



# TOWN OF NORFOLK

## SELECT BOARD

ONE LIBERTY LANE  
NORFOLK, MASSACHUSETTS

Blythe C. Robinson  
Town Administrator

(508) 440-2855  
(508) 541-3366 FAX

**In accordance with the provisions of M.G.L. Chapter 30A, Section 20, notice is hereby given that the Select Board will meet on Tuesday, January 7, 2020, at 7:00 p.m., in Meeting Room 124, One Liberty Lane, Norfolk, MA**

**Be advised this meeting will be audio and video taped.  
Pledge of Allegiance**

- 1. 7:00 p.m. Call Meeting to Order**
- 2. Public Comment**

### **Action Items**

- 3. Please consider adopting the Attorney General's Regulations, 940 CMR 29.10 to permit remote participation in public meetings**
- 4. Please consider appointing members to Norfolk's 150<sup>th</sup> Anniversary Parade Committee**
- 5. Please consider opening the Warrant for the May 12, 2020 Annual Town Meeting**
- 6. Please consider granting permission to the Garden Club of Norfolk to use Town Hill/Bandstand for its Annual Plant & Bake Sale to be held on Saturday, May 16, 2020, from 9:00-12:00 PM, with Town Hill/Bandstand being requested from 8:00-12:30 PM**
- 7. Please consider appointing a delegate to cast Norfolk's vote for various MIIA Insurance Committees**
- 8. Please consider signing an Agreement regarding the Caritas Property Exempt from Real Estate Taxes under the provisions of M.G.L. Chapter 59, Section 5, clause "Third"**

### **Discussion Items**

- 9. Please discuss parameters for the FY21 Town Operating Budget**

### **Report of Warrants**

**10. The following warrants have been signed:**

- 12/17/2019 25V20 \$193,351.26 (CW)**
- 12/17/2019 25VS20 \$123,018.87 (CVT)**
- 12/20/2019 12P20 & 12PS20 \$913,801.43 (CW)**
- 12/24/2019 26V20 \$610,640.89 (CW)**

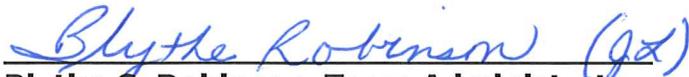
- 12/31/2019 27VSA20 \$750.00 (KK)
- 12/31/2019 27V20 \$94,044.14 (KK)
- 12/31/2019 27VS20 \$26,123.36 (KK)

**Approve Minutes**

**11. Please consider approval of the minutes**

**Any other unanticipated business that may come before the Board**

**ADJOURNMENT**



**Blythe C. Robinson, Town Administrator**



# TOWN OF NORFOLK

## SELECT BOARD

ONE LIBERTY LANE  
NORFOLK, MASSACHUSETTS

Blythe C. Robinson  
Town Administrator

(508) 440-2855  
(508) 541-3366 FAX

January 2, 2020

MEMO TO: Select Board

From: Blythe C. Robinson, Town Administrator

*BCR (for BCR)*

RE: **Agenda Background – January 7, 2020**

Below please find background material on each of the items on the agenda as well as draft motions that you can consider where action is required.

1. 7:00 pm. Call Meeting to Order
2. Public Comment
3. Please consider adopting the Attorney General's Regulations, 940 CMR 29.10 to permit remote participation in public meetings

At the December 17<sup>th</sup> meeting this topic was discussed, and the members present decided to table the matter until this meeting when all members could be present. Part of the discussion centered on the experiences of other communities who have adopted it. I sent out a poll to the other administrators in Norfolk County, and heard back from four – Medway and Dover have adopted it, Foxborough and Avon have not. Included in your packet is a copy of the policy and form that Medway has adopted for information. Both Dover and Medway indicate that thus far it hasn't been used very much, just occasionally by their Finance Committees.

Background from the last meeting:

As you know, at a recent meeting resident David Rosenberg asked the Board to consider adopting the Attorney General's regulation allowing remote participation at public meetings. We subsequently received an email from Town Government Study Committee member Kristen Balash requesting that the Board consider adoption of these regulations. Included in your packet is the relevant section of the State's open meeting law guide as well as the AG's Office Code of Massachusetts Regulations (CMR) 940 CMR 29.10 also on this topic for your review. These regulations must be adopted by the Chief Executive Officer which in our case is the Select Board, and would be applicable to all Town Boards and Committees until such time that the Select Board chose to vote to end the practice.

The regulations allow someone to participate in this fashion if physical attendance would be unreasonably difficult, and participation can be arranged through telephone, internet or satellite enabled audio or video conferencing or any other method that makes the person who is remote and the other members clearly audible to each other. The regulations also outline the minimum requirements.

I have spoken with our IT Director who notes that we have telephones in Rooms G-7, Room 124 and 204 which can be used for this purpose. We don't have video conferencing available but can look into what would be required and the cost to do so.

**MOVE** that the Board adopt the Attorney General's Regulations, 940 CMR 29.10 to permit remote participation in public meetings.

4. Please consider appointing members to Norfolk's 150<sup>th</sup> Anniversary Parade Committee

At the last meeting, Paul Terrio and Donna Jones were present to discuss with the Board the possibility of having a parade this fall, and requested that the Board appoint an ad hoc committee to work on the details. Subsequently, we put up an announcement on the Town's website and Facebook inviting people to submit an application if they'd like to be appointed. As of the writing of this report, we have not received any applications. If the Board would like to proceed, you could appoint both Paul and Donna, and perhaps we'll receive more interest now that the holidays are behind us.

**MOVE** that the Board establish an ad hoc committee to organize a parade to celebrate Norfolk's 150<sup>th</sup> Anniversary, and appoint Paul Terrio and Donna Jones as members.

5. Please consider opening the Warrant for the May 12, 2020 Annual Town Meeting

In order to prepare for the Town's annual meeting, the Board needs to vote to open a warrant. Included in your packet is a schedule of dates and action steps that culminates in the meeting being held on May 12<sup>th</sup>. Boards that have business they would like the Town to take up and residents who want to petition articles would need to submit them by February 13<sup>th</sup>, in order to give the staff, the Board, and Advisory Committee time to do their work ahead of the meeting.

**MOVE** that the Board vote to open a warrant for the 2020 annual town meeting to be held at the King Philip Middle School on Tuesday, May 12, 2020 and to close the warrant on Thursday, February 13<sup>th</sup> at 6:00 PM.

6. Please consider granting permission to the Garden Club of Norfolk to use Town Hill/Bandstand for its Annual Plant & Bake Sale to be held on Saturday, May 16, 2020, from 9:00-12:00 PM, with Town Hill/Bandstand being requested from 8:00-12:30 PM

As they do annually, the Garden Club has requested permission to reserve Town Hill and the Bandstand for their annual plant and bake sale on May 16<sup>th</sup>, and to place a banner in a suitable location on Town Hill for six days prior to advertise the event. They have also made a request to place signs which our office is already taking care of separately. We recommend approval of this event.

**MOVE** that the board approve the Garden Club's request to reserve Town Hill and the bandstand for their annual plant and bake sale on May 16<sup>th</sup>, and furthermore to erect a banner on Town Hill from May 11 – 16<sup>th</sup>.

7. Please consider appointing a delegate to cast Norfolk's vote for various MIIA Insurance Committees

The Town procures almost all of its insurance policies and services through the Massachusetts Interlocal Insurance Association. The policies include property and casualty insurance, law enforcement and school board liability, workers compensation and health insurance to name a few. MIIA has three boards that oversee the direction of these lines of business which includes the MIIA, Inc. Board, Property and Casualty Board and Health Insurance Benefits Trust Board. As you know, I currently serve on the first two. The elections for these boards take place during the annual MMA meeting in January. Each community that participates has a vote for the boards that represent them, and a delegate needs to be named to vote on the Town's behalf. I will be attending the meeting, and would be happy to vote on the Town's behalf as none of the Select Board is planning to attend at this juncture.

As you'll see from the background in your packet, there is also an opportunity for you to nominate other people to serve on these boards besides those nominated. I've structured the motion below just to address the voting delegate, but if you'd like to nominate someone to be appointed to one of the boards, we can modify this at the meeting.

**MOVE** that the Board designate Blythe Robinson, Town Administrator to cast Norfolk's vote for various MIIA Insurance Committees at the 2020 MIIA annual meeting.

8. Please consider signing an Agreement regarding the Caritas Property Exempt from Real Estate Taxes under the provisions of M.G.L. Chapter 59, Section 5, clause "Third"

In fiscal year 2007 the Town determined that the former Southwood Hospital owned by TAS-CNH, Inc. was no longer being operated for charitable purposes and thus no longer entitled to tax exempt status. Since that time, the Town and the corporation have mutually agreed to a payment in lieu of taxes (PILOT) for approximately the amount that would be owed if the property was considered taxable. Each year in January since 2007 the Select Board has approved this agreement and the amount to be paid has increased 2.5% over the prior year. Included in your packet is the FY2020 version of the agreement, which includes a PILOT amount of \$69,791.13 as prepared by the Assessor's Office. We recommend that the Board execute this agreement.

**MOVE** that the Board execute an agreement with TAS-CNH, Inc. for a PILOT agreement for FY2020 for the property formerly known as the Caritas Norwood Hospital, Inc.

9. Please discuss parameters for the FY21 Town Operating Budget

At the last meeting, the board members present indicated their concern about the impact to residents of a tax increase, and want to explore a budget that is level funded from FY20. We also discussed obtaining input from the school districts as to what a level funded budget would mean to their operations. To that end both Superintendent Allardi and

Superintendent Zinni will be at the meeting to review their perspectives with you. Included in your packet is a memo from Superintendent Zinni. As of this time, we have not received materials from Superintendent Allardi. As soon as available, we will provide her information to you prior to or at the meeting.

On the "town side" of the budget, I've included for you a copy of a recent budget report showing all accounts and what has been spent year to date. We've highlighted all of the line items that we believe are fixed costs that cannot be reduced, or if they were, would have a significant impact on the organization or the Town's responsibilities. In FY20 fixed costs (yellow highlighted section of the budget overview) made up 18% of the Town's overall budget. In general terms the items we highlighted include:

- Debt service principal and interest payments
- County retirement contributions, Medicare, unemployment, health insurance
- Transfer station costs, snow and ice, street lights
- Other school district tuitions (Tri County, Norfolk Agricultural)
- Utilities and other expenses to operate Town buildings

Furthermore, approximately 70% of the overall town budget encompasses salaries for both Town and school employees. I have not highlighted any of those line items, as adjustments in these line items are possible. What I would point out is that the Town already has obligations to its union groups for increases next year. Those include:

- Clerical employees – 4.0% (2.5% step increase plus a 1.5% COLA)
- Public Works Union – 3.5%
- Police Union - - 3.0%
- Fire Union – 3.5% plus stipends for various licenses
- Non –union employees – these are primarily department heads. Because they are on the same pay plan as the clerical employees, they have typically received a step increase of 2.5% annually. The Town has a history of voting a 1.5% COLA at the annual town meeting as well.

The likely outcome of a level funded budget is reductions in employee hours in order to achieve no increase. I have requested that all departments turn in both a level funded budget and a budget reflecting a 3.0% increase. They've also been asked to detail what each budget means, and what the differences are between each budget so we can outline for you the impact on service delivery.

Besides the projected increases in fixed costs for next year detailed at the last meeting, I want to make you aware of several additional expenses coming in FY21 that we need to plan for. Those include:

- Assessor's revaluation – this is a state mandate every five years and will require approximately \$60,000 in additional outside services to complete the field work
- Town Clerk – there are three elections in FY21 as compared to one in FY20 which will require additional funds of about \$12,300
- Fire Department salaries – we accepted the SAFER grant this fall which will require us to budget for 25% of the cost of the two new firefighter/paramedics. The approximate cost of that is \$30,000

Finally, I've included in your packet an outline for budget review. All budgets are due to Finance by January 9<sup>th</sup>, and then we in turn will present the budget to you towards the end of that month. It would be helpful if you could bring your calendars to the meeting so we can decide when to hold review sessions so we can prepare for that and ensure everyone is in attendance.

10. Please consider approval of the following warrants:

**MOVE** that the Board approve the following warrants:

- 12/17/2019 25V20 \$193,351.26 (CW)
- 12/17/2019 25VS20 \$123,018.87 (CVT)
- 12/20/2019 12P20 & 12PS20 \$913,801.43 (CW)
- 12/24/2019 26V20 \$610,640.89 (CW)
- 12/31/2019 27VSA20 \$750.00 (KK)
- 12/31/2019 27V20 \$94,044.14 (KK)
- 12/31/2019 27VS20 \$26,123.36 (KK)

11. Please consider approval of the minutes

In your packet is the regular meeting minutes of December 10, 2019 which have been submitted to the clerk for review.

**MOVE** that the Board approve the minutes of the December 10, 2019 regular meeting.



## REMOTE PARTICIPATION POLICY Town of Medway, MA

### 1. PURPOSE STATEMENT

The Office of the Attorney General amended the *Open Meeting Law* regulations at 940 CMR 29.00 effective November 11, 2011 to allow members of public bodies, in limited circumstances, to participate remotely in meetings. While all members of Town Boards are strongly encouraged to attend meetings in person whenever possible, the new regulations seek to promote greater participation in government meetings by allowing members to participate remotely when certain specific circumstances prevent them from being present.

The intent of this policy is to establish clear guidelines on the practice of remote participation by public bodies under the *Open Meeting Law, M.G.L. c.30A, Sections 18-25*.

### 2. ENABLING AUTHORITY – 940 CMR 29.10(8)

A municipality may adopt a policy that prohibits or further restricts the use of remote participation by public bodies within its jurisdiction.

### 3. ADOPTION OF REMOTE PARTICIPATION

In accordance with 940 CMR 29.10(2)(a), the Board of Selectmen, on *MONTH DAY, YEAR*, voted to authorize the adoption of 940 CMR 29.10 so that remote participation is permitted in the Town and applicable to all subsequent meetings of all local public bodies in the Town. In accordance with 940 CMR 29.10(3), the Board of Selectmen may add additional restrictions it wishes to impose or revoke its adoption of 940 CMR 29.10 by simple majority vote at any time.

This policy and 940 CMR 29.10 shall apply to all Town boards, commissions, committees, sub-committees and working groups regardless of whether such public bodies are appointed or elected. Where the Remote Participation Policy is more stringent than 940 CMR 29.10, the Policy shall control.

### 4. MINIMUM REQUIREMENTS FOR REMOTE PARTICIPATION

No member of a public body shall participate in a meeting remotely unless the following requirements are met:

- (a) Members of the public body who participate remotely and all persons present at the meeting locations shall be clearly audible to each other;

- (b) A quorum of the body, including the chair or the person authorized to chair the meeting, shall be physically present at the meeting location in accordance with *M.G.L. c.30A, section 20(d)*;
- (c) Members of the body who participate remotely must have access to the same materials being used at the meeting location.
- (d) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of *M.G.L. c.30A, section 23(D)*.

*Section 23D (a): Notwithstanding any general or special law to the contrary, upon municipal acceptance of this section for one or more types of adjudicatory hearing, a member of any municipal board, committee, or commission when holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to that member's absence from no more than a single session of the hearing at which testimony or other evidence is received. Before any such vote, the member shall certify in writing that he has examined all evidence received at the missed session, which evidence shall include an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. Nothing in this section shall change, replace, negate or otherwise supersede applicable quorum requirements.*

**5. PERMISSIBLE REASONS FOR REMOTE PARTICIPATION**

It is the express desire of the Board of Selectmen that remote participation in meetings be an infrequent event, for both individual board members and public bodies as a whole. Chairs of public bodies are encouraged to interpret these rules in a strict fashion and to continue to encourage all members to attend meetings in person as a general rule, due to the inherent benefits of physical presence in a meeting.

A public body member may attend a meeting through electronic conferencing if his or her physical presence at the meeting would be unreasonably difficult.\*

Any determination by the person chairing the meeting to allow or not to allow remote participation shall be final and shall not be appealable.

**6. ACCEPTABLE METHODS OF REMOTE PARTICIPATION**

Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive communication, if said technology is already available.

- (i) Telephone, internet, or satellite-enabled audio or video conferencing
- (ii) Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another
- (iii) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

The public body shall determine which of the acceptable methods may be used by its members taking a one-time vote authorizing remote participation by one or various methods for all future meetings.

[\*Per 10/6/17 update to Open Meeting Law regulations]

If technical difficulties arise as a result of utilizing remote participation, the chair should suspend discussion while reasonable efforts are made to correct any problem which interferes with the remote participant's ability to hear or be heard clearly by all persons at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection (and subsequent reconnection, if achieved) occurred shall be noted in the meeting minutes. If a public hearing or meeting continues after disconnection, the member shall be noted as absent.

The focus of the chair should always be on maintaining the flow of the meeting. If the chair determines that technical difficulties are inhibiting the progress of the meeting, the chair may elect to terminate the participation of the remote member.

## **7. PROCEDURES FOR REMOTE PARTICIPATION**

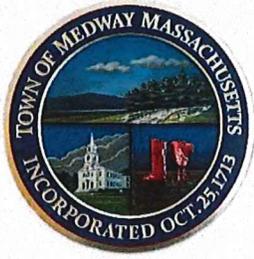
Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to the meeting, notify the chair or person serving as chair of the meeting of his or her desire to do so and the reason for and facts supporting his or her request.

