

ANNUAL TOWN MEETING MINUTES – June 27, 2020

On Saturday, the 27th day of June 2020, at 10:15 AM. Moderator Jason Talerman called the Annual Town Meeting to order. This meeting was held at the King Philip Regional High School, 201 Franklin Street, Wrentham, MA 02093.

Moderator Talerman declared the warrant duly posted and waived the reading of the warrant. The Pledge of Allegiance was recited.

Mr. Moderator at this time made his opening remarks, and called for a moment of silence: Thank you to everyone who made it out to Annual Town Meeting today. As is our custom and tradition, we take this time at Town Meeting to honor those who have passed since last year, who have given service to the Town:

- Catherine Lowndes Personnel Board
- Gretchan Sullivan H. Olive Day Elementary School Instructional Assistant/Math Specialist
- Linda Andrews Norfolk School Committee
- Joan Dooley Assessor's Office
- James Murray plumbing inspector
- Frank Gross – Moderator (mostly)
- A. Graham Sterling, Jr. Advisory Committee
- Marion Graham Norfolk Public Library

In the midst of this pandemic, where we struggle on a daily basis to cope with enormous suffering, it is important that we honor those who have passed and understand the sacrifices they have made to serve the public good.

But I would be remiss if I didn't also recognize the daily struggles and suffering of our black and brown friends, neighbors and countrymen who endure near constant injustice and inequality. Too many people have lost their lives due to systemic racism that pervades even our most cherished institutions, people like:

- Emmet Till
- Eric Garner
- George Floyd
- Tamir Rice
- Breonna Taylor
- Ahmaud Arbery
- Michael Brown
- Walter Scott
- Philando Castille

And countless others. A moment of silence is not enough, for those we knew and those we never got to know, but I ask that we each give them that much here, now.

Introductions were made; Town Clerk Carol Greene, Assistant Town Clerk Anthony Turi, Select Board Chair Kevin Kalkut, Town Administrator Blythe Robinson, Finance Director Todd Lindmark, Town Counsel Peter Mello, Select Board members Carolyn Van Tine and Anita Mecklenberg, Advisory Board chair Arthur Frontczak, Advisory Board members Jonathan Hurwitz, David Lutes, Susan Klein, Brian Beachkofski Kristen Balash, and Mike Hough, and Advisory Board Admin Susan Jacobson.

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

There were 282 registered voters and 18 visitors in attendance.

Moderator Talerman explained and the advisory board made a motion for the Consent Calendar: In order to expedite the consideration of routine items, Articles 6, 7, 13, 14, 15, 17, 18 and 19 will be considered for approval in a single vote, without debate. The Moderator will read each article's number and title and if a member of the Meeting rises to say "hold", the item will be removed so that it may be debated in the normal course. The remaining articles will be moved by the Advisory Board as printed in the warrant.

- Article 6 – Water Enterprise Fund Budget
- Article 7 – Wastewater Enterprise Fund Budget
- Article 13 – Revolving Funds – Spending Limits
- Article 14 – CPA Budget
- Article 15 - CPA Reservations
- Article 17 – Chapter 90 Funds
- Article 18 – Grants Acceptance
- Article 19 – Surplus Property
-

ADVISORY BOARD MOVED TO APPROVE ALL ARTICLES ON THE CONSENT CALENDAR.

No "holds" were made. All articles on the calendar passed with a unanimous vote.

The warrant, with comments, Advisory Committee 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, June 23, 2020, at 10:00 a.m., for the election of town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Wednesday, June 24, 2020 at 7:00 p.m. at the King Philip Regional High School, 201 Franklin Street, Wrentham, Massachusetts 02093, 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 Select Board Member for a three (3) year term, one Town Clerk for a three (3) year term, one Assessor for a three (3) year term, one Constable for a three (3) year term, one Board of Health member for a three (3) year term, one Housing Authority member for a five (5) year term, one King Philip Regional School Committee member for a three (3) year term, one Library Trustee for a three (3) year term, two Planning Board members for three (3) year terms, two Recreation Commission members for three (3) year terms, and two Norfolk School Committee members for three (3) year terms.

Town Administrator's Comments

Article 1 is the Election, which this year includes the election of Town Officials. The election is scheduled to be held on June 23, 2020.

ARTICLE 2 IP – passed majority

Submitted by the Select Board

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 fiscal year pursuant to Massachusetts General Laws Chapter 44, § 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 utilize.

The Advisory Committee recommends indefinite postponement of this article.

This article is a standard authorization to allow the Town to cover unpaid bills from previous years. There are no unpaid bills this fiscal year.

ARTICLE 3 - passed majority

Submitted by the Select Board

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

Article 3 – Transfers

Description	Funding Sources	Funding Uses
Free Cash	\$136,207	
Ambulance Receipts	60,000	
Snow & Ice Expenses	11,400	
Norfolk County Agricultural	7,878	
Animal Inspector Expenses	2,505	
Ambulance Debt		60,000
State 5 Year Revaluation		49,000
Town Counsel Expenses		47,000
Unemployment Expenses		39,000
Zoning Board – Legal Fees		20,140
Tax Title Expenses		2,000
Veterans Services Expenses		850
Total	\$217,990	\$217,990

I MOVE TO APPROVE ARTICLE 3 AS PRINTED IN THE HANDOUT.

All transfers between departmental budgets must be approved at Town Meeting. A list of transfers will be presented at Town Meeting.

The Advisory Committee recommends approval of this article.

ARTICLE 4 IP – passed majority

Submitted by the Town Administrator

To see if the Town will vote to amend the Town of Norfolk Select Board’s Human Resource Policy, Schedule B. COMPENSATION SCHEDULE by applying a general increase of 0.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2020; or take any other action relative thereto.

Town Administrator's Comments

Article 4 requests authorization to provide a 0.5% Cost of Living Adjustment to the non-union employees, which is predominantly department heads and part time non-union staff.

The Town continues to discuss salary and COLA increases for union and non-union employees.

The Advisory Committee recommends indefinite postponement of this article.

ARTICLE 5 - passed majority

Submitted by the Select Board

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, §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, 2020; or take any other action relative thereto.

Town Administrator's Comments

Article 5 is the Town’s General Fund budget.

Article 5 – FY2021 Budget

I MOVE THAT THE TOWN FIX THE COMPENSATION OF THE ELECTED 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, 2020; AND FURTHER TO RAISE AND APPROPRIATE THE SUM OF \$43,097,598 TO DEFRAY THE DEPARTMENTAL AND INCIDENTAL EXPENSES OF THE TOWN NOT OTHERWISE PROVIDED FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2020.

