



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, November 5, 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**

Action Items

- 3. Public meeting on the laying out of the following streets for acceptance at Fall Town Meeting: Tailwind Circle; Silver Fox Run; Saddle Ridge Way; Liberty Lane; Meetinghouse Road**
- 4. Please consider approval of Norfolk Carols Sing-a-Long on December 14, 2019**
- 5. Please consider discussing various articles on the Special Town Meeting Warrant and voting the Board's recommendation(s)**

Report of Warrants

6. The following warrants have been signed:

- 10/25/2019 08P20 and 08PS20 \$823,970.88 (KK)**
- 10/29/2019 18V20 \$727,649.73 (KK)**
- 10/29/2019 18VS20 \$90,761.46 (KK)**

Approve Minutes

7. Please consider approval of the meeting minutes.

Executive Session

Executive Session under M.G.L. c.30A, §21(a)(3) to obtain advice of counsel and discuss strategy with respect to potential litigation regarding the construction of the Police Station , insofar as an open meeting may have a detrimental effect on the litigation position of the public body.

Any other unanticipated business that may come before the Board.

ADJOURNMENT



Blythe C. Robinson, Town Administrator



TOWN OF NORFOLK

SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
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October 31, 2019

MEMO TO: Board of Selectmen

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

RE: **Agenda Background – November 5, 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. Public meeting on the laying out of the following streets for acceptance at Fall Town Meeting: Tailwind Circle; Silver Fox Run; Saddle Ridge Way; Liberty Lane; Meetinghouse Road

A step in the process of accepting town roads as public ways includes a public meeting prior to Town Meeting called by the Select Board to take public input. Included in your packet are several items pertinent to this item:

- A letter from the Town Planner informing the Board that the Planning Board held their required public hearing on October 28th and voted to recommend the streets be accepted
- A notice to the abutters of each of the five streets about this meeting and invitation to provide comment
- A copy of the abutters list for each street
- A copy of the certification that the Board Chair will sign for each street after the Board votes to take action. The enclosed certification is for Tailwind Circle, the other four documents will be ready for the meeting Tuesday

At this meeting the Board needs to vote to lay out the various ways substantially in the location of the named private ways. There is a separate vote for each way that requires action by the Board so these ways can be taken up at the Special Town Meeting. Rich McCarthy will be at the meeting on Tuesday to answer any questions that you may have.

MOVE that the Board vote to lay out Tailwind Circle substantially in the location of the private way known as Tailwind Circle.

MOVE that the Board vote to lay out Silver Fox Run substantially in the location of the private way known as Silver Fox Run.

MOVE that the Board vote to lay out Saddle Ridge Way substantially in the location of the private way known as Saddle Ridge Way.

MOVE that the Board vote to lay out Liberty Lane substantially in the location of the private way known as Liberty Lane.

MOVE that the Board vote to lay out Meetinghouse Road substantially in the location of the private way known as Meetinghouse Road.

4. Please consider approval of Norfolk Carols Sing-a-Long on December 14, 2019

Included with your packet is a letter from Lisa Noke requesting the use of Town Hill for the community sing-a-long on December 14th with a rain date of the 15th. They would also like to erect a banner advertising the event beginning on December 1st. I understand this is an annual event for which the public safety departments have expressed no concerns.

MOVE that the Board approve the use of Town Hill for the Norfolk Carols Sing-a-long on December 14, 2019, and the erection of a banner on December 1st.

5. Please consider discussing various articles on the Special Town Meeting Warrant and voting the Board's recommendation(s)

As you know, the warrant has been finalized and posted for the special town meeting. As this is the last regular meeting of the Board prior to the STM, this item is on the agenda so the Board may discuss any articles on the warrant, and if it decides to, may take any votes it deems necessary to indicate the Board's position on those articles. A sample motion has been scripted below in support of an article, which the Board can amend as it sees fit.

MOVE that the Board vote to recommend favorable action on article _____.

6. Please consider approval of the following warrants:

MOVE that the Board approve the following warrants:

- 10/25/2019 08P20 and 08PS20 \$823,970.88 (KK)
- 10/29/2019 18V20 \$727,649.73 (KK)
- 10/29/2019 18VS20 \$90,761.46 (KK)

7. Please consider approval of the meeting minutes

Move that the Board approve the minutes of the September 3, 2019 regular meeting.



**TOWN OF NORFOLK
PLANNING BOARD**
ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

TEL: (508) 528-2961
FAX: (508) 541-3300

www.norfolk.ma.us

October 30, 2019

Norfolk Select Board
1 Liberty Lane
Norfolk, MA 02056

Re: Special Town Meeting 2019 – Street Acceptance Recommendations

Dear Select Board,

Please be advised, that at our meeting on October 28, 2019, the Planning Board voted to recommend that the following streets be accepted at the November 19, 2019 Fall Special Town Meeting:

- Tailwind Circle (Norfolk Landing Subdivision)
- Saddle Ridge Way (Saddle Ridge Estates)
- Silver Fox Lane (Sandy Knoll Estates)
- Meetinghouse Road (Liberty Lane to Castle Road)
- Portion of Liberty Lane (From Independence Drive to MBTA Parking Lot)

Sincerely,


Richard J. McCarthy, Jr.
Town Planner

RJM/bjf



TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

(508) 440-2855
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October 24, 2019

To All Abutters and Owners of Tailwind Circle:

RE: NOTICE OF INTENT TO LAY OUT TAILWIND CIRCLE (NORFOLK LANDING SUBDIVISION)

The Select Board wishes to extend an invitation to you to comment on its intention to ask the Town to accept Tailwind Circle (Norfolk Landing Subdivision) as a public way, as referred to on the attached plan.

The Selectmen encourage you to attend a public meeting on the laying out of this street, which will be held at One Liberty Lane, Room 124, on November 5, 2019 at 7:00 p.m.

In order for the Select Board to best address the acceptance of this street, the Board would appreciate it if prior to the public meeting you would relay any comments and/or concerns to the Public Works Director, Robert McGhee (by telephone at 508-528-4990) or by email at bmcghee@norfolk.ma.us) or to the Town Planner, Richard McCarthy (by telephone at 508-440-2807) or by email at rmccarthy@norfolk.ma.us) who will then be able to investigate any issues that you raise prior to the public meeting.

Please have your advance comments to the Town Engineer and/or Town Planner no later than Monday, November 4, 2019.

Thank you for your interest and assistance on this matter.

Sincerely,

Blythe C. Robinson
Town Administrator

Enclosure

BCR/nal

cc: Robert McGhee, Director of Public Works
Barry Lariviere, Assistant Director of Public Works
Richard McCarthy, Town Planner

0004-0013-0034

KOOCHANOWSKI BRIAN &
KRISTINA HENNEBERG
70 PRISCILLA AVE
NORFOLK, MA 02056

0004-0013-0043

TOWN OF NORFOLK
1 LIBERTY LN
NORFOLK, MA 02056

0004-0013-0051

MCCONNELL LESLEY &
DAVID A MACELHINEY
14 TAILWIND CIR
NORFOLK, MA 02056

0004-0013-0052

PRICE TAYLOR WILLIAM
16 TAILWIND CIR
NORFOLK, MA 02056

0004-0013-0053

DILLINGHAM BRENT D & LAUREN
17 TAILWIND CIR
NORFOLK, MA 02056

0004-0013-0054

LARSON EMILY ANN
15 TAILWIND CIR
NORFOLK, MA 02056

0004-0013-0055

ORCUTT JONATHAN RILEY &
JILLIAN
11 TAILWIND CIR
NORFOLK, MA 02056

0004-0013-0056

DANG JOHNNY & JIN
9 TAILWIND CIR
NORFOLK, MA 02056

0004-0013-0057

LUNGWITZ SHANE C & GENA M
5 TAILWIND CIR
NORFOLK, MA 02056

0004-0017-0016

MARDEN CINDY J
69 PRISCILLA AVE
NORFOLK, MA 02056

0004-0023-0001

WASSIL NICOLE M
47 LAKE SHORE DR
NORFOLK, MA 02056



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NORFOLK, MASSACHUSETTS

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Town Administrator

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October 24, 2019

To All Abutters and Owners of Saddle Ridge Way:

RE: NOTICE OF INTENT TO LAY OUT SADDLE RIDGE WAY (SADDLE RIDGE ESTATES)

The Select Board wishes to extend an invitation to you to comment on its intention to ask the Town to accept Saddle Ridge Way (Saddle Ridge Estates) as a public way, as referred to on the attached plan.

The Selectmen encourage you to attend a public meeting on the laying out of this street, which will be held at One Liberty Lane, Room 124, on November 5, 2019 at 7:00 p.m.

In order for the Select Board to best address the acceptance of this street, the Board would appreciate it if prior to the public meeting you would relay any comments and/or concerns to the Public Works Director, Robert McGhee (by telephone at 508-528-4990) or by email at bmcghee@norfolk.ma.us or to the Town Planner, Richard McCarthy (by telephone at 508-440-2807) or by email at rmccarthy@norfolk.ma.us who will then be able to investigate any issues that you raise prior to the public meeting.

