



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 Board of Selectmen will meet on Tuesday, October 29, 2019, at 7:00 p.m., in Meeting Room 124, One Liberty Lane, Norfolk, MA

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

- 1. 7:00 p.m. Call Meeting to Order**
- 2. Public Comment**
- 3. Presentation by Superintendent Allardi – Elementary School Enrollment Projections**

Action Items

- 4. Please consider approval of the Green Community Energy Reduction Plan for the Town of Norfolk**
- 5. Please consider executing the November 19, 2019 Special Town Meeting Warrant**
- 6. Please consider re-affirming Kevin Kalkut as the Select Board's representative to the B-1 Zoning Working Committee**

Report of Warrants

7. The following warrants have been signed:

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

Any other unanticipated business that may come before the Board

ADJOURNMENT

Blythe C. Robinson, Town Administrator



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October 24, 2019

MEMO TO: Board of Selectmen

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

RE: **Agenda Background – October 29, 2019**

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

1. 7:00 pm. Call Meeting to Order
2. Public Comment
3. Presentation by Superintendent Allardi – Elementary School Enrollment Projections

Superintendent Allardi will be joined by School Committee members Thomas Doyle & Medora Champagne (building subcommittee) to present several items related to the growing enrollment in the Norfolk school system and the impacts of this for the future. Enclosed please find a memo from her that outlines what she plans to cover and the consultants who will be joining her. Copies of the presentations are included in the packet for your reference.

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

The Energy Committee is in the home stretch to submit the Town's application to the State Department of Energy Resources to become designated as a Green Community. Included in your packet is an updated version of the key components of the application, most significant of which is the energy reduction plan (ERP). Mr. Larry Sullivan and Mr. Andy Bakinowski will be at the meeting to review with you the ERP as the grant application requires the Board's approval of the plan. The grant also requires approval by the School Committee and they intend to take this up at their meeting on November 12th, after which the deadline for applications is November 22nd.

MOVE that the Board approve the Town's Green Community Energy Reduction Plan.

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

Included in your packet is the latest version of the proposed warrant for the November 19th special town meeting. The order of articles has been updated to list the zoning amendments first, followed by the articles involving funding, general bylaw changes and finally road acceptances. Also enclosed is an updated version of the spreadsheet which depicts how each of the articles involving dollars will be paid for, which informs how the motions will be scripted for each as well as some background information about the Vision appraisal program.

There are several changes to the warrant since the last board meeting.

- Articles 1 – 5, 6 - Please note that the Planning Board is having a public hearing on the zoning articles and road acceptances on Monday, October 28th. Depending on the outcome of that meeting and votes by the Board, they may recommend changes to these articles. Article 1 is still structured to be eight separate articles which I expect will be resolved on Monday.
- Article 6 - we've added an item on the list of transfers to pay for the FY19 snow and ice deficit of \$235,177 from Free Cash.
- Article 11 - at the last board meeting the Board indicated that they would like to find a way to target funds for road repairs so we can begin to tackle the backlog identified by the pavement management plan. The Finance Director and I recommend that we increase this article for capital borrowing by \$100,000 for this fall. I've asked DPW for a recommendation on how those funds would best be utilized and will provide that to you at the meeting.
- Article 21 – we've removed the edits to the last section changing the job title from Town Accountant to Finance Director. Upon further review of other sections of the general bylaws we've confirmed that the Finance Director and Town Accountant are two distinct positions which at the present time are the responsibility of one person. Since that might not always be the case in the future, we recommend leaving it as it was.

As we did at the last meeting, various department heads will be at the meeting to answer questions about their articles, including:

- Fire – Interim Chief Petruchik
- Planning – Richard McCarthy
- Recreation – Ann Proto
- Town Clerk – Carol Greene
- Assessor's – Don Clarke
- Finance – Todd Lindmark

Should that occur, staff will make those edits and provide you with an updated version of the warrant at the meeting on Tuesday evening.

MOVE that the Board execute the warrant for the fall special town meeting to be held at the Freeman Kennedy School on Tuesday, November 19, 2019 at 7:00 PM.

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

There is some question as to whether the Board formally voted to make Kevin Kalkut its representative to this committee when it was formed initially. This committee intends to meet and vote to take a position on this STM warrant article, and to avoid any concerns that he is eligible to vote, we recommend that the Board vote to reaffirm this appointment.

MOVE that the Board reaffirm that Kevin Kalkut be the Board's representative to the B-1 Zoning Working Committee.

7. Please consider approval of the following warrants:

MOVE that the Board approve the following warrants:

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

Board votes to adjourn the public meeting.

Memo

To: Blythe Robinson, Norfolk Select Board
From: Ingrid N. Allardi *INA*
Re: Enrollment/ Space Study Update
Date: Oct. 24, 2019

Thank you for providing us with the opportunity to share information with the Board regarding the work that the district has done over the past several years, in partnership with the Town of Norfolk. Through the work of our space study committee, we have spent significant time exploring and evaluating the impact of new development on the District's potential to accommodate growth in enrollment. Our committee was tasked with evaluating potential solutions and determining the most cost/effective and efficient solution for preventing significant overcrowding expected to result from new development. Our plan for the evening will be as follows:

Dr. Donald Kennedy, from New England School Development Council, will begin the night by sharing the most recent enrollment projection study NESDEC completed for the district. The New England School Development Council specializes in this area and has a very comprehensive and thorough process for developing enrollment projections based on a wide-range of factors and considerations. Mr. Kennedy will be able to respond to any questions the Board may have regarding the study.

Mr. Thomas Doyle, School Committee Chair, and Mrs. Medora Champagne, School Committee Member, will then join me in presenting to the Board a summary of the work that was done by the Space Study committee. We will also review the reasoning behind our recommendation for expansion of the Freeman-Kennedy School. Mr. Doyle and Mrs. Champagne are members of the School Committee's Construction Sub-Committee.

As you are aware, the Town voted at the November 2017 Fall Town Meeting to appropriate funding for the District to hire an architect to complete a preliminary feasibility study and conceptual design for an addition at the Freeman-Kennedy School. This allowed us to assess whether or not an addition would provide sufficient learning space to meet the demands of increased growth, as well as allowing us to get a preliminary cost estimate for the project.

Mr. William Beatrice from Flansburgh architects will be here to present the conceptual design drawings and cost estimates and will be able to answer any questions regarding possible construction.

Lastly, our District Business Consultant, Mr. Todd Hassett, will be there to present with Mr. Todd Lindmark some preliminary information regarding the financial impact of funding a school building project. We look forward to meeting with you on Tuesday!



Norfolk, MA Historical Enrollment

School District: **Norfolk, MA**

10/23/2019

Note: In recent years there has been a wait list for spaces in the Pre-K Program - for example, 33 children in 2017-18, and 49 children in 2018-19

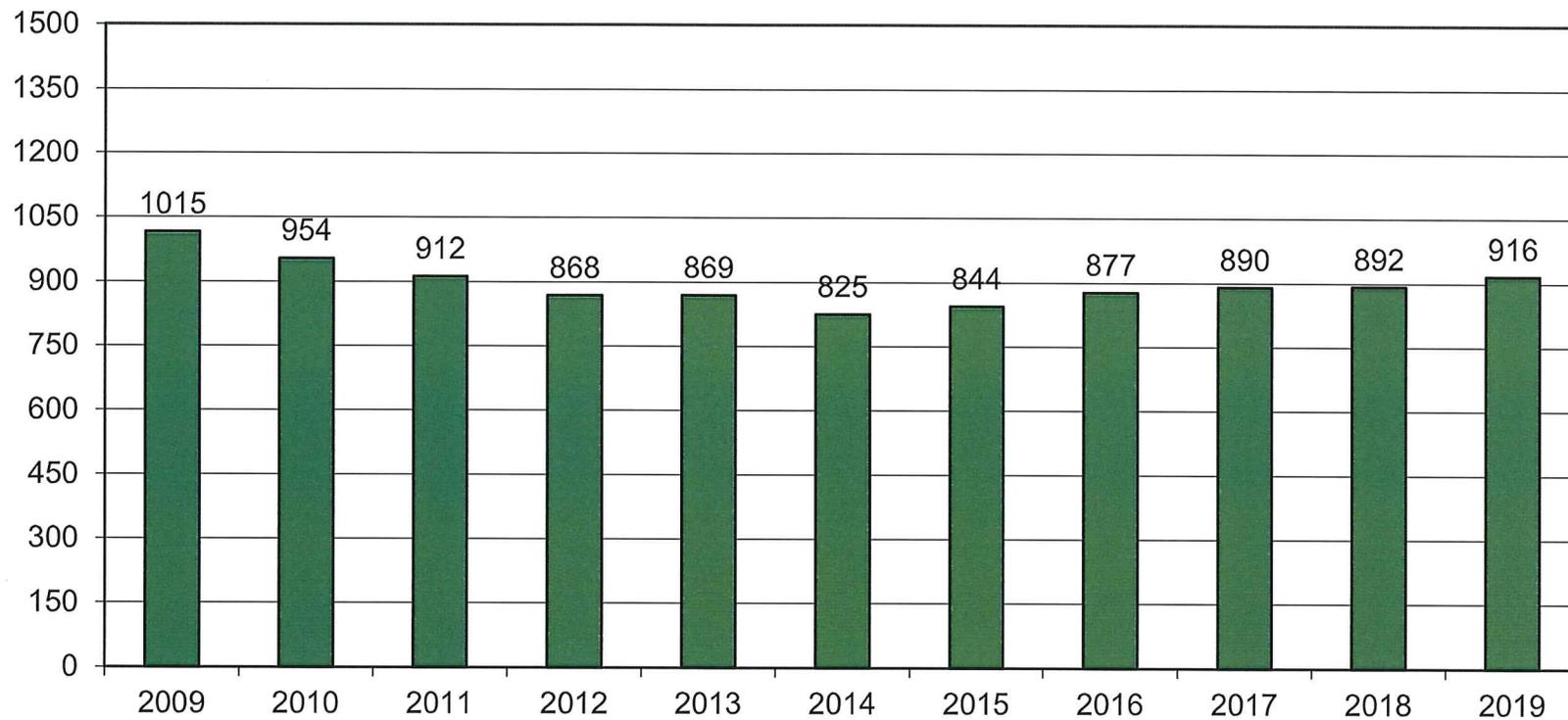
Historical Enrollment By Grade																			
Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-6	PK-6
2004	98	2009-10	56	123	141	163	143	149	134	162	0	0	0	0	0	0	0	1015	1071
2005	116	2010-11	57	121	124	134	160	135	148	132	0	0	0	0	0	0	0	954	1011
2006	103	2011-12	56	105	115	122	129	158	134	149	0	0	0	0	0	0	0	912	968
2007	93	2012-13	58	92	117	111	120	137	157	134	0	0	0	0	0	0	0	868	926
2008	95	2013-14	56	135	89	115	111	122	136	161	0	0	0	0	0	0	0	869	925
2009	82	2014-15	66	96	136	99	118	115	126	135	0	0	0	0	0	0	0	825	891
2010	91	2015-16	63	132	104	135	106	123	112	132	0	0	0	0	0	0	0	844	907
2011	87	2016-17	60	130	146	106	142	109	125	119	0	0	0	0	0	0	0	877	937
2012	88	2017-18	62	120	133	147	114	139	116	121	0	0	0	0	0	0	0	890	952
2013	72	2018-19	70	124	119	131	148	118	135	117	0	0	0	0	0	0	0	892	962
2014	92	2019-20	70	133	129	117	133	154	117	133	0	0	0	0	0	0	0	916	986

Historical Enrollment in Grade Combinations									
Year	PK-2	3-6	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2009-10	483	588	1015	0	0	0	0	0	0
2010-11	436	575	954	0	0	0	0	0	0
2011-12	398	570	912	0	0	0	0	0	0
2012-13	378	548	868	0	0	0	0	0	0
2013-14	395	530	869	0	0	0	0	0	0
2014-15	397	494	825	0	0	0	0	0	0
2015-16	434	473	844	0	0	0	0	0	0
2016-17	442	495	877	0	0	0	0	0	0
2017-18	462	490	890	0	0	0	0	0	0
2018-19	444	518	892	0	0	0	0	0	0
2019-20	449	537	916	0	0	0	0	0	0

Historical Percentage Changes			
Year	K-6	Diff.	%
2009-10	1015	0	0.0%
2010-11	954	-61	-6.0%
2011-12	912	-42	-4.4%
2012-13	868	-44	-4.8%
2013-14	869	1	0.1%
2014-15	825	-44	-5.1%
2015-16	844	19	2.3%
2016-17	877	33	3.9%
2017-18	890	13	1.5%
2018-19	892	2	0.2%
2019-20	916	24	2.7%
Change		-99	-9.8%

Norfolk, MA Historical Enrollment

K-6, 2009-2019



Norfolk, MA Projected Enrollment

School District: **Norfolk, MA**

10/23/2019

Enrollment Projections By Grade*

Birth Year	Births		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-6	PK-6
2014	92		2019-20	70	133	129	117	133	154	117	133	0	0	0	0	0	0	0	916	986
2015	114		2020-21	71	172	138	128	121	135	155	116	0	0	0	0	0	0	0	965	1036
2016	97		2021-22	72	147	179	137	132	123	136	154	0	0	0	0	0	0	0	1008	1080
2017	115	(prov.)	2022-23	73	174	153	178	141	134	124	135	0	0	0	0	0	0	0	1039	1112
2018	113	(prov.)	2023-24	74	171	181	152	184	144	135	123	0	0	0	0	0	0	0	1090	1164
2019	106	(est.)	2024-25	75	160	178	179	157	187	145	134	0	0	0	0	0	0	0	1140	1215
2020	109	(est.)	2025-26	76	165	166	177	185	160	189	144	0	0	0	0	0	0	0	1186	1262
2021	108	(est.)	2026-27	77	163	172	165	183	188	161	188	0	0	0	0	0	0	0	1220	1297
2022	110	(est.)	2027-28	78	167	170	171	170	186	190	160	0	0	0	0	0	0	0	1214	1292
2023	109	(est.)	2028-29	79	165	174	169	177	173	188	189	0	0	0	0	0	0	0	1235	1314
2024	109	(est.)	2029-30	80	164	172	173	174	180	175	187	0	0	0	0	0	0	0	1225	1305

Note: Ungraded students (UNGR) often are high school students whose anticipated years of graduation are unknown, or students with special needs - UNGR not included in Grade Combinations for 7-12, 9-12, etc.

 Based on an estimate of births
 Based on children already born
 Based on students already enrolled

Projected Enrollment in Grade Combinations*

Year	PK-2	3-6	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2019-20	449	537	916	0	0	0	0	0	0
2020-21	509	527	965	0	0	0	0	0	0
2021-22	535	545	1008	0	0	0	0	0	0
2022-23	578	534	1039	0	0	0	0	0	0
2023-24	578	586	1090	0	0	0	0	0	0
2024-25	592	623	1140	0	0	0	0	0	0
2025-26	584	678	1186	0	0	0	0	0	0
2026-27	577	720	1220	0	0	0	0	0	0
2027-28	586	706	1214	0	0	0	0	0	0
2028-29	587	727	1235	0	0	0	0	0	0
2029-30	589	716	1225	0	0	0	0	0	0

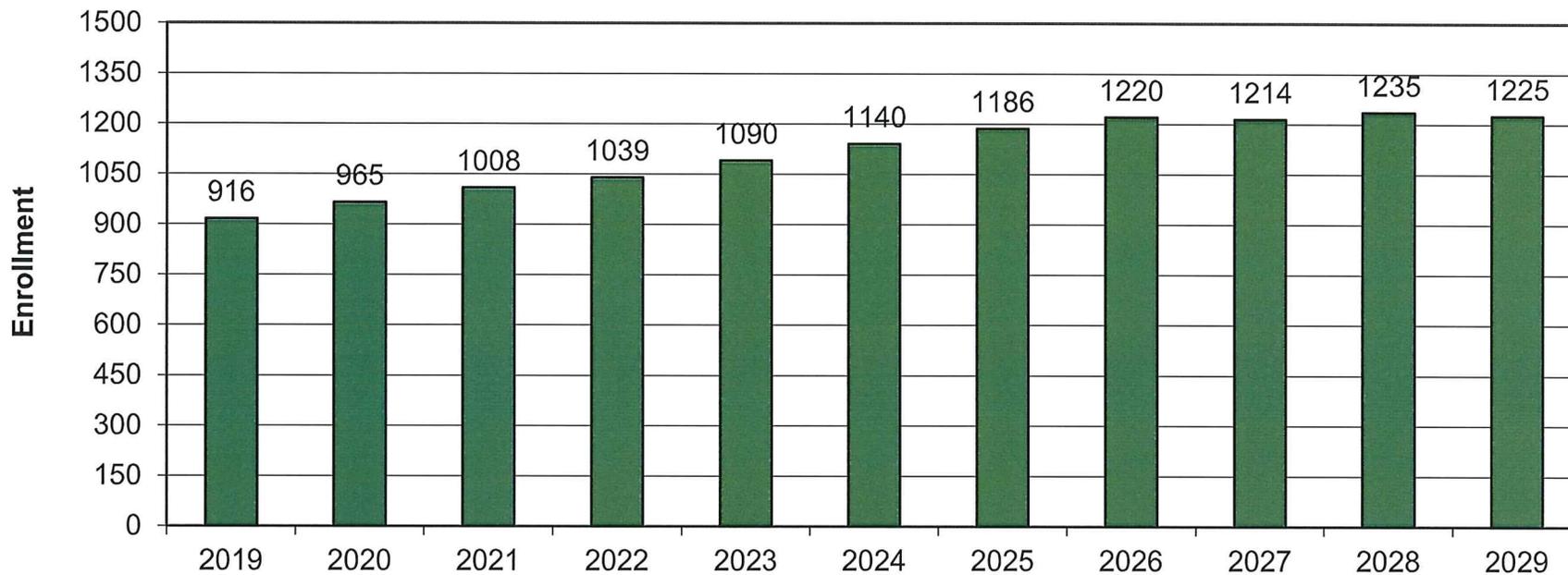
Projected Percentage Changes

Year	K-6	Diff.	%
2019-20	916	0	0.0%
2020-21	965	49	5.3%
2021-22	1008	43	4.5%
2022-23	1039	31	3.1%
2023-24	1090	51	4.9%
2024-25	1140	50	4.6%
2025-26	1186	46	4.0%
2026-27	1220	34	2.9%
2027-28	1214	-6	-0.5%
2028-29	1235	21	1.7%
2029-30	1225	-10	-0.8%
Change		309	33.7%

*Projections should be updated annually to reflect changes in in/out-migration of families, real estate sales, residential construction, births, and similar factors.

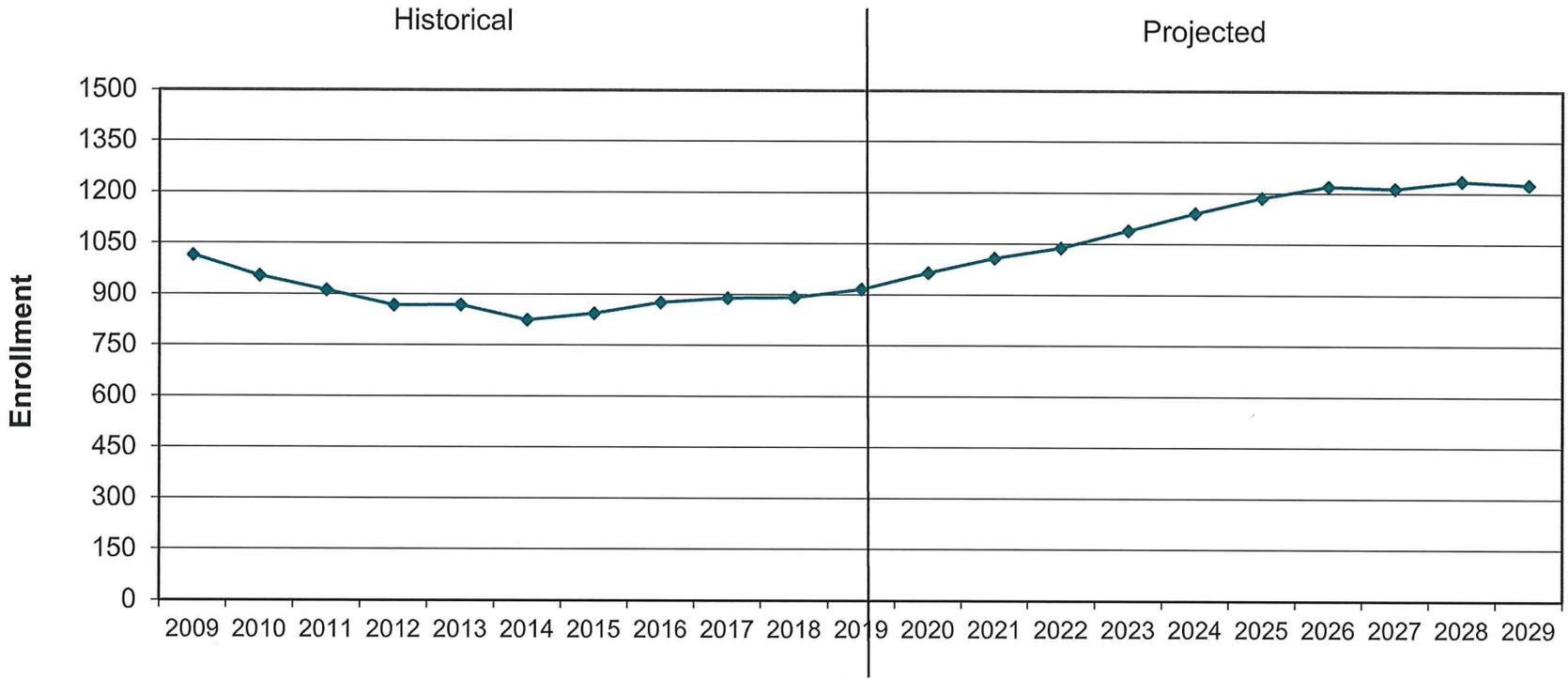
Norfolk, MA Projected Enrollment

K-6 To 2029 Based On Data Through School Year 2019-20

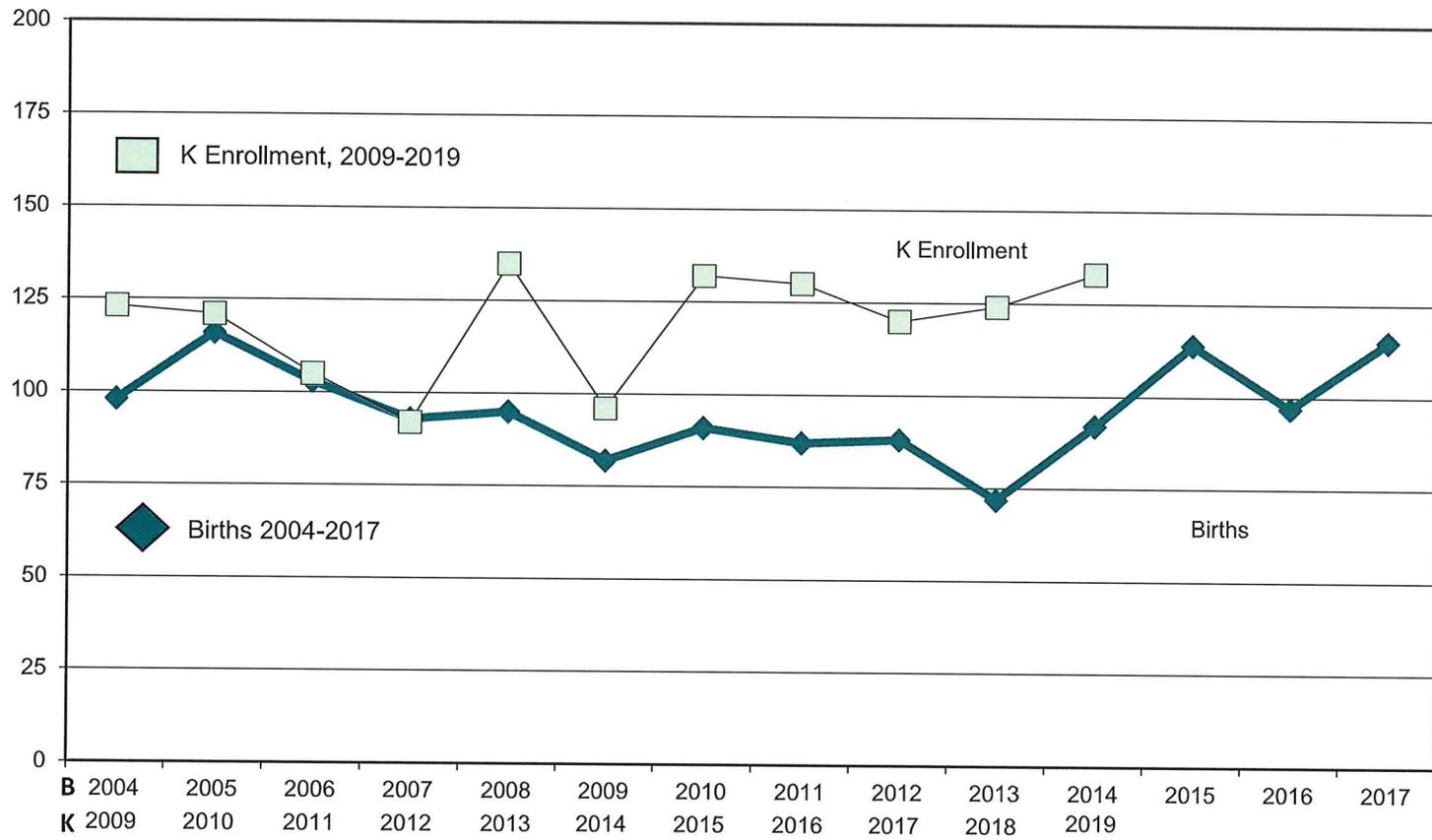


NESDEC
Norfolk, MA Historical & Projected Enrollment

K-6, 2009-2029



Norfolk, MA Birth-to-Kindergarten Relationship



Norfolk, MA Additional Data

Building Permits Issued		
Year	Single-Family	Multi-Units
2005	57	0
2015	57	0
2016	49	0
2017	64	0
2018	40	0
2019	4 to date	0 to date