6

The Advisory Committee recommends approval of this article.

The Select Board's budget reflects Town projections of significantly lower revenue due to the economic effects of the Coronavirus pandemic. Norfolk's Town Administrator, Superintendent of Norfolk Public Schools, and Superintendent of King Philip Schools all agreed to take cuts below "level-service" now as the best way to manage risk and protect services in the long-run. The alternatives of doing less or waiting until the Fall, it was argued, would risk even greater cuts should economic conditions worsen. Alternatively, if revenue projections end up being higher than expected, funds can be restored in the fall.

The Advisory Committee shares the desire to carefully manage Town finances during these uncertain times. And we appreciate the difficult service-level cuts agreed to by Town and school employees to address the economic impact of the global pandemic.

The Advisory Committee had deep reservations, however, about approving a budget less than level service. Several alternatives were explored including: questioning the severity of lowered revenue projections, utilizing a portion of Town stabilization funds, possibility of economic aid and/or greater use of free cash.

Lastly, a budget was researched that imposed fewer reductions to allow town and school managers to keep funds as an "unspent buffer" in an effort to reduce their baseline less. All of this was explored out of concern for the long-term impact to the quality of services and Town life.

Ultimately the Advisory Committee approved the Select Board's proposed budget in a divided 5 to 3 vote as the best course. If, contrary to projections, economic conditions improve for the Town, we expect funding will be restored. The Advisory Committee welcomes consideration of

a “level-service” budget (base-lined before these reductions are made) and even an “enhanced-service” budget at future Town meetings should funds be available.

ARTICLE 6 – passed unanimous

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Public Works Water Division Enterprise Fund for the fiscal year commencing on July 1, 2020, as set forth as follows; or take any other action relative thereto.

That the following sums be appropriated for the Water Division Enterprise Fund:

Salaries	\$306,870.00
Expenses	887,254.00
Capital Outlay	173,000.00
Debt	539,390.00
Extra/Unforeseen	<u>50,000.00</u>
Total:	\$1,956,514.00

And that \$1,956,514.00 be raised as follows:

Departmental Receipts:	\$1,783,514.00
Retained Earnings	173,000.00
Total:	\$1,956,514.00

Town Administrator's Comments

Article 6 is the Water Division “Enterprise Fund” budget. This budget is funded from Water Division revenue and retained earnings.

The Advisory Committee recommends approval of this article.

The Water Division’s Budget is voted separately from the main Town budget because it is paid from the Water Enterprise Fund, which receives its revenues from the users of the Town’s Water system.

ARTICLE 7 – passed unanimous

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Public Works Wastewater Division Enterprise Fund for the fiscal year commencing on July 1, 2020, as set forth as follows; or take any other action relative thereto.

That the following sums be appropriated for the Wastewater Division Enterprise Fund:

Salaries	\$ 12,722.00
Expenses	123,545.00
Capital Outlay	-0-
Debt	-0-
Extra/Unforeseen	<u>20,000.00</u>
Total:	\$ 156,267.00

And that \$156,267.00 be raised as follows:

Departmental Receipts:	\$156,267.00
Retained Earnings	-0-
Total:	\$156,267.00

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.

Similar to the previous article, the Wastewater Division's Budget is voted separately from the main Town budget because it is paid from the Wastewater Enterprise Fund, which receives its revenues from users of the Town Wastewater system.

ARTICLE 8 - IP passed majority

Submitted by the Select Board

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.

This Article would authorize capital purchases during the upcoming fiscal year from operating funds. Currently, the Town is proposing no capital purchase, though there may be some proposals to be considered at Fall Town Meeting.

ARTICLE 9 - IP passed majority

Submitted by the Select Board

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. None are anticipated at this time.

The Advisory Committee recommends indefinite postponement of this article.

This Article would authorize capital purchases during the upcoming fiscal year through debt financing. Similar to Article 8, the Town is proposing no capital projects or purchases, though there may be some proposals to be considered at Fall Town Meeting.

ARTICLE 10 – passed majority

Submitted by the School Committee

To see if the Town will vote to accept Massachusetts General Laws, Chapter 40, §13E in order to establish a Special Education Reserve Fund for the Norfolk Public Schools, to be utilized in the upcoming years for unanticipated or unbudgeted special education costs, out-of-district tuition or transportation; and further to transfer from available funds or otherwise provide an initial amount to the Special Education Reserve Fund, for unanticipated special education costs, out-of-district tuition or transportation; or take any other action relative thereto.

Town Administrator's Comments

Article 10 is intended to establish a reserve fund to fund unanticipated school special education costs not otherwise included in the Norfolk School budget. Expenditure of the funds may be made after a majority vote of both the School Committee and the Select Board. The funding source would be _____.

I MOVE TO ACCEPT MASSACHUSETTS GENERAL LAWS, CHAPTER 40, §13E AND TO ESTABLISH A SPECIAL EDUCATION RESERVE FUND FOR THE NORFOLK PUBLIC SCHOOLS, TO BE UTILIZED FOR UNANTICIPATED OR UNBUDGETED SPECIAL EDUCATION COSTS, OUT-OF-DISTRICT TUITION OR TRANSPORTATION; AND FURTHER TO TRANSFER \$100,000 FROM THE FY 2020 NORFOLK ELEMENTARY SCHOOL BUDGET TO PROVIDE AN INITIAL AMOUNT TO THE SPECIAL EDUCATION RESERVE FUND.

Each year the school budget has included a line item for special education costs which are mandated by law. Because these costs are not optional and in certain years higher and other years lower depending on actual student needs, by setting up a revolving fund these costs can be better managed. In years when the costs are lower than the fund balance, it will roll over into a future year and help mitigate the effect on future year budgets.

ARTICLE 11 - none

Submitted by the Select Board

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 - failed majority

Submitted by the Town Government Study Committee

To see if the Town will vote to amend Article 1, Section 5 of the General Bylaw of the Town of Norfolk to add as a final sentence the following language, or take any other action relative thereto:

The Annual Town Meeting Warrant complete with Advisory Committee recommendations shall be mailed to residents no later than 7 days prior to the date of the meeting. Any Special Town

Meeting warrant complete with Advisory Committee recommendations shall be mailed to residents no later than 14 days prior to the date of the meeting.

