

TOWN OF NORFOLK 135TH ANNUAL REPORT



Year Ending December 2005

IN MEMORIAM



Bernard J. Brule

February 14, 2005

Civil Defense
Deputy Director of Civil Defense
Radio/Communications Study Committee
Tax Collector
Auxiliary Police
Special Police Officer
Advisory Board

Harry L. Sanborn, Jr.

March 13, 2005

Special Police Officer
Police Officer
Reserve Police Officer
Field Driver
Dog Officer
Inspector of Animals
Animal Control Officer

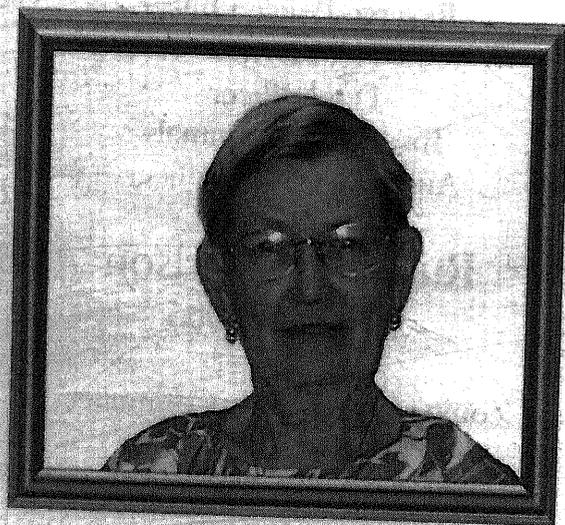
Russell A. Carlson

August 7, 2005

Zoning Bylaw Study Committee
Planning Board
Auxiliary Police

In honor
of
her remarkable forty years of continuous service
as an elected library trustee
(March 8, 1966 - May 2, 2006),
and in recognition of her service
to all citizens of Norfolk,

this Annual Town Report is
dedicated
to



Frances M. Holman

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GOOD GOVERNMENT STARTS HERE

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

To volunteer, fill out this form, and mail it to the Board of Selectmen at One Liberty Lane, Norfolk, MA 02056, or to volunteer online, access our website at www.virtualnorfolk.org. 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
ADA COMPLIANCE COMMITTEE 1 year
ARTS COUNCIL 3 years
CAPITAL OUTLAY COMMITTEE 2 years
COMMUNITY PRESERVATION COMMITTEE 2,3 year
CONSERVATION COMMISSION 3 years
CORRECTIONS ADVISORY 1 year
COUNCIL ON AGING 3 years

INSURANCE ADVISORY COMMITTEE 1 year
DESIGN REVIEW BOARD 3 years
ECONOMIC DEVELOPMENT 1 year
HISTORICAL COMMISSION 3 years
REGISTRAR OF VOTERS 3 years
MIRROR LAKE ADVISORY COMMITTEE 1 year
ROAD SAFETY COMMITTEE 1 year
PERMANENT BUILDING COMMITTEE 3 years
ZONING BYLAW COMMITTEE 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: _____



ELECTED OFFICERS

	TERM EXPIRES
MODERATOR	
Frank Gross	2006
BOARD OF SELECTMEN	
Ramesh H. Advani	2006
James C. Lehan	2007
Jonathan P. Smith	2008
TOWN CLERK	
Marie Chiofolo	2008
BOARD OF ASSESSORS	
John G. Robbins	2006
Donna L. Putt	2007
Patricia J. Salamone	2008
BOARD OF HEALTH	
Dr. Thomas R. Gilbert	2006
John Lavin	2007
Peter Chipman	2008
LIBRARY TRUSTEES	
Frances M. Holman	2006
Kenneth W. Nelson	2007
Harvey R. Boulay	2008
HOUSING AUTHORITY	
George Murray	2006
Scott Dittrich	2007
Robert Shannon	2008
David Smith	2008
Walter Zagieboylo	2008 <i>2010</i>
PLANNING BOARD	
Thomas Poppey	2006
Arthur A. Spruch	2007
Thomas Burke	2007
Steven G. McClain	2008
Michael Findlen	2008
RECREATION COMMISSION	
Gerald Sullivan	2006
Donald Owens	2007
Todd Chisholm	2007
Noelle D. Tonelli	2008
Thomas Terpstra	2008

NORFOLK SCHOOL COMMITTEE

Edward Piscatelli	2006
Douglas Miller	2006
Maureen Howard	2007
Kim Williams	2008
Sally Grant	2008

KING PHILIP REGIONAL SCHOOL COMMITTEE

George T. Cronin, Jr.	2006
Beth Gilbert	2008

CONSTABLES

Paul Terrio	2008
Richard Bremilst	2008

APPOINTED TOWN OFFICERS

MODERATOR APPOINTMENTS

ADVISORY BOARD

Arlie Sterling	2006
Nina Roe	2006
David Benton	2006
Marc V. Waldman	2007
James Tomaszewski	2008
Pamela Verrill	2008
Joseph Sebastiano	2008

PERSONNEL BOARD

Janyce Conklin	2006
Robert Boucher	2006
David Wildman	2008
Paul Griffin, resigned	2007
Lori J. Hurley, resigned	2006

BYLAW COMMITTEE

Vida E. Holmes	2006
Marie Chiofolo	2008
Robert T. Markel, resigned	2007

**BOARD OF HEALTH
APPOINTMENTS**

BOARD OF HEALTH AGENTS

William R. Dorney	2006
Betsy Fijol	2006
Marie Chiofolo	2006
Gail Bernardo	2006
Hilary Penlington	2006
James F. Delaney	2006

SANITARIAN

Mark Oram	2006
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**FINANCE DIRECTOR'S
APPOINTMENTS**

TREASURER /COLLECTOR

Jane Cunniff Lepardo

CHIEF ASSESSOR

Robert L. Alford, II

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
Bonnie Durand
Carolyn Iacoviello
Rosemary O'Koren
Vijayalakshmi Radics
Connie Willman
Patricia Slovacek, resigned

Maureen Gentry, resigned

PAGE

Lauren Zagieboylo

SCHOOL LIBRARIANS

Mary Carney
Heather MacPherson

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

Jack Hathaway, appointed
Robert T. Markel, resigned

TOWN COUNSEL

George A. Hall, Jr.

**TRI-COUNTY VOCATIONAL TECHNICAL
SCHOOL COMMITTEE**

Donald Seymour

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

Jack Hathaway

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
Glen R. Eykel
Susan Fornaciari
David J. Holt
Winslow Karlson, III
Stephen K. Plympton
Kevin Roake
Eric Van Ness
Mark Vendetti
Nathan Fletcher

RESERVE POLICE OFFICERS

Louis Droste
Robert Forsythe
Robert Holst
Ryan Chartrand
Viriato Sena
Robert Miller
George Bent

POLICE/FIRE COMMUNICATIONS

Terence Gallagher
Christia Sena
Stephen Hamlin, part time
Amanda Prata, part time
James Gallagher, part time
Gregory McMorro, part time
Jamie Masterson, part time
Stephanie Bravoco, resigned
Anne Glickstein, resigned
Joy Leonard, retired

SPECIAL POLICE OFFICERS

William J. Davis

John W. Holmes
Coleman Bushnell
Edward Nolan
Hilary Penlington
Charles E. Ray
Terence Gallagher
Leo Ethier
James Kozak
William LeBlanc
Amanda Prata
Ramesh H. Advani
James C. Lehan
Jonathan P. Smith
Christopher McClure
Jack Hathaway
Christia Sena
Marie Chiofalo
Police Chaplain Msgr. Peter Conley
Police Chaplain Rev. Stephen Alspach
Police Chaplain Rev. John Ames
Stephanie Bravoco, resigned
Robert Markel, resigned
Anne Glickstein, resigned
Joy Leonard, retired

POLICE MATRONS

Christia Sena
Michelle Vekeman
Amanda Prata
Stephanie Bravoco, resigned
Anne Glickstein, resigned
Joy Leonard, retired

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

Coleman Bushnell, EMT

DEPUTY CHIEF

Stephen A. Wood

LIEUTENANTS

Peter Petruchik, EMT, full time
David C. Holmes, Jr. EMT
John Kelley, EMT, full time
Mark Kantzer, EMT, full time
Douglas E. Johnston III, Paramedic, full time

FIRE DEPARTMENT PERSONNEL

Richard F. Clancy, Jr., EMT-I, full time
Michael P. Findlen, Paramedic, full time
Russell Hall, Paramedic, full time
Richard Yunker, Paramedic full time
Mark W. Haigh, EMT, full time

Stephen R. Hamlin, EMT, full time
 Peter R. Curran III, EMT, full time
 George Bent, EMT
 Darren Bycoff, EMT
 Peter S Hildebrandt, EMT
 Nathan G. Fletcher, EMT
 John C. Zajac, EMT
 David W. Johnston
 James F. Leary, Jr.
 Jamie Masterson

FOREST WARDEN

Coleman Bushnell, Chief

**DEPARTMENT OF PUBLIC WORKS
 SUPERINTENDENT OF STREETS**

Remo R. Vito, Jr.

**INSPECTION DEPARTMENT
 BUILDING COMMISSIONER**

Robert J. Bullock, Jr.

**LOCAL INSPECTOR / ASS'T ZONING
 OFFICER**

Thomas Patnode

ZONING OFFICER

Robert J. Bullock, Jr.

INSPECTOR OF WIRES

William R. Bain

ASSISTANT INSPECTOR OF WIRES

Peter C. Diamond

INSPECTOR OF GAS FITTINGS

Edward Forsberg

PLUMBING INSPECTOR

James K. Murray

INSPECTOR OF ANIMALS

Christopher Wider

ANIMAL CONTROL OFFICER

Hilary Penlington

EMERGENCY MANAGEMENT DIRECTOR

Edward Nolan

FIRE OFFICER

Coleman Bushnell, Chief

BOARDS-COMMISSIONS-COUNCILS
 Authorized by Statute of Bylaw
 Appointed by Board of Selectmen

BOARD OF APPEALS

Bruce A. Simpson	2006
Robert Garrity	2007
John M. Burke	2008
Martin Murphy, Jr.	2009
Lorraine M. Sweeney	2010

ASSOCIATE MEMBER

Elissa Flynn-Poppey	2006
Michael Kulesza	2006

ADA COMPLIANCE COMMITTEE

Thomas Terpstra	2006
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ARTS COUNCIL

Joann Sueltenfuss	2006
Richard Denzer	2007
Erin Hughes	2007
Bonnie Dittrich	2008
Patricia St. Aubin	2008
Karen Giusti	2008
Maria Tomaszewski	2008

CAPITAL OUTLAY COMMITTEE

Jon Coppola	2006
James Rayner	2006
Shawn McCormick	2007
Kathleen Lovell	2007

**COMMUNITY PRESERVATION
 COMMITTEE**

Paul Terrio	2006
Richard Connors	2006
Kevin Hughes	2008
Cynthia Andrade	2008

CONSERVATION COMMISSION

Jeffrey Kane	2006
Laurence Harrington	2007
Paul Lugten	2007
Jason Talerman	2007
Allan M. Shaw	2008
Daniel Crafton	2008

COUNCIL ON AGING

Paul Guertin	2006
Richard Morris	2006
Jane Wolfgang	2006
Charles Groff	2006

Irene Cahalane	2006
Richard Connors	2007
Elizabeth Sundquist	2007
John Evans	2008
Rhoda Mandell	2008
Georgia Jones	2008

DESIGN REVIEW BOARD

John Buchholz	2007
Mary Lou Navin	2008

HISTORICAL COMMISSION

David Forrester	2006
Suzanne Burns	2007
William Domineau	2007
Thelma Ravinski	2007
Marcia Johnston	2007
M. Elizabeth Pyne	2007
Geraldine Tasker	2008

REGISTRAR OF VOTERS

Mary Ellen Gattoni-D	2006
Girard St. Amand- R	2007
Marie Chiofola -U, Town Clerk	2008
Gail Bernardo-U	2008

VETERANS SERVICES

Anthony J. Mastroianni

MBTA ADVISORY BOARD REP.

Ramesh H. Advani

NORFOLK COUNTY ADVISORY BOARD REP.

John J. McFeeley

BOARDS AND COMMITTEES
Appointed by the Board of Selectmen

PERMANENT BUILDING COMMITTEE

Winsor Bowden, III	2006
Ernest Alix	2007
Timothy Walsh	2007
Robert P. Lowndes	2008
Lawrence Cheever	2008

BOARD OF PUBLIC WORKS

Edward Melanson	2007
Harvey Nasuti	2007
Ellen Friedman	2007
Daniel Winslow	2007
Donna Putt, resigned	2005
Deborah Robbins, resigned	2005
Jack Hathaway, resigned	2007

ZONING BYLAW STUDY COMMITTEE

Robert Nicodemus	2006
Glendon Coulter	2006

INSURANCE ADVISORY COMMITTEE

Jennifer Burke	2006
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PLANNING BOARD, ASSOCIATE MEMBER

(Appt'd jointly by BOS/Planning Bd.)
Andrea Langhauser 2006

BOARD OF SELECTMEN

2005 was an eventful year for our Town and its government with many changes and challenges but as has been the tradition in our community; we emerged stronger and more committed to make this a vibrant Town. Norfolk in 2005 continued to retain its character and be a place for all residents - young children, adults, families and seniors to value as their home.

The Norfolk Board of Selectmen worked to meet the needs of the Town residents and provide direction through five broad goals. These were Leadership & Communication, Operational Excellence, Town Center Development, Economic Development and Long Range Financial Planning. This was possible even though the Board saw significant changes during the year. Early in March, the Board Chair, Mr. John McFeeley resigned to pursue personal goals. The Town and this Board have been very fortunate for the many years of dedication and hard work provided by Jack's volunteer efforts. His attention to detail, intellect and ability to focus on the long term interests of the community will be missed. This Board is grateful for the service provided and acknowledges Mr. McFeeley's caring contributions over the years.

As elections were due in May, the Board continued to operate for three months with the remaining two members. They collaborated with key departments, the Norfolk & King Philip School Committees and Advisory Board to present town financials and upcoming year budget to the Town. However, we were very fortunate to have Jonathan Smith join the Board in May. Jonathan brings many years to experience and knowledge to the Board having recently served as the Chair of the Advisory Board and previous terms on the Norfolk Elementary School Committee and the Zoning Board of Appeals. In May, Ramesh Advani became the Chair and Jim Lehan became Clerk.

The Board also faced an opening in early 2005 with the resignation of our Town Administrator, Dr. Robert Markel who had completed three years of leadership and professional direction in Town Hall. Dr. Markel decided to pursue an opportunity to become Town Manager for the Town of Ipswich. The Board acknowledges Bob's efforts to help lead our Town's growth and the services needed by residents and wishes him well in his career pursuits. The Town was

fortunate in January to have Jack Hathaway, our Finance Director, agree to serve as interim Town Administrator until we completed the search for a permanent replacement.

The Town Administrator selection process was open, public and elaborate and was completed in the March to June timeframe. It involved reviewing 35 resumes by three committees drawn from a wide selection of interested citizen volunteers, former Selectmen, department heads, employees and other Town boards. The selection process narrowed the field to four very talented and qualified candidates. The final selection by the Board was that of Jack Hathaway, who, while new to the role, was considered to be the best and most likely to provide stable and informed leadership that fit the operating culture and environment of our Town government. Mr. Hathaway is a Town resident and brings 15 years of business management experience from the private sector and two years as Finance Director in Norfolk. The Board thanks all those whose contributions made this selection possible and wishes Mr. Hathaway many years of dedicated service to our Town residents and employees.

The Town also saw changes in the public works arena driven by the evolution and growth of new Board of Public Works (BPW) and Department of Public Works (DPW). The BPW saw the resignation of three key members - Donna Putt and Deborah Robbins, former Water Commissioners, after many years of dedicated service to the Town and Jack Hathaway, a Selectmen appointee. To fill these positions required the Home Rule Petition, under which the BPW had been constituted, to be changed and approved by Town Meeting and the State. This was completed in 2005, and three new town residents who volunteered their time were jointly appointed by the Selectmen and the existing BPW - Mr. Daniel Winslow, Ms. Ellen Friedman and Ms. Vida Holmes.

Despite these changes, the BPW continued to provide oversight for our public works as this was the second of the three year transition period since the formation of the DPW before it comes under the Selectmen. The BPW appointed Mr. Remo R. Vito as the permanent Director of Public Works, who had been ably serving the Town in the interim role. Mr. Vito supervised the regular operations of the DPW but the highlights that require special mention

are the Roads Program, the Miller Street Bridge completion, and the Town Center Project. The Town Center project has transformed the very character and charm of our Town. Besides the physical upgrade and improved traffic flows from our roundabouts, the installation of a four faced clock celebrating Norfolk at Avery Square, it also brings us closer to attracting new commercial development in our Town Center.

In the Town Center, 2005 also saw the completion and re-opening of our Town Library in the fall. While this was described as a major expansion, it has turned out to be more than that. The Library is a tribute to the architectural vision and dedication of many citizens, especially the Library Trustees and the State that makes this not just a Library but a modern 21st century state-of-the-art community center for Norfolk residents of all ages.

While many of these long term changes made this a special year for us, 2005 was not without its challenges, especially in a fiscal sense. The Board of Selectmen was fortunate to set the new water rates for the Town with no increases, under the mandate of the new DPW rate setting guidelines. This was not the case for our overall finances. For a fifth year of a "financial crisis" as faced by every municipality in Massachusetts, we continued to face decreasing State funding support, placing an ever increasing burden on our Town's property taxes. With double digit increases in "fixed costs" in health care insurance, retirement costs and debt service, it was year in which Norfolk taxpayers faced an operating budget override request – the largest in its history. The Selectmen worked together with School Committees, the Advisory Board, department heads and Boards to present a budget at the Annual Town Meeting that needed a \$1.158 Million override just to maintain services at existing levels.

We were indeed grateful that the voters passed this override and recognized the severity of our problem. There were two other override requests on the special ballot election held on June 14 that did not pass. One was for the funding of a Sidewalk Stabilization Fund for \$50K and the other was for funding a Vehicle Stabilization Fund for \$450K. The latter was presented based on a 15 year managed capital funding program developed by the DPW, Finance Committee and the Capital Outlay Committee. It remains to be seen how this will

be done given the growing needs of our Town and the significant aging of our town vehicle assets. The Town was also asked and passed a debt exclusion vote at a Special Election called by the need of the King Philip Regional School System for an additional funding of \$5.6 million for the completion of its new high school building. This was driven by the increased construction costs over that amount approved by the three towns in 2003 for which no State funding is available. The operating "financial crisis" has not passed and will continue to challenge the Town for the foreseeable future.

The Town continues to see a high level of interest from its residents to participate in its running. The Board was particularly pleased to see the response to the staffing of its appointed Boards and Committees, especially the Conservation Commission and the Community Preservation Committee. The Board saw ten candidates interested in four positions and we have a fully functioning Board that has worked hard and moved the process along for many of its complex applicants. We are grateful for the many years of service provided by Mr. Jim Giebfried to the Conservation Commission. The Personnel Study Committee, led by Selectman Jim Lehan, also completed its work this year and the Board thanks them for their work. The results were presented to the 2005 Town Meeting and resulted in the passage of articles that will support human resource management practices in the years to come.

The Board also facilitated the Internal Roundtable that focused on an improved pre-permitting process for developers wishing to expand residential and commercial development in town. This new process, while not compromising the existing by laws or the jurisdictional responsibilities of statutory Boards and Committees, allows developers for the first time to present their preliminary plans to the Internal Roundtable. The Roundtable has members from all committees that would subsequently have their formal process hearing. This pre-permitting allows for the developer to get clarifications, identifies conflicting requirements and allows for a collaborative development effort across Boards and with developers.

Public safety continued to be an area of outstanding service to our residents. 2005 saw the purchase of a new state-of-the-art

ambulance. This allowed us to use our 1999 ambulance as a back up. These were accomplished by use of our Ambulance Fund. The start of our Advance Life Support (ALS) services in 2005, after the certification and paramedic training of staff, has already become a life saving service for Town residents. Our Police Department continues its high caliber services and inducted five new reserve police officers as part of its continued efforts to maintain adequate staffing. The Board appreciates the ongoing quarterly communication efforts by the five major departments – Police, Fire, DPW, Building and Finance- at our public meetings.

The Board acknowledges the efforts of our Executive Assistant, Marian Harrington and our Clerk, Joni Troyanos. They provide outstanding support to the community from our office with their dedicated efforts. We must also mention such efforts on the part of the other municipal employees in Town Hall. The Town Hall operations, toward the end of 2005 were changed to a 4 day work week to save energy and operating costs of the building. However, the hours of work for our employees continue to be the same as we have extended the daily hours, including a 9 a.m. to 7 p.m. opening on Tuesdays & Thursdays to facilitate customer service for town residents in the evenings. One special note, besides welcoming our new Chief Assessor, Mr. Robbie Alford from Holliston, in April to our town office, we also saw the Red Sox bring their World Series trophy into Norfolk for us in 2005.

The Board would like to take this opportunity to also thank the many employees who have completed years of service to the Town. There were seven employees who celebrated 5 years, six with 10 years, five including our Executive Assistant, Marian Harrington, who completed 15 years, and three employees with 20 years. Special mention goes to David McConnell from our Police Department, Steven Hamlin and Peter Petrushik from our Fire Department who completed 25 years of dedicated service. Fred Ouellette, our Council on Aging driver retired after 15 years of service and Joy Leonard, our Public Safety Dispatcher who retires on January 1, 2006 completed 25 years of service.

The Community Preservation Act passed by the Town in 2001 saw the first significant use of funds collected over the years from tax payers.

A very active effort by the Committee saw funds recommended and authorized by the Town Meeting for historical preservation efforts for the Old School House portion of the Town Library, the exterior façade and clock of the Federated Church in the town center, recreational walkways and pathways for the Town Hill and funds for affordable housing borrowers. They also voted the purchase 28 plus acres of the Weeber property for \$445,000 for conservation and affordable housing purposes, after the Selectmen recommended to exercise of the first right of refusal under Section 61A rules. This will go to voters at a special town meeting in early 2006.

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. They are also covered by the newest welcome addition to our town – the Boomerang, a local newspaper. The meetings are archived on streaming video on our town website <http://www.virtualnorfolk.org>. The Board also encourages those who wish to contact any one or all of us via e-mail to use the Town website. The web site also offers many other e-Services and we encourage the use of this tool.

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,

Ramesh H. Advani, Chairman
James C. Lehan, Clerk
Jonathan P. Smith, Member

TOWN CLERK

2005 was a busy year in the Town Clerk's Office. The Town Clerk supervised three elections: the Annual Town Election, a Special Override Election and a Special Election relative to an additional debt exclusion for the construction and renovation to the King Philip High School building.

Two Town Meetings were held in 2005: the Annual Town Meeting in May and the Special Fall Town Meeting in October. The Town Clerk is responsible for taking the minutes and performing all 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 passed were certified and submitted to the Department of Revenue as required by state law. Minutes of all town meetings were circulated to every department as a courtesy of this office. Additionally, the minutes of all town meetings are posted on the Town of Norfolk web site, www.virtualnorfolk.org.

I wish to express my appreciation to my election and town meeting staff. Their loyalty and dedication to the Town of Norfolk is clearly evident. My staff is well trained and knowledgeable with respect to their election and town meeting responsibilities. It is these qualities that provide the voters of the Town of Norfolk with smooth and successful elections.

I am very grateful to have such reliable and knowledgeable office staff. I wish to express my sincere thanks to my Assistant Town Clerk, Gail Bernardo and my office clerk, Jackie Quern. Gail and Jackie manage to keep the office running smoothly even during times that I need to be away, thank you ladies.

As always, I extend my appreciation and thanks to the staff of the Town of Norfolk Department of Public Works, Police Department and the School Department. The cooperation of these departments with mine is essential to running smooth elections and town meetings.

We continue to process passport applications in the Town Clerk's Office. The Town Clerk and the Assistant Town Clerk are both trained Federal Passport Agents working

for the Federal Government. We process passport applications by appointment only; so please, remember to call the office to arrange an appointment and do not hesitate to call the office with any inquiries you may have. We are here to help you.

Dog owners are reminded that dogs over the age of six months must be licensed by state law. Proof of current rabies inoculation as well as spaying or neutering must be provided to this office in order to license any dog. Licenses are to be renewed annually beginning January 1st. The fee for licensing is \$15.00 for Male and Female dogs or \$10.00 for Spayed Female or Neutered Male dogs. An additional \$25.00 late fee per animal 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 at the Town Clerk's Office or on line at www.virtualnorfolk.org by choosing Town Bylaws in the drop down menu.