- (i) Prior to the meeting, the chair shall make every effort to ensure the equipment is available and functioning properly. If the required equipment is not available, the chair shall deny the request for remote participation.
- (ii) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.
- (iii) All votes taken during any meeting in which a member participates remotely shall be by roll call vote. Members may participate remotely even if they are not qualified to vote.
- (iv) Remote participants shall preserve the confidentiality of the Executive Session. The remote participant shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by simple majority vote of the public body, and that the session is not being remotely recorded by any device.
- (v) The Town shall not be responsible for the reimbursement of any out-of-pocket expenses associated with the remote participation of public body members. The expense associated with use of any teleconference service must be authorized by the Town Administrator and funds must be available within the public body's budget authorization prior to procuring the service.
- (vi) Public bodies which review plans that include exceptional detail, are sized in such a manner to preclude easy electronic transmission at an appropriate scale, or have been modified since distribution are cautioned that remote participation may trigger appeal or unwanted litigation over approvals or denials of land use applications. The nuances of discussion on such details may be lost even via teleconferencing technology rendering remote participation impractical.

Both the municipality as a whole and individual public bodies are authorized to adopt procedures that prohibit or further restrict the use of remote participation.

*Note: Consideration should be given to the proposed language in the Charter regarding associate members on public bodies. Associate members should be utilized in the absence of members of public bodies when deemed appropriate by the chair.*

*Date adopted by Board of Selectmen:* June 4, 2012



**TOWN OF MEDWAY**  
COMMONWEALTH OF MASSACHUSETTS

**REMOTE PARTICIPATION FORM**

I, \_\_\_\_\_ (print name), hereby request to participate remotely at the meeting of the \_\_\_\_\_ (Board/Committee/Commission) to be held on \_\_\_\_\_ (date). I certify to the Chair that my absence is the result of the fact it would be unreasonably difficult for me to physically attend the meeting.

Explanation:

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During the meeting, I will be at the following location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please sign and return to Chair**

Request received by \_\_\_\_\_  
Chair (please print) \_\_\_\_\_ Date \_\_\_\_\_

Method of Participation \_\_\_\_\_ (e.g. speakerphone)

Request Approved \_\_\_\_\_ Request Denied\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed form to be appended to the meeting minutes.**

**\*All Denied Requests are Final and Not Appealable.**

## Annual Town Meeting Calendar - May 12, 2020

| Date              | Action   |
|-------------------|--|
| January 7, 2020   | Open ATM Warrant   |
| January 8, 2020   | Send out Notices - Warrant Opened  |
| February 13, 2020 | Close Annual Town Meeting Warrant  |
| February 18, 2020 | Selectmen review list of articles  |
| February 20, 2020 | Language due from Boards/Committees/Petitioners  |
| April 15, 2020    | Finalize Language with Town Counsel  |
| April 21, 2020    | Selectmen vote to execute the Warrant  |
| April 15, 2020    | Last day to register to vote to participate in Town Mtg                                |
| April 22, 2020    | Warrant Posted   |
| April 28, 2020    | Organizational Meeting with the Moderator<br>Draft set of motions available for review |
| May 7, 2020       | Motions Finalized  |
| May 12, 2020      | Annual Town Meeting  |



# The Garden Club of Norfolk

October 29, 2019

Board of Selectmen  
Town of Norfolk  
One Liberty Lane  
Norfolk, MA 02056

Dear Selectmen

RE: Garden Club Of Norfolk Annual Plant & Bake Sale 2020  
Placement of advertising Banner

This is in relation to a letter request sent by the Garden Club of Norfolk regarding our Plant and Bake Sale on May 16 2020

We requested to hang our banner from May 2 - 16th at Town Hill

We would now like to change these dates and hang the banner for the shorter period of 6 days from Monday 11th until Saturday 16th of May

Thank you in advance for your consideration. I can be reached at 508-918-5953 should you have any questions

Sincerely,

Michelle Noonan (mickymac21@yahoo.com) and Emily Nicodemus  
Co Presidents  
Garden Club of Norfolk  
P.O Box 444  
Norfolk, MA 02056



# The Garden Club of Norfolk

September 18, 2019

Board of Selectmen  
Town of Norfolk  
One Liberty Lane  
Norfolk, MA 02056



Dear Selectmen

RE: Garden Club Of Norfolk Annual Plant & Bake Sale 2020  
Placement of Signage Boards and Banner

The Garden Club of Norfolk requests permission to reserve the Town Hill and bandstand for its annual plant and bake sale, to be held on Saturday, May 16 2020 from 9AM - 12. We will need the grounds from 8 AM until 12:30 PM.

We would also like permission to place two event signage boards at the following locations: Main Street at the intersection of Independence Drive; and Main Street at the intersection of Boardman Street. We anticipate placing the boards at these locations May 2 - 16, 2020.

We also ask permission to hang our banner for the following dates  
May 2 - 16 Location: Town Hill at area deemed appropriate by you and Norfolk DPW.

Thank you in advance for your consideration. I can be reached at 508-918-5953 should you have any questions

Sincerely,

*Signs approved ✓*

*Michelle Noonan*

Michelle Noonan (mickymac21@yahoo.com) and Emily Nicodemus  
Co Presidents  
Garden Club of Norfolk  
P.O Box 444  
Norfolk, MA 02056

<Garden Club Annual Event-Town Hill & Signage.pdf>

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**Charles Stone** <cstone@norfolk.ma.us>  
To: Judith Lizardi <jlizardi@norfolk.ma.us>

Tue, Nov 12, 2019 at 5:54 PM

I have no issues with this request.

CS

On Tue, Nov 12, 2019 at 1:04 PM Judith Lizardi <jlizardi@norfolk.ma.us> wrote:  
[Quoted text hidden]

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Charles H. Stone Jr.  
Chief of Police  
Norfolk, Mass  
FBINAA 165  
508-520-4288

**2 attachments** **Garden Club Annual Event-Banner.pdf**  
291K **Garden Club Annual Event-Town Hill & Signage.pdf**  
367K

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**Judith Lizardi** <jlizardi@norfolk.ma.us>

Tue, Nov 12, 2019 at 1:03 PM

To: Charles Stone <cstone@norfolk.ma.us>, Peter Petrushik <ppetrushik@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Christine Tardanico <ctardanico@norfolk.ma.us>, Bob McGhee <bmcghee@norfolk.ma.us>  
Cc: Blythe Robinson <brobins@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Good Afternoon,

Attached please find a request from The Garden Club of Norfolk to hold their annual plant and bake sale to be held on Saturday, May 16, 2020 from 9:00-12:00 PM on Town Hill. They have provided information about the event, signage, and requested banner in the attached correspondence.

Please provide any comments and/or concerns regarding the event so we can pass them along to the Select Board for their consideration at an upcoming meeting in January.

Thank you.

Best,  
Judith

[Quoted text hidden]

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**2 attachments** **Garden Club Annual Event-Banner.pdf**  
291K **Garden Club Annual Event-Town Hill & Signage.pdf**  
367K

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**Peter Petrushik** <ppetrushik@norfolk.ma.us>

Tue, Nov 12, 2019 at 1:26 PM

To: Judith Lizardi <jlizardi@norfolk.ma.us>

Fire is good Thank you

[Quoted text hidden]

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**michelle mcmenam** <mickymac21@yahoo.com>

Tue, Nov 12, 2019 at 1:38 PM

To: Judith Lizardi <jlizardi@norfolk.ma.us>

Cc: Blythe Robinson <brobins@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Hi Ludith, thank you for your email with the status of our requests for use of the Town Hill for our plant and bake sale as well as the placement of our signage boards and banner.

Yes we will give the banner to the DPW a few days before it is to be hung.

Thank you also for sending on the policies relating to the use of Town Hill and I have noted that when we get approval we send a security deposit Cheque of \$100 to the Town of Norfolk.

Michelle Noonan  
Co-President  
Garden Club of Norfolk

Sent from my iPhone

[Quoted text hidden]

<Garden Club Annual Event-Banner.pdf>



Town of Norfolk

Judith Lizardi &lt;jlizardi@norfolk.ma.us&gt;

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**Garden Club of Norfolk's Annual Plant and Bake Sale - May 16, 2020**

5 messages

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**Judith Lizardi** <jlizardi@norfolk.ma.us>

Tue, Nov 12, 2019 at 12:55 PM

To: mickymac21@yahoo.com

Cc: Blythe Robinson &lt;brobinson@norfolk.ma.us&gt;, Nancy Langlois &lt;nlanglois@norfolk.ma.us&gt;

Hello Michelle,

Thank you very much for your correspondence. Your request for permission to use Town Hill and bandstand for the Garden Club of Norfolk's annual plant and bake sale to be held on Saturday, May 16, 2020 from 9-12PM will be put on a Select Board meeting agenda in January. I will email you in early January as to the meeting date that the Select Board will be considering this item.

As well, I have noted your request in our signage log to place signage boards at Main Street at the intersection of Independence Drive and at Main Street at the intersection of Boardman Street from May 2-16, 2020 in anticipation of event approval. In your letter you also mentioned a request to put a banner on Town Hill from May 11-16, 2020. We require the Department of Public Works employees to install and remove banners. When the event is approved, please be sure the DPW has the banner several days before installation.

I'd like to bring some updated information to your attention. The Town Administrator's office has recently undergone a change of staff and as such has begun the process of becoming familiar with the Select Board's policies; among them is the policy for Town Hill Use. I have attached a copy for your information. It can also be found on the Town's Website, <http://www.norfolk.ma.us/boards-committees/board-of-selectmen/policies.htm>. As you can see, there is a minimum required security deposit of \$100 (in check form payable to the Town of Norfolk). We do realize that this may not have been enforced in the past but do believe that the Town's offices should be following the current policies moving forward. Therefore, we will be requiring that upon the Select Board's approval and prior to your event, you please drop off a check in the amount of \$100 to this office. The check will be returned once the Town has determined that the area is damage free as stated in the policy.

We appreciate your understanding about this matter and believe that the policies are in effect to keep the Town in its best condition for the use of all residents.

Please do not hesitate to contact me should you have any questions.

Thank you.  
Judith

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**Judith Lizardi**  
Executive Assistant  
Town Administrator's Office  
Town of Norfolk  
One Liberty Lane  
Norfolk, MA 02056  
(508) 528-1408



**MEMORANDUM**

TO: MIIA Members  
FROM: Geoffrey Beckwith, President, MIIA  
DATE: December 19, 2019  
SUBJECT: Report of the Nominating Committees

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It is once again time to select nominees for the Board of Directors of the Massachusetts Interlocal Insurance Association, Inc. The election of the Board members will take place at the MIIA Annual Meeting on January 25, 2020.

As a member of the MIIA Health Benefits Trust, your municipality is a voting member of the Massachusetts Interlocal Insurance Association, Inc. The MIIA Health Benefit Trust is the entity that provides health insurance coverages. The Massachusetts Interlocal Insurance Association, Inc. is the designated administrator for the Trust.

Enclosed you will find the Nominating Committee Report, a Nominating Form in case you wish to nominate someone else as a Director of MIIA, Inc., and a form to specify who is your "voting delegate." Please read the enclosed Requirements for Voting prior to completion of the Voting Delegate Designation Form and return that form to us as soon as possible.

We look forward to seeing you at the Annual Meeting.



## MEMORANDUM

TO: MIIA, Inc. Members

FROM: **MIIA Inc. Nominating Committee:**  
Geoffrey Beckwith, Paul Cohen, Leon Gaumond, Blythe Robinson and  
Kenneth Walto

DATE: December 18, 2019

SUBJECT: Nominating Committee Report

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MIIA is again calling on its members to participate in electing officials to serve on the Massachusetts Interlocal Insurance Association, Inc. Board of Directors. The Board is responsible for approving and directing the overall policies of the MIIA programs. This is an important task since MIIA has a combined membership of more than 350 members for the health, property and liability, and workers' compensation insurance programs.

At the MIIA Annual Meeting to be held on January 25, 2020, members will elect two individuals to fill three-year terms to expire in January 2023. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board.

For three-year terms expiring January 2023:

**Ellen Allen, Selectman, Norwell** – Ellen Allen has served on the Norwell Board of Selectmen for eight years and is the current Chair. Previously she was a member of the town's Advisory Board. She serves as the President of the MMA and is in her seventh year on the MSA Board. Previously Ellen served for six years as the Chair of the Plymouth County Advisory Board, where she is still a member of the Executive Board. Additionally, she serves on the Board of Trustees of the James Library & Center for the Arts, as well as Norwell Visiting Nursing Association Works subsidiary. Ellen has held leadership roles in the Norwell Women's Club and on school PTOs and School Improvement Councils. Ellen has a B.A. in Government from the College of William & Mary and a Master's Degree from Georgetown University's School of Foreign Service. Prior to her time volunteering in town government, Ellen worked in corporate banking.

**Bill Keegan, Town Manager, Foxborough** – William Keegan has served in local government for over thirty-six years including serving as Town Administrator in Dedham and Seekonk. He currently serves on the Board of Directors for MIIA Inc., MIIA Property and Casualty Group, Inc., MIIA Health Benefits Trust, MIIA Reinsurance Company, and MIIA Health Benefits Trust Reinsurance Company.

**Continuing Members:**

**Paul Cohen, Town Manager, Chelmsford; and Blythe Robinson, Town Administrator, Norfolk** will continue to serve in three-year terms until 2021. **Leon Gaumond, Town Manager, Weston; and Ken Walton, Town Manager, Dalton** will continue to serve in three-year terms until January 2022.

Enclosed are the Requirements for Voting document and a Voting Delegate Designation form to help us prepare for the voting. MIIA would greatly appreciate you designating the voting delegate for your municipality. Also enclosed is a Nominating Form, should you wish to nominate another candidate.

Please contact Stan Corcoran at 617-426-7272 ext. 244 if you have any questions on the election process.

**MIIA, INC.**

**NOMINATING FORM**

If you are an eligible voting delegate and wish to nominate someone other than the nominees listed in the committee's report, who is also an eligible voting delegate, please indicate the person's name in the space below. The nomination ballot must be received by January 13, 2020, twelve (12) days prior to the Annual Meeting.

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I WISH TO NOMINATE THE FOLLOWING PERSON TO SERVE AS DIRECTOR OF MIIA, INC.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

Biographical Data: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Voting Delegate of \_\_\_\_\_  
Name (*please print*) (City/Town)

\_\_\_\_\_  
Signature

\*\*\*\*\*

Please return this form by January 13, 2020 to:

Stanley J. Corcoran  
Executive Vice President  
Massachusetts Interlocal Insurance Association  
One Winthrop Square  
Boston, MA 02110  
FAX: (617) 426-9546

## VOTING DELEGATE DESIGNATION FORM

The voting delegate for the City/Town of \_\_\_\_\_

is \_\_\_\_\_  
(Name) (Please Print)

\_\_\_\_\_

\*\*\*\*\*

Please return this form by January 13, 2020 to:

Stanley J. Corcoran  
Executive Vice President  
Massachusetts Interlocal Insurance Association  
One Winthrop Square  
Boston, MA 02110

or FAX to:  
(617) 426-9546

## REQUIREMENTS FOR VOTING

The requirements for voting are detailed in the by-laws of each organization. In summary:

Each member shall have one vote which may be cast only by its voting delegate. The following individuals are eligible voting delegates.

1. In the case of a city or a town with a city form of government, (a) its chief executive, or (b) a person designated in writing by such chief executive;
2. In the case of all other towns, (a) the Chairman of its Board of Selectmen, (b) another Selectman designated in writing by such Chairman, or (c) the Manager designated in writing by such Chairman.

Voting in person is required for the election of the Board of Directors. All voting will be by a vote of hands, unless a roll call is requested by three or more voting delegates.

The nominees receiving the greatest number of votes shall be deemed elected as directors and shall commence their terms at the conclusion of the meeting.

If you are a voting delegate and wish to nominate another person as a director, such nomination must be received in writing no later than January 13, 2020 twelve days prior to the Annual Meeting. Enclosed is a nomination form for this purpose.

## AGREEMENT

This AGREEMENT, made as of this 7<sup>th</sup> day of January, 2020, by and between TAS-CNH, INC., a Massachusetts Corporation (formerly known as CARITAS NORWOOD HOSPITAL, INC.), with a usual place of business at 66 Brooks Drive, Braintree Massachusetts (“CNH”) and the Town of Norfolk, a municipal corporation with its place of business at One Liberty Lane, Norfolk, Massachusetts, acting by and through its Select Board (“the Town”).

WHEREAS, CNH owns the following parcels of real property identified on the Town of Norfolk Assessor’s Map as follows (collectively, the “Property”):

1. Map 26, Block 80, Lot 3-1, with an assessed value of \$6,705,300;
2. Map 26, Block 80, Lot 9-1, with an assessed valuation of \$434,100;
3. Map 26, Block 86, Lot 15, with an assessed valuation of \$28,400;

WHEREAS, for many years up to and including the Fiscal Year ending June 30, 2007, the Town has designated the Property as exempt from real estate taxes under the provisions of G.L.c. 59, § 5, clause “Third” (pertaining to real and personal property of a charitable organization);

WHEREAS, the Town has made a determination that the Property is no longer eligible for tax exempt status because it is no longer being used by CNH for charitable purposes, and that the property is therefore taxable in the Fiscal Year ending on June 30, 2020 (Fiscal Year 2020);

WHEREAS, CNH does not admit that the Property is no longer tax exempt;

WHEREAS, the parties wish to resolve this matter in a way that avoids administrative or court proceedings;

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. CNH will pay to the Town of Norfolk, as a payment in lieu of taxes the sum of sixty nine thousand seven hundred ninety one dollars and thirteen cents (\$69,791.13), said sum to be due and payable on or before June 30, 2020.
2. In consideration of such payment, any real and personal property taxes that have been or would have otherwise be assessed against CNH shall be abated, and the use of CNH's real and personal property within the Town of Norfolk shall be deemed to serve a charitable purpose.
3. The foregoing agreements notwithstanding, this Agreement shall not constitute an admission by either party concerning the tax exempt status of the Property.
4. This Agreement shall pertain only to the Fiscal Year ending June 30, 2020 and shall not in any way bind or obligate the Town or CNH relative to any taxes which may be due for any other fiscal year.
5. If the property is transferred during the time frame of this agreement, then the payment in lieu of taxes is subject to revision.