Town Administrator's Comments

Article 12 is intended to require that all town meeting warrants be mailed to residents. In recent years the Town has mailed the Annual Town Meeting Warrant, and sent a reminder postcard for the Special Town Meeting.

The Advisory Committee does not support this article.

The Committee’s position on this article is that though we understand that some residents wish to have a physical copy of the warrant mailed to them, the costs (both environmentally and financially) incurred with doing so outweigh this need. The warrant is available in print at the library, Town Hall and available both for home printing from the Town website and by request from the Town Clerk. This is not to say the warrant won’t be printed simply that it is not required by law to be printed and mailed to every resident. The Committee voted 7 to 1 against this article.

ARTICLE 13 - passed unanimous

Submitted by the Select Board

To see if the Town will vote to amend the General Bylaws of the Town Article II, Section 7.5 to: (a) strike and terminate the Snow Removal Revolving Fund; (b) establish a Tobacco Control Compliance Revolving Fund to be expended under the direction of the Board of Health for the provision of Tobacco Control Compliance Inspections for which receipts credited to the fund include tobacco sales permit fees with an expenditure limit of \$1,000; and (c) insert a new row in the table after Council on Aging, as set forth as follows; and further to 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 13 is a request to remove a revolving fund, add a fund and reauthorize the expenditure limits of existing revolving funds.

Revolving Fund	Department	Expenditure Limit
2100 - Parking Tickets	Select Board	\$1,000
2101 – Snow Removal	Select Board	\$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-	Planning Board	\$30,000
2115 – Community Garden Rental	Select Board	\$5,000
2152 – Passports	Board of Library Trustees	\$5,000
2155- Lost or Damaged Library Materials	Board of Library Trustees	\$7,500
2110 - Zoning Board-Advertising	Zoning Board	\$5,000
2109 - Planning Board-Advertising	Planning Board	\$5,000
2116 - Council on Aging	Council on Aging	\$6,000
Tobacco Compliance Checks	Board of Health	\$1,000

The Advisory Committee recommends approval of this article.

This Article authorizes spending limits for the Town Revolving Funds, which are largely unchanged from previous years. The Article does strike the Snow Removal revolving fund which was determined to be unnecessary by the State’s Division of Local Services and adds a new fund, Tobacco Compliance Control, which would receive its revenue from the fees paid by entities that are licensed to sell tobacco in town, and caps that fund at \$1,000.

ARTICLE 14 – passed unanimous Submitted by Community Preservation Committee

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, § 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 14 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.

This standard, annual article funds the Community Preservation Committee’s (CPC’s) administrative and operating budget. This \$15,000 transfer covers routine CPC operating costs and expenses. Any unused amounts are automatically returned to the Community Preservation Fund at the end of the year.

ARTICLE 15 – 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 FY2021 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY2021 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2021 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 15 is a standard article that states we will designate 10% of FY21 CPA revenues towards each of the 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.

This standard, annual article reserves funds from the Community Preservation Act revenues equal to the state mandated minimums of 10% for Open Space, 10% for Affordable Housing and 10% for Historic Resources. The remainder is placed in Undesignated Funds and can be used for any allowable purpose.

ARTICLE 16 - passed majority Submitted by Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund, Affordable Housing Reserve, \$50,000 to be transferred to the Norfolk Affordable Housing Trust Fund, to be used for a short-term rental assistance program with respect to residential units located in the Town of Norfolk, developed in accordance with state and local agency standards and mortgage payment assistance for deed-restricted units located in the Town of Norfolk, as allowed by Chapter 44B, subject to a grant agreement between the Norfolk Select Board and the Norfolk Affordable Housing Trust and approved by the Community Preservation Committee, specifying how the funds will be used, any applicable time frame, and terms concerning reporting and accountability of the funds, which grant agreement may be revised after one year of its effective date to allow any monies remaining to be used to create affordable housing in the Town of Norfolk, or take any other action relative thereto.

Town Administrator's Comments

Article 16 would allocate \$50,000 to the Affordable Housing Trust to be used for a short-term rental assistance program for deed restricted housing units within the Town of Norfolk.

The Advisory Committee recommends approval of this article.

This article will enable \$50,000 from CPC funds to be allocated towards short-term rental assistance for town residents adversely impacted by current economic conditions. The need for assistance will be validated through an application process governed by the Norfolk Affordable Housing committee. This allocation has no additional impact on household taxes or tax rates, as it is simply an allocation of funds from the existing CPC reserve.

ARTICLE 17 – passed unanimous Submitted by the Select Board

To see if the Town will vote to accept and authorize the Select Board 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 Select Board, 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 17 is a standard article that allows the Select Board to utilize Chapter 90 funds from the State for the purposes of improving public roads.

The Advisory Committee recommends approval of this article.

This standard article authorizes the Select Board to use the Chapter 90 funds received from the State for the maintenances, improvement and construction of Town roads.

ARTICLE 18 - passed unanimous **Submitted by the Select Board**
To see if the Town will vote to authorize the Select Board 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 18 is standard article that authorizes the Select Board to accept grants on behalf of the Town.

The Advisory Committee recommends approval of this article.

This standard article allows the Town to accept grants.

ARTICLE 19 – passed unanimous **Submitted by the Select Board**
To see if the Town will vote to grant the Select Board 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 19 is standard article that authorizes the Select Board 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.

This standard article allows the Town to sell surplus property.

ARTICLE 20 – passed declared 2/3 **Submitted by the Planning Board**
To see if the Town of Norfolk will vote to amend Section H.3.e.2 of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any other action relative thereto:

~~**H.3.e.2.** In a subdivision, the required affordable unit(s) may be provided within a two-family home designed to appear as a single family home whose exterior appearance (including a single driveway and common entryways) and architecture is compatible with that of the other houses within the subdivision. If only a single affordable unit is required~~

~~(that is, if the subdivision creates exactly ten lots), the second unit in the two-family home may be a market rate unit. In no case shall the total number of units exceed the number of lots that would be allowed in a conventional subdivision. However, the bonus provisions of H.2.c.3 shall still apply to subdivisions developed under Section H.2.~~
Reserved for future use.

Planning Board's Comments

Article 20 will remove the option of allowing a two-family home that looks like a single family in a subdivision to be split between one family who meets 40B income guidelines and the other half of the two family be a family who pays market rate. It will also pertain to two families in a two family that meet 40B income guidelines.

The Advisory Committee recommends approval of this article.

