



# ANNUAL TOWN MEETING WARRANT

Including Advisory Committee  
Recommendations

**MAY 15, 2024**  
7:00 PM

King Philip Regional Middle School  
18 King Street  
Norfolk, MA 02056



# WARRANT AND RECOMMENDATIONS

## ANNUAL TOWN MEETING MAY 15, 2024

<u>ARTICLE</u>	<u>SPONSOR</u>	<u>DESCRIPTION</u>
1	Town Clerk	Election of Town Officials
2	Select Board	Prior Year Unpaid Bills
3	Select Board	Budget Transfers
4	Select Board	Approval of Collective Bargaining Agreements
5	Town Administrator	Non-Union Cost of Living Adjustment
6	Select Board	FY25 General Fund Budget
7	Select Board	FY25 Water Division Enterprise Fund Budget
8	Select Board	FY25 Wastewater Division Enterprise Fund Budget
9	Select Board	Capital Funds Other Sources
10	Select Board	Capital Funds Borrowing
11	Select Board	Reauthorize Revolving Fund Spending Limits
12	Select Board	Standard Chapter 90 Funds
13	Select Board	Town Committee/Town Officer Updates
14	Select Board	Wastewater Enterprise Fund FY23 Revenue Shortfall
15	Select Board	Special Act Petition – Norfolk Downtown Sewer District
16	Community Preservation Committee	CPC Annual Distributions
17	Community Preservation Committee	CPC Administrative and Operating Budget
18	Community Preservation Committee	CPC Community Housing
19	Community Preservation Committee	CPC Mirror Lake Phase II Sediment Analysis
20	Community Preservation Committee	CPC Freeman Kennedy (Restoration of Field Lighting)
21	Community Preservation Committee	CPC Freeman Kennedy (Irrigation System Expansion)
22	Community Preservation Committee	CPC Pond Street Pickleball Courts
23	Community Preservation Committee	CPC Town Hill Engineering & Design
24	King Philip Regional School District	Capital Stabilization Fund
25	Planning Board	MBTA Communities Zoning Bylaw
26	Planning Board	Amend Schedule of Uses Regulation Table
27	Select Board	Temporary Repairs on Private Ways Bylaw
28	Select Board	Theft of Water Bylaw Amendment
29	Select Board	Restricted Water Uses Bylaw Amendment

## **Annual Town Meeting – Wednesday, May 15, 2024**

On behalf of the Norfolk Advisory Committee, I encourage you to attend Norfolk's Annual Spring Town Meeting at the King Philip Junior High School, 18 King Street, Norfolk, on Wednesday, May 15, 2024, at 7:00 p.m.

At the Annual Town Meeting, you will have the opportunity to vote on motions presented by the Advisory Committee regarding articles proposed by the Select Board, the Town Administrator, the Planning Board, and the Community Preservation Committee. Importantly, the Spring Annual Town Meeting is when the Town's budget for the upcoming fiscal year (July 1, 2024 through June 30, 2025) is determined.

### **Annual Town Budget**

The Town's proposed operating budget for Fiscal Year 2025 is \$52,934,360, which is \$2,676,004 above last year's budget, an approximately 5.3% increase over FY'24. If you do not count exempt debt, which includes funding for the new fire station, the percentage increase for the operational budget is approximately 3.6%. In either case, these numbers significantly exceed our revenues for the year. To fund the difference, the Select Board has proposed using approximately \$1,000,000 dollars in one time or non-recurring revenue, including \$605,000 of Free Cash and \$195,000 of federal ARRA, or Covid-related funding.

While the Advisory Committee has agreed to support the proposed budget for FY2055, this continued reliance on one-time revenues is unsustainable. This year's use of ARRA funding is the last time we can expect to rely on this source, which has proven helpful for the past four years, but has also helped paper over structural deficiencies in the budget that need to be addressed. The continued use of Free Cash not only delays the impetus to make tough decisions, but also limits our ability to address important capital needs since we traditionally use these funds for smaller capital purchases, such as new vehicles and equipment.

The Select Board will be faced with tough choices heading into the next fiscal year. The budget will require either significant operational efficiencies involving cuts to employees and services or a decision to seek new funding through the primary option available to municipalities, a Proposition 2½ override.

### **Other Budget Related Items**

The Town Meeting Warrant has other articles that deal with departments or activities that are not supported by the Town's General Fund. These include the budgets for the Water and

Wastewater Divisions, which are funded by ratepayers, a number of Revolving Funds related to specific revenue sources that require annual approval, and the Community Preservation Committee (CPC) operating budget. The CPC also has articles on four specific projects that they are seeking approval for at Town Meeting, including funding for an upgrade to the irrigation at the Freeman-Kennedy fields, new Pickleball courts at the Pond Street complex, and funding for plans to upgrade the infrastructure and facilities at Town Hill.

### **MBTA Zoning Changes**

As many of you may have heard, a new state law requires that communities served by the MBTA, which includes Norfolk, ensure that their zoning allows for the creation of high-density residential development either adjacent to train stops or in other portions of their towns. These new rules have required changes to our zoning bylaws. The Planning Board has developed amendments to the bylaws that will bring us into compliance with the state rules and we will have the opportunity to discuss and vote on this proposal at Town Meeting.

### **Downtown Sewer District**

In 2022, the Town received approval of legislation to create the Norfolk Downtown Sewer District. This Special Act gave the District, which is operated by the Department of Public Works and overseen by the Select Board acting as Sewer Commissioners, the authority to charge fees to properties owner that were connected to the sewer system. The Select Board is now seeking the authority to charge fees to property owners in the district that hold allocations for capacity at the sewer treatment facility but have not yet connected to the system. This action requires the Town to seek amendments to the Special Act, which need approval from Town Meeting.

We hope you will attend Town Meeting on May 15, 2024 to participate in this most direct and hands-on form of democracy. Get involved, ask questions, and cast your votes at Town Meeting. We hope to see you there.



**David Lutes, Chair**  
**Norfolk Advisory Committee**

**Committee Members:** *Jonathan Hurwitz, Joyce Terrio, Brian Beachkofski, Rob Garrity, Michael Gee, Ken Fitzgerald, Melissa Cyr, and Jason Craig*

**Administrator:** *Erica Daigle*

**MAY 15, 2024 ANNUAL 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, 3, and 4 to assemble in the designated polling places in the Freeman-Kennedy School, 70 Boardman Street, Norfolk, Massachusetts, on Tuesday, May 7, 2024, at 7:00 a.m. until 8p.m., for the election of Town officers under ARTICLE 1 of the Annual Town Meeting; and thence to meet on Wednesday, May 15, 2024, at 7:00 p.m. at the King Philip Middle School, 18 King Street, Norfolk, Massachusetts 02056, for the convened business session of the Annual Town Meeting, then and there to act on the following articles commencing with Article 2, *viz*:

**ARTICLE 1**

**Submitted by the Town Clerk**

To choose by ballot, the following Town officers: one Select Board member for a three (3) year term, one Assessor for a three (3) year term, one Board of Health member for a three (3) year term, one King Philip School Committee member for a three (3) year term, one Library Trustee for a three (3) year term, two Norfolk School Committee members for three (3) year terms, one Planning Board member for a three (3) year term, one Recreation Commission member for a three (3) year term.

**Town Administrator's Comments**

Article 1 is the Election, which this year includes the election of Town Officials. The election is scheduled to be held on May 7, 2024.

**This article does not require a recommendation from the Advisory Committee.**

**ARTICLE 2**

**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 M.G.L. c.44, §64; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 2 requests authorization to pay the bills from a prior fiscal year. At the time the warrant was executed, there were no unpaid bills.

**The Advisory Committee recommends indefinite postponement of this article.**

It is expected that there are no unpaid bills at this point in time.

**ARTICLE 3**

**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, 2024; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 3 is a general transfer article and asks for authorization to adjust Town budgets and appropriations for the current fiscal year.

**The Advisory Committee will make its recommendation at Town Meeting.**

**ARTICLE 4**

**Submitted by the Select Board**

To see if the Town will vote to approve the funding of a collective bargaining agreement or agreements between the Town and the various employee unions, and to raise and appropriate or transfer from any available source of funds, a sum of money to defray the cost of salary and wages provided for under said agreements; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 4 approves the funding of collective bargaining agreements.

**The Advisory Committee will make its recommendation at Town Meeting.**

State law requires that Collective Bargaining Agreements must be submitted for approval by Town Meeting for funding. As of the writing of this notice the Town had not settled the two open collective bargaining negotiations, with the Clerical workers union and the DPW workers union. The Advisory Committee will vote on this article immediately prior to Town Meeting and present its recommendations there.

**ARTICLE 5**

**Submitted by the Town Administrator**

To see if the Town will vote to amend the Town of Norfolk Select Board's Human Resource Policy, Schedule B. COMPENSATION SCHEDULE by applying a general increase of 1.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2024; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 5 requests authorization to provide a 1.5% Cost of Living Adjustment to non-union employees, which is predominantly department heads and part time non-union staff.

**The Advisory Committee recommends approval of this article.**

The 1.5% cost of living increase in the Compensation Schedule referenced by this article applies to Town employees who are not covered by a union contract. This proposed increase is aligned with increases that union employees are scheduled to receive this year. Parity in COLA between union and non-union employees is consistent with how the Town has approached compensation.

