



Norfolk Town Hall 1919

Norfolk, Massachusetts

2023 Annual Report

About the Cover

The cover photograph is of a painting of Norfolk's Town Hall in 1919. This grand building with its magnificent architectural features was lost when the building was completely destroyed by fire on December 5, 1922. The painting, beautifully capturing the early 1900s, was done by Kristin Stashenko. The artwork was donated to the town and hangs majestically in the foyer of Norfolk's current Town Hall. Thank you to Ms. Stashenko for portraying this inspiring and impressive picturesque moment of a former time in the Town of Norfolk.

Ms. Stashenko can be reached at kristinstashenko.com.

TOWN OF NORFOLK
153rd ANNUAL REPORT



YEAR ENDING DECEMBER 2023

IN MEMORIAM

The Town of Norfolk recognizes those who have served the Town of Norfolk as elected officials, committee members, and/or employees and have passed away during 2023. We offer our sincere appreciation for their contributions to the community.

*Barbara J. Bartholomew
February 12, 2023*

*Norman R. Mullaney
February 17, 2023*

*Scott W. Dittrich
March 21, 2023*

*Elizabeth A. Sundquist
June 30, 2023*

*Rosemary E. Calnan
September 10, 2023*

*Edward William Mousseau
October 19, 2023*

*James M. Phelan
October 20, 2023*

Thomas B. Howard
October 31, 2023

Margaret M. Callahan
December 23, 2023

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ELECTED TOWN OFFICIALS

MODERATOR

Jason Talerman 2025

SELECT BOARD

Kevin Kalkut 2024

James Lehan 2025

Anita Mecklenburg 2026

TOWN CLERK

Carol Greene 2026

BOARD OF ASSESSORS

Anthony Kennedy 2024

Deborah Robbins 2025

Patricia Salamone 2026

BOARD OF HEALTH

Andrew Bakinowski 2024

Elizabeth Gebhard 2025

Kristy Burns 2026

CONSTABLES

Mark Flaherty 2025

Paul Terrio 2026

HOUSING AUTHORITY

Elizabeth Lehan 2025

Heidi Compagnone 2026

Robert Shannon 2028

Carol Greene (State Appointment)

Mary Rochon Saddler (Tenant Appointment)

KING PHILIP REGIONAL SCHOOL COMMITTEE

Erik Harmon 2024

James Lehan 2026

LIBRARY TRUSTEES

Patricia McCarty 2024

Kenneth Nelson 2025

Jennifer Oliver 2026

NORFOLK SCHOOL COMMITTEE

Midora Champagne 2024

Jennifer Wynn 2024

Lisa Sheldon 2025

Grace Lothead 2026

Lauren Vives 2026

PLANNING BOARD

Christopher Montfort 2024

Eric Diamond 2025

Gary Sullivan, II 2025

Melissa Meo 2026

Chad Peck 2026

RECREATION COMMISSION

Christopher Thoman 2024

Jill Hindley-Lawrence 2025

Robert Taglienti 2025

Kimberly Meehan 2026

Alexander Perry 2026

APPOINTED TOWN OFFICIALS

MODERATOR APPOINTMENTS

ADVISORY COMMITTEE

Brian Beachkofski 2024

Susan Klein 2024

Peter (Mike) Gee 2025

David Lutes 2025

Joyce Terrio 2025

Ken Fitzgerald 2026

Robert Garrity 2026

Jonathan Hurwitz 2026

BOARD OF HEALTH APPOINTMENTS

BOARD OF HEALTH AGENTS

Hilary Cohen 2026

Betsy Fijol 2026

Carol Greene 2026

Edward Nolan 2026

John Robertson 2026

Matt Tanis 2026

Parivallal Thillaigovindan 2026

INSPECTOR OF ANIMALS
Susan Thibedeau 2024

METROPOLITAN AREA PLANNING COUNCIL
Richard McCarthy 2026

MUNICIPAL AFFORDABLE HOUSING TRUST
Thomas Cleverdon 2024
R. William Conklin 2024
Sandra Smith 2024
Justin Casanova-Davis 2025
Thomas Collins 2025
Robert Shannon 2025
Eric Wimer 2025

MUNICIPAL HEARING OFFICER
Carol Greene 2024
Kate O'Brien 2024

NORFOLK COUNTY ADVISORY BOARD
Kevin Kalkut 2024

PARKING CLERK
Carol Greene 2024

REGISTRARS OF VOTERS
Peter Stagg – R 2024
Mary Sharkey – R 2025
Peg Drisko – D 2026
Carol Greene – U (Town Clerk)

SOUTH WEST AREA PLANNING COUNCIL
Richard McCarthy 2024

STATE ETHICS COMMISSION LIAISON
Katelyn O'Brien

TOWN ADMINISTRATOR
Justin Casanova-Davis 2025

TOWN COUNSEL
Harrington Heep LLP 2024

TREE WARDEN
Blair Crane 2024

VETERANS' SERVICES OFFICER
R. William Conklin 2024

ZONING BOARD OF APPEALS
Joseph Sebastiano 2024
David Axberg 2025
Christopher Metcalfe 2026
Josephine Cordahi 2027
Timothy Martin 2028
Courtney Starling (Associate) 2024

**TOWN ADMINISTRATOR
APPOINTMENTS**

ANIMAL CONTROL OFFICER
Hilary Cohen

BUILDING COMMISSIONER/ZONING OFFICER
Robert Bullock, Jr.

CHIEF OF POLICE
Timothy Heinz

FINANCE DIRECTOR/TOWN ACCOUNTANT
Todd Lindmark

FIRE CHIEF
Erron Kinney

EMERGENCY MANAGEMENT DIRECTOR
Edward Nolan

PUBLIC WORKS DIRECTOR
Blair Crane

TOWN CLERK APPOINTMENTS

ASSISTANT TOWN CLERK
Rebecca Tefft

**JOINTLY APPOINTED
BOARDS AND COMMITTEES**

COMMUNITY PRESERVATION COMMITTEE
Peter Diamond, Precinct 4 2024
(Select Board Appointment)
Elizabeth Lehan 2024
(Housing Authority Representative)
Robert Paschke, Precinct 1 2024
(Select Board Appointment)
Allen Phinney 2024
(Conservation Comm. Representative)
Gary Sullivan, II 2024
(Planning Board Representative)
Robert Taglienti 2024
(Recreation Comm. Representative)
Sam Zeigler 2024
(Historical Comm. Representative)
Paul Terrio, Precinct 2 2025
(Select Board Appointment)
Cynthia Andrade, Precinct 3 2026
(Select Board Appointment)

DESIGN REVIEW BOARD

Erin Hunt 2026
(Select Board Appointment)
Arien Li 2026
(Planning Board Appointment)
Michelle Maheu 2026
(Historical Comm. Appointment)

MASTER PLAN STEERING COMMITTEE

Joe Burke 2024
(Resident)
Eric Diamond 2024
(Planning Board Member)
Dan Feyock 2024
(Resident)
Erin Hunt 2024
(Resident)
Kevin Kalkut 2024
(Select Board Representative)
Melissa Meo 2024
(Planning Board Member)
Chris Montfort 2024
(Planning Board Member)
Chad Peck 2024
(Planning Board Member)
Jen Pittore 2024
(Resident)
Gary Sullivan, II 2024
(Planning Board Member)

