



**NORFOLK  
TOWN REPORT  
2016**

**TOWN OF NORFOLK**  
**146th ANNUAL REPORT**  
Year Ending December 2016

**SETTLED:** 1678  
**INCORPORATED:** 1870  
**POPULATION:** 9791  
**MCI NORFOLK POPULATION:** 1665  
**AREA:** 15 Square Miles  
**LOCATION:** 20 miles south of Boston, 22 miles north of Providence, R.I.  
**BOUNDED BY:** Foxboro, Franklin, Medfield, Medway, Millis, Walpole and Wrentham  
**ELEVATION:** 220 feet  
**VOTERS:** 6835  
**TAX RATE:** \$18.22 per \$1,000  
**VALUATION:** \$1,537,948,480

**PROPERTY CLASSIFICATION:** 92.6685 % Residential  
4.5394% Commercial  
.9402 % Industrial  
1.8233 % Personal  
.0286 % Open Space  
100%

**SINGLE FAMILY DWELLINGS:** 3,045

**FORM OF GOVERNMENT:** Open Town Meeting  
Board of Selectmen

**PAVED ROAD MILES:** Over 70 miles

**AREA HOSPITALS:**

Norwood Hospital, Norwood  
Sturdy Memorial Hospital, Attleboro  
Milford Regional Medical Center, Milford

**CHURCHES:**

The Federated Church of Norfolk –  
Interdenominational  
St. Judes - Catholic  
Emmanuel - Baptist

**LIBRARY:**

Monday - Thursday 10:00-7:30  
Friday - Saturday 10:00-4:00

\*Please check for Summer/Fall Hours on website\*

**ABSENTEE VOTING:** All Elections, Town Clerk's Office  
528-1400

**DOG LICENSES:**

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

Fee: Spayed female and neutered male: \$10.00  
Female and Male: \$15.00  
Late fee from May 1: \$15.00 - \$50.00

Please show evidence of current rabies inoculation.

**QUALIFICATIONS FOR REGISTRATION AS VOTERS:**

Must be 18 years of age, American born or naturalized. Registration: Monday through Thursday 9:00 a.m. to 6:00 p.m. at Town Clerk's office. Special evening sessions for registration of voters will be held by the Board of Registrars, preceding elections.

**TAX BILLS:**

Tax bills are paid quarterly. First payment is due on August first, second payment is due on November first, third payment is due February first and the fourth payment is due on May first or thirty days from mailing of bill, whichever is latest. Motor vehicle excise bills and water bills are due thirty days from date of issue.

**SCHOOLS:**

H. Olive Day, Pre K-2  
Freeman/Kennedy, 3-6  
King Philip Regional Middle School, 7-8  
King Philip Regional Senior High School, 9-12  
Tri County Vocational Regional Technical School, 9-12  
Norfolk County Agricultural School, 9-12

**TRANSPORTATION:**

MBTA rail service daily to Boston  
GATRA dial-a-ride 800-698-7676

**SENATORS IN CONGRESS:**

Elizabeth A. Warren, JFK Federal Building,  
15 New Sudbury St., Boston, MA 02203  
617-565-3170

Edward Markey, 975 JFK Federal Building,  
15 New Sudbury St., Boston, MA 02203  
617-565-8519

**REPRESENTATIVE IN CONGRESS:**

Joseph P. Kennedy, III – 4<sup>th</sup> Congressional District  
1218 Longworth House Office Building  
Washington, D.C. 20515  
202-225-5931  
District Office: 8 North Main St., Suite 200  
Attleboro, MA 02703  
508-431-1110

**STATE SENATOR:**

Richard J. Ross– Norfolk, Bristol, Middlesex District  
State House, Room 419, Boston, MA 02133  
617-722-1555

**STATE REPRESENTATIVE:**

Shawn C. Dooley- Walpole 9<sup>th</sup> Norfolk District  
State House, Room 167, Boston, MA 02133  
617-722-2810

**NORFOLK COUNTY COMMISSIONERS:**

Francis W. O'Brien  
John M. Gillis  
Peter H. Collins  
614 High Street, Dedham, MA 02027  
781-461-6105

**DISTRICT ATTORNEY:**

Michael W. Morrissey  
45 Shawmut Road  
Canton, MA 02021  
781-830-4800

**SHERIFF NORFOLK COUNTY:**

Michael G. Bellotti  
220 West Street  
P.O. Box 149  
Dedham, MA 02027  
781-329-3705

TOWN OF NORFOLK  
146<sup>TH</sup> ANNUAL REPORT



YEAR ENDING DECEMBER 2016

# *IN MEMORIAM*

*Louis Falcone*

*January 18, 2016*

School Building Committee  
1970 -1976

*Mary Powers*

*January 27, 2016*

Historical Commission  
1998-2007

*Harry Neale, Jr.*

*April 14, 2016*

Inspector of Wires  
1967 - 1975

*Carole McDonald*

*June 10, 2016*

Library Aide  
1979-1980

*Helen Cleary*

*November 5, 2016*

Board Of Selectmen 1965 - 1971  
Committee To Study Safe Storage  
Of Town Records 1971-1973  
Central School Building Committee 1964-1965  
Advisory Committee On Home Rule 1968  
Capital Budget Program Committee 1965  
Municipal Office Study Committee 1974-1976  
Southwood Hospital Committee 1984-1985  
Charter Commission 1992-1994  
Town Administrator Screening Committee 2001

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**ELECTED OFFICERS**TERM  
EXPIRES**MODERATOR**

Jason Talerman 2019

**BOARD OF SELECTMEN**Jeffrey Palumbo 2017  
Scott Bugbee 2018  
James C. Lehan 2019**TOWN CLERK**

Carol Greene 2017

**BOARD OF ASSESSORS**Patricia J. Salamone 2017  
Andrew Bakinowski 2018  
Kathleen Mullineaux 2019**BOARD OF HEALTH**Cheryl Dunnington 2017  
Thomas Gilbert 2018  
Jeffrey Kane 2019**LIBRARY TRUSTEES**Glenn Hill 2017  
Kumkum Malik 2018  
Kenneth W. Nelson 2019**HOUSING AUTHORITY**Herbert Mores 2017  
Robert Shannon 2018  
Elizabeth Lehan 2020  
Heidi Compagnone 2021**PLANNING BOARD**Steven G. McClain 2017  
John Weddleton 2017  
Michelle Maheau 2018  
Jeffrey Palumbo 2019  
Walter Byron 2019**RECREATION COMMISSION**Thomas Terpstra 2017  
R. Kevin Doolin 2017  
James C. Lehan 2018  
Liza Carreiro 2019  
Todd Lindmark 2019**NORFOLK SCHOOL COMMITTEE**Jeffrey Curry 2017  
Paul Cochran Jr. 2017  
Mark Flaherty 2018  
Jeffrey Chalmers 2018  
Thomas Doyle 2019**KING PHILIP REGIONAL SCHOOL COMMITTEE**Noelle Tonelli 2017  
Michael Gee 2018**CONSTABLES**Paul Terrio 2017  
Mark Flaherty 2019**APPOINTED TOWN OFFICERS  
MODERATOR APPOINTMENTS****ADVISORY COMMITTEE**Jonathan Hurwitz 2017  
Stephen McDonough 2017  
Margaret Drisko 2017  
David Benton 2018  
Arlie Sterling 2018  
Arthur Frontczak 2018  
Patrick Snead 2019  
James Tomaszewski 2019  
Joyce Terrio 2019**BOARD OF HEALTH APPOINTMENTS****BOARD OF HEALTH AGENTS**Betsy Fijol 2017  
Wade Saucier 2017  
Carol Greene 2017  
Mark Oram 2017**ANIMAL ADVISORY AGENT**

Hilary Cohen 2017

**EMERGENCY PREPAREDNESS AGENT**

Ed Nolan 2017

**FINANCE DIRECTOR  
APPOINTMENTS****TREASURER /COLLECTOR**

Cheryl A. Kelley

**ASSISTANT TREASURER**

Anne Marie Duggan

**CHIEF ASSESSOR**

Lorraine Fields

**TOWN ACCOUNTANT**Julianne Siewko – retired  
Todd Lindmark - appointed**ASSISTANT TOWN ACCOUNTANT**

Theresa Knowles

**LIBRARY TRUSTEE APPOINTMENTS****DIRECTOR OF LIBRARIES**

Sarina Bluhm

**ASSOCIATE DIRECTOR**

Sarah Ward

**INFORMATION TECHNOLOGY  
and PASSPORTS**

John Spinney

**YOUTH SERVICES LIBRARIAN**

Marissa Antosh

**EARLY CHILDHOOD RESOURCE CENTER**

Connie Jones – retired  
Sharon Ward - appointed

**TECHNICAL SERVICES**

Kathy Astley

**LIBRARY ASSOCIATES**

Courtney Allen  
Anne Czarnowski  
Tamara Dalton  
Emily Ellen  
Carolyn Iacoviello  
Deborah McKinney  
Alice Talerman

**TOWN CLERK APPOINTMENT**

**ASSISTANT TOWN CLERK**

Anthony Turi

**JOINT BOARD OF SELECTMEN CHAIRMAN,  
MODERATOR AND SCHOOL COMMITTEE  
CHAIRMAN APPOINTMENT**

**TRI-COUNTY VOCATIONAL TECHNICAL SCHOOL  
COMMITTEE**

Kathi Hamilton

**BOARD OF SELECTMEN  
APPOINTMENTS**

**TOWN ADMINISTRATOR**

Jack Hathaway

**TOWN COUNSEL**

Murphy, Hesse, Toomey and Lehane, P.C.

**TOWN ADMINISTRATOR  
APPOINTMENTS**

**POLICE DEPARTMENT  
CHIEF OF POLICE**

Charles H. Stone, Jr.

**DEPUTY CHIEF**

Jonathan M. Carroll, Sr.

**LIEUTENANT**

Paul J. Murphy

**SERGEANTS**

David J. Eberle  
Timothy P. Heinz  
Kevin Roake  
Robert J. Shannon

**REGULAR POLICE OFFICERS**

Thomas G. Degnim  
Glen R. Eykel  
Nathan Fletcher  
Susan Fornaciari  
James F. Hazeldine  
David J. Holt  
Koren Kanadianian  
James Lorusso  
James O. Meneses  
Michelle Palladini  
Stephen K. Plympton  
Eric Van Ness  
James Vinson

**RESERVE POLICE OFFICERS**

George Bent  
Kerri Brown  
Matthew DeMartino  
Timothy Flynn  
Robert Forsythe  
Farrah Gray  
Christopher Halacy  
Robert Holst  
Jason Keen  
John Ponte  
John Wayne  
Samual Webb

**POLICE/FIRE COMMUNICATIONS**

Joseph Castellano, full time  
Garin Eisele, full time  
Farrah Gray, full time  
Paul Altmeyer, part time  
Kevin Brady, part time  
Benjamin Campbell, part time  
Kate Howarth, part time  
William Mouyos, part time  
Brendan Penttila, part time

**SPECIAL POLICE OFFICERS**

Hilary Cohen  
Garin Eisele  
Leo Ethier  
Jack Hathaway  
James Kozak  
David McConnell  
Edward Nolan  
Jason Romans  
Viriato Sena  
Charles H. Stone, III  
George Willis

**POLICE CHAPLAINS**

Rev. John Ames, Emmanuel Baptist  
Father John Culloty, St. Jude's  
Rev. Scott Cousineau, Norfolk Federated

**POLICE COMMISSIONERS**

Scott Bugbee  
James Lehan  
Jeffrey Palumbo

**POLICE MATRONS**

Pamela Cartin  
Hilary Cohen  
Farrah Gray

**FIRE DEPARTMENT**

**CHIEF OF FIRE DEPARTMENT**

Coleman C. Bushnell, EMT

**DEPUTY CHIEF**

Peter J. Petrushik, EMT, full time

**LIEUTENANTS**

Michael P. Findlen, Paramedic, full time  
David C. Holmes, Jr. EMT  
Douglas E. Johnston III, Paramedic full time  
John F. Kelley, EMT, full time

**FIRE DEPARTMENT PERSONNEL**

Mark D. Amiot, Paramedic, EMS Dir., full time  
Kevin G. Brady, Paramedic, full time  
William J. Cavalari, Paramedic, full time  
Ryan P. Connolly, EMT  
William R. Getchell, EMT, full time (provisional)  
Charlotte P. Giovanella, Paramedic, full time  
Mark W. Haigh, Paramedic  
Seth F. Hamilton, Paramedic, full time  
Kate L. Howarth, EMT  
David W. Johnston  
Jamie J. Masterson, Paramedic, full time  
Thomas A. Nicholas, Paramedic  
Patrick F. Rockett, Paramedic  
Richard E. Yunker, Paramedic full time  
John C. Zajac, Paramedic

**FOREST WARDEN**

Coleman C. Bushnell, Chief

**DEPARTMENT OF PUBLIC WORKS DIRECTOR**

Robert J. McGhee

**BUILDING COMMISSIONER**

Robert J. Bullock, Jr.

**ZONING OFFICER**

Robert J. Bullock, Jr.

**FENCE VIEWER**

Robert J. Bullock, Jr.

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

Thomas Patnode

**ASSISTANT FENCE VIEWER**

Thomas Patnode

**INSPECTOR OF WIRES**

William R. Bain

**ASSISTANT INSPECTOR OF WIRES**

Peter C. Diamond

**INSPECTOR OF GAS FITTINGS AND PLUMBING INSPECTOR**

Paul Steeves

**ASSISTANT INSPECTOR OF GAS FITTINGS AND ASSISTANT PLUMBING INSPECTOR**

Jerry Smolinsky

**ANIMAL CONTROL OFFICER**

Hilary Cohen

**EMERGENCY MANAGEMENT DIRECTOR**

Edward Nolan

**FIRE OFFICER**

Coleman C. Bushnell, Chief

**BOARDS-COMMISSIONS-COUNCILS**

**Authorized by Statute or Bylaw  
Appointed by Board of Selectmen**

**BOARD OF APPEALS**

Christopher Wider 2017  
Robert Luciano 2018  
Joseph Sebastiano 2019  
Donald Hanssen 2020  
Michael Kulesza 2021

**ASSOCIATE MEMBER**

Jeffrey Chalmers 2017

**COMMUNITY PRESERVATION COMMITTEE**

Vacant, At Large  
Andrea Langhauser, Precinct 1 2018  
Paul Terrio, Precinct 2 2019  
Cynthia Andrade, Precinct 3 2017

**CONSERVATION COMMISSION**

Joyce Terrio 2017  
Daniel Crafton 2017  
John Weddleton 2018  
Michelle Lauria 2019  
Patrick J. Touhey 2019  
Thomas Norton 2019

**COUNCIL ON AGING**

Charlotte Pfischner 2017  
Jason Taleran 2017  
Charlotte Howard 2017  
Janice Axberg 2018  
Richard Connors 2018  
Thomas Mirabile 2018  
Barbara Phillips 2019

Elisabeth Vallee 2019  
 Kathy Burkle 2019

**CULTURAL COUNCIL**

Janyce Conklin 2017  
 Richard Tedoldi 2017  
 Connie Jones 2017  
 Kenneth Spritz 2017  
 Taylor McVay 2018

**DESIGN REVIEW BOARD**

David LaPointe 2019  
 Erin Hunt 2017

**HISTORICAL COMMISSION**

Geraldine Tasker 2017  
 Marcia Johnston 2018  
 Barbara Bartholomew 2018  
 Betsey Whitney 2018  
 Sandra Paquette 2019  
 M. Elizabeth Pyne 2019  
 Gail Sullivan 2019

**METROPOLITAN AREA PLANNING COUNCIL**

Raymond Goff 2017

**MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

Scott Cousineau 2017  
 Mark Henney 2017  
 Thomas Cleverdon 2018  
 R. William Conklin 2018  
 James Lehan 2018  
 Sandra Smith 2018  
 Karen Turi 2018

**NORFOLK COUNTY ADVISORY BOARD**

Patricia Saint Aubin 2017  
 Anne Marie Battistone – alternate 2017

**REGISTRAR OF VOTERS**

David M. Rosenberg – D 2017  
 Girard St. Amand- R 2018  
 Linda Elsmore – D 2019

**VETERANS' SERVICES OFFICER**

R. William Conklin 2017

**INSURANCE ADVISORY COMMITTEE**

Scott Bragdon 2017  
 Neil Cross 2017  
 James Dyer 2017

**NORFOLK ELEMENTARY SCHOOL TRUST**

Kristina McCarthy 2017  
 Marisa Muldowney 2017  
 Lisa Noke 2017

**PUBLIC SAFETY BUILDING COMMITTEE**

James C. Lehan, Board of Selectmen  
 Jack Hathaway, Town Administrator  
 Charles H. Stone, Jr., Police Chief  
 Coleman Bushnell, Fire Chief  
 Robert J. Bullock, Jr., Building Commissioner, (ex-officio)  
 Raymond Goff, Town Planner  
 George Cronin  
 Michael Guidice

**SOUTH WEST AREA PLANNING COUNCIL**

Raymond Goff, Town Planner 2017  
 Robert Nicodemus 2017

**ZONING WORKING COMMITTEE**

(Term expires 12/31/2016)  
 Raymond Goff, Town Planner  
 James Lehan, Selectman – Ex-Officio and Non-Voting  
 Christopher Wider, Zoning Board of Appeals  
 Robert Bullock, Jr., Building Commissioner  
 Joyce Terrio, Conservation Commission  
 John Weddleton, Planning Board  
 Thomas Gilbert, Board of Health  
 Peter Diamond, At-Large Member  
 Erin Hunt, At-Large Member  
 Jane Deway, At-Large Member

**APPOINTMENTS MADE JOINTLY BY BOARD OF SELECTMEN & PLANNING BOARD**

**PLANNING BOARD, ASSOCIATE MEMBER**

Jennifer West 2017

**BOARDS AND COMMITTEES  
 Appointed by the Board of Selectmen**

**CORRECTIONS ADVISORY COMMITTEE**

Kevin Roche 2017  
 Gail Andersen 2017

**ENERGY COMMITTEE**

Andrew Bakinowski 2017  
 Emre Schveighoffer 2017  
 James Gursha 2018

## BOARD OF SELECTMEN

It is our duty and pleasure to provide to you the Annual Report of the activities of the Board of Selectmen.

The members of the Board of Selectmen are the Town's Chief Executive officers under State Law and are each elected to three-year terms. The terms of the Board of Selectmen are staggered so that one is up for election each May. The meetings are usually held twice a month at 7 p.m. in Room 124 of Town Hall. The meetings are typically broadcast live on Comcast channel 22 and Verizon channels 41 and 42. The agendas are posted at least 48 hours on our website [www.norfolk.ma.us](http://www.norfolk.ma.us).

As has been the case for many years, the Town continues to manage within its operating budget as approved by our annual Town Meeting. Norfolk continues to be a desirable community, and has consistently been rated as one of the safest communities in the Commonwealth of Massachusetts. Several large developments are presently before our Planning Board and Zoning Board of Appeals. Rapid new growth presents a challenge to our schools, and infrastructure, and must be managed carefully.

The Water Department has identified a promising well source to provide much needed redundancy and meet capacity projections for the foreseeable future. Technical evaluations are ongoing and regulatory approvals will be required.

The new Police Station and Fire Station projects approved last year by the community are progressing. Located on Sharon Avenue, construction on the Police Station will begin in the Spring of 2017. The Station will also be the host site for the Metacomet Regional Emergency Communications (REC) dispatch center that will serve the towns of Norfolk, Wrentham, Plainville and Franklin. In addition to providing much needed redundancy, the REC will be outfitted with state of the art "911" communications capability courtesy of state grant funding.

Completion of the new Police Station is anticipated in late 2018. The Police will then relocate and the renovation of the Fire Station on Main Street will begin. New vehicle bays will also be added to accommodate our larger vehicles. Project completion is expected by the end of 2019.

In recent years, focus and resources have been expended to build the new Freeman Kennedy Elementary School Building. The next significant capital expenditure will be a new roof for the H. Olive Day School during the Summer of 2018.

In May of 2016, the annual town election was held, and Jim Lehan was re-elected to a fifth consecutive term. The Board reorganized with Jeff Palumbo becoming Chair, Scott Bugbee becoming Vice-Chair and Jim Lehan becoming Clerk.

The Board recognizes the loss of citizens who have served our community: Helen Cleary, Louis Falcone, Mary Powers, Carole McDonald, and Harry Neale, Jr.

The Board wishes to thank all the volunteers who give of their time and talent for the betterment of our Town. The wonderful community we have depends on the involvement of its residents. We encourage others to get involved. You will be richly rewarded.

Respectfully submitted,

Jeff Palumbo, Chair  
Scott Bugbee, Vice-Chair  
Jim Lehan, Clerk

## ANNUAL REPORT OF THE TOWN CLERK

I would like to take this opportunity to thank the residents of Norfolk. It has been an honor and a privilege to serve as your Town Clerk. I would also like to give recognition and thanks to our Assistant Town Clerk, Anthony Turi. Anthony has been a huge asset to the office, and his willingness to serve the residents of Norfolk has made him an invaluable addition to the town.

As always, a very special thanks needs to be given to Deborah McGonagle, Norfolk's Election Warden, and my election staff of over 50 residents. Without their continued commitment and sense of community service, our elections would not run as smoothly and efficiently as we have come to enjoy. I also extend my thanks to the School Department, and the Police Department for their valued assistance and cooperation in the election process.

The Town Clerks office oversaw 5 elections during 2016, including a special Town Election and the Presidential Primary. For the Presidential Primary held on March 1, 2016 we had a turnout of over 55% of registered voters and the turnout for the General Election on November 8, 2016 was 88%.

Especially noteworthy was that the November 8th election was the first opportunity for registered voters in Massachusetts to cast a ballot early. My office held extended hours during the 2 week period of early voting, including Friday evenings and Saturdays. I am proud to report that Norfolk was awarded a Gold Medal for our early voting efforts by the Massachusetts Election Modernization Coalition. Over 2,600 ballots were cast early, which was 36% of the total votes cast in the election.

### VITAL STATISTICS

#### **Births:**

Boys - 45

Girls - 49

#### **Marriages:**

##### **January**

Ruby Ellen Young and Rachael Charlotte Warden

##### **April**

John Paul Murphy III and Jane Martha Wahu

##### **May**

Glenn William Howard and Christine Elizabeth LePage

##### **June**

Daniel Patrick Sullivan and Alexandria Paula DeAngelis

Garrick Arthur Cronin and Gina Domenica Lorusso

##### **July**

Daniel Tower Quinn and Allison Caitlin Murphy

Shariff Mohammad and Barerah Masood

Eric William Zettergren and Kathleen Carroll O'Holloran

Ryan Michael Thompson and Amanda Shanley

Timothy V. LeBlanc and Michelle E. Rousseau

**August**

Mark Joseph Sluzar and Jaclyn Hall Collotta  
Marc Victor Abbott and Stefanie Nicole Bemis

**September**

Robert Aleander Paquette and Nicole Marie Abramson  
David Joseph Walsh and Michelle Alexandria Booth  
Patrick Robert Chipman and Jacqueline Eunjee Hwang  
Gregory Thomas King II and Amanda Marie Moreau

**October**

Marcello Vincenzo Dante Santore and Christine Deborah Lowe  
Joel Daniel Lee and Wendy Hsin-Ju Huang

**November**

Michael Gerald Ricciardelli and Tara Christine Whalley  
Kevin Robert Wallace Jr. and Jillian Nicole Guzinski

**December**

Nathan Preston Rae and Brielyn Nicole Sexeny  
Kyle Adrienne Pribish and Sinead Marie McSharry

**Deaths:****January**

Paul Brennan age 76, John Canning age 54, Louis Falcone age 91, Mary Powers age 100, Lillian Ray age 92

**February**

Donna Aubin age 54, Douglas Noonan age 62, Carl Verderame age 94,

**March**

Alexander Jackson age 25, Barbara Louison age 92, Winifred McCarthy age 93, John Shearns Jr. age 71, Josephine Thompson age 96

**April**

Muriel Berg age 87, David Cook age 86, Herman Kern age 87, Dennis Dowd age 76, Jean Jianos age 85, Joan Lally age 86, Pamela Revell age 59

**May**

David Down age 68, Leo Mahoney age 66, Robert Marshall age 80, Margaretha Euwen De Krijger McDonough age 93

**June**

Charles Carroll Jr. Age 72, Darlene Crump age 78, Betty Govers age 78, Carole McDonald age 75, Loretta Morse age 80, Michael Neault age 22, Joan White age 84

**July**

Winifred Cargill age 90, Mary Deeb age 92, George Gallagher age 75, Pauline Roche age 90, Irene Tea age 90

**August**

Judith Longobardi age 76, Joseph Moses age 29, Stuart Peppard age 76

**September**

Arthur Duhamel age 76, Carol Long age 73, Patrick Mitchell age 87, Mark Noucher age 59

**October**

Leonard Baker age 75, Anthony Bellafiore age 84, Anthony Cintolo age 89, Rachelle Fisher age 34, David Fleury age 37, Rosa DaSilva Ministro age 97

**November**

Joseph Behnke Jr. age 43, Helen Cleary age 96, Debora Conrad age 63, Paul Crowley age 69, Alan Greenstein age 71, Eric Anderson age 89

**December**

Arthur Brown age 93, Nils Karlsson age 84, James Porter age 59, Judith Werner age 74

**ELECTED OFFICERS**                      **TERM  
EXPIRES**

**MODERATOR**

Jason Talerman                      2019

**BOARD OF SELECTMEN**

Jeffrey Palumbo                      2017

Scott Bugbee                      2018

James C. Lehan                      2019

**TOWN CLERK**

Carol Greene                      2017

**BOARD OF ASSESSORS**

Patricia J. Salamone                      2017

Andrew Bakinowski                      2018

Kathleen Mullineaux                      2019

**BOARD OF HEALTH**

Cheryl Dunnington                      2017

Thomas Gilbert                      2018

Jeffrey Kane                      2019

**LIBRARY TRUSTEES**

Glenn Hill                      2017

Kumkum Malik                      2018

Kenneth W. Nelson                      2019

**HOUSING AUTHORITY**

Herbert Mores                      2017

Robert Shannon                      2018

Elizabeth Lehan                      2020

Heidi Compagnone                      2021

Margaret Drisko-Johnson

State appointment

**PLANNING BOARD**

Steven G. McClain                      2017

John Weddleton                      2017

Michelle Maheau                      2018

Jennifer West                      2019

Walter Byron 2019

RECREATION COMMISSION

Thomas Terpstra 2017  
R. Kevin Doolin 2017  
James C. Lehan 2018  
Liza Carreiro 2019  
Todd Lindmark 2019

NORFOLK SCHOOL COMMITTEE

Jeffrey Curry 2017  
Paul Cochran Jr. 2017  
Mark Flaherty 2018  
Jeffrey Chalmers 2018  
Thomas Doyle 2019

KING PHILIP REGIONAL SCHOOL  
COMMITTEE

Noelle Tonelli 2017  
Michael Gee 2018

CONSTABLES

Paul Terrio 2017  
Mark Flaherty 2019

BOARD OF HEALTH APPOINTMENTS

BOARD OF HEALTH AGENTS

Betsy Fijol 2017  
Tom Houston 2017  
Wade Saucier 2017  
Carol Greene 2017

ANIMAL ADVISORY AGENT

Hilary Cohen 2017

SANITARIAN

Mark Oram 2017

TOWN CLERK APPOINTMENT

ASSISTANT TOWN CLERK

Anthony Turi 2017

MODERATOR APPOINTMENT  
ADVISORY COMMITTEE

Jonathan Hurwitz 2017  
Stephen McDonough 2017

Margaret Drisko	2017
David Benton	2018
Arlie Sterling	2018
Arthur Frontczak	2018
Patrick Snead	2019
James Tomaszewski	2019
Joyce Terrio	2019

### **VOTER REGISTRATION**

The Town Clerk acting in the capacity as a Registrar of Voters held five late night voter registration sessions pursuant to Chapter 51, Section 28 of the Massachusetts General Laws. During 2016, the number of registered voters in Norfolk increased by 1059. As-of December 31, 2016 there are 7,026 registered voters in the Town of Norfolk. A resident can register to vote or change their registration at my office in the Town Hall.

Republican – 1280 voters  
 Democrat – 1328 voters  
 Unenrolled (Independent) – 4378 voters  
 Other Registrations – 40 voters.

### **RESULTS FROM THE SPECIAL TOWN ELECTION HELD ON JANUARY 19 2016**

The residents of the Town of Norfolk came together on January 19, 2016 at the Freeman Kennedy School, 70 Boardman St. Norfolk, MA, and passed by a 658 YES to 613 NO votes by counted ballots, the following Proposition 2 ½ debt exclusion:

“Shall the Town of Norfolk be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to construct the Norfolk Police Station to be located at 14 Sharon Avenue and the renovation of and addition to the building located at 117 Main Street to be the Norfolk Fire Station, which is currently the Public Safety Building, and all costs incidental and related thereto?”

### **RESULTS FROM THE MARCH 1, 2016 PRESIDENTIAL PRIMARY**

<b><i>Democratic</i></b>		<b><i>Republican</i></b>	
<b><i>Presidential Preference</i></b>		<b><i>Presidential Preference</i></b>	
Blanks	3	Blanks	3
Bernie Sanders	958	Jim Gilmore	3
Martin O'Malley	7	Donald J. Trump	720
Hillary Clinton	765	Ted Cruz	153
Roque "Rocky" De La Fuente	2	George Pataki	2
No Preference	6	Ben Carson	38
Write-In	8	Mike Huckabee	5
<b><i>State Committee Man</i></b>		Rand Paul	7
Blanks	668	Carly Fiorina	2
Bill Bowles	1065	Rick Santorum	0
Write-In	13	Chris Christie	4
<b><i>State Committee</i></b>		Marco Rubio	368

**Woman**

Blanks 645  
 Ellen L. Parker 1098  
 Write-In 3

**Town Committee**

Blanks 2379  
 Group 1 622  
 Group 2 483

Blanks 50509

Peter M. Gee 776  
 Daniel Fallon 703  
 Margaret M. Callahan 717  
 Eleanor M. Fallon 673  
 Margaret Drisko-Johnson 728  
 Jason Talerman 763  
 Alice R. Talerman 743  
 Lynn M Gilleland 702  
 Ross L. Gilleland 704  
 MaryEllen Horgan-Currier 745  
 Thomas Harrison Currier 713  
 Pamela A. Russell 570  
 David M. Rosenberg 590  
 Raphael J. Maliakal 546

Theresa A. Cronin 689  
 Write-In 64  
     Herbert Mores 15  
     Mrudula Patel 15  
     Ann Willever 12  
     Martin Jacobson 15

**Green-Rainbow****Presidential Preference**

Blanks 0  
 Sednam Kinamo Christin 0  
 Moyowasifza 1  
 Jill Stein 0  
 William p. Kreml 0  
 Kent Mesplay 0

Darryl Cherney 0

No Preference 0  
 Write-In 1

**State Committee Man**

Jeb Bush 16  
 John R. Kasich 421  
 No Preference 8  
 Write-In 8

**State Committee****Man**

Blanks 222  
 Earl H Sholley 1024  
 Carl Nelson 503  
 Write-In 4

**State Committee****Woman**

Blanks 457  
 Patricia St. Aubin 1280  
 Write-In 12

**Town Committee****Group**

Blanks 1047  
 Group 1 694

Blanks 48778  
 Patricia St. Aubin 856  
 Ralph M. Greggs 735  
 Gregory L. Marliss 809  
 Mats Samuelson 732  
 Anne Marie 756  
 Battistone-Garcia 762  
 Jonathan P. Smith 840  
 Robert J. Garrity 817  
 Mary R. Sharkey 867  
 John P. Hathaway 798  
 Earl H Sholley 778  
 Peter O'Neil 733  
 Dortohy Grover 758  
 Mirliss 864  
 David C. Lutes 1072

Shawn C. Dooley 0  
 No Preference 37  
 Write-In

**United****Independent****Presidential Preference**

Blanks 0  
 No Preference 0

Blanks	1	Write-In	1
		<b>State Committee</b>	
Write-In	1	<b>Man</b>	
<b>State Committee</b>			
<b>Woman</b>		Blanks	0
Blanks	1	Write-In	1
		<b>State Committee</b>	
Write-In	1	<b>Woman</b>	
<b>Town Committee</b>		Blanks	0
Blanks	20	Write-In	1
Write-In	0	<b>Town Committee</b>	
		Blanks	10
		Write-In	0

### RESULTS FROM THE ANNUAL TOWN ELECTION HELD ON MAY 3, 2016

<b>Selectmen</b>		<b>Library Trustee</b>	
Blanks	172	Blanks	205
James C Lehan	497	Kenneth W. Nelson	485
Write-In	12	Write-In	1
<b>Board of Assessors</b>		Blanks	13
Blanks	195	Jason Talerman	414
Kathleen J. Mullineaux	492	David M. Rosenberg	263
Write-In	4	Write-In	1
<b>Constable</b>		<b>Norfolk School Committee</b>	
Blanks	53	Blanks	202
Mark E. Flaherty	364	Thomas Francis Doyle	485
Daniel Fallon	273	Write-In	4
Write-In	1	<b>Planning Board</b>	
<b>Board of Health</b>		Blanks	324
Blanks	642	Walter J Byron	426
Write-In	49	Gregg A Damiano	246
Jeff Kane	14	Jennifer West	381
Peter Chipman	12	Write-In	5
<b>Housing Authority</b>		<b>Recreation Commission</b>	
Blanks	201	Blanks	841
Heidi E. Compagnone	487	Todd A. Lindmark	504
Write-In	3	Write-In	37
		Liza Carrera	22

### Results from the September 8, 2016 State Primary

**Democratic****Representative in Congress**

Blanks	76
Joseph P. Kennedy, III	251
Write-In	23

**Councillor**

Blanks	129
Robert L. Jubinville	218
Write-In	

**Senator in General Court**

Blanks	141
Kristopher K. Aleksov	201
Write-In	8

**Representative in General Court**

Blanks	102
Write-In	248
Brian Hamlin	153
Shawn Dooley	78

**Sheriff**

Blanks	117
Michael G. Bellotti	231
Write-In	

**County Commissioner**

Blanks	304
Francis W. O'Brien	207
Joseph P. Shea	183

Write-In	6
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**Green Rainbow Representative in Congress**

Blanks	0
Write-In	0

**Councillor**

Blanks	0
Write-In	0

**Senator in General Court**

Blanks	0
Write-In	0

**Representative in General Court****Republican****Representative in Congress**

Blanks	46
David A. Rosa	152
Write-In	7

**Councillor**

Blanks	56
Brad Williams	148
Write-In	1

**Senator in General Court**

Blanks	19
Richard J. Ross	184
Write-In	2

**Representative in General Court**

Blanks	21
Shawn C. Dooley	164
Write-In	20
Brian Hamlin	14

**Sheriff**

Blanks	173
Write-In	32

**County Commissioner**

Blanks	390
Write-In	20

**United Independent Representative in Congress**

Blanks	2
Write-In	2

**Councillor**

Blanks	4
Write-In	0

**Senator in General Court**

Blanks	3
Write-In	1

**Representative in General Court**

Blanks	2
Write-In	2

**Sheriff**

Blanks	0	Blanks	3
Write-In	0	Write-In	1
<b>Sheriff</b>		<b>County Commissioner</b>	
Blanks	0	Blanks	8
Write-In	0	Write-In	0
<b>County Commissioner</b>			
Blanks	0		
Write-In	0		

**Results from the November 8, 2016 General Election**

<b>Electors of Pres &amp; VP</b>			<b>Sheriff</b>	
Blanks		95	Blanks	1765
Clinton and Kaine		2955	Michael G. Bellotti	4285
Johnson and Weld		391	Write-In	79
Stein and Baraka		60		
Trump and Pence		2458	<b>County Commissioner</b>	
Write-In		181	Blanks	6829
			Francis W. O'Brien	3671
<b>Representative in Congress</b>			Joseph P. Shea	1653
Blanks		224	Write-In	76
Joseph P. Kennedy, III		3544		
David A. Rosa		2366	<b>Question 1</b>	
Write-In		3	Blanks	214
			Yes	2084
<b>Councillor</b>			No	3838
Blanks		734		
Robert L. Jubinville		2668	<b>Question 2</b>	
Brad Williams		2727	Blanks	118
			Yes	2546
<b>Senator in General Court</b>			No	3473
Blanks		577		
Richard J. Ross		4101	<b>Question 3</b>	
Kristopher K. Aleksov		1448	Blanks	129
Write-In		8	Yes	4695
			No	1312
<b>Representative in General Court</b>				
Blanks		248	<b>Question 4</b>	
Shawn C. Dooley		3566	Blanks	79
Brian P. Hamlin		2320	Yes	2977
Write-In		2	No	3082

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***Minutes from the Annual Town  
Meeting May 10, 2016***

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NORFOLK, ss.

