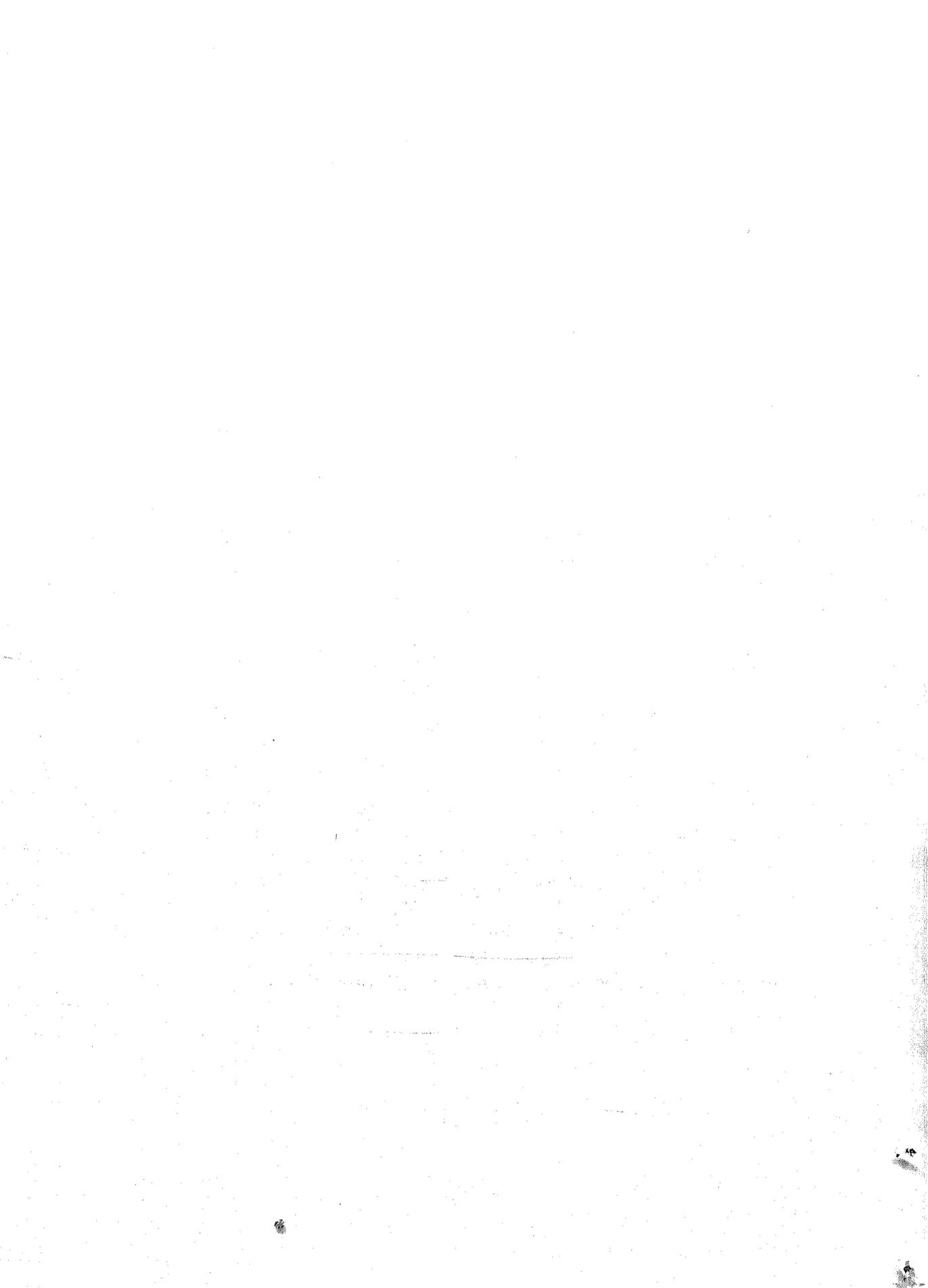
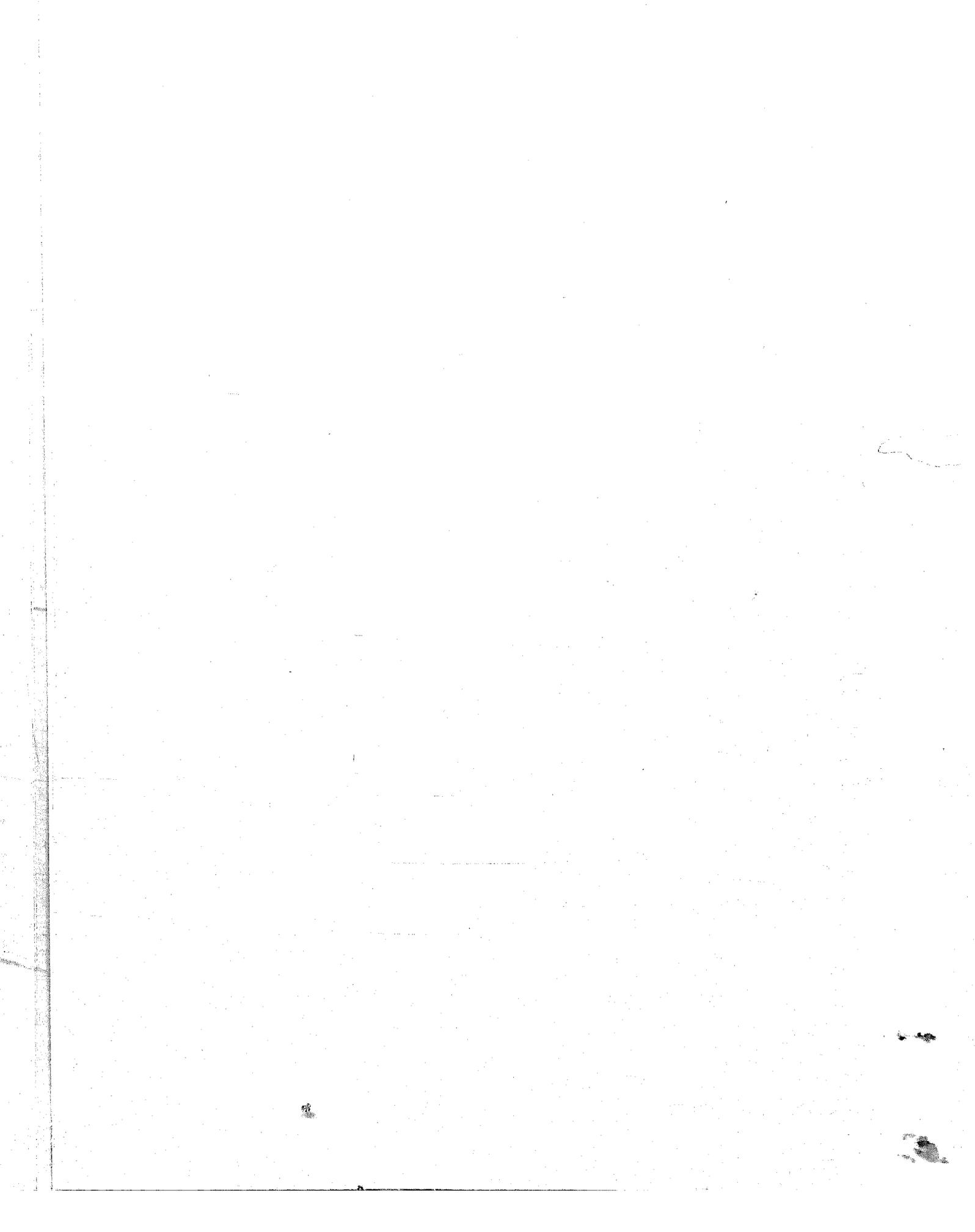


TABLE OF CONTENTS

TOWN OFFICERS, Elected	10
TOWN OFFICERS, Appointed	10
GENERAL GOVERNMENT	
Board of Selectmen	15
Town Clerk	17
Special Town Meeting	18
Annual Town Election	20
Annual Town Meeting	22
Special Election	37
Southeastern Regional Service Group	48
Norfolk County Commissioners	49
Information Technology Coordinator	50
PUBLIC SAFETY	
Police Department	51
Police and Fire Communications	53
Detective Division	53
Animal Control Department	54
Fire Department	55
Emergency Management	57
Building Department	57
Highway Department	58
Transfer Station	59
EDUCATION, LIBRARY, ARTS	
Norfolk Elementary Schools	61
King Philip Regional School	65
Tri-County Regional Vocational Technical School	67
Director of Libraries	71
PLANNING & DEVELOPMENT	
Planning Board	72
Zoning Board of Appeals	73
Metropolitan Area Planning Council	74
Recreation Department	76
Permanent Building Committee	77
Design Review Board	78
Road Safety	78
HUMAN RESOURCES	
Board of Health	80
Walpole Area Visiting Nurse Association, Inc.	81
Norfolk County Mosquito Control Project	82
Council on Aging	83
South Norfolk County Association for Retarded Citizens	83
Historical Commission	85
Housing Authority	85
Department of Veterans Services	86
NATURAL RESOURCES	
Water Department	88
Conservation Commission	89
FINANCES	
Treasurer/Collector	90
Capital Outlay Committee	90
Town Accountant	91
Board of Assessors	101
Annual Town Meeting Warrant 2004	104



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
AFFORDABLE HOUSING COMMITTEE 1 year
Associate member 1 year
ADA COMPLIANCE COMMITTEE 1 year
ARTS COUNCIL 3 years
CAPITAL OUTLAY COMMITTEE 2 years
CEMETERY COMMISSIONER 3 years
CONSERVATION COMMISSION 3 years
COUNCIL ON AGING 3 years
DESIGN REVIEW BOARD 3 years
HISTORICAL COMMISSION 3 years
REGISTRAR OF VOTERS 3 years

NORFOLK COUNTY ADVISORY BOARD 1 year
MIRROR LAKE ADVISORY COMMITTEE 1 year
ROAD SAFETY COMMITTEE 1 year
PERMANENT BUILDING COMMITTEE 3 years
ZONING BYLAW COMMITTEE 1 year
INSURANCE ADVISORY COMMITTEE 1 year
CORRECTIONS ADVISORY 1 year
COMMUNITY PRESERVATION COMMITTEE
2,3 year
ECONOMIC DEVELOPMENT 1 year

Name: _____ Home Phone: _____

Work Phone: _____ E-Mail Address: _____

Home Address: _____

Areas of Interest: _____

Occupation: _____

Experience or Education: _____

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

GENERAL GOVERNMENT

ELECTED OFFICERS

	TERM EXPIRES
MODERATOR	
Frank J. Gross	2004
BOARD OF SELECTMEN	
Joyce E. Terrio	2004
John J. McFeeley	2005
Ramesh H. Advani	2006
TOWN CLERK	
Marie Chiofolo	2005
BOARD OF ASSESSORS	
Donna L. Putt	2004
Patricia J. Salamone	2005
John G. Robbins	2006
BOARD OF HEALTH	
John Lavin	2004
Peter Chipman	2005
Thomas R. Gilbert	2006
LIBRARY TRUSTEES	
Kenneth W. Nelson	2004
Harvey R. Boulay	2005
Frances M. Holman	2006
WATER COMMISSIONERS	
Lawrence Kennedy	2004
Deborah J. Robbins	2005
Donna L. Putt	2006
HOUSING AUTHORITY	
Paul DuBois	2006
Scott Dittrich	2007
Walter Zagieboylo	2008
Thomas J. Collins, Jr.	2008
Robert Shannon	2008
PLANNING BOARD	
Arthur A. Spruch	2004
Francis Fitzpatrick, resigned	2004
Andrea Langhauser, apptd.	2004
Robert E. Nicodemus	2005
Steven G. McClain	2005
David J. LaPointe, resigned	2006

RECREATION COMMISSION

Todd Chisholm	2004
David Pimental	2004
Noelle D. Tonelli	2005
Peter Roe	2005
Gerald Sullivan	2006

NORFOLK SCHOOL COMMITTEE

Maureen Howard	2004
Nina Roe, resigned	2005
Kim Williams	2005
Sally Grant	2005
Edward Piscatelli	2006
Douglas Miller	2006

KING PHILIP REGIONAL SCHOOL COMM.

Beth Gilbert	2005
George T. Cronin, Jr.	2006

CONSTABLES

Paul Terrio	2004
-------------	------

**APPOINTED TOWN
OFFICERS**

MODERATOR APPOINTMENTS

ADVISORY BOARD

Anne Marie Battistone, resigned	2004
Marc V. Waldman	2004
A. Graham Sterling, resigned	2005
Arlie Sterling, appointed	2005
Jonathan P. Smith	2005
James F. Ward	2005
James Tomaszewski	2005
Norman Gentry, resigned	2005

PERSONNEL BOARD

Paul Griffin	2004
David Wildman	2005
Julie Riddler	2005
Lori J. Hurley	2006
Janyce Conklin	2006

BYLAW COMMITTEE

Vida E. Holmes	2004
Robert T. Markel	2004
Donald E. Newhall	2005
Marie Chiofolo	2005
Elinor H. Pearson	2006

**BOARD OF HEALTH
APPOINTMENTS**

BOARD OF HEALTH AGENTS

William R. Dorney 2004
Betsy Fijol 2004
Marie Chiofola 2004
Gail Bernardo 2004
Hilary Penlington 2004
James F. Delaney 2004

SANITARIAN

Mark Oram 2004

**FINANCE DIRECTOR
APPOINTMENTS**

TREASURER/COLLECTOR

Jane Cuniff Lepardo

CHIEF ASSESSOR

Deborah J. Robbins

ASSISTANT TOWN ACCOUNTANT

Julianne Siewko

ASSISTANT TREASURER

Cheryl A. Kelley

**LIBRARY TRUSTEE
APPOINTMENTS**

DIRECTOR OF LIBRARIES

Robin A. Glasser

ASSOCIATE DIRECTOR

Heather Pisani-Kristl

CHILDRENS SERVICE LIBRARIAN

Sarina Bluhm

TECHNICAL SERVICES

Marianne Matulewicz

LIBRARY ASSOCIATES

Ann Asci
Anne Czarnowski
Paricia Slovacek
Carolyn Iacoveillo
Mary Scobbo, resigned
Maureen Gentry
Rosemary O'Koren

SCHOOL LIBRARIANS

Mary Cane
Heather Stalaboin

LIBRARY ASSOCIATES – SCHOOL

Elizabeth Lehan
Kathryn Astley
Bonnie Durand

INFORMATION SYSTEMS ADMINISTRATOR

John Spinney

TOWN CLERK APPOINTMENT

ASSISTANT TOWN CLERK

Gail Bernardo

**BOARD OF SELECTMEN
APPOINTMENTS**

TOWN ADMINISTRATOR

Robert T. Markel

TOWN COUNSEL

George A. Hall, Jr.

**TRI-COUNTY VOCATIONAL TECHNICAL
SCHOOL COMMITTEE**

Adeline Bee

SEALER OF WEIGHTS & MEASURES

Robert Shannon

OFFICER OF VETERAN'S GRAVES

John J. Olivieri

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

Remo R. Vito, Jr.

TREE WARDEN

Remo R. Vito, Jr.

**TOWN ADMINISTRATOR
APPOINTMENTS**

DIRECTOR OF FINANCE – ACCOUNTANT

John Hathaway

GENERAL GOVERNMENT

POLICE DEPARTMENT

CHIEF OF POLICE

Charles H. Stone, Jr.

LIEUTENANT

Jonathan M. Carroll, Sr.

SERGEANTS

Timothy P. Heinz
David R. McConnell
Paul J. Murphy
Robert J. Shannon

REGULAR POLICE OFFICERS

Thomas G. Degnim
David J. Eberle
Leo F. Ethier, Jr., retired
Glen R. Eykel
Susan A. Fornaciari
David J. Holt
Winslow Karlison, III
Stephen K. Plympton
Kevin Roake
Eric S. Van Ness
Alan F. Washkewits

RESERVE POLICE OFFICERS

Joseph Deptula
Louis Droste
Nathan Fletcher
Robert Forsythe
Robert Holst
George LaBonte
Mark Ludwig
Donna M. McGowan
Neil McGrath

POLICE/FIRE COMMUNICATIONS

Terence Gallagher
Stephanie Kosh
Joy Leonard
George Bent, part time
Anne Glickstein, part time
Stephen Hamlin, part time
Donna M. McGowan, part time
Janet M. Poirier, part time
Darrell True, part time
Sarah J. Hill, resigned
Gregory Graves, part time, resigned

SPECIAL POLICE OFFICERS

George Bent
William J. Davis
Terence Gallagher
Anne Glickstein
John W. Holmes

William F. Kelley
Stephanie Kosh
Joy Leonard
Albert A. Leverone, deceased
Christopher McClure
J. William Meau
Edward Nolan
Hilary N. Penlington
Janet M. Poirier
Charles E. Ray
Joyce E. Terrio
John J. McFeeley
Ramesh H. Advani
Police Chaplain Msgr. Peter Conley
Police Chaplain Rev. Tracey Frink
Police Chaplain Rev. John Ames

POLICE MATRONS

Anne Glickstein
Stephanie Kosh
Joy Leonard
Donna M. McGowan
Janet M. Poirier
Christia Sena

ANIMAL CONTROL OFFICER

Hilary N. Penlington

INSPECTOR OF ANIMALS

Christopher Wider

FIRE DEPARTMENT

FIRE CHIEF

William F. Kelley, retired

DEPUTY CHIEF

Stephen A. Wood

LIEUTENANTS

Peter Petrushik, EMT, full time
John Kelley, EMT, full time
David C. Holmes, Jr., EMT
Joseph W. Nolan

FIREFIGHTERS

Patricia A. Bixby, EMT, full time – retired
Richard F. Clancy, Jr., EMT-Intermediate, full time
Michael P. Findlen, EMT-Paramedic, full time
Mark W. Haigh, EMT, full time
Stephen R. Hamlin, EMT, full time
Douglas E. Johnston, EMT-Paramedic, full time
Mark R. Kantzer, EMT, full time
Darren Bycoff, EMT
Peter Curran, EMT
Nathan G. Fletcher, EMT
Peter S. Hildebrandt, EMT

David W. Johnston
 James F. Leary
 John M. Malaney, III
 Gregory M. Graves, EMT-Paramedic, resigned

FOREST WARDEN

William F. Kelley, Chief, retired

FIRE OFFICER

William F. Kelley, Chief, retired

EMERGENCY MANAGEMENT DIRECTOR

Edward Nolan

HIGHWAY DEPARTMENT**SUPERINTENDENT OF STREETS**

Remo R. Vito, Jr.

INSPECTION DEPARTMENT**BUILDING COMMISSIONER**

Robert J. Bullock, Jr.

LOCAL INSPECTOR/ASST. ZONING OFFICER

Michael Findlen, resigned
 Mary Jane Benker, appointed

ZONING OFFICER

Robert J. Bullock, Jr.

INSPECTOR OF WIRES

William R. Bain

ASSISTANT INSPECTOR OF WIRES

J. William Carberry

INSPECTOR OF GAS FITTINGS

Edward Forsberg

PLUMBING INSPECTOR

James K. Murray

BOARDS-COMMISSIONS-COUNCILS

Authorized by Statute or Bylaw
Appointed by Board of Selectmen

BOARD OF APPEALS

Brian D. Wolf	2004
Lorraine M. Sweeney	2005
Bruce A. Simpson	2006
Nancy Lancellotti	2007
John M. Burke	2008

ASSOCIATE MEMBER

Robert Garrity	2004
Martin Murphy, Jr.	2004

ADA COMPLIANCE COMMITTEE

Thomas Terpstra	2004
Mary Nuhibian	2004
Barbara Ward	2004

AFFORDABLE HOUSING COMMITTEE

Thomas J. Collins, Jr.	2004
Paul DuBois	2004
Scott Dittrich	2004
Walter Zagieboylo	2004
Roger Holmes	2004
Patrick Morganelli	2004

ARTS COUNCIL

Shirley Boulay	2005
Joann Sueltenfuss	2005
Tina Addison	2005
Rosemary Calnan	2005
Bonnie Dittrich	2005
Thomas Elder	2005

CAPITAL OUTLAY COMMITTEE

Kathleen Lovell	2004
Terri Monjar	2004
Thomas Poppey	2004
Edward Melanson	2005

CEMETERY COMMISSION

Robert L. Kirby	2004
Paul L. Kozak, Sr.	2005
Frank J. Gross	2006

COMMUNITY PRESERVATION COMMITTEE

Marie Chiofalo	2004
Richard Connors	2004
Kevin Hughes	2005
Walter Branson, resigned	2005

CONSERVATION COMMISSION

Brian T. Butler	2004
Paul DiChiara	2004
Joseph Simmons, resigned	2004
Fred Pfischner, appointed	2004
James R. Giebfried	2005
Allan M. Shaw	2005
Gail Hansche	2006
Aimee Dudley	2006

COUNCIL ON AGING

Irene Cahalane	2004
George Clinton	2004
Harriet Fisher	2004
Richard Connors	2004
John Evans	2005
Rhoda Mandell	2005
Georgia Jones	2005

GENERAL GOVERNMENT

Paul Guertin	2006
Richard Morris	2006
Jane Wolfgang	2006
Charles Groff	2006
Martin Moeckel, deceased	2006

DESIGN REVIEW BOARD

John Buchholz	2004
Mary Lou Navin	2005

HISTORICAL COMMISSION

Mary Power	2004
Thelma Ravinski	2004
William Domineau	2004
Suzanne Burns	2004
M. Elizabeth Pyne	2004
Marcia Johnston	2004
Geraldine Tasker	2005

MBTA ADVISORY BOARD REP.

Robert T. Markel	2004
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NORFOLK COUNTY ADVISORY BOARD REP.

Robert T. Markel	2004
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REGISTRAR OF VOTERS

Charles E. Burnett, -R, resigned	2004
Marie Chiofolo, -U-Town Clerk	2005
Gail Bernardo -U	2005
Mary Ellen Gattoni -D	2006
Girard St. Amand-R	2006

VETERANS' SERVICES

Anthony J. Mastroianni	2004
------------------------	------

BOARDS AND COMMITTEES

Appointed by the Board of Selectmen

CORRECTIONS ADVISORY COMMITTEE

Lisa Newell	2004
-------------	------

INSURANCE ADVISORY COMMITTEE

Bruce Shapiro	2004
Edward Donahue	2004
Eric Dupont	2004

KINGSBURY POND COMMITTEE

Manuel Cerqueira	2004
Elaine L. Federico	2004
Daniel Rabasco	2004
Carol J. Sanderson	2004
John E. Staal	2004

MIRROR LAKE ADVISORY COMMITTEE

Joseph Gilio	2004
--------------	------

PERMANENT BUILDING COMMITTEE

Timothy Walsh	2004
Robert P. Lowndes	2005
Lawrence W. Cheever	2005
Winsor Bowden, III	2006

PLANNING BOARD, ASSOCIATE MEMBER (Joint appt. by Board of Selectmen/Planning Bd.)

Andrea Langhauser	2004
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ROAD SAFETY COMMITTEE

Joseph Sebastiano	2004
Charles H. Stone, Jr.	2004
Remo R. Vito, Jr.	2004
Beth Strubeck	2004
William Crump	2004
James Leonard	2004
John J. McFeeley, ex-officio	2004

ZONING BYLAW STUDY COMMITTEE

Robert Nicodemus	2004
Glendon Coulter	2004

BOARD OF SELECTMEN

The Board of Selectmen meets bi-weekly on Monday evenings at 7:30 p.m. All meetings are open to the public and are held in Room 124 of Town Hall. Any person wanting to speak or address the Board at a meeting should contact the office at 508-528-1408 to be placed on the agenda. Selectmen agendas are finalized on Thursday prior to the meeting, so to get on the agenda for Monday; you should contact the office on or before the Thursday preceding the meeting. All Board of Selectmen meetings are broadcast live on Norfolk Cable, Channel 22.

On May 6, 2003, Ramesh Advani was elected to the Board of Selectmen succeeding R. William Perron who resigned. Selectman Advani took his seat along with Chairman Jack McFeeley and Clerk Joyce Terrio. In December, Joyce Terrio became Chair of the Board, and Jack McFeeley became Clerk.

In June, the Board of Selectmen called a special election, at the request of the King Philip School Committee, for town residents to vote on the exclusion of the debt for renovation and expansion of the King Philip High School. The measure was approved by town voters.

In July, Jack Hathaway was appointed as the town's Finance Director, replacing Susan Gagner who had taken another position the previous fall. Mr. Hathaway is a Norfolk resident and will lead the consolidated department, which includes the Assessors, the Treasurer/Collector and the Town Accountant offices.

After several years preparing design and engineering specifications, the town's road improvement program moved into high gear during the fall of 2003. The \$703,000 program involves resurfacing and other improvements to various arterial and residential streets, including Spring, Norwell and Alice Streets and Pondview Road. In 2004, a \$2 million, federally funded street improvement program will begin in town center. Construction in town center will include new sidewalks, roundabouts at Main and Rt. 115 and Union, North and Rt. 115, and new trees and street furniture. The project is expected to be completed in July 2005.

In July, the Board of Selectmen convened the first Center of Town Roundtable. Roundtable sessions are informal and low-keyed and are intended to bring together property owners in the town center with representatives of municipal boards, which have some regulatory jurisdiction over development projects. The purpose is to exchange information between town officials and developers and to bring greater coordination of various town boards that have a regulatory role. Both sides credit these monthly Roundtables with significant advances toward bringing housing and commercial development to the area known as the "moonscape."

On September 11th, the special "9/11 Committee" implemented a Selectmen approved plan to install a monument on Town Hill. The 6'4" monument with accompanying Peace Garden will stand as a memorial to the tragic events of September 11, 2001 in New York, Pennsylvania and at the Pentagon in Washington.

For the second consecutive year, the Board of Selectmen approved local implementation of the State's Early Retirement Incentive program. Five town employees, including Fire Chief William Kelley, Police Officer Leo Ethier, Highway Department employee Jan Poirier, Firefighter Pat Bixby, and Building Department employee Anna Anderson were granted the early retirement incentive under the state program.

The Board of Selectmen and Town Administrator support continuous improvement of the town website, <http://www.virtualnorfolk.org>. All town boards and departments have been involved in creating sections of the website that provide extensive information about the workings of town government. In the coming year, the website will be upgraded to offer certain town services on a 24 hour basis. Transactions like signing up and paying for Recreation Department programs will be made available online. Town residents will also be able to pay property taxes and water bills via secure section of the website. These services will be available at the resident's convenience,

GENERAL GOVERNMENT

at night and on weekends as an alternative to using the mail or coming to Town Hall to do business over the counter.

Norfolk is always in need of volunteers for committees and boards within Town government. Any resident wishing to assist the Town in any capacity can review a list of openings at Town Hall or on the website. We express our sincere thanks to all volunteers who give their time freely and are so dedicated to helping with Town government.

Respectfully submitted,

BOARD OF SELECTMEN
Joyce E. Terrio, Chairman
John J. McFeeley, Clerk
Ramesh H. Advani, Member

ANNUAL REPORT OF THE TOWN CLERK

During the year 2003, the Town Clerk supervised two elections: the Annual Town Election and a Special Town Election for a debt exclusion to fund the addition to and renovation of the King Philip Regional High School.

Four Town Meetings were held in 2003. A Special Town Meeting in February, the Annual Town Meeting in May with a Special Town Meeting within the Annual Town Meeting and a Special Town Meeting in October. The Town Clerk is responsible for taking the minutes and performing all the necessary follow up procedures. 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 passes 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. Additionally, the minutes for all town meetings were posted on the Town of Norfolk web site.

I must express my gratitude to the members of my election staff for their loyalty to me and dedication to the Town of Norfolk. When you come to the polling place, please realize the importance of the staff. Without them, I could not run an election. I must also thank the cooperative and responsive staff of the Norfolk Highway Department, The Norfolk Police Department and the Norfolk School Department. These Departments are an integral part of preparing and running smooth elections.

The Town Clerk and the Norfolk School Department working together for the security and safety of the students, faculty and the voters have implemented many security features. Among them, photo ID badges for all election staff.

We continue to process passport applications in the Town Clerk's office. The Town Clerk and Assistant Town Clerk are both trained Federal Passport Agents. We process passport applications by appointment only so please remember to call the office to arrange an appointment.

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.

VITAL STATISTICS

Births	106
Deaths	41
Marriages	19

VOTER REGISTRATION

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 5,552 voters in the Town of Norfolk.

**NORFOLK RECORDS
SPECIAL TOWN MEETING FEBRUARY 10, 2003**

Pursuant to a warrant dated January 15, 2003, signed by Joyce Terrio and John McFeeley, 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 Monday, February 10, 2003 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. A motion was made by Joyce Terrio and seconded by Marie Chiofolo to adjourn until Tuesday, February 11, 2003 at 7:30PM. The motion carried.

February 11, 2003

The meeting was called to order by Moderator Frank Gross who introduced the Town Clerk, Assistant Town Clerk, Town Administrator, members of the Board of Selectmen, Town Counsel and the Advisory Board Chairman, who introduced the members of the Board. There were 200 registered voters in attendance.

The National Anthem was played by Natalie Moeckel (piano) and George Clinton (trumpet).

ARTICLE 1

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 1. Motion carried.

(reduce funding under Articles 2 and 3 (Operating Budget) of the Annual Town Meeting, May, 2002).

ARTICLE 2

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 2. Motion carried.

(transfer to Stabilization Fund)

ARTICLE 3

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

(transfer funds from Town Departments to Retirement Account for increased assessment from Norfolk County Retirement)

ARTICLE 4

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 4. Motion carried.

(transfer funds from Water Department to Retirement Account for increased assessment from Norfolk County Retirement)

ARTICLE 5

The Advisory Board recommended and the Town voted unanimously to transfer \$56,000.00 from Free Cash to Acct. # 33.5930.8801, Municipal Building Account, for the final settlement of the litigation involving the Town and Mello Construction Company.

ARTICLE 6

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 6.

(transfer \$46,000.00 to Highway Department Roads Program to restore funds deleted from FY2003 budget)

Ms. Donna Angelico made a motion to reconsider Article 1. The motion was seconded, but defeated on a voice vote.

ARTICLE 7

The Advisory Board recommended and the Town voted to transfer \$20,000.00 from Free Cash and \$15,735.00 from Workmen's Compensation Trust Fund to the Building and Liability Insurance Account.

ARTICLE 8

The Advisory Board recommended and the Town voted to transfer \$2,797.00 from Free Cash to defray the costs associated with this Town Meeting, to be used as follows:

- \$ 590.00 to Acct. # 01.5163.1100 Voter Registration Salaries (Town Clerk)
- \$ 475.00 to Acct. # 01.5122.4201 Printing & Advertising Expense (Board of Selectman)
- \$ 399.00 to Acct. # 01.5122.4225 Postage Expense (Board of Selectmen)
- \$1,333.00 to Acct. # 01.5131.4010 Advisory Board Expense

ARTICLE 9

The Advisory Board moved and seconded to Indefinitely Postpone Article 9.