This article has been submitted and endorsed by the Planning Board, and is intended to best follow State 40B guidelines with respect to two-family, and the indirect highlighting of units designated as 40B which may occur under this scenario.

ARTICLE 21 – passed declared 2/3

Submitted by the Planning Board

To see if the Town will vote to amend Section I.4.a.11 Residential Density of the Norfolk Zoning Bylaws by deleting the following strikethrough language; or take any other 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 bedrooms for any single LOT 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 21 would remove the limitation on the number of bedrooms per dwelling unit of 2. This provision discriminates against families, and families are a protected class under the Fair Housing Act. The Attorney General and the Department of Housing and Community Development contacted Town Counsel in 2013 to advise this restriction should be removed. The effect of this article would be to remove that restriction.

The Advisory Committee recommends approval of this article.

The current Norfolk Bylaw is in violation of the State's Fair Housing act, and needs the 2-bedroom limitation provision removed, under advice of the State Attorney General. Approving this article will allow Norfolk's bylaws to conform to State guidelines.

ARTICLE 22 - passed majority

Submitted by the Planning Board

To see if the Town will vote to accept as a public way the following street as laid out by the 245Select Board: Nichols Way, and further, to authorize the Select Board to accept any fee interest, easement or appurtenances in or upon such way, and execute any documents in connection therewith; or take any other action relative thereto.

Planning Board’s Comments

Article 22 would have the effect of accepting Nichols Way as a public way.

The Advisory Committee recommends approval of this article.

This Article is a road acceptance. This road has recently been completed and is now ready to be turned over to the town. There is no cost to the town to accept this road.

ARTICLE 23 - article withdrawn by petitioner

Submitted by Citizen Petition

To see if the Town will vote to amend the General Bylaws, Article III, Section 2 – Advisory Committee, by adding the following language as Paragraph G, or take any action relative thereto:

The Advisory Committee shall include at least two members with a degree in Accounting or Finance and a minimum of four (4) years’ experience in an accounting or finance position. After approval of this Paragraph G by Town Meeting, the next two expired terms of Advisory Committee members shall be filled by candidates with the qualifications set forth herein. Only if, after a diligent search, no such candidates are found to be available for appointment, may other residents generally qualified for the committee be appointed. However, as Committee member terms subsequently expire, every reasonable effort shall be made to appoint candidates with the qualifications set forth herein until two such candidates have been appointed to the committee.

The Advisory Committee recommends indefinite postponement of this article.

This article seeks to establish a new credentialing requirement for Norfolk’s Advisory Committee. Two of its 9 members would be required to have a degree plus 4 years’ experience in either accounting or finance.

The article was rejected as counterproductive and coming from a perspective that misunderstands the core purpose of the Advisory Committee. The Committee is appointed by the Town Moderator to be representative of the citizens of Norfolk. Its members bring diverse qualifications, experiences, and views to provide oversight in all matters. Town finances are a subset of that responsibility. An important subset to be sure, but one in which ALL Committee members and citizens must engage. The ability to rigorously review Town Budgets and finances comes from many backgrounds excluded in the petitioner’s list (e.g. economics, MBA’s, public administration, and more).

And what specific benefit would the proposed exclusionary requirements provide? Would policy and budget recommendations be “better”? Better is a policy question best debated openly rather than couched as a matter of proper qualifications. Some residents with degrees/experience in the

proposed areas (i.e. accounting, finance) shared their thoughts with the Committee that this article would not be an improvement. They argued such qualifications are essential in very specific circumstances (such as audits). Specific expertise can be sought by any Town committee when needed rather than determine the composition of committees themselves.

Lastly, it should be noted that introducing specific degree/experience requirements is unprecedented. No other Norfolk committee or board does this. What is its limiting principle? Will a teaching degree be required to serve on education committees, degrees in architecture or engineering to serve on the planning board? What about citizens without four year degrees? The Advisory Committee recommends trusting oversight to citizens broadly as opposed to narrowly defined groups with the “correct expertise”.

ARTICLE 24 - article failed

Submitted by Citizen Petition

To see if the Town of Norfolk will vote to amend Section J.7.a.1.C of the zoning bylaws by inserting the following new language below after Drive-Up WINDOWS, or take any action relative thereto:

J.7.a.1.C Special Permit Uses by the Planning Board

"Residential DWELLINGS at a density of not less than 4 units per 30,000 square foot or greater lot and not more than 1 unit per 5000 square feet of land. Special Permit for the following area: Starting on the northern side of Route 115 (Pine Street), northwest of Everett Street at the intersection of the C-1 and R-3 district and running northwesterly along Route 115 (Pine Street) for a depth of 300 feet to Route 1A (Dedham Street) then turning northeasterly along Route 1A (Dedham Street) and running on the easterly side of Route 1A (Dedham Street) for a depth of 300 feet ending at Valley Street."

The Advisory Committee recommends approval of this article.

This article is asking for “zoning by right” in the Pondville area only, to allow “ON-Highway” residential development. It currently only allows “OFF Highway” residential buildings. The Committee agrees with the resident that to help with the need for more residential dwellings in Norfolk changing this by Right Zoning will allow for further development in the area. This will not apply to single family homes, which are already disallowed in this area, nor does it affect the 40B statute in any way. This type of zoning change does not allow or disallow 40B as that is mandated by the State of Massachusetts. The number of units will be mandated by the square footage of the lot.

Elizabeth Whitney – article petitioner - gave an oral presentation and history of the Pondville area.

Motion to adjourn made and seconded at 12:31 PM

Respectfully submitted
Carol Greene
Town Clerk

NOTICE PER G.L. C. 39, §10A

TO: Blythe Robinson, Norfolk Select Board, Carol Greene
FROM: Jason Talerman, Town Moderator
CC: Peter Mello, Town Counsel, Board of Health
RE: Postponement of Town Meeting
DATE: June 23, 2020

This Notice will confirm my declaration of yesterday (at approximately 1:00 p.m.) that the 2020 Annual Town Meeting, originally scheduled for June 24, 2020 at the King Philip High School is being postponed to Saturday June 27, 2020 at 10:00 a.m. at the King Philip High School football field. This declaration is to address concerns raised by the novel coronavirus – in particular concerns raised regarding holding the Meeting indoors. My declaration was made after consultation with the Chair of the Norfolk Select Board, the Chair of the Norfolk Board of Health and the Norfolk Town Administrator. My declaration is also based upon guidance issued by the Massachusetts Department of Public Health, such guidance specifically recommending outdoor Town Meetings where feasible.