ANNUAL TOWN MEETING MINUTES – MAY 10, 2016

On Tuesday, the 10th day of May 2016, at 7:07 p.m. Moderator Jason Talerma called the Annual Town Meeting to order. This meeting was held at the King Philip Middle School, 18 King Street, Norfolk, MA 02056. Norfolk Boy Scout Troup 80 led the audience in the Pledge of Allegiance. Mr. Moderator called for a moment of silence for residents Marjorie Cribby and Vi Ingraham, who had passed away during the previous year and were being remembered for their service to the town. This was followed by introductions of the Town Clerk – Carol Greene, Assistant Town Clerk – Anthony Turi, the Board of Selectmen – Scott Bugbee, James Lehan and Jeffrey Palumbo, Town Administrator – Jack Hathaway, Town Counsel – David DeLuca from Murphy Hesse Toomey and Lehane LLP, the Advisory Board: Patrick Snead, David Benton, James Tomaszewski, Jonathan Hurwitz, Arthur Frontczak, Arlie Sterling, Steven McDonough, Margaret Drisko, Lisa Keating and Advisory Board Administrative Assistant Susan Jacobson.

Mr. Moderator waived the reading of the warrant and instructed the citizens in attendance on the rules of Town Meeting. There were 122 registered voters in attendance.

Selectman James Lehan and Selectman Jeffrey Palumbo announced the 2 newest additions to the recognition plaque for residents who have been of great service to the Town of Norfolk, – Walter Holmes and Thomas Gilbert.

**ARTICLE 1 - No Motion Required**

To choose by ballot, the following Town officers: One Moderator for a three year term; one Selectman for a three year term; one Assessor for a three year term; one Board of Health member for a three year term; one Constable for a three year term; one member of the Housing Authority for a five year term; one Library Trustee for a three year term; two Planning Board members for three year terms; two Recreation Commission members for three year terms; and one Norfolk School Committee member for a three year term.

**ARTICLE 2 - IP – no unpaid bills**

**Motion Made and Supported by Dave Benton**

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

**MR. MODERATOR,**

**I MOVE TO INDEFINITELY POSTPONE ARTICLE 2.**

**ARTICLE 3 - approved unanimous  
Motion Made and Supported by Dave Benton**

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, 2016; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE THE TRANSFERS AS DISPLAYED ON THE SCREEN AND PROVIDED IN THE HANDOUT.**

**ARTICLE 3, May 10, 2016**

**Transfers**

General Fund

Account	Description	From Amount	To Amount
011322-578000	Reserve Fund	\$20,000	
011551-511000	IT Salaries	\$8,000	
011582-578000	Tax Title Foreclosures	\$10,000	
011611-511000	Town Clerk Salaries	\$15,000	
011621-511000	Elections Salaries	\$2,500	
012101-511000	Police Salaries	\$20,000	
014201-511000	Highway Salaries	\$2,200	
014221-511000	Grounds Div. Salary	\$17,500	
014251-511000	Vehicle Maintenance Salaries	\$5,000	
014262-578000	Town Vehicle Fuel	\$26,800	
014331-511000	Transfer Station Salaries	\$17,000	
014911-511000	Cemetery Salaries	\$1,000	
016101-511000	Librarian Salaries	\$20,000	
017152-592000	Other Debt Costs	\$5,000	
-----	Free Cash	<u>\$33,000</u>	
		<b>\$203,000</b>	
011301-511000	Finance Salaries		\$7,000
011512-530400	Town Counsel		\$30,000
011622-578000	Election Expenses		\$2,500
011701-511000	Land Use Salaries		\$300
012201-511000	Fire Salaries		\$20,000
012312-578000	Ambulance Billing		\$3,000
012921-511000	Animal Control Salaries		\$600
014101-511000	DPW Admin Salaries		\$2,000
014232-511000	Snow & Ice		\$100,600
015432-578000	Veterans Benefits		\$2,000
016301-511000	Recreation Salaries		\$2,000
0201-capital	Personal Protective Equip. Gear Dryer (Fire)		\$14,000
0201-capital	ABI-Infield Groomer		<u>\$19,000</u>
			<b>\$203,000</b>

Inter Account Transfers

2101-595000	Snow & Ice Revolving Fund	\$16,150	
014232-511000	Snow & Ice		\$16,150
		<b>\$16,150</b>	<b>\$16,150</b>

**ARTICLE 4 - approved unanimous  
Motion Made and Supported by Dave Benton**

*To see if the Town will vote to amend the Town of Norfolk Board of Selectmen's Human Resource Policy, Schedule B. COMPENSATION SCHEDULE by applying a general increase of 1.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2016; or take any other action relative thereto.*

**MR. MODERATOR,**

**I MOVE TO AMEND THE TOWN OF NORFOLK PERSONNEL BYLAWS SCHEDULE B. COMPENSATION SCHEDULE BY APPLYING A GENERAL INCREASE OF 1.5% TO ALL STEPS ON THE COMPENSATION SCHEDULE EFFECTIVE JULY 1, 2016.**

**ARTICLE 5 – approved unanimous  
Motion Made and Supported by Dave Benton**

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 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, 2016; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE THAT THE TOWN FIX THE SALARY AND COMPENSATION OF THE ELECTED POSITION OF TOWN CLERK AT \$69,046.06 AS PROVIDED FOR BY MASSACHUSETTS GENERAL LAWS, CHAPTER 41, SECTION 108 FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2016, AND FURTHER TO RAISE AND APPROPRIATE \$37,625,024 TO DEFRAY THE DEPARTMENTAL AND INCIDENTAL EXPENSES OF THE TOWN NOT OTHERWISE PROVIDED FOR, FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2016.**

**TOWN OF NORFOLK - FISCAL 2017 GENERAL FUND BUDGET**

		FY16 Adjusted Budget	FY17	Change	%
<b>Facilities Management</b>					
	Salary	\$57,609	\$58,806		
	Facilities Management Expense	\$521,150	\$459,500		
	Total	\$578,759	\$518,306	(\$60,453)	-10.4%
<b>(INFORMATIONAL)</b>					
	Expense	\$3,700	\$4,700	\$1,000	27.0%
	Town Hall	\$95,400	\$88,900	(\$6,500)	-6.8%
	Senior Center	\$41,850	\$41,850	\$0	0.0%
	Old Town Hall & Garage	\$2,850	\$2,850	\$0	0.0%
	P/F Station	\$73,700	\$70,550	(\$3,150)	-4.3%
	Solar Power Generation	\$110,000	\$110,000	\$0	0.0%
	Elementary Electricity	\$50,000	\$50,000	\$0	0.0%
	Library	\$68,650	\$65,650	(\$3,000)	-4.4%
	Major Maintenance	\$75,000	\$25,000	(\$50,000)	-66.7%
	Sub-Total	\$521,150	\$459,500	(\$61,650)	-11.8%
<b>Town Clerk</b>					
	Salary	\$120,141	\$103,484		
<b>Elections</b>					
	Expense	\$24,900	\$34,360		
<b>Voter Registration</b>					
	Total	\$145,041	\$137,844	(\$7,197)	-5.0%
<b>Conservation</b>					
	Salary	\$26,353			
	Expense	\$678			
	Total	\$27,031	\$0	(\$27,031)	-100.0%
<b>Planning Board</b>					
	Salary				
	Expense	\$47,100	\$15,000		
	Total	\$47,100	\$15,000	(\$32,100)	-68.2%
<b>Zoning Board of Appeals</b>					
	Salary				
	Expense	\$60			
	Total	\$60	\$0	(\$60)	-100.0%
<b>Land Use Department</b>					
	Salary	\$162,943	\$214,275		
	Expense	\$16,500	\$30,700		
	Total	\$179,443	\$244,975	\$65,532	36.5%
<b>Town Reports</b>					
	Expense	\$3,300	\$3,300		
	Total	\$3,300	\$3,300	\$0	0.0%
<b>GENERAL GOVERNMENT</b>		<b>\$2,464,985</b>	<b>\$2,387,197</b>	<b>(\$77,788)</b>	<b>-3.2%</b>
<b>PUBLIC SAFETY</b>					
<b>Police</b>					
	Salary	\$2,200,864	\$2,292,051		
	Expense	\$142,850	\$130,000		
	Total	\$2,343,714	\$2,422,051	\$78,337	3.3%
<b>Fire &amp; Ambulance</b>					
	Salary	\$1,470,240	\$1,545,479		
	Expense	\$107,182	\$100,332		
	Total	\$1,577,422	\$1,645,811	\$68,389	4.3%
<b>Ambulance Billing</b>					
	Expense	\$16,000	\$19,000		
	Total	\$16,000	\$19,000	\$3,000	18.8%
<b>Building Dept</b>					
	Salary	\$261,077	\$274,517		
	Expense	\$11,100	\$10,000		
	Total	\$272,177	\$284,517	\$12,340	4.5%
<b>Weights &amp; Measure</b>					

# TOWN OF NORFOLK - FISCAL 2017 GENERAL FUND BUDGET

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		FY16 Adjusted Budget	FY17	<u>Change</u>	<u>%</u>
<b>GENERAL GOVERNMENT</b>					
<b>Moderator</b>					
	Salary				
	Expense	\$49	\$49		
	Total	\$49	\$49	\$0	0.0%
<b>Selectmen/Town Admin.</b>					
	Salary	\$235,222	\$244,224		
	Expense	\$30,000	\$32,500		
	Total	\$265,222	\$276,724	\$11,502	4.3%
<b>Advisory</b>					
	Salary	\$7,500	\$7,500		
	Expense	\$7,650	\$7,650		
	Sub Total	\$15,150	\$15,150	\$0	0.0%
	<b>Reserve Fund</b>	\$50,000	\$25,000		
	Advisory Board Total	\$65,150	\$40,150	(\$25,000)	-38.4%
<b>Municipal Finance</b>					
	Salary	\$596,000	\$596,835		
	Expense	\$149,310	\$159,039		
	Audit	\$44,000	\$44,000		
	Total	\$789,310	\$799,874	\$10,564	1.3%
<b>Board of Assessors</b>					
	Salary				
	Recertification	\$27,000	\$14,500		
	Expense	\$1,500			
	Total	\$28,500	\$14,500	(\$14,000)	-49.1%
<b>Town Counsel</b>					
	Retainer Fees	\$80,000	\$80,000		
	Total	\$80,000	\$80,000	\$0	0.0%
<b>Human Resources</b>					
	Salary	\$92,920	\$93,083		
	Expense	\$2,500	\$2,500		
	Total	\$95,420	\$95,583	\$163	0.2%
<b>Information Technology</b>					
	Salary	\$65,600	\$72,892		
	Expenses	\$70,000	\$70,000		
	Total	\$135,600	\$142,892	\$7,292	5.4%
<b>Tax Title/Foreclosure</b>					
	Expense	\$25,000	\$18,000		
	Total	\$25,000	\$18,000	(\$7,000)	-28.0%

**TOWN OF NORFOLK - FISCAL 2017 GENERAL FUND BUDGET**

	FY16 Adjusted Budget	FY17	Change	%
Emergency Management	Salary			
	Expense	\$1,000	\$1,000	
	Total	\$1,000	\$1,000	\$0 0.0%
Animal Inspector	Salary	\$700	\$700	
	Expense	\$900	\$900	
	Total	\$1,600	\$1,600	\$0 0.0%
Animal Control	Salary	\$2,350	\$2,420	
	Expense	\$200	\$200	
	Total	\$2,550	\$2,620	\$70 2.7%
Fire/Police Comm	Salary	\$51,168	\$53,474	
	Expense	\$6,000	\$6,000	
	Total	\$57,168	\$59,474	\$2,306 4.0%
Fire/Police Comm	Salary	\$268,082	\$278,828	
	Regional	\$25,000	\$36,000	
	Expense	\$11,100	\$11,100	
	Total	\$304,182	\$325,928	\$21,746 7.1%
<b>Total Public Safety</b>	<b>\$4,575,813</b>	<b>\$4,762,001</b>	<b>\$186,188</b>	<b>4.1%</b>
<b>EDUCATION</b>				
Norfolk Elementary	\$10,876,598	\$11,310,977	\$434,379	4.0%
King Philip Regional (Operating)	\$7,709,800	\$7,830,731	\$120,931	1.6%
Capital Assessment		\$0	\$0	
Turf Assessment		\$12,850	\$12,850	100.0%
Norfolk Agricultural School	\$20,548	\$21,571	\$1,023	5.0%
Tri-County	\$633,187	\$530,374	(\$102,813)	-16.2%
<b>Total Education</b>	<b>\$19,240,133</b>	<b>\$19,706,503</b>	<b>\$466,370</b>	<b>2.4%</b>
<b>PUBLIC WORKS</b>				
DPW Administration	Salary	\$144,976	\$155,816	
	Expense	\$86,526	\$79,538	
	Total	\$231,502	\$235,354	\$3,852 1.7%
Highway	Salary	\$233,535	\$241,663	
	Expense	\$123,000	\$144,000	
	Total	\$356,535	\$385,663	\$29,128 8.2%
Vehicle Maintenance	Salary	\$144,849	\$148,689	
	Expense	\$147,315	\$159,948	
	Total	\$292,164	\$308,637	\$16,473 5.6%
Grounds Municipal	Salary	\$252,749	\$254,239	
	Expense	\$36,241	\$45,720	
	Total	\$288,990	\$299,959	\$10,969 3.8%
Grounds - Cemetery	Salary	\$17,869	\$18,519	
	Expense	\$6,800	\$16,800	
	Total	\$24,669	\$35,319	\$10,650 43.2%
Custodian of Veteran Graves	Salary	\$4,018	\$4,018	
	Expense	\$4,018	\$4,018	
	Total	\$4,018	\$4,018	\$0 0.0%
Tree Warden				

**TOWN OF NORFOLK - FISCAL 2017 GENERAL FUND BUDGET**

01/10/17

		FY16 Adjusted Budget	FY17	Change	%
Shade Tree	Salary Expense Total	\$0	\$0	\$0	0.0%
	Expense Total	\$0	\$0	\$0	0.0%
<b>Total Public Works</b>		<b>\$1,197,878</b>	<b>\$1,268,950</b>	<b>\$71,072</b>	<b>5.9%</b>
<b>SHARED/FIXED COSTS (Administered by DPW)</b>					
Road Program	Total	\$1	\$1	\$0	0.0%
<b>Non - Appropriated Funds Road Program (Chapter 90)</b>		<b>\$391,048</b>	<b>\$392,833</b>		
Landfill	Expense Total	\$91,676	\$91,676	\$0	0.0%
	Expense Total	\$91,676	\$91,676	\$0	0.0%
Snow & Ice	Expense Total	\$200,000	\$200,000	\$0	0.0%
	Expense Total	\$200,000	\$200,000	\$0	0.0%
Street Lighting	Expense Total	\$11,378	\$5,700	(\$5,678)	-49.9%
	Expense Total	\$11,378	\$5,700	(\$5,678)	-49.9%
Town Vehicle Fuel	Expense Total	\$103,018	\$87,046	(\$15,972)	-15.5%
	Expense Total	\$103,018	\$87,046	(\$15,972)	-15.5%
<b>Total Shared / Fixed Costs</b>		<b>\$406,073</b>	<b>\$384,423</b>	<b>(\$21,650)</b>	<b>-5.3%</b>
<b>Transfer Station</b>					
Transfer Station	Salary	\$230,696	\$235,595		
	Expense	\$159,245	\$159,738		
	Total	\$389,941	\$395,333	\$5,392	1.4%
<b>Total Transfer Station</b>		<b>\$389,941</b>	<b>\$395,333</b>	<b>\$5,392</b>	<b>1.4%</b>
<b>HUMAN SERVICES</b>					
Board of Health	Salary Expense Total	\$17,600	\$17,450	(\$150)	-0.9%
	Expense Total	\$17,600	\$17,450	(\$150)	-0.9%
Special Programs	SNCARC Total	\$4,025	\$4,025	\$0	0.0%
	Expense Total	\$4,025	\$4,025	\$0	0.0%
Council on Aging	Salary	\$128,295	\$131,889		
	Expense	\$5,281	\$5,281		
	Total	\$133,576	\$137,170	\$3,594	2.7%
Veteran's Services	Salary	\$5,871	\$6,048		
	Expense	\$25,000	\$27,000		
	Total	\$30,871	\$33,048	\$2,177	7.1%
<b>Total Human Services</b>		<b>\$186,072</b>	<b>\$191,693</b>	<b>\$5,621</b>	<b>3.0%</b>
<b>CULTURE AND RECREATION</b>					
Library					

## TOWN OF NORFOLK - FISCAL 2017 GENERAL FUND BUDGET

	FY16 Adjusted Budget	FY17	Change	%
Salary	\$420,857	\$404,803		
Expense	\$145,928	\$161,350		
<b>Total</b>	<b>\$566,785</b>	<b>\$566,153</b>	<b>(\$632)</b>	<b>-0.1%</b>
<b>Recreation</b>				
Salary	\$95,000	\$102,978		
Expense	\$1,500	\$1,610		
<b>Total</b>	<b>\$96,500</b>	<b>\$104,588</b>	<b>\$8,088</b>	<b>8.4%</b>
<b>Historical Commission</b>				
Expense	\$250	\$250		
<b>Total</b>	<b>\$250</b>	<b>\$250</b>	<b>\$0</b>	<b>0.0%</b>
<b>Memorial Day</b>				
Expense	\$750	\$750		
<b>Total</b>	<b>\$750</b>	<b>\$750</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Culture &amp; Rec.</b>				
	\$664,285	\$671,741	\$7,456	1.1%
<b>FIXED COSTS</b>				
Employee Benefits	\$4,094,704	\$4,394,352	\$299,648	7.3%
Building/Liability Insurance	\$325,000	\$350,000	\$25,000	7.7%
<b>Total Fixed Costs</b>	<b>\$4,419,704</b>	<b>\$4,744,352</b>	<b>\$324,648</b>	<b>7.3%</b>
<b>Sub Total</b>	<b>\$33,544,884</b>	<b>\$34,512,193</b>	<b>\$967,309</b>	<b>2.9%</b>
<b>DEBT SERVICE</b>				
Water Department				
Exempt Debt				
King Philip Exempt Debt			\$0	
Non - Exempt Debt Service	\$545,402	\$692,532	\$147,130	27.0%
<b>Total Local Debt Service</b>	<b>\$545,402</b>	<b>\$692,532</b>	<b>\$147,130</b>	<b>27.0%</b>
<b>TOTAL OPERATING BUDGET WITHOUT EXEMPT DE</b>	<b>\$ 34,090,286</b>	<b>\$ 35,204,725</b>	<b>\$ 1,114,439</b>	<b>3.3%</b>
	\$0	\$0	\$0	
<b>TOTAL OPERATING BUDGET</b>	<b>\$34,090,286</b>	<b>\$35,204,725</b>	<b>\$ 1,114,439</b>	<b>3.5%</b>
	Local	\$1,702,766		
	King Philip	\$717,534		
	Total - Exempt Debt	\$2,420,300		
	<b>Grand Total</b>	<b>\$37,625,025</b>		
<b>REVENUES</b>				
Municipal Tax Revenue		\$27,313,388		
Local Receipts		\$3,469,941		
State Aid		\$4,060,597		
Deby Exclusion		\$2,420,300		
General Fund Excluded Revenue & SBAB Funding		\$0		
Other Sources		\$360,799		
<b>Total Operating Budget Sources</b>		<b>\$37,625,024</b>		
<b>Surplus / (Deficit)</b>			<b>(\$0)</b>	

**Town of Norfolk  
Proposed Employee Benefits**

	<u>FY14</u>	<u>FY14 Act</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>Change</u>	<u>%</u>
Medical Insurance	\$1,800,000	\$1,687,362	\$1,926,032	\$2,115,235	\$2,225,342	\$110,107	5.21%
Life Insurance	\$15,000	\$9,777	\$13,000	\$13,000	\$12,000	(\$1,000)	-7.69%
Longevity	\$82,000	\$81,984	\$84,460	\$90,000	\$94,000	\$4,000	4.44%
Medicare	\$178,000	\$185,938	\$182,000	\$188,000	\$210,000	\$22,000	11.70%
Unemployment Comp.	\$100,000	\$11,000	\$20,000	\$30,000	\$30,000	\$0	0.00%
State/County Retirement	\$1,363,285	\$1,315,890	\$1,421,572	\$1,645,469	\$1,810,010	\$164,541	10.00%
Contractual Benefits	\$5,200	\$4,192	\$11,000	\$13,000	\$13,000	\$0	0.00%
	<u>\$3,543,485</u>	<u>\$3,296,143</u>	<u>\$3,658,064</u>	<u>\$4,094,704</u>	<u>\$4,394,352</u>	<u>\$299,648</u>	<u>7.32%</u>

**ARTICLE 6 – approved majority  
Motion Made and Supported by Lisa Keating**

To see what sum of money the Town will vote to transfer from Department of Public Works Water Division revenues to fund the Water Division maintenance and operating expenses; or take any other action relative thereto.

**MR, MODERATOR,**

**I MOVE TO ADOPT THE FISCAL YEAR 2017 BUDGET FOR THE WATER DIVISION  
IN THE AMOUNT OF \$1,587,718 AS SHOWN ON THE SCREEN.**

<b>WATER DIVISION</b>	<b>FY 2016 APPROPRIATION</b>	<b>FY 2017 REQUEST</b>	<b>INCREASE/ (DECREASE)</b>
Salaries	331,986	338,759	6,773
<b>EXPENSES</b>			
	145,471	134,986	(10,485)
<b>Engineering &amp; Contract Services:</b>			
	323,594	315,080	(8,514)
<b>Water Purchase:</b>			
	33,662	33,662	0
<b>Fuel &amp; Utilities:</b>			
	92,035	92,035	0
<b>Indirect Costs:</b>			
	121,582	129,042	7,460
<b>Unforeseen Expenses:</b>			
	50,000	50,000	0
<b>Sub Total (Salaries &amp; Expenses)</b>	<b>1,098,330</b>	<b>1,093,564</b>	<b>(4,766)</b>
<b>DEBT SERVICE</b>			
	499,690	494,154	(5,536)
<b>TOTAL (including Debt)</b>	<b>1,598,020</b>	<b>1,587,718</b>	<b>(10,302)</b>

**ARTICLE 7 - approved unanimous**

**Motion Made and Supported by Lisa Keating**

To see what sum of money the Town will vote to transfer from Department of Public Works Sewer Division revenues to fund the Sewer Division maintenance and operating expenses; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO ADOPT THE FISCAL YEAR 2017 BUDGET FOR THE SEWER DIVISION IN THE AMOUNT OF \$105,000 AS SHOWN ON THE SCREEN.**

**WASTE WATER DIVISION FY-2017**

May 10, 2016

Waste Water Treatment Facility - Town Center

	FY - 2016 PROPOSED	FY - 2017 PROPOSED	INCREASE (DECREASE)	COMMENTS
<b>SALARIES</b>			0	
DPW Division Superintendent - Sewer	4,579	4,579	0	
DPW Division Foreman - Sewer	2,141	2,141	0	
Executive Assistant	1,024	1,024	0	
Overtime	2,256	2,256	0	
<b>TOTAL SALARIES</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	
<b>EXPENSES</b>				
Waste Water Treatment (Whitewater)	16,250	\$ 35,000	18,750	
Utilities	12,500	\$ 10,000	(2,500)	
Equipment & System Maintenance	8,000	\$ 20,000	12,000	
Legal	3,000	\$ 5,000	2,000	
Building & Grounds	12,000	\$ 10,000	(2,000)	
Budget Unforeseen Expenses	35,000	\$ 15,000	(20,000)	
<b>TOTAL EXPENSES</b>	<b>86,750</b>	<b>95,000</b>	<b>8,250</b>	
<b>TOTAL SALARIES &amp; EXPENSES</b>	<b>96,750</b>	<b>105,000</b>	<b>8,250</b>	

**ARTICLE 8 - approved majority  
Motion Made and Supported by Lisa Keating**

To see if the Town will vote to rescind the following amount that was authorized to be borrowed, but which is no longer needed for the purpose for which it was initially approved; or take any other action relative thereto:

<b>Date of Vote</b>	<b>Warrant Article</b>	<b>Unissued Amount</b>	<b>Purpose</b>
5/12/2015	#9	\$235,000	Ambulance

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 8 AS PRINTED IN THE WARRANT.**

**ARTICLE 9 - approved unanimous  
Motion Made and Supported by Jim Tomaszewski**

To see if the Town will vote to authorize the expenditure of a sum of \$63,182 by the King Philip Regional School District from the District's own funds, being whatever source, including its excess and deficiency fund, as being the Town's share (constituting 34.62 percent) of the total cost of the FY 2017 Capital Plan for repairs to the HVAC systems and security systems, said total cost being approximately \$182,500, at the King Philip Middle School and King Philip High School within the King Philip Regional school District, of which the Town of Norfolk is a member, said amount to be expended at the direction of the King Philip Regional School District School Committee; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE THAT THE TOWN OF NORFOLK AUTHORIZE THE EXPENDITURE OF A SUM OF \$63,182 BY THE KING PHILIP REGIONAL DISTRICT SCHOOL COMMITTEE FROM THE DISTRICT'S OWN FUNDS, BEING WHATEVER SOURCE, INCLUDING ITS EXCESS AND DEFICIENCY FUND, AS BEING THE TOWN'S SHARE, CONSTITUTING 34.62 PERCENT, OF THE FISCAL 2017 CAPITAL PLAN FOR REPAIRS TO THE HVAC SYSTEMS AND SECURITY SYSTEMS, SAID COST BEING APPROXIMATELY \$182,500, AT THE KING PHILIP MIDDLE AND HIGH SCHOOLS WITHIN THE KING PHILIP REGIONAL SCHOOL DISTRICT, OF WHICH THE TOWN OF NORFOLK IS A MEMBER, SAID AMOUNTS EACH TO BE EXPENDED AT THE DIRECTION OF THE KING PHILIP REGIONAL DISTRICT SCHOOL COMMITTEE.**

**ARTICLE 10 - approved declared 2/3  
Motion Made and Supported by Jim Tomaszewski**

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to fund capital and other

**MR. MODERATOR,**

**I MOVE TO APPROPRIATE THE SUM OF \$300,000 FOR THE PURPOSE OF PAYING FOR THE COST OF REPLACING THE OIL TANK AND THE H. OILIVE DAY SCHOOL, INCLUDING THE PAYMENT OF ALL OTHER COSTS INCIDENTAL AND RELATED THERE TO, AND THAT TO MEET THIS APPROPRIATION, THE TOWN TREASURER, WITH THE APPROVAL OF THE SELECTMEN IS HEREBY AUTHORIZED TO BORROW \$250,000 UNDER AND PURSUANT TO CHAPTER 44, SECTION 7(9) OF THE GENERAL LAWS, OR ANY OTHER ENABLING AUTHORITY, AND TO ISSUE BONDS OR NOTES OF THE TOWN THEREFORE.**

**ARTICLE 11 – IP unanimous**

**Motion Made and Supported by Jim Tomaszewski**

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to fund capital and other expense items; or take any other action relative thereto. (Capital Budget – Debt Funded, Road Projects)

**MR. MODERATOR,**

**I MOVE TO INDEFINITELY POSTPONE ARTICLE 11.**

**ARTICLE 12**

**No Motion Required**

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.

**Fire Chief Coleman Bushnell updated on the Regional Dispatch Center. Bill Crump updated on Affordable Housing Trust. Shawn Dooley updated on state of the State.**

**ARTICLE 13 - approved unanimous**

**Motion Made and Supported by Arlie Sterling**

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.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 13 AS PRINTED IN THE WARRANT.**

## **ARTICLE 14 - approved unanimous**

### **Motion Made and Supported by Arlie Sterling**

To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 44, §53 E ½, to reauthorize the following revolving funds for Fiscal Year 2017 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: \$5,000); 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: \$5,000); 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 Board of Assessors to receive funds required by the Board of Assessors for the processing of abutters lists to be expended under the direction of the Board of Assessors for expenditures associated with generating such lists, including the acquisition, operation and maintenance of technologies used for preparing and issuing abutters lists and mapping (limit: \$2,000); or take any other action relative thereto.

(11) A revolving fund for the Board of Library Trustees to receive funds required by the Board of Library Trustees to replace or repair lost or damaged library materials, to be expended under the direction of the Board of Library Trustees to replace or repair such lost or damaged materials (limit: \$7,500); or take any other action relative thereto.

(12) A revolving fund for the Public Library to receive funds remitted for the processing of passports, to be expended under the direction of the Board of Library Trustees for fees and expenses associated with processing of passports and other related purposes deemed appropriate by the Trustees (limit: \$5,000); or take any other action relative thereto.

(13) A revolving fund to be credited with receipts collected from charges to private parties or entities for police details involving the use of a police vehicle at construction sites, to be expended for the express purpose of vehicle replacement within the Police Department, under the authority of the Police Chief of the Town of Norfolk (limit: \$50,000); or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 14 AS PRINTED IN THE WARRANT.**

**ARTICLE 15 - approved unanimous  
Motion Made and Supported by Arlie Sterling**

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.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 15 AS PRINTED IN THE WARRANT.**

**ARTICLE 16 - approved unanimous  
Motion Made and Supported by Arlie Sterling**

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

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 16 AS PRINTED IN THE WARRANT.**

**ARTICLE 17 - approved majority  
Motion Made and Supported by Arlie Sterling**

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.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 17 AS PRINTED IN THE WARRANT.**

**ARTICLE 18 – approved majority      Motion Made and Supported by Arthur Frontczak**

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, Section 5, to appropriate and transfer the sum of \$20,000 from the annual revenues in the Community Preservation Fund for the purpose of funding the Administrative and Operating Budget for the Community Preservation Committee; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 18 AS PRINTED IN THE WARRANT.**

**ARTICLE 19 - approved unanimous  
Motion Made and Supported by Arthur Frontczak**

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 FY2017 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2017 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, acquisition and support; and 10% from FY2017 Community Preservation Fund revenues for future appropriation towards the acquisition, preservation,

rehabilitation and restoration of Historic Resources; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 19 AS PRINTED IN THE WARRANT.**

**ARTICLE 20 - unanimous**

**Motion Made and Supported by Arthur Frontczak**

To see if the Town will vote to allocate from the Community Preservation Fund, \$25,000 from the Undesignated Reserves to be transferred to the Norfolk Conservation Fund, to be used exclusively to pay for due diligence expenses related to land acquisition, including but not limited to appraisal fees, wetlands flagging, and legal fees. Said money can only be expended at the request of the Norfolk Community Preservation Committee (CPC), and expended at the direction of the Norfolk CPC, and is subject to the rules of the Community Preservation Act. This money is to be kept separately from any other deposits in the Conservation Fund and any requests for money by the CPC may not be denied by the Conservation Commission; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 20 AS PRINTED IN THE WARRANT.**

**ARTICLE 21 – approved majority**

**Motion Made and Supported by Arthur Frontczak**

To see if the Town will vote to appropriate from the Community Preservation Fund, \$28,000 from the Affordable Housing Reserve and \$372,000 from Undesignated Reserves, to be transferred to the Norfolk Affordable Housing Trust Fund, to be used to create affordable housing in the Town of Norfolk; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 21 AS PRINTED IN THE WARRANT.**

**ARTICLE 22 – approved declared 2/3**

**Motion Made and Supported by Stephen McDonough**

To see if the Town will vote to:

(a) authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, a parcel of land containing approximately 18 acres, identified as Assessors Map 2 Lot 3-1, and known as 387 Main Street, for the purposes of open space, passive recreation, and/or active recreation, as such terms are defined in G.L.c. 44B, Section 1, to be within

the custody of the Recreation Commission for active recreation purposes, and of the Conservation Commission for open space and passive recreation purposes;

(b) vote to appropriate and transfer a total of \$277,000 with \$69,000 coming from the Community Preservation Fund Open Space Reserves and \$208,000 from the Undesignated Reserves for said purchase at \$230,000 and any costs and fees incidental thereto up to \$47,000;

(c) authorize the Board of Selectmen and/or such other boards as may be appropriate to file on behalf of the Town any and all applications for funds in any way connected with the scope of this acquisition, and

(d) further authorize the Board of Selectmen, Conservation Commission, and/or Recreation Commission to convey restrictions in the portions of the parcels to be acquired by the Town for open space, and passive and active recreational purposes; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 22 AS PRINTED IN THE WARRANT.**

**ARTICLE 23 – approved majority**

**Motion Made and Supported by Stephen McDonough**

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Open Space Reserves, \$61,500 for the creation of a combination baseball and softball field to be located at the Freeman Kennedy School complex in conformance with the Town of Norfolk's Athletic Field Master Plan including all associated procurement and construction related costs; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 23 AS PRINTED IN THE WARRANT.**

## Article 23

## Submitted by the Community Preservation Committee

*" To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Open Space Reserves, \$61,500 for the creation of a combination baseball and softball field to be located at the Freeman Kennedy School complex in conformance with the Town of Norfolk's Athletic Master Field Plan including all associated procurement and construction related costs; or take any other action relative hereto.*

**Town Administrator's Comment:** *Recommend; The Advisory Committee: Recommends*

### Rationale:

- This convertible will better utilize our field space and better serve both Norfolk Baseball and Norfolk Softball.
- This field will give Softball a safe 2nd field to be used for games; it will also allow Softball to practice on a softball field rather than the baseball field currently being used.
- This field will give Baseball an intermediate size field (70' base paths) to help 11-12 year olds better transition from Little League size field (60' base paths) to the Babe Ruth size field (90' base paths). We want to keep kids playing!
- This field is in line with Norfolk Recreation's Master Plan for fields.