Signed and sealed this 7th day of January, 2020.

NORFOLK SELECT BOARD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TAS-CNH, INC.

BY: \_\_\_\_\_  
Its

NORFOLK BOARD OF ASSESSORS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# TOWN OF NORFOLK

| <b>General Revenue</b>                             |                     |                     |                     |                     |                     |                     |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b><u>SOURCES</u></b>                              | <b><u>FY16</u></b>  | <b><u>FY17</u></b>  | <b><u>FY18</u></b>  | <b><u>FY19</u></b>  | <b><u>FY20</u></b>  | <b><u>FY21</u></b>  |
| Real Estate Taxes (Non Excluded)                   | \$25,425,434        | \$26,771,996        | \$28,081,425        | \$29,249,788        | \$30,715,818        | \$32,041,006        |
| New Growth   | \$690,537           | \$572,686           | \$510,729           | \$672,509           | \$582,661           | \$600,000           |
| State Aid  | \$3,998,676         | \$4,060,597         | \$4,146,374         | \$4,260,792         | \$4,279,080         | \$4,364,662         |
| Local Receipts                                     | \$3,383,941         | \$3,469,941         | \$3,659,500         | \$3,772,000         | \$4,041,000         | \$4,111,718         |
| Non Recurring Revenues - Free Cash                 | \$481,884           | \$475,505           | \$325,000           | \$405,000           | \$233,197           | \$233,197           |
| <b>Total Available (Non Excluded)</b>              | <b>\$33,980,472</b> | <b>\$35,350,725</b> | <b>\$36,723,028</b> | <b>\$38,360,089</b> | <b>\$39,851,756</b> | <b>\$41,350,582</b> |
| <b><u>USES - Fixed Costs</u></b>                   | <b><u>FY16</u></b>  | <b><u>FY17</u></b>  | <b><u>FY18</u></b>  | <b><u>FY19</u></b>  | <b><u>FY20</u></b>  | <b><u>FY21</u></b>  |
| Debt Service (Non Excluded)                        | \$545,402           | \$695,082           | \$694,374           | \$640,429           | \$512,935           | \$650,000           |
| Health Insurance                                   | \$2,115,235         | \$2,225,342         | \$2,321,000         | \$2,402,235         | \$2,354,190         | \$2,471,900         |
| Norfolk County Retirement                          | \$1,645,469         | \$1,810,010         | \$1,941,855         | \$2,063,494         | \$2,210,845         | \$2,376,658         |
| Medicare   | \$188,000           | \$210,000           | \$215,000           | \$225,000           | \$230,000           | \$247,250           |
| Other Employee Benefits - Unemp                    | \$146,000           | \$149,000           | \$155,000           | \$157,000           | \$158,000           | \$165,900           |
| Building Liability                                 | \$325,000           | \$350,000           | \$350,000           | \$360,000           | \$375,000           | \$393,750           |
| Tri-County   | \$633,187           | \$530,374           | \$466,841           | \$454,072           | \$360,053           | <b>\$371,107</b>    |
| Norfolk Agricultural School                        | \$20,548            | \$21,571            | \$19,610            | \$20,394            | \$21,500            | <b>\$22,160</b>     |
| Transfer Station Expenses                          | \$389,941           | \$395,333           | \$387,946           | \$403,229           | \$419,618           | \$428,010           |
| Reserve Fund                                       | \$50,000            | \$50,000            | \$75,000            | \$50,000            | \$50,000            | \$50,000            |
| Shared Services (Fuel, St. Lights, Landfill, Snow) | \$406,073           | \$434,423           | \$440,522           | \$442,957           | \$440,957           | \$449,776           |
| <b>Total</b>                                       | <b>\$6,464,856</b>  | <b>\$6,871,136</b>  | <b>\$7,067,149</b>  | <b>\$7,218,811</b>  | <b>\$7,133,099</b>  | <b>\$7,626,511</b>  |
| <b><u>USES - Discretionary Costs</u></b>           | <b><u>FY16</u></b>  | <b><u>FY17</u></b>  | <b><u>FY18</u></b>  | <b><u>FY19</u></b>  | <b><u>FY20</u></b>  | <b><u>FY21</u></b>  |
| Norfolk Elementary                                 | \$10,876,598        | \$11,310,977        | \$11,831,222        | \$12,263,361        | \$12,753,837        | \$13,145,380        |
| General Government                                 | \$1,942,298         | \$2,110,419         | \$2,083,668         | \$2,261,261         | \$2,279,408         | \$2,349,386         |
| {Facilities Maintenance}                           | \$578,759           | \$563,306           | \$595,822           | \$863,426           | \$1,058,663         | \$1,091,164         |
| Public Safety                                      | \$4,575,813         | \$4,795,561         | \$4,943,336         | \$5,233,809         | \$5,542,854         | \$5,713,020         |
| Public Works - Operations                          | \$1,197,878         | \$1,268,950         | \$1,268,203         | \$1,273,684         | \$1,395,266         | \$1,438,101         |
| King Philip Operating Budget & Turf                | \$7,709,800         | \$7,843,581         | \$8,263,166         | \$8,624,390         | \$8,917,860         | \$9,191,638         |
| Culture and Recreation                             | \$664,285           | \$671,741           | \$699,568           | \$730,070           | \$770,769           | \$794,432           |
| <b>Total</b>                                       | <b>\$27,545,431</b> | <b>\$28,564,535</b> | <b>\$29,684,985</b> | <b>\$31,250,002</b> | <b>\$32,718,657</b> | <b>\$33,723,119</b> |

## Assumptions

### Revenue (Sources) - Real Estate

|                  |            |
|------------------|------------|
| FY 20 Levy Limit | 31,381,469 |
| New Growth       | 600,000    |
| Prop 2.5         | 2.50%      |

Abatements 125,000

|                    |       |
|--------------------|-------|
| State Aid Increase | 2.00% |
| Local Aid Increase | 1.75% |
| Non Recurring      | 0.00% |

### Expenses (Uses)

|       |                 |       |
|-------|-----------------|-------|
| 5.00% |                 |       |
| 7.50% |                 |       |
| 7.50% | School Increase | 3.07% |
| 5.00% | Town Increase   | 3.07% |
| 5.00% |                 |       |
| 2.00% |                 |       |
| 2.00% |                 |       |

## Total Non-Excluded Expense Budget

Surplus / (Shortage)

\$0

\$951

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13                                 |                 | JOURNAL DETAIL 2020 0 TO 2020 13 |                |              |         |                  |          |  |
|---|-----------------|----------------------------------|----------------|--------------|---------|------------------|----------|--|
|   | ORIGINAL APPROP | TRANSFRS/ADJSTMTS                | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |  |
| <b>011221 SELECTMEN/TOWN ADMIN SALARIES</b> |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT           | 270,000         | 0                                | 270,000        | 117,466.70   | .00     | 152,533.30       | 43.5%    |  |
| <b>011222 SELECTMEN/TOWN ADMIN EXPENSES</b> |                 |                                  |                |              |         |                  |          |  |
| 524500 COPY MACHINE EXPENSES                | 6,500           | 0                                | 6,500          | 2,919.46     | .00     | 3,580.54         | 44.9%    |  |
| 530100 PHYSICIAN                            | 2,000           | 0                                | 2,000          | 1,527.00     | .00     | 473.00           | 76.4%    |  |
| 534200 POSTAGE                              | 800             | 0                                | 800            | 84.25        | .00     | 715.75           | 10.5%    |  |
| 538000 PRINTING AND ADVERTISING             | 2,000           | 0                                | 2,000          | 303.20       | .00     | 1,696.80         | 15.2%    |  |
| 542000 OFFICE SUPPLIES                      | 4,300           | 0                                | 4,300          | 2,183.09     | .00     | 2,116.91         | 50.8%    |  |
| 571000 IN STATE TRAVEL                      | 3,000           | 0                                | 3,000          | .00          | .00     | 3,000.00         | .0%      |  |
| 573000 DUES AND MEMBERSHIPS                 | 7,000           | 0                                | 7,000          | 4,910.40     | .00     | 2,089.60         | 70.1%    |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 6,000           | 0                                | 6,000          | 60.00        | .00     | 5,940.00         | 1.0%     |  |
| <b>011301 FIN DEPART SALARIES</b>           |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT           | 636,204         | 0                                | 636,204        | 288,231.70   | .00     | 347,972.30       | 45.3%    |  |
| <b>011302 FIN DEPART EXPENSES</b>           |                 |                                  |                |              |         |                  |          |  |
| 524000 EQUIPMENT REPAIR AND MAINT           | 900             | 0                                | 900            | .00          | .00     | 900.00           | .0%      |  |
| 530200 CONSULTING                           | 4,000           | 0                                | 4,000          | 2,300.00     | .00     | 1,700.00         | 57.5%    |  |
| 534200 POSTAGE                              | 20,000          | 0                                | 20,000         | 4,426.43     | .00     | 15,573.57        | 22.1%    |  |
| 538200 ACCOUNTING EXPENSE                   | 48,000          | 0                                | 48,000         | 28,582.41    | .00     | 19,417.59        | 59.5%    |  |
| 538201 AUDIT EXPENSE                        | 36,000          | 0                                | 36,000         | 18,000.00    | .00     | 18,000.00        | 50.0%    |  |
| 538205 MUNIS ACCOUNTING                     | 49,781          | 0                                | 49,781         | 24,890.50    | .00     | 24,890.50        | 50.0%    |  |
| 538210 FINANCE - FIXED ASSET ACCT           | 3,000           | 0                                | 3,000          | 2,000.00     | .00     | 1,000.00         | 66.7%    |  |
| 538230 GASB 45 OPEB SERVICES                | 4,500           | 0                                | 4,500          | 3,875.00     | .00     | 625.00           | 86.1%    |  |
| 538300 BANKING SERVICES                     | 6,000           | 0                                | 6,000          | 913.29       | .00     | 5,086.71         | 15.2%    |  |
| 542000 OFFICE SUPPLIES                      | 10,000          | 0                                | 10,000         | 5,619.31     | .00     | 4,380.69         | 56.2%    |  |
| 571000 IN STATE TRAVEL                      | 1,000           | 0                                | 1,000          | 1,651.19     | .00     | -651.19          | 165.1%   |  |
| 571200 DUES/WORKSHOPS/CONF FEES             | 8,000           | 0                                | 8,000          | 3,253.63     | .00     | 4,746.37         | 40.7%    |  |
| 571600 MEETINGS TRAVEL EXP                  | 2,000           | 0                                | 2,000          | 236.40       | .00     | 1,763.60         | 11.8%    |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 900             | 0                                | 900            | 743.65       | .00     | 156.35           | 82.6%    |  |
| <b>011306 FINANCE ENCUMBRANCE</b>           |                 |                                  |                |              |         |                  |          |  |

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13                            |                 | JOURNAL DETAIL 2020 0 TO 2020 13 |                |              |         |                  |          |  |
|--|-----------------|----------------------------------|----------------|--------------|---------|------------------|----------|--|
| 011306 FINANCE ENCUMBRANCE             | ORIGINAL APPROP | TRANFRS/ADJSTMTS                 | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |  |
| 578000 OTHER DEPARTMENTAL EXPENSES     | 0               | 1,052                            | 1,052          | 1,051.52     | .00     | .00              | 100.0%   |  |
| <b>011311 ADVISORY BOARD SALARIES</b>  |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT      | 6,000           | 0                                | 6,000          | 3,000.00     | .00     | 3,000.00         | 50.0%    |  |
| <b>011312 ADVISORY BOARD EXPENSES</b>  |                 |                                  |                |              |         |                  |          |  |
| 542000 OFFICE SUPPLIES                 | 2,000           | 0                                | 2,000          | 851.33       | .00     | 1,148.67         | 42.6%    |  |
| 578000 OTHER DEPARTMENTAL EXPENSES     | 5,000           | 0                                | 5,000          | 210.00       | .00     | 4,790.00         | 4.2%     |  |
| <b>011322 ADVISORY BOARD RESERVE</b>   |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES     | 50,000          | 0                                | 50,000         | .00          | .00     | 50,000.00        | .0%      |  |
| <b>011412 ASSESSORS EXPENSES</b>       |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES     | 2,000           | 0                                | 2,000          | .00          | .00     | 2,000.00         | .0%      |  |
| 579001 ASSESSORS REVALUATION           | 6,000           | 0                                | 6,000          | .00          | .00     | 6,000.00         | .0%      |  |
| <b>011512 TOWN COUNSEL EXPENSES</b>    |                 |                                  |                |              |         |                  |          |  |
| 530400 LEGAL FEES                      | 75,000          | 15,000                           | 90,000         | 36,105.68    | .00     | 53,894.32        | 40.1%    |  |
| <b>011521 PERSONNEL BOARD SALARIES</b> |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT      | 107,138         | 0                                | 107,138        | 48,489.60    | .00     | 58,648.40        | 45.3%    |  |
| <b>011522 PERSONNEL BOARD EXPENSES</b> |                 |                                  |                |              |         |                  |          |  |

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13                                  |                 | JOURNAL DETAIL 2020 0 TO 2020 13 |                |              |          |                  |          |  |
|--|-----------------|----------------------------------|----------------|--------------|----------|------------------|----------|--|
|  | ORIGINAL APPROP | TRNFRS/ADJSTMTS                  | REVISED BUDGET | YTD EXPENDED | ENC/REQ  | AVAILABLE BUDGET | PCT USED |  |
| <b>011522 PERSONNEL BOARD EXPENSES</b>       |                 |                                  |                |              |          |                  |          |  |
| 542000 OFFICE SUPPLIES                       | 1,000           | 0                                | 1,000          | 500.00       | .00      | 500.00           | 50.0%    |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 0               | 0                                | 0              | 294.50       | .00      | -294.50          | 100.0%   |  |
| <b>011551 INFORMATION TECHNOLOGY SALARY</b>  |                 |                                  |                |              |          |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT            | 123,461         | 0                                | 123,461        | 55,612.64    | .00      | 67,848.36        | 45.0%    |  |
| <b>011552 INFORMATION TECHNOLOGY EXPENSE</b> |                 |                                  |                |              |          |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 96,862          | 1,478                            | 98,340         | 57,423.90    | 2,500.00 | 38,415.60        | 60.9%    |  |
| <b>011556 INFORMATION TECH ENCUMBRANCE</b>   |                 |                                  |                |              |          |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 0               | 1,424                            | 1,424          | 1,424.28     | .00      | .00              | 100.0%   |  |
| <b>011582 TAX TITLE FORECLOSURE EXPENSES</b> |                 |                                  |                |              |          |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 15,000          | 0                                | 15,000         | 2,641.28     | .00      | 12,358.72        | 17.6%    |  |
| <b>011611 TOWN CLERK SALARIES</b>            |                 |                                  |                |              |          |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT            | 125,739         | 7,000                            | 132,739        | 58,103.36    | .00      | 74,635.64        | 43.8%    |  |
| <b>011612 TOWN CLERK EXPENSES</b>            |                 |                                  |                |              |          |                  |          |  |
| 542000 OFFICE SUPPLIES                       | 8,500           | 0                                | 8,500          | .00          | .00      | 8,500.00         | .0%      |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 0               | 0                                | 0              | 3,422.60     | .00      | -3,422.60        | 100.0%   |  |
| <b>011621 ELECTIONS SALARIES</b>             |                 |                                  |                |              |          |                  |          |  |

YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13                                |                 | JOURNAL DETAIL 2020 0 TO 2020 13 |                |              |         |                  |          |  |
|--|-----------------|----------------------------------|----------------|--------------|---------|------------------|----------|--|
|  | ORIGINAL APPROP | TRANFRS/ADJSTMTS                 | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |  |
| <b>011621 ELECTIONS SALARIES</b>           |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT          | 7,650           | 0                                | 7,650          | .00          | .00     | 7,650.00         | .0%      |  |
| <b>011622 ELECTIONS EXPENSES</b>           |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES         | 20,840          | 0                                | 20,840         | 4,330.47     | .00     | 16,509.53        | 20.8%    |  |
| <b>011701 LAND USE DEPARTMENT SALARIES</b> |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT          | 270,584         | 0                                | 270,584        | 124,406.40   | .00     | 146,177.60       | 46.0%    |  |
| <b>011702 LAND USE DEPARTMENT EXPENSE</b>  |                 |                                  |                |              |         |                  |          |  |
| 538000 PRINTING AND ADVERTISING            | 4,000           | 0                                | 4,000          | 5,198.20     | .00     | -1,198.20        | 130.0%   |  |
| 542000 OFFICE SUPPLIES                     | 4,100           | 0                                | 4,100          | 2,156.04     | .00     | 1,943.96         | 52.6%    |  |
| 571200 DUES/WORKSHOPS/CONF FEES            | 2,500           | 0                                | 2,500          | 892.00       | .00     | 1,608.00         | 35.7%    |  |
| 578450 CONNECT CTY                         | 6,500           | 0                                | 6,500          | 3,331.38     | .00     | 3,168.62         | 51.3%    |  |
| <b>011706 LAND USE ENCUMBRANCE</b>         |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES         | 0               | 450                              | 450            | 450.00       | .00     | .00              | 100.0%   |  |
| <b>011712 CONSERVATION COMM EXPENSES</b>   |                 |                                  |                |              |         |                  |          |  |
| 524000 EQUIPMENT REPAIR AND MAINT          | 750             | 0                                | 750            | .00          | .00     | 750.00           | .0%      |  |
| <b>011752 PLANNING BOARD EXPENSES</b>      |                 |                                  |                |              |         |                  |          |  |
| 530300 ENGINEERING                         | 20,000          | 0                                | 20,000         | 9,952.96     | .00     | 10,047.04        | 49.8%    |  |
| <b>011756 PLANNING BOARD ENCUMBRANCE</b>   |                 |                                  |                |              |         |                  |          |  |