While discussion of an outdoor Town Meeting has been ongoing for several weeks, there was an expectation that, with a relatively modest warrant, a meeting in the High School cafeteria could be conducted in a safe and appropriately socially distanced manner. However, as Town Meeting approached, it became increasingly clear that there was a heightened issue in Town Meeting attendance due to the public's interest in several warrant articles, including the omnibus budget article. Furthermore, both the Norfolk Select Board as well as Norfolk Public Schools expressed an interest in completing Town Meeting before the close of the fiscal year. Accordingly, although I have the authority to postpone the Town Meeting beyond July 1st, I deferred to the interests of Town and School administration and scheduled the meeting for this Saturday. By doing so, we also retain a possible "rain date" of June 30th.

Both I and Select Board Chair Kevin Kalkut fully understand that moving the meeting on such short notice will be a significant inconvenience for some. However, it was the most viable option to conduct the Town's business while mitigating risk of exposure to the coronavirus.

Sincerely,



Jason Talerman
Norfolk Town Moderator



TOWN OF NORFOLK

**PRELIMINARY BUDGET
FISCAL YEAR 2021**

Town of Norfolk - Fiscal 2021 General Fund Budget

<i>SUMMARY</i>	<i>FY 20 Voted Budget</i>	<i>FY 21 Requested</i>	<i>Change</i>	<i>%</i>
GENERAL GOVERNMENT	\$3,168,172	\$3,264,131	\$95,959	3.0%
PUBLIC SAFETY	\$5,576,854	\$5,423,822	(\$153,032)	-2.7%
EDUCATION	\$21,987,671	\$22,245,809	\$258,138	1.2%
DPW TOTAL COSTS	\$2,255,841	\$2,177,551	(\$78,290)	-3.5%
HUMAN SERVICES	\$234,899	\$244,825	\$9,926	4.2%
CULTURE AND RECREATION	\$770,769	\$782,530	\$11,761	1.5%
EE BENEFITS - INSURANCE	\$5,328,035	\$5,554,117	\$226,082	4.2%
DEBT SERVICE	\$512,935	\$610,660	\$97,725	19.1%
EXEMPT DEBT	\$3,092,001	\$2,794,152	(\$297,849)	-9.6%
TOTAL BUDGET	\$42,943,757	\$43,097,598	\$153,841	
TOTAL BUDGET - (MECC)	\$42,943,757	\$43,002,457	\$58,700	0.13%

Town of Norfolk - Fiscal 2021 General Fund Budget

		<i>FY 20 Budget</i>	<i>FY 21 Requested</i>	<i>Change</i>	<i>%</i>
GENERAL GOVERNMENT					
Selectmen/Town Admin.	Salary	\$270,000	\$290,730		
	Expense	\$31,600	\$28,400		
	Total	\$301,600	\$319,130	\$17,530	5.8%
Advisory Board	Salary	\$6,000	\$6,000		
	Expense	\$7,000	\$7,000		
	Sub Total	\$13,000	\$13,000		
	Reserve Fund	\$50,000	\$50,000		
	Total	\$63,000	\$63,000	\$0	0.0%
Municipal Finance	Salary	\$636,204	\$645,767		
	Expense	\$158,081	\$159,350		
	Audit	\$36,000	\$35,000		
	Total	\$830,285	\$840,117	\$9,832	1.2%
Board of Assessors	Valuation	\$6,000	\$7,000		
	Expense	\$2,000	\$2,000		
	Total	\$8,000	\$9,000	\$1,000	12.5%
Town Counsel	Expense	\$90,000	\$90,000		
	Total	\$90,000	\$90,000	\$0	0.0%
Human Resources	Salary	\$107,138	\$109,301		
	Expense	\$1,000	\$750		
	Total	\$108,138	\$110,051	\$1,913	1.8%
Information Technology	Salary	\$123,461	\$100,723		
	Expenses	\$96,862	\$99,767		
	Total	\$220,323	\$200,490	(\$19,833)	-9.0%
Tax Title/Foreclosure	Expense	\$15,000	\$15,000		
	Total	\$15,000	\$15,000	\$0	0.0%
Facilities Management	Salary	\$260,779	\$269,395		
	Expense	\$797,884	\$863,990		
	Total	\$1,058,663	\$1,133,385	\$74,722	7.1%
(INFORMATIONAL)	Expense	\$14,300	\$16,100	\$1,800	12.6%
	Town Hall	\$76,174	\$70,250	(\$5,924)	-7.8%
	DPW	\$37,300	\$47,900	\$10,600	28.4%
	Senior Center	\$43,400	\$44,640	\$1,240	2.9%
	Old Town Hall & Garage	\$2,000	\$1,200	(\$800)	-40.0%
	Fire Station	\$52,100	\$50,500	(\$1,600)	-3.1%
	Police Station	\$82,810	\$76,400	(\$6,410)	-7.7%
	Solar Power Generation	\$192,350	\$275,350	\$83,000	43.2%
	Elementary Maintenance	\$196,250	\$181,250	(\$15,000)	-7.6%
	Library	\$51,200	\$50,400	(\$800)	-1.6%
	Major Maintenance	\$50,000	\$50,000	\$0	0.0%
	Sub-Total	\$797,884	\$863,990	\$66,106	8.3%