### Baseball Registrations:

2014: 350

2015: 362

2016: 379

### Softball Registrations:

2014: 131

2015: 132

2016: 145

Both programs are trending upward at younger ages and the increased numbers will increase demand for field time in coming years.

### Field Conversion:

- The field targeted field for this conversion is currently the least used field.
- The infield will be stripped of grass and old infield mix.
- Field will be graded to proper slope. Drainage sand will be added first and then additional infield mix will be added along with 2 new sets of bases and softball pitching rubber. Any infield mix first removed from the field that is clear of debris will be reused.
- The location of this field is next to a parking lot so three 40' poles with netting will be installed to protect cars.
- A portable mound will be used for baseball. This mound will be transferred to and from the field by the tractor that is owned and shared by Norfolk Baseball and Norfolk Softball and located at Freeman Kennedy School.

### Softball Contribution in FY 2016 toward field repairs & equipment *in addition to Field User Fees:*

- \$6000 toward field equipment and repair of field 4.

### Baseball Contribution in FY 2016 toward field repairs & equipment *in addition to Field User Fees:*

- \$7,700 for field improvements at Pond Street and Freeman facilities
- \$8900 for new field maintenance equipment and storage sheds.
- \$13,000 for new batting cages at Pond Street and improved cages at Freeman fields.

## ARTICLE 24 - approved unanimous

### Motion Made and Supported by Stephen McDonough

To see if the Town will vote to create a revolving fund for the use of the Board of Selectmen to accept revenue from lot rental fees at the Community Gardens, which shall be used to purchase goods, tools and services, including water resources, for the use of the gardeners at the Community Gardens, with a limit of \$5,000; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 24 AS PRINTED IN THE WARRANT.**

**ARTICLE 25 - approved unanimous**

**Motion Made and Supported by Pat Snead**

To see if the Town will vote to authorize the Board of Selectmen to negotiate and enter into a Payment In Lieu Of Tax ("PILOT") Agreement pursuant to Massachusetts General Laws Chapter 59, Section 38H with one or more renewable energy generation companies operating one or more community solar systems, including the installations at 42 Pine Street and 33 Medway Branch; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO AUTHORIZE THE BOARD OF SELECTMEN TO NEGOTIATE AND ENTER INTO A PAYMENT IN LIEU OF TAX, OR PILOT, AGREEMENT PURSUANT TO MASSACHUSETTS GENERAL LAWS CHAPTER 59, SECTION 38H, OR ANY OTHER ENABLING LAW OR SUCCESSOR STATUTE AND/OR REGULATION, WITH ONE OR MORE RENEWABLE ENERGY GENERATION COMPANIES OPERATING ONE OR MORE COMMUNITY SOLAR SYSTEMS, INCLUDING, BUT NOT LIMITED TO, THE INSTALLATION AT 42 PINE STREET AND 33 MEDWAY BRANCH.**

**Motion made and seconded to dissolve Town Meeting 9:45 PM**

**Respectfully submitted  
Carol Greene  
Town Clerk**

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***Minutes from the Fall Special  
Town Meeting November 15, 2016***

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NORFOLK, ss.

SPECIAL TOWN MEETING MINUTES – NOVEMBER 15, 2016

On Tuesday, the 15<sup>th</sup> day of November 2016, at 7:03 p.m. Moderator Jason Talerman called the Special Fall Town Meeting to order. This meeting was held at the King Philip Middle School, 18 King Street, Norfolk, MA 02056. The Pledge of Allegiance was recited. Moderator Talerman waived the reading of the warrant. The passing of Helen Cleary was recognized and a moment of silence was observed. Fourteen students from the Freeman Kennedy School; Neal Carlson, Braedon Reilly, Dean Cardner, Cameron Kizik, Ashley Pelletier, Alicia Kane, Izzy Lafond, Tia Persky, Owen O'Neill, Ian O'Neill,

Connor O'Neill, Grace Lehan-Allen, Camron Lehan-Allen, Sarah Lehan-Allen, presented a memorial program in honor of Veterans Day. Moderator Talerman introduced Christine Quinn, the new director of the Senior Center, and then instructed the citizens in attendance on the rules of Town Meeting with everyone present. Introductions of the Town Clerk – Carol Greene, Assistant Town Clerk – Anthony Turi, the Board of Selectmen – Scott Bugbee, James Lehan and Jeffrey Palumbo, Town Administrator – Jack Hathaway, Finance Director Todd Lindmark - Town Counsel David Deluca–, the Advisory Board: Patrick Snead, David Benton, James Tomaszewski, Jonathan Hurwitz, Joyce Terrio, Arlie Sterling, Margaret Drisko, and Advisory Board Administrative Assistant Susan Jacobson.

There were 116 registered voters of the town in attendance

**ARTICLE 1 – motion to approve was passed unanimously  
Motion Made and Supported by Dave Benton**

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, 2017; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE THE TRANSFERS AS DISPLAYED ON THE SCREEN AND PROVIDED IN THE HANDOUT.**

**ARTICLE 2 – motion to IP was passed unanimously  
Motion Made and Supported by Dave Benton**

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.

**MR. MODERATOR,**

**I MOVE TO INDEFINITELY POSTPONE ARTICLE 2.**

**ARTICLE 3 – motion to approve was passed unanimously  
Motion Made and Supported by Dave Benton**

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)

**MR. MODERATOR,**

**I MOVE TO APPROVE THE CAPITAL TRANSFERS AS DISPLAYED ON THE SCREEN AND PROVIDED IN THE HANDOUT.**

**ARTICLE 4**

**No Motion Required**

To see if the Town will 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.

George Cronin from the Public Safety Building Committee gave an update on the new public safety building and fire station renovations.

**ARTICLE 5 – to approve was passed unanimously  
Motion Made and Supported by Jim Tomaszewski**

To see if the Town will authorize the Board of Selectmen to purchase property for \$550,000 totaling approximately 29 +/- acres and described as land located at Dean Street and Turner Street, Millis, MA shown as Lot 4 on plan recorded with the Norfolk County Registry of Deeds as Plan Number 123 of 1984 in Plan Book 308; 95 Holbrook Street, Norfolk, MA, shown as "Lot 8" on said plan excluding therefrom the portion of "Lot 8" shown as "Pcl. A" containing 5,936 S.F. on a Plan recorded as Plan Number 444 of 1994; the land shown as Lots 3D and 3C on a plan recorded as Plan Number 242 of 1987 for the purpose of contracting and operating a municipal well; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO TRANSFER THE SUM OF \$550,000 FROM RETAINED EARNINGS OF THE WATER DIVISION ENTERPRISE FUND FOR THE PURCHASE OF APPROXIMATELY 29 ACRES AND DESCRIBED AS LAND LOCATED AT DEAN STREET AND TURNER STREET, MILLIS, MA SHOWN AS LOT 4 ON PLAN RECORDED WITH THE NORFOLK COUNTY REGISTRY OF DEEDS AS PLAN NUMBER 123 OF 1984 IN PLAN BOOK 308; 95 HOLBROOK STREET, NORFOLK, MA, SHOWN AS "LOT 8" ON SAID PLAN EXCLUDING THEREFROM THE PORTION OF "LOT 8" SHOWN AS "PCL. A" CONTAINING 5,936 S.F. ON A PLAN RECORDED AS PLAN NUMBER 444 OF 1994; THE LAND SHOWN AS LOTS 3D AND 3C ON A PLAN RECORDED AS PLAN NUMBER 242 OF 1987 FOR THE PURPOSE OF CONTRACTING AND OPERATING A MUNICIPAL WELL, INCLUDING THE PAYMENT OF ALL OTHER COSTS INCIDENTAL AND RELATED THERE TO.**

**ARTICLE 6 – motion to approve was passed with a declared 2/3  
Motion Made and Supported by Jim Tomaszewski**

To see if the Town will vote to amend the Norfolk Zoning Map by adding the following parcel to the B1 Inner Zone (currently zoned B1 Outer): Map 14, Block 56, Lot 39 (as shown on the relevant section of the Zoning Map of Norfolk); or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 6 AS PRINTED IN THE WARRANT.**

**ARTICLE 7 – motion to IP was passed unanimously  
Motion Made and Supported by Joyce Terrio**

To see if the Town will vote to amend the Zoning Bylaws, Section L. C-6 RESIDENTIAL / COMMERCIAL USE DISTRICT (ROUTE 1A/DEDHAM STREET), by adding a new section L.8, The Hospital Redevelopment Overlay District (“HRO”), and by amending the Zoning Map to designate the boundary of the HRO; or take any other action relative thereto.

**Section L.8 The C-6 Hospital Redevelopment Overlay District (“HRO”)**

**A. Purpose:** The HRO has been developed to encourage redevelopment of the former Southwood Hospital site (“Southwood site”) that will cooperatively benefit the town, Pondville and the region, via an age restricted housing development, alongside an assisted living facility, upscale multi-family housing, and a retail/office building.

It is the intent of the HRO to encourage and allow development of the Southwood site while establishing reasonable standards that permit and control the residential, commercial and mixed uses within this area, and further to:

- a. Encourage a mix of uses that can coexist and enhance the district;
- b. Create a cohesive site design that avoids uses that create heavy traffic volumes and hazards;
- c. Encourage safe pedestrian and bicycle traffic that reduces automobile traffic in the area;
- d. Promote uses that complement the visual character, scale and architectural style of existing development in the area;
- e. Minimize the visual and functional conflicts between the residential and non-residential uses within the nearby area;
- f. Allow for higher density than may be permitted in other parts of town;
- g. Promote sharing of parking where complimentary uses can be located;
- h. Reduce curb cuts for vehicular access and to promote more efficient use of roads and parking;
- i. Allow for appropriate density and mix of land uses to support a vibrant community.

This L.8 section of the Bylaws is intended to be allowed through a Special Permit issued by the Planning Board according to Section L.4.a.1 of the Bylaws and used in conjunction with existing regulations including, but not limited to, site plan review, design guidelines and others designed to encourage appropriate and consistent patterns of development.

**B. Applicability:** The HRO is established as an Overlay District as defined in Section L.8.E of the Bylaws. The boundaries of the HRO district are shown on the Hospital Redevelopment Overlay Map on file with the Town Clerk. Within the HRO, all regulations of the underlying zoning remain in effect, except for property which is the subject of a HRO special permit issued pursuant to this Section L.8. In the event there is a conflict between the regulations, the HRO regulations shall take precedence. In cases where the HRO is silent, the underlying regulations will take precedence.

The HRO is designed to be applied to the entire district. If the HRO is evoked on any of the properties within the district, then all the properties must also be built

to the requirements of the HRO. Variations to the layout and design are expected to occur as the development progresses

**C. Nodes and Uses:** The HRO has been divided into separate nodes of development that are restricted to specific uses and units (number & type) identified below:

- **Age Restricted Townhouses** – This node is in the most northerly portion of the site and allows up to 220 townhouses set on 40 acres. It borders the town of Walpole and Dedham Street (Rt 1A).
- **Multi-Family Housing** – This node is to the south of the Townhouse node and allows up to 150 luxury multi-family housing units in a minimum of two (2) buildings. To the maximum extent permissible, the units will either be 1- or 2-bedroom units, and the breakdown shall be as follows: 50% 1-bedroom units and 50% 2-bedroom units. Three-bedroom units shall be allowed only to the extent necessary for all units to qualify for listing on the Subsidized Housing Inventory (SHI).
- **Assisted Living** – This node is south of the apartment node and allows for a maximum of 120 assisted living units, 30 units of memory care and 30 of hospice care units for a total of 180 units.
- **Professional Office and Retail** – This node is south of the Assisted Living node and contains a minimum of 16,000 square feet Gross Floor Area (GFA) of Commercial Services and an option for an additional 16,000 square feet GFA of Retail Services. In the event that additional development of this node is desired, there is no prohibition to this occurring.
- **Open Space** – It is required that any development proposal shall have at least 25% open space to act as a buffer to neighboring uses and for passive recreational use .
- **Affordable Housing** - It is a requirement that Affordable Housing be built as part of the residential component of this development. At a minimum, at least 20-25 percent of the built units must be Affordable Housing as defined in Section L.8.E of the Bylaws. .

**D. Development Impact Fees:** Upon application for a Special Permit, the Special Permit Granting Authority (Planning Board) shall consider any reasonable development impact costs or expenses necessary to defray the Town's costs and expenses associated with the development including, but not limited to, (a) study or studies that may be required to address the development's impacts on the Town's existing public safety facilities and equipment, (b) costs associated with impacts upon public safety personnel, facilities and equipment and the acquisition of additional land for municipal facilities, (c) purchase of additional equipment, vehicles, software or other capital items, (d) upgrades to infrastructure such as water, sewer, electrical and other municipal services, and (e) such other costs and expenses that the Town may incur.

**E. Definitions:**

**Affordable Housing** - "Low or moderate income housing" as defined by Massachusetts General Law Chapter 40B, its associated regulations (including, but not limited to, 760 CMR 56.00, et seq.), and the guidelines of Massachusetts

Department of Housing and Community Development (DHCD), and which the DHCD determines count toward the Subsidized Housing Inventory (SHI) for the Town of Norfolk.

**Age Restricted** - Age 55 and older.

**Townhouses** - A usually single-family house of two or sometimes three stories that is usually connected to a similar house by a common sidewall.

**Assisted Living** - A system of housing and limited care that is designed for adults who need some assistance with daily activities but do not require care in a nursing home.

**Commercial Services** - A PROFESSIONAL BUILDING or OFFICE, BUSINESS OFFICE or other Commercial BUILDING which provides goods or services other than retail sales as its principal function. (*Existing definition found in Zoning By-law*).

**Retail Services** - Establishments providing retail services on the premises to the general public; e.g. barber shops, beauty shops, travel agencies. (*Existing definition found in Zoning By-law*).

**Overlay District** - A description of a certain area of land in Town which defines both the boundaries of the district and exactly what kind and quantity of development is allowed in that district. Under an Overlay District, only that specific kind of development will be allowed.

**MR. MODERATOR,**

**I MOVE TO INDEFINITELY POSTPONE ARTICLE 7.**

**ARTICLE 8 – motion to approve was passed unanimously  
Motion Made and Supported by Joyce Terrio**

To see if the Town will vote to allocate from the Community Preservation Fund, Historical Reserve, an amount not to exceed \$47,000 to restore and preserve Norfolk town records, primarily from the late 1800's through the mid-1900's, including but not limited to de-acidification, mending, and reinforcement of paper, and re-sewing and rebinding of books; plus digital scanning of all documents; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 8 AS PRINTED IN THE WARRANT.**

**ARTICLE 9 - motion to approve passed with a declared 2/3  
Motion Made and Supported by Dave Benton**

To see if the Town will vote to amend the Norfolk Zoning Map by extending the C-3 Zoning district onto a 6.1 acre Parcel with 150' frontage on Main Street (being a portion of Map 2 Block 6 Parcel 3) that is currently located in the R-2 Zoning District; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO INDEFINITELY POSTPONE ARTICLE 9.**

**Resident Deborah Robbins made a motion to approve the article as written in the warrant.**

**Motion passed – majority**

**Motion to approve passed with a declared 2/3 vote on voice and show of hands.**

**ARTICLE 10 – motion to approve was passed unanimously**

**Motion Made and Supported by Dave Benton**

To see if the Town will vote to amend the town Zoning Map by replacing the existing map with the revised GIS map; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 10 AS PRINTED IN THE WARRANT.**

**ARTICLE 11 – motion to approve was passed unanimously**

**Motion Made and Supported by Dave Benton**

To see if the Town will vote to amend Section D.4 Aquifer and Water Supply and Interim Wellhead Protection Districts of the Norfolk Zoning Bylaws by making the following revisions, with underline type indicating additions and strikethrough type indicating deletions; or take any other action relative thereto.

**D.4.d.2. Delete and replace as follows.** The boundaries of the Water Supply Protection District are delineated on a map available on the Mass GIS Oliver Maps, Aquifer and Zone IIs for aquifer and water supply zone IIs. ~~at a scale of 1 inch = 1000 feet. This map, as it may be amended from time to time, is entitled, "Aquifer and Water Resource Protection Map – Town of Norfolk, MA" is dated August 20, 1997, is on file in the office of the Town Clerk, and is hereby made a part of this Bylaw. These boundaries reflect the best hydrologic information available as of the date of the map(s). In the event of a discrepancy between the map and the criteria that follow, the criteria shall govern.~~

**D.4.e.3.f Delete entire first sentence;** "Any use which will render impervious more than 15% or 2,500 square feet of any LOT, whichever is greater."

**D.4.e.3.f Move the remaining sentences of the paragraph below to "B. Definitions" and create a new section in D.4.e.1 "Permitted Uses" as D.4.e.1.j with the heading "STORMWATER RECHARGE SYSTEMS."** "For non-residential uses, recharge shall be by stormwater infiltration basins or similar system covered with natural vegetation, and dry wells shall be used only where other methods are not feasible. For all non-residential uses, all such basins and wells shall be preceded by oil, grease, and sediment traps to facilitate removal of contamination. Any and all recharge areas shall be permanently maintained in full working order by the owner."

**Delete the “Aquifer Protection Advisory Committee” in the following four (4) sections and replace with the “Town Planner”.**

D.4.f.2. The Building Commissioner shall review the application and shall make a finding as to applicability within fourteen (14) days of receipt. The Building Commissioner may consult with ~~a Committee to be named the Aquifer Protection Advisory Committee~~ Town Planner for its input as to the applicability of any and all applications and/or uses.

D.4.f.3. The ~~Aquifer Protection Advisory Committee~~ Town Planner shall act as an advisor to the Building Commissioner. ~~The Committee membership shall consist of three members. One member or representative thereof shall be each from the Board of Water Commissioners, Conservation Commission, Board of Health and all shall be appointed by the Board of Selectmen for a term of one year.~~

D.4.f.4. The ~~Aquifer Protection Advisory Committee~~ Town Planner shall, within ten (10) days of receipt of an inquiry by the Building Commissioner, submit a written recommendation to the Building Commissioner.

D.4.f.5. The Building Commissioner shall review the recommendation of the ~~Aquifer Protection Advisory Committee~~ Town Planner and shall then render his written decision to the APPLICANT as to the applicability of the bylaw and whether a Special Permit or other action is required.

D.4.f.6. The APPLICANT shall be notified, in writing, as to the applicability of the Aquifer Protection Bylaw applies and shall proceed accordingly.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 11 AS SHOWN ON THE SCREEN AND PRINTED IN THE WARRANT.**

**ARTICLE 12 – motion to approve was passed unanimously  
Motion Made and Supported by Dave Benton**

To see if the Town will vote to amend **F.4. Nonconforming Structures** of the Norfolk Zoning Bylaws by revising F.4.b by adding the words OR between two paragraphs, with underline type indicating additions and strikethrough type indicating deletions; or take any other action relative thereto.

**Amend Demolition and Reconstruction.**

**F.4.b. Demolition and Reconstruction**

If the DEMOLITION of a NONCONFORMING STRUCTURE used for single and two family residential purposes, and its reconstruction does not violate the setback, coverage, or height requirements of Section E.1.b, the STRUCTURE may be demolished and constructed as a matter of right, OR;

If the DEMOLITION of a NONCONFORMING STRUCTURE used for single and two family residential purposes, and its reconstruction does violate the setback, coverage, or height requirements of Section E.1.b, but does not violate those requirements to a greater extent than the original STRUCTURE, the STRUCTURE may be demolished and constructed only with a special permit issued by the Zoning Board of Appeals, **OR**

No DEMOLITION and reconstruction of a NONCONFORMING STRUCTURE used for single and two family residential purposes shall violate any setback, coverage, or height requirements of Section E.1.b to a greater extent than the original STRUCTURE.

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 12 AS PRINTED IN THE WARRANT.**

**ARTICLE 13 – motion to approve was passed unanimously  
Motion Made and Supported by Pat Snead**

To see if the Town will vote to amend B. Definitions of the Norfolk Zoning Bylaws by revising as follows, with underline type indicating additions and strikethrough type indicating deletions; or take any other action relative thereto.

**B. Definitions**

**Combine all definitions from sections into one section, B. DEFINITIONS. This includes D.4.c. Aquifer and Water Supply, Wellhead Districts, M.2. “Solar Energy Overlay Zone”**

- **Earth Removal – Moving, stripping, digging or excavating soil, loam, sand or gravel and removal from one lot or parcel and transported to another.**
- **Child Care Facility Center** – Remove the word “Facility” and replace with “Center” to be consistent with current state usage of term (MGL-15D).
- **Stormwater Recharge Systems - A system for groundwater recharge which does not degrade groundwater quality**

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 13 AS SHOWN ON THE SCREEN AND PRINTED IN THE WARRANT.**

**ARTICLE 14 – motion failed 33 yes/39 no  
Motion Made and Supported by Pat Snead.**

To see if the Town will vote to amend D. Use Regulations of the Norfolk Zoning Bylaws by revising D.2 Schedule of Use Regulations as follows, with underline type indicating additions and strikethrough type indicating deletions; or take any other action relative thereto.

- **Add to Professional Office, the following similar uses of Medical Office and Dental Office**

D.2.e.13. Professional Office or Medical Office where patients or clients are seen by appointment, such as the office of a dentist, physician, psychiatrist, physiotherapist, speech therapist, or other licensed health professionals occupied by practitioners not resident on the premises.

- **D.2.d.3 Agricultural Uses in a Residential Zone - Add distance requirement of "100 feet from a residence for animal enclosures as required in MGL 40A**

*D.2.d.3. Poultry or stock raising except that the number of swine shall be limited to not more than 5 and animal enclosures for such animals shall be at least 100' from any neighboring residence.*

- **D.2.d.5.b. & D.2.e.26 & D.2.e.28 Kennels** Revise distance from neighboring dwellings to be consistent with MGL40A and remove the distance from property line. Also Add Pet Services, Pet Grooming, Pet Sitting to Commercial Kennels and create a new section in the use table that will better describe services that are frequently offered.

D.2.d.5.b. & D.2.e.26 Commercial Kennel (including commercial, boarding, training and breeder kennels may include, Pet Services, Pet Grooming and Pet Sitting services) *Minimum requirements: 5 ~~4~~ acres of land, kennel enclosures must be at least 100 feet from any neighboring residence. ~~to property line and 500 feet to neighboring dwellings.~~ Subject to Site Plan Approval*

**D.2.e.31, Pet Services, Pet Grooming and Pet Sitting services not associated with a Commercial Kennel R- SP, B1- No, B2 – B4 - SP, C1- SP, C2.C3/C5- No, C4 –No, C6 – No.**

Create definitions in Section 2 for the following:

**Pet Services - Provision of pet grooming, pet sitting, dog walking, or caring for pets that would commonly be provided by a professionals either on site or in a customer's home.**

**Pet Grooming – Hygienic and cosmetic care of dog, cats and other domestic animals which may include trimming, styling, shampooing, bathing, nail trimming or other procedures for said animals.**

**Pet Sitting - A contracted service provider who takes care of a pet or other animal at its own home.**

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 14 AS SHOWN ON THE SCREEN AND PRINTED IN THE WARRANT.**

**ARTICLE 15 – motion to approve was passed unanimously  
Motion Made and Supported by Pat Snead**

To see if the Town will vote to amend H. Option Zoning of the Norfolk Zoning Bylaws by revising H.2.f.3, Open Space Preservation as follows, with underline type indicating additions and strikethrough type indicating deletions; or take any other action relative thereto.

**H.2.f.3 Minimum Dimensional Requirements for Individual LOTS with the Open Space Preservation Development. Increase side setbacks from 15' to 25' so that it is consistent with the 50' separation between buildings currently required in H.2.f.4 and with all other subdivisions.**

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

Minimum LOT area: 20,000 square feet

Minimum LOT FRONTAGE: 50 feet

Minimum BUILDING setbacks:

From any boundary line of the OPEN SPACE PRESERVATION development 30 feet

From the Permanent Open Space 30 feet

From a public way within the OPEN SPACE PRESERVATION development 20 feet

From a LOT line within the OPEN SPACE PRESERVATION development ~~15~~25 feet

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 15 AS PRINTED IN THE WARRANT.**

**ARTICLE 16 – passed as written with a declared 2/3  
Motion Made and Supported by Pat Snead**

To see if the Town will vote to amend E. Intensity Regulations of the Norfolk Zoning Bylaws by revising E.2.h. Estate Lots as follows, with underline type indicating additions and strikethrough type indicating deletions; or take any other action relative thereto.

ADD NEW SECTION: **E.2.h.5. A Special Permit for an Estate Lot shall expire 2 years from the date of approval unless construction has begun and may be renewed by SPGA without a public hearing.**

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 16 AS PRINTED IN THE WARRANT.**

**Friendly amendment was made to change “without a public hearing” to “with a public hearing”**

**Amendment failed 23 yes/43 no**

**Article 16 passed as written with a declared 2/3**

**ARTICLE 17 – motion to approve was passed unanimously**

**Motion Made and Supported by Pat Snead**

To see if the Town will vote to amend E. Intensity Regulations of the Norfolk Zoning Bylaws by revising **E.2 Modifications** as follows, with underline type indicating additions and strikethrough type indicating deletions; or take any other action relative thereto.

Currently: Section E.2 “Modifications”.

New Title: Section E.2 **“Miscellaneous Regulations”**

**MR. MODERATOR,**

**I MOVE TO APPROVE ARTICLE 17 AS PRINTED IN THE WARRANT.**

**ARTICLE 18 – motion to IP passed unanimously**

**Motion Made and Supported by Dave Benton**

To see if the Town will vote to approve the Payment In Lieu Of Tax (“PILOT”) agreements negotiated by the Board of Selectmen pursuant to Massachusetts General Laws Chapter 59, Section 38H with one or more renewable energy generation companies operating one or more community solar systems, including the installations at 42 Pine Street and 33 Medway Branch; or take any other action relative thereto.

**MR. MODERATOR,**

**I MOVE TO INDEFINITELY POSTPONE ARTICLE 18.**

**Motion to adjourn and seconded – Town Meeting Closed at 8:41 PM**

**Respectfully submitted,  
Carol Greene  
Town Clerk**

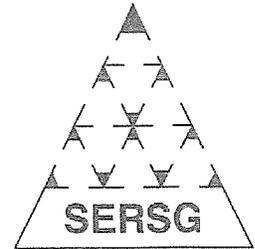
## SOUTHEASTERN REGIONAL SERVICES GROUP Moira Rouse, Regional Administrator

The Town of Norfolk receives procurement and other services from the Southeastern Regional Services Group (SERSG) and has since its inception in 1993. Two cities and eighteen towns are served by one Regional Administrator. Annual dues of \$4,100 support these services and are recovered in savings from these collaboratively procured contracts.

In the spring of 2016, SERSG administered bids and established contracts for paper, public works supplies and water and sewer treatment chemicals. In the autumn, contracts for public works services were secured and take effect on February 1, 2017. As a participant in the two-year office supply contract procured in July 2015, the Town of Norfolk benefits from a discount of 61.17% off non-excluded office supplies in the United Stationer's Supply wholesaler's catalog and 36.17% off ink and toner cartridges. In the first three quarters of 2016, Norfolk has already saved \$34,417 off list prices for office supplies through the SERSG contract. The Town and schools also pay a competitive fixed price for paper through a SERSG contract.

For the Norfolk Department of Public Works, SERSG procured Supply and Water Treatment Chemical contracts with 17 vendors for 31 items. The estimated value of these supply contracts is

\$342,658. New contracts for DPW Services are being secured for next year and are based on over \$1.6 million in estimates from the Town of Norfolk.



In addition to the savings of time due to SERSG handling the procurement through contract execution, additional savings per year result from favorable contract pricing. SERSG contract pricing is equal to or lower than state contract prices and requires less time and effort for departments to use.

During 2016 the SERSG Regional Administrator attended statewide Storm Water Coalition meetings on our region's behalf and signed onto a letter to the state stipulating municipalities' needs. With new MS4 regulations on the horizon, SERSG will remain engaged in this issue.

Monthly meetings of the Board of Directors and Highway Superintendents provide valuable opportunities to share concerns, ideas and feedback about a wide variety of issues that impact municipalities.

## ANIMAL CONTROL DEPARTMENT

Each year the Animal Control Department works with both the residents and animals of the town in all facets of animal control and responsible pet ownership. The Animal Control Department also responds to many wildlife, feline, and livestock issues and emergencies. These statistics do not include general service responses via telephone, email, fax, postal mail regarding (but not limited to) information on pet care, control, town and state law guidance, communications between other professionals in the animal health profession, local and state agencies, and reporting parties that did not want formal actions initiated.

I want to thank all those who have volunteered their time for the animals, those who have donated financially for the animals in need, and those who have adopted animals that were homeless or seized due to criminal actions.

This October I was voted in for a fifth term as the eastern Vice President for Animal Control Officer's Association of Massachusetts and I work extensively to strengthen the professionalism and education for animal control officers across the Commonwealth. I am also the co academy director for ACOAM which holds a 110-hour certification course for ACO's statewide. This past year I worked on Governor Baker's Animal Cruelty Task Force; a committee put forth to examine our laws and practices to see if and where they could be improved upon. It was a lengthy appointment, and I was very proud of the finished product which has been submitted to legislators.

Respectfully,  
Hilary Cohen

Cruelty/Neglect investigations:	7	Abandonment:	3
Cruelty charges per count:	0	Stray/Roaming cats:	7
Domestic animals v. motor vehicle:	6	Deer v motor vehicle:	12
Wildlife interaction:	89	Loose/lost dogs:	85
Lost cat reports:	18	Wildlife transport:	68
Adoptions:	4	Loose livestock:	20
Nuisance complaint:	49	Hot/Cold MV complaint:	6
Aggression/attack complaint:	10	Wellbeing checks:	5
Cat trapping (TNR):	5	Mutual aid:	19
Animal rescues:	34	Found avian (parakeet):	2
Roadkill:	17	Kennel inspections:	5
Domestic animal rescue :	5	Bats in house:	2
Rabies concerns:	13	Rabies tests:	4
Bear sighting:	00	Pet abuse protection:	0
Verbal/written warnings:	7	Citations:	87
Public hearings:	1	Arrest:	00
Euthanasia of dangerous dog:	1	Microchip clinics:	1

## FIRE DEPARTMENT

Norfolk's demand for emergency services totaled 1,850 calls this past year, **the most emergency calls ever experienced by the Department**. This represents a 33% increase from ten years ago and 45% increase in services requested from 1996.

Given ten years of planning and a defeat at the polls in 2010, voters approved funding for the combined Police/Regional Emergency Communications Center (RECC) along with a renovation of the existing Public Safety Complex for the fire station. Fire Department staff worked tirelessly over the past years attending community gatherings and meetings to bolster support. Now the emphasis switches to the efforts associated with the planning and construction. A special "shout out" goes to those who offered support over the years!

A number of changes occurred within the career and call staffs during the years. FF/P Billy Getchell's appointment changed from Provisional to Career after he completed his paramedic certification and graduation from the Massachusetts Recruit Fire Academy in October. Also FF/P Kate Howarth returned to Norfolk after serving with in Canton. FF/P Tom Newman was selected after a hiring process to replace FF/P Charlotte (Gidge) Giovanella, who has left Norfolk to work in the private sector. Also FF/P Thomas Nicholas left to take a position with the Wrentham Fire Department. Call staffing changes included the retirement of FF David Johnston who served 28 years and FF/P Mark Haigh who left to advance his medical career. Efforts were initiated to rejuvenate the Call staff and after an interview process two "firefighter trainees" were selected to join the Department. The new Call staffs are Gus Greaves and Keith Hamilton both Norfolk residents and EMTs. They will now start their firefighting training over the coming months. The Department wishes the very best to Gidge, Tommy, David and Mark and thanks them for their service to the Department while Norfolk and welcomes Tom, Gus and Keith.

Perhaps the most significant change in Departmental staffing was the transfer of Marie Simpson from Town Hall to the Department filling the Administrative Assistant role. This marked the return of clerical assistance for the Department, missing during the past 12 years. Marie's addition has enhanced the inspectional services performed by staff; provided accountability for ambulance billing coordination and centralized all administrative tasks. Also her presence has provided a point of contact for all who require non-emergency services. Welcome aboard Marie!

Following the Town's approval for the implementation of a replacement schedule for the Department's ambulances, i.e. four years front line service and four years as a backup, a new 2015 LIFELINE ambulance joined the fleet in January as Rescue 1. The former Rescue 2 has been re-purposed as Special Hazards, placing Squad 14 into surplus. Also Ladder 1, a 1998 EOne aerial ladder truck, experienced a service failure and repaired through insurance allowing for a partial rebuild of the aerial ladder. While Ladder 1 was out-of-service Franklin and Wrentham provided mutual aid coverage.