VITAL STATISTICS

Births	112
Deaths	27
Marriages	25

VOTER REGISTRATION

The Town Clerk acting in her capacity as Registrar of Voters held five late night voter registration sessions pursuant to Chapter 51, Section 28 of the Massachusetts General Laws. There are 5,951 registered voters in the Town of Norfolk.

ANNUAL TOWN ELECTION

Pursuant to a Warrant for the Annual Town 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, 232 Main Street in Norfolk on Tuesday, May 3, 2005.

The polls were declared open by Warden, Thelma Ravinski at 7:00AM and remained open until 8:00PM. A total of 875 voters cast their ballots with the following results:

MODERATOR		
Frank J. Gross	763	
Blanks	106	
All others	6	
TOWN CLERK		
Marie Chiofola	734	
Blanks	137	
All others	4	
SELECTMAN		
Jonathan P. Smith	651	
Blanks	212	
All others	12	
ASSESSOR		
Patricia J. Salamone	626	
Blanks	246	
All others	3	
BOARD OF HEALTH		
Peter S. Chipman	463	
James R. Giebfried	383	
Blanks	28	
All others	1	
HOUSING AUTHORITY		
Walter Zagieboylo	632	
Blanks	239	
All others	4	
HOUSING AUTHORITY THREE YEAR UNEXPIRED TERM		
David G. Smith, Jr.	596	
Blanks	276	
All others	3	
LIBRARY TRUSTEE		
Harvey R. Boulay	602	
Blanks	264	
All others	9	
PLANNING BOARD		
Steven G. McClain	420	
Robert E. Nicodemus	405	
Michael P. Findlen	499	
Blanks	420	
All others	6	
RECREATION COMMISSION		
Peter A. Roe	446	
Noelle D. Tonelli	468	
Thomas F. Terpstra	482	
Blanks	352	
All others	2	

SCHOOL COMMITTEE	
Sally S. Grant	573
Kimberly A. Williams	583
Blanks	588
All others	6

KING PHILIP REGIONAL SCHOOL COMMITTEE	
Beth P. Gilbert	639
Blanks	235
All others	1

CONSTABLE	
Paul Terrio	565
Richard K. Bremilst	540
Blanks	620
All others	25

**NORFOLK RECORDS
ANNUAL TOWN MEETING
MAY 10, 2006**

Pursuant to a warrant dated April 4, 2005, signed by Ramesh Advani and James Lehan, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Middle School, 18 King Street, Norfolk, MA on Tuesday, May 10, 2005, 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, Assistant Town Clerk, Interim Town Administrator/Finance Director, Town Counsel, members of the Board of Selectmen and the Advisory Board Chairman, who then introduced the members of the Board. There were 444 registered voters in attendance.

The singing of the National Anthem by Georgia Jones was accompanied by Charles Stacy on the piano.

The Moderator appointed Paul Muliero as Assistant Moderator and explained that overflow seating was available in the cafeteria.

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

ARTICLE 1

Article 1 was the Annual Election of town officers which took place on Tuesday, May 3, 2005.

ARTICLE 2

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaws Section X. COMPENSATION PLAN, Subsection A. COMPENSATION SCHEDULE by applying a general increase of 2.6% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2005.

ARTICLE 3

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaws Section IX. ADMINISTRATION OF THE SALARY

ARTICLE 4

APPROVED BY VOICE VOTE to transfer:

from:		
014201.511000	Highway Salaries	\$15,000.00
6000.511000	Water Salaries	\$68,000.00
011301 511000	Municipal Finance Salaries	\$30,092.00
011221 511000	Selectmen Salaries	\$10,000.00
022413 500005	Town Hall Paint	\$25,000.00
024203.500009	4x4 1-Ton Dump Truck ATM04 #7.1	\$4,383.10
011552 578000	Information Technology Expenses	\$820.00
	Free Cash	\$345,480.11
		<u>\$498,775.21</u>

to:		
014202 553305	Highway/Road Repair	\$15,000.00
60002 578000	Water/Expense	\$68,000.00
014232 578000	Snow & Ice	\$299,233.21
015412 578000	Council on Aging Expenses (Fuel & Util, Bld Repair)	\$2,500.00
011902 578000	Town Hall Expense (Fuel & Util)	\$8,500.00
011512 530400	Town Counsel (Litigation)	\$44,000.00
011302 578000	Municipal Finance Expenses (Accounting)	\$15,000.00
011552 511000	Information Technology Salaries	\$820.00
011612 578003	Town Clerk - Special Elections	\$6,000.00
013022 578000	Tri-County Educational Expense	\$92.00
012202 578000	Fire Expenses	\$37,130.00
012411 511000	Building Department Salaries	\$2,500.00
		<u>\$498,775.21</u>

CLASSIFICATION PLAN, Subsection C. GRADE SCHEDULE by reclassifying the following positions:

Building commissioner from Grade 11 to Grade 12
Building Assistant from Grade 5 to Grade 6, and changing the title to Building and Facilities Assistant.
Children's Services Librarian from Grade 7 to Grade 8,
and changing the title to Senior Librarian: Children-Young Adult Services.
Clerk-Town Administrator from Grade 3 to Grade 4
Highway Executive Assistant from Grade 7 to Grade 8
and changing the title to Department of Public Works Executive Assistant
effective July 1, 2005.

ARTICLE 5

APPROVED BY VOICE 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 for the fiscal year commencing on July 1, 2005.

Planning Board – 5 members @ 200 \$ 1,000
 Board of Health – 3 members @ 200 \$ 600
 Town Clerk \$54,000

And to raise and appropriate \$23,929,927 and transfer \$ 325,075 from Ambulance and \$15,000 from Cemetery Receipts Reserved for Appropriation and transfer \$ 89,770 from Water Revenues and Retained Earnings and transfer \$100,000 from Free Cash

Elected Officer's Compensation

Moderator \$ 1
 Selectmen – 3 members @ 200 \$ 600
 Assessors – 3 members @ 200 \$ 600
 incremental expenses of the Town for the fiscal year commencing July 1, 2005.

And to raise and appropriate contingent of approval through a referendum override ballot vote the sum of \$1,158,801 for a total of \$26,118,572 to defray the departmental and

**TOWN OF NORFOLK FISCAL
 2006 BUDGET**

		<u>FY06 Balanced</u>	<u>Override Amount</u>	<u>FY06 Recommended</u>
GENERAL GOVERNMENT				
Moderator				
	Salary	\$1		\$1
	Expense	\$210		\$210
	Total	\$211		\$211
Selectmen				
	Salary	\$168,792		\$168,792
	Expense	\$28,446	\$1,930	\$30,376
	Committee Funds	\$1		\$1
	Total	\$197,239	\$1,930	\$199,169
Advisory				
	Salary	\$5,578		\$5,578
	Expense	\$5,965	\$185	\$6,150
	Reserve Fund	\$25,000		\$25,000
	Total	\$36,543	\$185	\$36,728
Municipal Finance				
	Salary	\$407,816		\$407,816
	Expense	\$67,801	\$14,199	\$82,000
	Audit	\$30,000		\$30,000
	Total	\$505,617	\$14,199	\$519,816
Board of Assessors				
	Salary	\$600		\$600
	Expense	\$1,500		\$1,500
	Total	\$2,100		\$2,100
Town Counsel				
	Litigation	\$29,100	\$5,900	\$35,000
	Retainer Fees	\$26,880		\$26,880

	Total	\$55,980	\$5,900	\$61,880
Personnel Board				
	Salary	\$4,458		\$4,458
	Expense	\$1,800		\$1,800
	Total	\$6,258		\$6,258
IT Coordinator				
	Salary	\$60,048		\$60,048
	Expense	\$15,173	\$589	\$15,762
	Total	\$75,221	\$589	\$75,810
Computer Comm				
	Expense	\$0		\$0
	Total	\$0		\$0
Tax Title/Foreclosure				
	Expense	\$10,000		\$10,000
	Total	\$10,000		\$10,000
Facilities Management				
	Salary	\$36,573		\$36,573
	Expense	\$3,000		\$3,000
	Town Hall	\$144,000	\$12,675	\$156,675
	Senior Center	\$32,693	\$17,357	\$50,050
	Old Town Hall & Garage	\$17,000	\$5,550	\$22,550
	P/F Station	\$60,000	\$24,765	\$84,765
	Library	\$50,000	\$41,150	\$91,150
	Total	\$343,266	\$101,497	\$444,763
Town Clerk				
	Salary	\$86,898		\$86,898
	Expense	\$2,600	\$1,000	\$3,600
	Total	\$89,498	\$1,000	\$90,498
Elections				
	Salary	\$3,030		\$3,030
	Expense	\$5,960		\$5,960
	Special Election Expense			
	Total	\$8,990		\$8,990
Voter Registration				
	Salary	\$8,771		\$8,771
	Expense	\$4,300	\$200	\$4,500
	Total	\$13,071	\$200	\$13,271
Conservation Commission				
	Salary	\$25,013		\$25,013
	Expense	\$3,605	\$765	\$4,370
	Total	\$28,618	\$765	\$29,383
Planning Board				
	Salary	\$45,981	\$2,873	\$48,854
	Expense	\$47,240		\$47,240

	Total	\$93,221	\$2,873	\$96,094
Zoning Board of Appeals				
	Salary	\$24,844		\$24,844
	Expense	\$2,796	\$764	\$3,560
	Total	\$27,640	\$764	\$28,404
Engineering				
	Expense	\$0		\$0
	Total	\$0		\$0
Permanent Building Comm				
	Salary	\$8,443		\$8,443
	Expense	\$500		\$500
	Total	\$8,943		\$8,943
Town Reports				
	Expense	\$3,000		\$3,000
	Total	\$3,000		\$3,000

GENERAL GOVERNMENT	\$1,505,414	\$129,903	\$1,635,317
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PUBLIC SAFETY

Police				
	Salary	\$1,322,444	\$55,490	\$1,377,934
	Expense	\$79,391	\$24,094	\$103,485
	Total	\$1,401,835	\$79,584	\$1,481,419
Fire & Ambulance				
	Salary	\$868,170		\$868,170
	Expense	\$120,399	\$40,026	\$160,425
	Tuition & Training	\$26,431		\$26,431
	Total	\$1,015,000	\$40,026	\$1,055,026
Building Dept				
	Salary	\$156,124	\$4,861	\$160,985
	Expense	\$6,650	\$1,450	\$8,100
	Total	\$162,774	\$6,311	\$169,085
Weights & Measure				
	Salary	\$579		\$579
	Expense	\$31		\$31
	Total	\$610		\$610
Emergency Management				
	Salary	\$647		\$647
	Expense	\$1,000	\$1,009	\$2,009
	Total	\$1,647	\$1,009	\$2,656
Animal Inspector				
	Salary	\$2,152		\$2,152
	Expense	\$200		\$200
	Total	\$2,352		\$2,352
Animal Control				

	Salary	\$35,418		\$35,418
	Expense	\$2,412	\$2,088	\$4,500
	Total	\$37,830	\$2,088	\$39,918
Fire/Police Comm	Salary	\$189,603		\$189,603
	Expense	\$4,000	\$1,047	\$5,047
	Total	\$193,603	\$1,047	\$194,650
Total Public Safety		\$2,815,651	\$130,065	\$2,945,716
EDUCATION				
	Norfolk Elementary	\$8,589,399	\$657,983	\$9,247,382
	King Philip Regional (Operating)	\$4,137,527		\$4,137,527
	King Philip Regional (Excluded Debt)	\$744,777		\$744,777
	King Philip Total	\$4,882,304		\$4,882,304
	Tri-County	\$286,999		\$286,999
Total Education		\$13,758,702	\$657,983	\$14,416,685
PUBLIC WORKS				
Highway	Salary	\$425,109	\$50,213	\$475,322
	Expense	\$174,103	\$17,426	\$191,529
	Road Program	\$281,153	\$41,285	\$322,437
	Total	\$880,364	\$108,924	\$989,288
Town Vehicle Fuel	Expense	\$55,741		\$55,741
	Total	\$55,741		\$55,741
Snow & Ice	Expense	\$123,647		\$123,647
	Total	\$123,647		\$123,647
Grounds Maint	Salary	\$95,915	\$37,211	\$133,126
	Expense	\$37,073	\$464	\$37,537
	Total	\$132,988	\$37,675	\$170,663
Transfer Station	Salary	\$155,863		\$155,863
	Expense	\$178,774		\$178,774
	Total	\$334,637		\$334,637
Landfill	Expense	\$68,318	\$5,000	\$73,318
	Total	\$68,318	\$5,000	\$73,318
Septage Assessment	Expense	\$2,600		\$2,600
	Total	\$2,600		\$2,600

Cemetery Commission	Salary	\$25,095		\$25,095
	Expense	\$8,764	\$1,996	\$10,760
	Total	\$33,859	\$1,996	\$35,855
Custodian of Veteran Graves	Salary	\$683		\$683
	Expense	\$1,605	\$100	\$1,705
	Total	\$2,288	\$100	\$2,388
Street Lighting	Expense	\$35,926	\$2,314	\$38,240
	Total	\$35,926	\$2,314	\$38,240
Tree Warden	Salary	\$2,427		\$2,427
	Expense	\$23,984	\$1,239	\$25,223
Shade Tree Salary	Total	\$26,411	\$1,239	\$27,650
Shade Tree	Expense	\$1	\$3,997	\$3,998
	Total	\$1	\$3,997	\$3,998
Total Public Works		\$1,696,780	\$161,244	\$1,858,025

HUMAN SERVICES				
Board of Health	Salary	\$40,224		\$40,224
	Expense	\$38,000	\$4,183	\$42,183
	Total	\$78,224	\$4,183	\$82,407
Special Programs	MAY Mental Health	\$0	\$7,315	\$7,315
	SNCARC	\$4,025		\$4,025
	Total	\$4,025	\$7,315	\$11,340
Council on Aging	Salary	\$94,938		\$94,938
	Senior Program	\$3,800		\$3,800
	Expense	\$7,500	\$1,550	\$9,050
	Total	\$106,238	\$1,550	\$107,788
Veteran's Services	Salary	\$5,250		\$5,250
	Expense	\$3,000		\$3,000
	Total	\$8,250		\$8,250
Total Human Services		\$196,737	\$13,048	\$209,785

CULTURE AND RECREATION				
Library	Salary	\$310,241		\$310,241
	Expense	\$70,000	\$47,520	\$117,520
	Total	\$380,241	\$47,520	\$427,761

Recreation	Salary	\$59,221		\$59,221
	Expense	\$2,000	\$3,136	\$5,136
	Total	\$61,221	\$3,136	\$64,357

Historical Commission	Expense	\$325		\$325
	Total	\$325		\$325

Memorial Day	Expense	\$750		\$750
	Total	\$750		\$750

Veteran's Day	Expense	\$0		\$0
	Total	\$0		\$0

Total Culture & Rec.	\$442,537	\$50,656	\$493,193
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FIXED COSTS			
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Employee Benefits	\$2,019,525		\$2,019,525
Building/Liability Insurance	\$270,168	\$15,902	\$286,071
MUNIS	\$58,550		\$58,550
Total Fixed Costs	\$2,348,243	\$15,902	\$2,364,146

DEBT SERVICE			
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Water Department	\$589,770		\$589,770
Excluded Debt(other than KP)	\$1,073,151		\$1,073,151
Non-Excluded Debt	\$452,786		\$452,786
Total Debt Service	\$2,115,706		\$2,115,706

TOTAL OPERATING BUDGET	\$24,879,771	\$1,158,801	\$26,038,572
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Reserve for Abatements	\$80,000		\$80,000
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TOTAL GENERAL FUND	\$24,959,771	\$1,158,801	\$26,118,572
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Revenue	\$24,959,771	\$1,158,801	\$26,118,572
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Surplus / (Deficit)	\$0	\$0	\$0
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At 10:40PM the Town Clerk made a motion and it was seconded to adjourn the meeting to 7:30PM on Wednesday May 11, 2005 at the King Philip Middle School. The motion passed unanimously.

The second session of the Annual Town Meeting was called to order by the Moderator at 7:35PM on May 11, 2005. There were 141 registered voters in attendance.

A presentation was made by Sandy Kiess, on behalf of the family of Randy Larsen, her father, to the Norfolk Police Department, with special recognition of Sr. Patrolman Kevin Roake, as follows:

May 11, 2005
Norfolk Police Department
Norfolk, MA 02056

Dear Norfolk Police Department,

We would like to take this opportunity to thank the members of the Norfolk Police Department for the comradeship and friendship that was shared with our parents, Gloria and Randy Larsen, who had resided at 4 Cleveland Street since 1955.

Randy had been a member of the Norfolk Auxiliary Police for many of those years and his association with the department was one of the high points in his life. He believed in honesty and integrity, qualities which he exercised in his daily life.

The TRIAD Program was very meaningful to our dad. He felt camaraderie with the Police Department members and looked forward to their periodic visits, a cup of coffee and a chance to chat in his home with the officers. One officer, Kevin Roake, was particularly generous in extending the hand of friendship while working within the TRIAD Program. He went above and beyond the Program on his personal time and greatly enriched the quality of

our father's life. Kevin and our dad grew up in nearby neighborhoods in Boston. One day Kevin took Randy to visit his childhood neighborhood and listened as Dad recalled many memories.

It is because of Kevin's efforts and the TRIAD Program that my siblings and I present to the Norfolk Police Department this check for \$5,000 as a gift to the TRIAD Gift Fund for the benefit of senior citizens in the Norfolk community.

We thank the members of the Norfolk Police Department and especially Kevin Roake for having been a very positive force in the life of Randy Larsen,

Sincerely,

Sherri Clark, Shapleigh ME
Stephen Larsen, Shapleigh, ME
Richard Larsen, East Swanzey, NH
Sandy Kiess, Southborough, MA

To Kevin Roake with our heartfelt thanks.

ARTICLE 6

APPROVED BY VOICE VOTE to transfer the sum of \$631,628 from Water Division Revenue and Retained Earnings to fund the Water Division maintenance and operating expenses for the fiscal year commencing July 1, 2005, as follows:

Salaries	\$ 110,791
Expenses	<u>\$ 520,837</u>
Total Water Division	\$ 631,628

**TOWN OF NORFOLK
FISCAL 2006 Water Dept. BUDGET**

**FY06
Recommended**

Water Department	
Salaries	\$110,791
Expenses	\$134,401
Engineering/Contract Services	\$233,850
Purchase of Water	\$6,500
Fuel & Utilities	\$41,215
Projects	\$44,750
Indirect Costs	\$60,121
Out of State Travel	\$0
Debt Service	\$589,769
Funded in General Fund	(\$589,769)
Total Water Department	\$631,628

ARTICLE 7

APPROVED BY 2/3 VOTE called by the moderator to raise and appropriate \$450,000 to the Vehicle Stabilization Fund established under Article 13 of the Special Town Meeting of October 26, 2004, contingent on approval through a referendum override ballot vote of \$450,000.

The Advisory Board asked for Article 9 to be discussed next because it relates to Article 7.

ARTICLE 9

APPROVED BY 2/3 VOTE, contingent on a successful referendum override vote authorized under Article 7 of this Town Meeting, I move to transfer \$424,041 from the Vehicle Replacement Stabilization Fund to fund the following Capital Budget for the fiscal year commencing July 1, 2005:

<u>Department</u>	<u>Vehicle Cost</u>
DPW L-8000	\$ 108,620
DPW L-8000	\$ 108,620
DPW Sweeper	\$ 122,825
DPW Walker/Mower	\$ 12,600
Police Cruiser	\$ 36,232
Police Administrative Car	\$ 26,144
Police laptop	\$ 9,000
TOTAL	\$ 424,041

and
APPROVED BY VOICE VOTE to transfer \$60,200 from Fiscal Year 2006 Prison Mitigation Funds to fund the following Capital Budget for the fiscal year commencing July 1, 2005.

<u>Item</u>	<u>Department Description</u>	<u>Cost</u>
1	DPW- Solid Waste Eng. Design – Leachate Ponds	\$ 15,000
2	Fire Dept. Back-up Radio Equipment	\$ 12,000
3	Fire Dept. - Firefighter Emergency Alert pagers	\$ 10,000
4	Town Clerk - Lateral Mobile Vault Shelving	\$ 4,000
5	Town Clerk - Electronic Mail Slitter	\$ 1,200
6	C.O.A./Facility Maintenance - Painting Senior Center	\$ 1,500

7 Police 45 Caliber Semi-Automatic Weapons	\$ 6,500
8 Norfolk Public Schools – H. O. Day Roof Repair	\$ 10,000
TOTAL	\$ 60,200

ARTICLE 8

The Advisory Board moved and it was seconded to Indefinitely Postpone Article 8.

A substitute Motion was made and seconded to raise and appropriate \$50,000 to the Sidewalk Stabilization Fund established under Article 15 of the Special Town Meeting of October 26, 2004 contingent on approval through a referendum override ballot vote of \$50,000.

APPROVED BY VOICE VOTE to accept the substitute motion as the main motion.

APPROVED BY 2/3 VOTE called by the moderator to raise and appropriate \$50,000 to the Sidewalk Stabilization Fund established under Article 15 of the Special Town Meeting of October 26, 2004 contingent on approval through a referendum override ballot vote of \$50,000.

ARTICLE 10

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 10.

(unpaid bills of a prior year)

ARTICLE 11

APPROVED BY VOICE VOTE, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate the sum of \$30,000.00 from the annual revenues in the Community Preservation Fund for the purpose of creating an Administrative and Operating Budget for the Community Preservation Committee for the fiscal year commencing July 1, 2005.

ARTICLE 12

APPROVED BY VOICE VOTE, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2005 Community Preservation Fund revenues for the creation, acquisition and

preservation of Open Space for future appropriation.

ARTICLE 13

APPROVED BY VOICE VOTE, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2005 Community Preservation Fund revenues for the creation, preservation and support of Affordable Housing for future appropriation.

ARTICLE 14

APPROVED BY VOICE VOTE, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2005 Community Preservation Fund revenues for the acquisition, preservation, rehabilitation, and restoration of Historic Resources for future appropriation.

ARTICLE 15

APPROVED BY VOICE VOTE, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate \$69,500 from the Community Preservation Fund for Historical Resources for the purpose of rehabilitation of the schoolhouse portion of the Norfolk Public Library.

ARTICLE 16

APPROVED BY VOICE VOTE, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate \$75,000.00 from the Community Preservation Fund reserves for Historic Resources for the purpose of restoration of the interior of the schoolhouse portion of the Norfolk Public Library.

ARTICLE 17

APPROVED BY VOICE VOTE, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate \$24,000.00 from the Community Preservation Fund reserves for Historic Resources for the purpose of restoration of the exterior of the building subject to a historic preservation restriction on the property known as The Federated Church.

At 11:00PM the Town Clerk made a motion and it was seconded to adjourn the meeting to 7:30PM on Wednesday May 17, 2005 at the King Philip Middle School.

The motion passed unanimously.

The third session of the Annual Town Meeting was called to order by the Moderator at 7:35PM on May 17, 2005. There were 51 registered voters in attendance.

ARTICLE 18

APPROVED BY UNANIMOUS VOTE, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate \$47,000.00 from the Community Preservation Fund reserves for Open Space and Recreation use for the purpose of constructing walkways on Town Hill.

ARTICLE 19

APPROVED BY VOICE VOTE to allocate from the Community Preservation Fund \$100,000.00 to fund an affordable housing down payment assistance program for Norfolk residents and others with Norfolk ties including municipal employees.

ARTICLE 20

APPROVED BY UNANIMOUS VOTE to authorize the Board of Selectmen to petition the General Court to enact special legislation as set forth below.

AN ACT RELATIVE TO THE BOARD OF PUBLIC WORKS OF THE TOWN OF NORFOLK.

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

Section 1. Section 5 of Chapter 101 of the Acts of 2004 is hereby amended by inserting at the end of that section the following three sentences: - In the event of a vacancy on the interim board of public works caused by the death or resignation of 1 of the 2 senior water commissioners, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy, if such board fails to give the notice proscribed herein. A majority of the votes of the officers entitled to vote shall be necessary to such election."

Section 2. This act shall take effect upon its passage.

