



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 28, 2020, at 6:00 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. 6:00 p.m. Call Meeting to Order

Executive Session

Executive Session under M.G.L. c.30A, §21(a)(1) to discuss a complaint against a public body

7:00 p.m. Return to Open Session

2. Public Comment

Action Items

- 3. Please consider approving the Southeastern Regional Services Group DPW Services Award for 2/1/20-1/31/21**
- 4. Please consider appointing John Kent as a member of the Energy Committee**
- 5. Please consider appointing Christopher Chand and Charlie Kohl as associate members of the Energy Committee**
- 6. Please consider appointing a Select Board Liaison to the Advisory Committee**
- 7. Please consider renaming Philips Way to Shire Drive**
- 8. Please consider authorizing the Chair to execute an amendment to the Project Funding Agreement for roof repair at the H. Olive Day Elementary School (MSBA Project No. 201802080015)**
- 9. Please consider adopting the proposed Health Insurance Opt Out Policy**

Discussion Items

- 10. Please discuss Water Conservation Proposal**
- 11. Please discuss ground rules for the February 8th Budget Workshop**
- 12. Please discuss a meeting interaction and engagement Policy**

Report of Warrants

13. The following warrants have been signed:

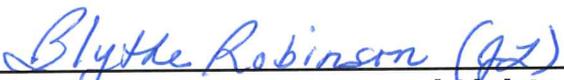
- 1/3/2020 13P20 & 13PS20 \$803,156.31 (CVT)
- 1/7/2020 28V20 \$931,883.85 (CVT)
- 1/14/2020 29V20 \$115,953.85 (CW)
- 1/17/2020 14P20 & 14PS20 \$816,997.30 (CW)
- 1/21/2020 30VS20 \$111,355.76 (CW)
- 1/21/2020 30V20 \$226,486.25 (CW)

Approve Minutes

14. 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
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January 23, 2020

MEMO TO: Select Board

From: Blythe C. Robinson, Town Administrator

gcr (for BCR)

RE: **Agenda Background – January 28, 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. 6:00 pm. Call Meeting to Order

Executive Session: Executive Session under M.G.L. c.30A, §21(a)(1) to discuss a complaint against a public body

7:00 pm. Return to Open Session

2. Public Comment
3. Please consider approving the Southeastern Regional Services Group DPW Services Award for 2/1/20-1/31/21

As you know, the Town belongs to the SERSG services group whose primary mission it is to bid out on behalf of all of its member communities various commodities and services needed by them which are not otherwise available under other procurements. At this time of year, the SERSG bid is for various items required by public works departments for the upcoming construction season. Attached are the results of those bids for nine different items, which have been recommended for award by the SERSG board. Staff recommends that you approve this list of services and commodities so that DPW may contract with these firms throughout this next year.

MOVE that the Board award the SERSG DPW Services bids as proposed by the SERSG Board of Directors for the period February 1, 2020 through January 31, 2021.

4. Please consider appointing John Kent as a member of the Energy Committee

John Kent has been serving as an Associate Member to this Committee. The committee has five members, one of which resigned recently (Emre Schweighoffer) creating a vacancy. Mr.

Kent would like to become a full member of the Committee, which is supported by the Chair.

MOVE that the Board appoint John Kent as a member of the Energy Committee for a term to expire on June 30, 2020.

5. Please consider appointing Christopher Chand and Charlie Kohl as associate members of the Energy Committee

At a board meeting earlier this fiscal year, the Board determined that this Committee would continue to have five full members, but would also be able to appoint an unspecified number of associate members. Mr. Kent was until the previous item on this agenda the sole associate member. Mr. Christopher Chand and Charlie Kohl have come forward interested in participating on this committee as Associates. Chairman Andy Bakinowski will be at the meeting to review with you why he recommends that these two gentlemen be appointed. We've included in your packet some background information about each candidate and their letters of interest.

MOVE that the Board appoint Christopher Chand and Charlie Kohl as associate members of the Energy Committee, both terms to expire on June 30, 2021.

6. Please consider appointing a Select Board Liaison to the Advisory Committee

The Advisory Committee has indicated that in past years there was fairly regular attendance at their meeting by a Select Board member which they found helpful during preparations for Town Meeting. The Advisory Committee Chair has asked if the Board would consider appointing one of its members to act as a liaison to them as we go through the process to prepare for the annual Town Meeting. A motion is scripted below so that the Board can determine which name to insert after a discussion and deliberation. The next meeting of the Committee is February 12th.

MOVE that the Board appoint _____ as the Select Board liaison to the Advisory Committee.

7. Please consider renaming Philips Way to Shire Drive

A request was received by John M. Puntonio to rename Philips Way within the Shire Industrial Park to Shire Drive. As you will note from his letter, Mr. Puntonio owns property on the street and has experienced difficulty with people locating him and expresses concern about timely public safety responses. The Planning Board discussed this at their January 14th meeting and is in agreement with this change. As you will note, both Police and Fire have no concerns about the change either. While we typically only reach out to the Historical Commission and Veteran's Agent for the naming of new streets, we've made them aware of this change and asked them to contact us prior to the meeting if they have any concerns about changing the name to Shire Drive.

MOVE that the board vote to rename Philips Way as Shire Drive.

8. Please consider authorizing the Chair to execute an amendment to the Project Funding Agreement for roof repair at the H. Olive Day Elementary School (MSBA Project No. 201802080015)

As you know, in 2019 the Board executed a Project Funding Agreement (PFA) with the MSBA in order to receive a grant to offset some of the cost of replacing the H. Olive Day Roof under the State's Rapid Repair program. Following the MSBA's protocols, that first agreement was executed by the MSBA and the Town prior to the project being bid out, based upon the estimated cost of the work. The bids came in higher than the estimated amount, and in such cases, the MSBA requires that the PFA be amended to reflect those numbers. It is important to point out that this change does not affect the 51.63% cost share or the maximum amount the Town could receive which is \$1,066,359. The actual final amount we will receive will be determined during the project closeout phase of the MSBA program, which will start once this amendment is executed by the State. In Norfolk's case, some of the work at the school had to wait until the Christmas vacation, so now those final calculations can begin. That work was completed as required.

MOVE that the Board authorize the Select Board Chair to execute an amendment to the Project Funding Agreement for roof repair at the H. Olive Day Elementary School.

9. Please consider adopting the proposed Health Insurance Opt Out Policy

The Town is required by State law to offer health insurance to all of its employees and their dependents who regularly work more than 20 hours/week. Throughout the school and Town departments there are approximately 340 employees who are eligible for this benefit, of which about 140 receive health insurance through the Town. Typically we would expect that the number of employees covered by the Town's plan would be higher; however in recent years the Town negotiated with its unions changes to the health plans. This likely incentivized a number of employees to seek coverage from their spouse or some other source. Regardless of this, health insurance is still a major cost in the Town's budget. In FY20, the Town's 65% share of the following plans is:

- Single: \$ 6,667.68
- Two Person: \$13,335.48
- Family Plan: \$18,662.76

I am recommending that the Board consider adopting a policy to incentivize employees to where possible, purchase their coverage from another source. This has been done successfully in a number of communities in the Commonwealth. Such a policy would provide an employee with a payment of a portion of the Town's cost to utilize as they see fit to purchase insurance either through a spouse or in the insurance marketplace. Employees would be eligible for a payment for the type of plan they otherwise had, provided that they furnish the Town with proof that they have obtained alternate coverage. Employees would be eligible for the incentive to be paid monthly, for every month they waive coverage. Some of the salient points of the plan are:

- They must have been on the plan for at least a year before they are eligible for the incentive

- They may come back onto the Town's plan if they have a "qualifying event" such as a loss of a job by a spouse they had obtained insurance from or during open enrollment
- If they come back onto the Town's plan, they must remain on it for 24 months until they could opt out again
- They must provide proof of insurance from another carrier

While it is within the purview of the Board to offer such a plan, it must first be negotiated with the Town's employee Insurance Advisory Committee (IAC). HR Director Scott Bragdon and I introduced this concept to the Town's IAC last fall, and after several meetings the committee voted on January 22nd to approve the plan. While it is difficult to determine how many employees will take advantage of the program, a conservative estimate is 5%. If that were to be achieved, the savings to the Town in FY21 could be approximately \$66,000. This would enable the Town to utilize those funds for other services and expenses.

MOVE that the Board approve the proposed Health Insurance Opt Out Policy effective July 1, 2020.

10. Please discuss Water Conservation Proposal

Andy Bakinowski, Chair of the Energy Committee will be present to discuss future water conservation measures. A copy of his proposal is included in your packets.

11. Please discuss ground rules for the February 8th Budget Workshop

As you know, the Board is set to meet on Saturday, February 8th to review the budget submissions of the various Town departments, excluding the schools. A draft of the schedule of departments is attached. The Chair has added this item to this agenda so the Board may discuss ground rules for the day. Such ground rules could cover topics such as the organization of the presentations, whether or not there will be public participation, and how all persons participating in the meeting will conduct themselves at the meeting.

12. Please discuss a meeting interaction and engagement Policy

Select Board member Van Tine asked that this topic be included on the agenda to discuss the interactions that have been occurring at recent meetings between the Board, Town Administrator and the public when specific agenda items come up for approval or discussion. As I understand it, she has expressed a concern that some of the questions and comments from the public do not always stay on the topic at hand, and have led to other matters that are not on the agenda. She would like the Board to discuss this, as some of the new matters brought up and discussed within a meeting which are not already on the agenda could be construed to be not in compliance with the open meeting law.

13. Please consider approval of the following warrants:

MOVE that the Board approve the following warrants:

- 1/3/2020 13P20 & 13PS20 \$803,156.31 (CVT)

- 1/7/2020 28V20 \$931,883.85 (CVT)
- 1/14/2020 29V20 \$115,953.85 (CW)
- 1/17/2020 14P20 & 14PS20 \$816,997.30 (CW)
- 1/21/2020 30VS20 \$111,355.76 (CW)
- 1/21/2020 30V20 \$226,486.25 (CW)

14. Please consider approval of the minutes

In your packet is the regular meeting minutes of October 1, 2019, October 29, 2019, November 6, 2019, November 19, 2019, December 17, 2019, and January 7, 2020 which have been submitted to the clerk for review.

MOVE that the Board approve the minutes of the October 1, 2019, October 29, 2019, November 6, 2019, November 19, 2019, December 17, 2019, and January 7, 2020 regular meetings.

**Southeastern Regional Services Group
DPW SERVICES AWARDS for 2/1/20-1/31/21**

The Board of Selectmen of the Town of Norfolk voted at their meeting held on _____ to award contracts to the bidders listed below under the SERSG DPW Services IFB for a twelve month period commencing 2/1/20. This award is conditioned upon the receipt of the appropriate documents specified in the above IFB. The SERSG Regional Administrator will collect these documents on behalf of the Board of Selectmen and present them to the Board for final approval and signature.

<u>ITEM NO. and DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>Estimated</u> <u>Quantity</u>	<u>Total Value</u>
1. PAVEMENT RECLAMATION			
<i>Murray Paving & Reclamation, Holliston, MA</i>			
<i>WINNING BIDDER'S NAME</i>			
Pavement Reclamation	\$ 1.95 sq yd	20,000	\$ 39,000.00
Calcium Chloride for dust control	\$ 1.15 gallon	3,500	\$ 4,025.00
Adjust Structures	\$ 0.01 each	50	\$ 0.50
Structure Remodeling	\$ 0.01 each	50	\$ 0.50
Structures Rebuilt	\$ 275.00 vert ft	50	\$ 13,750.00
Excess Loading of Reclaimed Material	\$ 11.00 cubic yd	2,000	\$ 22,000.00
Lower/Raise Manholes	\$ 550.00 each	25	\$ 13,750.00
Lower/Raise Water Gates	\$ 255.00 each	25	\$ 6,375.00
Lower/Raise Gas Gates	\$ 0.01 each	25	\$ 0.25
Trucking	\$ 85.00 hour	0	\$ -
Item Sub-Total			\$ 98,901.25

4. IN-PLACE HOT MIX ASPHALT **ZONE C: Mansfield, Norfolk, Norton, Wrentham**
J H Lynch Co, Cumberland, RI
WINNING BIDDER'S NAME

Hot Mix Asphalt	\$ 76.00 per ton	7,000	\$ 532,000.00
Bitumen Tack Coat	\$ 7.00 per gallon	0	\$ -
Cold Planing	\$ 2.50 per sq yd	20,000	\$ 50,000.00
Structure Adjustments	\$ 350.00 each	30	\$ 10,500.00
Structures Remodeled	\$ 500.00 each	10	\$ 5,000.00
Structures Rebuilt	\$ 500.00 per vert ft	20	\$ 10,000.00
Lower and raise manholes	\$ 250.00 each	0	\$ -
Lower and raise water gates	\$ 150.00 each	0	\$ -
Lower and raise gas gates	each	0	\$ -
Hand Work	\$ 145.00 per ton	200	\$ 29,000.00
Unclassified Excavation	per cubic yd	0	\$ -
Sawcutting	\$ 1.50 per lin ft	3,000	\$ 4,500.00
Playgrounds/Parking Lots	\$ 90.00 per ton	3,000	\$ 270,000.00
Item Sub-Total			\$ 911,000.00

**Southeastern Regional Services Group
DPW SERVICES AWARDS for 2/1/20-1/31/21**

<u>ITEM NO. and DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>Estimated</u> <u>Quantity</u>	<u>Total Value</u>
5. SUPER PAVE HOT MIX ASPHALT	ZONE E: Medfield, Norfolk		
<i>Aggregate Industries, Saugus, MA</i>			
<i>WINNING BIDDER'S NAME</i>			
SuperPave application	\$ 77.20 per ton	7,000 \$	540,400.00
Bitumen Tack Coat	\$ 4.00 per gallon	0 \$	-
Hot Poured Rubberized Asphalt Sealter	per lin ft	0 \$	-
Warm Mix Additive	\$ 1.50 per gallon	0 \$	-
Cold Planing	\$ 2.61 per sq yd	20,000 \$	52,200.00
Structure Adjustments	\$ 230.00 each	30 \$	6,900.00
Structure Remodels	\$ 480.00 each	10 \$	4,800.00
Structure Rebuilds	\$ 300.00 per vert ft	20 \$	6,000.00
Lower and raise manholes	each	0 \$	-
Lower and raise water gates	\$ 300.00 each	0 \$	-
Lower and raise gas gates	\$ 300.00 each	0 \$	-
Hand Work	\$ 130.00 per ton	200 \$	26,000.00
Unclassified Excavation	cub yds	0 \$	-
Sawcutting	\$ 1.00 per lin ft	3,000 \$	3,000.00
Playgrounds/Parking Lots	\$ 150.00 per ton	3,000 \$	450,000.00
	Item Sub-Total	\$	1,089,300.00

12. POLYMER-MODIFIED CRACK SEALING

<i>Indus, Inc, Braintree, MA</i>	\$ 5,650.00 per day	5 \$	28,250.00
<i>WINNING BIDDER'S NAME</i>	\$ 10.59 per gallon	\$	-
	Item Sub-Total	\$	28,250.00

13. CHLORINATED RUBBER TRAFFIC LINE PAINTING

Markings, Inc. Pembroke, MA

WINNING BIDDER'S NAME

4" White or Yellow lines	\$ 0.047 per lin ft	349,931 \$	16,446.76
4" Yellow Hatch Lines	\$ 0.250 per lin ft	100 \$	25.00
Crosswalks	\$ 0.475 per lin ft	300 \$	142.50
Stopline	\$ 0.475 per lin ft	600 \$	285.00
Stop Words	\$ 17.500 each	40 \$	700.00
Parking Lines	\$ 0.250 per lin ft	3,000 \$	750.00
Ts and Ls	\$ 3.500 each	0 \$	-
Directional arrows (federal)	\$ 21.500 each	12 \$	258.00
8' "only"	\$ 31.500 each	12 \$	378.00
3' "only"	\$ 10.000 each	12 \$	120.00
8' "school"	\$ 48.500 each	12 \$	582.00
Traffic Islands	\$ 15.000 each	4 \$	60.00
Railroad Crossings	\$ 75.000 each	4 \$	300.00
Removal of Existing Paint Lines	\$ 1.050 per sq ft	0 \$	-

Southeastern Regional Services Group
DPW SERVICES AWARDS for 2/1/20-1/31/21

<u>ITEM NO. and DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>Estimated</u> <u>Quantity</u>	<u>Total Value</u>
Grinding for Inlay	\$ 0.750 per sq ft	0 \$	-
Item Sub-Total			\$ 20,047.26

14. THERMOPLASTIC TRAFFIC LINE PAINTING

Markings, Inc. Pembroke, MA

WINNING BIDDER'S NAME

4" white or yellow line	\$ 0.410 per lin ft	5,000 \$	2,050.00
12" white line	\$ 2.250 per lin ft	200 \$	450.00
8' "only"	\$ 145.000 each	200 \$	29,000.00
3' "Only"	\$ 10.000 each	0 \$	-
8' "school"	\$ 175.000 each	5 \$	875.00
Removal of Existing Thermo. Lines	\$ 1.050 per sq ft	0 \$	-
Grinding for Inlay	\$ 0.750 per sq ft	0 \$	-
Item Sub-Total			\$ 32,375.00

16. GUARD RAILS, INSTALLATION OF STEEL BEAM

Premier Fence, Canton MA

WINNING BIDDER'S NAME

Straight (Galvanized, Metal Posts)	\$ 32.50 per foot	500 \$	16,250.00
Straight (Galvanized, Wooden Posts)	\$ 32.50 per foot	100 \$	3,250.00
Straight (Rust, Wooden Posts)	\$ 32.50 per foot	0 \$	-
Curved (Galvanized)	\$ 25.00 per foot	30 \$	750.00
Curved (Rust)	\$ 25.00 per foot	0 \$	-
End Pieces (Galvanized)	\$ 85.00 each	20 \$	1,700.00
End Pieces (Rust)	\$ 85.00 each	0 \$	-
Item Sub-Total			\$ 21,950.00

17. STRUCTURE WORK

L A L Construction, Fall River, MA

WINNING BIDDER'S NAME

		<u>Est Qty</u>	
Structures Adjusted (1-5 structures per mobilization)	\$ 800.00 per structure		
Structures Adjusted (6-10 structures per mobilization)	\$ 700.00 per structure		
Structures Adjusted (11-20 structures per mobilization)	\$ 600.00 per structure		
Structures Adjusted (20+ structures per mobilization)	\$ 600.00 per structure		
AVERAGE PRICE - ADJUSTED	\$ 675.00 per structure	100 \$	67,500.00
Structures Remodeled (1-5 structures per mobilization)	\$ 700.00 per structure		

**Southeastern Regional Services Group
DPW SERVICES AWARDS for 2/1/20-1/31/21**

<u>ITEM NO. and DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>Estimated</u> <u>Quantity</u>	<u>Total Value</u>
Structures Remodeled (6-10 structures per mobilization)	\$ 700.00 per structure		
Structures Remodeled (11-20 structures per mobilization)	\$ 600.00 per structure		
Structures Remodeled (20+ structures per mobilization)	\$ 600.00 per structure		
AVERAGE PRICE - REMODELED	\$ 650.00 per structure	25 \$	16,250.00
Structures Rebuilt (1-5 structures per mobilization)	\$ 700.00 per vert ft		
Structures Rebuilt (6-10 structures per mobilization)	\$ 700.00 per vert ft		
Structures Rebuilt (11-20 structures per mobilization)	\$ 600.00 per vert ft		
Structures Rebuilt (20+ structures per mobilization)	\$ 300.00 per vert ft		
AVERAGE PRICE - REBUILT	\$ 575.00 per vert ft	100 \$	57,500.00
Item Sub-Total			\$ 141,250.00

28. SIDEWALK CONSTRUCTION AND SETTING OF CURBS AND EDGING

L A L Construction, Fall River, MA

WINNING BIDDER'S NAME

Cement Concrete Sidewalk	\$ 75.00 per sq yd	0 \$	-
Cement Concrete Sidewalk at Driveways	\$ 75.00 per sq yd	0 \$	-
Cement Concrete Wheelchair Ramp	\$ 125.00 per sq yd	500 \$	62,500.00
Hot Mix Asphalt Walk Surface and Driveway	\$ 62.00 per sq yd	500 \$	31,000.00
Furnish & Install rubber ADA Handicap Panels, all color choices	\$ 0.01 each	20 \$	0.20
Curb and Edging			
Install Granite Curb Type VB - Straight	\$ 10.00 per lin ft	5,280 \$	52,800.00
Installation of bituminous concrete berms and curbs	\$ 15.00 per lin ft	0 \$	-
Furnish & Install Granite Curb Inlet Type A - Curved	\$ 0.01 each	20 \$	0.20
Furnish & Install Granite Curb Inlet Type A - Straight	\$ 0.01 each	10 \$	0.10
Furnish & Install Granite Curb Type A - Corner	\$ 175.00 each	20 \$	3,500.00
Furnish & Install Granite Curb Type SB - Straight	\$ 25.00 per lin ft	0 \$	-

Southeastern Regional Services Group
DPW SERVICES AWARDS for 2/1/20-1/31/21

<u>ITEM NO. and DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>Estimated</u> <u>Quantity</u>	<u>Total Value</u>
Furnish & Install Granite Edging Type SB - Straight	\$ 25.00 per lin ft	0 \$	-
Furnish & Install Granite Curb Type VA4 - Curved	\$ 38.00 per lin ft	100 \$	3,800.00
Furnish & Install Granite Curb Type VA4 - Straight	\$ 38.00 per lin ft	5,280 \$	200,640.00
Furnish & Install Granite Curb Type VB - Curved	\$ 35.00 per lin ft	0 \$	-
Furnish & Install Granite Curb Type VB - Straight	\$ 35.00 per lin ft	0 \$	-
Furnish & Install Granite Transition Curb for wheelchair ramps & driveways Type VB - Curved	\$ 35.00 per lin ft	100 \$	3,500.00
Furnish & Install Granite Transition Curb for wheelchair ramps & driveways Type VB - Straight	\$ 35.00 per lin ft	100 \$	3,500.00
Furnish & Install Transition Slope to Vertical	\$ 325.00 each	20 \$	6,500.00
Remove & Reset Granite Curb - Type SB	\$ 15.00 per lin ft	5,000 \$	75,000.00
Remove & Reset Granite Curb - Type VB	\$ 25.00 per lin ft	5,000 \$	125,000.00
Remove & Reset Granite Curb Corner	\$ 0.01 each	\$	-
Remove & Reset Granite Curb Inlet	\$ 500.00 each	\$	-
Remove & Reset Granite Edging	\$ 18.00 per lin ft	\$	-
Remove & Stack Granite Curb	\$ 0.01 per lin ft	\$	-
Remove & Stack Granite Curb Inlet	\$ 0.01 each	\$	-
Miscellaneous: Additional work needed			
Earth Excavation	\$ 0.01 per cubic yd	\$	-
Class A Rock Excavation	\$ 0.01 per cubic yd	\$	-
Stump Excavation	\$ 0.01 per cubic yd	\$	-
Topsoil Excavated and stacked	\$ 15.00 per cubic yd	\$	-
Dense graded stone	\$ 0.01 per cubic yd	\$	-
Processed gravel, in place	\$ 0.01 per cubic yd	\$	-
Unclassified Excavation	\$ 0.01 per cubic yd	\$	-
Loam and Seed	\$ 0.01 per sq yd	\$	-
Pavement Sawcutting/Grinding	\$ 0.01 per lin ft	\$	-
Sweeping/Cleanup following Sawcutting/Grinding	\$ 0.01 per lin ft	\$	-
Drainage & Structure Work within Sidewalk/Curb item			
Furnish & Install 6" Pipe	\$ 0.01 per lin ft	\$	-
Furnish & Install 8" Pipe	\$ 0.01 per lin ft	\$	-
Furnish & Install 12" Pipe	\$ 0.01 per lin ft	\$	-
Structures Change in Type/Converted	\$ 500.00 each	\$	-
Structures Adjusted	\$ 0.01 each	\$	-

