



**NORFOLK
MASSACHUSETTS
ANNUAL REPORT - 2019**

Cover: Tramp House
Picture courtesy of Matt Haffner

The Tramp House, 1886, was built to provide shelter for the homeless (common in many towns). It is now one of only a few remaining in the Commonwealth. The restoration was completed in 2019 and accomplished with a grant from the Community Preservation Committee. Construction performed by Sam Ziegler Restoration.

TOWN OF NORFOLK
149TH ANNUAL REPORT



YEAR ENDING DECEMBER 2019

IN MEMORIAM

William (Brock) Foster

February 16, 2019

Special Police Officer 1984 and 1985

Barbara Evans

March 6, 2019

Conservation Commission 1964-1973

Poll Worker – 1970s

Christopher MacKay

March 27, 2019

School Committee 1982-1985

Catherine Lowndes

August 21, 2019

Personnel Board 1991-1994

Gretchan Sullivan

September 29, 2019

H. Olive Day Elementary School

Instructional Assistant/Math Specialist 2008-2019

Linda Andrews

November 6, 2019

Norfolk Elementary Education Foundation 2008-2009

Norfolk School Committee 2010-2012

Joan Dooley

December 11, 2019

Assessor's Office 1989 -2018

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ELECTED TOWN OFFICIALS

MODERATOR

Jason Talerman 2022

SELECT BOARD

Christopher Wider 2020
 Kevin Kalkut 2021
 Carolyn Van Tine 2022

TOWN CLERK

Carol Greene 2020

BOARD OF ASSESSORS

Patricia Salamone (Appointed 7/2019) 2020
 Carolyn Van Tine (Resigned) 2020
 Andrew Bakinowski 2021
 Deborah Robbins 2022

BOARD OF HEALTH

Frances Sullivan 2020
 Thomas Gilbert 2021
 Ilene Segal 2022

CONSTABLES

Paul Terrio 2020
 Mark Flaherty 2022

HOUSING AUTHORITY

Herbert Mores
 Elizabeth Lehan 2020
 Heidi Compagnone 2021
 Robert Shannon 2023
 Carol Greene (State Appointment)

LIBRARY TRUSTEES

Glenn Hill (Resigned) 2020
 Jennifer Oliver (Appointed 9/2019) 2020
 Patricia McCarty 2021
 Kenneth W. Nelson 2022

PLANNING BOARD

Chad Peck 2020
 John Weddleton 2020
 Erin Hunt 2021
 Walter Byron 2022
 Gary Searle 2022

RECREATION COMMISSION

Brendan Carty 2020
 Mark Edwards 2020
 William Ridgon 2021
 Liza Carreiro 2022
 Charles Iacono 2022

KING PHILIP REGIONAL SCHOOL COMMITTEE

Kenneth Dow 2020
 Michael Gee 2021

NORFOLK SCHOOL COMMITTEE

Paul Cochran, Jr. 2020
 Jeffrey Curry 2020
 Midora Champagne 2021
 Jennifer Wynn 2021
 Thomas Doyle 2022

APPOINTED TOWN OFFICIALS

MODERATOR APPOINTMENTS

ADVISORY COMMITTEE

Kristin Balash 2020
 Margaret Drisko (Resigned) 2020
 Jonathan Hurwitz 2020
 Stephen McDonough (Resigned) 2020
 Brian Beachkofski 2021
 Arthur Frontczak 2021
 Susan Klien 2021
 Mike Hough 2022
 Jackie Katz 2022
 David Lutes 2022

BOARD OF HEALTH APPOINTMENTS

BOARD OF HEALTH AGENTS

Hilary Cohen 2020
 Betsy Fijol 2020
 Carol Greene 2020
 Tom Houston 2020
 Edward Nolan 2020
 Mark Oram 2020
 Wade Saucier 2020

FINANCE DIRECTOR APPOINTMENTS

TREASURER/COLLECTOR

Anne Marie Duggan

ASSISTANT TREASURER

Karen Tripp

CHIEF ASSESSOR

Donald Clarke

ASSISTANT TOWN ACCOUNTANT

Theresa Knowles

LIBRARY TRUSTEE APPOINTMENTS

LIBRARY DIRECTOR

Libby O'Neill

ASSOCIATE DIRECTOR

Sarah Ward

SENIOR YOUTH SERVICES LIBRARIAN

Courtney Allen

CHILDREN'S LIBRARIAN

Meghan Malone

INFORMATION SYSTEMS ADMINISTRATOR

John Spinney

TECHNICAL SERVICES

Kathy Astley (Retired)

Tamara Dalton

Suzanne Reynolds-Alpert

CIRCULATION SUPERVISOR

Carolyn Iacoviello

LIBRARY ASSOCIATES

Elaine Burke

Heather Burr

Emily Ellen (Retired)

Rachel Matthews

Matthew McCarthy

Deb McKinney

Alice Talerman

TOWN CLERK APPOINTMENT

ASSISTANT TOWN CLERK

Anthony Turi

**JOINT SELECT BOARD CHAIR,
MODERATOR AND SCHOOL COMMITTEE
CHAIR APPOINTMENT**

**TRI-COUNTY VOCATIONAL TECHNICAL
SCHOOL COMMITTEE**

Brian Mushnick

SELECT BOARD APPOINTMENTS

TOWN ADMINISTRATOR

Blythe Robinson

TOWN COUNSEL

Murphy, Hesse, Toomey and Lehane, LLP

PARKING CLERK

Carol Greene

Susan Jacobson (Resigned)

ANIMAL INSPECTOR

Christopher Wider

**TOWN ADMINISTRATOR
APPOINTMENTS**

FINANCE DIRECTOR/TOWN ACCOUNTANT

Todd Lindmark

POLICE DEPARTMENT

CHIEF OF POLICE

Charles H. Stone, Jr.

DEPUTY CHIEF

Jonathan M. Carroll, Sr.

LIEUTENANTS

Robert Shannon

SERGEANTS

David J. Eberle

Timothy P. Heinz

Eric Van Ness

Kevin Roake

PATROL OFFICERS

Christopher Catalano

Joseph Choinere

Thomas G. Degnim

Glen R. Eykel

Susan Fornaciari

James Hazeldine

Jason Keen

James Lorusso

Jimmy Meneses
Michael Milano
Michelle Palladini
James Vinson
Samuel Webb

RESERVE POLICE OFFICERS

Katie Appel
Garin Eisele
Nicholas Ethier
Robert Forsythe
Robert Holst
Ryan Jasset
Koren Kanadianian
Brian Leary
Daniel Mazzola, Jr.
Andrew Upton
John Wayne

SPECIAL POLICE OFFICERS

Hilary Cohen
Leo Ethier
Christopher Halacy
David Holt
James Kozak
David McConnell
William Mouyos
Cornelius Moynihan
Paul Murphy
Edward Nolan
Stephen Plympton
Jason Romans
Charles Stone, III
George Willis

ANIMAL CONTROL OFFICER

Hilary Cohen

POLICE MATRONS

Pamela Cartin
Hilary Cohen
Ashley MacDougal

POLICE CHAPLAINS

Pastor Peter Hogleung, Emmanuel Baptist
Pastor Steven Zukas, St. Jude's

POLICE COMMISSIONERS

Kevin Kalkut
Carolyn Van Tine
Christopher Wider

**FIRE DEPARTMENT
CHIEF OF FIRE DEPARTMENT**

Coleman C. Bushnell (Retired)
Erron Kinney

DEPUTY CHIEF

Peter J. Petruichik

LIEUTENANTS

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

EMS SERVICES DIRECTOR

Kate Howarth

FIRE DEPARTMENT PERSONNEL

Mark Amiot
Alexa Bethoney
Kevin Brady
Adam Carlson
Ryan Connolly
Tyler Connolly
Jeffrey Eszlari
William Getchell
William Greaves, III
Seth Hamilton
Kate Howarth
Jamie Masterson
Thomas Newman
Matt Pearce
Cameron Wenzel
Richard Yunker

EMERGENCY RESPONSE COORDINATOR

Coleman C. Bushnell (Retired)
Erron Kinney

EMERGENCY MANAGEMENT DIRECTOR

Edward Nolan

**DPW AND BUILDING DEPARTMENT
DIRECTOR OF PUBLIC WORKS**

Robert J. McGhee (Retired)
Barry Lariviere (Interim)

BUILDING COMMISSIONER

Robert J. Bullock, Jr.

ZONING OFFICER

Robert J. Bullock, Jr.

ASSISTANT ZONING OFFICER

Jonathan Ackley

LOCAL INSPECTOR

Jonathan Ackley

FENCE VIEWER

Robert J. Bullock, Jr.

ASSISTANT FENCE VIEWER

Jonathan Ackley

INSPECTOR OF WIRES

Peter Diamond

ASSISTANT INSPECTOR OF WIRES

Keith Carlson

INSPECTOR OF GAS FITTINGS AND PLUMBING INSPECTOR

Paul Steeves

ASSISTANT INSPECTOR OF GAS FITTINGS AND ASSISTANT PLUMBING INSPECTOR

Jerry Smolinsky

BOARDS, COMMITTEES, COMMISSIONS AND COUNCILS APPOINTED BY SELECT BOARD

CONSERVATION COMMISSION

Bruce Jacobson (Resigned)	2020
James Wilson	2020
Alexandra Fraher	2021
David Turi	2021
Alex Weisheit	2021
Alfred Laberge	2022
Allen Phinney	2022

CORRECTIONS ADVISORY COMMITTEE

Kevin Roche 2020

COUNCIL ON AGING

Janice Axberg	2020
Gerald Calhoun	2020
Mary Nuhibian	2020
Deborah Grover	2021
Thomas Mirabile	2021
James Schweitzer	2021
Karen Edwards	2022
Linda Hennessy	2022

CULTURAL COUNCIL

Cynthia Andrade	2020
Lissa Banks	2020
Michelle Quinn	2020
Kenneth Spritz	2020
Gary Sullivan, II	2020
Joseph Vickers	2020
Taylor McVay	2021
Charity Stolarz	2021

ENERGY COMMITTEE

Andrew Bakinowski	2020
Emre Schveighoffer	2020
Anthony Kennedy	2021
John Kent (Associate)	2021
Lawrence Sullivan	2022
James Wilkinson	2022

HISTORICAL COMMISSION

Geraldine Tasker	2020
Barbara Bartholomew	2021
Marcia Johnston	2021
Elizabeth Whitney	2021
Sandra Paquette	2022
Mary (Betsy) Pyne	2022
Gail Sullivan	2022
Thelma Ravinski (Associate)	

METROPOLITAN AREA PLANNING COUNCIL

Richard McCarthy 2021

MUNICIPAL AFFORDABLE HOUSING TRUST

Thomas Cleverdon	2020
R. William Conklin	2020
Sandra Smith	2020
Mark Henney	2021
Shana Kennedy	2021
Blythe Robinson	2021
Robert Shannon	2021

NORFOLK COUNTY ADVISORY BOARD

Patricia Saint Aubin 2020

REGISTRARS OF VOTERS

David M. Rosenberg – D	2020
Kenneth Ralff – R	2021
Mary Sharkey – R	2022

SOUTH WEST AREA PLANNING COUNCIL

Richard McCarthy	2020
Robert Nicodemus	2020

TOWN GOVERNMENT STUDY COMMITTEE

Kristen Balash (Resigned) 2020
Jeff Chalmers (Resigned) 2020
Chris Cleverdon (Resigned) 2020
Robert Garrity (Resigned) 2020
Anthony Kennedy 2020
Jonathan Smith 2020
Gary Sullivan 2020
Anthony Turi 2020

VETERANS' SERVICES OFFICER

R. William Conklin 2020

ZONING BOARD OF APPEALS

Donald Hanssen 2020
Michael Kulesza 2021
Christopher Wider 2022
Devin Howe 2023
Joseph Sebastiano 2024
Medora Champagne (Associate/Resigned) 2020
Josephine Cordahi (Associate) 2020
Timothy Martin (Associate) 2020

**JOINTLY APPOINTED
BOARDS AND COMMITTEES**

B-1 ZONING DISTRICT WORKING COMMITTEE

Jeanine Dubuque, At Large 2020
(Select Board Appointment)
Edward Haddad, At Large 2020
(Select Board Appointment)
Devin Howe 2020
(ZBA Representative)
Erin Hunt 2020
(Planning Board Representative)
Kevin Kalkut 2020
(Select Board Representative)
Ilene Segal 2020
(Board of Health Representative)

COMMUNITY PRESERVATION COMMITTEE

Cynthia Andrade, Precinct 3 2020
(Select Board Appointment)
Peter Diamond, At Large 2020
(Select Board Appointment)
Elizabeth Lehan 2020
(Housing Authority Representative)
William Rigdon 2020
(Recreation Comm. Representative)
Gary Searle 2020
(Planning Board Representative)

David Turi 2020
(Conservation Comm. Representative)
Elizabeth Whitney 2020
(Historical Comm. Representative)
Robert Paschke, Precinct 1 2021
(Select Board Appointment)
Paul Terrio, Precinct 2 2022
(Select Board Appointment)

DESIGN REVIEW BOARD

Erin Hunt 2020
(Select Board Appointment)
Arien Li 2020
(Planning Board Appointment)
Michelle Maheu 2020
(Historical Comm. Appointment)
Robert Nicodemus 2021
(Planning Board Appointment)
David LaPointe 2022
(Select Board Appointment)

PUBLIC SAFETY BUILDING COMMITTEE

Robert J. Bullock, Jr. Building Commissioner
(Ex-officio)
Coleman C. Bushnell, Fire Chief (Retired)
George Cronin, Select Board Appointment
Matthew Haffner, Select Board Appointment
Erron Kinney, Fire Chief
Jim Lehan, Select Board Representative
(End of Term)
Todd Lindmark, Select Board Appointment
Richard McCarthy, Town Planner
Blythe Robinson, Town Administrator
Charles H. Stone, Jr., Police Chief
Carolyn Van Tine, Select Board Representative

**APPOINTMENT MADE BY
SELECT BOARD AND PLANNING BOARD**

PLANNING BOARD, ASSOCIATE MEMBER

Peter Svalbe 2020



General Government

SELECT BOARD

As is required by the Town of Norfolk Bylaws, it is our pleasure to join other Boards, Commissions, and Committees to provide you with an Annual Report of the activities of the Select Board.

By law the members of the Select Board are the Town's Chief Executive Officers who are elected to three year terms. The terms of the Board are staggered such that one of the three positions is open for each election year. The meetings are held in room 124 of Town Hall and are open to the public. Our meetings are audio and video taped and are broadcast live on Comcast channel 22 and Verizon channels 41 and 42. Agendas are posted at www.mytowngovernment.org and on the Town's website at least 48 hours in advance of the meeting.

The Board and our office experienced much change in 2019. After a lengthy search process, Ms. Blythe C. Robinson was appointed as the Town Administrator in March, replacing Mr. Jack Hathaway who retired late in 2018. Until Ms. Robinson began her duties on April 16th, Mr. Todd Linkmark served as Interim Town Administrator and we thank him for assuming this role in addition to his duties as Finance Director. At the election on May 7th the Board welcomed two new members, Christopher Wider who filled a one-year term vacated by Jeff Palumbo and Carolyn "CiCi" Van Tine who filled a three-year term vacated by Jim Lehan. The Board thanks Mr. Palumbo and Mr. Lehan for their services to the Town. The Board reorganized and Kevin Kalkut became Chair, Mr. Wider became Vice Chair and Ms. Van Tine is serving as Clerk. Ms. Sue Jacobson who had been fulfilling the duties of both Executive Assistant and Affordable Housing Trust Administrator transitioned to focus on the Affordable Housing Trust in late spring. Ms. Nancy Langlois stepped into her role as Executive Assistant, and in September the office welcomed Ms. Judith Lizardi as a part-time Executive Assistant.

One of the primary responsibilities of the Board is the operational budget of the Town and to ensure that we operate in a fiscally responsible manner. The budget adopted in our annual spring meeting is developed by department heads and school committees, reviewed by the Select Board and Advisory Committee, and presented to the voters for approval. The primary sources of revenue available to the Town are State aid and real estate tax from residential, industrial and commercial sources. This year's budget provided for the level of service the Town has come to expect, and did so with lower reliance on use of Free Cash than in past years. Additionally, the Town receives revenues from new growth, excise taxes and permitting fees. The Town's financial position continues to be strong with approximately \$1.7M in our Stabilization Fund, and the Town maintains an AA+ Bond Rating which allows us to borrow at very competitive rates. The Board also reviewed a first version of a five-year capital improvement program developed by the Town Administrator and Finance Director. This document will be vital to the Board as it plans for the maintenance, replacement and expansion of its public assets. We continue to monitor our resources and seek opportunities and operational efficiencies as well as to share services with our neighboring communities.

The Board has made transparency and citizen engagement a priority in its first year. To that end, several initiatives were undertaken including posting of the complete agenda packets for each of our meetings on our website. And since September, each Select Board member holds monthly office hours on a rotating basis to meet one on one with citizens to discuss matters of interest with them. Further, the Board adopted a Public Comment Policy. At the beginning of each regular meeting, members of the public may come forward and speak on matters within the purview of the Select Board that are not otherwise on the agenda.

The Town's new Police Station and Metacomet Regional Communications Center ("the MECC") opened on May 6, 2019. The Dispatch Center services Wrentham, Plainville, Franklin and Norfolk and will significantly increase our ability to meet the needs of our citizens. We are grateful for the financial support of our citizens, and are committed to a responsible resolution to the higher than expected cost of the building. The Board is working through that process diligently and will report the results to the Town at the earliest point that is appropriate to do so. As we work through this process, we must also plan for the replacement

of the Fire Station. We were also pleased to have two other significant projects reach completion this year, the replacement of the H. Olive Day Roof and the Lawrence Street Bridge, both of which the Town received significant State funding to accomplish.

Among the Board's other responsibilities are approving the warrants for the annual and any special town meetings, appointments to Boards and Committees, and issuance of various licenses. Below is the number of such items decided by the Board in 2019:

- Number of Board meetings: 39
- Town Meeting warrants: 2
- Committees to which the Board appoints: 27
- Members appointed: 135
- Licenses issued:
 - Liquor
 - Common Victualler
 - Class I Automobile
 - Class II Automobile
 - Class III Motor Vehicle "Junk"
 - Entertainment Licenses
 - Taxi Licenses
- Parking Permits issued:
 - Liberty Lane 32
 - Old Town Hall 86

We would also like to note changes in the leadership of several departments that report to the Town Administrator which occurred in 2019. Mr. Coleman Bushnell, our Fire Chief retired in June, and in early December we welcomed Chief Erron Kinney to Town. We wish to thank Deputy Chief Peter Petruchik who served as Interim Chief during the transition. We also thank Public Works Director Bob McGhee who retired in late December after 10 years of service to the Town. While the search continues for his replacement, Assistant Director Barry Lariviere is serving as Interim Director. We wish to thank all of our dedicated department heads and their staff for their efforts to serve our community and we are grateful for their dedication to our residents.

We wish to thank all the volunteers who serve on our boards and committees. We are all citizens of Norfolk and their willingness to contribute their time and talent to help maintain and improve our community does not go unnoticed. We are always in need of volunteers, so please feel free to contact our office if you are interested in serving on a board and/or committee.

Respectfully submitted,

Kevin Kalkut, Chair
Christopher Wider, Vice Chair
Carolyn Van Tine, Clerk

TOWN CLERK

VITAL STATISTICS

Births: 103

Boys – 54

Girls - 49

Marriages

January

Cameron Noble & Brigid Forestier

May

Joseph Farias III & Kimberly Philips

June

Kevin Gronroos & Marissa Lentoni, Patrick Regan & Kerri Williams, Mark Conrad & Nancy Conneely

July

David Iskandar & Kali Moores, Steven Cherella & Julie Griffin, Kathryn Jordan & Danielle Moreau, Paul Hurley III & Judith Miller

August

John Bruch IV & Julia McCormick, Francis Donovan & Angela Philips, Mark Strahan & Jennifer Cline, Oliver Gasior & Camila Bengolea, Edward Henkes Jr. & Nicole Young

September

Curtis Child & Anna Squires

November

John Winburne & Sonia Fitopoulos, Bradford Pelletier & Krista Troilo, John Murphy & Linna Tan

December

Eric Belseth & Concetta King

Deaths

January:

Barbara Grace, Henry Tinkham, Silas Barrett

February:

James Bowen, Donald Wilson, Lyndel Cabbage, William Foster, Louis Carlucci, Karen D'Angelo, Robert Roy

March:

Peter Hrul, Barbara Evans, Anita Cady, Maryann Flaherty, Stephen Clark, Christopher MacKay

April:

Paul Crowley, Alice Butts, George Najarian, Peter Ruscitto

May:

Paul Knowles, Charles Nigohsian, Mihail Plesca, Florence Mulliero, James Larkin

June:

Heather Olivieri, William Canning, Lillian Darman, Gerhard Anderson

July:

Robert Murphy

August:

Patricia Mandoni, Catherine Lowndes, Evelyn Selmi, Patricia Fabiano, Paul Ramos, Thomas Buttimer

September:

Thomas Spragg, Robert Rigoli, Pierre Pelissier, John Harney, Gretchen Sullivan

October:

Evelyn Magner, Norma Cardillo, Ethel Rettman

November:

Linda Andrews, Virginia Lawlor, George Noyes, Fred Bethoney, James Masters

December:

Richard Wright, Mark Power, Brenna Reagan, John Reardon, Franklin Jakubik

VOTER REGISTRATION

The Town Clerk acting in the capacity as a Registrar of Voters held two late night voter registration sessions pursuant to Chapter 51, Section 28 of the Massachusetts General Laws during 2019. As of December 31, 2019, there were 7,340 registered voters in the Town of Norfolk. A resident can register to vote or change their registration at the Clerk's office in the Town Hall.

Republican	1270 voters
Democrat	1422 voters
Unenrolled (Independent)	4612 voters
Other	36 voters

2019 Annual Town Election - May 7, 2019
Official Results

Selectmen 3 Year	
Blanks	48
David M. Rosenberg	360
Carolyn C. Van Tine	686
Write-In	44
Jim Lehan	30
Other	14
Total	1138

Selectmen 1 Year	
Blanks	26
Jacqueline S. Katz	337
Christopher M. Wider	765
Write-In	10
Jim Lehan	8
Other	2
Total	1138

Board of Assessors	
Blanks	287
Deborah J. Robbins	846
Write-In	5
Total	1138

Constable	
Blanks	366
Mark E. Flaherty	753
Write-In	19
Total	1138

Board of Health	
Blanks	327
Ilene H. Segal	802
Write-In	9
Total	1138

Library Trustee	
Blanks	314
Kenneth W. Nelson	818
Write-In	6
Total	1138

Moderator	
Blanks	301
Jason Talerman	820
Write-In	17
Total	1138

Norfolk School Committee	
Blanks	309
Thomas Francis Doyle	823
Write-In	6
Total	1138

Planning Board 3 Year (2 Positions)	
Blanks	927
Walter J. Byron	728
Gary M. Searle	616
Write-In	5
Total	2276

Planning Board 1 Year (1 Position)	
Blanks	343
Chad Thomas Peck	789
Write-In	6
Total	1138

Recreation Commission (2 positions)	
Blanks	1432
Liza Carreiro	815
Write-In	29
Charles Iacono	12
Other	17
Total	2276

NORFOLK, ss.
ANNUAL TOWN MEETING MINUTES – MAY 14, 2019

On Tuesday, the 14th day of May 2019, at 7:11 p.m. Moderator Jason Talerman called the Annual Town Meeting to order. This meeting was held at the King Philip Middle School, 18 King Street, Norfolk, MA 02056. The Moderator declared the warrant duly posted and waived the reading of the warrant.

The Moderator called for a moment of silence for residents Francis Holman, Kathy Elder, Charles Manos, Randi Wilson, Vina Lang, George Mandoni, Lowell Robinson, Michael Lavalley, and Richard Connors who have passed away during the previous year and were being remembered for their service to the town.

Introductions were made; Finance Director – Todd Lindmark, Assistant Town Clerk – Anthony Turi, Board of Selectmen – Kevin Kalkut, Christopher Wider, Carolyn Van Tine, Town Administrator – Blythe Robinson, Town Counsel – David DeLuca from Murphy Hesse Toomey and Lehane LLP, the Advisory Committee: Chairman Stephen McDonough, Brian Beachkofski, Arthur Frontczak, Michael Hough, Jonathan Hurwitz, Susan Klein, David Lutes, and Joyce Terrio

Moderator Talerman gave instructions to the citizens in attendance on the rules of Town Meeting.

There were 234 registered voters and 22 visitors in attendance.

The warrant, with comments, Advisory Board recommendations and final votes are as follows:

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 7, 2019, at 7:00 a.m., for the election of town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Tuesday, May 14, 2019 at 7:00 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056, for the convened 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 (3) year term, one Selectman for a one (1) year unexpired term, one Assessor for a three (3) year term, one Board of Health member for a three (3) year term, one Constable for a three (3) year term, one Library Trustee for a three (3) year term, one Moderator for a three (3) year term, three Planning Board members, two for three (3) year terms, and one for a (1) year unexpired term, two Recreation Commission members for three (3) year terms, and one Norfolk School Committee member for a three (3) year term.