ARTICLE 21

APPROVED BY VOICE VOTE to amend the General Bylaws of the Town of Norfolk, Article III, Section 3. Capital Outlay Committee, paragraph A. by deleting the words "none of whom may be an appointed or elected member of a Town board or committee" so that paragraph A. shall read as follows:

"A. A committee to be known as the Capital Outlay Committee shall be established, composed of two (2) members of the Town Advisory Committee appointed by and from it, and five (5) additional members to be appointed by the Selectmen."

ARTICLE 22

APPROVED BY VOICE VOTE to Indefinitely Postpone

(replacing Appendix B Performance Appraisal with a new Performance Appraisal form)

ARTICLE 23

The Advisory Board moved and it was seconded to Indefinitely Postpone Article 23.

A substitute Motion was made and seconded to amend the Town of Norfolk Personnel Bylaws, Section IX, Administration of the Salary Classification Plan, Subsection C, Grade Schedule, by adding a new position: Grade 6, Assistant Director for Council on Aging.

APPROVED BY VOICE VOTE to accept the substitute motion as the main motion.

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 adding a new position: Grade 6, Assistant Director for Council on Aging.

ARTICLE 24

The Advisory Board moved and it was seconded to Indefinitely Postpone Article 24.

A substitute Motion was made and seconded to amend the Town of Norfolk Personnel Bylaws, Section XIII, Performance Appraisal Plan, 6.0 Evaluators by adding the position of Assistant Director for Council on Aging and Evaluator Director of Council on Aging and Secondary Evaluator Council on Aging.

APPROVED BY VOICE VOTE to accept the substitute motion as the main motion.

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Personnel Bylaws, Section XIII, Performance Appraisal Plan, 6.0 Evaluators by adding the position of Assistant Director for Council on Aging and Evaluator Director of Council on Aging and Secondary Evaluator Council on Aging.

ARTICLE 25

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Personnel Bylaws Section XIII, PERFORMANCE APPRAISAL PROGRAM, Subsection 6.0 EVALUATORS as follows:

POSITION

DPW Executive Assistant
SECONDARY EVALUATOR
Director of Public Works
EVALUATOR
Town Administrator

ARTICLE 26

The Advisory Board moved and it was seconded to Indefinitely Postpone Article 26.

A substitute Motion was made and seconded to amend the Town of Norfolk Personnel Bylaws, Section IX, Administration of the Salary Classification Plan, Subsection C, Grade Schedule, by adding a new position Human Resource Manager to Grade 10.

APPROVED BY VOICE VOTE to accept the substitute motion as the main motion.

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 adding a new position Human Resource Manager to Grade 10.

ARTICLE 27

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

A substitute Motion was made and seconded to amend the Town of Norfolk Personnel Bylaws, Section XIII, Performance Appraisal Plan, 6.0 Evaluators by adding the position of Human Resource Manager and Evaluator Personnel

Board and Secondary Evaluator Town Administrator.

APPROVED BY VOICE VOTE to accept the substitute motion as the main motion.

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaws, Section XIII, Performance Appraisal Plan, 6.0 Evaluators by adding the position of Human Resource Manager and Evaluator Personnel Board and Secondary Evaluator Town Administrator.

ARTICLE 28

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaws Section IX, Administration of the Salary Classification Plan, Subsection D FLSA Exempt Positions, by adding the new position of Grade 10 Human Resources Manager.

ARTICLE 29

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaws Section XIV Fringe Benefits, #2 Vacation Leave, by adding item L, as follows:

Managers may start new hires with paid vacation benefits based on years of service from other job related experience with other Industries and/or Municipalities as if the new hire had Norfolk Years of Service, with written approval from the Town Administrator or his/her designee.

ARTICLE 30

APPROVED BY UNANIMOUS VOTE to amend the Town of Norfolk Personnel Bylaws Section VI New Personnel, Subsection B Hiring New Employees as follows.

All new employees are to be hired at Step 1 in accordance with their experience and qualifications, at the discretion of the hiring supervisor. If the applicant is found to possess an education level and/or experience level or other qualifications that warrant a higher compensation level, the hiring supervisor may hire at Step 2 or Step 3 based on the following: Education of 2 years or more than the minimum for the job, one additional step and/or one additional step for every 2 years of related experience beyond the required maximum years of experience in the job description. Any increase beyond Step 3 has to have the approval of the Personnel Board. If a new

employee is hired at a step level above Step 1, step increases will only occur on an annual basis. The probationary period requirements, as outlined in the "Probationary Section" of this bylaw apply.

ARTICLE 31

APPROVED BY VOICE VOTE pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, to reauthorize the following revolving funds for Fiscal Year 2006 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: \$10,000).

(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: \$5,000).

(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).

(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).

ARTICLE 32

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 33

APPROVED BY UNANIMOUS 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.

ARTICLE 34

APPROVED BY VOICE VOTE to authorize the Board of Selectmen to advertise in a local newspaper and sell at public sale from time to time, as it may deem in the best 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.

ARTICLE 35

APPROVED BY UNANIMOUS VOTE to grant the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town.

ARTICLE 36

APPROVED BY UNANIMOUS VOTE to accept all State and Federal Grants and reimbursements for the Water Division 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 37

APPROVED BY VOICE VOTE to appoint the following committee's:

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 and 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, and Town Counsel, ex-officio and non-voting.

Corrections Advisory Committee – 3 members

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

Shade Tree Bylaw Study Committee - 5 members

A report was given by Barbara Gillis for the Recreation Feasibility Committee.

ARTICLE 38

APPROVED BY UNANIMOUS VOTE to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Erin Road, a distance of 209.04 +/- feet, from Berkshire Street to Erin Road, as approved by the Board of Selectmen as shown on the acceptance plan dated January 22, 2004, drawn by Landmark Engineering of New England, Inc. of Norfolk, Massachusetts and as further described in documents entitled, "Legal Description Erin Road (Station 4+60.69 to Station 6+69.73) in Norfolk, Massachusetts'.

ARTICLE 39

APPROVED BY UNANIMOUS VOTE to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Chatham Road (from 0+00 to 9+45.42), from Medway Street to Barnstable Road, as approved by the Board of Selectmen as shown on the acceptance plan dated August 9, 2004, drawn by GLM Engineering Consultants, Inc. of Holliston, Massachusetts and as further described in documents entitled, "Legal Description "Chatham Road" in Norfolk, Massachusetts'.

ARTICLE 40

APPROVED BY VOICE VOTE accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Barnstable Road (station 0 + 00 to Station 15 + 31.28 End), as approved by the Board of Selectmen as shown on the acceptance plan dated August 9, 2004, drawn by GLM Engineering Consultants, Inc. of

Holliston, Massachusetts and as further described in documents entitled, "Legal Description "Barnstable Road" in Norfolk, Massachusetts".

ARTICLE 41

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 677 +/- square feet portion of land in the R-1 Zoning District, reference Norfolk Assessors Map 15, Block 48, Lot#2, containing 26.9 acres to redesign the intersection of Boardman Street and Medway Branch, as shown of the plan entitled "General Plan 3, Dated March 1, 2005, Medway Branch Sidewalk Construction Project" drawn by Coler & Colantonio Engineers and Scientists of Norwell, Massachusetts.

ARTICLE 42

APPROVED BY UNANIMOUS VOTE to Indefinitely Postpone Article 42.

(Stabilization Fund)

All articles on the Warrant having been acted upon, it was moved, seconded and voted to dissolve this Annual Town Meeting at 9:45Pm

Respectfully Submitted,
Gail E. Bernardo, Assistant Town Clerk

SPECIAL TOWN ELECTION JUNE 14, 2005

Pursuant to a warrant dated May 17, 2005 for the Special Town 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, 232 Main Street in Norfolk on Tuesday, June 14, 2005.

The polls were open from 7:00AM until 8:00PM. A total of 2,072 voters cast their ballots with the following results:

QUESTION 1

Shall the Town of Norfolk be allowed to assess an additional \$1,158,801.00 in real estate and personal property taxes for the purpose of funding the operating budgets of the own and

Norfolk Public Schools for the fiscal year beginning July 1, 2005?

YES 1088
NO 982
BLANKS 2

QUESTION 2

Shall the Town of Norfolk be allowed to assess an additional \$450,000.00 in real estate and personal property taxes for the purpose of funding the stabilization fund under Article 13 of the October, 2004 Special Town Meeting to accept funds to be used exclusively for annual capital expenditures related to vehicle replacement by town departments?

YES 830
NO 1227
BLANKS 15

QUESTION 3

Shall the Town of Norfolk be allowed to assess an additional \$50,000.00 in real estate and personal property taxes for the purpose of funding the stabilization fund under Article 15 of the October, 2004 Special Town Meeting to accept funds to be used exclusively for town sidewalk construction and related improvements.?

YES 920
NO 1139
BLANKS 13

NORFOLK RECORDS

SPECIAL TOWN MEETING

September 20, 2005

Pursuant to a warrant dated August 22, 2005 signed by Ramesh Advani, James Lehan, and Jonathan Smith, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Middle School, 18 King Street, Norfolk, MA on Tuesday, September 20, 2005 at 7:30 in the evening there and then to act on the following articles. The meeting was called to order at 7:30PM by Moderator Frank Gross who

introduced the Town Clerk, Assistant Town Clerk, Town Administrator, members of the Board of Selectmen, Town Counsel and the Advisory Board Chairman, who then introduced the members of the Board. There were 112 registered voters in attendance.

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

ARTICLE 1

APPROVED BY VOICE VOTE to approve the \$5,600,000 indebtedness authorized by the Regional District School Committee of the King Philip Regional School District on July 25, 2005 for the cost of 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, which approval shall not take effect until the Town votes to exempt from the limitation of total taxes imposed by G.L. c59, s21C (Proposition 2 1/2) amounts required to pay for the Towns 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 the costs associated with this special Town Meeting)

All articles on the Warrant having been acted upon, it was moved, seconded and voted to dissolve this meeting at 8:00PM.

Respectfully submitted,
Gail E. Bernardo
Assistant Town Clerk

Norfolk Records
Fall Special Town Meeting
October 25, 2005

Pursuant to a warrant dated September 26, 2005, signed by Ramesh Advani, James Lehan, and Jonathan Smith, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Middle School, 18 King Street, Norfolk, MA on

Tuesday, October 25, 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. There were 3 registered voters in attendance.

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

APPROVED BY VOICE VOTE to adjourn the meeting to Wednesday, October 26, 2005 at 7:30PM at the King Philip Middle School.

The second session of the Special Fall Town Meeting was called to order by the Moderator at 7:30PM on October 26, 2005. The Moderator introduced the Town Clerk, Assistant Town Clerk, Board of Selectmen, Town Administrator, Town Counsel, and the Advisory Board Chair who then introduced that Board. There were 59 registered voters in attendance.

ARTICLE 1

APPROVED BY VOICE VOTE to raise and appropriate from Additional State Aid, State Owned Land, the sum of \$7,284.00 for a Conservation Commission Agent, Account #011712.530200, and to transfer:

FROM:

Account Number	Department	Amount
60002.578000	Water Expenses	\$6,907.00
60002.530300	Water Engineering / Contract Services	\$10,000.00
60002.578810	Water Projects	\$10,000.00
021613.500023	Town Clerk Voting Machine ATM04 #7	\$1,000.00
019542.574000	Building & Liability Insurance	\$20,000.00
011301.511000	Municipal Finance Salaries	\$20,000.00
025413.500042	COA Bus STM 02 #8	\$2,112.00
022103.500016	Police Vehicles ATM04 #7	\$6,979.00
022413.500005	Faint Town Hall ATM04 #7	\$4,960.00
021613.500022	Refurbish Town Seal ATM04 #7	\$300.00
3105.578000	Senior Center Construction	\$1,131.68
019122.515004	Employee Benefits (Flexible Spending Account)	\$5,000.00
	TOTAL	\$88,389.68

TO:

Account Number	Department	Amount
60002.511000	Water Salaries	\$26,907.00
012201.511000	Fire Salaries (EMT TRAINING COVERAGE)	\$12,500.00
011222.558200	Selectmen - Committee Funds	\$600.00
022103.500048	Police Vehicle	\$38,370.00
011302.530200	Municipal Finance Expenses - Consulting	\$8,881.00
015412.578000	Senior Center Expenses (Sign)	\$1,131.68
	TOTAL	\$88,389.68

ARTICLE 2

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 2.

(money to pay unpaid bills of a prior year)

ARTICLE 3

APPROVED BY UNANIMOUS VOTE to transfer the sum of \$25,000 from the Overlay surplus to Assessors Revaluation Account 021413.500060 to implement the Re-certification plan of the Board of Assessors for maintaining and upgrading all real and personal property valuations at full and fair cash values as required by the Commonwealth of Massachusetts and to achieve uniform assessments. Said funds to be used to contract for professional appraisal services by a state approved revaluation company.

ARTICLE 4

APPROVED BY UNANIMOUS VOTE to accept Clause 54 of Section 5 of Chapter 59 of the General Laws, and authorize the Town to establish a minimum fair cash value required for a personal property account to be taxed, and further establish such minimum fair cash value at \$5,000, to be effective for the fiscal year beginning July 1, 2006 and ending June 30, 2007.

ARTICLE 5

APPROVED BY VOICE VOTE to Indefinitely Postpone article 5.

(amend Article X of the Town Bylaws by adding section 37 Use of Pond Street Complex)

ARTICLE 6

Motion was made and seconded to amend Article IX of the Town Bylaws:

1. By adding a new subsection 4.J., as follows:
Temporary vinyl signs up to 4' X 6' to be attached to the Pond Street Fences under the direction of Norfolk Recreation. Signs must be only green and white and must be approved by Norfolk Recreation Commission prior to installation.
2. By inserting at the end of subsection 6.G., the phrase, “, other than as provided in Subsection 4.J., above.”
3. By amending Section 8.C. to change the words “In no case,” where they appear at the beginning of the second

sentence, to the words “Except as allowed under Subsection 4.J., above, “.

APPROVED BY UNANIMOUS VOTE to amend part 3 to read:

By amending Section 8.C. to insert the phrase “Except as allowed under Subsection 4.J., above” after the phrase “In no case” in place of the word “however”.

APPROVED BY VOICE VOTE to amend Article IX of the Town Bylaws:

1. By adding a new subsection 4.J., as follows:
Temporary vinyl signs up to 4' X 6' to be attached to the Pond Street Fences under the direction of Norfolk Recreation. Signs must be only green and white and must be approved by Norfolk Recreation Commission prior to installation.
2. By inserting at the end of subsection 6.G., the phrase, “, other than as provided in Subsection 4.J., above.”
3. By amending Section 8.C. to insert the phrase “Except as allowed under Subsection 4.J., above” after the phrase “In no case” in place of the word “however”.

ARTICLE 7

Motion was made and seconded to Indefinitely Postpone Article 7.

Motion was made and seconded to amend the main motion and move the original article, as follows: to amend Section 6 of Article 3 of the Town Bylaws by deleting subsections C. and D. entirely and replacing them with the following subsections C. and D.

SECTION 6 Permanent Building Committee

C. The Permanent Building Committee shall consider the request from any Department, Board/Committee, or Town Official for all construction, reconstruction, renovation, or addition to Town Buildings, School Buildings, Recreation Areas, or any other Town Facility. Following said consideration, and with Town Meeting approval, the Permanent Building

Committee shall conduct a feasibility study and shall assist the requesting entity in reporting said study to the next appropriate Town Meeting.

D. Following Town Meeting approval and appropriation of funds, receipt of Grant Funding, or any other funding source, the Permanent Building Committee shall conduct such public bids as may be necessary and/or award all contracts on behalf of the Town as may be necessary to accomplish the vote of the Town Meeting and will supervise the project through its final completion.

DEFEATED BY VOICE VOTE to amend the main motion.

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 7.

ARTICLE 8

APPROVED BY UNANIMOUS VOTE to authorize the Board of Selectmen to abandon Foss Rd. a stub road off of Old Colony Rd. from Sta. 0+00 to Sta. 1+30 approximately 6,600 S.F. +/- as shown on plan titled "Plan of Land Foss Road Abandonment Norfolk Ma." drawn by G.L.M. Engineering Consultants Holliston Ma. dated September 12, 2005.

ARTICLE 9

APPROVED BY UNANIMOUS VOTE to authorize the Board of Selectmen and/or Interim Board of Public Works to enter into an inter-municipal agreement with the Town of Millis for the acquisition of potable water.

ARTICLE 10

APPROVED BY UNANIMOUS VOTE to authorize the Board of Selectmen and/or Interim Board of Public Works to enter into lease agreements for terms of up to twenty (20) years, including extensions, with one or more federally licensed wireless communications companies for the use of such portions of the following sites as the Board may deem appropriate to construct, operate, maintain, repair and replace wireless communications facilities: (1) the water tank site off Liberty Lane depicted on Assessors Map 14, Block 41, as Lot 27, and described on Certificate of Title 115064, Book 576 in the Land Court Section of the

Norfolk County Registry of Deeds and shown on Land Court Plan No. 37477B; (2) the water tank site on Sharon Avenue shown as Assessors Map 19, Block 69, Lot 27 and being shown as Parcel 5 and Parcel 6 on a Plan entitled "Plan of Land in Norfolk, Mass.", dated January 9, 2002 and revised February 8, 2002 by Landmark Engineering of New England, Inc., said plan being filed with the Norfolk County Registry of Deeds as Plan No. 96 of 2002 in Plan Book 493; and/or (3) the Pond Street Recreational complex shown as Assessors Map 20, Block 72, Parcel 56, and described in the deed from the Commonwealth of Massachusetts to the Town of Norfolk dated March 15, 1995 and filed with the Norfolk County Registry of Deeds in Book 10863, Page 429.

ARTICLE 11

APPROVED BY UNANIMOUS VOTE to Indefinitely Postpone Article 11.

(modify the layout of the intersection of Union Street and Liberty Lane)

ARTICLE 12

Committee Reports were given by the following:

Aislynn Rodeghiero thanked the community for their support regarding the collection for animal victims of Hurricane Katrina.

Kathleen Lovell gave a presentation on the vehicle stabilization fund, the current status of the vehicles not replaced, and a plan for the future.

Jack Hathaway gave a presentation on the goals of the Board of Selectmen, which are:

Goal 1: Leadership & Communications

Goal Statement: Provide clear direction, accountability and improvement with a vision for excellence in municipal governance

Goal 2: Operational Excellence

Goal Statement: Provide an efficient and effective town government, responsive to resident needs

Goal 3: Town Center Development

Goal Definition: Facilitate a coordinated development and implementation of the Norfolk Town Center

Goal 4: Economic Development

Goal Definition: Provide the leadership to improve the business climate within Norfolk and to attract appropriate commercial activity

Goal 5: Long & Short Term Financial Planning

Definition: Provide fiscal leadership to ensure a sound and stable town government.

Goal 6: Identification of Required/Requested Town Services

Definition: Document and prioritize services required by the Town

ARTICLE 13

APPROVED BY UNANIMOUS VOTE to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Audubon Trail from North Street to the end of Audubon Trail, as approved by the Board of Selectmen as shown on the acceptance plan dated August 4, 2005, drawn by GLM Engineering, Consultants, Inc. of Holliston, Massachusetts and as further described in documents entitled, "Legal Description "Audubon Trail" in Norfolk, Massachusetts".

ARTICLE 14

APPROVED BY UNANIMOUS VOTE to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Gordon Road, from Priscilla Avenue to the end of Gordon Road, Stations 0+00 to 2+64, as approved by the Board of Selectmen as shown on the acceptance plan dated January 7, 2003 and revised July 13, 2005, drawn by Paul N. Robinson Associates, Inc. of Millis, Massachusetts and as further described in documents entitled, "Legal Description 'Gordon Road' in Norfolk, Massachusetts".

ARTICLE 15

APPROVED BY UNANIMOUS VOTE to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Evergreen Road, from Pondview Road to

the cul-de-sac, Stations 0.00 to 13+78.97, as approved by the Board of Selectmen as shown on the acceptance plan dated August 2004 drawn by Dunn-McKenzie, Inc. of Norfolk, Massachusetts and as further described in documents entitled, Land Description of Evergreen Road – Christina Estates – Norfolk.

ARTICLE 16

APPROVED BY UNANIMOUS VOTE to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Cypress Lane, from Evergreen Road to Massachusetts Avenue, Stations 0+00 to 7+66.51, as approved by the Board of Selectmen as shown on the acceptance plan dated August 2004 drawn by Dunn-McKenzie, Inc. of Norfolk, Massachusetts and as further described in documents entitled, Land Description of Cypress Lane – Christina Estates – Norfolk.

ARTICLE 17

APPROVED BY UNANIMOUS VOTE to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the General Laws and further to accept as a public way and to accept all easements, Massachusetts Avenue, from Cypress Lane to the cul-de-sac, stations 32+06.096 to 38+26.51, as approved by the Board of Selectmen as shown on the acceptance plan dated September 14, 2005 drawn by Dunn-McKenzie, Inc. of Norfolk, Massachusetts and as further described in documents entitled, Land Description of Massachusetts Avenue – Christina Estates – Norfolk.

ARTICLE 18

Motion was made and seconded to Indefinitely Postpone Article 18.

Motion was made and seconded to amend the main motion and move the original article to amend the Zoning Map incorporated into its Zoning Bylaws by rezoning from Commercial-3 (C-3) to Residence-2 (R-2) the parcel of land bounded and described as follows:

INFORMATION TECHNOLOGY DEPARTMENT

2005 was another year of steady progress for Norfolk's Information Technology Department. We continue to enjoy over 99% uptime. This stable infrastructure allows us to continue to add capacity and plan for the future.

This year, we added additional features to the Norfolk website. "Ask the Town Administrator" was launched, allowing residents to post questions directly to the Town Administrator. The answers to these questions are posted on the website to create a forum for public discussion on current town events. With the completion of the library project, the web cam was moved to overlook the future home of Stop and Shop on Norfolk Commons. The first piece of online recreation registration was released this year, allowing residents to view a live, real-time listing of all courses. Here they can read descriptions of each class and see how many seats remain. In the spring of 2006, residents will be able to register and pay for recreation programs online using this program. Beta testing for the new GIS-based online property viewer was completed this year. In the spring of 2006, residents will be able to access detailed property records online. This will include assessment information, photographs, and abutters list. Aerial town photographs, street information, and other features will also be available.

In an effort to create more public information outreach, the Norfolk IT Department and Norfolk Cable Television created a monthly government access program spotlighting the different town departments. This program highlights the function and services provided by each department. It also draws attention to the information and services available on the Norfolk website.

The Norfolk IT Department was very active in public safety in 2005. IT Director Christopher McClure is also a reserve police officer and member of the METROLEC Computer Crime Unit. Along with the local community group VOICES, the NPD organized and presented an Internet Safety

Awareness Night at the King Philip Regional Junior High School. State Senator Scott Brown and representatives from the FBI and Massachusetts State Police also presented.

A key strength of the Norfolk IT Department is the way it works with all town departments. This year, the Norfolk Public Schools IT Department was reorganized, making it easier for the town and school to collaborate on technology projects. Reducing redundancy, improving communication, streamlining and standardizing infrastructure, and increasing efficiency continue to be the primary town-wide goals of the Norfolk IT Department.

Looking to the future, we continue to work toward upgrading the current coaxial I-Net to fiber. We believe that it is essential to build capacity in order to meet the demands of the future. The function of Norfolk's IT Department is to provide the tools necessary for town government to operate smoothly and provide excellent service to residents.

Respectfully Submitted,
Christopher McClure, IT Director

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 bylaws and responsible pet ownership. Furthermore, 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 January 1, 2005 through December 31, 2005.