**Southeastern Regional Services Group
DPW SERVICES AWARDS for 2/1/20-1/31/21**

<u>ITEM NO. and DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>Estimated Quantity</u>	<u>Total Value</u>
Structures Rebuilt	\$ 0.01 per vert ft	\$	-
	Item Sub-Total	\$	567,740.50
GRAND TOTAL		\$	2,910,814.01

Signatures

Chair, Board of Selectmen	Date Signed
Board Member	
Board Member	

Southeastern Regional Services Group
DPW SERVICES AWARDS 2/1/20 - 1/31/21, authorized Jan8 2020

ITEM NO. and DESCRIPTION	UNIT PRICE		Estimated Quantity	Total Value
4. IN-PLACE HOT MIX ASPHALT	ZONE A: Abington, Bridgewater, West Bridgewater			
<i>T L Edwards, Avon, MA</i>				
<i>WINNING BIDDER'S NAME</i>				
Hot Mix Asphalt	\$ 78.90	per ton	15,000	\$ 1,183,500.00
Bitumen Tack Coat	\$ 5.00	per gallon	2,050	\$ 10,250.00
Cold Planing	\$ 2.35	per sq yd	48,500	\$ 113,975.00
Structure Adjustments	\$ 200.00	each	165	\$ 33,000.00
Structures Remodeled	\$ 250.00	each	9	\$ 2,250.00
Structures Rebuilt	\$ 200.00	per vert ft	5	\$ 1,000.00
Lower and raise manholes	\$ 300.00	each	170	\$ 51,000.00
Lower and raise water gates	\$ 170.00	each	27	\$ 4,590.00
Lower and raise gas gates	\$ 170.00	each	160	\$ 27,200.00
Hand Work	\$ 140.00	per ton	811	\$ 113,540.00
Unclassified Excavation	\$ 25.00	per cubic yd	100	\$ 2,500.00
Sawcutting	\$ 2.00	per lin ft	100	\$ 200.00
Playgrounds/Parking Lots	\$ 80.00	per ton	700	\$ 56,000.00
	Item Sub-Total			\$ 1,599,005.00
4. IN-PLACE HOT MIX ASPHALT	ZONE B: Canton, Milton, Sharon			
<i>P J Keating, Lunenburg, MA</i>				
<i>WINNING BIDDER'S NAME</i>				
Hot Mix Asphalt	\$ 88.50	per ton	18,020	\$ 1,594,770.00
Bitumen Tack Coat	\$ 0.01	per gallon	6,800	\$ 68.00
Cold Planing	\$ 2.00	per sq yd	88,000	\$ 176,000.00
Structure Adjustments	\$ 300.00	each	215	\$ 64,500.00
Structures Remodeled	\$ 50.00	each	10	\$ 500.00
Structures Rebuilt	\$ 50.00	per vert ft	70	\$ 3,500.00
Lower and raise manholes	\$ 200.00	each	105	\$ 21,000.00
Lower and raise water gates	\$ 180.00	each	85	\$ 15,300.00
Lower and raise gas gates	\$ 180.00	each	40	\$ 7,200.00
Hand Work	\$ 88.50	per ton	90	\$ 7,965.00
Unclassified Excavation	\$ 10.00	per cubic yd	500	\$ 5,000.00
Sawcutting	\$ 0.01	per lin ft	10,350	\$ 103.50
Playgrounds/Parking Lots	\$ 88.50	per ton	1,510	\$ 133,635.00
	Item Sub-Total			\$ 2,029,541.50

Southeastern Regional Services Group
DPW SERVICES AWARDS 2/1/20 - 1/31/21, authorized Jan8 2020

ITEM NO. and DESCRIPTION	UNIT PRICE		Estimated Quantity	Total Value
4. IN-PLACE HOT MIX ASPHALT	ZONE C: Mansfield, Norfolk, Norton, Wrentham			
<i>J H Lynch Co, Cumberland, RI</i>				
<i>WINNING BIDDER'S NAME</i>				
Hot Mix Asphalt	\$ 76.00	per ton	16,000	\$ 1,216,000.00
Bitumen Tack Coat	\$ 7.00	per gallon	4,260	\$ 29,820.00
Cold Planing	\$ 2.50	per sq yd	80,000	\$ 200,000.00
Structure Adjustments	\$ 350.00	each	70	\$ 24,500.00
Structures Remodeled	\$ 500.00	each	13	\$ 6,500.00
Structures Rebuilt	\$ 500.00	per vert ft	20	\$ 10,000.00
Lower and raise manholes	\$ 250.00	each	10	\$ 2,500.00
Lower and raise water gates	\$ 150.00	each	40	\$ 6,000.00
Lower and raise gas gates		each	0	\$ -
Hand Work	\$ 145.00	per ton	300	\$ 43,500.00
Unclassified Excavation		per cubic yd	0	\$ -
Sawcutting	\$ 1.50	per lin ft	3,300	\$ 4,950.00
Playgrounds/Parking Lots	\$ 90.00	per ton	4,450	\$ 400,500.00
	Item Sub-Total			\$ 1,944,270.00
4. IN-PLACE HOT MIX ASPHALT	ZONE D: Middleborough, Raynham			
<i>T L Edwards, Avon, MA</i>				
<i>WINNING BIDDER'S NAME</i>				
Hot Mix Asphalt	\$ 78.90	per ton	1,000	\$ 78,900.00
Bitumen Tack Coat	\$ 5.00	per gallon	100	\$ 500.00
Cold Planing	\$ 2.35	per sq yd	12,500	\$ 29,375.00
Structure Adjustments	\$ 200.00	each	10	\$ 2,000.00
Structures Remodeled	\$ 400.00	each	1	\$ 400.00
Structures Rebuilt	\$ 200.00	per vert ft	1	\$ 200.00
Lower and raise manholes	\$ 300.00	each	10	\$ 3,000.00
Lower and raise water gates	\$ 170.00	each	2	\$ 340.00
Lower and raise gas gates	\$ 170.00	each	2	\$ 340.00
Hand Work	\$ 140.00	per ton	600	\$ 84,000.00
Unclassified Excavation	\$ 25.00	per cubic yd	10	\$ 250.00
Sawcutting	\$ 2.00	per lin ft	1,000	\$ 2,000.00
Playgrounds/Parking Lots	\$ 80.00	per ton	6,000	\$ 480,000.00
	Item Sub-Total			\$ 681,305.00

Southeastern Regional Services Group
DPW SERVICES AWARDS 2/1/20 - 1/31/21, authorized Jan8 2020

ITEM NO. and DESCRIPTION	UNIT PRICE		Estimated Quantity	Total Value
5. SUPER PAVE HOT MIX ASPHALT	ZONE A: Abington, E. Bridgewater, W. Bridgewater			
<i>T L Edwards, Avon, MA</i>				
<i>WINNING BIDDER'S NAME</i>				
SuperPave application	\$ 79.45	per ton	19,000	\$ 1,509,550.00
Bitumen Tack Coat	\$ 5.00	per gallon	1,050	\$ 5,250.00
Hot Poured Rubberized Asphalt Sealter	\$ 1.00	per lin ft	2,000	\$ 2,000.00
Warm Mix Additive	\$ 2.00	per gallon	0	\$ -
Cold Planing	\$ 2.35	per sq yd	30,000	\$ 70,500.00
Structure Adjustments	\$ 200.00	each	24	\$ 4,800.00
Structure Remodels	\$ 250.00	each	10	\$ 2,500.00
Structure Rebuilds	\$ 200.00	per vert ft	0	\$ -
Lower and raise manholes	\$ 300.00	each	12	\$ 3,600.00
Lower and raise water gates	\$ 170.00	each	6	\$ 1,020.00
Lower and raise gas gates	\$ 170.00	each	5	\$ 850.00
Hand Work	\$ 140.00	per ton	65	\$ 9,100.00
Unclassified Excavation	\$ 25.00	cub yds	50	\$ 1,250.00
Sawcutting	\$ 2.00	per lin ft	225	\$ 450.00
Playgrounds/Parking Lots	\$ 84.00	per ton	250	\$ 21,000.00
	Item Sub-Total			\$ 1,631,870.00
5. SUPER PAVE HOT MIX ASPHALT	ZONE B: Canton, Milton			
<i>Lorusso Corp, Plainville, MA</i>				
<i>WINNING BIDDER'S NAME</i>				
SuperPave application	\$ 87.00	per ton	1,750	\$ 152,250.00
Bitumen Tack Coat	\$ 4.50	per gallon	1,085	\$ 4,882.50
Hot Poured Rubberized Asphalt Sealter	\$ 1.50	per lin ft	1,500	\$ 2,250.00
Warm Mix Additive	\$ 5.00	per gallon	120	\$ 600.00
Cold Planing	\$ 2.95	per sq yd	16,750	\$ 49,412.50
Structure Adjustments	\$ 230.00	each	65	\$ 14,950.00
Structure Remodels	\$ 350.00	each	10	\$ 3,500.00
Structure Rebuilds	\$ 230.00	per vert ft	50	\$ 11,500.00
Lower and raise manholes	\$ 450.00	each	55	\$ 24,750.00
Lower and raise water gates	\$ 300.00	each	46	\$ 13,800.00
Lower and raise gas gates	\$ 300.00	each	13	\$ 3,900.00
Hand Work	\$ 130.00	per ton	100	\$ 13,000.00
Unclassified Excavation	\$ 50.00	cub yds	400	\$ 20,000.00
Sawcutting	\$ 4.00	per lin ft	300	\$ 1,200.00
Playgrounds/Parking Lots	\$ 120.00	per ton	250	\$ 30,000.00
	Item Sub-Total			\$ 345,995.00

Southeastern Regional Services Group

DPW SERVICES AWARDS 2/1/20 - 1/31/21, authorized Jan8 2020

ITEM NO. and DESCRIPTION	UNIT PRICE		Estimated Quantity	Total Value
5. SUPER PAVE HOT MIX ASPHALT	ZONE C: Easton, Foxboro, Mansfield, Norton			
<i>P J Keating, Lunenburg, MA</i>				
<i>WINNING BIDDER'S NAME</i>				
SuperPave application	\$ 84.50	per ton	18,760	\$ 1,585,220.00
Bitumen Tack Coat	\$ 6.00	per gallon	4,700	\$ 28,200.00
Hot Poured Rubberized Asphalt Sealter	\$ 5.00	per lin ft	250	\$ 1,250.00
Warm Mix Additive	\$ 0.01	per gallon	14,060	\$ 140.60
Cold Planing	\$ 1.98	per sq yd	130,000	\$ 257,400.00
Structure Adjustments	\$ 350.00	each	70	\$ 24,500.00
Structure Remodels	\$ 25.00	each	31	\$ 775.00
Structure Rebuilds	\$ 265.00	per vert ft	12	\$ 3,180.00
Lower and raise manholes	\$ 420.00	each	32	\$ 13,440.00
Lower and raise water gates	\$ 340.00	each	32	\$ 10,880.00
Lower and raise gas gates	\$ 340.00	each	12	\$ 4,080.00
Hand Work	\$ 84.50	per ton	120	\$ 10,140.00
Unclassified Excavation	\$ 20.00	cub yds	70	\$ 1,400.00
Sawcutting	\$ 10.00	per lin ft	10	\$ 100.00
Playgrounds/Parking Lots	\$ 84.50	per ton	500	\$ 42,250.00
	Item Sub-Total			\$ 1,982,955.60
5. SUPER PAVE HOT MIX ASPHALT	ZONE D: Dighton, Lakeville, Middleboro, Raynham			
<i>P J Keating, Lunenburg, MA</i>				
<i>WINNING BIDDER'S NAME</i>				
SuperPave application	\$ 82.00	per ton	22,735	\$ 1,864,270.00
Bitumen Tack Coat	\$ 6.00	per gallon	3,306	\$ 19,836.00
Hot Poured Rubberized Asphalt Sealter	\$ 1.00	per lin ft	2,000	\$ 2,000.00
Warm Mix Additive	\$ 4.00	per gallon	202	\$ 808.00
Cold Planing	\$ 2.10	per sq yd	178,490	\$ 374,829.00
Structure Adjustments	\$ 350.00	each	202	\$ 70,700.00
Structure Remodels	\$ 50.00	each	32	\$ 1,600.00
Structure Rebuilds	\$ 50.00	per vert ft	32	\$ 1,600.00
Lower and raise manholes	\$ 200.00	each	52	\$ 10,400.00
Lower and raise water gates	\$ 340.00	each	27	\$ 9,180.00
Lower and raise gas gates	\$ 340.00	each	27	\$ 9,180.00
Hand Work	\$ 82.00	per ton	760	\$ 62,320.00
Unclassified Excavation	\$ 47.00	cub yds	102	\$ 4,794.00
Sawcutting	\$ 5.00	per lin ft	1,002	\$ 5,010.00
Playgrounds/Parking Lots	\$ 82.00	per ton	1,600	\$ 131,200.00
	Item Sub-Total			\$ 2,567,727.00

Southeastern Regional Services Group
DPW SERVICES AWARDS 2/1/20 - 1/31/21, authorized Jan8 2020

ITEM NO. and DESCRIPTION	UNIT PRICE		Estimated Quantity	Total Value
5. SUPER PAVE HOT MIX ASPHALT	ZONE E: Medfield, Norfolk			
<i>Aggregate Industries, Saugus, MA</i>				
<i>WINNING BIDDER'S NAME</i>				
SuperPave application	\$ 77.20	per ton	15,000	\$ 1,158,000.00
Bitumen Tack Coat	\$ 4.00	per gallon	2,400	\$ 9,600.00
Hot Poured Rubberized Asphalt Sealter		per lin ft	0	\$ -
Warm Mix Additive	\$ 1.50	per gallon	8,000	\$ 12,000.00
Cold Planing	\$ 2.61	per sq yd	70,000	\$ 182,700.00
Structure Adjustments	\$ 230.00	each	100	\$ 23,000.00
Structure Remodels	\$ 480.00	each	16	\$ 7,680.00
Structure Rebuilds	\$ 300.00	per vert ft	40	\$ 12,000.00
Lower and raise manholes		each	0	\$ -
Lower and raise water gates	\$ 300.00	each	30	\$ 9,000.00
Lower and raise gas gates	\$ 300.00	each	5	\$ 1,500.00
Hand Work	\$ 130.00	per ton	300	\$ 39,000.00
Unclassified Excavation		cub yds	0	\$ -
Sawcutting	\$ 1.00	per lin ft	8,000	\$ 8,000.00
Playgrounds/Parking Lots	\$ 150.00	per ton	3,000	\$ 450,000.00
	Item Sub-Total			\$ 1,912,480.00

Hi Andy,

We currently have the appointments (associate) of Christopher Chand and Charlie Kohl on the January 28th agenda. Please let us know prior to noon on January 23rd if we should add a third as well as a discussion on Green Community Designation.

Thank you.

Nancy
[Quoted text hidden]

Nancy Langlois <nlanglois@norfolk.ma.us>

Tue, Jan 21, 2020 at 2:28 PM

To: Andrew Bakinowski <bakinowski@verizon.net>

Cc: Blythe Robinson <brobins@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>, Carol Greene <cgreene@norfolk.ma.us>

Hi Andy,

We are working on the Select Board's agenda for January 28th and would like to clarify the appointments for the Energy Committee. I have consulted with Carol Greene to confirm that the Committee can have up to 5 regular members and there is currently one vacancy for such member. The Committee currently has one associate member (John Kent). As far as Carol is aware, there is no limit on the number of associate members the Committee can have. Were you looking to add the associate appointments of Christopher Chand and Charlie Kohl as the 2nd and 3rd associate members? In your email, you had mentioned that there may be a third appointment. We will need to identify that appointment on the agenda as well.

Also, have you received any information on the Green Community designation?

I know that I had asked for the information by noon on January 23rd, however, we are trying to tie up the loose ends earlier this week if possible.

Thanks for your anticipated cooperation.

Regards,

Nancy

[Quoted text hidden]

Andrew Bakinowski <bakinowski@verizon.net>

Wed, Jan 22, 2020 at 9:57 AM

To: nlanglois@norfolk.ma.us

Cc: brobins@norfolk.ma.us, jlizardi@norfolk.ma.us

Nancy:

Yes we are still on.

We will only have the two candidates Chris and Charlie. A third potential will be later this year.

We would also like to move John Kent up to a full member to fill the vacancy from Emre stepping down.

At this time we don't have any word on the Green Community Designation. We may hear before the meeting....but nothing right now.

I would like to provide the attached plans for water conservation and "behavior modification" - that's what the energy folks call it - so Town employees take ownership and turn off unused electronic equipment over the weekend and holidays. This is a needed policy but is also part of the energy reduction plan. If there is time I can cover this quickly as all the information is contained within the attachment.

Any questions let me know.

Thanks,

Andy
[Quoted text hidden]

 **water savings proposal.docx**
25K



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Energy Committee Interest - Christopher Chand

2 messages

Judith Lizardi <jlizardi@norfolk.ma.us>

Tue, Jan 7, 2020 at 5:25 PM

To: bakinowski@verizon.net

Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Hi Andy,

Attached please find information submitted by Christopher Chand indicating his interest in joining the Energy Committee.

Please forward your comments to me. Thanks.

Best,

Judith

--

Judith Lizardi

Executive Assistant

Town Administrator's Office

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 528-1408



Energy Committee Interest-Christopher Chand.pdf

344K

Andrew Bakinowski <bakinowski@verizon.net>

Tue, Jan 7, 2020 at 6:11 PM

To: jlizardi@norfolk.ma.us

Cc: nlanglois@norfolk.ma.us

Judith and Nancy:

We are interested in both Chris and Charlie to be on the Energy Committee. They have skills outside of our current crew . We would have them come on as associate members.

Andy

[Quoted text hidden]

Select Board, Town of Norfolk, MA
1 Liberty Lane
Norfolk, MA 02056



January 3, 2020

Subject: Joining the Energy Committee

Dear Select Board of Norfolk,

My name is Christopher Chand, and I reside at 9 Massachusetts Avenue in Norfolk. The purpose of this letter is to introduce myself to the Select Board and to express my interest in joining the Energy Committee. I have lived in town for 5 years and currently work on the Financial Planning and Analysis team in the Pharmacy Benefit Management division of CVS Health. I believe that my experience quantifying the economic impact of different business scenarios would be useful for the Energy Committee when applying for grants or assessing the viability of projects related to energy conservation and renewable energy use.

I have enclosed a brief resume for your perusal. Please feel free to reach out if you have any questions.

Regards,

Christopher Chand

(508) 365-8089
cjcha2@gmail.com

CHRISTOPHER CHAND, MBA

Professional Experience

CVS HEALTH, Woonsocket, RI

October 2011 to Present

A Fortune 10 healthcare company spanning health insurance, pharmacy benefits management, retail stores, and more.

Senior Advisor

Construct and manage multimillion dollar budgets and financial models for broad range of Pharmacy Benefit Management (PBM) clinical and operational programs.

- Work cross-functionally across finance, operations, and PBM product teams; gather/develop assumptions and inputs to needed to build financial models.
- Identify risks and proactively develop mitigation plans.
- Perform Net Present Value and Internal Rate of Return analyses to assess financial feasibility of proposed projects.
- Base business decisions on strategic analyses and “what if” scenarios, including cost modeling, business cases, and vendor RFP analyses:
 - Analyses include identifying areas to improve efficiency, justification for capital spending, and selection of vendors based on price point and quality.
- Manage monthly revenue and expense accruals for \$80M organization.
- Train and mentor new analysts and teach Excel modeling best practices for consistency, efficiency, and clarity:
 - Demonstrate how to build formula checks, avoid pitfalls, and sanity check numbers.
 - Emphasize importance of the assumptions used and how/when to refine them.

BOSTON STRATEGIES INTERNATIONAL, Wellesley, MA

Summer 2010

A professional services firm offering portfolio strategy, finance, compliance, legal & other services in the energy sector.

Supply Chain Consulting Internship

Created frameworks to quantify hundreds of sourcing recommendations.

JEROME LEVY FORECASTING CENTER, Mount Kisco, NY

June 2006 to July 2009

A boutique consulting firm devoted exclusively to forecasting and analyzing general economic and business conditions.

Economist/Research Coordinator

Analyzed macroeconomic data from wide-ranging sources and provided economic insights to clients.

Education

Master of Business Administration – Babson College, FW Olin Graduate School of Business, Wellesley, MA – 2011

Graduated *summa cum laude* – Beta Gamma Sigma Honor Society – Earned merit-based F.W. Olin Scholarship

Bachelor of Arts in Economics, Connecticut College, New London, CT – 2006

Graduated *summa cum laude* – Academic Recognitions: Recipient of two Japanese Language awards, Econometrics award, Economics Excellence award, and Winthrop Scholar recognition granted to those finishing in Top 3% of class.

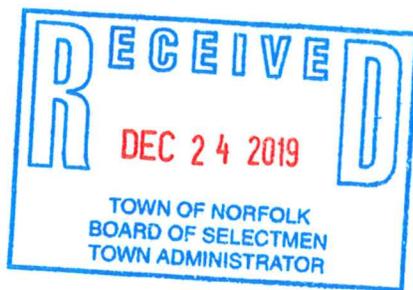
Technical Skills

Microsoft Office Suite (Advanced Excel)

VBA

SAP

SAS/SQL



14 Brookside Ln
Norfolk MA 02056

December 16, 2019

Select Board, Town of Norfolk, MA
1 Liberty Lane
Norfolk, MA 02056

Subject: joining the Energy Committee

Dear Select Board of Norfolk,

My name is Charles Kohl and I reside at 14 Brookside Ln, Norfolk

I am interested in joining the Norfolk Energy Committee.
This letter is to introduce myself to the Select Board and to express my
interest in joining the Norfolk Energy Committee.

Enclosed is a brief resume for your interest and perusal.

Very best regards,

Charlie Kohl

Charlie Kohl

14 Brookside Ln ▪ Norfolk, MA 02056 ▪ Phone: 617.871.9722 ▪ ckohl@alumni.princeton.edu

Education

- MBA** - University of Massachusetts, Amherst, MA, 2000
- Ph.D.** - Computer Science, University of Massachusetts, Amherst, MA, 1988
- M.S.** - Computer Science, University of Massachusetts, Amherst, MA, 1980
- A.B.** - Biochemistry, Princeton University, Princeton, NJ, 1972

Certifications

- GIAC Certified Forensic Examiner.
- GIAC Certified Web Application Penetration Tester

Professional Experience

- | | |
|---|-----------------|
| STROZ FRIEDBERG (AN AON COMPANY), BOSTON, MA
<u>Manager / Computer Scientist / Consultant</u> | 2010 to Present |
| MUSKETEER SOFTWARE, BELMONT, MA
<u>Principal</u> | 2008 to 2010 |
| OPEN LEARNING EXCHANGE, CAMBRIDGE, MA
<u>CTO</u> | 2007 to 2008 |
| X-RITE, INC, TEWKSBURY, MA
<u>Global Chief Software Architect</u> | 2004 to 2007 |
| ENSPHERES, INC, MONTREAL CANADA / PROVIDENCE, RI
<u>Founder</u> | 2002 to 2004 |
| CONTEXT MEDIA INC, PROVIDENCE RI
<u>CTO / Vice President of Engineering</u> | 1999 to 2002 |
| AMERINEX APPLIED IMAGING, INC, AMHERST, MA
<u>Vice President of Engineering</u> | 1987 to 1999 |
| VI CORPORATION, AMHERST MA
<u>Senior Software Engineer</u> | 1983 to 1987 |



Town of Norfolk
Planning Board
1 Liberty Lane
Norfolk, MA 02056

MEMORANDUM

TO: Select Board
FROM: Betsy Fijol, Executive Assistant
DATE: January 22, 2020
SUBJECT: Street Name Change-Philips Way to Shire Drive

Please be advised that on January 14, 2020, the Planning Board voted unanimously to recommend that Philips Way be changed to Shire Drive because Philips Way is actually just an extension of Shire Drive (see attached plan).