**ARTICLE 6**

**Submitted by the Select Board**

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by M.G.L. c.41, §108; and further to see what sum of money the Town will raise and appropriate, transfer from any available source of funds, borrow or bond, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing on July 1, 2024; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 6 is the Town’s General Fund budget for FY25.

**The Advisory Committee recommends approval of this article.**

This article would fund the general operating budget for the Town for the upcoming fiscal year, beginning on July 1, 2024. The proposed budget is for \$52,934,360, which represents more than a 5% increase over the current fiscal year budget. During our deliberations on the proposed budget, members of the Advisory Committee expressed our ongoing concern over the use of one time or non-recurring revenues to achieve a balanced budget and the need to address the structural deficit we are facing, with the expectation that a different approach will be needed in the future. The Committee voted unanimously to support the budget with the expectation that our concerns will be addressed during the next budget cycle.

**ARTICLE 7**

**Submitted by the Select Board**

To see if the Town will raise and appropriate or transfer from available funds a sum of money to operate the Public Works Water Division Enterprise as follows; or take any other action in relation thereto.

That the following sums be appropriated for the Water Division Enterprise Fund:

Salaries	\$366,945.00
Expenses	\$1,073,048.00
Capital Outlay	\$0.00
Debt	\$595,909.00
Extra/Unforeseen	<u>\$100,000.00</u>
Total:	\$2,135,902.00

And that \$2,135,902.00 be raised as follows:

Departmental Receipts:	\$2,135,902.00
Retained Earnings	0.00
Total:	\$2,135,902.00

**Town Administrator's Comments**

Article 7 is the Water Division Enterprise Fund budget for FY25. This budget is funded from Water Division revenue derived through user charges and retained earnings if necessary.

**The Advisory Committee recommends approval of this article.**

This article would provide funding for the Town’s Water Division for fiscal year 2025. The Water Division budget is voted separately from the main Town budget because it is paid from the Water Enterprise Fund, which receives its revenues from users of the Town’s water system. The Advisory Committee voted unanimously to support this article.

**ARTICLE 8**

**Submitted by the Select Board**

To see if the Town will raise and appropriate or transfer from available funds a sum of money to operate the Public Works Wastewater Division Enterprise as follows; or take any other action in relation thereto.

That the following sums be appropriated for the Wastewater Division Enterprise Fund:

Salaries	\$14,736.00
Expenses	\$151,495.00
Capital Outlay	\$25,000.00
Debt	\$0.00
Extra/Unforeseen	<u>\$20,000.00</u>
Total:	\$211,231.00

And that \$211,231.00 be raised as follows:

Departmental Receipts:	\$127,465.00
Retained Earnings	\$70,000.00
Total:	\$211,231.00

**Town Administrator's Comments**

Article 8 is the Wastewater (Sewer) Division Enterprise Fund budget for FY25. This budget is funded from Sewer Division revenue.

**The Advisory Committee recommends approval of this article.**

This Article would provide funding for the Town’s Wastewater Division for fiscal year 2025. Similar to the previous article, the Wastewater Division’s Budget is voted separately from the main Town budget because it is paid from the Wastewater Enterprise Fund, which receives its revenues from users of the Town’s wastewater system. Due to revenue shortfalls experienced by the system the budget is balanced with the use of retained revenues. The Advisory Committee voted six in favor with one abstention to support this article.

**ARTICLE 9**

**Submitted by the Select Board**

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

**Town Administrator's Comments**

Article 9 requests authorization to purchase capital items through cash funding. Should there be any items, a list will be provided at the Annual Town Meeting.

**The Advisory Committee recommends indefinite postponement of this article.**

This Article would authorize capital purchases during the upcoming fiscal year from operating funds. Currently, the Town is proposing no capital purchases, though there may be some proposals to be considered at a later Town Meeting. Therefore, the Advisory Committee recommends to indefinitely postpone Article 9.

**ARTICLE 10**

**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 to fund capital items including all expenses incidental and related thereto; and further, to authorize the Treasurer, with the approval of the Select Board, to borrow such sum pursuant to M.G.L. c.44, §7 or §8 or any other enabling authority and to issue bonds or notes therefor; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 10 requests authorization to purchase capital items through debt funding. Should there be any items, a list will be provided at the Annual Town Meeting.

**The Advisory Committee recommends approval of this article.**

This article seeks to appropriate \$465,000 for the cost of a replacement ambulance. With the closure of Norwood Hospital, the ambulances are travelling much further on a daily basis to the next closest emergency rooms. This has caused the Fire Department to shorten the expected lifespan of the ambulances from 5 years of frontline service and 5 years of backup service to 4 years of each. With the lead times and delays in getting emergency vehicles built it is prudent to start this purchase as soon as possible to ensure that we maintain 2 ambulances in service.

**ARTICLE 11**

**Submitted by the Select Board**

To see if the Town will authorize the spending limits for FY25 on the following revolving funds; or take any other action in relation thereto.

<b>Revolving Fund</b>	<b>Department</b>	<b>Expenditure Limit</b>
2100 - Parking Tickets	Select Board	\$1,000
2102 - Recreation Field Maintenance	Recreation Commission	\$100,000
2103 - Conservation Timber Harvesting	Conservation Commission	\$5,000
2104 - Off-site Improvements	Planning Board	\$91,000
2105 - Shade Tree and Scenic Roads	Planning Board	\$10,000
2106 - Wetland Hearing Application	Conservation Commission	\$5,000
2109 - Planning Board-Advertising	Planning Board	\$5,000
2110 - Zoning Board-Advertising	Zoning Board	\$5,000
2111 - Abutters List	Board of Assessors	\$2,000
2112 - Police Vehicle Details	Chief of Police	\$50,000
2113 - Subdivision Performance Inspection	Planning Board	\$5,000
2114 - Cleaning and Maintenance Unaccepted	Planning Board	\$30,000
2115 - Community Garden Rental	Select Board	\$5,000
2116 - Council on Aging	Council on Aging	\$47,000
2117 - Tobacco Compliance Checks	Board of Health	\$1,000
2152 - Passports	Board of Library Trustees	\$7,500
2155 - Lost or Damaged Library Materials	Board of Library Trustees	\$7,500

**Town Administrator's Comments**

Article 11 is a request to reauthorize the expenditure limits of existing revolving funds. There is a proposal to increase the expenditure limits for Passports to \$7,500 from \$5,000 in FY25.

**The Advisory Committee recommends approval of this article.**

This Article authorizes spending limits for the Town Revolving funds, which are unchanged from last year's fund limits, except for 2152-Passports. The Passports revolving fund increased from \$5,000 to \$7,500 due to the increased volume in the Library processing passport applications. The Advisory Committee voted to support these fund limits.

**ARTICLE 12**

**Submitted by the Select Board**

To see if the Town will vote to accept and authorize the Select Board to enter into contracts for the expenditure of Chapter 90 funds allocated by the Commonwealth for the construction, reconstruction, or improvements of public roads and other improvements within the Town, as requested by the Select Board, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 12 is an annual article that allows the Select Board to utilize Chapter 90 funds from the state for the purposes of improving public roads.

**The Advisory Committee recommends approval of this article.**

This standard article authorizes the Select Board to use the Chapter 90 funds received from the State for the maintenance, improvement, and construction of Town roads.

**ARTICLE 13**

**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 in relation thereto.

**Town Administrator's Comments**

Article 13 provides the opportunity for Town officials to provide status updates and for residents to ask questions.

**This article does not require a recommendation from the Advisory Committee.**

**ARTICLE 14**

**Submitted by the Select Board**

To see if the Town will vote to appropriate and transfer from any available source of funds money to cover the shortfall in actual revenues in the Public Works Wastewater Division Enterprise Fund; or take any other action in relation thereto.

**Town Administrator's Comments**

The Town anticipates a shortfall in user fee collections that fund the wastewater enterprise fund. Article 14 will allow funds from another source (retained earnings) to be used to resolve this shortfall.

**The Advisory Committee recommends approval of this article.**

This article provides the Select Board the ability to transfer funds without further appropriation by Town Meeting to cover revenue shortages in the Wastewater Enterprise Fund in FY24. Revenues collected in FY24 were below the level contemplated by the Wastewater Enterprise budget passed at Town Meeting, requiring this article to allow for the Select Board to cover the shortages using other funding, specifically the “retained revenue” portion of the fund.

**ARTICLE 15**

**Submitted by the Select Board**

To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation as set forth below, provided however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court, and provided further that the Select Board is hereby authorized to approve any amendment which shall be within the scope of the general public objectives of this petition; or take any other action in relation thereto.

An Act authorizing reserved capacity billing in the town of Norfolk

SECTION 1. Section 4 of chapter 354 of the acts of 2022 is hereby amended by inserting after the “said chapter 83” the following words:-  
“, or this act”

SECTION 2. Section 6 of said chapter 354 is hereby amended by adding the following at the end thereof:-

“In addition, the select board of the town of Norfolk exercising the powers of a sewer commission may elect to assess and collect annual charges to all customers with reserve capacity for the Norfolk wastewater treatment plant on a pro rata basis, based upon such allocation of capacity, not whether a property is connected to a common sewer system or its actual use. The town shall have all collection remedies for such charges as it would for any rate or charge under sixteen A to sixteen F, inclusive of chapter 83.”