Mr. McFeeley made a motion to amend the main motion by substituting a new motion, which was seconded, to transfer \$4,970.00 from Free Cash to compensate the Tax Title Custodian for preparation and management of the Foreclosed Properties Auction on May 15, 2002; said funds to represent 1% of the proceeds of the auction.

The Town voted in favor of the amendment and the new main motion carried.

ARTICLE 10

The Advisory Board recommended and the Town voted to transfer \$308,000.00 from Water Department Retained Earnings to the Water Department FY2003 operating budget, as follows:

- \$ 60,000.00 Water Department Salaries
- \$ 128,000.00 Water Dept. Expense – Video Cameras for Water Facility security
- \$ 55,000.00 Water Dept. Expense – new Environmental Assistant
- \$ 25,000.00 Water Dept. Expense – water system vulnerability assessment study
- \$ 30,000.00 Water Dept. Expense – upgrade Highway Garage
- \$ 10,000.00 Water Dept. Expense – Engineering expense, upgrade water main (Old Populatic)

ARTICLE 11

The Advisory Board recommended and the Town voted to transfer \$ 1,633.00 from Free Cash to the Highway Department, Transfer Station Accounts, to reimburse the department for the cost of demolition of the shed adjacent to the former Town Hall, as follows:

- \$ 567.00 to Acct. # 01.5431.1100 Transfer Station Salaries
- \$ 1,066.00 to Acct. # 01.5431.4222 Trash Removal Fees

ARTICLE 12

The Advisory Board recommended, moved and seconded that the Town vote to rescind the action taken under Article 28 at the Town Meeting in March 1967 and Article 18 at the Town Meeting in April 1967 and instruct the Town Director of Finance to treat all receipts for ambulance services on and after July 1, 2003 as Local Receipts rather than as Receipts Reserved for Specific Appropriation. The motion was defeated.

ARTICLE 13

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 13.

(Personnel Bylaw change regarding FY2004 and subsequent years step increases)

ARTICLE 14

The Advisory Board recommended, moved and seconded to Indefinitely Postpone Article 14.

Mr. McFeeley made a motion to amend the main motion by substituting a new motion, which was seconded, to approve submission of a Special Act to the Massachusetts General Court to consolidate the Water Department and Highway Department into a Department of Public Works.

The motion to amend was defeated.

The Town voted in favor of the main motion to Indefinitely Postpone.

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

Respectfully submitted,
Gail E. Bernardo
Assistant Town Clerk

**ANNUAL TOWN ELECTION
MAY 6, 2003**

Pursuant to the Warrant for the Annual Town Meeting, the inhabitants of Precincts 1, 2, 3 and 4 of the Town of Norfolk qualified to vote in town affairs assembled in the Auditorium at the H. Olive Day School, 232 Main Street in Norfolk on Tuesday, May 6, 2003 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 four precincts registered zero.

Instructions to voters and specimen ballots were posted as required by Massachusetts General Laws in each of the four precincts. A total of 1,416 voters cast their ballots with the following results:

MODERATOR FOR ONE YEAR

Frank J. Gross*	1193
Blanks	203
All others	20

SELECTMAN FOR THREE YEARS

Ramesh H. Advani*	783
James C. Lehan	610
Blanks	21
All others	2

ASSESSOR FOR THREE YEARS

John G. Robbins*	1028
Blanks	380
All others	8

BOARD OF HEALTH MEMBER FOR THREE YEARS

Thomas R. Gilbert*	1044
Blanks	366
All others	6

HOUSING AUTHORITY MEMBER FOR FIVE YEARS

Thomas J. Collins, Jr.*	975
Blanks	416

All others 25

HOUSING AUTHORITY MEMBER FOR FOUR YEARS

Blanks 1237
All others** 179

LIBRARY TRUSTEE FOR THREE YEARS

Frances M. Holman* 1049
Blanks 363
All others 4

PLANNING BOARD TWO MEMBERS FOR THREE YEARS

David J. LaPointe* 932
Blanks 472
All others 12

RECREATION COMMISSION TWO MEMBERS FOR THREE YEARS

Blanks 1283
All others** 133

NORFOLK SCHOOL COMMITTEE MEMBER FOR THREE YEARS

J. David Kennedy 641
Edward Piscitelli* 886
Douglas C. Miller* 713
Blanks 585
All others 7

NORFOLK SCHOOL COMMITTEE MEMBER FOR TWO YEARS

Sally S. Grant* 991
Blanks 419
All others 6

KING PHILIP SCHOOL COMMITTEE FOR THREE YEARS

George T. Cronin* 1118
Blanks 294
All others 4

WATER COMMISSIONER FOR THREE YEARS

Deborah J. Robbins* 1015
Blanks 393
All others 8

*Declared elected

**Scott W. Dittrich was elected to the Housing Authority for a four year term as a write-in candidate.

**Gerard P. Sullivan was elected to the Recreation Commission for a three year term as a write-in candidate.

**Norfolk Records
Special Town Meeting May 13, 2003**

Pursuant to a warrant dated April 22, 2003, signed by Joyce E. Terrio and John J. McFeeley, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Senior High School, 201 Franklin Street, Wrentham, MA on Tuesday, May 13, 2003, at 7:15 PM in the evening, there and then to act on the following articles. The meeting was called to order at 7:15PM by Moderator Frank J. Gross. There were 353 registered voters in attendance. Sworn counters were Robert Garrity, Paul Muliero and Deborah Robbins.

Mr. Gross explained that if the business of the Special Town Meeting was not completed by 7:30PM, it would be necessary to suspend the Special Meeting, open the Annual Meeting, and then return to the Special Meeting.

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

The Special Town Meeting was suspended at 7:30PM.

The Special Town Meeting re-convened at 7:35PM

ARTICLE 1

The Advisory Board recommended and the Town voted unanimously to approve the \$49,478,300 indebtedness authorized by the Regional District School Committee of the King Philip Regional School District on April 28, 2003, for the construction of an addition to and remodeling and renovations to the existing high school, including equipment and furnishings and demolition of portions of existing facilities 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. c.59, S.21C (Proposition 2 ½) amounts required to pay for the Town's share of the principal of and interest on the borrowing authorized by the District.

ARTICLE 2

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 2.

(funds to defray costs associated with this Special Town Meeting and Special Election)

All articles on the Warrant having been acted upon, it was moved, seconded and voted to dissolve this meeting at 8:05PM.

Norfolk Records Annual Town Meeting May 13, 2003

Pursuant to a warrant dated March 24, 2003, signed by Joyce E. Terrio and John J. McFeeley, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Senior High School, 201 Franklin Street, Wrentham, MA on Tuesday, May 13, 2003, at 7:30 PM in the evening, there and then to act on the following articles. The meeting was called to order at 7:30PM by Moderator Frank J. Gross who introduced the Town Clerk, the Assistant Town Clerk, the members of the Board of Selectmen and the Advisory Board Chairman, who introduced the members of the Board. There were 353 registered voters in attendance. Sworn counters were Robert Garrity, Paul Muliero and Deborah Robbins.

The singing of the National Anthem was led by Georgia Jones of Norfolk with musical accompaniment by Charles Stacy (piano) of Wrentham and George Clinton (trumpet) of Norfolk.

The Moderator suspended the Annual Town Meeting at 7:35PM to return to the Special Town Meeting.

The Moderator resumed the Annual Town Meeting at 8:05PM.

Mr. Gross announced that a Memorial Day Celebration was planned for May 26, 2003 beginning with a parade down Main St. to the Norfolk Cemetery, and that the Lions Club would be sponsoring Norfolk Community Day on Saturday, May 31, 2003 at the Holmes Transportation Complex.

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

APPROVED BY VOICE VOTE to defer action on Articles 6, 7, 8, 11, and 24 until Tuesday, June 17, 2003 at 7:30PM at the King Philip Senior High School.

APPROVED BY VOICE VOTE to defer action on Article 10 until the conclusion of Article 33.

ARTICLE 1

Article 1 was the Annual Election of town officers which took place on Tuesday, May 6, 2003.

ARTICLE 2

The Advisory Board moved and seconded to amend the Town of Norfolk Personnel Bylaws Section X. COMPENSATION PLAN, Subsection A. COMPENSATION SCHEDULE by applying a general increase of 0.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2003.

Mr. Wildman made a motion to amend the main motion by changing the General Increase to 1.5%.

The Town voted in favor of the amendment and the new main motion carried, as follows: to amend the Town of Norfolk Personnel Bylaws Section X. COMPENSATION PLAN, Subsection A. COMPENSATION SCHEDULE by applying a general increase of 1.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2003.

ARTICLE 3

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaws, Section IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN, Subsection C. GRADE SCHEDULE by reclassifying the Board of Health Assistant position from Grade 5 to Grade 6.

ARTICLE 4

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaw Section IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN, Subsection C. GRADE SCHEDULE by adding the following two positions, effective July 1, 2003.

Grade 5	Revenue Collector
Grade 2	Payroll Clerk

And by changing the following position:

From:	Grade 6	Assistant Town Treasurer
To:	Grade 7	Assistant Town Treasurer/Collector

ARTICLE 5

APPROVED BY VOICE VOTE amend the Town of Norfolk Personnel Bylaws Section XIII. PERFORMANCE APPRAISAL PROGRAM, Subsection 6.0 EVALUATORS by adding the following, effective July 1, 2003:

POSITION	EVALUATOR	SECONDARY EVALUATOR
Revenue Collector	Assistant Town Treasurer/Collector	Town
Treasurer/Collector	Assistant Town Treasurer/Collector	Town
Payroll Clerk	Assistant Town Treasurer/Collector	Town
Treasurer/Collector	Assistant Town Treasurer/Collector	Town
Assistant Town Treasurer/Collector	Town Treasurer/Collector	Finance
Director		

ARTICLE 9

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 9.

(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 12

APPROVED BY VOICE VOTE pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, to reauthorize the following revolving funds for Fiscal Year 2004 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 and expended 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 and expended under the authority and direction of the Recreation Commission (limit: \$50,000.).
- (4) A Conservation Management Revolving Fund to be credited with monies from timber harvesting on Conservation Land 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 to receive wetland hearing application fees to be expended under the direction of the Conservation Commission for payment of legal advertisements for such hearings (limit: \$5000).
- (6) A Planning Board Revolving Fund to receive subdivision performance inspection fees, as established by the Planning Board, to be expended under the direction of the Planning Board for services related to the inspection and approval of subdivisions (limit: \$5,000).
- (7) A Planning Board Revolving Fund to receive mitigation funds required by the Planning Board under the Shade Tree Act and Scenic Roads Act, to be expended under the direction of the Planning Board for the purchase and planting of replacement trees (limit: \$10,000).
- (8) A Planning Board Revolving Fund to receive mitigation funds required by the Planning Board relative to off-site improvements due to the approval of subdivisions and site plans to be expended under the direction of the Planning Board for such off-site improvements (limit: \$91,000).
- (9) A Planning Board Revolving Fund to receive 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, to be expended under the direction of the Planning Board for such cleaning and maintenance (limit: \$30,000).

ARTICLE 13

APPROVED BY VOICE 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 to be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners (limit: \$5,000).

ARTICLE 14

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

ARTICLE 15

APPROVED BY VOICE VOTE to accept all State and Federal Grants and reimbursements for the Water Department which do not require matching funds from the Town or any representative agency thereof, and will not obligate any resident of the Town of Norfolk without a town meeting.

ARTICLE 16

APPROVED BY VOICE VOTE to choose the following committees.

Arts Council – 9 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:
two members appointed by the Board of Selectmen and
one member or designee each appointed by the Planning Board, Board of Health,
Conservation Commission, Zoning Board of Appeals and Building Department,
plus Town Counsel, ex-officio and non-voting.

Corrections Advisory Committee – 3 members

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

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

Town Beautification Committee – 3 members

Reports were presented by the Board of Water Commissioners and the Planning Board who each thanked members of their departments who had retired the previous year.

ARTICLE 17

APPROVED BY VOICE VOTE pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate a sum of \$19,900 from the Community Preservation Fund for the purpose of funding an administrative and operating budget for the Community Preservation Committee.

ARTICLE 18

APPROVED BY VOICE VOTE to allocate from the Community Preservation Fund an amount not to exceed \$100,000 to fund an affordable housing down payment assistance pilot program for Norfolk residents and others with Norfolk ties including municipal employees.

publication. The director shall keep the board and town administrator advised as to the needs of the town within the scope of the director's duties, and shall furnish to the board and/or town administrator each year, upon request, a detailed estimate in writing of the appropriations required during the next succeeding fiscal year for the proper exercise and performance of all said powers, rights, and duties.

SECTION 9. Each permanent full-time employee of any board, department or office abolished by this Act shall be transferred to and become an employee of the department.

SECTION 10. All real property and equipment owned by the town of Norfolk and under the control of the offices, boards, or commissions abolished by this act shall be transferred to and be under the control and direction of the department

SECTION 11. This Act shall be submitted to the voters of the Town of Norfolk for acceptance at the next Town election, in the form of the following question, which shall be placed on the official ballot to be used at said election:

"Shall an Act passed by the General Court entitled, 'An Act authorizing the Town of Norfolk to establish a Department of Public Works', be accepted?"

If a majority of votes cast in answer to this question are in the affirmative, this act shall take effect on July 1, 2004.

The vote was challenged by 7 voters. A counted vote was taken, 62 YES, 39 NO.

At 11:45PM the Town Clerk made a motion to adjourn the meeting to 7:30PM on Wednesday, May 14, 2003 at the King Philip High School. The motion passed unanimously.

The second session of the Annual Town Meeting was called to order by the Moderator at 7:30PM on May 14, 2003. There were 101 registered voters in attendance. Mr. Nicodemus, Mr. Simpson, and Mr. Mullero were sworn as counters.

ARTICLE 25

The Advisory Board moved and seconded to Indefinitely Postpone Article 25.

Mr. Harrington made a motion to amend by substituting the following motion: I move that the Town vote to amend the Zoning Map of the Town of Norfolk dated June 24, 1983, as most recently amended and on file in the Office of the Town Clerk, by changing the use district classification of that certain parcel of land between Rockwood Road and Boardman Street with access from Juniper Lane and Village Green, Reference Assessor's Map 15, Block 54, Lot 87, containing thirty-eight (38) acres more or less, as described in Book 2067, Pages 501 and 502 Norfolk County Registry of Deeds, from use District R-1 to use District R-3.

The substitute motion became the main motion, but failed to get the required 2/3 vote for final acceptance. 54YES, 28 NO.

ARTICLE 26

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 26.

(To see if the Town will vote to amend Article 1 of the Town Bylaw by adding the following Section 8. Rules of Order for Town Meetings

The rules for the conduct of Town Meetings not explicitly provided by the General Laws or by these Bylaws shall be governed by "Town Meeting Time, A Handbook of Parliamentary Law," latest edition, and if no rule is applicable from that source, by Robert's Rules of Order.; or take any other action relative thereto.)

ARTICLE 27

The Advisory Board moved and seconded to Indefinitely Postpone Article 27.

Ms. Terrio moved to amend by substituting the following motion:
I move to amend Article 1 of the Town Bylaws by adding the following
Section 9. Town Meeting Curfew

No new warrant article shall be introduced and considered by any Town Meeting after 11:00 p.m. unless a vote to suspend the rules is voted by a nine-tenths majority of the meeting. After final action is taken on the last article to be taken up before 11:00 p.m., the Moderator shall, in the absence of a motion to suspend the rules, adjourn the meeting to a date and time certain

The substitute motion was defeated. The Town voted to Indefinitely Postpone Article 27.

ARTICLE 28

The Advisory Board moved and seconded to amend Article VII, Section 2 of the Town Bylaws (Wetland Protection bylaw) by inserting at the end thereof the following subsection Q:

Q. Repetitive Applications

No application which has been finally and unfavorably acted on by the Commission shall be acted favorably upon within one year after the date of final unfavorable action unless the Commission finds, by a majority vote, specific and material changes in the conditions upon which the previous unfavorable action was based, and describes such changes in the record of its proceedings;

Mr. Shaw moved, and it was seconded, to substitute "two years" in place of one year. The Moderator's statement that it was not a vote was challenged by 7 voters. The counted vote was 35 YES, 46 NO, it was not a vote.

The main motion passed by a 2/3 vote called by the Moderator.

ARTICLE 29

The Advisory Board moved and seconded to Indefinitely Postpone Article 29

Ms. Chiofalo moved to amend the main motion by substituting the following motion:
I move to amend Article 1, Section 4 of the Town of Norfolk General Bylaw by deleting it in its entirety and replacing it with a new section 4, as follows:

SECTION 4. Fall Special Town Meeting

The voters shall meet annually on the First Tuesday in October to consider and act upon matters of planning, zoning, subdivision control, building codes and the adoption or repeal of bylaws, as well as to consider and act upon such other business, including the appropriation or transfer of Town funds, as may properly come before the meeting. The meeting shall continue to other days until all articles on the warrant have been acted upon.

The substitute motion failed, and the Town voted to Indefinitely Postpone Article 29.

ARTICLE 30

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 30.

(deletion of Article 1, Section 4 of the General Bylaws)

ARTICLE 31

APPROVED BY VOICE VOTE to accept a reformatting and renumbering of the Town Bylaws, all such changes being of a technical and non-substantive nature.

ARTICLE 32

APPROVED BY UNANIMOUS VOTE to authorize the Board of Selectmen 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 18,000 +/- square feet portion of land from 201 Main Street in the B-1 Zoning District, reference Norfolk Assessors Map 14, Block 40, Lot# 17 and a 25,000 +/- square feet of land located at the end of the proposed Liberty Lane currently the MBTA parking area in the B-1 Zoning District, reference Norfolk Assessors Map 14, Block 41, Lot# 56 to extend Liberty Lane to intersect with Main Street, as shown on plan titled "Liberty Lane Layout MBTA/201 Main Street" drawn by Coler & Colantonio Engineers and Scientists of Norwell, Massachusetts, dated March 2003.

ARTICLE 33

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 33.

(\$35,000 as the Town's share of the Federal Firefighters Assistant Grant Program for the replacement of Engine One).

At 9:50PM the Town Clerk made a motion to adjourn the meeting to 7:30PM on Tuesday, June 17, 2003 at the King Philip High School. The motion passed unanimously.

The third session of the Annual Town Meeting was called to order by the Moderator at 7:40PM on June 17, 2003. There were 73 registered voters in attendance.

ARTICLE 24

APPROVED BY VOICE VOTE to amend the Personnel Bylaw section XXVI, Work at Home, subsection 2.0 Policy by deleting it in its entirety and replacing it with the following new subsection 2.0 Policy:

XXVI Work at Home
2.0 Policy

The Town believes that employees customarily perform their work at a designated Town work site, but also recognizes that in some instances work can be performed at home with no detriment to the Town. Therefore an employee who wishes to work at home may do so with the written consent of the Department Head and the Town Administrator. This written consent must be on file in the Finance Department prior to work being performed. Work at home must be clearly noted on the employee's time sheet, including day, date, time of day (from-to) and total hours worked;

Mr. Wildman made a motion, and it was seconded, to amend by substituting the following motion: I move to amend the Personnel Bylaw section XXVI, Work at Home, subsection 2.0 Policy by deleting it in its entirety and replacing it with the following new subsection 2.0 Policy:

XXVI Work at Home
2.0 Policy

The Town believes that employees will perform their work at their designated Town Work Site. If an employee cannot perform his/her duties at the Town Work Site due to extraordinary circumstances, written authorization is required in advance by the employee's supervisor and the Town Administrator. 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 and a copy forwarded to the Personnel Board immediately.

The substitute motion was approved.

**May 2003 TOWN MEETING
OMNIBUS BUDGET**

		FY 03 Revised Appropriation	FY 04 Department Request	FY 04 Recommended
GENERAL GOVERNMENT				
Moderator				
	Salary	\$1	\$1	\$1
	Expense	<u>\$210</u>	<u>\$210</u>	<u>\$210</u>
Total		\$211	\$211	\$211
Selectmen				
	Salary	\$151,642	\$160,722	\$160,722
	Expense	\$34,081	\$29,625	\$25,001
	Committee Funds	<u>\$1</u>	<u>\$1</u>	<u>\$1</u>
Total		\$185,724	\$190,348	\$185,724
Advisory Board				
	Salary	\$4,945	\$5,152	\$5,152
	Expense	\$7,483	\$6,150	\$6,150
	Reserve Fund	<u>\$74,987</u>	<u>\$25,000</u>	<u>\$25,000</u>
Total		\$87,415	\$36,302	\$36,302
Municipal Finance				
	Salary	\$370,590	\$383,533	\$383,533
	Expense	\$74,954	\$77,954	\$77,954
	Audit	<u>\$13,200</u>	<u>\$13,750</u>	<u>\$13,750</u>
Total		\$458,744	\$475,237	\$475,237
Board of Assessors				
	Salary	\$600	\$600	\$600
	Expense	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,500</u>
Total		\$2,100	\$2,100	\$2,100
Town Counsel				
	Legal Fees	\$30,800	\$23,120	\$23,120
	Retainer Fees	<u>\$19,200</u>	<u>\$26,880</u>	<u>\$26,880</u>
Total		\$50,000	\$50,000	\$50,000
Personnel Board				
	Salary	\$4,120	\$4,350	\$4,350
	Expense	<u>\$1,700</u>	<u>\$1,700</u>	<u>\$1,470</u>
Total		\$5,820	\$6,050	\$5,820
Information Technology Coordinator				
	Salary	\$100	0	0
	Expense	<u>\$55,000</u>	<u>\$55,100</u>	<u>\$55,100</u>
Total		\$55,100	\$55,100	\$55,100
Computer Committee				
	Expense	<u>\$100</u>	<u>\$100</u>	<u>\$1</u>
Total		\$100	\$100	\$1

Tax Title/Foreclosure	Expense	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$10,000</u>
Total		\$20,000	\$20,000	\$10,000
Town Hall Operations	Expense	<u>\$123,368</u>	<u>\$123,368</u>	<u>\$123,368</u>
Total		\$123,368	\$123,368	\$123,368
Town Clerk	Salary	\$66,612	\$70,921	\$70,921
	Expense	<u>\$4,100</u>	<u>\$3,000</u>	<u>\$3,000</u>
Total		\$70,712	\$73,921	\$73,921
Elections	Salary	\$8,969	\$5,740	\$5,740
	Expense	\$12,896	\$9,652	\$9,652
	Special Election Expense	<u>\$7,740</u>	<u>0</u>	<u>0</u>
Total		\$29,605	\$15,392	\$15,392
Voter Registration	Salary	\$5,340	\$8,071	\$8,071
	Expense	<u>\$4,000</u>	<u>\$4,200</u>	<u>\$4,200</u>
Total		\$9,340	\$12,271	\$12,271
Conservation	Salary	\$22,039	\$23,562	\$23,562
	Expense	<u>\$4,450</u>	<u>\$1,620</u>	<u>\$1,620</u>
Total		\$26,489	\$25,182	\$25,182
Planning Board	Salary	\$49,198	\$43,732	\$44,460
	Expense	<u>\$40,200</u>	<u>\$43,600</u>	<u>\$40,000</u>
Total		\$89,398	\$87,332	\$84,460
Zoning Board of Appeals	Salary	\$19,610	\$22,985	\$22,985
	Expense	<u>\$2,112</u>	<u>\$3,591</u>	<u>\$1,861</u>
Total		\$21,722	\$26,576	\$24,846
Engineering	Expense	<u>\$950</u>	<u>\$950</u>	<u>\$950</u>
Total		\$950	\$950	\$950
Permanent Building Committee	Salary	\$7,497	\$7,697	\$7,697
	Expense	<u>\$650</u>	<u>\$450</u>	<u>\$450</u>
Total		\$8,147	\$8,147	\$8,147
Town Reports	Expense	<u>\$5,400</u>	<u>\$3,000</u>	<u>\$3,000</u>
Total		\$5,400	\$3,000	\$3,000
Total General Government		\$1,244,245	\$1,201,487	\$1,192,032

EDUCATION

Norfolk Elementary	\$8,307,798	\$8,307,798	\$8,307,798
King Philip Regional	\$3,551,469	\$3,688,189	\$3,688,189
Tri-County Regional	\$213,743	\$182,764	\$182,764

TOTAL EDUCATION	\$12,073,010	\$12,178,751	\$12,178,751
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PUBLIC WORKS

Highway

Salary	\$403,337	\$419,801	\$419,801
Expense	\$172,464	\$172,551	\$172,551
Road Maintenance	<u>\$300,000</u>	<u>\$306,300</u>	<u>\$307,500</u>
Total	\$879,801	\$898,652	\$899,852

Town Vehicle Fuel

Expense	<u>\$46,969</u>	<u>\$50,307</u>	<u>\$50,307</u>
Total	\$46,969	\$50,307	\$50,307

Snow & Ice

Expense	<u>\$123,647</u>	<u>\$123,647</u>	<u>\$123,647</u>
Total	\$123,647	\$123,647	\$123,647

Grounds Maintenance

Salary	\$104,493	\$92,203	\$92,203
Expense	<u>\$9,819</u>	<u>\$10,085</u>	<u>\$10,085</u>
Total	\$114,312	\$102,288	\$102,288

Transfer Station

Salary	\$140,807	\$144,320	\$144,320
Expense	<u>\$148,431</u>	<u>\$149,679</u>	<u>\$149,679</u>
Total	\$289,238	\$293,999	\$293,999

Landfill

Expense	<u>\$69,357</u>	<u>\$72,732</u>	<u>\$72,732</u>
Total	\$69,357	\$72,732	\$72,732

Septage Assessment

Expense	<u>\$2,600</u>	<u>\$2,600</u>	<u>\$2,600</u>
Total	\$2,600	\$2,600	\$2,600

Cemetery Commission

Salary	\$26,641	\$13,786	\$13,786
Expense	<u>\$10,241</u>	<u>\$10,222</u>	<u>\$10,222</u>
Total	\$36,882	\$24,008	\$24,008

Custodian of Veterans Graves

Salary	\$663	\$663	\$663
Expense	<u>\$1,625</u>	<u>\$1,625</u>	<u>\$1,625</u>
Total	\$2,288	\$2,288	\$2,288

Street lighting

Expense	<u>\$35,435</u>	<u>\$36,435</u>	<u>\$35,435</u>
Total	\$35,435	\$36,435	\$35,435

PUBLIC SAFETY

Police	Salary	\$1,271,780	\$1,277,212	\$1,277,212
	Expense	<u>\$96,830</u>	<u>\$91,398</u>	<u>\$91,398</u>
Total		\$1,368,610	\$1,368,610	\$1,368,610
Fire & Ambulance	Salary	\$535,023	\$545,756	\$545,756
	Expense	\$61,700	\$51,717	\$51,717
	Tuition & Training	<u>\$20,750</u>	<u>\$20,000</u>	<u>\$20,000</u>
Total		\$617,473	\$617,473	\$617,473
Building Department	Salary	\$149,645	\$183,590	\$183,590
	Expense	<u>\$5,910</u>	<u>\$5,910</u>	<u>\$5,910</u>
Total		\$155,555	\$189,500	\$189,500
Weights & Measures	Salary	\$579	\$579	\$579
	Expense	<u>\$31</u>	<u>\$31</u>	<u>\$31</u>
Total		\$610	\$610	\$610
Emergency Management	Salary	\$637	\$647	\$647
	Expense	<u>\$1,009</u>	<u>\$1,009</u>	<u>\$1,009</u>
Total		\$1,646	\$1,656	\$1,656
Animal Inspector	Salary	\$2,036	\$2,036	\$2,036
	Expense	<u>\$200</u>	<u>\$200</u>	<u>\$200</u>
Total		\$2,236	\$2,236	\$2,236
Animal Control	Salary	\$13,542	\$14,354	\$14,354
	Expense	<u>\$2,785</u>	<u>\$1,973</u>	<u>\$1,973</u>
Total		\$16,327	\$16,327	\$16,327
Fire/Police Communication	Salary	\$179,095	\$178,978	\$178,978
	Expense	<u>\$4,900</u>	<u>\$5,017</u>	<u>\$5,017</u>
Total		\$183,995	\$183,995	\$183,995
Fire/Police Station	Expense	<u>\$46,065</u>	<u>\$46,065</u>	<u>\$46,065</u>
Total		\$46,065	\$46,065	\$46,065
TOTAL PUBLIC SAFETY		\$2,392,517	\$2,426,472	\$2,426,472

Tree Warden				
	Salary	\$3,028	\$2,421	\$2,421
	Expense	<u>\$23,290</u>	<u>\$23,290</u>	<u>\$23,290</u>
Total		\$26,318	\$25,711	\$25,711
Shade Tree				
	Expense	<u>\$1,500</u>	<u>\$1</u>	<u>\$1</u>
Total		\$1,500	\$1	\$1
TOTAL PUBLIC WORKS		\$1,628,347	\$1,631,668	\$1,632,868

HUMAN SERVICES

Board of Health				
	Salary	\$40,165	\$40,607	\$40,607
	Expense	<u>\$38,945</u>	<u>\$40,645</u>	<u>\$40,503</u>
Total		\$79,110	\$81,252	\$81,110
Special Programs				
	May Mental Health	\$6,650	\$6,650	\$6,650
	SNCARC	<u>\$4,025</u>	<u>\$4,025</u>	<u>\$4,025</u>
Total		\$10,675	\$10,675	\$10,675
Council on Aging				
	Salary	\$81,710	\$84,985	\$84,985
	Expense	<u>\$44,124</u>	<u>\$40,849</u>	<u>\$40,849</u>
Total		\$125,834	\$125,834	\$125,834
Veteran's Services				
	Salary	\$5,000	\$5,250	\$5,250
	Expense	<u>\$6,260</u>	<u>\$3,000</u>	<u>\$3,000</u>
Total		\$11,260	\$8,250	\$8,250
TOTAL HUMAN SERVICES		\$226,878	\$226,011	\$225,869

CULTURE & RECREATION

Library				
	Salary	\$273,395	\$273,395	\$273,395
	Expense	<u>\$113,614</u>	<u>\$113,614</u>	<u>\$113,614</u>
Total		\$387,009	\$387,009	\$387,009
Recreation				
	Salary	\$49,400	\$51,223	\$51,223
	Expense	<u>\$4,235</u>	<u>\$2,412</u>	<u>\$2,412</u>
Total		\$53,635	\$53,635	\$53,635
Historical Commission				
	Expense	<u>\$323</u>	<u>\$323</u>	<u>\$323</u>
Total		\$323	\$323	\$323
Memorial Day				
	Expense	<u>\$525</u>	<u>\$525</u>	<u>\$525</u>

Total	\$525	\$525	\$525
TOTAL CULTURE & RECREATION	\$441,492	\$441,492	\$441,492
FIXED COSTS			
EMPLOYEE BENEFITS	\$1,528,589	\$1,583,628	\$1,583,628
BUICKING LIABILITY INSURANCE	\$260,735	\$236,422	\$236,422
DEBT SERVICE	\$1,346,123	\$2,083,327	\$2,083,327
TOTAL FIXED COSTS	\$3,135,447	\$3,903,377	\$3,903,377
TOTAL OPERATING BUDGET	\$21,141,936	\$22,000,861	\$22,000,861
RESERVE FOR ABATEMENTS	\$85,000	\$80,000	\$80,000
STATE ASSESSMENTS/OFFSETS	\$419,278	\$465,000	\$465,000
TOTAL GENERAL FUND	\$21,646,214	\$22,545,861	\$22,545,861

ARTICLE 7

APPROVED BY UNANIMOUS VOTE to transfer the sum of \$565,895 from Water Department revenue to fund the Water Department maintenance and operating expenses as follows:
Salaries \$236,881; Expenses \$329,014.