Town Administrator's Comments

Article 1 is the Election, which this year includes the election of Town Officials and one ballot question. The Election is held on May 7, 2019.

ARTICLE 2 IP – Unanimous

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.

Town Administrator's Comments

Article 2 requests authorization to pay bills from a prior fiscal year, as of publication we do not anticipate the need to have this authorization.

**The Advisory Committee recommends indefinite postponement of this article.
Motion Made & Supported by Stephen McDonough**

I MOVE TO INDEFINITELY POSTPONE ARTICLE 2.

ARTICLE 3 Passed – Unanimous

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, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 3 is the Transfer article and asks for authorization to adjust budgets for the current fiscal year.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by Stephen McDonough**

I MOVE TO APPROVE THE TRANSFERS AS DISPLAYED ON THE SCREEN.

Clerks Note: Please see the presentations at the end for transfer amounts

ARTICLE 4 Passed – Unanimous

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, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 4 requests authorization to provide a 1.5% Cost of Living Adjustment to the non-union employees, which is predominantly department heads and part time non-union staff.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by Stephen McDonough**

I MOVE TO APPROVE ARTICLE 4 AS PRINTED IN THE WARRANT.

ARTICLE 5 Passed – Unanimous

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, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 5 is the General Fund budget.

**The Advisory Committee recommends approval of this article.
Motion Made and Supported by Stephen McDonough**

I MOVE THAT THE TOWN FIX THE SALARY AND COMPENSATION OF THE ELECTED POSITION OF TOWN CLERK AT \$78,399.44 AS PROVIDED FOR BY THE MASSACHUSETTS GENERAL LAWS, CHAPTER 41, SECTION 108 FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2019, AND FURTHER TO RAISE AND APPROPRIATE THE SUM OF \$42,943,757.00 TO DEFRAY THE DEPARTMENTAL AND INCIDENTAL EXPENSES OF THE TOWN NOT OTHERWISE PROVIDED FOR, FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2019.

Clerks Note: Please see the budget presentation

ARTICLE 6 Passed – Unanimous

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 Enterprise Fund's maintenance, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 6 is the Water Division "Enterprise Fund" budget. This budget is funded from Water Division revenue.

The Advisory Board recommends approval of this article.

Motion Made & Supported by Michael Hough

I MOVE TO ADOPT THE FISCAL YEAR 2020 WATER DIVISION BUDGET IN THE AMOUNT OF \$1,744,019.00 AS SHOWN ON THE SCREEN.

Clerks Note: Please see the presentations at the end for Water Division budget

ARTICLE 7 Passed – Unanimous

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, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 7 is the Waste Water (Sewer) Division "Enterprise Fund" budget. This budget is funded from Sewer Division revenue.

The Advisory Committee recommends approval of this article.

Motion Made & Supported by Jonathan Hurwitz

I MOVE TO ADOPT THE FISCAL YEAR 2020 PUBLIC WORKS SEWER DIVISION BUDGET IN THE AMOUNT OF \$150,000.00 AS SHOWN ON THE SCREEN.

Clerks Note: Please see the presentations at the end for Waste Water Division budget

ARTICLE 8 IP – Unanimous

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.

Town Administrator's Comments

Article 8 is intended to request authorization to purchase capital items through cash funding. None are anticipated at time of print and this article will be indefinitely postponed.

**The Advisory Committee recommends indefinite postponement of this article.
Motion Made & Supported by Brian Beachkofski**

I MOVE TO INDEFINITELY POSTPONE ARTICLE 8.

ARTICLE 9 Passed – Moderator declared a 2/3 majority Submitted by the Board of Selectmen
To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to fund capital and other expense items; or take any other action relative thereto.

Town Administrator's Comments

Article 9 is intended to request authorization to purchase capital items through debt funding. The Town is seeking authorization to repair a school roof. This will be funded with cash previously received on the school project along with debt funding and reimbursement from the MSBA.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by David Lutes
Motion to reconsider Made & Seconded. Motion to reconsider failed by unanimous vote.**

I MOVE that the Town of Norfolk appropriates the amount of Three Million Five Hundred Thousand Dollars (\$3,500,000) for the purpose of paying costs of roof replacement construction, renovation, demolition, testing, professional services, including design and engineering costs at the H. Olive Day Elementary School, located at 232 Main Street, Norfolk MA, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program. The Town of Norfolk may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Norfolk Board of Selectmen and the Norfolk School Committee; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to transfer the amount of six hundred and ninety six thousand and six hundred and five dollars (\$696,605) from the Freeman School Construction Fund, or to borrow \$2,503,395 under M.G.L. c. 44 and c. 70B, or pursuant to any other enabling authority.

Said amount includes the two hundred and fifty thousand dollars (\$250,000) transferred from Freeman School Construction (Fund Account 3133) at the Special Town Meeting on November 27, 2018 in Article 4b and also the fifty thousand dollars (\$50,000) received from the Norfolk Advisory Board reserve fund transfer on July 26th, 2018 for this aforementioned project.

The Town of Norfolk acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town of Norfolk incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Norfolk; provided further that any grant that Norfolk may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-one and sixty-three hundredths percent (51.63%) of eligible, approved project costs as determined by the MSBA or (2) the total maximum grant amount determined by the MSBA; that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project

Funding Agreement that may be executed between the Town and the MSBA; and that the Board of Selectmen is authorized to take any other action necessary to carry out this vote. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Clerks Note: Please see the H. Olive Day Roof Replacement presentation at the end for details

ARTICLE 10 IP – Unanimous

Submitted by the Board of Selectmen

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to fund capital and other expense items for the Water Enterprise Fund; or take any other action relative thereto.

Town Administrator's Comments

Article 10 is intended to allow the authorization of capital items for the Water and Sewer enterprise funds. The Town is not seeking any capital items at this time.

**The Advisory Committee recommends indefinite postponement of this article.
Motion Made & Supported by David Lutes**

I MOVE TO INDEFINITELY POSTPONE ARTICLE 10.

ARTICLE 11 No Motion or Vote Required

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.

Town Administrator's Comments

Article 11 is intended to allow any committee or town officer to provide an update.

The Advisory Committee takes no position on this article.

ARTICLE 12 Passed – Declared majority

Submitted by the Town Clerk

To see if the Town will vote to amend the Town’s General Bylaws to change all gender specific pronouns to gender neutral pronouns in a manner consistent with the examples below; or take any action related thereto.

"Board of Selectmen" changes to "the Select Board"

"Selectmen" changes to "Select Board member" or "member of the Select Board"

"Chairman" changes to "the Chair" or "the Chairperson"

"Vice-Chairman" changes to "Vice-Chair" or "Vice-Chairperson"

"He" changes to "he/she"

"His" changes to "his/hers"

"Him" changes to "him/her"

Town Administrator's Comments

Article 12 is a request by the Town Clerk to change/update the General Bylaws, which would change all gender specific pronouns as identified above.

**The Advisory Board recommends approval of this article.
Motion Made & Supported by Susan Klein**

I MOVE TO AMEND THE TOWN'S GENERAL BYLAWS TO CHANGE ALL GENDER SPECIFIC PRONOUNS TO GENDER NEUTRAL PRONOUNS IN A MANNER CONSISTENT WITH THE EXAMPLES BELOW:

*"Board of Selectmen" changes to "the Select Board"
"Selectmen" changes to "Select Board member" or "member of the Select Board"
"Chairman" changes to "the Chair" or "the Chairperson"
"Vice-Chairman" changes to "Vice-Chair" or "Vice-Chairperson"
"He", "His", "Him" changes to "they", "theirs", or "them"*

Clerks Note: This Warrant Article was submitted by the Town Government Study Committee and not the Town Clerk's office

ARTICLE 13 IP – Unanimous

Submitted by the Planning Board

To see if the Town will vote to accept Tailwind Circle as a public way in its entirety from station 0.00 to station 477.49, and any appurtenant drainage, water and utility easements related to said Tailwind Circle, as laid out by the Norfolk Board of Selectmen and as shown on the acceptance plan dated October 5, 2018 drawn by Precision Land Surveying, Inc., of Southborough, MA and as further described in documents entitled, As-Built in Norfolk, MA-

Tailwind Circle and further authorize the Norfolk Board of Selectmen to acquire by gift, purchase or eminent domain pursuant to Chapter 79 of the General Laws and 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 action relative thereto.

Town Administrator's Comments

Article 13 is a request to accept Tailwind Circle as a public way.

**The Advisory Committee recommends approval of this article.
Motion Made and Supported by Arthur Frontczak**

I MOVE TO INDEFINITELY POSTPONE ARTICLE 13.

ARTICLE 14 Passed – Unanimous

Submitted by the Board of Selectmen

To see if the Town will reauthorize the spending limits on the following revolving funds previously authorized by the Town; or take any other action relative thereto.

Town Administrator's Comments

Article 14 is a request to reauthorize existing revolving funds.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by Arthur Frontczak**

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

Revolving Fund	Department	Expenditure Limit
2100 - Parking Tickets	Board of Selectmen	\$1,000
2101 - Snow Removal	Board of Selectmen	\$20,000
2102 – Recreation Field Maintenance	Recreation Commission	\$100,000
2103 – Conservation Timber Harvesting	Conservation Commission	\$5,000
2104 – Off-site Improvements	Planning Board	\$91,000
2105 – Shade Tree and Scenic Roads	Planning Board	\$10,000
2106 – Wetland Hearing Application	Conservation Commission	\$5,000
2111 – Abutters List	Board of Assessors	\$2,000
2112 – Police Vehicle Details	Chief of Police	\$50,000
2113 – Subdivision Performance Inspection	Planning Board	\$5,000
2114 – Cleaning and Maintenance-Unaccepted	Planning Board	\$30,000
2115 – Community Garden Rental	Board of Selectmen	\$5,000
2152 – Passports	Board of Library Trustees	\$5,000
2155- Lost or Damaged Library Materials	Board of Library Trustees	\$7,500
Zoning Board-Advertising	Zoning Board	\$5,000
Planning Board-Advertising	Planning Board	\$5,000

ARTICLE 15 Passed – Unanimous 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 \$15,000 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.

Town Administrator's Comments

Article 15 is a request to authorize the Community Preservation Committee to utilize \$15,000 of CPA funds for Administrative and operating purposes.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by Susan Klein**

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

ARTICLE 16 Passed – Unanimous 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 FY2020 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2020 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2020 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.

Town Administrator's Comments

Article 16 is a standard article that states that we will designate 10% of FY20 CPA revenues towards each of three CPA purposes. The remaining 70% will be undesignated, but would still be required to be dedicated to one of the three allowable purposes.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by Susan Klein**

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

ARTICLE 17 Passed – Unanimous Submitted by Community Preservation Committee

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Historic Reserves, \$25,000, for the restoration of the exterior of the historic Tramp House located on Town Hill; or take any other action relative thereto.

Town Administrator's Comments

Article 17 is a request to authorize the Community Preservation Committee to utilize \$25,000 of CPA funds (Historic Reserves) for restorations to the Tramp House on Town Hill.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by Susan Klein**

I MOVE TO APPROPRIATE AND TRANSFER FROM THE COMMUNITY PRESERVATION FUND, HISTORIC RESERVES, \$25,000.00 FOR THE RESTORATION OF THE EXTERIOR OF THE HISTORIC TRAMP HOUSE LOCATED ON TOWN HILL.

ARTICLE 18 Passed – Unanimous 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.

Town Administrator's Comments

Article 18 is a standard article that allows the Board of Selectmen to utilize Chapter 90 funds from the State for the purposes of improving public roads.

**The Advisory Board recommends approval of this article.
Motion Made & Supported by Susan Klein**

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

ARTICLE 19 Passed – Unanimous 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.

Town Administrator's Comments

Article 19 is standard article that authorizes the Selectmen to accept grants on behalf of the Town.

**The Advisory Board recommends approval of this article.
Motion Made & Supported by Joyce Terrio**

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

ARTICLE 20 Passed – declared 2/3 majority

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.

Town Administrator's Comments

Article 20 is a standard article which authorizes the Selectmen to accept easements for the purposes of drainage or public ways. We will not be requesting any funding for this purpose.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by Brian Beachkofski**

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

ARTICLE 21 Passed – Unanimous

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.

Town Administrator's Comments

Article 21 is standard article that authorizes the Selectmen to sell surplus property such as furniture or vehicles. This article does not authorize them to sell Real Estate.

**The Advisory Committee recommends approval of this article.
Motion Made & Supported by Brian Beachkofski**

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

Motion to dissolve Town Meeting made and seconded. Town Meeting dissolved at 10:38

Respectfully submitted,

**Carol Greene
Town Clerk**

NOVEMBER 19, 2019 SPECIAL TOWN MEETING MINUTES

On Tuesday, the 19th day of November 2019, at 7:05 PM Moderator Jason Talerma called the Fall Special Town Meeting to order. This meeting was held at the Freeman Kennedy School, 70 Boardman Street, Norfolk, MA 02056.

The Moderator declared the warrant duly posted and waived the reading of the warrant.

Introductions were made; Town Clerk – Carol Greene, Assistant Town Clerk – Anthony Turi, Select Board – Kevin Kalkut, Christopher Wider, Carolyn Van Tine, Town Administrator – Blythe Robinson, Finance Director – Todd Lindmark, Town Counsel – Peter Mello from Murphy Hesse Toomey and Lehane LLP, the Advisory Committee: Chairman Arthur Frontczak, Kristin Balash, Michael Hough, Jonathan Hurwitz, Susan Klein, and David Lutes

Pledge of Allegiance was said, with Moderator Talerma's instructions to the citizens in attendance on the rules of Town Meeting following after.

There were 193 registered voters and 20 visitors in attendance.

Moderator Talerma informed residents that the recommendation was being made to indefinitely postpone (IP) articles 1-6. Walter Byron from the Planning Board gave background and reasoning for the IP.

NORFOLK, ss.

To either Constable in the Town of Norfolk, in said County:

GREETINGS:

You are required in the name of the Commonwealth of Massachusetts to notify and warn the inhabitants of Norfolk, qualified to vote in Town affairs residing in Precincts 1, 2, and 3, to meet on Tuesday, November 19, 2019 at 7:00 p.m. at the Freeman Kennedy Elementary School, 70 Boardman Street, Norfolk, MA 02056, for a Special Town Meeting, then and there to act on the following articles, *viz*:

ARTICLE 1

Submitted by the Planning Board

Advisory Board member David Lutes motioned to IP – passed unanimous

To see if the Town of Norfolk will vote to amend Section I.4.a.1 of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto:

I.4.a.1. Building Scale. ~~No Building FOOTPRINT, other than a GROCERY STORE, Municipal BUILDING, or VARIETY STORE, shall exceed 15,000 square feet. No GROCERY STORE or VARIETY STORE FOOTPRINT shall exceed 50,000~~ **20,000** square feet. No Municipal BUILDING FOOTPRINT shall exceed 30,000 square feet.

Planning Board's Comments

Article 1 would remove the building footprint cap and put a cap on grocery and variety stores.

The Advisory Committee recommends indefinite postponement of Article 1.

The Advisory Committee recommended an Indefinite Postponement of Article 1 because they felt that a general lifting of the cap on square footage of development in the B1 district combined with the reduction in the square footage cap on groceries store is an overreaction with potentially unintended consequences. The Committee encourages the Planning Board to examine this issue further.

ARTICLE 2

Submitted by the Planning Board

Advisory Board member David Lutes motioned to IP – passed unanimous

To see if the Town of Norfolk will vote to amend Section I.4.a.6. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto:

I.4.a.6. Building Height and Facade. Within the B-1 District BUILDING HEIGHT shall not be more than ~~forty (40)~~ feet **forty six (46) feet** in height to the **mean level of the highest gable or slope of a hip roof.** ~~peak of the roof unless otherwise provided for by the Planning Board through a site plan approval process. In such cases, BUILDING HEIGHT may be extended up to forty six (46) feet to the peak of the roof for the purpose of accommodating pitched roof lines, but in no case shall the height exceed three and a half (3 1/2) stories as measured from the street facing finish grade of the building or structure, including the third and half story within the pitched roof. All buildings shall have a pitched roof, or the look of a pitched roof (with a minimum of a 5:12 pitch) and consistent with architecture prevalent within Town Center. In the event that a flat roof is desired, the building shall have the look of a pitched roof, from the front, sides, and the rear, depending upon what may be visible from the street.~~

BUILDING HEIGHT shall not include any steeples, flag poles, weather vanes, or cupolas. The highest point of any such steeples, flag poles, weather vanes, or cupolas shall not exceed eighty (80') feet.

At least 60% of the vertical wall area of the FRONTAGE SIDE facade of a BUILDING shall be made up of vertical BUILDING wall, dormers, or a parapet or false facade to a minimum height of 20 feet.

Planning Board's Comments

Article 2 would increase height for building(s) within the B-1 Zoning District to 3 ½ stories and 46 feet by right building height.

The Advisory Committee recommends approval of Article 2.

The Advisory Committee voted to support this article because they felt it was a reasonable change for the B-1 district.

ARTICLE 3

Submitted by the Planning Board

Advisory Board member David Lutes motioned to IP – passed unanimous

To see if the Town of Norfolk will vote to amend Section I.4.a.11. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto:

I.4.a.11. Residential Density. ~~Residential DWELLING UNITS, except for ASSISTED LIVING FACILITIES, shall not have more than two bedrooms per unit. Residential densities, except for ASSISTED LIVING FACILITIES, shall not exceed the ratio of sixteen units per acre, unless otherwise provided by Special Permit by the Planning Board through a site plan approval process. bedrooms for any single LOT or entire PMLD except by special permit. Residential densities for ASSISTED LIVING FACILITIES shall not exceed the ratio of 16 bedrooms per acre for any single LOT except by Special Permit by the Zoning Board of Appeals.~~

Planning Board's Comments

Article 3 would increase the allowable density for mixed use by right and allow for additional density by special permit from the Planning Board.

The Advisory Committee recommends approval of Article 3.

The Advisory Committee voted to support this article because it was felt that allowing a density of 16 units per acre for all residential development in the B-1 district would provide

developers some more flexibility in the mix of housing units that could be available. The previous cap of two bedrooms per unit except by special permit was believed to be too limiting. Committee did vote 4-3 to not support a previous motion to indefinitely postpone this article.

ARTICLE 4

Submitted by the Planning Board

Advisory Board member David Lutes motioned to IP – passed unanimous

To see if the Town of Norfolk will vote to amend Section I.4.b.1.A. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto:

I.4.b.1.A. No BUILDING, STRUCTURE, Use, PARKING AREA, driveway, vehicle circulation area, or other vehicle access way shall be located less than 50 feet from an adjacent parcel within a Residential Zoning District unless otherwise provided by Special Permit by the Zoning Board of Appeals: the **Planning Board.**

Planning Board's Comments

Article 4 would swap the Planning Board for the Zoning Board of Appeals to reduce the buffer distance by special permit.

The Advisory Committee recommends approval of Article 4.

The Advisory Committee voted to support this article as it makes a sensible and appropriate change to the administrative process for reviewing special permit requests for parking restriction appeals.

ARTICLE 5

Submitted by the Planning Board

Advisory Board member David Lutes motioned to IP – passed unanimous

To see if the Town of Norfolk will vote to amend Section I.6.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto:

I.6.a. Shared Parking. Where the APPLICANT demonstrates to the Planning Board through the Site Plan Approval process that **the combination of uses on the site are non-peak demand for parking spaces and not needing the number of required parking spaces, up to thirty percent (30%) of the minimum amount of the parking spaces may be waived.** ~~or parking spaces within the STREET within the B-1 District can be utilized by more than one use located within 500 feet of the entrance of the principal BUILDING, STRUCTURE, or use of the premises, such that vehicles occupying a particular number of spaces are unlikely to require the use of those spaces at the same time of day or the same day of the week, the immediate construction of up to 30% of a parking area may be postponed, provided: (i) adequate land area is reserved for additional parking should it be needed in the future, (ii) the area reserved for future parking is shown on the site plan, (iii) no BUILDING or STRUCTURE may be placed on any area reserved for future parking, (iv) surety or other means of performance assurance in a form and amount acceptable to the Planning Board is given to the Town to insure that such additional parking area (including drainage and landscaping) will be constructed if needed, and (v) as a condition of postponing such construction, the Planning Board shall review the adequacy of the parking area every three years after endorsement of the site plan, or more frequently upon request of the Zoning Enforcement Officer, and certify that the number of parking spaces provided continues to be sufficient having regard for the actual uses of the site. The Planning Board shall be the determining authority regarding the future need of such parking.~~

Planning Board's Comments

Article 5 would give the Planning Board the authority to waive the required parking for a project up to 30 percent.

The Advisory Committee recommends indefinite postponement of Article 5.

The Advisory Committee recommended an Indefinite Postponement of this article due to our concerns about reducing the number of parking spots that would be required for developments in the B1 district. This could exacerbate parking at some of these developments. The Committee encourages the Planning Board to examine this issue further.

ARTICLE 6

Submitted by the Planning Board

Advisory Board member David Lutes motioned to IP – passed unanimous

To see if the Town of Norfolk will vote to amend Section I.7, Section I.7.a, and Section B. DEFINITIONS (to be inserted alphabetically) of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto:

I.7. Uses Permitted and Regulated in the B-1 District

No BUILDING, STRUCTURE or land in the B-1 District shall be used for any purpose or in any manner other than as set forth in this section. Any use not specifically listed in Section I.7.a. and I.7.b. is prohibited. **A B-1 Business Core project shall be mixed-use with a combination of any allowed and/or special permit uses that may contain Residential DWELLINGS UNITS, other than a SINGLE FAMILY DWELLING, and appurtenant residential uses, except on the ground floor of PRINCIPAL BUILDING(S). A minimum of one (1) PRINCIPAL BUILDING with a non-residential ground (street grade) floor shall be located within the BUILD-TO LINE. For a site plan with multiple buildings, additional PRINCIPAL BUILDING(S) shall be located within the BUILD-TO LINE to fill the primary street frontage(s). A site plan with a full frontage of PRINCIPAL BUILDING(S) is allowed SECONDARY BUILDING(S) to be located outside of the BUILD-TO LINE, but these are to be constructed after the PRINCIPAL BUILDINGS are completed.**

In Section I.7.a:

I.7.a. Allowed Uses

- ADULT DAY CARE ancillary to an ASSISTED LIVING FACILITY;
- Art Galleries and Studios;
- ASSISTED LIVING FACILITIES if on a LOT with an existing ground elevation at the proposed BUILDING at or above 255 feet elevation, mean sea level (1927) datum;
- Automatic teller machines;
- Bakeries;
- Banks;
- CHILD CARE FACILITY; (added 5/9/17)
- Coffee shops;
- Collection center for dry cleaning and laundry drop-off;
- CONVENIENCE STORES;
- CRAFT WORKSHOP;
- Cultural Center, symphony hall or other place for the Community's or the Public's enjoyment of indoor or outdoor musical, dramatic, or artistic performances; amphitheaters;
- Dance, exercise and aerobic studios, martial arts studio;
- Delicatessens;
- Electric Vehicle Recharger Facilities;
- FARMER'S MARKETS;
- Funeral home;
- GROCERY STORE;
- HARDGOOD sales stores;
- Historical or cultural society;
- JOB PRINTING;
- Laundromats;
- Licensed INN or HOTEL;

- LIMITED USED MOTOR VEHICLE SALES;
- Medical, Dental and Optical Clinics;
- Meeting Rooms or BUILDINGS Accessory to ASSISTED LIVING FACILITIES;
- Mixed use comprised of any of the Allowed uses;
- Municipal BUILDINGS;
- Offices and Office BUILDINGS;
- Open Space, village greens and squares;
- Parking lot as Principal Use as part of a Planned Multi-Lot development, except on corner LOTS;
- Post office;
- Private Schools (for profit);
- Public transit facilities including stations and platforms;
- Residential DWELLINGS UNITS, other than a SINGLE FAMILY DWELLING. No residential dwelling units shall be allowed on the ground (street grade) floor of PRINCIPAL BUILDING(S) located within the BUILD-TO LINE. For a site plan with multiple buildings, additional PRINCIPAL BUILDING(S) shall be located within the BUILD-TO-LINE to fill the primary street frontage(s). SECONDARY BUILDING(S) not located within the BUILD-TO LINE may be one hundred percent (100%) residential including dwelling units on the ground floor. In the B-1 Business Core, fifteen percent (15%) of ten (10) or more dwelling units shall be affordable to those earning less than eighty percent (80%) of the area median income (AMI), which supersedes the ten percent (10%) requirement of Section H.3.d.1.a, all other requirements of Section H.3. shall be followed as part of a commercial site plan where the square footage of residential dwelling units consists of 65% or less of the total combined square footage of the residential and commercial structures(s) and the footprint of residential structure(s) is equal to or less than the footprint of the commercial structure(s), provided that the commercial structure is constructed prior to residential occupancy.
- Residential DWELLING UNITS located above the ground floor of BUILDINGS. provided that the ground floor is constructed for, and limited to, business or commercial uses prior to residential occupancy;
- RESTAURANTS;
- RETAIL SALES;
- RETAIL SERVICES;
- SOFTGOOD sales stores;
- TAKE OUT RESTAURANTS;
- Theaters; movie cinemas;
- VARIETY STORE;
- Video conferencing and/or conference facility.