Please contact me if you have any questions.



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Street Name Change

2 messages

Nancy Langlois <nlanglois@norfolk.ma.us>

Wed, Jan 22, 2020 at 5:20 PM

To: Conklin Bill <billconklin@comcast.net>

Cc: Blythe Robinson <brobins@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

Good Afternoon Bill,

The Select Board has received a recommendation from the Planning Board that, at the request of a Philips Way property owner, the street name Philips Way be changed to Shire Drive. This is because Philips Way is an extension of Shire Drive and the property owner stated he has trouble with people finding his location. He also stated that he fears that in an emergency situation, it could result in lost response time. As you will note, this is not a new street name but rather a revised street name.

This item is currently on the January 28th Select Board's agenda for their consideration/approval.

Please inform this office if you have any significant concerns with the Select Board approving the Planning Board's recommendation.

Attached is a map depicting the current street names.

Thank you for your consideration in this matter.

Respectfully,

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801

 Map of Philips Way Shire Drive.pdf
38K**Nancy Langlois** <nlanglois@norfolk.ma.us>

Thu, Jan 23, 2020 at 12:27 PM

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

FYI

----- Forwarded message -----

From: **Conklin Bill** <billconklin@comcast.net>

Date: Wed, Jan 22, 2020 at 8:49 PM

Subject: Re: Street Name Change

To: Nancy Langlois <nlanglois@norfolk.ma.us>

I have no concerns, Bill Conklin

[Quoted text hidden]

[Quoted text hidden]

<Map of Philips Way Shire Drive.pdf>

--

[Quoted text hidden]

1/21/2020

Town of Norfolk Mail - Fwd: Street Name

Blythe C. Robinson
Town Administrator
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
brobinson@norfolk.ma.us
508-440-2855

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

Fri, Jan 10, 2020 at 8:53 AM

Judith,

Two more items for the 1/28 agenda - this item to vote to consider renaming Phillips Way to Shire Drive. As it is ready, please gather up the Planning Board recommendation, request from the person who wants the change and the input from Police & fire.

The second is to please consider appointing a Select Board Liaison to the Advisory Committee.

Thanks,
Blythe

----- Forwarded message -----

From: **Betsy Fijol** <bfijol@norfolk.ma.us>
Date: Thu, Jan 9, 2020 at 11:52 AM
Subject: Fwd: Street Name
To: Blythe Robinson <brobinson@norfolk.ma.us>, Rich McCarthy <rmccarthy@norfolk.ma.us>

----- Forwarded message -----

From: **Erron Kinney** <ekinney@norfolk.ma.us>
Date: Thu, Jan 9, 2020 at 11:23 AM
Subject: Re: Street Name
To: Betsy Fijol <bfijol@norfolk.ma.us>

I have no problem with the change especially since it seems to make sense as its an extension of Shire Drive

On Thu, Jan 9, 2020 at 8:55 AM Betsy Fijol <bfijol@norfolk.ma.us> wrote:

Hi all,

We've had a request to change the street name of Philips Way to Shire Drive (Shire Industrial Park) and looking for input from Fire and Police. Please let me know what you think and I'll forward to Planning and Select Boards. Thanks!

[Quoted text hidden]

--
Erron Q. Kinney
Fire Chief



117 Main Street Norfolk, MA
ekinney@norfolk.ma.us
(508)528-3207

--
Betsy Fijol
Planning/Board of Health
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
508-528-7747

--
Blythe C. Robinson
Town Administrator
Town of Norfolk



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Fwd: Street Name

5 messages

Betsy Fijol <bfijol@norfolk.ma.us>

Mon, Dec 23, 2019 at 12:22 PM

To: Chad Peck <cpeck@norfolk.ma.us>, Erin Hunt <ehunt@norfolk.ma.us>, Gary Searle <gsearle@norfolk.ma.us>, John Weddleton <jweddleton@comcast.net>, Peter Svalbe <psvalbe@yahoo.com>, Rich McCarthy <rmccarthy@norfolk.ma.us>, Walter Byron <wbyron@norfolk.ma.us>, Blythe Robinson <brobins@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

Hi all,

We've had a request from a Philips Way property owner to change the name of Philips Way (Shire Industrial Park) to Shire Dr. I'm not sure why it was named Philips Way when it really is an extension of Shire Drive. I am going to add this for discussion at the 1/14/20 Planning Board meeting.

Betsy

----- Forwarded message -----

From: JP Development <info@jpdevelopmentcorp.com>**Date:** Thu, Dec 19, 2019 at 10:39 PM**Subject:** Re: Street Name**To:** Betsy Fijol <bfijol@norfolk.ma.us>

Dear Planning Board, I am asking the board to consider changing the name of the street in which I own property. It is presently known as Philips Way but in reality it is an extension of Shire Drive. I have been having alot of trouble with people finding my location and fear in an emergency situation it could result in lost time to respond. Presently I am the only active resident on Philips Way along with a building that has stood uncompleted for a number of years (4 Philips Way). Thank you for considering my request. Sincerely John M. Puntonio

On Thu, Dec 19, 2019 at 10:13 AM Betsy Fijol <bfijol@norfolk.ma.us> wrote:

Hi John,

When you have a moment, would you email a request to change the street name of Philips Way to Shire Drive. I'll put this on the Planning Bd agenda for January 14th and also send the request to the Select Board as they do the street naming.

--

Betsy Fijol
 Planning/Board of Health
 Town of Norfolk
 One Liberty Lane
 Norfolk, MA 02056
 508-528-7747

--

Betsy Fijol
 Planning/Board of Health
 Town of Norfolk
 One Liberty Lane
 Norfolk, MA 02056
 508-528-7747

Blythe Robinson <brobins@norfolk.ma.us>

Thu, Jan 9, 2020 at 8:45 AM

To: Betsy Fijol <bfijol@norfolk.ma.us>

Cc: Chad Peck <cpeck@norfolk.ma.us>, Erin Hunt <ehunt@norfolk.ma.us>, Gary Searle <gsearle@norfolk.ma.us>, John Weddleton <jweddleton@comcast.net>, Peter Svalbe <psvalbe@yahoo.com>, Rich McCarthy <rmccarthy@norfolk.ma.us>, Walter Byron <wbyron@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

Betsy,

We'll wait to put this on a Select Board agenda until we've heard back from the Planning Board with a recommendation. I assume that will include a recommendation or sign off from both Police and Fire that they see no concerns with the change.

Regards,

Blythe

[Quoted text hidden]

--



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Street Name Change

2 messages

Nancy Langlois <nlanglois@norfolk.ma.us>

Wed, Jan 22, 2020 at 5:18 PM

To: Betsy Pyne <betsypyne@gmail.com>

Cc: Blythe Robinson <brobins@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

Good Afternoon Betsy,

The Select Board has received a recommendation from the Planning Board that, at the request of a Philips Way property owner, the street name Philips Way be changed to Shire Drive. This is because Philips Way is an extension of Shire Drive and the property owner stated he has trouble with people finding his location. He also stated that he fears that in an emergency situation, it could result in lost response time. As you will note, this is not a new street name but rather a revised street name.

This item is currently on the January 28th Select Board's agenda for their consideration/approval.

Please inform this office if you have any significant concerns with the Select Board approving the Planning Board's recommendation.

Attached is a map depicting the current street names.

Thank you for your consideration in this matter.

Respectfully,

Nancy A. Langlois

Executive Assistant

Town of Norfolk

One Liberty Lane

Norfolk, MA 02056

(508) 440-2801

 Map of Philips Way Shire Drive.pdf
38K**Betsy Pyne** <betsypyne@gmail.com>

Wed, Jan 22, 2020 at 7:13 PM

To: Nancy Langlois <nlanglois@norfolk.ma.us>

Cc: Blythe Robinson <brobins@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>

I have no objection to changing Philips Way to Shire Drive. Looking at the map, it seem logical. Thank you for asking.

Betsy Pyne

[Quoted text hidden]

1/23/2020

Town of Norfolk Mail - Fwd: Street Name

One Liberty Lane
Norfolk, MA 02056
brobinson@norfolk.ma.us
508-440-2855

Nancy Langlois <nlanglois@norfolk.ma.us>

Tue, Jan 21, 2020 at 4:42 PM

To: Betsy Fijol <bfijol@norfolk.ma.us>

Cc: Blythe Robinson <brobinson@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>, Richard McCarthy <rmccarthy@norfolk.ma.us>

Hi Betsy,

Just following up on the above request to change the street name of Philips Way to Shire Drive. I spoke with Rich this afternoon and he informed me that the Planning Board did discuss this at their 1/14/20 meeting and will be making a recommendation to the Select Board. Can you please provide me with the recommendation letter as well as any back up documentation you may have received from Police, Fire, Historical Commission and the Veteran's agent? Please let me know if you would like this item placed on the January 28th Select Board agenda or wait until the February 4th meeting.

Thanks,

Nancy
[Quoted text hidden]

--
Nancy A. Langlois
Executive Assistant
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
(508) 440-2801

Betsy Fijol <bfijol@norfolk.ma.us>

Tue, Jan 21, 2020 at 4:49 PM

To: Nancy Langlois <nlanglois@norfolk.ma.us>

Cc: Blythe Robinson <brobinson@norfolk.ma.us>, Judith Lizardi <jlizardi@norfolk.ma.us>, Richard McCarthy <rmccarthy@norfolk.ma.us>

Hi Nancy,

Please put it on the 1/28/20 agenda & I'll get you the documentation as soon as possible.

Betsy
[Quoted text hidden]

Nancy Langlois <nlanglois@norfolk.ma.us>

Wed, Jan 22, 2020 at 2:22 PM

To: Betsy Fijol <bfijol@norfolk.ma.us>

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

Thank you Betsy!

On Wed, Jan 22, 2020 at 2:08 PM Betsy Fijol <bfijol@norfolk.ma.us> wrote:

See Police Chief's comment on Philips Way street name change below.

Betsy

----- Forwarded message -----

From: **Charles Stone** <cstone@norfolk.ma.us>

Date: Thu, Jan 9, 2020 at 8:13 PM

Subject: Re: Street Name

To: Betsy Fijol <bfijol@norfolk.ma.us>

I don't have a problem with it and my guess is that it is at the end of shire heading into the woods.

On Thu, Jan 9, 2020 at 8:55 AM Betsy Fijol <bfijol@norfolk.ma.us> wrote:

Hi all,

We've had a request to change the street name of Philips Way to Shire Drive (Shire Industrial Park) and looking for input from Fire and Police. Please let me know what you think and I'll forward to Planning and Select Boards. Thanks!

Betsy

----- Forwarded message -----

From: **Betsy Fijol** <bfijol@norfolk.ma.us>

Date: Mon, Dec 23, 2019 at 12:22 PM

Subject: Fwd: Street Name

To: Chad Peck <cpeck@norfolk.ma.us>, Erin Hunt <ehunt@norfolk.ma.us>, Gary Searle <gsearle@norfolk.ma.us>, John Weddleton <jweddleton@comcast.net>, Peter Svalbe <psvalbe@yahoo.com>, Rich McCarthy <rmccarthy@norfolk.ma.us>, Walter Byron

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

January 9, 2020

Via US mail (with enclosures) and email (with attachments) to:

Blythe C. Robinson, Town Administrator
Town of Norfolk
One Liberty Lane
Town Hall, Second Floor, Room 205
Norfolk, MA 02056



RE: First Amendment to the Project Funding Agreement
H. Olive Day Elementary School (MSBA Project No. 201802080015)

Dear Ms. Robinson:

On June 25, 2019, the Massachusetts School Building Authority (the “MSBA”) and the Town of Norfolk (“Town”) entered into a Project Funding Agreement (“PFA”) for the H. Olive Day Elementary School project (the “Project”). Subsequent to the execution of the PFA, the Town accepted bids that were higher than the corresponding amount set forth in the PFA budget for the Project. Pursuant to section 2.3 of the PFA, enclosed please find an Amendment to the PFA which reflects an adjustment in the Total Project Budget for the Project based on the lowest, responsible bids accepted by the Town for the Project.

Please return three (3) signed originals of the Amendment along with three (3) signed originals of the revised Total Project Budget (Exhibit A), within twenty-one (21) days after the date of this letter. **The signed originals should be mailed to my attention at the MSBA.** A fully executed original of the Amendment and Exhibit “A” will be returned to the Town after it has been signed by the MSBA’s Executive Director.

Please note that the Amendment must be executed by a duly authorized Town officer. If a Local Governing Body must vote to authorize a Town officer to execute the Amendment under local charter, ordinance, by-law, policy or other applicable law, please return a certified copy of such vote.

After all documentation has been properly completed and submitted to the MSBA, and the Amendment has been fully executed, the Town must enter the amended budget for the Project into the MSBA’s ProPay System. The MSBA will include instructions for entering the project budget with the transmittal of the fully executed PFA Amendment. Once the Town has entered the amended PFA budget for the Project and the budget has been accepted by the MSBA, then the Town can resume submitting requests for reimbursement to the MSBA. The MSBA may suspend the processing of reimbursement requests until the PFA Amendment has been fully executed, the amended budget has been entered and accepted in the MSBA’s ProPay System, and all requirements have been satisfied.

Town of Norfolk
Project Funding Agreement Amendment H. Olive Day Elementary School
2 of 2

If you have any questions, please contact either Elena Seitti or me at the MSBA.

Regards,



Brian P. Kelley
Senior Associate General Counsel

Enclosures/Attachments

cc: Legislative Delegation
Kevin Kalkut, Chair, Norfolk Select Board
Thomas Doyle, Chair, Norfolk School Committee
Dr. Ingrid Allardi, Superintendent, Norfolk Public Schools
Chris Carroll, Owner's Project Manager, PMA Consultants, LLC
Jon Lindberg, Designer, Gale Associates
File: 10.2 Letters

**Total Project Budget
PFA after Bid Adjustments**

Norfolk Public Schools
H. Olive Day Elementary School

12/24/2019

TOTAL PROJECT BUDGET - ALL COSTS ASSOCIATED WITH THE PROJECT ARE SUBJECT TO 963 CMR 2.16(5)	Proposed Revised PFA Budget	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant	Estimated Maximum Total Facilities Grant ¹
Feasibility Study Agreement				
OPM Feasibility Study	\$15,000	\$0	\$15,000	
A&E Feasibility Study	\$60,200	\$0	\$60,200	
Env. & Site	\$0	\$0	\$0	
Other	\$0	\$0	\$0	
Feasibility Study Agreement Subtotal	\$75,200	\$0	\$75,200	\$38,826
Administration				
Legal Fees	\$2,500	\$2,500	\$0	\$0
Owner's Project Manager				
Design Development	\$0	\$0	\$0	
Construction Contract Documents	\$7,600	\$0	\$7,600	
Bidding	\$8,700	\$0	\$8,700	
Construction Contract Administration	\$63,000	\$0	\$63,000	
Closeout	\$5,700	\$0	\$5,700	
Extra Services	\$0	\$0	\$0	
Reimbursable & Other Services	\$0	\$0	\$0	
Cost Estimates	\$0	\$0	\$0	
Advertising	\$0	\$0	\$0	
Permitting	\$2,500	\$0	\$2,500	
Owner's Insurance	\$0	\$0	\$0	
Other Administrative Costs	\$0	\$0	\$0	
Administration Subtotal	\$90,000	\$2,500	\$87,500	\$45,176
Architecture and Engineering				
Basic Services				
Design Development	\$0	\$0	\$0	
Construction Contract Documents	\$35,500	\$0	\$35,500	
Bidding	\$4,500	\$0	\$4,500	
Construction Contract Administration	\$49,600	\$0	\$49,600	
Closeout	\$0	\$0	\$0	
Other Basic Services	\$20,000	\$0	\$20,000	
Basic Services Subtotal	\$109,600	\$0	\$109,600	\$56,586
Reimbursable Services				
Construction testing	\$5,900	\$0	\$5,900	
Printing (over minimum)	\$0	\$0	\$0	
Other Reimbursable Costs	\$0	\$0	\$0	
Hazardous Materials	\$0	\$0	\$0	
Geotech & Geo-Env.	\$0	\$0	\$0	
Site Survey	\$0	\$0	\$0	
Wetlands	\$0	\$0	\$0	
Traffic Studies	\$0	\$0	\$0	
Architectural/Engineering Subtotal	\$115,500	\$0	\$115,500	\$59,633
CM & Risk Preconstruction Services				
Pre-Construction Services	\$0	\$0	\$0	\$0
Site Acquisition				
Land/Building Purchase	\$0	\$0	\$0	
Appraisal Fees	\$0	\$0	\$0	
Recording fees	\$0	\$0	\$0	
Site Acquisition Subtotal	\$0	\$0	\$0	\$0
Construction Costs				
Construction Budget	\$0	\$0	\$0	
GMP Fee	\$0	\$0	\$0	
GMP Insurance	\$0	\$0	\$0	
GMP Contingency	\$0	\$0	\$0	
Division 1 - General Requirements	\$172,419	\$39,817	\$132,602	
Division 2 - Existing Conditions	\$163,100	\$30,300	\$132,800	
Division 3 - Concrete	\$0	\$0	\$0	
Division 4 - Masonry	\$74,831	\$0	\$74,831	
Division 5 - Metals	\$0	\$0	\$0	
Division 6 - Woods, Plastics and Composites	\$448,100	\$299,900	\$148,200	
Division 7 - Thermal and Moisture Protection	\$2,121,800	\$885,797	\$1,235,803	
Division 8 - Openings	\$36,100	\$0	\$36,100	
Division 9 - Finishes	\$4,100	\$0	\$4,100	
Division 10 - Specialties	\$17,250	\$0	\$17,250	
Division 11 - Equipment	\$0	\$0	\$0	
Division 12 - Furnishings	\$0	\$0	\$0	
Division 13 - Special Construction	\$0	\$0	\$0	
Division 14 - Conveying Systems	\$0	\$0	\$0	
Division 21 - Fire Suppression	\$0	\$0	\$0	
Division 22 - Plumbing	\$0	\$0	\$0	

**Total Project Budget
PFA after Bid Adjustments**

Norfolk Public Schools
H. Olive Day Elementary School

12/24/2019

TOTAL PROJECT BUDGET - ALL COSTS ASSOCIATED WITH THE PROJECT ARE SUBJECT TO 963 CMR 2.16(5)	Proposed Revised PFA Budget	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant	Estimated Maximum Total Facilities Grant ¹
Division 23 - HVAC	\$5,500	\$0	\$5,500	
Division 25 - Integrated Automation	\$0	\$0	\$0	
Division 26 - Electrical	\$0	\$0	\$0	
Division 27 - Communications	\$0	\$0	\$0	
Division 28 - Electronic Safety and Security	\$0	\$0	\$0	
Division 31 - Earthwork	\$0	\$0	\$0	
Division 32 - Exterior Improvements	\$0	\$0	\$0	
Division 33 - Utilities	\$0	\$0	\$0	
Overall Scope Exclusion		\$0		
Construction Contract	\$3,043,000	\$1,255,814	\$1,787,186	\$922,724
Alternates				
Alt. 1 - Shingle Pattern (fully burdened)	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
Alternates Subtotal	\$0	\$0	\$0	\$0
Miscellaneous Project Costs				
Utility Company Fees	\$0	\$0	\$0	
Testing Services	\$0	\$0	\$0	
Swing Space/Modulars	\$0	\$0	\$0	
Other Project Costs (Mailing & Moving)	\$0	\$0	\$0	
Misc. Project Costs Subtotal	\$0	\$0	\$0	\$0
Furnishings and Equipment				
Furnishings	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	
Computer Equipment	\$0	\$0	\$0	
Scope Excluded FFE Costs		\$0	\$0	
FF&E Subtotal	\$0	\$0	\$0	\$0
Soft Costs that exceed 20% of Const'n Cost		\$0		
Project Budget	\$3,323,700	\$1,258,314	\$2,065,386	\$1,066,359

Project Budget	\$3,323,700
Scope Items Excluded or Otherwise Ineligible	-\$1,258,314
Third Party Funding (Ineligible)	\$0
Estimated Basis of Total Facilities Grant ¹	\$2,065,386
Reimbursement Rate	51.63%
Estimated Maximum Total Facilities Grant¹	\$1,066,359

Total Construction Contingency	\$150,949
Ineligible Construction Contingency ⁴	\$61,590
Potentially Eligible Construction Contingency ²	\$89,359
Total Owner's Contingency	\$25,351
Ineligible Owner's Contingency	\$16,415
Potentially Eligible Owner's Contingency ²	\$8,936
Total Potentially Eligible Contingency ²	\$98,295
Reimbursement Rate	51.63%
Potential Additional Contingency Grant Funds ²	\$50,750
Maximum Total Facilities Grant	\$1,117,109
Total Project Budget	\$3,500,000

**Total Project Budget
PFA after Bid Adjustments**

Norfolk Public Schools
H. Olive Day Elementary School

12/24/2019

TOTAL PROJECT BUDGET - ALL COSTS ASSOCIATED WITH THE PROJECT ARE SUBJECT TO 963 CMR 2.16(5)	Proposed Revised PFA Budget	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible	Basis of Estimated Total Facilities Grant	Estimated Maximum Total Facilities Grant ¹
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NOTES:

This document was prepared by the MSBA based on a preliminary review of information and estimates provided by the OPM. Based on this preliminary review, certain budget, cost and scope items have been determined to be ineligible for reimbursement, however, this document does not contain a final, exhaustive list of all budget, cost and scope items which may be ineligible for reimbursement by the MSBA. Nor is it intended to be a final determination of which budget, cost and scope items may be eligible for reimbursement by the MSBA. All project budget, cost and scope items shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion whether any such budget, cost and scope items are eligible for reimbursement. The MSBA may determine that certain additional budget, cost and scope items are ineligible for reimbursement.

1 - The Estimated Basis of Total Facilities Grant and Estimated Maximum Facilities Grant amounts appearing in the "MSBA Board Approved Budget" column do not include any potentially eligible contingency funds and are subject to review and audit by the MSBA. The Estimated Basis of Total Facilities Grant, Estimated Maximum Facilities Grant, and Maximum Total Facilities Grant amounts appearing in the "Proposed Revised PFA Budget" column have been adjusted to account for construction bids received in accordance with Section 2.2 of the PFA and any budget revision requests submitted and approved by the MSBA as of the Date noted in the Proposed Revised Budget PFA column of the PFA Amendment. These amounts are also subject to further review and audit by the MSBA.

2 - Pursuant to Section 3.20 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the reallocation or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.

3 - The Alternates Subtotal in the Project Funding Agreement was not included in the Total Project Budget and was not included in the Estimated Basis of Total Facilities Grant. Alternates in the construction bid documents have been included in the Construction Contract Budget of the First Amendment to the Project Funding Agreement and therefore are included in the Total Project Budget and are included in the Estimated Basis of Total Facilities Grant.

