



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, February 18, 2020, at 7:00 p.m., in Meeting Room 124, One Liberty Lane, Norfolk, MA

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

- 1. 7:00 p.m. Call Meeting to Order**
- 2. Public Hearing on FY21 Water Rates**
- 3. Public Comment**

Action Items

- 4. Please consider authorizing the Select Board Chair to execute the Town's Green Community Designation Grant Application**
- 5. Please consider approval of the Board's revised Public Comment Policy**
- 6. Please consider approval of the 2nd Annual Norfolk SEPAC 5K Road Race on Sunday, May 31, 2020 beginning at 10 a.m., with a rain date of Sunday, June 7, 2020**
- 7. Please consider approval of the Norfolk Grange's 11th Annual Clean & Green Town-wide Cleanup on Saturday, April 18, 2020 from 9-4 p.m.**

Discussion Items

None.

Report of Warrants

- 8. The following warrants have been signed:**
 - 1/31/2020 15P20 and 15PS20 \$843,797.70 (CVT)**
 - 2/04/2020 32VS20 \$28,340.75 (CVT)**
 - 2/04/2020 32V20 \$3,191,775.36 (CVT)**
 - 2/11/2020 33VSA20 \$1,600.00 (KK)**
 - 2/11/2020 33V20 \$245,941.94 (KK)**

Approve Minutes

- 9. Please consider approval of the minutes**

Information Section

10. Follow-up to questions from February 8, 2020 Budget Presentations Workshop

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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February 13, 2020

MEMO TO: Select Board

From: Blythe C. Robinson, Town Administrator *BCR*

RE: **Agenda Background – February 18, 2020**

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

1. 7:00 pm. Call Meeting to Order
2. Public Hearing on FY21 Water Rates

As you know the Select Board serves as the Town's water commissioners. Part of that role is to approve the rates charged to all of the users of the system. Interim DPW Director Barry Lariviere will be joining the meeting to review with the Board the proposed rates for FY21. A copy of his presentation is included in your packet.

By way of background, the Town had an outside consultant perform a rate study last year that revealed that rates needed to be raised significantly in FY20 in order to raise revenues sufficient to manage the system, and that in the following years they should be raised consistently so as to keep pace with expenses, and ensure a responsible level of retained earnings. A copy of that rate study is also included in your packet. The proposal that we will be presenting at the meeting is to increase water rates by 5.0% next year.

3. Public Comment
4. Please consider authorizing the Select Board Chair to execute the Town's Green Community Designation Grant Application

As you know, the Town has been named a Green Community for which we will be receiving a grant of \$144,600 to begin implementing the energy reduction measures to reduce our consumption over the next five years. The State requires that the Town submit an application to request these funds, and that application must be executed by the Chief Executive Officer which is defined as a person designated by the Board of Selectmen. The

Energy committee met earlier this week, and will be proposing two projects with this grant. The projects include lighting upgrades in a portion of the H. Olive Day School, and insulation of the truck bay at the DPW. Both projects were identified on the energy reduction plan previously approved by the Board, and staff believes both can be accomplished within the grant amount. We are seeking your approval to designate the Select Board Chair to execute the application on the Town's behalf.

MOVE that the Board authorize the Select Board Chair to certify the Town's application for \$144,600 from the State Green Community Grant program.

5. Please consider approval of the Board's revised Public Comment Policy:

At the last meeting the Board discussed the public comment policy by reviewing two versions proposed by the Chair. The Board also reviewed advice from Town Counsel regarding the amendments, and determined that the second version as modified by Town Counsel was the direction they wished to take. Thus enclosed in your packet is that version in final form for the Board's consideration.

MOVE that the Board approve the revised version of the Public Comment Policy.

6. Please consider approval of the 2nd Annual Norfolk SEPAC 5K Road Race on Sunday, May 31, 2020 beginning at 10 a.m., with a rain date of Sunday, June 7, 2020

Included in your packet is a request to hold the 2nd annual Norfolk SEPAC Road Race on May 31st. The course is the same as it was last year, and we have checked with both Police and Fire and they are supportive of the race again this year.

MOVE that the Board approve the request to hold the 2nd Annual Norfolk SEPAC 5K Road Race on Sunday, May 31, 2020 beginning at 10 a.m., with a rain date of Sunday, June 7, 2020.

7. Please consider approval of the Norfolk Grange's 11th Annual Clean & Green Town-wide Cleanup on Saturday, April 18, 2020 from 9-4 p.m.

Included in your packet is a letter from the Grange requesting that the Town provide a dumpster to facilitate their 11th annual clean and green town-wide cleanup day on April 18th. We have reviewed this with Public Works and understand that historically we have hauled away roughly three tons of materials per year. We estimate that should the same occur this year the cost of this to the Town would be approximately \$452.00. That cost includes \$68.97 per ton to dump general refuse as well as our labor or trucking costs to drop off and pick up the dumpster, and truck the materials to Wheelabrator in Millbury. The cost of this would be borne by the Transfer Station budget. Staff recommends approval of this request to support a very worthy volunteer town-wide initiative.

MOVE that the Board approve a request by the Norfolk Grange to provide a dumpster in support of their 11th Annual Clean & Green Town-wide Cleanup on Saturday, April 18, 2020.

8. The following warrants have been signed:

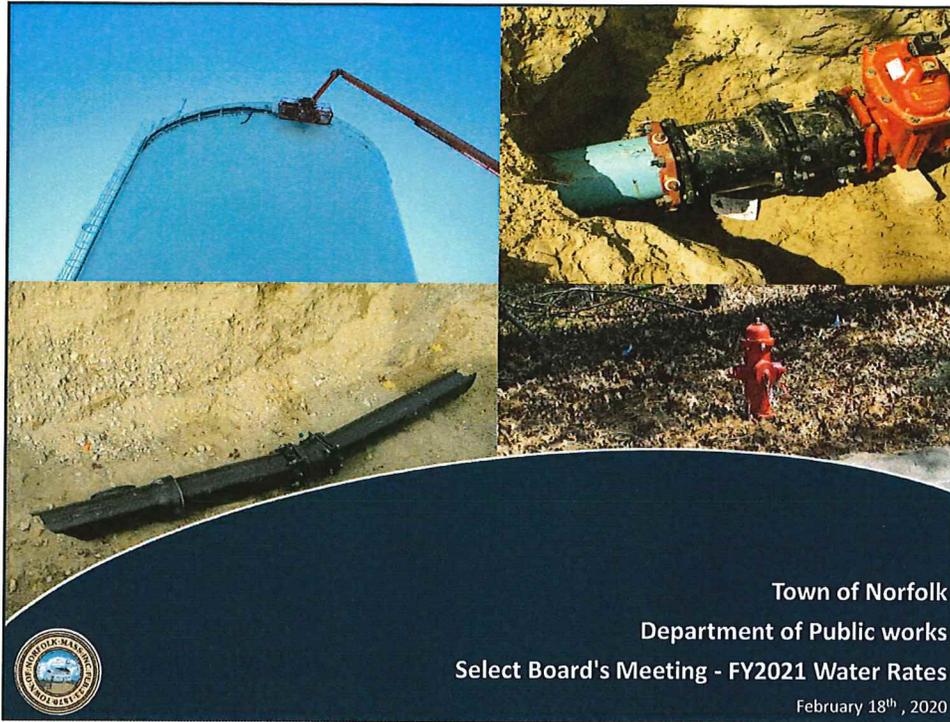
- 1/31/2020 15P20 and 15PS20 \$843,797.70 (CVT)
- 2/04/2020 32VS20 \$28,340.75 (CVT)
- 2/04/2020 32V20 \$3,191,775.36 (CVT)
- 2/11/2020 33VSA20 \$1,600.00 (KK)
- 2/11/2020 33V20 \$245,941.94 (KK)

9. Please consider approval of the minutes

There are no minutes ready for approval at this meeting.

10. Follow-up to questions from February 8, 2020 Budget Presentations Workshop

There were a number of questions raised at the workshop on February 8th both by the Board and residents. Enclosed with your packet are our responses to those which is provided as background for the board in its further deliberations on the budget.



Discussion Agenda

- **Water Rates**
 - Rate Overview
 - FY2021 – Rates
- **Budget and Revenue Status**
 - Water Billing Revenue
 - Retained Earnings
 - Capital Projects
- **Water System Updates**
 - New Source Development (Holbrook Street)
 - Chemical Conversion
 - SCADA Upgrades



Water Rate Overview

General:

- Rates Had Not Been Raised in 5 or 6 Years until FY20
- Raise Minimum Charge Each Year Until \$150 Annually
- Separate rates for FY2020, FY2021, FY2022
- The rates are designed to generate approximately \$1,800,000 each year – Continually Revisit
- Rate increase is needed to cover new debt – Holbrook Street Well
- Rate increase is needed to fund capital projects and strengthen the enterprise fund - \$100,000 each year

FY2020:

- FY2020 - Step Rate increase 11% to 24%
- Capital Fee Implemented - \$1.45 per 1,000 gallons
- Quarterly Billing Implemented – January 13, 2020

FY2021:

- FY2021 Increase (5%)
- Capital Fee Decrease to \$1.41 per 1,000 gallons
- Incremental rate raises vs. large increase



Proposed Rate Changes FY21

	FY19	FY20	FY21 Proposed	FY22 Proposed
	4 Step Rates	4 Step Rates	4 Step Rates	4 Step Rates
Service Charge Semi- Annual:				
5/8"	\$50.00	\$60.00	\$70.00	\$75.00
3/4"	\$50.00	\$60.00	\$70.00	\$75.00
1"	\$125.00	\$150.00	\$175.00	\$187.50
1 1/2"	\$250.00	\$300.00	\$350.00	\$375.00
2"	\$400.00	\$480.00	\$560.00	\$600.00
3"	\$800.00	\$960.00	\$1,120.00	\$1,200.00
Seasonal Meter Annual:				
	\$100.00	\$100.00	\$100.00	\$100.00
Plus Consumption to All Users:				
1 - 15,000	\$5.39	\$6.00	\$6.30	\$6.62
15,001 - 35,000	\$6.83	\$7.67	\$8.05	\$8.46
35,001 - 50,000	\$8.87	\$10.72	\$11.26	\$11.82
Over 50,000	\$12.52	\$15.50	\$16.28	\$17.09
Capital Improvement Fee:				
Per 1,000 Gallons		\$1.45	\$1.41	\$1.38
Private Fire Protection - Semi-Annual Charge:				
2"	\$384.00	\$384.00	\$384.00	\$384.00
3"	\$384.00	\$384.00	\$384.00	\$384.00
4"	\$384.00	\$384.00	\$384.00	\$384.00
6"	\$768.00	\$768.00	\$768.00	\$768.00
8"	\$1,767.00	\$1,767.00	\$1,767.00	\$1,767.00
10"	\$3,534.00	\$3,534.00	\$3,534.00	\$3,534.00
12"	\$7,068.00	\$7,068.00	\$7,068.00	\$7,068.00
Backflow Inspections (per unit):				
	\$75.00	\$75.00	\$75.00	\$75.00



Proposed Billing Examples FY21

	Water	Current Annual	FY21
	Gallons	Billing	Proposed Annual Billing
Up to 1" Meter	5,000	\$194.40	\$217.10
	8,000	\$239.20	\$263.36
	10,700	\$279.44	\$305.00
	15,000	\$343.50	\$371.30
	23,000	\$489.42	\$522.66
	30,000	\$617.10	\$655.10
	35,000	\$708.30	\$749.70
	45,000	\$951.70	\$1,003.10
	50,000	\$1,073.40	\$1,129.80
	70,000	\$1,751.40	\$1,837.40
	100,000	\$2,768.40	\$2,898.80
	167,000	\$5,039.70	\$5,269.26
204,000	\$6,294.00	\$6,578.32	
252,340	\$7,932.60	\$8,288.58	
1" Meter	15,000	\$523.50	\$581.30
	21,000	\$632.94	\$694.82
	31,000	\$815.34	\$884.02
	35,000	\$888.30	\$959.70
	50,000	\$1,253.40	\$1,339.80
	352,770	\$11,517.30	\$12,051.80
	353,010	\$11,525.44	\$12,060.30

Average Water Billing Examples

	Low	High
Single Family	\$759	\$1,289
Single Family w/Irrigation	\$2,100	\$5,600
Retired Community	\$410	\$617
Partial Resident	\$347	\$406