Lost, Loose, Found Animals:

Lost Dogs:	26
Loose Dogs:	140
Lost Cats:	12
Loose/Stray Cats:	12
Lost Birds:	1
Loose Horses:	3

Investigations, Hearings, Banishments,

Dog Bites, Mutual Aid, Court:	
Hearings:	2
Banishment:	4 Dogs
Barking:	24
Neglect/Cruelty:	13
Abandonment:	7
Mutual Aid:	14
Dog Bites:	17
Court:	3
Notice to License:	35
Hoarding:	1
Dog Rest. Order:	2

Animals Hit by Car:

Deer:	17
Dog:	10
Cat:	16
Skunk:	3
Raccoon:	9
Turkey:	1
Groundhog:	1
Geese:	2

Injured, Sick, Orphaned, Dead Wildlife:

Raccoon:	8
Geese @ prison:	3
Woodchuck:	1
Skunk:	14
Birds:	14
Fox:	3
Mink:	1
Possum:	1
Squirrel (orphaned)	5
Possum (orphaned)	1
Coyote	1

Nuisance Wildlife:

Coyote Concern:	4
Bear Concern:	1
Snake Concern:	5
Fox Concern:	11

Rabbit Concern:	2
Peacock Concern:	1
Wildcat Concern:	5
Squirrel Concern:	2
Muskrat Concern:	1

Surrenders, Adoptions:

Cat Surrenders:	8
Cat Adoptions:	7
Dog Surrenders:	1
Dog Adoptions:	1
Bird Adoptions:	1

Animal Rescues:

Horse:	2
Turtle Assists:	6
Bats in House:	8
Squirrel in Pool:	1
Raccoon in Drain:	2
Skunk in House:	1
Hawk in House:	1
Bird in Fireplace:	2
Raccoon in House:	1
Squirrel in House:	2
Hawk in House:	1
Rooster Complaint:	1

Positive Rabies:

Skunk:	1
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Quarantines:	17
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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, kenneling referrals, town and state law guidance, communication between other professionals in the animal control, animal health profession, local municipalities and state agencies, and reporting parties who did not want formal action taken.

Respectfully submitted,

Hilary Nolan Penlington
Norfolk Animal Control Officer

Christopher Wider
Norfolk Animal Inspector

BUILDING / FACILITIES DEPARTMENTS

What an exciting and busy year this has been for the Building / Facilities Departments, not to mention the Town of Norfolk in general. The new and quite impressive Library opened in December and I would like to add my congratulations to all who worked so hard on this project. Many of you may remember the Building Department took over as Facilities managers for the Town Hall, Old Town Hall, Library, Fire, Police and Senior Center. I am happy to report that with the one year anniversary in January "06" we have integrated this immense undertaking with great success.

Department Personnel

Robert J. Bullock Jr. – Commissioner /
Facilities Director

Tom Patnode – Local Inspector

Ron Bain – Electrical Inspector / Facilities
Manager

Peter Diamond – Asst. Electrical Inspector

Jim Murray – Plumbing Inspector

Ed Forsberg – Gas Inspector

Karen Turi - Building Assistant

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.
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The Building Department would like to thank the various town departments, boards and officials for their support and assistance during the year. For applications and general information please visit our website @ www.virtualnorfolk.org.

Robert J. Bullock, Jr.
Building Commissioner

FIRE DEPARTMENT

Through the welcoming of Firefighter/Paramedics Russell Hall and Richard Yunker, the Department initiated the transitional process toward providing Advanced Life Support (ALS) for the community. Starting on February 4, 2005, the Department's ALS staff immediately provided life saving care to a resident experiencing a severe diabetic emergency. Since then Firefighter/Paramedics have successfully intervened in a significant number of 911 situations whereby the administration of medications assisted persons experiencing cardiac and respiratory emergencies. Coinciding with the implementation of ALS, the Department further enhanced emergency medical services through the deployment of two ambulances to serve the community. Having a second ambulance available ensures the community receives rapid response and transport for medical emergencies.

Additionally, existing staff will be completing their paramedic certification training during early 2006. Firefighters Richard Clancy and Mark Haigh, along with newly appointed Firefighter George Bent will be mentored by our ALS staff. Also newly appointed Firefighter Jamie Masterson started his paramedic training and will be eligible to practice in 2007.

Fortunately the community experienced only two serious building fires during the year. An unoccupied Spring Street dwelling, being

prepared for re-sale, incurred fire damage to the basement and first floor due to an electrical problem on April 6th. Also a Berkshire Road residence was the scene of a two alarm fire after the roof area encountered a lightning strike on July 19th. Given weather conditions, mutual aid units assisted at the scene and responded to a residential fire alarm during this incident.

Statistically, the Department responded to 1,101 calls for emergency assistance, of which nearly 60% represented a response for emergency medical assistance, such as difficulty breathing, cardiac related incidents, trauma from motor vehicle accidents and sports injuries. The local real estate market remained active, reflected in a 15% increase for the inspection of new fire alarm systems and for the inspection of smoke detectors within dwellings being purchased. Also the Department's emphasis to re-establish the inspection of commercial buildings ensured virtually all such occupancies were inspected during the year.

The much anticipated arrival of the Department's new rescue engine occurred during the early spring. A non-traditional color configuration, all black, combined with the apparatus motto, "Dare to Be Different", emphasized the new direction of the Department toward enhanced service. This apparatus not only carries a significant volume of water for fire suppression, along with fire and rescue tools, but has been designed to maximize rapid deployment as an all hazards unit.

Also the Department was awarded a Department of Homeland Security Grant, \$27,159, through the United States Fire Administration, to certify firefighters at the Fire Inspector level. This Certification represents the means for on-duty staff to initiate inspections of commercial and residential property enhancing life safety and reducing the potential for fire. Furthermore, the Department was the recipient of a \$12,000 Local Preparedness Grant from the Executive Office of Public Safety, Homeland Security Division for multi-gas detection equipment, replacement of hydraulic rescue cutters and dual function electric fans for cooling firefighters and removing toxic conditions from buildings.

Finally, the Department received \$3,115 from the Executive Office of Public Safety, S.A.F.E. (Student Awareness of Fire Education) for community fire prevention programs.

Working with the Director of Public Works, Permanent Building Committee and Town Officials, our Department, in concert with the Police Department, continued to review potential sites for a new Public Safety Building. Cooperative discussions with the Federated Church initiated a means for considering a parcel of the Church property for the facility. This site will be evaluated to determine its suitability for meeting public safety's needs to mirror the Town's build-out.

Continuing the Department's commitment toward community service our staff hosted the annual Senior Dinner; actively participated at Norfolk Day providing food and entertainment, along with treating fifteen youths for heat related problems; scared young and old alike at the Haunted Train Ride; delivered Santa at the Christmas Parade; and hosted the annual Open House at Fire Headquarters. Firefighters also continue to provide fire safety presentations to community groups and within the schools, install child safety seats for residents and conduct CPR and AED training.

The Department has been fortunate to receive wide spread support from the community supplementing our municipal budget. During the year Holbrook Commons, LLC and Norfolk Town Center provided a donation which allowed the Department to replace fatigued components of our "Jaws-of-Life" hydraulic rescue system, while Fore Kicks contributed toward equipment for the backup ambulance. Also the Norfolk Community League graciously contributed to the Department's CPR/AED community training fund.

Working cooperatively with all the Town Departments, Boards and Officials creates an environment conducive to gaining support and we are grateful to all who provided assistance during the year. Our special thanks have been extended to the Police Department and Communications Center staffs which have

ensured emergencies and routine calls are answered in the true spirit of community cooperation. Also the Town's Electrical Inspector, Ron Bain, was called upon many times during the year to evaluate electrical problems at emergency scenes. Lastly we would like to thank the Department of Public Works staffs who maintain our apparatus. However, our most heartfelt thanks must be extended to the businesses and residents of Norfolk. Thank you for your continued support!

Respectfully submitted,

Coleman C. Bushnell
Fire Chief

**NORFOLK FIRE DEPARTMENT
2005 ACTIVITY**

**EMERGENCY RESPONSES
2005**

Structure Fires	43
Vehicle Fires	6
Motor Vehicle Accidents	41
Outside Electrical Incidents	30
Outside Fires	20
Hazardous Materials Incidents	25
Carbon Monoxide Investigations	17
Fire Alarm Activated	122
Public Assistance	25
Line Box Coverage	1
Investigations	43
Miscellaneous	13
Assist EMS Unit	33
EMS Incidents	654
Mutual Aid/Scene	28
Total	1,101

FIRE PREVENTION

Inspect New Fire Alarm	75
Inspect Fire Alarm/Resale	106
Inspect Heating System	66
Inspect Propane Storage	68
Inspect Temporary Heater	0
Inspect Building	146
Inspect Underground Storage	11
Inspect Fuel Tank/New	17
Inspect Tank Truck	5

Inspect Sprinkler System	30
Conduct Fire Drill	11
Issue Blasting Permit	2
Blasting Details	6
Issue Gun Powder Permit	1
Fire Safety Presentation	10
Miscellaneous	130

Total 684

MISCELLANEOUS

Details	68
Meetings	15
Departmental Training	21
Re-Certification Training	1
Recruit Training	1

Total 96

TOTAL ACTIVITY 1,881

POLICE DEPARTMENT

The 2005 Police Department activities report is my twelfth as Chief of Police of the Norfolk Police Department. Norfolk is one of the safest communities to live and work 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 and we applied for and received grants to participate in the Click It and Ticket Mobilization designed to promote seatbelt use.

The Police Department hired two officers from our Reserve Officer list to replace two officers that retired the previously. The new officers were Nathan Fletcher and Mark Vendetti. The department also hired George Bent, Ryan Chartrand, Christopher McClure, Robert Miller and Viratio Sena as Reserve Officers to bring our sworn part-time Reserve Officers back up to a complement of ten.

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 taxpayers of 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, Click it and Ticket, Community Oriented Policing, T.R.I.A.D., traffic enforcement initiatives and the most recently reported crimes using the internet. 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/or 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 14 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

PART 1 CRIMES	2004	2005
Murder	0	0
Robbery	0	0
Forcible Rape	2	1
Aggravated Assault	2	6
Burglary (B&E)	11	17
Motor Vehicle (B&E)	7	3
Larceny	53	56
Motor Vehicle Theft	6	0
Kidnapping	0	0

PART II CRIMES		
Fraud	10	30
Assault and Battery	8	7
Arson & Bombing	1	4
Forgery/Counterfeiting	1	1
Receiving Stolen Prop.	0	3
Vandalism	86	79
Weapons Violations	3	2
Sex Offenses	7	4
Drug Law Violations	10	7
Oper. Under Influence	19	15
Liquor Law Violations	3	1
General Offenses	204	242
Trespassing	17	18
Attempted B&E	1	7
Threats	13	22
Harassment	23	40
Disorderly Conduct	6	17

ARRESTS		
Arrests	85	87
Protective Custody	11	10

MEDICAL/EMERGENCY		
Ambulance Assists	492	535
Sudden Death Invest.	2	1
Suicide Attempt	1	11

TRAFFIC ACCIDENTS		
Personal Injury	42	19
Property Damage	149	171
Fatal	0	0

TRAFFIC ENFORCEMENT		
Written Citations	663	995
Written Warnings	1131	1798
Verbal Warnings	781	1248
Parking Violations	48	215

MISCELLANEOUS		
Missing Persons	22	17

Missing Property (lost and found)	31	73
Disturbance (general/ gathering)	109	114
Domestic Disturbance	62	71
Suspicious Activity	583	816
General Services	4498	5133
Stolen Prop. Recovered	5	3
911 Investigations (silent/abandoned)	116	122
Building Checks (found open)	54	31
Animal Complaint	762	614
Burglar Alarms	383	409
Fire Dept. Assists	217	384
Mutual Aid (assist other PD's)	112	89
TOTAL	10852	13548
2005 Total 911 Calls:	1180	

DETECTIVE DIVISION

The Norfolk Police Department Detective Division is comprised of three officers responsible for handling all major and follow-up investigations. Additionally, Detectives also serve as Court Prosecutors, responsible for handling, scheduling, and coordinating all prosecutions, hearings, conferences, trials, and motor vehicle citation appeals.

The officers assigned to the Detective Division are also members of the Norfolk County Anti-Crime Task Force (NORPAC); they attend monthly meetings to exchange information on crimes that are occurring in the area; they share manpower and equipment on criminal investigations with other area Task Force agencies. They 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 Detectives are also involved with local

Community Affairs educational programs, participating in drug awareness classes for local youths, self-defense classes for children (RADKIDS), and the TRIAD program which deals with issues of concern to our Senior Citizens.

During 2005, Detectives were kept busy throughout the year with a growing number of Identity Theft and Fraud investigations; the number of these cases investigated tripled from 2004, and unfortunately will probably continue to increase exponentially www.virtualnorfolk.org and follow the provided links.

Although reported B&E's were up slightly this past year, diligent work by the Detectives netted arrests in five of the cases (all unrelated). Two commercial burglaries were reported last year; both were solved and arrests were made (Provo Liquors and Norfolk Arena). Additionally, breaks into three residential homes were solved and suspects identified and charged.

During the past year, Detectives worked a number of sexual assault cases, along with the Norfolk County District Attorney's Office Sexual Assault Unit. In October, Norfolk Detectives initiated an investigation into the local distribution of Cocaine, and wrapped up a three-month long investigation with a multi-jurisdictional sweep that netted a total of 9 area arrests for distribution of Cocaine and Crack Cocaine; during the arrests, over \$8000 of cocaine and crack cocaine was seized, as well as several firearms, including a sawed-off shotgun. In November, a Norfolk man was arrested and charged with Possession of Psilocybin Mushrooms with Intent to Distribute.

During the year, Detectives also conducted under-aged alcohol compliance checks with local liquor establishments, and coordinated a search of the King Philip Middle School with Metro-LEC and Norfolk County Sheriff's Department trained drug-sniffing dogs; no drugs were found at the school.

The Detective Division 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 Glen R. Eykel
Detective David J. Eberle
Detective Kevin D. Roake

POLICE AND FIRE COMMUNICATIONS

2005 brought about many changes to the Communications Department. After 25 years of dedicated service Joy Leonard retired on December 31, 2005. Joy's experience and leadership will be sorely missed and hard to replace. Joy was a townie and she enjoyed a unique understanding of the Town and its citizens. Joy would often be utilized as a reference by newer police officers and firefighters for historical events or demographics throughout town. There were more than enough times that a call would be dispatched to Sullivan's corner, or Sleepers Corner and newer officers or dispatchers would have to ask where that was and how to get there. Knowing who lived where, past histories are especially important to the safety of police officers and firefighters when responding and to the people that we are all trying to serve upon arriving at the scene. In December of 2005 Stephanie Bravaco resigned from the Communications Department to pursue other employment

opportunities. Stephanie's professionalism and experience will be missed. The Communications Department wishes Stephanie good luck in her future endeavors. Three new dispatchers were hired to fill vacancies within the Communications Department. Christia Sena transferred from the Police Department's Administration office to become a full-time dispatcher. Christia has many years of service in public safety as both a police officer and a dispatcher. James Gallagher previously worked as a part-time dispatcher for the department and was hired full-time. Robert Miller is an experienced dispatcher and also has been hired as a Reserve Officer in the Town of Norfolk.

2005 proved to be another busy year for the Communications Department. This department recorded 13,580 calls for public safety service. The Communications Department dispatchers are able to refer these calls effectively and efficiently and for the present time with only one dispatcher working on each shift. Patience of the caller is the key or we would probably have to have two dispatchers on the busier shifts.

In closing, the Communications Department would like to thank the citizens of Norfolk for their continued support. We would also like to thank the members of the Norfolk Police and Fire Department and Chief Stone and Chief Bushnell for their support and assistance throughout the years.

DEPARTMENT OF PUBLIC WORKS

2005 was the first full year of operation for the Department of Public Works (DPW). The DPW performs various municipal functions and services under the Director of Public Works and the oversight of the Interim Board of Public Works.

The Divisions were created to address the short term issues and the long term growth and maintenance of the community.

The DPW is comprised of the following Divisions:

Highway Division
Grounds Maintenance Division
Solid Waste Division
Vehicle Maintenance Division
Water Division

The annual report of each Division is included below.

HIGHWAY DIVISION

The Highway Division is responsible for the rehabilitation, reconstruction, maintenance and engineering design of 67.31 miles of Town owned roadway which includes municipal storm-water systems, retention areas, culvert crossings, signage, pavement markings, sidewalks, shoulders and tree removal. The Highway Division also maintains the parking areas at all municipal buildings and schools and performs engineering design, review, and site inspections for Planning Board, Conservation Commission, Board of Health, Zoning Board of Appeals and all other departments as needed.

State Transportation and Improvement Projects

The Town Center Project was substantially completed by November 2005. Incidental plant and sign issues will be completed in 2006

The MHD also began the Miller Street Bridge project in the spring of 2004. Due to environmental issues pertaining to the revisions for by-pass structures, MHD delayed the project pending Army Corps of Engineers review and approval. Work resumed in the late fall of 2004 and was completed in May 2005.

Roadway Maintenance and Rehabilitation

The Division completed pavement overlays and the reconstruction of the following roadways utilizing state chapter 90 funds, road

program funds and FY-2006 appropriations to improve roadway conditions, correct drainage and intersection issues.

- ❖ Installed 1" bituminous concrete leveling course on Pennacook Street (Pole #15 to Pole #18), Park Street (Pole #5 to Pole #11); Rockwood Road.
- ❖ Spruce Road was reconstructed from Mirror Lake Avenue to the Wrentham Town line, which included drainage and replacement of the existing water main, services and hydrants in conjunction with the Ivy Court Subdivision.
- ❖ Completed 1 ½" bituminous concrete overlays – Rockwood Road (Cleveland Street to Pole #15), Briarwood Road, Shirley Lane, Frederickson Road.
- ❖ Completed the installation of sidewalks, crosswalks and 1 ½" bituminous concrete overlay on Liberty Lane and Independence Drive in conjunction with the Library Expansion Project.

Total miles serviced: 2.3 miles

- ❖ Completed crack repair on the following roadways: Medway Street (Chatham Street to Myrtle Street), Myrtle Street, Dear Street, Hanover Street, Main Street (George Street to Franklin Town Line), School Street, Short Street, King Street, Diamond Street, Marshall Street, Kilpatrick Way, Cleveland Street (Seekonk Street to power lines), Fleetwood Drive, Ferndale Avenue, Stacey Road, Overlea Road.

Drainage Maintenance and Rehabilitation

The Division made several modifications to improve drainage throughout the Town including:

- ❖ Completed various repairs on failed structures and piping systems town wide.

Engineering

- ❖ Pond Street/Pine Street – MHD Transportation Improvement Project – The 75% design plans were completed and submitted to the MHD for review and approval. The 100% design plans will be completed in 2006 for inclusion in the 2007 TIP funding. Construction is scheduled for the spring of 2007.
- ❖ Miscellaneous Projects - The 25% design plans were completed, for review and approval by the various Town boards and commissions, for intersection corrections on Union Street and Diamond Streets, and for sidewalk extensions on Main Street from Medway Street to Canterbury Road.

GROUNDS MAINTENANCE DIVISION

The Grounds Maintenance Division is responsible for the rehabilitation, construction and maintenance of 52 acres of recreational field space, green space of all municipal buildings and property including schools and conservation areas. The Division manages and maintains the two Town owned cemeteries (Norfolk Cemetery and Pondville Cemetery), including the sale of lots and burial services.

The Grounds Maintenance Division is funded through three sources. Materials and supplies for recreational field space are funded through a user-fee collected by the Recreation Commission. Cemetery maintenance costs are defrayed through sale of graves, fees for burials and interest from the perpetual fund. Municipal services are funded through the general fund.

Beyond the daily maintenance of fields and green space, the Division assisted our Conservation Commission with completing various projects within conservation areas.

- ❖ Removed pea stone and installed Fibar at Kid's Place Playground in compliance with playground safety requirements.
- ❖ Install potable water to the Pond Street Facility for a water fountain and outside water use.
- ❖ Relocated a supply shed at the Pond Street Facility
- ❖ Trimmed and cut roadside shoulder areas town wide to improve sight distance

SOLID WASTE DIVISION

The Solid Waste Division is responsible for monitoring, collecting and disposing of solid waste, hazardous waste, bulky waste, yard waste and recyclables. The Division provides a solid waste and recyclable collection service for municipal buildings, recreation areas and conservation areas. Solid waste and the Landfill are monitored to insure compliance with DEP Regulations. The Solid Waste Division is generally self-supporting through various fees from collections, recyclables and drop-offs that are submitted to the Town to offset annual costs for operation and debt service. Due to the increases in recycling revenues and our internal cost control programs, we have been able to maintain the cost for disposal for residents at the same rate for the last three consecutive years.

In 2005, the Town of Norfolk Transfer Station continued to explore expansion of its recycling

base and the collection of household hazardous waste. In 2001, the Town implemented a household hazardous waste collection program. This program was very successful and cost effective. Historically annual costs to the Town for disposal of hazardous waste have ranged from \$10,000 to \$15,000 per event. In 2005, the Town utilized the Wednesday drop-off from April to September. The total cost for collection and disposal was \$5,204.00.

The town has entered into an agreement with the area towns of Millis, Medway, Dover, Sherborn, Holliston, Walpole, Franklin, Ashland, Medfield, Wrentham, Hopkinton, Bellingham and Milford to form a consortium to pursue a permanent regional household hazardous waste collection center. As this program evolves, we will update the Town residents through our newsletter.

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

The Division, in conjunction with various Town groups, organizations and MCI-Norfolk continued our town wide litter pick-up program during the spring and fall this past year. We anticipate having a similar program in 2006.

The Town recycled approximately 1,266 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. 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.

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 plastic bottles & cans)

TRANSFER STATION

All of the figures in this report relate to the calendar year January 1, 2005 through December 31, 2005.

The Transfer Station was open to Norfolk residents twice each week, on Wednesdays and Saturdays from January 1, 2005 through December 31, 2005. The total number of operating days in 2005 was 107.

Non-Recyclable Waste

The Town of Norfolk contracts with Semass Partnership for disposal of household waste and Browning Ferris Industries (BFI) for bulky waste.

Total compacted waste	832	tons
Total bulky waste	361	tons
Total non-recyclable waste	1,193	tons
Daily average	11	tons

The 832 tons of compacted waste represents 47,543 bags of household waste.

Recyclable Waste

Newspaper	238	tons
Corrugated Cardboard	134	tons
Mixed Paper	108	tons
Plastics (#1, #2)	64	tons
Waste Oil and Anti-Freeze	1	ton
Metal (white goods & metal cans)	245	tons
Tires	25	tons
Batteries (automobile)	7	tons
Glass (white and colored)	57	tons
Brush	29	tons
Leaves/Yard Waste	330	tons
Textiles	28	tons
Total Recyclable Waste	1,266	tons
Daily Average	12	tons

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

Recycling Rate

Total recyclable plus total non-recyclable waste is 2459 tons. This figure achieves a recycling rate of 52%.

VEHICLE MAINTENANCE DIVISION

The Vehicle Maintenance Division is responsible for the purchase, repair and maintenance of the Town owned fleet consisting of 68 vehicles and 48 accessory pieces. This is a new Division brought about as part of the DPW consolidation efforts. The Vehicle Maintenance Division, in compliance with the Capital Outlay Committee's request, has created a 15 year vehicle replacement program for all Town owned vehicles which projects a definitive 5 year funding requirement and projected 10 year estimate. This program will be updated annually so that the Town will always have a minimum 5 year cost projection with a 10 year estimated projection. The program was brought forward at the 2005 Annual Town Meeting for funding and was defeated under an override question which failed at ballot.

The Vehicle Maintenance Division provides a long term cost effective purchasing and maintenance program for all departments that utilize vehicles to perform services for the community. Departments that utilize vehicles include Police, Fire, DPW, Building Department, Council on Aging, Animal Control, Assessors and Schools.

In 2005, in lieu of utilizing the State Bid List for purchasing new vehicles, the Division prepared documents and publicly bid DPW vehicles in the Solid Waste Division. This procurement process produced a net savings to the Town of \$21,000 for the purchase of the three vehicles, as compared to the costs listed on the State Bid List. As we move forward, we will continue to publicly bid vehicles.

WATER DIVISION

The Water Division is responsible for the rehabilitation, installation and maintenance of the Town owned water system, for the delivery of potable water, which consists of 51.67 miles of water main, 1986 services, 2 wells and 2 storage tanks in compliance with Department of Environmental Protection (DEP) Regulations. The Water Division is self supporting. Fees from water revenues are managed through the Enterprise System.

The Board of Public Works is dedicated to the delivery of potable water pertaining to quality and quantity and will pursue new water resources to meet the community's future

needs.

The Division continued a unidirectional flushing program to improve the quality of water to all users. We anticipate performing this flushing program annually in the fall of each year beginning the fall of 2006.

During 2005, the Town continued to work with Whitewater, Inc. to operate our system. We are still in the process of redefining the water system staffing needs, and anticipate using a contract operator for most of 2006. A Water Foreman was hired in 2005. The FY-2007 budget begins to reflect the increase in staff to transition from private contract service by FY-2008.