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

*** Accelerated repair**

By: N/A
Title: Chair of School Building Committee
Date: _____

By: _____
Title: Chief Executive Officer
Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

Dr. Ingrid N. Allardi
By: Dr. Ingrid N. Allardi
Title: Superintendent of Schools
Date: 1/22/20

Thomas Doyle
By: Thomas Doyle
Title: Chair of School Committee
Date: 1/22/20

MSBA Project No. 201802080015
School Name: H. Olive Day School
District: Town of Norfolk

**FIRST AMENDMENT
TO THE PROJECT FUNDING AGREEMENT
BETWEEN THE TOWN OF NORFOLK AND THE MASSACHUSETTS SCHOOL
BUILDING AUTHORITY**

Effective as of June 25, 2019 ("Effective Date"), this First Amendment to the Project Funding Agreement between the **Town of Norfolk** ("District") and the Massachusetts School Building Authority ("Authority"), including all Exhibits and other documents attached hereto and incorporated by reference herein ("Amendment"), hereby amends the Project Funding Agreement between the District and the Authority for the Project at the **H. Olive Day School** which Agreement has an effective date of June 25, 2019 (hereinafter "Agreement"), as more particularly described below. This Amendment contains all of the terms and conditions agreed upon by the District and the Authority (collectively, "Parties") as amendments to the original Agreement. No other understandings or representations, oral or otherwise, regarding amendments to the original Agreement shall be deemed to exist or bind the Parties.

The Agreement is hereby amended as follows:

1. Exhibit A to the original Agreement is deleted in its entirety. Inserted in place thereof is a new Exhibit A, which is dated December 24, 2019 and attached hereto and incorporated by reference herein.

All other terms and conditions of the original Agreement, including Exhibits attached thereto or incorporated by reference therein, that are not hereby deleted or otherwise amended shall remain in full force and effect. The District warrants and represents that it has read and understands this Amendment. The District further warrants and represents that its undersigned officer or representative has full legal authority to enter into this Amendment on behalf of the District and to bind the District to its terms and conditions.

MSBA Project No. 201802080015
School Name: H. Olive Day School
District: Town of Norfolk

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment in duplicate originals by their duly authorized officers or representatives as of the Effective Date written above.

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

By,

John K. McCarthy
Executive Director

Signature Date

TOWN OF NORFOLK

By,

Signature Date

Name (Type/Print)

Title/Office (Type/Print)

EXECUTION COPY

TOWN OF NORFOLK

VOLUNTARY WAIVER OF HEALTH INSURANCE For Enrollment in Health Insurance Opt-Out Program

In return for the agreement to waive Town health insurance coverage, the Town agrees to pay an eligible employee one of the following amounts:

- (1) \$1,500.00 for waiving individual health insurance plan coverage
- (2) \$2,500 for waiving two person health insurance plan coverage
- (2) \$3,000.00 for waiving family health insurance plan coverage

The Town will make the above payment at a rate of \$125.00/month (individual plan) , \$208.33/month (two person), \$250.00/month (family plan) on or about the last pay period in each month that the employee deferred coverage from the Town. The opt-out payments will be subject Federal, State, and Medicare taxes.

To be eligible an employee must not have an outstanding court order or agreement requiring the employee to provide health insurance coverage for the employee's spouse, ex-spouse, or dependent children, if any.

To be eligible, an employee must completely remove themselves as either a subscriber or dependent on the Town's health plan. A Town employee is not eligible for the opt-out payment where the employee opts-out of their individual health plan and becomes a dependent on their spouse's plan, when their spouse is also a subscriber on the Town's plan.

To be eligible, an employee must have been a subscriber to the Town's health plan in the immediate twelve (12) month period of the fiscal year prior to agreeing to opt-out of the Town's health plan.

Retirees on the Town's health plan are not eligible for this Opt-Out Program.

If an employee is eligible and elects to opt-out of the Town's health insurance plan, the Town is not responsible for medical coverage effective on July 1, 2020 (except for medical coverage for injuries and illnesses covered by G.L. c. 41, Sec. 111F or G.L. c. 152) and for each fiscal year thereafter that the employee voluntarily agrees to waive health insurance coverage through the Town.

An employee is only eligible to re-enroll in the Town's health insurance plan during the Annual Open Enrollment Period or due to a loss of coverage from the source other than the Town, i.e. a qualifying event under COBRA, such as:

- (1) the death of a covered employee;
- (2) the termination (other than by reason of the employee's gross misconduct), or reduction of hours, of a covered employee's employment;
- (3) the divorce or legal separation of a covered employee from the employee's spouse;
- (4) a covered employee becoming entitled to Medicare benefits under Title XVIII of the Social Security Act; or
- (5) a dependent child ceasing to be a dependent child of the covered employee under the generally applicable requirements of the plan and a loss of coverage occurs.

To re-enroll, the employee must complete the required paperwork during the Open Enrollment Period or, for a loss of coverage, notify the Human Resource Director's Office and complete the re-enrollment process within thirty (30) days of the date of loss of coverage.

If an employee re-enrolls in the Town's insurance program, they will not be eligible to qualify for an opt-out incentive for 24 months effective the next July enrollment date.

If an employee does re-enroll in the Town's group health insurance or the employee's employment with the Town ends (termination, resignation, retirement, reduction of hours, layoff, or death) during the fiscal year, the employee will only be eligible for a pro-rated payment.

Each employee agreeing to opt-out of the Town's health insurance plan must acknowledge that they have read and agree to comply with the terms and conditions of the Town's Opt-Out Program on the attached Acknowledgement Form, a copy of which will be placed in the employee's personnel file.

ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have read and understand the terms of the Town's Health Insurance Opt-Out Program, which I have had the opportunity to ask questions to the Town regarding the Opt-Out Program and inquire of attorneys of my own choosing, and that I am agreeing to waive my right to health insurance coverage through the Town effective July 1, 2020. I understand that I will only be allowed to re-enroll in the Town's health insurance plan during the Annual Open Enrollment Period or if a qualifying event occurs.

I also attest to the fact that I will be receiving health insurance coverage from another health insurance provider.

Employee Name

Date

Employee Signature

Water Conservation Proposal.

Many years ago I presented this same water conservation plan. This plan was based upon what Concord, MA did to reduce water usage.

In 2016, MWRA had a similar program to replace old toilets with low flow units and provided rebates of \$100 per toilet for businesses and \$50.00 for residential apartments and condos. They put up nearly \$500,000. The MWRA fund was depleted in 3 months.

The water conservation plan for the Town was simple - target all toilets that are greater than 3 gallons per flush and allow new toilets of no more than 1.6 gallons per flush or less to be installed without a permit. The resident would get a \$50.00 rebate per toilet when the licensed plumber completes a certification submitted to the Town that they installed each toilet – The homeowner would be responsible for buying the replacement toilet or toilets – this is their part of the investment in this program. The annual water savings would cover the additional cost of the replacement toilet(s) above the rebate in 1 to 3 years.

I know that the Town has provided low flow shower heads...but as the saying goes you get what you pay for. The plastic heads were cheap and water quality issues plugged up the heads in short order and people would change the heads back to the old ones.

Norfolk could start with \$50,000 for the toilet rebates. It's an investment in the system, the Town would realize system savings and residents would realize savings in their water bills.

Using data from the Assessor's records there are nearly 1,625 homes (pre 1960 to 1980) that likely have older toilets using 3 gallons or more per flush. My house was built in 1978 and had 3 toilets using 4.6 gallons per flush. In my calculations I used 800 homes (or 1025 toilets) since not all of these residential units are on Town water. I did a random check on the number of toilets and made conservative estimates on gallons per flush, using values of 4.5 and 3 gallons per flush. Using the 4.5 gallons per flush value and assuming up to 6 flushes per day per toilet - the amount of water that can be saved is about 28,000 gallons per day by changing the toilets. I know that some homes have 6 gallons per flush toilets – but I was trying to be conservative. I did not include houses after 1980 as toilets being sold at that time were supposed to be 3 gallons per flush. If we include homes after 1980, this

may realize more water savings. I think a goal of a 10% reduction is attainable – by changing out 1,000 toilets -that's over 10 million gallons water per year saved.

Additional savings to the Town are less water pumped so lower electrical use, less chemicals used, less wear and tear on equipment (maybe less maintenance).

Personal “Behavior Modification” Town Buildings.

At the last Town Meeting I didn't show the last slide in the energy committee presentation as I figured it could wait. The last slide dealt with “Behavior Modification” of Town Employees and being aware of how they use electricity and other Town resources. In the slide I used the example of 20 computers that are left on, with their monitor, on Friday, Saturday and Sunday. Even going into low energy usage mode, 20 computers over the course of one year would use \$3,800 of electricity. I understand that some computers need to remain on but there are many that don't need to be on. There are also printers that can be shut off. The total count of computers in the Town Hall is 131 workstations. I drove through the Freeman parking lot a few weeks ago at night, and I could see the blue glow in a half dozen windows. As part of the Green Communities work, we are going to need to address this.

At the State level, managers were given goals and measurable tasks that required their direct reports were shutting off lights and computers on the weekend. Tying this into their performance evaluations worked well... I see no reason why these sustainable work practices can't work for the Town employees. A simple goal is “Do you shut off your computer and other electrical equipment not needed over the weekend or holiday break?”

**TENTATIVE
SCHEDULE OF FY21 BUDGET PRESENTATIONS
FEBRUARY 8, 2020
(Updated 01/16/2020)**

	DEPARTMENT HEAD	DEPARTMENT/SUBJECT
10:00-10:10	BLYTHE ROBINSON	OVERVIEW
10:10-10:50	MATT HAFFNER	FACILITIES
10:50-11:30	ERRON KINNEY	FIRE
11:30-11:50	CAROL GREENE	TOWN CLERK
11:50-12:10	SCOTT BRAGDON	HUMAN RESOURCES
12:10-12:40	L U N C H	
12:40-1:00	SHERRY NORMAN	COA
1:00-1:30	BOB BULLOCK	BUILDING
1:30-2:00	LIBBY O'NEILL	LIBRARY
2:00-2:40	CHUCK STONE	POLICE
2:40-3:00	ANN PROTO	RECREATION
3:00-3:30	RICH MCCARTHY	LAND USE/HEALTH
3:30-4:00	THAHN TRAN	TECHNOLOGY
4:00-4:40	BARRY LARIVIERE	DPW
4:40-END	BLYTHE R./TODD LINDMARK	SELECT BOARD/FINANCE/MISCELLANEOUS

01/07/2020 14:59
9730tkno

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrrt

DATE: 01/07/2020 WARRANT: 28V20 AMOUNT: \$ 931,883.85

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

01/14/2020 14:35
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
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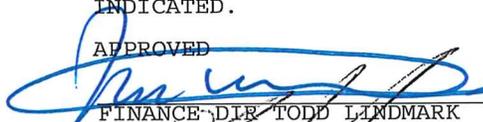
DATE: 01/14/2020 WARRANT: 29V20 AMOUNT: \$ 115,953.85

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25,678.63
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32,352.97
655.14
2,304.43
1,200.36
13,497.85
\$ 115,953.85

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

01/21/2020 14:25
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
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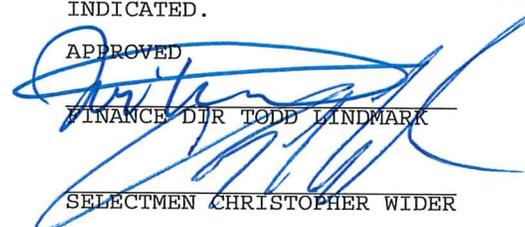
DATE: 01/21/2020 WARRANT: 30V20 AMOUNT: \$ 226,486.25

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\$	1,018.22
\$	975.00
\$	660.00
\$	18,730.55
\$	12,987.02
\$	142,976.49
\$	28,889.53
\$	5,718.72
\$	1,755.35
\$	3,105.00
\$	1,161.72
\$	226,486.25

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.

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SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

01/14/2020 15:56
9730bboo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 01/21/2020 WARRANT: 30VS20 AMOUNT: \$ 111,355.76

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

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DRAFT

**Norfolk Board of Selectmen's Open Session Meeting Minutes
October 1, 2019**

Present: Kevin Kalkut; CiCi Van Tine; Christopher Wider; Blythe Robinson, Town Administrator; Nancy Langlois, Executive Assistant

The meeting was held in Room 124, Town Hall. Chairman Kalkut called the meeting to order at 7:00 p.m. Mr. Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson read the agenda.

Public Comment

Town Resident David Rosenberg spoke on 3 topics:

Citizens Engagement – Mr. Rosenberg wants to continue to work on this and requested that the Board keep in on future agendas.

Open Government – Mr. Rosenberg brought to the Board's attention a monthly newsletter which is published by the Division of Open Government. It addresses Open Meeting Law issues. He offered to forward the email address to sign up for a subscription.

Open Government Partnership – This is an international organization with 79 countries and local members. This organization will be holding a webinar on civic engagement and government accountability. He will forward details about the webinar to the Board.

Comcast Cable License – Invitation for Public Comment on Renewal

In February of this year the Town received notice from the State that the Town's 10-year license with Comcast Cable will be expiring in 2022. Two months later the Town received a letter on this topic from Comcast Cable requesting that we begin the process to do so, which typically begins with an "ascertainment process". If the Town is to undertake this process, it must do so within six months of the letter.

Thus the Norfolk Community Television Board asked that the Select Board to schedule this meeting so that they could provide an overview of their work, what has been accomplished in this period, and any challenges that they face. Their goal is to gather feedback about the services and Comcast's license with the Town prior to negotiations commencing to renew the license.

Pamela Russell, President of NCTV Board of Directors presented an overview and spoke about the ascertainment process. Over the next 30 months, NCTV will work with the Town and Board to discuss the upcoming agreement. A formal public hearing will be forthcoming in the next 24 months. This is to assist in ascertaining additional needs and to be sure the residents of the Town are being adequately served.

Jenn Jacobs, Production Coordinator of NCTV was present and spoke regarding the benefits of NCTV to the community. She explained that they are public access television and are on the PEG (Public, Education, and Government) model. She discussed the various programs they produce and the benefits of them. NCTV encourages free speech. All contents is posted on YouTube.

They try to make the content assessable to the community. She discussed their youth programs as well as media literacy and historical preservation.

Ms. Jacobs also informed the Board that NCTV (in conjunction with local producers) has won three national awards in the past two years.

She continued with information on the future needs. One thing they have had issues with in the past is physical connections which create significant signal problems. They are looking to improve in this area as people are going without access to the channels, sometimes for days, when connections fail. Other areas they would address in the future are: Broadcasting in HD; being included in the electronic program guide; updating the Town Hall set up to be able to film in a higher and more reliable quality. They will be looking for funding for updates in the community room as well.

Bill Hawkins of Norfolk Lions was present and spoke about the supportive and collaborative relationship the Lions have had with NCTV for many years: From basic videos to national award winning videos such as the making of the haunted train ride which sold out in 10 minutes this year; and 2069 a video on the opiate problem. This program gave hundreds of recovering addicts encouragement. Other videos included the polar plunge and information on diabetes. The power of this media has been very strong and powerful. The Lions' members wanted Bill to share how important it is to them to be able to view these things from home. He believes NCTV benefits all ages and the Lions would like for support and funds from the Comcast budget to go their way.

Michele Palladini from the Norfolk Police Department spoke next. She spoke about how NCTV helps to get the Police Department's message out, particularly in public safety and community programs. They have done programs opiate awareness, Alzheimer's and other things on public safety that NCTV gets out to the public. She is thrilled to have NCTV as a partner in public safety.

Linda Balfour, Principal of H. Olive Day School then read a letter of support from School Superintendent, Dr. Ingrid Allardi (attached) who was not able to attend the meeting.

Anita Mecklenburg, Assistant Principal of the H. Olive Day School read a joint letter of support for the NCTV license from Principal Balfour and herself (attached).

Ms. Jacobs Jenn mentioned the other letters of support that have been posted on line (attached).

Jill Lawrence, Town resident and Board member of NCTV spoke on one point. She stated that NCTV gives the community access. This gives the public the ability to create shows and be involved in media. Senior citizens and homebound residents are able to participate. The State initiative gives access to each town and their residents to participate in community issues.

Donna Jones, Town resident, spoke about her connection to the Town of Norfolk, which came through NCTV. NCTV gave her the ability to get involved in local government. She stated that she feels it's vital for local people to have this connection.

Resident David Rosenberg spoke on how he strongly endorses NCTV. He asked about the Board's and NCTV's roles are and how it relates to the contract with Comcast. Ms. Robinson stated the contract is between the Town and Comcast. Monies from cable franchise fees flow through and to NCTV to support their initiatives. It is the responsibility of the Town with NCTV support to re-

negotiate the contract. If the Town wants to start the process, the first step needed is to have a public meeting, which is why it is on this evening's agenda.

Action Items

Please consider appointments to the Zoning Board of Appeals

Ms. Robinson stated that two applications have been received for associate member appointments to the ZBA.

The two applicants, Ms. Josephine Cordahi and Dr. Tristin Carpenter were present and individually discussed their interests in the ZBA.

Ms. Van Tine asked the applicants about their experience and what they could bring to the ZBA.

Mr. Wider asked the applicants about their dealings with 40B projects.

The Board members asked the applicants several questions and complimented their credentials.

Mr. Wider expressed concern that the ZBA is currently represented by business people and he feels that what the Board needs at this time is engineering and legal experience. He feels that the Board needs to be balanced with the appropriate members and does not feel either candidate would be able to contribute to round out the Board. He brought up the fact that Dr. Carpenter is a direct abutter to 144 Seekonk Street and would not be able to participate on that project, which is the 2nd largest 40B project in Town. He was also concerned that both applicants have expressed displeasure with 40b projects in the past.

The applicants both expressed their thoughts and explained that they are not against all 40Bs.

The Board discussed the various points Mr. Wider brought up.

Ms. Van Tine understands however, doesn't have the same concerns.

Mr. Kalkut feels they both have the ability to serve and contribute, however, he feels Dr. Carpenter's conflict in 144 Seekonk Street is an issue and for that he feels he is not the right choice.

A motion was made by Chair Kalkut to move to appoint Dr. Tristin Carpenter as an Associate Member to the ZBA with a term to expire June 30, 2020. It was seconded by Mr. Wider. Ms. Van Tine was in favor. Chair Kalkut and Mr. Wider opposed. Motion failed.

A motion by Chair Kalkut to move to appoint Ms. Josephine Cordahi as an Associate Member to the ZBA with a term to expire June 30, 2020. It was seconded by Mr. Wider. Ms. Van Tine and Chair Kalkut were in favor. Mr. Wider opposed. Motion passed.

Please consider accepting SAFER Grant award to hire two new Firefighter/Paramedics

Ms. Robinson explained that earlier this year the Fire Department applied for a Federal Staffing for Adequate Fire & Emergency Response (SAFER) grant to enable the Town to hire two additional firefighter/paramedics. We were notified on September 13th by Senator Warren's

Office that the application was successful. If the Town wants to move forward, they need to vote at this meeting. And then within six months of the vote, they will need to hire 2 firefighter medics. The federal government will pay 75% of the cost in the first 2 years of the program and 35% in the last year of the program. She explained future budgeting for the Fire Department which would provide the Town's funding of the positions.

Interim Chief Petruchik and Dr. Mike Valkanas, EMS doctor from Norwood Hospital were present to answer technical questions.

Peter Petruchik thanked the Select Board and former Fire Chief Bushnell. He stated that retired Chief Bushnell was instrumental in drafting the grant. It was a long standing goal of his to bring the department staffing to 4 per group. The grant was extremely comprehensive and they spent countless hours preparing it. He further explained the staffing benefits of the grant and the advantages of having 4 personnel per shift which this grant allows for. He stated that the report provided to the Board references the technical aspects of the advantages of having 4 personnel per shift. He pointed out that the conclusions of the study are science based not opinion based.

Ms. Van Tine asked if we get the grant money, will the new hiring take place prior to new fire chief starting. Chief Petruchik stated the Erron Kinney, the new fire chief starts on December 2nd and that the new firefighters would need to be on board by March 1st. He and the new chief have been communicating about this and we could be in touch with him on the hiring process. Blythe suggested we begin the recruiting process in preparation of his arrival.

A motion was made Chair Kalkut that the Board vote to accept the Federal SAFER grant in the amount of \$246,995 to hire two additional firefighter/paramedics. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider a determination under G.L. c. 268A, §19 of the Town Administrator's position as a member of the MIIA Board of Directors & Property & Casualty Board

Ms. Robinson gave background on the topic. She began serving on the Property and Casualty Board and the Health Insurance Trust in 2014. She has continued to serve on the Property and Casualty Board since then.

She is not paid to attend the meetings; however they do provide lunch and some overnights at hotels which is the extent of benefits to her.

She sees her role as responsible to Norfolk first and the MIIA Boards second. She does not feel there is a conflict and would like the Board's opinion.

MIIA's counsel has reminded Board members that they should file a G.L. c. 268A, §19 form requesting that their appointing authority make a determination that there is no conflict of interest for board members continuing to serve on the Board and their ability to carry out their duties as for their communities.

Ms. Robinson stated that she believes that her responsibility to make recommendations and decisions to procure insurance for the Town of Norfolk is her primary role. She stated that she has every intention of making such decisions that are in the best interest of the Town regardless of her position on the Board. She believes that being a member of the Board has

been beneficial to each community she has worked for in that it enables her to be current on trends in the marketplace and knowledgeable about topics that are helpful to her role.

A motion was made by Chair Kalkut that the Board vote to determine that there is no conflict of interest with respect to the Town Administrator serving as a member of the MIIA Board of Directors and Property & Casualty Board. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider approval of a Halloween parade and party and to block Eric Road from Park Street to Erin Road from 3:00 – 6:00 p.m. on October 26th. (Rain date October 27th)

Ms. Robinson stated that this is the second year the group has requested this. The Police Department has requested a special removable barricade in case there is an emergency.

A motion was made by Chair Kalkut that the Board approves a request for the residents of Eric Road to hold a Halloween Parade and Block Party on October 26th from 3:00 – 6:00 PM, and in order to do so is authorized to block Eric Road from Park Street to Erin Road for this purpose. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider a waiver of first refusal to purchase 7.64 acres of land at 84 Cleveland Street pursuant to Massachusetts G.L. c.61A

Ms. Robinson explained that this item is on the agenda at the request of Attorney David Turchetta. In 2014 the property owner, Mr. Ted O'Harte, approached the Town Administrator expressing his interest to have the Board determine whether or not the Town would be interested in purchasing this property which at that point was in the State Chapter 61A program. That program enables landowners to reduce their taxes on eligible properties which remain undeveloped. The process to convert them back to be eligible for development requires that among other things the Board of Selectmen in a Town have right of first refusal to purchase the property once the landowner has a purchase & sale agreement in hand.

She stated that prior minutes were located and it appears that while a discussion was had, the then Select Board did not receive a purchase and sale agreement, and did not take this matter up on an agenda. In 2017 the property was sold to Lakeland Farms LLC and removed from Chapter land, after which work began to develop the 32 homes approved for the parcel. The taxes have been paid on the land that the Town had forgone to have the parcel held as Chapter land.

Attorney Turchetta who represents the lender who holds the first mortgage on property was present to explain in further detail. He believes this was paperwork mishap. He presented ways of record to extinguish the right of first refusal. One way is by giving a 120 day notice to the Town before the conversion of property from agricultural use to residential use. That period is long gone. Permits have been issued, the road is in and a closing is scheduled for this upcoming Thursday. This will not be a benefit. If it done this way this would create a problem for several residents who bought homes here.

He requests that the Board officially waive the right of first refusal at this time.

Mr. Wider stated he thought that Mr. O'Harte removed the property from 61A while he owned it, paid taxes, created a 40B and sold it to another developer. He pointed out that Item 5 of the

Requirements for Notice by Property Owner states there cannot be a zoning change within the 120 days and a zoning change has happened.

Attorney Ed Cannon who represents the buyers (first unit owner) was also present. He stated that the record title at the registry shows the release of the 61A property but no release from the Select Board. He asks Mr. Wider that in terms of zoning in the area did it actually change or did the owner just apply for a development under 40B? Mr. Wider stated that the zoning did not change. Attorney Cannon stated that he does not believe that situation is what Item 5 refers to. The 120 days is for the benefit of the Town and this Board can vote they are electing to not exercise their right tonight. It will rectify the title at the registry and then the problem at this development.