**JOINT SELECT BOARD AND
PLANNING BOARD APPOINTMENT**

PLANNING BOARD, ASSOCIATE MEMBER
Vacant

**JOINT SELECT BOARD CHAIR,
MODERATOR AND SCHOOL COMMITTEE
CHAIR APPOINTMENT**

**TRI-COUNTY VOCATIONAL TECHNICAL
SCHOOL COMMITTEE**

Brian Mushnick 2026



General Government

SELECT BOARD

We are thrilled to provide an overview of the noteworthy progress and achievements that have shaped our community over the past year. A pivotal moment has been the approval and commencement of construction for the new Fire Station, addressing immediate space constraints and strategically preparing for the evolving needs of our community. Additional key highlights include:

- Our collaborative efforts with the small business community have resulted in significant changes to sign bylaws. Internally illuminated signs are now permitted through a special permit process, and sandwich board signs are allowed by right. These changes directly address concerns expressed by local business owners, fostering a more supportive environment for our local enterprises.
- The introduction of the Municipal Aggregation Energy initiative marks a stride toward responsible energy procurement. This program, centered around bulk electricity purchasing, aims to deliver savings to residents who participate voluntarily. It not only addresses our community's energy needs but also aligns with our commitment to sustainable practices.
- A commitment to sustainability is also evident in the design of the new Fire Station. Embracing an all-electric approach and incorporating heat pump technology, the station ensures energy efficiency, cost reduction, and reduced carbon emissions. This not only protects the air quality for the town but also ensures the building is "future-ready" for connection to renewable energy systems, further reducing energy costs.
- The recent work towards our Hazard Mitigation Plan represents a strategic move, aligning with FEMA policy changes. This plan provides a framework to reduce the impact of natural disasters on our community, aiming to protect people, economies, and natural environments. It reinforces our dedication to the safety and well-being of our residents.
- Our ongoing efforts in developing the Norfolk Master Plan reflect a collaborative approach involving community members, business owners, and other key stakeholders. Addressing challenges and exploring opportunities, this plan will guide our decision-making for the next decade, ensuring a thoughtful and cohesive vision for Norfolk's future.
- Enhanced communication with residents has been made possible through a successful partnership with Guilfoil Public Relations. Through various channels, we are able to provide updates on the Master Plan sessions, Fire Station project updates, and upcoming community events, ensuring transparency and keeping our residents well-informed. Additionally, the Select Board worked with Town Administration to add a quarterly newsletter and revival of the local cable show "Norfolk Community Forum" to reinforce our commitment to keeping residents "in the know."
- Looking forward, initiatives such as Housing Choice zoning and the Southwood Hospital Redevelopment underscore our commitment to strategic development. Bringing land owners, community members, and subject-matter expert consultants together help define our path forward for these directional development opportunities in town.

As we collectively work to shape the future of Norfolk, your continued support and engagement remain a critical piece to our shared success. Together, we build a stronger, more vibrant community.

Kevin C. Kalkut, Chair
Jim Lehan, Vice Chair
Anita Mecklenburg, Clerk

TOWN ADMINISTRATOR

It is a privilege to submit this report on the major issues and accomplishments of the Town of Norfolk in 2023. September represented my one-year anniversary as Town Administrator. Over the course of that year, I have gotten to know our personnel and members of our community. That experience has given me greater insight and confidence to help lead this organization. I appreciate the opportunity to work with the Select Board, our staff, and this community.

Management Transitions

The Town has a talented group of outstanding department heads and Town staff. The Town of Norfolk should be proud of its Town employees' quality and commitment. Over the course of the year we had two management transitions.

Facilities Director

In August, long-time employee Matt Haffner resigned from his position as Director of Facilities. Matt served the Town well for many years and made notable investments in energy efficiency, workplace safety, and project management, particularly with the Fire Station. Thank you, Matt, for your service to the Town. In conjunction with the Norfolk Public Schools Superintendent, I was pleased to appoint Matt Malneritch as the Interim Director of Facilities. Mr. Malneritch has been the long-time Assistant Director of Facilities, and we look forward to a hopefully long and successful tenure in his new role. In February, a decision will be made on who will be appointed or how to move forward with the position.

Deputy Fire Chief

In September, Deputy Fire Chief Petrushik retired after more than 44 years of service to the Town. I want to commend him for his many years of distinguished service to the Town. I wish him and his family well during his retirement. John "Jack" Kelley was subsequently promoted to serve in this role after a rigorous assessment determined him to be the best candidate. I look forward to his continued success in this new role.

Budget

One of my most important duties as Town Administrator is to devote time to financial and budgetary planning along with the Town's Finance Director, Todd Lindmark. The Town has taken prudent steps to increase its financial standing over the past several years. These steps include increased investments in our stabilization fund, attempting to lower the amount of free cash utilized to balance the operating budget, and conservative budgetary practices. All of these efforts have led to more significant free cash certifications and improved bond ratings, which lowers the cost of borrowing for the Town and, ultimately, taxpayers. In November, certain actions were taken at Town Meeting to allocate \$1.2M towards capital projects, such as the purchase of a new fire engine and other public safety equipment. Funds were allocated for election equipment, roadways and sidewalks investments, and Norfolk School Department technology replacement.

At the May Town Meeting, Town Meeting approved a balanced budget that included over \$900,000 in ARPA, one-time sources of funds, to help balance the budget. Larger than usual increases in retirement, health care, and school assessment costs, along with increased regional dispatch costs due to grant funding expiring, led to a larger than usual use of one-time sources of funds and several positions being frozen in the budget. While the Town hopes not to be in a similar situation the following year, I must highlight that the use of non-recurring sources of revenue to balance a budget can exacerbate budgetary challenges for forthcoming budgets, and we will closely monitor and implement prudent financial planning for future budgets.

In February, our finance team and I will begin developing an annual budget to present before the Select Board. The Town faces significant budgetary challenges, such as growing school enrollments that lead to increased assessments and requirements from our educational team, along with the need to continue to strengthen our financial reserves and reduce the use of free cash to balance the operating budget. In the

following years, we will work to develop a long-range forecast that will highlight budgetary challenges for the future and assist us with developing prudent financial operating and capital budgets. The Town has secured grant funds from the state to engage the Collins Center to work with us to develop a forecast that we will share and utilize as part of our annual budget and financial planning process moving forward.

Strategic and Capital Planning

The Town faces several important major capital projects and other strategic decisions regarding infrastructure and development within the Town in the forthcoming years. These include the Tri-County Regional Vocational Technical School Building project, which received voter approval in October, as well as a potential expansion of the Freeman-Kennedy School to address student enrollment concerns, which Town Meeting allocated an additional \$150,000 in free cash funds for further feasibility study work. The additional funds will allow a newly formed Norfolk Schools Building Committee to evaluate alternative design proposals and conduct a demographic study to help determine if this expansion project is necessary for the Town.

One of the significant projects that the Town progressed with this year is building a new Fire Station. The Select Board decided to call a Special Town Meeting for January 11, 2023, and a Debt Exclusion ballot vote to consider this project on January 28, 2023, where ultimately, Town Meeting and voters voted overwhelmingly to support the project.

Over the course of this year, that project has made significant progress, and through December, the project is scheduled for an on-time completion and within the budget. The Fire Station Building Committee annual report contains more information about the project. I once again commend the impressive group of individuals and Town staff who have invested a considerable amount of time and work to try to make this project as successful as possible.