Town of Norfolk - Fiscal 2021 General Fund Budget

		<i>FY 20 Budget</i>	<i>FY 21 Requested</i>	<i>Change</i>	<i>%</i>
Town Clerk	Salary	\$125,739	\$125,676		
	Expense	\$8,500	\$7,650		
	Total	\$134,239	\$133,326	(\$913)	-0.7%
Elections/Voter Registration	Salary	\$7,650	\$12,225		
	Expense	\$20,840	\$21,850		
	Total	\$28,490	\$34,075	\$5,585	19.6%
Land Use Department	Salary	\$270,584	\$285,207		
	Expense	\$37,850	\$29,850		
	Total	\$308,434	\$315,057	\$6,623	2.1%
Town Reports	Expense	\$2,000	\$1,500		
	Total	\$2,000	\$1,500	(\$500)	-25.0%
GENERAL GOVERNMENT		\$3,168,172	\$3,264,131	\$95,959	3.0%
PUBLIC SAFETY					
Police	Salary	\$2,686,821	\$2,685,575		
	Expense	\$173,350	\$174,450		
	Total	\$2,860,171	\$2,860,025	(\$146)	0.0%
Fire & Ambulance	Salary	\$1,715,590	\$1,910,698		
	Expense	\$131,200	\$105,700		
	Total	\$1,846,790	\$2,016,398	\$169,608	9.2%
Ambulance Billing	Expense	\$25,000	\$5,000		
	Total	\$25,000	\$5,000	(\$20,000)	-80.0%
Building Dept	Salary	\$356,141	\$352,505		
	Expense	\$13,200	\$13,200		
	Total	\$369,341	\$365,705	(\$3,636)	-1.0%
Weights & Measures	Expense	\$1,000	\$1,000		
	Total	\$1,000	\$1,000	\$0	0.0%
Emergency Management	Salary	\$700	\$700		
	Expense	\$900	\$900		
	Total	\$1,600	\$1,600	\$0	0.0%
Animal Inspector	Salary	\$2,593	\$2,671		
	Expense	\$2,505	\$200		
	Total	\$5,098	\$2,871	(\$2,227)	-43.7%
Animal Control	Salary	\$70,720	\$68,549		
	Expense	\$8,000	\$7,533		
	Total	\$78,720	\$76,082	(\$2,638)	-3.4%
Fire/Police Comm	Regional Assessment	\$389,134	\$95,141		
	Total	\$389,134	\$95,141	(\$293,993)	-75.6%
PUBLIC SAFETY		\$5,576,854	\$5,423,822	(\$153,032)	-2.7%

Town of Norfolk - Fiscal 2021 General Fund Budget

	<i>FY 20 Budget</i>	<i>FY 21 Requested</i>	<i>Change</i>	<i>%</i>
EDUCATION				
Norfolk Elementary	\$12,753,837	\$13,000,562	\$246,725	1.9%
King Philip Regional (Operating)	\$8,852,281	\$8,869,046	\$16,765	0.2%
Norfolk Agricultural School	\$21,500	\$14,000	(\$7,500)	-34.9%
Tri-County	\$360,053	\$362,201	\$2,148	0.6%
EDUCATION	\$21,987,671	\$22,245,809	\$258,138	1.2%
PUBLIC WORKS				
DPW Administration	Salary	\$206,609	\$144,060	
	Expense	\$72,072	\$63,480	
	Total	\$278,681	\$207,540	(\$71,141) -25.5%
Highway	Salary	\$287,205	\$287,775	
	Expense	\$149,500	\$179,300	
	Total	\$436,705	\$467,075	\$30,370 7.0%
Vehicle Maintenance	Salary	\$156,861	\$140,534	
	Expense	\$162,711	\$157,000	
	Total	\$319,572	\$297,534	(\$22,038) -6.9%
Grounds Municipal	Salary	\$270,067	\$239,450	
	Expense	\$52,150	\$59,650	
	Total	\$322,217	\$299,100	(\$23,117) -7.2%
Grounds - Cemetery	Salary	\$24,073	\$20,997	
	Expense	\$10,000	\$10,100	
	Total	\$34,073	\$31,097	(\$2,976) -8.7%
Custodian of Veteran Graves	Expense	\$4,018	\$2,500	
	Total	\$4,018	\$2,500	(\$1,518) -37.8%
PUBLIC WORKS	\$1,395,266	\$1,304,846	(\$90,420)	-6.5%

Town of Norfolk - Fiscal 2021 General Fund Budget

		<i>FY 20 Budget</i>	<i>FY 21 Requested</i>	<i>Change</i>	<i>%</i>
SHARED/FIXED COSTS (Administered by DPW)					
Road Program	Total	\$1	\$1	\$0	0.0%
Non - Appropriated Funds Road Program (Chapter 90)		\$389,773			
Landfill	Expense	\$98,210	\$97,900		
	Total	\$98,210	\$97,900	(\$310)	-0.3%
Snow & Ice	Expense	\$250,000	\$250,000		
	Total	\$250,000	\$250,000	\$0	0.0%
Street Lighting	Expense	\$5,700	\$5,700		
	Total	\$5,700	\$5,700	\$0	0.0%
Town Vehicle Fuel	Expense	\$87,046	\$96,823		
	Total	\$87,046	\$96,823	\$9,777	11.2%
DPW SHARED/FIXED COSTS		\$440,957	\$450,424	\$9,467	2.1%
TRANSFER STATION					
Transfer Station	Salary	\$252,216	\$233,571		
	Expense	\$167,402	\$188,710		
	Total	\$419,618	\$422,281	\$2,663	0.6%
TRANSFER STATION		\$419,618	\$422,281	\$2,663	0.6%
DPW TOTAL COSTS		\$2,255,841	\$2,177,551	(\$78,290)	-3.5%
HUMAN SERVICES					
Board of Health	Expense	\$18,875	\$18,875		
	Total	\$18,875	\$18,875	\$0	0.0%
Special Programs	SNCARC	\$4,025	\$4,025		
	Total	\$4,025	\$4,025	\$0	0.0%
Council on Aging	Salary	\$167,799	\$174,243		
	Expense	\$10,000	\$8,482		
	Total	\$177,799	\$182,725	\$4,926	2.8%
Veteran's Services	Salary	\$7,200	\$7,200		
	Expense	\$27,000	\$32,000		
	Total	\$34,200	\$39,200	\$5,000	14.6%
HUMAN SERVICES		\$234,899	\$244,825	\$9,926	4.2%

Town of Norfolk - Fiscal 2021 General Fund Budget

	<i>FY 20 Budget</i>	<i>FY 21 Requested</i>	<i>Change</i>	<i>%</i>	
CULTURE AND RECREATION					
Library	Salary	\$463,101	\$469,581		
	Expense	\$174,467	\$176,700		
	Total	\$637,568	\$646,281	\$8,713	1.4%
Recreation	Salary	\$127,826	\$131,224		
	Expense	\$2,375	\$2,375		
	Total	\$130,201	\$133,599	\$3,398	2.6%
Historical Commission	Expense	\$2,500	\$2,000		
	Total	\$2,500	\$2,000	(\$500)	-20.0%
Memorial Day	Expense	\$500	\$650		
	Total	\$500	\$650	\$150	30.0%
CULTURE AND RECREATION		\$770,769	\$782,530	\$11,761	1.5%
EE BENEFITS - INSURANCE					
Employee Benefits	\$4,953,035	\$5,173,867	\$220,832	4.5%	
Building/Liability Insurance	\$375,000	\$380,250	\$5,250	1.4%	
EE BENEFITS - INSURANCE		\$5,328,035	\$5,554,117	\$226,082	4.2%
DEBT SERVICE					
Non-Exempt Debt Service	\$512,935	\$610,660	\$97,725	19.1%	
DEBT SERVICE		\$512,935	\$610,660	\$97,725	19.1%
TOTAL OPERATING BUDGET WITHOUT EXEMPT DEBT		\$39,835,176	\$40,303,445	\$468,269	1.2%
EXEMPT DEBT					
Local - Norfolk	\$2,452,101	\$2,200,603	(\$251,498)	-10.3%	
King Philip	\$639,900	\$593,549	(\$46,351)	-7.2%	
EXEMPT DEBT		\$3,092,001	\$2,794,152	(\$297,849)	-9.6%
TOTAL BUDGET		\$42,942,257	\$43,097,598	\$155,341	0.36%