Please have your advance comments to the Town Engineer and/or Town Planner no later than Monday, November 4, 2019.

Thank you for your interest and assistance on this matter.

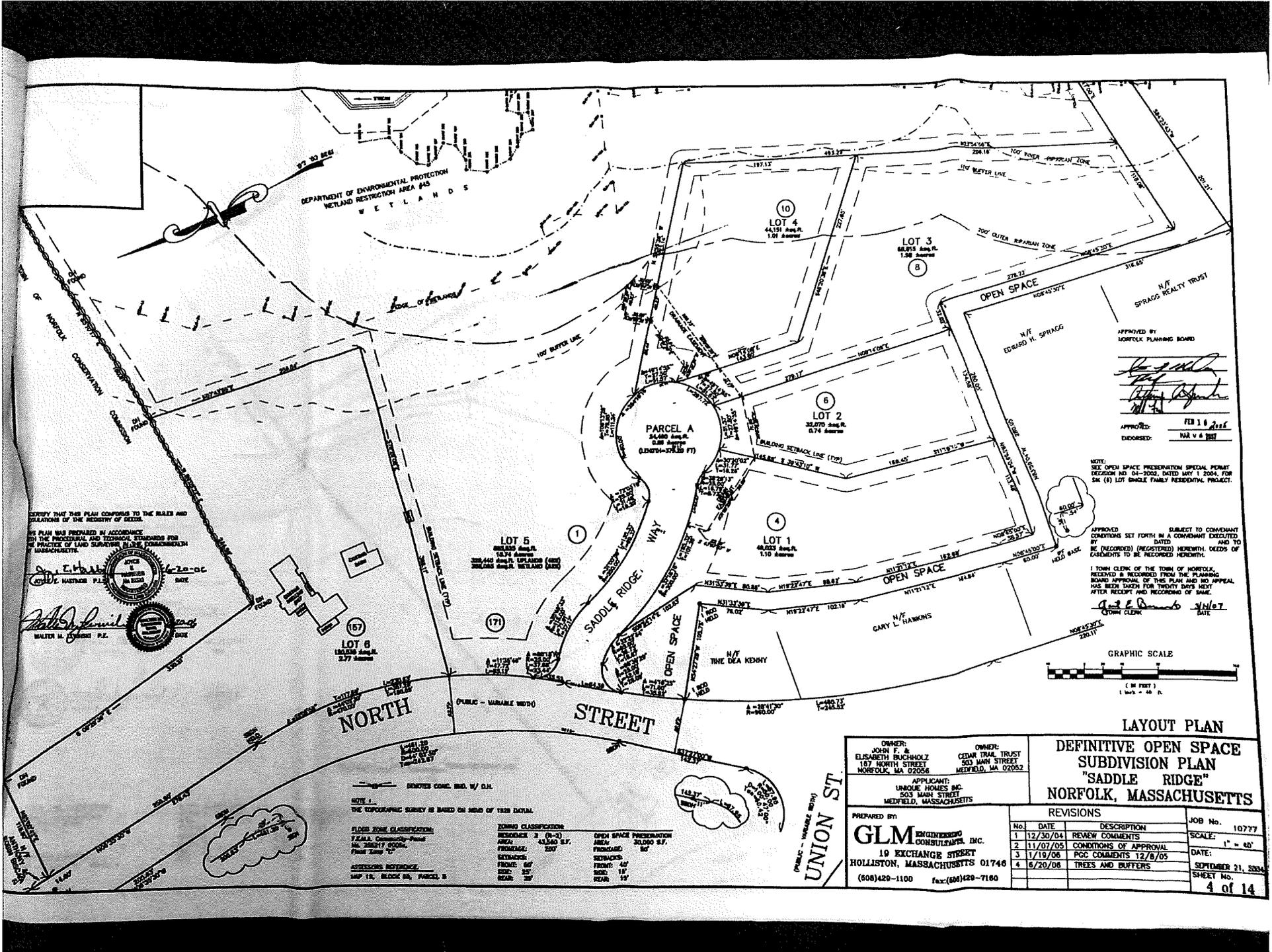
Sincerely,

Blythe C. Robinson
Town Administrator

Enclosure

BCR/nal

cc: Robert McGhee, Director of Public Works
Barry Lariviere, Assistant Director of Public Works
Richard McCarthy, Town Planner



0019-0069-08-1

LEVOIR MARK J & GRETCHEN E
4 SADDLE RIDGE WAY
NORFOLK, MA 02056

0019-0069-08-2

SULLIVAN JOSEPH T & TANIA I
6 SADDLE RIDGE WAY
NORFOLK, MA 02056

0019-0069-08-3

O'BRIEN MICHAEL V
8 SADDLE RIDGE WAY
NORFOLK, MA 02056

0019-0069-08-4

10 SADDLE RIDGE LLC
8 SADDLE RIDGE WAY
NORFOLK, MA 02056

0019-0069-08-5

WALKER WILLIAM J JR &
PATRICIA B MAXWELL
1 SADDLE RIDGE WAY
NORFOLK, MA 02056

0019-0069-08-7

ANDKRA LLC
P.O.BOX 157
MEDFIELD, MA 02052-0157

0019-0070-0003

MELNIC IAN K
186 NORTH ST
NORFOLK, MA 02056

0019-0070-0004

DAVIS TIMOTHY JOHN
184 NORTH ST
NORFOLK, MA 02056



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Town Administrator

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October 24, 2019

To All Abutters and Owners of Silver Fox Run:

RE: NOTICE OF INTENT TO LAY OUT SILVER FOX RUN (SANDY KNOLL ESTATES)

The Select Board wishes to extend an invitation to you to comment on its intention to ask the Town to accept Silver Fox Run (Sandy Knoll Estates) as a public way, as referred to on the attached plan.

The Selectmen encourage you to attend a public meeting on the laying out of this street, which will be held at One Liberty Lane, Room 124, on November 5, 2019 at 7:00 p.m.

In order for the Select Board to best address the acceptance of this street, the Board would appreciate it if prior to the public meeting you would relay any comments and/or concerns to the Public Works Director, Robert McGhee (by telephone at 508-528-4990) or by email at bmcghee@norfolk.ma.us or to the Town Planner, Richard McCarthy (by telephone at 508-440-2807) or by email at rmccarthy@norfolk.ma.us who will then be able to investigate any issues that you raise prior to the public meeting.

Please have your advance comments to the Town Engineer and/or Town Planner no later than Monday, November 4, 2019.

Thank you for your interest and assistance on this matter.