SECTION 3. Said chapter 354 is hereby amended by inserting the following new section:-

“SECTION 9A. A property owner may enter into an agreement to sell or transfer its allocation of capacity to another parcel of land located within the town center wastewater service area, subject to the approval of the select board exercising the powers of a sewer commission.”

**Town Administrator's Comments**

Chapter 354 of the acts of 2022 established a Norfolk Town Center wastewater service area and authorized the Town to charge the users of the sewer system. Article 15 seeks to amend chapter 354 to authorize the Town to also charge those property owners who have reserved capacity in the sewer system but are not yet connected to it.

**The Advisory Committee recommends approval of this article.**

Article 15 authorizes the Select Board to petition the Massachusetts General Court for legislation that would amend the statute creating the Norfolk Wastewater District which passed in 2022. This petition makes two changes, first allowing the Town to collect fees not only for use, but also for unused capacity. This would allow the Town to charge the parcels that were parties to the original agreements that governed the system when it was privately held and which originally contributed to the operation of the system, but have ceased making payments, since their legal obligations ceased when the District was created. Without the financial participation of the original capacity holders, the Wastewater district costs would fall disproportionately on the other users, making the system either unsustainably expensive, or requiring subsidies from other sources.

The second change envisioned by the article would allow capacity holders to sell their capacity to other parties. This would enable existing capacity holders who are not utilizing the system to sell their capacity allowing new users to join who would presumably use the system. The supporters of this article on the Committee believe this change will help stabilize the economics of the Wastewater district. Some members of the Committee were concerned that this novel approach, which the proponents could not provide any precedent for in other municipalities in Massachusetts, is not tested or customary, and may have negative unintended consequences. The majority of the Advisory Committee supported this effort to attempt to secure legislation that would allow the Town to better spread the cost of the wastewater district among the original creators of the system.

**ARTICLE 16**

**Submitted by Community Preservation Committee**

To see if the Town will vote, pursuant to M.G.L. c.44B, to reserve a sum of money equal to 70% from FY25 Community Preservation Fund revenues as the Community Preservation Fund Undesignated Reserve for any allowable Community Preservation Act purposes; and further to reserve a sum of money equal to the state-mandated minimum amounts of 10% from FY25 Community Preservation Fund revenues for future appropriation for Open Space ; 10% from FY25 Community Preservation Fund revenues for future appropriation for Community Housing; and 10% from FY25 Community Preservation Fund revenues for future appropriation for Historic Resources; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 16 is an annual article that reserves 10% of FY25 CPA revenues towards each of the three CPA purposes. The remaining 70% will be undesignated but must be utilized for one of the three allowable purposes.

**The Advisory Committee recommends approval of this article.**

This standard, annual article reserves funds from the Community Preservation Act Revenues equal to the state mandated minimums of 10% for Open Space, 10% for Affordable Housing, and 10%

for Historic Resources. The remainder is placed in Undesignated Funds and can be used for any allowable purpose.

**ARTICLE 17** **Submitted by Community Preservation Committee**

To see if the Town will vote, pursuant to M.G.L. c.44B, § 6 to appropriate the sum of \$15,000 from the Community Preservation Fund Undesignated Reserve for the purpose of funding the Administrative and Operating Budget for the Community Preservation Committee; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 17 is a request to authorize the Community Preservation Committee to utilize \$15,000 of CPA funds for administrative and operating purposes.

**The Advisory Committee recommends approval of this article.**

The purpose of this article is to authorize the administrative budget for the Community Preservation Committee at \$15,000, which would come from the Community Preservation Fund. This is the same amount that was approved in the current fiscal year's budget.

**ARTICLE 18** **Submitted by Community Preservation Committee**

To see if the Town will vote to appropriate \$139,000 from the Community Housing Reserve and \$111,000 from the Community Preservation Fund Undesignated Reserve to be transferred to the Norfolk Municipal Affordable Housing Trust Fund, to be used to create affordable housing in the Town of Norfolk; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 18 is a request to authorize the Community Preservation Committee to utilize \$250,000 of CPA funds to supplement other Norfolk Affordable Housing Trust (NAHT) funds to enable the NAHT to purchase existing Norfolk properties and convert them to affordable homes.

**The Advisory Committee recommends approval of this article.**

As noted in Article 16, the Town annually designates 10% of Community Preservation Act (CPA) funds into each of three areas, including the Community Housing Reserve, with the remainder held in an Undesignated Reserve. The Affordable Housing Trust annually requests an appropriation from the Community Housing Reserve. Every few years, the Affordable Housing Trust may request additional funds from the CPA's undesignated reserve to have it available to potentially go outside its normal formula and pay a bit more for a property in order add another home to the Town's subsidized housing inventory. This article is requesting a total of \$250,000 of CPA funds from the designated and undesignated reserves to support its mission to create or preserve affordable housing in Norfolk. The Advisory Committee voted unanimously to support this article.

**ARTICLE 19** **Submitted by Community Preservation Committee**

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Reserve, \$33,000 for a Phase II sediment analysis of Mirror Lake, contingent on approval by Wrentham for its share of the analysis cost (\$187,000); or take any other action in relation thereto.

**Town Administrator's Comments**

Article 19 authorizes the Community Preservation Committee to transfer \$33,000 to provide for a sediment analysis of Mirror Lake. This is required by state and federal EPA guidelines in order to progress to a treatment of the bottom. If Phase II confirms no hazardous material, Mirror Lake would then qualify for state and federal funding for dredging or other treatment. The total cost for the project is \$220,000, with Norfolk's share at \$33,000 (15%) and with the remainder of the funding coming through the Wrentham Community Preservation Committee.

**The Advisory Committee recommends indefinite postponement of this article.**

The Friends of Mirror Lake had done a Phase I sediment analysis and would like to move forward with a more extensive Phase II study in order to qualify for potential state grants to dredge the lake. The Advisory Committee recognizes the worthwhile goal and potential benefits but has concerns that the Town does not have all of the information needed to make a fully informed decision. Additionally, the project is fully contingent on the Town of Wrentham approving its much larger share of the cost, but Wrentham did not include it in this spring's Town Meeting. The vote to recommend indefinite postponement was unanimous.

**ARTICLE 20**

**Submitted by Community Preservation Committee**

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Reserve, \$48,000 for the restoration of field lighting at the Freeman Kennedy sports field. Funds appropriated must be used by June 30, 2026, or will be returned to their source, and no longer be available for expenditure on this project; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 20 enables the Community Preservation Committee to transfer \$48,000 to restore the lighting system to extend the hours of play, at the Freeman Kennedy sports field. The lighting system has been dormant for several years and needs complete rewiring. Restoration is inclusive of new wiring, lamps, circuit breakers, etc.

**The Advisory Committee recommends approval of this article.**

This article allows for the use of CPC funds to restore field lighting at the recreation fields at the Freeman Kennedy School. When the new school was built, Eversource disconnected the power. As part of putting in a new well at Freeman Kennedy, significant electrical work was required, including reinstating the high-voltage power to operate the well. Now that power has been reestablished, the existing set of wooden light poles can be fitted with new bulbs, with the wiring run overhead. The lights would be used up to 10 hours weekly in the early spring and late fall.

The Advisory Committee voted to support this article by a vote of 5 in favor and 2 against. The main concerns were around the aesthetics of overhead wires and the potential impact of the lighting on the surrounding area. However, the prevailing view was that this is an appropriate, cost-effective use of CPC funds to increase and extend the amount of field space in the Town.

**ARTICLE 21**

**Submitted by Community Preservation Committee**

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve \$52,000 for an irrigation system at two soccer fields at Freeman-Kennedy school. Funds

appropriated must be used by June 30, 2026, or will be returned to their source, and no longer be available for expenditure on this project; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 21 enables the Community Preservation Committee to transfer \$52,000 to extend the existing irrigation system to two soccer fields at the Freeman-Kennedy school. At the 2017 Annual Town Meeting funding for an irrigation well and irrigation system for several fields at the Freeman-Kennedy school were approved.

**The Advisory Committee recommends approval of this article.**

This article proposes to utilize \$52,000 from the CPC Undesignated Reserve to extend and repair an irrigation system serving 2 soccer fields at the Freeman-Kennedy School. The irrigation's water source is from an existing well, installed following approval from a previous Town Meeting. The funding for the proposed project comes from CPC funds, and will not directly impact taxes.

**ARTICLE 22**

**Submitted by Community Preservation Committee**

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Reserve \$112,600 for the creation of three pickleball courts at the Pond Street Recreation Complex. Funds appropriated must be used by June 30, 2026, or will be returned to their source, and no longer be available for expenditure on this project; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 22 enables the Community Preservation Committee to transfer \$112,600 for the creation of three pickleball courts at the Pond Street Recreation Complex. This project would repurpose the current sand volleyball courts.

**The Advisory Committee recommends approval of this article.**

This article requests \$112,600 for the engineering, grading, striping, fencing, and paving of three pickleball courts in the area that is currently a lightly used beach volleyball court at the Pond Street Recreation Complex. The Recreation Director has indicated a very high number of requests for pickleball facilities. The Recreation Commission has been actively trying to find a place to put courts and has ruled out many other options. One of the courts will be ADA accessible with a path from the nearby parking lot and a larger area around it. The Advisory Committee voted to support this article by a vote of 6 in favor with 1 abstention.