Skill set retention is critical to the ability of firefighters performing rescue and fire suppression work. Having the ability to use a residential building slated for demolition by the developers of 106-108 Main Street owned by the developers of Boyde's Crossing, the Department conducted "live fire" training in September which required firefighters to extinguish fires typically encountered in residential buildings. A second dwelling provided by a Seekonk Street property owner enabled firefighters to hone skills associated with rescuing a trapped occupant, performing roof ventilation over ladders and firefighter rescue techniques. To maintain readiness skills, firefighters toured MCI Norfolk's fire protection systems and buildings along with a fire scenario evolution at the Pondville Medical Building advancing hose lines over the aerial ladder. Firefighters further drew from the experience of Lt. Danny Keenan, Springfield Fire Department, who spent a night training staffs on forcible entry and associated hand tools. Columbia Gas delivered a gas safety program and First Response Emergency Education provided training for handling mass casualty incidents. The Department also conducted auto extrication training at Norfolk Auto where several derelict vehicles were donated for this training. Staff also worked with Foxboro firefighters in "live fire"

training and assisted with the Department of Fire Services, Pump Operators class providing in Wrentham providing Tank 1 for the day.

During the past year a total of 286 patients, receiving in-the-field ALS had positive outcomes after arrival at a medical facility. These patients ranged from chest pains, difficulty breathing to stroke, diabetic emergency and airway management. Twelve years of ALS can attest to **2,306** patients whose medical outcomes were enhanced by the firefighter/paramedics.

The Department performed a total of 630 inspections: 207 residential re-sale documenting smoke and carbon monoxide detectors; 129 commercial buildings, fire alarms and sprinkler systems; 77 new fire alarms installed; 92 LPG storage; 69 oil burner installations, fuel tanks removed/installed; 25 fuel transfer trucks and 33 Permits issued, e.g. "hot work", fire alarm shut down, storage of flammable/combustible materials, agricultural burning; and performing fire drills. A total of 109 plan reviews for residential construction and commercial development were processed. Twenty two violation notices were also issued.

Community service remains a hallmark of the Department as members participated in Community Day serving hot dogs and hamburgers; Annual Open House for Fire Prevention Week; Norfolk Community League's Haunted Train Ride; Annual Senior Holiday Dinner and the Santa Parade.

Analysis of the 1,850 emergency responses continues to present the majority of the responses involve calls for emergency medical assistance, such as difficulty breathing, cardiac conditions, allergic reactions or trauma from accidents. This year's **Significant Fire/Incident Review** has been presented as follows:

#### **Significant Fire/Incident Review – 2016**

1-3 – **35 Rockwood Road, cardiac arrest:** patient revived by Firefighter/Paramedics.

1-7 – *Mutual Aid to Norwood, 123 Derby Road, 2<sup>nd</sup> Alarm:* Engine 2 assisted at scene.

1-24 – *Mutual Aid to Bellingham, 340 Farm Street, Working Fire:* Engine 2 assisted at scene.

1-25 – *Mutual Aid to Franklin, Beaver Street, Water Rescue:* Engine 2 and Rescue 2 assisted rescuing patient from frozen waterway.

1-26 – *Mutual Aid to Franklin, 11 Church Street, 3<sup>rd</sup> Alarm:* Engine 2 pumped multiple hoselines and supplied the Wrentham Ladder. Chief Bushnell served on Command Staff as Operations. Engine 2 crew rescued several pets. Rescue 2 also responded for on scene medical coverage.

1-28 – *Mutual Aid to Foxboro, 42 Pine Acres Road, 2<sup>nd</sup> Alarm:* Fire involving garage housing heavy equipment. Engine 2 at hydrant supplied Foxboro's Engine 21 water for several hours.

2-3 – **12 Tucker Road, 2<sup>nd</sup> Alarm: residential fire with reported person trapped.** Two occupants would be transported by Norfolk Rescue 2 and Bellingham Rescue 1 to Rhode Island Hospital with burns and smoke inhalation. Norfolk Engines 1 & 2 with Ladder 1 were supported by engine companies from Franklin, Millis, Foxboro and Walpole along with ladder companies from Wrentham and Medway.

2-2 – **119 Seekonk Street, Chimney Fire:** Engine 2 and Ladder 1 extinguished fire.

2-5 & 6 – **STORM:** During a 42 hour period the Department responded to 101 emergency calls: 4 vehicle accidents, 8 EMS transports, 4 fire alarms, 1 oil burner fire and 84 wires/trees down.

2-12 – **232 Main Street, H.O. Day, appliance fire:** Engine 2 & Ladder 1 extinguished an appliance fire and used fans to clear smoke.

2-12 – *Mutual Aid to Millis, 20 Cedar Street, Working Fire:* Engine 2 assisted on scene.

2-16 – **STORM:** During a 15 hour period the Department responded to 14 emergency calls: 5 EMS transports, 1 vehicle accident, 2 fire alarms and 6 wires/trees down.

2-17 – **68 Holbrook Street, chimney fire extended into walls:** Engine 2 & Ladder 1 were assisted by Franklin and Millis engine companies. Damage confined to one room.

2-19 – *Mutual Aid to Wrentham, 10 Cushing Drive, Capstan Atlantic, Building Fire:* Engine 2 stretched hoseline into building to extinguish fire with Wrentham companies.

2-25 – *Mutual Aid to Medway, 4 Stable Way, 2<sup>nd</sup> Alarm:* Engine 2 and Tank 1 assisted at scene.

3-1 – *Mutual Aid to Foxboro, 78 South Grove Street, 2<sup>nd</sup> Alarm:* Engine 2 pumped hydrant to Foxboro Engine, Engine 2 staffing assisted in fire suppression.

3-15 – *Mutual Aid to Franklin, 261 West Central Street, 2<sup>nd</sup> Alarm:* Engine 2 assisted at scene venting smoke from a basement fire.

3-30 – **100 Union Street, “Jaws of Life” extrication at motor vehicle accident:** Engine 1 used hydraulic tools to free entrapment driver. Drivers from both involved vehicles were transported by Rescues 1 & 2 to Norwood Hospital.

3-31 – **17 Pine Street, Rocco Plaza, Brush Fire:** Engine 2 assisted by mutual aid from Foxboro and Wrentham stopping a fast moving brush fire from damaging the building. Route 115 was closed as Wrentham provided a supply line from Pine Street. Franklin’s engine covered the Norfolk station.

4-14 – **364 Main Street, Camger Chemical, 2<sup>nd</sup> Alarm:** A fire in the paint mixing room injured a worker, transported by a Bellingham ambulance to MEDFLIGHT’s LZ at the Freeman/Kennedy School, the LZ covered by a Bellingham engine company. Multiple hose lines and foam were used to confine the fire to the mixing room mezzanine. Engine 2 crew attacked the fire while Engine 1 drafted from the City Mills Pond. Ladder 1 laddered the building opening windows. Mutual aid was provided by Franklin, two engines (laid a supply line from Short Street) and a tower ladder; Wrentham engine and ladder; engines from Millis, Plainville (including a Foam Trailer); Foxboro (drafted from City Mills Pond), Walpole and a Medway ladder. The State’s HAZMAT Team responded with OSHA, Providence Canteen and the State Fire Marshal.

4-22 – **30 Bridie Lane, Forest Fire:** Coordinated action by 11 engines, 8 brush trucks and 5 tankers saved homes from becoming involved in fire along Perigo Lane and Grove Street. This included Engine 1 connected to a hydrant flowing a deck gun into the woods to halt the fire’s spread. Deputy Chief Petrushik was the Incident Commander assisted by Wrentham’s Chief as the Operations Officer and Walpole’s Chief as the Safety Officer. Mutual aid included: Wrentham brush truck and tanker; Foxboro brush truck and squad; Walpole engine and brush truck; Millis brush truck; Franklin engine; Bellingham engine and ambulance; Medway tanker; Norwood engine; Westwood engine; North Attleboro engine; Mansfield engine; Sharon engine; Dover tanker; Sherborn tanker, Plainville engine and two State Forestry brush trucks. Canton’s engine covered the Norfolk station. A Foxboro firefighter sustained minor injury and was transported by Bellingham’s ambulance to Norwood.

5-10 – *Mutual Aid to Medway, 249 Village Street, 2<sup>nd</sup> Alarm:* Engine 2 assigned to vent roof.

5-10 – **MCI Norfolk, Fire in the Secured Management Unit (SMU):** Engine 2, returning from station coverage in Medway, Engine 1 and Ladder 1 responded and while enroute advised fire had been extinguished. Fire personnel overhauled fire area and vented smoke.

5-12 – *Mutual Aid to Franklin, 94 Main Street, Dean College, Working Fire:* Engine 2 assisted on scene venting smoke within a multiple story dormitory.

5-23 – *Mutual Aid to Medway, 92 Holliston Street, Working Fire:* Engine 2 overhauled fire area and Chief Bushnell assigned as Safety Officer.

5-30 – **Kingsbury Pond, Water Rescue:** Marine 1 used to rescue person in the water, transported by Rescue 1 to Norwood. Mutual aid provided by Wrentham with an ambulance; Millis and Medway with inflatable boats.

6-15 – *Mutual Aid to Norwood, 59 Davis Street, 3<sup>rd</sup> Alarm:* Engine 2 supplied Norwood engine for over four hours, pumping almost 200,000 gals. Engine 2 crew assigned to exposure protection.

7-7 – *Mutual Aid to Medway, 12 Sun Valley Road, Working Fire:* Engine 2 assisted with overhaul, Chief Bushnell assigned to Safety.

7-7 – *Mutual Aid to Medway, 87 Oakland Street, 4<sup>th</sup> Alarm:* Engine 2 supplied Medway engine pumping hydrant for over three hours, 90,000 gals. Engine 2 crew assisted with suppression operations, Chief Bushnell assigned to Water Supply.

7-10 – *Mutual Aid to Franklin, 12 Metacomet Road, Working Fire:* Engine 2 assigned to overhaul.

7-23 – **7 Stillwell Avenue, Deck Fire:** A gas grille fire spread to the deck and exterior walls, Engines 1 & 2 were assisted by Ladder 1 crew.

8-25 – **17 Lake Street, Missing Person Search:** Police and Fire along with mutual aid provided by Franklin's ATV, and Millis's boat, searched for a missing child, located safe by firefighters

9-14 – **Grove Street & Strawberry Lane, Pedestrian Struck by Vehicle:** R1 transported injured to LZ at Freeman/Kennedy for MEDFLIGHT. LZ set up by Engine 1.

9-16 – *Mutual Aid to Franklin, 73 Beaver Street, Working Fire:* Engine 2 assisted on scene.

10-14 – **MBTA Line, Pedestrian Struck by Train:** R1 transported injured to LZ at Freeman/Kennedy, LZ for MEDFLIGHT set up by Engine 2.

10-21 – *Mutual Aid to Franklin, I-495, Trash Truck Fire:* Tank 1 shuttled water to Franklin Engine.

10-21 – *Mutual Aid to Cumberland, RI, Rhodes Street, 2<sup>nd</sup> Alarm:* Wrentham requested Tank 1.

11-4 – *Mutual Aid to Norwood, 300 Buckminster Drive, 2<sup>nd</sup> Alarm:* Engine 2 assisted at scene.

11-11 – **30 Barnstable Road, Brush Fire:** Millis and Wrentham assisted containing a fast moving woods fire which threatened homes on Wellfleet Drive; Engine 2 and Squad 1 responded.

11-13 – *Mutual Aid to Wrentham, KPSrHS, LZ for MEDFLIGHT:* Engine 2 set up LZ.

11-16 – *Mutual Aid to Bellingham, 22 Fourth Avenue, 2<sup>nd</sup> Alarm:* Engine 2 pumped hydrant and crew assisted in fire suppression.

11-18 – **Main & Seekonk Streets, "Jaws of Life", extrication at motor vehicle accident:** Squad 1 hydraulic tool used to extricate driver of rolled over vehicle. Rescues 1 & 2 transported injured to Norwood.

12-15 – *Mutual Aid to Millis, 125 Village Street, Working Fire:* Engine 2 assigned to rear of fire the fire building supplied by Medway's Tanker

12-16 – *Mutual Aid to Bellingham, 2<sup>nd</sup> Alarm, 21 Rawson Street, fatal fire:* Engine 2 assigned to interior operations, Chief Bushnell as Operations.

12-25 – **103 Medway Street, Chimney Fire:** Mutual aid ladder from Millis assisted Engine 2.

The work and assistance provided by the dedicated staffs from the Police Department, DPW, Building and Facilities Department along with the dispatchers staffing the Public Safety Communications Center enable the Department to better serve the community. The professionalism and cooperation of these agencies makes our job easier! Keeping the apparatus and equipment "emergent ready" is assured by the work of the DPW Vehicle Maintenance staff. We especially thank them for their expertise each year which results in significant savings to the Town. The Department always saves its most sincere thanks to Norfolk's residents and businesses for their support! The kind words, baked treats and support means so much to our firefighters and paramedics. Again, thank you!

Respectfully submitted,  
Coleman C. Bushnell  
Fire Chief

## **POLICE DEPARTMENT**

The 2016 Police Department activities report is my twenty-third as Chief of Police of the Norfolk Police Department.

This past August David J. Holt who was a 32 year member of the Norfolk Police Department retired and we wish him a long and happy retirement. In 2016 the Town of Norfolk was recognized as the third safest community in the United States and the second safest in Massachusetts. Even with this status I continually suggest to homeowners that they have an alarm system with video capability which helps us apprehend the individual that has broken into their home. Drug use is still an issue in Massachusetts starting as early as Middle School and the increase in opioid use is becoming a real problem. School age children may be shoplifting, stealing money from parents and siblings or using their part time employment to cover the costs of drugs. Parents should be ever vigilant about leaving prescription drugs in the "medicine cabinet" as these are now popular with teens and college age children because they are easy to obtain and then use or sell. Heroin is the drug of choice because it is cheap, but the side effects are overdose and in many cases death. Norfolk Police and Fire both carry Noxolone as a result of this overdose issue and unfortunately have had to use it to bring drug users back to life after overdosing. We are not alone in this regard as many local communities are also being hit hard by these same activities on a daily basis. We will continue to do everything we can to prevent these crimes and if not prevent them, then apprehend these criminals and slow down the drug trade. Credit card fraud is an ongoing crime throughout the United States so we suggest you use great caution when buying items online and transmit your information to and constantly review your bills for suspicious activity. We are also monitoring internet stalkers as time allows for those individuals who are hoping to make contact with young women or children that you so often see on the news as ending up missing or worse. This requires us all as parents to be especially vigilant about who our children contact on the internet and who they are allowed to see as a result. Social media sites continue to have individuals who patrol these sites in hopes of luring a young teen or adult away from their home with intentions that are ultimately not good for anyone, so extreme caution must be used when accessing these sites. People continue to call saying they are a public safety agency or other worthy group raising money. If our public safety groups are trying to raise money they will make it known through social media, a mailing or other local newspaper and in any case whatever you wish to donate is strictly voluntary. If you are contacted by phone and question if the cause is legitimate, call our department and we will find out so you are not a victim of a fund raising scam.

The Norfolk Police 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. The department will continue to be involved in the Metro-LEC tactical unit. The unit is made up of officers from the 28 cities and towns in Norfolk County and additional towns from other counties, and is available for all incidents requiring the services of a tactical unit including searches for missing persons, strikes, hostage situations, warrant apprehension, C.A.R.T. and investigation work, etc. I want to thank Patrolman Glen Eykel and Sergeant David Eberle for their participation in this unit and the countless hours of hard work, training and responses to those calls at all hours of the day and night. NORPAC is another group we belong to which includes detectives from 15 communities that work together to investigate the sale of drugs. Breaking and entering, and other crimes, and our representatives are Koren Kanadianian and Michelle Palladini.

We want to thank Officer Stephen K. Plympton for his tireless efforts and dedication to the D.A.R.E. program for over 23 years and his interests in the youth of this town and the King Phillip School District. 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. This is the 3rd year that Michelle Palladini served as a school resource officer who works at King Philip Junior High in Norfolk. We are very thankful that she is there and we appreciate the school making it possible and making funds available so she could be free to do so.

Charles H. Stone Jr.  
Chief of Police

<b>INCIDENT TYPE</b>	<b>2015</b>	<b>2016</b>	<b>INCIDENT TYPE</b>	<b>2015</b>	<b>2016</b>
51A Filed (Child Neglect/Abuse)	10	12	Lockout - Motor Vehicle	43	49
911 Hang-up Investigation	372	401	Lockout - Residential	14	22
Accident - Train	1	2	Malicious Destruction - Public	1	1
Alarm Burglar Commercial	87	182	Malicious Destruction - Private	20	11
Alarm Burglar Residential	235	232	MetroLec/SWAT Callout	23	15
Animal Complaint	263	354	Missing Child	5	12
Arrest	86	138	Missing Person	8	12
Assault - Sexual	1	5	Motor Vehicle Crash - Deer	16	17
Assault - Felony	3	5	Motor Vehicle Crash - Pedestrian	1	1
Assault - Misdemeanor	11	12	Motor Vehicle Crash - Injury	16	24
Assist Fire Department	456	486	Motor Vehicle Crash - Fatal	0	0
Assist Ambulance	617	653	Motor Vehicle Crash - No Injury	163	148
Armed Robbery	0	1	Motor Vehicle Stop	2,163	2,515
B&E - Attempted	9	7	Motor Vehicle - Citation Issued	1,070	1,075
B&E - Motor Vehicle	6	1	Motor Vehicle - Verbal Warning	1,039	1,159
B&E - Building	14	5	Mutual Aid	61	91
Building Check	2,160	1,985	Narcans Administered	-	6
Civil Complaint	11	9	OUI - Liquor	21	34
Court Order Served	18	38	OUI - Drugs	1	5
Counterfeiting	2	1	Parking Violation	30	26
Death Investigation	7	4	Property Damage	44	41
Disabled Motorist Assist	140	113	Property Found	18	22
Disturbance	122	153	Property Reported Lost	11	15
Domestic - Family Disturbance	32	38	Protective Custody	15	16
Drug Distribution	4	8	Rape - Force	1	1
Drug Overdose	7	12	Recreational Vehicle Offense	9	20
Drug Overdose - Fatal	2	2	Repossession - Assist	4	2
Drug Possession	22	25	Restraining Order - Violation	5	12
Fireworks Complaint	13	5	Restraining Order - Issued	13	29
Firearm Violation	0	1	Restraining Order - Served	5	11
Follow-up Investigation	185	144	Road Hazard	96	130
Fraud/Identity Theft	43	41	Sex Offender Registration	2	1
General Offense	205	150	Suicide Attempt	2	7
General Service	1,934	1,807	Suicide	2	2
Harassment	25	30	Suspicious Activity	634	725
Harassment - Telephone	5	6	Threats	10	14
Harassment - Sexual	0	1	Town By-Law Violation	21	13
HAZMAT Incident	59	75	Transport	42	61
Illegal Dumping/Littering	1	12	Trespass	14	19
Indecent Exposure	0	2	Warrant- Alcohol/Psych/Drug Eval	13	5
Kidnapping	1	1	Well-Being Check	65	76
Larceny	30	34	Wires Down	26	147
Larceny - Check	0	2			
Larceny - Credit Card	3	1	<b>TOTAL CALLS</b>	<b>10,844</b>	<b>11,368</b>
Larceny - Motor Vehicle	2	3	<b>TOTAL ARRESTS</b>	<b>86</b>	<b>138</b>
Letter Disinvite - Trespass Notice	3	14	<b>PROTECTIVE CUSTODIES</b>	<b>15</b>	<b>16</b>
Liquor Violation	1	4	<b>CRIMINAL SUMMONS</b>	<b>154</b>	<b>162</b>
			<b>CRIMINAL COMPLAINTS FILED</b>	<b>264</b>	<b>306</b>

## THE DETECTIVE DIVISION

The Detective Division of the Norfolk Police Department is currently staffed by two Detectives. Detective Michelle Palladini splits her time between Detective and her assignment as School Resource Officer, and Detective Koren Kanadianian currently works a combination of uniformed patrol shifts and detective assignments as needed.

Some of the investigations undertaken by the Detectives in 2016 include:

In January, Detectives took a report of a sexual assault that occurred in Norfolk. After a lengthy and detailed investigation, a suspect was charged with the following:

- 5 Counts of Assault and Battery
- 5 Counts of Indecent A&B
- 5 Counts of Aggravated Rape
- 1 count each of extortion, kidnapping, accosting/annoying a person of the opposite sex, witness intimidation and lewd/wanton/lascivious conduct.

This investigation involved the search and seizure of numerous pieces of evidence, a forensic examination of same, and numerous meetings with the Norfolk County DA, Forensic Examiner, and Victim.

Detectives also investigated several incidents of breaking and entering and theft. One notable theft involved a babysitter stealing cash, credit cards and several other personal items from her employer. The case resolution involved the suspect making restitution to the victim over the course of the year.

We investigated 7 B&E's, 1 B&E/Larceny from a vehicle, 19 larcenies and 41 cases of fraud/identity theft. Also notable were the theft of two firearms which involved investigations.

Detectives worked closely with NORPAC (Regional Detective Task Force) on a number of cases throughout the year. One Detective worked in an undercover capacity in a nearby community, which resulted in the arrest of an individual for drug distribution (heroin and cocaine), drug possession, and possession of an illegal firearm. Other NORPAC investigations involved assisting with surveillance and other undercover operations.

Detectives utilized the New England State Police Information Network (NESPIN) database as well as surveillance equipment for various investigations, and the RISSNET (Rhode Island State Police) database for intelligence and information sharing.

Mutual aid with area Towns was used in several cases which involved similar types of theft. Detectives used outside law enforcement and non-law enforcement resources to work on several cases involving theft, fraud, and breaking and entering. One notable case involved a local B&E that involved multiple agencies (Franklin/Foxboro and more) and a subsequent arrest in which a significant amount of stolen property was recovered in each case from every town.

METRO-LEC Computer Crime Lab and the State Police Crime Lab were utilized for computer forensic analysis when needed for cases.

Detectives investigated 11 drug overdoses, mostly involving heroin and fentanyl; unfortunately 2 were fatal.

Additional drug/alcohol related investigations involved two assaults, three incidents of disorderly conduct in town businesses, two operating under the influence of drugs, and several arrest warrants were obtained for drug related offenses or warrants of apprehension.

A number of drug related investigations involved families/individuals seeking help/assistance of which Detectives help to facilitate. Detectives helped to facilitate paperwork and process for families regarding drug rehabilitation and assistance. Detective Kanadianian processed three separate court committals for alcohol/drug dependency for different residents.

Additionally, Detectives have assisted in a number of calls where residents were experiencing issues relative to mental health disorders. Detective Palladini started a Community Crisis Intervention Team which now meets monthly. The mission of the team is two-fold: principally it exists to promote communication and enhance the response of public and private agencies when summonsed to intervene with individuals who are mentally ill, or experiencing drug/alcohol addiction and other issues in their lives. The team is comprised of a number of individuals to include members of various social service agencies (public health nurse, Riverside Emergency Services, Westwood Lodge, Private Practice Therapy and the Norfolk Council on Aging).

The Norfolk Police Department is also involved with the regional S.A.F.E. Coalition which provides resources and information to families facing drug addiction.

During this past year, both Detectives attended the "Dust and Bust" 3-day fingerprinting school, and Det. Kanadianian attended the two-week Detective Basic Training course. Detective Palladini attended several conferences and trainings relative to juvenile matters in her role as School Resource Officer, as well as a number of trainings relative to the new marijuana laws.

The town had four sudden deaths which were investigated by Detectives.

The town had two significant fire investigations which Detectives assisted with.

Juvenile investigations involved several physical assaults, two missing/runaway teenagers, and a child who was seriously injured after being struck by a motor vehicle.

Proactive community policing by Detectives involved several "PSA's" via social media and Norfolk Community Television, and a number of educational presentations geared towards residents with children in the schools (topics included: drugs/alcohol, social media and smartphone safety, dating violence, and personal safety). Educational presentations for adult residents included personal safety/women's self-defense seminars, home safety/burglary prevention, safety for senior citizens, as well as fraud/scams presentations for seniors. Please do not hesitate to contact us if you would like more information on these presentations, or would like to host a program with your local neighborhood or organization.

Detectives also completed two alcohol compliance checks throughout the year, whereby local businesses were checked for liquor law violations regarding sales of alcohol to under-aged persons. Two violations were found and forwarded to the Board of Selectman for a hearing which resulted in disciplinary action against the license holders.

The Detective Division wishes to thank Chief Stone and the men and women of the Norfolk Police Department for their continued support, hard work, and dedication. We also wish to thank the residents and business owners for their support and assistance as well.

## COMMUNICATIONS DIVISION

The Norfolk Communications Department is responsible for dispatching all emergency and non-emergency incidents including Police, Fire, EMS and Animal Control. Our Communications Specialists fill a vital role as first contact in most emergencies.

During 2016 the Communications Department logged approximately 11753 incidents. We continue to ensure the department delivers a high level of service to the community through constant training and technology advancements. Many times our department is not seen by the community but their hard work and dedication ensures emergency responders are dispatched rapidly and efficiently to help. The communications specialist also attends to the day to day business operations of the public safety departments.

### **2016 Year-End Activity**

**Police/Fire/EMS/ACO incidents dispatched: 11753**

**911 Calls: 1809**

**Non-Emergency Calls Received: 42269**

**Radio Calls handles (Police): 45634**

**Radio Calls Handled (Fire): 15945**

In 2016 the Communications department consists of 3 full time dispatchers. Joseph Castellano has 10+ years of experience and is currently the Communications Supervisor. Garin Eisele who is also a Special Police Officer and continues to be on the Metro-LEC Tactical response Mobile Command Unit, and Farrah Gray who has completed a full-time police academy and is also currently a reserve officer in town. Part time dispatchers include William Mouyos, Evan Puopolo, Ben Campbell, Paul Altmeyer, Brendan Penttila, Kevin Brady, Kate Howarth, James Hazeldine and James Vinson.

In closing, The Department would like to thank Chief Stone and Chief Bushnell for their continued support and guidance, all of the members of the Police, Fire and Animal Control Department for the amazing working relationship, and finally the Community of Norfolk for allowing us to represent you!

Respectfully Submitted,

Sgt. Timothy Heinz, Joseph Castellano

Communications Supervisors

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works strives to support and enhance a high quality of life for the Town's residents, businesses and visitors by providing well planned, environmentally sensitive, cost effective infrastructure and services to promote public health, personal safety, transportation, economic growth and civic vitality.

The Department of Public Works is also responsible for planning, designing, constructing and maintaining the Town's infrastructure with oversight by the Town Administrator and Board of Selectmen.

So that each function of the Department of Public Works can be adequately explained, this report is broken down by the following divisions:

### **HIGHWAY DIVISION**

The Highway Division is responsible for the rehabilitation, reconstruction, maintenance and engineering design of over 70 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. The Highway Division is responsible for all snow and ice events, with support from all Divisions.

This year the Highway Division completed multiple Permanent Asphalt Repairs, "Perm Patch", at various locations throughout the Town. The process includes machine milling and excavation of deteriorated street pavement and replacing with hot mix asphalt, applied, raked and compacted in place. When asphalt plants are closed and hot mix is unavailable Cold Patch is purchased and applied to potholes as a method of temporary repair.

Street Line painting was completed town wide to include: 282,388 l.f. of double yellow center lines, 152,594 l.f. of single white edge lines, cross walks, stop lines, r/r crossings and more. All streets are swept at least once in the Spring and the Town Center was swept clean on a weekly basis in the Spring and Summer. Sweeping was also completed in multiple locations before scheduled events and for clean up purposes after accidents etc. Over 1,600 catch basins were cleaned. As a result, approximately 287 c.y. of catch basin cleanings each year are stock piled on site at the Town's landfill. These materials are sampled annually and certified for re-use under roads through a Beneficial Use Determination (BUD) and approved by the DEP.

The Highway Division performed roadside tree removal both independently and in a joint effort with Eversource. Highway assisted the Lion's Club with the construction of a Community Garden, and aided the Conservation Commission with beaver removal from impacted waterways throughout the town.

This year the Town received an allotment of \$391,048 through Chapter 90 Funds for pavement improvements to the following streets:

Old Coach Road – 1,126 l.f.

Lafayette Lane – 2,216 l.f.

    Sidewalk – 660 l.f.

Freedom Trail – 287 l.f.

    Sidewalk – 3,660 l.f.

Parking Lot addition and asphalt repair at Olive Day School

Maple Street – pavement repair – 500 l.f.

Traffic calming speed humps installed – Everett Street

## **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. In 2016 there were 12 burials and 3 cremation burials.

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 sales 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 planted trees in accordance with a town-wide tree planting program to replace street and municipal area trees, and assists our Conservation Commission with completing various projects within conservation areas. During the winter months, the Grounds crew is responsible for roadside clearing in specific areas. This function depends on a light winter season. The Division is also responsible for installation of all holiday decorations, lights, flags, wreaths etc.

An article was approved in the amount of \$19,000 for the purchase of an ABI Infield Groomer.

## **VEHICLE MAINTENANCE DIVISION**

The Vehicle Maintenance Division is responsible for the purchase, repair and maintenance of the Town owned fleet consisting of 70 vehicles and 118 accessory pieces. The Vehicle Maintenance Division, in compliance with the Capital Outlay Committee's request, 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 is updated annually so that the Town will always have a minimum 5 year cost projection with a 10 year estimated projection. The Replacement Program would allow the Town to manage the fleet in a cost effective manner, reflected in vehicle maintenance expenses. Due to funding shortages over the past several years, however, funds have not been appropriated to replace vehicles. Because of these shortages, the issues of major maintenance and major repairs will continue to play a roll in budget increases. Equipment dependability will also become an issue.

In the past several years, the Vehicle Maintenance Division, utilizing any funds available and supplying in-house labor, has worked with all departments in the Town to complete several major repairs and upgrades to the older equipment (Fire Department: 1989 Tank Truck and 1996 Ladder Truck) to ensure safe and dependable service of these pieces of equipment.

The Vehicle Maintenance Division provides a long term cost effective maintenance program for all departments that utilize vehicles to perform services for the Community. The program aids in keeping maintenance costs down, downtime short and assures safe, reliable service of the vehicles. Departments that utilize the Vehicle Maintenance Division's services include Police, Fire, DPW (Grounds, Highway, Solid Waste and Water Divisions), Building Department, Council on Aging, Animal Control, Town Hall Administrative, Recreation and Schools. As we move forward, we will continue to evaluate the Town's fleet and create cost effective consolidation to reduce major repair costs and maintain a quality fleet of service vehicles.

Vehicle maintenance is also responsible for building maintenance at the DPW facility, including fuel storage, fuel dispensing, annual testing and certification of fuel system, fire suppression systems, air vessels and furnace.

## **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 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.

## **SOLID WASTE DIVISION (cont'd)**

Wood waste and yard waste products have been processed into usable material for residents, area nurseries, and farms (i.e. compost, wood chips, etc.). 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. Solid Waste is now producing screened loams and gravels which can be purchased by residents and local businesses. The Transfer Station also offers roll-off container rental service to residents.

The Solid Waste Division is working closely with the Department of Environmental Protection (who is very impressed with our source separating program and facility layout) to acquire grants to help fund upgrades. In addition, the Solid Waste Division works diligently each year to maximize its efficiency in methods and markets for disposal. Compaction of bulky materials such as cardboard and plastics has reduced the number of hauls, saving labor, repairs, fuel and maintenance costs, while increasing tipping weight per haul, thereby increasing revenue per haul. Compacting of cardboard began in December of 2012, and #1 clear plastic began in March of 2013. The compaction of these two materials has reduced the number of hauls by approximately 50% and the tonnage hauled per trip has approximately doubled when averaged over the year. This decrease in trips has allowed these labor hours to be used to do much needed repairs to the facility and to produce saleable materials such as loam, compost, woodchips, etc.

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: Red Cross, Community Clothes Recycling, St. Vincent DePaul, Goodwill, Salvation Army, Lions (eye glasses) King Philip Boosters (returnable plastic bottles & cans), Norfolk Schools (cell phones & printer cartridges), and Friends of the Library (books).

### TOWN OF NORFOLK TRANSFER STATION ANNUAL REPORT 2016

All of the figures in this report relate to the calendar year January 1, 2016, through December 31, 2016. The Transfer Station was open to Norfolk residents on Wednesdays and Saturdays from January 1, 2016 through December 31, 2016. The total number of operating days in 2016 was 105.

#### Non-Recyclable Waste

The Town of Norfolk contracts with Wheelabrator Millbury, Inc. for disposal of household waste and for bulky waste.

Total compacted waste	605 tons
Total bulky waste	280 tons
Total non-recyclable waste	885 tons
Daily average	8 tons

The 605 tons of compacted waste represents 34,571 bags of household waste.

#### Recyclable Waste

Newspaper & Mixed Paper	119 tons
Corrugated Cardboard	107 tons
Plastics (#1-#7)	54 tons
Metal (white goods & metal cans)	87 tons
Tires	5 tons
DPW Waste	1,092 tons
Glass (white and colored)	79 tons
Leaves/Yard Waste	309 tons
Brush	862 tons
Wood	67 tons
Textiles – St. Vincent dePaul	12 tons
Textiles – American Red Cross	4 tons
Big Hearted Books	10 tons
Total Recyclable Waste	2,807 tons
Daily Average	27 tons

#### Recycling Rate

Total recyclable plus total non-recyclable waste is 3,692 tons. This figure achieves a recycling rate of 76%. (Before accounting for private haulers, hazardous waste.)

## **WATER DIVISION**

The Water Division is responsible for operation and maintenance of the town-owned water system, and delivery of potable water to its customers. The system consists of 73 miles of water main, 2,467 services, 4 supply wells and 2 one-million gallon storage tanks. The system is in compliance with all Massachusetts Department of Environmental Protection (MassDEP) Rules and Regulations. The Water Division is self-supporting. Fees from water revenues are managed through an Enterprise Fund, for construction, maintenance, and new source development.

During the past year, the following significant water projects were undertaken and completed:

- Hydrant Maintenance Program – mechanical maintenance, painting, location flags and GPS identification of infrastructure.
- Pump Station Maintenance – painting of station interiors and maintenance of paved access roads at Spruce Road and Gold Street stations.
- Continue to research for potential new water source locations.
- Continue the challenge of reducing and minimizing unaccounted-for-water (9%) by locating and repairing leaks in the water mains and services. Also, testing and replacing faulty water meters.
- Norfolk Water Division conducted Spring & Fall town-wide hydraulic flushing of the entire distribution system.
- Managed leak detection, backflow testing, master meter testing, generator testing, and contract operations at the pump stations.

The Water Division continues to work cooperatively with the MCI Norfolk Water Department to provide the facility water for emergencies and maintenance purposes.

The Department of Public Works is dedicated to the delivery of potable water pertaining to quality and quantity and continues to investigate new water supply resources to meet the community's future needs.