Budget and Revenue Status - Water Revenue

	FY16	FY17	FY18	FY19	FY20 YTD
Water Enterprise Budget Appropriation:	\$1,598,020	\$1,585,529	\$1,630,644	\$1,589,587	\$1,744,019
Water Enterprise Budget Expenses:	\$1,263,289	\$1,224,540	\$1,406,377	\$1,062,636	\$513,148
*Water Revenue:	\$1,613,824	\$1,630,279	\$1,609,693	\$1,532,296	\$1,074,208
Balance:	\$350,535	\$405,739	\$203,316	\$469,660	\$561,060

*Water Revenue includes all water revenue sources

*FY20 Water Billing	
Quarter 1 and 2 Commitment	\$890,408
Quarter 3 Commitment	\$372,092
Quarter 4 Commitment Projection	\$372,000
Total FY20 Commitment	\$1,634,500
Current Billing Revenue YTD	\$812,362

*Billing Note:
 Commitment 1 and 2: Semi - Annual Billing
 Commitment 3 and 4: Quarterly Billing



Budget and Revenue Status - Retained Earnings

Water Retained Earnings

- It is important to maintain a level (six months reserves) of unreserved retained earnings in the Water Enterprise Fund that is sufficient to address the financing of:
 - Working Capital – expenses exceed available cash
 - Revenue Shortfalls – water consumption is less than projected
 - Emergency Expenditures – catastrophic system failures
 - New Regulatory Requirements – PFAF's, Iron and Manganese

	FY16	FY17	FY18	FY19*
Water Retained Earnings	\$1,270,971	\$952,946	\$1,066,143	\$1,170,638

*FY19 - \$275,000 earmarked for Holbrook Street water main installation



Budget and Revenue Status - Capital Projects

Water Capital Projects

- It is important to maintain a level of funding to be used for Capital Projects related to the Water Utility System to address the financing of:
 - System Upgrades – Wells and Pumps
 - New Source Options – New Sites, Interconnections
 - System Expansion – Lawrence Street, Main Street
 - Water Main Looping Projects – Grove Street, Maple Street, Park Street
 - Transite Pipe Replacement Program – Inventory, Assessment and Planning
 - System Expansion – Lawrence Street, Main Street



Water System Updates

Holbrook Street Well

- Final Water Management Act (WMA) Permit was issued – October 24, 2019
- Install and Develop Well Field (6) Production Wells – In process to be completed by 2/21/2020
- Wellfield and Pump Station Final Design & Permitting
- Bidding – April 2020
- Construction – July 2020 to January/February 2021

The Holbrook Street wellfield was approved as a water supply at a maximum pumping rate of 400,000 gallons per day in October 2019. Addition of a groundwater supply in this flow range will provide the Town with a redundant supply that is crucial to the water system, which currently only has two supplies.




Water System Updates

Chemical Conversion Project

- **Gold Street Well**
 - Modification to existing NaOH (sodium hydroxide) to KOH (potassium hydroxide) feed system – increased corrosion control, utility savings
 - Modification to emergency eyewash/shower station
 - Installation of high-level bulk tank sensor and alarms
- **Spruce Road Well**
 - Modification to existing NaOH (sodium hydroxide) to KOH (potassium hydroxide) feed system – increased corrosion control, utility savings
 - Demolish existing UV system, install new process piping
 - Installation of high-level bulk tank sensor and alarms

Supervisory Control and Data Acquisition (SCADA) System Upgrades

- A cloud-based or network based SCADA system allows water management operators to monitor operations, processes and the treatment from anywhere.
- Upgrades to computer software and coding
- Upgrades to User Interface (UI)
- Upgrades to incorporate changes to the Chemical Conversion project






P.O Box 73, Harwich Port, Massachusetts 02646

Telephone: 508.360.1378

www.municipalconsultants.net

April 4, 2019

Mr. Robert McGhee
DPW Director
Town of Norfolk
33 Medway Branch
Norfolk, MA 02056

Dear Mr. McGhee:

This report and the accompanying forecasts of revenue requirements were prepared for the Town of Norfolk to calculate a water rate for the period of Fiscal Year 2020 to Fiscal Year 2022.

The financial forecast of revenue requirements were based on the department's assumptions concerning future events and circumstances. The assumptions disclosed herein are those which the department believes are significant to the forecasts or are key factors upon which the financial results of the water department depend based on present circumstances and assumptions as of the date of this report.

We have compiled the forecasts and water rates in accordance with applicable guidelines established by the American Water Works Association. This report completes our requirements to review the water rate structure and recommends a method that will recover the costs equitably by class of customer.

We wish to thank everyone who assisted us during this project.

Very truly yours,

PIONEER CONSULTING GROUP, INC.

A handwritten signature in blue ink, appearing to read "D. Gardner", with a long horizontal flourish extending to the right.

Douglas W. Gardner
President

SUMMARY

The purpose of this study was to prepare a comprehensive water rate study. The intent of the study was to independently evaluate and assess the Town of Norfolk Water Department current schedule of rates and fees and to develop and recommend revisions. The objective of the study was to propose a rate structure to adequately fund water utility operation and maintenance expenses, debt service, specified reserves, capital expenditures and other cash requirements.

We completed an analysis of the water rate methodology and recommend changes, which will equitably charge each class of customer, encourage conservation (discourage water waste), and provide capital improvement funds. Pioneer Consulting Group, Inc. stressed to the Town of Norfolk that the water rate projections are estimates, and future rate increases voted by the Board should be based on then-current information. The proposed rate structure will fund 100% of all water expenses.

FINDINGS AND RECOMMENDATIONS

1. The current Town of Norfolk Water Rates will not generate sufficient revenue to fund salaries, expenses, debt service and capital improvements beyond FY 2019.
2. The recommended water rates will generate sufficient revenues to fund the revenue requirements detailed in Schedule 1 for the period of FY 2020-FY 2022 and possibly beyond.
3. We recommend that the current water rate structure be maintained.
4. We recommend the semi-annual service charge be based on the customer's meter size and contain 0 consumption. We recommend that the service charge be increased each year until the amount reaches \$75.00 semi-annually. The recommended charge by meter is as follows:

Meter Size	FY 2020	FY 2021	FY 2022
5/8"	\$60.00	\$70.00	\$75.00
3/4"	\$60.00	\$70.00	\$75.00
1"	\$150.00	\$175.00	\$187.50
1 1/2"	\$300.00	\$350.00	\$375.00
2"	\$480.00	\$560.00	\$600.00
3"	\$960.00	\$1,120.00	\$1,200.00

5. We recommend that the water department maintain a conservation based water rate. A conservation-based rate structure encourages the efficient use of water by charging customers a higher rate as their water consumption increases. The conservation based rate structure will discourage the wasteful use of water and reduce the excessive discretionary summer use.
6. Conservation-oriented water pricing is an effective way of encouraging water conservation and balancing water supply with water demand. When water rates do not reflect the full cost of providing water services, the price of water is lower than it should be in order to send the correct signal to customers about its actual value. The lower price encourages more water consumption, and utilities have to increase water supply to meet the demand. This creates an unbalance: consumers are using more water than they need, and utilities are supplying more water than they should have to without recovering the actual costs created in doing so. Conservation pricing allows utilities to recover the full cost of supplying water while encouraging more efficient water use on the part of consumers so that the water supply and demand cycle can be more financially and environmentally sustainable.

7. As described in items 5 & 6, a conservation based water rate structure encourages water conservation and places higher demand costs on the highest users. The metered water consumption is billed in arrears.
8. The recommended semi-annual step rates for all customers for the FY 2020-FY 2022 are as follows:

<u>Step Rate</u>	<u>Consumption Range</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
1 st Step	0 – 15,000 Gallons	\$ 6.00	\$ 6.30	\$ 6.62
2 nd Step	15,001- 35,000 Gallons	\$ 7.67	\$ 8.05	\$ 8.46
3 rd Step	35,001 – 50,000 Gallons	\$10.72	\$11.26	\$11.82
4 th Step	Over 50,000 Gallons	\$15.50	\$16.28	\$17.09

9. The proposed water rates include new debt service funding for the construction of a new well. The cost of the well will be funded by a Capital Improvement Fee (CIF). The CIF will fund the \$2,600,000 new well facility bond. The CIF is billed to all customers based on their metered consumption. The Capital Improvement Fees are as follows:

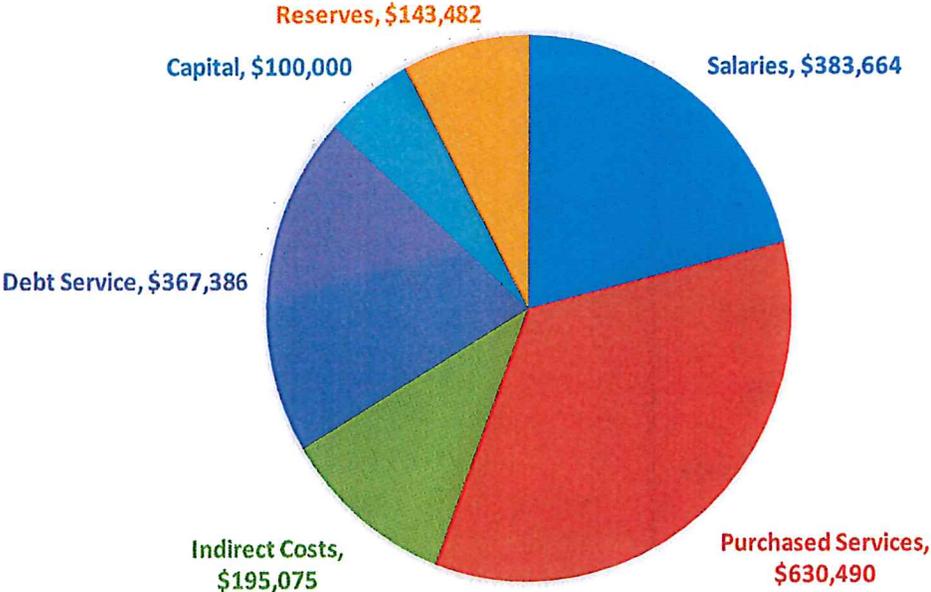
	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Rate per 1,000 Gallons	\$1.45	\$1.41	\$1.38

10. The proposed water rates will generate approximately \$1,820,097 annually.
11. The proposed FY 2020 - FY 2022 water rates include an average of \$100,000 annually for capital projects. The capital projects are funded by a combination of water rates and reserve fund transfers. The reserve fund transfer will require a vote at Town Meeting.
12. The water system has been designed to provide water at peak hourly flows and to provide sufficient fire protection to extinguish a fire over a three-hour period. The costs associated with fire protection should be charged to the customers who will benefit from the protection. There is a clear distinction between fire protection customers as a class of customer and the other classes. Fire protection customers require water utilities to have facilities available to meet high potential demands for water at any given time, but actually use relatively little water. The fire protection costs represent a “readiness to serve charge”. The public fire protection charges are built in to the water rates and are shared all customers. We recommend the annual private fire protection charges be revised. The current method of charging private fire connection is by sprinkler head is inaccurate and cumbersome. The AWWA recommends each fire service be charged based on connection size. We recommend the following annual charges for all private fire connections.

2” Connection	\$ 384.00
3” Connection	\$ 384.00
4” Connection	\$ 384.00
6” Connection	\$ 768.00
8” Connection	\$1,767.00
10” Connection	\$3,534.00
12” Connection	\$7,068.00

13. Reserve funds (Undesignated Fund Balance) are a key component of the water fund. Maintaining adequate reserves is a fundamental principal of sound financial management. It is essential that a government maintain adequate levels of working capital in its enterprise funds to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenses) and to ensure stable services and fees. Working capital is a crucial consideration in long-term financial planning. Credit rating agencies consider the availability of working capital in their evaluations of continued creditworthiness. Undesignated fund balance can serve several roles within the overall financial matrix for a municipal enterprise fund or funds operated similar to enterprise funds. For example, as a risk management tool, undesignated fund balance can be used to support unexpected and uninsured losses. Reserves can be used for any lawful purpose, but should be used primarily for financial security in case of catastrophic events, unforeseen occurrences, and the funding of capital projects. **Reserves should not be used to fund operating budgets or reducing water rates.**
14. We recommend that the Norfolk Water Department change their billing frequency from semi-annual to quarterly in FY 2020. The change to quarterly billing adheres to the Massachusetts Department of Environmental Protection (DEP) requirements to reduce lost water from undetected leaks.
15. Exhibit 1, "Comparison of Current vs. Proposed Rates", presents the current and the proposed rates for all water consumption and other related charges for Fiscal Year 2020 - 2022.
16. Exhibit 2, Impact Analysis, presents the effects of the proposed and current rates for water consumption for actual Town of Norfolk customers. We have presented comparisons for a number of consumptions and varying residential, business, apartment, municipal and lawn irrigation customers.