Source: HUD and Building Department

Enrollment History		
Year	Career-Tech 9-12 Total	Non-Public K-12 Total
2005-06	n/a	n/a
2015-16	n/a	n/a
2016-17	31	177
2017-18	n/a	n/a
2018-19	33	159
2019-20	n/a	21 (K-6 only)

Residents in Non-Public Independent and Parochial Schools (General Education)														
Enrollments as of 1/1/19	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 TOTAL
		3	3	4	1	3	3	4	0	0	0	0	0	0

K-6 Home-Schooled Students	
2019	9

K-6 Residents in Charter or Magnet Schools, or "Choiced-out"	
2019	4

K-6 Special Education Outplaced Students	
2019	5

K-6 Tuitioned-In, Choiced-In, & Other Non-Residents	
2019	0

The above data were used to assist in the preparation of the enrollment projections. If additional demographic work is needed, please contact our office.

Permits for Residential Dwelling Units

Calendar Yr.	# Permits
2010	44
2011	31
2012	44
2013	62
2014	54
2015	53
2016	66
2017	65
2018	58
2019	3
2020	0
TOTAL	480

Dwelling Units in 2010 Census = 3,112

Source: Richard McCarthy



Residential Construction Projects

Project	Address	Total # Units	40B Units	Status	Bedrooms	Own/Rent
Village at Norfolk	25 Rockwood Road	32	9	Mostly Constructed	26 3BR 6 2BR	Own
Boyd's Crossing	106-108 Main Street	40	11	Under Construction	10 3BR 30 2BR	Own
Cleveland Street	84 Cleveland Street	32	8	Under Construction	26 3BR 6 2BR	Own
The Enclave	Village Green	40	10	Under Construction	N/A	Own (55+)
Meetinghouse Road	Meetinghouse Road	20	5	Under Construction	8 3BR 12 2BR	Own
Preserve at Abbyville	17 Lawrence Street	64	16	In Review/Litigation	20 3BR 44 2BR	Own
Lakeland Hills	144 Seekonk Street	96	24	In Review/Litigation	221 total (2 and 3BR)	Own
Norfolk Station	194 Main Street	60	60	In Review/Litigation	6 3BR 9 2BR 15 1BR	Rent

TOTAL

164	42
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TOTAL

220	100
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Source: Richard McCarthy

Norfolk Public Schools

Enrollment Projections and Educational Space



Select Board
October 29, 2019

Historical Context

Over the course of the past five years, the Town of Norfolk has seen an increase in growth and development, with a number of chapter 40B projects proposed and in various states of approval with the town.

School Committee Members, Administrators, Staff, Parents and Citizens have expressed significant concern about the capacity of the schools to manage increased enrollment within our current school buildings.

This is one of the top concerns parents have shared at Parent Leaders meetings and on surveys the district has conducted.

Survey Feedback

Sample Parent Comments

In January of 2017 NPS sent out a survey to parents to solicit feedback that could be used to help us shape goals and inform the development of a new 3-year strategic plan. While the district did not ask any questions about enrollment or space, several parents wrote in comments regarding this concern.

Below are a few samples of comments we received:

"I believe that planning and improving facilities to meet expanding enrollments will be the biggest challenge in 4-6 years. With our current housing increases we will see more children in the schools soon!"

"They keep building new homes in Norfolk. How will the schools be able to accommodate all these kids?"

Formation of the Space Study Committee

The space study committee included the following members:

Jack Hathaway, Town Administrator
Ingrid Allardi, School Superintendent
Linda Balfour, H. Olive Day Principal
Todd Hassett, Business Consultant
Matthew Haffner, Facilities Director
Bob Bullock, Building Inspector
Ann Proto, Recreation Dept. Director

In order to be proactive and to develop a thoughtful and cost-effective plan for managing potential increases in enrollment, the Town of Norfolk and the Norfolk Public Schools established a space study committee in April of 2017.

The committee was responsible for the following tasks:

- Soliciting concrete data regarding the potential impact of new construction and development on student enrollment
- Evaluating possible solutions for accommodating new enrollment in the most cost effective and efficient manner, while maintaining the high quality of education and programming the district currently offers.

Current Building Status- H. Olive Day School

- The H. Olive Day School is currently at capacity, there are no open classrooms.
- The teacher's workroom has been converted to an instructional space for specialized programming.
- If additional classrooms need to be added, we will lose the art room, music room or computer lab/maker space in order to accommodate growth.
- Losing these spaces would impact programs and curriculum significantly and would severely challenge the District's capacity to provide instruction consistent with the Massachusetts Curriculum Frameworks.
- This solution only provides three classrooms and does not accommodate the projected long-term growth in enrollment.

Current Building Status- Freeman-Kennedy

- The Freeman-Kennedy School has 27 classrooms available for general education programs.
- There are designated office spaces in the building for therapists and special services, as well as classrooms designated for special education programming.
- At the Freeman-Kennedy there is currently one open classroom available for expansion.
- In order to accommodate growth beyond that one classroom, we would lose the science lab, art and music rooms and computer/maker space.
- Many of these spaces require funds for renovation in order to convert them into regular classrooms.
- Repurposing these spaces would be a short-term solution and would not allow us to accommodate the projected long-term growth in enrollment.
- The loss of these designated spaces would significantly impact our science/technology and engineering curriculum, as well as all programming and instruction in the arts.
- Norfolk's capacity to remain educationally competitive in the region would be severely diminished.

The Critical Importance of the Arts and Technology to 21st Century Education

"We are currently preparing students for jobs that don't yet exist, using technologies that haven't been invented, in order to solve problems we don't even know are problems yet."

Richard Riley, Former US Secretary of Education

Many experts argue that the skills needed to be successful in the future job market will involve "creative work"- design, development, innovation and creative thinking, collaboration and communication.

Instruction in the Arts and in Technology are now as fundamental as instruction in any other academic discipline.

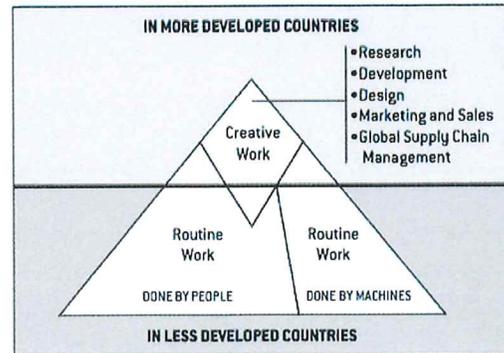


Figure 1.4. The Future of 21st Century Work.

Source: Adapted from National Center on Education and the Economy, 2007.

21st Century Skills: Learning for Life in Our Times by Trilling and Fadel

Changes in Enrollment and Space Availability at Freeman-Kennedy 2017-2019

Grade Level	# of Classes 2017	# of classes 2018	# of classes 2019
3	5	7	7
4	7	5	7
5	5	7	6
6	6	5	6
Open Classrooms	4	3	1

*We are projecting that we will have one open classroom for 2020-2021 and will be out of space at FK the following year.

Current Enrollment/ Class Sizes

Grade	Number of Students	Number of Classes
Preschool	70	6
K	133*	7
1	129*	7
2	116*	6
3	133*	5
4	154*	7
5	117*	6
6	133*	6
Total	985	

*Indicates that class sizes exceed the target established by School Committee policy

Norfolk Public Schools Average Class Size in Relation to Massachusetts Department of Education Identified Comparison Districts

Elementary Average Class Size					
Town	2015-2016		2016-2017		2017-2018
BERKLEY	21	BERKLEY	22	BERKLEY	21
PLAINVILLE	21	BOXFORD	21	WRENTHAM	21
SUDBURY	20	MIDDLETON	21	SUDBURY	20
WRENTHAM	20	TOPSFIELD	21	NORFOLK	20
SOUTHBOROUGH	20	NORFOLK	21	BOXFORD	19
BOXFORD	18	SOUTHBOROUGH	20	PLAINVILLE	19
CONCORD	18	WRENTHAM	20	CONCORD	19
MIDDLETON	18	PLAINVILLE	19	SOUTHBOROUGH	18
TOPSFIELD	18	CONCORD	19	TOPSFIELD	18
NORFOLK	18	SUDBURY	18	MIDDLETON	17
LINCOLN	14-17	LINCOLN	17	LINCOLN	16

Community Needs not Addressed

- There are currently 49 families on the waitlist for Preschool
- There are currently 21 families on the waitlist for before and after school care

*The district can not expand either of these programs due to lack of space even though the before/after care program is self-funding and preschool is tuition-based for most children.



Massachusetts Requirements for Early Childhood Education

Early Childhood Special Education services are designed for young children (aged 3-5) with disabilities who need specially designed instruction or related services and whose disability(ies) cause the children to be unable to participate in developmentally appropriate typical preschool activities. School districts are **required by law** to ensure that developmentally appropriate ESCE programs and services are available. ECSE programs and services ensure that **all children with disabilities have a free and appropriate public education** (FAPE). (Massachusetts Dept. of Education)

It is the expectation that these students will be educated in inclusive environments with their typically developing peers (see the National Department of Education and The Department of Health and Human Services Joint Policy Statement <https://www2.ed.gov/policy/speced/quid/earlylearning/joint-statement-full-text.pdf>)

Options Explored By the Space Study Committee

Option 1- Expanding the H. Olive Day School

This option was determined not to be feasible for a number of reasons including:

- All building systems are currently operating at maximum capacity (Septic, electric, HVAC, etc.) and they are aging. It would be expensive to replace and upgrade all systems.
- There is no space to add on to the existing building footprint and still accommodate parking/ play areas for students.
- Renovations would trigger responsibility to upgrade building structures/ features to meet current ADA and building codes which would be very expensive.
- Expanding the H. Olive Day School would not resolve the space issue of accommodating new enrollment in grades 3-6.

Renting/ Leasing Portable Classrooms

Option 2- Renting/ Leasing Portable Classrooms

This option was determined not to be fiscally prudent and does not provide a safe, secure environment-

- Portable classroom units would be stand alone units, not connected to the larger school buildings. There are significant safety concerns with this arrangement.
- Estimated cost for site work alone (septic, electric, technology, water) is \$1,600,000 (Approximately \$800,000 per site).
- To acquire 6 additional classrooms for each school, the estimated rental cost would be \$907,000 for a five-year lease (based on current pricing).
- The total five-year cost for mobile classrooms would be **\$2,507,000**.
- There is no space at H. Olive Day to house portable classroom units. In order to house the additional classrooms we would have to seek a variance with the town and access part of the Kunde forest.
- This is a costly short-term solution and does not provide an appropriate learning environment.

New Construction Option

Option 3- Purchasing/Building a new site to house Special Ed. Offices/ Early Childhood Center

This option offers only a partial solution to the growth challenges-

- This option would create capacity to absorb increasing enrollment at H. Olive Day School by relocating Pre-K classrooms and Special Education offices. It would not solve the problem of limited space for expansion in grades 3-6.
- It would be costly to build a new structure that meets DESE and State requirements. It requires a play area, kitchen, 7 classrooms with bathrooms, office spaces, a meeting room, a nurse's station and a main office/entrance area.
- This option creates a need for additional staffing (a full-time nurse, a building administrator or lead teacher as the Special Education Director would have to share time between three buildings). These costs would be on-going for the town.
- This creates a challenge for families picking-up and dropping students off at three separate locations.

Expanding the Freeman-Kennedy School

Option 4: Expand the Freeman-Kennedy School

- The Freeman-Kennedy School design was submitted and selected by MSBA as part of their model school program. In order to be eligible, designs must be flexible and have options for expansion and/or modification of space to meet individual districts' programming needs.
- The expansion plan for Freeman-Kennedy includes the option of adding a connecting wing between the two side wings.
- Through the addition of a connecting wing, the district would be able to create a separate early childhood center and main office for Special Education on the first floor. This allows for the creation of 7 preschool classrooms, accounting for expected growth.
- Moving the Preschool and special education offices would create an additional seven open spaces at the H. Olive Day (classrooms/offices). With some adjustments and shifts, the district could create at least five open classrooms to absorb increases in enrollment at the K-2 level.
- Relocating the server room from HOD to the new wing would create a sixth open classroom.

Additional Benefits of Freeman-Kennedy Expansion

- The current system capacity at Freeman-Kennedy is designed to be able to absorb another 250 students (septic, electric, etc.)
- Most Pre-K students do not eat lunch at school. Preschool students also do not access specials (art, music and library) thus this program does not place an additional strain on resources at Freeman-Kennedy.
- The roadway can easily be re-routed to create a separate entrance and drop-off area for Pre-K students.
- The second floor of the addition would create 7 classrooms to accommodate increased enrollment at the Freeman-Kennedy in grades 3-6, as well as an additional space for expanding the current SACC child-care program which is totally self-funding and would address a critical community need.

A Cost Effective/ Efficient Solution

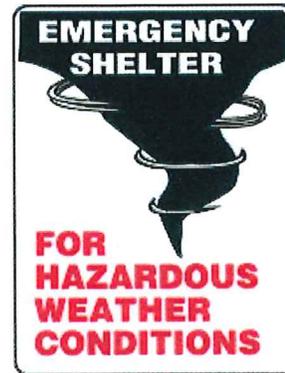


Expanding the Freeman-Kennedy School is the most cost effective/efficient solution to accommodating growth

- Expanding the Freeman-Kennedy school would allow the town to provide a safe, secure and appropriate learning environment for all students.
- This single building project would resolve space issues at both the H. Olive Day and the Freeman-Kennedy School.
- The addition would create sufficient educational space for the town to accommodate growth for the foreseeable future.
- The FK expansion would not create a need for additional secretarial, nursing or office staff
 - *Special education secretaries would run the office at the Preschool site, with the Special Education Director serving as the building administrator.
 - *The FK nursing staff could provide emergency services to Preschool students if needed.

Benefits to the Town of Norfolk

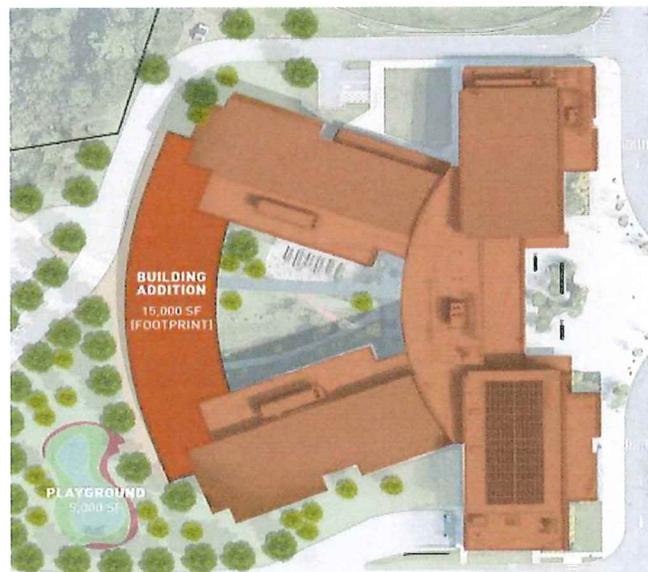
- Expanding the Freeman-Kennedy would create additional space that could be used by the Norfolk Recreation Department and would allow them to expand the programs offered to town residents.
- It is possible with this building project to add showers and a storage area, enabling the town to have a true emergency shelter should a need arise. FK already has kitchen facilities. This has been a concern of the town for a number of years.



Preliminary Studies/ Conceptual Design

At the Fall Town Meeting in Nov. of 2017, the Town of Norfolk voted to appropriate funding for the purpose of contracting with an architectural firm to conduct a preliminary feasibility study and to draft a conceptual design plan for expansion at Freeman-Kennedy School.

The Town and the District wanted to determine if an additional wing would enable us to meet the demand for projected enrollment growth. Additionally, the Town and NPS wanted to assess the potential cost of a renovation project.



NPS hired Flansburgh Architects to complete this work. A preliminary conceptual design plan was completed and shared with the School Committee and the Town in October of 2018.

Potential Funding Sources/ Next Steps

MSBA will now consider participating in projects to prevent severe overcrowding expected to result from increased enrollment. In order to be eligible towns/ districts must be able to substantiate growth.

53.16%

Past Reimbursement Rate

Benefits of Partnering with MSBA:

- MSBA has a strong reputation state-wide of ensuring that projects are completed on time and under budget
- MSBA provides expertise, support and oversight throughout the process to ensure improved coordination between design, construction and occupancy
- MSBA has funded over 13.8 billion dollars of school construction projects
- Partnering with MSBA saves towns significant dollars in construction costs

Freeman-Kennedy School Building:

Opened on-time

\$946,605 under budget

HOD Roof Replacement

Substantial completion achieved by contract deadline

Estimated minimum \$200,000 under budget

MSBA Process

- Towns and Districts interested in applying to MSBA must submit a Statement of Interest in April.
- MSBA considers many factors in reviewing applications including current and projected enrollment
- MSBA often requests additional information from the district after the SOI is submitted and may require a senior study visit by an MSBA team including architects and engineers who will review the site and proposed plans.
- The review process can take from 8-10 weeks before decisions are made regarding inviting districts to partner with MSBA.
- Once approved, districts would move forward with requesting funding from the town for the feasibility study and the full schematic design portion of the project.
- MSBA is highly involved with each step of the process.
- Once schematic designs are accepted and approved, the town can move forward with a vote to approve funding for construction.

Questions???

Contact me:

Ingrid Allardi

allardi@norfolk.k12.ma.us

508-528-1225



Freeman Kennedy Elementary School

Expansion Study Norfolk, MA

Select Board Presentation

October 29, 2019



FLANSBURGH

Preliminary Program

Freeman - Kennedy Elementary School, Norfolk, MA
Expansion Project

Preliminary Program

Freemen Kennedy Addition

ACADEMIC PROGRAM

	Net	# Spaces	SF Area
Science Innovation (Level 2)	1200	1	1200
Maker Space (Level 2)	350	1	350
General Classroom (Level 2)	900	7	6300
Pre-K Classrooms w/ toilet (Level 1)	1,200	7	8400
Time-out (Level 1)	50	1	50
Multi-Purpose (Level 1 open)	1,200	1	1200
Project Space (Level 2 open)	800	1	800
			18300

SPECIAL EDUCATION

OT	300	1	300
PT	300	1	300
Speech Therapy	120	2	240
Large Group Testing	135	1	135
Sm. Group Testing	65	1	65
Office (3 open stations)	230	1	230
Resource Room (Level 2)	325	1	325
			1595

ADMINISTRATION

Reception w/ waiting area	200	1	200
Conference	250	1	250
Workroom/Kitchen	340	1	340
Storage	100	1	100
Records	100	1	100
Toilet	60	2	120
Teacher Planning w/toilet, copy (Level 2)	500	1	500
			1610

MEDICAL

Nurse Station	100	1	100
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MISC

PreK Storage (900 sf in existing CR)	200	1	200
Washer/Dryer/Storage	185	1	185
Tech Room	100	1	100
Green House	150	1	150
			635

Total Building Net Area 22140

Grossing Factor (walls, mech, toilets, custod.etc) 1.35

Total Gross 29,900

Preliminary Design Concepts

Freeman - Kennedy Elementary School, Norfolk, MA
Expansion Project

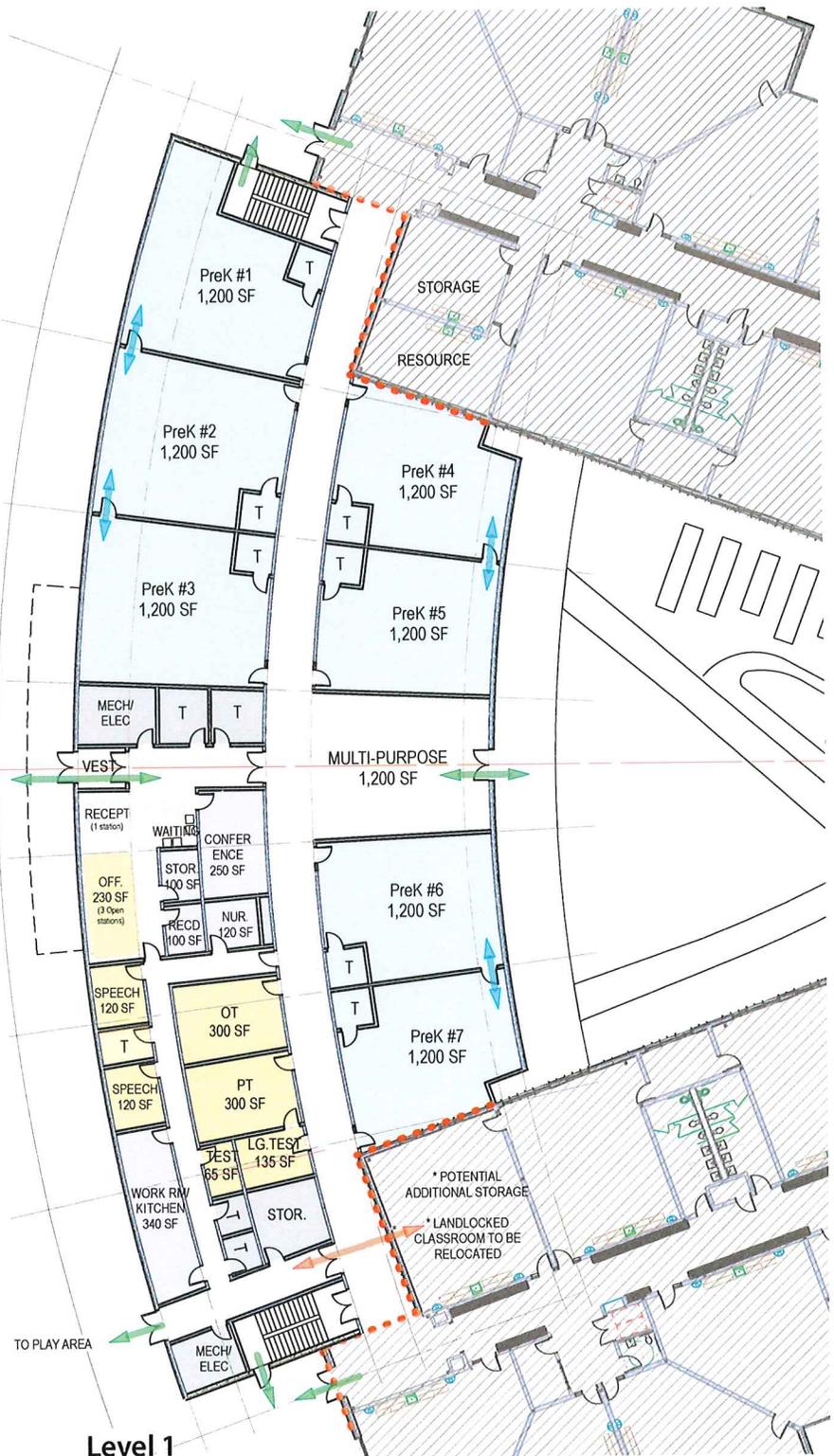
Preliminary Design Concepts

Plan Description (Level 1)

The compact floor plan of the addition accommodates seven PreK spaces, administration and special education support spaces and offices on the first level. There is one main point of entry through a double vestibule "buzz" system. Student will proceed through a third set of doors into their learning spaces located to the north and south of a new multi-purpose space overlooking the courtyard.