ARTICLE 8

APPROVED BY UNANIMOUS VOTE to transfer from Free Cash \$304,791 to fund the following Capital Budget requests:

<i>Department</i>	<i>Item</i>	<i>Amount</i>
Elem School	Septic replacement/repair engineering study	\$ 5,000
Elem School	ADA Compliance items	\$16,550
Fire Dept.	Replace Command Vehicle	\$30,000
Fire Dept.	SCBA Replacement	\$15,000
Highway Dept.	Brush Chipper Replacement	\$30,000
IT	Computer Phase In - workstations	\$15,400
IT	Finance Dept. Laser Printer	\$ 2,600
IT/Police/Fire	Parnet System	\$36,500
Police Dept.	Cruisers -2	\$60,000
Police Dept.	Heart Defibrillators (2)	\$ 8,600
Police/Fire Station	Rooftop Heating and Cooling System	\$35,750
Recreation	Temp. Water tie-in and Shade Structure/bubblers at Pond St. Complex	\$10,000
KP	Norfolk's share of the KP budget	\$39,391
TOTAL		\$304,791

ARTICLE 11

APPROVED BY UNANIMOUS VOTE to appropriate to the Stabilization Fund, established pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 5(b), an amount equal to the difference between the amount the Town is authorized to levy for fiscal year 2004 Real Estate and Personal Property Taxes and the sum of all amounts so levied excepting said appropriation, it being the intent of this Town Meeting for these purposes to use its authority to

appropriate such sums as will levy taxes to the maximum limit authorized by proposition 2 ½, so called, for fiscal year 2004.

All articles on the Warrant having been acted upon, it was moved, seconded and voted to dissolve this meeting at 10:50P

Respectfully Submitted,

Gail E. Bernardo, Assistant Town Clerk

**SPECIAL ELECTION
JUNE 23, 2003**

Pursuant to a duly posted Warrant for a Special Election, the inhabitants of Precincts 1, 2, 3 and 4 of the Town of Norfolk, qualified to vote in town affairs, assembled in the auditorium of the H. Olive Day School on Monday, June 23, 2003.

The polls were open from 7:00 am to 8:00 pm. A total of 1,887 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 of an addition to and remodeling and renovations to the existing high school, including equipment and furnishings, and demolition of portions of existing facilities related thereto?

YES	1500
NO	368
BLANKS	19

**Norfolk Records
Fall Special Town Meeting October 28, 2003**

Pursuant to a warrant dated September 22, 2003, signed by John J. McFeeley, Joyce E. Terrio and Ramesh Advani, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Senior High School, 201 Franklin Street, Wrentham, MA on Tuesday, October 28, at 7:30 PM in the evening, there and then to act on the following articles. The meeting was called to order at 7:35PM by Moderator Frank J. Gross who introduced the Town Clerk, the Assistant Town Clerk, Town Counsel, the members of the Board of Selectmen and the Advisory Board Chairman, who introduced the members of the Board. There were 114 registered voters in attendance. Sworn counters were Paul Muliero, Robert Garrity, and Deborah Robbins.

The singing of the National Anthem was led by Georgia Jones of Norfolk with musical accompaniment by Charles Stacy (piano) of Wrentham and George Clinton (trumpet) of Norfolk.

APPROVED BY VOICE VOTE to waive the reading of the warrant and the return on the warrant.

The Moderator suspended the Fall Special Town Meeting at 7:38PM for the purpose of convening a Special (Library Zoning) Town Meeting, pursuant to a warrant dated September 29, 2003, signed by John J. McFeeley, Joyce E. Terrio and Ramesh Advani, Selectmen of Norfolk. Mr. Gross explained that all of the articles included in this Special Town Meeting relate to zoning issues regarding the Norfolk Public Library, and that due to procedural defects in the posting of

the Planning Board public hearing, action on all of the articles contained within this Special Town Meeting will be deferred until November 4, 2003.

APPROVED BY UNANIMOUS VOTE to adjourn the Special (Library Zoning) Town Meeting to November 4, 2003 at 7:30PM at the King Philip High School, 201 Franklin Street, Wrentham, MA.

The Moderator resumed the Fall Special Town Meeting at 7:40PM.

ARTICLE 1

APPROVED BY VOICE VOTE to defer action on Article 1 until after Article 25.

Mr. Markel introduced the Finance Director, Jack Hathaway, who reported the following financial information:

Certified Free Cash	\$807,598
Water Enterprise Fund	\$256,681
Prison Mitigation receipt	\$191,276
Stabilization Fund balance	\$448,070
Ambulance Fund balance	\$ 95,816

Mr. Markel then gave a presentation of the Selectmen's goals for the current fiscal year and ideas for improving communication.

ARTICLE 2

APPROVED BY UNANIMOUS VOTE to transfer the sum of \$5,455.08 from Account #01,5151.3090, Town Counsel Legal Fees, to pay an unpaid bill of a prior year for legal services provided by Anderson and Krieger, pursuant to Massachusetts General Laws Chapter 44, Section 64.

ARTICLE 3

The Advisory Board moved and seconded to transfer from Free Cash the sum of \$28,000.00 to fund the Capital Budget request to purchase MUNIS accounting software and train staff.

Mr. Piscatelli made a motion, and it was seconded, to amend by deferring action on this article until after Article 1.

APPROVED BY COUNTED VOTE, 48 YES, 37 NO, to defer action on Article 3 until after Article 1.

ARTICLE 4

APPROVED BY VOICE VOTE to defer action on Article 4 until after Article 3.

APPROVED BY VOICE VOTE to defer action on Articles 5, and 12 - 22 until after Article 4.

ARTICLE 6

APPROVED BY UNANIMOUS VOTE to allocate from the Community Preservation Fund \$36,600.00 to erect a shade structure at the Pond Street Recreation Facility; specifically to include purchase and erection of the shade structure, permanent water connection from Pond Street to the Structure for service to water bubblers (not to include purchasing of the bubblers), framing of the structure, pouring a 28'x 52' cement slab within the structure, and the waterproofing package which includes the asphalt shingle roof.

ARTICLE 7

APPROVED BY UNANIMOUS VOTE to allocate from the Community Preservation Fund \$1,825.00 to fund the payment of labor and materials to paint the Tramp House.

ARTICLE 8

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Personnel Bylaw Section IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN,

Subsection C. CLASSIFICATION SCHEDULE by adding the following position:
Grade 8 Facilities Manager

and to amend the Town of Norfolk Personnel Bylaws Section XIII. PERFORMANCE APPRAISAL PROGRAM, Subsection 6.0 EVALUATORS by adding the following:

<u>POSITION</u>	<u>EVALUATOR</u>	<u>SECONDARY EVALUATOR</u>
Facilities Manager	Building Commissioner	Town Administrator;

ARTICLE 9

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 9.

(money for the Town's share of the Federal Firefighters Assistance Grant Program for the purpose of replacing Engine One)

ARTICLE 10

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 10.

(an easement to Mark and Joanne Pollard for the purpose of installing, maintaining, repairing and replacing a subsurface water line within the layout of Valentine Drive for the benefit of the property at 18 Valentine Drive)

ARTICLE 11

APPROVED BY UNANIMOUS VOTE to authorize the Board of Selectmen to take by eminent domain, for no damages, an easement for the installation, operation, maintenance, repair and replacement of underground utilities for water and sewer services in a private way known as Old Populatic Way, said easement being shown on a plan entitled "Plan of Land Showing a Sewer & Water Easement in the Town of Norfolk, Norfolk County, Massachusetts" prepared by Guerriere & Halnon, Inc., dated April 2, 2003, Scale 1"=40', a copy of which is on file in the office of the Highway Superintendent.

ARTICLE 23

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 23

(accept the provisions of Section 139 of Chapter 140 of the General Laws of Massachusetts to allow the issuance of a dog license at no cost for a dog owned by a resident aged 70 years old or older)

ARTICLE 24

APPROVED BY UNANIMOUS VOTE to authorize pursuant to Massachusetts General Laws, Chapter 44, Section 53E1/2, a Revolving Fund to receive passport processing postage fees to be expended under the direction of the Town Clerk for payment of postage related to submitting passport applications.

ARTICLE 25

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 25.

(to amend Article 1, Section 4 (Fall Town Meeting) of the Town of Norfolk General Bylaw by deleting it in its entirety)

At 11:00PM the Town Clerk made a motion to adjourn the meeting to 8:00PM on Tuesday, November 4, 2003 at the King Philip High School. The motion passed unanimously.

**Norfolk Records
November 4, 2003
SPECIAL (Library Zoning) TOWN MEETING**

The second session of the Special (Library Zoning) Town Meeting was called to order by the Moderator at 7:30PM. There were 192 registered voters in attendance. Sworn counters were Paul Muliero, Robert Garrity, and Deborah Robbins. The moderator explained that at 8:00PM this meeting would be temporarily suspended so that the Fall Special Town Meeting adjourned session could be opened and then suspended to return to this Town Meeting.

The Board of Library Trustees gave a presentation regarding all of the Articles contained within this Special Town Meeting, along with background information and a status report on the project.

At 8:00PM the Moderator suspended the Special (Library Zoning) Town Meeting and convened the second session of the Fall Special Town Meeting, which was then suspended to return to the Special (Library Zoning) Town Meeting.

ARTICLE 1

APPROVED BY 2/3 VOTE called by the Moderator to amend the Zoning Bylaws of the Town of Norfolk, Section I.4.a.5., Pedestrian Access, as follows:

By revising the current bylaw which reads:

I.4.a.5. Pedestrian Access. BUILDINGS shall generally be PEDESTRIAN WAY-oriented and shall be physically and visually accessible to pedestrians from the PEDESTRIAN WAY. BUILDINGS shall provide pedestrian entrances that open to the front PEDESTRIAN WAY and may provide other entrances to the side or rear. Within the BUSINESS CORE, unless otherwise provided by Special Permit by the Planning Board, the FRONTAGE SIDE of each BUILDING shall have not less than 70% of the length of its PEDESTRIAN WAY level street-side façade comprised of doorways which provide physical access, and windows or other transparent elements of wall which provide visual access.

By adding the following italicized provisions to the bylaw, so that it is amended to read:

I.4.a.5. Pedestrian Access. BUILDINGS shall generally be PEDESTRIAN WAY-oriented and shall be physically and visually accessible to pedestrians from the PEDESTRIAN WAY. BUILDINGS shall provide pedestrian entrances that open to the front PEDESTRIAN WAY and may provide other entrances to the side or rear. Within the BUSINESS CORE, unless otherwise provided by Special Permit by the Planning Board, the FRONTAGE SIDE of each BUILDING, *excepting a Municipal BUILDING*, shall have not less than 70% of the length of its PEDESTRIAN WAY level street-side façade comprised of doorways which provide physical access, and windows or other transparent elements of wall which provide visual access. *Municipal BUILDINGS shall have not less than 30% of the length of its PEDESTRIAN WAY level street-side façade comprised of doorways which provide physical access, and windows or other transparent elements of wall which provide visual access;*

ARTICLE 2

APPROVED BY 2/3 VOTE called by the Moderator to amend the Zoning Bylaws of the Town of Norfolk, Section I.4.a.6., Streetscape, as follows:

By revising the current bylaw which reads:

I.4.a.6. Streetscape. Within the BUSINESS CORE, BUILDINGS shall not be more than forty feet in height. At least 60% of the vertical wall area of the FRONTAGE SIDE façade of BUILDINGS (excluding porches) shall be parallel with and aligned to the BUILD-TO LINE,

and a minimum 60% portion of the FRONTAGE SIDE façade shall also be made up of vertical BUILDING wall, dormers, or a parapet or false façade to a height of twenty feet. Bay windows and balconies above STREET level may project toward the STREET beyond the BUILD-TO LINE. Outside the BUSINESS CORE, BUILDINGS shall not be more than forty feet in height. BUILDING HEIGHT shall not include any steeples, flag poles, weather vanes, or cupolas. The highest point of any such steeples, flag poles, weather vanes, or cupolas shall not exceed eighty (80') feet.

By adding the following italicized provisions to the bylaw, so that it is amended to read:

1.4.a.6. Streetscape. Within the BUSINESS CORE, BUILDINGS shall not be more than forty feet in height. At least 60% of the vertical wall area of the FRONTAGE SIDE façade of BUILDINGS, excepting Municipal Buildings, (excluding porches) shall be parallel with and aligned to the BUILD-TO LINE, and a minimum 60% portion of the FRONTAGE SIDE façade shall also be made up of vertical BUILDING wall, dormers, or a parapet or false façade to a height of twenty feet. Bay windows and balconies above STREET level may project toward the STREET beyond the BUILD-TO LINE. Outside the BUSINESS CORE, BUILDINGS shall not be more than forty feet in height. BUILDING HEIGHT shall not include any steeples, flag poles, weather vanes, or cupolas. The highest point of any such steeples, flag poles, weather vanes, or cupolas shall not exceed eighty (80') feet. At least 60% of the vertical wall area of the FRONTAGE SIDE façade of a Municipal BUILDING shall be made up of vertical BUILDING wall, dormers, or a parapet or false façade to a height of 10';

ARTICLE 3

APPROVED BY 2/3 VOTE called by the Moderator to amend the Zoning Bylaws of the Town of Norfolk, Section I.4.b.2.(A), BUILD-TO-LINE, as follows:

By revising the current bylaw which reads:

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

(A) BUILD-TO-LINE: At the APPLICANT'S discretion, shall be either eleven (11) or nineteen (19) feet from, and parallel with, the Frontage line(s) of the LOT;

(A).1. Notwithstanding the provisions of I.4.b.2.(A) above, the BUILD-TO-LINE of a TOWN HALL shall be at least nineteen (19) feet and not more than one hundred twenty-five (125) feet from the FRONTAGE line of the LOT.

By adding the following italicized provisions to the bylaw, so that it is amended to read:

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

(A) BUILD-TO-LINE: At the APPLICANT'S discretion, shall be either eleven (11) or nineteen (19) feet from, and parallel with, the Frontage line(s) of the LOT;

(A).1. Notwithstanding the provisions of I.4.b.2.(A) above, the BUILD-TO LINE of a TOWN HALL shall be at least nineteen (19) feet and not more than one hundred twenty-five (125) feet from the FRONTAGE line of the LOT.

(A).2. Notwithstanding the provisions of I.4.b.2.(A) above, the BUILD-TO LINE of a Municipal BUILDING which is used as a library, shall be at least ten (10) feet and not more than thirty-five (35) feet from the frontage line of the LOT.

ARTICLE 4

APPROVED BY 2/3 VOTE called by the Moderator to amend the Zoning Bylaws of the Town of Norfolk, Section F.7.b. Schedule of Minimum Off-Street Parking Requirements, Section F.7.b.6., as follows:

By revising the schedule of the current bylaw which reads:
Section F.7.b. Schedule of Minimum Off-Street Parking Requirements

F.7.b.6. Libraries, museums, and other non-recreational floor space public facilities	1 per 200 sq. ft USABLE FLOOR AREA
--	---

By replacing the following italicized provisions to the schedule, so that it is amended to read:

F.7.b.6. Libraries, museums, and other non-recreational floor space public facilities	1 per 300 sq. ft USABLE FLOOR AREA
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ARTICLE 5

APPROVED BY 2/3 VOTE called by the Moderator to amend the Zoning Bylaws of the Town of Norfolk, Section I.4.a.1. Building Scale, as follows:

By revising the current bylaw which reads:

Section I.4.a.1. Building Scale. No building FOOTPRINT, other than a GROCERY STORE, Municipal BUILDING, or VARIETY STORE, shall exceed 8,000 square feet except by a Special Permit. No GROCERY STORE or VARIETY STORE FOOTPRINT shall exceed 45,000 square feet except by Special Permit. No Municipal BUILDING FOOTPRINT shall exceed 20,000 square feet except by Special Permit. Upon issuance of a Special Permit from the Zoning Board of Appeals, no Building FOOTPRINT other than a GROCERY STORE, Municipal BUILDING or VARIETY STORE shall exceed 15,000 square feet, no Municipal BUILDING FOOTPRINT shall exceed 30,000 square feet, and no GROCERY STORE or VARIETY STORE FOOTPRINT shall exceed 50,000 square feet.

By adding the following italicized provisions to the bylaw, so that it is amended to read:

Section I.4.a.1. Building Scale. No building FOOTPRINT, other than a GROCERY STORE, Municipal BUILDING, or VARIETY STORE, shall exceed 8,000 square feet except by a Special Permit. No GROCERY STORE or VARIETY STORE FOOTPRINT shall exceed 45,000 square feet except by Special Permit. No Municipal BUILDING FOOTPRINT shall exceed 25,000 square feet except by Special Permit. Upon issuance of a Special Permit from the Zoning Board of Appeals, no Building FOOTPRINT other than a GROCERY STORE, Municipal BUILDING or VARIETY STORE shall exceed 15,000 square feet, no Municipal BUILDING FOOTPRINT shall exceed 30,000 square feet, and no GROCERY STORE or VARIETY STORE FOOTPRINT shall exceed 50,000 square feet.

At 9:00PM the Town Clerk made a motion to dissolve the Special (Library Zoning) Town Meeting which passed unanimously.

The Moderator then returned to the business of the suspended Fall Special Town Meeting:

APPROVED BY VOICE VOTE to bring forward Article 5.

ARTICLE 5

The Advisory Board moved and seconded to Indefinitely Postpone Article 5.

The Planning Board moved and seconded to amend by substituting the motion as printed in the Warrant and the Town voted to accept this substitute motion.

APPROVED BY UNANIMOUS VOTE to amend the Zoning Bylaws of the Town of Norfolk, Section E.2.h., Estate Lots, as follows:

By substituting "Planning Board" for "Zoning Board of Appeals" as the designated special permit granting authority in Sections E.2.h. and E.2.h.3.b.;

By deleting Section E.2.h.2.f., of that bylaw which currently reads:

"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 21, 2001), owned or controlled adjoining land with which the proposed Estate Lot could have been advantageously subdivided, in the opinion of the Planning Board, into a conforming LOT or LOTS, or into an open-space subdivision plan."

And replacing said Section E.2.h.2.f. as follows:

"The Planning Board shall not issue a special permit under this section except upon the following findings:

- 1) The applicant has provided for safe access for public safety vehicles and personnel to the dwelling unit to be constructed on the lot, and the intersection of such access driveway and the public way has been placed in the best location available to the applicant; and
- 2) The development of the property as an estate lot will have a less adverse effect on the character of the neighborhood and the protection of open space, significant or important natural resources and to historic structures or places (where such features are present) than other development options available to the applicant."

And by deleting Section E.2.h.3.c. of the Zoning Bylaw which currently reads:

"The special permit shall contain a recorded restriction against further division of the Estate LOT creating any additional BUILDING LOTS."

And replacing said Section E.2.h.3.c. as follows:

"No landowner shall be eligible for more than one Estate Lot from a single parcel of land, or from adjoining parcels of land in common ownership, based on the ownership status of the land as determined by instruments and plans on file at the Norfolk County Registry of Deeds as of the effective date of this bylaw as amended (November 4, 2003). No Estate Lot shall be further subdivided. The Planning Board shall note such limitations, with a description of the land affected by them, in its written decision."

And by inserting the following Section E.2.h.4.:

"E.2.h.4. The November 4, 2003 amendments to this Section E.2.h. shall not apply to any special permit application for an estate lot filed before the first publication of notice of the Planning Board hearing thereon (October 20, 2003). Any such application shall be governed by the provisions of this bylaw in effect as of the date it was filed."

APPROVED BY VOICE VOTE to defer action on Article 1 until after Article 4.

ARTICLE 3

APPROVED BY UNANIMOUS VOTE to transfer from Free Cash the sum of \$35,000.00 to fund the Capital Budget request to purchase MUNIS accounting software and train staff.

ARTICLE 4

APPROVED BY UNANIMOUS VOTE to rescind the appropriation made under Article 9 of the Special Town Meeting of October 23, 1991, and to appropriate by transfer from the account established under said article the remaining balance of \$30,000.00 to Water Department Expenses.

ARTICLE 1

APPROVED BY UNANIMOUS VOTE to transfer:

FROM:

Account#	Department	Amount
01.5210.1100	Police – Salaries	\$ 6,375.00
01.5132.1100	Finance – Salaries	\$ 8,000.00
01.5420.1100	Highway – Salaries	\$ 5,500.00
25.5450.4010	Water – Building Maintenance	\$ 18,450.00
24.5955.3055	Ambulance Fund	\$ 20,896.41
01.5913.1740	Unemployment Compensation	\$ 45,000.00
Total		\$104,221.41

TO:

Account #	Department	Amount
01.5210.4010	Police – Expenses	\$ 6,375.00
01.5132.4263	Finance – Consulting Services	\$ 13,000.00
01.5132.	Finance – GASB 34	\$ 9,000.00
01.5420.4289	Highway/Building Supplies & Materials	\$ 5,500.00
01.5159.4800	Municipal Buildings – Fuel & Utilities	\$ 18,450.00
01.5291.0000	Emergency Management	\$ 1,000.00
01.5151.3090	Town Counsel – Litigation (BBC Painting Subcontractor)	\$ 5,896.41
01.5220.1100	Fire – Salaries	\$ 25,000.00
01.5122.7820	Veteran's Day Parade	\$ 5,000.00
01.5132.4263	Finance – Audit	\$ 15,000.00
Total		\$104,221.41

At 10:20PM the Town Clerk made a motion to adjourn the meeting to 7:30PM on Wednesday, November 5, 2003 at the King Philip High School. The motion passed unanimously.

**Norfolk Records
November 5, 2003**

Third session of the Fall Special Town Meeting convened at 7:30PM. There were 33 registered voters in attendance. Sworn counters were Paul Muliero, Robert Garrity, and David Wildman.

ARTICLE 12

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Zoning Bylaws by deleting all references to the C-2 Zoning District and to adopt a new zoning map showing the deletion of the C-2 Zoning District as follows:

- 1) Section C.1. Types of Districts, Section C.1.a. Replace current line that reads, "Commercial-2 through Commercial-5 C-2/C-5" with "Commercial-3 through Commercial-5 C-3/C-5"

- 2) Section D.1.e.2. Second sentence replace "In the C2, C3 and C5 Districts" with "In the C3 and C5 Districts"; and in the third sentence replace "In the B2-B4 and C2, C3 and C5 Districts" with "In the B2-B4 and C3 and C5 Districts"
- 3) Section D.1.e.3. Second sentence replace "In the C2, C3 and C5 Districts" with "In the C3 and C5 Districts"
- 4) Section D.2. (Column Heading) [Use Table] which currently reads, "C2/C3/C5" will now read "C3/C5"
- 5) Section E.1.b. Column Heading for Schedule of Dimensional Requirements Delete "2" for current column for Commercial 2, 3, 5 so that the heading will now read, "Commercial 3, 5"
- 6) Section F.9.b. Column Heading change to C1, C3-C6 from C1-C6
- 7) Section H.1.b. Change "or Commercial 1 through Commercial 6" to "or Commercial 1 and Commercial 3 through 6".
- 8) Section H.1.c.2. Change "or Commercial 1 through Commercial 6" to "Commercial 1 and Commercial 3 through 6."
- 9) Section H.1.c.6. Change "or Commercial 1 through Commercial 6" to "or Commercial 1 and Commercial 3 through Commercial 6."
- 10) Section C.2. Location of Districts, Section C.2.a. Revise the Zoning Map Date from April 16, 2001 to October 23, 2002 in this Section. (A copy of the revised map is available for public inspection in the office of the Town Clerk);

ARTICLE 13

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Zoning Bylaws by deleting from the Schedule of Use Regulations - Section D.2.c.9. which reads, "Conversion of SINGLE FAMILY DWELLINGS – R (SP), B2-4 (SP), C2/C3/35 (SP).";

ARTICLE 14

APPROVED BY UNANIMOUS VOTE to change references from "Building Inspector, Inspector of Buildings" to Building Commissioner in the following sections:

1. G.3.a. Change Inspector of Buildings to Building Commissioner
2. G.5.a. Change Building Inspector to Building Commissioner
3. G.5.c. Change Inspector of Buildings to Building Commissioner
4. G.5.d. Change Inspector of Buildings to Building Commissioner;

ARTICLE 15

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Zoning Bylaws as follows: Renumber Section D.4.h.1. and add the title, "Severability" so that the Zoning Bylaw will now read as follows:

"D.4.h. Severability

A determination that any portion of this overlay protection district is invalid shall not invalidate any other portion or provision thereof, nor shall it invalidate any special permit previously issued thereunder.";

ARTICLE 16

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Zoning Bylaws by adding a new Section D.3.e.1.d. to read as follows:

"D.3.e.1.d. See General Laws Chapter 132B, Section 1 (Massachusetts Pesticide Control Act) and any and all amendments thereto";

ARTICLE 17

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Zoning Bylaws by adding a new Section H.2.h.4.a.4. to read as follows:

"H.2.h.4.a.4. Notwithstanding other requirements of 310 CMR 22.02 as it relates to Zone II Wellhead protection, the Permanent Open Space may be included in the area required for the purpose of the computation of the capacity of septic systems.";

ARTICLE 18

The Advisory Board moved and seconded to Indefinitely Postpone Article 18.

The Planning Board moved and seconded to amend the motion by substituting the following motion to amend the Town of Norfolk Zoning Bylaws as follows:

By deleting Section E.1.c.4. of that bylaw which currently reads:

"The REQUIRED CIRCLE must fit entirely within the LOT. No LOT shall be narrower than the required FRONTAGE between the FRONTAGE line and the REQUIRED CIRCLE."

And replacing said Section E.1.c. with the following:

"E.1.c.4. The REQUIRED CIRCLE must be located so that it touches the lot frontage and it must also fit entirely within the LOT. No LOT shall be narrower than the required FRONTAGE between the FRONTAGE line and the REQUIRED CIRCLE.";

The motion failed to receive the required 2/3 vote upon counted vote, 15-yes, 8-no.

ARTICLE 19

The Advisory Board moved and seconded to Indefinitely Postpone Article 19.

The Planning Board moved and seconded to amend the motion by substituting the following motion to amend the Town of Norfolk Zoning Bylaws, Section F.5.a. by deleting the current wording which reads:

"F.5.a. No ACCESSORY STRUCTURE shall be closer to any principal BUILDING or any LOT LINE than a distance equal to the height of such ACCESSORY BUILDING and in no event in the front YARD."

And replacing it with the following new wording:

"F.5.a. No ACCESSORY STRUCTURE, including those in Open Space Preservation Subdivisions, that is 120 s.f. or less may be located no closer to any principal BUILDING or any LOT LINE than a distance equal to the height of such ACCESSORY BUILDING however, for ACCESSORY STRUCTURES that are greater than 120 s.f. they shall be located to comply with the setback requirements for the underlying zoning district. In no event shall ACCESSORY STRUCTURES be located in the front YARD setback.";

The motion failed to receive the required 2/3 vote upon counted vote, 15-yes, 11-no.

ARTICLE 20

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Zoning Bylaws, Section F.5.c. by adding the words, "including those in Open Space Preservation Subdivisions" so that section F.5.c will now read as follows:

"F.5.c. No swimming pool, including those in Open Space Preservation Subdivisions, shall be constructed closer than twenty-five (25) feet to any LOT LINE, and in no event in the front YARD setback.";

ARTICLE 21

The Advisory Board moved and seconded to Indefinitely Postpone Article 21.

The Planning Board moved and seconded to substitute the following motion to amend the Norfolk Zoning Bylaws, Section H.2.f.1. by adding a new paragraph to read as follows:

"Any appurtenances such as ACCESSORY BUILDINGS and swimming pools shall comply with the dimensional requirements of the underlying zoning district.";

The substitute motion passed by a unanimous vote.

ARTICLE 22

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Zoning Bylaws, Section F.11.a. which currently reads:

"F.11. SITE PLAN APPROVAL

F.11.a. Requirements for Site Plan

In all districts no BUILDING or structure shall be constructed or externally enlarged and no use shall be expanded in ground area or established in an existing BUILDING except in conformity with a site plan bearing an endorsement of approval by the Planning Board unless Site Plan Approval is specifically exempted herein. This provision shall not apply to SINGLE FAMILY homes, including additions or enlargements, which are permitted in the district in which the property is located as a matter of right."

By adding at the end of the second sentence the following, "including single family homes located within an Open Space Preservation residential subdivision" so that the second sentence will now read as follows:

"This provision shall not apply to SINGLE FAMILY homes, including additions or enlargements, which are permitted in the district in which the property is located as a matter of right including single family homes located within an Open Space Preservation residential subdivision.";

At 8:20PM the Town Clerk made a motion to dissolve the Fall special Town Meeting. It was voted unanimously.

**Respectfully Submitted,
Gail E. Bernardo
Assistant Town Clerk**

GENERAL GOVERNMENT

SOUTHEASTERN REGIONAL SERVICES GROUP

In January and February SERSG sponsored two training sessions on symptoms, which would reasonably lead a supervisor to think a municipal employee was under the influence of drugs or alcohol. This training is mandated by the Federal Department of Transportation for supervisors of drivers of commercial motor vehicles.

In April SERSG conducted cooperative procurements for office supplies, paper supplies and DPW supplies, which resulted in substantial savings for our member municipalities. Staples won sixteen office supply contracts, with an all time high of 72.25% off the list price, for office supplies contained in the United Stationers Supply Catalog.

We closed the year with our Fall cooperative procurement for DPW Services. The dollar value of the contracts that were awarded, as a result of the IFB, now exceeds six million dollars. Substantial savings were once again achieved through this cooperative procurement.