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| FOR 2020 13                                 |                              | JOURNAL DETAIL 2020 0 TO 2020 13 |                   |                |              |          |                  |          |
|---|------------------------------|----------------------------------|-------------------|----------------|--------------|----------|------------------|----------|
|   |                              | ORIGINAL APPROP                  | TRANSFRS/ADJUSTMS | REVISED BUDGET | YTD EXPENDED | ENC/REQ  | AVAILABLE BUDGET | PCT USED |
| 011756                                      | PLANNING BOARD ENCUMBRANCE   |                                  |                   |                |              |          |                  |          |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES  | 0                                | 15,466            | 15,466         | 15,066.00    | .00      | 400.00           | 97.4%    |
| <b>011762 ZONING/APPEALS BOARD EXPENSES</b> |                              |                                  |                   |                |              |          |                  |          |
| 530400                                      | LEGAL FEES                   | 0                                | 20,000            | 20,000         | 6,736.02     | .00      | 13,263.98        | 33.7%    |
| <b>011902 TOWN HALL FAC MAN</b>             |                              |                                  |                   |                |              |          |                  |          |
| 510020                                      | FIRE ALARM TEST              | 1,600                            | 0                 | 1,600          | 358.00       | .00      | 1,242.00         | 22.4%    |
| 510025                                      | SPRINKLER SYSTEM TESTING     | 1,000                            | 0                 | 1,000          | 910.00       | .00      | 90.00            | 91.0%    |
| 510027                                      | DEFIBRILLATOR                | 724                              | 0                 | 724            | 324.00       | .00      | 400.00           | 44.8%    |
| 510030                                      | FIRE EXTINGUISHER TESTING    | 250                              | 0                 | 250            | .00          | .00      | 250.00           | .0%      |
| 524000                                      | EQUIPMENT REPAIR AND MAINT   | 10,000                           | 3,616             | 13,616         | 6,627.11     | 3,500.00 | 3,489.04         | 74.4%    |
| 524001                                      | PLUMBING MAINTENANCE         | 3,000                            | 0                 | 3,000          | .00          | .00      | 3,000.00         | .0%      |
| 524002                                      | ELECTRICAL MAINTENANCE       | 3,750                            | 0                 | 3,750          | 1,657.08     | 1,048.96 | 1,043.96         | 72.2%    |
| 524345                                      | SPRINKLER SYSTEM REPAIRS     | 500                              | 0                 | 500            | .00          | .00      | 500.00           | .0%      |
| 524360                                      | SEPTIC REPAIRS & MAINTENANCE | 600                              | 0                 | 600            | 420.00       | .00      | 180.00           | 70.0%    |
| 529100                                      | CLEANING SUPPLIES            | 3,500                            | 0                 | 3,500          | .00          | .00      | 3,500.00         | .0%      |
| 529400                                      | WINDOW CLEANING              | 1,000                            | 0                 | 1,000          | .00          | .00      | 1,000.00         | .0%      |
| 534000                                      | TELEPHONE                    | 20,500                           | 512               | 21,012         | 8,992.75     | .00      | 12,019.16        | 42.8%    |
| 538100                                      | PEST CONTROL                 | 250                              | 0                 | 250            | 30.08        | .00      | 219.92           | 12.0%    |
| 541002                                      | OIL                          | 16,500                           | 0                 | 16,500         | 2,183.50     | .00      | 14,316.50        | 13.2%    |
| 541004                                      | WATER                        | 2,000                            | 0                 | 2,000          | 853.09       | .00      | 1,146.91         | 42.7%    |
| 541010                                      | ELEVATOR SERVICE CONTRACT    | 6,000                            | 0                 | 6,000          | 2,933.93     | .00      | 3,066.07         | 48.9%    |
| 541012                                      | HVAC SERVICE CONTRACT        | 0                                | 0                 | 0              | 540.75       | .00      | -540.75          | 100.0%   |
| 543310                                      | HVAC MAINTENANCE SUPPLIES    | 5,000                            | 0                 | 5,000          | 1,539.95     | .00      | 3,460.05         | 30.8%    |
| <b>011903 OLD TOWN HALL FAC MAN</b>         |                              |                                  |                   |                |              |          |                  |          |
| 524000                                      | EQUIPMENT REPAIR AND MAINT   | 2,000                            | 0                 | 2,000          | .00          | .00      | 2,000.00         | .0%      |
| <b>011904 DPW BUILDING FAC MAN</b>          |                              |                                  |                   |                |              |          |                  |          |
| 524000                                      | EQUIPMENT REPAIR AND MAINT   | 7,500                            | 0                 | 7,500          | 1,101.04     | .00      | 6,398.96         | 14.7%    |
| 524001                                      | PLUMBING MAINTENANCE         | 2,000                            | 0                 | 2,000          | 814.43       | .00      | 1,185.57         | 40.7%    |
| 524002                                      | ELECTRICAL MAINTENANCE       | 3,000                            | 0                 | 3,000          | 2,389.78     | .00      | 610.22           | 79.7%    |

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|   | ORIGINAL APPROP | TRANSFRS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
|---|-----------------|--------------------|----------------|--------------|---------|------------------|----------|
| 524360 SEPTIC REPAIRS & MAINTENANCE       | 0               | 0                  | 0              | 1,070.00     | .00     | -1,070.00        | 100.0%   |
| 529000 CUSTODIAL SERVICE                  | 4,700           | 0                  | 4,700          | 191.00       | .00     | 4,509.00         | 4.1%     |
| 538100 PEST CONTROL                       | 600             | 0                  | 600            | 270.96       | .00     | 329.04           | 45.2%    |
| 541002 OIL                                | 16,500          | 0                  | 16,500         | 2,178.63     | .00     | 14,321.37        | 13.2%    |
| 541005 GENERATOR MAINTENANCE              | 500             | 0                  | 500            | .00          | .00     | 500.00           | .0%      |
| 541012 HVAC SERVICE CONTRACT              | 0               | 0                  | 0              | 1,187.82     | .00     | -1,187.82        | 100.0%   |
| 543310 HVAC MAINTENANCE SUPPLIES          | 2,500           | 73                 | 2,573          | 73.00        | .00     | 2,500.00         | 2.8%     |
| <b>011905 COUNCIL ON AGING FAC MAN</b>    |                 |                    |                |              |         |                  |          |
| 510020 FIRE ALARM TEST                    | 2,250           | 0                  | 2,250          | 300.00       | .00     | 1,950.00         | 13.3%    |
| 510025 SPRINKLER SYSTEM TESTING           | 750             | 0                  | 750            | 200.00       | .00     | 550.00           | 26.7%    |
| 510027 DEFIBRILLATOR                      | 750             | 0                  | 750            | .00          | .00     | 750.00           | .0%      |
| 510030 FIRE EXTINGUISHER TESTING          | 300             | 0                  | 300            | 140.00       | .00     | 160.00           | 46.7%    |
| 524000 EQUIPMENT REPAIR AND MAINT         | 6,500           | 0                  | 6,500          | 522.19       | 122.81  | 5,855.00         | 9.9%     |
| 524001 PLUMBING MAINTENANCE               | 1,000           | 0                  | 1,000          | 147.90       | .00     | 852.10           | 14.8%    |
| 524002 ELECTRICAL MAINTENANCE             | 1,500           | 0                  | 1,500          | 847.10       | .00     | 652.90           | 56.5%    |
| 524345 SPRINKLER SYSTEM REPAIRS           | 1,250           | 0                  | 1,250          | .00          | .00     | 1,250.00         | .0%      |
| 524360 SEPTIC REPAIRS & MAINTENANCE       | 500             | 0                  | 500            | 553.49       | .00     | -53.49           | 110.7%   |
| 529100 CLEANING SUPPLIES                  | 1,750           | 0                  | 1,750          | 1,999.57     | .00     | -249.57          | 114.3%   |
| 538100 PEST CONTROL                       | 600             | 0                  | 600            | 300.00       | .00     | 300.00           | 50.0%    |
| 541003 PROPANE                            | 16,000          | 0                  | 16,000         | 1,446.13     | .00     | 14,553.87        | 9.0%     |
| 541004 WATER                              | 900             | 0                  | 900            | .00          | .00     | 900.00           | .0%      |
| 541005 GENERATOR MAINTENANCE              | 1,500           | 0                  | 1,500          | 1,150.35     | .00     | 349.65           | 76.7%    |
| 541010 ELEVATOR SERVICE CONTRACT          | 6,000           | 0                  | 6,000          | 2,992.61     | .00     | 3,007.39         | 49.9%    |
| 541012 HVAC SERVICE CONTRACT              | 0               | 0                  | 0              | 99.00        | .00     | -99.00           | 100.0%   |
| 543310 HVAC MAINTENANCE SUPPLIES          | 1,850           | 8                  | 1,858          | 585.85       | .00     | 1,271.70         | 31.5%    |
| <b>011907 FIRE/POLICE STATION FAC MAN</b> |                 |                    |                |              |         |                  |          |
| 510020 FIRE ALARM TEST                    | 500             | 0                  | 500            | 1,476.94     | .00     | -976.94          | 295.4%   |
| 510030 FIRE EXTINGUISHER TESTING          | 600             | 0                  | 600            | .00          | .00     | 600.00           | .0%      |
| 511000 SALARY AND WAGES PERMANENT         | 0               | 0                  | 0              | 1,000.00     | .00     | -1,000.00        | 100.0%   |
| 524000 EQUIPMENT REPAIR AND MAINT         | 8,000           | 0                  | 8,000          | 4,549.17     | .00     | 3,450.83         | 56.9%    |
| 524001 PLUMBING MAINTENANCE               | 3,000           | 0                  | 3,000          | 847.38       | .00     | 2,152.62         | 28.2%    |
| 524002 ELECTRICAL MAINTENANCE             | 2,000           | 0                  | 2,000          | 834.37       | .00     | 1,165.63         | 41.7%    |
| 524005 F/P TRAILER MAINTENANCE            | 1,700           | 0                  | 1,700          | .00          | .00     | 1,700.00         | .0%      |
| 524360 SEPTIC REPAIRS & MAINTENANCE       | 750             | 0                  | 750            | 360.00       | .00     | 390.00           | 48.0%    |
| 529040 TRASH PICKUP/DISPOSAL              | 3,200           | 300                | 3,500          | 1,158.11     | 300.00  | 2,041.89         | 41.7%    |
| 529100 CLEANING SUPPLIES                  | 2,000           | 0                  | 2,000          | 302.59       | .00     | 1,697.41         | 15.1%    |

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|--|-----------------|-----------------|----------------|--------------|---------|------------------|----------|
| 538100 PEST CONTROL                          | 250             | 0               | 250            | .00          | .00     | 250.00           | .0%      |
| 541002 OIL                                   | 19,000          | 0               | 19,000         | 2,568.69     | .00     | 16,431.31        | 13.5%    |
| 541003 PROPANE                               | 2,000           | 0               | 2,000          | 160.60       | .00     | 1,839.40         | 8.0%     |
| 541004 WATER                                 | 3,200           | 0               | 3,200          | 1,588.39     | .00     | 1,611.61         | 49.6%    |
| 541005 GENERATOR MAINTENANCE                 | 2,000           | 0               | 2,000          | 210.00       | .00     | 1,790.00         | 10.5%    |
| 541007 TRAILER WATER                         | 450             | 0               | 450            | 247.53       | .00     | 202.47           | 55.0%    |
| 541008 F/P TRAILER PROPANE                   | 1,200           | 0               | 1,200          | .00          | .00     | 1,200.00         | .0%      |
| 543310 HVAC MAINTENANCE SUPPLIES             | 2,250           | 12              | 2,262          | 5,553.70     | .00     | -3,291.66        | 245.5%   |
| <b>011908 POLICE - MECC STATION SHARON A</b> |                 |                 |                |              |         |                  |          |
| 510020 FIRE ALARM TEST                       | 2,000           | 0               | 2,000          | .00          | .00     | 2,000.00         | .0%      |
| 510025 SPRINKLER SYSTEM TESTING              | 1,200           | 0               | 1,200          | .00          | .00     | 1,200.00         | .0%      |
| 510027 DEFIBRILLATOR                         | 300             | 0               | 300            | .00          | .00     | 300.00           | .0%      |
| 510030 FIRE EXTINGUISHER TESTING             | 400             | 0               | 400            | .00          | .00     | 400.00           | .0%      |
| 521020 NATURAL GAS                           | 6,000           | 0               | 6,000          | 523.94       | .00     | 5,476.06         | 8.7%     |
| 524000 EQUIPMENT REPAIR AND MAINT            | 10,000          | 0               | 10,000         | 3,260.00     | .00     | 6,740.00         | 32.6%    |
| 524001 PLUMBING MAINTENANCE                  | 2,500           | 3,000           | 5,500          | 4,565.00     | .00     | 935.00           | 83.0%    |
| 524002 ELECTRICAL MAINTENANCE                | 3,750           | 0               | 3,750          | 1,845.61     | .00     | 1,904.39         | 49.2%    |
| 524345 SPRINKLER SYSTEM REPAIRS              | 500             | 0               | 500            | .00          | .00     | 500.00           | .0%      |
| 524360 SEPTIC REPAIRS & MAINTENANCE          | 1,000           | 0               | 1,000          | 1,797.83     | .00     | -797.83          | 179.8%   |
| 529040 TRASH PICKUP/DISPOSAL                 | 4,000           | 0               | 4,000          | 1,109.72     | .00     | 2,890.28         | 27.7%    |
| 529100 CLEANING SUPPLIES                     | 3,500           | 0               | 3,500          | .00          | .00     | 3,500.00         | .0%      |
| 534000 TELEPHONE                             | 0               | 1,116           | 1,116          | 4,215.45     | .00     | -3,099.75        | 377.8%   |
| 538100 PEST CONTROL                          | 960             | 0               | 960            | 696.00       | .00     | 264.00           | 72.5%    |
| 541001 ELECTRICITY                           | 27,500          | 0               | 27,500         | 22,251.73    | .00     | 5,248.27         | 80.9%    |
| 541002 OIL                                   | 2,000           | 0               | 2,000          | 1,286.13     | .00     | 713.87           | 64.3%    |
| 541004 WATER                                 | 4,000           | 0               | 4,000          | 1,025.44     | .00     | 2,974.56         | 25.6%    |
| 541005 GENERATOR MAINTENANCE                 | 3,200           | 0               | 3,200          | 1,800.00     | .00     | 1,400.00         | 56.3%    |
| 541010 ELEVATOR SERVICE CONTRACT             | 6,000           | 0               | 6,000          | .00          | .00     | 6,000.00         | .0%      |
| 543310 HVAC MAINTENANCE SUPPLIES             | 4,000           | 0               | 4,000          | .00          | .00     | 4,000.00         | .0%      |
| <b>011909 LIBRARY FAC MAN</b>                |                 |                 |                |              |         |                  |          |
| 510020 FIRE ALARM TEST                       | 2,200           | 0               | 2,200          | 560.00       | .00     | 1,640.00         | 25.5%    |
| 510025 SPRINKLER SYSTEM TESTING              | 2,000           | 0               | 2,000          | 2,153.29     | .00     | -153.29          | 107.7%   |
| 510027 DEFIBRILLATOR                         | 500             | 0               | 500            | .00          | .00     | 500.00           | .0%      |
| 510030 FIRE EXTINGUISHER TESTING             | 300             | 0               | 300            | .00          | .00     | 300.00           | .0%      |
| 521020 NATURAL GAS                           | 16,500          | 0               | 16,500         | 2,267.55     | .00     | 14,232.45        | 13.7%    |
| 524000 EQUIPMENT REPAIR AND MAINT            | 8,500           | 6,875           | 15,375         | 10,065.00    | .00     | 5,310.00         | 65.5%    |