NORFOLK WATER DEPARTMENT 3 YEAR REVENUE BUDGET



NORFOLK WATER DEPARTMENT
Current vs Proposed Rates & Charges

	FY 2019 Current 4 Step Rates	FY 2020 Proposed 4 Step Rates	FY 2021 Proposed 4 Step Rates	FY 2022 Proposed 4 Step Rates
Service Charge - Semi-annual				
5/8"	\$50.00	\$60.00	\$70.00	\$75.00
3/4"	\$50.00	\$60.00	\$70.00	\$75.00
1"	\$125.00	\$150.00	\$175.00	\$187.50
1 1/2"	\$250.00	\$300.00	\$350.00	\$375.00
2"	\$400.00	\$480.00	\$560.00	\$600.00
3"	\$800.00	\$960.00	\$1,120.00	\$1,200.00
Seasonal Meter (Annual)	\$100.00	\$100.00	\$100.00	\$100.00
Plus Consumption to All Users				
1 - 15,000 Gallons	\$5.39	\$6.00	\$6.30	\$6.62
15,001 - 35,000 Gallons	\$6.83	\$7.67	\$8.05	\$8.46
35,001 - 50,000 Gallons	\$8.87	\$10.72	\$11.26	\$11.82
Over 50,000 Gallons	\$12.52	\$15.50	\$16.28	\$17.09
Capital Improvement Fee - NEW CHARGE				
Per 1,000 Gallons		\$1.45	\$1.41	\$1.38
New Well site \$2,600,000 Bond, 20 Years				
Private Fire Protection - Semi-Annual Charge				
2"	\$384.00	\$384.00	\$384.00	\$384.00
3"	\$384.00	\$384.00	\$384.00	\$384.00
4"	\$384.00	\$384.00	\$384.00	\$384.00
6"	\$768.00	\$768.00	\$768.00	\$768.00
8"	\$1,767.00	\$1,767.00	\$1,767.00	\$1,767.00
10"	\$3,534.00	\$3,534.00	\$3,534.00	\$3,534.00
12"	\$7,068.00	\$7,068.00	\$7,068.00	\$7,068.00
Backflow Inspections (per unit)	\$75.00	\$75.00	\$75.00	\$75.00

**NORFOLK WATER DEPARTMENT
 IMPACT ANALYSIS - Semi-annual
 PROPOSED RATES - FY 2020**

Exhibit 2

Meter Size	Quantity Gallons	Current Rates	Proposed Rates	Dollar Difference	Percentage Difference	
Up to 1"	5,000	\$76.95	\$97.25	\$20.30	26.38%	
	8,000	\$93.12	\$119.60	\$26.48	28.44%	
	10,700	\$107.67	\$139.72	\$32.04	29.76%	
	15,000	\$130.85	\$171.75	\$40.90	31.26%	
	23,000	\$185.49	\$244.71	\$59.22	31.93%	
	30,000	\$233.30	\$308.55	\$75.25	32.25%	
	35,000	\$267.45	\$354.15	\$86.70	32.42%	
	45,000	\$356.15	\$475.85	\$119.70	33.61%	
	50,000	\$400.50	\$536.70	\$136.20	34.01%	
	70,000	\$650.90	\$875.70	\$224.80	34.54%	
	100,000	\$1,026.50	\$1,384.20	\$357.70	34.85%	
	167,000	\$1,865.34	\$2,519.85	\$654.51	35.09%	
	204,000	\$2,328.58	\$3,147.00	\$818.42	35.15%	
252,340	\$2,933.80	\$3,966.36	\$1,032.57	35.20%		
1" Meter	15,000	\$205.85	\$261.75	\$55.90	27.16%	
	21,000	\$246.83	\$316.47	\$69.64	28.21%	
	31,000	\$315.13	\$407.67	\$92.54	29.37%	
	35,000	\$342.45	\$444.15	\$101.70	29.70%	
	50,000	\$475.50	\$626.70	\$151.20	31.80%	
	352,770	\$4,266.18	\$5,758.65	\$1,492.47	34.98%	
	353,010	\$4,269.19	\$5,762.72	\$1,493.53	34.98%	
1 1/2" Meter	15,000	\$330.85	\$411.75	\$80.90	24.45%	
	21,400	\$374.56	\$470.12	\$95.56	25.51%	
	31,000	\$440.13	\$557.67	\$117.54	26.71%	
	35,000	\$467.45	\$594.15	\$126.70	27.10%	
	50,000	\$600.50	\$776.70	\$176.20	29.34%	
	65,000	\$788.30	\$1,030.95	\$242.65	30.78%	
	80,900	\$987.37	\$1,300.46	\$313.09	31.71%	
	304,800	\$3,790.60	\$5,095.56	\$1,304.96	34.43%	
	347,100	\$4,320.19	\$5,812.55	\$1,492.35	34.54%	
2" Meter	15,000	\$480.85	\$591.75	\$110.90	23.06%	
	35,000	\$617.45	\$774.15	\$156.70	25.38%	
	50,000	\$750.50	\$956.70	\$206.20	27.48%	
	60,100	\$876.95	\$1,127.90	\$250.94	28.62%	
	181,600	\$2,398.13	\$3,187.32	\$789.19	32.91%	
	256,000	\$3,329.62	\$4,448.40	\$1,118.78	33.60%	
	162,270	\$2,156.12	\$2,859.68	\$703.56	32.63%	
	174,060	\$2,303.73	\$3,059.52	\$755.79	32.81%	
	90,500	\$1,257.56	\$1,643.18	\$385.62	30.66%	
	139,800	\$1,874.80	\$2,478.81	\$604.01	32.22%	
	3' Meter	15,000	\$880.85	\$1,071.75	\$190.90	21.67%
		28,600	\$973.74	\$1,195.78	\$222.04	22.80%
		35,000	\$1,017.45	\$1,254.15	\$236.70	23.26%
42,300		\$1,082.20	\$1,342.99	\$260.79	24.10%	
50,000		\$1,150.50	\$1,436.70	\$286.20	24.88%	
55,700		\$1,221.86	\$1,533.32	\$311.45	25.49%	

TOWN OF NORFOLK
REVENUE REQUIREMENTS

The water revenue requirements (Schedule 1) detail the Fiscal Year FY 2020 – FY 2022 Revenue Budget for the Town of Norfolk.

Our analysis indicates the Town of Norfolk must generate an average revenue total of \$1,820,097 for FY 2020 – FY 2022.

Direct Costs

Direct costs consist of all salaries and operational expenses for the water department. Salaries include salaries and wages for department employees and overtime. Maintenance & operations, office expenses, fuel and utilities are funds used to operate the department.

The FY 2020 – FY 2022 direct costs are approximately \$1,014,154.

Indirect Costs

The indirect costs consist of employee benefits, town government support and other town government services.

The indirect costs for the water department total \$195,075.

Debt Service

The debt service represents the principal and interest on current debt service.

The debt service for the water department totals \$367,386.

Capital Improvements

The capital costs consist of improvements to the water system. The capital costs are approximately \$100,000.

Reserves

The FY 2020 - FY2022 capital reserves costs are approximately \$143,482 and will be added to the certified free cash at the end of the fiscal year.

TOWN OF NORFOLK
BILLING ANALYSIS

The purpose of the Billing Analysis (Schedule 2) is to develop water usage patterns in thousand-gallon (000) increments to aid in understanding the customer base. The data is analyzed to determine equitable minimum usage and break points for the rates.

For our analysis we used the FY 2018 total billed consumption supplied by the Town of Norfolk for the calculation of the FY 2020 - FY2022 water rates. The billing analysis is detailed by customer type.

Residential Customers

The four-step increasing block rate, Schedule 2 is designed to encourage conservation and charge each class of customer on an equitable basis. The four-step usage is as follows:

First Step

The first step allows from 1–15,000 gallons semi-annually, which provides sufficient water for sanitation.

The first step consumption totaled 68,473 (000) gallons. There were 1,485 semi-annual customers within this range.

Second Step

The second step allows from 15,001 to 35,000 gallons semi-annually. Most single-family homes will generally use water within this step.

The second step water consumption totaled 45,169 (000) gallons. There were 2,601 semi-annually customers within this range.

Third Step

The third step allows from 35,001 to 50,000 gallons semi-annually. Larger homes and those that irrigate will generally use water within this step.

The third step water consumption totaled 10,429 (000) gallons. There were 652 semi-annually customers within this range.

Fourth Step

The fourth step allows for all consumption in excess of 50,000 gallons semi-annually.

The fourth step water consumption totaled 14,066 (000) gallons. There were 434 semi-annually customers in this step.

TOWN OF NORFOLK
REVENUE TO BE GENERATED AT PROPOSED RATES

The calculation of water rates and charges for FY 2020 - FY2022 (Schedule 3) will result in water department revenue of \$1,820,097.

Public Fire Protection – The Town of Norfolk does not charge for public hydrants. The public hydrant costs are built into the water rates.

Private Fire Protection - The annual charge is billed in advance to all customers with a private fire connection and is based on connection size. It is unknown exactly how many private connections exist. We have not anticipated any revenue for private connections until a survey has been completed.

The annual charge will generate approximately \$12,186.

Minimum Charge – The charge is billed in advance to all Norfolk water customers on a semi-annually basis and will generate approximately \$332,160 annually.

Non-Water Consumption Revenue – The revenues earned from service calls, repairs, interest & demands and retained earnings funding, etc. The non-consumption revenue will generate approximately \$370,000 annually.

Cross Connection Revenue - The cross connection testing charges will generate approximately \$19,003 annually.

Metered Water – The metered water rate will generate approximately \$1,086,748. Each customer type will generate the following revenue:

1 st Step:	\$ 410,604
2 nd Step:	\$ 346,253
3 rd Step:	\$ 111,850
4 th Step:	<u>\$ 218,040</u>
Total Metered Water	<u>\$1,086,747</u>

Schedules

NORFOLK WATER DEPARTMENT
REVENUE REQUIREMENTS

Schedule 1

Account Description	2020	2021	2022	3 Year Total	3 Year Average
DIRECT COSTS					
Salaries					
DPW Director & Assistant Director	\$57,535	\$59,261	\$61,039	\$177,835	\$59,278
DPW Superintendent	\$0	\$95,000	\$97,850	\$192,850	\$64,283
Executive Assistant	\$10,421	\$10,734	\$11,056	\$32,210	\$10,737
Administrative Assistant	\$44,307	\$45,636	\$47,005	\$136,949	\$45,650
DPW Division Superintendent Veh Maint	\$7,455	\$7,679	\$7,909	\$23,043	\$7,681
DPW Division Foreman	\$79,929	\$82,327	\$84,797	\$247,053	\$82,351
Maintenance Operator	\$53,996	\$55,616	\$57,284	\$166,896	\$55,632
Overtime	\$10,197	\$10,503	\$10,818	\$31,518	\$10,506
Apprentice Maintenance Operator-Treatment	\$41,780	\$43,033	\$44,324	\$129,138	\$43,046
Overtime Flushing Program	\$3,000	\$3,000	\$3,000	\$9,000	\$3,000
Shift Differential	\$1,500	\$1,500	\$1,500	\$4,500	\$1,500
Total Salaries	\$310,120	\$414,289	\$426,582	\$1,150,991	\$383,664
Purchased Services					
Expenses	\$165,506	\$169,644	\$173,885	\$509,034	\$169,678
Engineering / Contract Services	\$329,500	\$325,313	\$331,270	\$986,083	\$328,694
Water Division Expenses	\$33,662	\$33,662	\$33,662	\$100,986	\$33,662
Fuel & Utilities	\$96,035	\$98,436	\$100,897	\$295,368	\$98,456
Total Purchased Services	\$624,703	\$627,054	\$639,714	\$1,891,471	\$630,490
TOTAL DIRECT COSTS	\$934,823	\$1,041,343	\$1,066,296	\$3,042,462	\$1,014,154
INDIRECT COSTS					
Indirects	\$191,830	\$195,045	\$198,349	\$585,225	\$195,075
TOTAL INDIRECT COSTS	\$191,830	\$195,045	\$198,349	\$585,225	\$195,075
DEBT SERVICE					
Existing Principal & Interest	\$380,542	\$368,938	\$352,679	\$1,102,158	\$367,386
Proposed Principal & Interest	\$0	\$0	\$0	\$0	\$0
TOTAL DEBT SERVICE	\$380,542	\$368,938	\$352,679	\$1,102,158	\$367,386
CAPITAL IMPROVEMENTS	\$100,000	\$100,000	\$100,000	\$300,000	\$100,000
RESERVES					
Emergency Fund	\$50,000	\$50,000	\$50,000	\$150,000	\$50,000
Reserve Fund*	\$93,482	\$104,134	\$106,630	\$304,246	\$93,482
TOTAL RESERVES	\$143,482	\$154,134	\$156,630	\$454,246	\$143,482
Total Revenue Requirements	\$1,750,677	\$1,859,460	\$1,873,954	\$5,484,091	\$1,820,097