### **WATER SERVICE INFORMATION**

	<b><u>2015</u></b>	<b><u>2016</u></b>
Miles of water main in service	73	73
Total water services*	2,421	2,467
Number of services per mile of water main	33	34
Total gallons pumped	172,016,210	155,052,700
Total gallons purchased	33,000	5,337,200
Average gallons pumped per day	471,277	424,802
Average annual gallons used per service	71,065	65,014
Average gallons used per service per day	195	178
Total Water Bill and Betterment Revenue	\$1,687,556	\$1,613,825

\*Reflects metered services only. Fire services are not included in this figure.

Finally, we would like to offer a special note of thanks to all the Town Departments, Boards, Commissions, and Committees for their continued support and working relationship.

Respectfully Submitted,  
Robert J. McGhee  
Director of Public Works

# **KING PHILIP REGIONAL SCHOOL DISTRICT**

**Norfolk– Plainville – Wrentham**

**School Year**

**2015/2016**

## **Superintendent's Report:**

It has been another eventful year in the King Philip Regional School District. The School Committee and I would like to thank the communities for the continued support they show for our school district and children. King Philip continues to work hard to ensure that our students meet with success both in and out of the classroom. King Philip Regional High School is a member of the AP Honor Roll for the third year in a row.

King Philip Regional School District has an average 99.8% of our students progressing towards proficiency in English Language Arts, 97.3% in mathematics and 98.8% in science. Our average SAT score on the reading portion of the exam was 541, the average score on the writing portion of the exam was 535, and the average score on the math portion of the exam was 546. King Philip's graduation rate was 97%. Also, 87% of our students go onto higher education, with a vast majority entering science, technology, engineering or math areas. In collaboration with our three towns, King Philip continues to work at improving student outcomes while working with our fiscal committees to ensure appropriate allocation of your tax dollars.

In 2015-2016 students in grades, 10 through 12 took 586 AP exams, and 80% of these students scored 3's or better. All students in the King Philip Regional School District by the time they have graduated have completed credits reflective of the State's established Mass Core which is a rigorous set of classes required for matriculation into state schools of higher education. Additionally, the district's student's successes in academic achievement can also be measured by their competitiveness for acceptance to post-graduate institutions of learning.

Community service initiatives remain a focus of King Philip High School demonstrating our commitment toward civic responsibility. KP Cares is a service organization that spans grades 9-12, where students give back to our students, families and community members who are struggling. Our Leo Club is the largest Leo Club in the world with well over 250 members at the high school level. KP Cares in association with all clubs and athletics played host to Relay for Life for the second year in a row. This year these groups honored Lt. George Labonte at this event and their Fight Back Festival.

## **King Philip Middle School:**

For the first time ever, Edgar Allan Poe (played by Campbell Harmon) made a visit to King Philip this October. Christine Longden headed up this effort and students were enthralled by the gruesome tales, "The Tell-Tale Heart" and "The Black Cat," as well as his likeness to the real Master of Suspense. It was a memorable and mesmerizing day for our 8<sup>th</sup> graders! In the spring, our Grade 8 students were fortunate to have had Mrs. Janet Applefield return to King Philip Middle School to talk to them in an assembly led by Susan Stoller. Our students listened intently to her personal story about how she survived the Holocaust and had an opportunity to ask questions.

Mrs. Denise Ryan planned a successful field trip to the Boston Museum of Science in November of this year. The trip included an Omni Theater presentation on Ancient Greece, the Hall of Human Life, the Lightening! Exhibition, as well as a variety of hands-on activities and learning experiences.

Mary Beth Runyon and Lynn Bois presented at a Regional Conference for the National Council of Teachers of Mathematics (NCTM) in Atlantic City, NJ to a completed full room of fellow educators and administrators!

The Science Department had two teams travel to MIT for the annual science trivia contest during April vacation. We applaud the more than 40 students who took time out after school to try out for one of the coveted 10 spots on the always competitive King Philip teams. Both teams competed against other middle school teams and won first and second place. The winning team, the Nano Know it Alls consisted of Andrew Pham, Jacob Brawley, Virginia May, Emily Lengel and Nick Sorel. The second place team, the Smarticle Particles, consisted of Harry Brown, Thomas Crowley, Thomas Ciavattone, Leah Smith, and Matt Stetter. The Nano Know it Alls will be traveled to Boston for lunch with Nobel Laureate, Dr. Jerome Friedman on June 14, 2016. In six years of competition, this is the fourth time a KPMS team has earned the privilege of dining with a Nobel Laureate. The Smarticle Particles were the recipients of MIT sweatshirts. We are incredibly proud of these teams as well as all the students that took the time to try out.

Dr. Michele Austin has been selected as the KPTA Teacher of the Year nominated and voted on by her colleagues at both the middle and high school. She was honored at the NCTA awards banquet on Tuesday, June 7, 2016.

The STEM curriculum is continually evolving with changes in standards and technologies. Grade seven STEM students completed several units through engineering challenges and computer programs. A highlight of this year's program was the incorporation of "Future Goals", an online STEM program. The National Hockey League (NHL) and the National Hockey League Players' Association (NHLPA) and the Boston Bruins partnered to launch the Future Goals program, a North-American initiative that provides students with science, technology, engineering and math (STEM) education opportunities. The program brings cutting-edge, digital learning opportunities into classrooms at no cost, and prepares today's students to be the innovators and leaders of tomorrow.

### **King Philip Middle School:** **Co-Curricular and Extra-Curricular Activities**

The Science Club has had a successful year. Fifty students meet monthly after school to participate in various activities including fooling your senses, Halloween science, cow heart dissections, Cartesian divers, polymer science, electricity, and paper chromatography.

Mr. Sean Jones and Ms. Lisa McIntyre continued to co-advise the KPMS Student Ambassadors this year. The year began by welcoming more than thirty students to the program. The new Student Ambassadors worked to promote the first of their projects during the year, World Kindness Week, which took place in mid-November. World Kindness week kicked off with a spirit day inspiring all community members to promote kindness throughout the week by wearing purple. The entire building was flooded with purple on this day! From there, World Kindness Week included a peer-to-peer kindness recognition program, a kindness video series played in the S.A.T. period throughout the week, an infusion of kindness quotes posted throughout the building, as well as a co-sponsored teacher-student kindness recognition program with adjustment counselor, Ms. Leah Barry.

The Student Ambassadors expanded upon an initiative started by Ms. Lisa McIntyre and students from the previous year by taking a number of trips to Maples Rehabilitation Center in Wrentham, Massachusetts throughout the year. During this time Student Ambassadors socialized, crafted, and sang with the residents of the center, and an enjoyable time was had by all.

The Student Ambassadors continued their involvement in Project 351, a statewide program that empowers teens to make change and progress within their community. Project 351 partners with the charity Cradles to Crayons, an organization that works to provide all school-age students with clothing and the necessities for success in school. Eighth graders Shaeleigh Boynton and Kyrillos Elyass represented KPMS and the Student Ambassadors by being the Project 351 ambassadors for KPMS and the communities of Wrentham and Plainville. To support Shaeleigh and Kyrillos in their endeavor to create a spring service event to collect clothing and other goods for Cradles to Crayons, the Student

Ambassadors held their second annual dodgeball tournament at the beginning of April. As part of the dodgeball tournament, the Student Ambassadors also held a very successful raffle that engaged both the student body and the faculty and staff of KPMS. The Student Ambassadors approached and partnered with many community businesses who graciously donated a number of items and gift cards that could be raffled off during the dodgeball tournament as a way to generate excitement for the tournament. Over 150 students participated in the tournament and many other students spectated and supported their classmates during the event. Overall, the event was a tremendous success, with many clothing items collected and \$1,317.69 being raised for Cradles to Crayons!

The KPMS Student Ambassadors concluded their year by hosting a luncheon for some of KPMS's other unsung heroes on the afternoon of Thursday, June 9th. The KPMS Student Ambassadors recognized the support, hard work, and effort of the KPMS secretaries, bus drivers, custodians, and tech department by providing lunch as well as small tokens of their appreciation on this afternoon. Overall, the Student Ambassadors had a successful year of growth and look forward to continue growing next year.

The Friday Morning Video Announcements Club – co-advised by Mrs. Allison Susi and media arts teacher Mr. Dan Allen – continued to engage the wider King Philip community by creating weekly video highlights of all of the happenings of KPMS as well general community announcements with a dedicated crew of Announcement Club members every Wednesday afternoon.

Continued this year was the ability for parents to view the announcements from home. Students from Announcements Club and Media Arts Classes filmed and edited the Friday Video Announcements to be shown to the entire school population each week. Students filmed and edited video for many school activities and projects for all academic areas, to be used in class as instructional video or as a highlight or culminating activity for the program.

Students from Student Council and Media Arts Classes filmed and edited a new KPMS Student Orientation Video to be shown to all incoming 6th graders and their parents during school visits from all three sending towns.

The Student Council once again held an Amazing Race and pep rally the day before Thanksgiving. The KPMS Spirit Model winners were Ms. Planeta's homeroom for 7th grade and Mr. Holland's homeroom for 8th grade. The Amazing Race winners were Ms. Russell's homeroom for 7<sup>th</sup> Grade and Mr. Jones' homeroom for 8<sup>th</sup> Grade. The Science Department won the Food Drive which benefits needy families in our communities as well as the 3 different town food pantries.

The following teachers were honored at the Pep Rally: Mrs. Ryan, Mrs. Longden, Mrs. Bond, Mrs. Adams and Mrs. Spinelli. In addition, Mr. Jacobsen won the Unsung Hero award.

The members of the 2015-2016 Student Council were:

**Grade 7:** Sam Brady, Marin Cormier, Courtney Imbaro, Yousef Lotfi, Makenzie Manning, Neha Sunkara, and Aly Wood. **Grade 8:** Sam Callanan, Grace Ely, Ryan Halliday, Winthrop Richardson, Leah Smith, Avery Snead, John Venno.

Other Student Council activities included a Coat Drive and Candy Gram sales to purchase gift cards for families in need during the holidays. Grade 7 students participated in the St. Jude's Math-a-thon. Previous years we have collected over \$112,000 for patients of St. Jude's Children's Research Hospital to help families and children suffering from cancer and other childhood illnesses.

Susan Hall wrote and received a grant to purchase a 3D printer. The grant was funded by Merck, a pharmaceutical company with offices in Milford, MA who support STEM education initiatives. Her students are learning 3D modeling and will print their creations on the new printer. Additionally, she is working with the Boston Red Sox on a STEM Day at Fenway Park.

Middle school students presented performances of *High School Musical Jr.* to enthusiastic audiences in the sold-out middle school auditorium. The KPMS show featured a cast of talented 7<sup>th</sup> and 8<sup>th</sup> graders: Troy Bolton - Aaron Wilkinson, Gabriella Montez - Ali Buchanan, Sharpay Evans - Abbey Citarell, Ryan Evans - Ty Colby, Coach Bolton - Yousef Lotfi, Mrs. Darbus - Elizabeth Cree Gee, Zeke Baylor - Cam Desmond, Taylor McKessie - Sarah Galetta, Kelsi Nielsen - Maura Johnston, Martha Cox - Mary Kate McDonald, Chad Danforth - Diego Cordero, Jack Scott - Zachary Ball. Ripper - Ali Ray, Jane - Sofia Delveccio, Susan - Grace Dalton, Cathy - Liz Kenerson, Cyndra - Colleen Campbell, Ms. Tenny - Julia Lefebvre, Karaoke MC - Jaclyn Anderson, Mongo - Camryn Buckley, Kat - Roxy Hepburn,

Cheerleaders: Alli Beltramini, Emma Brooks, Kiryn Denmead, Ally Garven, Rebecca Ireland, Erica Maxon, Sumayah Mohamed, Sarah McCarty, Annie Jean-Claude, Isabelle MacMeans.

Basketball Players: Declan Derfler-Murphy, Peter Tuohy, Jeff Bovaird.

Brainiacs: Lilia Angelone, Kaylee Burke, Julianne Butts, Nicole Coughlan, Erin Cox, Katherine Grabner, Roxy Hepburn, Noelle Kennedy, Abigail Meader, Brianna Murphy, Laura Schollmeyer, Mia Valencia.

Skaters: Camryn Buckley, Maiya Cloutier, Annie D'Ambrosia, Gabby Heirl, Marion Linde, Brooke Lynch, Alex Lydon, Shayna Mango, Haley Medeiros, Elisabeth Merritt, Lauren Nee, Ally Norton, Keerthana Senthil-Kumar.

Thespians: Caroline Aaron, Jaclyn Anderson, Emma Brooks, Charlotte Colella, Madeline Crowley, Grace Gable, Brianna Murphy.

Tech Crew: Erin Cahoon, Holly Clement, Kayla Colon, Kate Crump, Jonah Fiske, Gianna Gifun, Rob Hjort, Julianna Hoitt, Emily Lengel, Emily McDonough, Ezra Park, Graham Randall, Aidan Shea, Molly Smith, Evan Starvis, Kate Tardanico, Annika Yanoshak.

Production staff: Director/costumes/publicity - Jamie Osborne, Asst. Director/Tech Coordinator - Sean Jones, Music director - Ryan DeWolfe, Choreography - Lauren Duffy, High School Tech Managers - Josie Talerman, Sophia Maglio, Philip Kaelbling, Michael Sweetman, KPMS Stage Managers - Emily McDonough and Jonah Fiske, Sound - Chris Currier, Lights - Nicholas Sorel, Make-up - Sarah Butts and Robert Giannelli, Consultant - Sean Leehan

The show was directed by Language Arts instructor, Jamie Osborne, who has been involved with the drama program since its inception in 2005. Music direction was coordinated by general music and choral instructor, Ryan DeWolfe. King Philip alumna and teachers' assistant Lauren Duffy has created choreography for the show and history teacher Sean Jones coordinated costumes.

A very special thank you to The Rylee Fund, who endowed the drama club with grants; allowing us to upgrade our mics & acquire our first spotlight! We dedicate our new spotlight in memory of Rylee Collins, former KPMS drama club student, so that all aspiring thespians have the opportunity to shine on the KPMS stage! Special thanks to the Eagle Brook Saloon for donating pizza to feed our hungry cast during the dress rehearsal. Additional thanks to all the KP parents & family members, who supported our efforts & volunteered their time throughout this High School Musical journey.

The King Philip Middle School Band directed by Mr. Michael Keough had nine students accepted to Southeastern Massachusetts Junior District Festival: Matthew Stetter - guitar; Madison Soares, Melissa Gibney, Alexis Zitomer - flute; Daniel Sammarco - clarinet; John Cannon, Jonathan Machado - tuba; Thomas Crowley - horn; Lisette van den Boogaard - trumpet. The King Philip Marching Band won the US Bands Division 3 National Championship including caption awards for best percussion, and music. We earned three gold medals at the MICCA Concert Festival for the 7th Grade Band, 8th Grade Band and Wind Ensemble. Jazz Ensemble clinics were held with George Murphy (Foxboro Public Schools, retired) and Gary Smulyan (<http://garysmulyan.com/>). Wind Ensemble clinics with Benjamin Tileston - percussion;

Susan Goodwin - low brass; Anne Dorgan - trumpet; Kristyn Moore - flute; Tracy Salazar - clarinet; Andrew Loretz - saxophone; Adam Gruschow – bassoon were also held and funded by the King Philip Music Association. Clinics for all band students were also held and funded by the KPMA by Ben Tileston - percussion; Steven Yavarow - clarinet and saxophone; Kristyn Moore - flute; George Murphy – brass. Two students participate in MICCA Solo and Ensemble Festival. Sophia Smith, Neha Sunkara - flute.

Mr. Keough guest conducted the MMEA Western District Junior Concert Band and he also completed a master's degree in Instrumental Conducting from the Sam Houston State University.

The after-school Cross Country team finished the fall season undefeated. At the State Championship Invitational held in Devens, MA, Michael Griffin placed an impressive 5th overall in the eighth grade boy's race. Bryce Dalzell finished 6th overall in the seventh grade boy's race.

The ever-popular Intramural Volleyball Program attracted 180 students this year. The Champions team for this year were: Alex Fritz, Shealyn Clifford, Nate Farkash, Cade Patrick, Ashleigh Bowen and Kiley Sullivan. The Physical Education helped to host a number of school fundraisers including 3-vs-3 tournament to benefit Jam Quest, a dodgeball tournament for Cradles to Crayons and a Pickle ball tournament to benefit Multiple Sclerosis. A seventh grade student named Evan Paiva created the pickleball tournament to benefit Multiple Sclerosis raising \$650.

The Middle School has been granted permission from the State Division of Fish and Wildlife to construct a nine-hole Disc Golf Course on School property. It was completed during the summer by one of our PE teachers, Steve Myette.

#### **MIDDLE AND HIGH SCHOOL STAFF RECOGNITIONS:**

We are continuing our commitment to building teacher leaders and encourage staff to take on lead roles in professional organizations and we encourage our staff, students, and families to recognize quality teaching. Howard Bean was recognized as the Most Valuable Educator in September. Conor Jacobsen was recognized as an outstanding educator by Barnes and Noble based on essays written by his students. Jamie Wilfert and Susan Hall were invited to present on the Use of Big Books as a Form of Assessment at the New England League of Middle School's Annual Conference. Mary Beth Runyon and Lynn Smith were invited to present at the National Council of Teachers of Mathematics Conference. Dr. Michelle Austin was selected as the Norfolk County Teacher of the Year. Michelle Palladini won the Top Award from Massachusetts Association of Women in Law Enforcement. Michael Keough was invited to conduct the Massachusetts Music Educator Western Division District Junior Concert Band. At the High School, Ashley Nelson served as presenter at the American Choral Director's Association Eastern Division Conference as well as a panelist at the Massachusetts Music Educators State Conference. Doris Brennan was selected as an Amgem Biotechnology educator with Congressman Kennedy visiting KPHS as part of the experience. Ann Lambert is responsible for the creation of a video based lesson selected for inclusion on the MIT Blossoms Initiative website which hosts science videos from around the world. Loreen Meyer was selected as a presenter for the MA Association of Biology Teachers Association. Both the High School and the Middle School have a mechanism for building based staff recognition where staff identify a key individual that has made a substantial contribution to students and their learning and/or support of professional colleagues.

#### **Middle School Staff Changes:**

The following staff members were either new or in a new position at the middle school in 2015-2016:

Mrs. Bridget Murphy (Special Education), Mr. Kory Kotouch (History); Mr. Alex McKeen (Math), Mrs. Linda Rondeau (Math), Ms. Molly McGovern Math/Special Education), Ms. Casey Planeta (Special Education), Mr. Josh Cooney (Health); Mrs. Corey Flynn (Main Office Secretary)

Teacher Assistants- Ms. Caitlin Chase, Mrs. Kelly Loewen, Mrs. Denise Leonard, Mrs. Kristen Negro, Ms. Shana Goldstein, Ms. Casey Finch, and Mrs. Janet Davis.

**King Philip Regional High School:**  
**Student Academic Achievements**

The students at King Philip Regional High School have been outstanding in their academic accomplishments! 79% of our 2016 graduating class went on to four-year colleges, and another 8% went on to attend two-year colleges. Our students in the Class of 2016 are attending, Cornell University, Tufts University, Penn State, Northeastern University, and Wentworth Institute of Technology just to name a few. The following students were named Commended Students by the National Merit Scholarship Program; Isabel Allardi, Carter Ball, Michaela Downey, Jason Fitch, Ryan Guenette, Catherine Hoye, Jason King, Ian Light, William Linde, Crosby MacLean, Brenna Murphy, Justin Rohan, Garrett Schneider, Lily Winder, Nichole Zalewski. These students placed among the top five percent of more than 1.5 million students that took the qualifying test!

The Class of 2016 was proud to name Ryan Guenette as Valedictorian and Brenna Murphy as our Salutatorian. Ryan left for Bentley and Brenna for Providence College this fall. We sent two deserving students, Jeffrey Yatshuashi and Jake Maguire, to represent King Philip at the 2016 HOBY (Hugh O'Brian Youth) Leadership Seminar. HOBY is the nation's foremost youth leadership program. Students spend a week at Stonehill College and dive into developing change leadership skills. These two sophomores selected demonstrated leadership, outstanding skills in communication, problem-solving and decision-making abilities.

Ninety-nine members of the senior class received the John and Abigail Adams Scholarship Award! The John and Abigail Adams Scholarship Award is a non-need based undergraduate tuition waiver to attract more high-performing students to Massachusetts public higher education. These students scored advanced on at least one subtest and advanced or proficient on the second subtest. Additionally, they must rank in the top 25% of students in our district based on their combined MCAS scores.

Our phenomenal art department represents strongly at the Scholastic Art Contest Kylie Desey, Rachel Stephens and Emily Whitehead were Silver Key winners, and Sarah Durno, James Gately, Lydia Lee, Rachel Mancour, Isobel McCue and Rachel Stephens were awarded honorable mentions. Chase Lydon and Sarah Durno were selected as Art All State participants for their self-portraits an assignment our students find reflective and challenging.

At the 2015 International Career Development Conference, held in Nashville, TN, KP DECA achieved international recognition again. Three of KP DECA's teams "Earned Glass," which means they placed in the top three in their categories. Ashley Guertin and Courtney Kelleher took first place in the financial literacy promotion category, Addie Lotito and Emalee Buckley were awarded the third place trophy in the independent business plan category while Tess McGory singlehandedly won third place in the franchise business plan category.

KPTV swept the 2016 National Student Television Academy of Arts and Sciences Emmy Awards! Kelly Lewicki and Connor Canning accepted their National Student Television Emmy Award at Emerson College. Kelly won Best Video Essay with her Boston Marathon "We Come Running" video and Connor won two Emmy Awards for his editing and special effects reels.

## **King Philip Regional High School:**

### **Co-Curricular and Extra-Curricular Activities**

Installation of the Warrior Turf Field began July 1, 2015, and was finished by the second week of September. Girls Soccer had the honor of playing the very first game on our new field! Baseball, Girls, and Boys swimming all won the Kelly-Rex Division of the Hockomock League. Our Lady Warrior Softball Team behind the incredible pitching of Kali Magane won another Division 1 State Championship. Kali left in the fall to continue playing softball for Boston University.

King Philip is rich in programs that focus on giving back to others. KP Cares is a club that is active all year long with events such as Luminary Night, White Out Cancer and "Chop to Stop/Shave to Save." Chop to Stop/Shave to Save is a great event; KP Cares invited volunteers from local hair salons to set up in the cafeteria and shave heads or cut participants hair; each of these events donated all raised funds to the Jimmy Fund, local families battling cancer and raising childhood cancer awareness. KP Cares hosts Operation Dress Up by reaching out to families for donations of prom gowns, shoes and accessories. Volunteers offer to tailor the gowns, and the library becomes a boutique for a night of shopping for those who need financial help with prom attire. These are just a few of the many, many things KP Cares brings to the KP family.

At the annual meeting of the Massachusetts Association of Student Councils, King Philip was awarded designation of Gold Council of Excellence, one of the highest award a council can achieve! Our award winning Student Council is involved in many exciting happenings! Their focus is on enhancing our school community and the KP Community as a whole. Events such as Spooktacular and the Easter Bunny Breakfast fill our high school with young children that will eventually roam our halls. In their joint Regional Talent 4, A Cause even held at Oliver Ames High School our very own Caroline Watson won first place while Tailon Price, also a member of the class of 2019 won fourth place at this competition.

King Philip Model UN in only its second season represented King Philip High School well. Matt Rochfort, Evan Bangs, Shea Mitchell and Bill Whitney all placed third in their individual committees. KP Debate club had a winning season under the advisement of Ms. Jennifer McCann-Black. Colin Greene was named debate champion for the 2015-2016 season.

KP Drama and GAPS' is always entertaining! Their holiday production of "TV: A Holiday Musical" our first musical production at the high school level was a huge success! Once again the community spirit of KP shows up as the proceeds from this popular show went to the tri-town food pantries. This production raised \$2,250.00 bringing the total amount raised, by the collective performances of KP Drama & Gaps', to \$16,250.00! In the springtime KP Drama and GAPS presented Rosencrantz & Guildenstern Are Dead. Taking the lead in the springtime production were Zach Garriety and Rachel Raposa. Two KP GAPS students were prize winners at the 2015 New England Theatre Conference Theatre Olympiad. Senior Lily Winer was awarded the silver medal for her scenic design for a modern play entitled "Three Monkeys." Senior Eli Lavin was awarded the gold medal for his stage management portfolio.

Our music program excels in all endeavors! "The Pride and the Passion" competed in the US Bands Northeast Regional and National Marching Band Competitions. Their production, "Blink of an Eye" won the US Bands Division III New England Championship, and the US Bands Division III National Championship. Our band was a MICCA State Gold medalist. Our Jazz Band was named MAJE State Gold Medalist. Winter percussion did not disappoint as they claimed first place at WGI Trumbull Regionals NESBA New England finals and Mac finals in Stamford, CT. as well.

### **High School Staff Changes:**

The high school added several new teachers; Ashley Nelson, choral music, Jamie Fleming, English Language Arts, Emily Tkowski and Shawn Geary to the Math Department, Kristen Das, Kourtney Wilder and Matt Gorr to the Science Department, Vanessa Levesque to World Language and Cheryl Rowe as the Instructional Technology Specialist.

**King Philip Regional School Committee:**

The King Philip Regional School Committee has continued to work with the three member towns of Norfolk, Plainville and Wrentham, to develop a responsible budget while offering King Philip Regional School District students the best possible educational and extracurricular programs. The School Committee has remained sensitive to local budget constraints and continues to be transparent with its budget and with the school district's requirements. On behalf of the School Committee, thank you for your continued support as we strive to provide our young people with a solid foundation for success in their future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Zielinski".

Dr. Elizabeth Zielinski, Superintendent  
King Philip Regional School District

# NORFOLK ELEMENTARY SCHOOLS

January 2016 – December 2016

## **Mission Statement**

The Norfolk Public Schools offer a safe, joyful and challenging learning environment that meets the needs of our diverse students. Through school, family and community partnerships, we provide an education that inspires life-long learners and cultivates caring and productive citizens of our ever-changing world.

## **Budget**

The FY 2016 Approved Budget for the Norfolk Public Schools was \$10,876,598.

## **Personnel Changes**

Four valued members of the staff of the Norfolk Public Schools who touched the lives of many students and colleagues during their years of service, retired in 2016. We acknowledge, with gratitude the dedication and excellent service of these four professionals. Included were 2 teachers - Mrs. Paula Olivieri, Kindergarten Teacher (16 years) and Mrs. Bonnie O'Connell, Music Teacher (31 years); Also, Mrs. Diane "DeeDee" Faford (23 years) Instructional Assistant, and Kathleen Binette, Instructional Assistant (16 years) and Substitute Coordinator (12 years).

## **School Councils**

The School Councils are representative committees composed of the principal, parents, teachers and community members. They serve in an advisory capacity to the principal. The Councils meet on a monthly basis. During the 2015–2016 school year, the School Councils spent time at their monthly meetings discussing a variety of topics including: the diverse learning needs of students, differentiated instruction, curriculum initiatives, student assessments, home-school communication, integration of technology, school budget and special school events. The H. Olive Day School Council held a Parent Forum in order to share the School Improvement Plan (SIP), provide parents the opportunity to ask general questions about the school in an informal setting and express their thoughts regarding additional areas of focus for the next SIP. The Freeman-Kennedy School Council dedicated a portion of their time to developing surveys on bullying, cyber bullying, bullying prevention, and digital citizenship. Different surveys will be taken by parents, teachers, and students over the course of this year and next. The data received from these surveys will be used to tweak and enhance programs in and outside of school. The School Improvement Plan for each school is developed by the School Council and includes goals related to curriculum, professional development, student achievement, parent and community participation, school climate and the provision of safe, secure and well-maintained school facilities.

## **Curriculum**

The English Language Arts Curriculum Committee completed the second part of their curriculum review and recommended the adoption of the new edition of the Foundations Phonics Program in grades K -2 and the Words Their Way program for spelling and word study in grades 3 -5. Teachers began their second year of implementation of the new Lucy Calkins Reading Units of Study. Specialists (Art, Music & PE) have continued their work in the development of new units of instruction aligned to the standards in their respective areas. Professional development opportunities for teachers have focused on supporting the adoption of the Readers Workshop model and the use of the new Reading Units of Study. Professional development opportunities have been offered to help us better support the Social and Emotional needs of our students.

## **Enrollment**

Enrollment data is reported to the Massachusetts Department of Elementary & Secondary Education (DESE) (formerly the Department of Education (DOE) on October 1 every school year.

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, 2016 as reported to the Department of Education.

<b>Class Enrollment and Average Class Size</b>			
<b>Grade</b>	<b># of Students</b>	<b># of Classes</b>	<b>Average Class Size</b>
PK	60	5	12
K	130	7	19
1	147	7	21
2	106	5	21
3	106	5	21
4	123	6	20
5	112	5	23
6	132	6	22
<b>Total Enrollment</b>	<b>907</b>		

**2016 MCAS Results**

Our students performed very well on the MCAS tests that were given in grades three, four, five, and six during March and May 2016. The percentage of students who scored in the Advanced, Proficient, Needs Improvement, and Warning categories are listed below:

	<b>Adv.</b>	<b>Prof.</b>	<b>N.I.</b>	<b>War n</b>
Gr. 3	11%	59%	26%	4%
<b>ELA</b>				
Gr. 3	46%	35%	15%	3%
<b>Mathematics</b>				
Gr. 4	39%	37%	20%	4%
<b>ELA</b>				
Gr. 4	16%	64%	15%	5%
<b>Mathematics</b>				
Gr. 5	39%	35%	22%	4%
<b>ELA</b>				
Gr. 5	35%	51%	12%	1%
<b>Science &amp; Tech</b>				
Gr. 5	15%	60%	24%	2%
<b>Mathematics</b>				
Gr. 6	43%	35%	20%	3%
<b>ELA</b>				
Gr. 6	48%	46%	5%	2%

Respectfully submitted:

*Linda A. Balfour*

Principal, H. Olive Day School

*Lisa Altham-Hickey*

Principal, Freeman-Kennedy School

### **Special Education Department**

The Special Education Department has had a productive year! Major accomplishments this year include the implementation of two programs: a language based continuum of services in grade 2 and social/emotional/behavioral academic classroom in grades 3 – 6. Continued review of curriculum in our academic resource rooms and language-based programs has resulted in adoption and implementation of researched based curriculum in the area of writing. Norfolk has actively pursued sharing resources with Plainville and Wrentham and is successfully cost sharing several services. Our department continues to build social/emotional/behavioral programming, training staff on specific methods and curriculum such as mindfulness, Zones of Regulation, and cognitive behavioral therapy. Finally, the district is very proud of its co-teaching initiative in order to increase collaboration between general and special education teams and increase a student's ability to access the curriculum in a meaningful way, within the general education setting. This initiative has tripled since its implementation 1 year ago.

The Norfolk Public Schools Special Education Department runs multiple specialized programs. Housed at the H. Olive Day School is a Preschool program in its sixth year of implementation. This initiative has increased preschool options and provides early intervention services for students starting at the age of three years. Our preschool options include a three day program for 3 year olds, a four day program for 4 year olds, a four half day program and a five day/half day program for 3 and 4 year olds, a transitional kindergarten classroom, and a substantially separate preschool classroom for students with a higher level of developmental delays. Two specialized resource rooms, one at the preschool level through grade 2 and one for grades K – 2, offer support for students on the autistic spectrum and for students with global developmental delays. General programming for students on the autistic spectrum is overseen by a Board Certified Behavior Analyst/Moderate Special Education Teacher and is based on the principles of Applied Behavior Analysis (ABA) Programming. This resource has allowed the district to increase programming options for students on the autism spectrum. Another specialized resource room, for grades K – 2, provides services for students with behavioral, social, and emotional disabilities. Finally, the language-based continuum of services has extended to include grade 2 this year.

Housed within in the Freeman-Kennedy School for students in grades 3-6 are two specific programs. In its fourth year of implementation is the former "SEALS" (Social, Emotional, Achievement and Learning Supports) program newly named to "Problem Solving Zone," which provides services to in-district students diagnosed with social, emotional, and behavioral disabilities. An added component, an academic support classroom, has been added to this program. The Language-Based program has two classrooms, grades 3 and 4 and grades 5 and 6. It has existed at the Freeman-Kennedy School for seven years. This program is designed to provide specially designed instruction like Orton-Gillingham, Wilson Reading System and Project READ, for students diagnosed with language-based learning disabilities or for those students who require language-based learning strategies in order to access the curriculum. As a direct result of this program no new students have left the district for private language based schools in the last 5 years. The District continues to offer traditional academic resource support for students who need either inclusion or pullout instruction in grades kindergarten through grade six.

The District continues to implement a Team of regular educators and special educators in order to address more significant social/emotional school community needs. This Team meets once or twice a month and problem solves and plans for more significant student needs. This Team has participated in multiple professional development opportunities such as collaborative and proactive solutions by Dr. Ross Greene, mindfulness strategies, and training in cognitive behavioral therapy.

The district has been able to maintain the state percentage of students on IEP's at 17%. While maintaining the state average, the district has experienced a significant increase in the number of students diagnosed with autism and social, emotional, and behavioral needs in the district. The number of students qualifying for Special Education services with a diagnosis on the autism spectrum has doubled from June 2012 to December 2016.

This fall the Special Educational Parent Advisory Council (SEPAC) hosted a very successful Halloween party called "Trunk or Treat" for students and their families at the H. Olive Day School. In addition, the

SEPAC has provided presentations to the community by Norfolk Public School's special education staff and outside presenters, which address supporting students with disabilities. The SEPAC has been instrumental in supporting the implementation of a district initiative in order to educate the school community about disabilities called the ICare Program. The SEPAC is in its third year of publishing a monthly newsletter for the community in order to increase communication and provide information to families.

Respectfully Submitted:  
Anna Eberwein-Tupper, Ph.D.  
Director of Student Support Services

### **Technology**

For the 2015-2016 school year, the Technology Department continued its focus on classroom technology integration, district technology curriculum development and student performance data management. Another area of focus was continuing to develop a sustainable technology purchase and replacement plan. Helping educators to improve student learning is the primary goal of the Technology Department. To achieve this goal, promoting the usage of technology in the classrooms was essential. Professional Development opportunities were offered to assist teachers and school administrators to enhance lesson plan presentations and enrich curriculum. In addition, technology tools were used to help track how students were performing, and to help bridge gaps for students that had different learning styles and abilities.

During the school year, we continued to roll out Chromebooks in place of Apple laptops. Additional Smart boards were purchased for classrooms that did not have them. Professional development opportunities are being developed to provide trainings for added Chromebooks and Smartboards to help educators utilizing the districts' rich technology resources.