In Section B:

BUILDING(S), PRINCIPAL – In the B-1 Business Core, a building located within the BUILD-TO LINE that is most important and prominent in terms of its position on the property, size and scale, architectural massing and design, and relationship to the street and sidewalk. No residential dwelling units shall be allowed on the ground (street grade) floor of a principal building.

BUILDING(S), SECONDARY – In the B-1 Business Core, a building located outside of the BUILD-TO LINE and set behind the PRINCIPAL BUILDING in such a way that it is subordinate to the , but supports a cohesive site layout. The building shall be less important and prominent than the PRINCIPAL BUILDING in terms of its position on the property, size and scale, architectural massing and design, and relationship to the street and sidewalk. A secondary building may include one hundred percent (100%) residential uses, including dwelling units on the ground floor.

Planning Board's Comments

Article 6 would allow a combination of commercial and residential uses in the inner core of the B-1 Zoning District. An outcome could be a commercial building at the street front with a building to the rear that may be all residential.

The Advisory Committee recommends indefinite postponement of Article 6.

The Advisory Committee was split 4-3 with one abstention on this article. Members generally felt that a vibrant mixed district in downtown Norfolk was a goal worth pursuing, however, the majority felt that this proposal could allow too much residential development, increasing congestion and limiting genuine commercial development opportunities.

ARTICLE 7

Submitted by the Planning Board

Advisory Board member David Lutes motioned – article passed unanimous

To see if the Town of Norfolk will vote to amend Section F.11 of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto.

F.11. SITE PLAN APPROVAL

F.11.a. Requirements for Site Plan

In all districts no BUILDING or ~~structure~~ **STRUCTURE** shall be constructed or externally enlarged and no use shall be expanded in ground area or established in an existing BUILDING **or STRUCTURE or no new tenancy** except in conformity with a site plan bearing an endorsement of approval by the Planning Board unless Site Plan Approval is specifically exempted **under M.G.L. Chapter 40A, Section 3** or herein. This provision shall not apply to **any SINGLE or TWO FAMILY homes in any district**, including additions or enlargements. ~~In addition, this provision shall not apply to uses exempt under M.G.L. Chapter 40A, Section 3, which are permitted in the district in which the property is located as a matter of right including single family homes located within an Open Space Preservation residential subdivision. In addition, this provision shall not apply to uses exempt under M.G.L. Chapter 40A, Section 3 or to continuously occupied single family residentially occupied dwellings in the B1 and C1 Districts.~~ The Building Commissioner/Zoning Enforcement Officer **in conjunction with the Town Planner** shall make a **written** determination as to which of the following applies:

- 1. F.11.a.1 Full-Site Plan Approval Not Required; or,** under Section F.11.a.;
- 2. F.11. a.2 Site Plan Modification Approval is required; or,**
- 3. F. 11.a.3 Site Plan Full Approval is required.** ~~Site Plan Approval is not required as the application either meets the conditions for Non-Applicability or the application is exempt; 3). Limited review applies and Site Plan Approval shall have a limited scope of review.~~

F.11.a.1. Site Plan Approval Not Required ~~Conditions for Non-Applicability of Section F.11.a.:~~ Upon payment of a fee and the formal application **to the Building Department a written determination shall be made by** the Building Commissioner/Zoning Enforcement Officer **in conjunction with Town Planner** for change of use or change to an existing, occupied BUILDING **or STRUCTURE with a previous site plan approval**, the Site Plan Approval requirements of **Full or Modification** may not apply if all of the following information is provided and the following conditions (A-F) are determined to exist by the Building Commissioner/Zoning Enforcement Officer:

A. Provide a BUILDING **floor** plan indicating the occupied space's existing use, its proposed new use, its net floor area **USABLE FLOOR AREA**, its locus within the BUILDING **or STRUCTURE and its consistency with the original site plan approval.**

B. Provide a written statement indicating the new use is no more intensive than the existing use and that the new space use is permitted as a matter of right (per current zoning) in the district in which the BUILDING **or STRUCTURE** is located **and that it is consistent with the original site plan approval.**

C. Provide a written statement **stating** the number of parking spaces required **in the original site plan approval** ~~indicating the new use and/or change will generate no increase in parking or traffic activity.~~ **Calculate the number of required parking spaces under current zoning for the existing use(s).** State the **number of parking spaces required or the new use based on Section F.7.** **If it is a multi-use BUILDING(s) or STRUCTURE show the parking requirements based on Section F.7 for each tenant and their designated spaces.**

D. Provide a written statement indicating how the existing BUILDING or STRUCTURE and site function **in accordance with the original site plan approval** relative to **handicapped** accessibility, **storage**, **exterior lighting** ~~percent of impervious site surface, storm water discharge and property line to BUILDING setback (with site diagram).~~

E. Provide a written statement indicating that the existing BUILDING has been continuously occupied which shall be defined as a BUILDING that has not been fully vacant for a period of no more than 23 months.

F. An application shall not be considered complete until the owner(s) of record or their legally authorized agent walks the property with the Building Commissioner/Zoning Officer and Town Planner

G.F. The Building Commissioner/Zoning Enforcement Officer **in conjunction with the Town Planner** may determine that the proposed new use and/or change in the existing BUILDING or Structure **does not require Site Plan Modification or Full Site Plan Approval.** ~~, is no more intensive than the current use, generates no increase in parking or traffic than the current use, will have no increased impact on the neighborhood or adjacent property(s) and is permitted in the district as a matter of right.~~ A **written** determination under this section shall be issued within 15 days after the completed application is received for action by the Building **Department.** Occupancy shall not occur until compliance with all conditions of the determination have occurred.

H. G. Any determination issued with conditions **must be** consistent with the Planning Board's most current Rules and Regulations.

~~H. The following uses shall not be considered for non-applicability of this bylaw: restaurants, coffee shops, bakeries, schools, and banks permitted as a matter of right in the district where the BUILDING is located.~~

I. A finding shall be made that the application does not qualify for a determination under this section in which case Site Plan **Modification or Full** ~~Approval Limited Site Plan Approval~~ is required.

Plan Requirements Modification or Full Site Plan Approval F.11.a.2 and 3

If **Modification** or ~~Limited~~ **Full** Site Plan Approval is required, said plan shall show, among other things, all existing and proposed BUILDINGS, STRUCTURES, free standing signs, parking spaces, driveway openings, driveways, service areas, open area uses and other improvements; all disposal facilities for sewage, refuse and other waste disposal; and for surface water drainage and all storage facilities for equipment, material and other; all landscape features (such as fences, walls, planting areas, and walks); and all existing natural features, including ponds, brooks, and wetlands on the LOT. The site plan shall be prepared, signed and certified by a Professional Engineer (PE) or a Registered Land Surveyor, as appropriate. The proposed use(s) and site development shall conform to the requirements set forth in this bylaw and other regulations as applicable. The plan shall conform to the administrative requirements set forth in the Planning Board Rules and Regulations as most recently adopted.

~~Compliance with the requirements of F.11.a. shall not apply to continuously occupied buildings meeting the Conditions of Non-Applicability, F.11.a.1. Further, compliance with the requirements of F.11.a. may be exempted or modified for changes to an existing, continuously occupied BUILDING and site by~~

decision of the Building Commissioner/Zoning Enforcement Officer for which there is a determination of minimal impact as herein set forth in Sections F.11.a.1., F.11.a.2., or F.11.a.3.

F.11.a.2. Site Plan Modification to a previously approved Site Plan Exemption. Upon payment of a fee and submission of a formal application **to the Building Department a written determination shall be made by the Building Commissioner/Zoning Enforcement Officer in conjunction with the Town Planner** whether the Site Plan **Modification is applicable** Application is exempt. The conditions for **Modification exemption** shall be based on a determination that: (1) The site has a previous Site Plan Approval by the Planning Board and (2) a determination is made that the proposed change generates minimal impact using the following criteria: (a) the use is allowed as a matter of right; (b) **the alteration or the BUILDING enlargement and use requires the addition of no more than ten (10) or fewer additional parking spaces. or less than 5 % more parking whichever is greater the addition of less than 10 % of the current parking whichever is greater;** and c). no critical elements of the site are being **minimally** altered. Critical elements shall be defined as location, width, and surface materials of the egress, walkways, driveways, parking areas, drainage, lighting or screened trash or storage areas, and traffic.

The determination shall be rendered within **30 15** days of the submitting of ~~the a~~ complete application with required plans and statements(**s**) for an **Modification** exemption.

- A. Any determination issued with conditions shall be consistent with the Planning Board's most current Rules and Regulations.
- B. A finding shall be made that t the application does not qualify for a determination under this section in which case **Full** Site Plan Approval ~~or Limited Site Plan Approval~~ will be required.

F.11.a.3. Conditions of Full Limited Site Plan Approval under Section F.11.a.: ~~Upon payment of a fee and submission of a formal application to the Building Commissioner/Zoning Enforcement Officer a change in an allowed use and/or configuration of a BUILDING or Structure and/or site layout will require Full Site Plan Approval if:~~ may be determined to not require full compliance with Section F.11.a., Requirements for Site Plan.

The conditions for Limited Site Plan Approval shall be based on a determination that: 1). The site **does not have** has a previous Site Plan Approval by the Planning Board and 2). A determination is made that the proposed change of use or configuration is not substantial. The following criteria shall be satisfied: (a) The use proposed is permitted as a matter of right; (b) The alteration or enlargement would result in the addition of (5) eleven (**11**) or more fewer parking spaces. **or the addition of less than 11 % of the current parking whichever is greater.** or the addition of less than 10% of the current parking capacity whichever is greater; and c). The change or alteration does not substantially impact the existing site's critical elements. Critical elements shall be defined as location, width, and surface materials of the egress, walkways, driveways, parking areas, drainage, lighting or screened trash or storage areas and traffic.

- A. A determination that a proposal is subject to Full Site Plan Approval eligible for Limited Applicability shall permit an applicant to request a site plan approval from the Planning Board complying with Section F.11.a. limited to the area of specific impact.
- B. The determination shall be rendered within fifteen (**15**) days of submitting of the complete application with required plans and statements. ~~for limited applicability.~~

~~C. The Building Commissioner/Zoning Enforcement Officer may make a finding that the application does not qualify for a determination under this section in which case Site Plan Approval or Limited Site Plan Approval is required.~~

F.11.b. Procedure for Approval

Any person desiring approval of a site plan under this Section shall submit said plan with application for approval and appropriate fee in accordance with the Site Plan Approval Rules and Regulations as most recently amended directly to the Planning Board. The Board shall, within ~~ten~~ fifteen (15) **(10)** days after the receipt, transmit one (1) copy of such plan to the following: Building Inspector **Commissioner**, Board of Health, Conservation Commission, ~~Water Commissioners~~, Police Chief, Fire Chief, Highway Superintendent DPW Superintendent.

Each agency shall, at its discretion, investigate the case and report in writing, its recommendations to the Planning Board. When a site plan is submitted in conjunction with an application to the Board of Appeals for a Special Permit (Section G.6.b.2.f), the Planning Board shall also request a review and report of findings from the Board of Appeals. The Planning Board shall include the findings from the Board of Appeals in its recommendations.

The Planning Board shall not take final action on such plan until it has received reports from said agencies or until said agencies have allowed twenty-one (21) days to elapse after receipt of such plan without submission of a report thereon. No building permit shall be issued unless the site plan has been approved by the Planning Board. No Certificate of Occupancy shall be issued until all requirements of the approved site plan have been completed. **A temporary occupancy permit may be issued by the Building Commissioner where the site plan work has not been completed if the Planning Board determines that a temporary occupancy permit is warranted, based upon the request of the owner of property that is the subject of the Site Plan Approval.**

In exercising its jurisdiction under this Section, the Planning Board shall comply with all requirements and procedures applicable to those of a PERMIT GRANTING AUTHORITY when deciding requests for special permits pursuant to M.G.L. c. 40A, §§ 11 and 17, including, but not limited to those relating to notice, public hearing and appeals, as most recently amended.

F.11.c. General Conditions for Approval

In considering a site plan under this Section, the Planning Board shall assure, to a degree consistent with a reasonable use of the site for the purposes permitted or permissible by the regulations of the district in which **the property is** located:

F.11.c.1. protection of adjoining premises against seriously detrimental or offensive uses on the site;

F.11.c.2. convenience and safety of vehicular and pedestrian movement within the site, and in relation to adjacent STREETS, property, or improvements;

F.11.c.3. adequacy of the methods of disposal for sewage, refuse, and other wastes resulting from the uses on the site, and the methods of drainage for surface water from its parking spaces and driveways;

F.11.c.4. adequacy and safety of storage facilities/methods for fuel, refuse, vehicles and other material and equipment incidental to the use of the site;

F.11.c.5. provision for emergency access and operations within the site;

F.11.c.6. provision for off-STREET loading, unloading, and parking of vehicles incidental to the normal operation of the establishment.

F.11.d. Authority of the Board

The Planning Board shall have the power to require that technical data and study results be provided by the APPLICANT to support the site plan.

The Planning Board shall have power to **modify a determination from Section F.11.a 2 and** modify or amend its approval of a site plan on application of the person owning or leasing the premises, or upon its own motion in the event of changes in physical conditions sufficient to justify such action within the intent of this Section. All of the provisions of this Section applicable to approval shall, where apt, be applicable to such modification or amendment.

Site Plan Approval may be revoked by the Board if, after a public hearing, it determines that a site has not been developed or maintained in accordance with the approved site plan.

Planning Board's Comments

Article 7 would create 3-tiered site plan approval process. It would also require any commercial site to have a site plan as a base. Determination of what tier is applicable would be shared by the Building Commissioner and Town Planner.

The Advisory Committee recommends approval of Article 7.

This will create a new joint review process between the Building Inspector and the Town Planner for site plan reviews, allowing a "second set of eyes" on these matters.

ARTICLE 8

Submitted by the Planning Board

Advisory Board member David Lutes motioned – article passed unanimous

To see if the Town of Norfolk will vote to amend Section F.7.e of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto.

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

Planning Board's Comments

Article 8 would transfer responsibility for approval of parking areas in front yard in several zoning districts from the Zoning Board of Appeals to the Planning Board.

The Advisory Committee recommends approval of Article 8.

This would change the responsibility for reviewing specials permits related to certain parking requirements from the Zoning Board of Appeals to the Planning Board. Similar to Article 4, the Committee felt that this was a sensible and necessary change.

ARTICLE 9

Submitted by the Planning Board

Advisory Board member David Lutes motioned – article passed unanimous

To see if the Town of Norfolk will vote to amend Section D.4.d.2. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto.

D.4.d.2. The boundaries of the Water Supply Protection District are delineated on the Zoning Map dated ~~November 27, 2018~~ **November 19, 2019** which is depicted 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.

Planning Board's Comments

Article 9 would add to the zoning map the new Holbrook Street well field as is required by the State Department of Environmental Protection as part of the Town's permit to construct and operate this well.

The Advisory Committee recommends approval of Article 9.

The Advisory Committee supports this article to amend Section D.4.d.2. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto.

D.4.d.2. The boundaries of the Water Supply Protection District are delineated on the Zoning Map dated November 27, 2018 November 19, 2019 which is depicted 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.

ARTICLE 10

Submitted by the Planning Board

Advisory Board member David Lutes motioned – article passed unanimous

To see if the Town of Norfolk will vote to amend Section C.2.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto.

C.2.a. Said districts are located and bounded as shown on a map entitled "Zoning Map of Norfolk, Massachusetts", dated ~~April 2, 2002~~ **November 19, 2019** as most recently amended, and on file in the office of the Town Clerk. The Zoning Map, with all explanatory matter thereon, is hereby made a part of this bylaw.

Planning Board's Comments

Article 10 would update the Town's zoning map from the version approved in 2002 to this version effective the date of this meeting.

The Advisory Committee recommends approval of Article 10.

The Advisory Committee supports this article to amend C.2.a. Said districts are located and bounded as shown on a map entitled "Zoning Map of Norfolk, Massachusetts", dated April 2, 2002 November 19, 2019 as most recently amended, and on file in the office of the Town Clerk. The Zoning Map, with all explanatory matter thereon, is hereby made a part of this bylaw.

ARTICLE 11

Submitted by the Select Board

Advisory Board member Arthur Frontczak motioned – article passed majority

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, 2020; or take any other action relative thereto.

Town Administrator's Comments

Article 11 is the Transfer article and asks for authorization to adjust budgets for the current fiscal year.

The Advisory Committee recommends approval of Article 11.

We unanimously approve the proposed list of mid-year budget adjustments requested by the Town Administrator. The full list of proposed changes will be presented at Town Meeting

ARTICLE 12

Submitted by the Select Board

Advisory Board member Arthur Frontczak notified residents no unpaid bills. No vote necessary.

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.

Town Administrator's Comments

Article 12 is the request to authorize paying bills from a prior fiscal year. At the time the warrant was executed, none are anticipated.

There are no unpaid bills at this time.

ARTICLE 13

Submitted by the Select Board

Advisory Board member Mike Hough motioned – article passed unanimous

To see if the Town will vote to appropriate the funds received from the Commonwealth Transportation Infrastructure Fund ("Fund") pursuant to St. 2016, c.187, § 8(c)(i) to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure; or take any other action relative thereto.

Town Administrator's Comments

Article 13 is a request to appropriate monies received from ridesharing services (Uber & Lyft) that originated in Norfolk in calendar years 2017 and 2018 totaling \$1,208.20.

The Advisory Committee recommends approval of Article 13.

The Advisory Committee supports the use of the \$1,208.20 from the Commonwealth Transportation Infrastructure Fund for transportation-related expenses like buying signs or other small items.

ARTICLE 14

Submitted by the Select Board

Advisory Board member Mike Hough motioned – article passed majority

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to purchase a trailer mounted message board sign; or take any other action relative thereto.

Town Administrator's Comments

Article 14 is intended to request \$8,600.00 to supplement a State grant of \$10,000 to purchase a second trailer mounted message board sign.

The Advisory Committee recommends approval of Article 14.

The Advisory Committee supports having a second message board trailer to assist in emergency management, road safety and other Town messaging. The \$8,600 spent with the passing of this Article will be matched by the state grant. If the Town doesn't spend the money on the message board trailer, we will lose the grant.

ARTICLE 15

Submitted by the Select Board

Advisory Board member Mike Hough motioned – article passed majority

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum money for a Human Resources classification and compensation plan review; or take any action relative thereto.

Town Administrator's Comments

Article 15 is intended to request funds to conduct this study to update the current system which was developed in 2002.

The Advisory Committee recommends approval of Article 15.

The Advisory Committee believes that having a 17-year-old Classification, Job Description and Compensation system hampers the Town's ability to operate efficiently. The current system creates a number of human resources challenges such as recruiting, compensation, training and management.

ARTICLE 16

Submitted by the Select Board

Advisory Board member Arthur Frontczak motioned – article passed declared 2/3

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for purchase of a roll off truck; as well as engineering, construction and materials for repairs to Lake Street, and other roadway and pavement management plan projects, including all expenses incidental and related, and further, to authorize the Treasurer, with the approval of the Select Board, to borrow such sum pursuant to M.G.L. Chapter 44, §7 or 8 or any other enabling authority and issue bonds or notes therefor; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. Chapter 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or, to take any other action relative thereto.

Town Administrator's Comments

Article 16 is intended to request authorization to purchase capital items through debt funding. The Town is seeking authorization purchase a replacement truck used to haul waste and recyclables from the transfer station, funds to complete the paving of Lake Street, and funding for other roadway repairs as identified by the Town's pavement management plan.

The Advisory Committee recommends approval of Article 16.

This is the debt-funded capital plan requested by the Town. The Board unanimously agrees with the urgency and priority of the items totaling \$430,000 which include a much needed truck and roadway paving/repairs. A full list of the proposed items with descriptions will be presented at Town Meeting. This will be "debt neutral" as retiring debt will make room for the new items.

ARTICLE 17

Submitted by the Select Board

Advisory Board member Arthur Frontczak motioned – article passed majority

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.

Town Administrator's Comments

Article 17 is intended to request authorization to purchase capital items through cash funding.

The Advisory Committee recommends approval of Article 17.

This represents the cash-funded capital plan for the Town. The Advisory Committee unanimously approves this article. The spending for a police cruiser, upgraded police & fire communications gear, and other items — is both important and urgent. The full list of the proposed items will be presented at Town Meeting. Funding will be drawn from free cash (\$199,077), grants the Town received (\$50,539), and salary transfers (\$17,500) for a total of \$267,116.

ARTICLE 18

Submitted by the Select Board

Advisory Board member Susan Klein motioned – article passed unanimous

To see if the Town will vote to establish a Council on Aging Revolving Fund by amending the General Bylaws of the Town Article II, Section 5 to insert a new row in the table after Planning Board - Advertising; or take any other action relative thereto.

Town Administrator's Comments

Article 18 is a request to authorize a new revolving fund for Council on Aging programming. The registration fees for programs will be paid into the fund. The costs of running the programs will be paid from the fund.

The Advisory Committee recommends approval of Article 18.

This article is a request to authorize the Council on Aging to set up a revolving fund to deposit fees for programs they offer into. The fees will go into this fund which will then be used to pay for costs of the program. Up to now fees charged went into the general fund from which the COA could not pay for programs. (Program costs have been paid from other sources).

ARTICLE 19

Submitted by the Select Board

Advisory Board member David Lutes motioned – article passed majority

To see if the Town will vote to raise and appropriate or transfer a sum of money to the Other Post-Employment Benefits Liability Trust Fund established by the Select Board on April 16, 2019, to meet the Town's obligations under standards set by the Government Accounting Standards Board (GASB) to fund the Town's future obligations for the cost of other post-employment benefits identified by the GASB; or, to take any other action relative thereto.

Town Administrator's Comments

Article 19 is a request to make an initial contribution to the Trust fund for the purpose of funding the Town's share of the cost of providing health insurance coverage for employees who retire from the Town of Norfolk.

The Advisory Committee recommends approval of Article 19.

The Advisory Committee voted to support this article in order to begin addressing the significant liability that the town currently owes its current and future retirees. Some members felt strongly that the proposed amount was insignificant and that a more comprehensive plan should be put in place, members generally believed that a first commitment must be made to begin addressing this issue

ARTICLE 20

Submitted by the Select Board

Advisory Board member Jonathan Hurwitz motioned – article passed unanimous

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 for the Water Enterprise Fund; or take any other action relative thereto.

Town Administrator's Comments

Article 20 is intended to allow the authorization of capital items for the Water enterprise fund. This year the request is to install a water main to the new Holbrook Street well field.

The Advisory Committee recommends approval of Article 20.

This capital funding is necessary to install a water main to bring the new Holbrook Street well online. This expenditure is a requirement in order to operationalize the well and ensure a return on this project's previous funding through Town Meeting.

ARTICLE 21

Submitted by the Select Board

Reports were given by Andrew Bakinowski for the Energy Committee on the Town of Norfolk Energy Reduction Plan findings, Jonathan Smith for the Town Government Study Committee updated residents on what the committee has been doing and some of the things they are looking at for the for future public forums, Select Board chair Kevin Kalkut spoke to residents about the boards implementations for town government transparency and resident involvement as well as sharing a brief update about the Public Safety Building project. Historical Committee chair Mary Pyne spoke about the Town's upcoming anniversary and asked residents to save May 9, 2020 for a dinner to be held at King Philip Middle School to kick off the event.

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.

Town Administrator's Comments

Article 21 provides the opportunity for Town Officials to provide status updates and for residents to ask questions.

This Article does not require a recommendation from the Advisory Committee.

ARTICLE 22

Submitted by Community Preservation Committee

Advisory Board member Jonathan Hurwitz motioned – article passed majority

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Historic Reserve, a sum of \$10,000 for the purpose of removing, repairing, resetting, and cleaning approximately 40 headstones in the Norfolk and Pondville Cemeteries; or take any other action relative thereto.

Community Preservation Committee's Comments

Article 22 is intended to provide funds to repair old headstones at these cemeteries that have broken over time.

The Advisory Committee recommends approval of Article 22.

This article allows the usage of CPC funds towards cleaning, repairing and restoring headstones within the Town's two cemeteries.

ARTICLE 23

Submitted by Community Preservation Committee

Advisory Board member Jonathan Hurwitz motioned – article passed unanimous

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Historic Reserve, an amount of \$500 to build and install a display case for historic items, to be located outside of meeting room G-7 in Norfolk Town Hall; or take any other action relative thereto.

Community Preservation Committee’s Comments

Article 23 would enable the Historic Commission to erect a display case similar to the existing display cases near the Historic Commission office. It will be removable in the event that the roll-up window is utilized in the future.