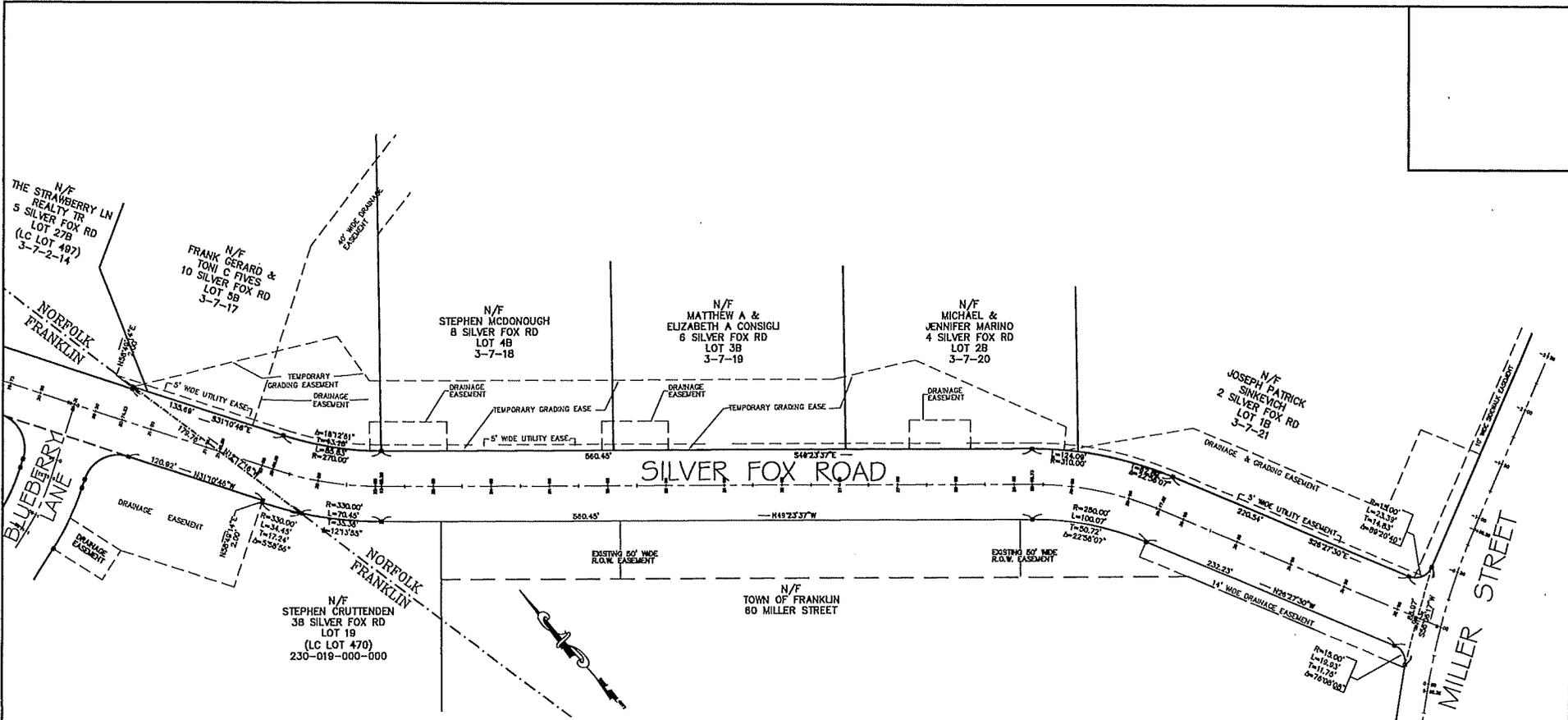
Sincerely,

Blythe C. Robinson
Town Administrator

Enclosure

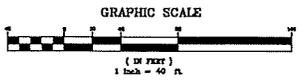
BCR/nal

cc: Robert McGhee, Director of Public Works
Barry Lariviere, Assistant Director of Public Works
Richard McCarthy, Town Planner



DEED REFERENCE
 NORFOLK REGISTRY OF DEEDS
 DOCUMENT NO. 89899
 FILE WITH CERTIFICATE NO. 165815
 BOOK 15824, PAGE 570

PLAN REFERENCE
 NORFOLK REGISTRY OF DEEDS
 LAND COURT PLAN
 6816 P
 6816 X
 6816 Y
 6816 1



I HEREBY CERTIFY THAT SILVER FOX ROAD HAS BEEN LAID OUT AND ALL THE MARKERS, BOUNDS, AND MONUMENTS HAVE BEEN SET AS SHOWN ON THIS PLAN.

THIS SURVEY AND PLAN WERE PREPARED IN ACCORDANCE WITH THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS.

THE CERTIFICATIONS SHOWN HERE ARE INTENDED TO MEET REGISTRY OF DEED REQUIREMENTS AND ARE NOT A CERTIFICATION TO TITLE OR OWNERSHIP OF PROPERTY SHOWN.

I CERTIFY THAT THE PREPARATION OF THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

JOYCE E. HASTINGS, P.L.S. DATE

THE PROPERTY LINES SHOWN ARE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR NEW WAYS ARE SHOWN.

JOYCE E. HASTINGS, P.L.S. DATE

ACCEPTANCE PLAN
 "SANDY KNOLL ESTATES"
 SILVER FOX ROAD
 STATION 21+61.89 TO STATION 32+14.39
 NORFOLK, MA

FEB. 10, 2010
 SCALE: HORIZ. 1"=40'

PREPARED FOR:
 MAPLE SANDS CORP.
 45 SILVER FOX ROAD
 FRANKLIN, MASSACHUSETTS

GLM ENGINEERING CONSULTANTS, INC.
 19 EXCHANGE STREET
 HOLLISTON, MASSACHUSETTS 01740
 (608)489-1100 FAX:(608)489-7160

JOB NO.: 9098 RD-ASS.DWG SHEET 1 of 1

0003-0006-0047

LORUSSO HOLLY J
59 MILLER ST
NORFOLK, MA 02056

0003-0007-0018

MCDONOUGH STEPHEN
8 SILVER FOX RD
NORFOLK, MA 02056

0003-0007-0021

SINKEVICH JOSEPH PATRICK &
ELIZABETH ROGERS
2 SILVER FOX RD
NORFOLK, MA 02056

0007-0002-0002

TOWN OF NORFOLK
1 LIBERTY LN
NORFOLK, MA 02056

0003-0006-0048

KLOBUCHER IAN & LAURA J.
57 MILLER ST
NORFOLK, MA 02056

0003-0007-0019

CONSIGLI MATTHEW A & ELIZABETH W.
6 SILVER FOX RD
NORFOLK, MA 02056

0003-0007-02-1

THE STRAWBERRY LN REALTY TR
CAROLYN G RONCA TRUSTEE
45 SILVER FOX RD
FRANKLIN, MA 02038

0003-0007-0017

FIVES FRANK GERARD & TONI C
10 SILVER FOX RD
NORFOLK, MA 02056

0003-0007-0020

MARINO MICHAEL & JENNIFER
4 SILVER FOX RD
NORFOLK, MA 02056

0003-0007-02-2

MITCHELL MICHAEL D & YUELEI C
49 SILVER FOX RD
FRANKLIN, MA 02038



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NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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October 24, 2019

To All Abutters and Owners of Meetinghouse Road:

RE: NOTICE OF INTENT TO LAY OUT MEETINGHOUSE ROAD

The Select Board wishes to extend an invitation to you to comment on its intention to ask the Town to accept Meetinghouse Road as a public way, as referred to on the attached plan.

The Selectmen encourage you to attend a public meeting on the laying out of this street, which will be held at One Liberty Lane, Room 124, on November 5, 2019 at 7:00 p.m.

In order for the Select Board to best address the acceptance of this street, the Board would appreciate it if prior to the public meeting you would relay any comments and/or concerns to the Public Works Director, Robert McGhee (by telephone at 508-528-4990) or by email at bmcghee@norfolk.ma.us or to the Town Planner, Richard McCarthy (by telephone at 508-440-2807) or by email at rmccarthy@norfolk.ma.us who will then be able to investigate any issues that you raise prior to the public meeting.

Please have your advance comments to the Town Engineer and/or Town Planner no later than Monday, November 4, 2019.

Thank you for your interest and assistance on this matter.

Sincerely,

Blythe C. Robinson
Town Administrator

Enclosure

BCR/nal

cc: Robert McGhee, Director of Public Works
Barry Lariviere, Assistant Director of Public Works
Richard McCarthy, Town Planner

0014-0041-0058
NORFOLK TOWN COMMONS LLC
C/O ARIN REALTY CO INC
112 NEEDHAM ST
NEWTON UPPER FALLS, MA 02464

0014-0041-0060
NORFOLK TOWN COMMONS II LLC
ARIN REALTY CO. INC
112 NEEDHAM ST
NEWTON UPPER FALLS, MA 02464

0014-0041-0062
NORFOLK COMMONS, LLC
C/O EASTERN DEVELOPMENT, LLC
ONE MARINA PARK DR, SUITE 150
BOSTON, MA 02210

0014-0041-0063
NORFOLK COMMONS, LLC
C/O EASTERN DEVELOPMENT
ONE MARINA PARK DR, SUITE 1500
BOSTON, MA 02210

0014-0041-0083
BRINKER BENJAMIN C & AMY K
28 CASTLE RD
NORFOLK, MA 02056

0014-0041-0084
MATTHEW E CYR FAMILY TRUST
MATTHEW E & MELISSA A CYR
26 CASTLE RD
NORFOLK, MA 02056

0014-0041-09-1
DONEGAN JAMES C & JOYCE M
17 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-09-2
SCHIEMER JAMES S & NANCY E
JAMES S & NANCY E SCHIEMER REV TR
19 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-09-3
FLETCHER ANNE
21 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-09-4
PIERCE REVOCABLE TRUST
STEVEN L & SHARON K PIERCE
23 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-09-5
PRIOR MEETING HOUSE TRUST
RICHARD B & ANNE C PRIOR
12 CLIPPER LN
FALMOUTH, MA 02540

0014-0041-09-6
MULLINEAUX KATHLEEN &
RICHARD DURAND
27 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-09-7
WALLACE DAVID W & JOYCE A
29 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-09-8
MCDERMOTT WILLIAM W & SANDRA P
31 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-09-9
CISNEROS RAYMOND & ANN M
33 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-10-3
BORRELLI MATTHEW D
105 CHESTNUT ST UNIT 28
NEEDHAM, MA 02492

0014-0041-10-5
BORRELLI PAUL D
C/O NEEDHAM INVESTMENT CO.
105 CHESTNUT ST STE 2B
NEEDHAM, MA 02492

0014-0041-9-10
TUESLEY JAMES & MARION
35 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-11
WALCZAK CATHERINE MCCARTHY &
THOMAS W WALCZAK
37 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-12
MCMAHON EDWARD & SHEILA E
39 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-13
RITA M ALLEGRETTO TRUST
RITA M ALLEGRETTO TR
41 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-14
LEONDIKE VIRGINIA
43 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-15
PIANTEDOSI CARMEN J & DOROTHY P
45 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-16
BARTELLONI PETER J JR & SHARO
BARTELLONI REALTY TRUST
47 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-19
DUSSEAULT DENISE M
53 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-20
MORRISON FRÉD & NANCY
FRED MORRISON REV INTER VIVOS TR
ROBERT MORRISON
475 CENTRE ST
JAMAICA PLAIN, MA 02130