NORFOLK WATER DEPARTMENT
 FOUR STEP PRO FORMA CONSUMPTION
 Consumption in Thousand Gallons

Schedule 3

Step	Semi-Annual Gallons	Total Thousand Gallons	Number of Reads
1st Step	0-15,000	68,473	1,485
2nd Step	15,001 - 35,000	45,169	2,601
3rd Step	35,001 - 50,000	10,429	652
4th Step	Over 50,000	14,066	434
Total		<u>138,137</u>	<u>5,172</u>

**NORFOLK WATER DEPARTMENT
REVENUE TO BE GENERATED AT PROPOSED RATES**

Fire Protection Charges		Semi-Annual Charge	Semi-Annual Revenue	Annual Revenue
Public Hydrants	575			\$0
Private Hydrants				
1" Connections @	0	\$0	\$0	\$0
2" Connections @	0	\$0	\$0	\$0
4" Connections @	13	\$184	\$2,393	\$2,393
6" Connections @	25	\$368	\$9,204	\$9,204
8" Connections @	1	\$589	\$589	\$589
10" Connections @	0	\$0	\$0	\$0
Total Private Hydrants				<u>\$12,186</u>

Metered Revenue

Minimum Charge		Semi-Annual Charge	Semi-Annual Revenue	Annual Revenue
Meter Size	No. of Meters			
5/8" & 5/8"x3/4"	2,554	\$60.00	\$153,240.23	\$306,480
1"	16	\$150.00	\$2,400.00	\$4,800
1 1/2"	4	\$300.00	\$1,200.00	\$2,400
2"	9	\$480.00	\$4,320.01	\$8,640
3"	2	\$960.00	\$1,920.00	\$3,840
4"	0	\$1,500.00	\$0.00	\$0
6"	1	\$3,000.00	\$3,000.00	\$6,000
Total	<u>2,586</u>			<u>\$332,160</u>

Cross Connection

Number of Tests	125	Charge per Test	\$152.03	\$19,003
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Non Water Consumption Income

Betterments	\$35,000
System Development Charge	\$0
Penalty & Interest	\$5,000
Wireless Leases	\$50,000
Interest Income	\$5,000
Liens	\$0
Other income	\$20,000
Leak - Payback	\$5,000
Reserves	<u>\$250,000</u>
Total Non Consumption Revenue	<u>\$370,000</u>

Metered Water

1st Step Consumption	68,473	
1st Step Rate	<u>\$6.00</u>	
Revenue Earned from 1st Step		\$410,604
2nd Step Consumption	45,169	
2nd Step Rate	<u>\$7.67</u>	
Revenue Earned from 2nd Step		\$346,253
3rd Step Consumption	10,429	
3rd Step Rate	<u>\$10.72</u>	
Revenue Earned from 3rd Step		\$111,850
4th Step Consumption	14,066	
4th Step Rate	<u>\$15.50</u>	
Revenue Earned from 4th Step		\$218,040

Total Metered Water

\$1,086,748

Summary

Total Revenue	\$1,820,097
Revenue Requirements	<u>\$1,820,097</u>
Surplus / (Deficit)	<u>\$0</u>



PUBLIC HEARING NOTICE

The Select Board, Licensing Board for the Town of Norfolk, will conduct a public hearing under the provisions of Chapter 101 of the Acts of 2004, Section 7 to determine the water budget for FY21 and set prices and rates for usage of the water system. This hearing will be conducted on Tuesday, February 18, 2020, at 7:00 p.m., in Room 124, Town Hall, One Liberty Lane, Norfolk, MA 02056.

NORFOLK SELECT BOARD
Kevin Kalkut, Chairman
Christopher Wider, Vice Chairman
Carolyn Van Tine, Clerk



GRANT APPLICATION GUIDANCE

INSTRUCTIONS

- Applicants must complete all required sections and submit via the **Green Communities Online Grant Application Portal** in order to be considered for a grant award. No paper submissions are allowed.
 - Applications should be submitted by **5 pm February 28, 2020.**
 - Applicant must be a Green Community that was designated in January 2020. Previously designated Green Communities/grant awardees are not eligible in this cycle and will be notified of future grant opportunities.
 - A Green Community can elect to apply for only a portion of its grant funds at this time if additional audits or studies are required. For example, an applicant may need to replace a boiler, but also needs an engineering study to provide detailed information on the project's cost and energy savings. This Green Community could apply for funds for the engineering study first, using quotes it has solicited for cost estimates, and then apply for the remainder of the funds for the new boiler upon completion of the study.
 - If any funds are to be used for administrative costs, justification to demonstrate that Green Community program administration would not proceed without administrative funds must be provided. **In no case shall more than \$10,000 be used to fund administrative costs.**
 - Quarterly progress reports are required upon receipt of your Green Communities Grant. These requirements will be detailed when your grant award is executed.
-

QUALIFIED PROJECTS

Designated Green Communities may submit a grant application to fund all or a portion of the costs of studying, designing, constructing and implementing energy efficiency and renewable or alternative energy activities, including but not limited to:

- Energy conservation measures and projects
- Energy audits or engineering studies
- Demand side reduction initiatives
- Supporting services for energy efficiency policies, including seed funds for Energy Manager position (up to 20 percent of grant award not to exceed \$50,000). Applicant may not apply for BOTH Energy Manager Seed Funds AND Administrative costs.
- Vehicular efficiency measures, such as idle reduction equipment and after-market hybrid retrofit kits
- Hybrid vehicles, plug-in hybrid or fully electric vehicles (\$5,000 max per hybrid vehicle; \$7,500 max per electric vehicle)
- The installation of publicly accessible electric vehicle charging station equipment (\$7,500 max per charging station)
- Financing the siting and construction of renewable and alternative energy projects on municipally-owned property
- Building Operator Certification training for up to three staff members.
- See pages 5-8 for details

REQUIRED APPLICATION MATERIALS

- Completed Grant Application Table that contains specific metrics for upgrades and improvements that you propose in your project(s). This file must be submitted as an Excel spreadsheet.
- A Project Narrative for EACH project (see below)
- Supporting material in its original and complete format (e.g., the entire audit report, not a portion of it)
- Certification of Application – see next page

NAME each of your files for the above listed documents with your municipal name and wording that makes the content of the file clear (see examples below) – this is **REQUIRED**.

Naming Examples for the town of “Muni A”:

- Muni A Grant Application Table.xls
 - Muni A Efficiency Narrative.pdf
 - Muni A Energy-to-Go audit.pdf
 - Muni A Your Own Solar.pdf
 - Muni A Certification of Application
-

CERTIFICATION OF APPLICATION

The Certification of Application below should be completed, scanned and uploaded as a PDF file.

CERTIFICATION OF APPLICATION

The Chief Executive Officer must complete this certification.

I, _____ am authorized to execute said Application on behalf of -
_____, the applying municipality and verify that the
information in the Green Communities Grant Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

NOTE: The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any town, unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.

Any signatures of designees will be considered an attestation that the municipality has designated the signatory.

PROJECT NARRATIVE FOR *EACH* PROJECT

- Provide the total energy use for applicable facility in native units (e.g., kWh, gallons, etc.)
- Describe the scope of the proposed project including:
 - Purpose
 - Benefits
 - Timeline
 - Procurement required and status
 - Anticipated impact, qualitatively and quantitatively
 - How the project supports the municipality's five-year Energy Reduction Plan
 - Why grant funding is required to complete the project
 - Identify any and all permits required and the status of each
 - Identify any other approvals required, e.g. local, state, federal, and the status of each
 - Opportunities for education and outreach and a concrete plan to accomplish them
- Provide a complete accounting/proposed budget for the project. Include:
 - Total project budget with cost estimates/quotes (annotated to clearly identify the option selected for the budget)
 - Other sources of funding, including other grant programs, any utility or Mass Clean Energy Center incentives. Applicants should include documentation of utility and/or Mass Clean Energy Center incentive applications.
 - Justification for any funds to be used for administrative costs; this **MUST** be provided. In no case shall more than \$10,000 be used to fund administrative costs
- Provide a description of the applicant and the project team and its qualifications for completing the project, including all identified partners, contractors, and any technical service providers. Applicants are encouraged to seek qualified, independent project managers or clerk of the works to coordinate the day-to-day activities. Grant administration funds can be used for this purpose.
 - Identify the specific roles and responsibilities of each of the parties
 - Identify how the project will be managed on a day-to-day basis
 - Provide a generic description of potential additional partners or contractors that will be required for completion of the project but have not yet been identified by the applicant or incorporated into the project team

Attach documentation to support project viability: applicable feasibility studies, site analyses, audits/assessments, design documents, contracts, construction schedules and anticipated completion dates. Provide complete documents with references to the relevant portions.

FOR ENERGY EFFICIENCY PROJECTS:

- If the measure(s) identified for funding are included in an audit, then providing that complete audit and other required documentation is likely sufficient.
- If the measure(s) identified for funding are not included in an audit but detailed information exists, the applicant must support the projected energy and cost savings. The supporting information must include quantification of the measure (e.g. R-value, U-Value, rated efficiency, etc.), and sample calculations that list all assumptions. A sign-off by a registered mechanical engineer (P.E.) will be acceptable in lieu of the sample calculations.
- For interior LED lighting upgrades, Interior LED must be either: 1) whole fixture replacements of existing lamps and ballasts, 2) retrofit kits with internal drivers, or 3) Type C TLED lamp replacements only. Re-lamping alone using an existing ballast will not be considered. **Existing ballasts must be removed and properly discarded.**
- For all major HVAC projects, the building must have at least one of the following:
 - An audit that confirms the **building is properly weatherized and insulated**, i.e., measures to address the building envelope were not recommended in the audit due to the building being well-sealed. **Please attach a copy of this building audit**
 - Documentation that the building has been properly weatherized and insulated within the last five years; this can include invoices for air sealing and insulation. **Please attach a copy of this documentation**
 - An audit stating that the building cannot be further insulated without major renovation. For example, brick or masonry buildings cannot add wall insulation without major renovations to add insulation on the interior wall of every room. Attic spaces in these buildings, however, often can be insulated without major renovation and documentation must be shown that these spaces have been weatherized and insulated. **Please attach a copy of this audit**
- **For boilers and HVAC system projects that ARE fuel conversions, provide:**
 - Efficiency and fuel type of existing unit
 - Efficiency and fuel type of proposed unit
- **For boilers, rooftop ventilation units, and HVAC system projects that are NOT fuel conversions, provide:**
 - Efficiency of code-compliant unit
 - Efficiency of proposed unit
 - Cost of code-compliant unit
 - Cost of proposed unit

NOTE: Any requests for new oil-fired heating equipment must include explanation why alternatives (i.e., air and ground source heat pumps, biomass, solar thermal, natural gas, propane) are not feasible.