Respectfully submitted,
Catherine Salisbury
Regional Administrator
Southeastern Regional Services Group

NORFOLK COUNTY COMMISSIONERS

Norfolk County continued to carefully monitor spending in fiscal year 2003. Numerous improvements throughout the County were as follows:

- Capital improvements to district courthouses in Quincy, Brookline, and Dedham, as well as approval of \$1.5 million bond issue to fund improvements to Stoughton, Wrentham and Superior courthouses
- New computer-assisted document intake and research systems at the Registry of Deeds, along with ongoing expansion of library of computer accessible records
- Approval of a new chemistry lab at Norfolk Agricultural High School
- Approval of a new MIS system for Norfolk County
- County Engineering and Survey services provided to towns, as requested by municipalities
- Major renovation of bunkers #14 and #15 at Presidents Golf Course
- Grants to D.O.V.E. (Domestic Violence Ended), R.S.V.P. (Retired Senior and Volunteer Program), \$500 grants to numerous local food pantries

We mourned the passing of our Register of Deeds Paul D. Harold, (former State Senator) who was in the process of making many technological improvements within the Registry. Designated to carry on Mr. Harold's admirable work was William P. O'Donnell, who resigned as Norfolk County Commissioner to accept the appointment. We were also very fortunate to appoint Francis W. O'Brien of Dedham to fill the vacant Commissioner's position. We look forward to working with Mr. O'Brien and Mr. O'Donnell, who both bring a wealth of experience to their respective positions.

Within our 2003 Annual Report publication is provided more detailed information regarding County activities

As County Commissioners, we convey our thanks for the superb support of our legislators, municipal officials, members of the Norfolk County Advisory Board, and our department heads and employees for performing their jobs in an exemplary manner. We especially thank our citizens for allowing us the privilege of serving them.

Respectfully submitted,

Peter H. Collins, Chairman
John M. Gillis
Francis W. O'Brien

GENERAL GOVERNMENT

INFORMATION TECHNOLOGY COORDINATOR

The 2003 Information Technology Annual report is my second as IT Coordinator for the Town of Norfolk, MA. During my first year, I worked hard to create a dependable infrastructure capable of growing with the technology needs of the town. We were able to increase system use and reduce downtime and other problems. This created the trust necessary to further expand our use of technology to govern.

In line with our long term goals to make government more efficient and more accessible, we identified areas most likely to benefit from new uses of technology. Municipal Finance was the top priority.

Norfolk's Municipal Finance departments are the core of town operations. Historically, they rely on manual processing, reentry of data at multiple locations, and incongruent systems that are unable to communicate. We wanted to create a centralized system with an automated workflow process that would bring all of the town and school financial systems together. After reviewing many companies, we decided that Munis, the leading Municipal Finance Vendor in Massachusetts, had the solution we wanted.

In presenting Munis to Town Meeting, we also presented a new model in maintaining technology. We believe that the best way for a town the size of Norfolk to enjoy continuing advances in technology and still maintain minimal local IT support is to use the idea of Application Service Providers (ASP). Rather than purchase expensive capital that must be replaced every few years and maintained by onsite IT staff, the town pays an annual fee to a company like Munis. Because Munis has many ASP customers, Norfolk is able to buy into technology and resources we otherwise could never afford. We also receive professional support, offsite location and maintenance of hardware, built-in software and hardware upgrades and cost savings over time.

The town responded positively to this presentation and we look forward to implementing Munis at the beginning of 2004. We are also using the ASP model for our Email and web server and will continue to look at areas where it makes sense for the town. There are of course many areas where ASP does not make sense or is not available. Because of the nature of an ASP relationship, the town is also very careful to only choose companies with long standing reputations.

In 2003, we started the process of upgrading the public safety records management system. Pamet, our current vendor, withdrew support for their old product this year, prompting the conversion. The new system has many improved features including the ability to add color photos to records in the system. We were also able to add a Fire Records Management system to the same server and for the first time allow dispatchers to handle both police and fire incidents on the computer. Dispatchers will now be able to use Computer Aided Dispatch (CAD) to handle all calls on one screen.

The website continued to improve this year. A new look, easier navigation, increased documents, notices, and services made the town's web page more useful to residents. Important work behind the scenes also made electronic tax and other payments a real possibility—look this spring for more information.

As we enter 2004, we continue to emphasize infrastructure—making sure we have the foundation to support continued advancement. Use continues to grow and more demands on our networks and computers must be supported by a strong infrastructure. Bandwidth is very important to future growth as well. More and more business is conducted online and more and more services run over the town's data lines.

As IT Coordinator, I will continue to pursue areas where technology leads to better government and work hard to make sure it is supported by solid infrastructure.

Respectfully Submitted,

Christopher McClure
Norfolk IT Coordinator

NORFOLK POLICE DEPARTMENT

The 2003 Police Department activities report is my tenth as Chief of Police of the Norfolk Police Department. Norfolk is one of the safest communities to live in because 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 Community Policing Grant that will help us purchase necessary equipment without asking the town for the resources.

2003 brought many changes to the Norfolk Police Department including the retirement of Detective Leo R. Ethier after 14 years of service to the Town of Norfolk and the addition of six new reserve officers. Nathan Fletcher, George Labonte, Mark Vendetti, Mark Ludwig, Neil McGrath and James Moses are the new Reserve Officer hired during 2003. This complement of 10 Reserve Officers will give us viable candidates to replace the two officers that have or will be retired during the next year.

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 with the personnel and resources available to us. We will continue to investigate the use of Federal, State and County grants for both personnel and equipment in order to achieve new equipment and services in the most cost effective manner without burdening the Town of Norfolk. The department will continue to be involved in the Metro-LEC/NORSTAR tactical unit. The unit is made up of officers from the 28 cities and towns

in Norfolk County and other jurisdictions and is available for all incidents requiring the services of a tactical unit including searches for missing persons, strikes, hostage situations, 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 our Zero Tolerance Policy in dealing with underage drinking for those individuals who are under the age of 21 and are caught drinking and driving. We will also continue to perform a compliance check that includes enforcement initiatives involving those businesses that hold liquor licenses to insure that there are no sales to individuals under the age of 21.

We want to thank Officer Stephen K. Plympton for his tireless efforts and dedication to the D.A.R.E. program for the last 12 years and his interests in the youth of this town and the King Phillip School District. We want to thank the taxpayers for providing the resources for salaries and supplies 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

Charles H. Stone Jr.
Chief of Police

Norfolk Police Department Yearly Activity

	2002	2003	2002	2003
PART I CRIMES			TRAFFIC ACCIDENTS	
Murder	0	0	Personal Injury	25
Robbery	0	0	Property Damage	144
Forcible Rape	1	0	Fatal	0
Aggravated Assault	1	3		
Burglary (B&E)	15	13	TRAFFIC ENFORCEMENT	
Motor Vehicle (B&E)	3	6	Written Citations	319
Larceny	28	32	Written Warnings	854
Motor Vehicle Theft	4	2	Verbal Warnings	597
Kidnapping	0	0		
PART II CRIMES			MISCELLANEOUS	
Fraud	5	0	Missing Persons	20
Assault and Battery	8	9	Missing Property (lost and found)	62
Arson & Bombing	0	0	Disturbance	77
Forgery/Counterfeiting	0	1	(general/ gathering)	
Receiving Stolen Prop	2	5	Domestic Disturbance	40
Vandalism	81	117		
Weapons Violations	3	4	Suspicious Activity	549
Sexual Assault	3	2	General Services	4403
Drug Law Violations	12	6	Stolen Prop. Recovered	2
Oper. Under Influence	15	21	Stolen Veh. Recovered	1
Liquor Law Violation	4	4	911 Investigations	156
General Offenses	276	209	(silent/abandoned)	
Trespassing	34	18	Building Checks	59
Attempted B&E	9	2	(found open)	
Threats	19	15	Animal Complaint	367
Harassment	28	35	Burglar Alarms	447
Disorderly Conduct	1	1	Fire Dept. Assists	161
			Mutual Aid	159
			(assist other PD's)	
ARRESTS				
Arrests	81	63		
Protective Custody	14	6		
MEDICAL/EMERGENCY				
Ambulance Assists	453	450		
Sudden Death Invest.	6	1		

POLICE AND FIRE COMMUNICATIONS REPORT

In 2003, the Norfolk Police and Fire Communications Department dispatched 10,660 police, fire and medical incidents. That is approximately a 10% increase from 2002

The department continued to change throughout 2003. During the summer, Sarah Hill left the department. Sarah joined her husband Greg, and moved to North Carolina. We wish Sarah luck and will miss her professionalism and commitment to the department.

Part-time dispatchers filled Sarah's vacancy, which gives them an opportunity to receive further experience and training.

The department would like to thank Chief Stone, Chief Kelley, and the members of the Norfolk Police and Fire Departments for their continued support.

The department would like to thank the citizens of Norfolk for their support and assistance. A reminder for all citizens to use **911** for emergencies only. Please call the business lines for all other police and fire inquiries.

Respectfully submitted,
Sgt. Timothy Heinz

DETECTIVE DIVISION

In 2003, the Norfolk Police Detective Division consisted of two officers who were assigned to work in that capacity, Detectives Leo Ethier and Winslow Karlson (on a part-time basis).

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 the area. We also share manpower and equipment on drug and other area criminal investigations. We are also members of NESPIN, the New England State Police Information Network, which allows us to access intelligence sharing databases throughout the United States, as well as equipment and manpower to assist with inter-jurisdictional investigations. The Detective Division has

also worked with the Norfolk County District Attorney's Sexual Assault Unit investigating several reported sexual assaults during the past year.

The Detective Division conducts alcohol license compliance checks to ensure that owners of liquor establishments and their employees are not selling alcohol to individuals under the age of 21.

We have also assisted Officer Steve Plympton and his D.A.R.E. program by giving lectures and presentations about drugs, drug paraphenalia, and drug cultures, in an effort to help educate our children about the dangers of illicit drugs and drug use.

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 wish to thank the citizens of Norfolk for their support and assistance.

Respectfully Submitted,

Detective Leo Ethier
Detective Winslow Karlson III

PUBLIC SAFETY

ANIMAL CONTROL DEPARTMENT

Every year the Animal Control Department works with both the residents of the town, as well as the animals in all facets of animal by-laws and responsible pet ownership. Beyond the dog laws, the Animal Control department responds to many wildlife, feline, and livestock issues and emergencies. The Animal Control Department submits the following totals for the year starting Jan 1, 2003 and ending Dec.31 2003.

Animals Hit By Cars:

Deer: 17
Dogs: 10
Cats: 11
General Wildlife: 15

Confirmed Disease Statistics:

Rabies: 2
West Nile Virus (Avian infected only): 4 There were no reported West Nile Virus cases in humans reported in Norfolk.

Dogs:

Dog complaints and violations: 129
Dog Bites reported: 10
Cruelty/Neglect investigations: 1
Lost and/or found reports: 92
Surrenders: 1
Rescues: 2
Banishments: 1

Cats:

Cat bites reported: 3
Lost and/or found reports: 33
Surrenders: 6
Rescues: 4

Livestock:

Loose Horses: 5
Loose Goats: 2
Chicken complaints: 1
Rooster Complaints: 8

Wildlife: (Calls regarding)

Fox: 18
Raccoons: 24
Coyote: 9
Turkey: 4
Skunk: 9
Possum: 3
Bats: 4
Rabbits: 2
Fisher Martins: 1

Hawks: 1
Swans: 3
Geese: 2
Squirrels: 4
Turtles: 9

Wildlife trapped in prisons: 5
Pest calls: 8

10 Day quarantines: 7 dogs and 1 cat
45 Day quarantines: 2 cats

The statistics above are only for calls received that required a physical response by the Animal Control Department. These statistics do not include general service responses via telephone/mail/email/fax regarding (but not limited to): information on pet care and control, animal health care, courtesy phone calls for case specific information, pest control referrals, Health care and kenneling referrals, town and state law guidance, communication between other professionals in the animal control, animal health, local municipalities and state agencies, reporting parties that did not want formal actions taken.

Respectfully Submitted by:

Hilary Nolan Penlington
Norfolk Animal Control Officer

Christopher Wider
Norfolk Animal Inspector

FIRE DEPARTMENT

The fire department's main priority is to provide fire suppression activities that are directed towards the protection of life and property. We also provide pre-hospital emergency medical services that includes basic and advanced life support. Additionally, the fire department is responsible for fire prevention activities and risk reduction through inspectional services, code enforcement, and public education. Firefighters are the primary response personnel to hazardous materials incidents, with recently included management of bioterrorism threats.

Our department responded to over one thousand emergent requests for service in 2003. Twenty-three of these requests were for structural incidents with fire losses estimated at just under \$400,000. It is extremely important to mention that while moderate fire losses occurred, the value of property saved undoubtedly reaches into the millions of dollars. This is a tribute to the personnel who continue to serve this community in a fashion that is indicative of dedicated fire service professionals.

The fire department continued its long standing tradition of participation in community activities and projects. Over the past year firefighters volunteered countless hours participating in Norfolk Community Day, the Haunted Train Ride, September 9-1-1 Memorial, Memorial Day, Veterans Day, Fire Department Open House, December Senior Dinner featuring Rex Trailer, Christmas Toy Program, Thanksgiving Day Dinners, along with many other activities that go unnoticed. A heartfelt thank you is in order to all who organize and participate in these well-received activities. The donated time by firefighters is above and beyond the numerous hours that are required to provide fundamental fire services.

Firefighters continued to provide fire prevention and fire safety activities to many organizations throughout the year. This became quite a challenge as state funding for S.A.F.E. fire prevention activities were reduced significantly. As a result of an extremely generous donation made by the Norfolk Community League we were able to maintain some of our programs in the elementary schools. We cannot thank the N.C.L enough for their support. They are a wonderful group of

people who are a tremendous asset to the community and we truly appreciate their efforts.

In early 2003, fulltime firefighter-paramedic Gregory Graves left the department to head south to a new home in North Carolina. Greg was a true asset to the department and is missed by all. We wish him the best. Michael Findlen was hired in April to fill the vacancy.

In April, Michael Findlen and Douglas Johnston attained certification as EMT-Paramedics. Mike and Doug spent over 1500 hours of their own time achieving this important certification. We congratulate them on their achievement and thank them for their commitment to providing a higher standard of emergency medical care.

The end of 2003 brought to close an era in Norfolk Fire Department history. Fire Chief William F. Kelley retired after a thirty-two year career with the department. Chief Kelley spent the last twenty-two years as Fire Chief. Fulltime firefighter/EMT Patricia A. Bixby also retired at the end of December after twenty-three years with the department. Bill and Pat served with loyalty and distinction. We thank them for their dedicated years of service to this community and we wish them well in retirement. Happy Fishing Bill! ; Enjoy the Grandkids Pat!

We would like to thank the various Town Departments, Boards and officials for their support and assistance during the year. Thank you to the residents and businesses of Norfolk for your continued support. Lastly and most importantly, thank you to the dedicated people comprising the Norfolk Fire Department. Your commitment was noticed and truly appreciated during this past year.

Respectfully submitted,

Peter J. Petruchik
Acting Fire Chief

PUBLIC SAFETY

FIRE DEPARTMENT ACTIVITY

EMERGENCY RESPONSES

Structure Fires	23
Vehicle Fires	4
Motor Vehicle Accidents	31
Outside Electrical Incidents	9
Outside Fires	31
Hazardous Materials Incidents	11
Carbon Monoxide Investigations	5
Fire Alarm Activated	70
Public Assistance	16
Line Box Coverage	0
Investigations	28
Miscellaneous	23
Assist EMS Unit	132
EMS Incidents	682
Mutual Aid/Scene	8
Total	1,073

FIRE PREVENTION

Inspect New Fire Alarm	45
Inspect Fire Alarm/Resale	102
Inspect Heating System	25
Inspect Propane Storage	4
Inspect Building	10
Inspect Underground Storage	3
Inspect Fuel Tank/New	2
Inspect Tank Truck	4
Conduct Fire Drill	8
Issue Blasting Permit	5
Monitor Blasting	38
Issue Gun Powder Permit	1
Fire Safety Presentation	7
Miscellaneous	1
Total	255

MISCELLANEOUS

Details	40
Meetings	1
Departmental Training	11
Re-Certification Training	5
Total	57

EMERGENCY MANAGEMENT DIRECTOR

As mentioned in my last report, the State has held many meetings and required many changes for Emergency Management over the past year. I am happy to report that by the time this report goes to print, the Town of Norfolk's CEM (Comprehensive Emergency Management) Plan will have been updated and sent to the State for approval.

In closing, I would like to thank all the members of the Town departments that I deal with for their time, effort and dedication. As stated above, Emergency Management is a volunteer organization, and if anyone should be interested in helping out in any way, please contact me.

Respectively submitted,

Edward S. Nolan
Director

BUILDING DEPARTMENT

The past year has been a very busy year for the Building Department with the addition to King Philip North, developments and the numerous commercial projects being proposed for development in the coming year. We have also made many changes within the Department with respect to permits and procedures. Please visit our website @ www.virtualnorfolk.org.

The Building Commissioner and the Local Inspector enforce all provisions of The Massachusetts State Building 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.

The Building Department consists of the Building Commissioner/Zoning Officer, Local Inspector, Electrical Inspector, Assistant Electrical Inspector, Plumbing Inspector, Gas Inspector and an Administrative Assistant.

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

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

The Department also provides vehicle maintenance and repair service for all municipal vehicles which includes Police, Fire, COA, Animal Control, Building Department and Assessors.

The Department inspects and monitors all excavation within the roadway right of way, a total of 32 street opening permits for excavation within the right of way were issued from January 1, 2003 through December 31, 2003 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 Center Revitalization Project:
In the spring of 2003 the department completed the 100% design plans for MassHighway approval. The plans were approved in late spring and federal funding for the amount of \$2,100,000.00 was secured through the summer months to construct the project. MassHighway bid and awarded the project in the fall of 2003 with a construction start date in the spring of 2004. The installation of the conduit system to remove the overhead wires was completed in September 2003. The wires will be removed in conjunction with the roadway construction project.
- ❖ Pavement Management Program:
Due to the budget deficits and spending freeze in FY-2002 and the reduction of funds in the FY-2003 budget, the construction implementation of the pavement management program got off to a slow start. The FY-2004 budget was fully funded and allowed the Department to revise the prior projection and develop a comprehensive schedule for FY-2005 and FY-2006.

ROADWAY MAINTENANCE AND REHABILITATION

The Department completed pavement overlays and the reconstruction of the following roadways utilizing state chapter 90 funds and FY-2003 appropriations to improve roadway conditions, correct drainage and intersection issues.

- ❖ Installed 1" bituminous concrete leveling coarse – Main Street (from George Road) to Franklin town line, Myrtle Street, Dean Street, Cleveland Street (from Rockwood Road to Holbrook Street), and the Town Center Area (Main Street, Union Street and Rockwood Road).
- ❖ Completed 1 ½" bituminous concrete overlays – Alice Avenue, Norwell Street, Spring Street, Shear Street, Holbrook Street (from Pondview Road to Rockwood Road), and Rockwood Road from Holbrook Street to Holbrook Street Extension.
- ❖ Reconstructed Pondview Road, which included Sidewalks, Retaining walls, and Berms.

Total Miles Serviced 5.25

Crack Repair was completed on the following roadways: Beaverbrook Road, Berry Lane, Blueberry Lane, Boardman Street, Brookside Lane, Chickadee Drive, Eric Road, Erin Lane, Forest Lane, Fruit Street, King Street, Longmeadow Road, Main Street, Maple Road, Marshall Street, Mill River Road, Park Street, Ridgefield Road, Rockwood Road, School Street, Seekonk Street, and Stony Road.

DRAINAGE MAINTENANCE AND REHABILITATION

The Department constructed a drainage system on North Street near the intersection of Diamond Street to correct roadway runoff issues. The drainage system at the intersection of Mohegan Street and Wampanoag Avenue was reconstructed to correct roadway issues.

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 1487 structures.

The Boardman Street drainage system was

completed, which included a retention area on the Creamery property to correct drainage on Boardman Street and Main Street. The system was designed for expansion of Kids Place if needed.

ENGINEERING

Conceptual Plans were drafted for sidewalks and roadway cross sections on Grove Street from Strawberry Lane to Bridie Lane and Union Street from King Street to Quail Run Road. 100% Design Plans were completed for the construction of a sidewalk and roadway overlay for Medway Branch.

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.

Mrs. Janet Poirier retired on December 31, 2003, after many years of service with the Town. We, at the Highway Department would like to wish her the very best.

Remo R. Vito, Jr.
Highway Superintendent

TRANSFER STATION

In 2003, 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 2003 season was a blend of Wednesday drop-offs from April to September and the Saturday event on October 4, 2003. The total cost for collection and disposal was \$6,433.00.

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 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.

The Town recycled approximately 1,200 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
- Disposal of household hazardous 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

PUBLIC SAFETY

TRANSFER STATION

All of the figures in this report relate to the calendar year January 1, 2003 through December 31, 2003.

The Transfer Station was open to Norfolk residents twice each week, on Wednesdays and Saturdays from January 1, 2003 through December 31, 2003. The total number of operating days in 2003 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	855
tons	
Total bulky waste	409 tons
Total non-recyclable waste	1264 tons

Daily average 13 tons
The 855 tons of compacted waste represents 48,857 bags of household waste.

Recyclable Waste

Newspaper	300 tons
Corrugated Cardboard	134 tons
Mixed Paper	78 tons
Plastics (#1, #2)	29 tons
Waste Oil and Anti-Freeze	1 ton
Metal (white goods & metal cans)	230 tons
Tires	4 tons
Batteries (automobile)	4 tons
Glass (white and colored)	48 tons
Brush	184 tons
Leaves/Yard Waste	276 tons

Total Recyclable Waste	1288 tons
Daily Average	13 tons

The figure for batteries and tires was 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 2552 ton
These figures give a Recycling Rate of 50%.

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.

Norfolk Elementary Schools Leadership Team

Robert M. Neely, Interim Superintendent of Schools
Margaret Smith, Business Manager
Linda Balfour, Principal, H. Olive Day School
Lucia Godfrey, Asst. Principal, H. Olive Day School
Leo Fantini, Principal, Freeman Centennial School
Sherry Fine, Asst. Principal, Freeman Centennial School
Laurie Sullivan, Director of Student Support Services
Toby Lyons, Supervisor of Buildings and Grounds
Robin Glasser, Director, Library Services

Budget

Town Meeting supported the FY '04 elementary school operating budget of \$8,307,798. This was the same amount as the previous year. As a result, the school department was forced to make several cuts in services in order to fund negotiated salary increases.

The school budget was funded from state Chapter 70 monies and local taxes. Chapter 70 funding was \$3,236,571. The following represents the historic relationship between state aid and local taxpayer effort in funding the Norfolk Public Schools.

	<u>Tax Effort</u>	<u>Chapter 70</u>	<u>Total Budget</u>
FY 01	4,731,303	2,895,746	7,477,812
FY 02	5,036,903	3,028,920	8,065,823
FY 03	5,235,419	3,072,385	8,307,804
FY 04	5,071,233	3,236,571	8,307,804

School Choice and Charter School Assessment costs that are deducted from the cherry sheet funds sent to Norfolk are not included in these figures.

Grants

The schools benefited from federal and state special education grant funding awarded to the district for specific purposes.

Norfolk's Spring 2003 MCAS Results

Our students performed very well on the MCAS tests that were given to students in grades three, four, five, and six throughout the Commonwealth in the spring of 2003. The percentage of students who scored in the Advanced, Proficient, Needs Improvement, and Warning categories are listed below:

	Adv.	Prof.	N.I.	Warn.
Gr.3 Reading	N. A.	79%	20%	1%
Gr. 4 Eng/Lang. Arts	21%	59%	18%	2%
Gr. 4 Mathematics	16% 41%	38%	4%	
Gr. 5 Sci & Tech	33% 44%	21%	2%	
Gr. 6 Math	34%	32%	26%	7%

School Committee

<u>Members</u>	<u>Term Expires</u>
Edward Piscitelli, Chairperson	2006
Kim Williams, Vice Chairperson	2005
Maureen Howard, K.P. Rep.	2004
Sally Grant, MASC Representative	2005
Douglas Miller, Secretary	2006

Former chairperson, Nina Roe, resigned in May of 2003 and Mrs. Grant was elected to finish out Mrs. Roe's term. Mr. Piscitelli was re-elected for his second term and Mr. Miller was elected for his first term in May.

The five members of the Norfolk School Committee dedicate their time, expertise, and hard work to ensure that every Norfolk student receives a quality education in Norfolk Elementary Schools. The success of the schools is also the result of the 209 staff members who contribute their talents and work ethic to achieving the long-term objectives of the school district's *Strategic Plan*.

In June, the School Committee was notified that Superintendent, Dr. Marcia Lukon accepted a position in a K-12 school district ending her Norfolk term the end of August. The Committee hired Interim Superintendent, Mr. Robert Neely, for the 2003-04 school year, expecting to have a permanent Superintendent in place for the 2004-05 school year.

The Freeman Centennial School, grades 3-6, received the honor and distinction of becoming one of only 43 elementary schools in Massachusetts's accredited by the New England Association of Schools and Colleges. The accreditation is for 10 years, beginning October 2002.

H. Olive Day School and Freeman Centennial School

Four new teachers joined the teaching staff of the Norfolk Public Schools in September 2003. At the H. Olive Day School, Mrs. Lois Abramo joined the preschool staff when Ms Rogers became a kindergarten teacher. Ms Melissa Carnabuci became a half time kindergarten teacher of a new kindergarten class that was added due to increased enrollment. Ms Kristen Landon was hired as a half time first grade teacher when Ms Jennifer Janczunski moved to grade two after Mrs. Joyce Welch retired. Mrs. Welch and Mrs. Barbara Burke retired after many years of dedicated service to the Norfolk Public Schools. Judy Brabants became the Developmental Math teacher at the Freeman/Centennial School and Mrs. Elizabeth O'Connor became the Developmental Reading Teacher. Stephanie Patrick was welcomed as a school psychologist for the district.

The following indicates the number of classes at each grade level, the average class size and the student enrollment in the Norfolk Schools on October 1, 2003 as reported to the Department of Education.

Grade	# of Students	# of Classes	Avg Class Size
PK	56	5	11
K	183	9	20
1	153	8	19
2	142	8	18
3	153	7	22
4	159	7	23
5	165	8	21
6	158	7	23

Total Enrollment: 1169

Total Enrollment: 1169

At the H. Olive Day School, the full day kindergarten program expanded from four to six classes. Three classes remain traditional half-day classes. Funds from a Quality Full Day Kindergarten Grant were used to partially fund the full day program. The full day classes are comprised of special education students following educational plans that require a full day program as well as regular education students. With the expansion of the program all students registered for the full day program were able to have a place in the program. Regular education students pay tuition for the second half of the day.

The H. Olive Day School is in the second year of a very successful implementation of the Everyday Math program. Developed at the University of Chicago, this standards based program is aligned with the Massachusetts Curriculum Frameworks as well as Norfolk's mathematics curriculum. This year it is being implemented in grades three and four as well.

Third grade students were involved in a writing assessment program using wireless mobile technology. Each child wrote on his/her computer for a minimum of ninety minutes per week. Results indicated an improvement in the quality of the children's writing.

Leadership Teams for all curriculum areas have continued this school year. A new Social Studies Curriculum Leadership Team was formed. Their task is to write a curriculum that is in alignment with the new Massachusetts History and Social Science Curriculum Framework. The Leadership Teams continue to update curriculum and make recommendations regarding professional development for teaching staff.

In order to meet the new standards of the Massachusetts Science Curriculum Frameworks, a new module was added to the Grade Two Science Curriculum. This module focuses on the earth science strand of the Frameworks. Three grade six teachers participated in the science mentor program at the Educational Development Center.

The World Language Curriculum Team completed the curriculum document which was approved by the School Committee.

Both schools participated in the Exercise Across Massachusetts Program that is sponsored by the Massachusetts Department of Education. Each school was awarded a Platinum Certificate for the high level of participation and achievement of the students, families and staff.

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

Members of the Councils for the 2003-2004 school year are as follows:

H. Olive Day

School Members

Linda Balfour
Lucia Godfrey
Holli Merritt
Aimee Shultz

Parent Members

Brian Alford
Larry Cohen
Anita Mecklenburg
George McLoughlin
Julie Riddler

Community Members

Gail Ferguson
Beverly Panettiere

Freeman Centennial

School Members

Leo Fantini
Ellen Horton
Marilyn Latimer
Kelly Whitmore

Parent Members

Lynn Jablonski
Susan Murphy
Suzanne Shea
Donna Spigarolo

The Integrated Preschool Program at the H. Olive Day School is awaiting a validation visit from the National Association for the Education of Young Children (NAEYC). The final documentation is being compiled prior to the visit. The Preschool Team is reviewing the Early Childhood Program Standards and writing a curriculum document for the school district.

The Freeman Centennial School received a ten-year accreditation from the New England Association of Schools and Colleges. The next phase of the process requires the school to submit a Special Progress Report detailing the progress made on the district's feasibility study results. It is also required to submit two and five-year reports detailing the progress made on the Visiting Committee's recommendations for enhancement. The school is further required to submit an Annual Report notifying the commission of any substantive changes which may have taken place during each school year.

Respectfully submitted:

Linda A. Balfour
Principal, H. Olive Day School

Leo F. Fantini
Principal, Freeman/Centennial School

Special Education

All Special Education Services in Norfolk comply with the Massachusetts Department of 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 specially designed instruction and/or related services in order to meet their individual needs.

A continuum of services are offered within the Norfolk Special Education Department. The current programming includes: Inclusion Preschool, Inclusion Full-Day Kindergarten, Inclusion and Pull-Out Resource Services. The following related services are available: Speech-Language, Occupational, Physical, Vision and Behavioral Therapy. At times, a student with special needs may be placed in an out-of-district placement. All placement and programming decisions are made at a TEAM meeting. A TEAM consist of parents and school personnel.

The Norfolk Public Schools went through a Department of Education Coordinated Review during the 2002-2003 school year. The onsite team commended the following areas that they believed had a significant and positive impact on the delivery of education services for students enrolled in the Norfolk Public Schools:

- A commitment to ensuring all students with disabilities are educated in the least restrictive environment through the training of building administrators, regular education providers, special education providers, paraprofessional staff and parents.
- Special Education students receive individualized programs and no student's IEP or placement is predicated on existing programs.
- All students are placed in least restrictive environments with appropriate supports including assistive technology. Many of Norfolk's classrooms have FM sound field systems (supported by the district budget and donations from TPA).
- The Parent Handbook developed by the Special Education Parent Advisory Council is an effective way to communicate to new parents who are transitioning from Early Intervention into the Norfolk Public Schools.

The Norfolk Parent Advisory Council meets on a monthly basis. The Council provides weekend sports activities for children with special needs. PAC provides donations to the Special Education programs on an as needed basis.