A new "all school" receiving and storage area is located in the new addition to the south. The doors would be sized for pallet jacks and other large bulk materials.

* The PreK storage, showers, and washer/dryer (combined approx. 850 sf) noted on the preliminary program are not shown on this plan. One possibility is to locate it in the classroom opposite the Receiving/Storage area and relocate the classroom within the wing.



Program Key

- Academic - PreK Classrooms
- Special Education
- Administration
- Other

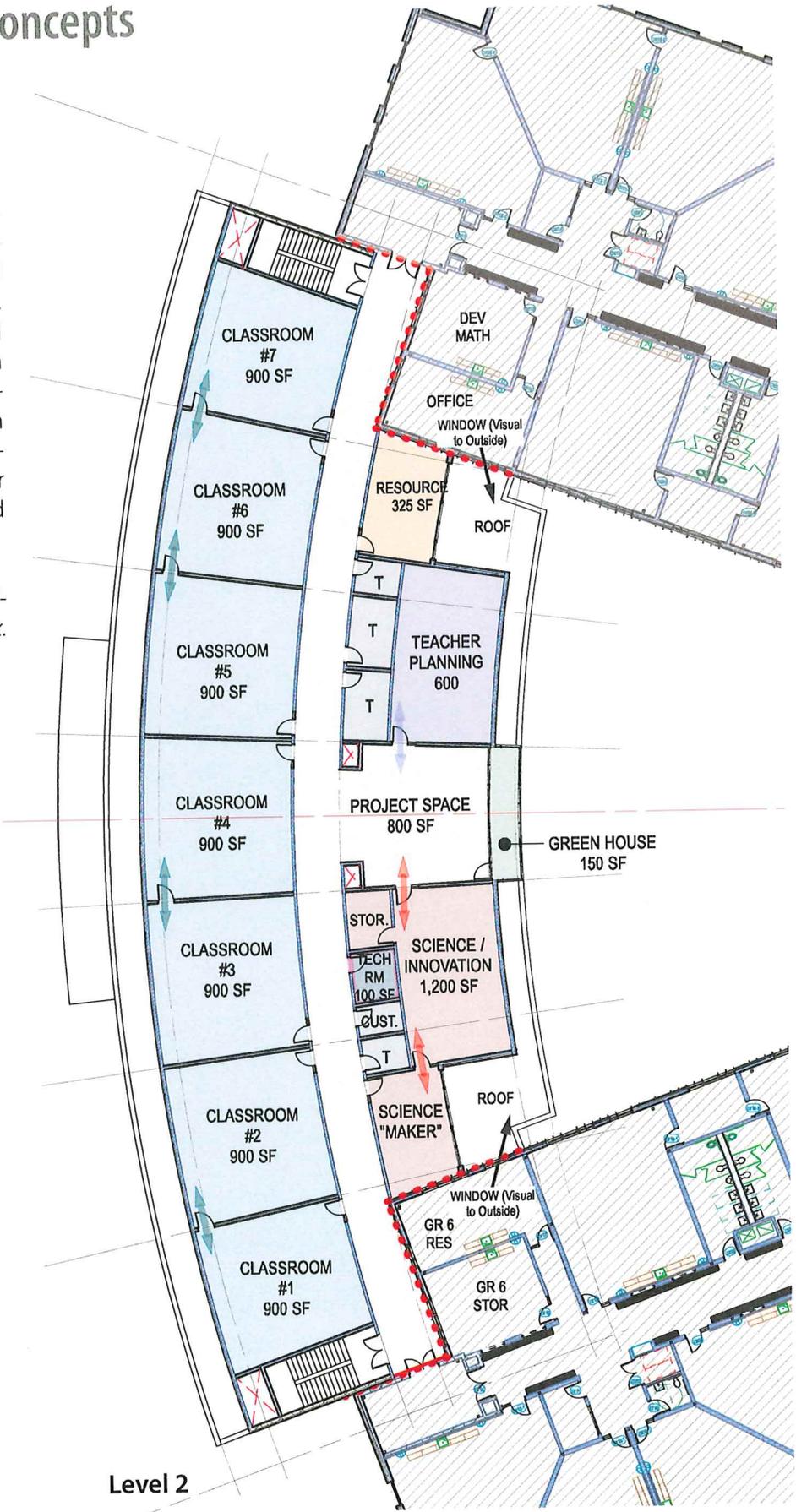
Level 1

Preliminary Design Concepts

Plan Description (Level 2)

The upper level of the addition accommodates seven general classrooms, a teacher planning room and new science / innovation spaces. A new project space is positioned between the Science / Innovation space and Teacher Planning to maximize use throughout the day by both students and teachers. A new greenhouse is located along the perimeter wall within this innovation based area.

* There is one unassigned space adjacent to Teacher Planning at approx. 335 sf)

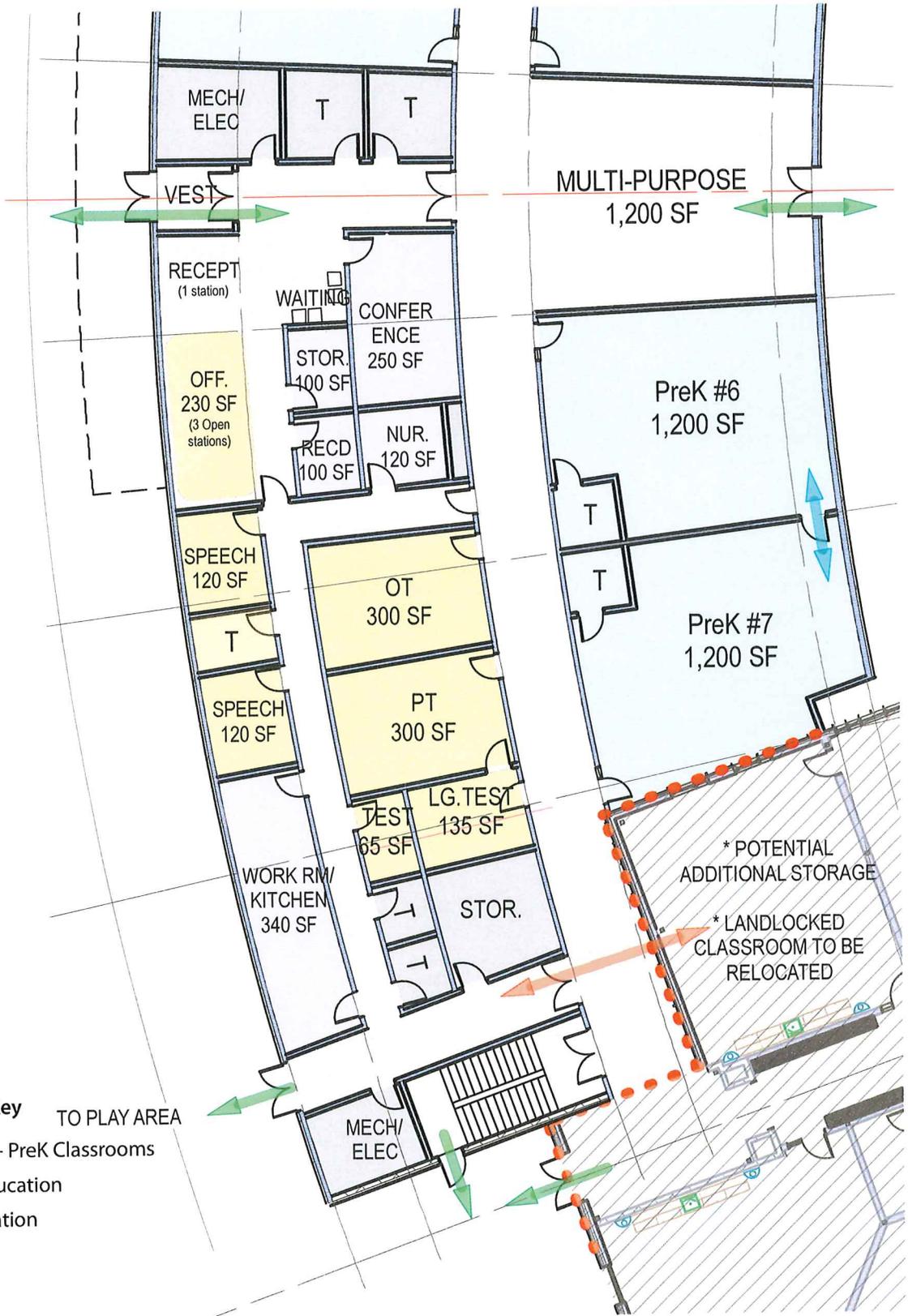


Program Key

- Academic - Gen. Classrooms
- Science / Innovation
- Greenhouse
- Teacher Planning
- Unassigned (335 sf)
- Other

Level 2

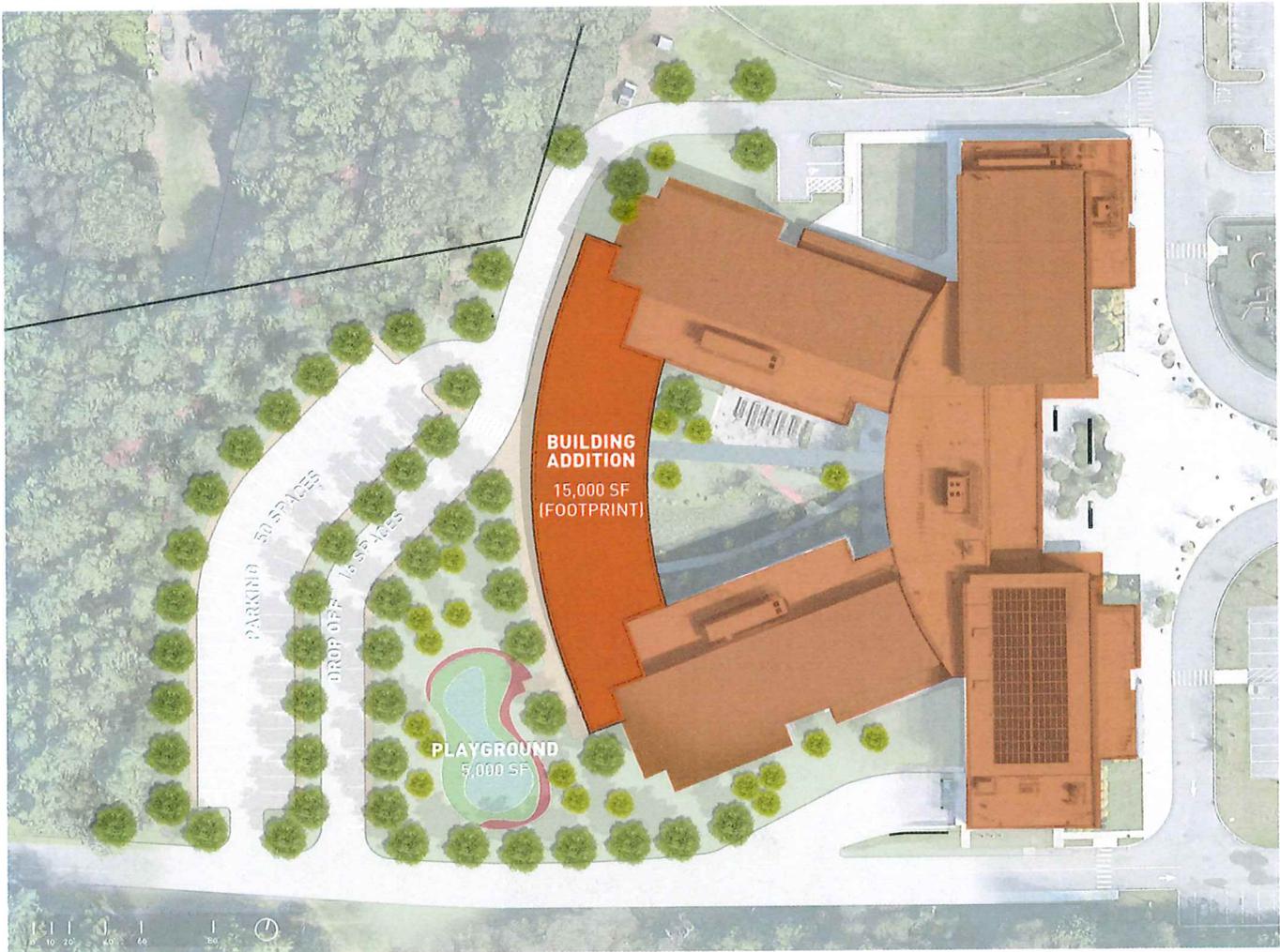
Preliminary Design Concepts



Enlarged Administration & SPED Suite (Level 1)

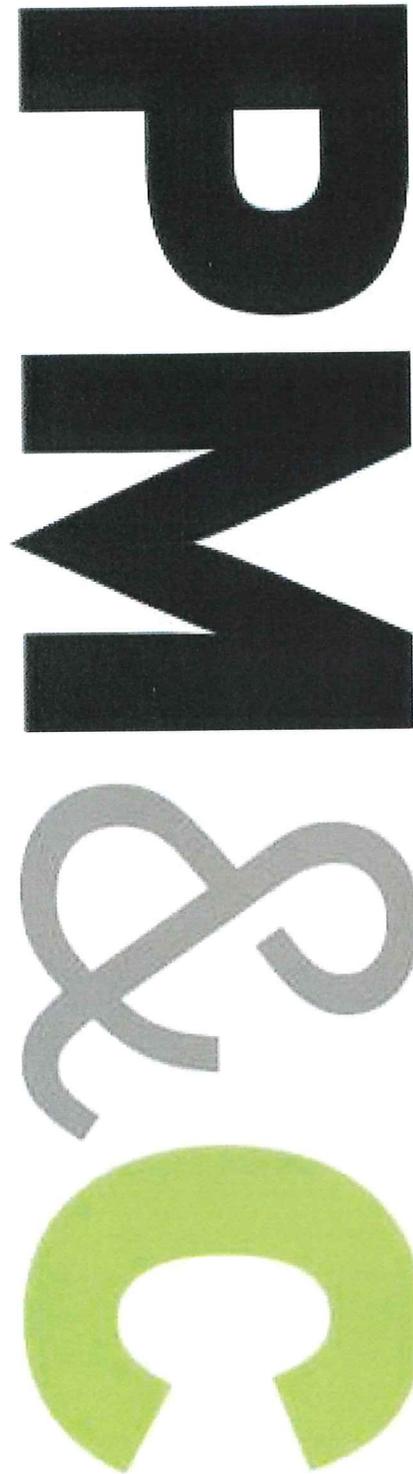
Preliminary Design Concepts

Site Plan



This site option locates the playground adjacent to the building and pushes the pavement and parking a further out towards the woods. The design maintains two separate curb cuts off the existing access road for the drop off lane and for the parking lot. Since this will be Pre-K drop off, we're assuming that all parents will park their vehicles (either in the parking lot or in one of the drop-off spaces) and walk the student into the building. Keeping two separate curb cuts reduces the number of vehicle/pedestrian conflicts, and reduces potential backup onto the access road by eliminating what would need to be a sharp left turn immediately after entering the curb cut.

This option overlaps the property line between the school property and land owned by the town to the west. There was conversation during the design of the original school regarding the west parcel being parkland. This option would involve a meeting with the town to gain an understanding if this would be permissible.



Concept Estimate

**Freeman Kennedy School
New Expansion**

Norfolk, MA

PM&C LLC
20 Downer Ave, Suite 5
Hingham, MA 02043
(T) 781-740-8007
(F) 781-740-1012

Prepared for:

Flansburgh Architects, Inc.

October 8, 2019



Freeman Kennedy School

New Expansion

Norfolk, MA

08-Oct-19

Concept Estimate

	Construction Start	Gross Floor Area	\$/sf	Estimated Construction Cost
New Expansion				
	Jun-21			
NEW ADDITION		29,483	\$274.07	\$8,080,503
REMOVE HAZARDOUS MATERIALS				Not Included
SITework				\$1,288,419
SUB-TOTAL		29,483	\$317.77	\$9,368,922
ESCALATION - (assumed 3% PA)	8.3%			\$777,621
DESIGN AND PRICING CONTINGENCY	12%			\$1,217,585
SUB-TOTAL		29,483	\$385.45	\$11,364,128
GENERAL CONDITIONS	12	MTHS	\$70,000	\$840,000
BONDS	1.25%			\$142,052
INSURANCE	1.80%			\$222,231
PERMIT				Waived
OVERHEAD + PROFIT	3.0%			\$377,052
TOTAL OF ALL CONSTRUCTION		29,483	\$439.08	\$12,945,463 *

*** NOTE:**

THIS IS THE PROPOSED CONSTRUCTION COST ONLY.

TOTAL PROJECT COST WOULD TYPICALLY REPRESENT AN ADDITIONAL 25% - 35%.



TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

October 29, 2019

Massachusetts Department of Energy Resources
Green Communities Designation and Grant Program
627 Main Street, Worcester, MA 01103
Criterion 3: Energy Baseline / 20 Percent Energy Reduction Plan

Attn: Ms. Kelly Brown, DOER Regional Coordinator for the Town of Norfolk

Dear Ms. Brown:

Please be advised that the Town of Norfolk, Massachusetts as of October 29, 2019 has duly adopted the Norfolk Energy Reduction Plan as noted in the Minutes of the Select Board Meeting of the same date.

Best Regards,

Kevin Kalkut, Chairman
Select Board of Norfolk

The Town of Norfolk Energy Reduction Plan

Prepared by the Metropolitan Area Planning Council with
support from the Town of Norfolk



DRAFT DATE: 10/09/19

In fulfillment of the
Massachusetts Green Communities Grant Program
Criterion 3

Adopted by Select Board October, [Insert Date], 2019
Adopted by School Committee October [Insert Date], 2019

DRAFT

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- VII. Appendix C: MAPC Vehicle Calculations.....
- VIII. Appendix D: MAPC Behavior-Based Energy Savings.....
- IX. Appendix E: MMBTU Conversion Chart – DOER.....

DRAFT

I. Purpose and Acknowledgements

A. Letters from Both General Government and School District Verifying Adoption of the ERP

DRAFT

B. List of Contributors:

The collaborative efforts of the Town Planner Richard McCarthy, Facilities Director Matt Haffner, Energy Committee Chair Andrew Bakinowski, Energy Committee Clerk James Wilkinson, and Energy Committee members Larry Sullivan, Emre Schveighoffer and Anthony Kennedy. MA Department of Energy Resource's Green Communities Regional Coordinator Kelly Brown was also a vital resource to producing this plan.

Much of the information in this plan was derived from energy audits performed by EMA Boston, led by Steve Giacomo and Scott Greenbaum. Additional technical assistance was provided by Megan Aki from the Metropolitan Area Planning Council (MAPC), the author of this plan.

DRAFT

II. Executive Summary

A. Narrative Summary of the Town

The Town of Norfolk is a community in Norfolk County, situated approximately 30 miles southwest of the city of Boston. Norfolk has a population of 11,227 according to the 2010 Census. The Town is governed by a Town Administrator and Select Board, with an Open Town Meeting form of government. The Town has its own K-6 Schools (H Olive Day Primary and Freeman Kennedy Elementary Schools) and is one of three towns participating in the King Philip Regional School District.

The Norfolk Combined Facilities Department was established in 2016 by the Town Administrator, Select Board, School Superintendent, and the School Committee. The management of all municipal and school buildings is now efficiently and centrally managed by the Town's Facilities Director, Matt Haffner. The Town's energy conservation efforts are supported by the Town of Norfolk's Energy Committee, which is tasked with investigating, recommending, and advocating for methods to reduce the Town's energy use and costs and promote the use of renewable sources of energy. This five-member committee was critical in supporting the Town's progress toward fulfilling the five criteria required for Green Communities designation.

The Town of Norfolk is committed to pursuing energy efficiency and renewable energy throughout its municipal operations, and has several noteworthy projects completed in recent years that frame the context of the commitments made in this Energy Reduction Plan. Both wells at Gold Street and Spruce Street have had variable frequency drives installed and motor upgrades completed between 2008 and 2010 to improve overall efficiency. In 2015, much of the lighting in the Town Hall was retrofitted to LEDs and all Town-owned streetlights were retrofitted to LEDs that are programmed to dim at night. Notably, the Town has installed a 50 kW solar photovoltaic system on the roof of the Freeman Kennedy School building, which is the Town's largest energy consumer.

B. Summary of Municipal Energy Uses

Total Number of Municipal Buildings: 9

The Town of Norfolk's baseline includes nine municipally owned and operated facilities. These facilities add up to approximately 262,000 square feet, with about 180,000 square feet from Norfolk's two public school buildings. The H Olive Day Primary and Freeman Kennedy Schools make up 43 percent of the Town's total energy baseline.