WATER SERVICE INFORMATION

	<u>2004</u>	<u>2005</u>
Miles of water main in service	51.67	55.00
Total water services	1984 *	1986
Number of services per mile of water main	38.40	36.11
Total gallons pumped	168,463,901	176,651,329
Total gallons purchased	572,479	584,800
Average gallons pumped per day	460,284	483,976
Average annual gallons used per service	85,233	88,948
Average gallons used per service per day	233	244
Total Water Bill and Betterment Revenue	\$1,529,277.42 **	\$1,230,809.82

* Note: Reflects total "services" – metered services, fire services – 2005 includes metered services only.

** Note: Reflects extended collection period - 2003 revenues were collected in 2004.

Finally, we would like to offer a special note of thanks to all the town departments, boards, commissions, groups and organizations whom have supported and assisted our department in the last year.

Respectfully submitted,

Remo R. Vito, Jr.
Interim Director of Public Works

KING PHILIP REGIONAL SCHOOL DISTRICT
Norfolk – Plainville – Norfolk
2004 - 2005 School Year

SUPERINTENDENT'S REPORT

The King Philip Regional School District continues to experience growth in student enrollment and to offer its students extensive academic and co-curricular opportunities. A very positive staff uses its resources to provide the students of the district with opportunities to excel in traditional academic disciplines, fine and performing arts, technology, and extra-curricular and co-curricular activities. High school students are eligible for membership in a number of honor societies (Art, Science, French) that recognize talents in specific disciplines. The

completion of the middle school renovation/addition project has allowed the staff to fully utilize the facilities and technology designed to provide its students with richer and more meaningful learning experiences.

Student Enrollment History

The following table shows the percentage of Norfolk students enrolled in the King Philip schools during the last ten (10) years. These percentages also reflect Norfolk's apportionment of the King Philip Regional School District budget.

FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
29.79%	33.14%	33.36%	33.85%	33.25%	34.41%	34.22%	34.04%	35.81%	35.10%

The total school population over the last ten (10) years also continues to increase. The table below shows the changes in total Norfolk student enrollment for the last ten years as well as the total

district student population based on the district's annual October 1 reports submitted to the Massachusetts Department of Education.

	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Norfolk Students	446	504	517	529	557	589	616	640	700	697
Total Students	1497	1521	1550	1563	1675	1712	1800	1880	1955	1986

High School Student Enrollment and Class Size

The two tables represent the changes in class size at the high school. The first table shows changes in staffing and student enrollment since the school year 1999-2000. It presents the high school's increase in enrollment, the net increase in regular education teachers, and the change in class size.

Though the high school enrollment has increased by 231 students, the high school staff has increased by a 0.4 position and average class size has increased by four students. The second table breaks down the changes by each department at the high school from the year before the reduction in high school staff (2002-2003) through 2004-2005.

Changes in High School Enrollment, Staffing, and Class Size
1999-2000 to 2004-2005

	School Year 1999-2000	School Year 2004-2005	Change
Number of Students	928	1159	231
Number of High School Regular Education Teachers	63.0	63.4	0.4
Average Class Size	19.6	23.6	4.0

High School Average Class Size by Department
2002-2003 to 2004-2005

	2002-2003 Average Class Size	2003-2004 Average Class Size	2004 - 2005 Average Class Size
Art	20.0	24.3	23.6
Design Technology	18.9	20.9	22.4
English Language Arts	18.9	20.6	23.3
Foreign Languages	20.2	21.0	22.4
Health & PE	24.6	31.1	25.5
History/Social Sciences	21.5	24.1	23.4
Information Technology	16.4	19.4	23.4
Mathematics	19.4	21.5	23.3
Music	25.2	26.5	30.7
Sciences	20.7	20.7	23.8
School-wide	20.3	22.5	23.6

Physical Facilities

The two renovation/addition projects continued during the year. The final phase of the middle school project was completed in December 2004. A ribbon cutting ceremony was held on May 7, 2005. Speakers included Building and School Committee Chair George Cronin, Principal William Rice, faculty representative Robert Goldberg, and officials from the three towns. Honored guests included three students

representing each of the three towns (Matthew Korb/Norfolk, Amanda Martin/Plainville, Maria Piazza/Wrentham), Judith Miller (Principal's secretary), and Henry Brawley (head custodian). The teaching staff has taken full advantage of the new facilities, equipment and technology. They continue to express their gratitude for the extraordinary opportunities provided to them by the voters of the three communities.

Meanwhile, the building committee continued to meet with its architect (Dore & Whittier) and project management company (Daedalus Projects, Inc.) to review and refine the plans for the high school. Based on a construction market that was experiencing increases in materials, the building committee removed approximately \$2.4 million from the project prior to going out for bid. Despite these cuts, the low bid for the construction phase of the project exceeded the budget. In February 2005, two meetings held by the School Committee with the Boards of Selectmen and Finance Committees lead to support to proceed with the high school project because construction costs would continue to rise, even if the project was re-bid. To proceed with construction and simultaneously to meet the increased construction costs, the Building Committee voted to remove funds budgeted for furniture, equipment, technology as well as a significant portion from construction contingency. It was anticipated that the School Committee would seek a debt exclusion override for \$5.6 million in September 2005.

Staff Recognition and Academic Programs

Several teachers received recognition from private corporations for their contributions to student learning. Two middle school teachers received recognition for their efforts. Mary Beth Runyon, a Grade 7 mathematics teacher, was recognized by the Massachusetts Software Council as one of twelve teachers in the state for outstanding teaching in mathematics and science. Paula Maiorana, a special education teacher, received a

Staff Changes

The school district hired 11.8 new teachers and one custodian for the school year 2004-2005 due to retirement, resignations, and special education needs as well as a new high school nurse (retirement replacement). The teachers who retired at the end of the year and their years of service include Janna Bremer (38½), June Coutu (34), Kathleen Pfeffer (35), and Bonnie Smith (37). Middle school's psychologist Jeanne Poulin (17)

Course Offerings

The district's course offerings continue to change, influenced by enrollment and class size considerations. Due to the increased demand for accounting classes, the district hired a part-time instructor for two accounting classes. Staff shortages resulted in some electives in the history

Construction for the high school renovation/addition project began in April 2005. The general contractor is Consigli Construction Company, from Milford MA. By June 30, 2005, much of the Phase I sitework was completed. Completion of Phase I (new classroom wing, renovation of former vocational area, renovation of field house) is scheduled for completion by August 2006. The entire project is scheduled for completion by August 2007.

A ground-breaking ceremony was held on April 13, 2005. Guest speakers, in addition to George Cronin, included State Senator Scott Brown, State Representative Richard Ross, Selectmen James Lehan (Norfolk), Robert Rose (Plainville), and John Zizza (Wrentham). Janna Bremer represented the high school staff. Honored guests included students Christopher Lalos (Wrentham), Senior Class President; Alison Fair (Norfolk), Freshman Class President; and Kara Basque (Plainville), Student Council Representative as well as the following members of the first graduating class (1958), Fred Meda and Betty (Lukow) Redding.

Teacher of the Year Award from the Walmart Foundation. Timothy Mitchell, high school mathematics teacher and curriculum team leader, was recognized by Texas Instruments for his outstanding contributions to mathematics and science education. Mr. Mitchell received a \$10,000 personal award and a \$5,000 district award to purchase technology for teacher and student use.

and high school nurse Margaret Sullivan (26) also retired. Joan Andrews (19) middle school secretary, Marge Walsh (19) middle school media center secretary, Don Hassell (6) high school head custodian, and William Raymond (38½) district grounds keeper, also retired during the year. High School Principal Michael Levine retired after seven years.

and social science department being cancelled and/or reduced to semester courses, and the junior DECA class changed from a double period to a single period. The science department continues to experience growth in the number of students enrolling in senior electives. Physics and marine

science (new this year) have become heavily subscribed courses. Advanced Placement Physics was offered for the first time. Beginning this year, the sequence for the study of U.S. History changed, with freshmen enrolled in the first year of a two year sequence. The first course covers U.S. History through Reconstruction. Next year (2005-2006) sophomores will take the second part of the two year sequence. The English Language Arts

Co-Curricular and Extra-Curricular Activities

Students are offered a wide range of co-curricular 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, Art National Honor Society, French Honor Society, and Science Honor Society). Each of the honor societies also engages in community service activities during the year. The high school Student Council and senior class cosponsor a holiday party for students from a selected city elementary school. The middle school Spanish Club raised money for a rural school in Guatemala and began a pen pal project with students at that school.

Numerous scholarships and awards are presented at the annual Awards Night each spring. Scholarship awards total close to \$55,000. We are thankful that so many individuals and organizations provide our students with awards that help to defray college expenses.

After a several year hiatus, a high school Math Team was formed. With the tutelage of Mrs. Debra Barrett, the team performed very well at league, regional, and state meets.

The Music program continues to excel from a competitive aspect and from the entertainment it provides to the community. The Marching Band won the Bands of America Mid-Atlantic Championship in Baltimore, MD, defeating 25 other bands. The high school varsity color guard won a New England championship and was a finalist in a national competition in San Diego, CA. Two seasonal concerts (winter and spring) are part of the annual music presentations offered to the community. Jazz Night, usually held in May, provides a great evening of Jazz for the Jazz

Staff Development

The teaching staff developed five to seven common assessments for the most important course achievement targets in each course. The common assessments included common grading standards and criteria. Toward the end of the year, staff shared the results of the common

Department added Print Journalism as an elective and the Mathematics Department added Java Programming to its list of courses. The Information Technology Department experienced an increase of 150 students selecting its wide variety of computer-based courses. Staff shortages resulted in several courses being switched from a year to a semester in length to accommodate this increase.

Ensemble and jazz aficionados. A choral program was reinstated at the middle school. Middle school students performed at a variety of venues in the community as well as during concerts at the school. A highlight of the year was the inaugural middle school Choral and Arts Spring Event, sponsored by KPMS Choral Director Jennifer Brewer.

Drama programs at both schools provided about 150 students with opportunities to develop their skills and to provide entertainment to large audiences. The high school's King Philip Drama and the Grady Auditorium staffs offered for its audiences three productions during the year: "A Christmas Story", Agatha Christie's "The Mouse Trap" (a student-directed play), and "The Philadelphia Story". A new drama program at the middle school, under the leadership of teachers Roland Moffitt, Jaime Mingo, and Jaime Osborne, featured the production "The Real Story of Little Red Riding Hood".

A unique art enrichment program began at the middle school this year. Seniors from the high school Art Honor Society worked with Carla Birk (middle school art teacher) and Cathy Carneiro (high school art teacher), along with Julie Knisley (a parent and school council member), to provide middle school students with an art enrichment program.

Athletically our teams remain very competitive in the Hockomock League and State competitions. The high school has 44 different teams with an average of 350 student-athletes who participate each season. They participate in approximately 650 contests per year. The boys' and girls' soccer teams, as well as the hockey, softball, and girls' lacrosse teams did very well in league and state tournament competitions.

assessments, discussed strategies used in the teaching of the achievement targets measured by the assessments, and revised the assessments based on their discussions. The goal of this process is to enhance student learning through

data analysis of common assessment tools and teaching strategies.

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process is to enhance student learning through data analysis of common assessment tools and teaching strategies.

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.

Respectfully,



Richard J. Robbat
Superintendent of Schools

Appendix

Student Data

The following tables represent some of the accomplishments of our students. The data will change from year to year because of the variables

attributed to each class. The data, however, may represent some trends that are helpful.

Post High School Graduation Plans

The Post High School Graduation Plans table is based on the responses of seniors to the Guidance Department's annual Senior Class Survey. Within the "Total Four Year Colleges" row, there are changes in the percentage of students who attend public and private colleges. Reasons

for these changes are unclear, though often there is a relationship to the economy. The 90.3 percent of students from the Class of 2005 who indicated they will pursue higher education after graduation reflects the highest percentage in the history of the school, based on available information.

King Philip Regional High School
Student Post-graduate Plans
by Type of Plan and Year of Graduation

	Class of 2001 (N = 221)	Class of 2002 (N = 232)	Class of 2003 (N = 230)	Class of 2004 (N = 259)	Class of 2005 (N=237)
Four Year Public	37.1%	32.3%	36.5%	31.7%	38.4%
Four Year Private	<u>41.2%</u>	<u>39.3%</u>	<u>33.9%</u>	<u>43.6%</u>	<u>41.8%</u>
Total Four Year Colleges	78.3%	71.6%	70.4%	75.3%	80.2%
Total Two Year Colleges	8.6%	12.5%	7.4%	8.1%	9.3%
Total Other Education	0.9%	3.0%	4.3%	3.9%	0.8%
Total Post High School Education	87.8%	87.1%	82.1%	87.3%	90.3%
Military	1.4%	1.7%	2.2%	0.4%	2.5%
Employment	6.8%	7.3%	6.1%	1.5%	3.8%
Undecided	4.1%	3.9%	9.6%	10.8%	3.4%

Average SAT I Results

The next table shows the SAT I results (the initial college aptitude exam taken by most students in this part of the country) as compared to

state results. The average scores reflect improvement, with significant improvement in 2005.

King Philip Regional High School
A Comparison of King Philip Average SAT I Results to Average State Results
By Year and by Subject

Year	Verbal			Math		
	KP Results	State Results	Difference	KP Results	State Results	Difference
2001	545	511	+34	527	515	+12
2002	530	512	+18	520	516	+4
2003	543	516	+27	537	522	+15
2004	544	518	+26	539	523	+16
2005	562	520	+42	564	527	+37

MCAS and No Child Left Behind and MCAS

By 2014, under current federal No Child Left Behind regulations, all students minimally must achieve a "Proficient" score in a state sanctioned test which, in the case of Massachusetts, is MCAS (Massachusetts Comprehensive Assessment System). As a school district, we evaluate the progress of our students with that in mind. "All students" includes those subgroups identified in the regulations including a number of racial minorities and special education students. District MCAS results include special education students who are the financial responsibility of the King Philip Regional School District and whose schooling takes place outside the district (public special education collaboratives,

private school day programs, and private school residential programs.)

The next set of tables show each school's MCAS results since 2002, with the Class of 2004 the second graduating class required to achieve a minimum competency score of "Needs Improvement" in Grade 10 English Language Arts and Grade 10 Mathematics for eligibility to graduate from high school. A key indicator of improvement during the first several years of testing is the combined percentage of students who score in the Advanced and Proficient competency levels. The staffs at both schools spend considerable time with the data and discuss the implications of the data for teaching strategies and curriculum modifications.

Percentage of Students Scoring at Each Performance Level
By Grade, Subject Area, and Performance Level
2002 – 2005

Grade 10

GRADE 10 ENGLISH LANGUAGE ARTS					GRADE 10 MATHEMATICS				
PERFORMANCE LEVEL	2002	2003	2004	2005	PERFORMANCE LEVEL	2002	2003	2004	2005
ADVANCED	27	32	33	36	ADVANCED	27	41	41	46
PROFICIENT	51	55	53	52	PROFICIENT	33	35	37	32
NEEDS IMPROVEMENT	16	12	12	11	NEEDS IMPROVEMENT	27	20	18	17
FAILING	6	1	2	2	FAILING	13	4	4	4

Grade 8

GRADE 8 MATHEMATICS					GRADE 8 SCIENCE AND TECHNOLOGY			
PERFORMANCE LEVEL	2002	2003	2004	2005	PERFORMANCE LEVEL	2003	2004	2005
ADVANCED	12	16	13	14	ADVANCED	9	6	3
PROFICIENT	35	39	35	35	PROFICIENT	41	31	34
NEEDS IMPROVEMENT	36	28	40	36	NEEDS IMPROVEMENT	32	47	48
WARNING	18	17	12	16	WARNING	18	16	15

Grade 7

GRADE 7 ENGLISH LANGUAGE ARTS				
PERFORMANCE LEVEL	2002	2003	2004	2005
ADVANCED	14	10	15	11
PROFICIENT	61	68	67	67
NEEDS IMPROVEMENT	23	20	14	19
WARNING	2	2	3	3

Advanced Placement Results

Advanced Placement courses are offered to our high school students. Successful completion of these courses as well as a grade of three (3) to a maximum of five (5) on nationally administered exams (each May) in the subject areas of these courses may result in a student receiving credit for a college level course or the waiving of a college course requirement. The opportunities for credit or a waiver vary college by college and also by subject area.

During the last several years, the high school has added a number of Advanced

Placement courses. During the last four years, the following courses have been added: Microeconomics (2001), U.S. Government and Politics (2003), Statistics (2003), and Physics (2004). Other Advanced Placement course offerings include Art, Biology, Calculus, Chemistry, English Language and Composition, English Literature and Composition, Music Theory, and United States History.

Of the last four classes that graduated from King Philip Regional High School, 289 students (or 30%) took AP Exams.

Percent of Graduating Class Taking Advanced Placement Exams
by Year of Graduation
2002 – 2005

Student Enrollment	Class of 2002	Class of 2003	Class of 2004	Class of 2005
Number of Graduating Seniors	237	230	259	237
Number in Class Who Took AP Exams	47	58	76	108
Percent of Graduating Class	20%	25%	29%	46%

Students who take three (3) or more exams are eligible to be recognized as an AP Scholar, an AP Scholar with Honors, or an AP Scholar with Distinction based on their individual test results. The following table represents the number and percent of students who have received honors for their test scores. The criteria for each award are:

- AP Scholar: students who receive a grade of 3.0 or higher on three (3) or more exams
- AP Scholar with Honors: students who receive an average grade of at least 3.25 and grades of 3.0 or higher on four (4) or more exams
- AP Scholar with Distinction: students who receive an average grade of at least 3.25 and grades of 3.0 or higher on five (5) or more exams.

Number and Percent of Students Achieving
Advanced Placement Scholar Recognition
by Year of Graduation and by Award

Category of Awards	Class of 2002	Class of 2003	Class of 2004	Class of 2005
	(N=6)	(N=15)	(N=22)	(N=22)
Number and Percent of Students Achieving AP Scholar	5 83%	8 53%	13 59%	14 64%
Number and Percent of Students Achieving AP Scholar with Honors	1 17%	7 47%	3 14%	1 4%
Number and Percent of Students Achieving AP Scholar with Distinction	0 0%	0 0%	6 27%	7 32%

NORFOLK ELEMENTARY SCHOOLS

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
 Chris Augusta-Scott, Superintendent of Schools
 Michelle Schwigen, Executive Assistant to the Superintendent
 Roxanna Verdeaux, Director of Human Resources
 Donna Chisholm, Assistant to the Business Office
 Susan Piccione, Clerk to the Business Office
 Linda Baifour, Principal, H. Olive Day School
 Anne MacKenzie, Assistant Principal, H. Olive Day School
 Lucia Godfrey, Principal, Freeman Centennial School
 Katherine Kiewlicz, Assistant Principal, Freeman Centennial School
 Carol Gahan, Director of Student Support Services
 Toby Lyons, Supervisor of Buildings and Grounds
 Robin Glasser, Director, Library Services
 Chris McClure, Director of Technology

Budget

Town Meeting supported an FY06 elementary school operating budget of \$9,247,332.

2005 MCAS Results

Our students performed very well on the MCAS tests that were given in grades three, four, five, and six throughout the Commonwealth in the spring of 2005. 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	78%	20%	2%
Gr. 4 Eng/Lang. Arts	11%	51%	35%	3%
Gr. 4 Mathematics	9%	44%	39%	7%
Gr. 5 Scienca & Tech	24%	53%	20%	3%
Gr. 6 Math	35 %	27%	29%	9%

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. The success of the schools is also the

result of a staff of 240 members who contribute their expertise and hard work to achieving the long-term objectives of the school district's Strategic Plan "2000 and Beyond". The Norfolk community and its' community service organizations provide generous support and commitment to quality schools through a high level of volunteerism, fundraising efforts, advocacy, committee involvement and budget support.

School Committee

Members	Term Expires
Kim Williams, Chairperson	2008
Douglas Miller, Vice Chairperson	2006
Maureen Howard, K.P. Rep.	2007
Ed Piscitelli, MASC Representative	2006
Sally Grant, Secretary	2008

Members of the School Committee are also members of the Massachusetts Association of School Committees (MASC). Mrs. Howard and Mr. Piscitelli serve on the Committee's Policy Subcommittee. Mrs. Grant and Mr. Miller work with the town to provide funding for the schools. Mrs. Howard is the liaison to the King Philip School Committee and Mr. Piscitelli continues to represent the Committee as its Legislative Liaison.

Personnel Changes

Staff Retirements

We would like to acknowledge the dedication and service that the following retiring employees have provided to the Norfolk Public School system: Cynthia Stanfield, Grade 2 Teacher; Marcia Christie, Grade 1 Teacher; Simonne Favaloro, Grade 2 Teacher; Linda Peeler, Grade 1 Teacher; Mary Conlin, Grade 3 Teacher.

H. Olive Day School and Freeman Centennial School

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, 2005 as reported to the Department of Education.

Grade	# of Students	# of Classes	Average Class Size
PK	52	5	13
K	148	8	19
1	139	8	17
2	175	9	20

3	132	7	20
4	150	7	22
5	148	7	22
6	151	7	22

Total Enrollment: 1095

A goal of the Norfolk Public Schools is to establish a fully balanced literacy program that is consistent and sequential from one grade level to the next. A customized professional development component was established in August and will continue throughout the school year. Under the guidance of literacy consultants Clare Landrigan and Tammy Mulligan, teachers have been provided training in Readers' Workshop, guided reading, independent reading and the establishment of book room and appropriate classroom libraries.

At the Freeman Centennial School, the Everyday Math Program was expanded to the sixth grade after a successful implementation in all other grades.

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.

Members of the Councils for the 2005-2006 school year are as follows:

H. Olive Day

Freeman Centennial

School Members

Linda Balfour
Anne MacKenzie
Holli Merritt
Aimee Shultz

School Members

Lucia Godfrey
Kathy Kiewlicz
Marilyn Latimer
Kelly Whitmore

Parent Members

Brian Alfond
Larry Cohen
Anita Mecklenburg
George McLoughlin
Margaret Drisko-Johnson

Parent Members

Steven Palmer
Robert Signorile
Anita Mecklenburg

Community Members

Beverly Panetti (Positions Open: Please contact school office if interested in serving)

Special Accreditations

The Integrated Preschool Program at the H. Olive Day School has been awarded the National

Association for the Education of Young Children (NAEYC) certification.

The Freeman Centennial School continues to be accredited by the New England Association of Schools and Colleges.

Respectfully submitted:

Linda A. Balfour
Principal, H. Olive Day School
Lucia M Godfrey
Principal, Freeman Centennial School

Special Needs Department

The Norfolk Public Schools Special Education Department complies 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.

The current programming includes: Inclusion Preschool, Inclusion Kindergarten, and Resources services, which are provided in an inclusion and/or pullout setting. Other related services that are also provided are: Speech-Language, Occupational, Physical, Vision, and Behavioral Therapies.

The Special Education Department is fully staffed by certified and licensed teachers and therapists. The staff is dedicated to providing Norfolk's children with the best education possible. They are a cohesive and supportive team of professionals.

Respectfully submitted:

Carol Riccardi-Gahan
Director of Student Support Services

Technology

The mission of the Technology Department at Norfolk Public Schools is to provide students, teachers and staff the tools necessary for excellence in an increasingly technology-integrated world.

Computers are integrated into the curriculum of every grade level (K-6) at the H. Olive Day and Freeman-Centennial schools. Students have access to computers in both classroom and lab settings. In addition to the large wired network, both schools have built out wireless coverage to provide network access virtually anywhere in the buildings.

Students learn computing fundamentals and practice their skills in applied classroom work. They write on the computer, use a range of educational software, and learn how to use the Internet in a safe and controlled way.

Teachers and staff use computers not only as part of their instruction, but to prepare lessons, communicate with parents and peers, and report to local, state and federal agencies.

In the fall of 2005, the NPS IT Department was reorganized under centralized town-wide management. The new structure consists of a shared IT Director, a part-time onsite technical support position and two technology integration teachers. The intent of this structure is to make it easier for the town and school to collaborate on long-term strategic IT projects, keep costs low by reducing duplication and taking advantage of more cost sharing, and keep the town and school in line with a compatible IT vision. The NPS School Committee endorsed this model and committed to a three-year focus on technology.

Claire Campo was hired as part-time technical support. She has an extensive background in database programming and has been critical in developing MCAS and other student management database reporting solutions. She has also started a detailed technology inventory that will advise the upcoming annual technology report, budget, and capital plan.