0014-0041-9-21
KINTU ROSETTE
57 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-22
GORMAN DENNIS R
59 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-23
BLOOD BETTINA A
61 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-24
DAVIS CAITLIN A
63 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-25
HARRIS JONATHAN J & CAROLINE M
65 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-28
FOSTER VIRGINIA
71 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-31
HAIGH MARCIA
77 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-34
BASSO PAUL ROCCO
83 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-37
YEE SABRINA
89 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-40
BHASKARAN ARUN KUMAR
95 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-43
ST HILL JENNIFER L
ST HILL REALTY TRUST 2014
101 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-46
STADOLNIK ROBERT F & PATRICIA M
107 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-44
VICTOR & RHONDA HANSEN
44 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-50
ALBERT & CATHY MUSTO
50 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-26
ROSCOE STEVEN M
67 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-29
SOCCIO DENISE A
73 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-32
ANZLOVAR ANTHONY F & PAMELA A
79 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-35
CONNELY LIVING TRUST
NANCY M COLLEELY
85 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-38
ZACCARDI DANIEL A
91 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-41
DEFUSCO JENNIFER
97 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-44
BLACQUIER JAMES F & ROSEMARY
103 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-40
LOUIS G. & KATHY A. DUSSEAULT
40 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-46
CONNELL IAN J & JESSICA L
46 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-52
SOMMAY SOUPHANYA & JULIA WONG
52 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-27
GAVER CONCETTA M
THE GAVER FAMILY 2017 TRUST
69 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-30
ALPHER FLOYD M & DOROTHY
75 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-33
BURNETT DAVID F & LAUREEN A
81 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-36
STEWART REGINARD P & MARYBETH
87 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-39
RODGER DONNA J
SEEKONK ST NOMINEE TR
93 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-42
GUASCH ULYSSES
99 MEETING HOUSE RD
NORFOLK, MA 02056

0014-0041-9-45
PILLER BRYAN R
105 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-42
MICHELLE M. WILSON
42 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-48
MANGIACOTTI KAREN
48 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-54
54 MEETING HOUSE REALTY TR
JULIA LEAF
54 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-56

WHITE AMANDA M
56 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-62

HONGFANG WANG & JIE JIN
62 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-68

LABERGE ALFRED R & SUSAN J
68 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-74

WALLACE DAVID W & JOYCE
74 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-58

GOLDMAN SHERRI E
58 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-64

LANG MICHAEL & ALISON S
64 MEETING HOUSE
NORFOLK, MA 02056

014-41-10-4-70

MITTENESS CHERYL
70 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-76

EMBREE SUSAN DOREEN
76 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-60

GONZALEZ BETSY C
60 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-66

HARRIS KERRY
66 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-72

CUMMINGS MICHAEL
72 MEETING HOUSE RD
NORFOLK, MA 02056

014-41-10-4-78

COLETTA GERARD A & THERESA M
78 MEETING HOUSE RD
NORFOLK, MA 02056



**TOWN OF NORFOLK
SELECT BOARD**

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

October 24, 2019

To All Abutters and Owners of Liberty Lane:

RE: NOTICE OF INTENT TO LAY OUT LIBERTY LANE (FROM INDEPENDENCE DRIVE TO
MBTA PARKING LOT)

The Select Board wishes to extend an invitation to you to comment on its intention to ask the Town to accept Liberty Lane (from Independence Drive to MBTA Parking Lot) as a public way, as referred to on the attached plan.

The Selectmen encourage you to attend a public meeting on the laying out of this street, which will be held at One Liberty Lane, Room 124, on November 5, 2019 at 7:00 p.m.

In order for the Select Board to best address the acceptance of this street, the Board would appreciate it if prior to the public meeting you would relay any comments and/or concerns to the Public Works Director, Robert McGhee (by telephone at 508-528-4990) or by email at bmcghee@norfolk.ma.us or to the Town Planner, Richard McCarthy (by telephone at 508-440-2807) or by email at rmccarthy@norfolk.ma.us who will then be able to investigate any issues that you raise prior to the public meeting.

Please have your advance comments to the Town Engineer and/or Town Planner no later than Monday, November 4, 2019.

Thank you for your interest and assistance on this matter.

Sincerely,

Blythe C. Robinson
Town Administrator

Enclosure

BCR/nal

cc: Robert McGhee, Director of Public Works
Barry Lariviere, Assistant Director of Public Works
Richard McCarthy, Town Planner

0014-0041-0008

TOWN OF NORFOLK
1 LIBERTY LN
NORFOLK, MA 02056

0014-0041-0056

MASS BAY TRANSP AUTHORITY
10 PARK PLAZA
BOSTON, MA 02116

0014-0041-0059

NORFOLK TOWN COMMONS II LLC
ARIN REALTY CO INC
112 NEEDHAM ST
NEWTON UPPER FALLS, MA 02464

0014-0041-0063

NORFOLK COMMONS, LLC
C/O EASTERN DEVELOPMENT
ONE MARINA PARK DR, SUITE 1500
BOSTON, MA 02210

0014-0060-0062

BAKER MARGARET C
26 NORTH STREET
NORFOLK, MA 02056

0014-0041-0021

FOUR OAKS CORP
850 FRANKLIN ST
SUITE #4
WRENTHAM, MA 02093

0014-0041-0057

NORFOLK TOWN COMMONS LLC
C/O ARIN REALTY CO. INC.
112 NEEDHAM ST
NEWTON UPPER FALLS, MA 02464

0014-0041-0060

NORFOLK TOWN COMMONS II LLC
ARIN REALTY CO. INC
112 NEEDHAM ST
NEWTON UPPER FALLS, MA 02464

0014-0051-0001

NORFOLK TOWN OF
ONE LIBERTY LN
NORFOLK, MA 02056

0014-0041-0024

MASS BAY TRANS AUTHORITY
10 PARK PLAZA
BOSTON, MA 02116

0014-0041-0058

NORFOLK TOWN COMMONS LLC
C/O ARIN REALTY CO INC
112 NEEDHAM ST
NEWTON UPPER FALLS, MA 02464

0014-0041-0062

NORFOLK COMMONS, LLC
C/O EASTERN DEVELOPMENT, LLC
ONE MARINA PARK DR, SUITE 150
BOSTON, MA 02210

0014-0057-0023

FEDERATED CHURCH OF NORFOLK
1 UNION ST
NORFOLK, MA 02056



TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

Street Name: Tailwind Circle

COMMONWEALTH OF MASSACHUSETTS

Norfolk , ss

Town of Norfolk

SELECT BOARD'S LAYING OUT OF A TOWN WAY

This is to certify that the Select Board of the Town of Norfolk has voted that common convenience and necessity require that a Town way be laid out in the location described below. Having complied with all requirements of law relating to notice to the owners of land to be taken therefor, having notified the abutters of same, and having held a public meeting in the Norfolk Town Hall on November 5, 2019 and heard all persons present who desired to be heard, the undersigned Select Board members of Norfolk hereby certify that they have voted to lay out a Town way substantially in the location of the private way known as Tailwind Circle. The boundaries and measurements of said Town way as so laid out are as follows:

As shown on the attached Tailwind Circle As-Built Plan

We hereby report this laying out to the Town for acceptance and order that the same be forthwith filed in the office of the Town Clerk.

WITNESS our hands as Town of Norfolk aforesaid, this ____ day of November, 2019.

Kevin Kalkut, Chairman

Christopher Wider, Vice Chair

Carolyn Van Tine, Clerk



TOWN OF NORFOLK

SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

Street Name: Saddle Ridge Way

COMMONWEALTH OF MASSACHUSETTS

Norfolk , ss

Town of Norfolk

SELECT BOARD'S LAYING OUT OF A TOWN WAY

This is to certify that the Select Board of the Town of Norfolk has voted that common convenience and necessity require that a Town way be laid out in the location described below. Having complied with all requirements of law relating to notice to the owners of land to be taken therefor, having notified the abutters of same, and having held a public meeting in the Norfolk Town Hall on November 5, 2019 and heard all persons present who desired to be heard, the undersigned Select Board members of Norfolk hereby certify that they have voted to lay out a Town way substantially in the location of the private way known as Saddle Ridge Way. The boundaries and measurements of said Town way as so laid out are as follows:

As shown on the attached Definitive Open Space Subdivision Plan "Saddle Ridge"

We hereby report this laying out to the Town for acceptance and order that the same be forthwith filed in the office of the Town Clerk.