- For requests for funding for **Variable Frequency Drives (VFDs)**, provide the control sequence of operations. This information should be available in the project proposal. If not, please ask the consultant to provide this information.
- Due to their complexity of operations and the proprietary nature of the systems, DOER needs additional information to approve grant funding for **Energy Management Systems (EMS)**. This information should be available in the project proposal. If not, please ask the consultant to provide this information. Please provide the following information for review:
 - Current EMS (if any)
 - Number of data points requested
 - Systems and equipment to be monitored and/or controlled
 - Estimated energy savings
 - EMS manufacturer

- Whether the EMS remote control units and transducers are interchangeable with EMS main control units from other vendors
 - Whether the EMS program software is open-source, and whether updates and revisions can be installed by technicians other than the vendor
 - The communication protocol (e.g., BACNET) and whether it allows communication with other vendors' control systems
 - Training on operations, emergencies, adjustments, troubleshooting, maintenance and repairs
 - While the following materials are not required for review, DOER recommends that a municipality receive these from its selected EMS vendor:
 - ✓ Operations and Maintenance manuals
 - ✓ As-built control drawing package
 - ✓ Graphical user interface
 - ✓ As-built control sequences
 - ✓ Maintenance service agreements, state of warranty date and similar continuing commitments
- If the detailed information required in the Grant Table is not available, please arrange for a MassSave energy audit of facilities as appropriate.
 - If more technical information is needed to develop project specifications, please submit a request to fund an energy audit or engineering study.
 - Note: A Green Community can elect to apply for only a portion of its grant funds at this time if additional studies are required. Then, the engineering study may be used for the purposes of a subsequent Green Communities grant request.

To be eligible for Green Communities grant funding, audits must be ASHRAE Level 2 or 3 or equivalent and the scope must be clearly defined. Please consult this document <https://www.mass.gov/files/documents/2016/08/nb/audit-recommendations-for-municipalities.pdf> and/or your Regional Coordinator for more guidance.

FOR RENEWABLE ENERGY PROJECTS:

- Identify Energy Conservation Measures completed within the last five years for the building(s) being considered for the renewable energy project. The application must demonstrate that any building(s) proposed for renewable energy projects are energy efficient.
- Provide documentation that solar hot water projects serve a year-round hot water heat load
- Only ENERGY STAR™ certified air or ground-sourced heat pumps using variable speed inverter technology and meet the [Cold Climate Air Source Heat Pump Specification Version 2.0](#) published by Northeast Energy Efficiency Partnerships effective January 1, 2017 or any version thereafter are eligible for funding
 - Applicants are strongly encouraged to work with designers and installers registered with the Massachusetts Clean Energy Center found at <https://www.masscec.com/finding-commercial-designer-and-installer>
- Anaerobic digestion that uses organic materials (e.g. food waste, agricultural waste) must meet the Commonwealth of Massachusetts RPS low-emission requirements
- Biomass projects eligible for the grant program must 1) utilize only clean wood chips or wood pellet fuel, 2) meet all applicable ASME and UL safety certifications, 3) achieve fuel conversion efficiency ratings that are amongst the highest of those of commercially available products, typically above 80-85 percent, and 4) utilize Best Available Control Technology (BACT) to reduce air emissions to levels that are amongst the lowest achieved by commercially available technology.

- Solar PV systems are eligible for funding only **after all practical efficiency measures have been implemented** at municipal facilities. For municipal solar PV projects, a site assessment must be provided. Please **attach a feasibility study or site assessment for the site**. A study or assessment must, at a minimum, include the following:
 - Roof-mounted systems
 - Evidence that the roof has a twenty (20)-year life span
 - Visuals that demonstrate limited HVAC equipment on the roof and no trees that could cause shading
 - Visuals that demonstrate the roof is either flat or south facing.
 - Ground-mounted systems
 - Visuals that demonstrate there is no shading (buildings, structures, trees). Noting that trees will be removed is not acceptable and such proposals will be ineligible for funding. (Please note that the **DOER's Ground Mounted Solar PV Guide** discourages installation of ground-mounted solar in "locations that require significant tree cutting, because of the important water management, cooling and climate benefits trees have.")
 - Visuals that demonstrate there are utility lines nearby. Please mark utility lines clearly on your documents
 - Visuals that demonstrate the site is either flat, or if sloping, that the system will face south

For renewable energy projects, evaluate if eligible for MassCEC grants. If so, please include grant application or approval as applicable. Visit <http://www.masscec.com/get-clean-energy/government-and-non-profit> to learn about available grants

FOR ENERGY MANAGER SEED FUNDS:

- Up to 20 percent of grant award, not to exceed \$50,000 may be used to provide seed funding for a long-term Energy Manager position. DOER expects that the applicant will assume funding the position after the Designation Grant is complete. Potential future funding sources may include savings derived from implementing energy efficiency projects, administrative costs from future Green Communities Grants, and utility incentives.
- Applicants may hire their own Energy Managers on either full-time or part-time basis, or to increase the hours of an existing municipal staff member currently working no more than 20 hours per week.
- DOER can provide applicants suggested language for a job description.
 - Describe the need for the position, and what gap this position will fill that is not currently being addressed; note who, if anyone, currently addresses energy issues and projects for the applicant; describe why an Energy Manager is critical for your municipality to implement these projects and to meet overall clean energy goals.
 - Identify specific energy-saving projects the Energy Manager will focus on in Year One, as well as other projects and goals the Energy Manager will achieve in future years.
 - Explain how the Energy Manager will enhance communication on energy across multiple municipal departments, including schools as applicable.
 - Specify how many hours the Energy Manager will work each week; if the grant will increase the hours of an existing position, how many additional hours per week.
 - Provide supporting documentation to justify the hourly rate of the position.

- Include a detailed plan for how the position will be sustained and funded beyond the life of the grant.

FOR VEHICULAR PROJECTS:

- For hybrid, plug-in hybrid, and fully electric vehicles (including leases – minimum three years), grant applications must include type and model of vehicle is being replaced, its average annual mileage and fuel costs, as well as the make/model of the proposed vehicle, and the mpg for both vehicles.
 - Please visit: <http://www.mass.gov/anf/docs/osd/uguide/veh98.pdf> for information on how to purchase vehicles off of state contract
- For electric vehicle charging stations, grant will cover up to the full cost of installation (maximum \$7,500), minus other available grants and funding, including utility funding. Charging stations must be publicly accessible
 - Please visit: <http://www.mass.gov/anf/docs/osd/uguide/veh102designateddoer.pdf> for information on how to purchase charging stations off of state contract.
- Hybrid vehicles - Funding for hybrid vehicles (including leases) to replace “exempt” vehicles in the municipal fleet or SUVs not to exceed five thousand dollars (\$5,000) toward purchase price and three thousand dollars (\$3,000) toward leasing
- Plug-in hybrid vehicles – Funding for plug-in hybrid vehicles in an amount not to exceed five thousand dollars (\$5,000) for purchase and three thousand dollars (\$3,000) for leases
- Battery-electric vehicles – Funding for battery-electric vehicles in an amount not to exceed seven thousand five hundred dollars (\$7,500) for purchase and five thousand dollars (\$5,000) for leases
- Technologies that reduce vehicle fuel consumption (e.g. anti-idling technologies, add-on hybrid technologies)
 - For anti-idling and hybrid add-on technologies, include whether a retrofit of the vehicle(s) will be required and the associated cost(s) of such retrofit
- Please visit: <http://www.mass.gov/anf/docs/osd/uguide/veh102designateddoer.pdf> for information on purchasing idle-reduction and after-market vehicle conversion equipment for light, medium and heavy duty vehicles off of state contract
- Vehicle routing software
 - Vehicle tracking and routing software that includes a feedback or fuel-savings component that has been qualified by DOER. Such software must include measurement and verification of the resulting fuel savings

BUILDING OPERATOR CERTIFICATION (BOC) TRAINING

- Applicants may apply for BOC training and certification for up to three (3) staff (if requesting training for three (3) personnel, one must be on school facilities staff).
- Applicants must provide a narrative that specifies how the training will enhance and facilitate existing and proposed new energy conservation measures as part of the municipality’s overall energy reduction strategy.

HOW TO SUBMIT APPLICATION ONLINE

The Green Communities Online Grant Application System is a portal available via an internet cloud website, iMeet Central. The Green Communities Division has worked hard to make this online process simple, please read the instructions.

Conventions in the Instructions

- Items in < > are clickable; e.g. <Submit> is a clickable **Submit** button
- Items that are underlined and **blue** are hyperlinks to other web pages

Getting Started

- Only one person can submit information from your city or town. Please designate a single person who will be submitting the grant application and provide his/her email address to your Regional Coordinator. A new single point of contact will receive an email invitation to the online application system and will be asked to complete a one-time registration creating a user profile with username and password. A contact from the Designation process can be given access to the Grant Application system.
- Use a high speed (broadband) Internet connection if possible. Dial-up connections work, but may be frustratingly slow. If you do not have access to a good Internet connection, please contact Jane Pfister, jane.pfister@mass.gov, or 617-626-1194.
- **No paper submission** is accepted for the grant application. The process is online and electronic only.

Application Materials Checklist – ARE YOUR MATERIALS READY?

- NAME each of your electronic files beginning with the municipal name (rather than town or city of...) and wording that makes the content of the file clear.
- Grant Application Table (Excel file)
- Signed Certification of Application (PDF file)
- Project Narrative for EACH proposed measure (Word or PDF file). Narrative can include all the proposed measures in one file, one after the other in the order listed in the grant table
- Supporting Audits, Studies, other documentation for EACH proposed measure (complete study please, NOT just relevant pages) (Word or PDF file). If you have more than a total of nineteen (17) supporting files to upload, then create a compressed (zipped) file (with the required name format) with all supporting files for a proposed project (see instructions for creating a compressed folder).

PLEASE NOTE: You **cannot** return to a partially completed form to add or correct information. If you log out without using the <Submit> button, nothing has been saved in the system. However if you used the <Submit> button and submitted a form with uploaded files and then log back in, the form will be blank BUT the system saved the information you entered on the form and the files you uploaded.

Please do not submit more than once, If you do not see your city or town name on the drop-down pick list, made a mistake, or forgot something, please contact Jane Pfister at jane.pfister@mass.gov / 617-626-1194.

Grant Application Process

1. Fill out the online form completely. You will upload multiple files using the form, each beginning with the municipal name then wording that makes the content of the file clear.

2. Upload the Grant Application Table (as Excel), signed Certification of Application (as PDF), Project Narrative(s), and any other supporting materials using the Upload fields (green lines at the bottom). For each upload, click on the grey <Browse> button or in the space that says "No file selected", browse to and select a file on your computer, then double click on it or select "open". The file's path on your computer will show in the blank white space.
 - o If there are multiple documents necessary to support the grant application, please submit them as separate files rather than combined into a single file. If you have more files than there are upload lines, create a compressed (zipped) file with all files for a proposed project (see instructions on page 8).
3. Review the form and uploads carefully to make sure everything is complete and how you want it. Click on the calendar icon to select the date. When you are ready, click on the <Submit> button.
 - o When you submit a form you may receive the following message: "This form is non-secure - do you still want to send it?" It's just informational; nothing to worry about. Answer <Yes>.

After you submit, a confirmation page will appear. DOER will also receive a message from the system. Shortly you will receive an email confirming that DOER's Green Communities Division has received your grant application and the number of files uploaded. If you need to add additional files after that point, please email them directly to Jane.Pfister@mass.gov / 617-626-1194.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)

Online Process and Technical Issues -Contact Jane.Pfister@mass.gov / 617-626-1194

How to Create a Compressed (zipped) Folder

1. Put all the files you want to attach somewhere on your computer (e.g. in one folder).
2. Select all the files you wish to include: Hold down the <Ctrl> key as you click each one. They will all be highlighted.
3. Right click any of the highlighted files (put your cursor over one of the files and click the right button on your mouse or other pointing device).
4. Select <Send To> (about half way down the pop-up menu).
5. Select <Compressed (zipped) Folder> from the next pop-up menu.
6. Find the new folder. It will have the name of one of the files you selected (in step 3), but with a .zip extension (e.g. Town Efficiency Audit.zip).
7. Rename the zip folder by (right clicking the folder name and select <Rename> (near the bottom of the menu).
8. Change only the name to the left of the period (i.e. keep the .zip extension).
9. Begin with municipal name then wording that makes the content of the file clear.
10. Upload the same way, using a green Upload line on the form.

NORFOLK SELECT BOARD PUBLIC COMMENT POLICY

Purpose:

To establish a policy of the Select Board (Board) with regard to those persons wishing to speak at meetings of the Board.