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|--|-----------------|-------------------|----------------|--------------|----------|------------------|----------|
| 524001 PLUMBING MAINTENANCE              | 2,000           | 0                 | 2,000          | .00          | 546.76   | 1,453.24         | 27.3%    |
| 524002 ELECTRICAL MAINTENANCE            | 6,000           | 0                 | 6,000          | 1,966.54     | .00      | 4,033.46         | 32.8%    |
| 524345 SPRINKLER SYSTEM REPAIRS          | 700             | 3,490             | 4,190          | 3,490.09     | .00      | 700.00           | 83.3%    |
| 524360 SEPTIC REPAIRS & MAINTENANCE      | 500             | 0                 | 500            | 420.00       | .00      | 80.00            | 84.0%    |
| 529100 CLEANING SUPPLIES                 | 3,250           | 0                 | 3,250          | 573.15       | .00      | 2,676.85         | 17.6%    |
| 538100 PEST CONTROL                      | 250             | 0                 | 250            | .00          | .00      | 250.00           | .0%      |
| 541002 OIL                               | 2,000           | 0                 | 2,000          | .00          | .00      | 2,000.00         | .0%      |
| 541004 WATER                             | 1,000           | 0                 | 1,000          | 702.12       | .00      | 297.88           | 70.2%    |
| 541010 ELEVATOR SERVICE CONTRACT         | 750             | 0                 | 750            | .00          | .00      | 750.00           | .0%      |
| 541012 HVAC SERVICE CONTRACT             | 0               | 0                 | 0              | 1,254.98     | .00      | -1,254.98        | 100.0%   |
| 543310 HVAC MAINTENANCE SUPPLIES         | 4,750           | 177               | 4,927          | 648.64       | .00      | 4,278.02         | 13.2%    |
| <b>011910 SOLAR POWER GENERATION</b>     |                 |                   |                |              |          |                  |          |
| 541001 ELECTRICITY                       | 135,000         | 12,922            | 147,922        | 75,075.38    | .00      | 72,846.24        | 50.8%    |
| <b>011911 FACILITY MAINT ELECTRICITY</b> |                 |                   |                |              |          |                  |          |
| 541001 ELECTRICITY                       | 57,350          | 0                 | 57,350         | 1,391.85     | .00      | 55,958.15        | 2.4%     |
| <b>011912 FREEMAN/KENNEDY SCHOOL</b>     |                 |                   |                |              |          |                  |          |
| 521020 NATURAL GAS                       | 55,000          | 0                 | 55,000         | 4,391.30     | 3,821.40 | 46,787.30        | 14.9%    |
| 524310 HVAC SERVICE MAINTENANCE          | 10,000          | 0                 | 10,000         | 225.00       | .00      | 9,775.00         | 2.3%     |
| 524340 FIRE ALARM SYSTEM MAINTENANC      | 7,500           | 0                 | 7,500          | 5,170.00     | .00      | 2,330.00         | 68.9%    |
| 524360 SEPTIC REPAIRS & MAINTENANCE      | 4,500           | 0                 | 4,500          | .00          | .00      | 4,500.00         | .0%      |
| 524390 OTHER PROPERTY MAINTENANCE        | 6,000           | 0                 | 6,000          | 4,671.50     | .00      | 1,328.50         | 77.9%    |
| 541001 ELECTRICITY                       | 5,000           | 0                 | 5,000          | .00          | .00      | 5,000.00         | .0%      |
| 543310 HVAC MAINTENANCE SUPPLIES         | 16,000          | 4,710             | 20,710         | 8,549.58     | .00      | 12,160.86        | 41.3%    |
| <b>011913 H OLIVE DAY SCHOOL</b>         |                 |                   |                |              |          |                  |          |
| 524310 HVAC SERVICE MAINTENANCE          | 5,000           | 0                 | 5,000          | 2,094.10     | .00      | 2,905.90         | 41.9%    |
| 524340 FIRE ALARM SYSTEM MAINTENANC      | 7,500           | 0                 | 7,500          | 3,553.00     | .00      | 3,947.00         | 47.4%    |
| 524360 SEPTIC REPAIRS & MAINTENANCE      | 6,000           | 0                 | 6,000          | .00          | .00      | 6,000.00         | .0%      |
| 541001 ELECTRICITY                       | 5,000           | 0                 | 5,000          | .00          | .00      | 5,000.00         | .0%      |

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|---|--------------------|----------------------------------|-------------------|--------------|---------|---------------------|-------------|--|
|   | ORIGINAL<br>APPROP | TRANSFRS/<br>ADJSTMTS            | REVISED<br>BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE<br>BUDGET | PCT<br>USED |  |
| <b>541002 OIL</b>                           | 55,000             | 0                                | 55,000            | .00          | .00     | 55,000.00           | .0%         |  |
| 543310 HVAC MAINTENANCE SUPPLIES            | 13,750             | 518                              | 14,268            | 2,588.42     | .00     | 11,679.39           | 18.1%       |  |
| <b>011914 MAJOR FACILITIES MAINTENANCE</b>  |                    |                                  |                   |              |         |                     |             |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 50,000             | 0                                | 50,000            | 5,500.00     | .00     | 44,500.00           | 11.0%       |  |
| <b>011921 FACILITIES MANAGEMENT SALARY</b>  |                    |                                  |                   |              |         |                     |             |  |
| 511000 SALARY AND WAGES PERMANENT           | 260,779            | 0                                | 260,779           | 121,605.29   | .00     | 139,173.71          | 46.6%       |  |
| <b>011922 FACILITIES MANAGEMENT EXPENSE</b> |                    |                                  |                   |              |         |                     |             |  |
| 524000 EQUIPMENT REPAIR AND MAINT           | 7,000              | 0                                | 7,000             | 3,977.08     | .00     | 3,022.92            | 56.8%       |  |
| 530600 TRAINING SERVICES                    | 1,000              | 636                              | 1,636             | 966.00       | .00     | 670.00              | 59.0%       |  |
| 534100 WIRELESS PHONE                       | 2,300              | 146                              | 2,446             | 817.93       | .00     | 1,628.05            | 33.4%       |  |
| 543310 HVAC MAINTENANCE SUPPLIES            | 1,000              | 0                                | 1,000             | 761.49       | .00     | 238.51              | 76.1%       |  |
| 548000 VEHICLE SUPPLIES                     | 3,000              | 0                                | 3,000             | 893.33       | .00     | 2,106.67            | 29.8%       |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 0                  | 690                              | 690               | 3,111.50     | .00     | -2,421.50           | 450.9%      |  |
| <b>011952 TOWN REPORT</b>                   |                    |                                  |                   |              |         |                     |             |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 2,000              | 0                                | 2,000             | .00          | .00     | 2,000.00            | .0%         |  |
| <b>012101 POLICE SALARIES</b>               |                    |                                  |                   |              |         |                     |             |  |
| 511000 SALARY AND WAGES PERMANENT           | 2,686,821          | 0                                | 2,686,821         | 1,161,673.54 | .00     | 1,525,147.46        | 43.2%       |  |
| <b>012102 POLICE EXPENSES</b>               |                    |                                  |                   |              |         |                     |             |  |
| 524000 EQUIPMENT REPAIR AND MAINT           | 26,000             | 0                                | 26,000            | 19,333.66    | .00     | 6,666.34            | 74.4%       |  |
| 524010 OPERATIONS EQUIPMENT RPR & M         | 19,800             | 0                                | 19,800            | 7,468.35     | .00     | 12,331.65           | 37.7%       |  |

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2020 13 JOURNAL DETAIL 2020 0 TO 2020 13

|                                    | ORIGINAL<br>APPROP | TRANSFRS/<br>ADJUSTMNTS | REVISED<br>BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|--------------------|-------------------------|-------------------|--------------|---------|---------------------|-------------|
| 524100 NEW RADIO EQUIPMENT         | 1,000              | 0                       | 1,000             | .00          | .00     | 1,000.00            | .0%         |
| 524490 OTHER CONTRACTUAL SERVICES  | 0                  | 8,100                   | 8,100             | 234.15       | .00     | 7,865.85            | 2.9%        |
| 530600 TRAINING SERVICES           | 12,500             | 0                       | 12,500            | 6,611.00     | .00     | 5,889.00            | 52.9%       |
| 542000 OFFICE SUPPLIES             | 9,000              | 0                       | 9,000             | 6,062.92     | .00     | 2,937.08            | 67.4%       |
| 548000 VEHICLE SUPPLIES            | 25,000             | 0                       | 25,000            | 10,051.62    | .00     | 14,948.38           | 40.2%       |
| 558000 OTHER SUPPLIES              | 1,100              | 0                       | 1,100             | 1,100.00     | .00     | .00                 | 100.0%      |
| 572000 OUT OF STATE TRAVEL         | 5,000              | 0                       | 5,000             | 1,600.10     | .00     | 3,399.90            | 32.0%       |
| 578000 OTHER DEPARTMENTAL EXPENSES | 0                  | 0                       | 0                 | 11,141.93    | .00     | -11,141.93          | 100.0%      |
| 578100 UNIFORM REPLACEMENT         | 31,800             | -8,100                  | 23,700            | 11,596.72    | .00     | 12,103.28           | 48.9%       |
| 578110 UNIFORM CLEANING            | 22,800             | 0                       | 22,800            | 9,850.00     | .00     | 12,950.00           | 43.2%       |
| 578200 CHIEFS EXPENSE              | 2,000              | 0                       | 2,000             | .00          | .00     | 2,000.00            | .0%         |
| 578215 INVESTIGATION EXPENSE       | 1,000              | 0                       | 1,000             | 347.68       | .00     | 652.32              | 34.8%       |
| 578220 SAFETY/DARE                 | 2,000              | 0                       | 2,000             | .00          | .00     | 2,000.00            | .0%         |
| 578225 NARCOTICS INVESTIGATION     | 400                | 0                       | 400               | .00          | .00     | 400.00              | .0%         |
| 578230 COURT TRAVEL EXPENSE        | 100                | 0                       | 100               | .00          | .00     | 100.00              | .0%         |
| 578300 PRISONER EXPENSE            | 350                | 0                       | 350               | 155.48       | .00     | 194.52              | 44.4%       |
| 578500 NEW OFFICER EQUIPMENT       | 13,500             | 0                       | 13,500            | 5,907.30     | .00     | 7,592.70            | 43.8%       |
| <b>012106 POLICE ENCUMBRANCE</b>   |                    |                         |                   |              |         |                     |             |
| 578000 OTHER DEPARTMENTAL EXPENSES | 0                  | 1,866                   | 1,866             | 1,812.57     | .00     | 53.43               | 97.1%       |
| <b>012201 FIRE SALARIES</b>        |                    |                         |                   |              |         |                     |             |
| 511000 SALARY AND WAGES PERMANENT  | 1,681,590          | 34,000                  | 1,715,590         | 713,178.56   | .00     | 1,002,411.44        | 41.6%       |
| <b>012202 FIRE EXPENSES</b>        |                    |                         |                   |              |         |                     |             |
| 524000 EQUIPMENT REPAIR AND MAINT  | 6,000              | 0                       | 6,000             | 2,851.89     | .00     | 3,148.11            | 47.5%       |
| 524100 NEW RADIO EQUIPMENT         | 4,500              | 0                       | 4,500             | 248.37       | .00     | 4,251.63            | 5.5%        |
| 524400 EQUIPMENT MAINTENANCE       | 3,000              | 0                       | 3,000             | 2,915.00     | .00     | 85.00               | 97.2%       |
| 530600 TRAINING SERVICES           | 3,000              | 0                       | 3,000             | 468.00       | .00     | 2,532.00            | 15.6%       |
| 542000 OFFICE SUPPLIES             | 5,500              | 0                       | 5,500             | 2,047.91     | .00     | 3,452.09            | 37.2%       |
| 548200 AMBULANCE SUPPLIES          | 30,000             | 0                       | 30,000            | 13,830.68    | .00     | 16,169.32           | 46.1%       |
| 571500 TUITION REIMBURSEMENT       | 6,000              | 0                       | 6,000             | .00          | .00     | 6,000.00            | .0%         |
| 572000 OUT OF STATE TRAVEL         | 1,500              | 0                       | 1,500             | 805.00       | .00     | 695.00              | 53.7%       |
| 578000 OTHER DEPARTMENTAL EXPENSES | 8,000              | 0                       | 8,000             | 10,172.87    | .00     | -2,172.87           | 127.2%      |
| 578100 UNIFORM REPLACEMENT         | 17,500             | 0                       | 17,500            | 9,996.30     | .00     | 7,503.70            | 57.1%       |

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13                                 |                 | JOURNAL DETAIL 2020 0 TO 2020 13 |                |              |         |                  |          |  |
|---|-----------------|----------------------------------|----------------|--------------|---------|------------------|----------|--|
|   | ORIGINAL APPROP | TRANSFERS/ADJUSTMS               | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |  |
| 578120 FIREFIGHTER PROTCTIVE CLOTHI         | 10,000          | 0                                | 10,000         | 6,071.98     | .00     | 3,928.02         | 60.7%    |  |
| 578700 FIRE I.T. / PAMET SOFTWARE L         | 10,200          | 0                                | 10,200         | 5,204.24     | .00     | 4,995.76         | 51.0%    |  |
| 578800 PURCHASE OF WATER                    | 10,000          | 0                                | 10,000         | 10,000.00    | .00     | .00              | 100.0%   |  |
| 578810 PROJECTS                             | 16,000          | 0                                | 16,000         | .00          | .00     | 16,000.00        | .0%      |  |
| <b>012252 DISPATCH EXPENSES</b>             |                 |                                  |                |              |         |                  |          |  |
| 531600 REGIONAL DISPATCH SERVICES           | 389,134         | 0                                | 389,134        | 257,311.00   | .00     | 131,823.00       | 66.1%    |  |
| <b>012312 AMBULANCE BILLING</b>             |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 25,000          | 0                                | 25,000         | 9,009.08     | .00     | 15,990.92        | 36.0%    |  |
| <b>012411 BUILDING DEPARTMENT SALARIES</b>  |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT           | 356,141         | 0                                | 356,141        | 156,732.40   | .00     | 199,408.60       | 44.0%    |  |
| <b>012412 BUILDING DEPARTMENT EXPENSES</b>  |                 |                                  |                |              |         |                  |          |  |
| 524001 PLUMBING MAINTENANCE                 | 2,500           | 0                                | 2,500          | 785.90       | .00     | 1,714.10         | 31.4%    |  |
| 534100 WIRELESS PHONE                       | 2,200           | 0                                | 2,200          | 1,412.10     | .00     | 787.90           | 64.2%    |  |
| 542000 OFFICE SUPPLIES                      | 3,500           | 0                                | 3,500          | 1,631.14     | .00     | 1,868.86         | 46.6%    |  |
| 571000 IN STATE TRAVEL                      | 4,000           | 0                                | 4,000          | 1,408.20     | .00     | 2,591.80         | 35.2%    |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 1,000           | 0                                | 1,000          | .00          | .00     | 1,000.00         | .0%      |  |
| <b>012416 BUILDING DEPT ENCUMBRANCE</b>     |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 0               | 2,527                            | 2,527          | 2,527.23     | .00     | .00              | 100.0%   |  |
| <b>012442 WEIGHTS AND MEASURES EXPENSES</b> |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 1,000           | 0                                | 1,000          | .00          | .00     | 1,000.00         | .0%      |  |
| <b>012911 EMERGENCY MANAGEMENT SALARIES</b> |                 |                                  |                |              |         |                  |          |  |

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| FOR 2020 13                                 |                               | JOURNAL DETAIL 2020 0 TO 2020 13 |                    |                |              |         |                  |          |
|---|-------------------------------|----------------------------------|--------------------|----------------|--------------|---------|------------------|----------|
| 012911                                      | EMERGENCY MANAGEMENT SALARIES | ORIGINAL APPROP                  | TRANSFRS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
| 511000                                      | SALARY AND WAGES PERMANENT    | 700                              | 0                  | 700            | .00          | .00     | 700.00           | .0%      |
| <b>012912 EMERGENCY MANAGEMENT EXPENSES</b> |                               |                                  |                    |                |              |         |                  |          |
| 542000                                      | OFFICE SUPPLIES               | 0                                | 0                  | 0              | 154.91       | .00     | -154.91          | 100.0%   |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES   | 900                              | 0                  | 900            | .00          | .00     | 900.00           | .0%      |
| <b>012921 ANIMAL CONTROL SALARIES</b>       |                               |                                  |                    |                |              |         |                  |          |
| 511000                                      | SALARY AND WAGES PERMANENT    | 70,720                           | 0                  | 70,720         | 31,316.88    | .00     | 39,403.12        | 44.3%    |
| <b>012922 ANIMAL CONTROL EXPENSES</b>       |                               |                                  |                    |                |              |         |                  |          |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES   | 8,000                            | 0                  | 8,000          | 1,612.04     | .00     | 6,387.96         | 20.2%    |
| <b>012961 ANIMAL INSPECTOR SALARIES</b>     |                               |                                  |                    |                |              |         |                  |          |
| 511000                                      | SALARY AND WAGES PERMANENT    | 2,593                            | 0                  | 2,593          | 1,254.00     | .00     | 1,339.00         | 48.4%    |
| <b>012962 ANIMAL INSPECTOR EXPENSES</b>     |                               |                                  |                    |                |              |         |                  |          |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES   | 2,505                            | 0                  | 2,505          | .00          | .00     | 2,505.00         | .0%      |
| <b>013012 EDUCATION - KING PHILIP</b>       |                               |                                  |                    |                |              |         |                  |          |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES   | 8,917,860                        | -65,579            | 8,852,281      | 2,373,045.25 | .00     | 6,479,235.75     | 26.8%    |
| 578001                                      | DEBT SERVICE (KING PHILIP)    | 639,900                          | 0                  | 639,900        | 2,373,045.25 | .00     | -1,733,145.25    | 370.8%   |
| <b>013022 EDUCATION - TRI COUNTY</b>        |                               |                                  |                    |                |              |         |                  |          |

