



**TOWN OF NORFOLK**  
**SELECT BOARD**

ONE LIBERTY LANE  
NORFOLK, MASSACHUSETTS

Blythe C. Robinson  
Town Administrator

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

**In accordance with the provisions of M.G.L. Chapter 30A, Section 20, notice is hereby given that the Select Board will meet on Thursday, November 21, 2019, at 4:00 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. 4:00 p.m. Call Meeting to Order**
- 2. Public Comment**

**Public Hearing**

- 3. Please consider and vote the Use Classification of all properties in the Town for purposes in fiscal year 2020.**

**Action Items**

- 4. Please consider approval of the Annual Santa Parade on December 8, 2019.**

- 5. The following warrants have been signed:**

- 11/05/2019 19V20 \$114,904.17 (CVT)**
- 11/05/2019 19VSA20 \$1,370.00 (CVT)**
- 11/08/2019 09P20 & 09PS20 \$815,352.35 (CW)**
- 11/12/2019 20V20 \$231,331.29 (CW)**

**Approve Minutes**

- 6. Please consider approval of the minutes**

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

**ADJOURNMENT**

**Blythe C. Robinson, Town Administrator**



# TOWN OF NORFOLK

## SELECT BOARD

ONE LIBERTY LANE  
NORFOLK, MASSACHUSETTS

Blythe C. Robinson  
Town Administrator

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

November 18, 2019

MEMO TO: Board of Selectmen

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

RE: **Agenda Background – November 21, 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. 4:00 pm. Call Meeting to Order
2. Public Comment
3. Please consider and vote the Use Classification of all properties in the Town for purposes in fiscal year 2020

A step in the process of setting the Town's tax rate is to have a public hearing at which the Select Board's role is to then determine whether to have a single tax rate for all classifications of property, or to split the rate amongst classifications. Assessor Don Clarke will be at the meeting to review the enclosed presentation on this topic. Also included is a draft copy of the tax recapitulation (recap) sheet. The purpose of this document is to identify the revenues and expenditures that lead to the tax rate which is proposed to be \$18.64 for FY20. This is an increase of 35 cents from FY19, mostly due to borrowing, which Todd will review with you at the meeting. Please note that these documents are in draft form, as should any changes be made at the Special Town Meeting that determine how much the town is spending, may impact these numbers. Once the Board decides on the tax classifications, the recap sheet is submitted to the State so they can approve our tax rate.

**MOVE** that the Board vote to adopt a single tax Fiscal Year 2020, and further not to adopt an open space discount, residential exemption or small commercial exemption.

4. Please consider approval of the Annual Santa Parade on December 8, 2019

Included with your packet is a letter from Erich Karasko on behalf of the Norfolk Lions requesting the Board's permission to hold the annual Santa parade on Sunday, December 8<sup>th</sup>. The parade route has not changed from previous years, and our public safety and DPW

departments have brought forth no concerns, thus we recommend approval. Separately we are working with them to determine the placement of signs advertising the event.

**MOVE** that the Board approve the use of Town streets to hold the annual Santa parade on Sunday, December, 8, 2019.

5. Please consider approval of the following warrants:

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

- 11/05/2019 19V20 \$114,904.17 (CVT)
- 11/05/2019 19VSA20 \$1,370.00 (CVT)
- 11/08/2019 09P20 & 09PS20 \$815,352.35 (CW)
- 11/12/2019 20V20 \$231,331.29 (CW)

6. Please consider approval of the meeting minutes

Move that the Board approve the minutes of the October 15 and October 28 2019 regular meetings.



# Tax Classification

Fiscal Year 2020

NOTE: The information is preliminary and is subject to change.  
November 14, 2019

# The Focus of the Classification Hearing

- The Select Board must hold a hearing each year to consider the tax rate options available to the Town under property tax classification.
- The Board of Assessors will make a recommendation to the Select Board whether to establish different rates among the major property classes (Residential, Commercial, Industrial and Personal Property (CIP))

# Setting the “Values”

- The assessed residential value is based on a comparable sales market analysis
- The assessed commercial value is based on Income and Expense as well as the comparable sales analysis and cost analysis
- The Department of Revenue *annually* approves the adjusted values proposed by the Assessing Department.

# Setting the “Rate”

- Massachusetts statute requires Assessor’s to assess all property at its full and fair cash value as of January 1st each year.
- Full property revaluation also known as “certification” is completed every 5 years.
- Next full property revaluation or (certification year) for Norfolk is **FY 2021**.
- Interim year adjustments are yearly adjustments from the market sales analysis during non- certification years.

# Your Tax Rate comes from:

- Total taxable real estate and personal property
- Town meeting appropriations
- State aid
- Town Revenues
- Expenditures
- New Growth
- Debt Exclusion and overrides

DRAFT



# What is new Growth?

**New Growth is the increase in property values due to:**

- **New Construction**
- **Additions to properties**
- **Subdivisions**
- **New Condominiums**
- **Return of exempt properties to the tax rolls**
- **New Growth is added to the Levy limit & increases the Town's taxing capacity**

# History of Growth

YEAR	TAX RATE	GROWTH
2021	ESTIMATED AVERAGE	550,000
2020	18.64	569,520
2019	18.29	672,509
2018	18.62	510,729
2017	18.22	572,686
2016	18.08	690,537

# FY 2020 “Tax Levy”

- **Total Amount to be raised = \$46,448,690.07**

(based on what was voted at Town Meeting / Total Town Budget )

- **Total Estimated Receipts = \$11,963,044.07**

(motor vehicle excise, fees, licenses, permits, state reimbursements, etc.)

- **Tax Levy = \$34,485,646.00**

(what needs to be raised in property taxes)

# FY2020 Valuation by Class

<u>PROPERTY CLASS</u>	<u>VALUATION</u>	<u>% OF TOTAL</u>	<u>RES/CIP %</u>
RESIDENTIAL	\$1,720,758,904	93.0466%	93.0830%
OPEN SPACE	\$673,800	0.0364%	
COMMERCIAL	\$74,144,961	4.0092%	6.9170%
INDUSTRIAL	\$15,821,000	0.8555%	
PERSONAL PROPERTY	\$37,953,750	2.0523%	
TOTAL VALUATION	\$1,849,352,415	100%	100.0%
	-	-	
	-	-	
<b>TOTAL RESIDENTIAL</b>	<b>\$1,721,432,704</b>	<b>93.0830%</b>	RESIDENTIAL
<b>TOTAL C/I/P</b>	<b>\$127,919,711</b>	<b>6.92%</b>	COMM/INDUSTRIAL /PERSONAL
<b>TOTAL VALUE OF THE TOWN</b>	<b>\$1,849,352,4150</b>	<b>100%</b>	

# IMPACT OF SPLITTING THE RATE

**(\*\* THESE ARE ESTIMATES\*\*)**

	Mean or Average FY 2020 Value	Taxes @ 1.00% Res=\$18.64 CIP=\$18.64	Taxes @ 1.05% Res=\$18.58 CIP=\$19.58	Taxes @ 1.25% Res=\$18.29 CIP=\$22.30	Taxes @ 1.49% Res=\$17.97 CIP=\$27.79
RESIDENTIAL	\$492,400	\$9,178	\$9,149	\$9,006	\$8,848
COMMERCIAL	\$579,258	\$10,797	\$11,342	\$12,917	\$16,098
INDUSTRIAL	\$277,561	\$5,174	\$5,435	\$6,190	\$7,713

# SAVINGS OR COST IMPACT OF SPLITTING THE RATE

**(\*\* THESE ARE ESTIMATES\*\*)**

Property type	Savings or increase with factor of 1.05%	Savings or increase with factor of 1.25%	Savings or increase with factor of 1.49%
Residential	(\$29.00)	(\$172.00)	(\$330.00)
Commercial	\$539.00	\$2,114.00	\$5,295.00
Industrial	\$258.00	\$1,013.00	\$2,536.00

# OPEN SPACE EXEMPTION

- Massachusetts General Law Chapter 59 Section 2A(b) states that Assessors must classify all real property within their jurisdiction into four classes: Residential, Open Space, Commercial and Industrial.
- The open space discount may reduce the amount of the tax levy paid by the open space class by a discount of up to 25%.
- The discount lowers the open space tax rate because the amount of the levy paid by that class is reduced. Those taxes are shifted to the residential class alone which means a higher residential tax rate.
- **Norfolk currently only has 7 parcels classified as open space as they do not meet the requirements to be in the Chapter 61,61A or 61B programs.** Therefore there really isn't any reason to consider an open space exemption.