Respectfully submitted:  
*Mike Yang*, Director of Technology

### **Buildings and Grounds**

#### **H. Olive Day School**

Several major projects were begun during school year 2015-2016. Projects included;

- Completed replacement of 12,000-gallon underground fuel oil storage tank and all its subsidiaries.
- Replacement of the cafeteria's commercial dishwasher.
- Extensive work on the pneumatic building management system to improve air quality and efficiency to the HVAC Systems.
- Completed replacement of the grease interceptor in the kitchen.
- Replacement of piping and valves on the boilers.
- Replacement of failed dry valves in the fire sprinkler system and the nitrogen generator.
- Installation of burglar alarm for the building.
- Wiring upgrades and repairs to the fire detection panel.

#### **Freeman-Kennedy School**

- Resurfaced the gymnasium floor.
- Completed both preventative and corrective maintenance on roof top air handlers.
- Continuing repairs on the building temperature control system.
- Landscaping around the building.

In addition, we implemented a web based work order and asset management system for both the town and schools.

Respectfully submitted:  
*Matt Haffner*, Director of Facilities

**School Age Child Care (SACC)**

SACC is a non-profit, self-supporting organization that provides a structured recreation and enrichment program for children in kindergarten through grade six. The program offers before and after school care to children who attend the Norfolk elementary schools with program sites at both the H. Olive Day and Freeman-Kennedy Schools.

SACC follows guidelines established by the Department of Education for school run extended day programs and is under the general supervision of both the Norfolk School Committee and the Superintendent of Schools. The program strives to provide children with an environment within which they can safely explore, discover, create, interact, and grow. SACC offers stimulating activities designed to enhance children's physical, emotional, social, and intellectual development.

Currently, the SACC program provides care to over 125 students in the before and after school programs.

Respectfully submitted:  
Toni Marie Davis, Program Director



## TRI-COUNTY REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

The School Committee reorganized in July of 2015, and elected Steven Trask from Franklin as its Chair, Donna Cabibbo from Millis as its Vice Chair, and Robert Guthrie from North Attleboro as its Secretary. Monthly meetings continued to be held on the third Wednesday of each month at the school. Subcommittee meetings were held as needed.

Tri-County's secondary program, postsecondary program and continuing education program experienced continued enrollment growth. The ongoing increase in numbers is recognition of our successful three-fold mission: high vocational standards to train the workforce; high academic standards to prepare students for college; and high community service standards to prepare good citizens. These standards are visible in the achievements of our students and in their services throughout our member towns.

The vocational and civic skills of Tri-County students are extremely useful in these stressful economic times. Plumbing, carpentry, electrical and other programs work on public sector buildings and projects to save our district towns' labor costs. The vocational skills of our students can also be witnessed by a visit to Tri-County to take advantage of services such as Culinary Arts, Cosmetology, Auto Collision and Auto Technology.

Their citizenship skills are also to be observed throughout the member towns. Look for them as they undertake projects to improve their local community oftentimes utilizing skills learned in their respective program majors here at Tri-County RVTHS.

Tri-County hosted many key events attended by local and state government representatives including the Lieutenant Governor, Secretary of Education, senators and representatives. These events addressed such vital topics as the importance of vocational education, the skilled labor shortage, Mass Skills Capital Grant Program, and Mass Insight AP Initiative, among others.

### Graduation

Two hundred eighteen students graduated in an indoor afternoon ceremony on Sunday, June 5, 2016. Superintendent-Director Stephen Dockray presided over the ceremony. School Committee Chair, Steven Trask, and School Committee Vice Chair, Donna Cabibbo, presented diplomas to the graduates. Scott O'Brien, Head of Guidance, presented scholarships and awards to deserving seniors. The grand total of scholarships and awards for the class of 2016 was \$1,012,450.

### Guidance & Special Education Services

September 8, 2015, Tri-County welcomed 1,007 students to the new school year. The respective number of students from member towns was as follows: Franklin – 196, Medfield – 9, Medway – 67, Millis – 26, Norfolk – 37, North Attleborough – 333, Plainville – 81, Seekonk – 73, Sherborn – 0, Walpole – 49, and Wrentham – 49.

During the 2015-2016 school year, the Guidance department continued its programs to provide information to students, parents, sending schools and district communities. The Guidance department provided counseling for students in career pathways and postsecondary education. Tri-County continues to work with the Department of Elementary and Secondary Education on its development of *Your Plan For The Future*, a no-cost, comprehensive college and career planning portal designed to help Massachusetts students manage their educational and career pathways.

In 2016 Tri-County was once again named to the Circle of Champions by *Your Plan For The Future*. Tri-County earned this distinction by performing in the top ten percent of Massachusetts high schools that engaged students and parents through *Your Plan For The Future* during the 2015-16 school year. Tri-County's counselors, faculty, and staff were recognized for helping students become better prepared for college and careers.

Tri-County hosted Career Days for Grade 8 students from the regional districts. The Guidance department, with assistance of personnel from the Massachusetts Educational Financing Authority (MEFA), presented programs on college preparation. In addition, the Guidance department hosted a very successful evening College Fair.

The Guidance department organized and implemented SAT and ASVAB testing.

The Special Education department focused its efforts on Transition Planning and the development of Transition goals in IEPs. Students with IEPs have goals written that address deficits as they relate to College and Career Readiness. Employability skills, as defined by the Massachusetts Workplace Learning Plan, are the same skills that students need to be successful in any post-secondary environment. The department continued to work on developing strong, measureable, and attainable IEP goals that reflect the needs of individual students. As the school has seen an increase in school anxiety and significant mental health issues, the entire Student Services department redoubled its efforts to develop consistent practices for transition from home and hospital and to create even more comprehensive protocols for reintegration into both the academic and vocational programs.

### **Academics**

Tri-County Regional Vocational Technical High School continues to earn wide-spread recognition for academic and vocational success by combining rigorous and challenging academic courses with modern vocational studies. Implementation of the newest technology as well as innovative vocational technical programs ensures student success. Their success is measured in the classroom and ultimately in a chosen career path whether it is higher education, entrance in their vocational trade or military careers.

The class of 2018 scored exceptionally well in all three areas of MCAS, continuing to keep Tri-County rated as a Level I school. In ELA, 96% of students scored Proficient/Advanced. In Mathematics, 83% of students scored Proficient/Advanced. In Biology, 81% of students scored Proficient/Advanced. Tri-County's school percentile increased to 63% this year, from our 57% overall State performance rating from last year.

All students completed the Mass Core Curriculum requirement which is the Department of Elementary and Secondary Education recommended academic program for college and career readiness.

Sixty-five seniors from the Class of 2016 were awarded John and Abigail Adams Scholarships. These scholarships are awarded to students who achieve a minimum of two proficient and one advanced score on the Grade 10 English Language Arts, Mathematics, and Biology MCAS exams. Student scores must be in the top 25% of tested students.

Tri-County continued its implementation of the *itsLearning* platform this year. Teachers have embraced this learning platform, using it for lessons, power point slides, class notes, embedding video, remediation links, textbook links, uploading worksheets, collecting homework, online polls, data collection, submitting work and taking exams. All academic and many of our vocational teachers have been trained and are using *itsLearning* on a regular basis. Academic standards are all on *itsLearning* and can be used for both formative and summative assessments.

Tri-County purchased one hundred twenty five additional Chromebooks this year for use in the academic classrooms. Over the course of the year, Chromebook use increased and students commented on how much they enjoyed using this additional technology in their classes. There are multiple Chromebook carts placed in all core departments: Science, Social Studies, Math, and English.

This year, Tri-County has partnered with Mass Insights to not only increase our AP offerings in the future, but to also improve how we teach both our AP and pre-AP courses. Several of our teachers attended pre-AP strategies workshops in an effort to improve vertical teaming to attract more students to enroll and be successful in our AP programs. Our hope is to improve our qualifying scores on AP exams starting in the 2016 – 2017 school year, through our partnership with Mass Insights. Tri-County offers AP Physics 1, AP Calculus (AB), AP Language and Composition, AP Literature and Composition, AP Statistics, and AP Computer Science Principles.

In an effort to successfully transition to the new Common Core State Standards (CCSS), Tri-County continues its work at rewriting curriculum using the Understanding by Design (UbD) model. Curriculum Leaders met this spring to review different departments' work, make a plan for the summer, and work cohesively to ensure all Tri-County curriculum would follow the same format and overarching goals. Teachers are writing units based on Curriculum Maps in an effort to continue their transition to CCSS.

Finally, Tri-County continued its leadership efforts within the vocational math community by hosting the Nineteenth Annual Vocational Mathematics Competition with over 25 teams competing from vocational schools from throughout the State. Topics covered are Algebra I, Geometry, Algebra II, and Related Technical Math. Tri-County's Mathematics teams consisted of freshmen and sophomores and placed a respectable 2<sup>nd</sup>, 10<sup>th</sup>, and 17<sup>th</sup> place in the competition.

### **Vocational Technical Programs**

Students in the seventeen Vocational Technical Programs experienced many successes, both in their individual programs and school wide. All grade 10 students achieved their OSHA 10 Hour Safety credential. The training included interactive and specialized curriculum for both general industry and construction trades.

Students in Early Education, Dental Assisting, Culinary Arts, Medical Careers, Legal and Protective Services and the Construction Craft Laborers received American Red Cross CPR and First Aid Training. All students in grades 10 – 12 in those programs are now certified and able to work in companies requiring their employees to have these credentials.

The Tri-County Robotics Team, named "Tri-Force", was busy this year. They began preparing for the FIRST Robotics Regional Competition at WPI in January. They qualified to then move on to compete at the FIRST Robotics State Competition in March.

Finally, Tri-County SkillsUSA achieved much success as twelve secondary students traveled to Louisville, Kentucky in June to compete at the national SkillsUSA Competition. All Tri-County competitors placed in the top ten in their categories of competition. This was the first year that a grade 9 student competed at the National SkillsUSA Conference – and she came home with a seventh place finish!

**Auto Collision Repair:** The Auto Collision Repair Program continued to be a NATEF Accredited program. With the NATEF accreditation, our students are able to take advantage of the rich curriculum offered to achieve Certificates of Achievement in the NATEF Standards. All grade 11 and 12 students achieved the ASE Welding Certification. Grade 12 students achieved some of the ASE Auto Collision Repair student certifications. Tri-County students practice using water based paint and other environmentally safe materials to meet the most current industry standards. Students in this program continued to serve the community needs and the Tri-County School District by repairing and restoring vehicles under the supervision of their instructors. Students also participated in field trips to emphasize the diverse career opportunities available upon graduation from the program.

**Auto Technology:** Students in the Auto Technology program competed in the AYES Competition last November. Students in grades 11 and 12 performed well in the ASE student certification exams that were administered in May. All students who took the exams achieved ASE Certification in at least 6 of 9 categories. The program continues to have Master Automobile Service Technology Accreditation through NATEF. Students practice their skills on state of the art diagnostic equipment. Students in the Auto Technology program experience a real world application of the skills by diagnosing and repairing school vehicles, staff automobiles and cars and trucks owned by members of our eleven town district.

**Carpentry:** Under the supervision of the Carpentry teachers, students in the program worked at several community projects this past year. In the town of Medfield, they completed construction of a large storage garage at a senior housing complex. They built picnic tables for the WWII Pool in North Attleboro. Carpentry students constructed 24 lockers for the Sherborn Fire Department. Students also created Chromebook desks for an elementary school in Medway. Graduates from the Carpentry program with a GPA of at least 3.0 and who have met or exceeded the standards for graduation from a Chapter 74 program attained pre-apprenticeship cards through the Massachusetts Division of Apprenticeship Training.

**Computer Information Systems:** The students in the Computer Information Systems program are being trained in the Cisco Networking Academy curriculum. All students in the program are able to take CISCO exams and attain certifications in many aspects of the curriculum. All grade 11 students take AP Computer Science as part of the CIS curriculum. A team of students participated in the Cyber Patriot Competition with other students around the state and achieved the gold standard for their region. Students in this program work closely with the IT department at Tri-County to update the school's website.

**Construction Craft Laborer:** Students in this program are trained in all aspects of large construction, including highway construction. Students in grade 11 received Hazard Communication training which led to 100% of the class achieving a certificate of successful completion. All grade 11 students received CPR and First Aid training when they participated in the Department of Transportation sponsored Construction Career Academy. During this school year, under the supervision of their teacher, the CCL students framed and poured a concrete pad for the Franklin Recreation Department.

**Cosmetology:** The Cosmetology Program continues to operate a full service hair and nail salon for the members of the eleven towns in the Tri-County School District. Senior citizen groups from the towns patronize the salon several times during the school year. The students also performed community service by assisting at the Miss Amazing Beauty Pageant this past year, helping developmentally delayed young adult women enjoy an exciting event. Students also spent a Saturday performing their skills on community members to support Dana Farber at a Cut-A-Thon. They raised over \$1000 for the cause. Seniors met the 1000-hour requirement to sit for the Cosmetology License exam prior to graduation.

**Culinary Arts:** Gerry's Place Restaurant and Bake Shop enjoyed another successful year serving lunch and baked goods to the public. Students in the program received their certification in Serve Safe and OSHA, as well as meeting all standards set forth by the American Culinary Foundation. The Culinary Arts students participated in the Massachusetts Restaurant Association sponsored competition this past March. Tri-County students competed in both the Culinary and the Customer Service events, and came in third place among all schools in Massachusetts. Students in the program also tend and nurture the school garden, which has been successful for the last four years. Bounty from the garden is donated to local food pantries. This year, Tri-County donated more than 700 pounds of produce! Students also create Farm to Table recipes using some of the produce grown in the garden. Our students continue to work with Franklin TV to film "Cooking Thyme", a cooking show featuring students preparing culinary delights to be enjoyed by the community through the Franklin Cable TV programming.

**Dental Assisting:** Students in the Dental Assisting Program have practiced their skills in several community service projects this past year. Students volunteered their services at the Elder Dental Screening in October at the Millis Council on Aging. They screened elders at no charge for dental decay and oral cancer. They also provided nutritional information and denture cleaning. Students in the Dental Assisting program also assisted the Massachusetts Department of Public Health to dispense fluoride to school age children in a local elementary school. Grade 11 students continued to participate in the clinical practicum at local dental offices. Students in grade 10 took the DANB Infection Control exam and students in grade 11 took the DANB Radiography exam at the end of the school year and achieved certifications in each. They also received CPR and First Aid training.

**Early Education:** Students in the Early Education program continued to supervise and educate preschool age children in the Tri-County Preschool Program. All grade 11 students participated in a field placement at local child care centers and public kindergarten classrooms to expand their experiences working with young children. Along with certifications in First Aid, CPR and OSHA, students in this program achieved certificates for successful completion of the Strengthening Families Workshop. They also participated in training to work with traumatized children through the Life is Good Corporation. Students accompanied their teachers to the Massachusetts State House for Advocacy Day for Early Education and Care in February, where they were able to communicate their views on providing the highest quality programs and services to children birth to age eight.

**Electrical Technology:** Students in the Electrical Technology program are trained in all aspects of residential and commercial applications. Students in this program assisted the Technology Director and the Director of Facilities in performing electrical wiring projects at the school. Students in this program also gain valuable training in renewable and sustainable technology by practicing installation and monitoring energy conservation at the photovoltaic system on school grounds. Students will accrue up to 300 hours of Electrical Code instruction and 1500 hours of practical application toward their Journeyman

license requirements upon graduation. Students also wired a large garage in Medfield this past year. With donations from local companies, students are also being trained to install and troubleshoot all types of motor controls and fire alarm systems.

**Engineering Technology:** The Engineering Technology program incorporates Digital Electronics, Introduction to Engineering Design, Principles of Engineering, Computer Integrated Machining, Architectural Design, and Bio Engineering into their curriculum. This past year, the program was expanded to include training in Advanced Manufacturing. Students practice programming, operating and troubleshooting CNC turning and milling machines. All HAAS machines were purchased through grant money provided by the Massachusetts Skills Grant Program. Students also have gained skill in using 3D printing technology and a robotic arm. With Project Lead the Way Certification, the students are able to transfer their skills to many PLTW affiliated colleges upon graduation. Students once again participated in the HUNCH (High School Students United with NASA to Create Hardware) program. Their goal was to develop a device that could make an astronaut's life easier in space. Students also participated in the Boston Society of Civil Engineers sponsored competition to design a bridge online as well as the Zero Robotics competition in which the students programmed robots, known as SPHERES.

**Graphic Communications:** Design, pre-press, and printing skills are honed by students enrolled in this program. Students continued to practice their skills on the digital press, serving the printing needs of many sending towns and non-profit organizations. Some of the projects completed by Graphic Communications students were street directories, school yearbooks, and graduation tickets for the town of Seekonk, letterhead and envelopes for the towns of Wrentham and Medfield, and creating the Franklin Directory. Students achieve several Adobe certifications as a result of successfully completing the curriculum and passing the comprehensive online exams. Students in the Graphic Communications program can be proud of their contributions to all Tri-County publications.

**HVAC&R:** Students are trained in all aspects of heating, cooling, and ventilation of both residential and commercial buildings. Students in grades 11 and 12 succeeded at attaining their EPA 608 certifications after passing intensive curriculum and taking the national exam. With this certification, graduates will be well prepared for high paying employment and further education. Students also honed their sheet metal skills this year and they prepared to take the sheet metal license upon graduation. Student who compete 200 hours as a refrigeration apprentice and achieve a trade certificate upon graduation may sit for the Refrigeration Technician's License exam.

**Legal and Protective Services:** Students in this program gain skill and knowledge in various aspects of the justice and protective services occupations. The students learn how to secure a crime scene and look for evidence using state of the art equipment. They also hone their skill in utilizing research methods to conduct a mock trial, roleplaying defense attorney, prosecuting attorney, and other members of the trial. Students participated in field trips to local courts to observe the system in practice. Guest speakers were invited to the class to inform the students of the many career opportunities in the criminal justice field. This past year, the students learned about installing and monitoring security systems and surveillance equipment.

**Medical Careers:** Students in the Medical Careers program are trained in various aspects of health care. Grade 11 students achieved their Certified Nursing Assistant credentials. Grade 12 students received a Home Health Aide certification and those students who did not participate in the Cooperative Education program received training in EMT. Grade 10 Medical Careers students received Epi-pen training and therapeutic feeding training. Tri-County continues to enjoy a partnership with Golden Pond Assisted Living Center as well as HMEA (Horace Mann Education Associates) where students participate in clinical experiences each year. During the last school year, Medical Careers students trained students in all vocational programs in Hands Only CPR. The Medical Careers program received the Department of Public Health annual evaluation and met or exceeded all standards and requirements of Massachusetts and Federal Guidelines for Nursing Assistant Training Programs. The Medical Career students assisted pharmacists from Rite Aid Pharmacy to conduct a Flu Clinic for all staff at Tri-County. Students in this program conducted several public service programs in which they educated the public in the dangers of sun exposure and other potentially harmful lifestyle habits. Students graduating from this program are well prepared to pursue highly competitive health care careers.

**Metal Fabrication and Joining:** Students in the Metal Fabrication program achieve several AWS welding certifications, including GMAW-V, GMAW-O, GTAW-ST, and GTAW-SS. They also learn the

fundamentals of metal fabrication and joining processes. Students participated in field trips to local metal fabrication companies to observe various business practices. The graduates from this program will be prepared for occupations in not only welding but in metal forming, cutting and fabricating. They are also trained in sheet metal processes and may pursue the sheet metal license upon graduation. Seniors who are eligible for cooperative education employment are consistently placed in an industry of high need in the community.

**Plumbing:** Plumbing students are trained in residential and commercial plumbing applications. Students in grade 11 completed their Tier I Plumbing course and grade 12 students completed Tier II. All students take the exams at the end of the course. Successful completion of the courses allows students to be prepared to take Tier III immediately upon graduation. Plumbing students work closely with the Director of Facilities here at Tri-County to perform plumbing repairs throughout the school building, further honing their skills. Under the supervision of their teacher, students installed bathroom fixtures and all plumbing for the Town of Plainville Parks Department this past school year. Students who participate in the Cooperative Education program may begin their formal apprenticeships with their employers while still in high school.

### **Adult Education**

Tri-County offers both Postsecondary and Continuing Education courses through its Adult Education Office. The majority of adults served through the various continuing education programs are from within the school district; however, students represent cities and towns from all over Central and Eastern Massachusetts, as well as Rhode Island. Tri-County offers online registration allowing community members to register for Continuing Education classes on the internet. The online registration system also extends to summer camps and summer school.

Postsecondary Cosmetology and Practical Nursing programs are available on either a day or evening schedule. Additional postsecondary courses available with an evening schedule include Aesthetics, Manicuring and Nursing Assistant programs. Tri-County offers access to Federal Financial Aid in the form of Pell Grants to qualifying students in our Practical Nursing and Adult Cosmetology programs with about one-third of our students taking advantage of the PELL grants. This offering continues to improve community access to these programs through this need based support.

Adult Cosmetology: There were fourteen graduates from the Adult Day Cosmetology program in 2016. Tri-County students once again were successful competing in Skills USA sending students to the national competition. The Adult Day Cosmetology program is a full-time program that follows the high school calendar and runs from September to June. The Adult Evening Cosmetology schedule runs from September to July, Monday –Thursday evenings but otherwise mimics the day class. The student learns hairstyling, cutting, permanent waves, coloring, manicuring and skin care. This program provides students with the mandated 1,000 hours of schooling and prepares them to pass the State Board of Cosmetology's licensing exam. Registration for the program begins in the spring and details are available by contacting the Continuing Education office at Tri-County.

Adult Day Practical Nursing: Graduating 25 students in 2016, the Practical Nursing program continues to flourish. This is a full-time day program which follows the high school calendar as classes are held from September through June. The Practical Nursing program at Tri-County is designed to prepare graduates for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), which tests for entry-level competency. Successful completion of this examination permits practice as a Licensed Practical Nurse (LPN). Registration for this program requires that prospective students take the TEAS (Test of Essential Academic Skills) exam. The pre-admission tests are administered from October to March. Details are available by contacting the Practical Nursing office at Tri-County.

Adult Evening Practical Nursing: Tri-County's two year evening program will begin a new class schedule in September 2017. The evening Practical Nursing program is a two-year program that is held on Tuesdays, Wednesdays and Thursdays, 4:00-9:30 p.m. After successful completion of the course, the students are eligible to sit for the NCLEX-PN examination for licensure. Successful completion of this examination permits practice as a Licensed Practical Nurse.

Continuing Education Program: The evening Adult Education program at Tri-County consists of more than 100 different courses which are offered in the fall and spring semesters. Registration for fall courses takes place beginning in July. Registration for spring courses begins in December. Continuing Education

course information can be found in brochures available to the public via direct mail or the Tri-County Website. Program information along with online course registration is available at the Tri-County RVTHS website at <http://www.tri-county.us>, or by calling the Continuing Education office.

### **Student Activities (excluding SkillsUSA)**

National Honor Society: The Peter H. Rickard Chapter of Tri-County inducted 17 new members on November 19, 2015, raising the number of members to 29 for the 2015-2016 school year. These students organized and ran a speedball tournament in order to raise money for the Jimmy Fund. National Honor Society students led a school-wide "Pennies for Patients" campaign raising a significant amount for The Leukemia and Lymphoma Society. For their fundraising efforts on behalf of the Jimmy Fund, NHS members were invited to attend the Scooper Bowl on Boston's City Hall plaza. On Wednesday, June 1, NHS activities culminated with the organization and presentation of Tri-County's twenty-fourth Honors Night held in the Kenneth Custy Gymnasium.

### **Student Government**

Student Advisory Committee: The student body elected seven students to membership on the Student Advisory Committee. The principal appointed one of these elected members to attend the monthly school committee meetings, where she reported on student concerns and activities. Three students from this group also served on the Tri-County School Council and two others served on the High Schools That Work Site Committee. These seven students also served as ex officio members of the Student Council. The student body elected two students to represent Tri-County on the Regional State Student Advisory Committee. These students met once every other month with students from other schools in the Central Massachusetts region.

Class Officers: The sophomore, junior and senior classes elected a President, Vice-President, Secretary, and Treasurer for their respective classes for the new school year. The freshman class elected officers in November. Under the supervision of the Class Advisors, officers scheduled, organized and conducted monthly after-school meetings to plan activities which included the class trips, Freshman/Sophomore Semi-Formal, the Junior/Senior Prom and the Senior Week activities. The class officers heard and communicated students' ideas to the Student Advisory Committee, and also served as ex-officio members of the Student Council.

Student Council: Each class elected four representatives to the Student Council. These students, along with the class officers and Student Advisory Committee members, served as the overall student governing body committed to the principle of student government. The group met weekly after school, and discussed issues and activities affecting the student body. The Student Council served as a liaison between the student body and the school administration. They provided a means for student input on school affairs. Under the supervision of the Student Council Advisors, this group was also accountable for conducting and ensuring fair elections for Class Officers, the Student Advisory Committee, and the at-large Student Council membership. The Student Council served as leaders for the student body, sponsoring and organizing social activities which included Freshman Orientation in August, assisting the Athletic Director in planning Homecoming in October, sponsoring the many Spirit Week activities in November, and working on the Tri-County vegetable garden. The Student Council sponsored two Red Cross Blood Drives and coordinated the first-ever Prom Dress Exchange. In addition, the Student Council planned and coordinated civic, social, fundraising, and community service activities, provided input to the administration on student handbook revisions and acknowledged administrators and teachers throughout the school year.

### **Extra-Curricular Activities**

In addition to our very successful sports program, we offered 10 other extra-curricular activities at Tri-County. All of the clubs provided students with after school opportunities to explore and enjoy various interests. Advisors worked to provide a myriad of opportunities for all students during the extended week day and many weekends. Notable activities include: Student performances by the Drama Club; The Craving, 10 Ways to Survive the Zombie Apocalypse by Don Zolidis, and Love at First Bite by THE SENIORS were performed on March 26, 2016. This allowed our students to showcase their acting talents. Drama club members also attended a production in Foxboro which featured one of our students in the cast. SADD students also organized a texting and driving poster contest and awareness campaign on

the dangers of texting and driving. Our TC Green Club provided students the opportunity to participate in activities which revolve around recycling initiatives, environmental issues and sustainable food production. TC Green worked in conjunction with the Keep North Attleboro Beautiful campaign to collect shoes for recycling efforts. The Music Club offered students who play instruments a chance to share their abilities, and club members provided music for graduation. The Games Club increased in membership and attended King Richard's Faire. Additionally, the Math Club and Robotics Club participated in interscholastic competitions where students put both their academic and vocational experience to the test.

### Summary

Tri-County Regional Vocational Technical High School is proud to provide a quality career education to the residents of its eleven member towns. Tri-County students are highly visible in our sending districts in a variety of roles. They serve as interns, summer employees, and cooperative education students and have completed a number of outside projects within our member communities. Each of these experiences assists our students in demonstrating what they have learned in their vocational programs.

Vocational training is only part of our success. Academic preparation is noted through the growing number of scholarships acquired from local associations and organizations, as well as the increased number of students now attending college upon graduation. Once again, Tri-County achieved a Massachusetts Department of Elementary and Secondary Education rating as a Level 1 school. Our school was also placed on the AP Honor Roll for the increase in the number of students participating in AP tests and for sustaining improvement in our scores. In addition, our seniors must complete and pass all aspects of the Senior Project. The Senior Project is an excellent example of the integration of vocational and academic skills. Tri-County continues to prepare students as good citizens and this is witnessed through the actions of individual accomplishment of students through community service projects organized through a number of extra-curricular organizations. Our students participate in the annual *Holiday Gift Drive*, coordinated by the Santa Foundation. In another outstanding example of community school collaboration, Legal and Protective students teamed up with Allstate Insurance and their DRIVE Program to educate teens about risky behavior behind the wheel. Our Culinary Arts students and their teachers continued to collaborate with Franklin Cable TV to produce *Cooking Thyme* with Tri-County.

Tri-County is your town's vocational technical school. Our goal is to prepare our students to be good citizens who serve their community. Many of the programs offered at Tri-County are available to the public and service programs are open to residents.

Projects for member towns which were completed by Tri-County students included: *Franklin*, Construction Crafts Laborer students formed and poured concrete steps leading to the Police Department; Graphics students produced a monthly newsletter; *Medfield*, Graphics students produced letterhead and envelopes for the School Department; *North Attleboro*, Metal Fabrication students produced metal coverings for dumpsters; *Medway*, Carpentry students built a Buddy Bench; *Millis*, Carpentry students built a shed for the Library; Carpentry also built six display cabinets for the Historical Society; *Seekonk*, Graphics students produced letter and pocket sized street directories, and high school graduation tickets and elementary school yearbooks for the School Department; *North Attleborough*, Computer Information Systems students developed a website for Make North Attleborough Beautiful.

Tri-County lives by its mission statement, specifically in the charge to prepare tomorrow's workforce; to provide a solid academic foundation for further education; and to prepare good citizens. Over the past year, this mission statement continued to move from words on a page, to action.

## PUBLIC LIBRARY

With close to 87,000 visits in 2016, the public library continues to be a hub of activity for the residents of the Norfolk community. The purpose for those visits is as varied as the patrons who walk through the library doors. For some, it's picking up an item they reserved from home the other morning while sipping their coffee; for others it's attending a Baby Time program with their 3-month-old in hopes of meeting other young parents. Teens use the study rooms and teen space for studying and socializing; and then there are those patrons who come in daily to read the paper and exchange pleasantries. The library is not only where one goes for information or a new title to read. For many, it is the place they go to connect with their community.

In 2016 the library added 7,600 new items to the collection. The library's holdings at year-end totaled 73,597 items. In addition to housing traditional print, audio, and video resources, the library now houses some less traditional collections as well. With a library card one can currently borrow a MiFi hotspot (portable internet), bakeware and baking utensils, and e-readers (Nooks and Kindles preloaded with some of today's more popular titles). Numerous electronic materials that can also be accessed 24/7: databases, e-magazines, e-books, and downloadable audio books. As the library staff continues to strive to meet the educational, informational, and recreational needs of the Norfolk community, we are constantly exploring new ways of serving the public. Did you know that at the library you can sign up for one-on-one tech help, or transfer your VHS tapes to DVDs, or apply for a passport? We invite you to explore all that is available to you at your library.

Here are some of the numbers for 2016:

- 86,885 visits to the library
- 7,249 patrons with Norfolk library cards
- 97,509 items borrowed by library users
- 7,600 new items added to the collection
- 16 public access computers averaging 85 user logins weekly
- 121 print subscriptions (magazines & newspapers)
- 43 electronic magazines available through Zinio
- 504 reservations for meeting room use by community groups
- 571 passport applications accepted
- 40 adult programs with 598 attendees
- 319 children's programs with 5,596 attendees
- 37 teen programs with 206 attendees

The Friends of the Norfolk Public Library is a private, non-profit organization that supports the library by providing materials, programs and services not funded by the library's normal operating budget. The Friends are staffed entirely by a corps of dedicated volunteers. In 2016, the Friends sponsored the majority of the programs and performances at NPL, the Summer Reading Program, Zinio E-Magazines, the Bestsellers Rental Program, museum passes, the Marquee Movie Collection, and our new digital displays. The Friends' Annual Book & Bake Sale continues to be one of the most successful in the area. Proceeds from this event and the Friends' membership drive are critical in the enhancement of library services for everyone.

In 2016 Early Childhood Resource Center coordinator, Connie Jones, retired after 8 years of service at the Norfolk Public Library and more than 30 years as a children's librarian and educator in the town of Medfield. As Connie moves on to the next chapter of her life, she leaves behind a generation touched by her generosity of spirit and her love for the world of books. Sharon Ward has taken over as the Early

Childhood Resource Center coordinator and continues to offer training for early childhood educators and programs for young families.

Last, but certainly not least, a debt of gratitude is owed to the library's devoted group of volunteers. In 2016, 34 volunteers completed 1,138 hours of volunteer time. Our volunteers are an integral part of the daily operations of the library. They assist in processing new materials, repairing worn and torn books, cleaning DVDs, shelving returned materials, and so much more. We could not do what we do without them.

It is with the support of the dedicated staff, Friends, Trustees and volunteers that the library remains a highlight of our community.

Respectfully submitted,  
Sarina Z. Bluhm  
Acting Library Director

## CULTURAL COUNCIL

In January the Norfolk Cultural Council again received \$4,700.00 in State grant money for the fiscal year 2016-17 which overlaps the calendar year and follows the state schedule.

A Juried Art show was held on March 26<sup>th</sup>-April 30<sup>th</sup>, 2016; fifty-six (56) artists displayed their artwork. The event was judged by Miriam Fawcett; nine (9) awards were presented at the reception held on April 9<sup>th</sup> in the Community Room. Refreshments were served; prizes were awarded to the winning artists during the reception.

In September/October, a total of twenty three grant request applications were received for Norfolk totaling \$15,792.00 but the Council could only approve thirteen (13) grants; six (6) full awards and seven (7) partial awards totaling the \$4,700.00.

Some examples of the grant requests are:

1. Norfolk Lions Community
2. Mass Audubon at Stony Brook
3. Norfolk Recreation (2 programs)
4. Norfolk Public Library – Jim Manning, Children’s Museum of Easton, Greg Maichack
5. Norfolk Cooperative Preschool
6. Un-Common Theatre

The Council continues to invite artists to show their works in the Community Hall at the library. Each exhibit lasts a month. An application and waiver must be filled out in advance with a description and some photos of the prospective work.

The Council meets monthly on the second Thursday of the month at 7PM in Norfolk Public Library Lounge. Meetings are held from September through June, July/August the Council does not meet. All meetings are open to the public.

The Council currently has five members; two member’s terms expire in June 2017. The Council is actively looking to add new members as the Council as it is not considered a “viable” board from the State perspective unless there at least five members. The board welcome anyone wishing to join the Council with fresh ideas to support the arts in Norfolk..

Respectfully submitted,

Richard (Rick) Tedoldi,

Chair, NCC

## PLANNING BOARD

The mission of the Planning Board is to guide development that is keeping with the goals and objectives outlined in the Norfolk Master Plan. This is done during the course of business which includes writing and reviewing proposed new bylaws, reviewing development proposals, subdivision plans, special permits and conducting site plan review.

The 2016 Norfolk Planning Board consists of five (5) volunteers who are elected for three year staggered terms and one appointed associate member. The Board generally meets monthly in Room 124 of Town Hall. Over the course of the year, the Board met a total of fifteen (15) times and had numerous site visits.