Finally, the Town made significant progress with public engagement regarding projects like the Southwood Hospital Redevelopment and Master Plan. The Master Plan Committee and MAPC held several planning sessions throughout the year to get community feedback on the Master Plan for the Town. The purpose of the Master Plan is to establish a clear framework to help guide future decisions regarding planning and development of the Town.

Conclusion and Thank You

I am thankful for the leadership of the Select Board, the support and collaboration among our department heads, including School Superintendent Ingrid Allardi and our regional school partners, Superintendent Rich Drolet at the King Philip Regional School District, and Superintendent Karen Maguire at the Tri-County Regional Vocational Technical High School. I am thankful for all of the employees within our organization and the fantastic service they deliver to the Town. Finally, I am immensely thankful for the excellent staff within the Select Board's office. I am supported by Judith Lizardi and Amanda Johanns, who serve as Executive Assistants to the Town Administrator and Select Board, respectively. I am also supported by Kate O'Brien, who serves as Assistant Town Administrator/Human Resources Director. All these individuals are talented and committed employees of the Town and help me immensely.

Respectfully submitted,

Justin Casanova-Davis
Town Administrator

TOWN CLERK

VITAL STATISTICS

Births: 88

Boys – 41

Girls – 47

Marriages

29 marriage licenses were processed in 2023

Deaths

January:

Irene Hanlon, Cheryl Tracy, Thomas Flinn,
Brian Knell, Walter Barry

February:

Anthony Pavadore, Mary Swantak, Doris Cronin,
Barbara Bartholomew, Norman Mullaney

March:

Anthony Bombardieri, Virginia Bowen,
Francis Swenson, Frank Barone, Emily Malacaria,
Lillian Townsend

April:

Joanna Glattly, Kenneth Spritz,
Francine Howard, Nancy Writes, Patricia Wyman

May:

William Hewitt

June:

Arthur Stagg, Michael Brodeur,
Elizabeth Sundquist

July:

Heather Crafton, Karin Martino, Connor Reilly,
Richard Butt

August:

Paul Pfeffer

September:

Samantha Thompson, Rosemary Calnan

October:

Margaret Gauthier, Patricia Kelley, Jean Johnson,
Lawrence Hogan, Cayden Ostrosky,
James Mailman, Beth Roberts, Thomas Howard

November:

Michael Bennett, John Thurston, Jorge Zequera,
Carolyn Kelly

December:

David Wiggan, William Carlezon, Kimball Rogers,
Raymond Mongeau, Margaret Callahan,
Robert Morgan, Gerald Cianciolo, Arthur Deloca,
Fred Meda Jr.

VOTER REGISTRATION

As of December 31, 2023, there are 7,924 registered voters in the Town of Norfolk.

Republican – 1,100 voters

Democrat – 1,450 voters

Unenrolled (Independent) – 5,337 voters

Other – 37 voters

**Town of Norfolk
Annual Town Election
May 2, 2023
Official Results**

Total Ballots Cast: 635

Select Board	635
Anita Mecklenburg	354
Paul Burns	260
Write in	0
Blanks	21
Town Clerk	635
Carol Greene	545
Write in	3
Blanks	87
Assessor	635
Patricia Salamone	465
Write in	3
Blanks	167
Board of Health	635
Write in Kristy Burns	13
Write in other	44
Blanks	578
Constable	635
Paul Terrio	479
Write in	5
Blanks	151
Housing Authority	635
Robert Shannon	485
Write in	3
Blanks	147

King Philip School Committee	635
James Lehan	464
Write in	9
Blanks	162
Library Trustee	635
Jennifer Oliver	463
Write in	2
Blanks	170
Norfolk School Committee (2)	1270
Grace Lochhead	406
Lauren Vives	418
Write in	6
Blanks	440
Planning Board (2)	1270
Chad Peck	414
Melissa Meo	417
Write in other	7
Blanks	432
Recreation (2) 3 years	1270
Kimberly Meehan	436
Alexander Perry	374
Write in	18
Blanks	442
Recreation (1) 1 year	635
Write in Christopher Thoman	30
Write in other	32
Blanks	573

**Town of Norfolk
Special Town Election
January 28, 2023
Official Results**

Total Ballots Cast: 1,835

Select Board	
Paul Burns	465
James C. Lehan	892
David Michael Rosenberg	244
Write in	27
Blanks	207

Fire Station Debt Exclusion	
Yes Votes	1,364
No Votes	467
Blanks	4

**Town of Norfolk
Special Town Election
October 24, 2023
Official Results**

Total Ballots Cast: 709

Tri-County School Building Project	
Yes votes	540
No votes	169



Finances

ADVISORY COMMITTEE

The Advisory Committee consists of nine members appointed by the Town Moderator. The Advisory Committee is a statutory committee that is required to submit the municipal budget to Town Meeting. Under Norfolk's General Bylaws, the Advisory Committee is responsible for presenting recommendations on all Town Meeting warrant articles and preparing the motions therefor.

Committee members are concerned citizens with a strong interest in the workings of town government. The Committee's members come from a variety of professional disciplines and each member has experience in the consideration of financial and other matters that may affect municipal governance.

During the winter and spring, the Advisory Committee receives the Select Board's budget proposal and holds public meetings to review this proposal with various town departments and boards. The Committee then makes recommendation on the various articles for presentation to the Annual Town Meeting. The Advisory Committee's recommendations on the budget and other warrant articles are mailed to all registered voters. In addition, the Advisory Committee meets to review the proposed articles for Fall Town meeting, which will include capital expenditures proposals as well as changes to Town bylaws.

Each year the Advisory Committee sets aside a sum of money in the Annual Budget which is known as the reserve. The amount of the reserve is currently \$50,000. During the fiscal year, if a municipal department encounters an "extraordinary and unforeseen expense," it can appeal to the Advisory Committee for a transfer from the reserve. Departments under the Select Board must first secure their approval on the request form before approaching the Advisory Committee.

Advisory Committee Members

David Lutes, Chair	2025
Jonathan Hurwitz, Vice Chair	2026
Brian Beachkofski, Clerk	2024
Ken Fitzgerald	2026
Rob Garrity	2026
Susan Klein	2024
Joyce Terrio	2025
Mike Gee	2025

BOARD OF ASSESSORS

The Assessor's Office went through its interim certification with the Department of Revenue's Bureau of Local Assessment throughout 2023. Data quality along with all cost and depreciation tables, land schedules, income and expense analysis and personal property asset valuations were reviewed.

The sales that occurred in calendar year 2022 were inspected during calendar year 2023 in preparation of setting FY24 values.

The average residential assessment for single family homes is \$687,692 which is an increase in value of approximately 10%. The average assessed value for commercial and industrial property increased 13%. The total value for all taxable property in Norfolk for Fiscal Year 2023 was \$2,624,410,515. The total value for all taxable property in Norfolk for FY22 was \$2,366,260,788.

The tax rate for FY23 was \$16.41 per \$1,000 for all classes of property in Norfolk. The tax rate for FY22 was \$18.20.

The assessing department continues to be responsible for inspection of all building permits, sales verifications and cyclical as well as the administration of property tax exemptions for qualifying seniors, disabled veterans, surviving spouses and blind persons. They are also responsible for the commitments and administration of motor vehicle excise tax bills and abatements. Information relative to real estate exemptions or excise abatements is available through the office or on our website.