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| FOR 2020 13                                 |                             | JOURNAL DETAIL 2020 0 TO 2020 13 |                    |                |              |         |                  |          |
|---|-----------------------------|----------------------------------|--------------------|----------------|--------------|---------|------------------|----------|
| 013022                                      | EDUCATION - TRI COUNTY      | ORIGINAL APPROP                  | TRANSFERS/ADJUSTMS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES | 360,053                          | 0                  | 360,053        | 210,030.90   | .00     | 150,022.10       | 58.3%    |
| <b>013032 EDUCATION-NC AGRICULTURAL SCH</b> |                             |                                  |                    |                |              |         |                  |          |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES | 21,500                           | 0                  | 21,500         | .00          | .00     | 21,500.00        | .0%      |
| <b>014101 DPW ADMIN SALARIES</b>            |                             |                                  |                    |                |              |         |                  |          |
| 511000                                      | SALARY AND WAGES PERMANENT  | 216,609                          | 0                  | 216,609        | 104,506.77   | .00     | 112,102.23       | 48.2%    |
| <b>014102 DPW ADMINISTRATION EXPENSES</b>   |                             |                                  |                    |                |              |         |                  |          |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES | 62,072                           | 0                  | 62,072         | 23,786.36    | .00     | 38,285.64        | 38.3%    |
| <b>014106 DPW ADMIN ENCUMBRANCE</b>         |                             |                                  |                    |                |              |         |                  |          |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES | 0                                | 2,850              | 2,850          | 1,644.00     | .00     | 1,206.00         | 57.7%    |
| <b>014201 HIGHWAY DEPT SALARIES</b>         |                             |                                  |                    |                |              |         |                  |          |
| 511000                                      | SALARY AND WAGES PERMANENT  | 297,205                          | 0                  | 297,205        | 119,315.24   | .00     | 177,889.76       | 40.1%    |
| <b>014202 HIGHWAY DEPT EXPENSES</b>         |                             |                                  |                    |                |              |         |                  |          |
| 541004                                      | WATER                       | 5,000                            | 0                  | 5,000          | .00          | .00     | 5,000.00         | .0%      |
| 541005                                      | GENERATOR MAINTENANCE       | 3,500                            | 0                  | 3,500          | .00          | .00     | 3,500.00         | .0%      |
| 543000                                      | BLDG REPAIRS & EQUIP        | 5,000                            | 0                  | 5,000          | 184.78       | .00     | 4,815.22         | 3.7%     |
| 553200                                      | CATCH BASIN CLEANING        | 25,000                           | 0                  | 25,000         | 23,679.00    | .00     | 1,321.00         | 94.7%    |
| 553300                                      | ROAD MARKING/ST LINING      | 25,000                           | 0                  | 25,000         | 17,507.97    | .00     | 7,492.03         | 70.0%    |
| 553305                                      | ROAD REPAIRS/MAINTENANCE    | 80,000                           | 0                  | 80,000         | 49,656.03    | .00     | 30,343.97        | 62.1%    |
| 553310                                      | STREET SIGNS                | 6,000                            | 0                  | 6,000          | 2,237.30     | .00     | 3,762.70         | 37.3%    |
| <b>014206 HIGHWAY DEPT ENCUMBRANCE</b>      |                             |                                  |                    |                |              |         |                  |          |

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FOR 2020 13 JOURNAL DETAIL 2020 0 TO 2020 13

| 014206                                     | HIGHWAY DEPT ENCUMBRANCE     | ORIGINAL APPROP | TRANFRS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
|--|------------------------------|-----------------|-------------------|----------------|--------------|---------|------------------|----------|
| 578000                                     | OTHER DEPARTMENTAL EXPENSES  | 0               | 41,222            | 41,222         | 19,312.26    | .00     | 21,910.00        | 46.8%    |
| <b>014221 GROUNDS MAINTENANCE SALARIES</b> |                              |                 |                   |                |              |         |                  |          |
| 511000                                     | SALARY AND WAGES PERMANENT   | 270,067         | 0                 | 270,067        | 103,311.12   | .00     | 166,755.88       | 38.3%    |
| <b>014222 GROUNDS MAINTENANCE EXPENSES</b> |                              |                 |                   |                |              |         |                  |          |
| 519001                                     | CONTRACTED SERVICES TOWN HIL | 8,500           | 0                 | 8,500          | 5,008.37     | .00     | 3,491.63         | 58.9%    |
| 519002                                     | CONTRACTED SERVICES POND ST  | 5,000           | 0                 | 5,000          | 1,157.97     | .00     | 3,842.03         | 23.2%    |
| 519011                                     | CONTR SVCS LIBRARY IRRIGATIO | 1,500           | 0                 | 1,500          | .00          | .00     | 1,500.00         | .0%      |
| 524010                                     | OPERATIONS EQUIPMENT RPR & M | 2,000           | 0                 | 2,000          | 1,223.85     | .00     | 776.15           | 61.2%    |
| 578200                                     | CHIEFS EXPENSE               | 35,150          | 0                 | 35,150         | 20,346.50    | .00     | 14,803.50        | 57.9%    |
| <b>014232 SNOW AND ICE EXPENSES</b>        |                              |                 |                   |                |              |         |                  |          |
| 511000                                     | SALARY AND WAGES PERMANENT   | 0               | 0                 | 0              | 41,711.52    | .00     | -41,711.52       | 100.0%   |
| 578000                                     | OTHER DEPARTMENTAL EXPENSES  | 250,000         | 0                 | 250,000        | 94,146.34    | .00     | 155,853.66       | 37.7%    |
| <b>014242 STREET LIGHTING EXPENSES</b>     |                              |                 |                   |                |              |         |                  |          |
| 578000                                     | OTHER DEPARTMENTAL EXPENSES  | 5,700           | 0                 | 5,700          | .00          | .00     | 5,700.00         | .0%      |
| <b>014251 VEHICLE MAINT SALARIES</b>       |                              |                 |                   |                |              |         |                  |          |
| 511000                                     | SALARY AND WAGES PERMANENT   | 156,861         | 0                 | 156,861        | 56,451.31    | .00     | 100,409.69       | 36.0%    |
| <b>014252 VEHICLE MAINT EXP</b>            |                              |                 |                   |                |              |         |                  |          |
| 578000                                     | OTHER DEPARTMENTAL EXPENSES  | 152,711         | 0                 | 152,711        | 51,653.91    | .00     | 101,057.09       | 33.8%    |
| <b>014256 VEHICLE MAINT ENCUMBRANCE</b>    |                              |                 |                   |                |              |         |                  |          |

*shade tree maintenance*

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YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13                                 |                 |                  | JOURNAL DETAIL 2020 0 TO 2020 13 |              |         |                  |          |  |
|---|-----------------|------------------|----------------------------------|--------------|---------|------------------|----------|--|
|   | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET                   | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |  |
| 014256 VEHICLE MAINT ENCUMBRANCE            |                 |                  |                                  |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 0               | 1,833            | 1,833                            | 1,833.32     | .00     | .00              | 100.0%   |  |
| <b>014262 TOWN VEHICLE FUEL EXPENSES</b>    |                 |                  |                                  |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 87,046          | 0                | 87,046                           | 29,469.01    | .00     | 57,576.99        | 33.9%    |  |
| <b>014331 TRANSFER STATION SALARIES</b>     |                 |                  |                                  |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT           | 252,216         | 0                | 252,216                          | 118,738.52   | .00     | 133,477.48       | 47.1%    |  |
| <b>014332 TRANSFER STATION EXPENSES</b>     |                 |                  |                                  |              |         |                  |          |  |
| 524000 EQUIPMENT REPAIR AND MAINT           | 19,478          | 0                | 19,478                           | 544.71       | .00     | 18,933.29        | 2.8%     |  |
| 530303 TRASH REMOVAL - MUNICIPAL            | 82,400          | 0                | 82,400                           | 27,320.38    | .00     | 55,079.62        | 33.2%    |  |
| 530304 HOUSEHOLD HAZARDOUS WASTE            | 10,000          | 0                | 10,000                           | 9,817.19     | .00     | 182.81           | 98.2%    |  |
| 530310 RECYCLING COSTS/VENDOR FEES          | 21,000          | 0                | 21,000                           | 2,278.94     | .00     | 18,721.06        | 10.9%    |  |
| 534000 TELEPHONE                            | 0               | 0                | 0                                | 290.78       | .00     | -290.78          | 100.0%   |  |
| 534200 POSTAGE                              | 540             | 0                | 540                              | .00          | .00     | 540.00           | .0%      |  |
| 538000 PRINTING AND ADVERTISING             | 2,700           | 0                | 2,700                            | .00          | .00     | 2,700.00         | .0%      |  |
| 541000 FUEL & UTILITIES                     | 10,603          | 0                | 10,603                           | 3,225.08     | .00     | 7,377.92         | 30.4%    |  |
| 542000 OFFICE SUPPLIES                      | 633             | 0                | 633                              | 14.03        | .00     | 618.97           | 2.2%     |  |
| 542110 STICKERS AND DECALS                  | 2,920           | 0                | 2,920                            | .00          | .00     | 2,920.00         | .0%      |  |
| 543000 BLDG REPAIRS & EQUIP                 | 8,128           | 0                | 8,128                            | 1,325.95     | .00     | 6,802.05         | 16.3%    |  |
| 578100 UNIFORM REPLACEMENT                  | 1,500           | 0                | 1,500                            | 975.00       | .00     | 525.00           | 65.0%    |  |
| 578105 ROLL-OFF CONTAINER REPLACEMENT       | 7,500           | 0                | 7,500                            | .00          | .00     | 7,500.00         | .0%      |  |
| <b>014336 TRANSFER STATION ENCUMBRANCES</b> |                 |                  |                                  |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES          | 0               | 40               | 40                               | 40.00        | .00     | .00              | 100.0%   |  |
| <b>014342 LANDFILL EXPENSES</b>             |                 |                  |                                  |              |         |                  |          |  |
| 530300 ENGINEERING                          | 29,850          | 0                | 29,850                           | 7,882.46     | .00     | 21,967.54        | 26.4%    |  |
| 530302 LEACHATE REMOVAL                     | 32,040          | 0                | 32,040                           | 4,125.00     | .00     | 27,915.00        | 12.9%    |  |

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| FOR 2020 13                                  |                 | JOURNAL DETAIL 2020 0 TO 2020 13 |                |              |         |                  |          |  |
|--|-----------------|----------------------------------|----------------|--------------|---------|------------------|----------|--|
|  | ORIGINAL APPROP | TRANFRS/ADJSTMTS                 | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |  |
| 530303 TRASH REMOVAL - MUNICIPAL             | 34,820          | 0                                | 34,820         | 12,412.03    | .00     | 22,407.97        | 35.6%    |  |
| 530304 HOUSEHOLD HAZARDOUS WASTE             | 1,500           | 0                                | 1,500          | .00          | .00     | 1,500.00         | .0%      |  |
| <b>014346 LANDFILL ENCUMBRANCE</b>           |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 0               | 3,564                            | 3,564          | 3,564.30     | .00     | 3,564.30         | 100.0%   |  |
| <b>014911 CEMETERY COMM SALARIES</b>         |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT            | 24,073          | 0                                | 24,073         | 7,178.30     | .00     | 16,894.70        | 29.8%    |  |
| <b>014912 CEMETERY COMM EXPENSES</b>         |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 10,000          | 0                                | 10,000         | 1,518.49     | .00     | 8,481.51         | 15.2%    |  |
| <b>014922 CUST. VETERAN GRAVES EXPENSE</b>   |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 4,018           | 0                                | 4,018          | .00          | .00     | 4,018.00         | .0%      |  |
| <b>015122 BOARD OF HEALTH EXPENSES</b>       |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 18,875          | 0                                | 18,875         | 6,452.90     | .00     | 12,422.10        | 34.2%    |  |
| <b>015402 HUMAN SERVICES SPECIAL PROGRAM</b> |                 |                                  |                |              |         |                  |          |  |
| 578000 OTHER DEPARTMENTAL EXPENSES           | 4,025           | 0                                | 4,025          | 4,025.00     | .00     | .00              | 100.0%   |  |
| <b>015411 COUNCIL ON AGING SALARIES</b>      |                 |                                  |                |              |         |                  |          |  |
| 511000 SALARY AND WAGES PERMANENT            | 167,799         | 0                                | 167,799        | 75,293.38    | .00     | 92,505.62        | 44.9%    |  |
| <b>015412 COUNCIL ON AGING EXPENSES</b>      |                 |                                  |                |              |         |                  |          |  |

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13                               |                             | JOURNAL DETAIL 2020 0 TO 2020 13 |                    |                |              |         |                  |          |
|---|-----------------------------|----------------------------------|--------------------|----------------|--------------|---------|------------------|----------|
|   |                             | ORIGINAL APPROP                  | TRANSFERS/ADJUSTMS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
| 015412                                    | COUNCIL ON AGING EXPENSES   |                                  |                    |                |              |         |                  |          |
| 558000                                    | OTHER SUPPLIES              | 10,000                           | 0                  | 10,000         | 3,930.15     | .00     | 6,069.85         | 39.3%    |
| 578000                                    | OTHER DEPARTMENTAL EXPENSES | 0                                | 0                  | 0              | 464.62       | .00     | -464.62          | 100.0%   |
| <b>015431 VETERAN'S SERVICES SALARIES</b> |                             |                                  |                    |                |              |         |                  |          |
| 511000                                    | SALARY AND WAGES PERMANENT  | 7,200                            | 0                  | 7,200          | 3,600.00     | .00     | 3,600.00         | 50.0%    |
| <b>015432 VETERAN'S SERVICES EXPENSES</b> |                             |                                  |                    |                |              |         |                  |          |
| 578000                                    | OTHER DEPARTMENTAL EXPENSES | 27,000                           | 0                  | 27,000         | 12,684.51    | .00     | 14,315.49        | 47.0%    |
| <b>016101 LIBRARY SALARIES</b>            |                             |                                  |                    |                |              |         |                  |          |
| 511000                                    | SALARY AND WAGES PERMANENT  | 463,101                          | 0                  | 463,101        | 208,702.61   | .00     | 254,398.39       | 45.1%    |
| <b>016102 LIBRARY EXPENSES</b>            |                             |                                  |                    |                |              |         |                  |          |
| 578000                                    | OTHER DEPARTMENTAL EXPENSES | 103,000                          | 0                  | 103,000        | 58,581.27    | .00     | 44,418.73        | 56.9%    |
| 578402                                    | GENERAL OPERATING EXPENSE   | 71,467                           | 0                  | 71,467         | 52,828.69    | .00     | 18,638.31        | 73.9%    |
| <b>016301 RECREATION SALARIES</b>         |                             |                                  |                    |                |              |         |                  |          |
| 511000                                    | SALARY AND WAGES PERMANENT  | 127,826                          | 0                  | 127,826        | 59,858.04    | .00     | 67,967.96        | 46.8%    |
| <b>016302 RECREATION EXPENSES</b>         |                             |                                  |                    |                |              |         |                  |          |
| 578000                                    | OTHER DEPARTMENTAL EXPENSES | 2,375                            | 0                  | 2,375          | 375.00       | .00     | 2,000.00         | 15.8%    |
| <b>016912 HISTORICAL COMM EXP - TOWN</b>  |                             |                                  |                    |                |              |         |                  |          |

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2020 13 JOURNAL DETAIL 2020 0 TO 2020 13

| 016912                                      | HISTORICAL COMM EXP - TOWN  | ORIGINAL APPROP | TRANSFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
|---|-----------------------------|-----------------|-------------------|----------------|--------------|---------|------------------|----------|
| 578000                                      | OTHER DEPARTMENTAL EXPENSES | 2,500           | 0                 | 2,500          | .00          | .00     | 2,500.00         | .0%      |
| <b>016922 TOWN CELEBRATIONS EXP</b>         |                             |                 |                   |                |              |         |                  |          |
| 578000                                      | OTHER DEPARTMENTAL EXPENSES | 500             | 0                 | 500            | .00          | .00     | 500.00           | .0%      |
| <b>017112 RETIREMENT OF LT DEBT / PRINC</b> |                             |                 |                   |                |              |         |                  |          |
| 591028                                      | OLD POPULATIC SEWER 1/15/03 | 9,000           | 0                 | 9,000          | .00          | .00     | 9,000.00         | .0%      |
| 591030                                      | BUILDING ADT HWAY 1/15/03   | 10,000          | 0                 | 10,000         | .00          | .00     | 10,000.00        | .0%      |
| 591040                                      | UNDERGROUND UTIL DEBT       | 45,000          | 0                 | 45,000         | .00          | .00     | 45,000.00        | .0%      |
| 591043                                      | MWPAT/STORMWATER 11/16/2005 | 12,611          | 0                 | 12,611         | 12,610.70    | .00     | .30              | 100.0%   |
| 591048                                      | LEACHATE COVER ATM 0507 #10 | 10,000          | 0                 | 10,000         | 10,000.00    | .00     | .00              | 100.0%   |
| 591050                                      | LAND ACQUISITION stm1007 #9 | 11,000          | 0                 | 11,000         | 11,000.00    | .00     | .00              | 100.0%   |
| 591053                                      | Septic Public Safety 5/08#1 | 5,000           | 0                 | 5,000          | 5,000.00     | .00     | .00              | 100.0%   |
| 591065                                      | School Feasibility #42      | 10,000          | 0                 | 10,000         | .00          | .00     | 10,000.00        | .0%      |
| 591066                                      | PUBLIC SAFETY BLDG - LAND   | 65,000          | 0                 | 65,000         | 65,000.00    | .00     | .00              | 100.0%   |
| <b>017122 INTEREST ON LONG-TERM DEBT</b>    |                             |                 |                   |                |              |         |                  |          |
| 591028                                      | OLD POPULATIC SEWER 1/15/03 | 1,589           | 0                 | 1,589          | 794.25       | .00     | 794.75           | 50.0%    |
| 591030                                      | BUILDING ADT HWAY 1/15/03   | 1,320           | 0                 | 1,320          | 660.00       | .00     | 660.00           | 50.0%    |
| 591040                                      | UNDERGROUND UTIL DEBT       | 5,547           | 0                 | 5,547          | 2,773.13     | .00     | 2,773.87         | 50.0%    |
| 591043                                      | MWPAT/STORMWATER 11/16/2005 | 1,751           | 0                 | 1,751          | 938.07       | .00     | 812.93           | 53.6%    |
| 591048                                      | LEACHATE COVER ATM 0507 #10 | 3,400           | 0                 | 3,400          | 1,750.00     | .00     | 1,650.00         | 51.5%    |
| 591050                                      | LAND ACQUISITION stm1007 #9 | 3,150           | 0                 | 3,150          | 1,630.00     | .00     | 1,520.00         | 51.7%    |
| 591053                                      | Septic Public Safety 5/08#1 | 1,760           | 0                 | 1,760          | 905.00       | .00     | 855.00           | 51.4%    |
| 591065                                      | School Feasibility #42      | 3,925           | 0                 | 3,925          | 1,962.00     | .00     | 1,963.00         | 50.0%    |
| 591066                                      | PUBLIC SAFETY BLDG - LAND   | 50,900          | 0                 | 50,900         | 25,775.00    | .00     | 25,125.00        | 50.6%    |
| <b>017133 BAN INTEREST</b>                  |                             |                 |                   |                |              |         |                  |          |
| 591047                                      | BAN 2/13 BORROWING          | 249,982         | 0                 | 249,982        | 8,147.41     | .00     | 241,834.59       | 3.3%     |
| <b>017152 OTHER DEBT COSTS</b>              |                             |                 |                   |                |              |         |                  |          |