# SMALL COMMERCIAL EXEMPTION

## Who's Eligible?

- Sole Proprietors + Partnership
- No more than 10 employees (all locations company wide)
- Total value of property cannot exceed \$1,000,000 (1 million)
- Business must be certified by Dept of Labor & Workforce Development
- If parcel has multiple tenants, ALL must be eligible businesses
- ▶ Benefit
  - Up to 10% of Commercial Levy can be shifted from the eligible parcels to the non-eligible parcels
- ▶ Things to Consider
  - If not owner occupied, the tax benefit goes to the property owner and not the small business owner.
  - Difficult to track
  - Depending on ownership, the burden is sometimes shifted to other small business owners.
  - Only a small number of communities statewide have adopted the Small Commercial Exemption.

# RESIDENTIAL EXEMPTION

- Adopting the Residential Exemption can shift the tax burden *within the Residential class from lower priced homes to owners of non-owner occupied second homes*. The total tax levy of the class remains the same. The Town of Norfolk is mainly owner occupied – The residential Exemption is geared more for cities like Boston, and vacation areas like Cape Cod where there are a large amount of rental properties.
- A Residential Exemption of up to 20% of the average assessed value of all residential properties may be granted to qualifying owner occupied residents.
- Adopting the Residential Exemption is primarily for communities with higher non owner occupied properties.

# Historic Tax Rates for Norfolk

2019	\$18.29
2018	\$18.62
2017	\$18.22
2016	\$18.08
2015	\$17.66
2014	\$17.43
2013	\$17.10
2012	\$16.47
2011	\$15.10
2010	\$14.07
2009	\$13.87
2008	\$12.78
2007	\$12.15
2006	\$12.48
2005	\$12.50
2004	\$11.93
2003	\$13.01
2002	\$14.32

# BOARD OF ASSESSORS MAKE A RECOMMENDATION

- The Board of Assessors recommend that the Select Board:
1. Vote to adopt a Single Tax Rate
  2. Vote not to adopt the Open Space Discount
  3. Vote not to adopt the Residential Exemption
  4. Vote not to adopt the Small Commercial Exemption

ACTUAL            TOTAL            TAX  
LEVY ÷ ASSESSED X 1,000 = RATE  
   VALUE

\$34,473,470 ÷ \$1,849,352,415 X 1000=\$18.64

**THE FINAL STEP  
THE TAX RATE**



**TAX RATE RECAPITULATION**  
**Fiscal Year 2020**

**I. TAX RATE SUMMARY**

la. Total amount to be raised (from page 2, IIe)	\$ 46,452,473.08
lb. Total estimated receipts and other revenue sources (from page 2, IIIe)	11,980,544.07
lc. Tax Levy (Ia minus Ib)	\$ 34,471,929.01
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) lc above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	93.0466	32,074,957.90	1,720,758,904.00	18.64	32,074,945.97
Net of Exempt					
Open Space	0.0364	12,547.78	673,800.00	18.64	12,559.63
Commercial	4.0092	1,382,048.58	74,144,961.00	18.64	1,382,062.07
Net of Exempt					
Industrial	0.8555	294,907.35	15,821,000.00	18.64	294,903.44
<b>SUBTOTAL</b>	<b>97.9477</b>		<b>1,811,398,665.00</b>		<b>33,764,471.11</b>
Personal	2.0523	707,467.40	37,953,750.00	18.64	707,457.90
<b>TOTAL</b>	<b>100.0000</b>		<b>1,849,352,415.00</b>		<b>34,471,929.01</b>

MUST EQUAL 1C

Signatures

No signatures to display.

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Kim Peloquin

Date:

Approved:

Director of Accounts:

NOTE : The information is preliminary and is subject to change.

**TAX RATE RECAPITULATION**  
**Fiscal Year 2020**

**II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(g) from page 4)		<u>45,778,529.07</u>
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	<u>0.00</u>	
2. Debt and interest charges not included on page 4	0.00	
3. Final Awards	0.00	
4. Total overlay deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	16,985.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	<u>0.00</u>	
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		<u>16,985.00</u>
Ilc. State and county cherry sheet charges (C.S. 1-EC)		578,176.00
Ild. Allowance for abatements and exemptions (overlay)		78,783.01
Ile. Total amount to be raised (Total Ila through Ild)		<u>46,452,473.08</u>

**III. Estimated receipts and other revenue sources**

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	4,854,075.00	
2. Massachusetts school building authority payments	0.00	
TOTAL IIIa		<u>4,854,075.00</u>
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	<u>4,058,500.00</u>	
2. Offset Receipts (Schedule A-1)	<u>0.00</u>	
3. Enterprise Funds (Schedule A-2)	<u>1,894,019.00</u>	
4. Community Preservation Funds (See Schedule A-4)	<u>300,000.00</u>	
TOTAL IIIb		<u>6,252,519.00</u>
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	<u>803,950.07</u>	
2. Other available funds (page 4, col (d))	<u>70,000.00</u>	
TOTAL IIIc		<u>873,950.07</u>
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2019	0.00	
1b. Free cash..appropriated on or after July 1, 2019	0.00	
2. Municipal light surplus	0.00	
3. Other source :	0.00	
TOTAL IIId		<u>0.00</u>
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)		<u>11,980,544.07</u>

**IV. Summary of total amount to be raised and total receipts from all sources**

a. Total amount to be raised (from Ile)		<u>46,452,473.08</u>
b. Total estimated receipts and other revenue sources (from IIIe)	<u>11,980,544.07</u>	
c. Total real and personal property tax levy (from Ic)	<u>34,471,929.01</u>	
d. Total receipts from all sources (total IVb plus IVc)		<u>46,452,473.08</u>

NOTE : The information is preliminary and is subject to change.

**TAX RATE RECAPITULATION**  
**Fiscal Year 2020**

LOCAL RECEIPTS NOT ALLOCATED \*

Receipt Type Description	(a) Actual Receipts Fiscal 2019	(b) Estimated Receipts Fiscal 2020
==> 1. MOTOR VEHICLE EXCISE	1,977,779.85	2,000,000.00
2. OTHER EXCISE		
==> a.Meals	88,951.78	90,000.00
==> b.Room	0.00	0.00
==> c.Other	0.00	0.00
==> d.Cannabis	0.00	0.00
==> 3. PENALTIES AND INTEREST ON TAXES AND EXCISES	80,104.86	85,000.00
==> 4. PAYMENTS IN LIEU OF TAXES	84,714.24	85,000.00
5. CHARGES FOR SERVICES - WATER	63,025.82	65,000.00
6. CHARGES FOR SERVICES - SEWER	5,000.00	5,000.00
7. CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8. CHARGES FOR SERVICES - SOLID WASTE FEES	256,601.14	285,000.00
9. OTHER CHARGES FOR SERVICES	381,981.50	410,000.00
10. FEES	14,898.08	15,000.00
a.Cannabis Impact Fee	0.00	0.00
b.Community Impact Fee Short Term Rentals	0.00	0.00
11. RENTALS	0.00	86,000.00
12. DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13. DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14. DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.00
15. DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16. OTHER DEPARTMENTAL REVENUE	194,225.76	182,500.00
17. LICENSES AND PERMITS	428,600.01	430,000.00
18. SPECIAL ASSESSMENTS	0.00	0.00
==> 19. FINES AND FORFEITS	21,912.22	20,000.00
==> 20. INVESTMENT INCOME	27,464.36	25,000.00
==> 21. MEDICAID REIMBURSEMENT	0.00	0.00
==> 22. MISCELLANEOUS RECURRING (UPLOAD REQUIRED)	131,895.01	25,000.00
23. MISCELLANEOUS NON-RECURRING (UPLOAD REQUIRED)	390,054.76	250,000.00
24. <b>Totals</b>	<b>4,147,209.39</b>	<b>4,058,500.00</b>

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2020 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Signatures

No signatures to display.

\* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2020 estimated receipts to FY 2019 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information is preliminary and is subject to change.

**TAX RATE RECAPITULATION**  
**Fiscal Year 2020**

City/Town Council or Town Meeting Dates	FY*	APPROPRIATIONS							AUTHORIZATIONS	
		(a)	(b) **	(c)	(d)	(e)	(f)	(g)	(h)	(i)
		Total Appropriations Of Each Meeting	From Raise and Appropriate	From Free Cash (See B-1)	From Other Available Funds (See B-2)	From Offset Receipts (See A-1)	From Enterprise Funds (See A-2)	From Community Preservation Funds (See A-4)	*** Departmental Revolving Funds	Borrowing Authorization (Other)
05/14/2019	2019	144,000.00	0.00	144,000.00	0.00	0.00	0.00	0.00	0.00	0.00
05/14/2019	2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500,000.00
05/14/2019	2020	42,943,757.00	42,710,560.00	163,197.00	70,000.00	0.00	0.00	0.00	0.00	0.00
05/14/2019	2020	1,744,019.00	0.00	0.00	0.00	0.00	1,744,019.00	0.00	0.00	0.00
05/14/2019	2020	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00
05/14/2019	2020	300,000.00	0.00	0.00	0.00	0.00	0.00	300,000.00	0.00	0.00
05/14/2019	2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	389,773.00
10/30/2019	2020	496,753.07	0.00	496,753.07	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>45,778,529.07</b>	<b>42,710,560.00</b>	<b>803,950.07</b>	<b>70,000.00</b>	<b>0.00</b>	<b>1,894,019.00</b>	<b>300,000.00</b>		

Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2019 or fiscal 2020.

\* Appropriations included in column (b) must not be reduced by local receipts or any other funding source.

Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

\*\* Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Signatures

No signatures to display.

NOTE : The information is preliminary and is subject to change.



**TOWN OF NORFOLK  
SELECT BOARD**

ONE LIBERTY LANE  
NORFOLK, MASSACHUSETTS

Blythe C. Robinson  
Town Administrator

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

**TOWN OF NORFOLK  
PUBLIC HEARING NOTICE**

The Norfolk Select Board hereby gives notice of a public hearing that will be held to consider and vote the Use Classification of all properties in the Town for purposes in fiscal year 2020. This hearing will be conducted under the provisions of M.G.L. Chapter 40, Section 56, as amended, and will be held in the Select Board's Meeting Room 124, One Liberty Lane, Norfolk, MA 02056, on November 21, 2019, at 4:00 p.m. Citizens are encouraged to attend this hearing.

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

LEGALS

Order of Notice-330 Eastside Rd



COMMONWEALTH OF MASSACHUSETTS
LAND COURT
DEPARTMENT OF THE TRIAL COURT
Docket 19 SM 004837

ORDER OF NOTICE

TO:
Ashley Bigelow

and to all persons entitled to the benefit of the
Servicemembers Civil Relief Act, 50 U.S.C. 50 §3901 (et
seq):

Wells Fargo Bank, National Association, as Trustee for
Asset Backed Securitles Corporation Home Equity Loan
Trust 2004-HE3, Asset Backed Pass-Through Certificates,
Series 2004-HE3,

claiming to have an interest in a Mortgage covering real
property in Wrentham, numbered 330 Eastside Road, given
by Ashley Bigelow to Option One Mortgage Corporation,
dated February 4, 2004, and recorded in Norfolk County
Registry of Deeds in Book 20531, Page 97, and now held by
plaintiff by assignment, has/have filed with this court a
complaint for determination of Defendant's/Defendants'
Servicemembers status.

If you now are, or recently have been, in the active military
service of the United States of America, then you may be
entitled to the benefits of the Servicemembers Civil Relief Act.
If you object to a foreclosure of the above-mentioned property
on that basis, then you or your attorney must file a written
appearance and answer in this court at Three Pemberton
Square, Boston, MA 02108 on or before December 2, 2019
or you may lose the opportunity to challenge the foreclosure
on the ground of noncompliance with the Act.

Witness, GORDON H. PIPER Chief Justice of this Court on
October 15, 2019
Attest: Deborah J. Patterson
Recorder
(19-001295 Orleans)
11/06/2019

LEGALS

FY2020

TOWN OF NORFOLK
PUBLIC HEARING NOTICE

The Norfolk Select Board hereby gives notice of a public
hearing that will be held to consider and vote the Use
Classification of all properties in the Town for purposes in
fiscal year 2020. This hearing will be conducted under the
provisions of M.G.L. Chapter 40, Section 56, as amended,
and will be held in the Select Boards Meeting Room 124, One
Liberty Lane, Norfolk, MA 02056, on November 21, 2019, at
4:00 p.m. Citizens are encouraged to attend this hearing.

NORFOLK SELECT BOARD
Kevin Kalkut, Chairman
Christopher Wider, Vice Chair
Carolyn Van Tine, Clerk
11/06/2019

LEGALS

DeCosta



Commonwealth of Massachusetts
The Trial Court
Probate and Family Court
Bristol Probate and Family Court
Office of Register Sulte 240
40 Broadway
Taunton, MA 02780
(508) 977-6040
CITATION G.L.c. 210, § 6
Docket No. BR19A0039AD

Katie Jean De Costa

To: any unnamed or unknown parent and persons interested
in a petition for the adoption of said child and to the
Department of Children and Families of said Commonwealth.

A petition has been presented to said court by:
George K Barstow of North Attleboro, MA
requesting for leave to adopt said child and that the name of
the child be changed to Katie Jean Barstow

If you object to this adoption you are entitled to the
appointment of an attorney if you are an indigent person.

An indigent person is defined by SJC Rule 3:10. The definition
includes but is not limited to persons receiving TAFDC,
EACDC, poverty related veteran's benefits, Medicaid, and
SSI. The Court will determine if you are indigent. Contact an
Assistant Judicial Case Manager or Adoption Clerk of the
Court on or before the date listed below to obtain the
necessary forms.

IF YOU DESIRE TO OBJECT THERETO YOU OR YOUR
ATTORNEY MUST FILE A WRITTEN APPEARANCE IN SAID
COURT AT Taunton ON OUR BEFORE TEN O'clock in the
morning (10:00 AM) on 12/02/2019

WITNESS, Hon. Katherine A Field, First Justice of this
Court.

Date October 21, 2019
Jason Eaton, Register of Probate
11/6 11/13, 11/20/2019

LEGALS

12 Lakeshore



TOWN OF NORFOLK
CONSERVATION COMMISSION
NOTICE OF PUBLIC HEARING

In accordance with the provisions of M.G.L. c.131, s.40 and
the Town of Norfolk Wetland Protection Bylaw, and
Regulations thereto, the Norfolk Conservation Commission
will hold a public hearing in Room 124 at the Norfolk
Municipal Building on November 13, 2019.

Deborah Schortman at 7:30 P.M. to consider the Notice of
Intent to install a new sewage disposal system to replace the
existing failed cesspool. The property is located at 12
Lakeshore Drive. Assessor's Map 5, Block 24, Lot 15.

For the Commission,
David Turi, Chairman
11/06/2019

TO:
Jennifer Feinberg

and to all persons entitled to the be
Servicemembers Civil Relief Act, 50 U.S.C. §§ 3

Lakeview Loan Servicing, LLC

claiming to have an interest in a Mortgage
property in Seekonk, numbered 350 Woodland
by Jennifer Feinberg to Mortgage Electroni
Systems, Inc. as Nominee for HomeBridge Fina
Inc., dated June 19, 2017, and recorded in
(Northern District) Registry of Deeds in Book
177, and now held by Plaintiff by assignment,
with this court a complaint for det
Defendant's/Defendants' Servicemembers statu

If you now are, or recently have been, in the
service of the United States of America, the
entitled to the benefits of the Servicemembers
If you object to a foreclosure of the above-mer
on that basis, then you or your attorney must
appearance and answer in this court at Th
Square, Boston, MA 02108 on or before De
or you may be forever barred from claimin
entitled to the benefits of said Act.