WITNESS our hands as Town of Norfolk aforesaid, this ____ day of November, 2019.

Kevin Kalkut, Chairman

Christopher Wider, Vice Chair

Carolyn Van Tine, Clerk



TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

Street Name: Silver Fox Run

COMMONWEALTH OF MASSACHUSETTS

Norfolk , ss

Town of Norfolk

SELECT BOARD'S LAYING OUT OF A TOWN WAY

This is to certify that the Select Board of the Town of Norfolk has voted that common convenience and necessity require that a Town way be laid out in the location described below. Having complied with all requirements of law relating to notice to the owners of land to be taken therefor, having notified the abutters of same, and having held a public meeting in the Norfolk Town Hall on November 5, 2019 and heard all persons present who desired to be heard, the undersigned Select Board members of Norfolk hereby certify that they have voted to lay out a Town way substantially in the location of the private way known as Silver Fox Run. The boundaries and measurements of said Town way as so laid out are as follows:

As shown on the attached Acceptance Plan "Sandy Knoll Estates" Silver Fox Road

We hereby report this laying out to the Town for acceptance and order that the same be forthwith filed in the office of the Town Clerk.

WITNESS our hands as Town of Norfolk aforesaid, this ____ day of November, 2019.

Kevin Kalkut, Chairman

Christopher Wider, Vice Chair

Carolyn Van Tine, Clerk



TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

Street Name: Meetinghouse Road

COMMONWEALTH OF MASSACHUSETTS

Norfolk , ss

Town of Norfolk

SELECT BOARD'S LAYING OUT OF A TOWN WAY

This is to certify that the Select Board of the Town of Norfolk has voted that common convenience and necessity require that a Town way be laid out in the location described below. Having complied with all requirements of law relating to notice to the owners of land to be taken therefor, having notified the abutters of same, and having held a public meeting in the Norfolk Town Hall on November 5, 2019 and heard all persons present who desired to be heard, the undersigned Select Board members of Norfolk hereby certify that they have voted to lay out a Town way substantially in the location of the private way known as Meetinghouse Road. The boundaries and measurements of said Town way as so laid out are as follows:

As shown on the attached Definitive Site Plan Lotting Sheet for
Norfolk Town Commons Phase II

We hereby report this laying out to the Town for acceptance and order that the same be forthwith filed in the office of the Town Clerk.

WITNESS our hands as Town of Norfolk aforesaid, this ____ day of November, 2019.

Kevin Kalkut, Chairman

Christopher Wider, Vice Chair

Carolyn Van Tine, Clerk



TOWN OF NORFOLK
SELECT BOARD

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS

Blythe C. Robinson
Town Administrator

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

Street Name: Liberty Lane

COMMONWEALTH OF MASSACHUSETTS

Norfolk , ss

Town of Norfolk

SELECT BOARD'S LAYING OUT OF A TOWN WAY

This is to certify that the Select Board of the Town of Norfolk has voted that common convenience and necessity require that a Town way be laid out in the location described below. Having complied with all requirements of law relating to notice to the owners of land to be taken therefor, having notified the abutters of same, and having held a public meeting in the Norfolk Town Hall on November 5, 2019 and heard all persons present who desired to be heard, the undersigned Select Board members of Norfolk hereby certify that they have voted to lay out a Town way substantially in the location of the private way known as Liberty Lane. The boundaries and measurements of said Town way as so laid out are as follows:

As shown on the attached Definitive Site Plan Lotting Sheet for
Norfolk Town Commons Phase II

We hereby report this laying out to the Town for acceptance and order that the same be forthwith filed in the office of the Town Clerk.

WITNESS our hands as Town of Norfolk aforesaid, this ____ day of November, 2019.

Kevin Kalkut, Chairman

Christopher Wider, Vice Chair

Carolyn Van Tine, Clerk



Chairman Kevin Kalkut and
Members of the Board of Selectmen
One Liberty Lane, Second Floor
Norfolk MA 02056

Re: Norfolk Carols 2018

Dear Chairman Kalkut and the Members of the Board of Selectmen:

Norfolk Carols, in partnership with the Norfolk Community League, requests permission to use Town Hill and the gazebo for Norfolk Carols community sing-a-long again this year on December 14, 2019 at 6:00 p.m. with a rain/snow date of December 15, 2018 at 6:00 p.m. We would also like to put up a banner on Town Hill starting on December 1, 2019, similar to what we did in 2017 and 2018.

We will again enjoy the support and leadership of Norfolk's own Ivy School of Music, as well as the talents of our young musicians led by Bud Jaworski and a song sung by Norfolk school children. We will again coordinate safety issues with Chief Stone, as we have done in years past.

Please contact us if you have any questions regarding this year's request for permission for the Norfolk Carols community sing-a-long. Thank you for your consideration.

Sincerely yours,

Lisa Noke

10/22/2019

Town of Norfolk Mail - Fwd: Norfolk Carols Event

[Quoted text hidden]

Judith Lizardi <jlizardi@norfolk.ma.us>
To: "Noke,Lisa L (APG - APG Administration)" <lnoke@bidmc.harvard.edu>

Mon, Oct 21, 2019 at 12:14 PM

Hi Lisa,
Thank you very much for your response.

Best,
Judith
[Quoted text hidden]

Judith Lizardi <jlizardi@norfolk.ma.us> Mon, Oct 21, 2019 at 12:38 PM
To: Charles Stone <cstone@norfolk.ma.us>, Peter Petrushik <ppetrushik@norfolk.ma.us>
Cc: Bob McGhee <bmcghee@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Blythe Robinson <brobinson@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Good Afternoon,
Attached please find a request to hold the Norfolk Carols Sing-a-Long event on the town common on Saturday, December 14, 2019. The start time is 6:00 PM and approximately 100-200 participants are anticipated depending on weather. Information on a rain/snow date is included in the request below. Please provide your comments and/or concerns so we can pass them along to the Select Board for their consideration.

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

Thank you.

Judith
[Quoted text hidden]

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

Mon, Oct 21, 2019 at 9:41 PM

I don't have any issues with this annual event. Good luck with the weather and bring your best singing voices is my only comments.

CS
[Quoted text hidden]

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

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

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, or take any action relative thereto:

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.

Planning Board's Comments

Article 1 would remove the building footprint cap and put a cap on grocery and variety stores.

The Advisory Committee recommends indefinite postponement of Article 1.

ARTICLE 2

Submitted by the Planning Board

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, or take any action relative thereto:

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.

Planning Board's Comments

Article 2 would increase height for building(s) within the B-1 Zoning District to 3 ½ stories and 46 feet by right building height.

The Advisory Committee recommends approval of Article 2.

ARTICLE 3

Submitted by the Planning Board

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, or take any action relative thereto:

I.4.a.11. Residential Density. ~~Residential DWELLING UNITS, except for ASSISTED LIVING FACILITIES, shall not have more than two bedrooms per unit. Residential densities, except for ASSISTED LIVING FACILITIES, shall not exceed the ratio of sixteen 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.~~

Planning Board's Comments

Article 3 would increase the allowable density for mixed use by right and allow for additional density by special permit from the Planning Board.

The Advisory Committee recommends approval of Article 3.

ARTICLE 4

Submitted by the Planning Board

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, or take any action relative thereto:

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.~~ **the Planning Board.**

Planning Board's Comments

Article 4 would swap the Planning Board for the Zoning Board of Appeals to reduce the buffer distance by special permit.

The Advisory Committee recommends approval of Article 4.

ARTICLE 5

Submitted by the Planning Board

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, or take any action relative thereto:

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.~~

Planning Board's Comments

Article 5 would give the Planning Board the authority to waive the required parking for a project up to 30 percent.

The Advisory Committee recommends indefinite postponement of Article 5.

ARTICLE 6

Submitted by the Planning Board

To see if the Town of Norfolk will vote to amend Section I.7, Section I.7.a, and Section B. DEFINITIONS (to be inserted alphabetically) of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print, or take any action relative thereto:

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 (street grade) 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, but these are to be constructed after the PRINCIPAL BUILDINGS are completed.

In Section I.7.a:

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; amphitheaters;
- 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;

- 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 (street grade) floor of PRINCIPAL BUILDING(S) 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). 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, 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.

In Section B:

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 (street grade) 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 , 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.

Planning Board's Comments

Article 6 would allow a combination of commercial and residential uses in the inner core of the B-1 Zoning District. An outcome could be a commercial building at the street front with a building to the rear that may be all residential.

The Advisory Committee recommends indefinite postponement of Article 6.

ARTICLE 7

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, or take any action relative thereto.

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.** **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 their 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 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 e). 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.

Planning Board's Comments

Article 7 would create 3-tiered site plan approval process. It would also require any commercial site to have a site plan as a base. Determination of what tier is applicable would be shared by the Building Commissioner and Town Planner.

The Advisory Committee recommends approval of Article 7.

ARTICLE 8

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, or take any action relative thereto.

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**.