The Town of Norfolk's baseline does not include any portion of usage from facilities that are a part of the King Philip Regional School District because these are not within the Town's control for implementation of energy conservation measures.

Building Additions and New Construction

Throughout 2018 and 2019 the Facilities Department oversaw the construction of the Norfolk Police Station / Metacomet Regional Dispatch Center project. The Police Department relocated to the new facility in May, and the old police facilities in the Public Safety Complex are no longer in full use (a

portion of the old police facilities have been taken over by the Fire Department). DOER has approved the exclusion of the new Police Station facilities from the baseline in the energy reduction plan – because a majority of the old police facility’s is accounted for in the Public Safety Complex from July 2018 to May 2019. The Town will prorate the usage of the new facility after its first year of full operation in the Town’s first annual report to DOER.

Within this new building, the Town is leasing one floor of the facility to the Metacomet Regional Dispatch Center. This is a long-term lease (20-25 years) and the usage will be excluded from the baseline and prorated energy use benchmarking for the building going forward. This facility was issued a certificate of occupancy on May 6, 2019.

Additionally, the Town has plans to construct a new water supply well on Holbrook Street within the next five years.

Total Number of Municipal Vehicles: 101

The Town of Norfolk’s vehicle fleet is made up of gasoline and diesel fueled vehicles. Energy used by the vehicle fleet makes up nearly 30 percent of the Town’s total energy baseline. The Department of Public Works, Fire, Police, and Highway Departments are responsible for a majority of the Town’s vehicle fleet. All school buses are leased. As of writing this plan, there are no electric vehicle charging stations located in Town.

Total Number of Street Lights and Traffic Lights: 2 streetlights, 2 field lights, and 1 traffic light

Nearly all the streetlights in the Town of Norfolk are owned by Eversource. The Town is in discussions with Eversource about the feasibility of buying back the utility owned streetlights to retrofit the remaining streetlights to LEDs.

Water and Sewer: 4 drinking water pumping stations

The Town of Norfolk treats water at its two wellfields and contracts with private firm to maintain sewerage treatment.

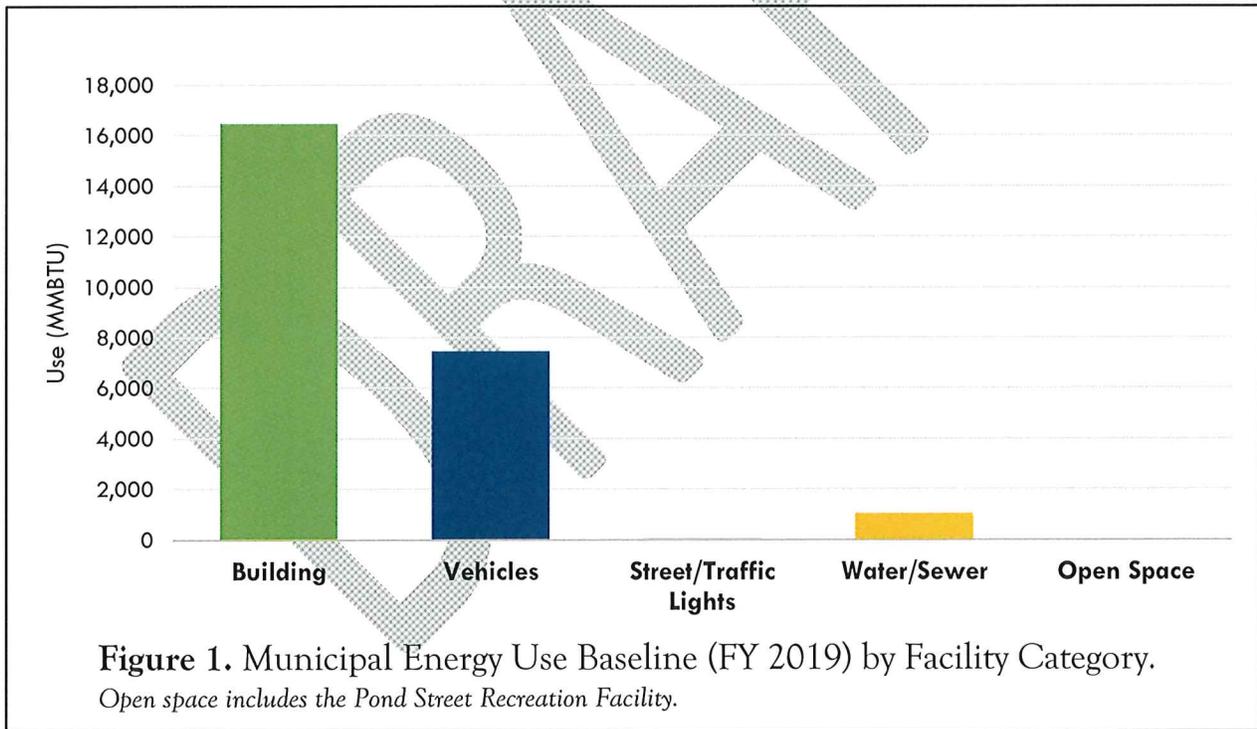
Table 1: Municipal Energy Use Summary		
	Number	Ownership
Buildings	9	Muni
Oil Heat	4	Muni
Natural Gas Heat	2	Muni
Propane Heat	2	Muni
Electric Heat	-	-
Vehicles	101	Muni
Gasoline or Diesel	101	Muni
Hybrid	-	-
Electric	-	-
Street Lights & Traffic Lights		
Street Lights	2	Muni
Field Lights	2	Muni
Traffic Lights	1	Muni

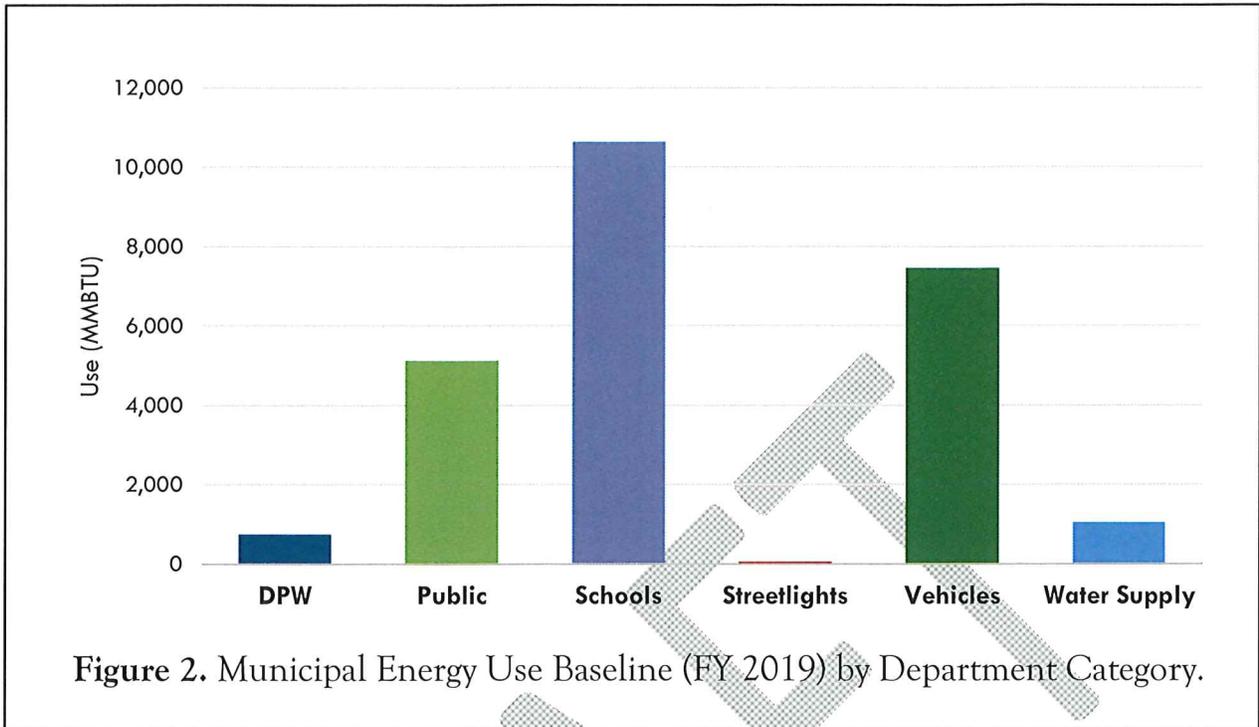
Water and Sewer	4	Muni
Drinking Water Treatment Plant	-	-
Drinking Water Pumping Station	4	Muni
Wastewater Treatment Plant	-	-
Wastewater Pumping Station	-	-

C. Summary of Energy Use Baseline and Plans for Reduction

This Energy Reduction Plan commits the Town of Norfolk to reduce energy use in municipal facilities by at least 20% compared to Fiscal Year 2019 over five years. In the baseline year, the Town used 25,056 MMBTUs of energy. The Town of Norfolk’s 20% energy reduction goal will be measured against the non-weather normalized baseline of MMBTUs. This means the Town must reduce usage by at least 5,011 MMBTUs.

As shown in Figure 1, buildings made up over 65% of the usage by facility type (i.e. building, vehicles, street/traffic light, water/sewer, and open space). As shown in Figure 2, the School Department made up 42% of the usage by department (i.e. DPW, Public, Schools, Streetlights, Vehicles, and Water Supply).





The Town of Norfolk has identified energy savings measures in each facility category to reduce energy use **27.3%** based on the total **non-weather normalized** usage, as illustrated in Table 2.

Table 2: Summary of Municipal Energy Use & Reductions				
Facility Category	MMBTU Used in Baseline Year	% of Total MMBTU Baseline Energy Consumption	Projected Planned MMBTU Savings	Savings as % of Total MMBTU Baseline Energy Consumption
Building	16,471	65.7%	5,846	23.3%
Vehicles	7,459	29.8%	995	4.0%
Street & Traffic Lights	55	0.2%	-	0.0%
Water & Sewer	1,045	4.2%	-	0.0%
Open Space	28	0.1%	-	0.0%
Total Non-Weather Normalized	25,057	100.0%	6,841	27.3%

III. Energy Use Baseline Inventory

A. Identification of the Inventory Tool Used

The Town of Norfolk used the Department of Energy Resources' (DOER) MassEnergyInsight (MEI) web-based energy inventory and analysis tool. Energy use is measured in British thermal units (MMBTUs), which allow all fuel types (e.g. electricity, natural gas, diesel, etc.) to be converted to a common unit.

B. Identification of the Baseline Year

Fiscal Year (FY) 2019 will serve as the baseline year. FY 2019 ran from July 1, 2018, to June 30, 2019. This will give the Town until June 30, 2024 (FY 2019 - FY 2024) to reach its 20% energy reduction goal.

C. Municipal Energy Consumption for the Baseline Year (FY19)

Appendix A presents Table 3A showing energy use for each municipal facility in native units and MMBTUs in the Baseline year. Appendix A shows non-weather normalized data, because MEI only provides weather-normalized data for total town usage and fuel type. In the baseline year, the Town used 25,057 MMBTUs of energy.

As shown in Figure 3, consumption by fuel type in Norfolk is roughly divided into thirds by end use. Consumption of electricity made up a third (33%) of the Town's FY19 energy use baseline. Heating fuels (e.g., Gas, Oil, and Propane) made up slightly above a third (37%), Diesel and gasoline made up slightly under the final third (30%).

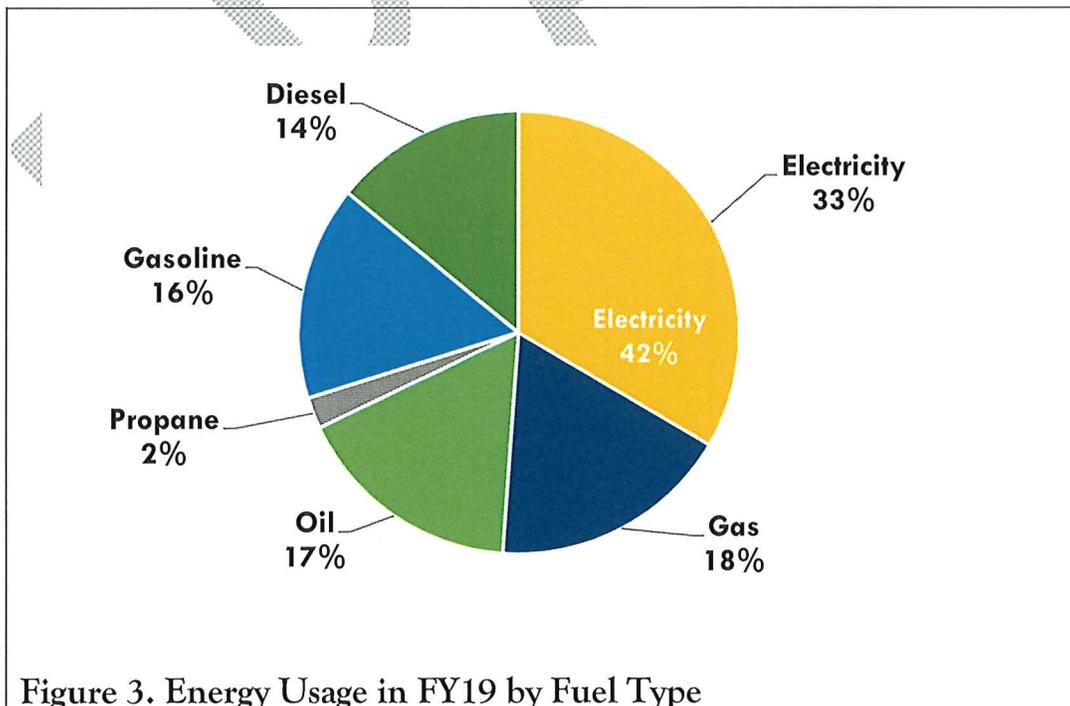


Table 3B shows that, of the municipality's nine facilities, just three comprise nearly 50 percent of building energy use in the Town of Norfolk.

Table 3B. Top Three Energy Consuming Facilities in Norfolk

Facility	MMBTUs	Percent of FY19 Baseline
Freeman-Kennedy	6,253	25%
H Olive Day Primary	4,387	18%
Town Hall	1,653	7%
Total FY19 Usage for Top Three	12,293	49%
Total FY19 Usage Baseline	25,057	100%

The Freeman-Kennedy School is the newest of the three buildings, constructed in 2012, and has a site energy use intensity (EUI) of 64.9 kBTU per square foot. The U.S. national median site EUI for a K-12 School is 48.5 kBTU per square foot.¹ Additional energy conservation tactics will help to improve the buildings overall efficiency in comparison to the national median. As noted in the Executive Summary, the Freeman-Kennedy building has a 50 kW solar photovoltaic system installed on its rooftop. The Town also began retrofitting lighting to LEDs in 2018.

The H Olive Day Primary School is slightly more efficient than the Freeman-Kennedy School. H Olive Day Primary was constructed in 1994 and has a site EUI of 52.5 kBTU per square foot. The T8 lamps in this building were retrofitted to LEDs in 2018. A roof replacement is currently underway at H Olive Day Primary, this effort will also include the addition of insulation and new windows to improve the building envelop performance. After the FY19 heating cycle, the usage dedicated to fuel oil will need to be evaluated.

While the two school buildings make up a significant portion of the Town's energy consumption, the Town Hall building is the third largest energy consuming facility. The Town Hall was constructed in 1998 and has a site EUI of 75.2 kBTU per square foot. In 2015, nearly all the lights were converted from T8s to LEDs.

¹ Energy Star Portfolio Manager, August 2018, "U.S. Energy Use Intensity by Property Type," <https://portfoliomanager.energystar.gov/pdf/reference/US%20National%20Median%20Table.pdf>

Efficiency and Use

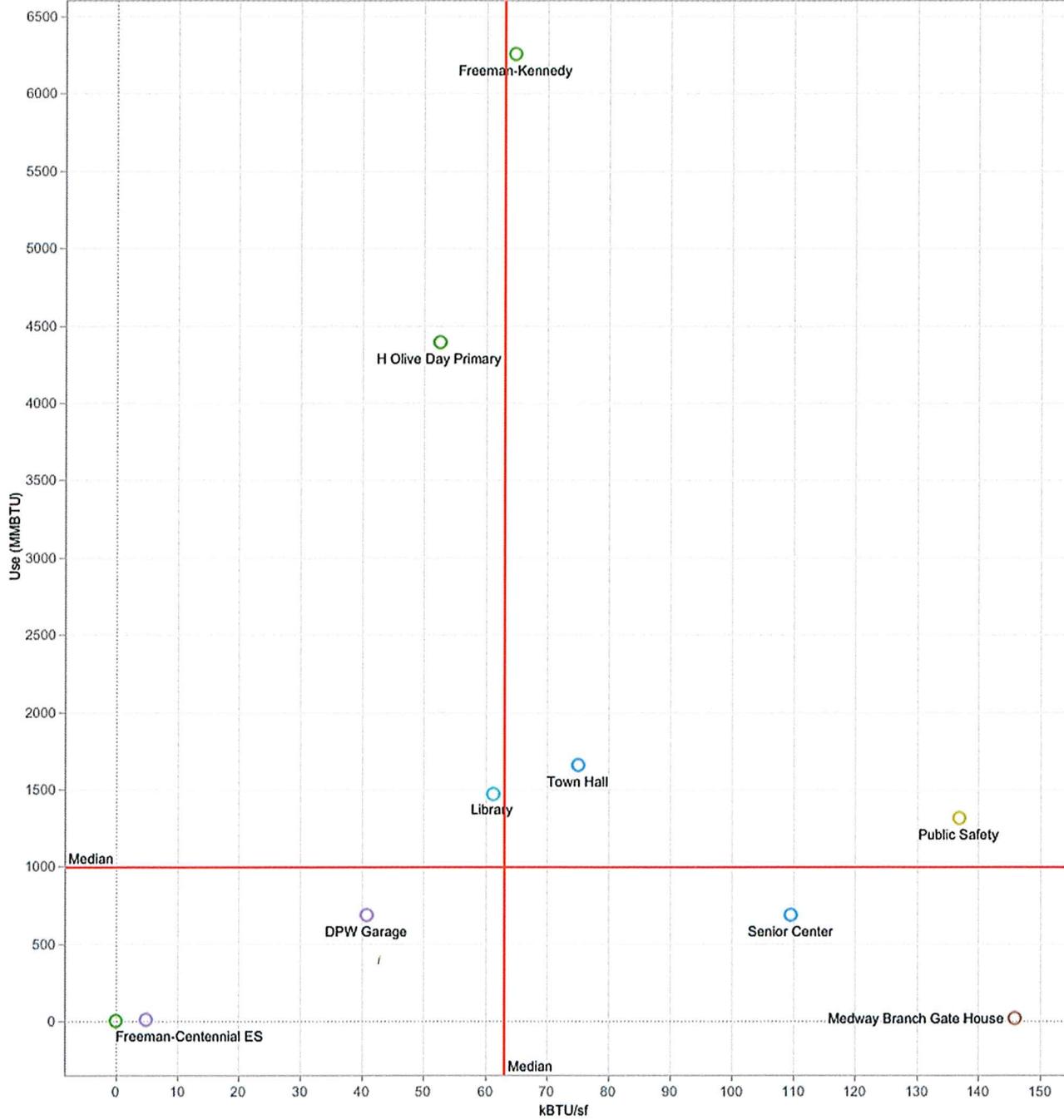


Figure 4. Energy Use Intensity (kBTU/sf) and Total Energy Use (MMBTU) for Buildings.

Points further to the right have a higher energy use per square foot (i.e. less energy efficient). Points higher up use more total energy. Red lines show the medians for the Town's buildings.

D. Existing Energy Management Processes

Energy conservation across both the Town and School facilities is managed by the Facilities Department. The Town's Energy Committee provides advisory support and expertise on energy efficiency related work.

The Facilities Department has access to and monitors the energy management systems on a daily basis at the Town Hall, Council on Aging, Freeman-Kennedy School, and Library buildings. The systems are locked but set points can be adjusted per end user requests. The Norfolk Police Department has a building energy management system that is managed by the end users in the building. H Olive Day Primary School has a pneumatic system and is maintained regularly. The Fire Station and Department of Public Works buildings do not have building energy management systems and are run off of thermostats.

Purchasing decisions are made by the Facilities Department for both Town and School Facilities. Currently, there are no energy efficient purchasing policies in place related to facilities. The Norfolk Fuel Efficient Vehicle Purchase Policy was approved by the Select Board on April 12, 2018. Vehicle purchasing decisions are made by the Town Administrator. Each Department is responsible for providing a capital needs request for vehicles. These requests are reviewed by the Town Administrator with Department Heads and decisions are made on whether to include on the Town Warrant or not.

E. Energy Reduction Goal

The Town of Norfolk's 20% energy reduction goal will be measured against the non-weather normalized baseline of 25,057 MMTBUs. The Town of Norfolk will need to reduce its non-weather normalized energy consumption by at least 5,011 MMBTUs.

IV. Energy Reduction Plan

A. Narrative Summary

As shown in Table 4, the Town has identified energy savings measures to reduce **non-weather normalized** usage from FY19 by **6,841** MMBTUs or **27.3%**. These measures are also summarized below.

i. Funding

The total amount of funding needed, after utility incentives, to complete the projects identified in the Energy Audit is **\$572,273**. This means an approximate investment of over **\$114,000** in energy conservation measures each year to reach and surpass the 20% reduction target by FY24.

After the Designation Grant funding is expended, the Town will be eligible for up to \$250,000 annually through the Green Communities Competitive Grant Program. All prior projects must be completed before applying for additional funds each year – which may mean that the Town does not apply for funding every consecutive year depending on project timelines. The Town will need to complement the grant funding with local investment in order to achieve its goal over the next five years. As of the writing of this ERP, the Town is in the process of developing its first capital plan. Those projects that are under consideration for the FY22-FY24 capital cycle have been listed as such in Table 4.

ii. Overview of Goals for Years 1-3:

Energy Conservation Measures

- Town Hall
 - Retrocommissioning of the existing building controls to correct programming errors, calibrate sensors, and add ASHRAE 90.1 programming. This will include CO2 based demand control ventilation, discharge air temperature reset, improvements to setbacks for heating and cooling, addition of temperature sensors, and trend logging to support troubleshooting.
 - Conversion of the nine stairwell T-8 fluorescent lights to LEDs to complete the remaining retrofits in the interior of the building.
- H Olive Day Primary School
 - Completion of installation of LEDs in all interior and exterior lighting fixtures.
 - Install Cooltrol refrigeration controls for walk-in boxes located in the school kitchen,
 - Replace the existing pneumatic control system with a simple energy management system.
- Freeman-Kennedy Elementary School
 - Retrocommissioning of the existing building energy management system.
 - Completion of the replacement of all the T-5 fixtures with LEDs in the interior of the building
 - Convert the classroom ventilation and cooling to a true DOAS system during the heating system
 - Install Cooltrol refrigeration controls for walk-in boxes located in the school kitchen.
- DPW Garage

- Retrofit the existing T-8 fluorescent and metal halide high bay fixtures with LEDs in the interior of the building.
- Senior Center
 - Install air sealing, insulation, and roof weatherization measures.
- Public Library
 - Exterior lighting retrofit to LED
 - Retrocommissioning of the existing building controls to correct programming errors, calibrate sensors, and add ASHRAE 90.1 programming. This will include discharge air reset, improved night setback, optimal start times, and trend logging to support troubleshooting.

iii. Overview of Goal for Years 4-5:

Energy Conservation Measures

- H Olive Day Primary School and Freeman-Kennedy Elementary Schools
 - Implement behavioral energy efficiency programs to promote energy saving behaviors throughout the two largest energy consuming buildings.
- DPW Garage
 - Repair and add blanket insulation to current energy code and perform air sealing of the main garage building.
- Senior Center
 - Replace and retrofit the existing T-8 fluorescent and CFL fixtures with LEDs on the interior and exterior of the building.
- Vehicle policies
 - Adopt a town-wide “No Idling” policy for municipal vehicles, excluding Police Dept. vehicles.
 - Implement tire air pressure maintenance best practices.
 - Switch to 100% use of synthetic oil to improve overall vehicle fuel efficiency.

iv. Energy Efficiency Identification Measures:

- The Town of Norfolk should continue to utilize MEI to review data and identify if year over year trends are occurring as expected. Unexpected increases or the failure of some categories to decrease despite known interventions/retrofits should prompt further inquiry.
- Use MEI’s building “Buildings to Target” tab to identify underperforming and/or wasteful buildings based on Energy Use Intensity (see Figure 4 above).
- Conduct research and talk with experts such as energy auditors, DOER, MAPC, Massachusetts Clean Energy Center and others to find out if new technologies have come to market that could provide new savings in existing facilities. MAPC recommends exploring Massachusetts Clean Energy Center’s Commercially Ready Technology’s list. See <http://www.masscec.com/>.