Laurie J. Sullivan

Director of Student Support Services
Technology

Technology

The Norfolk Public Schools continues to actively expand the integration of technology into curricula at all grade levels. Wireless technology continues to be implemented to increase students' access to computers K-6. Flexible scheduling has also helped this increased availability. This flexible scheduling along with the reorganization to a team model whose members share the responsibilities of integrating technology into the curriculum as well as administering the program coupled with a wide use of contracted services has proven successful in spite of staff reductions. The school team consists of Mrs. Bonnie O'Connell, serving as the team leader, and Mrs. Dena Kaufman.

Data collection has also become a focus of our technology staff due to mandated guidelines from the state. Bonnie O'Connell has worked closely with our clerical staff at both the H. Olive Day School and the Freeman Centennial School as well as the SPED Department to continually upgrade the databases that report our statistics to the Dept. of Education. This is now the basis on which our Chapter 70 funding is granted. All reports, which have depended on this data, have been submitted in a timely manner. Our compliance with the "No Child Left Behind" Act is also partially measured with this data.

The state technology standards as well as the Norfolk Public Schools' Strategic Plan serve as the guide for budget requests, professional development and curriculum planning. A technology committee was formed to update our technology plan, which should be completed in the spring of 2004. This committee has been charged with documenting how our technology projects align with the state standards as well as the improvements we have made with shared town resources.

Technology Team Members

Brian Alford	Bonnie O'Connell
Debra Ayer	Rick Olsen
Linda Balfour	Carol Ramos
Laurie Bosh	Amy Shultz
Robin DeRose	John Spinney
Alicia Esparo	Healthier Staloboin
Sarah Gehrke	Tracey Trombert
Robin Glasser	Roxanne Verdeaux
Jack Hathaway	
Roberta Hunt	
Dena Kaufman	
Kathy Kiewlicz	
Leslie Kirschner	
Chris McClure	
Holli Merritt	

Efforts continue to pool our resources as a community and connect all municipal and school offices in town via the Institutional Loop (I-Loop) provided by Comcast Cable. Our Data-over-cable equipment allows the Town Hall, Public Library, Police/Fire stations, Highway Department and Senior Center to share critical information between

departments as well as access global information via the Internet at a reduced cost by sharing the school's high speed connection to the Internet. Dena Kaufman (school technology), Bonnie O'Connell (school technology), John Spinney (library technology) and Chris McClure (town technology) have teamed together with our Internet Service Provider, Lightband Communications, to upgrade our backbone equipment.

Technology continues to be a tool for staff and the children in both our elementary schools in Norfolk.

Buildings and Grounds

Annual Town Meeting funded two capital projects for the schools.

- Responding to an audit by the Massachusetts Office on Disability, handicapped access issues were addressed at Freeman Centennial. Work included rebuilding two handicapped ramps, repaving several walkways, installing an accessible sink in the art room, and providing an automatic door opener for the accessible rest room in the lobby.
- Engineering and design services were performed for the anticipated eventual replacement of one of the three septic systems at Freeman Centennial.

Staff Retirements

Classroom teachers Barbara Burke, Joyce Welch and, classroom aide Jean Harbage, retired after many dedicated years of exemplary service in the Norfolk Public Schools.

KING PHILIP REGIONAL SCHOOL DISTRICT

Norfolk - Plainville - Wrentham

SUPERINTENDENT'S REPORT

The school district continues to work to meet the needs of its students and the expectations of the communities it serves. The district continues to be in a period of transition as its student enrollment increases, physical facilities expand, staff composition changes, the curricula reflects more offerings and greater depth, and staff development focus on improving student learning. We continue to work with the elementary districts to enhance the communication about curriculum. The King Philip North Program of Studies was distributed to all parents of Grade 6 students, and meetings were held with Grade 6 teachers to review the Program of Studies and Criteria for Excellence established by the KPN staff. Similar meetings were held with parents of Grade 8 students.

Student Enrollment

Total student enrollment continues to increase. The chart below shows the changes in total student enrollment for the last six years, based on our annual October 1 report submitted to the Department of Education.

1998	1999	2000	2001	2002	2003
1675	1712	1800	1880	1955	1986

Physical Facilities

The school district has two school projects underway. October 2002, marked the beginning of the King Philip North addition/renovation project. New parking configurations and the new classroom wing began to take shape. The high school was placed on warning by NEASC (New England Association of Schools and Colleges) in the Standard on Community Resources for Learning. The report specifically cited, among many items, "outdated science classrooms, the size of some classrooms which impede cooperative learning experiences, the lack of space for some teachers to plan lessons and meet with students. Fortunately, in June the three towns voted for a high school/addition

project through a debt exclusion election. The project is scheduled to begin in 2005.

Staff Composition

The school year began with seven new teachers at the high school and eight new teachers at King Philip-North. These new teachers were replacements for retirees and other staff who did not return. Staff hired within the last five years account for approximately 35 percent of the total staff. The turnover can be attributed to retirements, increased student enrollment, and special education requirements. Superintendent William McAlduff, Jr., accepted the superintendency of the Wilmington (MA) Public Schools after five and one-half years of leadership in the district.

Curricula Offerings

Several changes occurred at both schools. These changes are part of a plan to allow more students to pursue subjects of interest in greater depth. The Mathematics offerings at both schools were modified to provide more options for accelerated learning opportunities. At King Philip North all Grade 8 students are expected to learn Pre-Algebra or Algebra I. The staff at KPN also developed an updated Program of Studies that describes in detail each of the expectations and content of each course.

Many new courses were offered at the high school. At the High School, we also offered Algebra I, Level I, and Geometry Level 2 to freshmen. Also, Advanced Placement Statistics was offered for the first time. The High School Science Department added to laboratory-based courses: Environmental Science and Anatomy/Physiology. The Social Studies Department added Advanced Placement U.S. Government and Psychology Level I to its senior elective offerings. Web-pages design electives were offered for the first time by the Information Technology Department.

These changes and those to come will provide our students with exceptional educational

EDUCATION, LIBRARY, ARTS

experiences and provide them with the opportunities to be more competitive in whatever post-secondary path they choose to travel.

Co-Curricula Activities

Students are offered a wide range of co-curricula activities. Both schools have Student Councils that provide leadership and sponsorship for school activities and community service activities. Students are recognized for their outstanding academic work through several honor societies (National Honor Society, French Honor Society, and Science Honor Society), as well as the numerous scholarships and awards presented at the annual Awards Night. Students also contribute to their school communities through their production of school newspapers and yearbooks. The Music program continues to excel from a competitive aspect and from the entertainment it provides the community. The Drama students offered for its audiences "A Christmas Carol", "Play It Again, Sam", and the two-cast "Twelve Angry People" and "Twelve Angry Women".

Athletically our teams remain very competitive in the Hockomock League and State competitions. Each season the teams compete at a very high level. League champions included Girls' Soccer, Boys' Indoor Track, Girls' Lacrosse, and Softball. Several teams and individuals participated in state competitions and many individuals were selected to league all-star teams.

Staff Development

During the year, our staff developed course achievement targets for courses taught by more than one teacher. The SPED staff was assigned to academic departments to ensure that all our students have similar course content. The staff continues to take courses and participate in workshops to stay up-to-date with curricula and with strategies to improve student learning.

On behalf of the School Committee, the school district appreciates the support of the three communities as we strive to provide a level of education that provides our students with exceptional opportunities to succeed in subsequent stages of their lives.

Sincerely,
Richard J. Robbat
Interim Superintendent of Schools

KING PHILIP REGIONAL HIGH SCHOOL CLASS OF 2003 STATISTICS EDUCATION, LIBRARY, ARTS TOTAL ENROLLMENT 230

	TOTAL	PERCENT
Four-Year State Colleges	87	38%
Four-Year Private Colleges	78	38%
Two-Year State Colleges	10	4%
Two-Year Private Colleges	7	3%
Career Schools	7	3%
Military	5	2%
Employment	16	7%
Undecided	20	9%
Total Population	230	
Total Students Continuing Their Education	189	83%

**TRI-COUNTY REGIONAL VOCATIONAL
TECHNICAL SCHOOL DISTRICT**

In July 2003 the School Committee reorganized and elected the following officers: Chairman, Robert McLintock (Seekonk), Vice-Chairman Keith Seymour (North Attleboro) and Sheila Fisher (North Attleboro), Secretary.

The School Committee conducts its regularly scheduled meetings on the third Wednesday of each month at 7:00 P.M. in the Committee Meeting Room at the school. Sub-committee meetings are scheduled as needed.

Graduation:

On June 1, 2003, 165 students were graduated in an impressive afternoon ceremony. Karl Lord, 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. Jean Walker, Director of Guidance, presented scholarships and awards totaling \$230,000 to deserving seniors.

Pupil Personnel Services:

In September 2002, Tri-County welcomed approximately 854 students to the new school year. The district towns and number of students are Franklin 168, Medfield 8, Medway 44, Millis 37, Norfolk 30, North Attleboro 211, Plainville 84, Seekonk 76, Sherborn 7, Walpole 54, and Wrentham 75. Also 60 students were accepted from out-of-district areas.

During the 2002-2003 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 2,000 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 6th year the program was offered, having started in September 1997.

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 and have expanded our computer labs 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 continued implementation and refinement of the required Senior Project. An 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. All Senior Project components must be completed for a student to graduate. True collaboration between the English teachers and the Vocational teachers resulted in a deeper learning experience for each student and provided an academic focus for seniors throughout their school year.

In continuing to prepare students for either the work force and/or college Tri-County is now offering AP Calculus, Civics, Web Design, and continues to offer Spanish. With the increase in both academic and vocational-technical rigor Tri-County students are required to pass four years of English, Mathematics, and

EDUCATION, LIBRARY, ARTS

Science; three and a half years of a shop major; three years of Social Studies (including 2 years of U.S. History); and two years of physical education/health and vocational related.

Vocational/Technical Programs:

During the 2002-2003 school year efforts were continued to acquire third party program approvals for all of our career and technical education courses. Currently the following programs have achieved certification from trade or industry groups:

- Auto Body** - Automotive Service Excellence (ASE)
- Auto Technology** - Automotive Service Excellence (ASE)
- Computer Technology** - A+; Cisco Certified Network Associates; Network +
- Cosmetology** - Commonwealth of Mass. Board of Registration of Cosmetology
- Culinary Arts** - American Culinary Foundation
- Early Childhood Careers** - Mass. Office for Child Care Services
- Electrical** - Mass. State Board of Electrical Examiners
- Facilities Management** - American Welding Society
- Marketing** - Microsoft Office User specialist
- Medical Careers** - Mass. DPH Certified Nursing Assistant (CNA)
- Plumbing & Hydronic Heating** - Mass. State Board of Examiners of Plumbing & Gas Filters

*New certifications

- Precision Machining** - (NIMS) National Institute for Metalworking Skills
- Culinary Arts** - (Prostart) Massachusetts Restaurant Association

We will continue to seek similar approvals in other career and technical fields as it is one other way of validating our offerings and ensuring that students are receiving instruction in skill areas needed for the twenty-first century workforce.

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 2001-02 school year. Registration for the Evening Division takes place in September and January. Continuing Education brochures can be obtained at your local Town Hall.

Student Activities:

National Honor Society

Membership begins in the eleventh and twelfth grades based on the academic review commencing third term of sophomore year. Upon meeting the scholastic requirements, the National Honor Society Advisor will notify each potential Grade 10-12 candidate with directions for completion of a NHS Portfolio. This includes evidence of Leadership, Service, Character, three (3) letters of recommendation and a personal statement.

The Peter H. Rickard Chapter of Tri-County is comprised of ten seniors and juniors. During the school year 2002-2003, the group participates in many fund-raising and community services both in and out of school. In November, NHS organized a school wide Holiday Food Drive that collected 1500 lbs. of nonperishable food. Food baskets were distributed to needy families in the Franklin area. The remaining food was distributed to the Franklin Food Pantry and other local soup kitchens.

It has been the tradition of NHS to host a "Leadership Breakfast" in March, honoring students who have shown outstanding achievement during the school year. Students organize the event, help with set up in Gerry's Place, and cheer on the participants.

NHS students volunteer their time to distribute daffodils during the "Daffodil for Cancer" weekend in April. They participated in the May Walk for Hunger, and in February they organized a two day Read-A-Thon at Next Generation Day Care and Preschool in Franklin. The Read-A-Thon included a puppet show, and the students visited different classrooms, giving presentations and reading in celebration of Literacy Month.

The school year ended with the organization and presentation of Tri-County's thirteenth annual Honors Night. NHS students stuffed envelopes, delivered letters to students, and helped to set up and distribute awards on this most important night.

Vocational Industrial Clubs of America (Skills USA-VICA)

A national professional organization for career and technical student, Skills USA-VICA provides leadership, citizenship and character development programs and activities, as well as opportunities for awards, tools, and scholarships through local, district, state, national and even international competitions in trade, leadership and demonstration programs.

Skills USA-VICA emphasizes respect for the dignity of work, quality products and services, leadership, and concern for others. Members also learn about the democratic process and proper business procedure through the ordinary workings of the organization at the local level. In addition, members participate in activities, workshops and conferences to develop their job skills as well as their personal communications and leadership abilities. Through community service projects, they learn the value of service to others as a lifetime commitment.

There were 633 students taking "In House" Competition over two days in January. They competed in their shops. Tri-County sent 134 students from these competitions to the District Competition. Of the 134 students sent, 99 qualified to advance to the State Competition. At the State Competition, Tri-County received 48 medals. They received 9 Gold, 13 Silver, and 7 Bronze.

All gold medal winners at the State Level were invited to attend Nationals, which were held in Kansas City, Missouri. The following areas competed: (a total of 22 students attended Nationals)

- Auto Machine Shop- 7th place
- HVAC & R- GOLD
- First Aid/ CPR- 9th place
- Occupational Health & Safety- 4th place
- Outstanding Chapter-Single- 13th place
- Preschool Teaching Assistant- 4th place

Distributive Education Clubs of America (DECA)

A national organization for high school students enrolled in marketing programs, DECA prepares its members for future leadership roles in marketing, management and entrepreneurship. DECA emphasizes leadership development, civic consciousness, social intelligence and vocational understanding. Students compete in both written and oral events at the district, state and national levels.

This year 9 students placed in the state competition for DECA. The marketing students also competed at the Massachusetts School Bank Association State Spring Conference.

STUDENT GOVERNMENT

Student Advisory Committee

The student body elects five (5) students to membership on the Student Advisory Committee. The principal appoints one of these elected members who will report student concerns and activities to the Tri-County School Committee each month; two (2) students from this group sit on the Tri-County School Improvement Council; and two (2) serve on the High Schools That Work Site Committee.

The student body chooses two (2) students to represent Tri-County on the State Student Advisory Committee.

These seven (7) students also serve as ex officio members of the Student Council.

Class Officers

The freshman, sophomore and junior classes will elect a President, Vice-President, Secretary, and Treasurer for their respective classes for the following school year. The incoming freshman class hold an election for class officers no later than the last day of the first academic term. Under the supervision of the Class Advisor, officers will schedule, organize and conduct monthly after-school meetings of their respective classes, to plan activities and hear concerns that they can communicate to the Student Advisory Committee. Class officers serve as ex officio members of the Student Council.

EDUCATION. LIBRARY, ARTS

Student Council

Each class elects four (4) representatives to the Student Council for the following year. These students, along with the class officers and the five Student Advisory Committee members, will serve as the overall student governing body. The group will meet at least bi-weekly after school, and will advise the faculty and administration of the day-to-day needs and concerns of the student body. Under the supervision of the Student Council Advisor, this group is also accountable for conducting and ensuring fair elections for Class Officers, the Student Advisory Committee, and the at-large Student Council membership.

In addition, the Student Council plans and coordinates, civic, social, fund-raising, and community service activities.

OPEN MEMBERSHIP ACTIVITIES

There are 9 different open membership activities at Tri-County. They are:

- Chess Club
- Drama Club
- Math Club
- Peer Helpers
- SADD
- Spanish Club
- Student Newspaper
- Teens Against Ignorance
- Yearbook

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.

Robert McLintock, Chairman, Seekonk
Adeline Bee, T.C. School Committee, Norfolk

DIRECTOR OF LIBRARIES

What's new at the library?

□ DVDs are here thanks to a generous donation from the Friends of the Library! There are 100 titles in this core collection and new DVDs are being added on a weekly basis. The collection focuses on feature films and family movies.

□ Best-Seller Club – Year 2: Patrons who sign-up for the Bestsellers Club are automatically placed on the reserve list for new hardcover fiction titles. There is a choice of 95 of the most popular authors. Patrons love this new service – sign up anytime.

□ 4, 228 new books, videos, audio books, compact disks & CD-ROMs – both adult and children's. The library's holdings at year-end totaled 54,905 items.

As always the Norfolk Public Library continues to be a hub of activity. Over 114,792 books & other materials were borrowed during the year by the 7,813 registered library patrons.

During this past year, 2,956 patrons used the library's electronic services for a total of 5,210 hours. Over 15,000 word processing & office tools sessions were logged & 218,000 Internet searches were conducted. Our electronic reference resources were accessed 1,600 times; Homework Center resources & early childhood readiness programs are heavily used by Norfolk's children. The library's website was accessed 13,300 times (excluding in-library use). This represents a 75% increase over the past two years.

Our children's programs provide an early literacy & language experience for Norfolk's youngest children. Under the capable leadership of Children's Librarian, Sarina Bluhm & Assistant Bonnie Durand, 187 story hour programs were held with 2,217 participants.

Three programs for school age children continue to be well attended. "Bookworms" is a new book discussion group for young readers. "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. Jr. Friends has 24 active members who participated in 30 meetings — including a library sleepover!

During the summer, 472 children participated in the library's reading club "*Read! Think! Create! @ Your Library*". 43 different programs were held with a total attendance of 1,188 children.

Throughout 2003 the Friends of the Library were active supporters. They planned many activities, including a highly successful membership campaign. Over 500 individuals or families joined the organization! In September they held their annual two-day book sale extravaganza. And in December, they held their first-ever Puppet Sale. Proceeds from these activities were used to continue the best-seller book lease program. Friends continued to support the summer reading program & special children's performances and to provide passes to the *Providence Children's Museum, Isabella Stewart Gardner Museum, Harvard Museum of Natural History, Roger Williams Zoo, Worcester Art Museum Plimoth Plantation & the Kennedy Library Museum*. They have also pledged funds toward the building expansion and have continued to build up the "furniture fund", which now stands at \$69,000. Officers are: Judie Walker, President; Wendy Sonsire, Vice-President; Beverly Baldoni, Secretary; Denise D'Entremont, Treasurer; and Maureen Buck, Nominating Committee.

The two elementary school libraries, H. Olive Day and Freeman-Centennial are active learning centers. Classes meet once each week for instruction, reference, research, and book selection. Last year students and teachers borrowed 61,937 items. 1,736 new books and a-v materials were added to the collections. Generous donations from the Norfolk Community League have helped build book collections at both schools that supplement the curriculum and enable the children to read exciting new fiction and picture books.

Respectfully submitted,

Robin A. Glasser,
Director of Libraries

PLANNING AND DEVELOPMENT

PLANNING BOARD

On behalf of the Planning Board, it is my pleasure to submit our report for the year 2003. The Planning Board consisted of members Francis Fitzpatrick, Arthur Spruch, David Lapointe, Robert Nicodemus and Steven McClain. Andrea Langhauser served as Associate Member. Francis Fitzpatrick, a former chairman of this board resigned in July 2003. His seat has been filled by Associate Member Andrea Langhauser until the next election. In November, 2003 David LaPointe, also a former chairman of the Planning Board, resigned and his seat has been left vacant while the Planning Board actively seeks new members. The Planning Board said farewell to Planning Administrator Lois Boucher who stayed through the search for a new administrator. Lois was a valuable member of the Planning Board team for over twenty (20) years. She is wished great happiness in her retirement. The new Planning Administrator is Janice M. Quinlan. Mary Ellen Brooks left her position as the Planning Board Clerk and was replaced by Janet Lamonica. Mary Ellen is wished many successes in her new position with the water department. Contracts were renewed this year with Thomas Houston of Edwards and Kelcey to continue as the town's consulting engineer and Gino Carlucci of PGC Associates, Inc. as the consulting town planner.

During 2003, site plans were approved for Norfolk Self-Storage to be constructed on Dedham Street, an expansion of its existing building for Jofran, Inc. on Pine Street, a new building for Colonial Woodworkers on Pine Street, two Sprint wireless towers, one off of Pond Street and another at Liberty Lane, AT&T will also have wireless towers on Seekonk Street and Dean Street. T-Mobile will have a co-located tower at 100 Pond Street. The Planning Board addressed 19 site plans during 2003.

The Planning Board provided comments to the Board of Selectmen for proposals under M.G.L. §40B on Cranberry View Estates, Norfolk Town Center and had a discussion with a potential developer for a proposal on MacArthur Avenue. Open space special permits were granted for single-family residential subdivisions, five lots at Old Mill Meadows and six lots off of North Street.

Definitive plans endorsed by the Planning Board during 2003 were as follows: Canterbury Estates Phase II and Spruce Acres.

The Planning Board continued to monitor the progress of endorsed definitive plans for Canterbury Estates, Christina Estates, Maple Park Estates, Maple Valley Estates, Stop River and Stony Brook Estates and Preserve at Keeney Pond. The Preserve at Keeney Pond requested a modification to its construction sequencing plan. There was also a landscaping modification of the Pin Oaks age-restricted development off of Holbrook Street. Hearings began for an adjacent planned multi-lot development currently known as Holbrook Crossing which continued into 2004. This development is planned to have a restaurant, office space and other commercial development as well as 136 units of age-restricted housing.

Eleven approval not required (MGL §81P) plans were endorsed by the Planning Board during 2003. Town projects reviewed during 2003 included a submission to expand the library, a potential modification to the senior center and improvements to the recreational facility at Pond Street. Two repetitive petitions were heard and Planning Board received four applications for hearings under the Scenic Roads Act. Prior to the end of 2003, a local developer submitted a preliminary plan for a 24 lot subdivision to be known as Swan Pond Estates off of Lawrence Street.

A zoning article concerning the Estate Lot Bylaw was voted at the Town Meeting. Special permit granting authority was voted changed from the Zoning Board of Appeals to the Planning Board. The passage of the new Estate Lot Bylaw was intended to accommodate a limited number of newly created estate lots.

The Planning Board meets every Thursday evening at 8:00 p.m. in the Town Hall with special meetings as needed. Meetings are posted in accordance with the Massachusetts General Laws. Legal notice of hearings are published in the Sun Chronicle newspaper. Relevant materials are available to the public for inspection prior to all public hearings.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals consists of unpaid volunteers appointed by the Board of Selectmen and is comprised 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 hears petitions for special permits and variances. The Board's decisions must be rendered in accordance with 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 petitions of Addendums to Special Permits, Comprehensive Permits, Repetitive Petitions and Variances. The Board does not initiate or draft zoning bylaws nor do they enforce them. The Zoning Bylaws are passed or amended at Town Meeting (a 2/3 majority vote is needed). The Building Commissioner is the Zoning Enforcement Officer.

During the 2003 calendar year, the Board received 16 applications for special permits, 3 applications for variances, 2 applications for variance extensions, 2 applications appealing the Building Inspector's decision and a comprehensive permit application (40B) for a total of 25 applications. The Board issued 10 special permits, and 2 variance extensions. Two special permit applications were denied and 4 applications are still pending, including the comprehensive permit application for the construction of 44 condominium units. Of the 44 units, 16 units would be set aside for individuals 55 and over while 28 units would be family units. Eleven of the 44 units would be affordable. The Board also granted 1 variance. One variance application was withdrawn and 1 application is still pending. The two petitions for a variance extension were granted.

The Conservation Commission also submitted 16 applications to the Board 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 attended zoning seminars and workshops to keep abreast of Chapter 40B

revisions. The Board members also conduct site inspections and attend court proceedings as witnesses on behalf of the Town.

Meetings of the Zoning Board of Appeals are held generally once per month unless the workload dictates otherwise. In addition, the members conduct site inspection in the preparation for all hearings. The Board held 15 meetings in calendar year 2003. All meetings and public hearings are posted at least 48 hours in advance in the Office of the Town Clerk and the monthly agendas are posted on the Town's website. All meetings 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 and Town Clerk's office.

We wish to acknowledge our appreciation to all of the Town boards, departments and committees for their cooperation and input to our hearings, Conservation Commission with whom we share office and staff. Our special thanks to Town Counsel, George Hall, Jr. who has always been available and cooperative regarding all issues in which the Board has sought guidance.

Respectfully Submitted,
 Bruce Simpson, Chairman
 Lorraine Sweeney, Full Member
 Nancy Lancellotti, Clerk
 John Burke, Full Member
 Brian Wolf, Full Member
 Robert Garrity, Associate Member
 Martin Murphy, Jr. Associate Member

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- **Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.
- **Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International
- will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.
- **Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.
- **Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.
- **Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.
- **Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.
- **Regional Services Consortiums:** The four regional consortiums established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing.
- **Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing,

- employee health insurance, security and emergency coordination, and municipal relief legislation.
- **Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities.
- **Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

Please visit our website, www.mapc.org, for more details about these and other activities.

Metrofuture: Making A Greater Boston Region

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, www.metrofuture.org, for more information.

South West Advisory Planning Sub Region: (Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham)

This year, the representatives of the 10 communities in the South West Advisory Planning (SWAP) Sub Region met monthly to discuss issues of mutual interest and interlocal significance. The Committee set transportation priorities and ranked projects based upon sub regional goals for input to the State funding organization; provided sub regional input to the Regional Transportation Plan and ongoing proposals for transportation studies for the region; heard presentations relating to Zoning Reform legislation, demographic/employment projections and analyses for the region and Chapter 40B Affordable Housing Planned Production Guidelines; were provided with information relating to new aerial photography available to communities through a Massachusetts Highway Department program; and planned hosted a sub regional Visioning event at Dean College in conjunction with the MAPC "Visions Across the Region" Regional Vision and Growth Strategy. The communities also benefited and learned lessons from each other through monthly discussions pertaining to ongoing activities in communities, such as the new cluster zoning in Milford or the cost savings relating to the new Town Hall construction in Bellingham.

MAPC Annual Report prepared and submitted by Marc D. Draisen, Executive Director, Metropolitan Area Planning Council.

NORFOLK RECREATION COMMISSION

The Norfolk Recreation Department reports to the Recreation Commission consisting of five elected commissioners. The Recreation Director, Ann Proto, and the Assistant Director, Kathy O'Brien perform the daily management of the department and oversee the department's programs.

Recreation programs are published 3 times per year: for the fall, the winter, and the spring & summer. Each season approximately 50 classes are offered in the areas of sports, fitness, arts and crafts and educational choices. There are program offerings for all age groups. In 2003, 4041 registration slots for fee-based programs were filled.

In addition to our fee-based programs, the Recreation Department sponsored and the Commission funded the free Concert Series, a free Playground, a free Skate Day at Norfolk Arena, and the Easter Egg Hunt for Norfolk residents.

Recreation programs are self-supporting through the use of a revolving fund. Fees are collected to participate in programs, which, in turn, are used to support recreational programs in accordance with the Municipal Finance Laws.

The Recreation Commission is responsible for town field allocations. In addition to the department's own offerings, the sports organizations in town have approximately 1700 participants using the fields at Freeman Centennial and the Pond Street Complex for both practices and games. The Pond Street Complex was opened in September 2002 to the majority of sports organizations and was partially utilized in the spring of 2003. This opening has alleviated the heavy usage of fields at the Freeman-Centennial School and has supplied

space for growing programs. The final work to the fields was completed in the fall of 2003.

The Recreation Commission and Department work closely with the Highway Department to maintain the fields. To maintain the fields a user fee is collected from all sports organizations to offset field maintenance costs. The fees are \$8.00 per year per sport per person for residents and \$10.00 for non-residents.

At the Fall 2003 Town Meeting a shade structure was approved for the Pond Street Complex. It will be funded through the Community Preservation Act and Capital money.

The process to develop a Pond Street Complex master plan was started and will be completed in 2004. The shade structure is the first structure in this plan.

The Skateboard park process has moved forward and the estimated build time is the Summer 2004.

The Recreation Department is located on the ground floor of the Town Hall adjacent to the Multi-purpose room. The department utilizes this room, the old Town Hall, the schools, their fields and the Pond Street Recreation Complex for programs. Norfolk Recreation has teamed with local organizations in the effort to diversify our offerings and promote community spirit.

The Recreation Department and Commission appreciate the help received from the other town departments and the boards and thank the citizens of Norfolk for their continued and growing support.

Respectfully submitted,

Peter Roe, Chairperson
Noelle Tonelli, Secretary
Todd Chisholm
Dave Pimental
Gerry Sullivan

PERMANENT BUILDING COMMITTEE

During 2003, the PBC focused most of its time on preparations for the new Library expansion, but also completed corrective work on the Pond Street Recreation Complex and on the Senior Center.

Throughout 2003, the PBC continued work on the new Library expansion working closely with the architect, Mr. Kenneth C. Best, principal of Best Joslin Architects of Windsor, Connecticut, and representatives of the Library, to develop construction drawings for the construction phase, which is hoped to commence in the Spring of 2004.

In late Fall, the PBC began seeking appropriate Board approvals for the project from the Design Review Board, the Planning Board and the Board of Health.

In early Fall, after a careful selection process, the PBC hired Mr. Richard Marks, principal of Daedalus Projects Incorporated,

Boston, Massachusetts, to serve as the project manager for the Library project, and Mr. John Christiansen of Daedalus as the probable Clerk of the Works once construction commences.

In the summer, the PBC hired Prescription Turf, Middleton, Massachusetts, to regrade part of the ball fields on the Pond Street Recreational Complex. This work was completed in late fall and so brought this project to a successful conclusion.

Also during the summer, the PBC supervised final corrective work to the Senior Center to complete work on that project.

Respectfully Submitted,

Robert P. Lowndes, Chair
Winsor F. Bowden
Lawrence Cheever
Timothy Walsh

DESIGN REVIEW BOARD

The Design Review Board is a five-member board; members are appointed for three-year terms. The board is presently seeking individuals to fill two vacant positions. Anyone interested who may have a landscape or urban design background, an interest in historic preservation, or experience in the building trades should contact the Planning Board about these positions.

The DRB reviews all commercial development and business renovation applications with respect to building architecture, quality of materials and finishes, landscape, lighting, signage, and pedestrian and vehicular access. The DRB submits its comments and recommendations to the Planning Board for consideration.

During 2003, the DRB worked with applicants during the Planning Board's "pre-submission" review stage whenever possible. This allowed applicants to get input on plans and ideas that were often still at a conceptual level, before preparing their formalized submission through the public hearing process.

The Board meets the second Tuesday of every month at 7:00 PM in Town Hall.

ROAD SAFETY COMMITTEE

The Norfolk Road Safety Committee (RSC) currently consists of four Board of Selectmen appointed Norfolk residents and assigned town liaisons, plus an available NHSTA consultant.