Witness, GORDON H. PIPER, Chief Justice
October 23, 2019.

Attest
Deborah J. Patterson
Recorder
11/06/2019

LEGALS

Zoning

TOWN OF NORTON
NOTICE OF PUBLIC HEARIN
ZONING BOARD OF APPEAL

133 S. Worcester I Varlane
Assessors Map No. 27, Lot N

Applicant: Roman Catholic Bishop of Fall Ri
Owner: Roman Catholic Bishop of Fall River

In accordance with the provision of MGL, (
the Norton Zoning By-laws, the Norton
Appeals (ZBA) will hold a public hearing
November 20th, 2019 at 7:00pm in Boa
Meeting Room, 70 East Main Street, Norton
an application submitted to the ZBA on C
requesting a variance for minimum lot are
section 6.2.

The property is located at 133 S. Worcest
MA Assessors Map No. 27, Lot No. 6)
The application and plan are on file in the
second floor, Town Hall, and may be inspec
hours. Mon.- Wed.: 8:30 a.m. to 4:30 p.m.,
-7:30 p.m., and Fri.: 8:30 a.m. - 12:30 p.m.

Any person interested or wishing to be he
at the time and place of the public hearing.

Thomas R. Noel, Chairman
Norton Zoning Board of Appeals
11/06, 11/13/2019



Town of Norfolk

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

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## Norfolk Lions Club Annual Santa Parade

5 messages

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**Judith Lizardi** <jlizardi@norfolk.ma.us> Mon, Nov 4, 2019 at 1:09 PM  
 To: Peter Petrushik <ppetrushik@norfolk.ma.us>, Charles Stone <cstone@norfolk.ma.us>, Bob McGhee <bmcghee@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>  
 Cc: Blythe Robinson <brobinson@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Good Afternoon,

Attached please find a request to hold the Norfolk Lions Club Annual Santa Parade on Sunday, December 8, 2019. The start time is 2:45 PM. The complete schedule is outlined in the attached letter.

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

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

Thank you,  
 Judith

--

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

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 **Norfolk Lions Annual Santa Parade.pdf**  
 57K

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**Judith Lizardi** <jlizardi@norfolk.ma.us> Thu, Nov 14, 2019 at 5:51 PM  
 To: Peter Petrushik <ppetrushik@norfolk.ma.us>, Charles Stone <cstone@norfolk.ma.us>, Barry Lariviere <blariviere@norfolk.ma.us>, Christine Tardanico <ctardanico@norfolk.ma.us>, Bob McGhee <bmcghee@norfolk.ma.us>  
 Cc: Blythe Robinson <brobinson@norfolk.ma.us>, Nancy Langlois <nlanglois@norfolk.ma.us>

Good Afternoon,

This is a friendly reminder to please provide any comments and/or concerns regarding the Annual Santa Parade so we can pass them along to the Select Board for their consideration at their November 21, 2019 meeting.

Thank you.  
 Judith

[Quoted text hidden]

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**Norfolk Lions Annual Santa Parade.pdf**



---

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

Thu, Nov 14, 2019 at 6:00 PM

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

Cc: Peter Petruchik &lt;ppetrichik@norfolk.ma.us&gt;, Barry Lariviere &lt;blariviere@norfolk.ma.us&gt;, Christine Tardanico &lt;ctardanico@norfolk.ma.us&gt;, Bob McGhee &lt;bmcghee@norfolk.ma.us&gt;, Blythe Robinson &lt;brobinson@norfolk.ma.us&gt;, Nancy Langlois &lt;nlanglois@norfolk.ma.us&gt;

I have no comments, we have been assisting with this event for many years, and along with the NFD we will make sure it comes off again.

CS

[Quoted text hidden]

--

Charles H. Stone Jr.

Chief of Police

Norfolk, Mass

FBINAA 165

508-520-4288

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**Peter Petruchik** <ppetrichik@norfolk.ma.us>

Thu, Nov 14, 2019 at 6:19 PM

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

Cc: Charles Stone &lt;cstone@norfolk.ma.us&gt;, Barry Lariviere &lt;blariviere@norfolk.ma.us&gt;, Christine Tardanico &lt;ctardanico@norfolk.ma.us&gt;, Bob McGhee &lt;bmcghee@norfolk.ma.us&gt;, Blythe Robinson &lt;brobinson@norfolk.ma.us&gt;, Nancy Langlois &lt;nlanglois@norfolk.ma.us&gt;

Fire is all set. Thank you

On Thu, Nov 14, 2019 at 5:51 PM Judith Lizardi <jlizardi@norfolk.ma.us> wrote:

[Quoted text hidden]

---

**Barry Lariviere** <blariviere@norfolk.ma.us>

Fri, Nov 15, 2019 at 6:16 AM

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

Cc: Peter Petruchik &lt;ppetrichik@norfolk.ma.us&gt;, Charles Stone &lt;cstone@norfolk.ma.us&gt;, Christine Tardanico &lt;ctardanico@norfolk.ma.us&gt;, Bob McGhee &lt;bmcghee@norfolk.ma.us&gt;, Blythe Robinson &lt;brobinson@norfolk.ma.us&gt;, Nancy Langlois &lt;nlanglois@norfolk.ma.us&gt;

No concerns from the DPW. We are happy to continue to be apart of and support the Lions and the parade.

**Barry A. Lariviere**

Assistant DPW Director

Town of Norfolk

**Norfolk DPW** | O: 508.528.4990 x228 | C: 508.922.2226

On Thu, Nov 14, 2019 at 5:51 PM Judith Lizardi <jlizardi@norfolk.ma.us> wrote:

[Quoted text hidden]



Town of Norfolk

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

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## Norfolk Lions Club Annual Santa Parade Select Board Participation

1 message

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

Thu, Nov 14, 2019 at 5:45 PM

To: ekarasko@msn.com

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

Hello Mr. Karasko,

We have reached out to the Select Board members regarding their participation in the Annual Santa Parade. Kevin Kalkut would be happy to participate and requested to ride in a vehicle; Carolyn Van Tine has not yet indicated if she will be participating. Christopher Wider has indicated that he would like to participate and drive one of his personal vehicles in the parade. He suggested Mr. Kalkut and/or Ms. Van Tine could ride with him. Please let me know if Mr. Wider may drive a personal vehicle in the parade or if other arrangements need to be made. I can provide a detailed description of Mr. Wider's vehicle, if needed.

As well, the Select Board will be considering for approval the Annual Santa Parade at their November 21, 2019 Select Board meeting. You are welcome to attend the meeting, but do not have to be present for the Board to vote.

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

Regards,  
Judith

--

**Judith Lizardi**

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



**Norfolk Lions Club**  
Serving Norfolk Since 1958  
P.O. Box 608  
Norfolk, MA 02056

Parade Chair  
Erich Karasko

Parade Co-Chair

October 5, 2019

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

Re: Annual Santa Parade

Gentlemen and Ms. Harrington:

On behalf of Norfolk Lions, I am requesting permission to hold the Annual Santa Parade on Sunday, December 8th, 2019. The afternoon events are coordinated with the Recreation Department. The schedule is below, and remains unchanged from recent years:

- 2:45 PM Fire Trucks leave from station to HILLCREST VILLAGE
- 3:00 PM KP Band meets at HILLCREST & plays music to residents
- 3:30 PM Parade departure from HILLCREST VILLAGE to Town Hall/Library  
Includes: Santa, Helpers, KPHS Band, Cub / Girls Scouts, Fire Trucks, Police.
- 3:45 PM Take pictures of kids with Santa at the library  
K.P Band plays music on Town Hill.
- 4:00 PM Town Hill Celebration - Sponsored by the Recreation Dept. Tree lighting, caroling,  
refreshments
- 6:30 PM Program concludes (time approximate based on number of pictures with Santa).

\* Additionally, we would be pleased to have the selectmen participate in the parade this year. You could either march or we can make arrangements for a vehicle, depending on the weather and your preferences. Please let me know if you would like to participate.