**ARTICLE 23**

**Submitted by Community Preservation Committee**

To see if the Town will vote to appropriate from the Community Preservation Fund Undesignated Reserve, \$71,350 for an assessment of needs, design services, and development of site construction documents for the rehabilitation of Town Hill (including but not limited to infrastructure and Gazebo), to be under the supervision of the Town Administrator and Select Board; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 23 enables the Community Preservation Committee to transfer \$71,350 to provide funding for the assessment and design for the rehabilitation of Town Hill.

**The Advisory Committee recommends approval of this article.**

The Town Hill gazebo and infrastructure, including the electrical and irrigation systems, are in need of repair. Many of the irrigation heads and electrical outlets do not work which has made Town events, like the holiday lights, a challenge. This article funds the required work to get construction documents, though construction costs would be covered in a future article.

**ARTICLE 24**

**Submitted by King Philip Regional School District**

To see if the Town will vote to approve the King Philip Regional School District to establish a Capital Stabilization Fund for the King Philip Regional School District, pursuant to Section 16G½ of Chapter 71 of the Massachusetts General Laws; or take any other action in relation thereto.

**Town Administrator's Comments**

Article 24 enables the King Philip Regional School District to establish a Capital Stabilization Fund to save funds for upcoming capital projects such as the upgrade/replacement of the High School stadium turf field and track, as well as the High School tennis courts. Establishing this fund would help to offset any financial contribution needed from the member towns to finance such projects.

**The Advisory Committee recommends approval of this article.**

Approval of this article (along with approval of similar articles by Wrentham and Plainville) would enable the King Philip Regional School District to establish a stabilization fund specifically for potential future capital purchases. This would allow the KP School Committee to include in its annual budgeting process deposits into the account (such as from Excess and Deficiency funds), within certain legal limits. By statute, the stabilization fund can be appropriated by vote of two-thirds of all of the members of the KP School Committee for any purpose for which regional school districts may borrow money. The Advisory Committee voted unanimously to support this article.

**ARTICLE 25**

**Submitted by the Planning Board**

To see if the Town of Norfolk will vote to amend the Norfolk Zoning Bylaw by adding the following new language in bold print, and deleting the following strikethrough language, to the sections of the zoning bylaw enumerated and displayed below as follows: (1) New Section 310-8.5 Town Hill/Pondville MBTA Communities Multi-family Overlay District; (2) Section 310-2.1 Definitions; (3) Section 310-3.1 Types of districts; (4) Section 310-3.2 Location of districts; and to amend the Zoning Map to include the Multifamily High Density Town Hill Overlay District and Multifamily High Density Pondville Overlay District as shown on the Proposed Zoning Map of Norfolk Scale 1" = 750'; or take any action in relation thereto.

- (1) **Section 310-8.5      Town Hill/Pondville MBTA Communities Multi-family  
Overlay District**

## **A. Purpose**

**The purpose of the Town Hill/Pondville MBTA Communities Multi-family Overlay District (THPMOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:**

- (1) Encourage the production of a variety of housing sizes and types to provide equal access to new housing throughout the community for people with a variety of needs and income levels.**
- (2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.**
- (3) Locate housing within walking distance to Norfolk Station and within walking distance to the Route 115/Route 1A commercial corridor to promote general public health, reduce the number of vehicular miles traveled, support economic development, and meet community-based goals.**
- (4) Minimize impacts of new development by promoting new housing options in strategic locations and through reuse opportunities.**
- (5) Promote commercial and residential development to increase vibrancy in Norfolk Town Center.**
- (6) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.**
- (7) Increase the municipal tax base through private investment in new residential developments.**

## **B. Establishment and Applicability**

- (1) The THPMOD is an overlay district have a land area of approximately 81 acres in size that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.**
  - (a) Applicability of the THPMOD. An applicant may develop multi-family housing located within overlay district in accordance with the provisions of this Section.**

**(b) Underlying Zoning.** The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the THPMOD. Uses that are not identified in Section 310-8.5.C are governed by the requirements of the underlying zoning district(s). The Planning Board shall have the authority to waive the underlying zoning district(s) requirements that conflict with the purposes of Section 3-1-8.5 and/or make development infeasible.

**C. Use Permitted As Of Right**

**(1) Multi-family housing.**

**D. Dimensional Requirements**

- (1) The maximum allowable density is 18 dwelling units per acre for the THPMOD.**
- (2) All dimensional requirements pursuant to Section 310-9.2, Section 310-9.4 A and B, Section 310-10.2, and Section 310-10.4 shall apply unless waived by the Planning Board.**

**E. Off-street parking requirements**

- (1) All the off-street parking requirements pursuant to Section 310-6.7, Section 310-6.8, Section 310-9.6, and Section 310-10.6 shall apply unless waived by the Planning Board.**

**F. Site plan approval**

- (1) All project(s) within the THPMOD are subject to Section 310-6.11.**

**G. Affordable housing**

- (1) All multi-family housing developments in the THPMOD containing ten (10) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction or residential conversion (an “Applicable Project”) shall contain not fewer than ten percent (10%) Affordable Housing Units.**
- (2) For purposes of calculating the required number of units of Affordable Housing within a particular development, a fractional unit shall be rounded down to the next whole number.**
- (3) The Affordable Units shall be available to households earning income up to eighty percent (80%) of Area Median Income (“AMI”).**
- (4) All Affordable Units must be eligible for inclusion on EOHLC’s Subsidized Housing Inventory.**

- (5) No project may be divided or phased to avoid the requirements of this section.
- (6) Affordable Units shall be:
  - a. Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;
  - b. Dispersed throughout the development;
  - c. Located such that the units have equal access to shared amenities, including light and air, and utilities (including bicycle storage and/or electric vehicle charging stations) within the development;
  - d. Located such that the units have equal avoidance of any potential nuisances as market rate units within the development;
  - e. Distributed proportionately among unit sizes; and
  - f. Distributed proportionately across each phase of a phased development.
- (7) The Building Commissioner shall be responsible for administering and enforcing the requirements of this section, and may withhold certificates of occupancy for any development until the requirements of this section have been satisfied.
- (8) The affordability requirements relative to multi-family housing in the THPMOD are contained exclusively in this section; multi-family housing developments in the THPMOD are exempt from §310-8.3 (Affordable housing development) of the Zoning Bylaw.

**H. If any provision of this Section 310-8.5 is found to be invalid by a court of competent jurisdiction, the remainder of Section 310-8.5 shall not be affected but shall remain in full force. The invalidity of any provision of this Section 310-8.5 shall not affect the validity of the remainder of the Zoning Bylaw.**

(1) Section 310-2.1 Definitions and word usage  
**AFFORDABLE HOUSING (AFFORDABLE UNIT)**

**A dwelling unit that is subject to a restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.**

**AS OF RIGHT**

**Development that may proceed under the zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.**

**LOT**

Except at otherwise provided herein, a parcel of land ~~occupied or intended to be occupied by one building or use, with its accessories, and including the open spaces accessory to it,~~ which is defined in a deed or **shown on a plan** recorded with the Norfolk County Registry of Deeds or Norfolk Registry District. No land which is within the boundaries of a street, accepted, proposed or dedicated, shall be included in determining lot areas.

### **MULTI-FAMILY HOUSING**

**A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.**

### **PARKING SPACE**

**One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.**

### **RESIDENTIAL DWELLING UNIT**

~~Quarters for a single family.~~ A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