The Advisory Committee recommends approval of Article 23.

This article allows the usage of CPC funds towards a display case of historic Town items and artifacts, for display at Town Hall.

ARTICLE 24

Submitted by Community Preservation Committee

Original motion was made by Advisory Board member Jonathan Hurwitz

Motion to IP article 24 was made by resident Pamela Ruby Russell

Motion to IP failed by majority

Original motion passed by majority

To see if the Town will vote to allocate from the Community Preservation Fund, Open Space and Recreation Reserve, an amount not to exceed \$40,000 for a three- to five-year weed control program to preserve Highland Lake and City Mills Pond, or take any other action relative thereto.

Community Preservation Committee’s Comments

Article 24 would provide funds for an on-going weed control program necessary to preserve open water. Residents near Highland Lake had been hand harvesting the water chestnut weed in past years. This summer, a mechanical harvester was used to remove the weeds (ATM approved General Fund). This weed spreads exponentially. City Mills Pond has not been treated in the past.

The Advisory Committee recommends approval of Article 24.

This article will allow the usage of CPC funds provide continue funding for water chestnut weed control for Highland Lake provide new such funding for City Mills Pond. This weed control is critically necessary for the preservation of this lake and pond. This Article had one member abstain (who is an abutter of this property) from the vote.

ARTICLE 25

Submitted by Community Preservation Committee

Advisory Board member Jonathan Hurwitz motioned – article passed majority

To see if the Town will vote to allocate from the Community Preservation Fund, Open Space and Recreation Reserve, an amount not to exceed \$90,000 for the rehabilitation and restoration of three Norfolk ball fields: the Little League/AAA Baseball Field (Recreation Field 8) and the Softball Field (Field 2) at the Freeman Kennedy School, and the Babe Ruth Field at the Pond Street Complex (Field 12); or take any other action relative thereto.

Community Preservation Committee’s Comments

These fields require restoration beyond what can be done by DPW to bring them up to field standards, with the goal of having them complete for the 2020 season.

The Advisory Committee recommends approval of Article 25.

This article will allow the usage of CPC funds to upgrade and rehabilitate the playing field surfaces at three baseball and softball fields. If approved the work is expected to be concluded prior to the start of the baseball and softball seasons. If weather causes an unforeseen delay, arrangements have been made to utilize fields at Plainville's PAL facility to avoid any impact or delay to the softball season.

ARTICLE 26 **Submitted by Town Government Study Committee**
Advisory Board member Kristen Balash motioned – article passed unanimous

To see if the Town of Norfolk will vote to amend Article VI: Contracts of the general bylaws by deleting the following strikethrough language and inserting the new underlined language in bold print:

SECTION 1. Town Employees Prohibited from Selling Materials to the Town

No Town officer and no salaried employee of the Town or any agent of any such officer or employee shall sell materials or supplies or furnish labor to the Town by contract or otherwise without permission of the Select Board or other board authorized to purchase or otherwise secure materials, supplies and labor for the Town, expressed in a vote which shall appear on the records of such board with the reason therefore. All such contracts or agreements shall be made or awarded as far as is practicable, in such manner as to secure reasonable competition. (3/16/36)

SECTION 2. Compliance with the Massachusetts Uniform Procurement Act

All contracts for goods, equipment or services in the Town of Norfolk will be put out to competitive bid in conformance with Chapter 30B, the Uniform Procurement Act of the Commonwealth of Massachusetts. (5/7/91)

~~SECTION 3. Bid Procedures~~

~~The bids shall be sealed, properly endorsed and kept under lock and key until opened at the time stated, in the presence of the board, committee or officer authorized by the Town to make the contract. No bids shall be received after the time advertised for openings. Any or all bids may be rejected. (3/16/36)~~

SECTION 34. Performance Bond Requirement

Every contract exceeding \$2,000 **\$10,000** shall be accompanied by a suitable bond for the performance of same, or by the deposit of money or security to the amount of such bond. **Unless required by Massachusetts General Law, the awarding authority may waive this requirement.** (3/16/36), **Amended 3/18/63, Amended on 11/19/19**)

SECTION 45. Review of Contracts by Town Accountant

No contract for equipment, goods, services or a labor agreement shall be signed until the contract has been reviewed by the Town's Accountant. Said review shall be expeditious and shall not be unreasonably withheld. Amended on 11/19/19";

or take any action relative thereto.

Town Government Study Committee's Comments

These language changes would bring the Town's contract laws up to date with state law and current practice.

The Advisory Committee recommends approval of Article 26.

Section 3 and 4 were last updated in 1936 and refer to practices that are either no longer in use or common. For example, many bids are electronic and are not practically kept "under lock and key". Furthermore, Chapter 30B of the Uniform Procurement Act of the Commonwealth of

Massachusetts, which is referred to in Section 2 and added in 1991, covers bid procedures and so Section 3 is no longer necessary to cover it separately.

Section 4 changes the minimum performance bond requirement, which currently states a number that made sense in 1936 but should be increased for current reality, as well as allows the Select Board to waive the bond requirement. Both these modifications are based on typical amounts and practices of other Massachusetts towns as researched by the Town Government Study Committee and confirmed by the Town Administrator.

ARTICLE 27

Submitted by the Town Clerk

Advisory Board member Mike Hough motioned – article passed majority

To see if the Town will vote to amend the General Bylaws of the Town by inserting in Article I a new section "C" to read as follows:

"The Town Clerk shall have the authority to assign appropriate numbers or letters to General Bylaw sections, subsection, paragraphs and subparagraphs and to make non-substantive editorial revisions to the same to ensure consistent and appropriate sequencing and numbering; and to make non-substantive editorial revisions to references regarding such numbering or lettering as contained within the bylaws to ensure accuracy and conformity.

This section shall not be construed to authorize the Town Clerk to make any substantive revisions or changes to the bylaws or proposed additions or amendments, not allowed by law. Such changes include textual changes, correction of typographical errors, or changes pertaining to punctuation";

or take any action relative thereto.

Town Clerk's Comments

This bylaw change would enable the Town Clerk to make appropriate corrections to lettering and numbering in the bylaws to ensure consistency.

The Advisory Committee recommends approval of Article 27.

The Advisory Committee supports adding the amendment to improve efficiency of our Town's governance. We feel that there are sufficient safeguards, such as approval processes with change management controls, to ensure that allowing the Town Clerk to adjust the General Bylaws as described in the Article will not create any unintended changes.

ARTICLE 28

Submitted by the Town Clerk

Advisory Board member Mike Hough motioned – article passed unanimous

To see if the Town will vote to amend the General Bylaws of the Town by inserting a new section - Article XVIII to read as follows:

"In addition to and notwithstanding any other language in the General Bylaws regarding severability should any provision or section of the General Bylaws be held invalid, such holding shall not be construed as affecting the validity of any remaining provisions or sections, it being the intent that the General Bylaws shall stand notwithstanding the invalidity of any section or provision thereof. Such invalidity shall be construed as narrowly as possible.";

or take any other action relative thereto.

Town Clerk's Comments

This bylaw change would ensure that if one section of the Town's bylaws were found to be invalid, it would not make the rest of the bylaw invalid.

The Advisory Committee recommends approval of Article 28.

The Advisory Committee supports adding the amendment to improve our Town's General Bylaws as a legal document.

ARTICLE 29

Submitted by the Select Board

Advisory Board member Susan Klein motioned – article passed majority

To see if the Town will vote to accept as public ways the following streets as laid out by the Select Board: Meetinghouse Road, Liberty Lane, Tailwind Circle, Saddle Ridge Way, and Silver Fox Run; or take any other action relative thereto.

Town Administrator's Comments

Article 29 would accept these streets as public ways, which transfers ownership and responsibility for maintenance to the Town of Norfolk.

The Advisory Committee recommends approval of Article 29.

This is a request to accept the following streets as public ways as requested by the Select Board. I will now make for separate motions for each street so that they may be voted on individually. There will be a separate Motion for each Street so they can be voted individually. Meetinghouse Road, Liberty Lane, Tailwind Circle, Saddle Ridge Way and Silver Fox Run.

Motion to adjourn made and seconded. Meeting adjourned at 9:38pm

Respectfully submitted,

Carol Greene
Town Clerk

SOUTHEASTERN REGIONAL SERVICES GROUP

The Town of Norfolk receives procurement and other services from the Southeastern Regional Services Group (SERSG) and has since the organization's inception in 1993. SERSG members include twenty-one towns and two cities, which are served by one Regional Administrator. Annual dues of \$4,100 support these services. Norfolk recovers this amount directly from savings in using these contracts and indirectly by devoting less administrative and management time to procurement. Other services include contract administration and annual trainings.

This report covers calendar year 2019. During that time Norfolk used SERSG contracts for many purchases and had SERSG administer 5 bids on the Town's behalf. Those contracts are for DPW Supplies, Water and Sewer Treatment Chemicals, Office Supplies, Paper, and DPW Services.

- SERSG administered bids for and created 8 DPW Supply contracts for 22 products, and 2 Water Treatment Chemical contracts for 2 products. The estimated value of all products covered by these contracts is \$380,393.
- In the first half of 2019, Norfolk benefited from a 71.4% discount off non-excluded office supplies using a standard wholesaler's catalog. Under that same contract, ink and toner cartridges were discounted at a rate of 46.4%. The Town spent \$14,970, while saving \$29,714 off list price for those purchases. In the spring of 2019, a new two-year Office Supply contract was secured and beginning July 1 provides a 61.6% discount off non-excluded items using a standard wholesaler's catalog. Under that same contract, ink and toner cartridges are discounted at a rate of 36.6%. Spending values under these new contracts are not available as this report goes to print.
- The Town and schools also pay competitive fixed prices for paper using a SERSG contract. Norfolk spent \$1,307 in the first half of 2019.
- New DPW Services were bid in November 2019 and contracts will take effect on 2/1/20. In planning road work and other public works services, the Norfolk Department of Public Works requested contracts for 9 services. These were based on \$2,910,814 in estimated value.
- A bid for federally-required drug and alcohol testing was administered in 2017 and remains in effect for one more year. It provides a contract for all necessary services at competitive prices.
- Finally, monthly meetings support municipal administration, public works, and provide stormwater specialists with occasional support.

Favorable pricing is the primary membership benefit. Additionally, every SERSG bid saves many hours of skilled staff time and hundreds of dollars in bid-advertising and other costs. SERSG contract pricing is equal to or lower than state contract prices and requires less time and effort for departments to use.

Moira Rouse
Regional Administrator



Public Safety

ANIMAL CONTROL DEPARTMENT

Each year the Animal Control Department works with both the residents and animals within 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, and 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 donated to the Animal Gift Account over the year to help animals in need. Our annual budget cannot handle the necessary funds needed when emaciated, abandoned, or other animals come in for a cruelty case.

This October, I was voted in for a 9th term as a board member for the Animal Control Officers Association of Massachusetts where I work extensively at strengthening the professionalism and education for animal control officers across the Commonwealth. Another project that this Department has taken on for the past year was implementing Memorandum of Understandings (MOUs) which provide details on mutual aid agreements for animal control officials in some of our surrounding communities. Currently, we have MOUs with Foxboro, Millis and Medway. I previously served on Governor Baker's Animal Cruelty Task Force where a group of animal experts were tasked with reviewing the Commonwealth's animal laws to find areas of strengths and weaknesses and to help revise any animal laws that needed to be revised. This group was instrumental in bringing forward Paws Act and Paws Act II legislation and helping to advocate these changes into law.

Total number of logged incidents: 849

Cruelty/neglect investigations:	9	Nuisance barking	25
Domestic animals v. motor vehicle:	8	Wildlife v. motor vehicle:	73
Wildlife interaction:	7	Loose/lost dogs:	131
Lost cat reports:	20	Wildlife in house:	9
Adoptions:	4	Loose livestock:	37
Aggression/attack complaint:	40	Rabies concern	15
Dog bites (humans/animals):	38	Mutual Aid:	101 calls
Animal rescues (domestic & non):	17	Misc. nuisance:	8
Cat trapping:	13	Kennel inspections:	6
Wildlife concerns:	91	Bats in house:	5
Livestock complaints:	2	Citations:	109
Public hearings:	0	Routine investigations:	173
Stray cats:	24	Lost ferrets:	1
Pooper scooper complaint:	5	Welfare/wellbeing:	42
Prison:	1	Surrenders:	1

Respectfully,

Hilary Cohen

FIRE DEPARTMENT

Vision Statement

The Town of Norfolk Fire & Rescue Department strives to be an exemplary organization, widely recognized as a department which uses best practices in the delivery of services to the citizens and guests of the Town of Norfolk.

Mission Statement

Through Prevention, Preparedness, Response, and Mitigation the Town of Norfolk Fire Department shall provide professional and innovative services and support to the citizens of the Town of Norfolk, and The Massachusetts Department of Fire Services District 4.

Organizational Core Values

Excellence is a passion for continued improvement and innovation that will result in greater performance and accomplishment for the Department. Excellence embraces accountability to ensure that all members contribute to organizational success. There is no vacation from greatness!

Leadership is critical in maintaining the standards that we set for ourselves and is reflected by the quality of service we provide. We can, and should, choose to take leadership roles as members of Norfolk Fire & Rescue and as individuals. Fire Service professionals are set apart and looked to as difference makers, role models, and examples for others in the community.

Integrity is the willingness to do what is right even when no one is looking. Integrity includes: *courage* - doing what is right even if the personal cost is high, moving forward in the face of great personal risk; *Honesty* - always telling the truth; *Responsibility* - acknowledging your duties and acting accordingly; *Accountability* - assuming the blame when it's rightfully yours and declining credit that isn't yours; and *Respect* - respecting oneself and others as a professional and as a person.

Service is the backbone of the fire service. We serve others! We must remember that our primary mission is to deliver the best possible service to our customers. It requires that we regard everyone as customers.

Overview

The Norfolk Fire Department responded to 2,642 calls for service in calendar year 2019. There were 1,806 emergency incidents and 836 non-emergency incidents. In addition to responding to emergency and non-emergency calls for service the department also conducted 256 training incidents in calendar year 2019 to maintain and insure competency and proficiency. Community service also 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.

From May 1 to December 31, 2019 there were over 600 occurrences of simultaneous/multiple emergency calls. This equates to having 2 or more emergency calls concurrently 51.4% of the time. The department's average over all response time from notification to arrival of first unit for all emergencies was 5 minutes and 27 seconds which surpasses the 8-minute gold standard for arrival of trained responders and is far superior to the national Average for Emergency Medical Response of 14 to 16 minutes.

The day to day operation of the Department is under the direction of the Fire Chief supported by one Administrative Assistant and one Operational Deputy Chief. To carry out the mission, the Fire and Rescue Department is currently staffed 24/7 365 by a full-time staff of 4 Lieutenants and 9 Firefighter/Paramedics

divided into four shift work groups. The full-time staff is supplemented by a paid on-call staff consisting of one Lieutenant and six Firefighters. The staff is responsible for the development, coordination, monitoring and implementation of the following core programs and services.

1. *Emergency Services* 1806 total *Emergency Incidents*

- a. Medical @55.6% of Emergency Incidents
 - i. Advanced Life Support First Response, Treatment, and Transport
 - ii. Basic Life Support First Response, Treatment, and Transport
- b. Fire Suppression @6.4% of Emergency Incidents
- c. Hazardous Materials Mitigation/Response @10.6% of Emergency Incidents
- d. General Services @21.3% of Emergency Incidents
- e. Technical Rescue @6.1% of Emergency Incidents
 - i. Vehicle and Machinery Extrication
 - ii. Rope Rescue
 - iii. Confined Space Rescue
 - iv. Trench Rescue
 - v. Structural Collapse Rescue
 - vi. Surface Water/Ice Rescue
 - vii. Urban Search and Rescue
 - viii. Wilderness Search and Rescue
 - ix. Animal/Large Animal Rescue

2. *Community Risk Reduction* 836 total *Non-Emergency Incidents*

- a. Fire and Life Safety Inspections
- b. Construction Plan Review
- c. Code Enforcement
- d. Target Hazard Tactical Preplanning
- e. Pre fire survey
- f. Fire and Life Safety Education

3. *Fire Administration & Support Services*

- a. Finance/Budget
- b. Human Resources/Staffing
- c. Training/Professional Development 256 total Training Incidents
- d. Apparatus/Equipment Maintenance
- e. Apparatus/Equipment Acquisition
- f. Dispatch Center & Communications
- g. Research & Development

In April, the department placed into service new SCBA (self-contained breathing apparatus). The cost of this equipment was \$180,000, was funded through a competitive Assistance to Firefighters Grant (AFG) administered through the Department of Homeland Security and the Federal Emergency Management Agency and was written by Deputy Fire Chief Peter Petruichik. Additionally, the town supported the replacement of our SCBA air fill system that had been in service since 1991 at a cost of \$50,000.

Thanks to the support of the community, the department placed two new vehicles into service during 2019. Squad 2 is a multi-functional response vehicle including brush/woods fire capabilities built on a Ford F-550

cab and chassis 4x4 with a custom constructed body manufactured by Fire One Manufacturing, Inc. in Mendon, MA. Rescue 2 is a Lifeline ambulance on a Ford F-450 cab and chassis 4x4 and was purchased through Specialty Vehicles, Inc. from Plainville, MA. Both of these vehicles replaced vehicles that were decommissioned.

In May, Fire Department emergency communications became part the Metacomet Emergency Communications Center (MECC). This regional communications center is located in Norfolk and provides service to Norfolk, Wrentham, Plainville, and Franklin.

In June, Fire Chief Coleman Bushnell retired after serving our community as Fire Chief for the past fifteen years. Many, many thanks go out to Chief Bushnell for his numerous contributions to the fire department as well as to the community. Chief Bushnell has a remarkable passion for the fire service and worked tirelessly to maintain the highest degree of public safety for our community and we wish him well. Deputy Fire Chief Peter Petrushik was named interim Fire Chief in July and maintained that position as a search began for the next Fire Chief. On December 3rd, Fire Chief Erron Kinney took over the reins of the fire department after serving as the Sherborn, MA Fire Chief for the past 2 ½ years. Chief Kinney brings a diverse back ground of education, training, and experience to the community. Welcome Chief!!! Many other personnel changes occurred during the year. In January, the department welcomed Alexa Bethony and Matt Pearce as career firefighters. Alexa was hired with half-year funding provided at the fall town meeting to bolster our staffing and Matt was hired to replace Kevin Brady who took a career position with the Hingham Fire Department. Gus Greaves also left the department in January to take a career position with the Foxboro Fire Department. Both Kevin and Gus remain on our department as on-call firefighters. In April, Cam Wenzel was hired to fill the open career firefighter position. Unfortunately, Cam left the department in November to take a career position with the Millis Fire Department. His position was filled in early 2020 by Luke Barney. In early 2020, Seth Hamilton was promoted to the rank of Lieutenant.

In September, the department was notified that they were being awarded a SAFER (Staffing for Adequate Fire and Emergency Response) grant to hire two new career firefighters. The SAFER grant program is administered through the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). This is a competitive grant which is open to all fire departments in the country with the purpose to provide funding to assist in increasing the number of firefighters to help communities meet industry minimum standards and to provide adequate protection from fire and fire related hazards. The SAFER grant has a three-year performance period with the federal share accounting for 75% of the total salary for the first two years and 35% for the third year. Additionally, the grant also pays for the town's share of health insurance for the two positions. The total cost of the grant program is \$400,530. Our share is \$153,535 over the 3-year performance period with the federal share being \$246,995. After the three-year performance period, it is the town's responsibility to fully fund the two positions. This highly competitive grant was drafted by Chief Bushnell, ret. and Deputy Chief Petrushik and was accepted by the town with a start date of mid-March 2020. Ryan Pittsley and Tyler Connolly were hired to fill these new positions which will allow the fire department to operate with 4 firefighters on shift at all times.

Training remained a high priority with the fire department. Over 250 training activities took place as part of on-duty shift work or as full fire department training. Training is the backbone of a fire department. It produces a well-prepared force that through repetition increases the speed of an operation and enhances proper execution while reducing injuries. Training as a department is essential to ensure that all components of mitigating emergencies are consistent and coordinated with all firefighters working together as a team. Advanced fire suppression training occurred in April at a house on Rockwood Road that was

scheduled for demolition. Two phenomenal days included live fire training evolutions, search and rescue, ventilation, fire attack, hose handling, ladders, and firefighter rescue drills.

Thank you to the men and women who make up the Norfolk Fire Department. Your commitment to this community is unmatched and your work is truly appreciated. A heartfelt thank you to the businesses and residents of Norfolk for your continued and unwavering support!

Respectfully submitted,

Erron Kinney
Fire Chief

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

Coleman C. Bushnell, Retired

Erron Kinney

DEPUTY FIRE CHIEF

Peter Petrushik

CAREER STAFF

Lt. John Kelley	William Getchell
Lt. Michael Findlen	Kate Howarth
Lt. Douglas Johnston	Thomas Newman
Lt. Seth Hamilton	Alexa Bethoney
Richard Yunker	Matthew Pearce
Mark Amiot	Tyler Connolly
Jamie Masterson	Cameron Wenzel

ON CALL STAFF

Lt. David Holmes
Ryan Connolly
Jeff Eszlari
Kevin Brady
William Greaves
Adam Carlson

POLICE DEPARTMENT

The 2019 Police Department activities report is my twenty-sixth as Chief of Police of the Norfolk Police Department. This year marked the opening of the new police facility at 14 Sharon Avenue. We want to thank the residents of Norfolk as it is a tremendous building to work out of.

The Town of Norfolk was again recognized as one of the safest communities in the United States and moved up to 3rd 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 may have 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 a real problem everywhere. 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 as a result of unchecked Fentanyl content. 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 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 so we suggest that you use great caution when buying items online and transmitting your information, and constantly reviewing your bills for suspicious activity. We as parents still need 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 use these sites in hopes of luring young teens or adults away from their homes with intentions that are ultimately not good for anyone. Extreme caution must be used when accessing these sites. People continue to call saying they are the IRS and want you to send gift cards to pay off your outstanding debt, the IRS will not call by phone demanding an instant payment with a credit card or gift card. If you are contacted by phone and question if a fund-raising cause or other request for money 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 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 Patrol Officer Glen Eykel, Sergeant David Eberle, Sergeant Eric Van Ness, Officer Robert Holst and Officer Robert Forsythe 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. Our representatives in 2019 were James Meneses 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 26 years and his interests in the youth of this Town and the King Philip School District. Officer Plympton retired in August of 2018 and we wish him well on a well-earned retirement. The D.A.R.E. program is a partnership between the Norfolk Police Department and parents and their children which we hope will help everyone achieve a long, happy and fulfilling life. We remain dedicated to achieving that result with the help of each of the participants in the partnership. This is the 6th year that Michelle Palladini served as a school resource officer and works at King Philip Junior High School in Norfolk. We are very thankful that she is there and we appreciate the school administration making it possible and making funds available so she could be free to do so.

Charles H. Stone, Jr.
Chief of Police

POLICE DEPARTMENT STATISTICS

Incident Report	2018	2019	Incident Report	2018	2019
51A Filed (Child Neglect/Abuse)	9	8	Malicious Destruction	16	4
911 Disconnect Investigation	304	382	MetroLec/SWAT Callout	20	8
Accident - Train	0	0	Missing Child	3	4
Alarm Burglar Commercial	165	84	Missing Person	3	13
Alarm Burglar Residential	187	283	Motor Vehicle Crash - Deer	12	13
Animal Complaint	405	849	Motor Vehicle Crash – Pedestrian	1	0
Alzheimer’s Registration	1	0	Motor Vehicle Crash - Injury	14	17
Arrest	142	178	Motor Vehicle Crash - Fatal	0	0
Arson	0	0	Motor Vehicle Crash - No Injury	137	116
Assault - Sexual	2	1	Motor Vehicle Stop	2,514	3,415
Assault –Dangerous Weapon	1	4	Motor Vehicle - Citation Issued	1,116	1,130
Assault - Misdemeanor	6	7	Motor Vehicle - Warning	1,268	2,085
Assault and Battery	12	11	Murder -Attempted	0	1
Assault and Battery on Police	4	5	Mutual Aid	77	84
Assist Fire Department	448	384	Narcan Administered	1	2
Assist Ambulance	620	504	OUI - Liquor	22	25
Autism Registry	2	0	OUI - Drugs	9	5
B&E - Attempted	0	5	Parking Violation	29	92
B&E - Motor Vehicle	11	5	Property Damage	29	27
B&E - Building	6	6	Property Found	23	6
Building Check	2,484	3,985	Property Reported Lost	5	14
Civil Complaint	6	4	Property Recovered- Stolen	21	36
Counterfeiting	0	1	Protective Custody	15	9
Court Order Served	62	-	Psychiatric Emergency	10	18
Crisis Intervention Team	5	5	Rape - Force	1	1
Death Investigation	7	7	Recreational Vehicle Offense	5	7
Disabled Motorist Assist	124	135	Repossession - Assist	9	1
Disturbance	97	106	Resisting Arrest	2	3
Domestic - Family Disturbance	22	36	Restraining Order - Violation	9	7
Drug Distribution	4	4	Restraining Order - Served	24	11
Drug Overdose	9	2	Road Hazard	170	151
Drug Overdose - Fatal	1	0	Sex Offender Registration	1	4
Drug Possession	13	4	Search Warrant Served	2	5
Fireworks Complaint	5	10	Suicide Attempt	1	1
Firearm Violation	2	1	Suicide	2	1
Follow-up Investigation	131	147	Suspicious Activity	596	431
Fraud/Identity Theft	49	66	Threats	11	7
General Offense	151	276	Town By-Law Violation	9	32
General Service	2,129	1,529	Transport	117	26
Harassment	20	32	Trespass	18	13
Harassment - Telephone	3	4	Warrant-Alcohol/Drug Evaluation	5	20
Harassment - Sexual	0	0	Warrant- Psychiatric Evaluation	13	6
Hazardous Incident	102	10	Weapons Violations	1	1
Illegal Dumping/Littering	3	0	Well Being Check	104	124
Industrial Accident	1	0	Wires Down	150	45
Larceny	22	31			
Larceny – Motor Vehicle	2	0	TOTAL CALLS	11,475	13,128
Lockout - Motor Vehicle	46	43	TOTAL ARRESTS	142	178
Lockout - Residential	23	10	PROTECTIVE CUSTODIES	15	9
			CRIMINAL SUMMONS	208	390
			CRIMINAL COMPLAINTS	431	623
			FILED		

DETECTIVE DIVISION

The Detective Division of the Norfolk Police Department is currently staffed by two detectives. Detective Michelle Palladini split her time between the Detective Division and her assignment as School Resource Officer, and Detective Jimmy Meneses worked in a full-time detective assignment from 7AM-3PM.