For the Fall Town Meeting, the Planning Board reviewed and supported approval some of the articles for amendments to the Town's Zoning Bylaws. The articles included amendments to the Town Zoning Map to add parcels to the B-1 and C-3 Zoning Districts and general housekeeping of the Norfolk Zoning Bylaws.

In 2016, the Planning Board reviewed and approved five (5) Special Permits for projects that included; an Estate Lot on Knoll Drive, signage for Colonial Fence on Pine Street and ground mounted solar projects that are accessory to an existing residence.

Five (5) Site Plans were reviewed and approved that included commercial buildings at 5 Phillips Way, 16-18 Sharon Avenue, the new Public Safety Building at 14 Sharon Avenue and four residential duplex units at 29 Valley Street.

The Planning Board also reviewed and approved a nine (9) lot openspace subdivision off Fredrickson Road called Alexander Estates. The openspace subdivisions resulted in the preservation of almost 15 acres of undeveloped land.

In addition, the Board conducted ongoing project monitoring of various developments during their construction via such activities as approval of lot releases and completion bond setting and/or adjustments, among others.

In other business, the Planning Board also approved three (3) ANR plans (Subdivision Approval Not Required).

Consulting engineering services were performed by BETA Group Inc., and Weston & Sampson Inc. These services included peer review of development proposal plans and oversight of development construction to ensure compliance with approved plans and consistency with general engineering practices.

The Board welcomed a new Planning Board member, Gregg Damiano who has taken the position of Associate Member to the Planning Board.

For further information about the Planning Board, please consult our web page at [www.virtualnorfolk.org](http://www.virtualnorfolk.org) or contact our assistant, Betsy Fijol.

Respectfully submitted,  
Norfolk Planning Board

Michelle Maheu, Chairman, 2018  
Walter Byron, Vice Chairman, 2019  
Jennifer West, Clerk, 2019  
John Weddleton, Member 2017  
Steven G. McClain, Member 2017  
Gregg Damiano, Associate Member, 2017

## RECREATION COMMISSION

The Recreation Commission consists of five elected commissioners. The Recreation Department has a full-time Director, Ann Proto, and Assistant Director, Kathy O'Brien, along with program instructors. Norfolk Recreation offers year round programs for all age groups. In 2016 we accepted 4031 program registrations.

Norfolk Recreation's goal is to contribute to Norfolk's community spirit and health by offering a variety of programs as well as free community events. Residents are notified of program offerings through the distribution of the program brochure three times a year. This brochure also lists the free community events. Norfolk Recreation maintains a website with all current programs listed. Program Registration is available on-line, by mail, or in the Norfolk Recreation office. All of Recreation's programs and events are self-supporting and do not use tax dollars.

Norfolk Recreation offers a wide variety of programming with our own instructors and is pleased to partner with community organizations such as the Franklin YMCA, Fore Kicks, Wrentham Recreation, Medway Community Education, Millis Recreation, and Norfolk Equestrian to enhance program choices. We are fortunate to have many successful programs. Some of our more popular programs are the Summer Playground Program, Practicing Pre-School, Norfolk-Wrentham Youth Basketball, Mommy, Music and Me, After School Sports with F.A.S.T. Athletics, Robotics, Drama and Art. Adult exercise and sport programs such as Men's Basketball are also very popular. In addition to fee-based programs, the Recreation Department organized and funded many free and low cost programs such as the Free Summer Concert Series, the drop-in Summer Playground, and the Tree Lighting Celebration. Free informational seminars, such as 'Estate Basics,' were also offered to residents throughout the year.

Recreation works closely with the Department of Public Works (DPW) and sport organizations to maintain the playing fields at the Freeman Kennedy School and at the Pond Street Recreational Complex along with the park areas. The primary goals of field and park maintenance are safety, playability, and durability. The Recreation Commission allocates the playing fields to local sport organizations. Field requests are prioritized with Norfolk and King Philip organizations receiving fields before all others.

Each week approximately 1500-2500 players from local sport organizations use the fields in Norfolk for practices and games. Each participant pays a field user fee to help offset the cost of field maintenance. The Recreation Commission manages this revolving fund and is responsible for contracting for outside services. Norfolk Recreation continues to work with sport organizations to best maintain fields and to search out new options for fields as we are beyond capacity for most fields. Along with the fields, Norfolk Recreation manages the playground at the Community Park at Rockwood Road and the Pond Street Complex.

In 2016, the Community Preservation Committee brought to Town Meeting a request to fund a combination baseball/softball field at the Freeman Kennedy School. Work began in the fall of 2016 and will be completed in the spring of 2017.

Norfolk Recreation is greatly appreciative of the support we receive from our citizens, other Town departments, and the organizations that donate to make our free events possible: the Norfolk Arts Council, the Norfolk Community League, Berkshire Hathaway Realtors, William Raveis Realty, and Boyde's Crossing. We also would like to thank both the Norfolk Elementary Schools and the King Philip Schools for being such supportive partners.

We thank our residents for supporting and advocating for Norfolk Recreation and look forward to continuing to offer programs and services that enhance community recreation, spirit, health and opportunity.

Respectfully submitted,  
Todd Lindmark, Chairperson  
Liza Carreiro, Clerk  
Tom Terpstra, Member  
Jim Lehan, Member  
Kevin Doolin, Member  
Ann Proto, Director

## **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals consists of five Full Members with staggered terms of 5 years, and two Associate Members with terms of 1 year; all are appointed by the Board of Selectmen. One Associate Member position remained open throughout 2016, and one became available in July. The Board schedules a meeting on the 3rd Wednesday of every month, unless the workload dictates additional meetings.

During the 2016 calendar year, the Board received applications for 15 Special Permits and Variances, and one Comprehensive (40B) Permit application.

The Board granted the one Variance left pending from 2015, and the pending Special permit was withdrawn. For new applications, the Board granted one Special Permit for a communications tower off Sharon Avenue; four Special Permits and one Variance were granted for existing non-conforming residences in accordance with Section F.4. of the Zoning Bylaws; and one variance to the setback requirements between dwellings in an open space subdivision was granted. Four Special Permits and two Variance applications were ultimately withdrawn, and two Special Permits and one Variance were pending at year's end.

The two Comprehensive (40B) Permits left pending at the close of 2015 were both granted during 2016: "Boyd's Crossing" at 106/108 Main Street, with 40 single-family condominium units, including 30 two-bedroom units and 10 three-bedroom units; and a Modification to the existing Comprehensive Permit for the Norfolk Condominium 40B development in the Town Center, which allowed for the construction of four 5-unit buildings across from the existing units.

After many meetings over the course of 6 months, and with input from several residents and town departments, the Comprehensive Permit taken in during 2016, "Lakeland Farms," located at 84 Cleveland Street, with 32 detached two- and three-bedroom units, was granted.

Respectfully submitted,

Michael Kulesza, Chairman  
Robert Luciano, Vice-chairman  
Christopher Wider, Clerk  
Joseph Sebastiano, Full Member  
Donald Hanssen, Full Member

## **BUILDING INSPECTIONAL / ZONING ENFORCEMENT FACILITIES DEPARTMENT**

The Building / Inspectional Department functions to protect the public health and safety by overseeing all aspects of building construction. We ensure public safety through compliance with all laws and related ordinances that pertain to the Massachusetts State Building Code, Specifically; we encompass the administration of the State Building Code, Electrical Code, Plumbing and Gas Code, Mechanical Code and Architectural Access Board Regulations. This Department is also responsible for the interpretation and enforcement of the town zoning bylaws. The department reviews applications for building permits ranging from new construction, repairs to demolition of structures. Mechanical, Electrical, Plumbing and Gas permits are also issued from this department.

The Building Commissioner, in conjunction with the Fire Chief conducts annual safety inspections on restaurants, religious institutions and other places of assembly. The Building Inspector and Electrical Inspector are also called on to assist the Fire Department on calls.

### Permits issued in 2016:

• Building	483
• Sheet Metal	119
• Electrical	459
• Plumbing	211
• Gas	179
• <b>Total permits</b>	<b>1,451</b>

2016 was a bittersweet year for the Building Department. Our beloved long time Head Electrical Inspector Ron Bain decided to retire. We did however talk him into remaining on staff as the Assistant Electrical Inspector. We are thankful that our Assistant Electrical Inspector Peter Diamond took over as the Head Electrical Inspector. While we will all certainly miss Ron not seeing him on a daily basis we wish him well and a very happy retirement. We look forward to the time we do get to visit/work with him enjoying his fantastic sense of humor. We also want to welcome Peter and look forward to seeing him daily. The Building Department has fully integrated the online permitting process. Homeowners and Contractors are now able to apply and pay for permits from the home or office. On the Facilities side we say goodbye to Ron again as the Facilities Manager but again we welcome the Town's new Facilities Director Matt Hafner. Matt has taken over all of the responsibilities of managing the buildings in Town including the schools. As always I would like to thank all of the Building staff for the outstanding work and dedication. I would also like to thank Mike Yang our IT Director who has been invaluable to us this and every year. I am greatly appreciative to each and every one for their hard work

Robert J. Bullock  
Building Commissioner

# NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register  
649 High Street, Dedham, MA 02026

The Registry of Deeds is the principal office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 5 million land documents dating back to 1793. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipalities, homeowners, title examiners, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell who has held the position since 2002. In continuous operation for nearly two hundred and twenty-four years, the Registry's mission has remained the same: to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County.

## 2016 Registry Achievements

- Register William P. O'Donnell and his staff continue their direct outreach to town halls, senior centers, businesses and civic groups across Norfolk County. The Register was the guest speaker at the Norfolk Public Library on January 26<sup>th</sup> and the Register held office hours at Norfolk Town Hall on April 26<sup>th</sup>.
- The Registry of Deeds recently renovated walk-in Customer Service and Copy Center continues to provide residents and businesses with quality service. This year alone, the Center handled more than 5,000 requests. These included filings of Homesteads, accessing your deed, confirming that documents affecting your property have been duly recorded and help with obtaining a mortgage discharge notice. You can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2016, we collected more than \$50 million in revenue.
- This year saw a record number of email filers.
- In 2016, we hit a milestone of recording our 34,000 Registry of Deeds book. For the sake of security and redundancy, we record our documents 3 different ways: hard copy, electronically and by microfiche.
- So far this year, more than 11,000 Homesteads applications have been filed at the Registry. The law Chapter 188 (M.G.L.) provides limited protection of one's home against unsecured creditor claims.
- In 2016, the Registry of Deeds unveiled its Transcription Project. The initiative, the first in New England, makes land recorded documents written by scribes of the 18<sup>th</sup> and 19<sup>th</sup> centuries in the old cursive hand writing style much easier to read by converting the words into easy to read electronic text.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at [www.norfolkdeeds.org](http://www.norfolkdeeds.org) continues to expand. Today all documents dating back to the first ones recorded in 1793 - are available for viewing.
- This year, many technological, office and capital improvements were implemented, including upgrading the cyber security protections of our registry computers, server and network infrastructure. The Registry's website [www.norfolkdeeds.org](http://www.norfolkdeeds.org) is routinely updating its latest resources such as real estate statistics, answers to frequently asked questions, along with detailing the latest consumer programs.
- The Registry of Deeds Consumer Notification Service hit a milestone with its 500<sup>th</sup> subscriber. This consumer/public safety program, started last year, allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: [www.norfolkdeeds.org](http://www.norfolkdeeds.org).
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, public officials, real estate professionals, genealogists on how to access land record information using the Registry's new website technology.
- The Registry expanded its community outreach commitment by working with the Veterans Administration of Boston on our 'Suits for Success' program and supporting the newlife Home Refurbishing program to assist those who are in need of household items, including furniture. Our Toys for Tots' Drive has over the years collected

1,500 presents. Our Annual Holiday Food Drive continues to assist in supporting Food Pantry's throughout Norfolk County.

- The Registries of Deeds had several legislative accomplishments in 2016 such as county registries extending their tech fund to year 2020 to offset their hi-tech expenditures and clarifying Freedom of Information Act requests so that registries remain cost efficient and productive.

**Norfolk Real Estate Activity Report  
January 1, 2016 – December 31, 2016**

During 2016, Norfolk real estate activity saw increases in both total sales volume and average sales price.

There was a 5% increase in documents recorded at the Norfolk County Registry of Deeds for Norfolk in 2016, resulting in an increase of 137 documents from 2,517 to 2,654.

The total volume of real estate sales in Norfolk during 2016 was \$107,753,767, a 6% increase from 2015. The average sale price of homes and commercial property was also up 2% in Norfolk. The average sale was \$503,522.

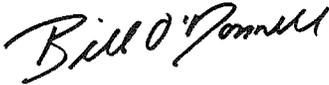
The number of mortgages recorded (630) on Norfolk properties in 2016 was up 4% from the previous year. Total mortgage indebtedness increased a significant 182% to \$797,366,096 during the same period. This figure was impacted by a \$600 million mortgage, that included Norfolk property, recorded in October, 2016.

There were 3 foreclosure deeds filed in Norfolk during 2016, the same number recorded in 2015.

Homestead activity increased 11% in Norfolk during 2016 with 268 homesteads filed compared to 241 in 2015.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,



William P. O'Donnell  
Norfolk County Register of Deeds

## BOARD OF HEALTH

The Board of Health's mission, under the 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 – Administrative Assistant/Agent  
 Wade Saucier – Health Agent  
 Tom Houston – Health Agent  
 Hilary Cohen – Animal Advisory Agent  
 Carol Greene – Agent for Issuing Burial Permits  
 Mark Oram – Sanitarian for Food Establishment Inspections & Housing Codes  
 Ed Nolan – Emergency Preparedness Agent

### Permits and Licenses Issued

	2015	2016
Burial Permits	20	16
Form 1.0 (Review for home Improvement)	31	20
Perc Testing	59	73
Well Permits	14	26
Septic System Permits:		
New Construction	36	42
Upgrades	22	43
Component Replacements	45	40
Variance Hearings	9	1
Food Establishments	41	48
Tobacco Sales	7	7
Refuse Haulers	7	7
Septic Installers	47	55
Septage Pumpers	15	16
Camps	2	3

### Other Board Issues

The Board of Health held several public hearings and meetings to draft “Regulations of the Norfolk Board of Health Restricting the Sale of Tobacco Products”, which prohibits the sale of tobacco products to anyone under the age of 21 years. These regulations were adopted and became effective on June 1, 2016.

The Board of Health sponsored its annual Rabies Clinic on Saturday, April 2, 2016 at the Norfolk DPW facility on Medway Branch Rd. Dr. Shelly Sandler, D.V.M. and staff vaccinated a total of 31 dogs and cats of Norfolk residents and surrounding towns.

The Board of Health funded the town’s Connect-CTY mass communication service again this year through a Homeland Security grant. Residents are reminded to visit the town’s web site and

click on the link that says "SIGN UP NOW-SERVICES BY BLACKBOARD CONNECT" to enter their complete contact information.

The Board of Health would like to thank all of our volunteers for their dedication, hard work and continued support throughout the year.

Please consult our web page at [www.virtualnorfolk.org](http://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

Thomas R. Gilbert, Chairman  
Cheryl H. Dunnington, Clerk  
Jeffrey Kane, Member

## COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee meets monthly at Town Hall and is comprised of nine members representing the Conservation, Historic, and Recreation Commissions, and the Housing Authority and Planning Board, as well as the three Norfolk precincts plus one at-large representative, as prescribed in its bylaws. Since the first year (2002) that the Community Preservation Act surcharge was collected, the Norfolk CPA fund has collected about \$9.6 million, with about 40% of that sum coming from State matching funds. At 2016 year end, the fund had an unencumbered balance of \$2.8 million, exclusive of the funds earmarked for projects already approved. To date, the CPC has spent or allocated nearly \$6.8 million for projects within the Town of Norfolk. These projects fall under mandated priorities: open space and recreation, affordable housing, and historic preservation. In 2014 the CPA surcharge was reduced to 1% from 3% in accordance with a previous Town vote. Norfolk's CPA fund now collects less money locally, as well as receives significantly reduced state match funds, which have averaged only 26.5% since 2014.

During the past year, the CPC reviewed funding applications and worked with various groups in town to identify opportunities to expend CPA funds for projects that are consistent with the mission of the CPA and that will have long-term benefits for Norfolk. Some highlights are:

- CPC, with its consultant, continued the process of updating the Open Space and Recreation Plan (last updated in 1996), approved at the 2014 Spring Town Meeting. We held a public hearing in February the plan was submitted to the Metropolitan Area Planning Council (MAPC) and has received approval. At year end, the plan was awaiting approval from the Mass. Department of Conservation Services (DCS). A state-approved OSRP will allow the Town to apply for certain state grants.
  - Interpretive signs and benches were installed at the Fales Memorial and Highland Lake Parks.
  - The Norfolk Town Center Walking Tour of ten historic properties kicked off in May, with brochures available at the Library and on the Town of Norfolk/Historic Commission website.
  - The Pondville Cemetery crypt door was repaired; the rehabilitation project is complete.
  - At the Community Garden at the Norfolk Community Park at Rockwood Road, garden fencing was installed, and 28 raised beds (including handicapped beds) constructed, thanks to the efforts of Frank Zolli and the Norfolk Lions, and the Norfolk Grange. The Garden will be operational in the 2017 growing season.
  - Spring Town Meeting voters approved a \$25,000 transfer to the Norfolk Conservation Fund for due diligence expenses related to land acquisitions.
    - Spring Town Meeting also approved the expenditure of up to \$61,500 to create a combination Cal Ripken baseball and softball field at the Freeman Kennedy School at the site of an existing baseball field.
    - Spring Town Meeting voters approved a \$400,000 transfer to the Affordable Housing Trust for the creation of affordable housing in Norfolk.
    - May Town Meeting approved a \$277,000 expenditure to acquire an 18-acre parcel at 387 Main Street, which surrounds Comey's Pond. Due diligence and survey work proceeded during the year, and an early 2017 closing is anticipated.
    - Fall Town Meeting voters approved spending not more than \$47,000 to restore and preserve Town records primarily from the late 1800s to the early 1900s, including digital scanning.
    - The CPC had discussions with several property owners in Norfolk, exploring conservation and acquisition options for their parcels, as well as conversations about other proposed projects.

Please visit [www.virtualnorfolk.org](http://www.virtualnorfolk.org) to view our meeting schedule and minutes along with downloadable forms for project applications. We encourage people to get involved with the CPC and to bring us ideas of possible projects. We appreciate the support of the Town of Norfolk and look forward to continuing our efforts.

Respectfully submitted,

Community Preservation Committee

## COUNCIL ON AGING

The Council on Aging is made up of 9 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 a 40-hour-a-month Outreach Worker.

The Council received a formula grant from the Executive Office of Elder Affairs (MCOA) in the amount of \$16,290.00, which was used for mileage and extra hours for the outreach program, annual dues to MCOA, MCOA conference, a program Coordinator, mailing our newsletter and to subsidize programs.

Programs and services provided by the Council include referrals to other agencies, outreach programs, caregiver support, food shopping, health screenings, haircuts, a walking club, massage, manicure, yoga, tai-chi, fitness programs, exercise bikes, intergenerational programs, a tax relief program, fuel assistance, transportation, community education, legal assistance, a monthly newsletter, recreation, a watercolor class, social events, swimming at the Wrentham Developmental Center pool, Veterans breakfast, and luncheons subsidized by the Friends of the Council on Aging. The Council also provides services to non-seniors for such things as fuel assistance and general information.

The Norfolk Senior Center's monthly newsletter, the Silver Set Gazette, is printed and mailed to all Norfolk Seniors, can be accessed online by all interested residents, and a modified version is broadcast on local Cable television.

The work of the Council would be impossible without the generosity and support of the Friends of the Norfolk Council on Aging. The Friends work closely with the Council to provide vital and enjoyable services to Norfolk seniors.

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, Norfolk Cultural Council, HESSCO (Health and Social Services Consortium, Inc.), the Executive Office of Elder Affairs, Norfolk Community TV, the Friends of the Council on Aging, Boy & Girl Scouts, all the citizens of Norfolk and our many volunteers.

The Town of Norfolk Cane was presented to Richard Balest Sr. the oldest resident in Norfolk.

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

## HISTORICAL COMMISSION

The main purpose of The Norfolk Historical Commission is the preservation of our town's rich history; initiatives started in the previous year met fruition, and several new projects are underway. In preparation for Norfolk's Sesquicentennial celebration in 2020, work began on printing a second edition of *Early Norfolk Revisited*. The first edition was published in 1970 to commemorate Norfolk's Centennial; however, this is no longer available. We expect the second edition to be available in early 2017. NHC has also begun work on *A Pictorial History of Norfolk's First 150 Years*. We have designed two sweatshirts to commemorate Norfolk's 150th Anniversary; a red one featuring the Tramp House and a navy one for the upcoming celebration of Norfolk. The Tramp House sweatshirts were featured and modeled at our June meeting that took place at the Tramp House, which was open to the public. A colorful and informative brochure, *A Walking Tour of Historical Sites in Norfolk Center\**, is now available at the Norfolk Public Library. It is a guided tour based on the Town Hill's Historical Panel and will inform residents and visitors about our Town Center's historical sites. Commission members gave a talk to the Boy Scouts explaining Norfolk's history using poster board replicas of the historic panels located in various sections of town. A History Wall was unveiled at the Freeman-Kennedy School by the Girl Scouts with members of NHC in attendance. Completion of Fales Memorial Park continues; the Lions Club spread wood chips along several of the trails, which had been cleared by the DOC Community in 2015. The Lions Club members plan to return in the Spring of 2017 to complete the job. Two benches were installed by the DPW in the Bertha Fales Grove overlooking Highland Lake\*. The grove is directly accessible from the entrance on Campbell Street by the Arch Bridge. After many delays, the NHC project of repairing the Highland Lake Sign at the Seekonk Street Crossing is in its final stage. The sign is expected to be back in place, more beautiful than ever, in early 2017. A park area has been donated to the Town by Ronald Eisner, on Everett St. It is marked by a commemorative sign giving the site's history as a family picnic area in years past. The Rockwood Road National Register Historic District was approved by the Massachusetts Historical Commission. We await the Secretary of the Interior's final approval, which will actually list the District in the *National Register of Historic Places\**. Signs for Avery and Ware Circles in the center of town were installed by the DPW culminating our effort to recognize Norfolk's historic sites. In April, the NHC welcomed a guest from Alberta, Canada, Mr. David Blake-Miller for a two day visit to Norfolk. The first day we took him on a two hour tour, narrated by Barbara Bartholomew. This included visits to Blake sites on Union and North Streets and concluded with a viewing of the stone ruins of the Blake Blacksmith Forge on Campbell Street and the Levi Blake Blacksmith Shop on Main Street. The second day, Betsy Pyne conducted a tour of the Solomon Blake House at 97 North Street, and Doug Williams took him and several NHC members on a tour of the Audubon Nature Center and the Bristol-Blake Reservation. Mr. Miller is a direct descendent of Moses Blake, an older brother of Solomon Blake; a prominent family in the annals of Norfolk history. We are proud of our efforts and enjoy our ongoing endeavors to keep Norfolk's history alive and well.

\*These projects were made possible with funds from the CPC.

Respectfully Submitted,  
Members of the NHC Board:  
Betsy Pyne, Chairperson  
Geri Tasker, Recording Secretary  
Marcia Johnston, Treasurer  
Barbara Bartholomew  
Sandra Paquette  
Gail Sullivan  
Betsey Whitney

## **MUNICIPAL AFFORDABLE HOUSING TRUST**

The Norfolk Municipal Affordable Housing Trust ("NMAHT") generally meets on the first Tuesday of each month at 12:00 noon. NMAHT is presently made up of 7 members with one Selectman representing the town as prescribed by state law. The mission of NMAHT is to provide the Town of Norfolk with more affordable housing units. Presently, the town's affordable housing stock is approximately 3.89%. The state mandates that each community in the state shall have a minimum of ten percent (10%) affordable housing or be working toward that goal.

Affordable homes will all have a deed restriction making them affordable in perpetuity. Affordable homes will go to qualified working individuals and families who fall under state guideline income levels. Typically, the phrase "affordable housing" means total housing costs that are affordable (costing no more than 30% of income) for a family earning at or below 80% of the area median income (AMI). As an example, a family of four (4) is eligible if their annual income level does not exceed \$78,150. Household assets cannot exceed \$75,000.

The Trust is always looking at properties that could fit its affordable housing formula. Funding for the Trust comes from Norfolk's CPC, and sales of new condominiums at Norfolk Commons on the hill overlooking the town center (\$10,000 per unit sold). Upon sale of houses purchased by NMAHT, funds will come back to the Trust and used to purchase additional land or homes to continue NMAHT's mission. It is the goal of the Trust, to acquire, build, or retro-fit single family homes within the Town of Norfolk that fit the neighborhood for the purpose of improving the affordable housing opportunities for those qualified individuals/families interested in establishing housing within Norfolk.

### **Accomplishments in July 2016-June 2017:**

1. Purchased (1) 3 bedroom homes on Geneva Street and purchased a modular home for the Main Street location. Both homes have been sold to applicants who participated in the lottery.
2. Bought (2) 2 bedroom homes on Rockwood Road and Needham Street. Both homes have been sold to applicants who participated in the lottery.

James Lehan, Chair  
Mark Henney, Vice Chair  
Thomas Cleverdon, Clerk  
Sandy Smith, Trustee  
Scott Cousineau, Trustee  
William Conklin, Trustee  
Karen Turi, Trustee  
Susan Jacobson, Director

Achieve with us.

**2016 Report of The Arc of South Norfolk, Inc.**

**[www.arcsouthnorfolk.org](http://www.arcsouthnorfolk.org)**

The partnership between The Arc of South Norfolk and the Town of Norfolk has contributed enormously to the care of Norfolk's citizens diagnosed with developmental disabilities, including autism. Over the many years of our partnership, The Arc of South Norfolk (The Arc) has been successfully "turning disabilities into possibilities" since 1954. As a homegrown, non-profit organization, we have always relied upon local financial and volunteer supports. The continuous support of Norfolk and its residents has given us the platform to enhance the programs we offer, expanding as needs arise and answering the call when residents of Norfolk reach out for assistance. For more than half a century The Arc of South Norfolk has been, and continues to be, governed by the family members of the individuals we serve- the supports The Arc provides are driven by the needs of the families we support.

**Supports and services provided to the citizens of Norfolk include:**

**Family Support, Adult Family Care and Respite Care**

**Currently serving 25 residents of Norfolk:**

The Arc provides temporary in-home or out-of-home professional care and training for children and adults with developmental disabilities on a planned or emergency basis. It operates after-school/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 facility in Westwood. We have expanded our Adult Family Care program over the past year, and it continues to grow each year. This program provides support to families and adults diagnosed with developmental disabilities that cannot live safely alone and want to live in a family setting.

**Family Autism Center**

**Currently serving 23 residents of Norfolk:**

Our 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**

**Currently serving 22 residents of Norfolk:**

The Arc provides special after-school and evening education classes, sports activities, social clubs and events, and special summer programs for individuals with developmental disabilities. A principal component of these programs is one-to-one volunteer friendships (citizen advocacy).

**Harbor Counseling Center**

**Currently serving 6 residents of Norfolk:**

The Arc provides specialized, one-of-a-kind, behavioral and other psychological counseling and psychiatric services for adults with developmental disabilities and their families.

## **Day Habilitation Program**

### **Currently serving 8 residents of Norfolk:**

The Arc 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 elderly individuals diagnosed with a developmental disability. 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.

### **Additional services provided to residents of Norfolk:**

#### **Advocacy**

The Arc 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 diagnosed with developmental disabilities.

#### **Autism and Law Enforcement Education Coalition (ALEC)**

ALEC is a nationally recognized training program for First Responders relative to Autism Spectrum Disorders (ASD). ALEC training helps foster a deeper understanding of ASD among public safety and law enforcement personnel. Training is available for police officers, ER and courtroom personnel, EMT's and firefighters, using curriculum and videos specific to each group. Presenters are first responders with direct knowledge of ASD through a family member.

#### **Residential Management:**

The Arc provides Residential Management Services for residential homes and apartments housing individuals with intellectual and other developmental disabilities.

### **Services supported by The Arc of South Norfolk through its affiliate, Lifeworks:**

#### **Vocational Training and Job Placement Programs**

### **Currently serving 8 residents of Norfolk:**

*Lifeworks Employment Services* provides vocational rehabilitation for people with developmental disabilities ages 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**

### **Currently serving 5 residents of Norfolk:**

*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

## DEPARTMENT OF VETERANS' SERVICES

Your local Veterans' Service Officer (VSO) is committed to assist our resident veterans and their dependents with information and access to a variety of Veterans Services provided by both the Federal Government and the Commonwealth of Massachusetts. Your local VSO is specially charged with the administration of Massachusetts General Law Chapter 115. This Law was established in 1861 to assist eligible veterans with monetary assistance for living and medical expenses. Approved claims are paid by the Town with 75% reimbursement from the Commonwealth to the Town. Your VSO continues to meet his responsibilities to Norfolk taxpayers with diligence to insure that recipients are bonafide eligible veterans or dependents and that other forms of Federal and State financial assistance/entitlements (Social Security, Mass Health, Unemployment, Federal VA support, etc.) are first utilized.

Because of Norfolk's population of less than 12,000 residents, our Town is serviced by a part-time Veterans' Service Officer. In June 2011, Norfolk resident and veteran Bill Conklin was approved by the Selectmen to serve as the Norfolk Veterans' Service Officer.

VSO Bill Conklin meets with veterans and their families by appointment at the Veteran's Office in Town Hall or at the Veteran's home. For an appointment call either the Town Clerk, or the Town Administrator's Office.

We have approximately 400 Veteran families residing in Norfolk. We thank them for their service to the nation.

Respectfully submitted,

R. William Conklin

## CONSERVATION COMMISSION

The Conservation Commission began and ended 2016 with six dedicated volunteers appointed by the Board of Selectmen to three-year staggered terms. Although one member left after April, a new member began in May. One seat on the Commission remained vacant at the end of calendar year 2016. The Commission met once or twice monthly on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month. The Commission's jurisdictional responsibilities are guided by the State Wetlands Protection Act (WPA) and 310 Commonwealth of Massachusetts (CMR) 10.00, as well as the local Wetlands Protection Bylaw and Regulations. The Commission also oversees and manages dedicated conservation land and open space in Norfolk. The Commission's agent, Janet DeLonga, was appointed full time in 2014 and maintains public office hours on Monday through Thursday from 9:00 A.M. to 3:30 P.M. in the Conservation Office, Room 105C at the Town Hall.

During the 2016 calendar year, the Commission conducted public hearings for 12 Notices of Intent (NOI) applications; 11 Orders of Conditions (OOC) were issued, and 1 NOI was pending at the close of the year. The Commission also issued 4 OOC Extensions; 3 Certificates of Compliance (COC); 1 Partial COC; 2 Certificates of Release; and 1 Enforcement Order, which was subsequently lifted. Eight Requests for Determination of Applicability were heard and voted upon. The Commission also voted to accept an Open Space Deed for Alexander Estates, and issued a WPA Emergency Certificate to have beavers removed that were damming up the emergency water supply at City Mills Pond for Camger Chemical.

The Commission was once again pleased to offer guidance and support to an Eagle Scout candidate. Samuel Grant completed his project at the Campbell Forest entrance on Alice Avenue, which included working with the DPW to clear out the drainage ditch, refurbishing and putting a roof over the existing sign, and discussing with neighbors what they would or would not like. He also did general cleanup, getting rid of a great deal of trash. The neighbors are very happy with Sam's work!

Respectfully submitted,

John Weddleton, Chairman 2018  
Michelle Lauria, Vice-chairman 2019  
Patrick Touhey, Clerk 2019  
Dan Crafton, Full Member 2017  
Tom Norton, Full Member 2019  
David Turi, Full Member 2018

## **TOWN TREASURER / COLLECTOR**

The Treasurer/Collector' Office has two full-time and two part-time employees. In addition to the Town Treasurer/Collector, there is an Assistant Town Treasurer/Collector, one Revenue Collector and one Payroll Coordinator/Revenue Collector.

Tax related duties and responsibilities focus on billing and collecting real estate and personal property taxes, water payments and motor vehicle taxes.

Other related responsibilities include the processing of municipal lien certificates and good standing approvals. We collect delinquent taxes and water bills by 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, investing all Town funds, short and long-term borrowing and the processing of payrolls for 350 full and part-time employees.

Currently we have on our electronic online payment process, the capability to pay recreation fees along with real estate taxes, motor vehicle taxes, personal property taxes, transfer station decals and water payments. We successfully worked with the Building Department to provide online payments of building permits in 2016. We will continue to assess our needs and look toward future options for online payments. We welcome any suggestions and ideas from the community in order to better serve your needs.

Finally, I would like to thank my dedicated staff, all the Town Departments and citizens of the community for their continued support throughout the year.

Respectfully submitted,

Cheryl Kelley  
Treasurer/Collector

## ADVISORY COMMITTEE

The Advisory Committee's primary function is to review financial and other articles on the Town Meeting warrant and make recommendations to the Town Meeting. The Advisory Committee consists of nine members appointed to three year terms by the Town Moderator. Each year the terms of three of the members end and those members may be reappointed, or new members selected, at the discretion of the Town Moderator. In addition, appointments to the Committee are periodically made to replace members who resign prior to the expiration of their terms.

During the months preceding Town Meeting, the Advisory Committee meets several times to discuss the articles that will be voted upon at Town Meeting. The Committee welcomes input from anyone who wishes to provide opinions or information regarding any of the articles under consideration. Anyone who wishes to be included on the agenda for the discussion of a particular article can make arrangements by calling the Committee's administrative assistant.

The article which requires the greatest amount of the Committee's time and attention is the Town's annual budget, which is voted upon each year at the spring Town Meeting. The Selectmen present their budget proposals to the Advisory Committee, which then holds budget review sessions with various Town departments and boards. The Committee works with the Selectmen to develop the final budget recommendations for presentation to the Annual Town Meeting.

In addition to reviewing and making recommendations regarding the articles in the warrant, the Advisory Committee also prepares a summary of its recommendations along with a discussion of the reasons for the recommendations being made. This summary is made available to all town residents prior to the Town Meeting.

The final responsibility of the Advisory Committee is the oversight of an amount of money in the Annual Budget which is known as the reserve. The amount of the reserve varies from year to year, usually between \$25,000 and \$100,000. During the fiscal year, if a municipal department encounters an "extraordinary and unforeseen expense" which was not anticipated in the budget approved at Town Meeting, a request can be made to the Advisory Committee for a transfer from the reserve. Any such request is discussed and voted upon by the Committee. At the end of the fiscal year, any funds remaining in the reserve are returned to the Town.