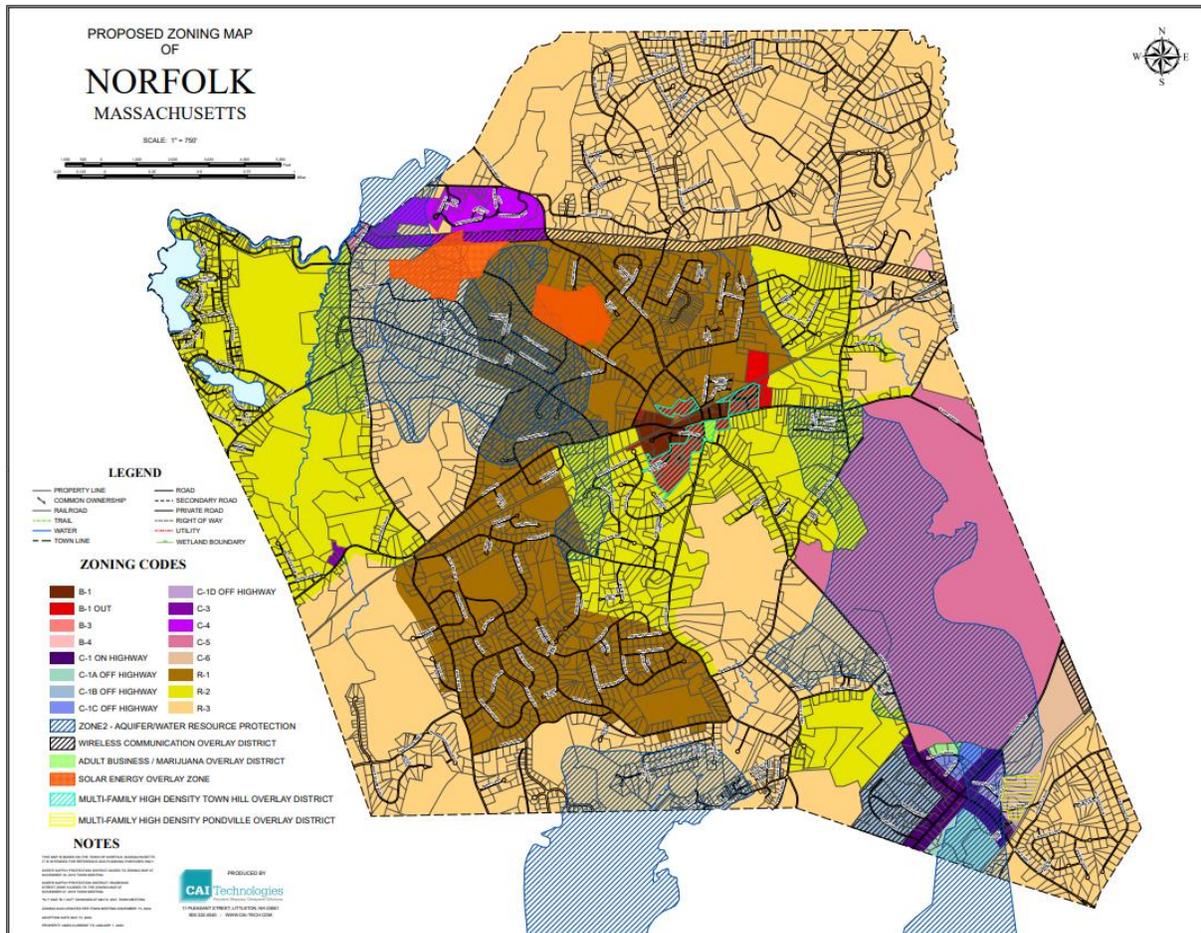
(2) Section 310-3.1 Types of districts

**Section 310-G Town Hill/Pondville MBTA Communities Multi-family Overlay District as follows:**

- (1) **Multi-Family High Density Town Hill Overlay District as indicated on the Zoning Map.**
- (2) **Multi-Family High Density Pondville Overlay District as indicated on the Zoning Map.**

(4) Section 310-3.2 Location of districts

Said districts are located and bounded as shown on a map entitled "Zoning Map of Norfolk, Massachusetts," dated ~~May 8, 2021~~ **May 15, 2024**, 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.



**Town Planner's Comments**

Article 25 creates a new section of the zoning bylaws entitled Town Hill/Pondville MBTA Communities Multi-family Overlay District. One overlay district is 60 acres covering a portion of Town Center and 20 acres in Pondville. There are some amendments to the existing zoning bylaws to create this new provision, amends the zoning map and creates some new definitions associated with the new bylaw.

**The Advisory Committee will make its recommendation at Town Meeting.**

The purpose of this article is to create a district in Norfolk that would comply with the MBTA Communities Zoning Act. This law is an initiative to address the housing crisis in the state by promoting transit-oriented development. The law mandates that the 177 communities served by the Massachusetts Bay Transportation Authority (MBTA) establish at least one zoning district where multi-family housing is permitted by right. Failure to comply with these zoning requirements can result in adverse effects such as losing eligibility for certain state funding programs, which include the Housing Choice Initiative, the Local Capital Projects Fund, and the MassWorks infrastructure program. The proposal before Town Meeting creates such a district in the Downtown B1 district, as well as a secondary district in the Pondville area.

Because the Planning Board had not held their final public hearing on this proposal as of the time of the publishing of this guide, the Advisory Committee has not taken its final vote on this Article and will do so immediately before Town Meeting.

**ARTICLE 26**

**Submitted by the Planning Board**

To see if the Town will vote to amend the Norfolk Zoning Bylaws Section 310-4.2 Schedule of Use Regulations Attachment 1 by deleting the strikethrough language and adding new language in bold print; or take any other action in relation thereto.

See Schedule of Use Regulations Attachment 1

**Town Planner's Comments**

Article 26 is an amendment to the Schedule of Use Table which separates merged districts into separate ones and removes one district that is being divided into 4 districts and corrects some uses that should be categorized as “yes”, “no” or “SPZB”.

**The Advisory Committee recommends approval of this article.**

This article further improves the Schedule of Use Table that was approved in the 2023 Fall Town Meeting. During the last few months of use, the Planning Board realized that some clarification on districts and categories was needed. This is part of a continued effort to make the use tables easy to understand and responsive to community needs.

**ARTICLE 27**

**Submitted by the Select Board**

To see if the Town will vote to amend Chapter 272 of the General Bylaws by inserting the following new Article; or take any other action in relation thereto.

**Article V. Temporary Minor Repairs on Private Ways**

**§ 272-8 Temporary Minor Repairs on Private Ways**

The Town may make temporary minor repairs to private ways that have been open to public use for at least 10 years, if required for public safety or the public convenience or necessity. As used in this article, the term “private way” shall mean a way that has not been accepted as a public way by the Town but is open, dedicated or available for use by the general public for travel purposes.

**§ 272-9 Type and Extent of Repair**

Temporary minor repairs may include filling or patching of potholes or cracks, but shall not include drainage, tree maintenance, or extensive roadway repairs including but not limited to repaving, reconstruction, and addition of materials such as gravel or stone.

**§ 272-10 Temporary Minor Repairs**

The Director of Public Works, in their discretion, may authorize the Department of Public Works to make temporary minor repairs to eligible private ways; provided, however, that the cost of all such temporary minor repairs made to a single private way shall not exceed \$1,000, including labor, in any fiscal year, unless authorized by the Select Board.

**§ 272-11 Petition**

The Select Board may vote to authorize temporary minor repairs exceeding \$1,000 to eligible private ways if: The Director of Public Works petitions the Select Board to make such repairs, and the record owners of a majority of the lots abutting the portion of the private way to be repaired have assented to the repairs in writing; or the record owners of at least a majority of the lots abutting the portion of the private way to be repaired petition the Select Board, and the Director of Public Works determines that public safety, public convenience or necessity require such repairs; or, an emergency involving public safety requires such repairs.

**§ 272-12 Repair Costs**

The Select Board may authorize temporary minor repairs exceeding \$1,000 only if the necessary funds therefor have been appropriated or are otherwise available to the Town. Betterments shall not be assessed by the Town for such temporary minor repairs. No cash deposit shall be required by the Town for such temporary minor repairs.

**§ 272-13 Standard of Work and Maintenance**

All temporary repairs to private ways made pursuant to this article shall be performed in accordance with standards established by the Department of Public Works. No such temporary repair shall be deemed to impose a duty or obligation on the Town to maintain or further repair the private way thereafter.

**§ 272-14 Acceptance of Private Ways**

No temporary repair to a private way made pursuant to this article shall be deemed to constitute an acceptance by the Town of the way as a public way.

**§ 272-15 Liability of Town and Indemnity Agreement**

The Town shall not be liable for any claim, damage, loss, cost, liability, or expense, of any name, nature or description, including attorney's fees and costs, arising out of or as a result of the repairs performed on any private way by the Town or any damage resulting therefrom, including that to third parties. The Select Board or the Director of Public Works may require the owners of the properties abutting the way to execute an agreement pursuant to which all such owners agree to save, indemnify and hold harmless the Town from any and all such claims, damages, losses, costs, liabilities or expenses, including attorney's fees, arising out of or as a result of such repairs, reconstruction or improvements.

**Town Administrator's Comments**

Article 27 allows the Town to make temporary minor repairs to private ways which have been opened to public use, provided that such repairs are required by public necessity as shall be determined by the Director of Public Works.

**The Advisory Committee recommends approval of this article.**

The addition of the language presented before you would largely adopt state guidelines into our local bylaws. The Advisory Committee after a short discussion believe this is a necessary addition to our Bylaws and unanimously voted in favor of this article.

**ARTICLE 28**

**Submitted by the Select Board**

To see if the Town will vote to amend the Norfolk General Bylaws Chapter 292 Water by adding a new Article II; or take any other action in relation thereto.

Article II Theft of Water

§ 292-11 Theft of Water.

A. No persons, except fire fighters or Department of Public Works personnel in the discharge of their duty, shall open any hydrant in the Town of Norfolk without prior written approval of the Department of Public Works Director or designee, or the Fire Chief.

B. No person, firm or corporation shall make any connection to the Town’s municipal water system without receiving a permit to do so from the Department of Public Works, Water Division. All connections shall be inspected by the Department of Public Works, Water Division designated personnel.

C. It shall be unlawful for any person, firm or corporation not authorized by the Town to tamper with, alter or injure any part of the Town’s water system, including any meter. Violations of subsection (A) or (B) or (C), which may be enforced by the Fire Chief or Department of Public Works Director, or the designee of either, and which may be enforced pursuant to the provisions of MGL C. 40, § 21D, relative to noncriminal disposition, shall be: (\$300.00) per violation. Each day of violation shall constitute a separate offense.

Nothing in this section shall be interpreted as prohibiting institution of larceny charges against any person stealing water from the Town by bypassing a meter, tampering with a meter or by any other means.

**Town Administrator's Comments**  
Article 28 clarifies that no person, shall access a fire hydrant, or any part the town water system, without written prior approval and establishes penalties for any such violations.

**The Advisory Committee recommends approval of this article.**

This bylaw brings us into compliance with state mandates issued by the D.E.P. who issues the Town a Water Management Act Permit. This language is to create a penalty for anyone found illegally tapping into a fire hydrant or Town water without a meter or permit from the Town. This is part of a water conservation plan from the D.E.P. to the Town of Norfolk and is common language in communities across the Commonwealth.