REVENUES	
Municipal Tax Revenue	\$32,641,006
Local Receipts	\$3,535,000
State Aid	\$4,002,761
Debt Exclusion	\$2,794,152
Other Sources	\$124,679
Total Operating Budget Sources	\$43,097,598

Town of Norfolk

Annual Town Meeting

FY21

Municipal Budget



Blythe C. Robinson, Town Administrator

Todd Lindmark, Finance Director

Revenue

(1,000s)

Source	FY20	FY21
Tax Base	\$31,257	\$32,641
Local Receipts	\$4,041	\$3,535
State Aid	\$4,279	\$4,002
Total	\$39,577	\$40,178
	Change	\$494

An increase of **0.4%**

State Aid

	FY19	FY20
SCHOOL AID	\$3,452,225	\$3,410,361
CHARTER SCHOOL	\$3,381	\$72,650
LOTTERY	\$1,081,329	\$889,816
EXEMPTIONS	\$69,618	\$82,403
STATE LAND	\$217,114	\$192,063
ASSESSMENTS	(\$498,098)	(\$659,600)
TOTAL	\$4,279,080	\$4,002,757

Decrease = 0.4% or \$276,323

Pre-Pandemic Budget

Recommended Budget

Revenue Reductions Pandemic Driven

Revenue Type	Original Budget	Proposed Reductions	Percentage Change
Local Receipts	4,150,000	(615,000)	-14.82%
State Aid (Cherry Sheet Revenues)	4,935,279	(368,063)	-7.46%
Sub-Total	9,085,279	(983,063)	-10.82%

Expense Budget Reductions

o MECC Assessment	\$380,564
(3/4 cut now, 1/4 at Fall Sp. Town Meeting)	
o Town of Norfolk	204,849
o Norfolk Schools	284,822
o KP Schools	<u>112,828</u>
o	
o Total:	\$983,063

What does it mean?

- o MECC Assessment covered by the State
- o Town Reductions:
 - o Eliminate a DPW position
 - o Police Department retirements – lower salary costs
 - o Health Insurance savings
 - o Non union salary concessions
 - o Refinanced town debt
- o Norfolk Schools
 - o Eliminate new positions, non-union salary concessions, other expense reductions
- o King Philip Schools
 - o – budget increase of 2.5% supported by all three Towns

Fall Special Town Meeting

- State Budget guidance needed to determine whether to restore budget cuts or make further adjustments

Available Revenues

Free Cash (after spring transfers) \$ xxx,xxx

Stabilization Funds \$1,691,041

6/24/20 Available Balance = \$1,xxx,xxxx

Major Expense Components

(1,000s)

Description	FY19	FY20	\$ Change	% Change
Norfolk Elementary	\$12,263	\$12,753	\$490	4.0%
King Philip Regional	\$8,624	\$8,917	\$293	3.4%
Police	\$2,675	\$2,860	\$185	6.9%
Health Insurance	\$2,402	\$2,354	(\$48)	(2.0%)
DPW Operations	\$2,119	\$2,255	\$135	6.4%
County Retirement	\$2,063	\$2,210	\$147	7.1%
Fire & Ambulance	\$1,775	\$1,813	\$56	3.2%
Municipal Finance	\$793	\$830	\$37	4.7%

Where does the money go?



65% Education



16.3% Public Safety



Police
Fire & Ambulance
Animal Control
Regional Dispatch

9.2% General Government



Town Admin
Town Clerk
Accounting
Treasury
Assessors
Building
Land Use
Recreation
Library
Senior Center

6.7% DPW

Administration
Highway
Grounds
Landfill
Transfer Station
Mechanics



Budget Movers - Expenses

- DPW – Staffing reduced
 - Eliminated Superintendent positions
- Police Department
 - Lower salary costs – retirement of three employees
- Fire & Ambulance
 - Two new Firefighter/Paramedic positions – grant funded
 - Ambulance billing – change vendors, lower cost

Budget Movers – Revenues

- State Budget Picture Unknown
 - Reduced 7.46%
 - Chapter 70 – reduced 5%
 - Unrestricted Aid – reduced 15%
 - Local Receipts – reduced by 14.82%
 - Assume no prison mitigation funds (\$250,000)
 - Reduced Excise tax assumptions (\$225,000)
 - Transfer station revenue, permits, etc.



Town of Norfolk

Annual Town Meeting Budget for Fiscal Year 2021

June 27, 2020

Consent Calendar

In order to expedite the consideration of routine items, Articles 6, 7, 13, 14, 15, 17, 18 and 19 will be considered for approval in a single vote, without debate. The Moderator will read each article's number and title and if a member of the Meeting rise to say "hold", the item will be removed so that it may be debated in the normal course. The remaining articles will be moved by the Advisory Board as printed in the warrant.

- **Article 6 – Water Enterprise Fund Budget**
- **Article 7 – Wastewater Enterprise Fund Budget**
- **Article 13 – Revolving Funds – Spending Limits**
- **Article 14 – CPA Budget**
- **Article 15 - CPA Reservations**
- **Article 17 – Chapter 90 Funds**
- **Article 18 – Grants Acceptance**
- **Article 19 – Surplus Property**

I MOVE TO APPROVE ALL ARTICLES ON THE CONSENT CALENDAR.