A motion was made by Chair Kalkut that the Board vote to waive the Town's right to notice of sale and to waive the Town's right of first refusal to purchase 7.64 acres of land at 84 Cleveland Street pursuant to Massachusetts G.L. c.61A. It was seconded by Mr. Wider and so voted. All were in favor.

Please discuss submission of the Town's Green Communities Grant Application

Ms. Robinson informed the Board that the Town has been working for a number of years for this and hopes to submit the completed application to become a "Green Community" to the State by the end of this month. Through the program the Town pledges to work to reduce its energy consumption by 20% over a five year period.

The goal this evening overall is to answer questions and we would bring back on October 1st or 15th.

Andy Bakinowski, Energy Committee Chair, was present and explained that what they have before them is basically a road map. It lays out the next 5 years of projects that can, should or have to be done. This also ties in to capital improvement that is on the agenda this evening.

He states this plan identifies energy conserving projects such as at heating, lighting, pumps at the well houses, etc. What is not addressed is street lighting mostly because the owners of the lights are Eversource (and some Verizon or developers). Even without those streetlights, we can meet the 20% goal. There is a lot of work in tracking after the designation.

He stated that Facilities Director Matt Haffner has done a phenomenal job in identifying projects to reach the 20%; however, some items (equipment) may be failing and may need to move up on the project list.

Ms. Robinson stated that there are competitive grants that can be applied for in the future. These grants if won can provide relief to the Town.

Mr. Bakinowski stated there are high savings projects that can be funded through utility companies. He mentioned chapter 25A State regulation on energy project funding. He feels we need to become familiar with this and it would minimize impact to the Town. There are also rebates available.

Ms. Van Tine asked it's possible that costs of improvements to the Town would exceed the monies from the grant. And if so, would the taxpayers be responsible for those costs. Mr.

Bakinowski stated that it yes, however the overall savings on energy would kick in. Ms. Robinson states that we would stay within the \$140,000 the first year and be more aggressive in future years.

Andy answered several questions from the Board on where and how the Town could save energy.

Resident, David Rosenberg asked if the committee to entering into a solar contract (as a community) and residents could opt out if they want.

Mr. Bakinowski stated that the previous Board discussed something similar. He stated that owning the solar system is the best way to go. Mr. Rosenberg feels it reduces the costs. Mr. Bakinowski stated that is only if you own the field.

Please discuss Draft Capital Improvement Program

Ms. Robinson explained that upon arrival in her position, she noted that the Town does not have a capital improvement program currently. In order to plan for needed investments in the community in the areas of infrastructure, schools, equipment, roads, public safety and technology, we have begun the process of developing a plan for the current fiscal year and the following five years. The goal of this work is that the community and its leaders have a better understanding of the capital costs to maintain and repair its current infrastructure and assets, and the costs of major construction projects such as expansion of the Freeman Kennedy School. That understanding will hopefully spur conversations about when projects are needed and should be funded, set priorities for projects, and manage the overall budget of the Town by planning ahead for these expenditures.

Ms. Robinson has had meetings with several departments regarding their capital needs forecasts. The totals are over \$50,000,000 however this is a first draft. She would like to use that to discuss and plan with the Board what the priorities are for the Town. She doesn't intend to suggest that the Town will spend all this. She is trying to prevent surprises and wants the residents to be confident that the Town's capital assets are being managed appropriately.

We need to start to look at how to fund, strategy, debt or to say no to some things. She feels it would be helpful for larger departments to start coming to the meetings and discuss these things with the Board

Mr. Kalkut states he understands that this is a starting point and understands it will be whittled down to a more accurate list.

Mr. Wider stated he believes it is a great first start. Ms. Van Tine agreed.

Ms. Van Tine asked what the \$3,900,000 for the Recreation Department in 2025 is for. Blythe stated additional fields at the Pond Street Recreation Complex.

The Board discussed the benefits to the residents of this information being posted on the Town's website.

Chair Kalkut thanked Ms. Robinson.

Please discuss List of Potential Special Town Meeting Articles

Ms. Robinson stated there are 24 articles as of now and that the warrant closed at 6:00 PM last Thursday.

The various articles were discussed and Ms. Robinson answered several questions from the Board.

Mr. Wider asked if the warrant authors would be coming in to discuss with the Board and Ms. Van Tine stated she felt this would be helpful to the Board as well as voters coming to the Town Meeting. Chair Kalkut asked if that's what is done at the Advisory Board.

Ms. Robinson will be going to the Advisory Board meeting next week and will ask about their process but ultimately it is the Select Board's role to support or not support articles. She stated that we could schedule

We could schedule the warrant authors to come in to the October 15th and October 29th meetings.

Ms. Robinson will provide a draft warrant at next meeting and we can look at the order of articles at that time.

Resident Anne Marie Battistone asked about what became of the meeting on the Safety Building. Chair Kalkut stated we are waiting for word on the direction to take from Town Counsel. Town Counsel was at Executive Session on September 17th to be updated on facts.

Please consider approval of the following warrants:

A motion was made by Mr. Wider to approve the following warrants: 09/13/2019 05P20 and 05PS20 \$812,211.48 and 09/17/2019 12V20 \$288,003.25. It was seconded by Ms. Van Tine, and so voted. All in were in favor.

A motion by Ms. Van Tine to approve the following warrants: 09/24/2019 13V20 \$229,059.93 and 09/24/2019 13VS20 \$63,441.84. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider approval of the minutes

A motion was made by Ms. Van Tine that the Board approves the minutes of the August 13, 2019, and September 17, 2019 meetings. It was seconded by Mr. Wider and so voted. All were in favor.

Mr. Rosenberg asked if there were any objections to him sending information about the open meeting law newsletter and partnership he discussed in the Public Comment Session to the three Board members and Ms. Robinson. There were no objections.

Executive Session

A motion was made by Chair Kalkut that the Board vote to enter into Executive Session under Massachusetts G.L. c.30A, §21(a)(6) to consider the purchase of real estate, insofar as an open meeting may have a detrimental effect on the negotiating position of the public body, and further to invite Town Administrator Blythe Robinson, and Executive Assistant Nancy Langlois. The Board will only reconvene into open session for the purpose of adjourning the meeting.

Chair Kalkut stated that an open meeting may have a detrimental effect on the litigation position of the public body.

Roll Call vote: Chair Kalkut – aye; Mr. Wider – ay; Ms. Van Tine - aye.

At 9:30 p.m. the Board exited Open Session at 9:30 to enter Executive Session.

At 9:53 p.m. the Board returned to Open Session to adjourn.

A motion was made by Chair Kalkut to adjourn Open Session. 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, October 15, 2019 at 7:00 p.m. This is a true and accurate report of the Select Board Meeting of October 1, 2019.

CiCi Van Tine, Clerk

Norfolk Public Schools: NORFOLK, MASSACHUSETTS

www.norfolk.k12.ma.us

Ingrid N. Allardi, Ph.D.
Superintendent of Schools
508-528-1225
iallardi@norfolk.k12.ma.us

September 30, 2019

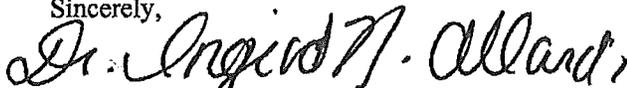
To Whom It May Concern:

It is my pleasure to write this letter of support on behalf of Norfolk Community Television. NCTV has been a long-standing partner of the Norfolk Public Schools in sharing information with the public regarding our educational programs and services. Each month, NCTV films and broadcasts our School Committee meetings. This allows the public to remain informed on important matters such as school budget, district policies, curriculum matters and overall achievement and accountability. NCTV posts meetings on their UTube Channel, allowing citizens to view them at their convenience. This service is critical to supporting openness and transparency in school governance. For many parents and community members, it is challenging to coordinate childcare and other work commitments in order to attend School Committee meetings. Based on the viewing data, it is clear that many community members view meetings at home and remain informed and involved through NCTV's broadcasts.

In addition to filming meetings, NCTV regularly films special student performances and events including our sixth grade graduation, Memorial Day and Veteran's Day assemblies, band and chorus concerts, as well as our Kindergarten Memory Show and our Second Grade drama production. Parents cherish having these special moments in their children's lives captured and available to share with family members who live far away or are unable to attend the events in person. Some events are not open to the public, as we are unable to accommodate the volume of visitors they might bring. In these cases, NCTV's filming allows parents to watch the events at a later time and enjoy them with families at home.

NCTV is a critical partner in helping the Norfolk Public Schools build solid partnerships with our families. We know from research and from experience that having a strong home-school connection is important to enhancing student's learning and growth. NCTV has been more than flexible and accommodating in filming events on short notice and in responding to the needs of our district and the community. It is my sincere hope that their contract will be renewed, as the services they provide to the Town of Norfolk and to the public schools are invaluable and irreplaceable.

Sincerely,



Dr. Ingrid N. Allardi
Superintendent, Norfolk Public Schools

Norfolk Public Schools District Offices, 70 Boardman Street, Norfolk, MA 02056

Norfolk Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, disability, national origin, sexual orientation, or homelessness

Norfolk Public Schools:

www.norfolk.k12.ma.us

**Linda A. Balfour, Principal
Anita Mecklenburg, Assistant Principal
H. Olive Day School
232 Main Street
Norfolk, Massachusetts 02056**

September 30, 2019

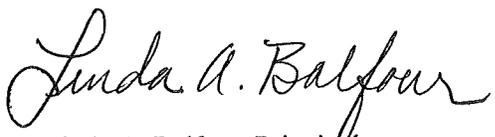
To Whom It May Concern:

It is a pleasure to write this letter to express our strong support of Norfolk Community Television. NCTV has been a valuable partner and resource for all of us at the H. Olive Day School for the past 26 years. Throughout each school year, we have many special events at HOD ranging from classroom author celebrations and portfolio days to grade level concerts and the Kindergarten Memory Show to whole school events such as our Thanksgiving Assembly and 100th Day of School Celebration. We can always depend on the staff of NCTV to come to HOD to film these special celebrations and share them with the community.

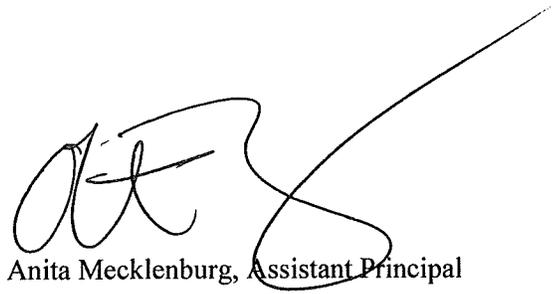
NCTV provides a wonderful venue for us to share school events with parents, grandparents and other members of our extended school family as well as the community. We have heard from many parents about how much their families enjoy watching our gatherings and performances, especially when they live a distance away and would not be able to attend. There are times when we can't invite parents to attend school wide gatherings due to space and parking limitations. Viewing the events through NCTV allows them to see the events that their children participate in and attend. When parents do attend a performance and are told that it has been filmed for NCTV, they can be fully present rather than trying to film it themselves. Even though our students participate in the performances and assemblies, they also enjoy watching them later with their families. It provides them the opportunity to tell their families more about the presenters and/or what took place. The sharing of these videos strengthens our home/school connection as well as family connections.

We thank Katy Jefferson, Andrew Barker and Jen Jacobs for their willingness to come to HOD to film our special "HOD happenings", even on short notice. They are truly members of our HOD school family, and we acknowledge them as such at our school family gatherings. We look forward to continuing our collaboration and work with them in the years to come. Therefore, we strongly support the renewal of the NCTV license.

Sincerely,



Linda A. Balfour, Principal
H. Olive Day School



Anita Mecklenburg, Assistant Principal

H.Olive Day School 232 Main Street Norfolk, MA 02056
Norfolk Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation or homelessness.

September 24, 2019

I have been involved as a volunteer with NCTV since May 2000 and I have watched as the original has become three channels. Most recently I have been involved with producing 97 episodes of "A Walk in the Garden with Liz Davey" filmed by NCTV at my home and focused on home gardening and the use in the kitchen of the things grown. I have greatly enjoyed working with NCTV in this capacity and have had the opportunity to see many of the other good things that NCTV provides for the Norfolk Community.

Local cable provides a way for Norfolk residents to share their talents and provides also gives training and opportunities for volunteer service. In addition, NCTV produces programs of interest to the area on a wide variety of topics.

Norfolk does not have dependable newspaper coverage which creates a void in the local government news area. NCTV's government channel provides valuable coverage of town committee meetings as well as town meetings. This is very useful not only those who are unable to leave their homes, but to others who cannot attend the meetings, but are interested in town government. Interviews with candidates for public office are also a valuable service. Many of the filmed programs are then available on YouTube for convenient watching.

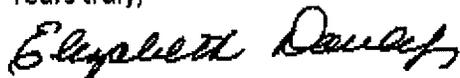
Coverage of Norfolk's school programs gives working parents and grandparents a chance to keep up with their children or grand-children's activities.

Education is an indispensable part of NCTV. Individual and hands-on learning, through individual training or workshops, and the use of equipment is a wonderful NCTV service and because this educational service is without charge it can level the playing field for children and adults who do not have as much access to technical equipment and education. In classes, workshops and school vacation camp programs, children can learn about many facets of video animation and movie production. The NCTV personnel work with Norfolk's non-profits to ensure they use social media safely and effectively. Senior Citizens can become frightened and frustrated with new technology, but NCTV is there to help them overcome their concerns and use their computers and cell phones and video cameras confidently in ways that enrich their lives.

Public meeting space in Norfolk is in very short supply. The Green Room which is currently under construction will provide valuable resources for community non-profit groups and individuals

In conclusion, I support NCTV and believe that it is worthy of financial support.

Yours truly,



Elizabeth Davey
7 Meadowbrook Way
Norfolk MA 02056
Liz.davey@comcast.net

To the Norfolk Select Board,

I am writing on behalf of Norfolk Community Television as a representative of the Kathy Ryan Dance Studio, which has been a staple in the town of Norfolk for the past 34 years. I, having been part of this business for the past 20 years, have participated in many local town events such as Norfolk Community Day, the Santa parade, different town common events, etc. Per every event we attend, we always see familiar faces, and one of our favorites is NCTV. In the small town of Norfolk, we believe it is extremely important to keep that family friendly atmosphere comradery alive. The town can only advertise & cover events to a point. NCTV has done a REMARKABLE job covering all events the town holds. From school concerts, to select board meetings, they are there providing digital record for all to access, and nowadays that is very important. Imagine you were not able to make the town meeting last night, but wanted to hear about all that went on. No worries, NCTV was there to cover it & it will be available to watch soon on air & YouTube. Imagine you were you stuck at a work meeting & couldn't make it to your kids second grade concert at HOD? No worries, NCTV filmed all of it & it will be available soon! In addition to those bigger events, the stations segments are some of my personal favorites. "Our Town" will host Jill Hindley Lawrence is an awesome segment that is both educational & fun to watch! Bringing together a town resident with another member of the community to discuss something in regards to the town is important for viewers. It provides an educational background & you might just learn something new! I have been able to work closely with the station on a special project recently, and I will say Katy, Jenn, & Andrew have such a passion for what they do. All the little things that go into running a local TV station they have down to an exact science, and that is what makes a successful team. As mentioned above, Digital record is key, and it makes community members lives easier to find information out about the town, but most importantly it highlights all the good that is going on as well, and that to me is what matters the most in making the town "Our Town". I would be saddened if NCTV was no longer at each local event covering it all and from a personal standpoint, you create such bond with businesses over year, and not matter if you're a "non-profit" or "profit" company, you grow each year! I would personally love to see their continued growth & see what is next for them.

Yours truly,

A handwritten signature in blue ink, appearing to read "Greg Kanelos". The signature is fluid and cursive, with a long horizontal stroke at the end.

Greg Kanelos

DRAFT

Norfolk Select Board's Open Session Meeting Minutes October 29, 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 Room 124, 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. All present recited the Pledge of Allegiance.

Ms. Robinson reviewed the agenda.

Public Comment

Ms. Anne Marie Battistone expressed concern that the Town Meeting Warrant is not being mailed to citizens' homes. She stated people may not want to come to Town Hall for a copy. She asked if citizens can call to have a copy mailed to their home. Ms. Robinson said the Town made a previous decision to not mail the Warrant for the Fall Town Meeting as a cost-saving measure. Instead, postcards will be mailed. Copies of the Warrant will be available at the Town Hall, Library, and Senior Center. As well, citizens can call Town Hall and request a copy be mailed to them. She stated it costs approximately \$2,800 to mail the Warrant to all households; the cost of mailing the postcards is a few hundred dollars. She noted the Town can revisit this decision in the future. Ms. Carol Greene, Town Clerk, stated that when Ms. Battistone called Town Hall today, she was advised that the Warrant would not be mailed as a Town-wide mailing, but Ms. Battistone could speak to the Select Board's office and request to have a copy of the Warrant mailed to her home.

Mr. David Rosenberg, 123 North Street, stated he has talked to members of the Advisory Committee regarding how to encourage people to volunteer for Town committees. He stated the Massachusetts Open Meeting Law allows for remote participation if adopted by the Town. He discussed circumstance that may prevent committee members from attending meetings such as when committees meet midday; members could participate remotely via phone in these circumstances. He urged the Select Board to adopt remote participation for meetings.

Ms. Betsy Whitney, 26 Valley Street, expressed that she and other Pondville residents have very strong objections to the proposed snow removal and landscape construction business at 6 Hill Street as it will create traffic, noise, lights, trucks, and other disruptions. She stated this location is in the middle of two long established residential neighborhoods. This type of business would be well suited for Shire Industrial Park which was created in 2006 for this purpose. She stated that in 2013 a bylaw change was voted 61 to 16 at the Fall Town Meeting that opposed commercial development on Valley Street, Hill Street, and Old Pond Street, and expansion in the residential area was indicated.

Mr. Al Quaglieri, 194 Main Street, stated that in 2018 the Building Inspector and Fire Chief entered his building without his consent. They searched the basement of the building, fined a tenant, and started a court action which was later withdrawn by the Building Inspector. Subsequent to that, he complained to the Select Board. He read aloud an email written by Dave Deluca, Town Counsel, to the former Select Board Chair regarding his complaint. Mr. Quaglieri stated he has since had a meeting with the Select Board and one member said this could possibly be viewed as a criminal trespass. He stated he received an email from Ms. Robinson on July 23, 2019 stating she engaged an outside investigator regarding 194 Main Street, 43 Rockwood Road, and 81 Pond Street. He met with the investigator and has since been told nothing by the Town. He does not know if the investigation is complete and if demands were made on the Building Inspector for his actions. He stated transparency for the victims of the actions of the Building Inspector is a must. He would like the Select Board to meet and discuss the investigator's report and noted the report probably cost the Town \$10,000 to \$15,000.

Ms. Timaree Michienzie, owner of 81 Pond Street, stated she purchased the property in 2016 with the intention of putting in a ready-made 40-year established business from another town. Due to the requirements of the Building Department they have decided to purchase another building and not open the business in Norfolk. Their property was walked on without their consent. Regarding the F.11 process, she felt the goal line kept moving and it was becoming impossible to get the F.11 approved. She explained that there were concerns about where a work vehicle was parked and that because it could be construed as a sign, it could not be parked in front of the building. She believes that as a result of having to move the truck to the back area, someone entered their property and stole ladders from the truck as they assumed the building was abandoned. She has written multiple letters to the Town; she feels this is unfair. She stated the F.11 process should be easier for people trying to bring business into the town.

Ms. Susan Jacobson, Affordable Housing Director, stated she does not agree that Town employees can be discussed publicly in front of the Select Board. In a private company, this would never be tolerated. If there is a problem with an employee, or their supervisor, a resident, or business is unhappy with an employee's behavior, the employee's supervisor, Select Board, or Town Administrator should investigate; however, it should be handled at Town Hall, privately. We, as employees, should be treated with dignity and respect. There are many employees in Town Hall currently who feel very concerned to come before the Select Board and speak against anything because they fear retaliation. She stated this issue is important and must be brought to the Select Board's attention.

Presentation by Superintendent Allardi – Elementary School Enrollment Projections

Dr. Ingrid Allardi, Superintendent of Schools, stated she has worked collaboratively over the years with the Town trying to evaluate the potential impact of growth on the schools' capacity to provide appropriate educational spaces for the students. She shared the information and work that has been done to date as well as what she is recommending as the most cost effective and efficient solution to managing the enrollment growth. She introduced Dr. Donald Kennedy of the New England School Development Council. She

stated NESDEC specializes in enrollment studies and developing enrollment projections to help schools and towns plan appropriately.

Mr. Kennedy reviewed the historical enrollment by grade and discussed future projections. He noted the current number of births in Town is about the same as it has been in the past. In the future, they are projecting more people coming into Town and more homes on the market as home prices are robust. He noted the projections made for the school district this year were within 15 students of the actual enrollment. He stated they have good information from the historic data and will carry that forward to the future. He reviewed the projection methodology used. Projecting the numbers into the future shows 309 more students in 10 years; the accuracy of this estimate is greatest in the first three years. Currently, there are 916 enrolled students. He discussed the downturn of enrollment during the 2008 recession and the current rise that will continue. He stated that between the birth year and kindergarten, many more children have moved in. He discussed current residential construction projects and noted he did not make any assumptions about projects that were in review or litigation.

Dr. Allardi introduced Mr. Thomas Doyle, School Committee Chair, and Mrs. Medora Champagne, School Committee member. She stated they will join her in presenting a summary of the work done by the Space Study Committee and reviewing the potential options for the Town to accommodate the enrollment growth. She noted both Mr. Doyle and Ms. Champagne are members of the School Committee's Construction Subcommittee. She narrated a slideshow presentation of the Norfolk Public Schools enrollment projections and educational space. She discussed the historical context and noted that in the past five years the Town has seen an increase in growth and development with a number of Chapter 40B projects proposed which are in various states of approval with the Town. She noted that School Committee members, administrators, staff, parents, and citizens have expressed significant concern about the capacity of the schools to manage increased enrollment within the current school buildings. She noted that in January 2017, NPS sent out a survey to parents to solicit feedback to help shape goals and development of a three-year strategic plan. She reviewed that the Town of Norfolk and Norfolk Public Schools established a Space Study Committee in April 2017. The committee was responsible for soliciting concrete data regarding the potential impact of new construction and evaluating possible solutions for accommodating new enrollment in the most cost effective and efficient manner. She reviewed the current school building status. The H. Olive Day School is currently at capacity; there are no open classrooms. If additional classrooms need to be added, the art room, music room, or computer lab/maker space would be lost to accommodate growth. The Freeman-Kennedy School currently has one open classroom available for expansion. In order to accommodate growth beyond that one classroom, the science lab, art and music rooms, and computer/maker space would be lost. Losing these spaces would significantly impact programs and curriculum. She stated that Norfolk's capacity to remain educationally competitive in the region would be severely diminished. She reviewed the critical importance of Arts and Technology to 21st Century education. She stated that grades K through 6 all have class sizes that exceed the target established by the School Committee policy. She reviewed the Norfolk Public Schools average class size in

relation the Mass. Department of Education and identified comparison school districts. She discussed that community needs are not being addressed as there are 49 families on the waitlist for preschool which is tuition-based for most children, and there are 21 families on the waitlist for before and after-school care which is a self-funding entity. She further reviewed Massachusetts' requirements for early childhood education. She stated school districts are required by law to ensure that developmentally appropriate ESCE programs and services are available. She stated that ECSE programs and services ensure that all children with disabilities have a free and appropriate public education.