**ARTICLE 29**

**Submitted by the Select Board**

To see if the Town will vote to amend the Norfolk General Bylaws, Article I Water Use Restrictions, by deleting the following strikethrough language and adding the following new language in bold print; or take any other action in relation thereto.

§ 292-3 Definitions.

State of Water Supply Conservation

**A State of Water Supply Conservation declared by the Select Board or Department of Public Works Director pursuant to**~~A state of water supply conservation declared pursuant to § 292-4 of this bylaw.~~

§ 292-4 Declaration of State of Water Supply Conservation.

~~The Town, through its Select Board, may declare a state of water supply conservation upon a determination by a majority vote of the Board that a shortage of water exists and conservation measures are appropriate to ensure an adequate supply of water to all water consumers. Public notice of a state of water supply conservation shall be given under § 292-6 of this bylaw before it may be enforced.~~

**A. The Select Board may declare a State of Water Supply Conservation upon an affirmative vote of the majority of the members.**

**B. The Department of Public Works Director may declare a State of Water Supply Conservation if:**

- (1) The level of water in the Weeber or Pondville standpipes falls to 65 feet.**
- (2) The demand for water has exceeded the actual pumping capacity of the system for a period longer than four days.**
- (3) A mechanical failure has occurred removing one or more of the Town's wells from operation.**
- (4) The Department of Environmental Protection requires conservation conditions related to the Town's registered or permitted water withdrawals under the Massachusetts Water Management Act.**

**C. Public notice of a State of Water Supply Conservation must be given under § 292-6 before it may be enforced.**

§ 292-5. Restricted Water Uses.

~~A declaration of a state of water supply conservation shall include one or more of the following restrictions, conditions, or requirements limiting the use of water as necessary to protect the water supply.~~

~~The application of restrictions, conditions or requirements shall be included in the public notice required under § 292-6:~~

**A declaration of a Continuous State of Water Supply Conservation issued by the Select Board or the Department of Public Works Director may include one or more of the following restrictions, conditions, or requirements restraining the use of water for nonessential purposes as necessary to protect the water supply, which shall be included in the public notice required under § 292-6:**

**A. Odd/even day outdoor watering.** Outdoor watering by water users with odd-numbered addresses is restricted to odd-numbered days. Outdoor watering by water users with even-numbered addresses is restricted to even-numbered days.

**B. One weekday outdoor watering. Outdoor watering by water users is allowed on one day.**  
**C. Two weekdays outdoor watering. Outdoor watering by water users is allowed on two days.**

~~B-D.~~ Outdoor watering ban. ~~Outdoor watering is prohibited.~~ **Lawn watering, and all other forms of nonessential outdoor water use by water users, is prohibited.**

~~C-E.~~ Outdoor watering hours. Outdoor watering **by water users** is permitted only during ~~daily~~ ~~periods of low demand~~ **off-peak hours**, to be specified in the declaration of a ~~s~~State of ~~w~~Water ~~s~~Supply ~~e~~Conservation and public notice thereof.

~~D-F.~~ Filling swimming pools. Filling of swimming pools **by water users** is prohibited.

~~E-G.~~ Automatic sprinkler use. The use of automatic sprinkler systems is not allowed at any time when the watering system is connected to the Town of Norfolk system or water supply.

**H. Hand-held hose watering. Outdoor watering by water users is allowed but only if a hose is continuously attended. Use of lawn sprinklers or automatic sprinkler systems is prohibited.**

**Town Administrator's Comments**

Article 29 provides objective standards for the declaration of a State of Water Supply Conservation, and increases the number of possible remedial measures to be implemented in response.

**The Advisory Committee recommends approval of this article.**

The purpose of this article is to amend the language in the current restricted water uses bylaw by which the Department of Public Works (DPW) and Select Board have authority to declare a state of water supply conservation. Language outlined in this article will assist in maintaining an adequate water supply for residents and managing natural resources responsibly, especially in the face of increasing variability in weather patterns and climate conditions. Language was added and removed in 292-2 Definitions, 292-4 Declaration of State of Water Supply Conservation, 292-5 Restricted Water Uses.

Thereof, 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 17<sup>th</sup> day of April, 2024 A.D.

NORFOLK SELECT BOARD



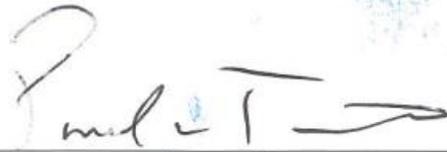
Jim Lehan, Vice Chair

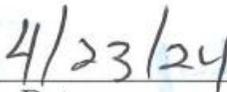


Anita Mecklenburg, Clerk

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

By virtue of this Warrant, I have notified and warned the inhabitants of Norfolk qualified to vote in Town affairs 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 four (4) precincts, not less than fourteen (14) days before the date of said meeting.

  
\_\_\_\_\_  
Constable

  
\_\_\_\_\_  
Date

Article 26: To see if the Town will vote to amend the Norfolk Zoning Bylaws Section 310-4.2 Schedule of Use Regulations Attachment 1 by deleting the strikethrough language, All uses allowed in the on-highway area, Business offices existing other than ancillary to a permitted use, Garaging of commercial vehicles ancillary to an allowed or special permit use, the entire C-1 Off Highway Use column and adding new language in bold print or take any action in relation thereto

	R	B-1	B3/4 B-3	B-4	C-1 ON Hwy	C-1 OFF Hwy	C-1a OFF Hwy	C-1b OFF Hwy	C-1c OFF Hwy	C-1d OFF Hwy	C3/C5 C-3	C-4	C-5	C-6
Public and Semi-Public Uses														
Cemetery	SPZB	No	SPZB	SPZB	No	No	No	No	No	No	SPZB	No	SPZB	No
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	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Facility for the evaluation, treatment and counseling of persons suffering from alcoholism, drug dependence or mental illness who do not require general hospital admission	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Historical or cultural society	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Municipal, county, state or federal	SPZB	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Museums	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Non-profit general acute care hospital including facilities for the evaluation and treatment of acutely ill alcoholic or drug dependent patients and for persons suffering from mental illness who do not appear to be dangerous to others at the time of admission in the opinion of the attending physician	No	No	SPZB	SPZB	No	No	No	No	No	No	No	No	No	No
Nursing home, hospice, respite facility, life care center, physical therapy and rehabilitation facility, health care, sports medicine facility	No	No	No	No	No	No	No	No	No	No	No	Yes	No	Yes
Open space, village greens and squares	No	Yes	No	No	Yes	Yes	Yes	No	Yes	No	No	No	No	No
Other hospitals, convalescent home, sanitarium, camp	No	No	SPZB	SPZB	No	No	No	No	No	No	No	No	No	No
Post office	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Private club not conducted for profit	SPZB	No	Yes	Yes	No	No	No	No	No	No	SPZB	No	SPZB	No
Private schools (for profit)	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Public educational	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Religious	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Schools of nursing, schools of laboratory technician skills, schools of physiotherapy and dormitory facilities ancillary thereto	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Senior center	Yes	No	Yes	Yes	No	No	No	No	No	No	Yes	No	Yes	No
Transportation and Utility Uses														
Aviation field	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Bus station, railway station	No	No	Yes	Yes	No	No	No	No	No	No	Yes	No	Yes	No
Electric vehicle recharger facilities	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Ground mounted solar photovoltaic system	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB
Public transit facilities including stations and platforms	No	Yes	No	No	Yes	Yes	Yes	No	Yes	Yes	No	No	No	No





	R	B-1	B3/4 B-3	B-4	C-1 ON Hwy	C-1 OFF Hwy	C-1a OFF Hwy	C-1b OFF Hwy	C-1c OFF Hwy	C-1d OFF Hwy	C-3 C-3	C-4	C-5	C-6
Roadside stand selling produce the major part of which is raised on the premises	Yes	No	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes	Yes
<b>Commercial Uses</b>														
Adult business limited to the adult-business overlay-district-Adult Business and Marijuana Overlay District	No	No	No	No	No	SPZB	No	No	SPZB	No	No	No	No	No
Adult day care ancillary to an assisted living facility	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Adult day care	No	No	No	No	No	No	No	No	No	No	No	Yes	No	Yes
All-uses-allowed-in-the-on-highway-area	No	No	No	No	No	Yes	Yes	No	Yes	No	No	No	No	No
Art galleries and studios	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Auction gallery	No	No	No	No	Yes	Yes	Yes	No	Yes	No	No	No	No	No
Auto freight storage facility located on a site that is fully screened by an opaque fence at six feet high	No	No	No	No	No	No	No	SPZB	No	No	No	No	No	No
Automobile and light truck class 1 sales	No	No	No	No	SPZB	No	No	No	No	No	No	No	No	No
Bakeries	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Banks and or automatic teller machines	No	Yes	No	No	Yes	Yes	Yes	No	Yes	No	No	Yes	No	Yes
Business-offices-existing-other-than-ancillary-to-a-permitted-use	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No
Can and bottle redemption centers	No	No	No	No	No	SPZB	SPZB	No	SPZB	No	No	No	No	No
Car rentals	No	SPZB	No	No	No	No	No	No	No	No	No	No	No	No
Car wash building	No	No	No	No	Yes	Yes	Yes	No	Yes	No	No	No	No	No
Class 3 operations or sales	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Child-care facility	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Coffee shops	No	Yes	No	No	No	No	Yes	No	No	No	No	No	No	No
Collection center for dry cleaning and laundry drop-off	No	Yes	No	No	No	No	Yes	No	Yes	No	No	No	No	No
Commercial parking garages	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Commercial service	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Contractor's headquarters	No	No	No	No	Yes	Yes	Yes	No	Yes	No	No	No	No	No
Craft workshop	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No
Dry cleaning or power laundry	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Farmer's markets	No	Yes	No	No	No	Yes	Yes	No	Yes	No	No	No	No	No
Fast-food restaurants	No	No	No	No	SPZB	No	No	No	No	No	No	No	No	No
Food Truck	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Funeral home	No	Yes	No	No	Yes	Yes	Yes	No	Yes	No	No	No	No	No
Garaging-of-commercial-vehicles-ancillary-to-an-allowed-or-special-permit-use	No	No	No	No	No	No	No	No	No	No	No	SPZB	No	SPZB
Garaging of more than one commercial vehicles	No	Yes	Yes	Yes	No	No	Yes	No	Yes	No	SPZB	No	SPZB	No
Garaging of more than three commercial vehicles	No	No	SPZB	SPZB	No	No	SPZB	No	SPZB	No	SPZB	No	SPZB	SPZB