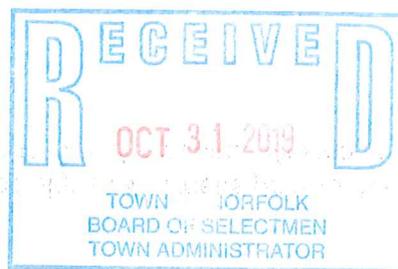
Thank you for your support and if you have any questions or require additional information, please contact me at 508-333-3019, or by email: [ekarasko@msn.com](mailto:ekarasko@msn.com)

Regards,

Erich Karasko



**We Serve**



**Norfolk Lions Club**  
Serving Norfolk Since 1958  
P.O. Box 608  
Norfolk, MA 02056

Parade Chair  
Erich Karasko

Parade Co-chair

October 5, 2019

Ms. Blythe Robinson  
Town Administrator  
1 Liberty Lane  
Norfolk, MA 02056

Re: Annual Santa Parade

Dear Ms. Robinson:

On behalf of the Norfolk Lions, we are requesting permission to place signs two weeks prior to the annual Santa Parade, scheduled for December 8, 2019 in order to publicize the event. We would like to place signs at the following locations:

- 1) Intersection of Main Street and Independence Drive ✓ Free
- 2) Intersection of Boardman Street and Medway Branch Road ✓ Free
- 3) Intersection of Boardman Street and Main Street \_\_\_\_\_ NCL Booked 11/23 - 12/14
- 4) Rockwood Road at the playground. ✓ Free

As in past years, the parade will muster at Hillcrest Village at 3:00 p.m., and step-off at approximately 3:30 p.m. The parade will end at the Town Hall/Library and is followed by the tree lighting ceremony and some music and caroling. I have sent letters to the Police, Fire, Highway, and Selectmen's Office in addition to this correspondence.

Please do not hesitate to contact me with any questions and thank you for your continued support of this event and the Norfolk Lions Club. I can be reached at 508-333-3019 or by e-mail at [ekarasko@msn.com](mailto:ekarasko@msn.com) if you have any questions or concerns.

Regards,

Erich Karasko



Town of Norfolk

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

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## Norfolk Lions Club Annual Santa Parade Signage Request

1 message

---

Judith Lizardi <jlizardi@norfolk.ma.us>

Thu, Nov 7, 2019 at 4:19 PM

To: ekarasko@msn.com

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

Hello Mr. Karasko,

Your request on behalf of the Norfolk Lions Club to place signs for the annual Santa Parade has been approved for three of the four locations you requested:

- Intersection of Main Street and Independence Drive
- Intersection of Boardman Street and Medway Branch Road
- Rockwood Road at the playground.

Unfortunately, the signage space at the intersection of Boardman Street and Main Street has already been allocated for the dates requested. Please let me know if you would be interested in a different fourth location for a sign.

As you indicated, you may place the signs two weeks prior to the event. We respectfully request that you remove the signs in all locations 24 hours after the event.

Please do not hesitate to contact me with any questions.

Best wishes for wonderful weather for the Santa Parade!

Regards,

Judith

--

**Judith Lizardi**

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

11/05/2019 12:25  
9730rrov

Town of Norfolk - LIVE  
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

DATE: 11/05/2019 WARRANT: 19V20 AMOUNT: \$ 114,904.17

\$	28,983.32
\$	4,973.86
\$	3,270.97
\$	2,142.57
\$	6,094.35
\$	26,935.71
\$	4,897.73
\$	6,979.57
\$	408.40
\$	1,650.00
\$	7,762.90
\$	16,197.75
\$	2,560.53
\$	2,046.51
<b>\$</b>	<b>114,904.17</b>

TO THE TREASURER:

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

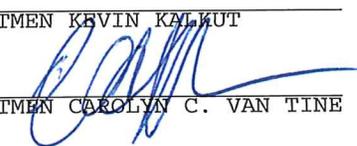
APPROVED



FINANCE DIR TODD LINDMARK

SELECTMEN KEVIN KALKUT

SELECTMEN CHRISTOPHER WIDER



SELECTMEN CAROLYN C. VAN TINE

\*\*\*\*\*

SCHOOL BILLS

SCHOOL COMMITTEE  
THOMAS DOYLE

SCHOOL COMMITTEE  
PAUL COCHRAN

SCHOOL COMMITTEE  
JENNIFER WYNN

SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

SCHOOL COMMITTEE  
JEFFREY CURRY

11/04/2019 09:23  
9730rrov

Town of Norfolk - LIVE  
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarrnt

DATE: 11/05/2019      WARRANT: 19VSA20      AMOUNT: \$ 1,370.00

TO THE TREASURER:

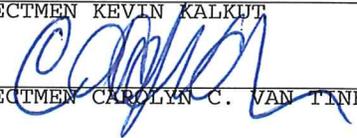
PAY TO EACH OF THE PERSONS NAMED IN THE ABOVE WARRANT, ACCOMPANYING SCHEDULES OF  
BILLS PAYABLE THE SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE  
AGGREGATE SHOWN ABOVE, AND CHARGE THE SAME TO THE APPROPRIATIONS OR ACCOUNT  
INDICATED.

APPROVED

  
\_\_\_\_\_  
FINANCE DIR TODD LINDMARK

\_\_\_\_\_  
SELECTMEN KEVIN KALKUT

\_\_\_\_\_  
SELECTMEN CHRISTOPHER WIDER

  
\_\_\_\_\_  
SELECTMEN CAROLYN C. VAN TINE

\*\*\*\*\*

SCHOOL BILLS

\_\_\_\_\_  
SCHOOL COMMITTEE  
THOMAS DOYLE

\_\_\_\_\_  
SCHOOL COMMITTEE  
PAUL COCHRAN

\_\_\_\_\_  
SCHOOL COMMITTEE  
JENNIFER WYNN

\_\_\_\_\_  
SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

\_\_\_\_\_  
SCHOOL COMMITTEE  
JEFFREY CURRY



11/12/2019 12:19  
9730rrov

Town of Norfolk - LIVE  
PRELIMINARY ACCOUNTS PAYABLE WARRANT REPORT

P 1  
apwarnt

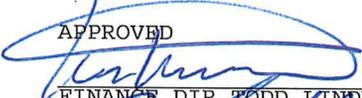
DATE: 11/12/2019 WARRANT: 20V20 AMOUNT: \$ 231,331.29

\$ 29,463.53
\$ 54,147.76
\$ 3,167.36
\$ 371.04
\$ 130,185.54
\$ 1,032.49
\$ 7,277.68
\$ 971.45
\$ 1,113.92
\$ 3,600.52
<b>\$ 231,331.29</b>

TO THE TREASURER:

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

APPROVED

  
FINANCE DIR TODD LINDMARK

\_\_\_\_\_  
SELECTMEN KEVIN KALKUT

  
SELECTMEN CHRISTOPHER WIDER

\_\_\_\_\_  
SELECTMEN CAROLYN C. VAN TINE

\*\*\*\*\*

SCHOOL BILLS

\_\_\_\_\_  
SCHOOL COMMITTEE  
THOMAS DOYLE

\_\_\_\_\_  
SCHOOL COMMITTEE  
PAUL COCHRAN

\_\_\_\_\_  
SCHOOL COMMITTEE  
JENNIFER WYNN

\_\_\_\_\_  
SCHOOL COMMITTEE  
MEDORA CHAMPAGNE

\_\_\_\_\_  
SCHOOL COMMITTEE  
JEFFREY CURRY

**DRAFT**

## **Norfolk Select Board's Open Session Meeting Minutes October 15, 2019**

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

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

Ms. Robinson reviewed the agenda.

### Public Comment

Mr. David Rosenberg, 123 North Street, reminded the Board he would like to advance the conversation about enhanced citizen engagement. He stated he was at the Transfer Station and noticed bottles with \$.05 deposits being tossed into a dumpster. The deposit money from returned bottles and cans goes to the State, but he would prefer to see the money go to the Town of Norfolk or a charity. He questioned if said bottles and cans could be collected by a town employee or if the town could make an arrangement with interested citizens or charities to collect and redeem them.