Bonnie O'Connell and Dena Kaufman continue to act as Technology Integration Specialists. They do an excellent job supporting teachers in their use of technology in the classroom. Bonnie and Dena provide first level technical support to classroom teachers, report to the Department of Education, and provide input to the IT Director.

The last quarter of 2006 was spent repairing critical infrastructure, building operation and communication mechanisms, ensuring all required reporting was complete, and beginning the budget process for fiscal year 2007.

The NPS IT Department and School Committee look forward to 2006. They are pursuing a 5-year computer replacement plan in line with the town's replacement schedule, expansion of the financial system to include integrated payroll and personnel functions, and upgrading the coaxial town-wide network to fiber. Upon completion of the technology inventory, plan and budget, they will

invite public input this spring to discuss the long-term technology strategy of the Norfolk Public School District. Always balanced with these long-term goals is the desire to provide the best IT services and support to NPS students, teachers and staff every day.

Respectfully Submitted:
Christopher McClure, IT Director

Buildings and Grounds

Major projects this year enhanced safety and security at the schools. A failing septic system at Freeman that dated from 1964 (one of three on the Boardman Street property) was replaced. Asbestos floor tile in the main corridor in Centennial was removed and new code-compliant tile was installed in its place. These two projects were funded by Pothole Money which was obtained by the Superintendent from the Massachusetts Department of Education.

A generous grant from Norfolk Community League, together with funds provided by the Recreation Department, enabled the installation of over 300 feet of chain link fencing beside the playground area at the east side of Freeman Centennial. Fulfilling the long-held wishes of teachers, parents, and staff, the play equipment is now separated from the woods for improved safety and security.

The winter of '04-'05 was a memorable year locally for ice and water damage to buildings. The H. Olive Day School sustained considerable cosmetic damage to walls and ceilings in certain parts of the facility. Insurance proceeds were used for repairs during summer break. Also, funds from Annual Town Meeting allowed for re-roofing a small section of the addition.

Finally, the access control systems at both buildings were completed and are now fully functional in providing a secure environment for students, staff, and visitors. Originally funded at 2004 Annual Town Meeting, the systems were expanded and improved using a grant from Norfolk Community League.

Respectfully submitted:
Toby Lyons, Supervisor of Buildings

TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

In July 2005 the School Committee reorganized and elected the following officers: Chair, Sheila Fisher, (North Attleboro) Vice-Chair, Paul Carbone (Franklin), and Secretary, Jonathan Dowse, (Sherborn).

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 5, 2005, 191 students were graduated in an impressive afternoon ceremony. Robert McLintock, 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 Mallon, Director of Guidance, presented scholarships and awards totaling \$161,300 to deserving seniors.

Pupil Personnel Services:

In September 2004, Tri-County welcomed approximately 868 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 2004-2005 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. Safe and Drug Free presentations were offered to student's 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 2,200 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. Juniors and seniors participated in the college fair.

This was the 8th 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, AP literature, Civics, Web Design, Introduction to Music Appreciation & Theory, and continues to offer Spanish and co-supported classes. With the increase in both academic and vocational-technical rigor Tri-County students are required to pass four years of English, Mathematics, and 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:

Auto Body/Auto Repair: The Auto Shop is responsible for maintaining, repairing and servicing all of our school vehicles. We also provide services and repairs to the people who reside in Tri-County's district towns. The Auto Repair and Auto Body programs are ASE Master Certified from the National Automotive Technicians Education Foundation. This certification is nationally recognized and considered to be the highest achievement known in the Automotive Industry.

Child Care: The Child Care Program continues to attract large numbers of toddlers and pre-school children into their program to service the developmental needs of younger members of the Tri-County District.

Cosmetology: Due to the increased demand for well-trained licensed cosmetologists, the Tri-County Regional Vocational Technical School has expanded its Cosmetology Program. With the addition of another certified cosmetology teacher and the opening of an ultramodern salon/shop area, featuring the latest in equipment the Cosmetology program is now accepting more students.

Culinary Arts: Gerry's Place and Bakeshop are open to the public for lunch during the school year.

Graphic Arts: Graphic Arts have provided their printing services to many non-profit organizations throughout the Tri-County district.

Medical Careers: Students in all grades receive training in order to take the new state exam to become Certified Nursing Assistants. We are currently affiliating with three area nursing homes where students can apply skills of patient care and recreational activity. Students also receive basic health care knowledge, which enables them to pursue career choices such as EMT, EKG, and Medical Assistant.

Plumbing: The Plumbing Program continues to provide graduate students with the necessary skills and habits to become licensed (state) journeymen. In the Plumbing Shop there are simulated house and apartment mock-ups where our future plumbers are trained in all aspects of the plumbing trade.

Electrical The simulated shop job activities and the correlated theory program within our Electrical Program prepare our graduate students for the State Journeyman examination.Carpentry: The

Carpentry Shop prepares our students graduates for the construction trades. The students recently built an announcing booth for our football program and constructed the new Practical Nursing Shop at Tri-County.

During the 2004-2005 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 Fitters

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 2004-2005 school year. Registration for the Evening Division takes place in September and January. Continuing Education brochures can be obtained at your local Town Hall.

New Program

LPN: The Practical Nursing Program at Tri-County is designed to prepare graduates to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Successful completion of this examination of entry-level competency permits practice as a Licensed Practical Nurse.

Practical Nursing is an integral part of the nursing profession providing basic therapeutic, restorative and preventive nursing care for individuals in structured healthcare settings.

Practical Nursing education is a planned sequence of teaching-learning events utilizing the nursing process during which students and faculty work together to develop the knowledge and skills consistent with safe, competent, and ethical nursing practice in structured healthcare settings.

Registration for this program takes place at the end of March each year.

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 2004-2005, the group participated in many fund-raising and community services both in and out of school.

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.

The school year ended with the organization and presentation of Tri-County's fourteenth annual Honors Night. NHS students stuffed envelopes,

delivered letters to students, and helped to set up and distribute awards on this most important night.

Skills USA

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.

Business Professionals of America

A national organization for high school students enrolled in marketing programs, BPA prepares its members for future leadership roles in marketing, management and entrepreneurship. BPA 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.

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.

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.

DIRECTOR OF LIBRARIES

This was the waiting yearwaiting for the completion of the new library. With temporary library services situated in various locations, and the majority of the book collection in storage, staff struggled to provide the best service possible under such adverse conditions. Many patrons found library services inconvenient and ultimately used area libraries including Wrentham and Foxboro.

Not unexpectedly, library use and circulation was severely depressed for the duration of the construction project. Circulation dropped to 57,953 items - less than half of the library's typical circulation.

In August word came from the contractor, G&R Construction of Braintree, that we could begin moving into the almost-finished facility at the end of September.

Plans were put in motion as soon as we got the green light! A work crew from Pondville Correctional Center was lined up, rolling book crates were rented, as was a U-Haul truck. Librarians donned their sneakers and we began moving books on Sept. 26th. Within two weeks the library collection was once again under one roof and the next phase of our re-location project began.

In order to take full advantage of new technology, all materials, books, videos, CDs, DVDs, magazines, etc. needed to be tagged. In four week's time, staff and volunteers tagged over 55,000 volumes.

With the completion of the tagging project, the new library opened to the public on November 7th, with rave reviews. It is gratifying to see our many years of hard work come to fruition and see town residents so excited about their new library.

November & December were two of our busiest months ever and reflect a 30% increase in circulation of the same period in 2003.

Throughout 2005 the Friends of the Library continued to be active library supporters. They once again, had a highly successful membership campaign. Over 500 individuals or families joined the organization! The Friends presented a check to the Library Trustees and Permanent Building Committee for \$90,000 for library furnishings. And they continued their on-going support of many library programs, including: special children's performances, the best seller book lease program, & providing passes to the *Providence Children's Museum*, *Isabella Stewart Gardner Museum*, *Harvard Museum of Natural History*, *Roger Williams Zoo*, *Museum of Fine Arts*, *Plimoth Plantation* & the *Kennedy Library Museum*. Officers are: MaryJo Gotthorpe, President; Marion Graham, Vice-President; Beverly Baldoni, Secretary; Denise D'Entremont, Treasurer; and Maureen Buck, Nominating Committee.

Many thanks are in order to the library staff, trustees, volunteers, Friends, Permanent Building Committee, & Board of Selectmen who have worked so hard year to complete the library construction project.

Respectfully submitted,

Robin Glasser
Director of Libraries

LIBRARY TRUSTEES

In our entry in the 1994 Town Report, we noted that back in 1910 the Library Trustees had proposed that an addition be built to the Town Hall to house an expanded public library. That request was turned down and it was another 75 years before the trustees proposed another expansion—this time an

addition to the old one-room schoolhouse that had served as a library since 1951. The 1985 addition provided 7,500 square feet of space—but the Town's continuing growth made it inadequate in less than ten years.

So it was that we reported: "During 1994, the Trustees began planning for an expansion of our library and plan a formal proposal during the next fiscal year." That proposal, submitted in 1995, became the 24,000 square foot building that opened in October—a bit behind schedule, but right on budget. It has been a challenging ten years keeping this project on track, but we think that it was well worth the effort.

We are not, however, quite finished. With support from the Community Preservation Committee, and the assistance of the Norfolk Historical Commission we will soon complete a re-creation of the old schoolhouse portion of the building—as an educational resource and as a very busy meeting room.

At the dedication of the library in November, there were so many people, boards, committees, and commissions to thank, that we had to assemble what we called our "Thank-You Book" to keep track of everyone. We would like to record here just four "thank-yous:" to our fellow citizens who supported our new library with their tax dollars, at town meetings, and at the ballot box; to the members of the Permanent Building Committee who labored mightily to produce a really first-class building; to the Friends of the Library who were the true angels in this effort; and to our director, Robin Glasser, who kept us focused for a decade on the goal of a new building.

We hope that a future board of Library Trustees, perhaps 75 years from now, as they begin the task of planning for another new library building, will see the 2005 project as one that gave the Town decades of useful service. In the meantime, let's all enjoy our new library.

Board of Library Trustees

Frances M. Holman, Chair

Harvey Boulay

Kenneth M. Nelson

DESIGN REVIEW BOARD

Town center development was the Design Review Board's primary focus in 2005.

While still in the conceptual phase, preliminary plans for a proposed supermarket, drug store, and restaurant were discussed with a development applicant to give input on the visual qualities envisioned for Norfolk. Also reviewed during the year were plans for a new facility to be built by the Norfolk Community Federal Credit Union at the corner of North and Union Streets, plus several new businesses proposed in the C1 district along Routes 115 and 1A.

The DRB, a five member board, filled two vacancies this year with the addition of Robert Nicodemus, a registered architect and former Planning Board member; and Paul Comendul, a new resident to Norfolk, who will serve as the Historical Commission's representative on the board. Members are appointed for three-year terms.

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.

The Board meets the second Tuesday of every month at 7:30 PM in Town Hall, with additional meetings held as required to complete open applications.

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) 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. More information about MAPC is available at www.mapc.org.

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:

MetroFuture – Making a Greater Boston Region: State law requires that MAPC prepare, from time to time, a comprehensive regional plan. This planning process is now underway and is called the *MetroFuture* initiative. It started by asking the people of Greater Boston about their aspirations for the future of the region, and continues with a comparison between those visions and the future that will arise if our current trends continue unchanged. We are finding both exciting prospects and interesting challenges lie ahead if we continue our current pattern of growth and development. Here are just a few of the results, out to the year 2030:

- **Population will grow slowly, while the number of households will grow more quickly.** By 2030, the region's population will have increased by 10%, approximately a third as fast as the projected U.S. population growth (29%). The number of households is projected to increase by 19% for that same time period, at a greater rate than the population, due to a continued decline in household size.
- **Consumption of land continues apace.** Fifteen percent of land that was open in 2000 will be developed by 2030.
- **An older population will demand more homes and health care.** There will be declines in all age groups under 55 and substantial increases in empty-nesters and elders, creating demand for different housing and contributing to an expected near-tripling of health care costs from 2000 to 2030.
- **Water in short supply outside the MWRA.** Communities with public water systems not connected to the MWRA system will face serious water constraints by 2030; approximately half will exceed their permitted withdrawal rates.

These are among the results that will serve as a starting point for discussions across the region about alternative paths the region could take, beginning with a series of briefings early in 2006. Visit www.MetroFuture.org to learn more about the project, and contact MetroFuture@mapc.org to learn about how to host a briefing about the region's future.

Municipal Planning: MAPC continues to assist municipalities in implementing Smart Growth Principles through local zoning changes. Under the Vision 2020 program, MAPC provided zoning analyses or draft bylaws to the towns of Duxbury, Stoughton and Hanover. Through FY05 funding from Smart Growth Technical Assistance Grants, MAPC assisted Topsfield in developing a Low Impact Development storm-water and erosion control bylaw. Under funding secured through the Priority Development Fund, MAPC is developing mixed use or multi-family bylaws for the towns of Bedford, Stow, Millis, Southborough and Stoughton. Just recently, MAPC received notice of approval of its application for Smart Growth Technical Assistance funds to assist the towns of Hopkinton, Ashland and Southborough in examining alternative futures for the 900 acre Weston Nurseries property. MAPC also continues to provide information to municipalities regarding

the Smart Growth Overlay Districts enabled under Chapter 40R.

Metro Mayors Coalition: MAPC works with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, regional public safety, and municipal public finance. Through this work, MAPC staffed the statewide Municipal Finance Task Force which reached consensus on a variety of public policy changes to reinvigorate the partnership between local and state government. We also formulated an \$11 million grant program to fund inter-local and multi-disciplinary approaches to stemming the tide of youth violence, drug use, and gang activities in the region. This program became law late in 2005.

The Metro Data Center, an official US Census affiliate, provides in-depth analysis of trends in the region and conducts research on emerging issues that will strengthen the Council's ability to plan for the future. The Center works to increase public understanding of and access to demographic, social, economic and land use data and trends that affect the Boston metropolitan area. The Center also releases regular publications to maintain a general awareness about how growth continues to impact communities. The Center provides current accurate data to legislators, municipalities, public and private agencies, and the general public about growth trends in the communities and subregions of the greater Boston area.

Transportation planning: MAPC staff played an active role in helping to revise the MassHighway Design Manual, now known as the Project Development and Design Guidebook. As vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the annual Transportation Improvement Program, including transportation spending priorities for the region. We also developed population and employment projections to the year 2030, to be used in scenario modeling in the new Regional Transportation Plan and MetroFuture (see above) in 2006.

Legislative Advocacy: The Legislative Committee has worked to promote legislation that is of regional interest and is informed by smart growth principles (visit http://www.mapc.org/regional_planning/MAPC_Smart_Growth.html to view the list of principles). At the beginning of the legislative session the Committee recommended for endorsement a full legislative agenda, which was subsequently

endorsed by MAPC's Executive Committee. Among many items, the priorities include reform of the state's surplus land disposition policy; recapitalization of the brownfields redevelopment fund; reform of the state's antiquated zoning laws; and repeat offender legislation. Contact Legislative Director Joel Barrera at jbarrera@mapc.org to learn more about the committee's priorities and how your community can get involved in regional advocacy efforts.

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. In 2005, the Board reviewed a number of Requests for Proposals and development proposals for various parcels along the Central Artery surface.

Regional Services Consortiums: The Regional Consortiums Project collectively procured more than \$3,000,000 in office supplies for 32 municipalities, and highway maintenance services valued at \$16,000,000 for South Shore and MetroWest cities and towns. The project also facilitates collegial forums among members' chief administrative officers that focus on collective problem solving and resource sharing. MAPC, in partnership, with the Greater Boston Police Council, assists over 300 units of local government in procuring police, public works and general use vehicles, along with various public safety supplies.

Public Safety and Homeland Security: MAPC provides planning and fiduciary services to the Northeast Homeland Security Regional Advisory Council (NERAC), the Northeastern Law Enforcement Council (NEMLEC) and the Metropolitan Law Enforcement Council (METROLEC). Activities include procurement, research, and planning to enhance the delivery of public safety services and to ensure the region is prepared for either a terrorist attack or natural disaster.

Hazard Mitigation: Pre-Disaster Mitigation (PDM) plans help communities prepare for natural disasters such as floods, winter storms, wind, and geologic hazards. In 2005, MAPC completed PDM plans for 10 communities on the North Shore and 10 communities on the South Shore. MAPC is also developing PDM plans for 9 Inner Core communities, including Boston and neighboring communities, which will be completed in 2006.

FEMA has awarded a grant to MAPC to develop PDM plans in 28 towns in the MAGIC, MetroWest, and North Suburban subregions, beginning in 2006.

495/MetroWest Water Resources Strategy: Working with the 495/MetroWest Corridor Partnership, MAPC completed three major components of a comprehensive water strategy for the corridor:

- the *Massachusetts Low Impact Development Toolkit*, available at <http://www.mapc.org/lid.html>, was published and two regional workshops were held to present the toolkit to the public. The toolkit recently received the 2005 Outstanding Planning Project Award from the Massachusetts Chapter of the American Planning Association;
- *Once Is Not Enough*, a guide to water reuse in Massachusetts, was published. It is available at http://www.mapc.org/regional_planning/waterrreuse.html; and
- two regional contracts for Leak Detection Services were developed for both the 495/MetroWest communities, as well as all the entire MAPC region. Learn more about leak detection services that are available to cities and towns in MAPC's January edition of the *Regional Record*, our electronic newsletter, located at www.mapc.org.

Comprehensive Economic Development Strategy: Every five years, the Metropolitan Area Planning Council is responsible for developing a Comprehensive Economic Development Strategy (CEDS) in partnership with the Economic Development Administration. The 2005 CEDS, *Insuring Greater Boston's Prosperity*, contains an analysis of economic trends and conditions and highlights five challenges to economic well-being. It sets a context for inviting regional participation that moves toward a regional response to the challenges. The report is included in the January edition of MAPC's *Regional Record*, available at www.mapc.org.

Wind Power: Using a grant from the Massachusetts Technology Collaborative, MAPC recently completed a project to help ten North Shore coastal communities understand opportunities and obstacles to siting land-based wind turbines on municipally-controlled properties. The project helped the communities to identify regulatory barriers to wind, and the environmental

and financial impacts of a wind project. Area residents took part in a web-based energy survey and each community received wind information and siting maps. MAPC hosted two wind educational forums as part of the project, helped the city of Lynn to draft a wind turbine siting ordinance and facilitated the creation of Alternative Energy Committees in Gloucester, Swampscott and Rockport to advance the siting of wind turbines in their communities. Information about the North Shore Wind Project is also included in the January *Regional Record* at www.mapc.org.

MEPA Project Reviews: MAPC reviews projects under the Massachusetts Environmental Policy Act (MEPA) and submits comments on projects with significant regional impacts. In 2005, MAPC reviewed 166 MEPA filings (Environmental Notification Forms, Environmental Impact Reports, and Notices of Project Change), and submitted comments to EOEa on 58 of these. One of the most significant reviews of the year was a "Peer Review" conducted by MAPC and the Old Colony Planning Council on the proposed *Village Center Plan* for the former South Weymouth Naval Air Station. Visit

http://www.mapc.org/whats_new/SWNAS/SWNAS_Summary_Document.pdf to view our comments.

South West Advisory Planning Committee

During the 2004-2005 Fiscal Year, the South West Advisory Planning Committee (SWAP), one of the eight subregions of MAPC, continued to meet on a regular basis to discuss issues of mutual interest from community development planning to transportation issues. SWAP is comprised of the communities of Bellingham, Dover, Franklin, Holliston, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn and Wrentham.

During this time, SWAP heard presentations regarding and provided input to MAPC's actions relating to the following regional transportation issues: the 2005 Transportation Improvement Program, 2005 Unified Planning Work Program, Suburban Mobility Study Phase II, and the I-495 Transit Study. SWAP communities developed a set of subregional legislative priority issues to help guide MAPC's priorities, and for discussion at a SWAP Legislative Breakfast meeting between municipal officials and state senators and representatives. Issues included topics such as sale of surplus state lands and new legislation to assist communities in enforcing local regulations

(which was drafted by the Town of Wrentham). The subregion was briefed throughout the year on grant opportunities, such as the Smart Growth Technical Assistance Funds and the Priority Development Funds available through the state, as well as the Commonwealth Capital Fund program. The subregion also received information related to Chapter 40R Smart Growth Zoning District state enabling legislation. Subregional participants also attended a Low Impact Development forum sponsored by MAPC and the I-495 Collaborative, and joined communities from 2 other subregions in a regional discussion of the results of the first five years of the Community Preservation Act

Following up on the previous work on the Community Development Plan under Executive Order 418, MAPC began working with the Town of Millis on developing zoning regulations to enable mixed use developments in the downtown area.

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

PERMANENT BUILDING COMMITTEE

During 2005, the PBC worked hard to bring the Library expansion project to conclusion.

The Committee worked closely with the architect, Mr. Kenneth C. Best, principal of Best Joslin Architects of Windsor, Connecticut; with Mr. Richard Marks, principal of Daedalus Projects Incorporated, Boston, Massachusetts, the project manager for the Library project; with Mr. John Christiansen of Daedalus as the Clerk of the Works; and with G & R Construction Inc., Braintree, Massachusetts, as the general contractor for the project.

In this latter phase of the project, the PBC applied for and received two grants from the Community Preservation Committee for the successful integration of the Old School House into the Library expansion. One, for \$69,500, allowed critical structural issues to be addressed in the integration into the new Library, and the other, for \$75,000, allowed interior remodeling to recapture the original nature of the Old School House as a classroom. The Old School House served as the stand alone Library until 1984 when it was maintained in the first expansion of the Library.

This Library expansion was completed within the budget and on time in the early Fall. The Library was officially opened on 20 November 2005.

Respectfully Submitted,

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

PLANNING BOARD

The Planning Board consisting of Chairman, Steven G. McClain, Vice Chairman, Thomas C. Poppey, Clerk, Thomas M. Burke, Member Arthur A. Spruch, newly elected member Michael P. Findlen and Associate Member Andrea Langhauser continues to work towards the future needs of the Town of Norfolk. This past year saw the fruits of the planning process from the town center out to the town boundaries. The site plan approved for the library in 2004 went to the occupancy stage and the business core of the town center continues to make slow, but steady progress. The senior center was finalized and possible new uses for the Pond Street Recreation Site were discussed. Shire Industrial Park, a large commercial subdivision off Dedham Street, received approval for a 24 lot commercial subdivision with Lampasona Concrete Corporation approved as the first site plan within the subdivision.

The Board continues to enjoy the benefits under the town's Open Space Subdivision by-law. In December 2005, initial hearings for two new subdivisions commenced; Swan Pond Estates off Lawrence Street and Bristol Pond Estates off Marshall Street. Approval for these two definitive plans would result in a total of 39 new residences. Swan Pond Estates is located on the Buckley-Mann property and abuts Bush Pond. Bristol Pond Estates will provide an open space link between the town owned Lind Farm open space parcel and the Stony Brook land owned by the Massachusetts Audubon Society. Canterbury Estates Phase III was approved, adding four more lots to Canterbury Estates. Fern Ridge Estates, located off Cleveland Street received approval for ten lots after a lengthy public hearing process. Village at Pine Creek, a

definitive subdivision plan with 15 lots, was submitted for its initial hearing in February but at the conclusion of 2005 had not reached closure of the public hearing process. Other subdivisions receiving some form of approval from the Planning Board included Saddle Ridge, Cranberry Heights, Old Mill Meadow and Maple Park Estates. At full build out, these subdivisions are totaling approximately some 142 single-family residences. The Board also approved one estate lot and two additional estate lot applications were submitted in December. The town's mixed use C4 district off Holbrook Street also had notable progress including the approval of a special permit for the Village at River's Edge, an age restricted subdivision with 136 units and construction at Pin Oaks, also an age restricted housing development that will result in a total of 43 units.

Although not the governing body for 40B projects, the Board did work closely with the Zoning Board of Appeals on the Norfolk Landing development designed for 44 single-family homes. Currently Norfolk contains approximately 4% of the required 10% affordable housing by statute. The Planning Board has also participated in exploring affordable housing potential, including Cottage Court and the Weeber property.

Site plan approvals (with conditions) were provided to Gorman Landscaping on Sharon Avenue, CBC Liberty, a flooring business at 77 Pond Street and two co-located wireless panels by Cingular (one on Seekonk Street and the other on Dean Street). An application has been received for the construction of a building for the Norfolk Community Federal Credit Union located at the corner of Liberty Lane. A site plan was submitted, and subsequently rescinded for approval of an office building at 372 Main Street. The parcel in question was rezoned to residential from commercial through a warrant article at the fall town meeting.