Policy:

The Board welcomes information, concerns, and opinions from those attending Board meetings that are related to matters within the Board's jurisdiction. The Board hereby adopts this policy: to provide members of the public a fair opportunity to speak; to ensure compliance with the *Open Meeting Law* and other legal obligations; and to facilitate the orderly conduct of the Board's meetings.

Applicability:

This policy applies to all persons wishing to speak at a Board meeting. The Board, at the chair's discretion, may provide the following opportunities to speak during the meeting: (i) at a "Citizen Speak" period generally scheduled at the beginning of a meeting; and (ii) at designated periods for comment (at the discretion of the Chair) on topics identified on the Board's agenda. The Board welcomes comments expressing any viewpoint related to the topics of any particular comment period upon matters within the Select Board scope of responsibility.

Procedures:

- a. The Board will typically schedule time for a "Citizen Speak" comment period at or near the beginning of its meetings. "Citizen Speak" is a limited forum to comment on topics not otherwise listed on the Board's agenda and within the Board's jurisdiction or scope of responsibility. To ensure compliance with the *Open Meeting Law*, privacy laws, and other legal obligations, Board members will rarely engage with a speaker or with each other during "Citizen Speak" periods.
- b. The Board may also provide time for public comment on topics identified on the Board's agenda. Comments during such periods are limited to those related to the specific topic under deliberation.
- c. Persons wishing to provide comments to the Board shall first sign the sign-in sheet provided by the Board and identify themselves by name and address prior to commenting. All speakers are encouraged to present their remarks in a respectful manner. Speakers must begin

their remarks by stating their name, town or city of residence and affiliation.

- d. All comments shall be addressed to or through the chair or acting chair of the Board.
- e. Each comment period shall not exceed 15 minutes and each speaker shall not exceed three minutes, unless otherwise determined by the chair. Written comments longer than three (3) minutes may be presented to the Board before or after the meeting for the Board members' review and consideration at an appropriate time.
- f. Speakers who require reasonable accommodations on the basis of a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material. Speakers must notify the Select Board by telephone or email at least 48 hours in advance of the meeting if they wish to request an extension of time for one of these reasons.
- g. Public comment may concern items that are not on the Select Board's agenda but must fall within the scope of the Select Board's authority.
- h. Speakers may offer such criticisms of the town operations and policies as concern them, but in public session the Board will not hear personal complaints about town employees (or others) whose performance is outside the scope of the Board's authority. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving employees.
- i. Disruptive comments and conduct are not allowed. Disruptive comments and conduct include, but are not limited to: the use of profanity; threats or incitement to lawless conduct or statements intended to be personally defaming or libelous; vulgarity; comments or conduct that violate the law; comments outside of the dedicated topics for comment or beyond the scope of the Select Board authority. The Chair reserves the right to terminate speech which he/she determines to be not constitutionally protected and to terminate other comments or conduct that interfere with the orderly conduct of Board meetings.

The chair shall provide at least one verbal warning to a speaker if he or she makes a disruptive comment or engages in disruptive conduct. If, after at least one verbal warning, the speaker persists in

making disruptive comments or engaging in disruptive conduct, the chair may end that person's privilege of address for that meeting.

Definition:

None

Regulatory Statutory References

Massachusetts G.L. c.30A, §20

2/13/2020

Town of Norfolk Mail - Norfolk SEPAC 5K



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Norfolk SEPAC 5K

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

Thu, Feb 13, 2020 at 1:04 PM

We will get it done, probably one detail officer and the shift. We did it last year and it wasn't too difficult.

[Quoted text hidden]



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Norfolk SEPAC 5K

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

Thu, Feb 13, 2020 at 12:51 PM

Hi Judith,
No issues from the DPW.

Barry A. Lariviere

Interim DPW Director

Town of Norfolk

Norfolk DPW | O: 508.528.4990 x228 | C: 508.922.2226

On Wed, Feb 12, 2020 at 9:20 AM Judith Lizardi <jlizardi@norfolk.ma.us> wrote:
[Quoted text hidden]

This is a friendly reminder to please provide any comments and or concerns by Thursday morning regarding the proposed 2nd Annual Norfolk SEPAC 5K Road Race on Sunday, May 31, 2020. The start time is 10:00 AM. The race course and other information are outlined in the email thread. This item will be put on the Select Board's agenda for their February 18, 2020 meeting.

If you have any questions, please do not hesitate to contact me.

Thank you very much.

Best,
Judith

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

From: **McCarthy, Michael F.** <Michael.McCarthy@statestreet.com>
Date: Tue, Feb 11, 2020 at 12:08 PM
Subject: RE: Norfolk SEPAC 5K
To: Judith Lizardi <jlizardi@norfolk.ma.us>
Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

[Quoted text hidden]
[Quoted text hidden]

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

Wed, Feb 12, 2020 at 2:56 PM

I have no comments or concerns for 5K race no special requirements from FD

[Quoted text hidden]

--

Erron Q. Kinney
Fire Chief



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

2/13/2020

Town of Norfolk Mail - Norfolk SEPAC 5K

Best,
Judith
[Quoted text hidden]

Judith Lizardi <jlizardi@norfolk.ma.us>
To: "McCarthy, Michael F." <Michael.McCarthy@statestreet.com>
Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Mon, Feb 10, 2020 at 3:50 PM

Hello Mr. McCarthy,
The rain date of June 7, 2020 that you requested is available. I will include the rain date in your request to the Select Board.

As a note, the Norfolk Lion's Club Community Day is scheduled for Saturday, June 13th. In the past, the NCL has held a road race the morning of Community Day. I do not know if one is going to be scheduled this year. As of now, I have nothing on the event calendar.

Best,
Judith
[Quoted text hidden]

McCarthy, Michael F. <Michael.McCarthy@statestreet.com>
To: Judith Lizardi <jlizardi@norfolk.ma.us>
Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Tue, Feb 11, 2020 at 12:07 PM

Information Classification: ●● Limited Access

Hi Judith,

The route we did last year for this 5K is as follows below.

Start: Main Street crosswalk at Liberty Lane

Take Right on Medway

Take Right on Truro

Take Left on Barnstable

Take Right on Brewster

Loop around the cul de sac

Take Left on Wellfleet

Take Left on Barnstable

Take Right on Medway Branch

Take Right on Boardman

Take Left on Main

Finish: At rotary in front of Santander Bank.

I worked with Lt. Shannon and his team last year on this route, but I will reach out again with Police, Fire and DPW if approved.

Thank you for all of this.

[Quoted text hidden]

Judith Lizardi <jlizardi@norfolk.ma.us>
To: Charles Stone <cstone@norfolk.ma.us>, Erron Kinney <ekinney@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Christine Tardanico <ctardanico@norfolk.ma.us>
Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Wed, Feb 12, 2020 at 9:20 AM

Good Morning,

Thank you,
Judith

[Quoted text hidden]

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

Mon, Feb 10, 2020 at 12:05 PM

Where is Nancy's convenience store???

CS

[Quoted text hidden]

--

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

Judith Lizardi <jlizardi@norfolk.ma.us>
To: "McCarthy, Michael F." <Michael.McCarthy@statestreet.com>

Mon, Feb 10, 2020 at 12:39 PM

Hello Mr. McCarthy,

Regarding the road race route/course, you mention the race will start on Main Street by Nancy's convenience. Do you mean Linda's Variety store or some other location? As well, it would be helpful if you could sketch the route and send me a copy.

Thank you very much for your help.

Judith

[Quoted text hidden]

McCarthy, Michael F. <Michael.McCarthy@statestreet.com>
To: Judith Lizardi <jlizardi@norfolk.ma.us>

Mon, Feb 10, 2020 at 1:18 PM

Information Classification: ●● Limited Access

Yes, I meant Linda's Variety. I must have been looking at Nancy's name on the email.

I will provide a sketch and street by street. What is the next board meeting we'd be on the agenda?

Thank you!

[Quoted text hidden]

Judith Lizardi <jlizardi@norfolk.ma.us>
To: "McCarthy, Michael F." <Michael.McCarthy@statestreet.com>

Mon, Feb 10, 2020 at 1:24 PM

Hello Mr. McCarthy,

I am working to get this item on the February 18th Select Board meeting agenda. I will let you know on Thursday.

Please send the route sketch as soon as possible so it can be reviewed by the police, fire, and DPW departments.

Thank you.

Best,

Judith

[Quoted text hidden]

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

Mon, Feb 10, 2020 at 1:54 PM

Hi Chief Stone,

Mr. McCarthy let me know that he meant Linda's Variety store on Main Street for the start of the race.

Please let me know if you have any concerns about the road race.

Thank you very much.

To: Judith Lizardi <jlizardi@norfolk.ma.us>
 Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Information Classification: ●● Limited Access

Hi Judith,

Thank you for getting back to me. Below I tried to answer all of your questions. Please let me know if these suffice or if I need to get more information. I really appreciate your collaboration with us on this event.

Mike

From: Judith Lizardi <jlizardi@norfolk.ma.us>
Sent: Thursday, February 06, 2020 1:34 PM
To: McCarthy, Michael F. <Michael.McCarthy@statestreet.com>
Cc: Nancy Langlois <nlanglois@norfolk.ma.us>
Subject: [External] Re: Norfolk SEPAC 5K

Hello Mr. McCarthy,

Please excuse my delay in responding to your request.

In reviewing your request, and in being consistent with requests from other organizations requesting to hold a road race, the following information must be provided:

- **Road race route/course**

Same route as last year – Is there a copy of this on file or should I map it out again. I can draw it out on the map again. It will start on Main street by Nancy's convenience, head towards franklin, right onto Myrtle, then into Cape Cod Estates, back down Medway Branch, to Boardman, then back on Main to finish near the rotary.

- **Approximate number of participants**

We had 50 racers in the rain last year. I would say with word of mouth and fingers crossed better weather, we have 50-75 this year. As we did last year I provided Sue Jacobsen a weekly update as the race day got close of how many we had signed up.

- **Copy of medical insurance and liability coverage for event**

We organized this through RaceWire last year and there is a waiver that needs to be signed and filled out through their website, this should cover us.

- **Rain date, if applicable**

Can we do the following Sunday the 7th? Please confirm if that date is open or would work for the Town.

- **Any planned activity before or after the road race that will require use of Town Hill or the bandstand**

This year we are not planning on using the Town green or the bandstand, we just want to focus on putting on a good race.

[Quoted text hidden]

[Quoted text hidden]

Judith Lizardi <jlizardi@norfolk.ma.us>
 To: Charles Stone <cstone@norfolk.ma.us>, Erron Kinney <ekinney@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Christine Tardanico <ctardanico@norfolk.ma.us>
 Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Mon, Feb 10, 2020 at 10:23 AM

Good Morning,

Attached please find a request to hold the 2nd Annual Norfolk SEPAC 5K Road Race on Sunday, May 31, 2020. The start time is 10:00 AM. The race course and other information are outlined in the email thread.

Please provide your comments and or concerns so we can pass along to the Select Board for their consideration.

If you have any questions, please do not hesitate to contact me.

Nancy Langlois <nlanglois@norfolk.ma.us>
To: "McCarthy, Michael F." <Michael.McCarthy@statestreet.com>
Cc: "jlizardi@norfolk.ma.us" <jlizardi@norfolk.ma.us>

Wed, Feb 5, 2020 at 3:14 PM

Hi Mike,

So sorry for the delay. I know Judith was gathering some information from various departments (Police, Fire, DPW). She is also going to need more information from you on things like: race course, police details, etc. prior to bringing before the Board. She has left for the day, but we will follow up with you tomorrow with more details.

Thanks for your patience.

Nancy Langlois

[Quoted text hidden]

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

Judith Lizardi <jlizardi@norfolk.ma.us>
To: "McCarthy, Michael F." <Michael.McCarthy@statestreet.com>
Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Thu, Feb 6, 2020 at 1:34 PM

Hello Mr. McCarthy,
Please excuse my delay in responding to your request.

In reviewing your request, and in being consistent with requests from other organizations requesting to hold a road race, the following information must be provided:

- Road race route/course
- Approximate number of participants
- Copy of medical insurance and liability coverage for event
- Rain date, if applicable
- Any planned activity before or after the road race that will require use of Town Hill or the bandstand

When the requested information is received, I will schedule this item on the Select Board's agenda for approval and let you know the meeting date and time.