Planning Board's Comments

Article 8 would transfer responsibility for approval of parking areas in front yard in several zoning districts from the Zoning Board of Appeals to the Planning Board.

The Advisory Committee recommends approval of Article 8.

ARTICLE 9

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, or take any action relative thereto.

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.

Planning Board's Comments

Article 9 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.

The Advisory Committee recommends approval of Article 9.

ARTICLE 10

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, or take any action relative thereto.

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.

Planning Board's Comments

Article 10 would update the Town's zoning map from the version approved in 2002 to this version effective the date of this meeting.

The Advisory Committee recommends approval of Article 10.

ARTICLE 11

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

The Advisory Committee recommends approval of Article 11.

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

ARTICLE 13

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 13 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.

The Advisory Committee recommends approval of Article 13.

ARTICLE 14

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

The Advisory Committee recommends approval of Article 14.

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, a sum money for a Human Resources classification and compensation plan review; or take any action relative thereto.

Town Administrator’s Comments

Article 15 is intended to request funds to conduct this study to update the current system which was developed in 2002.

The Advisory Committee recommends approval of Article 15.

ARTICLE 16

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 16 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.

The Advisory Committee recommends approval of Article 16.

ARTICLE 17

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

The Advisory Committee recommends approval of Article 17.

ARTICLE 18

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 18 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.

The Advisory Committee recommends approval of Article 18.

ARTICLE 19

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 19 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.

The Advisory Committee recommends approval of Article 19.

ARTICLE 20

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 20 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.

The Advisory Committee recommends approval of Article 20.

ARTICLE 21

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

ARTICLE 22

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

The Advisory Committee recommends approval of Article 22.

ARTICLE 23

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 23 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.

The Advisory Committee recommends approval of Article 23.

ARTICLE 24

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 24 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.

The Advisory Committee recommends approval of Article 24.

ARTICLE 25

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.

The Advisory Committee recommends approval of Article 25.

ARTICLE 26

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.

Town Government Study Committee's Comments

These language changes would bring the Town's contract laws up to date with state law and current practice.

The Advisory Committee recommends approval of Article 26.

ARTICLE 27

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.

The Advisory Committee recommends approval of Article 27.

ARTICLE 28

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.

The Advisory Committee recommends approval of Article 28.

ARTICLE 29

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 Select Board: Meetinghouse Road, Liberty Lane, Tailwind Circle, Saddle Ridge Way, and Silver Fox Run; or take any other action relative thereto.

Town Administrator’s Comments

Article 29 would accept these streets as public ways, which transfers ownership and responsibility for maintenance to the Town of Norfolk.

The Advisory Committee recommends approval of Article 29.

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

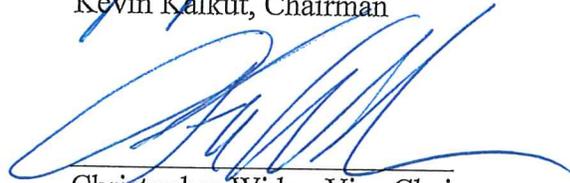
Date

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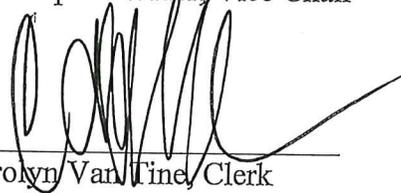
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Constable

Date

Draft Special Town Meeting Article List - November 19, 2019

10/30/2019

Article #	Topic	Proponent	Dollar	Source of funds		Other Sources
			Amount	Free Cash	Other	
1	B-1 Zoning District - Building Scale	Planning				
2	B-1 Zoning District - Building Height	Planning				
3	B-1 Zoning District - Residential Density	Planning				
4	B-1 Zoning District - Buffer Distance	Planning				
5	B-1 Zoning District - Shared Parking	Planning				
6	B-1 Zoning District - Uses Permitted & Definitions	Planning				
7	Amend Zoning Bylaws - F-11 Site Plan Approval Process	Planning				
8	Amend Zoning bylaws F.7.e - Parking areas	Planning				
9	Amend Zoning Bylaw - update Town zoning map	Planning				
10	Amend Zoning Map - Add Zone II Holbrook Street Well	Planning				
11	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
	Snow and Ice Deficit		235,177.57	235,177.57		
						\$4,579 available from KP
12	Pay unpaid bills from prior year	BOS	-			
13	Appropriate State Ridesharing funds	BOS	1,208.20		1,208.20	State Funds
14	Matching Grant Funds - Message Board Sign	BOS	18,600.00	8,600.00	10,000.00	EMPG Grant
15	HR Pay & Classification Plan Update	BOS	22,000.00	17,000.00	5,000.00	Community Compact Funds
16	Capital Expenditures from Borrowing					
	- DPW Rolloff Truck Replacement	BOS	190,000.00		190,000.00	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
17	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		
18	Establish a COA Revolving Fund	BOS	6,000.00		6,000.00	COA User Fees for programs
19	OPEB - Contribution of funds to the Trust	BOS	25,000.00	25,000.00		Initial contribution to trust
20	Water Enterprise fund capital - Holbrook water main	BOS	270,000.00		270,000.00	Enterprise Funds
21	Hear reports from Town Committees					
22	Headstone Repairs at Town Cemeteries	CPC	10,000.00		10,000.00	CPC Funds
23	Install display case at Town Hall for Historical items	CPC	500.00		500.00	CPC Funds
24	Weed control program for Highland Lake & City Mills	CPC	40,000.00		40,000.00	CPC Funds
25	Athletic Field Restoration of three fields	CPC	90,000.00		90,000.00	CPC Funds
26	Amend General Bylaw - Bidding Procedures	TGSC				
27	Amend General Bylaw - Town Clerk/bylaw corrections	Town Clerk				
28	Amend General Bylaws - severability language	Town Clerk				
29	Various Street Acceptances	BOS/PB				
	- Meetinghouse Road					
	- Liberty Lane					
	- Tailwind Circle					
	- Saddle Ridge					
	- Silver Fox Run					
			\$ 1,504,601.77	496,753.07	1,007,848.70	

1,504,601.77

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Town of Norfolk - LIVE
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

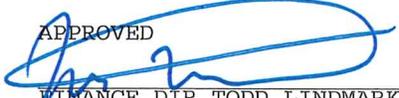
P 1
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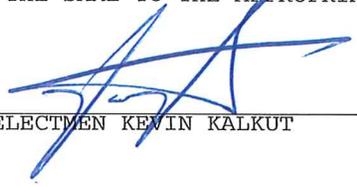
DATE: 10/29/2019 WARRANT: 18V20 AMOUNT: \$ 727,649.73

\$	23,497.37
\$	3,343.31
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\$	8,662.55
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\$	2,571.36
\$	13,165.24
\$	4,916.22
\$	7,472.87
\$	316,186.89
\$	727,649.73

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

10/25/2019 15:16
9730bboo

Town of Norfolk - LIVE
ACCOUNTS PAYABLE WARRANT REPORT

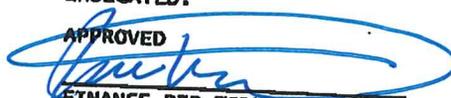
P 1
apwarrnt

DATE: 10/29/2019 WARRANT: 18VS20 AMOUNT: \$ 90,761.46

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

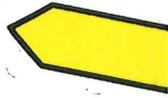
SCHOOL COMMITTEE
PAUL COCHRAN

SCHOOL COMMITTEE
JENNIFER WYNN

SCHOOL COMMITTEE
MEDORA CHAMPAGNE

SCHOOL COMMITTEE
JEFFREY CURRY

0* C
18,607.02 +
10,735.02 +
4,287.97 +
23,814.72 +
11,671.74 +
6,831.31 +
9,381.39 +
5,407.21 +
90,761.46 ✓



Norfolk Board of Selectmen's Open Session Meeting Minutes September 3, 2019

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

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

Ms. Robinson read the agenda.

Action Items

Public Hearing – Joint Pole Petition: Verizon/Eversource Energy

The public hearing was opened at 7:05 p.m. by Chairman Kalkut in accordance with Chapter 166, Section 22 of the Massachusetts General Laws, on a joint petition from Verizon New England, Inc. and Eversource Energy to grant permission to erect and maintain poles, wires and cables to be placed thereon, together with the necessary anchors, guys and other such sustaining and protecting fixtures as said companies may deem necessary, in the public way or ways as requested in the petition for Ware Drive as follows: Place one (1) jointly owned pole numbered T.4-1/E.4-1 on the southeasterly side of Ware Drive at a point approximately on hundred nine (109) feet northeasterly from the center line of Rockwood Road.

Richard Foreman from Verizon New England was present and explained this petition is for a joint pole location for Verizon/Eversource Energy to locate a new jointly owned pole on the southeasterly side of Ware Drive approximately 109' northeast of Rockwood Road and 77 feet northeast of existing pole 4. The reason for this new pole is to accommodate an Eversource systems upgrade on Ware Drive.