Board of Assessors
Debbie Robbins, Chair
Patricia Salamone, Member
Anthony Kennedy, Member

FINANCE DEPARTMENT

Fiscal 2023 was a very active and productive year for the Finance Department. One of the major accomplishments included the crafting, balancing, and approving of the FY24 operating budget within identified available recurring revenues while maintaining service levels across all Town of Norfolk departments. The operating budget came in at \$50.23M, a 6.6% increase over FY23 and was passed at the Annual Town Meeting unchanged as presented.

An FY23 audit of the Town's financial records was successfully completed by Roselli, Clark & Associates in accordance with generally accepted auditing standards and determined there were no material weaknesses. The Town of Norfolk has addressed all of the prior year management comments and is implementing recommendations made by the auditors. Through careful budget management by Town department heads, the Town of Norfolk had free cash certified as of June 30, 2023, in the amount of \$2,908,256.

At the Annual Town Meeting in May, departmental budget transfers were approved to assist in addressing the deficit in snow and ice expenses of \$10,859 along with a transfer of \$78,000 to cover additional fire department salaries due to additional coverage necessary. Additionally, the Town had transfers of \$11,719 and \$3,514, respectively, to cover the increased expenses for Tax-Title account and the Town Clerk's office for a bylaw update expense.

The Special Town Meeting in November 2023 authorized department transfers in the amount of \$385,173. The Town voted to approve the funding of both the Other Post-Employment Benefits and stabilization funds of \$75,000 and \$200,000, respectively. As part of the transfer was an amount of \$20,000 to be utilized by the Select Board's office as part of the opioid settlement the Town received. In addition, we had department transfers for Land Use legal expense (\$10,000), Town Clerk bylaw changes (\$3,400), Norfolk Public Schools additional State Aid (\$25,773), and the Fire Department personal protective equipment expenses (\$16,000). The balance of \$35,000 was used to fund the ambulance billing expenses through the use of the Ambulance Receipts Reserved account.

In addition, at the Special Town Meeting it was voted to move forward with capital improvements for the Water Enterprise fund through the use of debt funding. The projects included water meter replacements at a cost of \$1,400,000, along with two water main replacements one on Seekonk Street and the other on Village Green and Stanhope Street for \$900,000 each.

There were several capital budget requests that were completed including the purchase of a scanner for the Town Clerk's office to help with the voting process at a cost of \$25,000. The Library will be implementing a nitrogen generator, costing \$115,000, to help prolong the life of the piping infrastructure. In addition, the boiler will be replaced at the Library for \$100,000. As part of the capital plan, information Technology will procure additional desktops, printers, and licenses for \$44,500. The Fire Department will implement a grant match of \$26,540 for department radios as well as Car 2 replacement of \$36,000. Replacing the Fire Department's repeater communications equipment for a cost of \$145,000 and monies toward the purchase of Engine 2 in the amount of \$325,000 are coming from the Ambulance Receipts Reserved fund. The Norfolk Public Schools will be investing in technology replacement for \$75,000 as well as structural repairs to a wall at Freeman-Kennedy for \$135,000. The Police Department, as part of the capital improvement plan and these requests, will be procuring a new police cruiser and an administrator's vehicle for \$170,102. The Department of Public Works also has three capital requests being fulfilled for a wheeled excavator at \$183,729, vehicle replacement for the transfer station of \$70,904, and various roadway repairs for \$100,000. Lastly, the Water Enterprise will be procuring two new replacement vehicles at \$77,905 and \$55,095, respectively.

Included with the Town Accountant's report is a copy of the Fiscal Year 2023 Town of Norfolk's general fund operating budgets.

All accounts payable and payroll warrants are processed in the Finance Department. The department provides regular reports to all departments and assists all Town-wide departments with many accounting matters throughout the year.

I would like to welcome to the department and thank Tracy Davis for her support and tireless dedication throughout the year. I would also like to thank Robyn MacDougall as she continues to provide the support that this office needs. Without her we would likely shut down. Thank you.