### Presentation of DPW Capital Projects

Mr. Bob McGhee, Director of Public Works, and Mr. Barry Lariviere, Assistant Director of Public Works, provided a slideshow and discussion about DPW Capital Projects including a CIP overview, pavement management presentation, proposed FY20 CIP review, and draft FY21-FY22 CIP review. Mr. McGhee stated the quality of the roadways is an important topic, and they will provide details on DPW requests on the Special Town Meeting warrant.

Mr. Lariviere reviewed CIP equipment prioritization and stated the age and functionality of each vehicle is considered. As there are many older vehicles in the fleet, they are getting to the point in the vehicle life cycle that they are spending more money keeping the vehicle operating than what it would cost to invest in a new vehicle. They requested the roll off truck for the Transfer Station. He discussed the pavement management program and stated that all roadways were reviewed in preparing this plan. He stated the town has 72.34 miles of accepted roadway with an overall total of 93.53 roadway miles. He provided an existing conditions summary of the town's roadways and noted that 29 percent of the roads are in the D category. There is an approximately \$12 million backlog for road repair. He explained and provided photographs of the pavement inspection program. He stated the DPW primarily obtains their funding from Chapter 90; they also use local funding and grants. Eighty percent of their budget is used for mill and overlay. The town should consider a balanced approach plan incorporating crack sealing and preventative maintenance work, not just a "worst first" approach. If they continue to use only the \$400,000 from Chapter 90, the roadway conditions will continue to decline. He discussed the five-year capital improvement plan. He requested money from the town to maintain

the main roads and stated there was some historical data available on the pavement management program.

Ms. Robinson recommended getting to the point of spending some money on roads in the B category by doing crack sealing to extend the road's life which is less expensive and will keep the road at a better quality for a longer period.

Mr. Lariviere said there are different road treatments available that will help to extend the funds, but it comes with citizens' understanding that not every road will have a perfectly smooth surface; some roads may have a rougher texture.

Mr. Edward Haddad, 138 Red Maple Run, asked about hidden costs.

Mr. Lariviere explained that with pavement management, any roads with poor drainage would require engineering involvement; therefore, the cost would be greater. Ms. Robinson stated that if for instance there is interest in adding a sidewalk to a road, those dollars are not included in the provided numbers.

Mr. Wider asked about the sidewalk fund. Mr. McGhee said there was money held by the Planning Board, but he was not sure of the amount in the fund. He stated that with the exception of crack sealing, the DPW would never look at a road without evaluating drainage, trees, and other factors.

Mr. Ernest Alix, 40 North Street, reviewed the water service on Rt. 115. He stated the water line installed in the 1930s includes an 8 in. asbestos pipe with 1 ft. of lead pipe attached going to the curb stop. The lead has popped. Replacing this line came up for discussion at Town Meeting about 10 or more years ago. It is important to consider that if the 1 ft. of lead pipe fails in one place, it will likely fail elsewhere as it is all the same age. Mr. Lariviere said he is aware of the asbestos cement (AC) pipe. They have not had any major issues with it at this time. They must research where the AC pipe is located and prepare a replacement program. All these projects intertwine and relate to each other.

Ms. Robinson stated in the CIP for the Water Fund, \$450,000 is being projected for each year starting in FY21. It does not identify specifically where the transit pipe is, but a certain amount will be replaced every year for a number of years to get it all out of the system. This needs to be a coordinated effort with other required work projects.

Mr. Wider asked about the planned roadway paving that will be finished this year. Mr. Lariviere said roadway paving for this year was ended. Mr. McGhee explained there is a balance of three streets to be completed: Ash Road due to a drainage issue, a stretch of Rt. 115 around the roundabout and Union Street to Castle Road, and Medway Branch to Tucker Road at the Transfer Station. They were hoping to get these done this year as they are simple projects. There was approved funding through Chapter 90. P.J. Keating won the bid; however, they aren't able to fit all of the town's work into their schedule.

Ms. Robinson said that since the town only has Chapter 90 money to spend, we must wait until the State funds are available. The town has to work through the process of getting the money before giving the paving company the go ahead. When we can get to the point where the town can fund some of this, we will have more control of the schedule with the contractor.

Mr. Lariviere said it will be busy next year getting the above-mentioned roads completed along with any other planned streets. He reviewed the draft FY21 - FY22 CIP overview. He discussed that space is dwindling at the cemeteries and suggested expansion planning may be needed.

Mr. Wider asked about the requested roll off truck for the Transfer Station. He stated that just because the current truck is old does not mean it does not work. He noted that older police cars that were replaced are now being used for maintenance vehicles. If the vehicles were no good, why are they still being used by the DPW? He suggested getting vehicles fix and noted that 390,000 miles on a diesel truck is not much. Mr. Lariviere suggested that purchasing a new roll off truck would save money in the long term due to the investment of time and money needed in the current truck to keep it running. Mr. Wider asked if the recycling transferring can be done by a subcontractor.

Mr. McGhee said research was done to determine available trucking companies for the recycling business. He explained that materials brought to the transfer station have to be sorted and brought to market. The truck goes out three to five times per week. There is metal fatigue and getting parts is difficult. The current truck can probably operate for another three years, but when it falls apart the recycling business will have to shut down. He recommended replacing it this year and noted it is usually less expensive for the town to use their own truck.

Mr. Wider requested to see the analysis and suggested Dover Trucking be contacted.

Mr. Lariviere stated fixing the transmission is a large expense. He questioned if they are at the point of investing money to keep the truck running or investing in a new truck. Ms. Robinson stated she agreed it was worth getting a price on contracting the hauling. She stated the town will not be able to down cycle vehicles when the town becomes a Green Community as vehicles must meet the miles per gallon standards.

Mr. McGhee noted solid waste is part of the General Fund as it collects revenue, especially when the recycling markets are good such as they were in the past. This is a service to the town. He mentioned the option of curbside pickup and noted that due to wind, it usually causes debris and trash on the roads.

Mr. Wider stated he thinks grass cutting should be given to a subcontractor so the town's highway workers can focus on cutting back brush and other duties. Mr. McGhee stated they have used subcontractors in the past for grass cutting. He explained the difficulties of keeping the grass on the recreation fields cut properly; the recreation director has high

expectations. They determined it was easier to put one worker on this job rather than use a subcontractor. Ms. Robinson noted that hiring a subcontractor may work in some applications but may not work for recreation fields. She noted subcontracting requires paying prevailing wage; it is much more costly than when a homeowner uses a lawn service.

Mr. McGhee stated that along with the recycling trucking statistics, he will provide Mr. Wider with historical information regarding subcontracting grass cutting.

Mr. Wider said that maybe the Recreation Department's standards are too high. The roads are the top priority and the town has to prioritize spending toward the roads. As the town does not have lots of money, money for trucks and mowers is money poorly spent. The town should not buy the niceties until all else is done and fixed.

Ms. Robinson stated the roads have not been a priority in the past years. The CIP is a planning tool. Vehicles cannot be kept running forever. The money from Chapter 90 that is in the account and not spent will be available in the spring. She stated the town signed a settlement agreement to complete Lake Street and is under an obligation to complete it.

Mr. Kalkut said he would like to balance Mr. Wider's concerns with a more detailed analysis on how the DPW is operating today versus how this potential purchase would affect many other areas.

Mr. Wider asked if plow drivers were available for the winter.

Mr. McGhee said the contractors are starting to respond. Around Thanksgiving they will get more commitments and signed contracts. They did not increase the rates this year other than the cost of living.

### **ACTION ITEMS**

Please consider appointing Timothy Martin to the Zoning Board of Appeals

Ms. Robinson stated Timothy Martin submitted an application for the Zoning Board of Appeals position last week; his application is in the agenda packet.

Mr. Martin stated his background is in real estate. He attended law school and opened his own law firm. He practiced both real estate law and corporate law. He is now involved in commercial real estate lending. He appreciates the importance of zoning and the impact it has on a town. He is interested and motivated to take on this role to help the community.

Mr. Wider stated he met Mr. Martin years ago. Mr. Martin has been before the ZBA. He thinks Mr. Martin would make a good addition to the ZBA as an associate member.