B. Path to 20% Energy Use Reduction by the end of Fiscal Year 2024

i. Program Management Plan for Implementation, Monitoring, and Oversight

Document Tracking

The Town of Norfolk will store all files for Green Communities in a centralized folder on the Town’s computer server. This folder will be maintained by the Town Planning Department. At the time of submitting this ERP, this folder contains this ERP, Audit results, MEI log-in credentials, and all supporting criteria documentation.

Upon designation, the Town will use this location to store its annual reports to DOER, grant closeout paperwork, and grant applications. This will support the Town in sustaining capacity and institutional knowledge about the Town’s progress as a Green Community over time.

Green Communities Team Staffing, Responsibilities & Meetings

A detailed timeline of annual activities for the Green Communities team members and assignments can be found in Figure 5. Norfolk Green Communities Annual Implementation Calendar.

Figure 5. Norfolk Green Communities Annual Implementation Calendar

			
JULY	Project Progress Report to DOER (due 4 days after quarter ends)		Quarterly review of MEI & input of manual entry data
	Competitive Grants Awarded		Quarterly request for vehicle inventory updates & stretch code permits
AUGUST		Start Annual Report information collection	
SEPTEMBER		Finalize all MEI data for prior fiscal year	
OCTOBER	Project Progress Report to DOER (due 4 days after quarter ends)		Quarterly review of MEI & input of manual entry data
			Quarterly request for vehicle inventory updates & stretch code permits
NOVEMBER		Compile all final documentation for Annual Report	Annual Core Team Meeting to identify projects, funding, and audit needs
DECEMBER		Submit Annual Report to DOER	

JANUARY	Project Progress Report to DOER (due 4 days after quarter ends)		Quarterly review of MEI & input of manual entry data
			Quarterly request for vehicle inventory updates & stretch code permits
			Report to Norfolk Select Board after DOER accepts Annual Report
FEBRUARY	Final Project Report to DOER (within 2 months of project completion)		
MARCH	Competitive Grant Applications Due		
APRIL	Project Progress Report to DOER (due 4 days after quarter ends)		Quarterly review of MEI & input of manual entry data
			Quarterly request for vehicle inventory updates & stretch code permits
MAY			Start planning procurements in anticipation of Competitive Grant Award
JUNE			
KEY  Activities required for Green Community grants (designation and competitive)  Activities required after two years of designation  Annual Green Community best practices			

Green Communities Administrative Lead & Point of Contact

The Town's Energy Committee, supported by the Planning Department will be the Green Communities Administrative Lead and Point of Contact for communications from DOER to the Town of Norfolk. The Committee, or their designee, will be responsible for preparation and submission of the Town's annual reports, grant applications, and grant project related reporting. The Committee will also be responsible for providing annual updates to the Select Board on the Town's progress towards the 20% reduction goal over the five years.

MEI Maintenance Lead

The Finance Department will be responsible for maintaining and updating MassEnergyInsight (MEI).

This entails updating all manual entry fuels (oil, propane, solar electricity, gasoline, and diesel usage) on a quarterly basis. The Facilities Department will be responsible for providing updates to the finance department on changes in the Town’s building stock.

Energy Conservation Measure Implementation Lead

The Energy Committee and the Facilities Director will be responsible for energy conservation project identification. Once identified, the Facilities Director will have responsibility for implementation. Responsibilities include management of all grant funded and Town funded energy conservation measures, quarterly project updates to the Energy Committee/Planning Department to support in reporting, insight on critical building information for the annual report, and coordination of additional building audits to identify new measures as needed over the five years.

Additional Green Communities Team Members

The Norfolk Energy Committee are a critical part of the Town’s Green Communities Team. The committee members will be responsible for supporting the Town’s Planning and Facilities Department in identifying new energy conservation opportunities and sources of funding beyond the Green Communities program to support project implementation.

Table 4a: Norfolk’s Green Communities Core Team		
Role	Responsibilities	Staff Person / Committee or Department
Green Communities Point of Contact	  	Andy Bakinowski / Energy Committee
MEI Maintenance Lead	 	Todd Lindmark / Finance Department
Project Implementation Lead	 	Matt Haffner / Facilities Department
<p>KEY</p> <p> Activities required for Green Community grants (designation and competitive)</p> <p> Activities required after two years of designation</p> <p> Annual Green Community best practices</p>		

Meetings

The Green Communities Core Team members will convene quarterly to coordinate on upcoming deadlines and project work. These meetings will be an opportunity to discuss progress on projects, building energy usage trends, and strategic planning for future projects. The Energy Committee convenes on a semi-regular basis throughout the year to discuss topics relevant to their charge. These meetings will be supplementary to the Green Communities Core Team meetings.

Updates to the Select Board

The Energy Committee, supported by the Town Planner and Facilities Director will provide an annual update to the Select Board by the end of January following the submission of the Annual Report to DOER. The presentation should include:

- The trend for town-wide energy usage:
 - Should show the baseline, current year and any years in between
- The trend for energy usage in the top three energy using buildings – Freeman-Kennedy School, H Olive Day Primary, and the Town Hall – which together comprise approximately 49% of the town’s energy use.
 - Should show the baseline, current year and any years in between (for each building)
- A summary of the major efficiency measures implemented over the past year
- An explanation or hypothesis the cause of the trends town-wide and in at least each of the top 3 to five buildings
- Update on Green Communities competitive grant applications

ii. Summary of Energy Audit(s) or Other Sources for Projected Energy Savings

Building audits were provided by EMA Boston in 2019 and provide 22.4% energy savings (5,641 MMBTUs). The complete Audit Report is included in Appendix B.

Vehicle policy and maintenance measures targeting overall vehicle usage will provide another 4% energy savings (995 MMBTUs). The supporting documentation for these policy and maintenance measures are available in Appendix C.

MAPC developed estimates for energy savings through building operator certification trainings and behavior-based energy programs in schools, based on published research from the report Powering Down from the US Green Building Council’s Center for Green Schools. These supplementary measures identify 0.9% additional energy savings (228 MMBTUs). The supporting documentation is included in Appendix D.

iii. Energy Conservation Measures

Table 4 lists recommended energy conservation measures. References for each measure is included in the table and these references are included as appendices to the Energy Reduction Plan. Projected annual MMBTU savings for each category (buildings and vehicles) are subtotaled to arrive at a municipal grand total of 6,841 MMBTUs.

Table 4: Estimated Energy Savings in Norfolk's Municipal Facilities.

Measure			Status	Energy Data						Financial Data					Reference		
Building	Energy Conservation Measure	Category	Status (Planned Quarter/year)	Projected Annual Energy Savings						Projected Annual Cost Savings (\$)	Estimated Total Project Cost (\$)	Green Communities Grant* (\$)	Estimated Utility Incentives (\$)	Estimated Cost After Utility Incentives (\$)	Estimated Payback After Incentives (years)	Funding Source	Source for Energy Savings
				Electricity Savings (kWh)	Natural Gas Savings (therms)	Oil Savings (gallons)	Propane Savings (gallons)	Gasoline Savings (gallons)	Diesel Savings (Gallons)								
NATIVE UNIT TOTALS:				836,078	14,713	10,080	1,331	3,610	4,075	172,255	\$ 620,201		\$47,928	\$ 572,273	3.3		
Town Hall	ECM # 1 RCx	Building Control	Q2 - FY22	56,181	1,345					\$10,725	\$25,000		\$600	\$24,400	2.3	Capital budget	EMA Boston Audit Report, May 2019
Town Hall	Stairwell Lighting	Interior Lighting	Q2 - FY22	946						\$157	\$9		\$0	\$9	0.1	Green Communities	EMA Boston Audit Report, May 2019
H Olive Day School	ECM # 1A Lighting	Interior Lighting	Q2 - FY21	18,025						\$2,992	\$46,771		\$7,935	\$38,836	13.0	Green Communities	EMA Boston Audit Report, May 2019
H Olive Day School	ECM # 1B Lighting	Exterior Lighting	Q2 - FY22	18,855						\$3,130	\$19,950		\$1,575	\$18,375	5.9	Capital budget	EMA Boston Audit Report, May 2019
H Olive Day School	ECM # 3 EMS	Building Control	Q2 - FY22	201,377		7,815				\$52,966	\$200,000		\$2,400	\$197,600	3.7	Capital budget	EMA Boston Audit Report, May 2019
H Olive Day School	ECM # 4 Cooltrol	Refrigeration	Q2 - FY21	6,484						\$1,076	\$6,730		\$1,297	\$5,433	5.0	Green Communities	EMA Boston Audit Report, May 2019
Freeman-Kennedy ES	O & M # 1 RCx	Building Control	Q2 - FY22	241,196	13,016					\$53,575	\$50,000		\$0	\$50,000	0.9	Capital budget	EMA Boston Audit Report, May 2019
Freeman-Kennedy ES	ECM # 1 Lighting	Interior Lighting	Q2 - FY22	97,145						\$16,126	\$80,090		\$13,250	\$66,840	4.1	Green Communities	EMA Boston Audit Report, May 2019
Freeman-Kennedy ES	ECM # 3 DOAS	HVAC	Q2 - FY22	63,303						\$10,508	\$47,983		\$12,600	\$35,383	3.4	Green Communities	EMA Boston Audit Report, May 2019

Freeman-Kennedy ES	ECM # 4 Cooltrol	Refrigeration	Q2 - FY22	8,982						\$1,491	\$8,180		\$1,796	\$6,384	4.3	Green Communities	EMA Boston Audit Report, May 2019
DPW Garage	ECM # 1 Lighting	Interior Lighting	Q2 - FY21	8,652						\$1,436	\$11,795		\$2,200	\$9,595	6.7	Green Communities	EMA Boston Audit Report, May 2019
DPW Garage	ECM # 2 Shell Insulation	Weatherization	Q2 - FY24			2,265				\$5,663	\$52,000		\$0	\$52,000	9.2	Green Communities	EMA Boston Audit Report, May 2019
Senior Center	ECM # 1 Lighting	Interior Lighting	Q2 - FY23	4,366						\$725	\$9,623		\$975	\$8,648	11.9	Capital Budget	EMA Boston Audit Report, May 2019
Senior Center	ECM # 1 Lighting	Exterior Lighting	Q2 - FY23	6,338						\$1,052	\$8,548		\$975	\$7,573	7.2	Capital Budget	EMA Boston Audit Report, May 2019
Senior Center	ECM # 4 Air Sealing, Insulation, and Roof Weatherization	Weatherization	Q2 - FY22	10,521			1,331			\$5,806	\$15,000		\$0	\$15,000	2.6	Capital Budget	EMA Boston Audit Report, May 2019
Public Library	ECM # 1 Lighting	Exterior Lighting	Q2 - FY22	7,892						\$1,310	\$13,522		\$1,425	\$12,097	9.2	Capital Budget	EMA Boston Audit Report, May 2019
Public Library	ECM # 2 RCx	HVAC	Q2 - FY22	18,978	352					\$3,516	\$25,000		\$900	\$24,100	6.9	Capital Budget	EMA Boston Audit Report, May 2019
Freeman-Kennedy ES	Behavioral energy efficiency program	Behavioral	Q2 - 2024	35,155						\$4,922	\$20,000		\$0	\$20,000	4.1	Green Communities	MAPC estimates, see Appendix D
H Olive Day School	Behavioral energy efficiency program	Behavioral	Q2 - 2024	31,682						\$4,436	\$20,000		\$0	\$20,000	4.5	Green Communities	MAPC estimates, see Appendix D
Buildings Subtotal	MMBTU Saved:			5,846	836,078	14,713	10,080	1,331	-	\$ 181,612	\$ 660,201	\$ -	\$ 47,928	\$ 572,273	3.15		
Vehicle policy	City-wide "No Idling" policy for municipal	Vehicles	Q2 - 2024						1,714	2,547							MAPC estimates, see Appendix C

	vehicles, excluding Police Dept. vehicles																
Vehicle maintenance	Tire air pressure maintenance toolkit	Vehicles	Q2 - 2024					1,264	1,019								MAPC estimates, see Appendix C
Vehicle maintenance	Switch to 100% synthetic oil	Vehicles	Q2 - 2024					632	509								MAPC estimates, see Appendix C
Vehicle Subtotal	MMBTU Saved:		995	-	-	-		3,610	4,075	\$ -							

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C. Summary of Long-Term Energy Reduction Goals – Beyond 5 Years

A. Municipal Buildings (including schools)

To better strategize for the long-term maintenance and management of municipal buildings, The Town of Norfolk will work with internal schools and Town staff as well as outside consultants, when necessary, to assess and document the condition of major municipal buildings. In addition to exposing continuing opportunities for energy use reductions, this effort will provide the Town with a clear, long-term asset management strategy for the effective budgeting and maintenance of buildings.

B. Vehicles (including schools)

The Fuel-Efficient Vehicle policy will have become engrained within municipal purchasing practices after five years, and the Town will seek to explore even more efficient policies and tracking systems to enable more efficiency.

C. Street and Traffic Lighting

As the Town expects to have all streetlights retrofitted with LED bulbs within the five-year period, the Town will next look to include wireless controls that can dim to drive further savings.

D. Perpetuating Energy Efficiency

An annual municipal audit by Town and Schools staff can tap into the knowledge of the employees who use and maintain the building every day. It can empower building staff to develop a detailed repair and management schedule and collect data on problems and inefficiencies that may be missed by traditional third-party audits.

The Town of Norfolk will grow its capacity to retrofit and build more efficient facilities, purchase more efficient vehicles, and illuminate the Town through more efficient lighting throughout the five-year period. These practices will become more engrained in the culture of the Town and will provide opportunities to instill the ethos into additional policies and programs for more dedicated long-term funding streams and strategies.

V. Appendix A: Table 3A - Municipal Energy Consumption for FY19

Facility	Electric		Gas		Oil		Gasoline		Diesel		Propane		Solar Electric		Total MMBTU
	kWh	MMBTU	therms	MMBTU	gallons	MMBTU	Gallons	MMBTU	Gallons	MMBTU	Gallons	MMBTU	kWh	MMBTU	
H Olive Day Primary	633,680	2,162			16,004	2,225									4,387
Senior Center	91,503	312									4,089	372			684
Library	212,520	725	7,458	746											1,471
Public Safety*	166,265	567			4,449	618					1,353	123			1,308
Town Hall	230,160	785			6,246	868									1,653
DPW Garage	52,964	181			3,639	506									687
Old Town Hall Garage	3,731	13													13
Medway Branch Gate House	4,278	15													15
Freeman-Kennedy	703,110	2,399	36,729	3,673									52,966	181	6,253
Buildings Subtotal	2,098,211	7,159	44,187	4,419	30,338	4,217					5,442	495	52,966	181	16,471
Veteran's Grave	28	2													2
Street Lights	14,424	49													49
Traffic Lights	1,222	4													4
Street Lights/Traffic Lights Subtotal	15,674	55													55
Sharon Ave Pump	4,175	14													14
Spruce Road - Mirror Lake	103,280	352									866	79			431

Well															
Noon Hill	109	-													-
Gold Street Well	175,663	599													599
Water/Sewer Subtotal	283,227	965	-	-	-	-	-	-	-	-	866	79	-	-	1,044
Pond Street Rec	8,351	28													28
Open Space Subtotal	8,351	28	-	-											28
Vehicles Subtotal							31,606	3,919	25,466	3,540					7,459
TOTAL ENERGY USE	2,405,463	8,207	44,187	4,419	30,338	4,217	31,606	3,919	25,466	3,540	6,308	574	52,966	181	25,057

**The Public Safety Complex includes usage from the old Police Station from July 2018 to May 2019. In May, the Police Department moved operations to the new Police Station facility. The energy use from construction and the first month of operations of the new facility has been excluded from the baseline. The Town will account for this facility in its first Annual Report to DOER by prorating the usage based on the change in square footage.*

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VI. Appendix B: 2019 Energy Audit Report – EMA Boston

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VII. Appendix C: MAPC Vehicle Calculations

Table 5: Policies that Affect Fleet Gas and Diesel Usage		
Anti-Idling Policy**		
All FY 2019 Gas Usage (Gallons)**	17,141	
All FY 2019 Diesel Usage (Gallons)	25,466	
Percent Savings	10%	Idling vehicles contribute significantly to air pollution and waste fuel, increasing fleet management costs. Municipalities across the commonwealth and the nation have seen significant cost and greenhouse gas emission reductions since implementing Town-wide "no idling" policies for municipal vehicles.*
Gallons Gasoline Saved per Year	1,714	
Gallons Diesel Saved per Year	2,547	
MMBTUs Saved per Year	557	
Closely Monitor Tire Air Pressure and Use Fuel Efficient Tires		
All FY 2019 Gasoline Usage (Gallons)	31,606	
All FY 2019 Diesel Usage (Gallons)	25,466	
Percent Savings	4%	Maintaining appropriate air pressure in vehicle tires can decrease that vehicles fuel consumption by as much as 4%.*
Gallons Gasoline Saved per Year	1,264	
Gallons Diesel Saved per Year	1,019	
MMBTUs Saved per Year	292	
Use 100% Synthetic Oil		
All FY 2019 Gasoline Usage (Gallons)	31,606	
All FY 2019 Diesel Usage (Gallons)	25,466	
Percent Savings	2%	The use of 100% synthetic oils reduces fuel consumption, the number of annual oil change and labor costs.*
Gallons Gasoline Saved per Year	632	
Gallons Diesel Saved per Year	509	
MMBTUs Saved per Year	146	
Total MMBTUs	995	
* http://www.fueleconomy.gov/feg/pdfs/OwnerRelatedFuelEconomyImprovements.pdf		
**Excludes all Police Department vehicles. From FY15-FY18, the Police Department used 14,465 gallons of gasoline on average each year.		

VIII. Appendix D: MAPC Behavior-Based Energy Savings

A School Behavior-Based Energy Use Reduction Program will allow Norfolk to not only better understand the inefficiencies in their school building operations, but will also help them implement programs that will work synergistically with their existing investments in energy infrastructure in school buildings. Further, this program can support or expand school curriculum by using “buildings as a teaching tool” for students.

While behavior-based energy reduction strategies have been difficult to measure or evaluate in the past, this is no longer the case. The Acton-Boxborough School District has been recognized by both DOER and the U.S. Department of Education as a national leader in implementing behavior-based energy programs that result in significant and measured energy savings. Moreover, schools with established behavior-based energy programs have reduced their energy use by 20 to 37% as a direct result to the behavior-based initiatives.

More information can be found in the Powering Down report the US Green Building Council’s Center for Green Schools at <http://centerforgreenschools.org/sites/default/files/resource-files/Behavior-based-Efficiency.pdf>.

In 2016, four MAPC communities (Hamilton, Wenham, Salem and Swampscott), hired a consultant to oversee the implementation of a behavior-based energy reduction program in one school in each school district. The programs used a faculty lead to work with students that developed programs to ensure everyday energy savings – such as lights being turned off – as well as larger weekly savings, such as powering down all applicable electronics by end of day Friday. The programs also connected students to the facilities staff. In this way, students became an extension of the facilities staff to help monitor issues and check up on set points, etc.

Hiring a consultant is not necessary, but is highly recommended for the first year of implementation. Based on MAPC’s program with the four schools, MAPC would recommend budgeting about \$15,000 to \$20,000 for a consultant. Also, each school would want to set aside about \$500 to \$1000 per year to pay for materials the students may need to implement their behavioral awareness programs.

For Norfolk, MAPC assumed a conservative 5% savings per year for electricity in the two schools.

School	MMBTU Electricity FY 2019	Reduction from Program	MMBTU Saved Electricity (Annual)	kWh Saved Electricity (Annual)	Cost Savings Electricity (Annual)
Freeman-Kennedy School	2,399	5%	120	35,155	\$4,922
H Olive Day Primary School	2,162	5%	108	31,682	\$4,436
Total	4,561		228	66,838	\$9,357

IX. Appendix E: MMBTU Conversion Chart – DOER

MMBTU Conversion Chart²

Fuel Energy Content of Common Fossil Fuels per DOE/EIA

BTU Content of Common Energy Units – (1 million BTU equals 1 MMBTU)

- 1 kilowatt hour of electricity = 0.003412 MMBTU
- 1 therm = 0.1 MMBTU
- 1 ccf (100 cubic foot) of natural gas = 0.1028 MMBTU (based on U.S. consumption, 2007)
- 1 gallon of heating oil = 0.139 MMBTU
- 1 gallon of propane = 0.091 MMBTU
- 1 cord of wood = 20 MMBTU
- 1 gallon of gasoline = 0.124 MMBTU (based on U.S. consumption, 2007)
- 1 gallon of E100 ethanol = 0.084 MMBTU
- 1 gallon of E85 ethanol = 0.095 MMBTU
- 1 gallon of diesel fuel = 0.139 MMBTU
- 1 gallon of B100 biodiesel = 0.129 MMBTU
- 1 gallon of B20 biodiesel = 0.136 MMBTU³
- 1 gallon of B10 biodiesel = 0.137 MMBTU⁷
- 1 gallon of B5 biodiesel = 0.138 MMBTU⁷
- 1 barrel of residual fuel oil = 6.287 MMBTU

² If a conversion factor for a fuel you use is not provided, please contact DOER.

³ Calculated Values from those of diesel and B100 biodiesel



TOWN OF NORFOLK
BOARD OF SELECTMEN

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

July 15, 2019

Massachusetts Department Of Energy Resources
Green Communities Designation and Grant Program
627 Main Street, Worcester, MA 01103
Criterion 4: Fuel Efficient Vehicles

Attn: Ms. Kelly Brown, DOER Regional Coordinator for the Town of Norfolk

Dear Ms. Brown:

Please be advised that the Town of Norfolk, Massachusetts as of April 12, 2018 has duly adopted the Norfolk Fuel Efficient Vehicle Policy as noted in the Minutes of the Select Board Meeting of the same date.