The Planning Board members also took time from their personal schedules to participate at the town meetings, roundtables and meetings of other boards and committees with Vice Chairman Thomas C. Poppey winning the award for member attending the most meetings outside of the Planning Board office. Mr. Poppey was not to be outdone by Associate Member Andrea Langhauser who represents the Planning Board on the Community Preservation Committee where she serves as Vice Chairman. Michael P. Findlen, the newest member of the Board, charitably volunteered his time, along with multitudes of others, to the house renovation in

Medfield for a family suffering with a child having spinal muscular atrophy. The construction of the new home was televised in a November airing of the ABC program, Extreme Makeover: Home Edition. Robert E. Nicodemus, an architect and a planning board member of over a decade and a half was nominated by the Planning Board to serve on the Design Review Board and the newly created Master Plan Sub-Committee. The Master Plan was last updated in 1992 and much work is ahead for the sub-committee that will include Mr. Nicodemus, Town Clerk Marie Chiofalo, Town Administrator Jack Hathaway and resident, Amy Love. Planning Administrator Jan Quinlan and Planning Clerk Janet Lamonica continue to effectively manage the Board's activities by ensuring meetings are properly posted and the myriad of administrative duties necessary to keep the Board afloat on a daily basis are tended to within the Town Hall.

Contract renewals for Planning Board consultants were also considered during 2005. The Planning Board happily renewed with PGCA, Inc. for planning services. After reviewing the many solicitations that came from the engineering community, the Planning Board gladly assigned the business to newly formed Professional Services Corporation, P.C. of Foxboro, Massachusetts for its engineering needs. The principals of PSC are former employees of the Board's former engineering consultant, Edwards & Kelsey, and therefore familiar with the zoning and regulations of the town.

The Planning Board has also worked closely with the new DPW Director, Butch Vito on ensuring the public safety needs and to effectively manage the town's natural resources. A joint public hearing was held with Mr. Vito in his role as the Tree Warden to show rehabilitation of Medway Branch and Tucker Road and to construct a sidewalk. The Board and the Tree Warden did a site visit and some of the vegetation previously earmarked for removal was salvaged. Prior to the end of the year, a second application was submitted for a change at the intersection of Cleveland and Seekonk Streets to improve sight distance and circulation.

With the continuing growth in the Town of Norfolk, the Planning Board meets most Thursday evenings. Their website and the town website has agenda items posted for ease in keeping interested parties informed of activities around town in which the Planning Board is involved. Notices of public hearings and decisions are forwarded by U.S. mail to abutting parties. The Planning Board

encourages pre-submission meetings and welcomes input from all through e-mail, regular mail or by dropping by on posted meeting nights.

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 management of the department and oversee the department's programs and projects.

Recreation programs are self-supporting through a 53D 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 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, the Freeman Centennial fields, and the Pond Street Recreation Complex for programs. Additionally, Norfolk Recreation has teamed with local organizations in the effort to diversify our offerings and promote a wider variety of choices for our residents.

Norfolk Recreation offers programs for all ages in the areas of sports, fitness, arts, crafts and educational and enrichment choices. Brochures are published 3 times per year: for the fall, the winter, and the spring & summer. Each brochure offers approximately 50 classes per season. In 2005, 4178 registration slots for fee-based programs were filled.

In addition to our fee-based programs, the Recreation Department sponsored and the Commission funded, through the revolving account and grants, the free Concert Series, a free, supervised summer playground, the Easter Egg Hunt, and participation in Community Day.

The Recreation Commission is responsible for allocating Norfolk playing fields. The local youth and adult sports organizations in Norfolk have over 2000 participants using the fields at Freeman Centennial and the Pond Street Complex for practices and games. Field Allocation meetings are

held three times a year for sports organizations asking for field space.

Field condition and maintenance continues to be a top priority of the Commission. To offset field maintenance costs, user fees are collected from all sports organizations with dedicated field time.

The Recreation Department works closely with the Department of Public Works to maintain the fields and park areas managed by Norfolk Recreation. Larger improvements funded by Norfolk Recreation in 2005 include team benches, bleachers, four large picnic tables, playground fencing, the addition of six large shade trees at the Pond Street Complex and the resurfacing of Kids' Place playground.

At the fall 2004 Town Meeting, approval was received to form a Building Needs Assessment Committee. At the May 2005 Town Meeting this committee reported its findings; they found that the Pond Street Complex should be finished with the addition of a multi-purpose building including restrooms, a concession area, storage and a multi-purpose room.

In 2005, the Recreation Commission asked Massachusetts Fisheries and Wildlife to assess Norfolk ponds. Based on these findings reported in December 2005, Norfolk Recreation is evaluating the possibility of re-opening the Town Pond as a swimming and fishing pond.

The Recreation Department and Commission recognizes with gratitude the ongoing support and expertise received from several town departments, boards, and organizations. This past year monetary and service donations were received from Norfolk Community League, The Lions Club and the Adirondack Club. Additionally, Norfolk Soccer pledged money for a flagpole at the Pond Street Complex.

Norfolk Recreation is greatly appreciative of the support we receive from our citizens and looks forward to continuing the promotion of community recreation, spirit, health and opportunity.

Respectfully submitted,
Todd Chisholm, Chairperson
Noelle Tonelli
Gerry Sullivan
Donnie Owen
Tom Terpstra

ZONING BOARD OF APPEALS

The Zoning Board of Appeals consisting of 7 unpaid citizen volunteers are 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 and Repetitive Petitions. 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 2005 calendar year, the Board received 17 separate applications for hearings, some with requests for multiple special permits and one Comprehensive Permit (40B). Of the 14 special permit requests 10 were granted and 4 are pending including the Comprehensive Permit. Of the 5 petitions for Variance, 2 were granted and 3 were denied. The Board has continued the hearings on the Comprehensive Permit into calendar year 2006. This Comprehensive Permit is the second filing under Chapter 40B within a two year time span. The project known as Norfolk Landing is located off River Road, Lakeshore Drive and Leland Road on a portion of the property known as the Airport property. The application is for 32 single family homes of which 8 homes will be affordable and 24 homes will be sold at market rate.

The Conservation Commission also submitted over 20 cases to be reviewed by the Board as required under the Wetlands Protection Bylaw Meetings of the Zoning Board of Appeals are held generally once per month unless the workload dictates otherwise. The members also attend round table discussions and conduct site inspections in preparation for all hearings. 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, especially the 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 and our special counsel, Attorney Jason Talerman of Kopelman & Paige for his continuing guidance throughout the hearing, construction and affordable housing lottery phases for the Norfolk Condominium 40B project.

BOARD OF HEALTH

The Board of Health's mission, under the excellent guidance of the elected board members, is to promote good public health, prevent disease and protect the environment. This is carried out through routine inspections, investigating complaints, plan review, overseeing many programs and regulations (local and state), educating our residents and businesses, and serving the public.

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 Rep:
 Peter Chipman

Permits and Licenses Issued

	2004	2005
Burial Permits	11	7
Form 1.0	78	74
(Review for home Improvement)		
Perc Testing	139	126
Well Permits	15	13
Septic System Permits:		
New Construction	29	28
Upgrades	31	39
Component		
Replacements	12	18
Site Plan Reviews	4	4
Subdivision Reviews	4	9
Variance Hearings	3	5
Food Establishments	32	27
Tobacco Sales	4	5
Refuse Haulers	8	8
Septic Installers	69	66
Septage Pumps	13	14
Camps	3	2
Massage Therapists	8	8
Massage Estab.	3	3

Finances

FY 2005 Fees collected \$89,690.00

FY 2005 Total budget	\$82,450.00
Cost to Town	\$0.00
Norfolk 2004 residents	9414
Board Cost per resident	\$0.00

Other Board Issues

The Board of Health sponsored its annual rabies clinic on April 2, 2005 at the Highway Department garage. Dr. Shelly Sandler, D.V.M. and staff vaccinated a total of 41 dogs, cats and ferrets.

The Board of Health also sponsored two Flu clinics in November and December 2005 at the Senior Center. The Walpole Area VNA provided vaccinations to more than 240 residents. Many thanks to the VNA, Council on Aging, and the volunteers that make this event possible.

Please consult our web page at www.virtualnorfolk.org or contact our assistant, Betsy Fijol, for information about current public health concerns, applications, regulations and the services the Board of Health provides all Norfolk residents.

Respectfully submitted,

Norfolk Board of Health

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee meets monthly at Town Hall and is comprised of a combination of at-large members and members appointed by certain existing Boards and Commissions in Town. In the four years since the adoption of the CPA by the voters in Norfolk, we have collected almost \$2.6 million in funds, with the State matching the Town's contributions. As of the end of December 2005, we have a balance of nearly \$2.2 million, exclusive of the funds earmarked for projects already approved. To date, we have spent or allocated nearly \$1 million for projects in the Town that fall under our legislated priorities including open space, affordable housing and historic preservation.

During the past year, the Community Preservation Committee has been reviewing funding applications and working with various groups in Town to identify opportunities to expend the CPA funds for projects that are consistent with the mission of the CPA and that will have long-term benefits for the Town of

Norfolk. Some highlights of the year's activities are as follows:

- Reviewed merits of acquiring the Weeber property off Chicatabut Avenue and Churchill Road, and adjacent to Jane & Paul's Farm. Town Meeting voted to acquire the 28.5-acre parcel on January 31, 2006.
- After a review and appraisal of the Norfolk Airport property, presented an offer to the owners, which was declined.
- Had discussions with owners of several parcels of land in town encompassing over 100 acres of open space, initiating the process of exploring conservation and acquisition options.
- Funded a historical renovation to the Federated Church, including refurbishment of the steeple and clock.
- Completed funding of the restoration of the foundation of the old Schoolhouse, now incorporated within the Norfolk Library. Restoration of the interior of the old school has also been funded.
- Funded brick walkways on Town Hill.
- Renewed our commitment to affordable housing by continuing to offer the Down Payment Assistance program.
- Held discussions on several proposed projects, including a new Recreation building at the Pond Street Complex and the revitalization of Town Pond. A proposal for facilities and historic renovation of the Grange Hall is pending.

We encourage people to get involved with our committee and to bring ideas to us for possible projects. We appreciate the support of the Town of Norfolk and look forward to continuing our efforts in 2006.

Respectfully submitted,

Community Preservation Committee

At large members:

- Paul Terrio, Chairman - Precinct 1
- Kevin Hughes - Precinct 2
- Cyndi Andrade - Precinct 3
- Richard Connors - Precinct 4

Board and commission appointees

Andrea Langhauser - Planning Board
Betsy Pyne - Historical Commission
Tom Terpstra - Recreation Commission
Scott Dittrich - Housing Authority
Jeff Kane - Conservation Commission

NORFOLK COUNCIL ON AGING

The Council on Aging is made up of 11 members appointed by the Board of Selectmen. The Council appoints an undesignated number of Associate Members. The mission of the Norfolk Council on Aging is to serve as an advocate to ensure that the town's seniors have the opportunity to live with independence, dignity and security. The Council works closely with the Friends of the Norfolk Council on Aging, the Massachusetts Office of Elder Affairs, area agencies, state legislators and local officials to ensure that a wide range of activities are provided.

The Council employs a full time Executive Director, a part-time Secretary, a part-time bus driver, and two 20-hour-a-month Outreach Workers. Fred Quелlette, bus driver, has retired after 15 years of dedicated service to the Council and Norfolk Seniors.

The Council received a formula grant from the Executive Office of Elder Affairs (MCOA) in the amount of \$5,177.00, which was used for mileage and extra hours for the outreach program, annual dues to MCOA, and MCOA convention expenses.

Programs and services provided by the Council include general information, referrals to other agencies, outreach program, caregiver support, food shopping, health screenings, fitness programs, intergenerational programs, tax relief program, fuel assistance, transportation, congregate meals, home delivered meals, community education, legal assistance, monthly newsletter, recreation, social events, and swimming at the Wrentham Developmental Center pool and the YMCA pool in Walpole. The Council also provides services to non-seniors for such things as fuel assistance and general information.

Information technology was installed called "My Senior Center". This program helps tracking of seniors, events, transportation, phone logs,

outreach and statistics for the annual reports required by the Executive Office of Elder Affairs. A thank you to Eric Anderson, who lives in Norfolk, developed this program in his senior year of high school.

The Council on Aging staff has been trained in CPR and the two defibrillators. One defibrillator is at the Senior Center and the other is located in the bus.

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 & Police Departments, HESSCO (Health and Social Services Consortium, Inc.), the Executive Office of Elder Affairs, the Friends of the Council on Aging, all the citizens of Norfolk and our many volunteers who helped to make the Senior Center a home away from home.

The Council on Aging meets on the third Monday of each month at the Senior Center at 9:30 a.m. All are welcome to attend.

NORFOLK COUNTY MOSQUITO CONTROL PROJECT

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	7755 feet
Culverts checked/cleaned	100 culverts

Larval Control:

Treatment of mosquito larvae during aquatic development is the next most effective control effort. The products used during these applications were Bti and Methoprene.

Spring aerial larvicide applications 450 acres
Larval control using briquette & granular applications 8.1 acres
Rain basin treatments using briquettes (West Nile virus control) 220 basins

Adult Control:

The suppression of flying adult mosquitoes becomes necessary when they are numerous, annoying, and/or threaten public health. The product used during these applications was Sumithrin.

Adult control aerosol applications from trucks 4,174 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 and Eastern Equine Encephalitis have been active in Norfolk County over the past several years that 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 collected 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

NORFOLK HOUSING AUTHORITY

The following officers were duly elected at the annual meeting of the Norfolk Housing Authority held on May 5, 2005:

Scott Dittrich, Chairman
Robert Shannon, Vice Chairman

Walter Zagieboylo, Treasurer
George Murray, Assistant Treasurer
David Smith, Secretary

Staff:

Jan Moore, Executive Director, PHM
Muriel St.Amand, Administrative Assistant
Richard Bracker, Maintenance
John Doyle, Maintenance

Norfolk Housing Authority Property

The Norfolk Housing Authority manages 84 units of State Aided housing. We are a self-sufficient unsubsidized Housing Authority. Presently, we have 64 units at Hillcrest Village, located on Rockwood Road; our residents are Elderly and Disabled/Handicapped.

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 1:00 p.m. daily. All applicants interested in residing at Hillcrest Village will find our waiting list to be about a six month to one year wait for an apartment. Our Family waiting list is about a two to three year wait. Both waiting lists give a priority to those applicants who currently live or work in the town of Norfolk.

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. All members are working diligently to provide more affordable housing opportunities in the town of Norfolk.

Special Thanks

Saint Jude's Confirmation students and staff for delivering Easter, Thanksgiving and Christmas Baskets to our Elderly and Family Developments. You provided for those who may not have had a Holiday dinner. Thank you for your generosity and kindness.

The Board of Commissioners, staff and residents wish to express their appreciation to the dedicated Police, Fire and Highway Department personnel for their concern and service. The Housing Authority also wishes to commend and

thank Norfolk Together, the Norfolk Community League, Saint Jude's Parish, the Federated Church, the Girl Scouts, the Boy Scouts, the SAC program and children and the Council on Aging for their continued support, outreach and care of our residents. Thank you to the Members of the Grange Hall who so generously allowed us the use of the Hall for our annual resident Holiday party.

The Norfolk Housing Authority remains committed to serving the Norfolk Community and its residents with affordable housing opportunities.

Our regular meetings are held the first Tuesday of each month at 6:00pm at Hillcrest Village, 33 Rockwood Road.

Respectfully submitted,
Jan M. Moore, Executive Director, PHM

SELF HELP, INC.

During the program year ending September 30, 2005, Self Help Inc., received a total funding of approximately \$19.3M and provided services to 27,442 limited income households in the area.

In the TOWN OF NORFOLK, SHI provided services totaling \$115,325 to 406 households during program year 2005

Self Help's total funding of \$19,296,397 does not tell the real value of services delivered to the area as a whole. This funding enabled us mobilize an additional \$1,948,879 of other community resources such as, volunteers, donations of space, and private donations in the form of goods and services. Therefore, the total impact of Self Help Inc., during the past program year was \$21,245,276.

In addition, Self Help currently employs 250 individuals. Many of these individuals are of limited income, and most reside in our service area.

We feel that October 1, 2004 through September 30, 2005 was a successful program year for us because we were able to assist as many individuals and/or families as we did, regardless of the challenges of being a human service provider.

We thank the Town of Norfolk, and all the volunteers for helping us to make fiscal year 2005 a successful one.

Respectfully submitted

Norma Wang
Executive Assistant/Human Resource Manager

SOUTH NORFOLK COUNTY ASSOCIATION FOR RETARDED CITIZENS, INC.

Over 50 Years of Accomplishments – The Experience to Face Tomorrow's Challenges

www.sncarc.org

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. For more than half a century SNCARC has been, and continues to be, governed by the family members of the individuals we serve. It is a testament to the good works we perform that the town of Norfolk, along with the other eleven towns we serve, continues to provide the vital funding support as it has done for over thirty years.

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 include:

Family Support and Respite Care:

SNCARC provides temporary in-home or out-of-home professional care and training for children and adults with mental retardation or other developmental disabilities on a planned or emergency basis. It operates after-school and school vacation week programs for children, provides a wide range of support groups for families and operates a resource center for parents and professionals at our home facility in Westwood.

Family Autism Center:

The SNCARC Family Autism Center implements high quality programs, services and environments for all persons with an Autism Spectrum Disorder.

This program provides individuals with autism, their families and the general community 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 individuals with mental retardation. A principal component of these programs is one-to-one volunteer friendships (citizen advocacy).

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 or other developmental disabilities.

Clinical Resource Program:

SNCARC provides behavioral and other psychological counseling and psychiatric services for children and adults with mental retardation and other developmental disabilities and their families.

Residential Management:

SNCARC provides Residential Management Services for residential homes and apartments housing individuals with mental retardation.

Day Habilitation Program:

SNCARC provides educational and therapeutic services for adults with severe and multiple developmental disabilities. 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 disabled by mental retardation. 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

WALPOLE AREA VISITING NURSE ASSOCIATION

The Walpole Area VNA completed the year 2005, with relative stability. The agency and the Board of Health were challenged, again, this fall by the rationing of flu vaccine to a restricted population.

The Walpole Area VNA is accredited by the Community Health Accreditation Program and is a Medicare and Medicaid Certified Agency. The quality of care is reflected in client satisfaction surveys and letters of appreciation from patients. Again, this year, the Walpole Area VNA received a Pinnacle Award for excellence in patient satisfaction and is ranked in the top 10% of benchmark agencies, nationwide. The major strength of the VNA continues to be the competent, professional and highly committed staff.

The Walpole Area VNA provides programs in health promotion to all age groups in addition to traditional home health services. The three major components of the Health Promotion Program are: Health Maintenance for the Elderly: Promotion of good health and maximum functioning for all residents over 60 years of age. Elderly residents, who are homebound and have multiple chronic illnesses or conditions, but do not qualify for skilled care in the Home Health Program are seen on a periodic basis by a nurse at home. The goal of the

program is to assess changes in physical condition, prevent complications and prevent unnecessary hospitalizations. Ambulatory residents are seen for physical assessment and health counseling at the senior citizen clinics, held at the Federated Church the third Wednesday of every month. Maternal / Child Health: Promotion of the health and stability of the family during the periods of reproductive maturation, pregnancy, childbirth, the postpartum period and the child rearing years. Services are provided by a maternal / child health nurse specialist and a lactation consultant, through home visits.

Communicable Disease: Prevention and control of communicable disease through case finding, 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 offered at the WAVNA office this year.

The Town of Norfolk Public health Statistics for 2005 are as follows:

SERVICE	VISITS
Home Visits/Health Maintenance	1
Maternal/Child Health Visits	0
Communicable Disease Follow-Up	
Senior Citizen Clinics	31
Flu Vaccine	80
Pneumonia Vaccine	259

DEPARTMENT OF VETERANS' SERVICES

Your local Veterans' Service Officer is committed to assist our needy veterans and dependents, with the same concern and compassion that the Commonwealth of Massachusetts Executive Office and the Massachusetts House and Senate had when aid and assistance programs for our veterans were first established in the Commonwealth. Many reforms and changes have been made to improve the delivery of services. Today, with the continued support of the Commonwealth and its legislators, your Veterans' Service Officer is

meeting the needs of our former service personnel.

Your Veterans' Service Officer administers many varied entitlement programs and for this reason, your local Department of Veterans' Services is considered a one-stop center. In addition to the duties to aid, assist and advise, as stated in Chapter 115, Massachusetts General Law, your Veterans' Service Officer counsels, files claims, and explores every avenue leading to the resources and revenue available for the veteran. The veteran or dependent of the veteran must be motivated to realize and be aware of his or her own assets. Where rehabilitation may be required, proper attention is given to that need, while treating the veteran or his dependent with dignity and courtesy. Our services to veterans and to their dependents are a record of which we are proud. Your Veterans' Service Officer will continue to meet his responsibility to the taxpayer with diligence, keeping in mind that monies received from other resources will reduce the financial responsibility to the Town.

Major changes in Massachusetts General Law, Chapter 115, affecting all veterans within the Commonwealth of Massachusetts include:

1. An increase in Burial Allowance to \$2,000.00.
2. Reimbursement to cities and town, 75% of the cost of flags for flagging veteran's gravesites on Memorial Day.
3. Reimbursement to each city and town, 100% for training programs for Veterans Service Officers.
4. Increase Annuity Payments to \$2,000.00 annually, this includes 100% service-connected disabled veterans, Gold Star Parents and Gold Star Spouses of eligible deceased veterans, M.G.L. Chapter 115, sec 6a, 6b, and 6c.
5. Peacetime Veterans now qualify for c115 State Benefits.
6. Welcome Home Bonus-c 130 Acts of 2005-\$1,000.00--\$500.00
7. Compilation of all veterans of all wars.
8. Established veterans web site.

My thanks to the Board of Selectmen for their understanding of the needs of veterans and for

their continued support to insure those Veterans Service Department's justifiable monetary benefits are met. The Department of Veterans' Services and the Town will continue to fulfill the needs of those who served.

The Department of Veterans' Services will continue to provide service to our Veterans and their dependents, being aware of the fact that our services have constantly increased. It is, therefore, necessary to emphasize the quality of services and continue with our best effort to maintain an efficient and economical Veterans Assistance Program.

Respectfully submitted,

Anthony J. Mastroianni
Veterans' Service Officer

CONSERVATION COMMISSION

The 2005 Norfolk Conservation Commission currently consists of six members of a seven-member board whose members are appointed for three-year staggered terms by the Board of Selectmen. The jurisdictional responsibilities are guided by the Norfolk Wetland Protection Bylaw and the State Wetlands Act, as most recently revised and their promulgated regulations and the Department of Environmental Protection's Program Policies. The Commission also acts as stewards of open space in Norfolk.

During the 2005 calendar year, the Commission conducted public hearings for 30 wetland cases. The projects ranged from construction of single family homes, septic repairs, additions, monitoring wells, and one open space subdivision and one commercial subdivision. Two of the public hearings were filings for Amended Order of Conditions. Of the cases requesting permits (Orders of Conditions), the Commission issued 16 Orders of Conditions. Fourteen filings remain open into the 2006 calendar year.

The Norfolk Conservation Commission currently manages 191 acres of open land in Norfolk. Some of the open land is quite conducive

to passive recreation use via established walking trails. Those sites being the 64- acre Lind Farm and adjacent 26 acre Pondville Conservation Area, the 42 acre Harold Campbell Town Forest and the 15 -acre Kunde Conservation Forest. A special thanks goes to Cyndi Andrade for her role as Project Manager of the Commission's Land Management Program. Mrs. Andrade also coordinated land enhancement projects with the Boy Scouts on conservation managed land. Eagle Scout candidate, Michael Quern, was given approval in 2005 to enhance the Kunde Forest for the enjoyment of all citizens and for its use as an outdoor classroom for the children at the H. Olive Day School. The Norfolk Girl Scouts have also received approval in 2005 to prepare a trail map of the Lind Farm using GPS in preparation for their Gold Award.

The Commission welcomed 3 new members to its board in calendar year 2005, Paul Lugten, Daniel Crafton and Jason Taleran. Sadly, the Commission lost a valuable member and past chairman, Jim Giebfried. The Commission would like to publicly thank Jim for his unwavering dedication to the Town of Norfolk and his service on the Commission.