Dr. Allardi stated that knowing we are limited in space and expecting over 300 additional students in the next 10 years, the Space Study Committee looked at options. Option 1, to expand the H. Olive Day School, was determined not to be feasible for a number of reasons which she reviewed including the expense to replace and upgrade all building systems and lack of space to accommodate parking/play areas. Option 2, to rent/lease portable classrooms, was determined not to be fiscally prudent and does not provide a safe, secure environment. Option 3, to purchase/build a new site to house special education offices/Early Childhood Center, offers only a partial solution to the growth challenges. Option 4, to expand the Freeman-Kennedy School, is the most cost effective and efficient solution to accommodating growth. It would allow the Town to provide a safe, secure, and appropriate learning environment for all students. This single building project would resolve space issues at both the H. Olive Day School and the Freeman-Kennedy School. As well, the addition would create sufficient educational space for the Town to accommodate growth for the foreseeable future. She noted that benefits to expanding the Freeman-Kennedy School for the Town of Norfolk would include creating additional space that could be used by the Norfolk Recreation Department and would allow them to expand the programs offered to town residents. As well, this would allow the addition of a shower facility which would make it a true emergency shelter should a need arise.

Dr. Allardi reviewed that at the 2017 Fall Town Meeting, the Town voted to appropriate funding for the purpose of contracting with an architectural firm to conduct a preliminary feasibility study and draft a conceptual design plan for the expansion of Freeman-Kennedy. Norfolk Public Schools hired Flansburgh Architects to complete this work. A preliminary conceptual design plan was completed and shared with the School Committee and Town in October 2018. She discussed potential funding sources and next steps. The Massachusetts School Board Authority (MSBA) now considers participating in projects to prevent severe overcrowding. In order to be eligible, towns/districts must be able to substantiate growth. She discussed the benefits of partnering with MSBA and noted they have a strong reputation of ensuring that projects are completed on time and under budget. As well, partnering with MSBA saves towns significant dollars in construction costs. She reviewed the MSBA process and noted that towns/districts interested in applying to MSBA must submit a Statement of Interest in April.

Mr. William Beatrice of Flansburgh Architects provided a slideshow presentation and reviewed the Freeman-Kennedy Elementary School Expansion Study. He discussed the preliminary conceptual design plan; the proposed total gross building area is 29,000 sq. ft.

The concept is to connect the two wings of the existing school with classrooms and suites. He described the rooms projected on the first and second floors. He discussed the enlarged administration and special education areas on the second floor. He reviewed the Site Plan and the exterior area including the roadway, playground and parking, and pick up and drop off. He stated the preliminary cost estimate for the proposed construction is \$12,945,463; this is the construction cost only and does not include soft costs.

Dr. Allardi, Mr. Todd Hassett, District Business Consultant, and Mr. Todd Lindmark, Finance Director, presented preliminary information regarding the financial impact of funding a school building project and shared funding scenarios for the Town as a cost to the individual taxpayer. Mr. Hassett stated he and Mr. Lindmark put together a six-page exhibit to frame the potential impact to the single-family home taxpayer with and without state assistance. They believe they have used conservative numbers. He reviewed the debt the Town is currently carrying and highlighted the savings that refinancing the 2011 bonds has brought. He stated that with the \$20 million option, and the Town bearing the full burden of the project, the taxpayer would be impacted with an increase. Mr. Kalkut asked to have the enrollment projections appended by grade with the actual numbers for the previous five years in order to see how it has been trending.

Dr. Allardi continued to review the MSBA process. She stated the Statement of Interest must be submitted in April. Both the Select Board and School Committee must sign the application. Sometimes, MSBA requests additional information and a site visit by an MSBA team. The review process can take from 8 to 10 weeks before decisions are made regarding inviting districts to partner with MSBA. Ms. Robinson said being invited to partner with MSBA is quite competitive. Overcrowding is something that cannot be avoided and MSBA now considers participating in projects to prevent severe overcrowding. She pointed out the school needs would line up well with some of the Town's debt coming off. She stated it is important to have the conversation about working with MSBA or not, the timing, and making decisions that are best for the schools, the children, and financially feasible for all those who contribute to the costs. Dr. Allardi said if funding can be secured from MSBA, the impact to the taxpayer is more cost neutral. She reviewed that a ballot vote and a Town Meeting vote would be required for funding. With the timeline she provided, she stated they would hope to open in 2022. Ms. Champagne stated students need the Technology Room as they take the State MCAS tests on computers. There may be dips in scores if students do not have access to the technology they need; these skills are critical.

Mr. Edward Haddad, 138 Red Maple Run, commended the presenters on the provided reports; they were very impressive. He questioned the number of students coming into the H. Olive Day School over the next three years and asked how they would be accommodated. He stated he understands the disability requirements but does not understand the pre-K issue. Are seven classrooms needed for disability students? Dr. Allardi reviewed the requirements for students with disabilities and stated they must be in an integrated setting at a 60/40 ratio of typically developing peers in the classroom. If the growth continues at the current pace, they are expecting seven classrooms will be needed. The students with disabilities attend free; the other typical-peer students pay tuition which

helps to offset some of the staffing costs. Mr. Christopher Henry, 30 Boardman Street, asked if MSBA participates in building additions. Dr. Allardi said MSBA has funded additions and provides funding for substantial overcrowding in schools as it is their second highest priority. She noted that as new families move in with young children, the bulk of the growth will involve the H. Olive Day School first.

ACTION ITEMS

Please consider approval of the Green Community Energy Reduction Plan for the Town of Norfolk

Ms. Robinson explained this is the home stretch to submit the Town's application to the State Department of Energy Resources to become designated as a Green Community. She stated that Select Board members have been provided with an updated version of the key components of the application, including the energy reduction plan (ERP). She noted the grant application requires approval of the plan by the Select Board and the School Committee. She introduced Mr. Andrew Bakinowski, Energy Committee Chair, and Mr. Larry Sullivan, Energy Committee member.

Mr. Sullivan reviewed the work they have done as a community and stated it has taken two years to get to this point. He explained there are five criteria to be satisfied to be designated as a Green Community; criteria #3 is the only one remaining which involves development of an energy baseline for the Town and an energy reduction plan to commit to reducing energy consumption by 20 percent over the next 5 years. A contract was awarded to EMA Boston for an audit that was done for all the public facilities within the Town; this formed the basis for the path forward regarding energy conservation. MAPC supports the Town's effort to become a Green Community and took the lead to prepare this energy reduction plan. He stated the Norfolk Facilities Department, administration, and others have worked along with MAPC in preparation of the document. The designation grant is likely to be \$140,000. The application must be submitted by November 22, 2019. Green Community notifications will be sent in January. He stated they need letters from the Select Board and the School Committee adopting the energy reduction plan. He discussed energy conservation measures identified by EMA and the value to the Town to implement those energy conservation measures. The energy conservation reduction is estimated to be greater than 22 percent. Mr. Kalkut thanked the presenters for their time and effort put into this process.

Mr. Sullivan noted that the portion of the audit that took the most time was identifying where the energy conservation measures existed and what they would be worth from an energy savings standpoint. Mr. Bakinowski noted that the Freeman-Kennedy School, although a newer school, has greater site energy use intensity per square foot because it has a more sophisticated technology than the H. Olive Day School. Additional energy conservation tactics will help improve the building's overall efficiency. Ms. Van Tine confirmed the vote is to approve that the application will be submitted for consideration. Mr. Bakinowski confirmed \$12,000 was spent on the audit. Mr. Sullivan reiterated that the designation grant is potentially \$140,000 and there is no reason to believe it would be different. He reviewed the application and grant process. When the Town becomes a

designated Green Community, a grant application for the money needs to be put together. Projects will be identified including how much they are worth and why they are important. A decision by DOER will be made on the amount and a check provided in the April/May timeframe. Twenty-five percent of the money is provided up front for the designation grant. The remainder of the money follows as the project is completed. Ms. Robinson confirmed that if the grant money is not designated, the Town does not have to spend the money on the projects. Mr. Sullivan reviewed that if at the end of 5 to 6 years, the municipality has not met the 20 percent required energy reduction, the municipality may be requested to submit a revised ERP; however, the municipality will not lose its previously awarded grant funding. Ms. Robinson stated it is important to finish the projects to get into the next round of funding and meet the 20 percent reduction. She stated that we are not signing contracts for anything and we will continue to go after the competitive grants as long as the State is offering them. Ms. Van Tine asked if at any point the State could say no and not provide the funding. Mr. Matt Haffner, Facilities Director, explained that a project would not be awarded a contract until there was confirmation from the State that the fund money would be provided to reimburse the Town. Ms. Van Tine asked if the Energy Committee needs to provide minutes for their meetings. Mr. Bakinowski said there is a requirement to prepare meeting minutes; minutes exist, but they are not ready.

Mr. Haddad said he looked at the provided spreadsheet which identifies that with an investment of \$572,000, it would be recouped in 3.5 years. He stated this is a no-brainer, and he does not understand the conversation as to whether or not the Town should be doing this. He questioned the number of vehicles; he noted that the narrative indicates 101 vehicles, but only 72 are listed. He asked why the exempt vehicles are not required to be replaced with fuel-efficient vehicles. Mr. Sullivan explained that exempt vehicles are due to a weight classification such as fire trucks and dump trucks; they are not fuel efficient. Mr. Haddad stated this information should be included in the narrative. Mr. Sullivan explained that the audience for the spreadsheet is the Department of Energy Resources (DOER). Ms. Robinson explained that the Town has 101 vehicles; some are trailers, some are pieces of equipment that do not have a mpg rating. The State wants only the vehicles with a mpg rating, so those vehicles or pieces of equipment without mpg ratings were removed from the list. The State designates all emergency vehicles and vehicles over a certain weight are exempt as a fuel-efficient version is not made. Mr. Haffner explained this is a five-year plan; it is an outlook. Mr. Kalkut summarized that the organization requiring this information has specific requirements for the spreadsheet and this is the required plan.

Mr. Paul Denver, 16 Winterberry Way, confirmed that the Town could spend \$572,000 and will reduce energy consumption by one-fifth. He asked what the actual savings from one year to the next is. Mr. Bakinowski said every energy conservation measure has a specific budget and a specific savings associated with it. The savings are not considered in the \$572,000. It will take one to two years to get all the numbers to determine how much the yearly savings will be. For instance, the dollar value will change as the cost of energy goes up or down; it is a variable. Ms. Van Tine said this went to Town Meeting two years ago in 2017. The Select Board has been charged with carrying this out. Ms. Robinson said the goal is to effectively spend the \$140,000 grant, then to figure out the best use of the

State's \$250,000 Challenge Grant, and to use the funds effectively to work towards reducing the Town's energy consumption by 20 percent; the Town reaps the benefits of saving money on energy. Mr. Haffner explained he is looking at a project with an ROI of 1.43 years by changing all the fixtures at the Senior Center. It is a \$25,000 project and Eversource will be providing a grant; the Town's exposure will be about \$7,300. The Town will be saving a great amount of energy. He explained that grants from the State are always changing.

A motion was made by Mr. Kalkut to approve the Green Community Energy Reduction Plan. It was seconded by Mr. Wider, and so voted. All were in favor.

Chair Kalkut called a five-minute recess.

Please consider executing the November 19, 2019 Special Town Meeting Warrant

Ms. Robinson stated there are various staff people in attendance to answer questions about capital items and zoning articles. She noted that free cash is now being used to close out the snow and ice deficit, and \$100,000 was added to the borrowing article to get a start on the road program. There is information in the Select Board members' packets as to how those funds would be deployed.

Mr. Wider asked if DPW staff were in attendance regarding the roll-off truck and lawn mower. Ms. Robinson said the DPW has been investigating other trucking companies as a way to address the hauling of materials without doing it themselves or purchasing the truck. All of trucking companies they have talked to would cost more than our own labor at \$66 per hour. Any trucking company the Town would want to hire would have to pay prevailing wage which is higher by about \$30,000 to \$90,000 per year than the Town's cost, and it does not include the replacement of the truck. Once the truck is paid off, it will cost the Town less per year than contracting out. Also, depending on where they are going to drop off the recyclables or trash, they could be waiting in a drop-off queue and this also impacts cost. She stated she is not prepared to say it is a better option for the Town long term to not purchase the truck. Overall, it is still a better outcome for the Town to own the truck and do its own hauling. She stated she does not have any additional information on the lawn mower. She stated Ms. Ann Proto, Recreation Director, and Mr. William Rigdon, Recreation Commission Chair, are here to provide background on the importance of how the fields are mowed and maintained, the Recreation Department's expectations, and the equipment they need to meet those needs. Mr. Wider asked about the police cruiser and confirmed the new vehicle will be a hybrid. He asked if there was a plan as to how to get rid of vehicles if they cannot be down cycled. Ms. Robinson said she will begin that analysis with various departments as part of the budget process.

Mr. Rigdon discussed the three field projects for which they have requested \$90,000 in funding. These projects include the Pond Street Babe Ruth Baseball Field restoration, Little League Baseball Field infield renovation at Freeman-Kennedy School, and the Softball Field renovation at the Freeman-Kennedy School. He described the issues they are having with the maintenance of the fields. He noted the fields had traditionally been well kept;

however, over the last few years the maintenance has declined. He stated that the lack of field space means overuse of the fields they have, and the lack of maintenance is due to other items the DPW has been focused on. Ms. Proto discussed the details of the budget estimates for the three projects. She provided photographs of the fields noting that some of the fields are unsafe. She stated there are nine softball/baseball fields. The AAA field is really not playable; it is dangerous. The infield needs to be rebuilt. She noted that they have to change the way the fields have been maintained and has been working on this with the DPW. They may need to bring in outside help. She explained that some other fields also need help which the DPW will be working on. Mr. Rigdon said they are working with the DPW, and there have also been some collaborative projects with volunteer groups. However, this requested project is outside anything the DPW or the volunteers can handle.

Mr. Wider confirmed that Ms. Proto will work with the DPW on field maintenance. Mr. Rigdon noted the Recreation Commission has developed a new tournament fee policy allowing them to collect up to \$100 per game which will go back into the fields. Mr. Wider said he would like to see how much it would cost for an outside company to maintain the fields and do the Town's grass cutting. Ms. Robinson said it is important to understand the Recreation Department's expectations and timing of mowing the fields. If this is outsourced, some of the control and timing of the maintenance may be lost. Ms. Proto explained that if DPW staff mows the fields and a problem is noticed, they can fix it. If outside contractors mow the fields, they do not necessarily tell anyone about problems. As well, they mow the grass even if it is wet leading residents to complain and be upset. She discussed that the fertilization of the fields has been privatized. Mr. Wider stated that it must be considered if the Recreation Department is asking too much; does it have to be pristine? He would like to consider privatizing the grass cutting as has been done with the fertilization. He requested outside pricing for mowing the fields be obtained by Town Meeting. He stated he is not convinced this issue is resolved, and they have to buy the lawn mower. Ms. Robinson stated the needs of residents are the highest priority. She stated the DPW wants to replace the lawn mower with one that has efficiency measures. She said she can obtain some contractor prices; however, Ms. Proto and Mr. Rigdon have explained why having the grass mowed by the DPW is important for the fields. Mr. Wider stated he had no further questions except on zoning.

Mr. Rich McCarthy, Town Planner, provided an overview of the previous night's Planning Board public hearing to discuss proposed changes to the Norfolk Zoning Bylaws. As related to the B-1 Zoning Articles, items were removed including reducing the parking from 1.5 to 1.0 spaces per dwelling unit for multi mixed-use development. He reviewed other recommended changes to the language. He stated that holistically there was a recommendation to not move forward with the changes to building height; that proposed recommendation did not pass. He stated that the Planning Board, at the end of the meeting, recommended bundling these items together. He stated there were many questions relative to the necessity of the changes and what they were trying to accomplish with the changes. There was a concern that there may be opportunities that some of these changes could be used in the wrong fashion. He reviewed the cap in the building footprint of 15,000 sq. ft. in the B-1 District. The size of potential buildings that could be built in the

Town Center was a significant concern for people. He noted that changing the density to allow more residential in the B-1 District raised concerns. The difficult part when making bylaw changes is what could happen; people are often defensive about the possible negative changes. The intention of the changes is to have economically viable projects in the Town Center. He stated there were about 15 to 20 people at the meeting. Planning Board Chair Walter Byron stated many of the concerns raised at last night's Planning Board meeting regarded current zoning and what a developer can do in the Town Center. He thinks the proposed B-1 Zoning Articles address many of the issues. He stated that no set of zoning articles is perfect. If these go forward to Town Meeting and get adopted, there will still be areas to improve. He explained that zoning is only one aspect of development, the other aspect is infrastructure. Regarding this set of zoning articles, the Select Board can take the Planning Board's recommendation to bundle them, make their own recommendation and unbundle them, or postpone an article on the floor, such as building height. Ms. Van Tine said she is bullish on having it presented as one article. She noted that some of the concern last night was vetting the unanticipated consequences.

Mr. McCarthy stated that taking away the 15,000 sq. ft. building footprint cap was a concern. He noted the Walgreens building footprint is about 16,000 sq. ft. It was on the plan as a variety store use which was above the 15,000 sq. ft. cap already embedded in the bylaw. Perhaps, capping should not be done by use-type. He expressed concern that if it is bundled and there is a concern about one aspect, the whole article fails. Mr. Wider agreed that if it is bundled, all it takes is one item of concern, such as roof height, and it all fails. Everyone will say we tried and we failed, so let's not try again. He discussed infrastructure. He noted that traffic is already a problem in the center of Town, and he discussed the impact of adding a large residential component to the center. He suggested that this item may need to be tabled and infrastructure and water use be addressed first. He does not want to see residential houses built behind the train tracks. It will take time to get the Town Center we want, but we do not want to rush into it. Mr. Byron said if tabling this is chosen, not getting back to it for a number of years is a risk. He recommended the Select Board go forward with it.

Ms. Claudette Healy, 66 Wildwood Road, stated she attended last night's Planning Board meeting and what she heard at that meeting is not what she is hearing now. The people at the Planning Board meeting had a lot of questions; they do not want this item bundled. She stated the people want to be able to see it and vote on it. She stated the new police station was \$3 million over budget. She stated if the Select Board wants the townspeople to trust them again, then do not hide from them. The Town Center should not be built for developers to make a profit, it should be for the townspeople; the available water must be considered. A commercial building takes a lot less water than a building with residences above it. She stated that traffic was not addressed last night and it is a big concern. She stated that developers will come without residences above the commercial building. She stated that this item should be tabled. Mr. Kalkut stated that the bundling being discussed is not related to hiding articles or language or sneaking something in; the bundling being talked about is taking individual components of zoning changes and making them one effort so they can work in coordination with each other to get a great town center. Mr.

McCarthy agreed that there were reservations from the townspeople last night. He stated that to put together a meaningful traffic study on a zoning change is difficult. There is value in doing a traffic study with developments in mind. He noted that adding any use to a vacant piece of property will create some traffic. Traffic would get addressed in the permitting process if anything were to pass. Mr. Wider suggested they could determine what the greatest build-out would be and make assumptions from that to determine traffic. Mr. McCarthy said that if a traffic analysis was done and put out to the public, the Town would be held to it.

Mr. Byron stated that one item that was on the table 10 years ago was to work with the MBTA to move the train platform. Ms. Van Tine suggested the MBTA might consider lifting the gate when the train is stopped. Mr. Kalkut stated he has spoken with Ms. Robinson and Mr. McGhee about water as it is a consideration. Mr. McGhee told them that two years ago the Town had an assessment done taking into account some very large developments that were in the queue at the time. They were told that the water capacity would take the Town through the next 10 to 15 years considering the Town keeps the same rate and pace of growth. Discussion commenced about growth and future water use.

Mr. Wider said he thinks it is a problem to bundle the B-1 Zoning Articles. Ms. Van Tine discussed that she heard various concerns at last night's Planning Board meeting; therefore, if this item becomes unbundled, many sections will probably fail. These items are so interconnected that they need to go together. Mr. Wider agreed that if it is bundled, it will probably fail. He suggested keeping some bundling and separating other components, such as building height. Mr. McCarthy suggested some items need to be tied together while others could be unbundled. He noted the Town Meeting will allow people to discuss it more. Mr. Kalkut, after conferring with Mr. McCarthy, summarized that the pieces of the currently proposed article that should be bundled together are I-7 and I-7a, and the two definitions; the rest could be unbundled and become separate articles. Ms. Robinson confirmed the order of the articles in the Warrant. Mr. Wider and Ms. Van Tine agreed that this should be brought to Town Meeting to let the voters decide on the direction of the Town Center.

A motion was made by Mr. Kalkut that with the friendly amendment to split Article I into individual articles, except the last three parts which will continue to be bundled, the Select Board will execute the Warrant for the Fall Special Town Meeting to be held at Freeman-Kennedy School on Tuesday, November 19, 2019, at 7:00 PM. It was seconded by Mr. Wider. Discussion: Mr. Wider requested to discuss Article 2, the F.11 process. He stated that he does not want this process left in the hands of the Town Planner and the Building Commissioner. In most towns, it is a Planning Board function. This is their expertise. He stated that it is difficult to have the Building Inspector who has to enforce zoning also be the person approving what can be used in zoning. This is not good; the Town is in litigation now because of it. The F.11 process should be done by the Planning Board. He does not agree with this Article. Ms. Van Tine said her recollection from last night's meeting was that this was the best method; the full Planning Board should not have to convene for routine things. Mr. Byron said this was done for expediency such as for a change in use for

occupancy. Mr. McCarthy and Mr. Bullock are on site four days a week. The Planning Board is not available every day. However, the Planning Board is available to adjudicate a dispute. Mr. McCarthy will be looking over Mr. Bullock's shoulder with a second pair of eyes; that is adequate. Mr. McCarthy said he disagrees; inherently having it with the Planning Board is the right place. He thinks it helps people to organize their material in a timely way because they have to go to the Planning Board with an agenda. Usually, a Planning Board meets two times per month. It is not a staff decision; it is a Planning Board decision. He said that to change the Article now would be outside the scope for Town Meeting in November. Mr. Byron stated that if Mr. Wider's view prevailed, it would not happen until the next Town Meeting. An interim solution is better than what is being done today having the Building Commissioner as the sole decision maker. This proposal is adding a check and balance. Mr. McCarthy noted that at least in this proposed change a Site Plan is required. Ms. Robinson confirmed the Warrant must be posted by next Tuesday. Mr. Kalkut stated he agrees with Mr. Wider as having a singular individual who operates on both sides of the process offers a negative perception. Ms. Van Tine stated that if this article goes to Town Meeting as written, Mr. Kalkut could stand up as a citizen and state why he believes this article should fail. Mr. Kalkut confirmed this will go to Town Meeting as is. Mr. Rosenberg stated an advantage of having this process go through the Planning Board would allow for a more open appeal process. And so voted. All were in favor.

Please consider re-affirming Kevin Kalkut as the Select Board's representative to the B-1 Zoning Working Committee

Ms. Robinson stated there was some question as to whether the Select Board prior to this one had actually voted on Mr. Kalkut's nomination to be the Select Board's B-1 Representative. To avoid any concerns that he is eligible to vote, she recommended that the Select Board vote to reaffirm this appointment.

A motion was made by Mr. Wider to reaffirm that Kevin Kalkut be the Select Board's representative to the B-1 Zoning Working Committee. 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. Kalkut to approve the following warrants:

- 10/11/2019 07P20 and 07PS20 \$836,801.44
- 10/15/2019 16V20 \$194,917.56
- 10/22/2019 17V20 \$68,001.42
- 10/22/2019 17VSA20 \$2,148.30

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

Ms. Robinson noted the Tax Classification hearing is scheduled for November 21, 2019 at 4:00 PM. She asked if the Select Board members would be available after that meeting for candidate interviews for the DPW Director. Select Board members informally agreed they

would be amenable to one continuous meeting session. Ms. Robinson noted that the current DPW Director is planning to leave at the end of the year.

At 11:00 p.m., a motion was made by Mr. Wider 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, November 5, 2019, at 7:00 p.m.