Best Regards,



Kevin Kalkut, Chairman
Select Board of Norfolk

20-001

**Town of Norfolk
Massachusetts**



Board of Selectmen

Scott Bugbee, Chair
James Lehan, Vice Chair
Jeff Palumbo, Clerk
Jack Hathaway, Town
Administrator

Office: 508-440-2855

Fax: 508-541-3366

www.norfolk.ma.us

Policy Name	FUEL EFFICIENT VEHICLE POLICY
Effective Date	Upon Approval
Revisions	NA
Selectmen Approval Date	April 10, 2018

Policy Statement

In an effort to reduce the Town of Norfolk's fuel consumption and energy costs, the Board of Selectmen hereby adopt a policy to purchase only fuel efficient vehicles to meet this goal.

Purpose

To establish a requirement that the Town of Norfolk purchase only fuel efficient vehicles for municipal and public school use whenever such vehicles are commercially available and practicable.

Applicability

This Policy applies to all departments and divisions of the Town of Norfolk.

Definitions

Combined city and highway MPG (EPA Combined Fuel Economy): Combined Fuel Economy means the fuel economy from driving a combination of 43 percent city miles and 57 percent highway miles and is calculated as follows:

$$= 1 / ((0.43 / \text{city MPG}) + (0.57 / \text{highway MPG}))$$

Drive System

The manner in which mechanical power is directly transmitted from a vehicle's drive shaft to the wheels. The following codes are used to indicate drive systems:

- AWD (All Wheel Drive): 4-wheel drive automatically controlled by the vehicle's power train system
- 4WD (4-Wheel Drive): driver selectable 4-wheel drive with 2-wheel drive option
- 2WD (2-Wheel Drive): 2-wheel drive only

Heavy-duty vehicle

A vehicle with a manufacturer's Gross Vehicle Weight Rating (GVWR) of more than 8,500 lbs.

Guidelines

All departments/divisions shall purchase only fuel-efficient vehicles for municipal and public school use whenever such vehicles are commercially available and practicable.

The Town of Norfolk will maintain an annual vehicle inventory for all municipal and public school vehicles and maintain a plan for replacing non-exempt vehicles with vehicles that meet, at minimum, the fuel efficient ratings contained in the most recent Criterion 4 Guidance published by the MA Department of Energy Resources' Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published U.S. Environmental Protection Agency (EPA) data on combined city and highway MPG for vehicles. Based on the 2010 data, vehicles must have a combined fuel economy no less than the following:

- 2WD car: 29 MPG
- 4WD car: 24 MPG
- 2WD minivan: 20 MPG
- 4WD minivan: 18 MPG
- 2WD pick-up truck: 17 MPG
- 4WD pick-up truck: 16 MPG
- 2WD sport utility vehicle: 21 MPG
- 4WD sport utility vehicle: 18 MPG

Note: Hybrid or electric vehicles in these classes will meet these criteria.

Green Communities' Criteria 4 Guidance must be checked for updates prior to purchasing new vehicles.

Exemptions

The following vehicles for municipal and public school use are exempt from this Policy:

- **Heavy-duty vehicles.** Examples include fire trucks, ambulances and some public work trucks that meet this Policy's definition of heavy-duty vehicle.
- **Police cruisers, passenger vans and cargo vans.** Fuel efficient models are not currently available for these vehicles. However, we commit to purchasing fuel efficient police cruisers, passenger vans and cargo vans when they become commercially available. **Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.**

To purchase a new or replacement vehicle for municipal use under one of these exemptions, the department/division's staff responsible for fleet management and/or fleet procurement must request an exemption approval by the Town Administrator or his/her designee

Inventory

The following information shall be included in a vehicle inventory list, and said list shall be updated on an annual basis and provided to the Green Communities Division:

VIN	MODEL	MAKE	YEAR	YEAR/MONTH PURCHASED	DRIVE SYSTEM (2WD, 4WD OR AWD)	Exempt or Non-Exempt	MPG Rating	Vehicle Function
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Note: Departments/Divisions may use EPA combined MPG estimates or actual combined MPG.

Annual Review

The Town will review on an annual basis the Vehicle Inventory, along with the Green Communities' Criterion 4 Guidance, to plan for new acquisitions as part of the Town's capital improvement planning. The annual Capital Improvement Plan provides a comprehensive assessment of all Town needs for the next five fiscal years. No vehicle shall be listed on any Capital Improvement Plan unless it is proven by the department/division making the request that the proposed vehicle shall adhere to the Green Communities' Criterion 4 Guidance or the Town Administrator has approved an exemption consistent with this Policy.

Fuel Efficient Vehicle Replacement Plan

All non-exempt vehicles shall be replaced with fuel efficient vehicles that adhere to the most recent Green Communities' Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department/division to another unless the recycled replacement vehicle meets the fuel efficiency ratings outlined in this Policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle. This review shall be performed by the department/division's staff responsible for fleet management and/or fleet procurement. A copy of this Policy shall be provided to all department heads.

Enforcement

Prior to purchasing new vehicles, Green Communities' Criteria 4 Guidance must be checked for updates by the department/division staff responsible for fleet management and/or fleet procurement. To ensure that all vehicle purchases and replacements are consistent with this Policy, the Town Administrator or his/her designee(s) shall approve all vehicle purchases to replace any exempt and non-exempt vehicle for municipal use upon consultation with the department/division's staff responsible for fleet management and/or fleet procurement.

**Norfolk Board of Selectmen's Open Session Meeting Minutes
April 12, 2018**

Present: Jim Lehan, Jeff Palumbo, Jack Hathaway, Town Administrator, Susan Jacobson, Executive Assistant

Jim Lehan called the meeting to order at 7:00 p.m. The meeting was held in Room 124, Town Hall. Jim announced that the Board would be moving most of the agenda items to the meeting of April 23, 2018 because the Chair, Scott Bugbee, was unexpectedly delayed and not able to be at tonight's meeting. Jim announced this meeting is being both video and audio taped.

Jack read the agenda

Report of the Warrants

A motion was made by Jeff Palumbo to approve the warrant of:

- 03/27/2018-39V18-\$684,058.07

It was seconded by Jim Lehan, and so voted. All were in favor.

Action Items

Jill's Market and Deli

This business currently holds a retails package goods license; however, it is no longer in business.

A motion was made by Jeff Palumbo to revoke the Retail Package Goods license (License No. 00017-PK-0818) for 2018 to sell wines and malts issued to Jill's Market & Deli, Inc., 65 Holbrook Street, Suite 180, Norfolk, Massachusetts. It was seconded by Jim Lehan, and so voted. All were in favor.

Fuel Efficient Vehicle Policy

Jack explained that this is one of the steps required to become a Green Community. The policy addresses that when new vehicles are to be purchased by the Town, they would look for fuel efficient vehicles.

Certain vehicles would be exempt such as Public Safety, police cars, large dump trucks, etc. This policy would apply to other vehicles purchased (i.e., Building Department, Assessors, administrative vehicles).

Auto Fleet Schedule

Town of Norfolk

#	Department	Model	Make	Model		Plate #	GWV	Cost New	Type	Date			Exempt/	
				Year	Vin #					Purchased	Drive System	Estimated MPG	Non Exempt	
1	ADMIN	FOCUS SEDAN	FORD	2013	1FADP3E23DL414499	M89834	2,995	\$13,882	L					
2	ANIM CONTROL	F150 PICKUP	FORD	2014	1FTFW1EF0EFB02611	M77855	7,350	\$31,214	L	5/3/2013	2WD	24	non-exempt	
3	COA	STARCRAFT ALLSTAR	FORD	2016	1FDDE4FS2GDC28298	M95090	14,500	\$66,559	M	3/26/2014	4WD	14	non-exempt	
4	DPW	TRUCK	CHEVROLET	1980	CKM33AZ143441	M79398	11,000	\$100	L	4/6/2016	2WD	8.5	Exempt	
5	DPW	RANGER	FORD	2004	1FTZR45E94TA00897	M94595	5,200	\$25,000	L	10/30/2007	4WD	19	Exempt	
6	DPW	STREET SWEEPER	ELGIN	2006	S9395D	M75539	15,000	\$125,313	H	10/21/2015	4WD	17	non-exempt	
7	DPW	TRUCK	STERLING	2007	2FZAAWDC27AY35561	M76001	36,000	\$108,500	H	5/25/2006			Exempt	
8	DPW	TRUCK	STERLING	2007	2FZAAWDC27AY54207	M79496	36,000	\$111,500	H	1/5/2007	2WD	6	Exempt	
9	DPW	F550 DUMP TRUCK	FORD	2008	1FDAF57R48EC30882	M79393	19,500	\$64,855	H	7/5/2007	2WD	6	Exempt	
10	DPW	CROWN VICTORIA	FORD	2008	2FAPF71VX8X111716	M79394	4,100	\$35,000	L	10/30/2007	4WD	8.5	Exempt	
11	FACILITIES	CROWN VICTORIA	FORD	2011	2FABP7BV2BX148263	M96007	4,100	\$34,000	L	12/8/2014	2WD	16	non-exempt	
12	WATER	F250 SUPERCAB	FORD	2013	1FT7X2B60DEB30439	M90263	10,000	\$36,392	M	11/2/2016	2WD	16	non-exempt	
13	DPW	F250 SUPERCAB	FORD	2013	1FT7X2B67DEB30440	M90264	10,000	\$36,270	M	6/18/2013	2WD	10.5	Exempt	
14	DPW	F250 SUPERCAB	FORD	2013	1FT7X2B69DEB30438	M90254	10,000	\$36,213	M	6/18/2013	4WD	10.5	Exempt	
15	DPW	INTERNATIONAL - DUMP TRUCK	INTERNATIONAL	2015	3HAWDSTR2FL725997	M92830	36,220	\$153,580	H	6/18/2013	4WD	10.5	Exempt	
16	DPW	FORD - SUPER DUTY	FORD	2016	1FTBF2B69GEA75927	M95734	10,000	\$43,574	L	4/23/2015	4WD	6	Exempt	
17	WATER	F-250	FORD	2017	1FT7X2B61HEC81196	M97358	10,000	\$48,817	M	12/17/2015	2WD	10.5	Exempt	
18	DPW	2017 - F-550 S/D	FORD	2017	1FDUF5HT3HEE86194	M99591	19,500	\$79,580	H	6/1/2017	4WD	10.5	Exempt	
19	FIRE	GMC - 2500 GAL TANKER	GMC	1989	4V2BCBUF6KN612183	MF2136	50,000	\$500,000	H	12/20/2017	4WD	8.5	Exempt	
20	FIRE	EMERGENCY - HURRICANE FIRE TRUCK		1996	4EN3ABA89T1006252	MF5279	49,700	\$650,000	H	1/13/1989	2WD	5	Exempt	
21	FIRE	E ONE - TYPHOON PUMPER		2005	4EN6AAA8351009259	MF4424	45,000	\$550,000	H	11/1/1996	2WD	4.5	Exempt	
22	FIRE	AMBULANCE	INTERNATIONAL	2006	1HTMNAAM97H340322	MF5678	20,000	\$285,000	M	3/29/2005	2WD	4.5	Exempt	
23	FIRE	F550 BRUSH TRUCK	FORD	2007	1FDAF57P3EB21309	MF7250	17,900	\$200,000	H	5/26/2006	2WD	8.5	Exempt	
24	FIRE	EXPEDITION	FORD	2007	1FMFU16547LA81452	MF9601	5,800	\$45,000	L	12/18/2006	4WD	8.5	Exempt	
25	FIRE	E ONE - FIRE TRUCK		2007	4EN6AAA8071003356	MF5816	43,700	\$550,000	H	8/31/2015	4WD	12	Exempt	
26	FIRE	EXPEDITION	FORD	2015	1FMJU1GT5FEF50767	MF9515	7,500	\$41,524	L	1/4/2008	2WD	4.5	Exempt	
27	FIRE	F-550 AMBULANCE	FORD	2016	1FDUF5HTXGEA85238	MF6671	18,000	\$259,000	M	7/28/2015	4WD	12	Exempt	
28	HIGHWAY	TRUCK	FORD	1990	1FDYK82A8LVA41321	M76007	35,000	\$45,000	H	1/22/2016	4WD	8.5	Exempt	
29	HIGHWAY	LOADER	MICHIGAN	1990	L90V60855ASH	M51181	28,000	\$14,500	M	5/31/1990	2WD	6	Exempt	
30	HIGHWAY	LOADER	VOLVO	1994	L50BP9380	M51223	17,000	\$79,000	H	1/16/1991	AWD		Exempt	
31	HIGHWAY	F450 DUMP TRUCK	FORD	1997	1FDLF47F0VEC55119	M58108	15,000	\$39,963	M	9/30/1994	AWD		Exempt	
32	HIGHWAY	DUMP TRUCK	FORD	1997	1FDYK82E6VVA22823	M76009	35,000	\$62,390	H	12/4/1997	2WD	8.5	Exempt	
33	HIGHWAY	DUMP TRUCK	FORD	1997	1FDYK82E8VVA22824	M76008	35,000	\$62,390	H	9/27/1996	2WD	6	Exempt	
34	HIGHWAY	FORD - F350 DUMP TRUCK	FORD	1999	1FDWF37F2XEE15107	M56860	13,000	\$38,053	H	9/27/1996	2WD	6	Exempt	
35	HIGHWAY	F-250 PICKUP	FORD	1999	1FTNF21LXXEE64726	M56864	8,800	\$31,500	L	7/13/1999	4WD	9	Exempt	
36	HIGHWAY	TRACTOR	JOHN DEERE	2002	LV45109155856	M68823	3,500	\$32,034	M	7/27/1999	4WD	10.5	Exempt	
37	HIGHWAY	F-550 TRUCK	FORD	2005	1FDAF56P05EB30211	M72507	19,500	\$42,006	M	8/5/2002	4WD		Exempt	
38	HIGHWAY	SILVERADO	CHEVROLET	2005	1GCHK29U05E256504	M72517	8,800	\$24,767	L	5/6/2005	2WD	8.5	Exempt	
39	HIGHWAY	SKIDSTEER LOADER	JOHN DEERE	2005	T00317E105561	M62064	6,300	\$20,482	M	5/6/2005	4WD	10	Exempt	
										1/12/2005	AWD		Exempt	

**Auto Fleet Schedule
Town of Norfolk**

40	HIGHWAY	BACKHOE	CATEPILLAR	2014	CAT0430FERGS00613	M49914	24,000	\$105,000	M	10/28/2014	4WD		Exempt
41	POLICE	CROWN VICTORIA	FORD	2008	2FABP74V98X120080	*Confident	4,100	\$20,934	L	10/30/2007	2WD	16	Exempt
42	POLICE	CROWN VICTORIA	FORD	2010	2FABP7BV9AX110608	*Confident	4,100	\$34,000	L	1/12/2010	2WD	16	Exempt
43	POLICE	CROWN VICTORIA	FORD	2011	2FABP7BV4BX148264	MP5858	4,100	\$34,000	L	8/6/2011	2WD	16	Exempt
44	POLICE	EXPLORER	FORD	2013	1FM5K8AR1DGB71294	MP434J	4,615	\$38,812	L	3/14/2013	AWD	15	Exempt
45	POLICE	EXPLORER	FORD	2013	1FM5K8D88DGC30781	356MK1	4,615	\$40,993	L	3/13/2013	AWD	15	non-exempt
46	POLICE	EXPLORER	FORD	2013	1FM5K8ARXDGB71293	MP195E	4,615	\$29,000	L	3/14/2013	AWD	15	Exempt
47	POLICE	INTERCEPTOR	FORD	2014	1FAHP2MK2EG107285	MP249A	8,500	\$28,000	L	2/3/2014	AWD	15	Exempt
48	POLICE	TAURUS	FORD	2014	1FAHP2MK6EG107287	MP176	4,188	\$32,000	L	2/3/2014	AWD	15	Exempt
49	POLICE	EXPLORER	FORD	2014	1FM5K8AR0EGC26643	MP1970	4,615	\$41,685	L	12/1/2014	AWD	15	Exempt
50	POLICE	MOTORCYCLE	HARLEY DAVIDSON	2014	1HD1FMM15EB614663	MMC7910		\$16,000	L	11/29/2016	N/A	35	Exempt
51	POLICE	FLHTP	HARLEY DAVIDSON	2014	1HD1FMM10EB705968	MMC7137		\$16,000	L	11/29/2016	N/A	35	Exempt
52	POLICE	INTERCEPTOR	FORD	2015	1FAHP2MK0FG115015	MP1870	8,500	\$38,160	L	10/31/2014	AWD	15	Exempt
53	POLICE	EXPLORER	FORD	2016	1FM5K8D87GGB81545	2RW263	4,615	\$39,382	L	1/28/2016	AWD	15	non-exempt
54	POLICE	EXPLORER	FORD	2016	1FM5K8AR5GGB07327	MP444J	6,342	\$45,710	L	1/28/2016	AWD	15	Exempt
55	POLICE	INTERCEPTOR	FORD	2017	1FM5K8AR8HGC67400	MPC357	8,500	\$35,000	L	5/5/2017	AWD	15	Exempt
56	POLICE	EXPLORER	FORD	2018	1FM5K8AR2JGA92101	MP176	4,672	\$35,000	L	4/29/2018	AWD	15	Exempt
57	POLICE	EXPLORER	FORD	2018	1FM5K8AR4JGA92102	MP110H	4,672	\$35,000	L	4/29/2018	AWD	15	Exempt
58	RECREATION	EXPLORER	FORD	2014	1FM5K8B85EGA09305	M89858	3,120	\$26,817	L	8/5/2013	AWD	17	non-exempt
59	SCHOOL	E-150 VAN	FORD	2010	1FMNE1BW8ADA14894	M95354	8,000	\$25,000	L	12/18/2009	2WD	18	Exempt
60	FACILITIES	CROWN VICTORIA	FORD	2007	2FABP71W87X104206	M95974	4,100	\$30,383	L	1/4/2016	2WD	16	non-exempt
61	WASTE MGMT.	TRUCK	STERLING	2006	2FZHAZDE46AV83117	M79137	70,000	\$121,515	H	9/14/2005	2WD	4	Exempt
62	WASTE MGMT.	LOADER	JOHN DEERE	2007	DW444JZ609696	M75712	23,000	\$103,595	H	10/27/2006	AWD		Exempt
63	FACILITIES	F350 PICKUP	FORD	1994	2FTHF36H5RCA79445	M33788	9,000	\$100	L	7/20/1994	4WD	8.5	Exempt
64	WATER	F250 PICKUP	FORD	2004	1FTNF21L54ED45039	M37353	8,800	\$28,065	L	5/27/2004	4WD	10.5	Exempt
65	DPW	F250 PICKUP	FORD	2018	1FT7X2B62JEC64056	M2199A	10,000	\$38,138	M	7/23/2018	4WD	10.5	Exempt
66	DPW	DUMP TRUCK	INTERNATIONAL	2016	3HAWDSTR4GL152506	M2094A	37,000	\$133,196	H	6/5/2018	2WD	6	Exempt
67	BUILDING	ESCAPE	FORD	2018	1FMC09GD8JUD53056	M1758A	4,760	\$24,000	L	1/23/2018	AWD	25	non-exempt
68	FACILITIES	TRANSIT	FORD	2018	NM0LS7F74J1363172	M1757A	5,270	\$24,000	SB60	12/3/2018	2WD	22	non-exempt
69	WATER	F-550	FORD	2018	1FDUF5HT4JDA04618	M3371A	19,500	\$115,505	M	11/26/2018	4WD	8.5	Exempt
70	FIRE	F-550 AMBULANCE	FORD	2019	1FDUF5HTXKEC46633	MFD945	18,000	\$261,271	M	1/25/2019	4WD	8.5	Exempt
71	FIRE	F-550	FORD	2018	1FDUF5HT2JDA03077	MFC536	19,500	\$193,146	M	5/21/2019	4WD	8.5	Exempt
72	FACILITIES	CROWN VICTORIA	FORD	2005	2FABP71W65X176843	M2839A	4,100	\$20,934	L	11/8/2018	2WD	16	non-exempt
72	POLICE	M1025	HUMMER	1992	13531	MP437H	6,780	Surplus	L	N/A *	4WD	14	Exempt
72	POLICE	M998	HUMMER	1992	124122	MP436H	5,200	Surplus	L	N/A *	4WD	14	Exempt

* still owned by the federal government as surplus

Building	Measure	Energy Conservation Measure	Category	Status (Planned Quarter/year)	Energy Data						Financial Data					Reference		
					Projected Annual Energy Savings						Projected Annual Cost Savings (\$)	Estimated Total Project Cost (\$)	Green Communities Grant* (\$)	Estimated Utility Incentives (\$)	Estimated Cost After Utility Incentives (\$)	Estimated Payback After Incentives (years)	Funding Source	Source for Energy Savings
					Electricity Savings (kWh)	Natural Gas Savings (therms)	Oil Savings (gallons)	Propane Savings (gallons)	Gasoline Savings (gallons)	Diesel Savings (Gallons)								
NATIVE UNIT TOTALS:					836,078	14,713	10,080	1,331	3,610	4,075	172,255	\$ 620,201	\$ 47,928	\$ 572,273	3.3			
Town Hall	ECM # 1 RCx	Building Control	Q2 - FY22	56,181	1,345						\$10,725	\$25,000	\$600	\$24,400	2.3	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Town Hall	Stairwell Lighting	Interior Lighting	Q2 - FY22	946							\$157	\$9	\$0	\$9	0.1	Green Communities grant funding	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
H Olive Day School	ECM # 1A Lighting	Interior Lighting	Q2 - FY21	18,025							\$2,992	\$46,771	\$7,935	\$38,836	13.0	Green Communities grant funding	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
H Olive Day School	ECM # 1B Lighting	Exterior Lighting	Q2 - FY22	18,855							\$3,130	\$19,950	\$1,575	\$18,375	5.9	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
H Olive Day School	ECM # 3 EMS	Building Control	Q2 - FY22	201,377		7,815					\$52,966	\$200,000	\$2,400	\$197,600	3.7	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
H Olive Day School	ECM # 4 Cooltrol	Refrigeration	Q2 - FY21	6,484							\$1,076	\$6,730	\$1,297	\$5,433	5.0	Green Communities grant funding	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Freeman-Kennedy ES	O & M # 1 RCx	Building Control	Q2 - FY22	241,196	13,016						\$53,575	\$50,000	\$0	\$50,000	0.9	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Freeman-Kennedy ES	ECM # 1 Lighting	Interior Lighting	Q2 - FY22	97,145							\$16,126	\$80,090	\$13,250	\$66,840	4.1	Green Communities grant funding	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Freeman-Kennedy ES	ECM # 3 DOAS	HVAC	Q2 - FY22	63,303							\$10,508	\$47,983	\$12,400	\$35,583	3.4	Green Communities grant funding	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Freeman-Kennedy ES	ECM # 4 Cooltrol	Refrigeration	Q2 - FY22	8,982							\$1,491	\$8,180	\$1,796	\$6,384	4.3	Green Communities grant funding	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
DPW Garage	ECM # 1 Lighting	Interior Lighting	Q2 - FY21	8,652							\$1,436	\$11,795	\$2,200	\$9,595	6.7	Green Communities grant funding	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
DPW Garage	ECM # 2 Shell Insulation	Weatherization	Q2 - FY24			2,265					\$5,663	\$52,000	\$0	\$52,000	9.2	Green Communities grant funding	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Senior Center	ECM # 1 Lighting	Interior Lighting	Q2 - FY23	4,366							\$725	\$9,623	\$975	\$8,648	11.9	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Senior Center	ECM # 1 Lighting	Exterior Lighting	Q2 - FY23	6,338							\$1,052	\$8,548	\$975	\$7,573	7.2	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Senior Center	ECM # 4 Air Sealing, Insulation, and Roof Weatherization	Weatherization	Q2 - FY22	10,521			1,331				\$5,806	\$15,000	\$0	\$15,000	2.6	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Public Library	ECM # 1 Lighting	Exterior Lighting	Q2 - FY22	7,892							\$1,310	\$13,522	\$1,425	\$12,097	9.2	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Public Library	ECM # 2 RCx	HVAC	Q2 - FY22	18,978	352						\$3,516	\$25,000	\$900	\$24,100	6.9	Capital budget	EMA Boston, ASHRAE Level I Energy Audit Report, May 2019	
Freeman-Kennedy ES	Behavioral energy efficiency program	Behavioral	Q2 - 2024	35,155							\$4,922	\$20,000	\$0	\$20,000	4.1	Green Communities grant funding	MAPC estimates, see Appendix D	
H Olive Day School	Behavioral energy efficiency program	Behavioral	Q2 - 2024	31,682							\$4,436	\$20,000	\$0	\$20,000	4.5	Green Communities grant funding	MAPC estimates, see Appendix D	
Buildings Subtotal	MMBTU Saved:			5,846	836,078	14,713	10,080	1,331	-	-	\$ 181,612	\$ 660,201	\$ -	\$ 47,928	\$ 572,273	3.15		
Vehicle policy	City-wide "No Idling" policy for municipal vehicles, excluding Police Dept. vehicles	Vehicles	Q2 - 2024															
Vehicle maintenance	Tire air pressure maintenance toolkit	Vehicles	Q2 - 2024						1,714	2,547								
Vehicle maintenance	Switch to 100% synthetic oil	Vehicles	Q2 - 2024						1,264	1,019								
Vehicle Subtotal	MMBTU Saved:			995	-	-	-	-	3,610	4,075	\$ -	\$ -	\$ -	\$ -	\$ -	-		
Total MMBTU Saved				6,841	2,853	1,471	1,401	121	435	560								

*Please note that the 'Green Communities Grant' column is for reference only and will be filled in based on the designation and future competitive grant requests.