Mr. Wider asked if the work would take place on a weekday or weekend and would take place during normal working hours.

Mr. Foreman stated that the work is usually done on weekdays. Mr. Wider explained that he wants to be sure it will not impede train or business traffic. Mr. Foreman said there will be MBTA flaggers, and a standard detail officer. Ms. Robinson stated that Chief Stone is requiring a detail.

Mr. Wider asked if it would impede any customers' utilities. Mr. Foreman stated that not from Verizon and he wouldn't expect any outages by Eversource.

Chairman Kalkut asked the public if there were any questions. There were none.

A motion was made by Mr. Wider at 7:09 p.m. to close the public hearing. It was seconded by Ms. Van Tine, and so voted. All were in favor.

A motion was made by Mr. Wider that the Board grant permission to Verizon New England, Inc. and Eversource Energy to erect one (1) jointly owned pole number T.4-1/E.4-1 on the southeasterly side of Ware Drive at a point approximately one hundred nine (109) feet

northeasterly from the center line of Rockwood Road. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Please consider holding a joint election with the Library Trustees to fill a vacant position

Ms. Robinson explained that there is currently a vacant seat on the Board of Library Trustees and that members of the Board are present to ask the Select Board to consider Jennifer Oliver to be elected to that vacant seat. Candidate Jennifer Oliver was also present.

A motion was made by Mr. Wider that nominations be opened for the vacant seat on the Board of Library Trustees. It was seconded by Ms. Van Tine, and so voted. All were in favor.

Library Trustee Kenneth Nelson introduced himself and Library Trustee Patricia McCarty. Trustee Nelson explained that the Board consists of three members and that in June; Trustee Glenn Hill resigned his position for a term that expires in May of 2020. The Board and Library Director, Libby O'Neill met and discussed possible candidates to fill the vacant position. They then asked Jennifer Oliver if she would be interested. Trustee Nelson stated that Ms. Oliver has served on the Library Strategic Planning Committee. He stated that based on her passion, commitment and her use of the Library, they feel that she would be an effective member of the Board and a great advocate for the Library. The Board has decided to nominate her to replace Mr. Hill.

Chairman Kalkut asked if there were any questions or comments.

A motion was made by Mr. Wider that nominations be closed. It was seconded by Ms. Van Tine, and so voted. All were in favor.

A roll call vote was taken to elect Jennifer Oliver to the Board of Library Trustees.

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

Chairman Kalkut congratulated Ms. Oliver and thanked her and the Trustees for their services to the Town.

Please consider appointments of Reserve Police Officers

Since the early 1980s the Police Department has had a program with as many as 13 reserve officers who have gone through some training; including some with full time police academy training. Right now the department is down to 5 reserve officers. They would like to appoint another 4 to bring the total of reserve officers to 9.

The appointees requested by Chief Stone have gone through physical and psychological exams, stress tests, physical ability tests and have passed background checks. They will have to go through field training before working and would do some work in details and other department work. It's a good way to determine if they would be a good fit for future openings in the Norfolk Police Department.

The four requested appointees are: Katie Appel, Andrew Upton, Brian Leary and Nicholas Ethier.

Mr. Wider asked if the Town pays the reserve officers and if it is in the Police Department budget.

Ms. Robinson stated if they are working a detail, we would bill the company. If they are working for the Town, it's our budget.

Lieutenant Shannon was present and explained that each police officer in town was a reserve officer at one time or another. He stated that the reserve program is very important to the department. Often times they fill in for officers on vacation, holidays, etc. Ms. Robinson pointed out that the only negative point is that if the town does not have an opening once the reserve officers are trained, we may lose them to another town.

A motion was made by Chairman Kalkut that the Board appoint the following persons as Reserve Police Officers for the Town of Norfolk: Katie Appel, Andrew Upton, Brian Leary and Nicholas Ethier. It was seconded by Ms. Van Tine, and so voted. All in were in favor.

Please consider approval of a 5K Road Race for the Fire Department on Sunday, September 15th

Ms. Robinson explained that the fire department has made plans to hold a second 5K annual road race to raise funds for people with Autism. Last year's event also included a beer tent for people to purchase such beverages after the race. However, the details of the special license to serve beer, specifically whether the beer would be provided and poured by a brewery or by the department purchasing beer and hiring licensed servers have not been worked out. Therefore, the event will only consist of the road race. A motion was made by Chairman Kalkut that the Board vote to approve the Fire Department's 5K race for autism on September 15, 2019. It was seconded by Mr. Wider, and so voted. All were in favor.

Please vote on the Board's intention to lay out various streets for acceptance at the November 19, 2019 Town Meeting as follows: Tailwind Circle; Silver Fox Run; Westfield Drive; Saddle Ridge; Liberty Lane; Meetinghouse Road

Ms. Robinson explained that this is the Board's second step in bringing this item to Town Meeting. At the last meeting the Board was asked to indicate its willingness to begin the process to lay out six streets that would result in a Town Meeting action to accept them in November. The Board indicated it does want to do this, so the next step is to vote to do so, and to refer these streets to the Planning Board so that they can review the information and provide the Select Board with a report on this within 45 days.

A motion was made by Chairman Kalkut that the Board vote, on its own initiative and based upon the recommendation of the Department of Public Works Superintendent, Bob McGhee, and Town Planner, Richard J. McCarthy; it intends to lay out a Town way at the following locations: Tailwind Circle (Norfolk Landing Subdivision); Silver Fox Run (Sandy Knoll Estates II); Westfield Drive (Site development for Priscilla Avenue); Saddle Ridge Way

(Saddle Ridge Estates); Liberty Lane from Independence Drive to MBTA parking lot (Norfolk Commons); and Meetinghouse Road (Liberty Lane to Castle Road). It is the opinion of the Select Board that common convenience and necessity require the laying out of Town way at this location. In order to comply with the provisions of Chapter 82 of the Massachusetts General Laws, and to provide for a full and proper public discourse on this matter, the Select Board also votes that notice of this intention be served upon the owners of the lands that will be acquired for this purpose, and on abutters thereto. This notice shall state the intentions of the Select Board, and announce that the Select Board will meet on (November 5, 2019) in the Norfolk Town Hall to hear all persons interested in the laying out of these Town ways. Further, the Select Board votes in accordance with Chapter 82 of the Massachusetts General Laws to forward Tailwind Circle (Norfolk Landing Subdivision); Silver Fox Run (Sandy Knoll Estates II); Westfield Drive (Site development for Priscilla Avenue); Saddle Ridge Way (Saddle Ridge Estates); Liberty Lane from Independence Drive to MBTA parking lot (Norfolk Commons); and Meetinghouse Road (Liberty Lane to Castle Road) to the Norfolk Planning Board for a recommendation on street acceptance.

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

Please consider setting a date for a special town meeting and opening a warrant for that purpose

Ms. Robinson explained to the Board that the proposed date for a special town meeting is November 19th at the Freeman Kennedy School. In order to move ahead, the Board needs to vote to open a warrant and set a closing date for articles to be submitted.

She referred to a proposed schedule of steps needed to prepare for the meeting, and a preliminary list of articles and dollar amounts that have been compiled (attached). She informed the Board that the Freeman Kennedy School has been booked for a 2nd night (November 20, 2019).

A motion was made by Chairman Kalkut that the Board vote to open a warrant for a special town meeting to be held at the Freeman Kennedy School on Tuesday, November 19, 2019 and to close the warrant on Thursday, September 26th at 6:00 PM.

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

Please consider authorizing a lease agreement with T-Mobile Northeast LLC for space on the Weeber Water Tank for Wireless Communications

Ms. Robinson explained we are making more money with this lease than previous lease. Up until recently the Town had a similar agreement with MetroPCS, but they chose to end that agreement and remove their equipment for business reasons. Through its consulting engineering firm the DPW put out an RFP and received one bid from this firm who will pay \$35,000/year to the water enterprise fund for this right. She pointed out that the former "tenant" had paid \$28,000.

She further explained that as a lease is an interest in land, Town Meeting must vote to grant authority to contract for that interest to the Select Board, which happened in 2005 through Article 10.

Mr. Wider expressed that he was surprised that the monies goes to the Water Enterprise Fund. Ms. Robinson explained that it is a benefit to the water rate payers. Mr. Wider suggested that perhaps this should be listed as a separate line item in budget next year. Ms. Robinson explained the DOR has certain requirements. Maybe we could explain more to the residents next year.

The Board and Ms. Robinson briefly discussed the history of the water and sewer funds.