TOWN TREASURER/COLLECTOR

Two full-time and three part-time employees staff the Town Treasurer/Collector's office. In addition to the Town Treasurer/Collector, there is an Assistant Town Treasurer/Collector, two Revenue Collectors, and a Payroll Clerk.

Tax-related duties and responsibilities focused on billing and collecting real estate, personal property, and motor vehicle excise taxes that resulted in over \$18.5 million in tax revenues via online, lockbox, mail, and counter payments.

Other tax-related responsibilities included the processing of municipal lien certificates, Good Standing Approvals, tax refunds, and collecting delinquent taxes and water bills utilizing demand billings, water liens, deputy collections, tax title takings, and foreclosures.

The office is also responsible for the receiving of all Town funds; funding and mailing vendor checks for all Town expenditures; maintaining and reconciling 135+ bank accounts; investing all Town funds; short and long-term borrowing; and processing payroll for over 320 employees.

Our online payment capabilities have been expanded so residents can now pay the

following items electronically: real estate, personal property, excise tax, elementary education fund donations, water payments, and three school tuition fees. Recreation fees are expected to be online in FY2006.

The office absorbed water collections in March of 2005, and has continued to work collaboratively with the Department of Public Works throughout the transition period.

Totals Collected:

Municipal Lien Certificates:	\$11,950
All Water and Sewer:	\$1,197,059
Tax Deferrals:	\$5,724
Community Preservation:	\$336,214
In Lieu of Taxes:	\$16,275
All Taxes (RE, PP, Excise):	\$16,823,714
All Interest and Fees :	<u>\$112,691</u>
	\$18,503,627

Respectfully Submitted,
Jane Cunniff Lepardo, Town Treasurer/Collector
Cheryl Kelley, Asst. Town Treasurer/Collector
Kim Dorsheimer, Karen Tripp, Rev. Collectors
Maureen Reeve, Payroll Assistant

**DIRECTOR OF FINANCE
TOWN ACCOUNTANT**

2005 proved to be another transitional year for the Municipal Finance Department. The year began with a vacancy in the Chief Assessor's position, as Debbie Robbins had resigned to pursue another opportunity. The Town was fortunate to be able to hire Robbie Alford as our new Chief Assessor, having previously served in the Town of Holliston as the Assistant Assessor.

In January of 2005, the Town Administrator, Dr. Robert Markel, resigned to take a position in Ipswich as the Town Manager. The Board of Selectmen in January appointed me to be the Interim Town Administrator, and then in July 2005 I was appointed the Town Administrator on a full time capacity.

What these transitions have meant to the Municipal Finance office has been a strain on the staff, but they have, as always, risen to the challenge and been able to keep things under control.

During 2005, the Town created two new Stabilization funds, Vehicle Replacement and Sidewalk Development. The intent behind these funds is to create a mechanism for funding some capital programs that the Town is struggling to otherwise fund. The Town did not support overrides that were earmarked towards these funds.

Respectively submitted,

John P. Hathaway
Town Accountant
Finance Director
Town Administrator

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 2, 2006 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 9, 2006, at 7:30 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056**, 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 Planning Board member for a three year term; one Housing Authority member to fill an unexpired three year term; one Housing Authority member for a five year term; one Recreation Commission member for three year term; two Norfolk School Committee members for three year terms; one King Philip School Committee member for a three year term.

ARTICLE 2 **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 3 **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, 2006; 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 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, 2006; or take any other action relative thereto.

ARTICLE 5 **Submitted by the Board of Selectmen**

To see if the Town will vote to raise and appropriate a sum of money to the Stabilization Fund for vehicle replacement established under Article 13 of the Special Town Meeting of October 26, 2004; or take any other action relative thereto.

ARTICLE 6

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 7

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, 2006; or take any other action relative thereto. (Operating Budget)

ARTICLE 8

Submitted by the Board of Selectmen

To see if the Town will instruct its representatives in the Senate and General Court assembled to file and/or promote legislation which will permanently transfer the funding requirements for those students identified as requiring services over and above those provided in a regular education program from the local town or regional school district directly to the Commonwealth and to further instruct said representatives that such funding be promoted in lieu of reducing the state income tax; or take any other action relative thereto.

ARTICLE 9

Submitted by the Board of Public Works

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

ARTICLE 10

Submitted by the Board of Public Works

To see if the Town will vote to transfer the sum of \$450,000.00 from the Department of Public Works Water Division Retained Earnings to fund the water system's Meter Replacement Program; or take any other action relative thereto.

ARTICLE 11

Submitted by the Board of Public Works

To see if the Town will vote to rescind the following amounts that have been authorized to be borrowed, but which are no longer needed for the purposes for which they were initially approved:

<u>Date of Vote</u>	<u>Warrant Article</u>	<u>Unissued Amount</u>	<u>Purpose</u>
6/11/1996	#27	\$105,000	Mill River
6/11/1996	#28	\$595,000	Mill River Pump Station
10/22/2002	#14	\$360,000	Grove Street Water Main
10/28/2000	# 6	\$115,444.34	Water Treatment
5/05/2001	# 7	\$111,500	Water – Town Center

or take any other action relative thereto.

ARTICLE 12

Submitted by the Board of Public Works

To see if the Town will vote to transfer the sum of \$361,087.83 for the water main extension project in conjunction with the Mass Highway Department Transportation Improvement Project for Pine Street (Route 115) Roadway Reconstruction Project, from unexpended Water Department accounts:

60003.500024 – Mill River Water Main, Article 18 of 2004 - \$289,302.20

60003.500025 – Grove Street Water Main, Article 14 of 2002 - \$20,550.95

60003.500026 – Pondville Tank (Sharon Avenue), Article 10 of Special TM 2001 - \$51,234.68

TOTAL \$361,087.83

or take any other action relative thereto.

ARTICLE 13

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 2006 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 14

Submitted by the Board of Selectmen

To see if the Town will vote to establish a revolving fund pursuant to G.L. c. 44, § 53E½, to be funded by grants, gifts, mitigation payments, and exaction fees made pursuant to or in connection with any Comprehensive Permit issued by the Board of Appeals under G.L. c. 40B, said sums to be spent under the direction of the Board of Selectmen to facilitate and support the development of affordable housing, or take any other action relative thereto.

ARTICLE 15

Submitted by the Board of Selectmen

To see if the Town will vote to accept the provisions of G.L. c. 44, § 55C for the purpose of establishing a Municipal Affordable Housing Trust Fund, or take any other action relative thereto.

ARTICLE 16

Submitted by the Board of Public Works

To see if the Town will vote to authorize the Board of Selectmen, pursuant to M.G.L. c. 30B, §12(b), to enter into a solid waste disposal contract with Wheelabrator Millbury, Inc. for a term of up to twenty (20) years, or take any other action relative thereto.

ARTICLE 17

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 18 **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 19 **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 20 **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 21 **Submitted by the Board of Public Works**

To see if the Town will vote to accept and authorize the Board of Selectmen to enter into contracts for the expenditure of Chapter 90 funds allocated by the Commonwealth for the construction, reconstruction, or improvements of public roads and other improvements within the Town, as requested by the Selectmen, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement; or take any other action relative thereto.

ARTICLE 22 **Submitted by the Board of Public Works**

To see if the Town will vote to accept all State and Federal Grants and reimbursements for the Water Division 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 23 **Submitted by Community Preservation Committee**

To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate the sum of \$30,000.00 from the annual revenues in the Community Preservation Fund for the purpose of creating an Administrative and Operating Budget for the Community Preservation Committee.

ARTICLE 24 **Submitted by Community Preservation Committee**
To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY 2006 Community Preservation Fund revenues for the creation, acquisition and preservation of Open Space for future appropriation.

ARTICLE 25 **Submitted by Community Preservation Committee**
To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from the FY 2006 Community Preservation Fund revenues for the creation, preservation and support of Affordable Housing for future appropriation.

ARTICLE 26 **Submitted by Community Preservation Committee**
To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY 2006 Community Preservation Fund revenues for the acquisition, preservation, rehabilitation, and restoration of Historic Resources for future appropriation.

ARTICLE 27 **Submitted by 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.

ARTICLE 28 **Submitted by 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 \$335,000.00 from the Community Preservation Fund allocated for Historical use for the purpose of restoration of the interior and exterior of the building subject to a financial lien and Historic Preservation restriction on the property known as the Norfolk Grange.

ARTICLE 29 **Submitted by Community Preservation Committee**
To see if the Town will vote to allocate from the Community Preservation Fund an amount not to exceed \$85,000 for the purpose of restoration on the Town Pond located behind the Old Town Hall on lower Main Street.

ARTICLE 30 **Submitted by Bylaw Study Committee**
To see if the Town will vote to amend the Town of Norfolk Bylaws by deleting Section 1.E. of Article VII in its entirety and replace it with the following:

E. The Earth Removal Advisory Committee shall consist of the Building Commissioner, a Planning Board member as designated by such Board, a member of the Board of Assessors as designated by such Board, a Conservation Commission member as designated by such Commission, a Board of Health member as designated by such Board and a citizen who is an engineer as appointed by the Board of Selectmen.

Submitted by Police Chief

ARTICLE 31

To see if the Town will vote to amend the Town of Norfolk Bylaws by deleting Section 32 of Article X in its entirety and replacing it with the following:

SECTION 32. Use of Town Owned Property

- A. No persons except Town of Norfolk elected officials, committee members or employees acting in their capacity as such shall enter in or upon property owned by or under the control of the town between the hours of 10:00PM and 7:00AM unless authorized by the proper town entity.
- B. No person shall willfully, intentionally and without right destroy, deface, mar or injure any sign or other device erected on town owned property by the direction of the town.
- C. No person shall ride horses or other animals, engage in unauthorized golf activities, or operate any motorized recreational vehicle or skate boards or like apparatus on town owned property; except that skateboards may be used at the skateboard park located on the Pond Street Recreation site.
- D. No person shall operate automobiles or trucks other than on paved areas of town owned property without written authorization from the town.
- E. The penalty for violation of paragraphs A, B, C, D, shall be as follows:

First Offense	\$50.00
Second Offense	\$100.00
Third and subsequent offense	\$150, but not more than \$300.00

Submitted by the Zoning Bylaw Study Committee

ARTICLE 32

To see if the Town will vote to amend the Norfolk Zoning Bylaws by deleting Section F.8.b. in its entirety which now reads as follows:

F.8.b. Minimum Standards

One loading space for each 5,000 square feet or portion thereof in excess of one half of the GROSS FLOOR AREA for any retail goods, wholesale, storage, distribution, MANUFACTURING, public utility, or like establishment.

One loading space for each 10,000 square feet or portion thereof in excess of one half of GROSS FLOOR AREA of any consumer service establishment, office building, HOTEL, motel or school.

and replacing it with the following:

F.8.b. Minimum Standards

One loading space for each 10,000 square feet of GROSS FLOOR AREA of any retail goods, wholesale, storage, distribution, MANUFACTURING, public utility, consumer service establishment, HOTEL, motel, school or like establishment; or take any other action relative thereto.

ARTICLE 33 **Submitted by the Zoning Bylaw Study Committee**
 To see if the Town will vote to amend the Town of Norfolk Zoning Bylaw Section F.9.a.18. by adding the word "or additional" between the words "larger" and "signs" in the first sentence thereof; or take any other action relative thereto.

ARTICLE 34 **Submitted by the Zoning Bylaw Study Committee**
 To see if the Town will vote to amend the Town of Norfolk Zoning Bylaw by changing the notation in Section F.9.a. Basic Requirement which currently reads as follows:

- YES -Use permitted
- SP -Use allowed as an exception under Special Permit by the Board of Appeals
- NO -Use prohibited

So that it will read as follows:

- YES -Use permitted
- SP -Use allowed as an exception under Special Permit by the Planning Board
- NO -Use prohibited;

or take any other action relative thereto.

ARTICLE 35 **Submitted by the Zoning Bylaw Study Committee**
 To see if the Town will vote to amend Section F.9.b. Schedule of Sign Regulation of the Town of Norfolk Zoning Bylaw by amending F.9.b.1.c.2. by adding the words "per STREET, Road or Private Way" in the first line thereof and by changing "12" to "20" in the third line thereof and further to change "SP" to "YES" in columns B1-B4 and C1-C6 in Section F.9.b.1.c.3., Section F.9.b.1.c.5 and Section F.9.b.1.c.7. so that Section F.9.B. Schedule of Sign Regulations shall read as follows:

F.9.b. Schedule of Sign Regulations

	DISTRICTS		
	R	B1-B4	C1-C6
F.9.b.1. On premises signs or advertising devices:			
F.9.b.1.a. Name Plate One SIGN for each FAMILY residing on the premises indicating the name of the owner or occupant or pertaining to a permitted ACCESSORY USE, provided that each SIGN does not exceed 2 sq. ft. in area. (Restrictions relating to free standing SIGNS do not apply to this type of SIGN.)	Yes	Yes	Yes
F.9.b.1.b. Announcement One SIGN not exceeding 8 sq. ft. in area per side in a residential district or 12 sq. ft. per side in all other districts for each of the following purposes:			

F.9.b.1.b.1. Advertisement for the sale, rental or lease of the building or premises. Such SIGNS shall be removed not later than seven (7) days following the sale (date of closing) or rental of the subject property	Yes	Yes	Yes
F.9.b.1.b.2. Advertisement for a building contractor only while construction is occurring on the site	Yes	Yes	Yes
F.9.b.1.c. Advertising			
F.9.b.1.c.1. One wall SIGN not to exceed 8 sq. ft. or one freestanding SIGN not to exceed 8 sq. ft. in area per side located on property whose primary use is for AGRICULTURAL purposes. Said sign shall be used for advertisement of AGRICULTURAL produces of produce. If located in a residential zone signs are not to be illuminated.	Yes	Yes	Yes
F.9.b.1.c.2: One wall SIGN per STREET, Road or Private Way for each separate and distinct establishment advertising the name of the establishment and/or the goods or services rendered with the size not exceeding 20 sq. feet in area except by Special Permit with 12 square feet allowed for each 10,000 square feet of building footprint to a maximum of 48 square feet	No	Yes	Yes
F.9.b.1.c.3. One window SIGN.	No	Yes	Yes
F.9.b.1.c.4. One freestanding SIGN on the ground for each separate BUILDING, housing one or more establishments, with the size not exceeding 12 sq. ft. in area per side except by Special Permit to a maximum of 24 square feet.	No	Yes	Yes
F.9.b.1.c.5. Wherever a premises has a separate entrance fronting onto a second public way, one additional freestanding SIGN meeting the same criteria	No	Yes	Yes
F.9.b.1.c.6. A residential subdivision shall be permitted one freestanding SIGN bearing the name of the subdivision and not exceeding 8 sq. ft. per side.	SP	No	No
F.9.b.1.c.7. A non-residential subdivision shall be permitted one freestanding SIGN not exceeding 12 sq. ft. per side except by Special Permit to a maximum of 24 square feet.	No	Yes	Yes
F.9.b.2. Off- premises SIGNS or advertising devices provided a permit has been granted by the Outdoor Advertising Authority in accordance with Section 29 through 33, Chapter 93 of the General Laws and such permit is valid and outstanding.	No	SP	SP

or take any other action relative thereto.

ARTICLE 36 **Submitted by the Personnel Board**
 To see if the Town will vote to amend the Town of Norfolk Personnel Bylaws Section XIV FRINGE BENEFITS by deleting it entirely and replacing it with a new Section XIV FRINGE BENEFITS as follows, or take any other action relative thereto.

XIV. FRINGE BENEFITS

The following fringe benefits apply to full-time employees (employees who work at least 35 hours per week) and Permanent part-time employees (employees who work at least 20 hours per week). Employees who work less than 20 hours per week, or work on a temporary basis regardless of the number of hours, do not receive benefits.

All benefits are pro-rated based on the number of hours worked per week in relation to the established work week for the department.

1. SICK LEAVE

- a. To be earned at the rate 25% of the employees' scheduled weekly hours for each month of service. Credit to begin the first working day of the month in which employed.
- b. An employee in continuous employment shall be credited with the unused portion of sick leave up to a maximum of 150 days. In no event will unused sick leave be compensated for, monetarily or otherwise.
- c. An employee who is incapacitated, by reason of injuries in the course of and arising out of employment by the town, may elect to receive, from accumulated sick leave, the difference between the normal work week compensation and the weekly benefits of Workmen's Compensation Act. Beginning the day of incapacity the employee shall be paid her/his normal week of compensation from her/his accumulated sick leave until Workmen's Compensation is received. When it is received, an amount equivalent to that which shall be deducted from the employee's pay and the equivalent amount of time shall be credited back to her/his accumulated sick leave.
- d. Injury, illness or disability self-imposed, or resulting from the use of alcohol or drugs should not be considered a proper claim for a leave under this section.
- e. A doctor's certificate may be required for an absence of three consecutive work days or longer or may be required at any time at the discretion of the town; the town may designate a physician to conduct physical examinations at town expense.
- f. Immediate notice of any absence must be given to department heads or immediate supervisor. Failure to do so will result in loss of pay.

2. VACATION LEAVE

The established vacation year is the fiscal year, July 1 through June 30. Vacation time is accrued or earned based on the employee's length of service and time worked the preceding year.

Service Period	Paid Vacation
First Fiscal Year	5/6 days per month worked
Fiscal Years 2 through 4	10 days per year
Fiscal Years 5 through 9	15 days per year
Fiscal Years 10 through 19	20 days per year
Fiscal Years 20 and over	25 days per year

Time worked shall include, in addition to days actually worked, paid vacation, holidays, sick or bereavement leave. Each employee must work at least seventy-five percent of the normal work schedule each month in order for the month to count in the computation of vacation accrual benefits. If an employee works less than a full 12 month year (as defined

above), vacation time will be computed at the rate of 5/6 days per month worked.

- b. Vacation leave shall not be accumulated.
- c. No monetary grant will be allowed for vacations not taken.
- d. If a paid holiday should fall during vacation leave, an additional day of vacation shall be taken by mutual consent between the employee and the department head.
- e. Vacation leave is to be granted by seniority, subject to the approval of the department head.
- f. Upon termination of employment for any reasons, cash payment for accrued vacation shall be made.
- g. If an employee has expended all earned sick days, but has a medical reason to extend his/her absence, the Town of Norfolk has adopted a policy to assist the employee and retain benefits. If the person is eligible to receive vacation benefits, such leave may be deducted proportionally from the amount of vacation leave earned and due for the year in which the absence occurred. If the employee has already used all earned vacation benefits during the term, the absence may then be chargeable against the next succeeding vacation leave allowance. The maximum number of days that may be charged against the current benefit due and the future benefit to be earned is thirty (30) days total.
- h. Upon approval of the department head and the Board of Selectmen, an applicant may be granted early vacation entitlement.
- i. Under unusual circumstances department heads or supervisory boards may grant to an employee a carryover of up to 1 week of vacation time from one fiscal year to the next fiscal year. Each time a carryover is granted the Personnel Board shall be notified in writing.
- j. Managers may start new hires with paid vacation benefits based on years of service from other job related experience with other Industries and/or Municipalities as if the new hire had Norfolk Years of Service, with written approval from the Town Administrator or his/her designee.

The town's vacation plan is designed to give you an opportunity to relax and get away from your job. Employees are encouraged to take entitled vacation time. Vacation breaks have long been cited by personnel professionals to be beneficial both physically and mentally.

Because of this, the Town of Norfolk has adopted an exclusive vacation benefit that eliminates mutually exclusive pay categories. In other words, when you use earned vacation time, you will not be expected to, and will not be compensated for, work

performed during the term of the benefit. However, if you are necessarily called into work during a vacation period, you will be compensated for the work only at the prevailing rate. The vacation time missed may be taken at a future date.

Under no circumstances will an individual be compensated for more than one pay category for the same period of time.

3. PAID HOLIDAYS

- a. Town offices are closed on the following holidays. If they are observed on your scheduled work day, you will receive the day off with pay.

New Year's Day
President's Day
Memorial Day
Labor Day
Veteran's Day
Christmas Day

Martin Luther King Day
Patriot's Day
Independence Day
Columbus Day
Thanksgiving Day

- b. If any of the above holidays should fall on a normal day off, an alternate day off shall be given, subject to the approval of the department head.
- c. Holidays must be taken and no compensation will be allowed for failure to do so.
- d. Holidays falling during vacation leave; see Vacation Leave Policy.
- e. Employees required to work on a scheduled Holiday due to an emergency will be given another day off with pay.

4. TIME OFF

There are a number of occasions when time off from your job is necessary. Some are paid for, some not. They comprise part of the fringe benefit package available to you as a full-time or permanent part time employee. Paid time off is pro-rated based on the number of regularly scheduled hours per week.

5. PERSONAL DAYS

Three personal days per fiscal year may be taken for such purposes as personal business, medical appointments, and family obligations pursuant to Massachusetts General Laws Chapter 149, Section 52D. A minimum notice of 48 hours should be given to, and approval must be received from, supervisor prior to taking a Personal Day. Personal Days do not accumulate and in no event will unused Personal Days be compensated for, monetarily or otherwise.

6. FUNERAL OR BEREAVEMENT LEAVE

For death and or memorial services in the immediate family or household, up to 80% of the employees regular work week shall be granted immediately following death. Cases involving special circumstances, including travel for extensive periods of time, must be approved by the Department Head.

Definitions of immediate family members include: mother, father, mother-in-law, father-in-law, sister, brother, wife, husband, son, daughter or grandparents of the employee. For the death of relatives other than the immediate family an absence of up to one full day may be allowed to attend funeral or memorial services.

7. OTHER LEAVE (Leave of absence)

Absences for personal reasons may be charged to vacation leave upon application by the employee and approval of the department head or immediate supervisor. Such absences, however, may not be charged to vacation leave beyond that which the employee has earned at the time of such application. Except as otherwise provided, all leaves of absence shall be without compensation. A maximum leave of thirty (30) days may be approved by department heads. After the thirty (30) day period, employees will be removed from the payrolls.

8. JURY DUTY

An employee called for jury duty shall be paid the difference between regular pay and the compensation received as a juror, exclusive of travel allowances. Employees summoned as a witness on behalf of the town shall be granted leave and paid the difference of their regular pay and the witness fee, exclusive of travel allowance.

9. MILITARY LEAVE

If the employee is in the National Guard or an active reserve unit and is called for temporary duty, the employee will be given military leave without pay. A vacation will not be affected by such duty. The employee may elect to use one week of accumulated vacation time with approval of their supervisor.

ARTICLE 37

Submitted by the Personnel Board

To see if the Town will vote to amend the Town of Norfolk Personnel Bylaws Section XIII.PERFORMANCE APPRAISAL PROGRAM, Subsection 6.0 EVALUATORS and, as needed Section IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN, Subsection C. Grade Schedule by changing the following titles:

POSITION

From: Building Assistant	To: Building and Facilities Assistant
From: Executive Assistant, Highway Department	To: Executive Assistant, Department of Public Works
From: Clerk, Highway Dept.	To: Clerk, Dept of Public Works
From: Children's Services Librarian	To: Senior Librarian – Children's Young Adult Services

From: Revenue Collector
Water Department

To: Water Revenue Collector

or take any other action relative thereto.

ARTICLE 38

Submitted by the Personnel Board

To see if the Town will vote to amend the Town of Norfolk Personnel Bylaws Section XIII. PERFORMANCE APPRAISAL PROGRAM, Subsection 6.0 EVALUATORS by

<u>POSITION</u>	<u>EVALUATOR</u>	<u>SECONDARY EVALUATOR</u>
Clerk, DPW	Executive Asst, DPW	DPW Director
Water Revenue Collector	Assistant Town Treasurer/ Collector	Town Treasurer Collector

or take any other action relative thereto.

ARTICLE 39

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 40

Submitted by Petition

To request that the Town vote to accept, by eminent domain, pursuant to M.G.L. Chapter 79, and further to accept as a public way, including all easements, that portion of Gold Street running easterly from Myrtle Street a distance of 840± feet as shown on the acceptance plan, dated January 28, 2006, drawn by Guerriere & Halnon, Inc. of Franklin, Massachusetts, approved by the Board of Selectmen and as further described in a legal description entitled "A portion of Gold Street in Norfolk, Massachusetts" and further to determine what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees and expenses; or take any action relative thereto.

ARTICLE 41

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 4th day of April, 2006, A.D.

NORFOLK BOARD OF SELECTMEN



Ramesh H. Advani, Chairman



James C. Lehan, Clerk



Jonathan P. Smith, 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: _____