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13                             |                 | JOURNAL DETAIL 2020 0 TO 2020 13 |                |              |         |                  |          |  |
|---|-----------------|----------------------------------|----------------|--------------|---------|------------------|----------|--|
| 017152 OTHER DEBT COSTS                 | ORIGINAL APPROP | TRANFRS/ADJSTMTS                 | REVISED BUDGET | YTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |  |
| 592000 CERT & REGISTRATION              | 12,000          | 0                                | 12,000         | 1,572.35     | .00     | 10,427.65        | 13.1%    |  |
| <b>017212 EXCLUDED DEBT PRINC</b>       |                 |                                  |                |              |         |                  |          |  |
| 591029 LIBRARY CONST 1/15/03            | 131,000         | 0                                | 131,000        | .00          | .00     | 131,000.00       | .0%      |  |
| 591031 LIBRARY PLANNING 1/15/03         | 15,000          | 0                                | 15,000         | .00          | .00     | 15,000.00        | .0%      |  |
| 591062 F/C CONSTRUCT Art4Stm11/9        | 955,000         | 0                                | 955,000        | 56,433.28    | .00     | 898,566.72       | 5.9%     |  |
| 591067 PUBLIC SAFETY BLDG - MECC        | 185,000         | 0                                | 185,000        | 185,000.00   | .00     | .00              | 100.0%   |  |
| 591069 PUBLIC SAFETY BLDG - BOND#2      | 225,000         | 0                                | 225,000        | .00          | .00     | 225,000.00       | .0%      |  |
| <b>017222 EXCLUDED DEBT INTEREST</b>    |                 |                                  |                |              |         |                  |          |  |
| 591029 LIBRARY CONST 1/15/03            | 23,033          | 0                                | 23,033         | 11,516.25    | .00     | 11,516.75        | 50.0%    |  |
| 591031 LIBRARY PLANNING 1/15/03         | 1,980           | 0                                | 1,980          | 990.00       | .00     | 990.00           | 50.0%    |  |
| 591059 BAN INTEREST EXCLUDED DEBT       | 273,225         | -273,225                         | 0              | .00          | .00     | .00              | .0%      |  |
| 591062 F/C CONSTRUCT Art4Stm11/9        | 474,213         | 0                                | 474,213        | 312,647.29   | .00     | 161,565.71       | 65.9%    |  |
| 591067 PUBLIC SAFETY BLDG - MECC        | 168,650         | 0                                | 168,650        | 85,250.00    | .00     | 83,400.00        | 50.5%    |  |
| 591069 PUBLIC SAFETY BLDG - BOND#2      | 0               | 273,225                          | 273,225        | 119,096.88   | .00     | 154,128.12       | 43.6%    |  |
| <b>018202 STATE ASSESSMENTS</b>         |                 |                                  |                |              |         |                  |          |  |
| 560001 STATE ASSESSMENTS                | 0               | 0                                | 0              | 38,488.71    | .00     | -38,488.71       | 100.0%   |  |
| 563900 CS MOSQUITO CONTROL              | 0               | 0                                | 0              | 21,617.00    | .00     | -21,617.00       | 100.0%   |  |
| 564000 CS MET. AIR POLLUTION CONTRO     | 0               | 0                                | 0              | 1,570.00     | .00     | -1,570.00        | 100.0%   |  |
| 564100 CS MET AREA PLANNING COUNCIL     | 0               | 0                                | 0              | 2,265.00     | .00     | -2,265.00        | 100.0%   |  |
| 564600 CS RMV NON RENEWAL               | 0               | 0                                | 0              | 2,275.00     | .00     | -2,275.00        | 100.0%   |  |
| 566100 CS MBTA ASSESSMENT               | 0               | 0                                | 0              | 61,965.00    | .00     | -61,965.00       | 100.0%   |  |
| 566200 CS REGIONAL TRANSIT ASSESME      | 0               | 0                                | 0              | 50,400.00    | .00     | -50,400.00       | 100.0%   |  |
| <b>018332 STATE ASSESSMENT- TUITION</b> |                 |                                  |                |              |         |                  |          |  |
| 566500 CS SCHOOL CHOICE/CHARTER         | 0               | 0                                | 0              | 8,194.00     | .00     | -8,194.00        | 100.0%   |  |
| 566501 CHARTER SCHOOL SENDING TUITI     | 0               | 0                                | 0              | 55,680.00    | .00     | -55,680.00       | 100.0%   |  |
| <b>019122 EMPLOYEE BENEFITS</b>         |                 |                                  |                |              |         |                  |          |  |

Town of Norfolk - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2020 13 |                              | JOURNAL DETAIL 2020 0 TO 2020 13 |                   |                |               |           |                  |          |
|-------------|------------------------------|----------------------------------|-------------------|----------------|---------------|-----------|------------------|----------|
|             |                              | ORIGINAL APPROP                  | TRANSFRS/ADJUSTMS | REVISED BUDGET | YTD EXPENDED  | ENC/REQ   | AVAILABLE BUDGET | PCT USED |
| 019122      | EMPLOYEE BENEFITS            |                                  |                   |                |               |           |                  |          |
| 515001      | MEDICAL INSURANCE            | 2,354,190                        | 0                 | 2,354,190      | 1,174,915.32  | .00       | 1,179,274.68     | 49.9%    |
| 515002      | LIFE INSURANCE               | 13,000                           | 0                 | 13,000         | 3,575.33      | .00       | 9,424.67         | 27.5%    |
| 515003      | LONGEVITY                    | 97,000                           | 0                 | 97,000         | 89,454.09     | .00       | 7,545.91         | 92.2%    |
| 515004      | OTHER EMPLOYEE BENEFITS      | 23,000                           | 0                 | 23,000         | 6,717.47      | .00       | 16,282.53        | 29.2%    |
| 515006      | MEDICARE                     | 230,000                          | 0                 | 230,000        | 111,966.74    | .00       | 118,033.26       | 48.7%    |
| 515007      | UNEMPLOYMENT COMP.           | 25,000                           | 0                 | 25,000         | 26,343.32     | .00       | -1,343.32        | 105.4%   |
| 515008      | STATE/CTY RETIREMENT         | 2,210,845                        | 0                 | 2,210,845      | 2,237,579.20  | .00       | -26,734.20       | 101.2%   |
| 515011      | HOSPITAL CO-PAY REIMBURSEMEN | 0                                | 0                 | 0              | 1,300.00      | .00       | -1,300.00        | 100.0%   |
| 019452      | BUILDING AND LIABILITY INS   |                                  |                   |                |               |           |                  |          |
| 574000      | INSURANCE PREMIUMS           | 375,000                          | 0                 | 375,000        | 372,298.00    | .00       | 2,702.00         | 99.3%    |
| GRAND TOTAL |                              | 30,189,918                       | 122,993           | 30,312,911     | 15,436,697.44 | 11,839.93 | 14,864,373.99    | 51.0%    |

\*\* END OF REPORT - Generated by Todd Lindmark \*\*

## Annual Budget Calendar - FY 21

| Date                 | Action   |
|----------------------|--|
| January 9, 2020      | Operating budget submissions due from departments                                      |
| Week of January 13th | Internal Meetings with Department Heads  |
| January 30, 2020     | Budget delivered to Board of Selectmen   |
| February, 2020       | Budget Reviews by Board of Selectmen   |
| February & March     | Budget Reviews by Advisory Committee   |
| April 21, 2020       | Selectmen vote to execute the Warrant  |
| April 22, 2020       | Warrant Posted   |
| April 28, 2020       | Organizational Meeting with the Moderator<br>Draft set of motions available for review |
| May 7, 2020          | Motions Finalized  |
| May 12, 2020         | Annual Town Meeting  |



## KING PHILIP REGIONAL SCHOOL DISTRICT

18 KING STREET, NORFOLK, MA 02056

PHONE: (508) 520-7991 FAX: (508) 520-2044

**DATE:** DECEMBER 31, 2019

**TO:** PAUL ZINNI, SUPERINTENDENT OF SCHOOLS  
KING PHILIP REGIONAL SCHOOL COMMITTEE

**FROM:** LARRY AZER, DIRECTOR OF FINANCE & OPERATIONS

**RE:** FY 2021 BUDGET

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Pursuant to recent discussions about the FY 2021 budget, below are estimates of various scenarios based on current projections:

**Level Service:**

A level-service operating budget would require an increase of approximately \$1.6 million, or an increase of about 4.8% over FY 2020 levels. The major drivers contributing to this increase are an estimate 12% increase in health insurance premiums and continued increases in heating and electricity expenses.

Our level service projection also includes a reduction of nearly \$800,000 in out-of-district special education tuitions and transportation, of which about \$500,000 would be repurposed to create and/or expand in-district programs, which allows the district to service these students in a more appropriate and cost-effective manner.

**Level Funding:**

A level-funded budget provides the same exact amount of funding from FY 2020 to FY 2021. As stated above, approximately \$1.6 million is needed just to maintain level services, therefore a level-funded budget would create a deficit of that amount. Since most of the district's discretionary expenditures are salaries, this would represent a reduction of between 20 to 30 staff positions, or roughly 10% of the total employee base. There is no way to avoid staffing reductions in a level-funded budget scenario.

We continue to review department requests for the FY 2021 budget and eagerly await the release of the governor's proposed budget, which is scheduled to include facets of the new Student Opportunity Act such as increased transportation and circuit breaker funding.

Please let us know if you have any questions regarding this matter. Thank you for your consideration.

FY 2021 BUDGET - MASTER 12-30-19  
summary

|                         | Actual     | Actual     | Actual     | Actual     | Budget     | Level Service |
|-------------------------|------------|------------|------------|------------|------------|---------------|
| <b>OPERATING BUDGET</b> | FY 2016    | FY 2017    | FY 2018    | FY 2019    | FY 2020    | FY 2021       |
| Total Operating Budget  | 28,384,666 | 29,706,062 | 31,154,558 | 32,145,221 | 33,588,467 | 35,189,127    |
| \$ Variance             |            | 1,321,396  | 1,448,496  | 990,663    | 1,443,246  | 1,600,660     |
| % Variance              |            | 4.66%      | 4.88%      | 3.18%      | 4.49%      | 4.77%         |

|                        | Actual     | Actual     | Actual     | Actual     | Budget     | Level Service |
|------------------------|------------|------------|------------|------------|------------|---------------|
| <b>LESS INSURANCE</b>  | FY 2016    | FY 2017    | FY 2018    | FY 2019    | FY 2020    | FY 2021       |
| Total Operating Budget | 23,484,420 | 24,294,537 | 25,520,619 | 26,555,700 | 27,719,805 | 28,495,208    |
| \$ Variance            |            | 810,117    | 1,226,082  | 1,035,080  | 1,164,105  | 775,403       |
| % Variance             |            | 3.45%      | 5.05%      | 4.06%      | 4.38%      | 2.80%         |

|                                 |            |
|---------------------------------|------------|
| 3% increase to operating budget | 34,596,121 |
| \$ variance to FY 2020          | 1,007,654  |
| level service budget            | 35,189,127 |
| variance to 3% increase         | 593,006    |

|                                    |            |
|------------------------------------|------------|
| 3% increase to non-insurance accts | 28,551,399 |
| insurance budget                   | 6,693,919  |
| total operating budget             | 35,245,318 |
| \$ variance to FY 2020             | 1,656,851  |
| % variance to FY 2020              | 4.93%      |

FY 2021 BUDGET - MASTER 12-30-19  
level service

| Insurance                            | Location | Amount         |
|--------------------------------------|----------|----------------|
| Health Insurance - Active Employees  | DIST     | 578,695        |
| Health Insurance - Retired Employees | DIST     | 173,292        |
| Norfolk County Retirement            | DIST     | 71,487         |
| Dental Insurance                     | DIST     | 30,543         |
|                                      |          | <b>854,017</b> |

| Utilities   | Location | Amount         |
|-------------|----------|----------------|
| Heating     | MS       | 40,000         |
| Heating     | HS       | 45,000         |
| Electricity | MS       | 30,000         |
| Electricity | HS       | 75,000         |
|             |          | <b>190,000</b> |

|                    | Amount           |
|--------------------|------------------|
| <b>SUBTOTAL #1</b> | <b>1,044,017</b> |

| SpEd OOD Placements | Location | Amount           |
|---------------------|----------|------------------|
| Private Day         | DIST     | (198,479)        |
| Residential         | DIST     | (263,453)        |
| Collaboratives      | DIST     | (294,562)        |
| Transportation      | DIST     | (41,396)         |
|                     |          | <b>(797,890)</b> |

| SpEd Staffing                          | Location | Amount         | FTE         |
|--|----------|----------------|-------------|
| 2 SpEd teachers - Co-teaching          | MS       | 120,000        | 2.0         |
| 1 SpEd teacher - Social/Emotional      | MS       | 60,000         | 1.0         |
| 1 SpEd teacher - Co-teaching           | HS       | 60,000         | 1.0         |
| 1 SpEd teacher - Social/Emotional      | HS       | 60,000         | 1.0         |
| 0.6 speech/language                    | MS       | 40,000         | 0.6         |
| 1 teacher asst                         | MS       | 25,000         | 1.0         |
| 1 teacher asst - 1:1 support           | MS       | 25,000         | 1.0         |
| 1 teacher asst - Links program         | HS       | 25,000         | 1.0         |
| Increase Adj Counselor from 0.6 to 1.0 | MS       | 30,000         | 0.4         |
| Psychologist/Adj Counselor             | HS       | 60,000         | 1.0         |
|  |          | <b>505,000</b> | <b>10.0</b> |

|                    | Amount           |
|--------------------|------------------|
| <b>SUBTOTAL #2</b> | <b>(292,890)</b> |

|                    | Amount         | FTE         |
|--------------------|----------------|-------------|
| <b>GRAND TOTAL</b> | <b>751,127</b> | <b>10.0</b> |

## Annual Town Meeting Calendar - May 12, 2020

| Date              | Action   |
|-------------------|--|
| January 7, 2020   | Open ATM Warrant   |
| January 8, 2020   | Send out Notices - Warrant Opened  |
| February 13, 2020 | Close Annual Town Meeting Warrant  |
| February 18, 2020 | Selectmen review list of articles  |
| February 20, 2020 | Language due from Boards/Committees/Petitioners  |
| April 15, 2020    | Finalize Language with Town Counsel  |
| April 21, 2020    | Selectmen vote to execute the Warrant  |
| April 15, 2020    | Last day to register to vote to participate in Town Mtg                                |
| April 22, 2020    | Warrant Posted   |
| April 28, 2020    | Organizational Meeting with the Moderator<br>Draft set of motions available for review |
| May 7, 2020       | Motions Finalized  |
| May 12, 2020      | Annual Town Meeting  |

12/17/2019 12:26  
9730rrov

Town of Norfolk - LIVE  
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

DATE: 12/17/2019 WARRANT: 25V20 AMOUNT: \$ 193,351.26

|    |                   |
|----|-------------------|
| \$ | 23,985.01         |
| \$ | 3,068.27          |
| \$ | 1,575.41          |
| \$ | 11,711.95         |
| \$ | 5,678.13          |
| \$ | 319.92            |
| \$ | 8,250.84          |
| \$ | 20,266.98         |
| \$ | 97,942.35         |
| \$ | 2,009.66          |
| \$ | 1,080.90          |
| \$ | 460.22            |
| \$ | 11,025.60         |
| \$ | 5,520.00          |
| \$ | 456.02            |
| \$ | <b>193,351.26</b> |

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED  
  
FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

\*\*\*\*\*

SCHOOL BILLS

SCHOOL COMMITTEE  
THOMAS DOYLE

SCHOOL COMMITTEE  
PAUL COCHRAN

SCHOOL COMMITTEE  
JENNIFER WYNN

SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

SCHOOL COMMITTEE  
JEFFREY CURRY

12/10/2019 16:35  
9730bb00

Town of Norfolk - LIVE  
ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

DATE: 12/17/2019 WARRANT: 25VS20 AMOUNT: \$ 123,018.87

TO THE TREASURER:

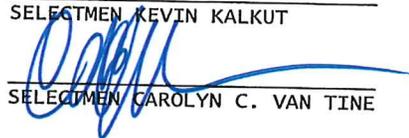
PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF  
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE  
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT  
INDICATED.