The committee meets monthly and also supports other board or committee meetings where its input is needed or requested. Minutes of our meetings are regularly posted on the Norfolk Town Web Page.

The RSC started the year by completing a report detailing School Related Road Safety Issues at our two Elementary Schools that detailed suggested short and long-term solutions. A new school zone for Freeman-Centennial was marked and signed during the summer of 2003. Thanks go out to the local NCL for helping fund the new school zone signs. A new streetlight for the intersection of Main Street and the entrance

to H. Olive Day is still pending, but should be installed 1st Qtr 2004. Longer-term solutions of new traffic and speed controls, improved vehicle flow, and/or new school entranceways are still being developed. An ordered speed study was conducted for Boardman Street. And "Children at Play" signs were also acquired for the bus drive areas at the H. Olive Day school, needed to caution drivers during the children's mid-day outdoor recreational time.

In 2003 - like previous years - the RSC brought general, as well as NHSTA sponsored road and pedestrian safety awareness information, plus updates on current and proposed RSC initiated projects here in Norfolk, to the Norfolk Lion's sponsored annual Norfolk Community Day. Raffles, Bike Helmets and a Norfolk Fire Department sponsored child car safety seat inspection station were available too. A special road safety note to the Community is that the Fire Department does do child car safety seat inspections upon request throughout the year; and one can contact the station for more information. The RSC also uses local press, school flyer distribution and our position on the Norfolk Town Web Page to help increase Road Safety Awareness during the year.

The RSC also in 2003, continued to share the planning for expanding sidewalks here in Norfolk. The Capital Outlay Committee worked with us to try and secure additional "design funds" to compliment funds already secured by some adjoining subdivision development. Additional funding and/or recurring budget (to possibly coincide with the Highway Department Road Improvement Funds) continue to be sought as well. By year's end, the RSC was also applying for some possible CPA funds (for sidewalks) in areas where applicable via CPA application criteria.

The RSC maintains a list of already ordered new streetlights and also lists recommended or requested new locations, needed for mainly non-lit intersections and tight/dangerous road curves along busier "through" roads here in Norfolk. In some cases simply moving an existing lamp to extend beyond the tree limbs, or moving an existing streetlight from pole to pole to better serve the road/pedestrian way is recommended.

The RSC also reviews and respond to resident's road safety related inquiries made directly to us or through the Board of Selectmen. A formal RSC reply is typically 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/highway project already addressing the concern, or recommend/help the town plan new projects. Some resident inquiries we have received cite needing a specific new stop sign, streetlight, sidewalk, or roadway "line of sight" improvement. Requests made for police "speed checks" and formal speed surveys are and can be forwarded directly to our Police and/or Highway Department.

The RSC welcomes additional members of our community to request joining the committee and/or express your position on local road safety issues to our Board of Selectmen and Town Administrator.

Submitted by Joe Sebastiano – Chairman,
Norfolk Road Safety Committee

HUMAN RESOURCES

BOARD OF HEALTH

The Norfolk Board of Health's mission is to preserve and protect the environment and health for all of the town's people. Our Board and staff takes pride in the services and public health oversight we have and will continue to provide for the community. We faced many challenges this year in the public health arena and the Board feels 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

John W. Lavin, P.E. – Chairman 2004
Peter S. Chipman – Clerk 2005
Thomas R. Gilbert - Member 2006

Appointments

Board of Health Agents:

Betsy J. Fijol – Administrator Agent
William R. Domey – Health Agent
Hilary Penlington – Animal Advisor
Marie Chiofolo – Burial Permits
Gail Bernardo – Burial Permits
James F. Delaney – Burial Agent
Mark Oram – Sanitarian

Zoning By-law Study Committee Representative:

Lois Boucher

Permits and Licenses Issued

	2002	2003
Burial Permits	9	7
Form 1.0	110	70
(Review for home Improvement)		
Perc Testing	94	103
Well Permits	34	19
Septic System Permits:		
New Construction	31	36
Upgrades	47	45
Component		
Replacements	22	12
Site Plan Reviews	3	4
Subdivision Reviews	6	4
Variance Hearings	10	19
Food Establishments	32	36
Tobacco Sales	5	6
Refuse Haulers	6	8
Septic Installers	72	63
Septage Pumps	16	15
Camps	4	3

Massage Therapists	5	6
Massage Estab.	2	2

Finances

FY 2003 Fees collected	\$70,512.00
FY 03 Total budget	\$79,110.00
Cost to Town	\$8598.00
Norfolk 2002 residents	9281
Board Cost per resident	\$.093

Other Board Issues

The Board of Health began the new year by prohibiting smoking in all public places, including restaurants, in the Town of Norfolk.

The Board met with school officials and parents regarding the evacuation of students and complaints of fumes entering the school from the construction at King Philip North Jr. High School.

The Board held a public hearings and meetings to consider new regulations and update existing ones. A moratorium prohibiting the use of Innovative/Alternative Wastewater Systems was imposed for a period this year.

The Board of Health sponsored its annual rabies clinic on April 5, 2002 at the Highway Department garage. Dr. Shelly Sandler, D.V.M. vaccinated a total of 39 dogs & cats.

The Board of Health also sponsored a Flu clinic in November 2003. The Walpole VNA provided vaccinations to 170 residents.

28 cases of Lyme Disease among residents were reported to the Board. 2003 was an unusually active year up from only 5 cases reported in 2001. Lyme Disease is caused by bacteria that are spread by the bite of an infected deer tick. The best way to prevent Lyme Disease is to avoid areas where deer ticks are likely to be found, such as wooded, brushy or grassy places.

Your Board of Health has a wealth of information to share with you. Please contact our outstanding Administrator/Agent Betsy Fijol and our valuable and appreciated senior volunteers for any service we may provide. Thank you for putting your faith in us.

WALPOLE AREA VISITING NURSE ASSOCIATION

The Walpole Area VNA completed the year 2003, 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 visits.

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 the 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 provided 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 Care Program are seen on a periodic basis by a nurse at home. The goal of this program is to assess changes in physical condition, prevent complications and prevent unnecessary hospitalizations. Ambulatory residents are seen for physical assessment and health counseling at the senior center 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 the periods of reproductive maturation, pregnancy, childbirth, the postpartum period and the child rearing years. Services are provided by a maternal/child health nurse specialist and lactation consultant, through home visits.

Communicable Disease: Prevention and control of communicable disease 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 2003 are as follows:

SERVICE	VISITS
Home Visits/Health Maintenance	2
Maternal/Child Health Visits	1
Communicable Disease Follow-Up	70
Senior Citizen Clinics	103
Flu Vaccine	170
Pneumonia Vaccine	3

HUMAN RESOURCES

NORFOLK COUNTY MOSQUITO CONTROL PROJECT

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 to sustain larval growth.

Water Management Activities: An important component of our IPM approach, is the management of shallow, standing, 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 advise 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 1,500 ft.
Culverts checked/cleaned 191

Larval Control: Treatment: 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 larvicide applications 459 acres
Larval control using briquette & granular applications 12.30 acres
Rain Basin treatments using briquettes (West Nile virus control) 1,088 basins

Adult Control: The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying and/or threatening to residents. The product used during these applications was Sumithrin.

Adult control aerosol applications from trucks 4,224 acres

Surveillance: Surveys, inspections, and monitoring in support of our program include GIS mapping of breeding areas, larval and adult collections, and fieldwork evaluations leading to better water management. West Nile virus

activity has increased in Norfolk County over the past several years, which has resulted in an expansion of the surveillance program in collaboration with the Massachusetts Department of Public Health (MDPH), State Laboratory Institute. MDPH has requested that the Norfolk County Mosquito Control Project expand mosquito surveillance across the county for the purpose of detecting viruses in collecting mosquitoes as an early warning system for the residents of the county. Considerable manpower has been reallocated to these efforts, which is not reflected in this report.

Respectfully submitted.
John J. Smith
Director

COUNCIL ON AGING

The Norfolk Senior Center has been open for two years and the Lower Level will open shortly thanks to the hard work of all the Council on Aging Members, the Department of Housing & Community Development grant, and the continued generosity of the Friends of the Council on Aging.

The Council employs a full time Executive Director, part-time secretary, part-time bus driver and two 20 hour-a-month outreach workers.

In keeping with the mission of the 11 member Council ("to serve as an advocate to ensure that the town's seniors have the opportunity to live with independence and dignity and security"), the following programs and services are offered by the Center:

General information, referral to other agencies, outreach program, TRIAD, 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, tax assistance, newsletter, recreational and social events, and to non-seniors, fuel assistance and general information.

A formula grant from the Executive Office of Elder Affairs provides extra hours and mileage monies for our two outreach workers. We also received a grant from our local Arts Council which provided entertainment for our holiday party. Our Lifeline Grant ran out in September but through private donations from area businesses and citizens we were able to continue Lifeline to 11 Senior Citizens in Norfolk.

The Council on Aging would like to acknowledge the ongoing assistance of the Highway Department, the Board of Health and Walpole Visiting Nurses for sponsoring health clinics, the Fire and Police Departments, HESSCO (Health and Social Services Consortium, Inc.) The Executive Office of Elder Affairs, The Friends of the Council on Aging, our many Volunteers, and the Citizens of Norfolk.

We regret the loss of Martin Moeckel, a member of the Council on Aging, and a long time advocate of our seniors.

Norfolk citizens interested in the Council on Aging are welcome to attend meetings of the Council held on the third Monday of each month at 9:30 a.m. in the Senior Center or to contact the Center at 508- 528-4430.

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 events, 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 to 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

NORFOLK HISTORICAL COMMISSION

The Norfolk Historical Commission continues to be actively involved in many projects to preserve and promote the history of our town. These include the acquisition, preservation and cataloging of historic documents, pictures and maps and the review of historic properties that have been scheduled for demolition. In accordance with our Demolition Delay Bylaw, we actively seek alternatives to the destruction of our historic resources such as rehabilitation, movement to another location, salvage of portions thereof and photographic documentation of significant properties in danger of being torn down.

Chairman Bill Domineau maintains and updates our Historical Commission web pages, which include information and documentation of Norfolk's historic homes, structures and properties, villages, people and significant historic events. At over 20 pages the Commission's web presence continues to be the largest and provides the most documentation and information on the Town's web site. The Commission's web site is also larger and contains more information than any town in the surrounding area including historic Dedham, Wrentham and Foxborough and has been modeled by towns in other states. We have received many positive comments from people within our town and surrounding areas as well as many in other states and foreign countries who happen upon our site. This is our primary means of sharing and promulgating Norfolk's proud history and the historical significance of our people, places and events in the founding and formation of Massachusetts and our country. We have answered numerous requests this past year for genealogical and historical information, with the vast majority of these having come to us via the web site.

Betsy Pyne represents the Commission as a member of the Community Preservation Committee and is actively chairing our current efforts to expand our town's survey database and Commission archives. Thelma Ravinski, our de facto town historian continues to be preeminent gatherer of historic documentation and oral history.

Many of our members have been specializing in specific areas over the past year as mentioned above and of additional note is Dave Forester's exciting research into the life of a Norfolk resident who may prove to be the first black baseball player in the major leagues – predating Jackie Robinson, Elissa Flynn-Poppy's bringing legal expertise to our team working on our forms and procedures, Greg Stahl's analysis of early roads, property boundaries and wills, Geri Tasker's scouting of historic links and information on neighboring towns and Suzanne Burns and Marcia Johnston's significant contributions towards our historical archives and database. Members of the Commission continue to actively participate in the Norfolk Community Day held annually at Holmes's property on Myrtle Street. This event gives residents an opportunity to view first hand items relating to our town's history and allows the Commission the opportunity to share information and solicit for additional donations of items of historic interest – as we always welcome artifacts and ephemera to assist our quest to preserve and promote the history of our beautiful town of Norfolk.

Commission meetings are held on the third Tuesday of each month at 7:00 p.m. in the Town Hall on the second floor in the Historical Commission offices. All are welcome to attend.

Respectfully submitted,
Bill Domineau
Chairman

NORFOLK HOUSING AUTHORITY

After serving the Housing Authority as the State Appointee Commissioner for 10 years, Joanne T. Smith resigned her position. We would like to thank Joanne for her many years of dedication and commitment to the Housing Authority. Robert Shannon has been appointed as the new State Appointee Commissioner. Thomas Collins was elected to a new 5-year term as Commissioner and Scott Dittrich was appointed to a 4-year term as Commissioner.

HUMAN RESOURCES

Norfolk Housing Authority Property:

The Norfolk Housing Authority manages 84 units of State Aided housing. We are a self-sufficient unsubsidized Housing Authority. Presently 64 units at Hillcrest Village, Rockwood Road, are for our Elderly and Disabled residents. Our Family development Pine Knoll, located on Arnold Road, contains 20 residences of two and three bedroom units. 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 am 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.

Our mission is to provide Affordable Housing in the town of Norfolk. Our Board members have been appointed to several Town Committee's such as The Community Preservation Committee and the Affordable Housing Committee. We have met with builders interested in building affordable housing units and homes as well as representatives of Habitat for Humanity. Our Director has attended many seminars for the purpose of gaining information on grants and loans as well as forming a Non-Profit organization to develop affordable housing.

This summer, the Housing Authority received a grant from Norfolk Together and was able to host a Work Intern program for teenage boys and girls. The children were matched to a job sponsored by several Town Departments and paid for their work through the grant. These children gained enormous fulfillment, experience and self-respect. Thank you to those who sponsored, mentored, and worked with the Children. Your contribution made a difference.

Also recognizing a need for affordable and healthy food for those on a limited income, the Housing Authority avidly supports several residents in sponsoring Norfolk Serve. Norfolk Serve is a food co-op that provides families and seniors with low cost, healthy food ordered on a monthly basis. Information is available at the Housing Authority office.

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, Saint Jude's Parish, the Federated Church, the Baptist Church, H. Olive Day School, the many Brownie and Girl Scout troops volunteering their time 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

DEPARTMENT OF VETERANS SERVICES

CH 115 OF THE Massachusetts General laws dates back to 1861 and the Civil War and to related laws and regulations, which established a Massachusetts Department of Veterans Services, to oversee state mandated municipal Department of Veterans Services of the distribution of benefits to Massachusetts Veterans.

Local Department of Veterans Services are mandated by State Law to be maintained in all 351 cities and towns for the sole purpose of assisting veterans and their dependents in receiving Federal, State, and Local benefits made available by the U. S. Government, by the Commonwealth and its taxpayers.

It is the job of your Veterans Service Officer to be part of the local governmental structure and the representative of both past and present local veterans population and to provide the veteran and their dependents (living and dead) access to Every Federal, State and Local benefits and services to which they are entitled-including assisting in the funeral and honoring them after death.

HUMAN RESOURCES

We estimate that 25% of the residents of our Town are veterans.

In the past, we were designated as Veterans Agents and Directors of Veteran Services this was changed in 2001 to our present designation as Veterans Service Officer.

Statistically, in the years 1945-1995, before the majority of veteran population became senior citizens, fewer veterans, except for the smaller number who had severe disabilities or who were in economic distress and in need of public assistance, sought out the service of the local veterans service officer.

But, with the passage of years, times have changed and help for our veteran is needed today more than ever before.

During the 3rd quarter of the 20th century, much of the Veterans Service Officers caseload concerned elderly WW1 and Spanish American War veterans, during the last quarter of the century, attention turned more to the Vietnam veteran, who, in greater numbers than WW2 and Korean War veterans, turned to their Veterans Service Officers for help, because of problems with PTSD, AGENT ORANGE, HOMELESSNESS and ADDICTION, because the bulk of WW2 and Korean War veterans had settled down to job, education and raising families, during the last half of the 20th century they had little need of the services of the Veteran Service Officers, thus until 1995, the time and energies of most Veterans Service Officers were spent helping a relative handful of veterans or conducting and participating in ceremonial activities, honoring local veterans.

As we enter the 21st century, the WW2 and Korean War veterans who did not need the services of the Veterans Service Officer in the past, are now in the last 3rd of the lives, most well into their 70s and 80s, and for the first time in need of help from their local Veterans Service Officer.

Almost every one of these veterans has medical problems or a need for prescription medication.

They are now becoming conscious of services-connected disabilities, once ignored- and they are searching for missing award and medals- they are now eligible for medical care, prescriptions, real estate abatement, veterans license plates, and burial with full military honors in a State or Federal veterans cemetery.

For the first time in their lives, they can benefit from the services of a Veterans Service Officer, especially if they know that there is a Veteran Service Officer available and what assistance he offers every veteran-regardless of economic status, but only because of their veterans status.

Thus, while it is true, that our veterans ranks are declining, the demand for help from local Veterans Service Officers is on the incline, also, as long as the United States maintains its armed forces, there will always be new veterans that return to Massachusetts to swell the ranks after their tours of duty are ended.

Recent legislation has been enacted by the Commonwealth to benefit our veterans and their dependents.

1. We now have two state cemeteries
2. Mandated training and certification for all Veteran's Service Officers
3. Increase in real estate tax abatement for certain disabled veterans
4. Granting surviving spouse of certain disabled Veterans the same real estate tax abatement that the Veteran received while alive.
5. Increased amount of annuities from \$500.00 to \$1500.00 including all 100% disabled veterans.
6. Established and funded a women's veterans outreach program.

Finally, financial benefits paid to eligible veterans under chapter 115, are reimbursable to the town at 75%.

Respectfully submitted,
Anthony J. Mastroianni
Veterans Service Officer

NATURAL RESOURCES

WATER DEPARTMENT

WATER SERVICE INFORMATION

	2002	2003
Miles of water main in service	61.47	51.67
Total water services	1905	1930
Number of services per mile of water main	30.99	37.35
Total gallons pumped	197,405,575	197,215,864
Total gallons purchased	410,196	314,700
Average gallons pumped per day	540,837	540,317
Average annual gallons used per service	103,840	102,184
Average gallons used per service per day	284	280
Total Water Bill and Betterment Revenue	\$713,300.18	\$778,892.66

The Board 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 Board of Water Commissioners wishes to extend our gratitude and appreciation to 4 new employees, Water Superintendent Paul Anderson, Administrative Assistant Mary Ellen Brooks, and Maintenance Operators Anthony LaFratta and Robert Crowley and the rest of the Water Department Staff, Water Collector Karen Tripp, Meter Readers Scott Savage and Paul Chiofolo for a job well done. These employees are dedicated and tenacious in their efforts to ensure the overall smooth operation of the Water Department.

In 2003 the Water Department implemented a

unidirectional flushing program to improve the quality and availability of water to all customers. Leak detection was performed in a continuing effort to reduce unaccounted for water. The Department would like to thank all residents for their effort in conserving water during the high demand summer months.

The Norfolk Water Department has a comprehensive Master Plan, which is the blueprint for the logical build out of necessary infrastructure. We are seeking a third well source consistent with the Master Plan.

Board of Water Commissioners
Donna L. Putt 2006
Deborah J. Robbins 2005
Lawrence J. Kennedy, Jr. 2004

CONSERVATION COMMISSION

The Norfolk Conservation Commission consists of a seven-member Board whose members are appointed for three-year staggered terms by the Board of Selectmen. The Commission also has a non-voting associate member. The jurisdictional responsibilities are guided by the Norfolk Wetlands Protection Bylaw and the MA State Wetlands Protection Act, as most recently revised, and the MA Department of Environmental Protection's Regulations and Program Policies.

During the 2003 calendar year, the Commission conducted 29 wetland cases in addition to reviewing filings submitted from the Planning Board and Zoning Board of Appeals. The Commission also addressed dozens of issues ranging from violations and complaints to meeting with Boy Scouts who were planning Eagle Scout projects. The Commission received 5 filings for new single-family dwellings, 7 applications for homeowner remodeling and residential projects, 4 applications for septic repairs, 1 application for a 136 unit age-restricted housing development, 1 application for an aquatic management program and 5 applications for incidental work related to residential uses. The Commission also received 4 applications for Requests for Resource Area Delineations and 2 applications for Requests for Determinations of Applicability. The Commission also received 1 request for an Amended Order of Conditions. Each hearing is held pursuant to the MA State Wetlands Protection Act and the Norfolk Wetlands Protection Bylaw. Due to the extraordinary number of cases with respect to the hours allotted for staff, the Commission has a backlog of several pending cases.

The Norfolk Conservation Commission currently 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 the present and future citizens of Norfolk.

Please check out the Conservation Commission's website at www.virtualnorfolk.org for useful information on filing applications with the Conservation Commission and to review the wildlife photographs taken by Commission member and professional wildlife photographer, Gail Hansche. The website also contains many useful environmental links to other web addresses.

A special thanks goes to Cyndi Andrade for her 14 years of membership on the Commission. The Town and the Commission are fortunate that Cyndi wished to continue her work and dedication to the Town by taking over the reins of the Project Manager of the Commission's Land Management Programs from Maryann Magner. Thank you Maryann for all of your unheralded dedication to protect open space in our community. Another valued Member, Joseph Simmons, resigned in 2003 due to employment opportunities in New York. Thanks go out also to the Norfolk Highway Department and Highway Superintendent Butch Vito for their help on our many projects, to our associate member, Laurence Harrington and Administrator, Marie Simpson, and to our citizen consultants for their loyalty, support and dedication to preserve and protect the Town's irreplaceable natural resources for the enjoyment of our children and for the many generations of Norfolk citizens to come.

Respectfully Submitted:

James R. Giebfried, Chairman

Allan M. Shaw, Vice Chairman

Gail Hansche, Clerk

Aimee Dudley, Appointee to the Community
Preservation Committee

Brian T. Butler, Member

*Joseph Simmons, Member

Paul DiChiara, Member

Fred Pfishner, Member

Laurence Harrington, Associate

*Resigned

FINANCES

TREASURER/COLLECTOR

Two full-time and two part-time employees staff the Town Treasurer/Collector, there is an Assistant Town Treasurer/Collector, a Revenue Collector and a Payroll Clerk.

Tax-related duties and responsibilities focus n the billing and collecting of real estate, personal property, and motor vehicle excise taxes. Over 25,700 tax bills were mailed out for fiscal year 2003 resulting in over \$15 million 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 collections.

The office is also responsible for receiving all Town funds: processing vendor checks for all Town expenditures; maintaining and reconciling over 70 bank accounts; investing all Town funds; short and long term borrowing; and processing the Town's payroll for over 270 employees.

Totals Collected:

Municipal Lien Certificates:	\$36,150
Water Betterments:	\$30,527
Tax Deferrals:	\$3,581
Community Preservation:	\$278,926
In Lien Taxes:	\$7,791
All Taxes	:\$14,782,279
All Interest and Fees:	\$62,024

Respectfully submitted,
Jane Cunniff Lepardo, Town Treasurer/Collector
Cheryl Kelley, Ass't Town Treasurer/Collector

CAPITAL OUTLAY COMMITTEE

The Capital Outlay Committee (COC) is charged with evaluating and making recommendations for funding on capital items to both the Board of Selectmen and the Advisory Board.

During the winter-02 and spring-03, we evaluated 179 capital requests totaling \$1,911,128 from a majority of Town departments and committees, then made recommendations for the Board of Selectmen and Advisory Board consideration prior to our spring Town Meeting. For 2003, the citizens of Norfolk approved at our Spring Town Meeting an expenditure of \$301,991 to fund 14 capital items.

During the summer and fall, the COC reviewed one capital request, and made a recommendation for funding the MUNIS software for \$35,000. This expenditure was approved at our Fall Town Meeting.

This last year our Advisory Board Liaisons resigned. Nancy Seitz, whom was instrumental in helping COC understand the AB concerns relative to capital, and who was very active in developing our capital procedures, moved out of town and had to resign. Norm Gentry resigned for personal reasons. We were fortunate to have two new AB Liaisons join our group – Arlie Sterling and Jim Tomaszewski.

Besides reviewing capital requests, the COC focused on refining our capital request evaluation criteria, meeting with various departments and committees to better understand their short and long term capital needs, and beginning a process of understanding the Town's long-term debt structure so that we can develop a schedule for capital items/projects with a goal of minimizing impacts to the Town's tax rate.

For the coming year, we will continue meeting with various departments, continue the process of evaluating capital request items, continue to update our web page with meeting minutes, capital schedules, and the like, and continue the process of creating a large capital item/project schedule that dovetails with the Town's financial constraints.

Respectfully submitted,
Edward J. Melanson, Chairman

**DIRECTOR OF FINANCE
TOWN ACCOUNTANT**

The past year brought many changes to the Finance Department and we continue to bring about additional change through improvements and automation.

Most importantly, I would like to acknowledge the excellent work of the department, both while the office of Finance Director was vacant as well as while I learned my new role. While the entire department deserves credit for working well together and ensuring that all of the work was completed, Julie Siewko and Mary Noris from the Accounting Office deserve special mention. Julie, the Assistant Town Accountant, took on the challenge of being the Acting Town Accountant while Mary, the Accounts Payable Clerk, spent many hours helping Julie with the additional workload. Julie and Mary did an outstanding job.

I joined the department in late July and have greatly appreciated the assistance I have received from all of my coworkers and board members who have helped me learn how our town functions.

The other significant change during the year was beginning the initiative to convert to the MUNIS accounting system. Our current system is an antique by computer standards and is in critical need of being replaced. The project began in late 2003, with analysis and training. The conversion date of July 1, 2004 for general ledger, accounts payable and payroll is still on schedule.

The general purpose financial statements were unavailable at press time, but will be available shortly in the Finance Department. New regulations of the Governmental Accounting Standards Board "GASB" have added to the complexity of the reporting requirements performed by our audit firm. The fieldwork for the audit is nearly complete and the final details of the report are being brought together. Enclosed is a copy of the un-audited expenditures for fiscal 2003.

Respectively submitted,

Jack Hathaway
Finance Director / Town Accountant

TOWN OF NORFOLK, MASSACHUSETTS

FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003

	<u>ANNUAL REVISED BUDGET</u>	<u>ACT YTD POSTED AND IN PROCESS</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
5114 MODERATOR				
1100 SALARIES	1.00	1.00	-	100
4010 EXPENSES	210.00	194.90	15.10	92
TOTAL: MODERATOR	211.00	195.90	15.10	92
5122 SELECTMEN				
1100 SALARIES	151,641.85	151,081.71	560.14	99
1101 SALARIES ENC.	4,303.00	4,303.00	-	100
4011 EXPENSES ENC.	153.71	120.91	32.80	78
4034 B.O.S. EXPENSES	3,000.00	2,410.74	589.26	80
4200 OFFICE SUPPLIES,PUBLICATIONS	3,800.00	3,702.80	97.20	97
4201 PRINTING AND ADVERTISING	3,375.00	3,179.52	195.48	94
4203 EQUIPMENT REPAIR & MAINT.	1,000.00	569.81	430.19	56
4204 COPY MACHINE EXPENSES	3,000.00	1,844.75	1,155.25	61
4206 FLAGS	600.00	594.20	5.80	99
4214 DUES AND SUBSCRIPTIONS	5,500.00	5,376.39	123.61	97
4219 PHYSICIAN	3,500.00	2,952.45	547.55	84
4225 POSTAGE	2,899.00	2,055.28	843.72	70
4239 TRAVEL,MEETINGS & DUES	2,000.00	1,998.37	1.63	99
7200 OUT OF STATE TRAVEL	950.00	950.00	-	100
7820 COMMITTEE FUND	1.00	-	1.00	0
8102 ART 3/TM98 TOWN WIDE COMPUTR	187.20	-	187.20	0
8564 ATM 99 MIROR LK WTRSHED ASSE	1,500.00	-	1,500.00	0
8694 ART 3/TM98 COMP EQ,TRAIN,SFT	3,619.11	1,790.61	1,828.50	49
TOTAL: SELECTMEN	191,029.87	182,930.54	8,099.33	95
5131 ADVISORY BOARD				
1100 SALARIES	5,468.98	5,468.98	-	100
4010 EXPENSES	7,483.00	5,094.04	2,388.96	68
9900 RESERVE FUND	20,272.78	-	20,272.78	0
TOTAL: ADVISORY BOARD	33,224.76	10,563.02	22,661.74	31
5132 MUNICIPAL FINANCE				
1100 SALARIES	342,089.95	336,533.96	5,555.99	98
3070 BANKING SERVICE	4,500.00	2,808.52	1,691.48	62
3190 AUDIT	13,200.00	13,000.00	200.00	98
4011 EXPENSES ENC.	1,412.65	1,412.65	-	100
4200 OFFICE SUPPLIES,PUBLICATIONS	5,950.00	5,656.21	293.79	95
4203 EQUIPMENT REPAIR & MAINT.	20,650.00	14,019.80	6,630.20	67
4205 COMPUTER SERVICES	30,000.00	29,586.55	413.45	98
4225 POSTAGE	8,240.00	9,604.19	(1,364.19)	-116
4235 FIELD WORK - MILEAGE REIMB	401.00	423.40	(22.40)	-105
4239 TRAVEL,MEETINGS & DUES	4,800.00	5,252.80	(452.80)	-109
4263 CONSULTING SERVICES	23,000.00	13,200.00	9,800.00	57
TOTAL: MUNICIPAL FINANCE	454,243.60	431,498.08	22,745.52	94
5141 ASSESSORS				
5141 ASSESSORS				
1100 SALARIES	600.00	600.00	-	100
2735 REVALUATION 99	20,000.00	11,918.00	8,082.00	59
4010 EXPENSES	1,500.00	1,500.00	-	100
4011 EXPENSES ENC.	757.18	757.18	-	100
TOTAL: ASSESSORS	22,857.18	14,775.18	8,082.00	64