A motion was made by Chairman Kalkut that the Board execute a lease agreement with T-Mobile Northeast LLC for space on the Norfolk Water Storage Tank for Wireless Communications located on the Weeber Water Storage Tank, and further that this agreement is five years, with approval to extend the agreement for three (3) five year terms. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider approval of a Public Comment Policy for Select Board meetings

Ms. Robinson stated that at the last meeting the Board reviewed a policy that would address the protocol of having a public comment period at every open meeting at the beginning of the agenda to enable the public to come and address the board on non-agenda items. The policy has since been reviewed by Town Counsel who has recommended a couple of changes. These changes are proposed as a result of a decision in early 2018 regarding the Town of Natick School Committee. In that decision the Court was very sensitive to the identification of speech which is ambiguous and may result in overly restrictive application. She explained that this has prompted changes in the policy to clarify that the word "discriminatory" be removed and clarification about what types of statements would not be acceptable. Town Counsel has also clarified that comments from the public be to topics that are within the scope of responsibility of the Select Board.

Ms. Robinson recommended approval of this item and a public comment item to be added to agendas going forward on September 17th.

Chairman Kalkut asked if we needed to state the time of the meeting it will occur. Ms. Robinson thought we could try to keep to the same time but give the Board some flexibility.

Resident Anne Marie Battistone expressed that the 3 minute limit may not be enough time. Chairman Kalkut stated that if someone is in the middle of a point, the Board would respect that.

Resident David Rosenberg expressed his support.

A motion was made by Mr. Wider that the Board approve the enclosed Town of Norfolk Public Comment Policy (attached). It was seconded by Ms. Van Tine, and so voted. All were in favor.

Chairman Kalkut announced that the Public Comment Policy will begin at the next meeting, September 17, 2019.

Discussion Items

Please discuss the organization of a future meeting to consider strategies to improve citizen participation in Norfolk Government

Resident David Rosenberg was present and explained he is a strong advocate of this item. He would like to have discussion about ways in which Norfolk might improve citizen participation in its government.

He is proposing a brainstorming session with (potentially) the Select Board, Town Administrator, Town Clerk, and Advisory Committee. He suggests having a facilitator (pro bono).

He would like to accomplish two things at this evening's meeting: 1) Who could participate; and, 2) What problems we would want to solve. He also suggested that the Select Board solicit the Town Government Study Commission as they have touched upon this.

Chairman Kalkut thanked Mr. Rosenberg for bringing this topic up and he noted that out of the 16 goals the Select Board has set this year, 7 pertained to community engagement.

Chairman Kalkut stated he believes that time is a big factor for many people. Mr. Rosenberg would like the full Board to be involved in the brainstorming.

A discussion took place as to the problems to solve and how broad or narrow the Board would like to get at this point.

Chairman Kalkut stated the following follow up items: 1) to identify a point of contact to field discussions; 2) identify what would be the best components of those involved, (committees, residents)?; and 3), to focus in on a single activity or event to and then expand that out.

The Board discussed different options for the first topic: Select Board Meetings, Town Meeting. They expressed that exploring the moderator's interest in Town Meeting would be a great first step. Resident Ernie Alex expressed his opinion about volunteers in the town in the past have been shot down after working hard on issues.

Ms. Robinson agreed to follow-up with the Town Government Study Committee and the Senior Center for relevant input.

Please discuss Gillette Stadium traffic management

Chief Stone and Deputy Chief Carrol from the Police Department were present to discuss this item.

Chairman Kalkut stated that there have been questions raised by residents in the Pondview area regarding increased traffic. A lot of the questions were regarding the action and mitigation methods the Town could take to alleviate the issue.

Chief Stone explained that the two pre-season games at 7:30 on week day evenings were a perfect storm. They occurred as people were getting home from work and those going to the games were not the regular season ticket holders, therefore, they may not be familiar with getting to the game. Foxboro informed him that the parking lots opened on time and employees were present but that everyone arrived at the same time unlike a typical Sunday where the regular games are usually at 1:00 p.m. or 4:00 p.m. and pre-game activities and arrivals are staggered. That is what was different.

Chief Stone made some suggestions as to what could be done to improve the situation. He mentioned the back-ups on Route 140 to Foxboro Center, in Walpole, on Pine Street, Common Street, Summer Street, Winter Street, Route 115 and Everett Street. He stated they could possibly to put an officer at Pine & Everett Streets. And maybe put another officer at Valley.

Mr. Robinson stated the first event was worse than next. There were two officers on and Lt. Shannon was there monitoring and adjusting as needed. Lt. Shannon was the shift commander at the last event. He assigned officers to come and go as needed. They were there from 4:00 on and were keeping the intersections open.

She mentioned that we have reached out to the Stadium Advisory Committee to ask what resources we could get from the Stadium.

Ms. Van Tine asked if Gillette pays for details. Ms. Robinson stated that yes, in some communities.

Chairman Kalkut stated that there was favorable feedback on the notice that was put out by the Police Department before the last pre-season game.

Ms. Robinson stated they will continue to work on the problem and will report back.

Follow-up on the questions related to the Police Substation at Fire Station: Approval Origin; Plan Moving Forward

Ms. Robinson explained that in response to the questions raised on this topic, the Facilities Director wrote a memo (attached) detailing the costs involved in creating the police room in the fire station including the door that was put in from the original lobby into the police room.

The funds for this work came from the Public Safety Building project account. The origin of the approval to create this room is unclear. Staff is still investigating this topic. The minutes of the Building Committee are not consistent, and in some cases the ones available are from the OPM for the new police facility and don't necessarily cover all decisions of the committee.

Chief Stone explained why that particular location was picked for the police room. He had spoken with the Fire Chief who expressed that he didn't want his Administrative Assistant in that particular room because it was a distance from his own office. Also this room is in separate area that is accessible from the lobby for police business; however it is able to be closed off from the rest of the building for use by the Fire Department for storage.

Mr. Wider asked why the former area the police were located in couldn't be used. Ms. Robinson explained that the office is locked from the hallway. The Fire Department can't get in there from the rest of the building and the police cannot get into the fire side.

Mr. Wider brought up the point that if the building didn't pass the air quality test, this would have been wasted money. He feels that the timing of the renovation was not good especially when there are not sufficient funds to build a new fire department or renovate the existing one.

Deputy Chief Carroll brought up that the feasibility study of 2015 shows the police office in the same location.

Ms. Van Tine also expressed that she feels because of the money potentially wasted on this renovation, along with the fact of the missing meeting minutes from the Public Safety Building Committee, that when the new committee is established, no one from the former committee should be on it.

Mr. Wider pointed out that having a police presence there is a positive side for anyone who doesn't want to go to Sharon Avenue. They can hit the blue button and an officer will come down to assist them.

Please consider approval of the following warrants:

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

- 8/13/2019 07V20 \$71,727.50
- 08/16/2019 03P20 and 03PS20 \$476,397.05
- 08/20/2019 08V20 \$150,702.90
- 08/20/2019 08VS20 \$151,744.46
- 08/27/2019 09V20 \$2,906,871.12

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

Please consider approval of regular session minutes

A motion was made by Ms. Van Tine to approve the July 9, 2019 open session meeting minutes. It was seconded by Chairman Kalkut, and so voted. All were in favor.

Ms. Robinson announced the following:

- Mosquito spraying by Norfolk County Mosquito Control Commission was delayed by one day until tonight due to inclement weather last night.
- Parking applications for Old Town Hall and Liberty Lane are now being accepted and due on September 10th.
- There will be a special meeting next Tuesday at 5:00 p.m. for the final Fire Chief candidates.

Chairman Kalkut thanked the Recreation Commission for mosquito spraying and especially Chairman Will Rigdon for the communication to the community.

Chairman Kalkut announced that the Select Board will be holding office hours, with the first session scheduled for September 11th from 1:00 – 3:00 p.m. at Town Hall.

Chairman Kalkut also announced that on September 12th there will be a Community Feedback Session (B1 Zoning) for zoning changes for November Town Meeting. This will be held at the Freeman Kennedy School at 7:00 p.m.

Mr. Wider asked if DPW could put out a regular update on the Town Website notifying residents about current projects.

Mr. Wider also stated that he is looking into plastic bags and Styrofoam cup bans. He discussed this with Andy Bakinowski about it. He mentioned that Mansfield has a very good policy. He would like the town to start to think about becoming a leader in this area. Ms. Robinson would like to reach out to local businesses to discuss a transition.

Residents Anne Marie Battistone and David Rosenberg asked questions about Select Board Office Hours, B-1 Zoning Community Feedback Session and mosquito spraying.

Chairman Kalkut stated that the Select Board members would each be hosting sessions speaking as individuals not necessarily as a Select Board member. He would be the first to host.

Chairman Kalkut also informed them that there would be a representative of MAPC (Metropolitan Area Planning Council) at the B1 Zoning Community Feedback Session to give a presentation.

Ms. Robinson will check to see if the Town website will have updated mosquito spraying information.

A motion was made at 9:01 p.m. by Chairman Kalkut to adjourn the meeting. It was seconded by Ms. Van Tine, and so voted. All were in favor.

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

This is a true and accurate report of the Board of Selectmen's Meeting of September 3, 2019.

CiCi Van Tine, Clerk