	R	B-1	B3/4 B-3	B-4	C-1 ON Hwy	C-1 OFF Hwy	C-1a OFF Hwy	C-1b OFF Hwy	C-1c OFF Hwy	C-1d OFF Hwy	C-3	C-4	C-5	C-6
Garage repair shops	No	No	No	No	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	No	No	No	No
Gasoline and diesel fuel filling stations	No	No	No	No	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB
Ground mounted solar photovoltaic system accessory to a commercial building	No	No	SPZB	SPZB	No	No	No	No	No	No	SPZB	No	SPZB	No
Indoor and outdoor recreation facilities operated as a business for gain and limited to swimming pools and athletic courts	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Indoor commercial recreation	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Hazardous waste treatment facility	No	No	No	No	SPZB	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Home heating fuel sales and service	No	No	No	No	SPZB	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Landscaping businesses	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Kennel, commercial boarding or training, kennel, commercial breeder minimum requirements: 5 acres of land, kennel enclosures must be at least 100 feet to property line and 500 feet to neighboring dwellings. Subject to site plan approval	SPZB	No	SPZB	SPZB	SPZB	No	No	No	No	No	No	No	No	No
Lawn and garden supplies	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Lawn, garden, farm equipment sales/service	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Licensed inn or hotel	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	SPZB	SPZB	SPZB	SPZB
Limited used motor vehicle sales	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Lumber and building supplies	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Massage therapy clinic licensed by the State	No	SPZB	No	No	No	No	No	No	No	No	No	No	No	No
Medical, dental and optical clinics	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Mixed use comprised of any of the allowed uses	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Mobile home and recreational vehicle sales	No	No	No	No	SPZB	No	No	No	No	No	No	No	No	No
Museum-type storage facilities	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Newspaper or job printing	No	Yes	Yes	Yes	No	No	No	No	No	No	SPZB	No	SPZB	No
Offices and office buildings	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	SPZB	Yes	SPZB	Yes
Outdoor commercial recreation	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Outdoor commercial vehicle storage	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Outdoor storage of commercial vehicles in the front yard	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Outdoor storage of more than one commercial vehicle, limited to the rear yard of a minimum 30,000 square foot land area.	No	No	No	No	SPZB	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Outdoor storage of more than three commercial vehicles, limited to the rear yard of a minimum 30,000 square feet of land area	No	No	No	No	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	No	No	No	No

	R	B-1	B3/4 B-3	B-4	C-1 ON Hwy	C-1 OFF Hwy	C-1a OFF Hwy	C-1b OFF Hwy	C-1c OFF Hwy	C-1d OFF Hwy	C-3/C5 C-3	C-4	C-5	C-6
Outdoor business	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Outdoor storage (see § 310-11.4B(1))	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No
Parking of house trailers or mobile homes nearer the street than the main house	No	No	No	SPZB	No	No	No	No	No	No	SPZB	No	SPZB	No
Parking lots as a principal use, as part of a planned multi-lot development, except on corner lots	No	No	No	No	SPZB	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Registered Marijuana Dispensary	No	No	No	No	SPZB	No	No	No	SPZB	No	No	No	No	No
Restaurant	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	SPZB	Yes	SPZB	Yes
Research and laboratory facilities	No	SPZB	No	No	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	No	No	No	No
Retail sales	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Retail services	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Sales (retail or wholesale) of beer, wine and alcoholic beverages for off-premises consumption;	No	No	No	No	SPZB	No	No	No	No	No	No	No	No	No
Scrapyards	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Self-Storage facilities	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Shopping mall where the ground area covered by the buildings exceeds fifteen thousand (15,000) sq. ft.	No	No	No	SPZB	No	No	No	No	No	No	SPZB	No	SPZB	No
Take-out restaurants	No	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Theaters; movie cinemas	No	No	No	No	No	No	Yes	Yes	Yes	Yes	No	No	No	No
Wellness, dance, exercise and aerobic studios, martial arts studio	No	Yes	Yes	Yes	No	No	No	No	No	No	SPZB	Yes	SPZB	Yes
Wholesale store	No	No	SPZB	SPZB	No	No	No	No	No	No	SPZB	No	SPZB	No
Manufacturing Uses														
Manufacturing	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Warehouses	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Miscellaneous Uses														
Accessory use or building to an allowed use or building	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Biotechnology	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes
Drive-up windows	No	SPPB	SPPB	SPPB	SPPB	SPPB	SPPB	SPPB	SPPB	SPPB	SPPB	SPPB	SPPB	No
Golf course, driving range, miniature golf, par-three golf	SPZB	No	SPZB	SPZB	No	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	SPZB	No
Off-street parking of vehicles as provided for in § 310-6.7.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Radioactive material storage or handling	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Scoreboard	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Signs as provided for in § 310-6.9	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Small wastewater treatment facilities, as regulated by the Town Board of Health	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

SPPB-Special Permit Planning Board and SPZBA-SPZB Special Permit Zoning Board of Appeals

# ***Rules of Town Meeting***

## ***TOWN MEETING***

Norfolk's Town Meeting is an open town meeting in which all registered voters may participate in the voting. The Meeting is a deliberative assembly, conducted in the democratic process, charged with engaging in a full but expedient debate on all matters presented, and with full regard to the rights of those who are either supportive of, opposed to or neutral on the subject being discussed.

## ***AUTHORITY***

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. The Moderator is guided by State Law, the Town's General Bylaws, a treatise on parliamentary procedure entitled Town Meeting Time, and common sense. No attendee of Town Meeting may speak on an issue without being recognized by the Moderator. All declarations of the Moderator are final, subject to points of order that may be legitimately raised. The Moderator appoints Tellers for the purpose of counting close votes of the meeting.

The Town Clerk is responsible for voter registration and keeping the record of the Meeting.

The Advisory Committee prepares recommendations for Town Meeting articles and presents the Main Motion for most of the articles on the Town Meeting Warrant.

The Planning Board makes recommendations on all articles proposing zoning amendments.

Town Counsel is present to address, as directed by the Moderator, any legal questions that arise during Town Meeting.

## ***THE WARRANT***

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is predominantly the responsibility of the Board of Selectmen. The Selectmen may consider the inclusion of items proposed by local officials, boards and committees. Other items may be added to the warrant at the discretion of certain local boards such as the Community Preservation Committee, or by groups of ten or more registered voters (100 or more registered voters for a Special Town Meeting). The Advisory Committee reviews the warrant, making recommendations on all the items of business to be presented. In accordance with the by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order.

## ***PARTICIPATION***

Anyone wanting to ask questions, make a statement, or otherwise participate in the meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, speakers must state their name and address and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to address the Town Meeting.

All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may interrupt any speaker to halt inappropriate comments and request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to leave the Meeting and if he fails to withdraw, may order a police officer to remove such person from the Meeting.

Under local bylaws, the Moderator may, but is not required to, limit any speaker to two opportunities to speak on any motion, with the first opportunity being limited to five minutes and the second opportunity limited to three minutes. There is no fixed time limit to the debate of any question. Regardless of these limits, each individual who speaks to the Meeting should try to be as brief as possible, out of consideration for the others attending the Meeting and the need to give adequate time to all matters coming before it. The Moderator may limit repetitive comments in an effort to expedite the Meeting.

Anyone who wishes to make a special presentation with respect to any article must, prior to the Meeting, inform the Moderator of the length of time required and the nature of the presentation in seeking his approval. This is preferably done at the Moderator's Organizational Meeting which occurs two weeks prior to Town Meeting.

In the event that any Town Meeting attendee believes that debate has gone on too long, such person may “move the question” or “move to cut off debate.” The moderator may reject such a motion if he feels it is premature. Passage of such a motion requires a two-thirds majority vote.