Respectfully submitted,

Todd Lindmark
Finance Director/Town Accountant

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AVAILABLE	BUDGET	% USED
011221	511000		SELECTMEN FULL TIME SALARIES	298,204.00	0.00	298,204.00	280,604.91	0.00	17,599.09	94.10
011221			011221 SELECTMEN FULL TIME SALARIES	298,204.00	0.00	298,204.00	280,604.91	0.00	17,599.09	94.10
011222	524500		SELECTMEN COPY MACHINE EXPENSE	8,000.00	0.00	8,000.00	4,442.01	0.00	3,557.99	55.50
011222	534200		SELECTMEN POSTAGE	800.00	0.00	800.00	845.09	0.00	(45.09)	105.60
011222	538000		SELECTMEN PRINTING AND ADVERTI	2,000.00	0.00	2,000.00	2,701.99	0.00	(701.99)	135.10
011222	542000		SELECTMEN OFFICE SUPPLIES	3,600.00	0.00	3,600.00	3,466.36	0.00	133.64	96.30
011222	571000		SELECTMEN IN STATE TRAVEL	2,000.00	0.00	2,000.00	468.75	0.00	1,531.25	23.40
011222	573000		SELECTMEN DUES AND MEMBERSHIPS	7,000.00	0.00	7,000.00	5,393.00	0.00	1,607.00	77.00
011222	578000		SELECTMEN MISCELLANEOUS	3,400.00	0.00	3,400.00	11,573.44	5,000.00	(13,173.44)	487.50
011222			011222 SELECTMEN/TOWN ADMIN EX	26,800.00	0.00	26,800.00	28,890.64	5,000.00	(7,090.64)	126.50
011226	578000		SELECTMENT TA ENCUMBRANCE	0.00	79.66	79.66	79.66	0.00	0.00	100.00
011226			011226 SELECTMEN/TOWN ADM ENCU	0.00	79.66	79.66	79.66	0.00	0.00	100.00
011301	511000		FIN DEPART FULL TIME SALARIES	702,567.00	9,894.59	712,461.59	694,801.02	0.00	17,660.57	97.50
011301			011301 FIN DEPART SALARIES	702,567.00	9,894.59	712,461.59	694,801.02	0.00	17,660.57	97.50
011302	530200		FIN DEPART CONSULTING	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	0.00
011302	534200		FIN DEPART POSTAGE	16,500.00	0.00	16,500.00	16,923.96	0.00	(423.96)	102.60
011302	538200		FIN DEPART ACCOUNTING EXP	54,000.00	0.00	54,000.00	61,454.97	0.00	(7,454.97)	113.80
011302	538201		AUDIT EXPENSE	35,000.00	0.00	35,000.00	33,000.00	0.00	2,000.00	94.30
011302	538205		FIN DEPART MUNIS ACCOUNTING	57,700.00	0.00	57,700.00	56,028.92	0.00	1,671.08	97.10
011302	538210		FIN DEPART FIXED ASSET ACCT	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
011302	538250		GASB 45 OPEB SERVICES	4,500.00	0.00	4,500.00	4,050.00	0.00	450.00	90.00
011302	538300		FIN DEPART - BANKING SERVICES	4,000.00	0.00	4,000.00	3,018.24	0.00	981.76	75.50
011302	542000		FIN DEPART OFFICE SUPPLIES	15,000.00	0.00	15,000.00	16,757.18	0.00	(1,757.18)	111.70
011302	571000		FIN DEPART IN STATE TRAVEL	300.00	0.00	300.00	1,911.86	0.00	(1,611.86)	637.30
011302	571200		DUES/WORKSHOPS/CONF FEES	8,000.00	0.00	8,000.00	7,241.05	0.00	758.95	90.50
011302	571600		MEETINGS TRAVEL EXP	1,000.00	0.00	1,000.00	1,195.66	0.00	(195.66)	119.60
011302	578000		FIN DEPART MISCELLANEOUS	1,000.00	0.00	1,000.00	1,808.72	0.00	(808.72)	180.90
011302			011302 FIN DEPART EXPENSES	203,000.00	0.00	203,000.00	203,390.56	0.00	(390.56)	100.20
011306	578000		FINANCE ENCUMBRANCE	0.00	118.27	118.27	118.27	0.00	0.00	100.00
011306			011306 FINANCE ENCUMBRANCE	0.00	118.27	118.27	118.27	0.00	0.00	100.00
011311	511000		ADV BOARD FULL TIME SALARIES	6,000.00	0.00	6,000.00	6,000.00	0.00	0.00	100.00
011311			011311 ADVISORY BOARD SALARIES	6,000.00	0.00	6,000.00	6,000.00	0.00	0.00	100.00
011312	542000		ADV BOARD OFFICE SUPPLIES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
011312	578000		ADV BOARD MISCELLANEOUS	5,000.00	0.00	5,000.00	5,128.86	0.00	(128.86)	102.60
011312			011312 ADVISORY BOARD EXPENSES	7,000.00	0.00	7,000.00	5,128.86	0.00	1,871.14	73.30
011322	578000		FINCOM RESERVE FUND APPROPRIAT	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
011322			011322 ADVISORY BOARD RESERVE	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
011412	578000		ASSESSORS MISCELLANEOUS	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00	100.00
011412	579001		ASSESSORS REVALUATION	7,000.00	0.00	7,000.00	7,000.00	0.00	0.00	100.00
011412			011412 ASSESSORS EXPENSES	9,000.00	0.00	9,000.00	9,000.00	0.00	0.00	100.00
011512	530400		TOWN COUNSEL LEGAL FEES	110,000.00	0.00	110,000.00	123,295.00	0.00	(13,295.00)	112.10