Cost of Diesel	\$2.408	\$1.69
Cost of Gasoline	\$2.202	\$1.54
	BTU	MMBTU
1 btu	1	0.000001
1 gal diesel	137,452	0.13745
1 gal gasoline	120,476	0.12048
1 gal propane		0.091
1 gal oil		0.139

NOVEMBER 19, 2019 SPECIAL TOWN MEETING WARRANT

NORFOLK, ss.

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

GREETINGS:

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

ARTICLE 1

Submitted by the Planning Board

1. To see if the Town of Norfolk will vote to amend Section F.7.b.1.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

F.7.b.1.a. DWELLING UNIT, other than a SINGLE FAMILY DWELLING	1.5 1 per unit
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; or take any action thereto.

2. To see if the Town of Norfolk will vote to amend Section I.4.a.1. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

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

3. To see if the Town of Norfolk will vote to amend Section I.4.a.6. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

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

of a pitched roof, from the front, sides, and the rear, depending upon what may be visible from the street.

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

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

4. To see if the Town of Norfolk will vote to amend Section I.4.a.11. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

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

5. To see if the Town of Norfolk will vote to amend Section I.4.b.1.A. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

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

6. To see if the Town of Norfolk will vote to amend Section I.6.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

I.6.a. Shared Parking. Where the APPLICANT demonstrates to the Planning Board through the Site Plan Approval process that **the combination of uses on the site are non-peak demand for parking spaces and not needing the number of required parking spaces, up to thirty percent (30%) of the minimum amount of the parking spaces may be waived.** ~~or parking spaces within the STREET within the B-1 District can be utilized by more than one use located within 500 feet of the entrance of the principal BUILDING, STRUCTURE, or use of the premises, such that vehicles occupying a particular number of spaces are unlikely to require the use of those spaces at the same time of day or the same day of the week, the immediate construction of up to 30% of a parking area may be postponed, provided: (i) adequate land area is reserved for~~

~~additional parking should it be needed in the future, (ii) the area reserved for future parking is shown on the site plan, (iii) no BUILDING or STRUCTURE may be placed on any area reserved for future parking, (iv) surety or other means of performance assurance in a form and amount acceptable to the Planning Board is given to the Town to insure that such additional parking area (including drainage and landscaping) will be constructed if needed, and (v) as a condition of postponing such construction, the Planning Board shall review the adequacy of the parking area every three years after endorsement of the site plan, or more frequently upon request of the Zoning Enforcement Officer, and certify that the number of parking spaces provided continues to be sufficient having regard for the actual uses of the site. The Planning Board shall be the determining authority regarding the future need of such parking; or take any action relative thereto.~~

7. To see if the Town of Norfolk will vote to amend Section I.7. and I.7.a. of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print.

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

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

I.7.a. Allowed Uses

- ADULT DAY CARE ancillary to an ASSISTED LIVING FACILITY;
- Art Galleries and Studios;
- ASSISTED LIVING FACILITIES if on a LOT with an existing ground elevation at the proposed BUILDING
- at or above 255 feet elevation, mean sea level (1927) datum;
- Automatic teller machines;
- Bakeries;
- Banks;
- CHILD CARE FACILITY; (added 5/9/17)
- Coffee shops;
- Collection center for dry cleaning and laundry drop-off;
- CONVENIENCE STORES;
- CRAFT WORKSHOP;
- Cultural Center, symphony hall or other place for the Community's or the Public's enjoyment of indoor or outdoor musical, dramatic, or artistic performances; amphitheatres;

- Dance, exercise and aerobic studios, martial arts studio;
- Delicatessens;
- Electric Vehicle Recharger Facilities;
- FARMER'S MARKETS;
- Funeral home;
- GROCERY STORE;
- HARDGOOD sales stores;
- Historical or cultural society;
- JOB PRINTING;
- Laundromats;
- Licensed INN or HOTEL;
- LIMITED USED MOTOR VEHICLE SALES;
- Medical, Dental and Optical Clinics;
- Meeting Rooms or BUILDINGS Accessory to ASSISTED LIVING FACILITIES;
- Mixed use comprised of any of the Allowed uses;
- Municipal BUILDINGS;
- Offices and Office BUILDINGS;
- Open Space, village greens and squares;
- Parking lot as Principal Use as part of a Planned Multi-Lot development, except on corner LOTS;
- **Parking is allowed to be part of the ground floor of a building, if concealed behind the building façade and with a minimum of fifty percent (50%) set behind non-residential uses on the ground floor.**
- Post office;
- Private Schools (for profit);
- Public transit facilities including stations and platforms;
- Residential DWELLINGS UNITS, **other than a SINGLE FAMILY DWELLING. No residential dwelling units shall be allowed on the ground floor of PRINCIPAL BUILDING(S) located within the BUILD-TO LINE. In projects with multiple buildings on a site, only one (1) PRINCIPAL BUILDING(S) is required to be located within the BUILD-TO LINE. SECONDARY BUILDING(S) not located within the BUILD-TO LINE may be one hundred percent (100%) residential including dwelling units on the ground floor. In the B-1 Business Core, at fifteen percent (15%) of ten (10) or more dwelling units shall be affordable to those earning less than eighty percent (80%) of the area median income (AMI), which supersedes the ten percent (10%) requirement of Section H.3.d.1.a, all other requirements of Section H.3. shall be followed as part of a commercial site plan where the square footage of residential dwelling units consists of 65% or less of the total combined square footage of the residential and commercial structures(s) and the footprint of residential structure(s) is equal to or less than the footprint of the commercial structure(s), provided that the commercial structure is constructed prior to residential occupancy.**
- ~~Residential DWELLING UNITS located above the ground floor of BUILDINGS, provided that the ground floor is constructed for, and limited to, business or commercial uses prior to residential occupancy;~~
- RESTAURANTS;
- RETAIL SALES;

- RETAIL SERVICES;
 - SOFTGOOD sales stores;
 - TAKE OUT RESTAURANTS;
 - Theaters; movie cinemas;
 - VARIETY STORE;
 - Video conferencing and/or conference facility. ; or take any action relative thereto.
8. To see if the Town of Norfolk will vote to amend Section B. DEFINITIONS of the zoning bylaws by adding the following new language in bold print in alphabetical order.

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

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

Planning Board’s Comments

Article 1 would change Norfolk Town Center Zoning District to align with the Town’s comprehensive Master Plan and the vision to develop the Town Center into a traditional, pedestrian oriented, New England village with retail, commercial services and mixed uses, including housing that provides for social and cultural interaction for all age groups.

ARTICLE 2

Submitted by the Planning Board

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

“F.11. SITE PLAN APPROVAL

F.11.a. Requirements for Site Plan

In all districts no BUILDING or ~~structure~~ **STRUCTURE** shall be constructed or externally enlarged and no use shall be expanded in ground area or established in an existing BUILDING or **STRUCTURE** or **no new tenancy** except in conformity with a site plan bearing an endorsement of approval by the Planning Board unless Site Plan Approval is specifically exempted **under M.G.L. Chapter 40A, Section 3** or herein. This provision shall not apply to **any SINGLE or TWO FAMILY homes in any district**, including additions or enlargements. ~~In addition, this provision shall not~~

apply to uses exempt under M.G.L. Chapter 40A, Section 3., which are permitted in the district in which the property is located as a matter of right including single family homes located within an Open Space Preservation residential subdivision. In addition, this provision shall not apply to uses exempt under M.G.L. Chapter 40A, Section 3 or to continuously occupied single family residentially occupied dwellings in the B1 and C1 Districts. The Building Commissioner/Zoning Enforcement Officer **in conjunction with the Town Planner** shall make a **written** determination as to which of the following applies:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

F.11.a.2. Site Plan Modification to a previously approved Site Plan Exemption.

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

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

A. Any determination issued with conditions shall be consistent with the Planning Board's most current Rules and Regulations.

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

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

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

~~A. A determination that a proposal is subject to Full Site Plan Approval eligible for Limited Applicability shall permit an applicant to request a site plan approval from the Planning Board complying with Section F.11.a. limited to the area of specific impact.~~

~~B. The determination shall be rendered within fifteen (15) days of submitting of the complete application with required plans and statements for limited applicability.~~

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

F.11.b. Procedure for Approval

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

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

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

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

F.11.c. General Conditions for Approval

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

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

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

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

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

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

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

F.11.d. Authority of the Board

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

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

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

or take any action relative thereto.

Planning Board's Comments

Article 2 would require a site plan approval from the Planning Board in all cases for development other than single and two family homes where today there are some exemptions. The language is being changed to hopefully make is easier to follow and enforce.

ARTICLE 3

Submitted by the Planning Board

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

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

or take any action relative thereto.

Planning Board’s Comments

Article 3 would transfer responsibility for approval of parking areas in several zoning districts from the Zoning Board of Appeals to the Planning Board.

ARTICLE 4

Submitted by the Planning Board

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

“D.4.d.2. The boundaries of the Water Supply Protection District are delineated on the Zoning Map dated ~~November 27, 2018~~ **November 19, 2019** which is depicted and is hereby made a part of this Bylaw. These boundaries reflect the best hydrologic information available as of the date of the map(s). In the event of a discrepancy between the map and the criteria that follow, the criteria shall govern.”;

or take any action relative thereto.

Planning Board’s Comments

Article 4 would add to the zoning map the new Holbrook Street well field as is required by the State Department of Environmental Protection as part of the Town’s permit to construct and operate this well.

ARTICLE 5

Submitted by the Planning Board

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

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

or take any action relative thereto.

Planning Board's Comments

Article 5 would update the Town's zoning map from the version approved in 2002 to this version effective the date of this meeting.

ARTICLE 6

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to be added to departmental budgets and appropriations for the fiscal year ending on June 30, 2020; or take any other action relative thereto.

Town Administrator's Comments

Article 6 is the Transfer article and asks for authorization to adjust budgets for the current fiscal year.

ARTICLE 7

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds, a sum of money to pay unpaid bills of a prior year pursuant to Massachusetts General Laws Chapter 44, Section 64; or take any other action relative thereto.

Town Administrator's Comments

Article 7 is the request to authorize paying bills from a prior fiscal year. At the time the warrant was executed, none are anticipated.

ARTICLE 8

Submitted by the Select Board

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

Town Administrator's Comments

Article 8 is a request to appropriate monies received from ridesharing services (Uber & Lyft) that originated in Norfolk in calendar years 2017 and 2018 totaling \$1,208.20.

ARTICLE 9

Submitted by the Select Board

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

Town Administrator's Comments

Article 9 is intended to request \$8,600.00 to supplement a State grant of \$10,000 to purchase a second trailer mounted message board sign.

ARTICLE 10

Submitted by the Select Board

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

Town Administrator's Comments

Article 10 is intended to request funds to conduct this study to update the current system which was developed in 2002.

ARTICLE 11

Submitted by the Select Board

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

Town Administrator's Comments

Article 11 is intended to request authorization to purchase capital items through debt funding. The Town is seeking authorization purchase a replacement truck used to haul waste and recyclables from the transfer station, funds to complete the paving of Lake Street, and funding for other roadway repairs as identified by the Town's pavement management plan.

ARTICLE 12

Submitted by the Select Board

To see if the Town will vote to raise and appropriate or transfer from any available source of funds a sum of money to fund capital and other expense items; or take any other action relative thereto.

Town Administrator's Comments

Article 12 is intended to request authorization to purchase capital items through cash funding.

ARTICLE 13

Submitted by the Select Board

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

Town Administrator's Comments

Article 13 is a request to authorize a new revolving fund for Council on Aging programming. The registration fees for programs will be paid into the fund. The costs of running the programs will be paid from the fund.

ARTICLE 14

Submitted by the Select Board

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

Town Administrator's Comments

Article 14 is a request to make an initial contribution to the Trust fund for the purpose of funding the Town's share of the cost of providing health insurance coverage for employees who retire from the Town of Norfolk.

ARTICLE 15

Submitted by the Select Board

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

Town Administrator's Comments

Article 15 is intended to allow the authorization of capital items for the Water enterprise fund. This year the request is to install a water main to the new Holbrook Street well field.

ARTICLE 16

Submitted by the Select Board

To see if the Town will vote to appoint any committee, or hear or act on the report of any committee or town officer, or instruct any committee or town officer; or take any other action relative thereto.

Town Administrator's Comments

Article 16 provides the opportunity for Town Officials to provide status updates and for residents to ask questions.

ARTICLE 17

Submitted by Community Preservation Committee

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

Community Preservation Committee's Comments

Article 17 is intended to provide funds to repair old headstones at these cemeteries that have broken over time.

ARTICLE 18

Submitted by Community Preservation Committee

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

Community Preservation Committee's Comments

Article 18 would enable the Historic Commission to erect a display case similar to the existing display cases near the Historic Commission office. It will be removable in the event that the roll-up window is utilized in the future.

ARTICLE 19

Submitted by Community Preservation Committee

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

Community Preservation Committee's Comments

Article 19 would provide funds for an on-going weed control program necessary to preserve open water. Residents near Highland Lake had been hand harvesting the water chestnut weed in past years. This summer, a mechanical harvester was used to remove the weeds (ATM approved General Fund). This weed spreads exponentially. City Mills Pond has not been treated in the past.

ARTICLE 20

Submitted by Community Preservation Committee

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

Community Preservation Committee's Comments

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

ARTICLE 21

Submitted by Town Government Study Committee

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

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

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

SECTION 2. Compliance with the Massachusetts Uniform Procurement Act

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

SECTION 3. Bid Procedures

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

SECTION 34. Performance Bond Requirement

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

SECTION 45. Review of Contracts by Town Accountant

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

or take any action relative thereto.

<p><u>Town Government Study Committee’s Comments</u> These language changes would bring the Town’s contract laws up to date with state law and current practice.</p>

ARTICLE 22

Submitted by the Town Clerk

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

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

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

or take any action relative thereto.

Town Clerk’s Comments

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

ARTICLE 23

Submitted by the Town Clerk

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

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

or take any other action relative thereto.

Town Clerk’s Comments

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

ARTICLE 24

Submitted by the Select Board

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

Town Administrator’s Comments

Article 24 would accept these streets as public ways, which transfers ownership and responsibility for maintenance to the Town of Norfolk.

Hereof, fail not, but make due return of this warrant, with your doings thereon to the Town Clerk, on or before the hour of said meeting. Given under our hands and seal of the Town of Norfolk on the twenty-ninth day of October, 2019 A.D.

NORFOLK SELECT BOARD

Kevin Kalkut, Chairman

Christopher Wider, Vice Chair

Carolyn Van Tine, Clerk

A true copy, attest:
Town of Norfolk
Norfolk, ss

By virtue of this Warrant, I have notified and warned the legal voters of the Town of Norfolk aforesaid to meet at the time and place and for the purposes specified in said Warrant, by posting true and attested copies thereof in the Town Hall, and in at least one public place in each of the three (3) precincts, not less than fourteen (14) days at least before the date of said meeting.

Constable

Date

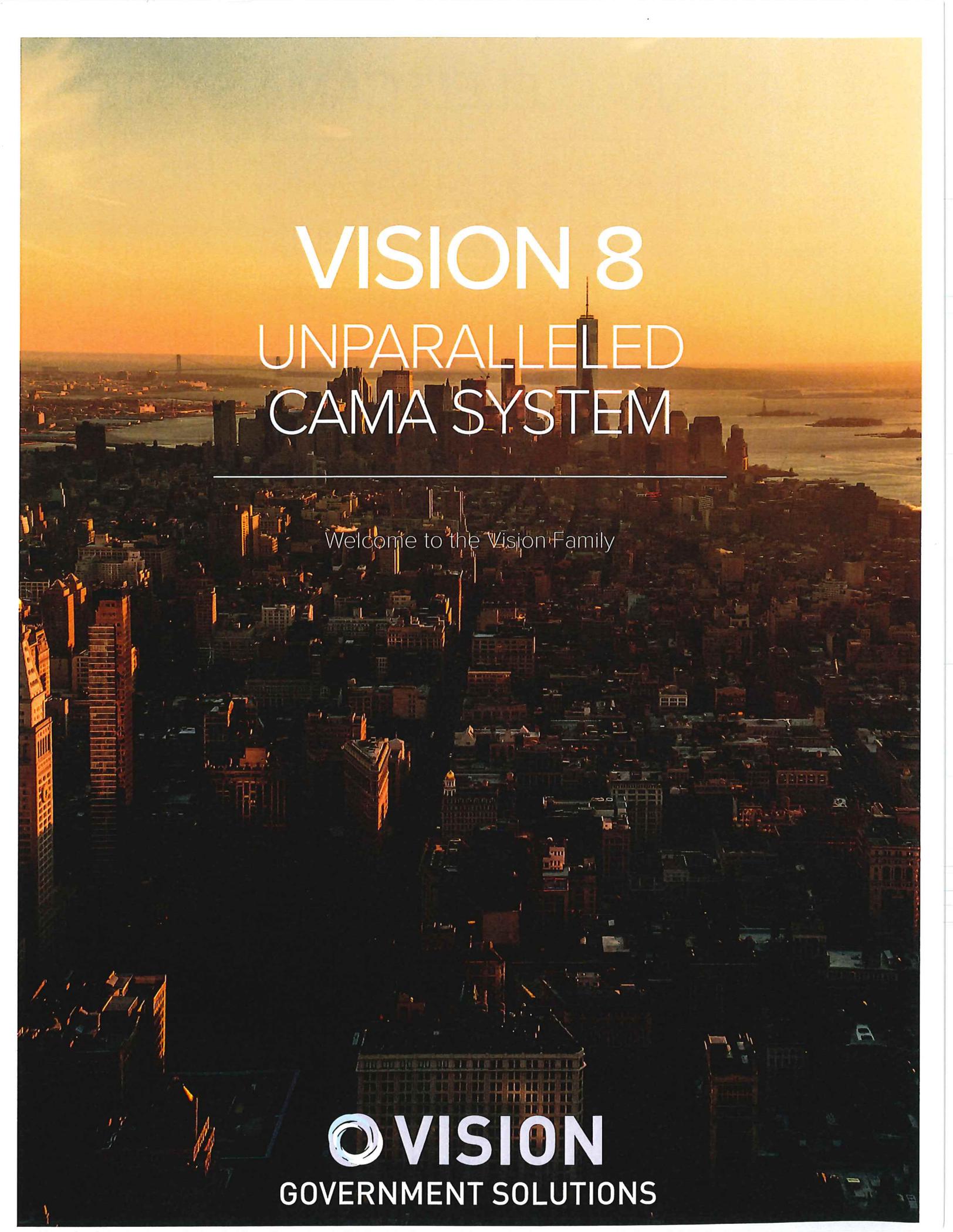
Draft Special Town Meeting Article List - November 19, 2019

10/23/2019

Article #	Topic	Proponent	Dollar	Source of funds		Other Sources
			Amount	Free Cash	Other	
1	Amend Zoning Bylaw - B-1 Business Center Zone	Planning				
2	Amend Zoning Bylaws - F-11 Site Plan Approval Process	Planning				
3	Amend Zoning bylaws F.7.e - Parking areas	Planning				
4	Amend Zoning Bylaw - update Town zoning map	Planning				
5	Amend Zoning Map - Add Zone II Holbrook Street Well	Planning				
6	Budget Transfers	BOS				
	Reserve Fund - Replenish		13,000.00	1,477.50	11,522.50	Insurance Settlement
	Town Clerk - Ass't Clerk Additional Hours		7,000.00		7,000.00	KP Budget
	Fire Department Salaries		34,000.00		34,000.00	KP Budget
	Legal Fees - ZBA		20,000.00		20,000.00	KP Budget
	Town Counsel Services		15,000.00	10,421.00	4,579.00	KP Budget
	Snow and Ice Deficit		235,177.57	235,177.57		
						\$4,579 available from KP
7	Pay unpaid bills from prior year	BOS	-			
3	Appropriate State Ridesharing funds	BOS	1,208.20		1,208.20	State Funds
9	Matching Grant Funds - Message Board Sign	BOS	18,600.00	8,600.00	10,000.00	EMPG Grant
10	HR Pay & Classification Plan Update	BOS	22,000.00	17,000.00	5,000.00	Community Compact Funds
11	Capital Expenditures from Borrowing					
	- DPW Rolloff Truck Replacement	BOS	196,400.00		196,400.00	Inside Levy Borrowing
	- Lake Street Paving - Additional Funds		140,000.00		140,000.00	Inside Levy Borrowing
	- Pavement Program - Roadways		100,000.00		100,000.00	Inside Levy Borrowing
12	Capital Expenditures other than from borrowing	BOS				
	- IT - desktop computers/licenses		40,156.00	40,156.00		
	- DPW Replacement Field Mower		17,500.00		17,500.00	Transfer from Salaries
	- Stormwater Management		50,000.00	34,000.00	16,000.00	State Grant
	- Police Radios		42,000.00	33,421.00	8,579.00	MECC Grant Funds
	- Police Cruiser		61,500.00	61,500.00		
	- Fire Department Mobile Data Terminals		25,960.00		25,960.00	MECC Grant Funds
	- Codification of Town Bylaws		15,000.00	15,000.00		
	- Vision Appraisal System Update		15,000.00	15,000.00		
13	Establish a COA Revolving Fund	BOS	6,000.00		6,000.00	COA User Fees for programs
14	OPEB - Contribution of funds to the Trust	BOS	25,000.00	25,000.00		Initial contribution to trust
15	Water Enterprise fund capital - Holbrook water main	BOS	270,000.00		270,000.00	Enterprise Funds
16	Hear reports from Town Committees					
17	Headstone Repairs at Town Cemeteries	CPC	10,000.00		10,000.00	CPC Funds
18	Install display case at Town Hall for Historical items	CPC	500.00		500.00	CPC Funds
19	Weed control program for Highland Lake & City Mills	CPC	40,000.00		40,000.00	CPC Funds
20	Athletic Field Restoration of three fields	CPC	90,000.00		90,000.00	CPC Funds
21	Amend General Bylaw - Bidding Procedures	TGSC				
22	Amend General Bylaw - Town Clerk/bylaw corrections	Town Clerk				
23	Amend General Bylaws - severability language	Town Clerk				
24	Various Street Acceptances	BOS/PB				
	- Meetinghouse Road					
	- Liberty Lane					
	- Tailwind Circle					
	- Westfield Drive					
	- Saddle Ridge					
	- Silver Fox Run					
			\$ 1,512,209.97	496,753.07	1,015,456.90	

1,512,209.97

Free Cash Certified	1,142,024.00
Free Cash Utilized	496,753.07
Free Cash Available	<u>645,270.93</u>

An aerial photograph of a city skyline at sunset. The sky is a warm, golden-orange color, and the city buildings are silhouetted against the light. The water of a bay or river is visible in the distance.