David Benton, Chairperson

Peg Drisko

Arthur Frontczak

Jonathan Hurwitz

Stephen McDonough

Pat Snead

Arlie Sterling

Joyce Terrio

Jim Tomaszewski

Administrator: Susan Jacobson

## **FINANCE DEPARTMENT**

A Fiscal 2016 audit of the Town's financial records was successfully completed by Clifton Larson Allen in accordance with generally accepted auditing standards and determined there were no material weaknesses. The Town of Norfolk has addressed all of the prior year management comments and is implementing recommendations made by the Auditors.

Through careful budget management by Town Department heads, the Town of Norfolk had free cash certified for Fiscal Year 2016 in the amount of \$1,552,778. At the Annual Town Meeting in May, departmental budget transfers were approved to assist in reducing a deficit of \$116,750 in the FY16 Snow and Ice account. The Special Town Meeting in November 2016 authorized a portion of FY16 free cash to be used for various departmental budgets, increase our Stabilization Fund by \$300,000 to \$1.46 million and to fund capital assets of \$100,500 for the Police and Fire Departments equipment and vehicle needs.

Included with the Town Accountant's Report is a copy of the Fiscal Year 2016 Town of Norfolk's general fund operating budgets.

All accounts payable and payroll warrants are processed in the Finance Department. The department provides regular reports to all departments and assists all town wide departments with many accounting matters throughout the year.

I would like to thank Renee Rovedo and Theresa Knowles for their continued support and tireless dedication throughout the year.

Respectfully Submitted,  
Todd Lindmark  
Finance Director/ Town Accountant

**GREETINGS:**

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2, and 3, to assemble in the designated polling places in the Freeman-Kennedy School, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, May 2, 2017, 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, 2017 at 7:00 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 Town officers: One Selectman for a three year term; one Town Clerk for a three year term; one Assessor for a three year term; one Board of Health member for a three year term; one Constable for a three year term; one Library Trustee for a three year term; two Planning Board members for three year terms; two Recreation Commission members for three year terms; two Norfolk School Committee members for three year terms; and 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.

**The Advisory Committee recommends approval of this article.**

After the close of any fiscal year, no bills incurred in that year can be paid without the approval of Town Meeting. We have been advised that there are two such bills to be considered at this Town Meeting and the Advisory Committee recommends approval of the payment of both items.

**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, 2017; or take any other action relative thereto.

**The Advisory Committee will make its recommendation at Town Meeting for this article.**

All transfers between budget line items must be approved at Town Meeting. The details of the proposed transfers were still in process at the time of printing. The Town Administrator will present a list of those recommended transfers and additions to the Advisory Committee at our meeting immediately prior Town Meeting.

**ARTICLE 4****Submitted by the Town Administrator**

To see if the Town will vote to amend the Town of Norfolk Board of Selectmen's Human Resource Policy, Schedule B. COMPENSATION SCHEDULE by applying a general increase of 1.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2017; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

The 1.5% increase in the Compensation Schedule referenced by this article applies to a small number of Town employees who are not covered by either a union contract or an individual contract. The Advisory Committee has been informed that this proposed increase is comparable to the increases that union and contract employees are scheduled to receive this year.

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

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, Section 108; and 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, 2017; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

The proposed budget for the fiscal year ending June 30, 2018 (FY18) is \$39,132,159 and reflects an increase of approximately \$1,343,000, or 3.5%, in spending and revenue compared to the budget for the current fiscal year (FY17). The estimates for the sources of the anticipated increase in revenue are:

- 1) \$1,312,000 for real estate taxes, of which \$687,000 is attributable to the increase allowed under Proposition 2 ½, and \$575,000 is expected from new growth in FY18.
- 2) \$86,000 for increases in state aid.
- 3) \$190,000 for other miscellaneous sources, consisting of increases in motor vehicle excise taxes and changes in various other items.

The three items above total \$1,588,000. The difference of \$245,000 is a decrease in the amount of free cash utilized in the FY18 budget as compared to the FY17 budget.

The budget proposes to spend this \$1,343,000 increase as follows:

- 1) \$495,000 for the King Philip Middle and High Schools, representing a 6.3% increase in our assessment. The overall proposed budget for the King Philip Regional School District is increasing by 4.5%. This funding level would result in a level service budget for FY18. As always, our actual contribution is contingent upon the funding decisions of Wrentham and Plainville. The vagaries of the state funding allocation formula and a decrease in our enrollment percentage results in our projected assessment increase being substantially less than the other two towns. With the amount of state aid (representing about a quarter of the King Philip budget) estimated to only increase slightly, the comparable funding level that we have in our budget will be a fiscal challenge for the other two towns.
- 2) \$452,000 for Norfolk Elementary Schools, representing a 4.0% increase. The budget represents a level service budget with most of the increase for contractual staffing costs, additional spending on new state education mandates and other small cost increases.
- 3) \$204,000 for fixed costs, representing a 4.3% increase. The most significant increase was higher medical costs as well as an increase from the Norfolk County Retirement Fund for our share of employee retirement benefits.
- 4) \$148,000 for public safety, representing a 3.1% increase. This primarily represents contractual salary increases and the impact of a mid-year hire.
- 5) \$44,000 for the remaining departments and activities of the Town, including General Government, Department of Public Works, the Transfer Station, the Library and other departments. Contractual salary increases and other increases in spending have been offset by savings through various departmental initiatives and the removal of one-off or nonrecurring items in FY17 from various line items. In addition, the DPW administers a budget item included in this portion of the summary called "Shared Fixed Services." That budget item includes the Snow and Ice budget which is being held constant this year.

## **ARTICLE 6**

## **Submitted by the Board of Selectmen**

To see what sum of money the Town will vote to transfer from Department of Public Works Water Division revenues to fund the Water Division maintenance and operating expenses; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

This budget is voted separately from the main operating budget as the Water Division is its own enterprise fund and its sources of revenue are fees collected from the users of the Town water system.

In this Article the Town would like to transfer the sum of \$1,630,645 from The Department of Public Works Water Division revenues to the Water Enterprise Fund. The purpose of the transfer is to pay the Water Division maintenance and operating expenses for the next fiscal year. This year's budget for the Water Division is approximately \$43,000 higher than last year's budget (an increase of 2.7%). This increase consists of \$16,000 increase in salaries, a \$36,000 increase in expenses and a \$9,000 decrease in debt service. Of the total budget, about \$500,000 is debt service, and the rest is operating expenses. The user rates will remain the same.

**ARTICLE 7**

**Submitted by the Board of Selectmen**

To see what sum of money the Town will vote to transfer from Department of Public Works Sewer Division revenues to fund the Sewer Division maintenance and operating expenses; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

This budget is voted separately from the main operating budget as the Sewer Division is its own enterprise fund and its sources of revenue are fees collected from the users of this dedicated sewer system.

In this Article the Town seeks to transfer the sum of \$125,554 from the Sewer Division of the Department of Public Works revenues to the Sewer Enterprise Fund. The purpose of this transfer is to pay the Sewer Division maintenance and operating expenses for the next fiscal year. This year's budget for the Sewer Division is about \$21,000 higher than last year's budget (an increase of 19.6%). Substantially, the increase is for the build-up of a reserve fund to offset future maintenance and improvements for the system. The user rates will remain the same.

**ARTICLE 8**

**Submitted by the Board of Selectmen**

To see if the Town will vote to raise and appropriate or transfer from any available source of funds a sum of money to fund capital and other expense items; or take any other action relative thereto.

**The Advisory Committee will make its recommendation at Town Meeting for this article.**

The details of the proposed capital spending were still in process at the time of printing. The Town Administrator will present a list of those recommended purchases and the funding sources to the Advisory Committee at our meeting immediately prior Town Meeting.

**Town Administrator's comment:** The majority of the capital items will be reviewed at the fall Special Town Meeting. There will be a request at this meeting for funds to continue the development of the Holbrook Street well as well as funds to purchase a DPW truck and mowing equipment.

**ARTICLE 9**

**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.

**No Advisory Committee recommendation is needed for this article.**

**ARTICLE 10**

**Submitted by the Board of Selectmen**

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.

**The Advisory Committee recommends approval of this article.**

This standard article authorizes the Board of Selectmen to use the Chapter 90 funds received from the State (approximately \$390,000 this year) for the maintenance, improvement and construction of Town roads.

**ARTICLE 11**

**Submitted by the Board of Selectmen**

To see if the Town will vote to amend the general by-laws of the Town by adding a new section to establish and authorize revolving funds for use by certain Town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½, or take any other action relative thereto.

**DEPARTMENTAL REVOLVING FUNDS**

1. Purpose. This by-law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund [, except for those employed as school bus drivers].
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectmen and Advisory Board.
3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.
4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The town accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds.

The Table establishes:

- A. Each revolving fund authorized for use by a town/city department, board, committee, agency or officer,
- B. The department or agency head, board, committee or officer authorized to spend from each fund,
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the town accountant,
- D. The expenses of the program or activity for which each fund may be used,
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund, and
- G. The fiscal years each fund shall operate under this by-law/ordinance.

**Town Administrator's Comment:** This is a new format, per the municipal reform act, but the concept of the revolving funds stays the same. There were several changes to the request on the limits for funds, the only significant change being the increase in fund 2102, Recreation Field Maintenance. This limit has been increased from \$50,000 to \$100,000 to reflect the cost of materials the Rec dept and DPW use to maintain the recreation fields.

<b>Revolving Fund</b>	<b>Department, Board, Committee, Agency or Officer Authorized to Spend from Fund</b>	<b>Fees, Charges or Other Receipts Credited to Fund</b>	<b>Program or Activity Expenses Payable from Fund</b>	<b>Restrictions or Conditions on Expenses Payable from Fund</b>	<b>Other Requirements - Reports</b>	<b>Fiscal Years</b>
2100 - Parking Tickets	Board of Selectmen	Parking ticket receipts.	Expenses related to the collection of parking ticket violations.	Limit \$3,000		Fiscal Year 2018 and subsequent years
2101 - Snow Removal	Board of Selectmen	Fees charged for snow removal services as identified in column D.	Expenses related to snow removal including maintenance and replacement of equipment, from private property to include King Philip Regional School and subdivision roads as required by the Planning Board rules and regulations.	Limit \$20,000		Fiscal Year 2018 and subsequent years
2102 - Recreation Field Maintenance	Recreation Commission	Fees charged for this service - Field usage fees as identified in the Field allocation Policies.	Expenses related to field maintenance materials, replacement and rental of equipment and contract labor.	Limit \$100,000		Fiscal Year 2018 and subsequent years
2103 - Conservation Timber Harvesting	Conservation Commission	Monies from timber harvesting on conservation land.	Expenses under the direction of the Conservation Commission to develop and oversee management activities and projects on Town-owned conservation land.	Limit \$5,000		Fiscal Year 2018 and subsequent years
2104 - Off-site Improvements	Planning Board	Mitigation funds required by the planning board relative to off-site improvements due to approval of subdivisions and site plans.	Expenses related to such off-site improvements.	Limit \$100,000		Fiscal Year 2018 and subsequent years
2105 - Shade Tree and Scenic Roads	Planning Board	Mitigation funds required by the Planning Board under the Shade Tree Act and Scenic Roads Act for the purchase and planting of replacement trees.	Expenses related to the purchasing and planting of trees as required.	Limit \$10,000		Fiscal Year 2018 and subsequent years

<b>Revolving Fund</b>	<b>Department, Board, Committee, Agency or Officer Authorized to Spend from Fund</b>	<b>Fees, Charges or Other Receipts Credited to Fund</b>	<b>Program or Activity Expenses Payable from Fund</b>	<b>Restrictions or Conditions on Expenses Payable from Fund</b>	<b>Other Requirements - Reports</b>	<b>Fiscal Years</b>
2106 – Wetland Hearing Application	Conservation Commission	Receive wetland hearing application fees.	Expenses related to the payment of legal advertisements for the wetland hearings.	Limit \$5,000		Fiscal Year 2018 and subsequent years
2111 – Abutters List	Board of Assessors	Receive funds required by the Board of Assessors for the processing of abutters lists.	Expenses associated with generating such lists, including the acquisition, operation and maintenance of technologies used for preparing and issuing abutters lists and mapping.	Limit \$2,000		Fiscal Year 2018 and subsequent years
2112 – Police Vehicle Details	Chief of Police	Receive funds collected from charges to private parties or entities for police details involving the use of a police vehicle at construction sites.	Expenses for the express purpose of vehicle replacement within the Police Department under the Authority of the Police Chief.	Limit \$60,000		Fiscal Year 2018 and subsequent years
2115 – Community Garden Rental	Board of Selectmen	Receive funds from lot rental fees at the Community Gardens.	Expenses related to purchase goods, tools and services, including water resources, for the use of the gardeners at the community Gardens.	Limit \$5,000		Fiscal Year 2018 and subsequent years
2152 – Passports	Board of Library Trustees	Receive funds remitted for the processing of passports.	Expenses associated with processing of passports and other related purposes deemed appropriate by the Trustees.	Limit \$5,000		Fiscal Year 2018 and subsequent years
2155- Lost or Damaged Library Materials	Board of Library Trustees	Receive funds required by the Board of Library Trustees to replace or repair lost or damaged library materials.	Expenses related to replacing or repairing such lost or damaged materials.	Limit \$7,500		Fiscal Year 2018 and subsequent years

**The Advisory Committee recommends approval of this article.**

This article seeks to bring the Town into compliance with the Municipal Modernization Act of 2016 (MMA). The MMA is aimed at enhancing the partnership between the state and municipal governments, while granting more local control and encouraging fiscal efficiency.

Norfolk's use of revolving funds for various purposes is nothing new. The MMA requires that municipalities establish a by-law relative to revolving funds. This article just establishes this by-law that includes details and procedures for managing revolving funds per the MMA.

For example, the by-law creates a table that clearly sets forth the details of each revolving fund maintained by the Town, including the Department, Board, Committee, Agency or Officer authorized to spend from a specific fund, what type of expenses are payable from a fund, and restrictions or conditions on each revolving fund. Specific expenditure limits of the various funds are approved annually.

The purpose of these funds is to allow various Town boards and departments to collect revenue from sources such as program fees and mitigation funds and to pay expenses associated with the activities necessary for the collection of those fees. These sources of revenue are often relatively small, unpredictable and variable. As such, they are best handled through a revolving fund rather than through the general fund and the regular budget process. To avoid excess accumulation of funds outside of the regular budget process, balance limits are established on the amounts for each revolving fund. Any amounts received that would cause the fund balance to exceed the limit are added to the general receipts of the Town.

**ARTICLE 12**

**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.

**The Advisory Committee recommends approval of this article.**

**ARTICLE 13**

**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 easements as may be necessary for drainage purposes and the laying out of public ways, and to raise and appropriate or transfer from any available source of funds, a sum of money for said purposes; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

**ARTICLE 14**

**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.

**The Advisory Committee recommends approval of this article.**

**ARTICLE 15**

**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 \$20,000 from the annual revenues in the Community Preservation Fund for the purpose of funding the Administrative and Operating Budget for the Community Preservation Committee; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

This standard, annual article funds the Community Preservation Committee's (CPC's) administrative and operating budget. This \$20,000 transfer covers routine CPC operating costs and expenses. Any unused amounts are automatically returned to the Community Preservation Fund at the end of the year.

**ARTICLE 16**

**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 FY2018 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2018 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2018 Community Preservation Fund revenues for the future appropriation towards the acquisition, preservation, rehabilitation and restoration of Historic Resources; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

This standard, annual article reserves funds from the Community Preservation Act revenues equal to the state mandated minimums of 10% for Open Space, 10% for Affordable Housing, and 10% for Historic Resources. The remainder is placed in Undesignated and can be used for any allowable purpose.

**ARTICLE 17**

**Submitted by Community Preservation Committee**

To see if the Town will vote to allocate from the Community Preservation Fund, Undesignated Reserves, an amount not to exceed \$86,000 for an irrigation well and system for up to five sports fields at the Freeman Kennedy School; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

This well will provide irrigation for the five sports fields at the Freeman-Kennedy School which were severely impacted by the drought. Additionally, the installation of this well will remove the existing portion of the irrigation system off of the Town's water supply. Some Committee members expressed concern that another irrigation well was not the best course of action from an environmental/water usage perspective and the recommendation for approval was not unanimous.

## **ARTICLE 18**

## **Submitted by Petition**

### **Noise Control**

To protect the citizens of Norfolk from excessive or unwarranted noise which disturbs, injures or degrades the quality of life or real property or endangers the reasonable quiet, comfort, repose or health or safety of the citizens of Norfolk.

### **Definitions**

When used in this bylaw, the following definitions shall apply:

***Ambient or Background Noise Level:*** The noise level measured in the absence of the noise under investigation. For purposes of this bylaw, the Ambient or Background Noise Level is quantified as the LA90.

***Decibel (dB):*** The decibel is used to measure sound pressure level. ***Decibels "A" Weighted Scale (dBA):*** The most widely used sound level filter is the "A" weighted scale. This filter most resembles the average human hearing profile. ***LA90:*** The A-weighted sound level exceeded for 90% of the measurement period.

***LAeq:*** The A-weighted sound level which is equivalent to the total sound energy over the measurement period.

***Noise Level:*** Measured property of sound, which for the purpose of this bylaw, will be expressed in A-weighted decibels (dBA), obtained with a Type I or II sound level meter as specified under the American National Standards Institute (ANSI) standards.

***Noise Pollution:*** If the A-weighted equivalent sound level (LAeq) during the activity under investigation is 10 dB or more above the "Ambient or Background Sound Level," it shall be judged that a condition of "Noise Pollution" exists.

### **Restrictions**

- . (1) No person owning, leasing or controlling the operation of any electronic device shall willfully or negligently permit the establishment or condition of "Noise Pollution".

- . (2) No person or persons shall cause, allow or permit the operation of equipment or machinery associated with site work, construction or demolition between the hours of 7:00 p.m. and 7:00 a.m., Monday through Saturday, and all hours on Sunday and State holidays without the expressed approval of the Board of Selectmen, and the issuance of a work permit by the Chief of Police.

### **Exemptions**

The provisions of this bylaw shall not apply to sound emitted during or associated with:

- . (1) Emergency Vehicles and Equipment – Any police, fire, ambulance or other emergency vehicle engaged in emergency related response and/or activity.
- . (2) Highway and Utility Maintenance – Necessary excavation in or repairs of bridges, streets, or highway, or any public utility installation by or on behalf of the Town of Norfolk.
- . (3) Emergency work including, but not limited to, the operation of any mechanical device, apparatus, vehicle, or equipment used in connection with an emergency.
- . (4) Snow removal performed by snow blowers, snow throwers or snow plows.
- . (5) Normal maintenance of residential property such as lawnmowers, leaf blowers, power or chain saws, or other similar equipment and machinery.
- . (6) Operation of equipment or machinery associated with site work, construction or demolition between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday, or on Sundays or State holidays with expressed approval of the Board of Selectmen, and the issuance of a work permit from the Chief of Police.
- . (7) The Board of Selectmen, or designee, may give a special permit for parades and public gatherings, i.e. block party. Excessive impact or conditions resulting in “Noise Pollution” on neighboring citizens will be considered when issuing a special permit. These exemptions shall not apply if the noise is determined to exist as a result of negligent conduct or actions inconsistent with generally accepted practices.

### **Measurement of Excessive or Unwarranted Noise**

A determination that excessive or unwarranted noise exists will be made in accordance with the definition of “Noise Level”.

Noise measurements shall be made either at the closest boundary line of the noise-sensitive property or at another location on the property where the increase above the ambient sound level caused by the intruding noise source is greatest.

A determination that a condition of “Noise Pollution” exists constitutes a violation of this bylaw.

## **Enforcement and Penalties**

The Police, Fire, Health or Inspectional Services Department, or any designee thereof, shall have power to enforce this bylaw. Any person violating the provisions of this bylaw shall be punished by a fine of \$100 for the first offense, \$200 for the second offense and \$300 for each offense thereafter. Each act, which either continues or is repeated more than one-half (1/2) hour after notice of violation, shall be a separate offense.

## **The Advisory Committee recommends indefinite postponement of this article.**

This petitioner article asks the Town to approve a revised zoning by-law related to noise. The Committee's unanimous opinion is that this article, as it is written, does not provide sufficient thoroughness detailing the restrictions and exemptions, such that many common town and resident activities are unaddressed and open to subjective interpretation. As such, the Advisory Committee considers the by-law either unenforceable as written or too subject to be actionable.

## **ARTICLE 19**

**Submitted by the Town Planner**

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

B-1 District: To see if the Town will vote to amend the Zoning Bylaws, Section I.7.a "Allowed Uses" by adding "CHILD CARE FACILITY" and to take any other action relative thereto.

C-1 District: To see if the Town will vote to amend the Zoning Bylaws, Section J.7.a.1.A "Allowed Uses" by adding "CHILD CARE FACILITY" and to take any other action relative thereto.

C-6 District: To see if the Town will vote to amend the Zoning Bylaws, Section L.7.a "Allowed Uses" by adding "CHILD CARE FACILITY" and to take any other action relative thereto.

### **Planner's Comments:**

It has come to my attention that the land use "Child Care Facility" has not been identified in three of the zoning districts within the town Zoning Bylaw. Specifically the B-1, C-1 and C-6 districts do not have a listing for this use. Similar uses such as school and adult day care are already allowed in these districts.

The proposal above is an effort to allow this use in the town Zoning Bylaw for three zoning districts, the B-1, C-1 and C-6.

To see if the Town will vote to amend the Zoning Bylaws, L.7.a Allowed Uses, by deleting the following:

- ~~Day Care, Family Home;~~

**Planner's comments:**

In addition to the above, I would like to delete an unnecessary reference to "Day Care, Family Home" that is located in section L.7.a Allowed Uses. This use category is regulated by state law with specific criteria and limitations and is permitted in all districts as a family home daycare. Local zoning does not need to permit this use and is redundant

**The Advisory Committee recommends approval of this article.**

The article conforms definitions and provides clarifications to this section of the Zoning By-Laws. The article does not propose any substantive changes to the bylaw.

**ARTICLE 20**

**Submitted by Planning Board**

To see if the Town will 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, Lake Street, from station 12 + 59.27 to 42 + 82.05, as approved by the Board of Selectmen as shown on the acceptance plan dated 5/17/2013 drawn by Norfolk County Engineering Department and further to see what sum of money the Town will raise and appropriate, borrow, or transfer from available funds for damages, fees, and expenses; or take any other action relative thereto.

**The Advisory Committee recommends approval of this article.**

This article asks the voters to formally accept and indicate ownership of a portion of Lake Street. The Town has always considered this a town-owned road, but documentation is unclear and this article is meant to clarify the ownership.

**Town Administrator's Comment:** The intent of this article is to reaffirm that the Town owns the entire length of Lake Street. The town has previously voted an authorization and funds to pave the road but there is pending litigation over this matter.

**ARTICLE 21**

**Submitted by Petition**

To see if the Town will vote to: Take all necessary steps to confirm and/or receive the right to improve and pave Lake St. Norfolk, MA. Approve funds to take all necessary steps to pave the now unimproved gravel road known as Lake St. Norfolk, MA

**The Advisory Committee recommends approval of this article.**

This petitioner article asks the Town to continue the process of getting Lake Street paved. The Town approved funds for such a project in 2014, but the project has been held up in litigation. The Advisory Committee supports moving forward with the project as soon as practical.

**ARTICLE 22****Submitted by Petition****To see if the Town will vote to adopt the following resolution:**

WHEREAS, a high-pressure pipeline carrying natural gas, currently called the Q1 loop of the Access Northeast Pipeline, proposed by Spectra Energy Corporation, would run through Norfolk, Massachusetts;

WHEREAS, the Attorney General's Office of the Commonwealth of Massachusetts determined that increased gas capacity is not needed to meet the state's electric reliability needs and would be more expensive and less environmentally responsible than other available options;

WHEREAS said pipeline goes against current Massachusetts commitments to reducing greenhouse gas emissions and combating global climate change, and our state's energy challenges are better addressed through investment in energy efficiency and renewable energy solutions;

WHEREAS, in addition to the inherent risks of high pressure gas pipelines — possible ruptures, fires, explosions, and impacts to sensitive areas along the pipeline route — gas obtained through hydraulic fracturing carries additional risks and environmental burdens for communities near hydraulic fracturing sites and all along the transmission routes;

WHEREAS, there is no direct benefit to the residents of Norfolk from the proposed pipeline since the gas is not for local consumption, and the pipeline could adversely affect property values, adversely affect residents' livelihood and otherwise negatively impact the integrity of the town's rural character;

WHEREAS, the pipeline construction presents added risks and damage to the health and environment of those living near the construction corridor;

NOW, THEREFORE, BE IT RESOLVED that the Norfolk Town Meeting record its opposition to the pipeline and endorse the analysis and position of Attorney General Healey, as supported by the Regional Electric Reliability Options study; and

BE IT FURTHER RESOLVED that Norfolk Town Meeting urge Governor Baker and our State officials to oppose the pipeline and communicate said position at pertinent Department of Public Utilities hearings and to the Federal Energy Regulatory Commission; and

BE IT FURTHER RESOLVED that the Town Clerk be directed to send a copy of this resolution to Governor Charles Baker, State Senator Richard Ross, State Representative Shawn Dooley, Attorney General Maura Healey, US Senator Elizabeth Warren, US Senator Edward Markey and MA Secretary of Energy and Environmental Affairs, Matthew Beaton.

**The Advisory Committee makes no recommendation regarding this Article.**

This petitioner's article does not involve a financial matter for the Town or a zoning or town by-law change for the Town. The purpose of the article is to express a position of the Town and to compel town officials to indicate such position to various state officials and agencies.

**ARTICLE 23****Submitted by Petition**

Article to Enhance resident participation in town decision-making

Whereas Norfolk Town Boards, Committees, and Officials make recommendations about warrant articles at Norfolk Town Meetings and the Town Meeting votes on the warrant articles.

Whereas at Norfolk Town Meeting warrant articles are generally considered one at a time and no motion that goes beyond the scope of a warrant article is permitted.

Whereas the format of Norfolk Town Meetings doesn't lend itself to a unified deliberation of all the issues facing the town where tradeoffs can be made between issues arising in different areas of town government which may be raised in different warrant articles or may not be raised in any warrant article.

Whereas Norfolk Town Board and Committee meetings are normally structured to have residents address the Board or Committee, rather than to collaborate with fellow residents.

Whereas Norfolk Town Board and Committee meetings are normally structured to have residents address the Board or Committee on one issue at a time, rather than on a broad combination of issues affecting various areas of town government.

Whereas there isn't a structure in place for Norfolk residents who are not members of a Town Board or Committee to deliberate about and formulate recommendations on the town budget and ideas affecting how the town is run.

Whereas a process referred to as "participatory budgeting" (see <https://www.participatorybudgeting.org/what-is-pb/> and <http://unhabitat.org/books/72-frequently-asked-questions-about-participatory-budgeting/> ) has been successfully employed and very favorably received in the United States and the rest of the world. According to a narrow definition of Participatory Budgeting, residents directly control how resources (mostly financial budgets) are allocated to projects. According to a broader definition of Participatory Budgeting, it is "a mechanism (or process) through which the population decides on, or contributes to, decisions made on the destination of all or part of the available public resources." In both cases, residents brainstorm ideas, people volunteer as delegates to develop proposals based on these ideas, residents vote on proposals, and (in the narrow definition) the government then implements the top projects or (in the broader definition) the government gives serious consideration to including the top projects in their official plans. In our case, the broader definition would apply.

Whereas, through the Norfolk Town Meeting, voters already directly decide on everything on the warrant, including the entire budget. But we don't have the community brainstorming, deliberation of tradeoffs, formulation of proposals and community prioritization of the various proposals.

Therefore, we request that Norfolk Town Boards, Committees, and Officials - particularly, the Advisory Board and the Board of Selectmen (with support by the Town Administrator and the Town Moderator) collaborate to set up a process similar to and modeled on the participatory budgeting process used by the nonprofit Every Voice

Engaged Foundation or a similar process (as described in the following references - but with the understanding that in Norfolk's case, a) the residents could consider and make recommendations on anything that could legitimately appear on the warrant for a Town Meeting, not only on financial issues, and b) the result of the residents' deliberations are recommendations, the Town Meeting has the final say). Such a process would involve Norfolk residents in deliberating and making decisions about the town budget and other town issues. These decisions (and the deliberations leading to them) would be publicized to the town and presented to Norfolk Town Boards, Committees, and Officials who would consider them in drafting warrant articles and in making recommendations on warrant articles. As always, the Norfolk Town Meeting would vote on the warrant articles.

References (All these references were successfully visited on 16-Feb-2017)

Interview with Laura Richardson

<http://theagiledirector.com/article/2016/07/05/budget-games-an-interview-with-Laura-Richardson/>

Every Voice Engaged page about Participatory Budgeting

<https://everyvoiceengaged.org/solutions/budget-games/>

The San Jose City Participatory Budget Experience

[https://medium.com/@jose\\_casal/the-san-jose-city-participatory-budget-experience-b6212f1515e2#.pkou2cw8w](https://medium.com/@jose_casal/the-san-jose-city-participatory-budget-experience-b6212f1515e2#.pkou2cw8w)

Budget Games kit

<http://everyvoiceengaged.org/wp-content/uploads/2014/09/2014-BaFO-Kit-V2.zip>

Budget Games Success in Montana:

Best Way to Make City Minutiae Actually Somewhat Interesting

<http://missoulanews.bigskypress.com/missoula/best-way-to-make-city-minutiae-actually-somewhat-interesting/BestOf?oid=2061268>

San Jose Residents Play 4th Annual Budget Games

<https://conteneo.co/san-jose-residents-play-4th-annual-budget-games/>

Prioritization Results slides from San Jose priority setting sessions

<https://conteneo.co/wp-content/uploads/2015/04/San-Jose-2014-2015-Budget-Games-results.pdf>

Playing the budget game

<https://www.ft.com/content/b3a1add2-2931-11e2-9591-00144feabdc0#axzz2BUxZfZCd>

Crowdsourcing the Budget

<https://wilsoncommonslab.org/2012/10/01/crowdsourcing-the-budget/>

Collaboration at Scale: The 2016 San José Participatory Budgeting Project

<https://info.conteneo.co/collaboration-at-scale-the-2016-san-jose-participatory-budgeting-project>

Participatory Budgeting initiative

<https://everyvoiceengaged.org/initiatives/budgeting/>

Various Participatory Budget projects

<https://www.participatorybudgeting.org/participate/>

Participatory Budgeting in Cambridge, MA

<https://www.youtube.com/watch?v=fZS48720gwg>

Participatory Budgeting in Chicago's 49th Ward  
<https://www.youtube.com/watch?v=01bouQJK25Q>

Participatory Budgeting in NYC  
<https://www.youtube.com/watch?v=-Z5UgsX57jg>

San Jose District 3 Participatory Budgeting Budget Delegates 1  
<https://www.youtube.com/watch?v=N81Eym5c8d0>

San Jose Budget Games (YouTube playlist)  
[https://www.youtube.com/watch?v=M4VZqAx8aTs&list=PLH4TRrioEDdtblscDI4\\_a0afjToal50M](https://www.youtube.com/watch?v=M4VZqAx8aTs&list=PLH4TRrioEDdtblscDI4_a0afjToal50M)

**The Advisory Committee recommends indefinite postponement of this article.**

While, the Advisory Committee find the idea of a participatory budgeting process worthwhile for some occasions and communities, we believe that the Town of Norfolk offers many opportunities for public input and discussion on our budgetary process and individual warrant articles. Our Boards and Committees post agenda's and have open meetings which allow residents to listen, often ask questions and allow for a period of vetting processes, prior to a warrant article being submitted. Those budgets and articles are then vetted once again before the Board of Selectmen and / or the Advisory Committee. Once again, all open meetings with potential resident input and participation. Finally, culminating in an Open Town Meeting, where the potential budget and warrant articles are once again discussed and debated by various boards, committees and participating residents. We believe that the Town's process offers many opportunities for residents to provide input and be part of any decision making efforts that benefit our community.

**ARTICLE 24**

**Submitted by the Board of Selectmen**

To see if the Town will vote to approve the Payment In Lieu Of Tax ("PILOT") agreements negotiated by the Board of Selectmen pursuant to Massachusetts General Laws Chapter 59, Section 38H with one or more renewable energy generation companies operating one or more community solar systems, including the installations at 42 Pine Street and 33 Medway Branch; or take any other action relative thereto.

**The Advisory Committee will make its recommendation at Town Meeting for this article.**

The details of the agreements were not available at the time of printing. The Town Administrator will review any such agreements with the Advisory Committee at our meeting immediately prior Town Meeting.

Town Administrator's Comments: A summary of these agreements will be available at Town Meeting and will also be available in entirety on the Town's website.
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## TOWN DEPARTMENTS

Accounting Department.....	528-5686
Animal Control.....	528-3232
Assessors.....	528-1120
Board of Appeals.....	541-8455
Building Department.....	528-5088
Board of Health.....	528-7747
Community Preservation Committee.....	528-3209
Conservation Commission.....	541-8455
Council on Aging.....	528-4430
Department of Public Works.....	528-4990
Fire Department (Information).....	528-3207.
Housing Authority.....	528-4800
Human Resource Director.....	440-2826
Library.....	528-3380
Municipal Affordable Housing Trust Committee.....	440-2812
Planning Board.....	528-2961
Town Planner.....	440-2807
Police Department (Information).....	528-3206
Recreation.....	520-1315
<b>Schools:</b>	
Superintendent's Office.....	528-1225
Freeman/Centennial.....	528-1266
H. Olive Day.....	541-5475
King Philip High School.....	384-1000
King Philip Middle School.....	541-7324
Tri-County Regional Vocational High School.....	528-5400
Norfolk Agricultural High School.....	668-0268
Selectmen/Town Administrator.....	440-2855
Tax Collector.....	520-0058
Town Clerk.....	528-1400
Treasurer.....	541-3323

**POLICE/FIRE/AMBULANCE EMERGENCY ..... 911**

### RECYCLING/TRANSFER STATION

You must be a resident of Norfolk and purchase a decal for your vehicle in order to use the Transfer Station. Decals may be purchased at the Transfer Station during normal hours of operation.

#### Hours of Operation:

<b>Wednesday</b>	11:00 a.m. to 7:00 p.m. (April 1- September 30) 9:30 a.m. to 5:00 p.m. (October 1– March 31)
<b>Saturday</b>	8:00 a.m. to 4:00 p.m.

**CLOSED LEGAL HOLIDAYS**