Article 2 – Unpaid Bills

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

Article 3 – Transfers

Description	Funding Sources	Funding Uses
Free Cash	\$136,207	
Ambulance Receipts	60,000	
Snow & Ice Expenses	11,400	
Norfolk County Agricultural	7,878	
Animal Inspector Expenses	2,505	
		Ambulance Debt 60,000
		State 5 Year Revaluation 49,000
		Town Counsel Expenses 47,000
		Unemployment Expenses 39,000
		Zoning Board – Legal Fees 20,140
		Tax Title Expenses 2,000
		Veterans Services Expenses 850
		Total \$217,990
	\$217,990	\$217,990

**I MOVE TO APPROVE ARTICLE 3 AS
PRINTED IN THE HANDOUT.**

Article 4 – Compensation (non-union employees)

To see if the Town will vote to amend the Town of Norfolk Select Board's Human Resource Policy, Schedule B. Compensation Schedule by applying a general increase of 0.5% to all Steps on the Compensation Schedule effective July 1, 2020; or take any other action relative thereto.

**THE ADVISORY COMMITTEE WILL MAKE
ITS RECOMMENATION AT TOWN
MEETING FOR THIS ARTICLE.**

Article 5 – FY2021 Budget

I MOVE THAT THE TOWN FIX THE COMPENSATION OF THE ELECTED 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, 2020; AND FURTHER TO RAISE AND APPROPRIATE THE SUM OF \$43,097,598 TO DEFRAY THE DEPARTMENTAL AND INCIDENTAL EXPENSES OF THE TOWN NOT OTHERWISE PROVIDED FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2020.

FY21-Budget by Function

Category	FY20 Budget	FY21 Request	\$ Change	% Change
General Gov't	\$3,168,172	\$3,264,131	\$95,959	3.0%
Public Safety	5,576,854	5,423,822	(153,032)	-2.7%
Education	21,987,671	22,245,809	258,138	1.2%
DPW	2,255,841	2,177,551	(78,290)	-3.5%
Human Services	234,899	244,825	9,926	4.2%
Culture/Recreation	770,769	782,530	11,761	1.5%
Benefits/Insurance	5,328,035	5,554,117	226,082	4.2%
Debt Service	512,935	610,660	97,725	19.1%
Exempt Debt	3,092,001	2,794,152	(297,849)	-9.6%
Total Budget	\$42,943,757	\$43,097,598	\$153,841	0.36%

Article 6 – Water Enterprise

**I MOVE TO ADOPT THE FISCAL YEAR
2021 PUBLIC WORKS WATER
DIVISION ENTERPRISE FUND
BUDGET IN THE AMOUNT OF
\$1,956,514.00 AS PRINTED IN THE
WARRANT.**

Article 7 – Sewer Enterprise

**I MOVE TO ADOPT THE FISCAL YEAR
2021 PUBLIC WORKS SEWER DIVISION
ENTERPRISE FUND BUDGET THE
AMOUNT OF \$156,207.00 AS PRINTED
IN THE WARRANT.**

Article 8 – Capital

**I MOVE TO INDEFINITELY POSTPONE
ARTICLE 8.**

Article 9 – Capital

(Debt Funded)

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

Article 10 – School

(Special Education Reserve Fund)

I MOVE TO ACCEPT MASSACHUSETTS GENERAL LAWS, CHAPTER 40, §13E AND TO ESTABLISH A SPECIAL EDUCATION RESERVE FUND FOR THE NORFOLK PUBLIC SCHOOLS, TO BE UTILIZED FOR UNANTICIPATED OR UNBUDGETED SPECIAL EDUCATION COSTS, OUT-OF-DISTRICT TUITION OR TRANSPORTATION; AND FURTHER TO TRANSFER \$100,000 FROM THE FY 2020 NORFOLK ELEMENTARY SCHOOL BUDGET TO PROVIDE AN INITIAL AMOUNT TO THE SPECIAL EDUCATION RESERVE FUND.

Article 11-Committee Reports

No Committee Reports

Article 12–Amend General Bylaws

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

Article 13 – Revolving Funds

Revolving Fund	Spending Limit
2100 - Parking Tickets	\$1,000
2101 – Snow Removal	–\$20,000
2102 – Recreation Field Maintenance	\$100,000
2103 – Conservation Timber Harvesting	\$5,000
2104 – Off-site Improvements	\$91,000
2105 – Shade Tree and Scenic Roads	\$10,000
2106 – Wetland Hearing Application	\$5,000
2109- Planning Board Advertising	\$5,000
2110 – Zoning Board Advertising	\$5,000
2111 – Abutters List	\$2,000
2112 – Police Vehicle Details	\$50,000
2113 – Subdivision Performance Inspections	\$5,000
2114 Cleaning & Maintenance Unaccepted Subdivision	\$30,000
2115 – Community Garden Rentals	\$5,000
2116 – Council on Aging	\$6,000
2152 – Passports	\$5,000
2155 – Lost or Damaged Library Materials	\$7,500
Tobacco Compliance Checks	\$1,000

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

Article 14 – CPA Budget

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

Article 15 – CPA Reservations

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

Article 16–Affordable Housing

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

Article 17 – Chapter 90 Funds

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

FY20-21 Road Projects

- FY 20 – Project Roads

- | | | |
|-----------------|------------------|----------------------|
| ○ Lake Street | Medway Street to | Main Street |
| ○ North Street | Roundabout to | #26 North Street |
| ○ Union Street | Roundabout to | Castle Street |
| ○ Medway Branch | Tucker Road to | End of Medway Branch |
| ○ Tucker Road | Rockwood Road to | Medway Branch |
| ○ Boardman | Rockwood Road to | #82 Boardman |

- FY 21 – Proposed Project Roads

- | | | |
|--------------------|-------------------|---------------------------------|
| ○ Main Street | Myrtle Street To | 850' East of the City Mills Br. |
| ○ Hanover Street | Main Street To | Myrtle Street |
| ○ Medway Street | Chatham Road To | Truro Road |
| ○ Maple Street | Park Street To | #40 Maple Street |
| ○ Holbrook Street | Pondview Road To | Nichols Way |
| ○ Mirror Lake Ave. | Spruce Road To | #32 Mirror Lake Ave. |
| ○ Ash Road | North Street To | Mirror Lake Ave. |
| ○ Woodward Road | Cottage Avenue To | Leland Road |

Article 18 – Grants Acceptance

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

Article 19 – Surplus Property

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

Article 20 – Zoning Amendment

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

Article 21 – Zoning Amendment

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

Article 22 – Road Acceptance

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

(Nichols Way)

Article 23 – Citizen's Petition

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

Article 24 – Citizen's Petition

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