011512			011512 TOWN COUNSEL EXPENSES	110,000.00	0.00	110,000.00	123,295.00	0.00	(13,295.00)	112.10
011521	511000		PERS BOARD FULL TIME SALARIES	101,950.00	0.00	101,950.00	102,745.37	0.00	(795.37)	100.80
011521			011521 PERSONNEL BOARD SALARIE	101,950.00	0.00	101,950.00	102,745.37	0.00	(795.37)	100.80
011522	542000		PERS BOARD OFFICE SUPPLIES	750.00	0.00	750.00	265.56	0.00	484.44	35.40
011522	578000		PERS BOARD MISCELLANEOUS	0.00	0.00	0.00	517.85	0.00	(517.85)	100.00
011522			011522 PERSONNEL BOARD EXPENSE	750.00	0.00	750.00	783.41	0.00	(33.41)	104.50
011551	511000		INFO TECH SALARY	158,280.00	0.00	158,280.00	149,751.55	0.00	8,528.45	94.60
011551			011551 INFORMATION TECHNOLOGY	158,280.00	0.00	158,280.00	149,751.55	0.00	8,528.45	94.60
011552	578000		INFORMATION TECHNOLOGY MISCELL	137,328.00	0.00	137,328.00	135,056.54	0.00	2,271.46	98.30
011552			011552 INFORMATION TECHNOLOGY	137,328.00	0.00	137,328.00	135,056.54	0.00	2,271.46	98.30
011556	578000		INFO TECH ENCUMBRANCE	0.00	800.00	800.00	772.68	0.00	27.32	96.60
011556			011556 INFORMATION TECH ENCUMB	0.00	800.00	800.00	772.68	0.00	27.32	96.60
011582	578000		TAX TITLE FORECLOSURE MISCELLA	15,000.00	11,718.60	26,718.60	21,522.91	0.00	5,195.69	80.60
011582			011582 TAX TITLE FORECLOSURE E	15,000.00	11,718.60	26,718.60	21,522.91	0.00	5,195.69	80.60
011611	511000		TOWN CLERK FULL TIME SALARIES	137,852.00	0.00	137,852.00	135,516.72	0.00	2,335.28	98.30
011611			011611 TOWN CLERK SALARIES	137,852.00	0.00	137,852.00	135,516.72	0.00	2,335.28	98.30
011612	542000		TOWN CLERK OFFICE SUPPLIES	0.00	3,513.50	3,513.50	0.00	0.00	3,513.50	100.00
011612	578000		TOWN CLERK OFFICE SUPPLIES	6,895.00	0.00	6,895.00	6,883.26	0.00	11.74	99.80
011612			011612 TOWN CLERK EXPENSES	6,895.00	3,513.50	10,408.50	10,396.76	0.00	11.74	99.90
011621	511000		ELECTIONS FULL TIME SALARIES	15,700.00	(1,500.00)	14,200.00	14,361.67	0.00	(161.67)	101.10
011621			011621 ELECTIONS SALARIES	15,700.00	(1,500.00)	14,200.00	14,361.67	0.00	(161.67)	101.10
011622	578000		ELECTIONS MISCELLANEOUS	26,320.00	1,500.00	27,820.00	27,356.46	0.00	463.54	98.30
011622			011622 ELECTIONS EXPENSES	26,320.00	1,500.00	27,820.00	27,356.46	0.00	463.54	98.30
011701	511000		LAND USE SALARY AND WAGES	291,590.00	3,939.88	295,529.88	301,213.28	0.00	(5,683.40)	101.90
011701			011701 LAND USE DEPARTMENT SAL	291,590.00	3,939.88	295,529.88	301,213.28	0.00	(5,683.40)	101.90
011702	538000		PRINTING AND ADVERTISING	4,000.00	0.00	4,000.00	3,923.44	0.00	76.56	98.10
011702	542000		OFFICE SUPPLIES	4,100.00	0.00	4,100.00	4,100.00	0.00	0.00	100.00
011702	571200		DUES/WORKSHOPS/CONF FEES	1,500.00	0.00	1,500.00	1,463.40	0.00	36.60	97.60
011702	578450		CONNECT CTY	6,500.00	0.00	6,500.00	6,500.00	0.00	0.00	100.00
011702			011702 LAND USE DEPARTMENT EXP	16,100.00	0.00	16,100.00	15,986.84	0.00	113.16	99.30
011706	578000		LAND USE ENCUMBRANCE EXPENSES	0.00	1,403.11	1,403.11	320.05	0.00	1,083.06	22.80
011706			011706 LAND USE ENCUMBRANCE	0.00	1,403.11	1,403.11	320.05	0.00	1,083.06	22.80
011712	524000		EQUIPMENT REPAIR AND MAINT	750.00	0.00	750.00	0.00	0.00	750.00	0.00
011712			011712 CONSERVATION COMM EXPEN	750.00	0.00	750.00	0.00	0.00	750.00	0.00
011752	530300		PLAN BOARD TECHNICAL ASSISTANC	20,000.00	0.00	20,000.00	20,000.00	0.00	0.00	100.00
011752			011752 PLANNING BOARD EXPENSES	20,000.00	0.00	20,000.00	20,000.00	0.00	0.00	100.00
011902	510020		TOWN HALL FIRE ALARM TEST	1,648.00	750.00	2,398.00	6,176.56	0.00	(3,778.56)	257.60
011902	510025		TOWN HALL SPRINKLER SYS TEST	1,250.00	750.00	2,000.00	8,176.49	0.00	(6,176.49)	408.80
011902	510027		DEFIBRILLATOR	300.00	0.00	300.00	235.00	0.00	65.00	78.30
011902	510030		TOWN HALL FIRE EXTING TESTING	600.00	206.60	806.60	690.09	0.00	116.51	85.60
011902	524000		TOWN HALL BLDNG MAINT	16,000.00	3,270.80	19,270.80	18,750.78	0.00	520.02	97.30
011902	524001		TOWN HALL PLUMBING MAINT	3,000.00	0.00	3,000.00	2,998.40	0.00	1.60	99.90
011902	524002		TOWN HALL ELECTRICAL MAINT	4,000.00						