### ***HOW ARE MOTIONS CLASSIFIED?***

#### **Main Motions**

Motions of this group are generally for the bringing of consideration of the particular warrant article before the Meeting for consideration. Only one main motion can be considered at a given time by the Meeting, and such a motion, when introduced, excludes all other main motions until it has been disposed of. Main motions include both motions to approve the article under consideration or to reject it. The latter can be accomplished by a Motion to Indefinitely Postpone or a Motion to Pass Over. Motions to Reconsider a particular matter are also classified as main motions. Motions to Reconsider can be made only once with respect to any particular article and must be made within two articles of the article being reconsidered.

#### **Subsidiary Motions**

Motions of this group have for their object the amendment or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the main motion that is before the Meeting, it is “in order” to propose them when a main motion is still before the Meeting and to vote upon them before voting upon the main motion. Subsidiary motions include a wide variety of various devices including, but not limited to: motions to amend a main motion and motions to postpone consideration of a main motion.

#### **Incidental Motions**

Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name, “incidental,” has been chosen because they arise only incidentally out of the business of the Meeting. These motions include such devices as a motion to divide a particular article into two or more parts for separate consideration. Raising a “point of order” which is the raising of a question regarding the correctness of the procedure being employed, is also classified as an incidental motion

#### **Privileged Motions**

Motions of this group have no connection whatsoever with the main motion before the Meeting, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the Meeting and include motions to dissolve or adjourn the Town Meeting.

### ***VOTING***

Voting is by voice or hand vote and the Moderator declares the results of such votes. At the Moderator’s discretion the Moderator may employ the Tellers to count the votes. If seven or more registered voters immediately question the vote, so declared, the Moderator shall determine the results by a standing count of votes by the Tellers.

### ***ADJOURNMENT AND DISSOLUTION***

Sessions of the Town Meeting normally adjourn at eleven o’clock in the evening but may adjourn at such earlier or later time as the Meeting upon vote of the majority may determine. The Town Meeting may be adjourned to a specific time and date if there are remaining articles to be considered. The Town Meeting may be dissolved (or adjourned without a new date) when all articles in the warrant have been properly considered or when the Town Meeting determines that Meeting should be concluded.

### ***GLOSSARY OF TERMS***

The following list is Glossary of Terms commonly used at Town Meeting:

**Article** - An item listed in the Town Meeting Warrant which must contain a sufficient description of what is proposed to be voted upon. Every action taken at the town meeting must be pursuant to some Article printed in the Warrant, and must be within the scope of such Article.

**Assessed Valuation** - A valuation set upon real property and personal property by the Board of Assessors as a basis for levying taxes.

**Available Funds** - Balances in the various fund types that represent non-recurring revenue sources. Examples of Available Funds include Free Cash, Stabilization Funds, and Overlay Surplus.

**Chapter 70 School Aid** – Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993, by which the state aid portion of public education funding is distributed to cities and towns.

**Chapter 90 Highway Funds** – State funds derived from periodic transportation bond authorizations and apportioned to communities for roadway projects based on a formula under the provisions of MGL Ch. 90 §34. The amount granted to each town is paid in the form of reimbursements by the state after the town completes local work and submits certified expenditure reports to Mass Highway.

**Cherry Sheet** – A cherry-colored form issued by the State each year which lists all state and county charges required to be paid by the town, as well as all reimbursements and Local Aid to be paid to the town. Some reimbursements paid to the town are based on formulas which review how much the town spent on certain items during the previous fiscal year.

**Community Preservation Act (“CPA”)** – Enacted in 2000, MGL Ch. 44B permits towns accepting its provisions to establish a restricted fund from which monies can only be appropriated for the acquisition, creation and preservation of open space, historic resources, land for recreational use, community housing, and the rehabilitation and restoration of those town assets previously acquired or created using monies from the fund. Community Preservation is funded annually by a combination of a surcharge on the local real property tax levied on valuations of \$100,000 and above and a variable percentage state match using funds realized from deed registration fees.

**Debt Exclusion** - A town can vote to assess taxes in excess of its Levy Limit (see below) in order to borrow money and make annual loan payments. A Debt Exclusion for a town is similar to a mortgage for a home, with the exception that annual payments for Debt Exclusions usually decrease each year until the debt is completely paid. The additional amount approved for the payment of the annual loan payments (“Debt Service”) is added to the Levy Limit for the life of the debt only. Unlike Overrides (see below), Debt Exclusions do not become part of the base upon which the Levy Limit is calculated for future years. A Debt Exclusion is typically used to pay for capital equipment purchases and municipal building construction/renovation projects.

**Debt Service** – The repayment cost to be budgeted each year to make principal and interest payments due on the bonds owed by the town. It is similar to a homeowner’s budget for mortgage payments.

**Enterprise Funds** - Funds that are set up pursuant to MGL Chapter 44 §53F½ to collect fees paid by users to pay for certain self-sufficient programs. These funds account for all revenues and expenditures for services and allow surpluses to be used to reduce future fees for the services or to pay for future capital improvements for that service. Each fund has an independent budget.

**Estimated Receipts** – Funds expected to be received by the town in the coming fiscal year, but not including real estate taxes. Building permit fees, marriage license fees, and automobile and boat excise taxes are examples of items included in Estimated Receipts.

**Fixed Costs** – Costs that are legally or contractually mandated; such as retirement, FICA/Social Security, the town’s liability insurance, or Debt Service.

**Free Cash** - Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items.

**General Fund** – The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

**Level Funded Budget** – A budget for a certain department(s) or town service(s) which provides the same total dollar amount as last year’s budget. Since costs usually rise each year (fuel, salaries, supplies), a Level Funded Budget typically results in reduced services to residents because the same budget amount must pay for the rising costs, which will require reductions in work hours, staffing or other department services in order to balance the budget.

**Level Service Budget** – A budget for a certain department(s) or town service(s) which provides increased funding which is sufficient only to provide for the same level of services as last year’s level of services. No new employees or expanded services are funded for the coming Fiscal Year.

**Levy Limit** – The maximum amount that any town can collect (or levy) in a given fiscal year through the real estate tax and personal property tax. The Levy Limit can grow by 2½% of the prior year’s Levy Limit, plus New Growth and any voter-approved Overrides or Debt Exclusions.

**Local Aid** – Revenue allocated and paid by the State to our town. Some Local Aid is unrestricted (the town votes how to spend it), and other types of Local Aid are restricted to education uses, highway/street maintenance, and the like.

**Local Revenues** – Locally generated revenues which do not include real estate taxes or personal property taxes. Examples include motor vehicle excise taxes, investment income, permit fees paid to the town, etc.

**New Growth** – Additional tax revenue expected to be collected by the town in the coming fiscal year due to taxes being assessed to new construction projects (commercial and residential) and other increases in the property tax base (home renovations, building upgrades or additions, etc.).

**Non-Recurring Funds** – Money that the town expects to collect this year, but not next year. As an example, if the town plans to sell a piece of real estate this year, the money received from the sale would be Non-Recurring Funds.

**Overlay** - The Overlay is the amount used by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover tax abatements granted.

**Override** – The ability of residents to increase the town’s Levy Limit by more than 2½% by voting to approve a higher Levy Limit. A majority vote by the Board of Selectmen is required to place an Override question on a ballot, and a majority vote by registered voters at a subsequent ballot box election is required to approve an Override.

**Raise and Appropriate** – A phrase used to mean that an item will be paid for by real estate taxes and other revenue sources (excise taxes, permit fees, local aid, etc.) to be collected by the town in the coming fiscal year.

**Recurring Funds** – Money that the town expects to collect each and every year for the foreseeable future, although the exact amounts may vary. Real estate taxes, fees collected for local permits and licenses, and local aid money from the state are all examples of Recurring Funds.

**Reserve Fund** - A small fund established each year by the Annual Town Meeting. The money is controlled by the Advisory Committee, which may authorize transfers at the end of each fiscal year to cover any extraordinary or unforeseen expenditures of the town.

**Revolving Fund** – Funds established each year for certain town departments to allow those departments to collect fees for a specific service and use those fees/revenues to support the service without using tax dollars. Per MGL Ch. 44 §53E½, each Revolving Fund must be re- authorized each year at the Annual Town Meeting, as well as the limit on the total amount that may be spent from each fund.

**Stabilization Fund** - A special account created to provide a reserve for municipal purposes. It is typically considered as a town’s savings account or a “rainy day fund”, to be used to balance budget shortfalls in years when local revenues or state aid is low, or when unique or unexpected expenses arise, or for any other purpose that Town Meeting authorizes. To deposit or withdraw money from the Stabilization Fund, Town Meeting must approve the amount by a 2/3 vote.

**Surplus Revenue** - The total amount of cash, accounts receivable, and other current assets that exceed liabilities and reserves. As a simple example, if the Town collected taxes, fees and local aid of \$100, but only spent \$90 on actual costs and expenses, our Surplus Revenue would be \$10.

**TOWN OF NORFOLK**  
NORFOLK ADVISORY COMMITTEE  
ONE LIBERTY LANE  
NORFOLK, MA 02056

**U.S. POSTAGE  
PAID  
Norfolk, MA  
02056  
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PRSTD-STD  
ECRWSS**



**POSTAL PATRON  
NORFOLK, MA 02056**

MAY 15, 2024  
ANNUAL TOWN MEETING  
WARRANT

KING PHILIP MIDDLE SCHOOL  
18 KING STREET  
NORFOLK, MA 02056

**PLEASE ATTEND.**

**YOUR VOTE IS IMPORTANT.**