TOWN OF NORFOLK, MASSACHUSETTS

FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003	ANNUAL REVISED BUDGET	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
5151 TOWN COUNSEL				
3090 LEGAL FEES	30,800.00	30,725.39	74.61	99
3091 LEGAL FEES ENC.	1,876.09	1,876.09	-	100
3890 LEGAL RETAINER	23,700.00	23,700.00	-	100
3891 RETAINER ENCUMBERED	1,381.05	1,381.05	-	100
TOTAL: TOWN COUNSEL	57,757.14	57,682.53	74.61	99
5152 PERSONNEL BOARD				
1100 SALARIES	4,263.57	4,263.57	-	100
4010 EXPENSES	1,700.00	431.62	1,268.38	25
4011 EXPENSES ENC.	397.68	368.70	28.98	92
TOTAL: PERSONNEL BOARD	6,361.25	5,063.89	1,297.36	79
5154 INFORMATION TECHNOLOGY				
1100 SALARIES	100.00	-	100.00	0
4010 EXPENSES	55,000.00	54,000.00	1,000.00	98
8211 ATM 99 SFWR/HDWRE/Y2K CONTIN	7,400.01	7,136.27	263.74	96
TOTAL: INFORMATION TECHNOLOGY	62,500.01	61,136.27	1,363.74	97
5155 COMPUTER COMMITTEE				
4010 EXPENSES	100.00	-	100.00	0
TOTAL: COMPUTER COMMITTEE	100.00	-	100.00	0
5158 TAX TITLE FORECLOSURE				
4010 EXPENSES	10,000.00	9,382.93	617.07	93
4011 EXPENSES ENC.	17,242.54	7,567.49	9,675.05	43
TOTAL: TAX TITLE FORECLOSURE	27,242.54	16,950.42	10,292.12	62
5159 TOWN HALL - OPERATIONS				
4011 EXPENSES ENC.	7,994.09	7,945.70	48.39	99
4061 SERVICE CONTRACTS	5,000.00	4,998.21	1.79	99
4215 TELEPHONE	35,000.00	32,288.71	2,711.29	92
4257 OLD TOWN HALL/REPAIR/MAINT	1,000.00	-	1,000.00	0
4289 BUILDING MAINTENANCE	18,400.00	16,547.90	1,852.10	89
4291 CLEANING SERVICE	16,000.00	15,148.34	851.66	94
4800 WATER	57,368.00	56,671.40	696.60	98
8101 ART 3/TM98 TH EQUIP/FURNISHG	2,867.22	2,655.52	211.70	92
8523 REPLACE T.H.DOOR ATM-00-5	2,226.00	-	2,226.00	0
TOTAL: TOWN HALL - OPERATIONS	145,855.31	136,255.78	9,599.53	93
5161 TOWN CLERK				
1100 SALARIES	66,612.29	66,166.53	445.76	99
4010 EXPENSES	4,100.00	4,084.13	15.87	99
4011 EXPENSES ENC.	294.30	194.30	100.00	66
TOTAL: TOWN CLERK	71,006.59	70,444.96	561.63	99
5162 ELECTIONS				
1100 SALARIES	8,968.94	8,968.94	-	100
4010 EXPENSES	12,896.24	12,025.93	870.31	93
4027 SPECIAL ELECTION EXPENSE	7,739.62	4,505.69	3,233.93	58
TOTAL: ELECTIONS	29,604.80	25,500.56	4,104.24	86
5163 VOTER REGISTRATION				
1100 SALARIES	5,340.00	5,338.48	1.52	99

TOWN OF NORFOLK, MASSACHUSETTS

FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003

	ANNUAL REVISED BUDGET	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
4010 EXPENSES	4,000.00	3,997.26	2.74	99
TOTAL: VOTER REGISTRATION	9,340.00	9,335.74	4.26	99
5171 CONSERVATION COMMISSION				
1100 SALARIES	22,038.83	21,823.49	215.34	99
4010 EXPENSES	4,450.00	1,069.78	3,380.22	24
8012 CONSERVATION FUND	9,357.86	129.50	9,228.36	1
TOTAL: CONSERVATION COMMISSION	35,846.69	23,022.77	12,823.92	64
5175 PLANNING BOARD				
1100 SALARIES	53,211.78	53,211.78	-	100
3035 ART 9/TM98 GROWTH MGMT STUDY	10,000.00	5,558.46	4,441.54	55
3038 PLANNING SERVICES	38,048.50	23,929.95	14,118.55	62
3060 ENGINEERING SERVICES	6,600.00	-	6,600.00	0
3061 ENGINEERING ENC.	6,301.56	5,166.18	1,135.38	81
4010 EXPENSES	6,000.00	4,166.88	1,833.12	69
4011 EXPENSES ENCUMBERED	1,036.50	1,036.50	-	100
8743 STREET ACCEPTANCES ATM 97-22	2,034.53	-	2,034.53	0
TOTAL: PLANNING BOARD	123,232.87	93,069.75	30,163.12	75
5176 ZONING/APPEALS BOARD				
1100 SALARIES	20,005.42	20,005.42	-	100
3060 ENGINEERING SERVICES	1.00	-	1.00	0
4010 EXPENSES	3,590.00	3,238.52	351.48	90
TOTAL: ZONING/APPEALS BOARD	23,596.42	23,243.94	352.48	98
5187 ENGINEERING SERVICES				
3060 ENGINEERING SERVICES	950.00	809.72	140.28	85
TOTAL: ENGINEERING SERVICES	950.00	809.72	140.28	85
5189 PERMANENT BUILDING COMM.				
1100 SALARIES	7,496.88	6,795.77	701.11	90
4010 EXPENSES	650.00	394.46	255.54	60
TOTAL: PERMANENT BUILDING COMM.	8,146.88	7,190.23	956.65	88
5193 BLDG/LIABILITY INSURANCE				
4011 EXPENSES ENC.	7,809.59	7,809.54	0.05	99
7400 BUILDING/LIABILITY INSURANCE	265,989.48	265,929.04	60.44	99
TOTAL: BLDG/LIABILITY INSURANCE	273,799.07	273,738.58	60.49	99
5195 TOWN REPORTS				
3430 PRINTING	5,400.00	3,900.20	1,499.80	72
TOTAL: TOWN REPORTS	5,400.00	3,900.20	1,499.80	72
5210 POLICE				
1100 SALARIES	1,291,254.66	1,224,212.43	67,042.23	94
1101 SALARIES ENC.	24,620.02	24,569.36	50.66	99
4010 EXPENSES	95,130.00	90,457.65	4,672.35	95
4011 EXPENSES ENC.	6,319.70	5,993.50	326.20	94
8595 POLICE CRUISERS ATM03 #8	65,200.00	65,200.00	-	100
8597 ATM 99 MOBILE VIDEO CAMERAS	1,996.91	-	1,996.91	0
8610 POLICE RADIO SYSTEM 01-ART3	84,853.70	84,477.00	376.70	99
8758 POLICE SEMIAUTO WEAPONS TM02	8,000.00	8,000.00	-	100
TOTAL: POLICE	1,577,374.99	1,502,909.94	74,465.05	95

TOWN OF NORFOLK, MASSACHUSETTS

FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003

ANNUAL
REVISED BUDGET

ACT YTD POSTED
AND IN PROCESS

REMAINING
BALANCE

PCT

5220 FIRE				
1100 SALARIES	575,126.86	575,055.45	71.41	99
1101 SALARIES ENC.	1,451.07	1,451.07	-	100
3120 TRAINING AND TUITION	20,750.00	19,708.38	1,041.62	94
4010 EXPENSES	52,900.00	52,790.39	109.61	99
4011 EXPENSES ENC.	16.65	16.65	-	100
8344 SCBA REPLACEMENT ATM02 ART4	15,000.00	15,000.00	-	100
8345 FIRE AIR MONITOR ATM02 ART 4	4,000.00	3,723.00	277.00	93
8346 FIREFIGHTER CLOTHING ATM02	18,000.00	18,000.00	-	100
8555 ART 3/TM98 HEPATITIS SHOTS	1,825.00	-	1,825.00	0
8763 AMBULANCE COLLECTION COMPANY	8,800.00	8,674.31	125.69	98
TOTAL: FIRE	697,869.58	694,419.25	3,450.33	99
5241 BUILDING DEPARTMENT				
1100 SALARIES	151,960.36	151,940.36	20.00	99
4010 EXPENSES	4,010.00	4,042.71	(32.71)	-100
4011 EXPENSES ENC.	40.00	40.00	-	100
4202 VEHICLE MAINTENANCE	400.00	331.72	68.28	82
4800 FUEL AND UTILITIES	1,500.00	1,500.00	-	100
TOTAL: BUILDING DEPARTMENT	157,910.36	157,854.79	55.57	99
5244 WEIGHTS AND MEASURES				
1100 SALARIES	579.00	579.00	-	100
4010 EXPENSES	31.00	-	31.00	0
TOTAL: WEIGHTS AND MEASURES	610.00	579.00	31.00	94
5291 EMERGENCY MANAGEMENT				
1100 SALARIES	637.00	637.00	-	100
4010 EXPENSES	1,009.00	462.57	546.43	45
TOTAL: EMERGENCY MANAGEMENT	1,646.00	1,099.57	546.43	66
5292 ANIMAL INSPECTOR				
1100 SALARIES	2,036.00	1,527.02	508.98	75
4010 EXPENSES	200.00	40.00	160.00	20
TOTAL: ANIMAL INSPECTOR	2,236.00	1,567.02	668.98	70
5293 ANIMAL CONTROL				
1100 SALARIES	13,542.00	13,542.00	-	100
4010 EXPENSES	2,785.00	848.59	1,936.41	30
TOTAL: ANIMAL CONTROL	16,327.00	14,390.59	1,936.41	88
5294 SHADE TREE DEPARTMENT				
4010 EXPENSES	1,500.00	-	1,500.00	0
TOTAL: SHADE TREE DEPARTMENT	1,500.00	-	1,500.00	0
5295 TREE WARDEN				
1100 SALARIES	3,028.00	2,256.10	771.90	74
4010 EXPENSES	23,290.00	20,819.67	2,470.33	89
4011 EXPENSES ENC.	181.00	-	181.00	0
TOTAL: TREE WARDEN	26,499.00	23,075.77	3,423.23	87
5298 FIRE/POLICE DISPATCHER				
1100 SALARIES	178,945.66	163,500.25	15,445.41	91

TOWN OF NORFOLK, MASSACHUSETTS
FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003

	<u>ANNUAL REVISED BUDGET</u>	<u>ACT YTD POSTED AND IN PROCESS</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
1101 SALARIES ENC.	3,912.71	2,168.61	1,744.10	55
4010 EXPENSES	4,900.00	3,274.95	1,625.05	66
4011 EXPENSES ENC.	1,140.71	1,140.71	-	100
TOTAL: FIRE/POLICE DISPATCHER	188,899.08	170,084.52	18,814.56	90
5299 FIRE/POLICE STATION	13,985.00	13,759.00	226.00	98
4010 EXPENSES	4,142.23	3,771.78	370.45	91
4011 EXPENSES ENC.	32,861.09	30,566.08	2,295.01	93
4800 FUEL AND UTILITIES	1,412.27	1,412.27	-	100
4801 FUEL/UTILITIES ENC.	20,000.00	16,900.00	3,100.00	84
8522 BOILER REPLACEMENT ATM00-5	3,992.50	2,373.40	1,619.10	59
8533 ART 3/TM98 F/P STATION CARPT	539.03	539.03	-	100
8541 ATM 99 NEW PHONE SYSTEM	2,404.25	2,404.25	-	100
8548 ATM 99 REMV GENERATOR/SHRBS	2,500.00	345.75	2,154.25	13
8556 ATM 99 REPAIR BLDG/GARAGE EX	917.25	898.00	19.25	97
8578 ATM 99 OFFICE FURNITURE	6,808.00	710.82	6,097.18	10
8587 P/F STATION DICTAPHONE 96TM	3,474.27	-	3,474.27	0
8737 ROOF REPAIR ATM 97 ART 6	93,035.89	73,680.38	19,355.51	79
TOTAL: FIRE/POLICE STATION				
5300 EDUCATION K-6 ANNUAL BUDGET	6,104,619.00	6,320,971.35	(216,352.35)	-103
1100 SALARIES	2,203,179.00	1,691,326.89	511,852.11	76
4010 EXPENSES	355.00	355.00	-	100
4024 FY 01 SCHOOL ENCUMBERED	389,839.99	389,498.56	341.43	99
4060 FY 02 SCHOOL ENCUMBERED	12,295.85	-	12,295.85	0
8040 ART 3/TM98 F/C STEAM TRAP RP	1,604.26	-	1,604.26	0
8341 SCHOOL TECHNOLOGY ATM 00-5	665.29	-	665.29	0
8343 SCHOOL-LIBRARY BOOKS ATM00-5	11,500.62	-	11,500.62	0
8747 SCHL ADMIN OFFICE EXP STM98	30,000.00	13,731.62	16,268.38	45
8759 F/C PLAYGROUND REPLACE TM02	20,000.00	3,320.00	16,680.00	16
8760 HOD ROOF REPAIRS ATM 02 ART4	21,000.00	21,000.00	-	100
8764 CARPETING - HOD ATM 02 ART4	8,795,059.01	8,440,203.42	354,855.59	95
TOTAL: EDUCATION K-6 ANNUAL BUDGET				
5302 KING PHILIP REGIONAL	3,551,469.00	3,551,340.00	129.00	99
4010 EXPENSES	34,584.00	29,267.00	5,317.00	84
8718 ANNUAL KP CAPITAL ASSESSMENT	3,586,053.00	3,580,607.00	5,446.00	99
TOTAL: KING PHILIP REGIONAL				
5303 TRI-COUNTY REGIONAL	213,743.00	213,743.00	-	100
4010 EXPENSES	213,743.00	213,743.00	-	100
TOTAL: TRI-COUNTY REGIONAL				
5420 HIGHWAY DEPARTMENT	383,773.63	382,517.75	1,255.88	99
1100 SALARIES	15,210.00	27,427.20	(12,217.20)	-180
3060 ENGINEERING SERVICES	185.00	113.74	71.26	61
3073 PAGING SERVICES	5,037.68	4,964.40	73.28	98
4011 EXPENSES ENC.	24,567.00	24,151.81	415.19	98
4202 VEHICLE MAINTENANCE	1,700.00	1,018.02	681.98	59
4204 COPY MACHINE EXPENSES	1,838.00	2,795.52	(957.52)	-152
4207 BIDS, ADVERTISING, POSTAGE	34,431.71	23,308.98	11,123.33	67
4208 SPECIAL PROJECTS	1,849.00	3,347.96	(1,498.96)	-181
4215 TELEPHONE	605.00	557.22	47.78	92
4216 WATER				

TOWN OF NORFOLK, MASSACHUSETTS
 FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003

ANNUAL
REVISED BUDGET

ACT YTD POSTED
AND IN PROCESS

REMAINING
BALANCE PCT

4220 SPECIAL PROJECTS	20,091.25	20,091.25	-	100
4223 OFFICE SUPPLIES	1,123.00	783.13	339.87	69
4238 STREET SIGNS	4,522.00	4,248.00	274.00	93
4239 TRAVEL, MEETINGS & DUES	600.00	630.89	(30.89)	-105
4241 UNIFORM CLEANING	3,400.00	1,555.63	1,844.37	45
4244 STREET LINING	10,006.00	8,333.07	1,672.93	83
4245 CATCH BASIN CLEANING	14,560.00	10,145.92	4,414.08	69
4248 ROAD REPAIRS AND MAINTENANCE	53,305.00	45,978.62	7,326.38	86
4249 POLICE DETAILS	7,577.00	3,637.50	3,939.50	48
4251 PROFESSIONAL LICENSES	300.00	240.00	60.00	80
4252 GUARD RAIL REPAIR	2,042.00	-	2,042.00	0
4253 VEHICLE INSPECTIONS	2,625.00	696.00	1,929.00	26
4254 COMPUTER EXPENSE	1,210.00	874.45	335.55	72
4255 RADIO, REPAIR/MAINTENANCE	1,530.00	1,148.68	381.32	75
4256 TRAFFIC CONTROL MAINTENANCE	580.00	233.76	346.24	40
4289 BUILDING MAINTENANCE	15,030.00	11,849.08	3,180.92	78
4800 FUEL AND UTILITIES	12,100.00	12,047.13	52.87	99
8619 ROAD PROGRAM FY02 (300,000)	423,133.27	416,509.36	6,623.91	98
8761 HWY G-6 TRACTR/BOOM MWR TM02	34,000.00	34,000.00	-	100
TOTAL: HIGHWAY DEPARTMENT	1,076,931.54	1,043,204.47	33,727.07	96
5422 TOWN VEHICLE FUEL				
4010 EXPENSES	3,127.00	1,435.08	1,691.92	45
4011 EXPENSES ENC.	9,000.00	7,177.50	1,822.50	79
4800 FUEL AND UTILITIES	43,842.00	35,468.49	8,373.51	80
TOTAL: TOWN VEHICLE FUEL	55,969.00	44,081.07	11,887.93	78
5423 SNOW AND ICE CONTROL				
4010 EXPENSES	415,302.82	411,302.82	4,000.00	99
TOTAL: SNOW AND ICE CONTROL	415,302.82	411,302.82	4,000.00	99
5424 GROUNDS MAINTENANCE				
1100 SALARIES	72,055.94	72,055.94	-	100
4010 EXPENSES	9,819.00	7,614.71	2,204.29	77
4011 EXPENSES ENC.	2,002.00	653.13	1,348.87	32
TOTAL: GROUNDS MAINTENANCE	83,876.94	80,323.78	3,553.16	95
5431 TRANSFER STATION				
1100 SALARIES	140,807.50	136,774.26	4,033.24	97
3430 PRINTING	1,736.00	1,736.00	-	100
4011 EXPENSES ENC.	309.00	308.75	0.25	99
4203 VEHICLE REPAIR & MAINTENANCE	12,645.00	12,193.73	451.27	96
4215 TELEPHONE/TS	520.00	1,012.76	(492.76)	-194
4221 RECYCLING COSTS/TS	6,710.00	8,505.60	(1,795.60)	-126
4222 TRASH REMOVAL FEES/TS	102,166.00	85,932.86	16,233.14	84
4224 FACILITY MAINTENANCE	3,606.00	2,510.22	1,095.78	69
4225 POSTAGE	615.00	627.97	(12.97)	-102
4241 UNIFORMS	857.00	229.83	627.17	26
4242 GEN. OPERATING METATERIALS/TS	2,044.00	1,700.37	343.63	83
4247 STICKERS & DECALS/TS	2,644.00	2,379.65	264.35	90
4800 FUEL AND UTILITIES	13,954.00	9,307.37	4,646.63	66
8590 HAZARDOUS WASTE D	2,000.00	121.26	1,878.74	6
8762 T.S. T-12 SITE SCREENER TM02	21,216.00	21,216.00	-	100
TOTAL: TRANSFER STATION	311,829.50	284,556.63	27,272.87	91

TOWN OF NORFOLK, MASSACHUSETTS
FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003

	<u>ANNUAL</u> <u>REVISED BUDGET</u>	<u>ACT YTD POSTED</u> <u>AND IN PROCESS</u>	<u>REMAINING</u> <u>BALANCE</u>	<u>PCT</u>
5432 LANDFILL				
3065 ENGINEERING/LANDFILL	23,675.00	1,790.00	21,885.00	7
3066 LEACHATE REMOVAL/LANDFILL	20,400.00	20,366.00	34.00	99
3067 TRASH REMOVAL/TOWN DEPT'S	20,282.00	20,282.00	-	100
4011 EXPENSES ENC.	13,349.00	9,973.00	3,376.00	74
8606 HOUSEHOLD HAZARDOUS WASTE	5,000.00	2,952.00	2,048.00	59
TOTAL: LANDFILL	82,706.00	55,363.00	27,343.00	66
5440 SEWERAGE				
7110 SOLID WASTE DISPOSAL	2,600.00	2,350.00	250.00	90
TOTAL: SEWERAGE	2,600.00	2,350.00	250.00	90
5491 CEMETERY				
1100 SALARIES	26,641.30	26,489.88	151.42	99
4010 EXPENSES	10,241.00	8,636.08	1,604.92	84
4011 EXPENSES ENC.	248.00	247.38	0.62	99
TOTAL: CEMETERY	37,130.30	35,373.34	1,756.96	95
5492 CUSTODIAN OF VETERANS GRAVES				
1100 SALARIES	663.00	331.50	331.50	50
4010 EXPENSES	1,625.00	1,169.14	455.86	71
4011 EXPENSES ENC.	1,126.80	130.80	996.00	11
TOTAL: CUSTODIAN OF VETERANS GRAVES	3,414.80	1,631.44	1,783.36	47
5495 STREET LIGHTING				
4810 STREET LIGHTING	35,435.00	28,174.70	7,260.30	79
TOTAL: STREET LIGHTING	35,435.00	28,174.70	7,260.30	79
5510 BOARD OF HEALTH				
1100 SALARIES	40,164.65	40,142.40	22.25	99
4010 EXPENSES	38,945.00	38,596.20	348.80	99
TOTAL: BOARD OF HEALTH	79,109.65	78,738.60	371.05	99
5520 SPECIAL PROGRAMS				
3180 HUMAN SERVICES PROGRAMS	10,675.00	10,675.00	-	100
TOTAL: SPECIAL PROGRAMS	10,675.00	10,675.00	-	100
5541 COUNCIL ON AGING				
1100 SALARIES	81,709.81	81,324.26	385.55	99
2710 TRANSPORTATION EXPENSE	3,500.00	1,327.11	2,172.89	37
2713 SERVICE PROGRAM #3, 10/93TM	4,800.00	4,800.00	-	100
4010 EXPENSES	5,952.00	3,599.47	2,352.53	60
4011 EXPENSES ENC.	54.07	54.07	-	100
4893 COA BUILDING & GROUNDS	29,870.00	26,219.45	3,650.55	87
8765 COA BUS ART 8 STM 02	50,600.00	-	50,600.00	0
TOTAL: COUNCIL ON AGING	176,485.88	117,324.36	59,161.52	66
5543 VETERAN'S SERVICES				
1100 SALARIES	5,000.00	5,000.00	-	100
4010 EXPENSES	500.00	500.00	-	100
7700 VETERANS BENEFITS	5,760.00	2,480.00	3,280.00	43
TOTAL: VETERAN'S SERVICES	11,260.00	7,980.00	3,280.00	70

TOWN OF NORFOLK, MASSACHUSETTS

FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003	ANNUAL REVISED BUDGET	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
5610 LIBRARY				
1100 SALARIES	273,394.68	259,082.04	14,312.64	94
4010 EXPENSES	99,514.00	100,111.06	(597.06)	-100
4800 FUEL AND UTILITIES	14,100.00	12,273.48	1,826.52	87
TOTAL: LIBRARY	387,008.68	371,466.58	15,542.10	95
5630 RECREATION				
1100 SALARIES	48,605.12	48,605.12	-	100
4010 EXPENSES	4,235.00	4,235.00	-	100
TOTAL: RECREATION	52,840.12	52,840.12	-	100
5691 HISTORICAL COMMISSION				
4010 EXPENSES	323.00	91.76	231.24	28
TOTAL: HISTORICAL COMMISSION	323.00	91.76	231.24	28
5692 MEMORIAL DAY				
4010 EXPENSES	525.00	525.00	-	100
TOTAL: MEMORIAL DAY	525.00	525.00	-	100
5710 MATURING DEBT				
9010 BOND REGISTRATION FEE	3,000.00	2,475.00	525.00	82
9146 LIBRARY EXPANSION TEMP DEBT	2,223.00	2,222.47	0.53	99
9147 HWY BLDG EXPANSION TEMP DEBT	8,804.10	3,114.67	5,689.43	35
9148 UNDERGRND UTILITIES TEMP DBT	149,300.00	7,187.06	142,112.94	4
9149 OLD POPULATIC SWR TEMP DEBT	1,600.00	1,512.09	87.91	94
9157 SENIOR CENTER DEBT/INTEREST	67,570.00	69,331.29	(1,761.29)	-102
9170 CERTIFICATION NOTES/BONDS	600.00	225.00	375.00	37
9451 SCH BLDG ROOF 9/01 PRINCIPAL	15,000.00	15,000.00	-	100
9452 SCH BLDG ROOF 9/01 INTEREST	5,288.00	5,287.50	0.50	99
9453 DAY SCH LAND ACQUIRE 9/01 PR	24,000.00	24,000.00	-	100
9454 DAY SCH LAND ACQUIRE 9/01 INT	8,590.00	8,589.51	0.49	99
9455 DAY BLD CONSTR RFND 9/1 PRIN	327,000.00	327,000.00	-	100
9456 DAY BLD CONSTR RFND 9/01 INT	149,802.00	149,802.25	(0.25)	-100
9465 DAY SCHL CONS ADD 2/96 PRIN	16,000.00	16,000.00	-	100
9466 DAY SCHL CONST ADD 2/96 INTR	5,354.00	5,354.00	-	100
9467 LANDFILL CLOSE 11/97 PRIN	16,000.00	16,000.00	-	100
9468 LANDFILL CLOSE INTR 11/97	11,237.00	11,237.00	-	100
9476 SURFACE DRAINAGE 2/96 PRIN	53,000.00	53,000.00	-	100
9477 SURFACE DRAINAGE 2/96 INTRST	16,911.00	16,911.00	-	100
9487 F/C REMODELING 11/97 DEBT	8,000.00	8,000.00	-	100
9488 F/C REMODELING 11/97 INTERST	823.00	823.50	(0.50)	-100
9489 TOWN HALL 11/97 PRINCIPAL	53,000.00	53,000.00	-	100
9490 TOWN HALL -11/97 INTEREST	37,768.00	37,768.25	(0.25)	-100
9491 STORAGE TANKS 11/97-PRINCPL	7,000.00	7,000.00	-	100
9492 STORAGE TANKS 11/97 INERST	4,499.00	4,499.25	(0.25)	-100
9494 FIRE TRUCK 11/97 PRINC	21,000.00	21,000.00	-	100
9495 FIRE TRUCK -11/97 INTEREST	7,786.00	7,785.75	0.25	99
9497 H.O.DAY REMODL 7/99 PRINCIPL	208,000.00	208,000.00	-	100
9498 H.O.DAY REMODEL 7/99 INTERST	65,520.00	65,520.00	-	100
TOTAL: MATURING DEBT	1,294,675.10	1,147,645.59	147,029.51	88
5720 WATER DEBT				
9141 UNION ST WTR MAINS 7/99 PRIN	52,000.00	52,000.00	-	100
9142 UNION ST WTR MAIN 7/99 INTR	16,380.00	16,380.00	-	100

TOWN OF NORFOLK, MASSACHUSETTS

FOR THE PERIOD JULY 1, 2001 TO JUNE 30, 2003

	<u>ANNUAL REVISED BUDGET</u>	<u>ACT YTD POSTED AND IN PROCESS</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
9143 UNION STREET TEMP DEBT	1,031.00	1,143.66	(112.66)	-110
9144 STORAGE TNK POND ST TEMP DBT	29,750.00	18,724.05	11,025.95	62
9145 POND ST WTR MAIN TEMP DEBT	11,800.00	3,808.55	7,991.45	32
9175 MILL RIVER DEBT(AUTH/UNISSU)	5,000.00	-	5,000.00	0
9176 MILL RIVER INTR(AUTH/UNISSU)	5,100.00	-	5,100.00	0
9177 MILL RIVR PUMP DEBT(AUTH/UN)	30,000.00	-	30,000.00	0
9178 MILL RIVR PUMP INTR(AUTH/UN)	30,300.00	-	30,300.00	.0
9179 TWN CTR WTR MAINS UNION DEBT	20,000.00	-	20,000.00	0
9180 TWN CTR WTR MAINS UNION INTR	17,250.00	13,452.87	3,797.13	77
9182 SPRUCE RD WATER TREATMENT	15,690.00	6,108.21	9,581.79	38
9457 NOON HILLWTR MAN RFND9/01 PR	71,000.00	71,000.00	-	100
9458 NOON HILLWTR MAN RFND9/01 IN	31,606.00	9,014.25	22,591.75	28
9463 POND ST WTR MAIN RFND9/01 PR	13,000.00	13,000.00	-	100
9464 POND ST WTR MAIN RFND9/01 IN	5,940.00	28,531.50	(22,591.50)	-480
9469 DEDHAM STREET 2/96 PRINCIPAL	16,000.00	16,000.00	-	100
9470 DEDHAM STREET 2/96 INTEREST	5,310.00	5,309.50	0.50	99
9478 LITCH/LELAND/HARLOW 2/96 PR	7,000.00	7,000.00	-	100
9479 LITCH/LELAND/HARLOW 2/96 INT	2,006.00	2,006.00	-	100
9480 LELAND 2/96 PRINCIPAL	6,000.00	6,000.00	-	100
9481 LELAND 2/96 INTEREST	1,969.00	1,969.00	-	100
9485 POND ST ADDITIONAL 2/96 PRIN	13,000.00	2,000.00	11,000.00	15
9486 POND ST ADDITIONAL 2/96 INTR	5,940.00	450.50	5,489.50	7
TOTAL: WATER DEBT	413,072.00	273,898.09	139,173.91	66
5830 COUNTY ASSESSMENTS/CHARGES				
6000 COUNTY TAX	53,462.00	53,462.00	-	100
TOTAL: COUNTY ASSESSMENTS/CHARGES	53,462.00	53,462.00	-	100
5835 CHERRY SHEET CHARGES				
6121 MOSQUITO CONTROL	39,107.00	30,139.00	8,968.00	77
6122 MET. AIR POLLUTION CONTROL	2,549.00	2,549.00	-	100
6123 MET. AREA PLANNING COUNCIL	2,206.00	2,206.00	-	100
6124 M.B.T.A. ASSESSMENT	214,471.00	214,471.00	-	100
6126 SCHOOL CHOICE/CHARTER ASSESS	-	128,000.00	(128,000.00)	-9999
6127 NON RENEWAL EXCISE TAX	3,120.00	3,000.00	120.00	96
TOTAL: CHERRY SHEET CHARGES	261,453.00	380,365.00	(118,912.00)	-145
5913 EMPLOYEE BENEFITS				
1710 MEDICAL INSURANCE	680,023.09	679,464.65	558.44	99
1720 LIFE INSURANCE	8,500.00	7,829.66	670.34	92
1730 LONGEVITY	55,000.00	56,202.93	(1,202.93)	-102
1735 EMPLOYEE ASSISTANCE PROGRAM	4,988.00	5,629.72	(641.72)	-112
1736 MEDICARE	98,000.00	111,184.13	(13,184.13)	-113
1740 UNEMPLOYMENT COMPENSATION	55,000.00	30,928.24	24,071.76	56
1750 STATE/COUNTY RETIREMENT	479,000.00	475,398.70	3,601.30	99
TOTAL: EMPLOYEE BENEFITS	1,380,511.09	1,366,638.03	13,873.06	98
5990 TRANSFERS				
9990 TRANSFER OUT	-	114,032.72	(114,032.72)	
TOTAL: TRANSFERS	-	114,032.72	(114,032.72)	
TOTAL: GENERAL FUND	23,167,665.31	22,283,566.41	884,098.90	96

BOARD OF ASSESSORS

2003 was an exciting year for the Board of Assessors. The year's top event was a town-wide re-certification with the Massachusetts Department of Revenue. The office is also excited about being able to post its values on the official town website. Please visit the site at www.virtualnorfolk.org

Mrs. Donna Putt was elected Chairman with Mrs. Patricia Salamone serving as Clerk, and John G. Robbins serving as Member.

The Board of Assessors would like to extend thanks to Chief Assessor, Debbie Robbins for its her professionalism and dedication to the office. The Board of Assessors also wishes to extend their appreciation to Assessing Technicians, 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.