This is a true and accurate report of the Select Board's meeting of October 29, 2019.

CiCi Van Tine, Clerk

**Norfolk Select Board's Open Session Meeting Minutes
November 6, 2019**

Present: Christopher Wider; Blythe Robinson, Town Administrator; Nancy Langlois, Executive Assistant

Also Present: Jay Talerman, Town Moderator; Peter Mello, Town Counsel

Not Present: Kevin Kalkut; Carolyn Van Tine

Moderator's Meeting for the upcoming Fall Town Meeting

The meeting was held in Room 124, Town Hall.

The meeting was opened by the Moderator at 10:30 AM.

As only Mr. Wider from the Select Board attended this meeting, there was not a quorum of Select Board members. There were no deliberations, no discussion among the members, and no votes taken.

The meeting adjourned at 11:11 AM.

This is a true and accurate report of the Select Board's Meeting of November 6, 2019.

Christopher Wider, Vice-Chair

DRAFT

**Norfolk Select Board's Open Session Meeting Minutes
November 6, 2019**

Present: Christopher Wider; Blythe Robinson, Town Administrator; Nancy Langlois, Executive Assistant

Also Present: Jay Talerma, Town Moderator; Peter Mello, Town Counsel

Not Present: Kevin Kalkut; Carolyn Van Tine

Moderator's Meeting for the upcoming Fall Town Meeting

The meeting was held in Room 124, Town Hall.

The meeting was opened by the Moderator at 10:30 AM.

As only Mr. Wider from the Select Board attended this meeting, there was not a quorum of Select Board members. There were no deliberations, no discussion among the members, and no votes taken.

The meeting adjourned at 11:11 AM.

This is a true and accurate report of the Select Board's Meeting of November 6, 2019.

Christopher Wider, Vice-Chair

DRAFT

Norfolk Select Board's Open Session Meeting Minutes November 19, 2019

Present: Kevin Kalkut; Christopher Wider; CiCi Van Tine; Blythe Robinson, Town Administrator; Nancy Langlois, Executive Assistant
Also Present: Peter Mello, Legal Counsel

The meeting was held in Room C102 at the Freeman Kennedy School. Chair Kevin Kalkut called the meeting to order at 6:00 p.m.

Executive Session

At 6:03 p.m. a motion was made by Chair Kalkut to exit Open Session and enter into Executive Session under M.G.L. c.30A, §21(A)(3) to discuss strategy with respect to litigation regarding 43 Rockwood Road if an open meeting may have a detrimental effect on the bargaining position of the public body with regard to the pending litigation and further, invited Town Counsel, Peter Mello; Town Administrator, Blythe Robinson and Executive Assistant, Nancy Langlois.

Chair Kalkut declared that an open meeting would have a detrimental effect on the bargaining position of the public body.

Roll call vote: Mr. Wider-aye; Ms. Van Tine-aye; Mr. Kalkut-aye

The Board returned to Open Session at 6:15 p.m.

Discussion Items

Pre-Town Meeting Discussion

The Board, Ms. Robinson and Mr. Mello discussed preparation for the annual town meeting that would begin at 7:00 p.m. in the school cafeteria. They discussed that they would inform residents of the continued progress towards potential litigation regarding the Police Station.

Chair Kalkut asked Mr. Wider if he will be making a motion regarding the F-11 process. Mr. Wider answered that he will not. He stated that he spoke with Jay Talerma, Town Moderator, who indicated it would be out of order because a public hearing would need to be held first. Mr. Wider then stated that the Planning Board is looking into this as a potential Spring meeting article.

Ms. Robinson discussed the next steps in the Run N Gun case. She explained that she has been communicating with Run N Gun neighbor, Ms. Karen Clarke, who has complaints regarding events that were recently held there. Ms. Robinson informed the

Board that per Town Counsel, it was agreed that an enforcement letter would be sent to Mr. Brogan from Bob Bullock, Zoning Enforcement Officer. She also explained that the intention is not to head back to court but rather that Mr. Brogan could appeal to the ZBA for a hearing with the hopes that a resolution could be made on the number of events held at the property going forward.

Ms. Robinson informed the Board that the Department Heads will be present at Town Meeting to answer any questions they may have.

At 6:30 p.m. a motion was made by Chair Kalkut to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

This is a true and accurate report of the Select Board's Meeting of November 19, 2019.

Carolyn Van Tine, Clerk

Norfolk Select Board's Open Session Meeting Minutes December 17, 2019

Members Present: Christopher Wider; Cici Van Tine. Members Not Present: Kevin Kalkut.
Also Present: Blythe Robinson, Town Administrator; Judith Lizardi, Executive Assistant.

The meeting was held in Room 124, Town Hall. Mr. Wider called the meeting to order at 7:00 p.m. Mr. Wider announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Public Comment

Mr. Edward Haddad, 138 Red Maple Run, stated that this week he met with Ms. Robinson and Mr. Lindmark to review the budget process. He thanked them for their time as they provided a great deal of information; it was appreciated.

Mr. David Rosenberg, 123 North Street, encouraged the Select Board to work on enhancing citizen engagement in Town government.

Ms. Robinson reviewed the agenda.

Action Items

Please consider adopting the Attorney General's Regulations, 940 CMR 29.10 to permit remote participation in public meetings

Ms. Robinson referenced that at a previous Select Board meeting, resident David Rosenberg asked the Select Board to consider adopting the Attorney General's regulation allowing remote participation at public meetings. She stated that subsequently an email was received from Town Government Study Committee member Kristen Balash requesting that the Select Board consider adoption of these regulations. Ms. Robinson noted that included in the Select Board's meeting 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. She stated that these regulations must be adopted by the Chief Executive Officer which in the Town of Norfolk's case is the Select Board, and these regulations would be applicable to all Town Boards and Committees until such time that the Select Board chose by vote to end the practice. She explained that the regulations allow someone to participate remotely if physical attendance would be unreasonably difficult; 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, and all votes must be taken by roll call. The regulations outline the minimum requirements. She reviewed that the IT Director has stated that telephones are available in Room G-7, Room 124, and Room 204 which can be used for this purpose. However, video conferencing is not available, but what would be required and the cost to do so could be looked into.

Ms. Van Tine asked if there are any additional expenses, assuming this is adopted. She asked if video conferencing had to be used. Ms. Robinson stated that phone can be used. If

video conferencing is requested, the cost would need to be determined. Ms. Van Tine asked what some of the downsides for remote participation are. Mr. Rosenberg said that during the time this has been under discussion, the only objection is that it may encourage people to be lazy and not come to meetings when they should. He pointed out the Attorney General's rules suggest that members should attend meetings, if possible, and the only reason for missing a meeting would be if attendance was unreasonably difficult. He noted there has been difficulty in filling various committees. He stated that participating remotely may be useful if a committee member had a physical injury, was feeling ill, had a childcare situation, or was on business travel. Remote participation is a way to make it easier for people to participate in Town government and remove participation obstacles. Mr. Wider said he looks at this from a different perspective. He has difficulty hearing and conference calls do not work well for him. The Town does not have a good TTY system. His hearing would be impaired by this method. He discussed that when participating in Town government, a person has to make a commitment and that commitment should include attending meetings. If there was a critical vote and a member could not attend the meeting, it could be postponed. He thinks remote participation would make it easier for people to step away if there was a difficult vote; voting from home may be easier as a person is not face-to-face with the audience. He stated if a commitment is made, it should be in a physical form. Remote participation will weaken the system; the system works as it is. Wanting to get people involved in Town government by allowing remote participation is not really going to encourage participation. He stated that as Mr. Kalkut is not in attendance tonight, he would like to delay the vote on this item until there is a full Select Board present in order to allow Mr. Kalkut a chance to discuss the topic. Mr. Rosenberg questioned whether it is better for a committee member to participate remotely or not at all. He noted that committee members should only use remote participation if it is unreasonably difficult to physically attend. Mr. Paul Denver, 16 Winterberry Way, asked if there was information or research available from other Massachusetts's jurisdictions or from other states regarding participation rates if people are allowed to engage remotely. Ms. Robinson stated other towns could be emailed as to whether they have adopted the provision; a Google search may provide some information. Mr. Paul Terrio, 57 Rockwood Road, asked to what degree is each committee held responsible for making their votes known. Ms. Robinson pointed out that if a remote participation phone call is dropped, the meeting would be stopped until the committee member is re-engaged on the phone. She noted that with remote participation, all votes must be taken by roll call, and all votes will be recorded in the meeting minutes. Mr. Rosenberg said he has not attended other towns' meetings, but he has attended some statewide meetings that have used remote participation and it has been helpful. He suggested technical difficulties would be rare. Mr. Haddad stated that when a person is not physically attending a meeting, it is not known if they are fully participating; he is concerned with voting. Mr. Howard Rand, 101 Red Maple Run, stated that just because a community has remote participation, it does not mean they are happy with it; he would like information on that aspect.

A motion was made by Mr. Wider to delay the vote to adopt the Attorney General's Regulations, 940 CMR 29.10, to permit remote participation in public meetings until the

January 7, 2020, Select Board meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Discussion Items

Please discuss parameters for the FY21 Town Operating Budget

Ms. Robinson stated that included in the Select Board's meeting packet is a spreadsheet prepared by Finance Director Todd Lindmark that shows the budget history over the past four years and the assumptions being made at this point in the budget process about revenue and expenditure growth for FY21. At this time, the forecast is that the Town and Schools, to achieve a balanced budget, could afford a budget increase of just over 3.07 percent. She noted that it is not known what the state aid or local receipts will be. She stated that last year health insurance was able to be reduced; however, this year, to be conservative, it was projected at an increase of five percent. She noted that there are union contracts with increases of three to four percent. She stated that it is important to note that this forecast does not include any funds for capital projects or any new initiatives that the Select Board might wish to pursue. With this information, the goal is to begin a discussion with the Select Board about the budget for next year and understand whether they will want to set parameters or have any specific items or priorities included in the budget. She stated that it would be important to engage both KP and Norfolk Schools regarding this information so they can understand the fiscal situation and not have false expectations as they begin the preparation of their budgets. She stated that she and Mr. Lindmark are giving thought to what additional information they might want to prepare to disseminate to residents during the budget season to help residents better understand the requests, services provided, and impacts on the Town's overall financial picture. Mr. Lindmark said after they get the Select Board's feedback on this preliminary plan, he will contact all department heads to get their budget requests as to what they are looking for. The budget will be built and meetings with the Select Board and Advisory Committee will commence; it is a four to five-month process.

Ms. Van Tine confirmed the spreadsheet was sent to department heads. Ms. Robinson stated department heads were given the information last week at the department meeting; however, they have not been asked to bring their budgets forward, yet. She noted that only Superintendent Ingrid Allardi of Norfolk Schools attended to the department head meeting; Superintendent Paul Zinni of KP could not attend; however, she reached out and provided Mr. Zinni the information. She is going to challenge departments to think about ways to perform duties differently and think about if there is a more cost-effective way to do the work that is needed. She confirmed that a 2.5 percent tax increase is allowed by state law. Ms. Van Tine and Mr. Wider discussed a potential 3.07 percent increase, as well as what would happen if the taxpayers' message is to reduce that increase. They suggested that conversations about an increase of somewhere between 0 percent and 2.5 percent are needed. Ms. Robinson said with a zero-based budget, it would be necessary to talk about the level of services that can be provided. Since the majority of budgets are payroll related, it would be necessary to talk about the number of employees providing the services and the impact of reductions, for example, school staff, police, library personnel, Town staff, and

even snowplows on the road. Ms. Van Tine said she does not want people driven out of the Town from high taxes, but she does not want people laid off either. Ms. Robinson said noted that some items cannot be changed and union contracts must be considered. Mr. Lindmark said all requests will be taken from all departments; a master budget will be prepared, conversations with all departments will occur regarding their needs, and eventually a balanced budget will be achieved. Ms. Robinson said the budget process involves asking hard questions about what is really needed so the increases are not more than they need to be. Ms. Robinson said she would like to get to the point of not spending any free cash for the operating budget. Ms. Van Tine asked about using free cash to fund OPEB. Mr. Lindmark said there was a plan to start to fund the OPEB deficiency; the Town put \$25,000 towards it last year. Ms. Robinson said that she and Mr. Lindmark had talked about a plan to put some money toward OPEB each year.

Mr. Wider said he would like to see a zero-based budget, have all departments indicate what they are spending their money on, see all non-employee payroll items identified, and see FY20 actuals to date as well as the variables through the end of the year. He stated that he does not want a 2.5 percent increase. He stated he wants the departments to show the Select Board what they have now and why they need more. He stated that citizens want their roads fixed; the taxpayers are entitled to it. We have to pull the reins in for some of the budgets. He stated that the school will be looking for money for their addition this spring. Ms. Robinson said the schools are considering submitting a statement of interest to the MSBA to get into its program for some of the funding to help pay the expansion. The Town would not hear back from MSBA until the summer, thus the schools would not be requesting the funds until next fall. Mr. Wider said there is a \$50 million capital wish list. Ms. Robinson said if there is not a 2.5 percent budget increase across the whole organization, there will need to be fewer people in positions providing fewer services. Mr. Wider said if Town government is reduced, the schools need to be reduced, as well. He noted the schools are two-thirds of the budget. He wants to get to a flat budget and then have each department including schools tell the Select Board what they need. Mr. Wider stated they need to get to a balanced budget. Ms. Robinson noted that KP is a regional school and Norfolk is one of three towns. Whatever two of the three towns agree, the third town is obligated to pay.

Mr. Wider noted there are only eight Select Board meetings before Town Meeting. He asked Mr. Lindmark what works best for the budget meetings with the Select Board and Advisory Committee. Mr. Lindmark suggested it is usually better for the Select Board to go to the Advisory Committee meetings because they have more members. Mr. Wider asked if there is a possibility of joint meetings between the Select Board and Advisory Committee. Mr. Lindmark said both meetings could be held on the same night in the same room as long as they are posted. Ms. Robinson stated that she would talk to the Advisory Committee Chair about a meeting schedule. Ms. Van Tine said there is value in having the Select Board members go to other committee meetings to get the information, and the Select Board should be involved earlier and in more depth with this process. She stated she is not looking for a zero-growth budget; when taking out the 2.5 percent increase, it still leaves 0.57

percent growth. Mr. Wider requested a zero-growth budget to start. Mr. Wider noted the more detail the departments provide up front, the easier it will be.

Mr. Haddad asked if there is a budget calendar and timeline for the departments. Mr. Lindmark said one is not posted, but one can be provided. Mr. Haddad stated that the public voting at Town Meeting on the budget needs to be clear on who is approving the budget. Ms. Robinson stated it is the role of the Select Board to propose a budget to Town Meeting. The role of the Advisory Committee is to make a recommendation on the budget and any other article. Ideally, both boards will agree on the budget that comes before Town Meeting, but that does not have to be the case. Ms. Van Tine discussed the roles of the Select Board and Advisory Committee. The ultimate goal is for the Select Board to approve and present a budget to the Town which they vote on; the Advisory Committee will either say the budget is great or they do not like it, and they will provide their comments.

Mr. Martin McNulty, 125 Winterberry Way, asked if the departments have been provided with their actuals compared to their budgets for each of the past years. Maybe the departments do not know how they have done year-to-year as to whether they were under or over their budget. Mr. Lindmark stated that as part of past budget processes, the departments have been given the past year's budget amounts and the actuals. Mr. Denver stated the Advisory Committee in some towns is called the Finance Committee. He explained, based on his experience, how the Select Board and Advisory Committee should proceed with the budget process. Ms. Van Tine discussed the functions of the Select Board and the Advisory Committee. She explained the Advisory Committee members are appointed by the Town Moderator. She reviewed that residents could attend the Advisory Committee meetings as well as other committee/board meetings or watch them on television as a great resource for information prior to attending Town Meeting. Select Board members and Ms. Robinson continued discussion regarding the roles of the Advisory Committee and the Select Board and their involvement and responsibilities in the budget process. Ms. Robinson explained that the Select Board will receive the budget first as they must set the budget. Mr. Wider reiterated he wants to see a zero-based/no-increase budget. Ms. Robinson reviewed the process of how the departments will prepare their zero-based budget including their detailed requests for increases. The budget will be submitted to the Select Board; it will have the level of detail needed for the Select Board to know what a zero-based budget means for the level of services. She stated that a zero-based budget, for both Town and Schools, means fewer people providing services. She noted that the Advisory Committee could say they do not agree with a zero-based budget; the Advisory Committee could then recommend a higher budget. Mr. Haddad said he is very pleased to hear this conversation that there is not an unlimited flow of funds; there has to be controls, limits, and accountability. A resident requested information on the backgrounds of the Advisory Committee members. Ms. Van Tine reiterated that the Advisory Committee members are appointed by the Town Moderator. She noted it is difficult to find people who want to commit to being on a committee. She stated there is no mandate as to the required background of committee members; the Select Board has no control over the Advisory Committee. Mr. Wider requested Ms. Robinson provide a calendar of meetings for the Select Board.

Please discuss funding for Norfolk's 150th Anniversary Parade

Mr. Paul Terrio, 57 Rockwood Road, stated he spoke with the Select Board at a previous meeting about Norfolk's 150th Anniversary Parade. He mentioned a \$30,000 to \$40,000 budget. He asked the Select Board if they wanted to go forward with the parade. He noted Ms. Betsy Pyne is organizing a 150th Anniversary Dinner event. He suggested an official committee designation be approved for the parade event. Ms. Donna Jones, 64 North Street, asked if the Town could support the event and pay for police and fire if there were fireworks, if there must be an appointed committee for this event, and if money could be privately collected for fireworks or does a non-profit have to be formed. Mr. Wider said he thinks a parade is a great way to celebrate the Town's 150th anniversary and a way for younger people to appreciate the Town's history. He would like a route down Main Street. Ms. Van Tine said she likes parades, but she is mindful that they just discussed a zero-based budget. The \$30,000 to \$40,000 cost that Mr. Terrio suggested for the parade sounds like it could equate to an employee's annual salary. She asked if a committee were appointed, would the committee expect the Town to fund a parade. Mr. Terrio said he thought there were some resources in-house, such as in the IT Department, to build some sub-pages to the Town's website, such as a pledge page, to solicit contributions and support for a Town celebration. Ms. Robinson said that no one in IT or the Town organization is a web designer. She noted that a gift account could be set up. Mr. Wider suggested a Go Fund Me account. Mr. Terrio reiterated that an official committee designation would give validity to soliciting funds for a parade. He suggested a parade date of Sunday, September 13, 2020, after 12:00 PM. He noted parades are typically held rain or shine. Ms. Van Tine asked what happens if a Go Fund Me account is set up and only a small amount of money is raised. Mr. Terrio stated he has some other fundraising ideas but does not want to discuss them publically. Ms. Van Tine stated she is all for a parade that can be self-funded, but she is not for a parade that has to be funded by a Town going through a budget process. Mr. Terrio said if there was not a sense of an adequate amount raised by late spring, then they would not continue forward. Mr. Wider said the idea is to set up a committee, explore funding, and have the committee return to the Select Board to report how they are doing.

Mr. Terrio stated the expense of a parade includes street closures, police and fire support, and food and beverages for volunteers. He said he reached out to a few prominent marching bands and their budget for participation is generally \$2,000 to \$3,000. Ms. Jones asked if the parade committee would be appointed by the Select Board. Ms. Robinson suggested applicants for the parade committee submit their volunteer applications which are available on the Town website; the Select Board can review the applications and make appointment decisions at the next Select Board meeting. Mr. Wider confirmed they will vote on the creation of a parade committee at the January 7, 2020, Select Board meeting. It was discussed that the committee should not exceed seven members. Mr. Terrio reviewed possible parade routes. Mr. Wider noted when the committee is formed, they can confirm the parade route and review a parade budget. Mr. Rosenberg said that to make a permanent committee, a bylaw change is needed; however, the Select Board can create an ad hoc committee. He stated there is a lot of technical talent in Town; the Town would be wise to use that talent for possible web work. Ms. Robinson said volunteers to help maintain

the website would be great, but sometimes when people are not getting paid for something there is less motivation to be consistently available. Ms. Van Tine discussed that it would be interesting to see who in town has the expertise to manage a fairly simple website that could probably be done remotely. Ms. Robinson discussed that the current platform is not straightforward and may be complicated. However, she could put something on the website looking for volunteers. Mr. Rosenberg said it would be a mistake to rely on volunteers for things that are critical. However, he agrees with Ms. Van Tine that the website should not be that complicated.

Please consider approval of the following warrants:

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

- 12/06/2019 11PS20 \$794,237.68
- 12/10/2019 24V20 \$252,972.10
- 12/10/2019 24VSA20 \$2,367.50

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

Please consider approval of the minutes

Ms. Robinson stated there has been a significant effort made to make sure all meetings have minutes. She noted that the Select Board will be executing separate motions to approve regular meeting minutes and executive meeting minutes, as well as executive session minutes that have previously been approved in executive session and are ready to be officially released.

A motion was made by Mr. Wider to approve the minutes of the April 30, 2018 and November 21, 2019 regular meetings. It was seconded by Ms. Van Tine, and so voted. All were in favor.

A motion was made by Mr. Wider to approve and release the minutes of the September 18, 2018 set 2 of 2; October 2, 2018; and March 19, 2019, executive session meetings. It was seconded by Ms. Van Tine, and so voted. All were in favor.

A motion was made by Mr. Wider to release the following sets of previously approved executive session minutes: February 6, 2018; May 24, 2018; June 26, 2018; July 24, 2018; August 14, 2018; September 18, 2018 set 1 of 2; December 17, 2018; February 4, 2019; and April 16, 2019. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Ms. Robinson provided the Select Board with a memo from the Building Department in response to resident Paul Denver's concerns presented at the last Select Board meeting regarding contractors that he is aware of who do not want to do HVAC work in Norfolk because of the stringency of what the Town requires. She stated that the memo basically indicates that the Town is aware of some contractors who chose not to do work in Norfolk as well as some contractors who do very good work in Town. She stated that the building

codes have become very difficult. Due to the stringency of the codes and the enforcement of those codes in Norfolk, some contractors go to communities where those building codes are not being met or enforced as stringently. She stated that Town staff is always willing to meet with contractors about how to be compliant and meet with residents about how to comply.

On a separate matter, she noted a concern from a resident about the color of the water at his home. She stated this issue was publicized on Facebook. The water testing has been done. The manganese levels were higher than the standard but not higher than what would be considered a violation by the DEP and not something the DEP would require the Town to do any additional work to address. There was also a high sodium level, but it is in line with previous results and is not something that the DEP requires anything to be done about. She advised citizens to look at information posted on the Town website regarding this issue. She noted that over time, manganese can build up in a water heater; when the hot water heater is cleaned, the build-up goes away. She noted that it would cost over \$10 million for the Town to install a filtration system. She stated that water quality testing is required and the results are posted on the Town's website. Mr. Wider stated that Mr. Denver was not referring to the Town upholding the State building codes, but rather the level of service contractors in Norfolk are getting or are not getting. Ms. Robinson said the requirements are difficult and some towns enforce the requirements more than other towns. It is not always easy for contractors to comply.

Mr. Wider stated that Chris Gleason, Senior Video Producer at NCTV, provides the video for the local committee and board meetings; she is retiring at the end of this year. On behalf of the Select Board, he stated her efforts have been much appreciated. He thanked her for all her help over the years and wished her the best in her retirement.

Mr. Rosenberg stated the posted results on the Town's website of the water quality testing meet the State's requirements for timeliness. However, it would be useful, but not legally required, if the Town could more promptly report test results. He stated that Town water with manganese and other chemicals in it is a problem when entering a house and not just when the water is heated.