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDE	ENCUMBRANCES	AVAILABLE BUDGET	% USED
011902	524345		TH SPRINKLER SYSTEM REPAIRS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
011902	524360		TH SEPTIC REPAIRS & MAINT	850.00	0.00	850.00	490.00	0.00	360.00	57.60
011902	529100		TOWN HALL CLEAN SUPPLIES	3,000.00	0.00	3,000.00	5,047.76	0.00	(2,047.76)	168.30
011902	534000		TOWN HALL TELEPHONE	14,000.00	0.00	14,000.00	14,090.15	0.00	(90.15)	100.60
011902	538100		TOWN HALL PEST CONTROL	250.00	0.00	250.00	840.00	0.00	(590.00)	336.00
011902	541001		TOWN HALL ELECTRICITY	0.00	0.00	0.00	3,710.26	0.00	(3,710.26)	100.00
011902	541002		TOWN HALL OIL	18,000.00	7,500.00	25,500.00	13,799.25	0.00	11,700.75	54.10
011902	541004		TOWN HALL WATER	2,000.00	0.00	2,000.00	1,789.73	0.00	210.27	89.50
011902	541010		TOWN HALL ELEVATOR SERVICE	4,500.00	0.00	4,500.00	3,963.26	0.00	536.74	88.10
011902	541012		TOWN HALL HVAC SERVICE	4,000.00	774.18	4,774.18	9,142.37	0.00	(4,368.19)	191.50
011902	543310		TH HVAC MAINTENANCE SUPPLIES	6,000.00	0.00	6,000.00	1,912.07	0.00	4,087.93	31.90
011902	578000		TOWN HALL MISCELLANEOUS	0.00	0.00	0.00	216.03	0.00	(216.03)	100.00
011902			011902 TOWN HALL FAC MAN	80,398.00	13,251.58	93,649.58	103,347.60	0.00	(9,698.02)	110.40
011903	524000		O.T.H. BLDNG MAINT	1,200.00	0.00	1,200.00	3,795.53	0.00	(2,595.53)	316.30
011903			011903 OLD TOWN HALL FAC MAN	1,200.00	0.00	1,200.00	3,795.53	0.00	(2,595.53)	316.30
011904	510030		DPW FIRE EXTINGUISHER TESTING	400.00	507.62	907.62	669.69	0.00	237.93	73.80
011904	524000		DPW EQUIPMENT REPAIR AND MAINT	15,000.00	6,500.00	21,500.00	9,240.04	0.00	12,259.96	43.00
011904	524001		DPW PLUMBING MAINTENANCE	4,000.00	0.00	4,000.00	4,889.21	0.00	(889.21)	122.20
011904	524002		DPW ELECTRICAL MAINTENANCE	5,000.00	0.00	5,000.00	1,895.09	0.00	3,104.91	37.90
011904	524360		DPW SEPTIC REPAIRS & MAINTENAN	2,000.00	0.00	2,000.00	860.00	0.00	1,140.00	43.00
011904	529100		CLEANING SUPPLIES	3,000.00	0.00	3,000.00	2,787.86	0.00	212.14	92.90
011904	538100		DPW PEST CONTROL	400.00	0.00	400.00	145.00	0.00	255.00	36.30
011904	541002		DPW OIL	17,000.00	5,000.00	22,000.00	13,488.35	0.00	8,511.65	61.30
011904	541005		DPW GENERATOR MAINTENANCE	1,000.00	0.00	1,000.00	2,700.00	0.00	(1,700.00)	270.00
011904	541012		DPW HVAC SERVICE CONTRACT	2,500.00	1,650.00	4,150.00	4,091.77	0.00	58.23	98.60
011904	543310		DPW HVAC MAINTENANCE SUPPLIES	4,000.00	0.00	4,000.00	1,667.53	0.00	2,332.47	41.70
011904			011904 DPW BUILDING FAC MAN	54,300.00	13,657.62	67,957.62	42,434.54	0.00	25,523.08	62.40
011905	510020		COA FIRE ALARM TEST	1,500.00	440.00	1,940.00	2,913.10	0.00	(973.10)	150.20
011905	510025		COA SPRINKLER SYS TEST	1,750.00	440.00	2,190.00	3,128.17	0.00	(938.17)	142.80
011905	510027		COA DEFIBRILLATOR	500.00	0.00	500.00	470.00	0.00	30.00	94.00
011905	510030		COA FIRE EXTING TESTING	600.00	205.00	805.00	435.62	0.00	369.38	54.10
011905	524000		COA BLDNG MAINT	6,500.00	0.00	6,500.00	25,734.71	0.00	(19,234.71)	395.90
011905	524001		COA PLUMBING MAINT	2,500.00	0.00	2,500.00	2,950.93	0.00	(450.93)	118.00
011905	524002		COA ELECTRICAL MAINT	2,500.00	0.00	2,500.00	5,982.21	0.00	(3,482.21)	239.30
011905	524345		COA SPRINKLER SYSTEM REPAIRS	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00	0.00
011905	524360		COA SEPTIC REPAIRS & MAINT	1,000.00	0.00	1,000.00	560.00	0.00	440.00	56.00
011905	529100		COA CLEANING SUPPLIES	1,900.00	0.00	1,900.00	2,409.90	0.00	(509.90)	126.80
011905	538100		COA PEST CONTROL	650.00	0.00	650.00	545.00	0.00	105.00	83.80
011905	541002		COA OIL	0.00	0.00	0.00	1,312.19	0.00	(1,312.19)	100.00
011905	541003		COA PROPANE	14,000.00	0.00	14,000.00	5,081.49	0.00	8,918.51	36.30
011905	541004		COA WATER	950.00	0.00	950.00	0.00	0.00	950.00	0.00
011905	541005		COA GENERATOR MAINTENANCE	3,000.00	0.00	3,000.00	3,180.00	0.00	(180.00)	106.00
011905	541010		COA ELEVATOR SERVICE	4,500.00	0.00	4,500.00	3,755.78	0.00	744.22	83.50
011905	541012		COA HVAC SERVICE	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
011905	543310		COA HVAC MAINTENANCE SUPPLIES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
011905			011905 COUNCIL ON AGING FAC MA	48,100.00	1,085.00	49,185.00	58,459.10	0.00	(9,274.10)	118.90
011907	510020		F/P FIRE ALARM TEST	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
011907	510030		F/P FIRE EXTING TESTING	600.00	2,420.40	3,020.40	3,080.98	0.00	(60.58)	102.00
011907	524000		F/P BLDNG MAINT	12,000.00	0.00	12,000.00	5,415.08	0.00	6,584.92	45.10
011907	524001		F/P PLUMBING MAINT	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
011907	524002		F/P ELECTRICAL MAINT	3,000.00	0.00	3,000.00	1,558.42	0.00	1,441.58	51.90
011907	524005		F/P TRAILER MAINTENANCE	2,000.00	0.00	2,000.00	3,565.54	0.00	(1,565.54)	178.30
011907	524360		F/P SEPTIC REPAIRS & MAINT	1,400.00	0.00	1,400.00	1,120.00	0.00	280.00	80.00
011907	529040		F/P TRASH PICKUP/DISPOSAL	2,500.00	0.00	2,500.00	2,142.94	0.00	357.06	85.70
011907	529100		F/P CLEANING SUPPLIES	2,500.00	0.00	2,500.00	2,124.76	0.00	375.24	85.00
011907	538100		F/P PEST CONTROL	500.00	0.00	500.00	0.00	0.00	500.00	0.00
011907	541002		F/P OIL	18,500.00	15,000.00	33,500.00	15,441.32	0.00	18,058.68	46.10
011907	541003		F/P PROPANE	2,000.00	0.00	2,000.00	1,051.64	0.00	948.36	52.60
011907	541004		F/P WATER	4,250.00	0.00	4,250.00	3,670.78	0.00	579.22	86.40
011907	541005		F/P GENERATOR MAINTENANCE	3,500.00	0.00	3,500.00	250.00	0.00	3,250.00	7.10
011907	541007		F/P TRAILER WATER	540.00	0.00	540.00	1,555.70	0.00	(1,015.70)	288.10
011907	541008		F/P TRAILER PROPANE	1,400.00	0.00	1,400.00	816.22	0.00	583.78	58.30
011907	541012		F/P HVAC SERVICE	3,000.00	1,254.58	4,254.58	4,454.83	0.00	(200.25)	104.70
011907	543310		F/P HVAC MAINTENANCE SUPPLIES	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00	0.00
011907			011907 FIRE/POLICE STATION FAC	66,190.00	18,674.98	84,864.98	46,248.21	0.00	38,616.77	54.50
011908	510020		POLICE-MECC FIRE ALARM TEST	1,500.00	850.00	2,350.00	850.00	0.00	1,500.00	36.20
011908	510025		POLICE-MECC SPRINKLER SYS TEST	1,200.00	400.00	1,600.00	400.00	0.00	1,200.00	25.00
011908	510027		POLICE-MECC DEFIBRILLATOR	400.00	0.00	400.00	1,180.00	0.00	(780.00)	295.00
011908	510030		POLICE-MECC FIRE EXTNG TESTING	450.00	845.78	1,295.78	1,079.20	0.00	216.58	83.30
011908	521020		POLICE-MECC NATURAL GAS	5,000.00	0.00	5,000.00	2,968.54	0.00	2,031.46	59.40
011908	524000		POLICE-MECC BLDNG MAINT	12,500.00	0.00	12,500.00	10,497.73	0.00	2,002.27	84.00
011908	524001		POLICE-MECC PLUMBING MAINT	3,000.00	0.00	3,000.00	18,516.31	0.00	(15,516.31)	617.20
011908	524002		POLICE-MECC ELECTRICAL MAINT	4,500.00	0.00	4,500.00	1,769.28	0.00	2,730.72	39.30
011908	524345		POLICE-MECC SPRINKLER SYS REPR	500.00	0.00	500.00	0.00	0.00	500.00	0.00
011908	524360		POLICE-MECC SEPTIC REPAIR&MAINT	2,500.00	0.00	2,500.00	1,380.00	0.00	1,120.00	55.20
011908	524430		COMPUTER HARDWARE MAINTENANCE	15,000.00	10,742.90	25,742.90	16,677.90	0.00	9,065.00	64.80
011908	529040		POLICE-MECC TRASH PICKUP/DISP	4,300.00	0.00	4,300.00	4,432.49	0.00	(132.49)	103.10
011908	529100		POLICE-MECC CLEAN SUPPLIES	3,500.00	0.00	3,500.00	2,626.94	0.00	873.06	75.10
011908	534000		POLICE-MECC TELEPHONE	14,000.00	0.00	14,000.00	12,610.31	0.00	1,389.69	90.10
011908	538100		POLICE-MECC PEST CONTROL	1,500.00	0.00	1,500.00	1,058.85	0.00	441.15	70.60
011908	541001		POLICE-MECC ELECTRICITY	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00
011908	541002		POLICE-MECC OIL	2,500.00	0.00	2,500.00	2,093.41	0.00	406.59	83.70
011908	541004		POLICE-MECC WATER	2,500.00	0.00	2,500.00	2,170.43	0.00	329.57	86.80
011908	541005		POLICE-MECC ENERATOR MAINT	12,000.00	0.00	12,000.00	11,497.00	0.00	503.00	95.80
011908	541010		POLICE-MECC ELEVATOR SERVICE	5,800.00	0.00	5,800.00	500.00	0.00	5,300.00	8.60
011908	541012		POLICE-MECC HVAC SERVICE	3,000.00	0.00	3,000.00	2,437.00	0.00	563.00	81.20