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. Detectives utilized COPLINK in multiple investigations. COPLINK functions as a statewide database where any/all police reports and other demographic information on individuals are housed. Finally, Detectives purchased two licenses for CLEAR; a Thomson-Reuters investigative software program which has proved invaluable for the majority of investigations.

Mutual aid with other municipalities, the NORPAC Drug Task Force, and the Massachusetts State Police, were used in a number of investigations. Detectives used outside law enforcement and non-law enforcement resources to work on several cases involving theft, fraud, and breaking and entering.

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

Some of the investigations undertaken by the Detectives in 2019

Detectives investigated 11 breaking and entering cases, 5 B&E/larceny from a vehicle, 31 larcenies and 66 cases of fraud/identity theft.

- One notable case involved Detective Meneses, who worked collaboratively with the Massachusetts State Police on a large scale identity theft/credit card fraud case involving Crowley's Power Equipment (victim). The suspects were using fraudulent identities and fraudulent funds to purchase equipment, and were subsequently identified. Additional suspects were apprehended in town after a fifth attempt to defraud Crowley's. Three suspects were arrested and are awaiting trial. Additionally, the investigation is ongoing and suspects likely face federal charges.
- Detective Meneses investigated a case where a town employee's wallet was stolen off his desk. The suspect's photo was released to area agencies and several Detectives identified the suspect as wanted in their own larceny investigations. The suspect was apprehended in another municipality and was charged and brought before the court. He has since plead guilty to Norfolk charges.
- Detective Palladini investigated several cases involving mail theft where suspects were taking mail out of commercial business' mailboxes, stealing checks and altering them for larger sums of money. In one incident, a vehicle was identified as a rental car, and the license plate had been run by Seekonk Police later that day. Detective Palladini contacted Seekonk Police who said one of their officers (who performs highway criminal interdiction) had stopped this vehicle and found a check made out to a Norfolk business, check stock, and a printing machine. By working collaboratively with Seekonk, the suspect was charged with conspiracy and forgery. Additionally, this investigation prompted support from the US Secret Service, and Detectives are currently working on several larger scale "mail fishing" schemes (and other thefts from mailboxes), both related and unrelated to this incident.
- Detectives have seen an increase in the amount of fraud/scams that have affected our residents, mainly our senior citizens. Both have worked diligently with out-of-state resources to track down potential suspects, often spending hours researching and writing search warrants to help apprehend those responsible. Detectives have also informally counseled senior citizens when they ask questions about possible scams or call to request verification/support with a suspicious phone call.

Detectives investigated 2 drug overdoses, mostly involving heroin and fentanyl

Detectives investigated 7 sudden deaths, 1 of which was death by suicide.

Detectives investigated 1 suicide attempt.

Detectives investigated 1 attempted murder, a case which has moved up to Superior Court and is awaiting trial.

13 missing persons (adult) reports were filed and investigated. 4 missing children were investigated. All persons were successfully located.

1 rape and 1 sexual assault occurred in 2019

1 drug investigation was conducted by Detective Meneses where an anonymous tip provided information about a large illegal marijuana cultivation/distribution operation.

- After a lengthy investigation, and subsequent warrant for the residence, 60 marijuana plants, equipment for cultivation, and quantities of extracted THC, edible products, and additional marijuana items were confiscated. The homeowner was charged in violation of several Massachusetts laws pertaining to marijuana.

Pro-active Programming

1. Detective Palladini continues to hold the Community Crisis Intervention Team (CCIT) which 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 (Norfolk Public Health Nurse, Riverside Emergency Services, Dana-Group, Private Practice Therapy, S.A.F.E. Coalition and the Norfolk Council on Aging).
 - The team assisted a number of residents with mental health concerns (adults) in 2019, as well as several children who were either cognitively or physically disabled. The team was able to put together a support plan for a child with autism in our community, who has come into frequent contact with law enforcement.
 - The team also debriefed all 18 psychiatric emergency cases that occurred in 2019, working to get those affected assistance and resources.
 - As a result of the team's work with one notable case, the family donated a sum of money to the Norfolk Police Association (which is a registered 501c3) in gratitude for the police's support and understanding with their loved ones mental illness.
2. Detectives continue to operate a "registry" for children with autism, persons with disabilities, and seniors with Alzheimer's/dementia (and related). The registry is maintained and updated annually, with rolling application for new residents, or newly diagnosed residents. The purpose of the registry is to identify residents who are prone to wandering and could potentially go missing. In addition, the registry also provides an opportunity for Norfolk Police to learn more about the best way to interact with residents with special needs (i.e. responding without lights and sirens, etc).
 - This registry proved successful in several cases of missing/runaway children where the children were safely found.
3. A number of drug related investigations involved families/individuals seeking help and assistance for their addictions. Detectives helped to facilitate resources, paperwork and court processes for persons interested in drug rehabilitation and assistance. The S.A.F.E. Coalition continues to be a

resource for the Norfolk Police Department and Wrentham District Court, used often in matters of substance abuse. S.A.F.E. now holds an office in Norfolk.

4. Detective Palladini has conducted presentations for the Council on Aging with regards to scams and personal safety. She has also offered 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).

During this past year, Detectives attended a number of trainings/seminars/workshops for continuing education, and they sit on various task forces. Additionally, Detective Palladini was invited to speak at the MIAA Opioid Misuse Conference with respect to her prevention work with youth in the King Philip Schools.

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. There were no violations at any of the establishments in Norfolk in 2019.

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.

Respectfully,

Detective Meneses and Detective Palladini

METACOMET EMERGENCY COMMUNICATIONS CENTER

Years of planning, designing, research and hard work have culminated with the opening of the MECC. We are beyond thrilled to have reached this milestone, and it took team work from everyone involved. The board members, police and fire chiefs, builders and contractors, vendors, State 911 Department and project management all worked together to make this a reality.

We have hired telecommunicators from each of the four communities, as well as staff from outside of the communities, averaging over 11 years of experience.

The four-member communities saw some long-time employees depart with the retirement of Jeff Nutting, Franklin Town Administrator; Gary McCarraher, Franklin Fire Chief; John "Jack" Hathaway, Norfolk Town Administrator; Coleman Bushnell, Norfolk Fire Chief; James Anderson, Wrentham Police Chief; and James McMorrow, Wrentham Fire Chief. We are especially thankful for their commitment to the MECC.

The State 911 Department implemented Text-To-911, enabling those hard of hearing, deaf or those unable to verbally communicate the ability to readily communicate during an emergency. Remember, "Call If You Can, Text If You Can't."

Our goals are to dispatch appropriate police, fire, ambulance and rescue services in accordance with established protocols with the least possible delay after a request is received or requirement is known to exist. To provide consistent quality service with constant regard to safety of the public and responding public safety personnel.

The MECC staffs highly skilled, trained, professional telecommunicators ready to assist, day or night. Rest assured we stand ready to help you in your time of need.

Respectfully,

Gary M. Premo, ENP, Executive Director
Darrell True, CCM, Deputy Executive Director
Sheila K. Joyce, Communications Manager

DEPARTMENT OF PUBLIC WORKS

The primary function of the Norfolk Department of Public Works (DPW) is to provide exceptional municipal services for Norfolk's citizens, businesses, institutions and visitors through sound management, innovation and teamwork. The Norfolk DPW is dedicated to efficiently and effectively maintaining and preserving the infrastructure of the Town in the most cost effective and environmentally conscious manner possible.

The Norfolk DPW provides a wide range of services to the residents of Norfolk. These services include snow and ice removal, stormwater drainage, water supply and distribution, waste water collection and pumping, vehicle fleet maintenance, maintenance and improvement of roads, maintenance of public properties, cemeteries, parks, recreation facilities and operation of the transfer station for refuse and recycling.

Overview

This year was a year of significant change at the Norfolk DPW. Four valued members of the DPW staff retired in 2019: DPW Director Robert J. McGhee, Executive Assistant Karen Mitnick, Superintendent of Solid Waste & Vehicle Maintenance Paul Vito and Superintendent of Highway & Grounds Tom Benedetti. Their dedication, knowledge and experience will be missed by the employees of the DPW and the residents of Norfolk. Although this was a major change to the management team at the DPW, department restructuring, staff promotions and the addition of new employees allowed the DPW to continue to provide exceptional municipal services to Norfolk's citizens through this time of transition.

Dead and Hazardous Tree Removal

The DPW worked in partnership with Eversource on its Vegetation Management plan in the Town of Norfolk. As part of their scheduled maintenance and pruning, Eversource agreed to assist the Town with dead and hazardous tree removal. The combined gypsy moth caterpillar devastation and seasonal draught over the last few years has caused severe mortality to the White Oak and hard wood population throughout the Town. Working together approximately 500 dead and hazardous trees were removed.

Department Projects

2019 saw the completion of one and start of another major project for the DPW.

- Lawrence Street Bridge and Roadway Project – Completed, funded by Municipal Small Grant and Mass Works Infrastructure Grant.
- City Mills Pond Dam Maintenance and Interim Bridge Repairs – Started, funded by Dam Grant.

Highway Division

The Highway Division is responsible for roadway paving and maintenance, street sweeping, roadside maintenance (Right of Way), repair of stormwater infrastructure, street and regulatory sign installation/repair, pavement markings, sidewalks and tree removal. This division is responsible for the maintenance/repair of over 75 miles of paved and gravel roadways, 40 miles of sidewalk, 3,500+ stormwater structures, 1,000 Signs and 66 miles of roadway striping. The Highway Division is also responsible for snow and ice events, with support from all other DPW divisions. The Highway Division is funded through the General Fund. Projects are funded through Capital Projects, Chapter 90, Grants and Bonds from Private Developers.

The Highway Division started the year off trying to recover from a difficult winter season. The inconsistent freeze thaw cycle wreaked havoc on the Town's roadways causing many pot holes and made bad roads even worse. The division staff diligently kept at it and was able to effectively patch and repair roads. Spring came and along with that, a multitude of things to do.

- Sweeping - All streets were swept (following winter activities such as sanding).
- Roadside Maintenance - Asphalt curb and sidewalks were repaired from winter activities.
- Roadside Maintenance - Brush clearing and line of site program was implemented and continued through the year.

- Stormwater Infrastructure - Repairs were initiated and continued through the year on over 75 culverts, catch basins and manholes.
- Stormwater Infrastructure - 1,900 catch basins were cleaned.
- Street and Regulatory Sign Installation/Repair - Repairs were initiated and continued through the year.
- Pavement Markings - Line striping, crosswalks, stop bars and directional arrows were painted.
- Roadway Paving and Maintenance - Permanent asphalt repairs at various locations throughout Town (Needham Street, Pennacook Street, Massachusetts Avenue).
- Roadway Paving and Maintenance - Paving of 1.36 miles of using Chapter 90 Funds (\$391,645)
 - Cleveland Street – Winston Road to Seekonk Street
 - Grove Street – Strawberry Lane to Trailside Way
 - Grove Street - #86 Grove Street to Park Street
- Roadway Paving and Maintenance - Paving of 0.21 miles of using Mass Works Infrastructure Grant
 - Lawrence Street – Park street to #14 Lawrence Street.
- Roadway Paving and Maintenance - Paving of 0.28 miles of using bonds received from private developers
 - Meeting House Road – Liberty Lane to Castle Road.

Grounds Maintenance/Cemetery Division

This division is responsible for the rehabilitation, construction and maintenance of 52 acres of recreational field space, athletic fields, parks, memorials, cemeteries, municipal green spaces, school grounds, roadside mowing and assists in snow and ice removal. The division is also responsible for brush/tree trimming, tree removal and tree emergencies. In addition, the grounds division oversees the installation of all holiday decorations, lights, flags, wreaths, etc. The Grounds Maintenance /Cemetery 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.

The division manages and maintains the two town-owned cemeteries (Norfolk Cemetery and Pondville Cemetery), including the sale of lots and burial services. In 2019 there were 18 burials and 7 cremation burials and the sale of 43 lots.

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 partially 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.

The Solid Waste Division is continually working 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. Pursuant to the Recycling Dividend Program (RDP) Contract with MassDEP, the Town earned a payment of \$3,850.

All of the figures in this report relate to the calendar year January 1, 2019, through December 31, 2019. The Transfer Station was open to Norfolk residents on Wednesdays and Saturdays from January 1, 2019 through December 31, 2019. The total number of operating days in 2019 was 104.

SOLID WASTE INFORMATION

Non-Recyclable Waste*

Total compacted waste**	508	tons
Total bulky waste	343	tons
Total non-recyclable waste	851	tons
Daily average	8	tons

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

**The 508 tons of compacted waste represents 29,029 bags of household waste.

Recyclable Waste

Newspaper & Mixed Paper	83	tons
Corrugated Cardboard	95	tons
Plastics (#1-#7)	53	tons
Metal (white goods & metal cans)	78	tons
Tires	2	tons
DPW Waste	467	tons
Glass (white & colored)	50	tons
Leaves/Yard Waste	449	tons
Brush	965	tons
Wood	65	tons
Textiles - St. Vincent dePaul	9	tons
Discover Books	6	tons
Total Recyclable Waste	2322	tons
Daily Average	22	tons

Recycling Rate

Total recyclable plus total non-recyclable waste is 3,173 tons. This figure achieves a recycling rate of 73%. (Before accounting for private haulers, hazardous waste).

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 100 pieces of equipment. This division oversees the repair and maintenance of vehicles for Police, Fire, DPW, Building Department, Council on Aging, Animal Control, Town Hall Administrative, Facilities Maintenance, Recreation and Schools. The division is also responsible for fuel storage, fuel dispensing, annual testing and certification of the Town's fuel system. They also play an important role in snow and ice operations.

The Vehicle Maintenance Division is funded through the General Fund. 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. This Replacement Program would allow the Town to manage the fleet in a cost-effective manner and would reflect a savings in vehicle maintenance expenses. When the annual funding for this program is interrupted, equipment is not replaced as designed. As a result, maintenance expenses increase and equipment dependability becomes an issue. 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.

Waste Water Division

The Waste Water Division is responsible for operation and maintenance of the Town-owned sewer system located on Meeting House Road that supports several businesses on Liberty Lane and the townhomes on Meeting House Road. The waste water division staff along with its waste water operations consultant WhiteWater, operates the Waste Water Treatment Facility (WWTF) to meet state and federal standards. The Division is self-supporting and fees from sewer revenues are managed through an Enterprise Fund for construction, maintenance, and repair of waste water infrastructure.

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 646 Hydrants, 74 miles of water main, 2,619 services, two supply wells (with a third well coming on line in late FY21) and two one million-gallon storage tanks. The division staff along with its water operations consultant WhiteWater maintains the Town's wells, pumping stations and storage tanks to meet state and federal standards. The department continually monitors water quality, performs customer water service line inspections, performs required backflow testing, and maintains water meters/transmitters. The division is self-supporting and 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:

- MassDEP approval of the new redundant well field (Holbrook Street).
- Worked with our consultants to finalize DEP approval of the new redundant well field and to begin the design process.
- Worked with our consultants to implement upgrades to our existing SCADA system.
- Worked with our consultants to plan DEP required upgrades at our Spruce Road Well.
- Hydrant Maintenance Program – continue to conduct our complete hydrant maintenance program. This program includes a technical inspection of fire hydrants, repairs, painting, and attaching location flags.
- Pump Station Maintenance – painting of station interiors and maintenance of paved access roads at Spruce Road and Gold Street stations.
- Continue the challenge of reducing and minimizing unaccounted-for-water by locating and repairing leaks in the water mains and services, and promoting resource protection and conservation.
- Testing and replacing faulty water meters.
- Hydrant Flushing - perform hydrant flushing two times a year, once in the spring and once in the fall. This ensures adequate water flow is available to fire fighters, residents and businesses and helps to maintain the Town's water clarity and quality by clearing iron and mineral deposits from the water mains.
- Managed leak detection, backflow testing, master meter testing, generator testing, and contract operations of the pump stations.

The Department of Public Works is committed to providing our customers with water that meets or surpasses all state and federal drinking water standards.

WATER SERVICE INFORMATION

	<u>2018</u>	<u>2019</u>
Total water services*	2,584	2,619
Total gallons pumped	162,640,200	146,088,200
Total gallons purchased	732,500	26,500
Average gallons pumped per day	445,589	400,242
Average annual gallons used per service	63,224	55,800
Average gallons used per service per day	173	153
Total Water Bill and Betterment Revenue	\$1,609,693	\$1,532,297

*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 Town Departments, Boards, Commissions, and Committees for their continued support and commitment to working with the Department of Public Works to provide exceptional municipal services to Norfolk's citizens, businesses, institutions and visitors.

Respectfully submitted,

Barry A. Lariviere
Interim Director of Public Works



**Education
Library
Arts**

KING PHILIP REGIONAL SCHOOL DISTRICT

School Year 2018-2019

On September 4, 2018, the 2018-2019 school year in the King Philip Regional School District opened very successfully. As we moved forward in this year, we upheld our district vision "to inspire students to develop their passions and prepare them to succeed in a world of rapid and constant change." This is a complex task and requires tremendous cooperation of our staff and greater community. Working together, our mission is one where we strive to foster a climate of respect, individual and collective responsibility, creativity, and enthusiasm for learning within our students. We continue to look at best practice approaches and analysis of data to guide our growth as a district. As your superintendent of schools, I welcome the awesome responsibility that comes with the district leadership. Thank you to each of you who helped our community to be progressive, thoughtful, and supportive of our efforts to provide a world class education for all the students who attend the King Philip Regional Schools.

The King Philip Regional School Committee, which is essential to the functioning of the school district, is comprised of nine members, with three members from each of the towns of Norfolk, Plainville and Wrentham. Six members are elected, with 2 from each of the respective towns with staggered three-year terms. The other three members are appointed by their respective town school committees. The committee generally meets twice a month at the King Philip Regional High School in the Library to conduct business. These meetings are open to the public. Dates and times of these meetings are posted on the school district's website at www.kingphilip.org and also posted in the Superintendent's Office.

In addition to the bi-monthly meetings, members of the school committee also serve on subcommittees that meet on an as needed basis throughout the year. Those subcommittees include a Budget & Finance Subcommittee, Policy Subcommittee, Collective Bargaining Negotiations Subcommittees for Unit A (Teachers); Unit B (Custodians); Unit C (Secretaries); Unit D (Teacher Assistants); and, KP Cafeteria Association. School Committee members also serve as representatives to Sick Bank and the Health & Welfare Trust Subcommittee. The work of each of these subcommittees varies depending on the needs of the district.

The Budget & Finance Subcommittee worked with the Superintendent of Schools and Director of Finance & Operations in the preparation of a budget request which would be presented to the residents at each communities' annual town meeting. The subcommittee and the full school committee spent much of their meeting time during the winter and spring months working with the superintendent and administration to develop an operational budget request for the school department. At the annual spring town meetings, the requested budget was approved.

The district was very pleased to have been the recipient of two significant grants which provided support to our district's staff and our budget. Mr. Michael Bois, Technology Director, was awarded a MA state competitive grant of \$260,000, for the purpose of updating the WIFI infrastructure across the district. Superintendent Zinni, along with Superintendents Allardi, Cameron, and Raiche, of our three feeder districts were awarded a \$311,500 grant from Governor Baker's Office which will support the four schools with a wellness director and two full time social workers beginning with the 2019-2020 school year. Thanks to the continued support of our town's budgets, our administrative, custodial and grounds staff worked diligently to maintain the status of the facilities with regular maintenance, and periodic improvement projects.

In June 2019, the King Philip School Committee awarded diplomas to 301 King Philip graduates.

Mr. Michael Gee, served as the Chairperson for the King Philip Regional School Committee from April 2018 through the 2019 school year with Mr. James Killion serving as Vice-chair. The King Philip Regional School Committee would like to express its gratitude to junior, Marion Linde, the student representative to the

school committee, for her input at meetings. The committee would also like to recognize the work of Mrs. Elisa Witkus who serves as Secretary to the School Committee.

During the month of September, the Commonwealth of Massachusetts released the results of the Massachusetts Comprehensive Assessment System (MCAS). The analysis of these scores by department-based data teams in each building drives curriculum decisions and instructional and assessment practices.

During the spring of 2019, the Next Generation online MCAS testing was in place for our students in the middle (Grade 7 and 8) and high school (Grade 10) in math. Overall, the data regarding King Philip growth and achievement is extremely positive. Throughout the district we are demonstrating that our students are achieving at high levels in both ELA, mathematics, and science, well above the state levels. We have been recognized on the AP Honor Roll for the large numbers of our students taking AP exams with the majority earning strong scores of 3 or better. As a district, we continue to refine our instructional approaches and outcomes guided by data analysis and reflection on best practice.

The accomplishments of the King Philip Regional School District do not end in the classroom. This year's athletes brought great pride to the district as teams and as individuals. Warrior pride is more than just a score at a game. The students who attend King Philip Regional Schools exemplify good sportsmanship and team spirit at every event. The district is very proud of every player and coach and commends them for a job well done.

In March of 2019 a public forum on the FY2019 school department budget was held. The purpose of the public forum on the budget was to provide the community with detailed information about the school committee's budget request that ultimately came before the voters at the respective town meetings in May and June.

Due to the hard work of a strong administrative team, numerous accomplishments were realized during the 2018-2019 school year. Our professional development has been aligned with state directions and initiatives. Curriculum changes were implemented in science and we began preparation to re-align with the newly published history frameworks. Updates are reflected in our [curriculum online](#) view designed to support parent access to curriculum maps, unit designs, and essential understandings.

As part of MA state's effort to ensure that a MA education is accessible and equitable, King Philip is increasing supports for students who struggle with chronic absenteeism, trauma, and poverty. Additionally, we began to integrate approaches such as teaming and co-teaching to increase instructional engagement. Aligned with our district's strategic plan, we are working on the development and implementation of systems, protocols, and services designed to meet the diverse needs of all learners.

Middle School academics are strong and we have students excelling in the region and in the state. In the New England Mathematics competition, we were pleased that King Philip Middle School students were recognized as top scorers in Norfolk County and in New England. The King Philip Middle School ELA department also had several students recognized for their poetry submissions in the yearly publication of the Norfolk Quill.

King Philip Middle School Student Ambassadors continued their involvement in Project 351, a statewide program that empowers teens to make change and progress within their community. Annually, we have ambassadors that are selected to represent the communities of Norfolk, Plainville, and Wrentham.

Each year, we have teachers who are constantly being recognized for their contributions in their fields. Last October, STEM Teacher, Mrs. Sue Hall presided at the MASS Science Leadership Conference for a session entitled: Engaging Students in Real World Problems through Citizen Science Research. Additionally, KPMS English Teacher, Mrs. Melinda Parker presented at Bridgewater University to MA English teachers about technologies being used to deepen and enrich learning. Additionally, Mr. Wolloff and Mr. DeWolfe have

served in leadership roles on the Massachusetts Instrumental and Choral Conductors Association (MICCA). Mr. Wolloff has been Past President on the MICCA Executive Board while Mr. DeWolfe has served as the Choral Festival Co-Chair and is a presenter at the MICCA Summer Institute for teachers around the state.