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
2003	2895	1,099,500,280	57	23	27
2002	2873	965,339,800	53	19	41
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

- 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
2003	10208	1,295,060.81	637	50,733.87	51,802,440
2002	9731	1,237,995.97	586	47,071.12	49,519,830
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

Total Valuation:

Real Estate	\$1,190,811,400
Personal Property	10,859,505

Total \$1,201,670,905

Fiscal Year 2004 Tax Rate per Thousand:

Total: \$11.93

For the year ending December 31, 2003

TOTAL AMOUNTS TO BE RAISED:

Total appropriations to be raised by taxation	\$24,591,704.40
Total appropriations to be taken from available funds	420,354.87
Total educational offsets	<u>16,260.00</u>

Fiscal 2004

County Assessments:		
County Tax:	\$53,722.00	53,722.00

State Assessments:		
Mass Bay Transportation	\$208,027.00	
Air Pollution Control Dist.	2,584.00	
Met Area Planning Council	2,262.00	
Mosquito Control Project	27,692.00	

Total		240,565.00
Overlay of Current Year	\$89,435.52	

Total Amount to be raised		\$24,591,704.40
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Estimated Receipts and other Revenue Sources:

2003 Fiscal Year Receipts as	
Certified on Cherry Sheet	\$4,801,561.00
Motor Vehicle & Trailer Excise	1,277,432.00
Licenses & Permits	550,711.00
Fines & Forfeits	24,083.00
Penalties & Interest on	
Taxes & Excise	69,146.00
Charges for service – water	-0-
Other Charges for Services	-0-
Charges for Services –	
Trash Disposal	284,152.00
Fees	50,708.00
Rentals	-0-
Other Departmental Revenue	92,777.00
Investment Income	89,290.00
In Lieu of Tax Payments	8,084.00
Refunds & Reimbursements	-0-

Total:		7,247,944.00
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Amount to be taken from available funds		
For particular purposes and to reduce		
The Tax Rate		-0-

Total Estimated Receipts and Available Funds		10,255,770.51
Net amount to be raised by Taxation on Property		14,335,933.89
TOTAL RECEIPTS FROM ALL SOURCES		24,591,704.40

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 4, 2004 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 11, 2004, 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 the Town Clerk

To choose by ballot the following officers: One Moderator for a one year term; one Selectman for a three year term; one Assessor for a three year term; one Board of Health member for a three year term; one Library Trustee for a three year term; one Water Commissioner for a three year term; one Planning Board member to fill an unexpired two year term; two Planning Board members for three year terms; one Housing Authority member to fill an unexpired two year term; two Recreation Commission members for three year terms; one Norfolk School Committee member for a three year term; one Constable for one year to fill an unexpired term.

ARTICLE 2

Submitted by the Personnel Board

To see if the Town will vote to amend the Town of Norfolk Personnel Bylaws Section X. **COMPENSATION PLAN**, Subsection A. **COMPENSATION SCHEDULE** by applying a general increase to all Steps on the **COMPENSATION SCHEDULE** effective July 1, 2004; or take any other action relative thereto.

ARTICLE 3

Submitted by the Board of Selectmen

To see if the Town will vote to amend the Town of Norfolk Personnel Bylaws Section IX. **ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN**, Subsection C. **GRADE SCHEDULE** by reclassifying the Information Technology position; or take any other action relative thereto.

ARTICLE 4

Submitted by the Personnel Board

To see if the Town will vote to amend the Town of Norfolk Personnel Bylaws Section IX. **ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN**, Subsection C. **GRADE SCHEDULE** by reclassifying the Assessing Technician position; or take any other action relative thereto.

ARTICLE 5

Submitted by the 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, 2004; or take any other action relative thereto. (Operating Budget)

ARTICLE 6

Submitted by the Water Commissioners

To see what sum of money the Town will vote to transfer from Water Department revenue to fund the Water Department maintenance and operating expenses; or take any other action relative thereto. (Operating Budget)

ARTICLE 7

Submitted by the 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 8

Submitted by the 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 9

Submitted by the 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, 2004; or take any other action relative thereto.

ARTICLE 10

Submitted by the School Committee

To see if the Town will appropriate the sum of ten thousand, six hundred dollars (\$10,600) for purposes of a legal settlement between the Norfolk School Department and a parent concerning the provision of special education services to a Norfolk student; or take any other action relative thereto.

ARTICLE 11

Submitted by the Board of Selectmen

To see if the Town will vote to borrow or bond, pursuant to any applicable state statute, a sum of money to fund the purchase of a fire pumper truck; or take any other action relative thereto.

ARTICLE 12

Submitted by the 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 2005 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); or take any other action relative thereto.

(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 and expended under the authority and direction of the Board of Selectmen (limit: \$20,000); or take any other action relative thereto.

(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 and expended under the authority and direction of the Recreation Commission (limit: \$50,000.); or take any other action relative thereto.

(4) A Conservation Management Revolving Fund to be credited with monies from timber harvesting on Conservation Land and expended under the direction of the Conservation Commission to develop and oversee management activities and projects on Town-owned conservation land (limit: \$5000); or take any other action relative thereto.

(5) A revolving fund to receive wetland hearing application fees to be expended under the direction of the Conservation Commission for payment of legal advertisements for such hearings (limit: \$5000); or take any other action relative thereto.

(6) A Planning Board Revolving Fund to receive subdivision performance inspection fees, as established by the Planning Board, to be expended under the direction of the Planning Board for services related to the inspection and approval of subdivisions (limit: \$5,000); or take any other action relative thereto.

(7) A Planning Board Revolving Fund to receive mitigation funds required by the Planning Board under the Shade Tree Act and Scenic Roads Act, to be expended under the direction of the Planning Board for the purchase and planting of replacement trees (limit: \$10,000), or take any other action relative thereto.

(8) A Planning Board Revolving Fund to receive mitigation funds required by the Planning Board relative to off-site improvements due to the approval of subdivisions and site plans to be expended under the direction of the Planning Board for such off-site improvements (limit: \$91,000); or take any other action relative thereto.

(9) A Planning Board Revolving Fund to receive 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, to be expended under the direction of the Planning Board for such cleaning and maintenance (limit: \$30,000); or take any other action relative thereto.

(10) A revolving fund for the Town Clerk to receive funds required by the Town Clerk for the processing of passports, to be expended under the direction of the Town Clerk for postage expenses associated with the processing of passports (limit: \$1,000); or take any other action relative thereto.

ARTICLE 13

Submitted by the 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 or Boards; or take any other action relative thereto.

ARTICLE 14

Submitted by the Board of Selectmen

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 purposes; or take any other action relative thereto.

ARTICLE 15**Submitted by the Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to advertise in a local newspaper and sell at public sale from time to time, as it may deem in the best interests of the Town, any and all lands or portions thereof which the Town has acquired or may acquire as Tax Title land, so called, such sales to be made on behalf of the inhabitants of the Town of Norfolk, and to authorize the Selectmen to expend from the proceeds of such sale the necessary costs of recording fees, documentary stamps and auctioneer's fees, if required; or take any other action relative thereto.

ARTICLE 16**Submitted by the Board of Selectmen**

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

ARTICLE 17**Submitted by the 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 18**Submitted by the Board of Water Commissioners**

To see if the Town will vote to transfer the sum of \$302,482.00 for water main extension associated with the Mill River Well Site and for the purpose of protecting, preserving and enhancing the availability, delivery and quality of the Town's water supply from unexpended Water Department accounts:

25.8292 – Water Source Engineering, Article 11 of 1998 - \$30,000.00

25.8560 – Spruce Road Pump Station, Article 34 of 1994 - \$38,542.79

25.8602 – Rockwood Road Water Main Extension, Article 5 of 1996 - \$976.16

25.8608 – Water Treatment Facility, Article 6 of 2000 - \$431.03

25.8623 – Town Revitalization-Water, Article 7 of 2001 - \$36,895.10

25.8757 – Pond Street Water Main, Article 11 of 2001 - \$195,636.92

Or to take any other action relative thereto.

ARTICLE 19**Submitted by the Board of Selectmen**

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

ARTICLE 20**Submitted by the School Committee**

To see if the Town of Norfolk will accept the provisions of MGL Chapter 60, Section 3C to establish an Education Foundation to benefit the Norfolk Elementary Schools, and to authorize the Treasurer-Collector to include with the real estate tax bills, by inclusion on the form or by separate enclosure,

an invitation to pledge or donate funds to such foundation as permitted by said Section 3C. Expenditures from the Elementary Education Foundation may be made without appropriation for the purposes set forth in said Section 3C by a Board consisting of the Superintendent of Elementary Schools, two representatives designated by the Norfolk Elementary School Committee, and two at-large members to be appointed by, and who shall serve at the pleasure of, the Board of Selectmen; or take any other action relative thereto.

ARTICLE 21

Submitted by the Community Preservation Committee

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate a sum of \$25,000.00 from the Community Preservation Fund for the purpose of funding an administrative and operating budget for the Community Preservation Committee; or take any other action thereto.

ARTICLE 22

Submitted by the Community Preservation Committee

To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate an amount not to exceed \$15,000.00 from the Community Preservation Fund from the funds allocated for Historical use for the purpose of completing an Architectural and Historical Survey for the Town of Norfolk; or take any other action thereto.

ARTICLE 23

Submitted by the Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund an amount not to exceed \$100,000.00 to fund an affordable housing down payment assistance program for Norfolk residents and others with Norfolk ties including municipal employees; or take any other action relative thereto.

ARTICLE 24

Submitted by the Board of Selectmen

To see if the Town will vote to amend Section II of the Personnel Bylaws, "Administrative Authority of the Personnel Board," by adding at the end thereof the following subsection II. C.:

C. MANAGEMENT PERSONNEL

Any other provision of this Personnel Bylaw to the contrary notwithstanding, the Town Administrator shall have the exclusive authority, subject to ratification by a majority vote of the Board of Selectmen, to administer this Bylaw with respect to the positions of Treasurer/Collector, Highway Superintendent [or Superintendent of Public Works], and Building Commissioner, and shall hold the rights, obligations, powers and authority otherwise vested in the Personnel Board under this bylaw in regard to those positions and the persons serving in them. The Town Administrator may, with the approval of the Board of Selectmen, enter into employment contracts for the positions listed in this subsection, and such contracts shall, when executed, supersede any provisions of this Personnel Bylaw that are inconsistent therewith, provided that such contracts shall be subject to the appropriation of funds by the Town Meeting.

Or take any other action relative thereto.

ARTICLE 25

Submitted by the Board of Selectmen

To see if the Town will vote to amend Article VII of the Town Bylaw by adding a new Section 6,

Tree Protection Bylaw as set forth below:

1. Findings.

The Town of Norfolk finds that mature trees have aesthetic appeal, contribute to the distinct character of certain neighborhoods, improve air quality, provide glare and heat protection, reduce noise, aid in the stabilization of soil, provide natural flood- and climate-control, create habitats for wildlife, enhance property values and provide natural privacy to neighbors.

2. Intent and purpose.

This by-law is enacted for the purpose of preserving and protecting both Public Shade Trees pursuant to General Law Chapter 87 and certain trees on portions of private property. To achieve these purposes, this by-law establishes a Tree Committee and empowers the Committee, in conjunction with the Tree Warden, to regulate the removal and replacement of trees in certain circumstances, and to promote the planting and protection of trees throughout the Town. It is desirable that more trees be planted than are removed to compensate for tree losses and the length of time to maturity. The provisions of this bylaw, when pertaining to private property, apply only when there is Major Construction, Site Clearing, or Demolition as defined below and only within setback areas or areas set aside to meet applicable open space requirements under the Norfolk Zoning Bylaw.

3. Definitions.

A. When used in this by-law, the following definitions shall apply:

CALIPER -- Diameter of a tree trunk (in inches) measured six inches above the ground for trees up to and including four-inch diameter, and 12 inches above the ground for larger trees.

DBH ("Diameter at Breast Height") -- The diameter (in inches) of the trunk of a tree (or, for multiple trunk trees, the aggregate diameters of the multiple trunks) measured 4 1/2 feet from the existing grade at the base of the tree.

DEMOLITION -- Any act of pulling down, destroying, removing or razing a building or commencing the work of total or substantial destruction with the intent of completing the same.

DETERMINATION OF APPLICABILITY -- A determination made by the Building Commissioner, subject to appeal to the Tree Committee, that an act of Tree Removal is subject to the provisions, and within the scope, of this Bylaw.

MAJOR CONSTRUCTION -- The construction of a structure on a vacant lot, or the construction of one or multiple structures or additions to structures on an existing lot, or the alteration, reconstruction, extension, or structural change of an existing structure or structures on a lot that results in a 50% or greater increase in the total footprint size of the structure(s).

PERSON -- Any person, firm, partnership, association, corporation, company or organization of any kind including public or private utility and municipal department.

PROTECTED PRIVATE TREE -- Any tree that is not a Public Shade Tree, and that is located on private property, with a DBH of eight inches or greater (or any multiple trunk tree with a DBH of 15 inches or greater), located in the setback area (or which, as determined by the Tree Warden, has any portion of the stem between six inches and 4 1/2 feet above grade actively growing into the setback area), provided that tree is not hazardous or undesirable as defined in the Tree Manual.

PUBLIC SHADE TREE -- The term Public Shade Tree shall have the same meaning as that term is defined by Chapter 87 of the Massachusetts General Laws.

SETBACK AREA -- The portion of the lot which constitutes the minimum side, rear and front yard as per Table 2 ("Schedule of Dimensional Controls") or Section 7.4.1 EN of the Zoning By-Law of the Town of Norfolk. For purposes of establishing the setback area in which the provisions of this by-law shall apply, the measurement shall be from any point on any property line of the lot, to points along an imaginary line drawn representing the minimum setback requirement.

SITE CLEARING -- The removal of ten or more Protected Trees that are within a contiguous area of ten thousand square feet.

TOWN TREE -- Any tree within a public park or open space under the jurisdiction of the Board of Selectmen acting as park commissioners, on public school grounds, or on any other Town-owned land.

TREE REMOVAL -- Any act that will cause a tree to die within a three-year period.

- B.** The Tree Committee may provide other such definitions or terms in rules and regulations, approved by the Selectmen, deemed useful to implement this by-law.

4. Applicability.

- A.** Applicability. The circumstances under which the tree protection, removal and replacement regulatory process delineated in this by-law shall apply are as follows:

(1) Proposed cutting (trunk, limbs or roots) of existing public shade trees on public and private ways (accepted or unaccepted streets) or of Town trees on Town-owned (or leased land being used as a public facility) by any person.

(2) Proposed demolition of an existing residential or nonresidential structure.

(3) Proposed major construction on an existing residential or nonresidential lot.

- B.** Non-applicability. This by-law shall not apply in any instance where the Planning Board, the Zoning Board of Appeals or the Conservation Commission has established jurisdiction, including but not limited to the following:

(1) The Planning Board regulates the planting, retention and/or replacement of public

shade trees, by means of the Board's authority over subdivision of land under the Subdivision Control Law, G.L. c. 41, § 81L, et seq., and regulations lawfully adopted thereunder.

(2) The Planning Board regulates planting, retention and/or replacement of on-lot trees on private residential land, where said property is subject to a special permit or site plan review under the Zoning By-Law.

(3) The Zoning Board of Appeals regulates planting, retention and/or replacement of on-lot trees on private nonresidential land, where said property is subject to a special permit under the Zoning By-Law;

(4) The Conservation Commission regulates the retention and/or replacement of on-lot trees, by means of administering the Wetlands Protection Act (Chapter 131 and 310 CMR) within jurisdictional areas of the property.

5. Tree Warden.

A. The duties or responsibilities of the Tree Warden shall conform to General Law Chapter 87 and shall include, but not be limited to, the following as may be further specified in this by-law:

(1) Management of all trees within public rights-of-way and adjacent to public buildings and commons; care and control of trees on Town property if so requested by the Selectmen, and on Town land owned by other departments such as Schools, Recreation and Conservation, if so requested by the respective department and approved by the Selectmen;

(2) Expending funds, in coordination with the Tree Committee, appropriated for planting trees on Town land under the jurisdiction of the Tree Warden;

(3) With recommendations from the Tree Committee, granting or denying and attaching reasonable conditions to all permits required under this by-law;

(4) Work in conjunction with the Tree Committee to seek grants or other assistance concerning the preservation and maintenance of trees in Town;

(5) Development of rules, regulations, tree inventory, manuals and other data, in conjunction with the Tree Committee, to carry out the purposes and intent of this by-law for approval and promulgation by the Selectmen;

(6) Enforcement of this by-law;

(7) Appointment or removal of Deputy Tree Wardens.

B. Moreover, the Selectmen may authorize the Tree Warden to undertake other responsibilities consistent with the purposes and intent of this by-law.

6. Tree Committee.

A. The Town shall have a Tree Committee that consists of three members as appointed by the Selectmen. For the first appointments, one member will serve a one-year term; one member will serve a two-year term; and one member shall serve a three-year term. All subsequent appointments, excluding appointments to fill unexpired terms that have become vacant, but including members up for renewal, will then serve for three-year terms.

B. The Tree Committee shall have the following duties and responsibilities as may be further specified in this by-law:

(1) Development of rules, regulations, tree inventory, manuals and other data, in conjunction with the Tree Warden, to carry out the purposes and intent of this by-law, for approval and promulgation by the Selectmen;

(2) Permit the removal of certain trees on private property upon appeal, by an applicant;

(3) Public education and coordination with other Town Committees and civic groups to promote the purposes and intent of this by-law;

(4) Work in conjunction with the Tree Warden to seek grants or other assistance concerning the preservation and maintenance of trees in Town.

7. Public Shade Trees and Town Trees.

A. Scope. No Public Shade Tree or Town tree may be cut, pruned, removed or damaged by any person or the Town without the written permission of the Tree Warden pursuant to this section and Chapter 87 of the General Laws.

B. Procedures. Any person seeking to prune or remove a Public Shade Tree or Town Tree shall submit an application to the Tree Warden in accordance with any application requirements issued by the Tree Warden. The Tree Warden shall hold a public hearing on applications for removal, at the expense of the applicant, in accordance with the provisions outlined within General Law Chapter 87. The permit issued by the Tree Warden may specify schedules, terms, and conditions, including requiring the planting of replacement trees.

C. Planting of trees on Public Land. Any person seeking to plant a tree on public land under the jurisdiction of the Tree Warden must obtain written permission from the Tree Warden. Such permission may specify schedules, terms, and conditions as deemed appropriate by the Tree Warden.

8. Protected Private Trees.

A. Scope. The removal of Protected Private Trees in preparation for, or in conjunction with, a Demolition, Site Clearing, or a Major Construction is prohibited unless authorized by the Tree Warden, or Tree Committee as set forth below.

B. Procedures. Prior to removing Protected Private Trees in preparation for, or in conjunction with, a Demolition, Site Clearing, or a Major Construction, the property owner or its agent shall submit to the Building Commissioner, and to the extent that any Shade Trees are

proposed to be removed, the Tree Warden, a tree removal application, which shall include a site plan drawn and stamped by a registered land surveyor or landscape architect showing all existing trees on the property of eight-inch DBH or greater. A property owner may request a Determination of Applicability from the Building Commissioner as to whether a contemplated removal of trees on a particular parcel of land constitutes a Demolition, Site Clearing, or Major Construction under this Bylaw, and the Building Commissioner shall issue a written Determination within twenty (20) days of such request.

(1) If any protected trees will be removed or damaged in connection with major construction or demolition, the owner of the property shall submit a proposal for tree removal and mitigation to the Building Commissioner with the application for a building or demolition permit. Additionally, if any protected trees were removed during the 12 months preceding the application for the building or demolition permit, a tree removal and mitigation proposal regarding the protected trees already removed shall be submitted to the Building Commissioner. The proposal shall satisfy the mitigation requirements set forth below and any rules, regulations or manuals promulgated by the Selectmen. The Selectmen shall set an application fee.

(2) The Building Commissioner shall refer the tree proposal to the Tree Warden. The Tree Warden shall conduct a site visit. If the applicant's proposal is consistent with the mitigation requirements herein and the rules, regulations or manuals issued by the Selectmen, the Tree Warden will issue a permit within 10 business days of receipt by the Tree Warden of the proposal to authorize the tree work. If the proposal does not meet or satisfy these requirements, the Tree Warden shall so notify the applicant and deny the permit.

(3) An applicant may appeal the denial or grant of a tree permit to the Tree Committee. The Tree Committee shall conduct a public hearing on the appeal and shall give the public notice thereof, at the expense of the applicant. Public notice shall include all persons owning land within 300 feet of any part of applicant's land at least 14 days before said hearing. The Tree Committee shall rule within 20 days of the public hearing.

(4) Appeals of final decisions of the Tree Committee shall be to Superior Court pursuant to G.L. c. 249, § 4.

C. Performance Standards. An applicant for a tree removal permit shall satisfy at least one of the following performance standards:

(1) For each Protected Private Tree removed, a sapling with a caliper of at least three inches, and of the same genus species of the tree being removed, shall be planted and nurtured within five hundred feet of, or as close as possible to, the removed tree. Replantings shall occur no later than three (3) months, or at the start of the next growing season, after completion of the Demolition, Site Clearing, or Major Construction;

(2) The Protected Private Tree to be removed is sick or dead, and that removal of the tree is in the best interest of the Tree and that of the trees in the immediate area;

(2) The removal of the Protected Private Trees is desirable to enhance the landscaping

on the lot, and that such removal is not substantially more detrimental to the neighborhood or the privacy enjoyed by abutters.

9. Emergencies and exemptions.

Provisions of this by-law shall not apply to:

- A. Emergency projects necessary for public safety, health and welfare as determined by the Director of Public Works, the Town Administrator or the Board of Selectmen;
- B. Trees that are hazardous as determined in writing by the Tree Warden;
- C. Invasive tree species as identified in the Tree Manual;
- D. Trees identified by the Commonwealth that pose a risk of disease or insect infestation.

10. Enforcement

- A. The provisions of this Bylaw may be enforced by the Building Commissioner, the Tree Warden, or the Board of Selectmen by criminal complaint, or under the non-criminal disposition process of Section 21D of Chapter 40 of the General Laws. Each violation of this Bylaw shall be subject to a \$300 civil fine. Each tree removed in violation of the Bylaw shall constitute a separate offense.
- B. Failure to comply with the terms and conditions of a tree removal permit shall constitute a violation of this Bylaw, and each day such violation continues shall constitute a separate offense.

11. Rules and regulations.

The Selectmen may promulgate, after public notice and hearing, rules and regulations to effectuate the purposes and intent of this Bylaw.

12. Severability.

If any section, paragraph or part of this Bylaw is for any reason declared invalid or unconstitutional by any court, every other section, paragraph and part shall continue in full force.

13. Relationship to other laws.

Nothing in this Bylaw shall be construed to restrict, amend, repeal, or otherwise limit the application or enforcement of existing Town of Norfolk by-laws or the laws of the Commonwealth of Massachusetts.

Or take any other action relative thereto.

ARTICLE 26

Submitted by Petition

To see if the Town will vote to authorize the Selectmen, on behalf of the Town, to acquire, by purchase, gift, eminent domain or otherwise, a parcel of land located off Rockwood Road, Juniper Lane and Village Green, and shown on Assessors' Map 15, Block 54, Lot 87 consisting of approximately 34 acres plus or minus, and any adjacent property for the purpose of access to the aforesaid parcel, and in connection therewith, to determine if the Town will appropriate a sum of

money to pay the cost of such acquisition, and for the payment of all other costs incidental and related thereto, and to determine whether this appropriation should be raised through taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

ARTICLE 27

Submitted by Petition

To see if the Town will vote to amend the Zoning Map of the Town of Norfolk, as most recently amended and on file in the Office of the Town Clerk, by changing the use district classification of the following parcels of land from use District R.1 to use District R-3: (i) a parcel of land bordered by Rockwood Road, Boardman Street, Juniper Lane, Bigelow Place, Old Colony Drive, Stanhope Drive and Village Green, reference Assessor's Map 15, Block 54, Lot 87, containing 38 acres more or less, as described in Book 2067, Pages 501 and 501 of the Norfolk County Registry of Deeds; (ii) a parcel of land bordered by Stanhope Drive and Old Colony Drive, reference Assessor's Map 15, Block 54, Lot 116 containing 6.28-acres more or less as described in Book 9022, p. 603 of the Norfolk County Registry of Deeds; and (iii) a parcel of land bordered by Stanhope Drive and Old Colony Drive, reference Assessor's Map 15, Block 54, Lot 115 containing 3.99 acres more or less as described in Book 8267, Page 621 of the Norfolk County Registry of Deeds, in order to directly connect the foregoing three contiguous parcels with the existing R-3 use district adjoining the third aforesaid parcel.

ARTICLE 28

Submitted by the Planning Board

To see if the Town will vote to amend Section B. Definitions of the Zoning Bylaw by adding the following phrase to the end of the definition of "FOOTPRINT":

"and loading docks and receiving areas, whether or not enclosed."

Or take any action relative thereto.

ARTICLE 29

Submitted by the Planning Board

To see if the Town will vote to amend Section F.7.m of the Zoning Bylaw by deleting the last sentence and replacing it with the following:

"A grassed or landscaped bumper strip at least three feet wide shall be provided between facing rows of parking spaces, unless the Planning Board approves an alternative landscaping approach, with the same or more landscaped area."

Or take any action relative thereto.

ARTICLE 30

Submitted by the Planning Board

To see if the Town will vote to amend Section I.4.b.2 of the Zoning Bylaw by deleting Subsection (A) and replacing it with the following:

"(A) BUILD-TO LINE: Any distance between six (6) and nineteen (19) feet from, and parallel with, the Frontage line(s) of the lot as approved by the Planning Board as part of a comprehensive streetscape plan based on existing or planned buildings on lots within the same block on both sides of the street."

Subsection (A.)1 shall remain unchanged; or take any action relative thereto.

ARTICLE 31**Submitted by the Planning Board**

To see if the Town will vote to approve, pursuant to Chapter 82, section 23 of the Massachusetts General Laws, the modification of the layout of Spruce Road to widen said way to include a 3118 +/- square foot portion of land located at #4 Spruce Road in the R-3 Zoning District, reference Norfolk Assessors Map 12, Block 62, Lot # 2A in conjunction with the development of the Spruce Acres Subdivision, said parcel being shown as "Parcel A" on a Plan of Land entitled "Plan of Land Norfolk, Norfolk County, Massachusetts" prepared by GLM Engineering, dated November 10, 2003, Scale 1" = 40', a copy which is on file in the office of the Planning Board; and further to authorize the Board of Selectmen to acquire said Parcel A by gift or by eminent domain pursuant to Chapter 79 of the Massachusetts General Laws, for no damages; or take any other action relative thereto.

ARTICLE 32**Submitted by the Library Trustees**

To see if the Town will vote to amend the Zoning Bylaws of the Town of Norfolk, Section F.7.e., as follows:

By revising the current bylaw which reads:

Section 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 adding the following (italicized) provisions to the bylaw, so that it is amended to read:

Section 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.

Notwithstanding the provisions of Section F.7.e. above, PARKING AREAS of a Municipal BUILDING which is used as a library, may be located in the front YARD as a matter of right; or take any other action relative thereto.

ARTICLE 33**Submitted by the Highway Superintendent**

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 2181 +/- 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 December 1, 2003; or take any other action relative thereto.

ARTICLE 34**Submitted by the Advisory Committee**

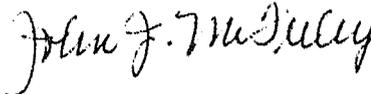
To see if the Town will vote to raise and appropriate, transfer from any source of available funds, or otherwise provide for the Stabilization Fund pursuant to Massachusetts General Laws, Chapter 40, Section 5(b); or take any other action relative thereto.

Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting. Given under our hands and seal of the Town of Norfolk on the 8th day of March, 2004, A.D.

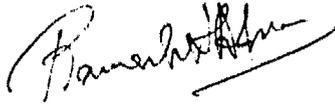
NORFOLK BOARD OF SELECTMEN



Joyce E. Terrio, Chairman



John J. McFeeley, Clerk



Ramesh H. Advani, 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

TOWN OF NORFOLK
133rd ANNUAL REPORT
Year Ending December 2003

OUR TOWN

SETTLED: 1678
INCORPORATED 1870
POPULATION 9222
MCI POPULATION: 1919
AREA: 15 Square Miles
LOCATION: 20 miles south of Boston, 22 miles north of Providence, R.I.
BOUNDED BY: Foxboro, Franklin, Medfield, Medway, Millis, Walpole and Wrentham
ELEVATION: 220 feet
VOTERS 5572
TAX RATE \$11.93 per \$1,000
VALUATION: \$1,201,670,905
PROPERTY CLASSIFICATION: 94.5 % Residential
3.5 % Commercial
1.0 % Industrial
1.0 % Personal
100%
SINGLE FAMILY DWELLINGS 2,813
FORM OF GOVERNMENT: open town meeting
Board of Selectmen
AVED ROAD MILES: 75 miles

AREA HOSPITALS:
Caritas Norwood Hospital, Norwood
Sturdy Memorial Hospital, Attleboro
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 pm-5pm (mid Oct.-April)
Monday	2 pm-8:30pm
Tuesday	10 am-8:30pm
Wednesday	10 am-8:30pm
Thursday	10 am-8:30pm
Friday	closed
Saturday	10 am-4 pm
Saturday (July and August)	10 am-2 pm

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 and Male: \$15.00
Late fee after May 1: \$25.00
Please show evidence of current rabies inoculation.

QUALIFICATIONS FOR REGISTRATION AS VOTERS:
Must be 18 years of age, American born or naturalized. Registration: Monday through Wednesday 9:00 am to 4:00 pm, Thursday 9:00 a.m. to 7:00 p.m. and 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 on May first or thirty days from mailing of bill, whichever is latest. Motor vehicle excise bills and water bills are due thirty days from date of issue.

SCHOOLS:

H. Olive Day, Pre K-2
Freeman/Centennial, 3-6
King Philip Regional Junior High, 7-8
King Philip Regional Senior High, 9-12
Tri County Vocational Regional 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, One Bowdoin Square,
10th floor, Boston, MA 02114
Tel. 617-565-8519

REPRESENTATIVE IN CONGRESS:

Barney Frank - 4th Congressional District
2210 Rayburn HOB, Washington, D.C. 20515
District Office - 29 Crafts Street, Newton, MA 02458
Tel. 617-332-3920

STATE SENATOR:

Cheryl Jacques - Norfolk, Bristol, Middlesex District
State House, Room 321B, Boston, MA 02133
Tel. 617-722-1555

STATE REPRESENTATIVE:

Scott Brown- Walpole 9th Norfolk District
Room 443, State House
Boston, MA 02133 - 1054
Tel. 617-722-2460

COUNTY COMMISSIONERS:

Francis W. O'Brien
John M. Gillis
Peter H. Collins
Tel. 617-461-6105

DISTRICT ATTORNEY

William R. Keating Tel. 781-830-4800

SHERIFF NORFOLK COUNTY:

Michael G. Bellotti Tel. 781-329-3705