After the event is approved, please contact the police chief regarding the need for police details. As well, you noted that you plan to use the library before the event for registration. Please make sure to coordinate with the library for that use.

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

Regards,
Judith

On Wed, Feb 5, 2020 at 2:12 PM McCarthy, Michael F. <Michael.McCarthy@statestreet.com> wrote:
[Quoted text hidden]

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

McCarthy, Michael F. <Michael.McCarthy@statestreet.com>

Mon, Feb 10, 2020 at 8:48 AM



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Norfolk SEPAC 5K

15 messages

McCarthy, Michael F. <Michael.McCarthy@statestreet.com>

Thu, Jan 23, 2020 at 1:43 PM

To: "jlizardi@norfolk.ma.us" <jlizardi@norfolk.ma.us>, "nlanglois@norfolk.ma.us" <nlanglois@norfolk.ma.us>

Information Classification: ●● Limited Access

Hi Nancy and Judith,

I sending a formal email requesting the towns permission to host our 2nd Annual 5k on May 31st, 2020. When Nancy and I talked last week, I believe it still needed to be confirmed the Town itself was not hosting anything on that day. The basic details of the race are below: As the picture gets clearer I can provide in more detail

Registration at 9 to 9:45 am – We used the library last year and it worked out well.

Race Starts at 10 and it was a little more than an hour with some walkers.

Kind Regards,

Mike

McCarthy, Michael F. <Michael.McCarthy@statestreet.com>

Wed, Feb 5, 2020 at 2:11 PM

To: "jlizardi@norfolk.ma.us" <jlizardi@norfolk.ma.us>, "nlanglois@norfolk.ma.us" <nlanglois@norfolk.ma.us>

Information Classification: ●● Limited Access

Hi,

I wanted to follow up on the below email I sent over 2 weeks ago. We want to start getting our teams together to support this race, but I am holding back waiting for a clear response from the town and having it approved at a board meeting.

Thank you,

Mike

Michael McCarthy, Assistant Vice PresidentState Street Corporation | Global Services Americas Finance | [1776 Heritage Drive, North Quincy, MA 02171](#)Phone Number: | P +1 617 662 8348 | Michael.McCarthy@statestreet.com

The information contained in this email and any attachments have been classified as limited access and/or privileged State Street information/communication and is intended solely for the use of the named addressee(s). If you are not an intended recipient or a person responsible for delivery to an intended recipient, please notify the author and destroy this email. Any unauthorized copying, disclosure, retention or distribution of the material in this email is strictly forbidden.

Go green. Consider the environment before printing this email.

[Quoted text hidden]

Attached please find a request from the Norfolk Grange to hold their 11th Annual Clean & Green Town-wide Cleanup on Saturday, April 18, 2020 from 9-4 p.m.

Please provide any comments and or concerns to me by tomorrow morning regarding this proposed event so I can include them in the Select Board's agenda packet for their February 18, 2020 meeting.

If you have any questions, please do not hesitate to contact me.

Thank you very much.

Best,
Judith

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

From: **Robin Biscaia** <rbiscaia@comcast.net>
Date: Wed, Feb 12, 2020 at 12:28 PM
Subject: Select Board Agenda - Norfolk's Clean & Green Event
To: <jlizardi@norfolk.ma.us>

[Quoted text hidden]

[Quoted text hidden]

 **Grange Clean & Green Select Board Ltr 2020.odt**
170K

Blythe Robinson <brobinson@norfolk.ma.us>
To: Judith Lizardi <jlizardi@norfolk.ma.us>, Blair Crane <bcrane@norfolk.ma.us>
Cc: Nancy Langlois <nlanglois@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>

Wed, Feb 12, 2020 at 1:41 PM

Judith,

So it seems like they are asking the Town to drop off the dumpster and absorb the cost of disposing of what is picked up. I've copied Blair because I want to confirm that this is the case and get an estimate of how much we think the disposal will cost.

Blythe
[Quoted text hidden]

--
[Blythe C. Robinson](mailto:brobinson@norfolk.ma.us)
Town Administrator
Town of Norfolk
One Liberty Lane
Norfolk, MA 02056
brobinson@norfolk.ma.us
508-440-2855

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

Wed, Feb 12, 2020 at 2:04 PM

No comments.

CS

[Quoted text hidden]

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

Erron Kinney <ekinney@norfolk.ma.us>
To: Judith Lizardi <jlizardi@norfolk.ma.us>
Cc: Charles Stone <cstone@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Christine Tardanico <ctardanico@norfolk.ma.us>, Blythe Robinson <brobinson@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Wed, Feb 12, 2020 at 2:57 PM

Yes, I approve. No concerns or comments from FD

On Wed, Feb 12, 2020 at 1:39 PM Judith Lizardi <jlizardi@norfolk.ma.us> wrote:



Town of Norfolk

Judith Lizardi <jlizardi@norfolk.ma.us>

Select Board Agenda - Norfolk's Clean & Green Event

6 messages

Robin Biscaia <rbiscaia@comcast.net>
 Reply-To: Robin Biscaia <rbiscaia@comcast.net>
 To: jlizardi@norfolk.ma.us

Wed, Feb 12, 2020 at 12:28 PM

Hi Judith --

As discussed earlier today, attached is the official **Norfolk Grange letter requesting approval from the Town for our 11th Annual Clean & Green Town-wide Cleanup** in which we seek a large dumpster to be placed on the Grange property for disposal of trash from litter collected by towns folk participants on April 18 including the week prior.

I have spoken with Blair Crane of the DPW who has confirmed that he can drop off the dumpster on April 18. I have emailed Jon Carroll of the NPD and left a message for him to confirm he has no issues with the event; as in the past, I expect to hear from him shortly that he has no concerns. I will confirm that communication once I receive it. I have an appointment this afternoon, so I wanted to get you the info. to place on the Agenda now.

If you have any questions, please email me or call me at (508) 740-2777.

Thank you.

Robin Lind Biscaia
 Norfolk Grange

Grange Clean & Green Select Board Ltr 2020.odt
 170K

Judith Lizardi <jlizardi@norfolk.ma.us>
 To: Blythe Robinson <brobenson@norfolk.ma.us>
 Cc: Nancy Langlois <nlanglois@norfolk.ma.us>

Wed, Feb 12, 2020 at 1:29 PM

Hi Blythe,
 I added this event to the Feb. 18th Select Board agenda as an action item.

I will request comments/concerns from DPW, Police, and Fire.

Judith

[Quoted text hidden]

--

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

Grange Clean & Green Select Board Ltr 2020.odt
 170K

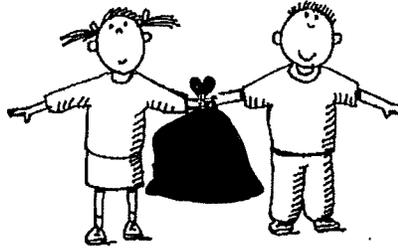
Judith Lizardi <jlizardi@norfolk.ma.us>
 To: Charles Stone <cstone@norfolk.ma.us>, Erron Kinney <ekinney@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Christine Tardanico <ctardanico@norfolk.ma.us>
 Cc: Blythe Robinson <brobenson@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Wed, Feb 12, 2020 at 1:38 PM

Good Afternoon,

Norfolk's Clean and Green Campaign

Sponsored by the Norfolk Grange #135



February, 2020

To our Town of Norfolk Board of Selectmen:

On behalf of the Norfolk Grange #135, I ask that our request for approval of Norfolk's 11th Annual Clean and Green Campaign be placed on the Select Board's February 18, 2020 meeting Agenda. In celebration of Earth Day this year, on April 18, 2020, the Norfolk Grange is proposing to sponsor an event that welcomes all citizens and especially youth organizations in the Town of Norfolk to participate in Norfolk's 11th Annual Clean & Green Town-wide Cleanup Week. The focus of this year's project once again is to clean the unsightly rubbish and litter carelessly discarded by others from the sides of the road and public places within our community.

Participation in this town-wide cleanup will require individuals or groups to certify that they will only bring litter collected from town roadsides and public places in Norfolk and no personal or household trash.

In order to ensure this event is conducted in a safe manner, the Grange will provide a *Safety Tips and Guidelines* sheet to all participants which has been approved by the Norfolk Police Department for previous year's events. Should there be any groups numbering over 20 people collecting litter in a given area, we will convey the location to the police department in advance of the April 18 event. Also, as in previous years, we request that the Norfolk Department of Public Works provide for the use of a dumpster and disposal of litter collected pending approval of this event by the Norfolk Select Board.

On the day of the event, litter will be collected during the morning and early afternoon of April 18 (and if desired, anytime the week prior), and we are suggesting the bags containing trash and recycling be dropped off at the Norfolk Grange on 28 Rockwood Road between 9:00 a.m. – 4:00 p.m., April 18. As participants arrive to drop off bags of trash and recycling they have collected, we will require them to sign our collection log identifying areas of cleanup as well as certification the collection is not personal trash. Grange members and volunteers will be stationed in the Grange parking lot and will assist participants with the disposal or recycling of the litter dropped off. (Note, we have made arrangements with a private company, Dover Trucking, who will accept single-stream recycled items.) Also, the Grange hall will be open to the public where we will be celebrating the collection efforts with light refreshments, giveaways and Green/Earth Day information.

To facilitate this community event, we request the town again provide a dumpster for the collection of litter at the Norfolk Grange site, as well as provide for its disposal. As in previous years, we hope to collect approximately 2,200 lbs of litter this year.

We would like to thank the Select Board for their past support of this event and hope you will again approve Norfolk's Clean and Green Campaign for 2020. Please contact me with any questions you may have.

Sincerely,

Robin Lind Biscaia
163 North St., Norfolk
Clean and Green Chair
Norfolk Grange #135
Phone: (508) 740-2777

01/30/2020 15:11
9730bboo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 02/04/2020 WARRANT: 32VS20 AMOUNT: \$ 28,340.75

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.

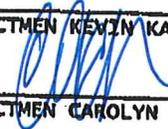
APPROVED



FINANCE DIR TODD LINDMARK

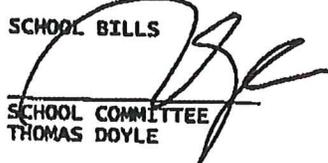
SELECTMEN KEVIN KALKUT

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

2,575.26 +
7,014.27 +
3,609.59 +
2,059.34 +
8,102.79 +
28,340.75 ✓



02/04/2020 14:12
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 02/04/2020 WARRANT: 32V20 AMOUNT: \$ 3,191,775.36

\$	6,310.56
\$	1,784.01
\$	19,176.11
\$	758.65
\$	3,914.02
\$	7,657.52
\$	394,685.69
\$	2,678,584.14
\$	17,752.34
\$	2,240.87
\$	3,782.38
\$	2,303.35
\$	40,528.98
\$	12,296.74
\$	3,191,775.36

TO THE TREASURER:

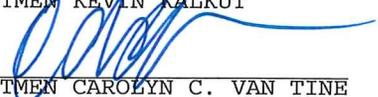
PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT INDICATED.

APPROVED



FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT



SELECTMEN CAROLYN C. VAN TINE

SELECTMEN CHRISTOPHER WIDER

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

02/10/2020 13:34
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

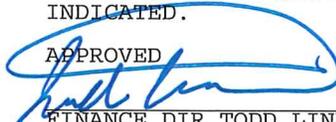
P 1
apwarnt

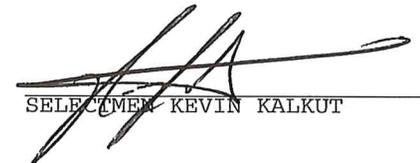
DATE: 02/11/2020 WARRANT: 33VSA20 AMOUNT: \$ 1,600.00

TO THE TREASURER:

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



02/11/2020 12:35
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

\$	16,572.23
\$	11,707.48
\$	5,458.57
\$	3,666.30
\$	2,290.36
\$	847.25
\$	483.36
\$	622.75
\$	14,211.73
\$	382.41
\$	625.55
\$	161,567.20
\$	2,117.92
\$	1,788.21
\$	2,970.33
\$	6,431.98
\$	14,198.31
\$	245,941.94

DATE: 02/11/2020 WARRANT: 33V20 AMOUNT: \$ 245,941.94

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 CAROLYN C. VAN TINE

SELECTMEN CHRISTOPHER WIDER

SCHOOL BILLS

SCHOOL COMMITTEE
THOMAS DOYLE

SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

C





**TOWN OF NORFOLK
SELECT BOARD**

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

February 13, 2020

Memo To: Select Board

From: Blythe C. Robinson *BCR*
Town Administrator

RE: February 8th Budget Workshop Follow Up

Below are responses to the questions posed by both the Board and residents at the February 8th budget workshop.