Deepening student learning experiences by connecting with experts in various disciplines has also been important. Through a collaboration with "An Unlikely Story" in Plainville, students benefited from a visit from Mr. Stuart Gibbs, an author of the Spy School Series. In addition, 8th grade students deepened their understanding of the literary works of Edgar Allan Poe through a visit from Poe expert, Campbell Harmon. Middle School Athletics continued to offer opportunities for intramurals such as cross country, basketball, volleyball, and track and field. Both the Cross Country and Track and Field had undefeated seasons with top students proceeding to the state meet in Devens.

KP Middle School continues to teach our students to care. Through our Amazing Race, our students learned about kindness and supported local families that were in need as well as bringing several tons of food to our local food pantries. Our Math Department has worked annually with students to support St. Jude raising almost twenty thousand dollars to support cancer research. We thank the local organizations that further support school events such as Eagle Brook Saloon, Shaws, Roche Brothers, Target, Panera Bread, Papa Ginos, 99 Restaurant, and Dunkin Donuts.

With the support of World Language teachers, middle school students sponsored a Peace Corps Partnership Project. The World Language Department has incorporated lessons on global poverty into our curriculum in French and Spanish. This year we chose a middle school project in Mali, Africa where a wonderful relationship between our students was established. Through the project our students learned about worldwide leadership and humanitarian efforts.

Our Arts program continues to be a source of more KP Pride shining through our performance ensembles and theater programming. Our Bands in Grades 7 and 8 brought home gold medals from the MICCA festival with our Chorus students awarded a Silver Medal. Grade 8 band students who performed with the KPHS Marching Band were the US Bands Division 4 Open Massachusetts Champions. Our school has a continued presence in the Southeast District Festival with students performing in the Band and Orchestra. In the spring of 2019, a talented KPMS Cast and Crew performed Mary Poppins, Jr. which received rave reviews from our audiences.

King Philip Regional High School students demonstrated success in all aspects of high school life. There were 86 students in the Class of 2019 who were the recipients of John and Abigail Adams scholarships where students receive tuition credit for up to eight semesters at a MA state college or university. Numbers of students receiving a high school diploma with distinction for students in STEM and Humanities significantly increased as did the those receiving distinction for successful completion of the Advanced Placement Capstone program of the College Board. Four students received commendation as part of the National Merit Scholarship Program.

Our KPRHS teachers continue to receive acknowledgements for above and beyond contributions to their respective fields. Mr. Doug Fayle, a recently retired history teacher at King Philip Regional High School, was named the 2019 United Regional Chamber of Commerce Teacher of the Year. Mrs. Ashley Nelson-Oneschuck, choral music teacher, was selected as a clinician at the Massachusetts All-State Music Festival, Franklin Middle School & The Great East Festival. Mr. Michael Keough, band director, became the Vice President of the Massachusetts Instrumental and Choral Conductors Association. Mrs. Doris Brennan was chosen as the 2018 Amgen Biotechnology Experience Teacher Recognition Award recipient.

The fine and performing arts department provided outstanding opportunities for KP students to showcase their talents at the state and national levels. This year, KP's Pride and Passion has won gold for 33 years in a row at the state final MICCA festival. Our Marching Band was named the US Division 4 Open

Massachusetts Champions. Our Jazz Band was recognized with a Gold Medal for their performance at the Massachusetts Association of Jazz Education. KP High School students were well represented at both the All-State Music Festival and All Eastern Band. As we forge connections with state universities, our band students had the pleasure of performing in concert with the esteemed University of Massachusetts Amherst Wind Ensemble. Our KP Chorus was a gold medal winner at MICCA and earned a performance at Mechanic's Hall of Worcester. The high school's KP Drama Program produced the Fall musical, *Little Shop of Horrors*, in December, 2018 and the Spring play, *Alice in Wonderland*, in May, 2019. Both shows were considered to be successes and well-received by audiences during all performances.

Through our world language program, 26 students participated in our exchange with Lycee St. Exupery in Montigny-le Bretonneux, France where they lived with students, attended classes, and took field trips to Versailles and Paris. The students from France also came to visit us in America to learn about our way of life and school along with experiencing the Boston area. DECA had another stellar year with two DECA teams earning "DECA Glass" as first place finishers in the international competition.

King Philip Regional High School students have access to comprehensive athletic programs where students compete at the freshman, junior varsity and varsity levels. Our teams such as girls field hockey, boys swimming, and girls' and boys' tennis teams were well represented in the Hockomock Championships. Football played in their third consecutive Super Bowl and the team was named as Football South Sectional Champion. Boys volleyball, unified basketball and track competed in their inaugural varsity season. Our students also shined in individual events in track and field, cross country, and wrestling. Three of our students were named to the Boston Globe All Scholastics in soccer, field hockey, and cross country.

Thank you to all in our community who support and understand the tremendous effort that goes into providing a world class education to our children in the King Philip Regional School District. It is through our partnership that we set the stage for life's journey where our students will become lifelong learners and responsible citizens in our global society. We look forward to the years ahead!

Respectfully submitted,

Paul A. Zinni, C.A.G.S.
Superintendent of Schools

NORFOLK ELEMENTARY SCHOOLS

January 2018 – December 2018

Vision Statement

Teach. Inspire. Empower. Succeed.

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 2019 Approved Budget for the Norfolk Public Schools was \$12,263,361.

Personnel Changes

The school community was deeply saddened by the passing of Mrs. Gretchen Sullivan in October of 2019. Mrs. Sullivan was a highly regarded and beloved Instructional Assistant who touched the lives of many students and colleagues during her 11 years of extraordinary service. We also acknowledge with gratitude the dedication and excellence of two instructional assistants and one secretary who retired in June. Mrs. Mary Noonan, Freeman-Kennedy Secretary, (20 years), Instructional Assistants at the H. Olive Day School, Mrs. Paula Cerrato (21 years) and Mrs. Maureen Nally (13 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 2018–2019 school year, each School Council 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 into the curriculum, school budget and special school events.

The H. Olive Day School Council used the results of a Parent Survey in order to inform decisions regarding focus areas and goals on the School Improvement Plan (SIP).

The Freeman-Kennedy School Council sent parents a survey on bullying, cyber bullying, bullying prevention, and digital citizenship. The data from the survey responses was shared with parents and staff and will be used to inform the FK SIP goals and to enhance programs in and outside of school. The FK School Council is in the process of developing a parent survey to collect additional information regarding school culture, curriculum and communication.

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. The Plans for the next three years were shared at the October 2019 School Committee meeting.

Curriculum

The English Language Arts Curriculum Committee continued to support the implementation of the *Units of Study for Teaching Reading and Writing*. Professional development opportunities for teachers have focused on supporting the full implementation of the Readers Workshop model as well as the Writers Workshop Model. The focus for math has been to continue to support and enhance the implementation of the math workshop model. We have also developed district math benchmarks that provide us with student data that measure students' level of understanding of concepts taught. The Science Curriculum Committee continues to work on updating existing curriculum materials and practices in response to the changes in the Massachusetts Science Curriculum Framework. The Social Studies Curriculum Committee is working on a

curriculum review and will be making recommendations about programs and materials in the spring of 2020. Data teams at each school collect and analyze data regarding progress in math and ELA in order to devise action plans for continual school improvement.

Enrollment

Enrollment data is reported to the Massachusetts Department of Elementary & Secondary Education (DESE) on October 1st 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, 2019 as reported to the Department of Education.

Class Enrollment and Average Class Size			
Grade	# of Students	# of Classes	Average Class Size
PK	70	5	14
K	133	7	19
1	129	7	18
2	117	6	20
3	133	7	19
4	153	7	21
5	116	6	20
6	134	6	22
Total	449 (HOD only)		
Enrollment	536 (F-K only)		

2019 MCAS Results

Our students performed well on the MCAS tests that were given in grades three, four, five, and six during April and May 2019. The percentage of students who scored in the Exceeding/Meeting Expectations, Partially Meeting Expectations and Not Meeting Expectations categories are listed below:

	Exceeding/ Meeting Expectations	Partially Meeting Expectations	Not Meeting Expectations
ELA Gr. 3	63%	36%	1%
Math Gr. 3	59%	34%	4%
ELA Gr. 4	70%	30%	0%
Math Gr. 4	65%	33%	2%
ELA Gr. 5	62%	37%	2%

Science & Tech. Gr. 5	68%	27%	5%
Math Gr. 5	72%	27%	1%
Math Gr. 6	81%	16%	3%
ELA Gr. 6	75%	21%	3%

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 continuing to develop and strengthen specific programming to address varying types of disabilities. Professional development for all staff has been provided to address identification, assessment, and instructional methods related to specific learning disabilities in the areas of reading, writing, and math. Leading Massachusetts researchers, such as Dr. Melissa Orkin and Dr. Sara Stetson, presented workshops to staff on the topics of "Dyslexia" and "Dyscalculia." We strive to stay current in the area of social/emotional/behavioral health learning by structuring professional development for staff regarding working with students with selective mutism, anxiety, and executive functioning challenges. We supported district initiatives such as the implementation of a universal social/emotional learning curriculum, guided math workshops, and work around cultural proficiency. The district has undertaken the implementation of a new physical restraint training titled "Safety Care" and all staff working in our social/emotional programs have been trained in this approach. The special education department continues to review curriculum for academic resource rooms and language-based programming, in order to implement research-based curriculum in the areas of reading and writing. Norfolk has actively pursued sharing resources with Plainville and Wrentham and is successfully cost sharing several services and professional development. We have worked collaboratively with King Philip Regional Middle School to align our social/emotional/behavioral health continuum of services. Our district continues to participate in a special education strategic planning initiative for the tri-towns this year, piloting a new position, Family Success Partner, to support families in the acquisition of resources and services beyond the school day. Our department continues to grow in social/emotional/behavioral programming, training staff on specific methods and curriculum such as mindfulness, social thinking curriculum, and assessment. Finally, the district continues to be proud of its co-teaching initiative in order to increase collaboration between general and special education teams and increase our student's ability to access the curriculum in a meaningful way, within the general education setting, to the greatest degree possible. This supports the philosophical underpinnings of inclusion practices Preschool through Grade Six.

The Norfolk Public Schools Special Education Department runs multiple specialized programs. Housed at the H. Olive Day School is a Preschool program in its ninth 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 two- or three-day program for 3-year olds, two four-day programs for 4-year olds, a five-day/half-day program for 4-year olds, a full-day preschool classroom, and a substantially separate preschool classroom for students with a higher level of developmental delays, offering 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 a continuum of services for students with behavioral, social, and emotional disabilities. The district offers an academic support classroom, as a component of this program. Finally, the language-based continuum of services continues to provide services for our second-grade students.

Housed within in the Freeman-Kennedy School for students in grades 3-6 are two specific programs. In its seventh year of implementation is a specialized resource program which provides services to in-district students diagnosed with social, emotional, and behavioral health needs. The district continues to offer an academic support classroom, as a component of 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 ten years. This program is designed to provide specially designed instruction like Orton-Gillingham, Wilson Reading System and Project READ, and uses research-based curriculum like Making Meaning and Empowering Writers 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 8 years.

Finally, the District continues to offer strong traditional academic resource support for students who need either inclusion or pullout instruction in grades kindergarten through grade six. All of our academic teachers have training in the Wilson and/or Orton Gillingham methodology.

In order to address more significant social/emotional school community needs, the district has Mental Health Team comprised of regular educators, special educators and mental health staff. This Team meets once a month, problem solve and plan for more significant student needs. This Team has participated in multiple professional development experiences such as collaborative and proactive solutions by Dr. Ross Greene, mindfulness strategies, training in cognitive behavioral therapy, childhood trauma training by Dr. Jessica Griffin, supporting young children with anxiety by Dr. Nadja Reilly, and Social Thinking training by Nancy Clement.

The average state percentage of students on IEP's is 17%; our district is hovering around 19%. The special education department continues to review data in order to better understand eligibility practices and in order to maintain alignment with the state average and prevent over identification.

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. Additionally, they hosted the first annual "Pumpkin Stroll" for students at the Freeman Kennedy School in grades 3 – 6. The SEPAC organization has provided numerous presentations to the community by Norfolk Public School's special education staff and outside presenters, which address supporting students with disabilities including topics such as IEP development, special education basic rights, understanding executive functioning, food sensitivities and gut health, Nutrition Essentials, ADHD essentials, and a 9-hour Social Skills Training by Dr. Carolyn Kuehnel, Ph. D. The SEPAC co-chairmen and board run monthly meetings, providing ongoing support and education to parents. The SEPAC continues to support the implementation of a district initiative in order to educate the school community about disabilities called the iCare Program. The SEPAC is in its sixth year of publishing a monthly newsletter for the Norfolk Public Schools community in order to increase communication and provide information to all families in district.

I am especially proud of the accomplishments of our hardworking staff and parents who support the needs of our students! It has been a successful year!

Respectfully submitted,

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

Technology

The goal of the Norfolk Public Schools Technology Team is to inspire, engage, and empower learners to actively use technology resources to question, collaborate and extend their learning beyond the classroom walls. Through child-led inquiry, analysis, creating and sharing, students develop the skills necessary to thrive in a connected global environment.

According to the U.S. Department of Labor report titled "Future Work Trends and Challenges for Work in the 21st Century" 65% of today's grade school kids will end up at a job that has yet to be invented.

The NPS Technology Team acknowledges this challenge by continuing to inspire our students to be storytellers, problem solvers, creators, collaborators and to be future ready. Our thoughtful approach works towards bridging technology within all content areas. The NPS Technology Team delivers technology instruction based on the 4C's of the 21st century skills; communication, collaboration, critical thinking and creative problem solving.

This year our students continue to be exposed to a wide variety of technology tools across all subject areas. Skype was a digital media introduced this year. Skype allowed students the unique opportunity to meet Jane Goodall, the British anthropologist and primatologist and the world's leading authority on chimpanzees. Connecting over Skype makes learning an adventure. It brings the curriculum to life by experiencing real-time the people, places and things the students are studying. This dramatically changes students' engagement.

Social studies teachers incorporated Mystery Skype into lessons during the last few months. Mystery Skype connects students with classrooms nationally and internationally for cultural exchanges, students learn empathy for others, and it promotes becoming compassionate global citizens.

Other classrooms this year participated in virtual field trips. Many people may never have the chance to visit all of our wonderful National Parks, but some of our students had the unforgettable experience of virtually visiting Yellowstone National Park. Our students were able to view dramatic canyons, lush forests and gushing geysers and sat in awe as Old Faithful erupted. The curator of the Wyoming Museum of Natural History was our tour guide and interacted with the students as if they were sitting next to them.

Whether a student is a musician, budding coder, or mathematician, we collaborate and create learning environments that are educational and captivating. Students have had opportunities to intertwine the core curriculum with technology by coding, programing, presenting with green screen, constructing interactive art displays, assembling interactive book trailers, just to name a few. All of our students are exposed to low tech, no tech and high-tech options to help them raise awareness, take action, drive change and start a conversation.

We also continue to actively support staff. This year the team presented several professional learning opportunities for all NPS staff to enhance their technology skills. The team collaborated with the neighboring districts Wrentham and Plainville to deliver a technology professional learning day. This event offered 20 technology infused workshops which allowed staff time to experiment, invent, collaborate and communicate. The program showcased how to leverage new educational tech tools to personalize learning, encourage collaboration, and prepare students for the future. Participants had the opportunity to choose from a variety

of offerings including a robotics and coding playground, workshops on Google, Green Screen, Skype (virtual field trips), Makerspace, Presentation Tools, Digital Citizenship as well as many of our low tech no tech tools.

In summary, the NPS Technology Team will continue to strive to meet our goal of creating rich and engaging learning experiences that prepare students to thrive in a rapidly changing, global environment.

Respectfully submitted,

Trish Kelley
Director of Technology

Buildings and Grounds

Improvement projects at the H. Olive Day School include:

- Roof project completed
- Continue replacing fluorescent lighting with LED
- Multiple locksmith repairs on interior/exterior doors for security purposes
- HVAC controls system repairs and upgrades
- Resurfaced library tables with laminate
- Installed early warning sensors/monitors throughout the school from a grant through insurance provider
- Old alarm system was removed, and a new reliable alarm system was installed
- Select classroom sinks and countertops updated and replaced
- New mixing valve was installed in the boiler room to bring hot water temp up

Improvement projects at the Freeman-Kennedy School include:

- Continue to make improvements to the HVAC system
- All HVAC rooftop units have been serviced, with all known deficiencies corrected
- Support technology department with relocation of existing cameras and installation of new cameras
- Cafeteria stage discrepancies fixed, and stage repainted
- Electrical upgrades/repairs in the kitchen
- Rubber roof above school administration area scrubbed and cleaned
- Fencing areas around the property inspected for damage and refortified selected areas
- Worked in conjunction with school partners to plant a tree near Boardman Street school entrance

District Wide improvements include:

- Safety training continues for the entire custodial staff that includes efficient cleaning techniques, personal protection, equipment usage and dealing with blood borne pathogens
- Integrated Pest Management (IPS) plans: fully compliant with state regulations
- Safety data centers are monitored: Each school has two stations with a fully updated safety data sheet for each chemical that the facilities/cafeteria uses
- Facility Dude software is still being used for town and school buildings as an asset management and work order system
- Continually work on painting areas that are in need throughout the year
- Saturday regular shift custodian has helped increase profit from rentals by not paying overtime salary
- Purchase of gas meter to monitor harmful gases
- Bodily fluid cleanup kits ordered and stowed in school kitchens per health code

A preventative maintenance plan is in place for all mechanical devices district wide. All cleaning products continue to be safe, non-toxic products district wide. We continue safety training for all custodial staff. We have implemented a district wide web-based work order and management system.

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

NORFOLK PUBLIC LIBRARY

The Norfolk Public Library strives to serve everyone in the community by offering a wide variety of free services and programs to patrons of all ages. We continue to explore and expand on services in order to reach the needs of all residents as evidenced in 2019 as we provided services at community events such as Norfolk Community Day and the Summer Farmers’ Market. We also established an initial effort to offer home delivery services in partnership with the Council on Aging.

In terms of statistics, 2019 was a very busy year at the NPL. Checkouts of physical items increased by 13.2% from the previous year and the use of digital media items increased as well by more than 18% over 2018. Hoopla Digital (which consists of videos, music, audiobooks, eBooks, and comics) has consistently been popular with residents, and with the support of our Friends group, we were able to raise the monthly limit from four to six check out items per patron. New items were added to our Stuffbrary collection such as an air fryer, a camera, a drill, giant yard games, and a metal detector. Numerous other exciting collections were created last year for example the adult graphic novels, board game collection, and book club kits.

We organized an array of programs for patrons of all ages in 2019, including: a Baby Prom, Frozen party, Harry Potter Day (organized by the Junior Advisory Board), Touch a Truck, a Countdown to Noon Year’s Eve celebration, book discussion groups with new ones added such as YA for Adults that meet at local restaurants and Taste of Poetry which discusses one poet a month, Brew Night at the Library, a craft swap, talks from local authors like Marjorie Turner Hollman and Arlyn Halpern, a moon landing party to celebrate the 50th anniversary of landing on the moon, a Bad Art Night, technology workshops and one-on-one assistance, as well as craft workshops using our new online resource *Creative Bug*. The Children’s Librarians also started some new and wonderful programs in the fall which have been very well received: a Code Club, Read It and Eat It Junior Edition, and Bookworms, a book club for grades K-3. We had a great turnout for our first annual Library Open House in October with a reptile show and cake! We partnered with NCTV on technology tutorials, the Garden Club of Norfolk to start a Seed Lending Library, and the Council on Aging to start a monthly book group.

The Norfolk Public Library Youth Services Department was awarded \$1,805 for a STEAM grant by the Massachusetts Board of Library Commissioners to create activity backpacks. These backpacks are available to be checked out by local families. Some of the themes include: circuits, electricity, nature walks, anatomy, numbers, and letters.

In 2019, we were able to achieve one of our goals by repurposing a part of the library so that it would cater exclusively to Norfolk teens. This space is dedicated to making teenagers in the community feel both safe and welcome in places other than at school or at home. It is a special area that invites our young people to feel comfortable while affording them the opportunity to mingle with existing friends and allowing new ones to form.

Here is the NPL Fact Sheet for 2019:

Collection Size	154,427
New Items Added	6,055
Circulation	107,584 Physical Items 16,305 E-Books, Downloadable Audio & Video
Staff	4 Full-time / 10 Part-time
Patrons with Library Cards	7,854

Interlibrary Loans	23,483 Sent 13,372 Received
Hours Open Per Week	50 hrs. 54 hrs. October - April
Library Visits	73,951
Library Sponsored Programs/Attendance	653 Programs / 9,041 in Attendance
Volunteers	92 Volunteers / 1,988 Volunteer Hours
Meeting Room Reservations by Community Groups	541
Passport Applications Accepted	672
17 Public Computers	Averaging 63 Logins Weekly

Thank you to the community and those that participated in the Strategic Planning Committee last year! With the feedback provided, the Norfolk Public Library was able to create a new five-year Strategic Plan that reflects the needs of residents. It can be accessed on our website.

Last year, three esteemed employees retired: Kathy Astley, Anne Czarnowski, and Emily Ellen. We thank them for their expertise and years of dedication to the library. We will continue to solicit and value their input as patrons and volunteers of the NPL.

Joining the NPL team were three new hires: Heather Barr, Rachel Matthews, and Suzanne Reynolds-Alpert. Each of them brings a variety of useful knowledge, and all of them have made a seamless transition into our system. We look forward to their continued growth as well as significant contributions to the library that will enhance and service the entire community. Norfolk Public Library is fortunate to have these dedicated professionals as part of our organization.

Long time Trustee and library volunteer, Glenn Hill, resigned from the Board of Trustees after many years of dedicated service. Jennifer Oliver was appointed to serve the remainder of his term by the Board of Trustees and Select Board.

We would like to sincerely thank our Friends group for all that they do to enhance library services in Norfolk. 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 group, led by President Nanci Murphy, is staffed entirely by a team of enthusiastic and dedicated volunteers. In 2019, as in years past, the Friends sponsored the majority of programs at NPL, including, but not limited to: the Summer Reading Program, preschool monthly sing-alongs with Ed Morgan, Read It & Eat It, our cookbook discussion group, "No Fail" Crafts, an Instant Pot cooking demo, a Peking & the Mystics concert, Creative Dance for children, talks with artists such as Michael Tougias, Eric Jay Dolin, and Anthony Sammarco, yoga and other fitness classes, a Cactus and Succulent potting workshop, and a painting workshop with Frances Feloni. The Friends also fund thirty-three digital magazine subscriptions, the Marquee Movie Collection, and Hoopla. Of the nineteen museum passes available at NPL, the Friends sponsor thirteen. Norfolk Community League generously sponsors the library pass for the Museum of Science. The Norfolk Lions continue to fund the Boston Children's Museum and the Institute for Contemporary Arts, Boston (ICA).

The NPL is profoundly grateful for our amazing volunteers of all ages who dedicate their time and talent throughout the year performing a wide variety of tasks that are a vital part of the daily operations of the library. In 2019, 92 volunteers donated 1,988 hours of their time. Their contribution is invaluable and we truly do not know what we would do without their commitment and hard work!

The Norfolk Public Library remains a valuable resource for the town and strives to be the community hub of information, programs and activities where residents' educational, informational, and recreational needs are met. The Board of Library Trustees and the staff would like to thank everyone in the community for their continued support. We hope that you will visit us soon to explore and enjoy all that the library has to offer.

Respectfully submitted,

Board of Library Trustees

Patti McCarty, Chair

Kenneth Nelson, Clerk

Jennifer Oliver, Member

Libby O'Neill, Library Director

CULTURAL COUNCIL

In January and February, the NCC organized a photography show called "Glimpses of Norfolk" at the Public Library featuring photographs of past and present-day Norfolk. A reception was held on February 9th.

In March, April, and May, the NCC organized and installed our annual juried art show at the NPL. The reception took place on April 20th and awards were given to top artworks created by local artists. In the spring, we also conducted a community input survey as required by the Massachusetts Cultural Council.

Over the summer, the NCC took time to focus on development, including recruiting new members, and publicity goals. The NCC also participated in activities at the Community Day celebration.

In September and October, the NCC publicized the application window for grant applications.

In December, the group discussed grant funding and voted on which programs would receive funding for the upcoming year. Applicants were notified in late December and early January.

Taylor McVay
Chair



Planning & Development

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 reviews.

The 2019 Norfolk Planning Board consists of five (5) volunteers who are elected for three-year staggered terms plus 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.

In 2019, the Planning Board reviewed and approved three (3) Special Permits for Estate Lots at 102 Cleveland Street, 32 Fredrickson Road and 81 Park/Berkshire Street.

Seven (7) site plans were reviewed and approved that included commercial buildings at 273 Dedham Street, 3 David Road, 5 Shire Drive, 5 Philips Way, 7 Shire Drive, 282 Dedham Street, 6 Hill Street, and a parking lot expansion at King Philip Middle School at 18 King Street. Additional site plans at 6 Hill Street and ground mounted solar array projects at Meetinghouse Road and 15 Lincoln Road are still under review as of the end of the year.

The Planning Board also reviewed and approved a three (3) lot definitive subdivision off 113 North Street called "Ox Pasture."