A motion was made by Mr. Kalkut to appoint Timothy Martin to the Zoning Board of Appeals as an Associate Member for a term to expire on June 30, 2020. It was seconded

by Mr. Wider, and so voted. All were in favor. Mr. Wider stated Mr. Martin should get sworn in tomorrow at the Town Clerk's office and attend tomorrow night's ZBA meeting.

Please consider appointing new Parking Clerk

Ms. Robinson stated in the past one of the duties of the Town Administrator's Executive Assistant was to perform the role of Parking Clerk. Most recently, this position was held by Susan Jacobson; however, she has moved back to the Affordable Housing department. Per state law, someone in the police department cannot perform the role of Parking Clerk. Town Clerk Carol Greene has offered to assume this role. In many small communities, this role is held by the Town Clerk. Ms. Robinson recommended Carol Greene for the role of Parking Clerk.

A motion was made by Mr. Kalkut to accept the resignation of Susan Jacobson from the position of Parking Clerk and appoint Carol Greene to the position of Parking Clerk for a term to expire on June 30, 2020. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider signing DPW Grievance Settlement

Mr. Scott Bragdon, Human Resources Director, provided background on this item and stated he believes the facts of the grievance are incorrect. He explained that there has been a change in management in the DPW union since the contract was negotiated and those members do not believe the current vacation wording in the contract is correct. However, that wording was in the first draft and every subsequent draft of the contract. The DPW union brought a grievance as to how vacation is earned. He explained the vacation wording changes. He stated there is no cost to the town to agree to this change.

Mr. Wider asked if DPW has a different vacation methodology than the other town unions.

Mr. Bragdon explained that as the different union contracts are negotiated, the wording will vary within the contracts. They try to bring some consistency to the wording in various union contracts and with non-union employees.

Ms. Robinson said there are components in the contracts that are similar. It seems the amount of vacation time people earn is about the same, but the exact details of how it is worked out are different among all the contracts. Mr. Bragdon can provide a spreadsheet of the contract comparisons.

A motion was made by Mr. Kalkut to authorize a settlement agreement and release with the Norfolk Highway Department Employees Union regarding Article 13, Section 2 vacation wording. It was seconded by Mr. Wider, and so voted. All were in favor.

Please consider executing Proclamations for Eagle Scouts

Ms. Robinson stated there is an Eagle Scout Court of Honor to be held on October 20, 2019, at which four scouts will be receiving this designation. It has been the town's practice to provide the scouts with a proclamation "naming" a day after them in

recognition of this achievement. Mr. Wider will be attending the ceremony on behalf of the Board and will bring the proclamation certificates to recognize the scouts and proclaim a day in their honor.

A motion was made by Mr. Wider to proclaim in the Town of Norfolk:

- October 21, 2019 – Jack Sebastian Collentro Day
- October 22, 2019 – John Charles Norberg Day
- October 23, 2019 – Brandon Douglas O’Neill Day
- October 24, 2019 – Mathew Joseph Stetter Day

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

Please consider approval of the Heather’s Hungry Turkey Trot on November 28, 2019

Ms. Robinson stated a request for approval to hold a 5K road race on Thanksgiving has been submitted; about 100 people are expected to attend. The proposed race course is outlined in the materials provided in the agenda packet. The organizers are providing the town with insurance. DPW offered to inspect the route and provide barrels and cones to facilitate the event. She recommended approval.

A motion was made by Mr. Kalkut to approve the request to hold a Turkey Trot Road Race on November 28, 2019. It was seconded by Mr. Wider, and so voted. All were in favor.

**Discussion Items**

Please discuss funding for Norfolk’s 150th Anniversary Parade

Ms. Robinson stated Paul Terrio reached out to the Town Administrator’s office expressing his interest in planning a parade in recognition of the Town’s 150<sup>th</sup> Anniversary.

Mr. Terrio stated he is willing to take on the task of organizing the parade. He stated the parade for the Town’s 100<sup>th</sup> Anniversary lasted two to three hours with many participants and bands. There were four days of activities held on the Memorial Day weekend as well as Firemen’s muster and fireworks. He asked how the town wanted to celebrate the anniversary event and if the town was interested in having a parade. He suggested the weekend after Labor Day would work well as people have returned from vacation. The event will require funding and logistics support. He reviewed two possible parade routes.

Ms. Robinson reviewed the Historical Commission’s plan for the Town’s 150<sup>th</sup> Anniversary celebration dinner scheduled for May 2020, at the KP Middle School for which the town has budgeted \$2,250. There has been no funding put aside for a parade. A budget for a parade could be put in the FY21 budget and available in July.

Mr. Wider said they probably have not done a good job as a town about deciding how to celebrate the Town’s 150<sup>th</sup> Anniversary. He thinks a parade is a great idea: kids love a parade and older people like the nostalgia. The funding would have to be put in order very quickly.

Mr. Terrio said he would start to contact businesses and people who may be interested in providing funding contributions and donations. He will reach out to Carol Greene to see if she has any information about the previous celebration and sources of funding. He will begin to develop a budget.

Mr. Kalkut noted this seems like something we would like to pursue; it would be good for the community.

Mr. Ernest Alix said he attended the Town's 100<sup>th</sup> Anniversary celebration and asked if the green space in front of Walgreens could be used. Mr. Kalkut stated it is private property and permission to use it would be needed.

Ms. Donna Jones reviewed the Historical Commission's plans for their May 2020 dinner event. The money requested will be used to print and mail invitations and purchase food. There will be a charge for tickets. The Commission is also planning talks at the library. She displayed a notebook from the Town's 100<sup>th</sup> Anniversary celebration in 1970 and 125<sup>th</sup> Anniversary celebration in 1995. She stated that fireworks were held for these events.

Mr. Kalkut stated this is the beginning of the process. More research needs to be done along with further discussion on the scope and budget. He recommended meeting again on December 3, 2019.

Mr. Terrio said he would gather some information for the meeting.

Please discuss the draft Special Town Meeting Warrant/Various Articles

Ms. Robinson reviewed the draft of the full warrant for the November 19, 2019 special town meeting and noted the language is very similar to the way that Norfolk has structured its articles in past years. She stated the order of the warrant needs to be determined. She stated that staff persons from DPW, Police, Human Resources, IT, and Finance are present at tonight's meeting to answer questions on warrant items regarding dollars to be spent as part of their specific departments. Staff members from remaining departments will be present at the October 29, 2019 meeting. She stated the warrant has been reviewed by Town Counsel and some edits were made. There are some concerns about the B-1 Zoning District as to whether it should be one article or if each section should be a separate article. The Planning Board will hold their public hearing on this item on October 28, 2019.

Mr. Wider asked about the police radios and police cruiser.

Police Chief Stone said that when the department is fortunate to get new police cars, they like to spread the mileage among the vehicles as the cars last longer and are better maintained. As the cars start to age, they get driven fewer shifts. He stated 35 radios are requested and explained that a radio is issued to each person. With this method, the radios last longer and additional accountability is provided. He stated that most towns are

utilizing digital radios. Norfolk has to be able to communicate with other towns, so they need to utilize the digital format, also. Ms. Robinson stated she discussed with Chief Stone replacing some of the radios this year and some next year. Mr. Bragdon said that in the last contract the ability to have GPS capabilities, which the new radios have, was negotiated.

Chief Stone said the department has 15 cruisers and two motorcycles. The cruiser they are replacing is 11 years old; police cars do not last as long as personal vehicles. When the vehicles are on-shift, they will be kept inside.

Ms. Robinson said the next model year will be a hybrid. Over time, as vehicles are replaced, energy use should go down. She stated another discussion is what to do with the police vehicles they will be getting rid of as older vehicles cannot be down cycled if they do not meet the miles per gallon in the Green Community standards.

Mr. Thanh Tran, Director of Technology, discussed the technology replacement program. He stated there are about 95 computers in the town. He prepared a five-year refresh program. Every year they change out 15 sets of computer monitors and at the same time purchase licensing so they can be current and in compliance. He stated 60 percent of the computers are from 2010 to 2015.

Ms. Robinson said this request is for desktops and licenses. Some computers are still running Windows 7 which will not be supported soon. The plan is to replace the equipment when it should be replaced.

Mr. Tran said he would like to put backup software in the budget.