VISION 8 UNPARALLELED CAMA SYSTEM

Welcome to the Vision Family

 **VISION**
GOVERNMENT SOLUTIONS

AN UNPARALLELED CAMA SYSTEM

12 Simple Reasons Why So Many Communities Choose Vision 8



DESIGNED BY ASSESSORS

Vision 8 is the only CAMA platform designed by assessors, for assessors.

Assessors and appraisers on our Customer Advisory Board custom-built Vision 8 to meet the needs of the assessing community.



COMPLETELY CUSTOMIZABLE

Work the way you want with customization and flexibility:

- Add, edit, hide, or relabel any field
- Select the features that meet your needs using the admin module
- Built-in Property Record Card editor
- Robust permissioning and security



EASIEST SOFTWARE TO USE

Every feature was hand-selected and designed for ease-of-use, including:

- Easy-access parcel header
- Intuitive user interface
- "Create-your-own" dashboards
- Full self-service help portal
- The industry's best support team



STATE-OF-THE-ART TECHNOLOGY

Built on state-of-the-art technology designed to last a lifetime:

- SQL Server Database
- Latest Microsoft .NET framework
- Scalable to any # of property accounts
- Fully compliant security



SAVE MONEY WITH THE CLOUD

All-new cloud hosting option enables communities to:

- Eliminate need for costly hardware
- Access immediate support
- Receive instantaneous releases



COMMUNICATE WITH YOUR COMMUNITY

Online Vision websites enable taxpayers to access data from the comfort of their couch, improving community relations and reducing the burden of office inquiries



THE MOST SOPHISTICATED ANALYTICAL TOOLS

Packed with the most sophisticated analytical tools to ensure accurate values:

- The industry's most robust sales analysis module with embedded GIS
- Dozens of IAAO-recommended statistics to validate values
- Powerful cost modeling and table maintenance tools



100% ACCURATE VALUES

Vision 8 supports every approach to value (cost, market, income, regression, condo value apportionment, trending, and more):

- Full-featured income valuation module
- Easy value comparison by approach
- Adjustable comp sales models
- Dozens of new improvements in building and land valuation accuracy



AUTOMATED WORKFLOWS AND INTEGRATIONS

Achieve dramatic efficiencies with embedded tools to automate workflows and integrate with other critical programs:

- Integrate automatically with any tax, billing, or building permit software
- Embedded GIS module with bidirectional CAMA sync
- View flyover imagery within CAMA
- Create your own static databases
- Unlimited images, media, and video with built-in tools like panning and zooming



ROBUST ASSESSMENT ADMINISTRATION

Don't forget the basics with a robust assessment administration feature set:

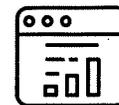
- Unlimited property transfer info
- Easy-to-manage mailing address and owner data
- Full assessment history documentation
- Specialized data entry screens
- Unlimited documents (e.g, scanned deeds)



INDUSTRY'S BEST SKETCH PROGRAM

Vision Sketch is specially tailored to reduce time burden on assessors and improve valuation accuracy:

- See impact on value as you sketch
- Easily flip and rotate sketches
- Seamlessly split and convert shapes
- Quickly add points and modify lines
- Dozens of built-in time-savers like bay window stamps and labeling shortcuts
- Export to any format

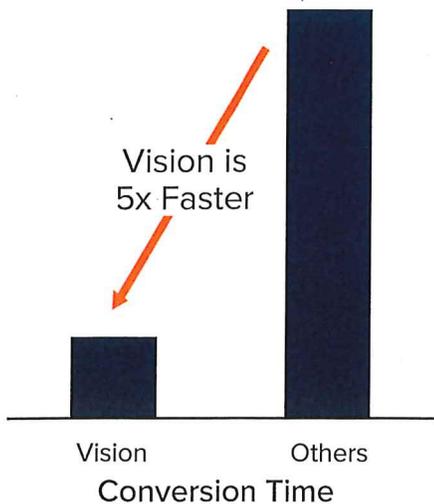


INSTANTANEOUS REPORTING

All-new report writer is the most advanced Business Intelligence analytics package available in any CAMA:

- Dozens of out-of-the-box reports
- Execute instantaneously with 'see it while you build' view
- "Friendly" field names for ease of use
- Drag & drop fields on the fly
- Filter and format reports for easy form and mailer creation
- Quickly export to any format

Vision 8 has one of the fastest conversion times in the industry



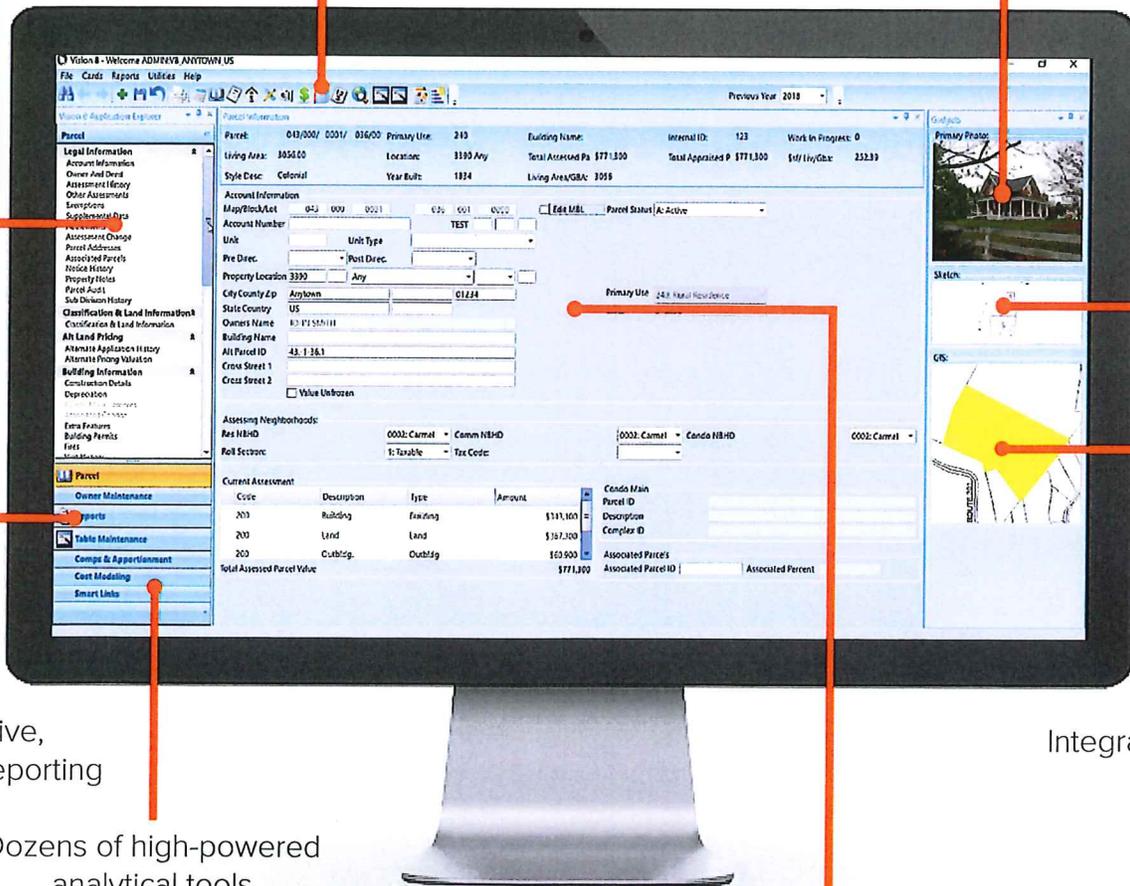
- Every software project manager has years of appraisal expertise
- Deep familiarity with converting from all major CAMA systems
- Incredible platform stability makes post-conversion testing simple
- 3x faster software development because of "Agile" methodology
- Dozens of post-conversion training resources, user groups, and events for continuing education

Easy-to-use navigation

Quick-access tools & parcel info header

Unlimited media and documents

Industry's best sketch program



Intuitive, flexible reporting

Dozens of high-powered analytical tools
(e.g., sales analysis, cost modeling, table maintenance)

Completely customizable dashboards

Integrated GIS

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Unmatched Appraisal Expertise

Vision's mission is to enable local governments to serve their constituents and accurately assess taxable values. We build lasting client relationships by delivering the best service and products in the appraisal industry.

V G S I . C O M



VISIT US

1 Cabot Road
Hudson, MA 01749



EMAIL US

sales@vgsi.com

CALL US

(508) 351-3628



 **VISION**
GOVERNMENT SOLUTIONS

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ABOUT OUR COMPANY

Since 1975, Vision Government Solutions has been providing the highest quality Appraisal Services and CAMA Software in the industry to assessing departments located throughout the United States.

We now count more than 450 communities among the Vision family, from jurisdictions with just hundreds of parcels up to New York City and Washington, D.C. More than 50% of those customers have been with us for more than 20 years, a testament to the incredible loyalty and dedication of the Vision community.

In addition, we complete hundreds of revaluation projects every year on our own software, ensuring that we are delivering the very best service to our valued communities. Because our average employee experience exceeds 25 years, we are proud to offer the highest levels of valuation accuracy, data quality, and professionalism in our reassessment projects.

We are especially proud of our relentless quest to perfect customer service in the CAMA industry. In fact, our unique approach to customer service ensures that 100% of calls are answered every day with extraordinary response times and attentiveness. That's why our commitment to you is:

Unrivaled Service
Unmatched Appraisal Expertise
Unparalleled CAMA System

Why is Vision the Market Leader?



40+ years in business



60+ appraisal staff with an average experience of over 25 years



Most advanced CAMA system on the market



Best customer service in the industry with 100% of calls answered



50% of customers have been with Vision for over 20 years



Software built exclusively by assessors, for assessors



Fastest software development in the industry

ACCURATE VALUES
EVERY TIME

BY THE NUMBERS

For Those Inspired by Spreadsheets

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GOVERNMENT SOLUTIONS

NUMBERS TO KNOW

40 years in
business

100%
live calls answered every day

450
combined
years of
appraisal
experience

460+
Happy Customers

60
expert appraisers
on staff

110+ revaluation
projects
conducted
each year

1
state-of-the-art
CAMA product

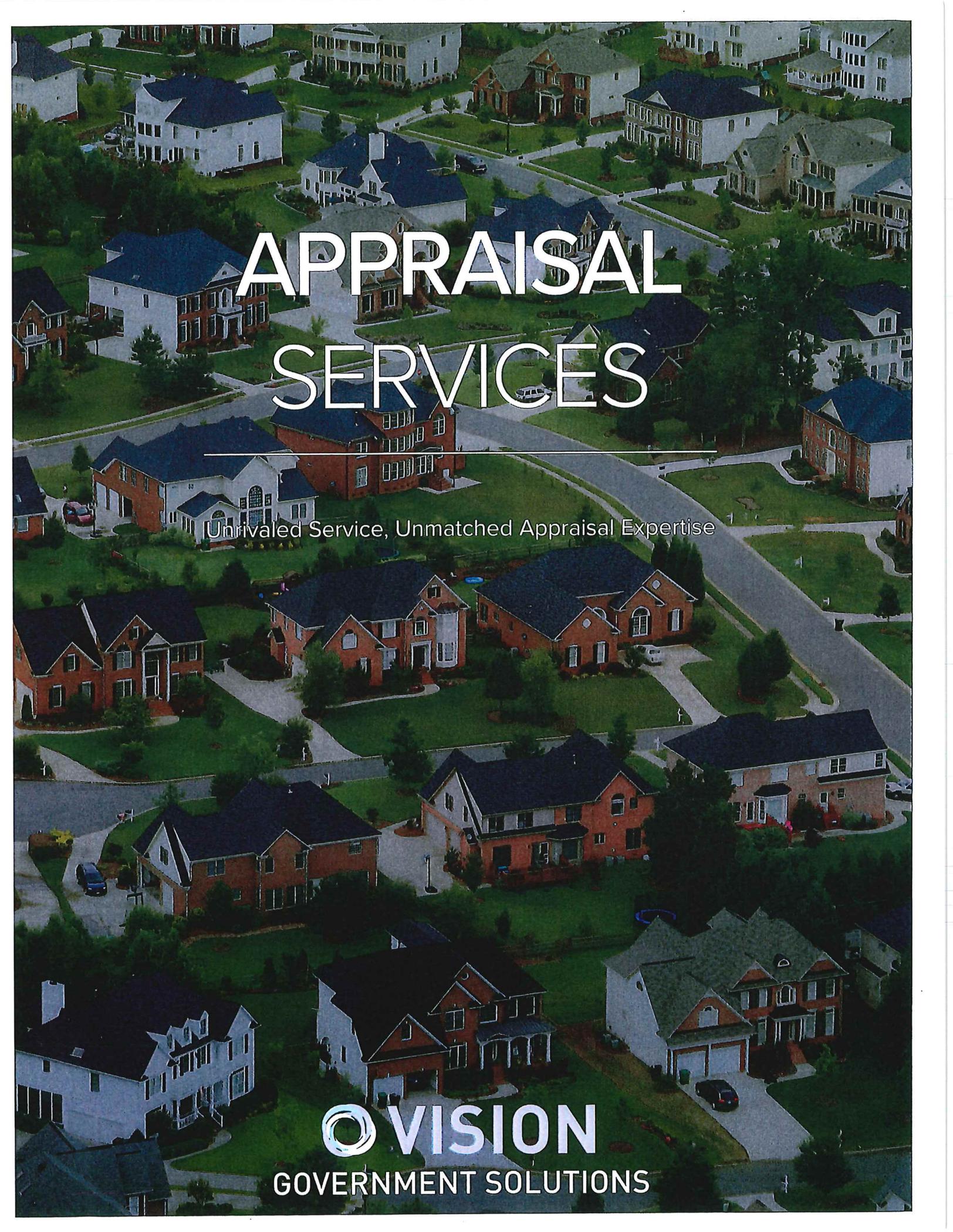
2
the number of weeks it takes
to upgrade to Version 8

50% of users have
been customers
for 20+ years

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Contact us at (508) 351-3628 or sales@vgsi.com

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HERE'S WHY

So Many Communities Select Vision:



THE MOST ACCURATE VALUATIONS

- 1,500+ appraisal projects completed in the last 10 years
- The industry's best commercial & residential appraisers
- Best reputation for quality in the industry



THE MOST EXPERIENCED TEAM

- Appraisal team with an average of 20+ years experience
- Deep mass appraisal and modeling expertise
- Dedicated Project Manager on every project, no exceptions



THE BEST TAXPAYER EXPERIENCE

- Unparalleled professionalism and customer service
- Rigorous quality training and mentorship programs
- Optimum communication through PR campaigns and web tools



FASTER, MORE RELIABLE RESULTS

- Team of 60+ full-time appraisers serving 110+ projects a year
- Size of team eliminates reliance on risky one man shops
- Projects completed on time, every time
- Incredible buffer capacity



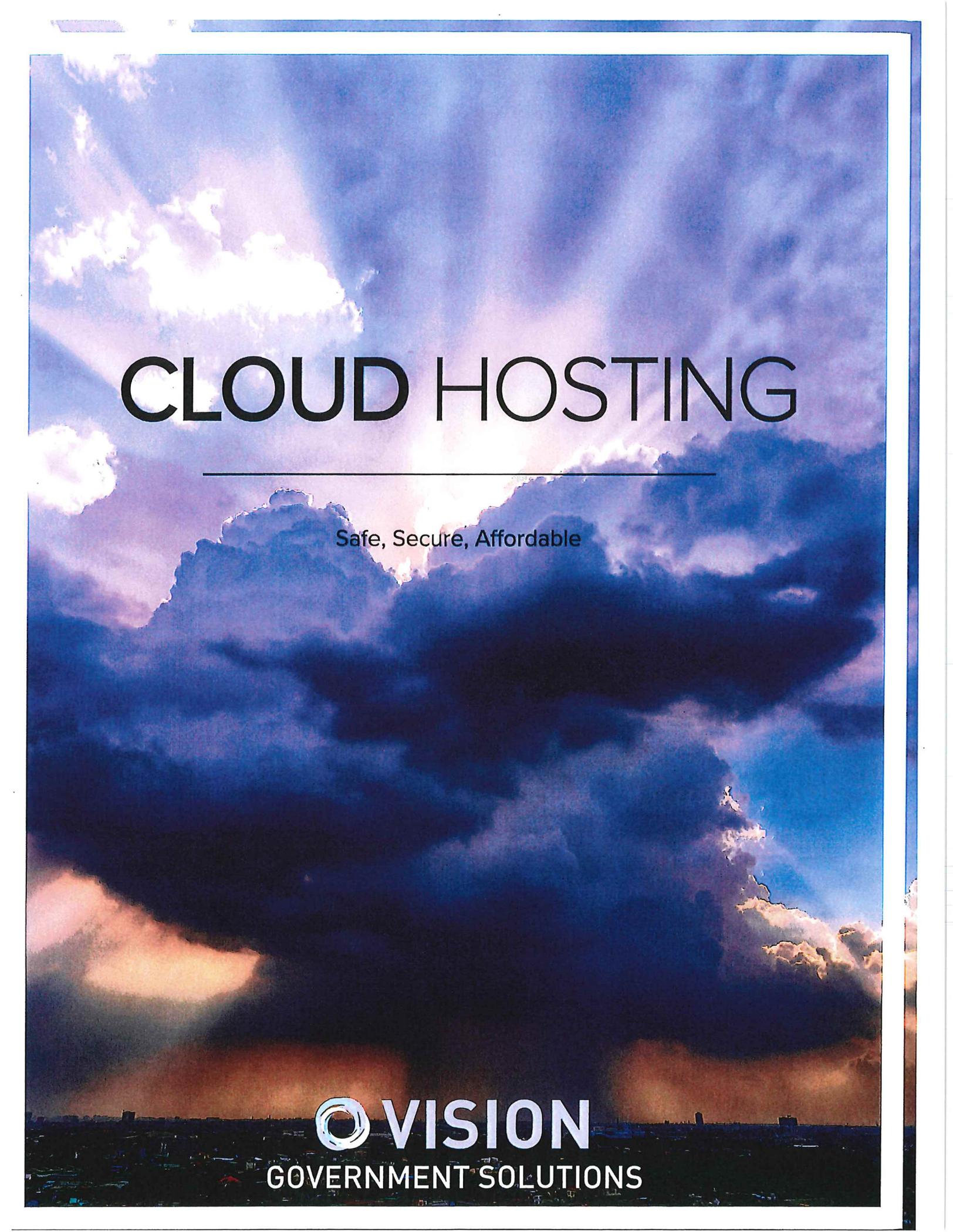
SOFTWARE MATTERS

- Only team with CAMA expertise to eliminate costly data mistakes
- The only appraisers who have been trained on Vision 8
- Single, integrated PM for software conversion and appraisal

For more information

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— Safe, Secure, Affordable —



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- Over 70% of Vision 8 communities are moving to the cloud
- Average of \$10k+ of savings by removing the need for servers and server maintenance



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- Host your data in a fully secure, professionalized data center to combat increasing ransomware attacks on in-house servers



IMMEDIATE SUPPORT

- Our support team has instant access to your database which allows them to make immediate edits and reduce your wait time when troubleshooting



FASTER UPDATES

- Cloud hosting enables our team to perform high speed updates to maintain the security and accuracy of your data



INCREASED MOBILITY

- Cloud hosting gives you freedom to access or edit your data from anywhere with an internet connection

For more information

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

As this is not an appointed position, no official appointment letter needs to be signed.

Carol Greene, Town Clerk, stated an email sent to her after the meeting confirming that the Board voted Kevin Kalkut as their representative is sufficient.

10/15/2019 12:50
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

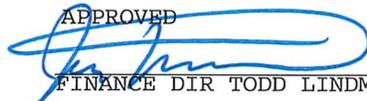
DATE: 10/15/2019 WARRANT: 16V20 AMOUNT: \$ 194,917.56

\$	6,764.45
\$	12,802.60
\$	2,660.70
\$	14,138.16
\$	11,633.24
\$	2,165.16
\$	741.40
\$	498.92
\$	1,168.09
\$	172.82
\$	535.71
\$	135,641.68
\$	5,994.63
\$	194,917.56

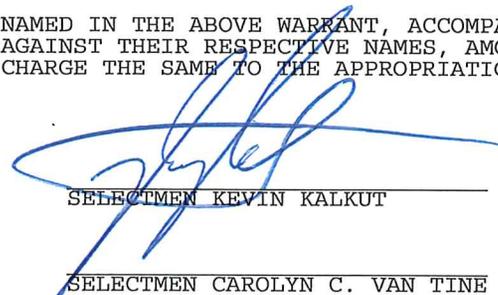
TO THE TREASURER:

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

10/22/2019 13:29
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

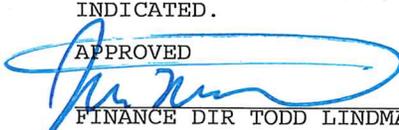
DATE: 10/22/2019 WARRANT: 17V20 AMOUNT: \$ 68,001.42

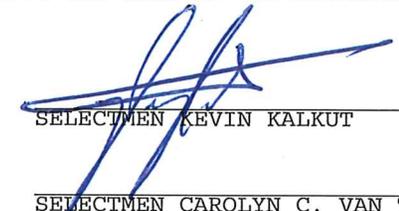
TO THE TREASURER:

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.

\$	1,398.20
\$	2,546.70
\$	3,245.50
\$	360.19
\$	32,161.13
\$	4,982.63
\$	4,560.88
\$	4,008.94
\$	2,053.06
\$	827.33
\$	11,856.86
\$	68,001.42

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

10/22/2019 11:29
9730rrov

Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1
apwarrnt

DATE: 10/22/2019 WARRANT: 17VSA20 AMOUNT: \$ 2,148.30

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