In other business, there were a few zoning changes in November: (a) to amend Section F11. SITE PLAN APPROVAL of the zoning bylaws to create 3-tiered site plan approval process and require any commercial site to have a site plan as a base, (b) an amendment to Section F.7.e of the zoning bylaws to transfer responsibility for approval of parking areas in front yard in several zoning districts from the Zoning Board of Appeals to the Planning Board, and (c) a zoning amendment was passed to update the Town's zoning map to include the new Holbrook Street well field boundaries.

The Planning Board and the B-1 Zoning District Working Committee spent many hours working with the Metropolitan Area Planning Council (MAPC) to study zoning recommendations, design guidelines, and other actions to support mixed use development in Town Center. This work builds upon the vision established for the Town Center through the Town of Norfolk Master Plan and builds on recommendations of the 2018 Townwide Economic Development Plan.

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.

Consulting engineering services were performed by BETA Group, 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 Planning Board sends its sincere appreciation and best wishes to former members Gregg Damiano and Kevin Kalkut for their dedication to the Planning Board and the Town of Norfolk.

For further information about the Planning Board, please consult our web page at norfolk.ma.us or contact Richard J. McCarthy, Town Planner or Betsy Fijol, Executive Assistant.

Respectfully submitted,

Norfolk Planning Board
Walter Byron, Chair, 2022
John Weddleton, Vice Chair, 2020
Gary Searle, Clerk, 2022
Erin Hunt, Member, 2021
Chad Peck, Member 2020
Peter Svalbe, Associate Member, 2020

RECREATION COMMISSION

The Recreation Commission consists of five elected commissioners and the Recreation Department consists of a full-time Director, Ann Proto, and Assistant Director, Kathy O'Brien, along with year-round program instructors, seasonal employees, and contractors. Norfolk Recreation's mission is to be a leading contributor to residents' community spirit, health, and opportunity by offering a variety of recreational programs, free community events, and by providing well-kept and safe playing fields.

Norfolk Recreation offers year-round programming for all age groups. These programs are fee-based or free to the community. The fees collected from our programs pay for the programs themselves and also pay for the free programs and events we sponsor as well as 17 hours of weekly administrative support. We do not receive any tax dollars for programs or events.

Norfolk Recreation offers a wide variety of programming with our own instructors and is pleased to partner with local organizations to enhance program choices such as NCTV, Forekicks, Wrentham Recreation, and Fungineers, along with the staff and coaches at Norfolk Public Schools and the King Philip Schools. In 2019, we offered over 250 program options and accepted 4950 registrations. This translates into attendance at over 25,000 individual classes. Some of the more popular programs include Norfolk-Wrentham Youth Basketball, the Summer Playground Program, Drama Kids, Paint Nights, Mommy, Music and Me, Karate/Stranger Danger, Super Sports, Pickleball, Futsal, and Men's Basketball.

Residents are notified of program offerings through the distribution of the program brochure three times a year as well as through our website. Each brochure has a "Community Page" that lists free community events sponsored by local organizations. The free programs we offer, such as the Summer Concert Series, the drop-in Summer Playground, the Tree Lighting Celebration and Easter Egg Hunt are all advertised in the brochure and on our website.

Along with programming, Recreation allocates the playing fields to local sport organizations through a series of scheduled field allocation meetings. Field requests are prioritized with Norfolk and King Philip organizations receiving fields before all others. We are pleased to be able to provide fields to the King Philip High School JV Soccer teams and practice fields to the Boys Varsity Soccer team. Each week, the fields can have from 1,000-2,500 users on the fields. Norfolk Recreation manages the field user fees that players pay in order to use the fields which, in turn, are used to offset field maintenance costs.

In the spring of 2019, Norfolk Baseball and Norfolk Recreation partnered and added two new dugouts at the Pond Street Little League field. In the fall of 2019, Norfolk Recreation received approval at Town Meeting to fund the restoration of two baseball fields and one softball field with CPA funds. This work will take place in the spring of 2020. In 2019, a well was drilled with CPA funds at Freeman-Kennedy fields for irrigation. This project will continue into 2020. Additionally, bleachers were purchased for the AAA baseball field and installation will be complete by the start of the 2020 season.

Recreation works closely with the Department of Public Works (DPW) and sport organizations to maintain the playing fields at the Freeman-Kennedy School and Pond Street Recreational Complex. The primary goals of field and park maintenance are safety, playability, and durability. DPW is responsible for regular maintenance of the fields and parks and Recreation is responsible for contracting out services above and beyond the Town's ability such as aerating and topdressing using the field user fees.

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 including the Norfolk Cultural Council, the Norfolk Community League, and the Norfolk Lions Club. We also would like to thank both the Norfolk Elementary Schools and the King Philip Schools for being supportive and cooperative partners.

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

Respectfully submitted,

William Rigdon, Chair

Liza Carreiro, Clerk

Mark Edwards, Member

Brendan Carty, Member

Charles Iocono, Member

Ann Proto, Recreation 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 Select Board. Having ended 2018 with a full board, 2 associate members resigned during 2019, and both were replaced in October, bringing the Board back to full membership to close out 2019. The Board schedules a meeting on the 3rd Wednesday of every month, unless the workload dictates additional meetings. Twenty-five meetings were held in 2019.

During the 2019 calendar year, the Board received applications for 20 Special Permits (SP), 2 Appeals and 2 Comprehensive (40B) Permits. The Board granted 14 of the Special Permits, 2 were withdrawn and 4 were pending at the close of the year; all 3 of the SP pending at the end of 2018 were withdrawn during 2019. Of the 2 Appeals submitted in 2019, 1 was granted, and 1 was withdrawn. The single Appeal pending at the end of 2018 was also withdrawn in 2019.

The Board had 4 pending Comprehensive Permit (CP) applications at the close of 2018. "The Enclave," located on Village Green and consisting of 40 units contained within 20 buildings, was approved with conditions in April, 2019. The three other CP are still in the active hearing stage: "Lakeland Hills," located at 144 Seekonk Street, and "Abbyville," located at 17 Lawrence Street, and encompassing 2 permits. In addition, the hearing process has begun for "The Residences at Norfolk Station," located at 194 Main Street, which was submitted this year. The other Comprehensive Permit submitted this year, "The Residences at Pine Street," was "stayed" and remains on hold until the close of at least one of the current CP hearings.

Respectfully submitted,

Christopher Wider, Chair - 2022

Michael Kulesza, Vice-Chair – 2021

Joseph Sebastiano, Co-Clerk – 2024

Donald Hanssen, Co-Clerk – 2020

Devin Howe, Full Member - 2023

Josephine Cordahi, Associate Member – 2020

Timothy Martin, Associate Member - 2020

Robert Luciano, Associate Member – 2019 (Resigned June, 2019)

Medora Champagne, Associate Member – 2019 (Resigned September 2019)

BUILDING INSPECTIONAL/ZONING ENFORCEMENT

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 and repairs to demolition of structures. Mechanical, Electrical, Plumbing and Gas permits are also issued from this department.

Permits Processed in 2019:	Permit Totals	Fees
• Building	406	\$169,793.33
• Sheet Metal	91	\$ 22,775.00
• Electrical	407	\$ 55,868.74
• Plumbing	171	\$ 24,100.00
• Gas	137	\$ 16,205.00
• Total	1,254	\$315,648.91

Robert J. Bullock
Building Commissioner



Human Resources

NORFOLK COUNTY REGISTRY OF DEEDS

2019 Annual Report to the Town of Norfolk

This year we celebrated the rededication of the Norfolk County Registry of Deeds building. The rededication event was the culmination of an extensive repair and renovation project completed at the Registry during the 2019 calendar year. The improvements made at the Registry, including new wiring, painting, and repair of ceiling and roof, will allow for further efficiencies for both our employees and customers alike.

The rededication event also saw the release of our Notable Land Records Book Volume 2. We highlighted a notable citizen from each of the twenty-eight Norfolk County communities. These notable citizens included those who have contributed at the local, state and national levels. In addition, the honorees have distinguished themselves in many fields of endeavor including the arts, medicine, law, military, diplomacy and government.

The Registry of Deeds is the principal office for real property records in Norfolk County. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, 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.

2019 Registry Achievements

- Register William P. O'Donnell and his staff continued their direct outreach to town halls, senior centers, businesses, historical commissions and civic groups across Norfolk County. The Register held office hours at Norfolk Town Hall on March 14th.
- The Registry of Deeds 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 requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers 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 2019, the Registry collected approximately \$55 million in revenue.
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2019, we again filed legislation to advocate for mortgage transparency by requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, approximately 1,685. The Registry is approaching 50% of its recordings being done electronically.
- In 2019, we hit a record high of recording our 37,380 Registry of Deeds book. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.

- In calendar year 2019, the Registry processed over 12,000 Homestead applications. The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.
- The Registry continues to fine tune its completed History Comes Alive Transcription program. The initiative, the first in New England, makes land recorded documents written by scribes of the 18th and 19th centuries in the old cursive hand writing style much easier to read by converting the words into easy-to-read electronic text. The program earned the praise of two-time Pulitzer Prize historian, David McCullough.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- We also continued our commitment to cyber security with annual training of our employees.
- We have enhanced our website by including a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law.
- The Registry's website www.norfolkdeeds.org routinely updates the public on such news as real estate statistics, answers to frequently asked questions, the latest schedule for our community outreach initiatives, along with detailing of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service allows any county resident to opt in to this free notification service and be alerted when any land document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org. Currently, over 1,100 Norfolk County residents are signed up for this program.
- Register O'Donnell hosted a free computer seminar at the Registry to provide hands-on-training to the general public, municipal officials, real estate professionals, genealogists, and anyone with an interest in Norfolk County land documents.
- The Registry continued its community outreach commitment by working with Interfaith Social Services of Quincy, Father Bill's & MainSpring of Quincy, the VA Boston Healthcare System, Voluntary Service Program and InnerCity Weightlifting on our 'Suits for Success' program. We also support the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. Our Toys for Tots' Drive has collected over the years over 2,000 presents. Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. This year's food drive collected enough groceries and household products to be able to visit multiple food pantries. Finally, the Registry has received more than 4,000 pieces of clothing donations for our "Suits for Success" programs.

Norfolk Real Estate Activity Report January 1, 2019 – December 31, 2019

During 2019, Norfolk real estate activity saw decreases in both total sales volume and average sales price.

There was a 2% increase in documents recorded at the Norfolk County Registry of Deeds for Norfolk in 2019, resulting in an increase of 45 documents from 2,336 to 2,381.

The total volume of real estate sales in Norfolk during 2019 was \$118,970,790, a 60% decrease from 2018. The average sale price of homes and commercial property was also down 58% in Norfolk. The average sale was \$553,352. These figures were impacted by the \$177.6 million sale of Steward Hospital, which includes property in Norfolk, that took place on June 28, 2018.

The number of mortgages recorded (553) on Norfolk properties in 2019 was up 20% from the previous year. Also, total mortgage indebtedness increased 35% to \$190,608,099 during the same period.

There were 3 foreclosure deeds filed in Norfolk during 2019, representing a 50% increase from the previous year when there were 2 foreclosure deeds filed. Homestead activity decreased 2% in Norfolk during 2019 with 260 homesteads filed compared to 264 in 2018.

The Norfolk notable land deeds selection for the Notable Land Records Volume 2 booklet was Franklin W. Mann, physician, inventor and scientist. Born in Norfolk and raised on the family farm, Franklin Mann was the youngest of six children. He earned his Doctor of Medicine degree from Boston University and established a general practice including obstetrics. As a businessman he invented a machine for chopping slaughterhouse bones into bone meal for chicken. From the money he made from the Mann Bone Cutter he retired from medicine and focused on the investigation of rifle ballistics. His research, "The Bullet's Flight from Powder to Target," was a groundbreaking study. Mann died at age 60 in 1915.

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,

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

	2018	2019
Burial Permits	13	17
Form 1.0 (Review for home Improvement)	28	31
Perc Testing	126	48
Well Permits	17	15
Septic System Permits:		
New Construction	17	22
Upgrades	22	31
Component Replacements	37	41
Variance Hearings	1	7
Food Establishments	47	44
Tobacco Sales	7	7
Refuse Haulers	7	6
Septic Installers	53	52
Septage Pumpers	16	19
Camps	4	4

Other Board Issues

The Board of Health sponsored its annual Rabies Clinic on Saturday, April 27, 2019 at the Norfolk DPW facility on Medway Branch Road. Dr. Shelly Sandler, D.V.M. and staff vaccinated a total of 13 dogs and cats of Norfolk residents and surrounding towns.

In 2019, the Norfolk Board of Health voted to enact a regulation entitled "Regulation of the Norfolk Board of Health Restricting the Sale of Tobacco Products." The regulation includes, but is not limited to, prohibiting the sale of flavored tobacco products, including mint, menthol and wintergreen flavors, except in smoking bars and adult-only tobacco stores.

The Board of Health partnered with Walgreens Pharmacy and the Walpole Area VNA to sponsor a Seasonal Flu Clinic on October 16, 2019 at the Senior Center and vaccinated 89 residents. The Board of Health used the Flu Clinic as part of an Emergency Preparedness Drill in order to train staff and volunteers in the event of real-life emergency. Many thanks to Rite Aid, WAVNA, Council on Aging, and the volunteers that make this event possible.

The Walpole Area Visiting Nurse Association (WAVNA) provided public health nursing services for the Town of Norfolk again this year. Our public health nurse, Alyssa Kaiser, works closely with the BOH Executive Assistant to address any and all public health concerns and submits, reviews and provides follow-up of the Town's infectious disease reports. The WAVNA provides monthly blood pressure screening and additional health care related services for seniors at the Senior Center and attended our Annual Flu Clinic and was available to provide vaccine for residents without health insurance. Our public health nurse has attended emergency preparedness planning meetings both at Town Hall and off site for the BOH Emergency Dispensing Site Plan and has connected with the Healthy KP Coalition as a representative of Norfolk.

The Board's all-volunteer Medical Reserve Corp (MRC) team has been revitalized and has grown to include almost fifty residents with medical and non-medical backgrounds. The purpose of the MRC is to generate community awareness to educate our town on how to prepare for an emergency. The MRC meets monthly and has begun to host training classes and guest speakers. Becoming an informed citizen and being prepared for an emergency can help save lives-consider joining the Norfolk MRC. Visit the Board of Health web page for more information on the MRC.

The Board of Health funded the Town's Blackboard Connect 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 "Citizen Alerts" link 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.norfolk.ma.us or contact our Executive 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, Chair
Frances Sullivan, Clerk
Ilene Segal, Member

NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

Surveillance

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus isolations in the town: 8 samples submitted, no isolations in 2019
Requests for service: 259

Water Management

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	32 culverts
Drainage ditches checked/hand cleaned	9,740 feet
Intensive hand clean/brushing*	1,100 feet
Mechanical water management	0 feet
Tires collected	4

**Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

Larval Control

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	108.8 acres
Summer aerial larvicide applications(May – August)	0 acres
Larval control - briquette & granular applications by hand	1.7 acres
Abandoned/unopened pool or other manmade structures treated	1

Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra-low volume (ULV) applications from trucks	4,906 acres
Barrier applications on municipal property	1 application (total of 25-gallon mix)

Respectfully submitted,

David A. Lawson
Director

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) 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 \$10.4 million, with about 38% of that sum coming from State matching funds. At 2019 year end, the fund had an unencumbered balance of \$3.1 million, exclusive of the funds earmarked for projects already approved. To date, the CPC has spent or allocated about \$ 7.3 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 Town vote. Norfolk's CPA fund now collects less money locally, as well as receives significantly reduced State match funds, which have averaged only 25% since 2014.

During the past year, the CPC reviewed funding applications and worked with various groups and individuals 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:

- The Recreation Department made progress on a well and irrigation system for up to five athletic fields at the Freeman-Kennedy School. This CPA-funded project was approved by voters at the 2017 Spring Town Meeting.
- Discussion and investigation continued about the proposed development of a rail trail in the Pondville section of Norfolk on property that is privately owned. Ultimately, the CPC concluded that it could not legally meet the asking price for the parcel and the proposal was tabled.
- May 2019 Town Meeting voters approved the spending of \$25,000 from Community Preservation Fund Historic Reserves for the restoration of the exterior of the historic Tramp House on Town Hill. The work was completed in the fall of 2019, and the Historic Commission opines that the building looks better than ever!
- At the November 2019 Town Meeting, voters approved an expenditure of \$10,000 from the Historic Reserves for the purpose of removing, repairing, resetting, and cleaning approximately 40 headstones in the Norfolk and Pondville Cemeteries that have broken over time. The project should be completed during 2020.
- Voters in November also approved a \$500 project from the Historic Reserves to build and install a display case for historic items, to be located outside of meeting room G-7 in Norfolk Town Hall. This will be similar to existing display cases near the Historic Commission office, and will be removable in the event that the roll-up window is utilized in the future.
- In November, voters agreed to appropriate \$40,000 from the Open Space and Recreation Reserve for a three to five-year weed control program to preserve Highland Lake and City Mills Pond. Water chestnut, which spreads exponentially, has been removed from Highland Lake by hand and mechanical means in the past, but an ongoing control program is necessary to preserve the open water.
- A \$90,000 expenditure from Open Space and Recreation Reserve was also approved by November Town Meeting to rehabilitate and restore three Norfolk ball fields: The Little League/AAA Baseball Field and the Softball Field at the Freeman Kennedy School, and the Babe Ruth Field at the Pond Street Complex. These fields require restoration beyond what can be done by DPW to bring them up to field standards, with the goal of having them completed for the 2020 season.

- The CPC had discussions with several Norfolk property owners, exploring conservation, recreation, and acquisition options for their parcels. We also had several conversations regarding historic preservation projects.

Please visit www.norfolk.ma.us 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 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 (COA) is made up of nine members appointed by the Select Board. The Council can also appoint an undesignated number of associate members. The mission of the Norfolk Council on Aging is to identify and address the diverse needs of residents age 60 and older, as well as disabled residents. The Senior Center provides a warm, welcoming place for people to stay connected and age well. We strive to offer a wide variety of programs and services that enhance the quality of life, promote healthy aging and foster independence in our senior population. We also serve as an advocate on issues that impact seniors and provide information and referrals to community resources for seniors, their families and caregivers.

The COA works closely with the Executive Office of Elder Affairs, the Massachusetts Council on Aging (MCOA), HESSCO (Health and Social Services Consortium, Inc.) Elder Services, the Friends of the Council on Aging, other area agencies, state legislators and local officials to ensure that the needs of Norfolk seniors are being met.

The Council employs a full-time director, and part-time positions including: program coordinator, outreach coordinator, administrative assistant and bus driver.

The Council receives a formula grant from the Executive Office of Elder Affairs (EOEA) in the amount of \$19,548 which is used primarily to pay the MCOA annual dues and conference fees, newsletter postage and program instructor fees. We also have a small expense budget from the Town and are grateful that the residents supported a revolving account last year so that we can continue to improve our programs.

The Norfolk Senior Center's monthly newsletter, "The Silver Set Gazette," was expanded last year due to local businesses advertising support. Approximately 800 copies are mailed to Norfolk seniors. The newsletter can also be accessed online through the Town's website and through our Facebook page, www.facebook.com/NorfolkSeniorCenter. It contains a calendar of events as well as resource information including property tax relief programs, SHINE (Serving the Health Insurance Needs of Everyone on Medicare) counseling, fuel assistance, food stamps and transportation options.

The Council on Aging gratefully acknowledges the assistance and support of the EOEA, HESSCO, Norfolk Facilities, DPW, Board of Health, IT, Fire and Police Departments, Norfolk County Sheriff's Office, Walpole VNA, Norfolk Cultural Council, Norfolk Community TV, Lions Club, the Friends of the Council on Aging, all our community partners and our many volunteers.

The Council on Aging meets at 9:00 a.m. on the fourth Friday of each month at the Senior Center. All are welcome to attend.

Council on Aging	Term Expires
Deborah Grover, Chair	2021
Gerald Calhoun, Vice Chair	2020
Mary Nuhibian, Secretary	2020
Janice Axberg	2020
Karen Edwards	2022
Linda Hennessy	2022
Thomas Mirabile	2021
James Schweitzer	2021
Vacancy	2022

HISTORICAL COMMISSION

The Norfolk Historical Commission (NHC) strives to maintain the historical integrity of our town. We have undertaken and maintained several initiatives during 2019. The computer transcription of the 1950s typed manuscript of Bertha Fales was completed; the first proof was printed and has been edited. We expect publication of *The History of Norfolk by Bertha Fales* to appear early in 2020. Another book, *Every Picture Tells a Story, Part 1* is in the works, and publishing is anticipated in 2020. We published the Sesquicentennial (150 years) edition of a 2020 calendar entitled *Center of Norfolk 1870* depicting photos of local historical sites in town during that time period. Proceeds from calendar sales will be used to defray publishing costs of our books. We are working with Our Town Publishers in Medway, MA on all three of these projects. Restoration repairs were made to The Tramp House and the exterior was painted. This project was made possible with a funding grant from the Community Preservation Committee (CPC) that was approved at Town Meeting, and the contract for this project was awarded to Sam Zeigler. A historical marker for the Job Dupee house located at 69 North Street was presented to the current owner, Brian Haynes. Restoration of the friezes from the Center School was started in 2019; they were gifts donated to the town in 1908 by one of the classes and hung above the desk of the principal, Clarence Washburn, in Center School. The friezes are copies of the originals which are from a cathedral in Florence, Italy. The two copies we have are entitled, "Boys Singing from Scrolls" and "Boys Playing Trumpets." It is said that the friezes were found in the rubble after the Center School burned down. They were donated to NHC by Gus Pearson and have been stored in the Tramp House for several years. The restoration entails very delicate and tedious work; the Caprioni Collection, an art gallery in Woburn, has offered their assistance in the restoration procedure. To begin the process of controlling the overgrown weeds devastating Norfolk's bodies of water, about ten tons of weeds were removed from Highland Lake using a machine harvester rented from Solitude Lake Management Company. The Town funded the project, and the Highway Department was instrumental in completing the work. Sadly, NHC approved the demolition of the Longobardi home, barn and other farm buildings located at 360 Main Street in the area of City Mills. The Camger Corporation now owns the property and plans to build a commercial building that resembles a barn on the site. Some of wood from the original barn may be repurposed as furnishings. A commemorative panel was designed, made and installed at 29 Valley Street site of the house built by Virgil S. Pond circa 1890 – 1910. The Pondville Post Office was located in the basement for a time, and the porch served as a general store. The house was demolished approximately two years ago, and condominiums now stand in its place. The developer asked to pay respect to the old historic house at 29 Valley Street by providing this panel. The public is invited to stop by and view the site as it looked way back in time. Work to restore stones at Norfolk and Pondville Cemeteries continues with the help of CPC grant funds. Pamphlets for "A Walking Tour of Historical Sites in Norfolk Town Center" have been replenished at the Norfolk Public Library. A brochure for "A Walking Tour of Pondville" is in the planning stage. We started an inventory of books to categorize all of the titles in our archive collection. In conjunction with the Garden Club's dedication ceremony of the Rose Garden, the Tramp House was open to the public on June 15th. The sale of sweatshirts and mugs continues to be successful; we started these initiatives in an effort to instill enthusiasm for our town and commemorate the upcoming celebration in 2020. We are grateful to Town Clerk Carol Greene for selling these items from her office. NHC members have been working diligently to plan events to celebrate Norfolk's Sesquicentennial Birthday. We are working on a Time Traveler's Birthday Party featuring notable residents of Norfolk's early history who will travel forward in time to share in the celebration. Norfolk was first settled in 1669 as part of Wrentham and became a separate town in 1870. Norfolk's official 150th birthday is February 23, 2020.

Norfolk Historical Commission Board Members:

Betsy Pyne, Chairman
Geri Tasker, Secretary,
Sandra Paquette, Treasurer
Barbara Bartholomew
Marcia Johnston
Gail Sullivan
Betsey Whitney

Associate Members:

Donna Jones
Kathy Lang
Michelle Maheu
Thelma Ravinski

MUNICIPAL AFFORDABLE HOUSING TRUST

The Norfolk Municipal Affordable Housing Trust (NMAHT) generally meets on the second Tuesday of each month at 3:00 PM. NMAHT is presently made up of seven members with the Town Administrator 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 5.3% (as of December 31, 2019). Additional properties are added throughout the year. 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. The Mission of the Norfolk Affordable Housing Trust is to meet the 10% state mandate and to help families improve their position and help them become part of our community.

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 \$89,200. 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 over-looking 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. The Affordable Housing Director is available to provide lottery services to other communities for a fee. These fees are paid directly to the Norfolk Municipal Affordable Housing Trust.

The Trust is currently beginning to investigate the possibility of providing affordable housing services to other Communities (through inter-municipal agreements) to assist them and defer Norfolk NMAHT costs.