Ms. Robinson said a conversation has been started and should continue about whether they should be maintaining servers or whether they should be completely in the cloud; however, costs are associated with the cloud. Probably a hybrid approach will be used. She confirmed a server that recently crashed was replaced from insurance proceeds.

Mr. Bragdon said the town's last full HR classification study was done in 2002. The clerical union has expressed its support for the study. As new people are hired the job descriptions are redone, research is needed to find out where Norfolk is compared to the market. Pay is only one aspect; benefits are part of it. Negotiations will be starting with the DPW and clerical unions and we want to have good facts. This professional help would allow the town to be prepared for negotiations, know where the positions place in the market, determine if we are paying too high or too low, and identify what full benefit packages look like. Mr. Wider asked why the classification study has not been done sooner.

Ms. Robinson stated she does not know why the classification study was not a priority for Mr. Bragdon when he was hired eight years ago. It should probably be done about every ten years.

Mr. Bragdon stated that during his first six years not much hiring was done. When the economy improved more hiring occurred so the classification study has become a more important issue. The market has changed dramatically in the last few years. The study provides updated job descriptions for every employee which is public information, an updated classification system which can be used for new jobs, and actionable information to use in negotiations.

Mr. Robinson said this information would be critical to have before entering negotiations with the clerical union. This will allow the town to look at competitors and determine how competitive we want to be. The goal is to make sure the town is consistent in the marketplace. It must be determined how many jobs will be reviewed as part of the study.

Ms. Robinson said Todd Lindmark, Finance Director, will discuss some of the budget transfers on the list and provide general thoughts on how to fund all items. She explained there is \$1.12 million in free cash; however, this has been the vehicle for capital expenditures in past years. Ideally, she would prefer to not spend more than one-third of it in the fall; this will be a challenge as there are many needs, and we want to be prepared for a difficult winter. She explained that the snow and ice deficit can be handled either by adding that amount to the tax rate for this fiscal year to cover the cost or utilizing a portion of free cash to do so.

Mr. Wider stated he would not like to raise the tax rate as it puts burden on the taxpayers. He is in favor of paying the snow and ice deficit with free cash. Some of the things people want will have to wait.

Ms. Robinson said she would follow up on whether CPC funds could be used for the parade. She reviewed some of the discretionary expenditure items. She stated that she and Mr. Lindmark are recommending borrowing for the roll off truck and Lake Street. She noted the contribution to the OPEB liability is important and there should be an obligation to begin to fund it. The Board can decide where they would like to use free cash.

Mr. Wider asked if money could be set aside for street paving. He noted that roads have never been prioritized.

Mr. Lindmark stated the increase in tax rate for the snow and ice deficit would be \$.127 per thousand.

Ms. Robinson said there are not many wants on the list and noted decisions do not need to be made tonight. She is finalizing the warrant for the October 29, 2019 meeting. She reviewed the items in Article 3 through Article 8. She said she will expand the spreadsheet to include all of the funding sources.

Mr. Kalkut stated he does not want to see an increase in the tax rate. He and Mr. Wider agreed the zoning bylaw should be the first article on the warrant.

Ms. Robinson noted department heads that were not present at tonight's meeting will be in attendance at the October 29, 2019 meeting at which the final version of the warrant will be before the Board to be executed. The current version is on the website. The town mails a postcard for the fall warrant. She noted Superintendent of Schools Ingrid Allardi will be giving a presentation at the October 29<sup>th</sup> meeting.

Mr. Kalkut said the full warrant is usually mailed only for the spring meeting.

Please discuss updates to Select Board Policies

Mr. Bragdon stated he reviewed the Select Board's policy manual. He discussed the updates he incorporated including making the policies gender neutral and adding the public comment policy.

Please discuss the status of the Select Board's FY20 Work Plan

Ms. Robinson stated the Board members have received the work plan update. The Chair put this item on the agenda so the Board can review progress and discuss whether the priorities remain the same or if they want to shift focus on some items.

Mr. Wider requested the status of the Olive Day School roof replacement. He noted there may have been more bidders if the town had been more realistic on what they wanted. All the work was supposed to have been completed before school started. He suggested a penalty clause should have been instituted as the work was not completed.

Ms. Robinson discussed the contractor's completion schedule.

Mr. Kalkut stated there were many items listed as goals for this year. He discussed items that should be in the forefront such as putting the visual budget on the website. He reviewed each item on the Selectmen's Office Work Plan – October - FY20 and pointed out items that have been implemented such as establishing Select Board office hours, adding a Select Board agenda item for a public comment period, hiring the fire chief, completing the Lawrence Street bridge project, and providing parking permits on Liberty Lane for MBTA commuters.

Ms. Robinson stated the COA Director is reviewing jobs and tasks that could be used for the Senior Work-Off program to better advertise to seniors what is available. A conversation with the Assessors Department includes how many jobs are available, if people are interested in the jobs, and if the amount being earmarked is correct. It is a calendar year program.

Mr. Wider said the public input sessions have been good and should continue.

Mr. Kalkut reviewed the previous Conversation Corner program which connected the town community to the Town Administrator. He thinks there are benefits to this.

Ms. Robinson said she was open to doing it. There are many things the town does that would be good to help people understand. She noted they should start working on the visual budget presentation if they want it included in the FY21 budget as there will be a cost. She will send the Board the links for the possible subscriptions again for their review to determine what would be most useful for the residents.

Mr. David Rosenberg suggested the Board consider having a forum explaining how town government works to help people understand the responsibilities of each department.

Mr. Kalkut stated they could possibly shape the Conversation Corner program into a more educational format.

Mr. Wider noted previous discussion about banning plastic bags and plastic cups. Ms. Robinson suggested the town monitor the state legislation regarding a plastic ban; this item can be added for the spring meeting. Mr. Wider said he had a volunteer who would go into the community to determine how the ban would affect small businesses.

Mr. Kalkut suggested Mr. Wider take on the Senior Work-Off program, he will take on the educational aspect of the Conversation Corner program, and Ms. Van Tine will take on the fire station project.

Please consider approval of the following warrants:

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

- 09/27/2019 06P20 and 06PS20 \$839,547.21
- 10/01/2019 14V20 \$722,222.31
- 10/08/2019 15V20 \$10,749,798.16
- 10/08/2019 15VSA20 \$3,352.50
- 10/08/2019 15VS20 \$121,904.20

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

Please consider approval of regular session minutes

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

- March 19, 2019
- April 16, 2019
- September 24, 2019

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

Ms. Robinson said a date needs to be set for the Classification Hearing. Mr. Kalkut and Mr. Wider confirmed they would be available on November 21, 2019, from 4:00

to 5:00 PM. Ms. Robinson will confirm this time with Ms. Van Tine. She stated there is a public hearing scheduled for November 5, 2019, for the acceptance of roads.

At 10:08 p.m., a motion was made by Mr. Kalkut to adjourn the meeting. It was seconded by Mr. Wider, and so voted. All were in favor.

The next meeting will be held in Room 124, Town Hall, on Tuesday, October 29, 2019, at 7:00 p.m.

This is a true and accurate report of the Board of Selectmen's Meeting of October 15, 2019.

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CiCi Van Tine, Clerk

**Norfolk Select Board's Open Session Meeting Minutes  
October 28, 2019**

**DRAFT**

Present: Kevin Kalkut; CiCi Van Tine; Blythe Robinson, Town Administrator

The meeting was held in Room 124, Town Hall

This meeting was in conjunction with Planning Board meeting to discuss:

1. Proposed changes to the Norfolk Zoning Bylaws for the 11/19/19 Fall Town Meeting Warrant
2. Street Acceptance for Fall Town Meeting: Tailwind circle, Westfield Drive, Saddle Ridge Way, Silver Fox Lane, Meetinghouse Road and Liberty Lane

The meeting was opened by the Planning Board at 7:00 PM. The Select Board members listened to the presentation and discussion of the above noted items for the upcoming Fall Town Meeting. There were no deliberations, no discussion among the members, and no votes taken.

The meeting adjourned at 10:35 PM.

This is a true and accurate report of the Select Board's Meeting of October 28, 2019.

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CiCi Van Tine, Clerk