Select Board Questions:

Facilities:

Q: Does the rent received for the MECC cover the cost of services supplied by Facilities:

A: The Town receives two payments from the MECC. The first is for rental of the 2nd floor space which is budgeted at \$53,045 for FY 21. Separately the MECC pays the Town for maintenance and custodial services which is budgeted at \$38,192.40 for FY21. This covers all of such services and increases annually by 3.0%.

Q: Why does the facilities budget include vehicles expenses for a Crown Victoria currently assigned to the Building Department?

A: This is a legacy item where the expenses for the vehicle were not transferred to the department which it is now assigned. We will resolve this in FY21 by reducing the Facilities budget by \$500 and increasing the Building budget by the same amount.

Fire/EMS Department:

Q: The Board asked for data regarding total ambulance runs and how many were provided through mutual aid.

A: From May 2019 to present we have responded to 887 EMS incidents. Of those we have provided mutual aid 143 times to other communities and they have assisted us 32 times or 4.3%. We are researching historical data and will provide it when it is available.

Revenues:

Q: What does the Town receive for the MBTA assessment that appears on our "cherry sheet"?

A: State law mandates that each community provided service from the MBTA is mandated to pay an annual assessment. This assessment is based on a complex formula that weighs the town's population, access to regional transportation authorities, and its proximity to Boston. The assessment is then automatically deducted from the town's local aid and other state revenue sources annually and is reported on the cherry sheet. The Authority is required to assess each community's share of the overall Authority's assessments. Each community's MBTA assessment shall equal its weighted share of the total population of the authority. Chapter 161A, Section 9 has determined the weights for each community. The population figures utilized in this calculation should be the most recent from the United States Census Bureau.

Police:

Q: A request was made for historical information about salary and overtime paid to the Animal Control Officer which will be provided to the Board separately.

Recreation:

Q: Do the fees for field maintenance cover the cost of performing this work?

A: We are still in the process of compiling this data and will provide it as soon as possible.

Public Works:

Q: Which departments are billed for fuel?

A: The department's fuel system enables us to track the usage of every vehicle and thus every department. At present the only departments directly billed are Norfolk schools, recreation and facilities maintenance. The balance of fuel usage is budgeted in public works.

Information Technology:

Q: Have we explored using Microsoft Office 365 as an alternative to Google/Gmail?

A: We have compared both and have elected to stay with Google because their cost for a business plan is slightly less than Microsoft and has unlimited storage for email and drive storage.

Finance:

Q: Please provide a list of the various tax programs available to seniors and the utilization.

A: The report is attached.

Resident Questions:

Q: I am a senior living on a fixed income. My social security will increase 1.6% in 2020. Where did a 3% increase come from?

A: We analyzed the Town's revenue sources as well as expenses for FY21 and determined that the Town could with certain assumptions. The Town could not afford to increase its operating costs more than 3.07% without asking for a tax override. The assumptions for revenue included a 2.5%

tax increase (allowed by law), a \$600,000 in new growth, a 2% increase in state aid, and a slightly smaller increase in other local revenues. On the expense side we estimated increases in fixed costs such as pension contributions, health insurance, Medicare and other insurance policies. After those fixed cost increases were factored in we determined that all other budgets could not increase more than 3.0% for FY21.

Q: What is the justification for a 3.0% increase in salaries in the **Select Board/Town Administrator** budget for FY21? There are 2.38 FTE's in the FY2020 budget averaging \$113,445 per person.

A: The proposed increase for all non-union employees for FY21 is 3.0%. While employees who are not covered by a union have typically received the same as those in the clerical union (4.0% annually), a decision was made to reduce that in FY21 to what is fair, competitive and more affordable to the Town.

Q: What is the justification for a 3.0% increase in the **Building department** for FY21?

A: All departments were requested to present both a level funded and level services budget for FY21. Level services was determined to be valued at a 3.0% increase based upon a projection of the Town's overall financial condition and revenue growth that could support a budget increase of this amount without a tax override. It has yet to be determined what budget increase if any will be proposed at the annual town meeting for this or any other department.

Q: What are the roles of the employees in the **MECC?** Are they responding to emergencies or just dispatching. It sounds like a lot of money for coordinating emergency responses.

A: The function of the MECC is to dispatch calls for the four communities (Norfolk, Franklin, Wrentham, and Plainville). To do so they are assigned as follow:

- Midnight shift staff: 4 dispatchers, 1 supervisor
- Day shift staff: 2 call takers, 4 dispatchers, 1 supervisor
- Afternoon shift staff: 2 call takers, 4 dispatchers, 1 supervisor

They are supported by a Director, Deputy Director, Administrative Assistant. The staffing is based largely on the call volume of the four communities and the methodology to safely dispatch multiple calls at any given time. Besides personnel there are costs for rent and maintenance paid to Norfolk, utilities, employee benefits & insurance, and maintenance of the various software systems that the MECC utilizes.

Q: **DPW Administration** looks have at six persons, suggest a reduction of two administration FTEs.

A: The administration division of DPW includes the DPW Director, Assistant Director, Superintendent of Operations and three administrative staff. Together they support seven general fund divisions and two enterprise funds (water and wastewater) with FY20 budgets totaling almost \$4.2 million, the Town's largest department after schools. I would point out that at one time there were three separate superintendents and we are proposing one for FY21. The F21 budget also proposes to redeploy the funds from salary for the most recently retired superintendent to a laborer position and part time summer help to better manage the workload of the department.

Q: The budget history table is incorrect for **Land Use** as the level funded budget for FY21 shows an increase of 6.4%.

A: When each department was asked to develop a level funded budget they were given latitude as to where the adjustments were made. In the case of land use, three of the persons in the department are in the clerical union and due a 4.0% increase in FY21, and the Director is and Conservation Agent are budgeted at a 3.0% increase. Furthermore, while a portion of the Conservation Agent's salary is supposed to be paid out of wetlands filing fees, income from this source has not been sufficient to cover all of that, so a slightly higher amount has been included from the general fund. The department has recommended reductions in expenses to offset higher salaries so that the overall level funded budget is achieved.

Q: Do we really need a **Deputy Police Chief** as 23 FTE's for a small town seems a bit much.

A: The Deputy Chief performs a variety of managerial functions for the department which includes daily operations, liaison to the MECC, policies and procedures, grant applications and management, responding to calls as needed and resolving matters that come up in the course of business.

Q: Where are **police fines** shown as income?

A: We are in the process of developing a detailed spreadsheet of the various local revenue sources. This list will include such things as building permit fees, police fines, library fines and charges, revenue from dog licenses, etc.

Q: How many **police officers** are on a typical shift? How many cars per shift, how many police cars for 14 police officers?

A: At a minimum there are three officers assigned to a shift for purposes of safety of the officers and the public. During the day shift there are police officers who also perform other duties on shift (detective, court prosecutor, detective/School resource officer). In the afternoon there are four officers on a shift because call volume and calls for service is the highest during that period in Norfolk. The Police Department presentation on this topic is very helpful and will shortly be posted on our website.

During the day and afternoon shifts there are very likely eight cars being utilized for various purposes. There are also requests by utility companies, tree services and others for details to do work in the right of way for which they request that a marked cruiser be on site for visibility. We believe that there should be one car for every two officers (the department has 21 officers in total), which equates to 12 vehicles. The department has been keeping cars longer because we have not had a consistent replacement schedule. Should we be able to achieve a regular schedule, we would sell or trade in the excess vehicles. It also must be noted that vehicles that are used as heavily as are in a police department must be serviced, and ready to respond without delay. We need to be prepared for those situations.

Q: Where is the revenue from **ambulance calls** accounted for in the Town budget? There appears to be a difference between the salaries budgeted for FY21 and a level funded budget.

A: The Town deposits all revenue from ambulance runs into an "ambulance receipts reserved for appropriation account". A portion of those funds are used annually to cover the debt service on the acquisition of ambulances and the cost of providing emergency medical services.

In a level funded budget, the salaries are higher than FY20 because all employees except for the Chief are in a union and have mandated increases in their compensation. In order to achieve a level funded budget with these increases, the department would eliminate three firefighter/paramedic positions, and reduce some of the department's expense line items. This change could have the effect of not being able to reliably staff our second ambulance, which would in turn affect revenue from ambulance runs. It is also important to point out that we are not able to bill a person for ambulance services unless we transport them to a medical facility, which has a further impact on revenue.

Q: Reduce the hours of operation of the **Library** and consider closing branch libraries. Normal operations should be 10 – 6 M-W-F, and 10-8 Tuesday & Thursday saving 77 hours (salaries) per week.

A: The schedule for the Library is set by the Library Trustees and includes weekend hours. The Town does not have any branch libraries. In a level funded budget the Library would eliminate hours on Sundays all year long and cut Saturday hours during the summer.

Q: Why does **Facilities**/DPW have four Crown Victorias and who are they assigned to?

A: Facilities has two of these vehicles and the other two are assigned to the Building Department. Historically the operating cost for one of these vehicles assigned to the building department has been carried in the Facilities budget. The two vehicles in facilities are assigned to the two custodians who clean all town buildings with the exception of the schools. They carry supplies with them in the cars and service the Town Hall, Library, DPW, COA and Police Station. The Building department assigns those cars to the Assistant Building Official and the Electrical Inspector who performs inspections throughout town and drive to appointments daily.

Q: Why does the **Police Department** need 19 vehicles?

A: The department has this many vehicles for a variety of reasons. Some vehicles such as the hummers have been obtained for free through a federal surplus program and are kept for limited public safety purposes. In the case of cruisers, ideally the Town would have one vehicle for every two officers. However because the Town has not been able to fund the replacement of these vehicles on a regular schedule, we have kept some in service longer than we'd prefer to keep the mileage on any vehicle at a reasonable level for the job required. Ideally cruisers are replaced by the time they have 100,000 miles. It is also important to point out that cruisers idle throughout a shift (running radar, etc), so a vehicle with 100,000 miles may have as many as three (3) times that amount on the engine and components overall. The Town would plan to sell or trade in older vehicles as long as a more consistent replacement schedule could be achieved.

Q: What is the vehicle assigned to administration in the Town fleet?

A: The administrative vehicle is a Ford Focus assigned to the Assessor's Office. They use this vehicle to go out on appraisal inspections of homes and businesses throughout town.

Q: Why are there two line items for hand tools in the **Public Works** budget?

A: The DPW budget is broken down into its various divisions. Hand tools are necessary for both the highway and grounds divisions and budgeted accordingly. These funds provide for the purchase of new and replacement tools as necessary to perform the work at hand.

Q: Why are there two line items for **Public Works** clothing and uniforms?

A: The union contract for the DPW includes a clothing allowance so that employees may purchase appropriate footwear and clothes to perform their work. Uniforms are provided within the Transfer Station budget so that employees who are working in this area are easily identifiable to residents.

Q: Why was there an increase in the **Public Works** Town vehicle fuel budget?

A: An analysis of vehicle fuel costs indicated that this line item has historically been under budgeted and an adjustment is proposed for FY21.

STATUTORY EXEMPTION FOR FY 2020
 THROUGH 2/10/2020
 (can apply through 4/1/2020)

SENIOR EXEMPTIONS

CLAUSE 17D	\$175	4
CLAUSE 41C	\$750	4
CLAUSE 41A	DEFERRAL	1

VETERAN'S EXEMPTIONS

CLAUSE 22	\$400	30	
CLAUSE 22A	\$750	1	
CLAUSE 22D	FULL	3	Spouse died of service connected disability
CLAUSE 22E	\$1000	12	
CLAUSE 22F	FULL	3	Paraplegic

BLIND EXEMPTIONS

37A	\$500
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CPA EXEMPTIONS

CPA SENIOR	FULL CPA	23	Moderate income for seniors over 60 based on 100% of HUD's AWMI per household
CPA NON-SENIOR	FULL CPA	1	Low income for non-seniors based on 80% of HUD's AWMI household