Accomplishments

1. Purchased seventeen (17) 2 & 3 bedroom homes over the last six years.
2. Have sold three of the five town home units located in Meetinghouse Village. Proceeds from this agreement will be deposited into the Affordable Housing Trust Fund.
3. Sold five (5) units at lottery to qualified affordable buyers on Meeting House Road for developer.
4. Developed and initiated with Town Planner the first (PILOT) Payment in Lieu Of for an affordable unit.
5. Anticipate providing lottery services for 10 affordable units within Norfolk starting in spring of 2020.
6. Represented a Medway developer for a fee (\$5,000) to provide lottery services for the sale of one unit.

Tom Cleverdon, Chair
Mark Henney, Vice Chair
Sandra Smith, Clerk
Shana Kennedy, Trustee
Robert Shannon, Trustee
William Conklin, Trustee
Blythe Robinson, Town Administrator
Susan Jacobson, Director

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 qualified and 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 (2010 Census), our Town is serviced by a part-time Veterans' Service Officer. Since June 2011, Norfolk resident and veteran Bill Conklin has served 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 if disabled, 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



Natural Resources

CONSERVATION COMMISSION

The Conservation Commission consists of seven members with staggered terms of 3 years; all are appointed by the Select Board. The Conservation Commission began 2019 with a staff of four dedicated volunteers, and was pleased to welcome three new members throughout year; one member resigned, and the Commission closed out the year with six members.

The Conservation Commission meets monthly on the 2nd Wednesday of each 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, maintains public office hours on Monday through Thursday from 9:00 A.M. to 3:00 P.M. in the Conservation Office, Room 106 at the Town Hall.

During the 2019 calendar year, the Commission conducted public hearings for 22 Notice of Intent (NOI) applications, a notable increase over 2018's five NOI filings. Twenty Orders of Conditions (OOC) were issued, two NOI were pending at the close of the year. The Commission also issued five Extensions to previously issued OOC; three Full Certificates of Compliance were issued, as were five Certificates of Release, a minor change to an existing OOC, and withdrawal without prejudice was granted to an NOI filed in 2018. Hearings were also held for 2 Abbreviated Notices of Resource Area Delineation, and 4 Requests for Determination. Two Orders of Resource Area Delineation were issued, as well as 4 Determinations of Applicability, and withdrawal without prejudice was granted to a Request for Determination filed in 2018. An Open Space Deed was signed for Norfolk Landing and an Emergency Certificate for beaver activity at Stony Brook was ratified.

The Commissioners began and continue to work with Sam Woodward on his Eagle Scout project. Sam proposes to create a 3-4' wide walking trail from the Alice Avenue entrance to Campbell Town Forest that will connect to the existing trail that enters from North Street, installing 20" wide footbridges and erosion prevention controls where necessary. Members of the Commission have walked the trail with Sam, and we look forward to the completion of his project!

Respectfully submitted,

David Turi, Chair 2021

James Wilson, Vice Chair & Clerk 2020

Alexandra Fraher 2021

Fred Laberge 2022

Alex Weisheit 2021

Allen Phinney 2022

Bruce Jacobson (Resigned)

ENERGY COMMITTEE

The year of 2019 was a busy year for the Energy Committee. In late 2018, at fall Town Meeting, a warrant article was approved that funded an energy assessment of Town buildings for energy usage and developed a "road map" to reach a reduction goal of 20% of energy usage by the Town. That work began in January 2019 and continued through the early summer. The efforts of the Energy Committee were supported by a grant that funded the support of and work by the Metropolitan Area Planning Commission (MAPC) who completed the application at no cost to the Town so that Norfolk could apply for Green Community Status. The Application was finalized and submitted to the Division of Energy Resource so that Norfolk would be eligible for a "designation grant" of \$140,000. As the application was submitted at the end of 2019, a notice of Award would take place in 2020 and that will be part of the 2020 Committee Reports. Spoiler Alert – The Town received Green Community Designation on February 4th, 2020 with a grant total of \$144,600 being awarded. Several energy projects will be initiated in 2020.

Respectfully submitted,

The Energy Committee



Facilities' Maintenance

BUILDINGS AND GROUNDS

Improvement projects at Town Hall

- Old, broken Town Hall clock was removed and replaced with an energy efficient clock.
- New carpet installed and new paint applied to the recreation/community room.
- New paint applied to the Finance Director's office.
- Exterior mail drop box lacked security. Removed the old drop box and installed a new secure drop box.
- Collaborated with the IT Department to relocate and install security cameras.

Improvement projects at Norfolk Public Library

- Continue replacing fluorescent lighting with LED.
- Leaking and deteriorating bulkhead removed and new bulkhead installed and painted.
- Replaced/installed emergency exit signs and emergency egress lighting.
- Acquired and installed a smart board in the juvenile fiction area.
- Six-inch sprinkler pipe that was found to have weep holes, replaced and installed with new pipe.
- Panic buttons installed at selected locations in the building to add more security.
- Updated BMS.
- Installed a new dry system for the sprinkler system.

Improvement projects at Council on Aging

- New basement interior/exterior door installed.
- Exterior building repairs for rotted wood for prep of prisoner painting.
- New thermostats installed and occupancy schedules created.
- Installed cubicle partitions creating a staff office space in the reading room.
- Arranged with a vendor to have all lighting replaced in the facility with energy efficient lighting as part of the Town's green initiative. Work to start in 2020.
- Repaired, replaced, and painted rotted trim on the facility's shed.

Improvement projects at Department of Public Works

- New carbon/smoke alarms installed in needed areas.
- Inspected and fixed discrepancies with unsafe electrical wiring and housings.
- Installed new LED lighting and safety cages in vehicle maintenance bays.
- Replaced/installed emergency exit signs and emergency egress lighting.
- Replaced damaged and missing pieces of roof on salt shed. New energy efficient lighting installed in salt shed.
- Purchased secure drop off key box to be installed at vehicle maintenance bay for overnight key drop offs.

Improvement projects at Norfolk Fire Station

- Selected areas of leaking roof resealed.
- Chief's office repainted and new ceiling tiles were installed as well as new ceiling tile installation in the administration office.
- Repainted Animal Control Officer's office.
- Mold testing of the facility and firefighting equipment conducted.
- Electrical work completed for installation of new compressed air station.
- Removed a broken boiler and installed a new boiler.
- Installed new keypad door locks at selected locations around the building for security.

Improvement projects at Norfolk Police Station

- New water piping installed for vehicle washing outside.
- Reflective safety tape installed around the exterior perimeter on light poles.
- Faulty sewer grinder pump removed, repaired, and reinstalled under warranty.

Town-wide improvements

- Continue with replacing outdated lighting with newer energy efficient LEDs.
- Energy saving power strips installed in selected buildings.
- Multiple locksmith repairs on interior/exterior doors of municipal buildings for security purposes.
- Coordinated with Verizon technicians to switch telephone copper lines to fiber lines in municipal buildings.
- Purchased new step ladders for municipal buildings to meet required OSHA compliance.

Respectfully submitted,

Matt Haffner
Director of Facilities



Finances

BOARD OF ASSESSORS

The sales that occurred in calendar year 2018 were inspected during calendar year 2019 to establish the assessment for all properties in Town as of January 1, 2019.

The average residential assessment for single family homes is \$482,155 which is an increase in value of approximately 6%. The average assessed value for commercial and industrial property did not increase in value. The total value for all taxable property in Norfolk for Fiscal Year 2019 was \$1,796,116,495. The total value for all taxable property in Norfolk for Fiscal Year 2018 was \$1,665,413,394.

The tax rate for Fiscal Year 2019 was \$18.29 per \$1,000 for all classes of property in Norfolk. The tax rate for Fiscal Year 2018 was \$18.62.

The assessing department continues to be responsible for inspection of all building permits, sales verifications and cyclical as well as the administration of property tax exemptions for qualifying seniors, disabled veterans, surviving spouses and blind persons. They are also responsible for the commitments and administration of Motor Vehicle Excise tax bills and abatements. Information relative to real estate exemptions or excise abatements is available in the office or on our website.

We were sorry to lose Kathy Mullineaux as she reached her retirement goal after 29 years. We thank her for her service to the Town.

Board of Assessors
Debbie Robbins, Chair
Patricia Salamone, Member
Andrew Bakinowski, Member

TOWN TREASURER/COLLECTOR

The office of the Treasurer/Collector is responsible for the receipt, investment and disbursement of all Town funds. The goal is to achieve these responsibilities while providing the highest level of customer service and support to all of the Town's taxpayers, employees, retirees, and vendors, as well as satisfy the legal requirements set forth in Massachusetts General Laws and the Town's bylaws.

In addition to the Treasurer/Collector, the office is staffed with an Assistant Treasurer/Collector, Payroll Assistant and Revenue Collector.

Collection related duties and responsibilities focus on the billing and collection of real estate and personal property taxes, water payments and motor vehicle excise taxes. Collection of delinquent taxes and water payments are done through various processes such as sending demand bills, applying water liens, utilizing the Deputy Tax Collector as well as Tax Takings which is done annually. The office is also responsible for processing Municipal Lien Certificates and collection of annual parking decals and business licensing fees.

The Treasurer's aspect of this office receives all monies which come into the Town and is responsible for all Town expenditures including vendor payments and the processing of payroll of 550 full and part-time employees. The Treasurer is responsible for investing Town funds, does all short and long-term borrowing which Town Meeting has authorized with the approval of the Select Board, and manages Town-owned properties which may be in Tax Title or Foreclosure.

The Town is on a quarterly Real Estate/Personal Property tax due date cycle being mailed semi-annually. Due dates are August 1; November 1; February 1 and May 1. The Preliminary bills are issued by June 30th for the first and second quarter taxes. Those are calculated by using half of the previous year's total tax bill. The Actual tax bill, calculated at the new tax rate, is issued by December 31st and is for the third and fourth quarters.

Effective January 2020, Water Bills will be on a quarterly billing cycle being mailed quarterly. Due dates will be on or close to February 13; May 13; August 13 and November 13.

There are several options for residents to submit payments to the Town including walk-in counter drop-off, U.S. mail, locked drop-box outside Town Hall parking lot entrance and online payments. Online payments can be made through the Town's website: www.norfolk.ma.us. From the Treasurer/Collector's page, real estate, personal property, and motor vehicle taxes, as well as water bills can be paid. Also, decals for the Transfer Station can be purchased. Payments for other Town department fees and services are also available through those specific departments' pages.

The Treasurer/Collector's office hours are Monday-Thursday 9 a.m. - 6 p.m. The office is closed on Fridays.

Respectfully submitted,

Anne Marie Duggan
Treasurer/Collector

ADVISORY COMMITTEE

The Advisory Committee consists of nine members appointed by the Town Moderator. The Advisory Committee is a statutorily empowered Committee that is required to submit the municipal budget to Town Meeting. Under Norfolk's General Bylaws, the Advisory Committee is responsible for presenting recommendations on all Town Meeting warrant articles and preparing the motions therefor.

Committee members are concerned citizens with a strong interest in the workings of Town government. The Committee's members come from a variety of professional disciplines and each member has experience in the consideration of financial and other matters that may affect municipal governance.

During February and March, the Advisory Committee receives the Select Board's budget and holds budget review sessions with various Town departments and boards. The Committee independently develops a budget for presentation to the Annual Town Meeting and informs the Select Board of any differences with their proposed budget. The Advisory Committee's recommendations on the budget and other warrant articles are mailed to all registered voters.

Each year the Advisory Committee sets aside a sum of money in the Annual Budget which is known as the reserve. The amount of the reserve varies from year to year but is normally \$25,000-\$100,000. During the fiscal year, if a municipal department encounters an "extraordinary and unforeseen expense," it can appeal to the Advisory Committee for a transfer from the reserve. Departments under the Select Board must first secure their approval on the request form before approaching the Advisory Committee.

Advisory Committee Members

Stephen McDonough	2020 (resigned)
Margaret Drisko	2020 (resigned)
Kristen Balash	2020
Jonathan Hurwitz	2020
Arthur Frontczak	2021
Brian Beachkofski	2021
Susan Klein	2021
Michael Hough	2022
David Lutes	2022
Jackie Katz	2022

FINANCE DEPARTMENT

Fiscal 2019 was a very active and productive year for the Finance Department. One of the major accomplishments included the crafting, balancing and approving of the Fiscal Year 2020 operating budget within identified available recurring revenues while maintaining service levels across all Town of Norfolk departments. The operating budget came in at \$42.94M, a 4.2% increase over Fiscal Year 2019 and was passed at the Annual Town Meeting unchanged as presented.

A Fiscal 2019 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 2019 in the amount of \$1,142,024.

At the Annual Town Meeting in May, departmental budget transfers were approved to assist in addressing increased legal fees related to the Conservation Commission of \$10,000 as well as monies allocated for state required storm water permitting (\$40,000), additional salaries for the Police and Fire Dispatch (\$75,000) and a study completed by the Planning Department (Main Street, \$19,000).

The Special Town Meeting in November 2019 authorized a portion of Fiscal Year 2019 free cash to be used for various departmental budgets and to fund capital assets of \$261,575.50 for the Advisory Committee, Town Clerk, Fire Department, Town Counsel, Zoning Board, an electronic message board, HR classification study, OPEB contribution, and Information Technology, Public Works, Town Clerk, Assessors, Police and Fire equipment, capital and vehicle needs. In addition, free cash was utilized to reduce the deficit of \$235,177.07 in the Snow and Ice account.

Included with the Town Accountant's Report is a copy of the Fiscal Year 2020 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 7, 2019, at 7:00 a.m., for the election of town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Tuesday, May 14, 2019 at 7:00 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056, for the convened 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 (3) year term, one Selectman for a one (1) year unexpired term, one Assessor for a three (3) year term, one Board of Health member for a three (3) year term, one Constable for a three (3) year term, one Library Trustee for a three (3) year term, one Moderator for a three (3) year term, three Planning Board members, two for three (3) year terms, and one for a (1) year unexpired term, two Recreation Commission members for three (3) year terms, and one Norfolk School Committee member for a three (3) year term.

Town Administrator's Comments

Article 1 is the Election, which this year includes the election of Town Officials and one ballot question. The Election is held on May 7, 2019.

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.

Town Administrator's Comments

Article 2 requests authorization to pay bills from a prior fiscal year, as of publication we do not anticipate the need to have this authorization.

The Advisory Committee recommends indefinite postponement of this article.

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, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 3 is the Transfer article and asks for authorization to adjust budgets for the current fiscal year.

The Advisory Committee recommends approval of this article.

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, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 4 requests authorization to provide a 1.5% Cost of Living Adjustment to the non-union employees, which is predominantly department heads and part time non-union staff.

The Advisory Committee recommends approval of this article.

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, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 5 is the General Fund budget.

The Advisory Committee recommends approval of this article.

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 Enterprise Fund's maintenance, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 6 is the Water Division "Enterprise Fund" budget. This budget is funded from Water Division revenue.

The Advisory Board recommends approval of this article.

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, operating and incidental expenses not otherwise provided for, for the fiscal year commencing on July 1, 2019; or take any other action relative thereto.

Town Administrator's Comments

Article 7 is the Waste Water (Sewer) Division "Enterprise Fund" budget. This budget is funded from Sewer Division revenue.

The Advisory Committee recommends approval of this article.

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.

Town Administrator's Comments

Article 8 is intended to request authorization to purchase capital items through cash funding. None are anticipated at time of print and this article will be indefinitely postponed.

The Advisory Committee recommends indefinite postponement of this article.

ARTICLE 9

Submitted by the Board of Selectmen

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, 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.

Town Administrator's Comments

Article 9 is intended to request authorization to purchase capital items through debt funding. The Town is seeking authorization to repair a school roof. This will be funded with cash previously received on the school project along with debt funding and reimbursement from the MSBA.

The Advisory Committee recommends approval of this article.

ARTICLE 10

Submitted by the Board of Selectmen

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, borrow or bond pursuant to any applicable statute a sum of money to fund capital and other expense items for the Water Enterprise Fund; or take any other action relative thereto.

Town Administrator's Comments

Article 10 is intended to allow the authorization of capital items for the Water and Sewer enterprise funds. The Town is not seeking any capital items at this time.

The Advisory Committee recommends indefinite postponement of this article.

ARTICLE 11

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.

Town Administrator's Comments

Article 11 is intended to allow any committee or town officer to provide an update.

The Advisory Committee takes no position on this article.

ARTICLE 12

Submitted by the Town Clerk

To see if the Town will vote to amend the Town’s General Bylaws to change all gender specific pronouns to gender neutral pronouns in a manner consistent with the examples below; or take any action related thereto.

- "Board of Selectmen" changes to "the Select Board"*
- "Selectmen" changes to "Select Board member" or "member of the Select Board"*
- "Chairman" changes to "the Chair" or "the Chairperson"*
- "Vice-Chairman" changes to "Vice-Chair" or "Vice-Chairperson"*
- "He" changes to "he/she"*
- "His" changes to "his/hers"*
- "Him" changes to "him/her"*

Town Administrator's Comments
 Article 12 is a request by the Town Clerk to change/update the General Bylaws, which would change all gender specific pronouns as identified above.

The Advisory Board recommends approval of this article.

ARTICLE 13

Submitted by the Planning Board

To see if the Town will vote to accept Tailwind Circle as a public way in its entirety from station 0.00 to station 477.49, and any appurtenant drainage, water and utility easements related to said Tailwind Circle, as laid out by the Norfolk Board of Selectmen and as shown on the acceptance plan dated October 5, 2018 drawn by Precision Land Surveying, Inc., of Southborough, MA and as further described in documents entitled, As-Built in Norfolk, MA-

Tailwind Circle and further authorize the Norfolk Board of Selectmen to acquire by gift, purchase or eminent domain pursuant to Chapter 79 of the General Laws and 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 action relative thereto.

Town Administrator's Comments
 Article 13 is a request to accept Tailwind Circle as a public way.

The Advisory Committee recommends approval of this article.

ARTICLE 14

Submitted by the Board of Selectmen

To see if the Town will reauthorize the spending limits on the following revolving funds previously authorized by the Town; or take any other action relative thereto.

Town Administrator's Comments
 Article 14 is a request to reauthorize existing revolving funds.

The Advisory Committee recommends approval of this article.

Revolving Fund	Department	Expenditure Limit
2100 - Parking Tickets	Board of Selectmen	\$1,000
2101 - Snow Removal	Board of Selectmen	\$20,000
2102 – Recreation Field Maintenance	Recreation Commission	\$100,000
2103 – Conservation Timber Harvesting	Conservation Commission	\$5,000
2104 – Off-site Improvements	Planning Board	\$91,000
2105 – Shade Tree and Scenic Roads	Planning Board	\$10,000
2106 – Wetland Hearing Application	Conservation Commission	\$5,000
2111 – Abutters List	Board of Assessors	\$2,000
2112 – Police Vehicle Details	Chief of Police	\$50,000
2113 – Subdivision Performance Inspection	Planning Board	\$5,000
2114 – Cleaning and Maintenance-Unaccepted	Planning Board	\$30,000
2115 – Community Garden Rental	Board of Selectmen	\$5,000
2152 – Passports	Board of Library Trustees	\$5,000
2155- Lost or Damaged Library Materials	Board of Library Trustees	\$7,500
Zoning Board-Advertising	Zoning Board	\$5,000
Planning Board-Advertising	Planning Board	\$5,000

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 \$15,000 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.

Town Administrator's Comments

Article 15 is a request to authorize the Community Preservation Committee to utilize \$15,000 of CPA funds for Administrative and operating purposes.

The Advisory Committee recommends approval of this article.

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 FY2020 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2020 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2020 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.

Town Administrator's Comments

Article 16 is a standard article that states that we will designate 10% of FY20 CPA revenues towards each of three CPA purposes. The remaining 70% will be undesignated, but would still be required to be dedicated to one of the three allowable purposes.

The Advisory Committee recommends approval of this article.

ARTICLE 17

Submitted by Community Preservation Committee

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, Historic Reserves, \$25,000, for the restoration of the exterior of the historic Tramp House located on Town Hill; or take any other action relative thereto.

Town Administrator's Comments

Article 17 is a request to authorize the Community Preservation Committee to utilize \$25,000 of CPA funds (Historic Reserves) for restorations to the Tramp House on Town Hill.

The Advisory Committee recommends approval of this article.

ARTICLE 18

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.

Town Administrator's Comments

Article 18 is a standard article that allows the Board of Selectmen to utilize Chapter 90 funds from the State for the purposes of improving public roads.

The Advisory Board recommends approval of this article.

ARTICLE 19

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.

Town Administrator's Comments

Article 19 is standard article that authorizes the Selectmen to accept grants on behalf of the Town.

The Advisory Board recommends approval of this article.

ARTICLE 20

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.

Town Administrator's Comments

Article 20 is a standard article which authorizes the Selectmen to accept easements for the purposes of drainage or public ways. We will not be requesting any funding for this purpose.

The Advisory Committee recommends approval of this article.

ARTICLE 21

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.

Town Administrator's Comments

Article 21 is standard article that authorizes the Selectmen to sell surplus property such as furniture or vehicles. This article does not authorize them to sell Real Estate.

The Advisory Committee recommends approval of this article.

TOWN OF NORFOLK
149TH ANNUAL REPORT
Year Ending December 2019

SETTLED: 1678

INCORPORATED: 1870

POPULATION: 10,101 (2019 Town Census)

MCI NORFOLK POPULATION ~1,500

AREA: 15 Square Miles

LOCATION: 20 miles south of Boston, MA - 22 miles north of Providence, RI

BOUNDED BY: Foxborough, Franklin, Medfield, Medway, Millis, Walpole and Wrentham

ELEVATION: 220 feet

VOTERS: 7,340

TAX RATE: \$18.64 per \$1,000

VALUATION: \$1,849,352,415

PROPERTY CLASSIFICATION:

93.0466% Residential

4.0092% Commercial

0.8555% Industrial

2.0523% Personal

0.0363% Open Space

SINGLE FAMILY DWELLINGS: 3,121

FORM OF GOVERNMENT: Open Town Meeting
Select Board

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

Sunday 12:00 – 4:00

See Website for Holiday, Summer/Fall Hours

ABSENTEE VOTING: All Elections, Town Clerk's Office
508-528-1400

QUALIFICATIONS FOR REGISTRATION AS VOTERS:

Must be 18 years of age, American born or naturalized.

Registration: Monday through Thursday 8:00 am to 6 pm at the Town Clerk's office. Special evening sessions for registration of voters held by Registrars preceding elections.

DOG LICENSES:

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

Fees: 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.

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 on February first and 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 (30) days from date of issue.

SCHOOLS:

H. Oliver 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: 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, 2400 JFK Federal Building
15 New Sudbury Street, Boston, MA 02203
617-565-3170

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

REPRESENTATIVE IN CONGRESS:

Joseph P. Kennedy, III – 4th Congressional District
304 Cannon House Office Building
Washington, DC 20515
202-225-5931

District Office: 8 North Main Street, Suite 200
Attleboro, MA 02703
508-431-1110

STATE SENATOR:

Rebecca Rausch-Norfolk, Bristol, Middlesex District
State House, Room 218, Boston, MA 02133
617-722-1555

STATE REPRESENTATIVE:

Shawn C. Dooley – 9th Norfolk District
State House, Room 167, Boston, MA 02133
617-722-2810

NORFOLK COUNTY COMMISSIONERS:

Francis W. O'Brien

Joseph P. Shea

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

REGISTER OF DEEDS – NORFOLK COUNTY:

William P. O'Donnell

649 High Street, Dedham, MA 02026

781-461-6101

TOWN DEPARTMENTS

Town Hall Main Number (508) 528-1408

Accounting/Finance Department	528-5686
Animal Control	440-2816
Assessor's Office	528-1120
Building Department	528-5088
Board of Health.....	528-7747
Community Preservation Committee.....	528-1408 x467
Conservation Commission	541-8455
Council on Aging	528-4430
Department of Public Works	528-4990
Facilities Department.....	440-2820
Fire Department (Information).....	528-3207
Historical Commission	528-1408 x213
Housing Authority	528-4800
Human Resources Director	440-2826
Library	528-3380
Municipal Affordable Housing Trust	440-2812
Planning Board	528-2961
Town Planner	440-2807
Police Department (Information).....	528-3206
Recreation Department	520-1315
Schools:	
Superintendent's Office.....	528-1225
Freeman-Kennedy	528-1266
H. Olive Day.....	541-5475
King Philip High School	384-1000
King Philip Middle School.....	541-7324
Norfolk County Agricultural High School	668-0268
Tri-County Regional Vocational Technical High School.....	528-5400
Select Board/Town Administrator	440-2855
Tax Collector	520-0058
Town Clerk.....	528-1400
Treasurer	520-0058
Veterans' Services.....	440-2830
Zoning Board of Appeals.....	541-8455

POLICE / FIRE / AMBULANCE EMERGENCY911
POLICE / FIRE / AMBULANCE NON-EMERGENCY.....590-9030

RECYCLING/TRANSFER STATION 528-4990

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 by mail, on the Town's website or at the Transfer Station during normal hours of operation.

Hours of Operation:

Wednesday 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)
Saturday 8:00 a.m. to 4:00 p.m.

CLOSED LEGAL HOLIDAYS

Town Website: www.norfolk.ma.us