Executive Session

Mr. Wider read the executive session motion:

MOVE that the Board enter into executive session under M.G.L. c.30A, §21(A)(7) to comply with the general laws for the purpose of review and approval of Executive Session minutes and whether those minutes should be released in open session and invite Blythe Robinson and Judith Lizardi to participate. The Board will only reconvene into open session for the purpose of adjourning the meeting.

At 9:23 p.m., a motion was made by Mr. Wider to enter into the Executive Session and return to the open session to adjourn the meeting. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Wider - aye; Ms. Van Tine - aye. All were in favor.

At 9:28 p.m., a motion was made by Mr. Wider to close the Executive Session and enter into open session to adjourn the meeting. It was seconded by Ms. Van Tine. A roll call vote was taken as follows: Mr. Wider - aye; Ms. Van Tine - aye. All were in favor.

At 9:28 p.m., a motion was made by Mr. Wider 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, January 7, 2020, at 7:00 p.m.

This is a true and accurate report of the Select Board's meeting of December 17, 2019.

CiCi Van Tine, Clerk

Norfolk Select Board's Open Session Meeting Minutes January 7, 2020

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 Room 124, Town Hall. Mr. Kalkut called the meeting to order at 7:04 p.m. Mr. Kalkut announced this meeting is being both video and audio taped. All present recited the Pledge of Allegiance.

Ms. Robinson reviewed the agenda.

Public Comment

Jonathan Smith, 26 Robin Road, invited the Select Board and townspeople to the Town Government Study Committee forum to be held at the Norfolk Library Meeting Room on January 15, 2020, at 7:00 PM. The committee is asking for input on issues such as recalls, term limits, relationship between the Town Administrator and Select Board, and concerns about how Town government is operating.

Thomas Bellone, 62 Wildwood Road, stated he was a budget and financial analyst for 35 years. He thanked the Select Board for their service to the community. He stated that in the last two years taxes have increased 25 percent. For a retiree living on social security and a fixed income, that is difficult. One way to reduce taxes in Town is adding commercial property and buildings; however, that is a long-term issue. Faster ways to reduce taxes need to be determined. He suggested zero-based budgeting and looking at purchasing and contract functions, as well as establishing master agreements, multiyear agreements, and qualified vendor lists. He stated that changes and tough decisions have to be made.

Ernest Alix, 40 North Street, stated he agreed with Mr. Bellone's points. He discussed sub-bidders, the opium problem, the prescription depository at the Police Station, solar panels on Lincoln Street, and the necessity of a Permanent Building Committee.

Anthony Centore, 118 Grey Birch Road, said he moved from Medfield to Norfolk last October. He was aware of the real estate taxes he was going to pay. However, he is not happy with his new tax bill. He supports a zero-based budget. He stated departments should trim excess and work toward reducing staffing levels. He stated the Town needs to consider senior citizens on a fixed income.

Martin McNulty, 125 Winterberry Way, said he is not happy with a 30 percent tax increase. He stated the roads are filled with potholes. He said that 40Bs should be assessed at the same rate as other houses and not assessed on the purchase price.

John Olivieri, 4 Barrrell Place, stated he is an amateur astronomer. He discussed the need for open space and stated that in order to look at the night sky a very dark area is needed

with no streetlights, car headlights, or trees. He noted he has had to go to Vermont to get dark skies. He stated the Freeman School area has bright parking lot lights, Stony Brook does not have the horizon needed and there is a large light in the yard, the Pond Street Complex allows bright car headlights to be a distraction, the landfill area has solar panels, and the Lind Farm area which the Conservation Commission owns has a locked gate. He stated he would like consideration to be given to new land being purchased by the Town that may have a dark area and/or having the lights turned off after 10 PM at some of the mentioned locations to create a dark sky.

Paul Denver, 16 Winterberry Way, stated he supports a public investigation of the Police Station project. It is time to tell the townspeople what happened and why it went wrong and make a firm plan as to how to prevent this from happening in the future. He recommended the Select Board establish a Permanent Building Committee.

Thomas Scott, 32 Wildwood Road, stated the upward trajectory of the Town's tax rate is unsustainable. This Select Board must find the courage to say no. He stated that when the current booming economy turns south, this Town will find itself bankrupt to even provide basic services.

Mr. Bellone stated the Select Board should consider outsourcing to save costs. He stated it is a situation where the Select Board does not want to let people go, but the people in the community deserve this effort.

Action Items

Please consider adopting the Attorney General's Regulations, 940 CMR 29.10 to permit remote participation in public meetings

Ms. Robinson stated that at the December 17, 2019 meeting this topic was discussed, and the members present decided to table the matter until this meeting when all members were present. Part of the discussion centered on the experiences of other communities that have adopted remote participation. She stated that she sent a poll to the other administrators in Norfolk County and heard back from four towns. Medway and Dover have adopted it; Foxborough and Avon have not. She noted that for informational purposes, included in the Select Board members' packets is a copy of the policy and form that Medway has adopted. Both Medway and Dover indicate that thus far it has not been used very much.

Mr. Kalkut stated he thinks there are some benefits from implementing remote participation such as allowing someone the opportunity to participate when they really cannot attend. However, there is a need for a good connection regarding voting. Unfortunately, there is a lack of technological infrastructure to do this. Therefore, he thinks remote participation should not be adopted at this time, although he would like to look into it as a future possibility. Ms. Van Tine stated she reviewed Medway's remote participation. She noted the TTY expense and agrees with the concerns about putting money into the technology needed. She discussed the possibility of remote participation without voting. Mr. David

Rosenberg, 123 North Street, stated that at the December 17, 2019 Select Board meeting, Ms. Robinson discussed the technology available in this and other meeting rooms. He stated that audio conferencing satisfies the rules, and there are adequate facilities in these rooms. That there is no budget available for doing anything besides using phones should not preclude this adoption. He noted that any public body can open itself to remote participation without voting. Mr. Alix said he does not want anyone hiding behind a telephone when voting; they should be at the meeting. He does not support any facet of remote participation.

A motion was made by Mr. Kalkut to adopt the Attorney General's Regulations, 940 CMR 29.10 to permit remote participation in public meetings. It was seconded by Ms. Van Tine, and so voted. All were **not** in favor.

Please consider appointing members to Norfolk's 150th Anniversary Parade Committee

Ms. Robinson stated that at the last meeting Paul Terrio and Donna Jones were present to discuss with the Select Board the possibility of having a parade this fall and requested that the Select Board appoint an ad hoc committee to work on the details. Subsequently, an announcement was put on the Town's website and Facebook inviting people to submit an application if they would like to be appointed. She stated emails were received from both Mr. Terrio and Ms. Jones indicating they would like to be on the committee.

Ms. Van Tine said she thinks both Mr. Terrio and Ms. Jones are great candidates for the committee. However, she noted she has the same concerns about the parade as she previously indicated; she does not want the Town to pay any money toward the parade.

A motion was made by Mr. Kalkut to establish an ad hoc committee to organize a parade to celebrate Norfolk's 150th Anniversary, and appoint Paul Terrio and Donna Jones as members. It was seconded by Mr. Wider, and so voted. All were in favor.

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

Ms. Robinson stated that in order to prepare for the Town's annual meeting, the Select Board needs to vote to open the warrant. Included in the Select Board's packet is a schedule of dates and action steps that culminates in the Annual Town Meeting being held on May 12, 2020. 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, 2020 in order to give the staff, the Select Board, and the Advisory Committee time to do their work ahead of the meeting. This schedule provides a little more time than the schedule leading up to the Fall Town Meeting.

Mr. Kalkut stated that the B-1 Zoning Committee said the new target date to bring their items forward is at the next Fall Town Meeting.

A motion was made by Mr. Kalkut to open the 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, 2020, at 6:00 PM. It was seconded by Mr. Wider, and so voted. All were in favor.

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

Ms. Robinson stated that 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, 2020, 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 the Town Administrator's office is taking care of separately. She stated there are no issues or concerns from any of the departments. She recommended approval of this event.

A motion was made by Mr. Kalkut to approve the Garden Club's request to reserve Town Hill and the bandstand for their annual plant and bake sale on May 16, 2020, and furthermore, to erect a banner on Town Hill from May 11-16, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

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

Ms. Robinson stated the Town procures almost all of its insurance policies and services through the Massachusetts Interlocal Insurance Association (MIIA). The policies include property and casualty insurance, law enforcement and school board liability, and workers' compensation and health insurance to name a few. MIIA has three boards that oversee the direction of these lines of business which include the MIIA, Inc. Board, Property and Casualty Board, and Health Insurance Benefits Trust Board. She stated that she currently serves 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. She stated that she will be attending the meeting and would be happy to vote on the Town's behalf as none of the Select Board members are planning to attend at this time. She noted that there is an opportunity for the Select Board to nominate other people to serve on these boards besides those nominated.

Mr. Wider confirmed that the requirements to vote include that the person has to be a Select Board member or the Town Administrator.

A motion was made by Mr. Kalkut to designate Blythe Robinson, Town Administrator, to cast Norfolk's vote for various MIIA Insurance Committees at the 2020 MIIA annual meeting. It was seconded by Mr. Wider, and so voted. All were in favor.

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"

Ms. Robinson reviewed that 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 percent over the prior year. Included in the Select Board members' packets is the FY2020 version of the agreement, which includes a PILOT amount of \$69,791.13 as prepared by the Assessor's Office. She stated the PILOT agreement at this time is an appropriate way for the Town to receive some taxes from the property. She recommended the Select Board execute this agreement.

Mr. Wider asked for the assessed value of the three parcels. Ms. Robinson said that if the assessed values of the three parcels were added, it would be more than the PILOT amount. However, if this PILOT agreement were challenged, it could leave the Town vulnerable to receiving nothing or having to pay monies back. Hopefully, at some point, the property will be put toward something more productive. She noted the parcels are owned by an organization that is tax exempt and charitable. There would be legal resources spent going to court for this challenge. While the Town would like to receive more money than indicated in the agreement, this PILOT agreement may be the correct pathway that is acceptable to both parties, and efforts should be put into having the property more fully on the tax rolls; it is the best outcome based on the circumstances. Mr. Bellone stated he is confused about the current property usage and the past history. Ms. Robinson said there is no usage; it is a closed site. She stated there is hazardous waste left behind from the hospital use. It is an 83-acre parcel on the Walpole line; it probably has some development potential, but there has not been an interested purchaser. She noted this type of agreement is a very typical approach for organizations that have a charitable purpose and are exempt from paying taxes. Mr. Wider explained that it has a zoning restriction on it, and it has to be used for medical. Ms. Van Tine said that the Town Planner, Rich McCarthy, would be the best person to arrange a meeting with to review the property's past history.

Mr. Alix asked if something could be arranged so that if a building permit is taken out for a parcel, and the building does not get built on the parcel, the owner would be taxed on the building that should have been built. Ms. Robinson explained that the state regulations would have to be consulted.

A motion was made by Mr. Kalkut to execute an agreement with TAS-CNH, Inc. for a PILOT agreement for FY2020 for the property formerly known as the Caritas Norwood Hospital, Inc. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider authorizing the Chair to execute an amendment to the Project Funding Agreement for roof repair at the H. Olive Day Elementary School (MSBA Project No. 201802080015)

Ms. Robinson stated this item will not be considered at this time. Staff determined there were some issues with the numbers in the agreement. It is being revisited with the State until those issues are resolved.

Discussion Items

Please discuss parameters for the FY21 Town Operating Budget

Ms. Robinson reviewed that at the last Select Board meeting, the Select Board members present indicated their concerns about the impact to residents of a tax increase and wanted to explore a budget that is level funded from FY20. As two-thirds of the budget is schools, it was discussed to obtain input from the school districts as to what a level-funded budget would mean to their operations. She stated that both Superintendent Allardi and Superintendent Zinni are present at tonight's meeting to provide an understanding of what they need. She noted that they are still waiting for information on the State's budget, Chapter 70, and health insurance costs. Included in the Select Board members' packets is a copy of a recent budget report showing all accounts and what has been spent year to date. She stated that all the line items believed to be fixed costs that cannot be reduced, or if they were reduced would have a significant impact on the organization or the Town's responsibilities, are highlighted. FY20 fixed costs (yellow highlighted section of the budget overview) made up 18 percent of the Town's overall budget. In general terms, the items 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

Mr. Kalkut gave his perspective of the scope of the budget discussion. He stated that he may not agree with the perception of the level of scrutiny of past budgets; however, he does feel there is a great opportunity to provide a little more transparency in the process. He stated he feels the conversation at the last Select Board meeting was centered around that level of detail and transparency for the Select Board, the Town Administrator, and the community to get a clearer view into the process and decision making that goes into coming up with the final budget. He stated he agrees with the direction of taking a harder look at all of the detailed analysis associated with every department in Town, and not only identify what brought us to the funding levels we were at last year, but also to identify any increases in detail. He feels there is a lot of value in that. He stated there is a good amount of information to be shared to give the Select Board and the community confidence with the manner in which we take to get to these decision points. Therefore, he prepared an outline of exactly how that process should work so the Town and the departments have some clearer direction as to what the Select Board wants them to bring forward and what that review process will look like. He reviewed the structure and explained how the review sessions will work. He stated that the Town Administrator and the Finance Director will work with the department heads on building their budgets based on the submission template that

Ms. Robinson presented to the Select Board. There will be a meeting with the Select Board for each department to provide a review of their budget; it is currently thought this will occur on a Saturday. The Select Board will ask questions, and there will also be a public comment opportunity. For each department, the Town Administrator and Finance Director will run point on the presentation and outline, and the department head on hand will fill in any blanks or provide additional commentary to questions. The review will be broken into three parts: a detailed review of prior year funding levels, an outline of how a zero increase of the prior year financing level would impact operations and services, and the proposal of requested funding levels for FY21. He stated that no decisions will be made during these review sessions. This session is to collect information, make notes, ask questions, and then have another session scheduled for deliberation. He discussed the role of the Advisory Committee and noted the Select Board is responsible for preparing the budget. Ms. Van Tine and Mr. Wider said this is a good start.

Anthony Centore, 118 Grey Birch, stated that from a taxpayer's perspective, they want to see change. He asked what happened to zero-based budgeting. Mr. Kalkut said there are components of zero-based budgeting in this process. The departments have to justify how they got to the funding levels for the prior year. He stated it is the Select Board's responsibility to get to the bottom of those opportunities as they go through the detailed review sessions. Mr. Bellone stated that zero-based budgeting is important, but he also wants to hear about budget decreases. He stated it has to be analyzed where the bloat is in each department, and it has to be taken out. Mr. Kalkut stated that it is part of the review process. Mr. Wider said they are asking for employee head counts in each department and budgets from prior years; it will have a large component of zero-based budgeting.

Mr. Wider said Dr. Allardi's presentation looks like a school budget presentation which is not what was planned on tonight's meeting agenda. Ms. Robinson said the schools are not ready to make a full budget presentation; they were asked to provide where they were currently in the budget process and to help the Town understand what a level-funded budget would mean. Mr. Wider expressed concern that it was a budget review rather than a discussion of the parameters of the FY21 operating budget that is listed on the agenda. He said this is a budget presentation which should be done during the scheduled Saturday review session. Mr. Kalkut stated that what the schools are providing tonight is essentially the second part of what the Select Board would be expecting during the budget review process. He stated that there is value in the schools being able to deliver this ahead of time given the amount of allocation for education services; the vast majority of the Town's budget is for the schools. Ms. Van Tine said that as schools are the largest part of the budget, exploring the impact of a zero increase for the schools is one of the parameters for the FY21 budget. Ms. Robinson said this is meant to be informational so the Select Board can continue to discuss the parameters. It is not meant to be the school's budget; they are not ready yet. Mr. Wider expressed concern about the commentary provided for the level-funded budget. He stated that both the school presentations talk about reduced positions and programs which scares the public as the Select Board has not had an opportunity to sit with them and have them dig deep into their budgets. Ms. Van Tine stated that it does not matter when this discussion happens. The editorials from the townspeople about this

process are coming whether it is tomorrow or at a future point. Mr. Kalkut stated that he hopes his introduction to the process and identification of the informational nature of these steps to determine a process for assessment to make decisions at a later date would help mitigate some of the concern in the community. He does not see any risk in hearing the schools' presentations now that would outweigh the benefit. Mr. Wider said he thinks this is premature; the school superintendents have not had a chance to use Mr. Kalkut's budget formula and have both come forward with a negative approach that they are going to have to cut positions and programs. Ms. Van Tine said if the Select Board ends up with a presentation that is 90 percent saying the sky is falling, and then it is later learned that there were actually things the schools could have done but did not, then they have destroyed her trust in the process with them for the next year. She stated the Select Board will find out if the schools have done the work when the breakout sessions occur.

Superintendent Ingrid Allardi stated her presentation provides an overview of how the budget is built and what a zero-based budget would look like. She mentioned there are several members from the School Committee in attendance at tonight's meeting. She said they begin developing the school budget process by thinking about the district's vision/mission. The first step in the budget process involves evaluating staffing needs including enrollment/class size projections, special education programs/English language learner instruction, contractual obligations of steps and lane changes, and COLA. As a public education system, they have the obligation and privilege of educating all children. Staffing requirements change annually and are based on the needs of the current student population. She stated they use a zero-based approach to budgeting. She reviewed the school and special education budgets and the process used by the building principals, special education director, facilities director, and technology director to identify needs, secure quotes, and evaluate usage. She stated they are in the early stages of the budget process; the district collaborates with the Town to get a preliminary sense of what they can support for operating budgets. She noted that over the past eight years, the average elementary school budget increase was 3.38 percent. She noted that tonight's numbers are initial, and they will continue to work on the budget. She reviewed the budget process/timeline. They begin the process in October, and the final budget is presented at Town Meeting for a public vote in May. She discussed budget oversight and stated that under state law, the Norfolk School Committee has fiscal oversight of the school budget. She reviewed the composition of the members of the Norfolk School Committee. She discussed the Norfolk Public Schools Budget Subcommittee and noted the two members are Chair Paul Cochran and Medora Champagne. She discussed the school's budget challenges and stated they try hard to be fiscally conservative. She stated that for the past several years, they have had to cut and reduce all department budget requests and level-fund expense budget lines. She stated the School Committee is aware of unfunded needs and can choose to address some of these items at the end of the year if the district realizes savings in any other budget areas. She discussed special education out-of-district placeholder costs. Without a placeholder, the district would have to go back to the Town for additional appropriation of funds through a scheduled town meeting. She discussed returning money to the Town and noted that the School Committee has discretion over how to allocate any end-of-year unspent funds resulting from unexpected budget savings. She

stated that they try to manage capital needs such as upgrading security cameras and systems or replacing technology that is failing while also partnering with the Town to return additional funds when needed to assist in addressing unexpected budget shortfalls. She reviewed the five-year summary of budget returns. She stated there is some budget lines that they are required to estimate that are subject change; potential areas for savings include district legal expenses, substitute teachers, new hire salaries, and maintenance. She discussed a breakdown of budget allocations and noted that 86 percent of the budget is dedicated to salaries, eight percent is dedicated to services, primarily transportation, and three percent is dedicated to supplies. She discussed Norfolk versus State per pupil spending and noted that Norfolk is about \$1,000 under the State level. She reviewed the per pupil cost comparisons to other elementary districts and noted Norfolk is the second to lowest of the 10 comparison communities. She reviewed the Norfolk Public Schools 2021 budget drivers and stated that in order to evaluate the potential budget needs for the district, they have compiled budget figures for all their fixed costs. Regarding a level-funded budget scenario (zero increase), assuming a negotiated teacher COLA between 1.5 to 2.0 percent, she stated the district needs between \$569,498 and \$609,498 (approximately 4.5 percent) in order to provide level services. She stated that the only way to achieve reductions of this size would be to eliminate programs and positions. Based on the current staff salaries, it is anticipated that reducing the budget by this amount would result in the elimination of 9 to 10 teaching positions. She reviewed the specific areas that would be reduced as well as the need to increase class sizes. She then reviewed a budget scenario with a three percent increase and stated the district would have to close the gap by reducing approximately three to four positions. She reviewed budget variables including actual K-enrollment numbers and NYA collective bargaining agreement. She stated they will work closely with the Town throughout the process and reiterated these are preliminary numbers.

Superintendent Paul Zinni and Director of Finance & Operations Larry Azer presented the KP Regional School District budget overview. Mr. Zinni stated they work closely with the elementary districts; they share resources. He reviewed his memo to the Select Board dated December 31, 2019. He stated they begin their budget process in early fall. They have to look at more than class size as students make course choices; therefore, the class sizes vary greatly. This makes it more complicated regarding staffing. However, there are many items similar to the Norfolk Schools budget. He stated that approximately three percent of the budget is for supplies with the rest of the budget for staffing. He discussed that King Philip School is really their own municipality in that they have to cover health and insurance in the budget. At this point in the budget process, they are building in about 12 percent for health and insurance. This would be a two percent increase to the budget just to cover the health insurance to even meet a level-funded budget. He discussed special education costs and stated that students are to be provided with a free and appropriate education in the least restrictive environment. They have been working to build programs internally to keep the students in the Norfolk Schools. Currently, the number of out-of-district placements in which they have to pay tuitions is in the 40s; they are looking toward the low 30s by the end of next school year. However, to keep the students in house, they have to build programming for them. They have been reducing their costs in special education but reinvesting it to build

the needed internal supports. They are giving a full budget presentation to their School Committee on January 27, 2020. He stated he completely believes in transparency. He reiterated they are looking at reductions but also looking at reinvesting part of that in other areas. He discussed what it would look like for a level-service budget and level funding. Mr. Azer stated this is the preliminary development of the budget and referenced the memo to the Select Board dated December 31, 2019. He stated that to maintain level service, they have about \$1.6 million or an increase of about 4.8 percent over FY2020 levels. He stated one of the major drivers is health insurance which they have estimated at about a 12 percent increase; they will have the actual number in four to five weeks. He stated utilities are another driver of the budget; predicting the energy market is difficult. He noted the rates are higher than they have been; they have two very large buildings. He discussed the savings on the special education tuitions of students who are aging out, but he explained that they are repurposing some of the money for in-house programs. He explained that they are not saying there are going to be any staff cuts at this time but noted this is just preliminary. Mr. Zinni said there are not a lot of discretionary areas to cut. If cuts had to be made, they would review it very carefully to see where the least harm would come. He noted that per pupil allocation is less than the State. He confirmed they work from a zero-base when developing a budget; they will meet with the Select Board as many times as necessary.

Mr. Kalkut thanked the two school groups for their presentations. He clarified that a budget process structure has been reviewed and agreed upon. After discussion, the Select Board agreed to Saturday, February 8, 2020, beginning at 10:00 AM, for the department head budget presentations. Mr. Kalkut emphasized that all department heads should be fully prepared with their information and be able to answer any questions. Ms. Robinson stated that Norfolk Cable will be available to video the meeting. She stated she would prepare a time schedule for the February 8th department head sessions. Mr. Matt Haffner, Facilities Director, suggested scheduling two dates. Mr. Kalkut stated that at this time, they will schedule only one date; alternative dates will be considered, if necessary.

Please consider approval of the following warrants:

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

- 12/17/2019 25V20 \$193,351.26
- 12/20/2019 12P20 & 12PS20 \$913,801.43
- 12/24/2019 26V20 \$610,640.89

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:

- 12/17/2019 25VS20 \$123,018.87

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:

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

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

Please consider approval of the minutes

A motion was made by Ms. Van Tine to approve the minutes of the December 10, 2019 regular meeting. It was seconded by Mr. Wider, and so voted. All were in favor.

Mr. Wider asked if Ms. Robinson had looked into the lighting situation on Rt. 1 regarding making the Police Station more visible. Ms. Robinson stated she will inquire.

At 9:38 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, January 21, 2020, at 7:00 p.m.

This is a true and accurate report of the Select Board's meeting of January 7, 2020.

CiCi Van Tine, Clerk