APPROVED



FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT



SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

\*\*\*\*\*

SCHOOL BILLS



SCHOOL COMMITTEE  
THOMAS DOYLE

SCHOOL COMMITTEE  
PAUL COCHRAN

SCHOOL COMMITTEE  
JENNIFER WYNN

SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

SCHOOL COMMITTEE  
JEFFREY CURRY

|                   |   |
|-------------------|---|
| 5,660.34          | + |
| 5,199.61          | + |
| 18,298.26         | + |
| 17,192.42         | + |
| 5,061.76          | + |
| 69,453.97         | + |
| 2,152.51          | + |
| <b>123,018.87</b> |   |

*VR*



12/23/2019 13:24  
9730rrov

Town of Norfolk - LIVE  
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarnt

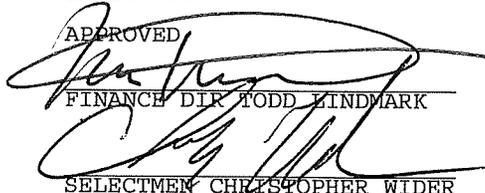
DATE: 12/24/2019 WARRANT: 26V20 AMOUNT: \$ 610,640.89

|    |                   |
|----|-------------------|
| \$ | 12,042.43         |
| \$ | 217,609.80        |
| \$ | 38,989.13         |
| \$ | 7,860.32          |
| \$ | 82,373.94         |
| \$ | 31,261.62         |
| \$ | 700.11            |
| \$ | 3,156.89          |
| \$ | 4,575.62          |
| \$ | 204,199.85        |
| \$ | 5,561.96          |
| \$ | 674.75            |
| \$ | 210.00            |
| \$ | 1,424.47          |
| \$ | <b>610,640.89</b> |

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED



FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

\*\*\*\*\*

SCHOOL BILLS

SCHOOL COMMITTEE  
THOMAS DOYLE

SCHOOL COMMITTEE  
PAUL COCHRAN

SCHOOL COMMITTEE  
JENNIFER WYNN

SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

SCHOOL COMMITTEE  
JEFFREY CURRY

12/24/2019 11:07  
9730rrov

Town of Norfolk - LIVE  
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

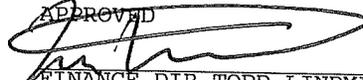
P 1  
apwarrnt

DATE: 12/31/2019 WARRANT: 27VSA20 AMOUNT: \$ 750.00

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF  
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE  
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INDICATED.

APPROVED

  
FINANCE DIR TODD LINDMARK

  
SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

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SCHOOL BILLS

SCHOOL COMMITTEE  
THOMAS DOYLE

SCHOOL COMMITTEE  
PAUL COCHRAN

SCHOOL COMMITTEE  
JENNIFER WYNN

SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

SCHOOL COMMITTEE  
JEFFREY CURRY



12/30/2019 15:39  
9730tlin

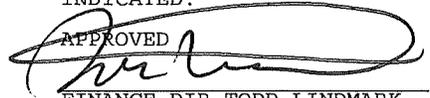
Town of Norfolk - LIVE  
ACCOUNTS PAYABLE WARRANT REPORT

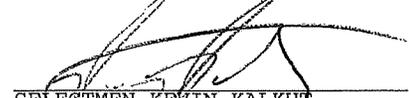
P 1  
apwarrnt

DATE: 12/31/2019 WARRANT: 27V20 AMOUNT: \$ 94,044.14

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF  
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE  
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT  
INDICATED.

APPROVED  
  
FINANCE DIR TODD LINDMARK

  
SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

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SCHOOL BILLS

SCHOOL COMMITTEE  
THOMAS DOYLE

SCHOOL COMMITTEE  
PAUL COCHRAN

SCHOOL COMMITTEE  
JENNIFER WYNN

SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

SCHOOL COMMITTEE  
JEFFREY CURRY

12/23/2019 12:24  
9730bb00

Town of Norfolk - LIVE  
ACCOUNTS PAYABLE WARRANT REPORT

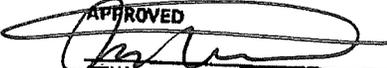
P 1  
apwarrnt

DATE: 12/31/2019 WARRANT: 27VS20 AMOUNT: \$ 26,123.36

TO THE TREASURER:

PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF  
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE  
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNTS  
INDICATED.

12,464.77 +  
4,598.34 +  
4,009.23 +  
4,185.02 +  
75. +  
26,123.36

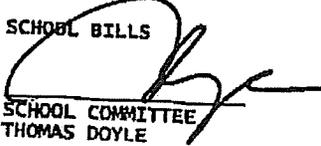
APPROVED  
  
FINANCE DIR TODD LINDMARK

  
SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER

SELECTMEN CAROLYN C. VAN TINE

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SCHOOL BILLS

  
SCHOOL COMMITTEE  
THOMAS DOYLE

SCHOOL COMMITTEE  
PAUL COCHRAN

SCHOOL COMMITTEE  
JENNIFER WYNN

SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

SCHOOL COMMITTEE  
JEFFREY CURRY

12,464.77 +  
4,598.34 +  
4,009.23 +  
4,185.02 +  
75. +  
26,123.36

**DRAFT**

**Norfolk Select Board's Open Session Meeting Minutes  
December 10, 2019**

Members Present: Kevin Kalkut; Christopher Wider; Cici Van Tine. Members Not Present: None.  
Also Present: Blythe Robinson, Town Administrator; Judith Lizardi, Executive Assistant.

The meeting was held in Meeting Room G-07, Town Hall. Mr. Kalkut called the meeting to order at 7:00 p.m. Mr. Kalkut announced this meeting is being both video and audio taped.

Ms. Robinson reviewed the agenda.

Public Comment

Mr. Paul Denver, 16 Winterberry Way, stated that he understands the Town is working to organize a Building Committee with respect to ongoing projects in Town. He urged the Select Board to move expeditiously in organizing the committee and in getting a balanced selection of members. He stated that in moving forward, the townspeople must have confidence in the Building Committee considering the Police Station fiasco. He urged the Select Board to organize the committee before Town Meeting. He stated he has sent the Select Board communications regarding an HVAC contractor who informed him that his company would no longer do any work in the Town of Norfolk. He stated many HVAC companies have decided the same because of the great difficulty of doing work in this town allegedly because of fairly arbitrary behavior in the Building Department. He wants to make sure contractors feel they have fair treatment in Norfolk. He does not think the townspeople should be in a position that a number of contractors do not want to work in Norfolk. He hopes these problems will be addressed.

Mr. David Rosenberg, 123 North Street, stated he had planned to request the Select Board consider adopting the provisions of the Open Meeting Law that permit remote participation; however, he spoke with Ms. Robinson prior to this meeting and she said this item would likely be on a future agenda. He noted he has spoken in the past about increasing citizen participation in Town government; he requested this be an active project for the future. He discussed the Bloomberg Harvard City Leadership initiative. He stated it is a project being conducted jointly with the Harvard Kennedy School, Harvard Business School, and Bloomberg Philanthropies to inspire and strengthen city leadership. He stated that he thinks formally joining the project is more commitment than Norfolk can make; however, there is information on the website that could be potentially useful.

**Action Items**

Please consider appointing Barry Lariviere as Interim Director of Public Works

Ms. Robinson stated it has been decided to re-advertise for the DPW Director position as the hiring process was not able to be completed with the initial candidate pool. Mr. Bob McGhee, Director of Public Works, has submitted his retirement papers and will be stepping down next Friday, so it is important that an interim Director is named. Mr. Barry Lariviere, Assistant Director, has agreed to step into the role, and his compensation for the period that he will be in this role has been negotiated. The increase is about \$15,000 on an annual basis. The recruitment process has been started and we will move forward expeditiously in order to recommend someone to fill the role on a permanent basis.

A motion was made by Mr. Kalkut to ratify the Town Administrator's recommendation to appoint Barry Lariviere as Interim Director of Public Works. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider approval of the following licenses expiring at the end of the year: Liquor; Common Victualler; Entertainment; Class I, II and III Auto Dealers; and Taxi

Ms. Robinson stated these various licenses renew annually on January 1, and an important function of the Town Administrator's office is to complete that process which is governed by the State. This work is managed by Ms. Nancy Langlois. Ms. Robinson stated that based on the advice of Town Counsel, each business was listed on the agenda. She stated that spreadsheets for all the different license types, which depict the requirements for each and where we are in the process of gathering that information or documents, are included in the Select Board's meeting packet. She noted that the Fire Department has completed all the required inspections. She stated the Select Board's role in this process is to approve and execute the licenses. After which, the businesses will be notified and the licenses provided to them when they make payment. She explained that there are a few situations where every required document has not yet been obtained, so the scripted motions enable the Select Board to approve and execute the licenses; however, the licenses will not be distributed to businesses who have not fully complied with the process. Ms. Robinson stated that only if all conditions have been met can the business pick up the license. A business would have to reapply if it did not meet the conditions by the first of the year. Mr. Wider stated that he would recuse himself from the Class I, II and III Auto Dealers license renewals as he is an applicant.

A motion was made by Ms. Van Tine to approve and execute all Liquor License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to approve and execute all Common Victualler License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to approve and execute all Entertainment License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to waive the Class III hearing for Norfolk Auto Repair. It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Ms. Van Tine to approve and execute all Class I, II and III Auto Dealer License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees. It was seconded by Mr. Kalkut, and so voted. Ms. Van Tine and Mr. Kalkut were in favor; Mr. Wider abstained.

A motion was made by Ms. Van Tine to approve and execute all Taxi License renewals for 2020 subject to the receipt of all required documentation, inspections and payment of fees. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider allowing liquor license restaurants to extend the hours on New Years' Eve until 2:00 a.m.

Ms. Robinson stated that New Year's Eve falls on a Tuesday night. In order for several Town restaurants to be able to serve alcohol past the 1:00 AM deadline in their licenses, the Select Board must authorize them to remain open for sales until 2:00 AM. The Town has typically approved this request for the Eagle Brook Saloon, Horse N' Carriage, and Novados. She stated that we are not aware of any past issues that would cause us not to recommend this extension.

Mr. Kalkut asked if this time extension was requested by the restaurants or offered to these establishments. Ms. Robinson said she would check on that with Ms. Langlois.

A motion was made by Mr. Kalkut to approve an extension of hours until 2:00 AM on January 1, 2020 for the service of alcohol for the Eagle Brook Saloon, Horse N' Carriage and Novatos Restaurants. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider a determination under G.L. c. 268A, §19 of Mr. Kulesza's disclosure as a member of the Zoning Board of Appeal

Ms. Robinson stated that in December 2018, Mr. Kulesza filed this form with the Town Clerk's Office to disclose that he believed he had a conflict of interest in serving as a ZBA member regarding a 40B application before the ZBA regarding the Lakeland Farms project. Evidently, Mr. Kulesza's spouse would be representing the developer as the listing real estate agent. The form requires that in all cases the appointing authority for the person making the disclosure must take this up and determine whether or not there is a conflict; this is the step that for some reason did not happen. She stated that she understands that Mr. Kulesza did recuse himself from the permitting process, the permit was issued and the development is under construction. She stated that while the matter is behind us, she recommended that the Select Board determine there was no conflict of interest given his recusal from participation in the matter. Mr. Wider stated the project is not complete. He noted that at the time the Comprehensive Permit was issued, there was no assigned realtor; Mr. Kulesza took the initiative to put this forward after his wife became the realtor. Ms. Van Tine noted that it is not known what happened on the ZBA with regard to this project prior to December 2018; therefore, she requested the motion be modified to include the date on the disclosure.

A motion was made by Mr. Kalkut to vote to determine that there was no conflict of interest from December 24, 2018, and thereafter, with regard to Mr. Kulesza's involvement in the Lakeland Farms 40B project given his disclosure that he recused himself from the process, and will continue to do so through the end of the project. It was seconded by Mr. Wider, and so voted. All were in favor.

### **Discussion Items**

Please discuss the plans for the Norfolk 150th Anniversary Time Travelers dinner on May 9, 2020

Ms. Betsy Pyne stated that she requested to be on the Select Board's agenda to discuss the plans for the Norfolk 150<sup>th</sup> Anniversary dinner to be held at the KP Middle School on Saturday, May 9, 2020, starting at 5:00 PM. She stated she put together an event committee of 10 people. At this time, she does not have details on ticket costs, although she is going to limit ticket sales to 250 people. She expects to have a website for the event in the next week or two; she will also have a bank account for the event. She stated that in March, tickets will be

available on the website by using PayPal or by sending checks to the Historical Commission. She wanted to confirm the Select Board agrees with what she is doing; she noted she will discuss big decisions with her committee and votes will be taken. She stated she has a list of all former Select Board members; they will be sent invitations to the event. She stated the time travelers are distinguished citizens from Norfolk history who have made the journey to wish Norfolk a Happy Birthday. She has about 12 time travelers scheduled; Mr. Wider will be a time traveler. The event will include dinner, cake, art and music; there will not be alcohol at the event as it is not allowed at the school. She stated that VIPs will have a chance to buy tickets first. She noted the Town included \$2,250 in the Historical Commission budget this year to support this event. Ticket sales should cover the cost of the food only. Mr. Kalkut stated it sounds like it will be a fantastic event and thanked Ms. Pyne for her work. Mr. Wider expressed concern about the cost of tickets for seniors who may be on a fixed budget; he asked if a provision should be made for seniors. Ms. Pyne said she had been thinking about that concern, but it is difficult to know where to draw the line. Select Board members discussed the possibility of providing ticket compensation on an as-needed basis.

Please discuss funding for Norfolk's 150th Anniversary Parade

Ms. Robinson stated this discussion item will be presented at the December 17, 2019 Select Board meeting.

Please consider the submission of a letter to the MBTA regarding impacts to commuter rail service in Norfolk due to system changes

Mr. Kalkut stated that over the last eight weeks he has received feedback from Norfolk commuters about MBTA commuter rail delays and cancellations. He has experienced these delays himself. He researched these interruptions and noted the complaints are common. He reached out to State representatives who gave him information about the Foxboro Pilot commuter rail line. He stated that many of the delays and cancellations align with the beginning of this Pilot program. He noted Keolis has put together an action team regarding the delays and cancellations; however, the response from the action team is not getting to the apparent core of the issue. As a result, he drafted a letter to the MBTA that he would like the Select Board to approve. He discussed the letter and stated he welcomed the Select Board members' input. Mr. Wider suggested including a requested reply date; otherwise, he found the letter to be positive and correct. Ms. Van Tine stated that she commutes on the commuter rail. She discussed the Foxboro Pilot program and noted that due to the Foxboro Pilot, trains were removed from the Franklin Line schedule and will not be restored. She agreed that since the inception of the Foxboro Pilot, there have been numerous and continuous delays. She thinks that this letter is a great first step; she is hopeful that the MBTA may be receptive as thousands of commuters are affected. Mr. Kalkut noted a copy of the letter is in the Select Board's meeting packet. Mr. Rosenberg asked about support from the towns of Franklin and Walpole. Mr. Kalkut stated he would be removing the names of the towns of Franklin and Walpole from the letter. He stated he reached out to Walpole and they were not interested in being added to the letter; it seems they have already spent a great deal of effort fighting with the MBTA over the Foxboro Pilot program. He stated when he reached out to Franklin's Town Administrator, he was told that they have not heard many complaints from their residents. Ms. Robinson stated she would be seeing Franklin's Town Administrator at a meeting the next day and would ask him to rethink his support for the letter. Mr. Kalkut agreed to delay sending the letter until after Ms. Robinson speaks with Franklin's Town Administrator.

A motion was made by Mr. Kalkut to approve the submission of the letter to the MBTA. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider approval of the following warrants:

A motion was made by Mr. Wider to approve the following warrants:

- 11/19/2019 21V20 \$2,492,288.39
- 11/19/2019 21VSA20 \$1,000.00

It was seconded by Ms. Van Tine, and so voted. All were in favor.

A motion was made by Ms. Van Tine to approve the following warrants:

- 11/19/2019 21VS20 \$146,873.27
- 11/22/2019 10P20 and 10PS20 \$810,992.52

It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Mr. Kalkut to approve the following warrants:

- 11/26/2019 22V20 \$721,930.43

It was seconded by Mr. Wider, and so voted. All were in favor.

A motion was made by Mr. Wider to approve the following warrants:

- 12/03/2019 23V20 \$46,837.30
- 12/03/2019 23VS20 \$62,203.65

It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider approval of regular session minutes

A motion was made by Ms. Van Tine to approve the minutes of April 30, 2018; May 15, 2018; September 4, 2018; December 6, 2018; April 30, 2019; September 10, 2019; and November 5, 2019 regular meetings. It was seconded by Mr. Wider. Discussion: Ms. Van Tine noted that she read the minutes and they look good. However, as she was not a Select Board member for some of the meeting dates listed, she cannot confirm that the information is correct. Ms. Robinson stated these meeting minutes were generally for meetings in which there were no deliberations and no votes taken. She stated that the Select Board voting to approve meeting minutes from these past meetings is an administrative clean-up phase. Ms. Donna Jones, 64 North Street, stated there is an error in the April 30, 2018 meeting minutes; Mr. Jay Talerma is listed as Town Counsel, but he was Town Moderator. Select Board members agreed to table the approval of the April 30, 2018 meeting minutes until the next Select Board meeting when the minutes will be corrected; therefore, the motion will be restated without the April 30, 2018 meeting minutes.

A motion was made by Ms. Van Tine to approve the minutes of May 15, 2018; September 4, 2018; December 6, 2018; April 30, 2019; September 10, 2019; and November 5, 2019 regular meetings. It was seconded by Mr. Wider, and so voted. All were in favor.

Mr. Kalkut stated he is scheduled for surgery later this week; therefore, he may not attend the next Select Board meeting on December 17, 2019. He thanked everyone for their efforts and noted it has been a fantastic year. He wished everyone happy holidays.

At 7:55 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, December 17, 2019, at 7:00 p.m.

This is a true and accurate report of the Select Board's Meeting of December 10, 2019.

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CiCi Van Tine, Clerk