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AVAILABLE	BUDGET % USED
012201			012201 FIRE SALARIES	2,170,337.00	79,922.80	2,250,259.80	2,218,092.51	0.00	32,167.29 98.60
012202	524000		FIRE EQUIPMENT REPAIR & MAINT	5,000.00	0.00	5,000.00	3,950.05	0.00	1,049.95 79.00
012202	524100		FIRE RADIO REPAIR	3,000.00	0.00	3,000.00	7,151.55	0.00	(4,151.55) 238.40
012202	524400		RADIO BOX SERVICE AGREEMENT	3,000.00	0.00	3,000.00	2,915.00	0.00	85.00 97.20
012202	530600		FIRE TRAINING	2,000.00	0.00	2,000.00	5,445.95	0.00	(3,445.95) 272.30
012202	542000		FIRE OFFICE SUPPLIES	4,500.00	0.00	4,500.00	4,288.15	0.00	211.85 95.30
012202	548200		FIRE AMBULANCE SUPPLIES	30,000.00	0.00	30,000.00	29,298.68	0.00	701.32 97.70
012202	571500		TUITION REIMBURSEMENT FIRE	10,000.00	0.00	10,000.00	10,081.00	0.00	(81.00) 100.80
012202	572000		FIRE TRAVEL	1,500.00	0.00	1,500.00	1,755.00	0.00	(255.00) 117.00
012202	578000		FIRE MISCELLANEOUS	8,000.00	0.00	8,000.00	22,905.57	0.00	(14,905.57) 286.30
012202	578100		FIRE UNIFORM REPLACEMENT	15,500.00	0.00	15,500.00	20,181.39	0.00	(4,681.39) 130.20
012202	578120		FIRE PROTECTIVE CLOTHING	16,000.00	0.00	16,000.00	16,625.38	0.00	(625.38) 103.90
012202	578700		FIRE I.T. / PAMET SOFTWARE LIS	5,500.00	0.00	5,500.00	4,468.40	0.00	1,031.60 81.20
012202	578800		MEDICAL CONTROL	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00 100.00
012202	578810		FIRE EQUIPMENT	23,000.00	0.00	23,000.00	765.44	0.00	22,234.56 3.30
012202			012202 FIRE EXPENSES	137,000.00	0.00	137,000.00	139,831.56	0.00	(2,831.56) 102.10
012206	578000		FIRE DEPT ENCUMBRANCE	0.00	295.00	295.00	295.00	0.00	0.00 100.00
012206			012206 FIRE ENCUMBRANCE	0.00	295.00	295.00	295.00	0.00	0.00 100.00
012252	531600		REGIONAL DISPATCH SERVICES	115,712.00	0.00	115,712.00	94,894.00	0.00	20,818.00 82.00
012252			012252 DISPATCH EXPENSES	115,712.00	0.00	115,712.00	94,894.00	0.00	20,818.00 82.00
012312	578000		AMBULANCE BILLING	0.00	30,000.00	30,000.00	29,402.14	0.00	597.86 98.00
012312			012312 AMBULANCE BILLING	0.00	30,000.00	30,000.00	29,402.14	0.00	597.86 98.00
012411	511000		BLDG DEPART FULL TIME SALARIES	381,022.00	10,820.86	391,842.86	354,153.18	0.00	37,689.68 90.40
012411			012411 BUILDING DEPARTMENT SAL	381,022.00	10,820.86	391,842.86	354,153.18	0.00	37,689.68 90.40
012412	524001		MILEAGE	2,500.00	0.00	2,500.00	2,239.56	0.00	260.44 89.60
012412	534100		BLDG DEPART WIRELESS PHONE	3,500.00	0.00	3,500.00	2,870.89	0.00	629.11 82.00
012412	542000		BLDG DEPART OFFICE SUPPLIES	3,500.00	0.00	3,500.00	1,838.79	0.00	1,661.21 52.50
012412	571000		BLDG DEPART TRAVEL/DUES	2,000.00	0.00	2,000.00	2,390.84	0.00	(390.84) 119.50
012412	578000		BLDG DEPART MISCELLANEOUS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00 0.00
012412			012412 BUILDING DEPARTMENT EXP	12,500.00	0.00	12,500.00	9,340.08	0.00	3,159.92 74.70
012442	578000		WGHTS & MEAS MISCELLANEOUS	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00 100.00
012442			012442 WEIGHTS AND MEASURES EX	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00 100.00
012911	511000		EMER MGMT FULL TIME SALARIES	700.00	0.00	700.00	700.00	0.00	0.00 100.00
012911			012911 EMERGENCY MANAGEMENT SA	700.00	0.00	700.00	700.00	0.00	0.00 100.00
012912	578000		EMER MGMT MISCELLANEOUS	900.00	0.00	900.00	867.25	0.00	32.75 96.40
012912			012912 EMERGENCY MANAGEMENT EX	900.00	0.00	900.00	867.25	0.00	32.75 96.40
012921	511000		ANIMAL CTRL FULL TIME SALARIES	78,143.00	2,915.40	81,058.40	81,962.90	0.00	(904.50) 101.10
012921			012921 ANIMAL CONTROL SALARIES	78,143.00	2,915.40	81,058.40	81,962.90	0.00	(904.50) 101.10
012922	578000		ANIMAL CTRL MISCELLANEOUS	6,500.00	0.00	6,500.00	3,014.88	495.42	2,989.70 54.00
012922			012922 ANIMAL CONTROL EXPENSES	6,500.00	0.00	6,500.00	3,014.88	495.42	2,989.70 54.00
012926	578000		ANIMAL CONTROL ENCUMBRANCE	0.00	122.54	122.54	122.54	0.00	0.00 100.00
012926			012926 ANIMAL CONTROL OFF ENCU	0.00	122.54	122.54	122.54	0.00	0.00 100.00
012961	511000		ANIMAL INSPECT FULL TIME SALAR	2,835.00	0.00	2,835.00	2,777.76	0.00	57.24 98.00
012961			012961 ANIMAL INSPECTOR SALARI	2,835.00	0.00	2,835.00	2,777.76	0.00	57.24 98.00
012962	578000		ANIMAL INSPECT MISCELLANEOUS	212.00	0.00	212.00	0.00	0.00	212.00 0.00
012962			012962 ANIMAL INSPECTOR EXPENS	212.00	0.00	212.00	0.00	0.00	212.00 0.00
013012	578000		EDUCATION - KING PHILIP OP BDG	9,283,031.00	0.00	9,283,031.00	9,283,031.00	0.00	0.00 100.00
013012	578001		DEBT SERVICE (KING PHILIP)	528,846.00	0.00	528,846.00	528,846.00	0.00	0.00 100.00
013012			013012 EDUCATION - KING PHILIP	9,811,877.00	0.00	9,811,877.00	9,811,877.00	0.00	0.00 100.00
013022	578000		EDUCATION - TRI COUNTY OP BUDG	581,238.00	0.00	581,238.00	581,238.00	0.00	0.00 100.00
013022			013022 EDUCATION - TRI COUNTY	581,238.00	0.00	581,238.00	581,238.00	0.00	0.00 100.00
013032	578000		EDUCATION-NC AGRICULTURAL SCH	63,660.00	0.00	63,660.00	54,746.34	0.00	8,913.66 86.00
013032			013032 EDUCATION-NC AGRICULTUR	63,660.00	0.00	63,660.00	54,746.34	0.00	8,913.66 86.00
014101	511000		DPW ADMINISTRATION SALARY	169,499.00	2,638.21	172,137.21	166,931.05	0.00	5,206.16 97.00
014101			014101 DPW ADMIN SALARIES	169,499.00	2,638.21	172,137.21	166,931.05	0.00	5,206.16 97.00
014102	578000		DPW ADMIN EXPENSES	81,700.00	0.00	81,700.00	39,735.39	8,905.52	33,059.09 59.50
014102			014102 DPW ADMINISTRATION EXPE	81,700.00	0.00	81,700.00	39,735.39	8,905.52	33,059.09 59.50
014106	578000		DPW ADMIN ENCUMBRANCE	0.00	12,463.44	12,463.44	12,463.44	0.00	0.00 100.00
014106			014106 DPW ADMIN ENCUMBRANCE	0.00	12,463.44	12,463.44	12,463.44	0.00	0.00 100.00
014201	511000		HIGHWAY DEPT FULL TIME SALARIES	282,411.00	200.64	282,611.64	231,571.65	0.00	51,039.99 81.90
014201			014201 HIGHWAY DEPT SALARIES	282,411.00	200.64	282,611.64	231,571.65	0.00	51,039.99 81.90
014202	524010		HAND TOOLS	3,000.00	0.00	3,000.00	1,409.82	0.00	1,590.18 47.00
014202	553300		ROAD MARKING/ST LINING	30,000.00	0.00	30,000.00	30,000.00	0.00	0.00 100.00
014202	553305		ROAD REPAIRS/MAINTENANCE	82,500.00	0.00	82,500.00	75,682.17	525.25	6,292.58 92.40
014202	553310		STREET SIGNS	15,000.00	0.00	15,000.00	15,439.34	0.00	(439.34) 102.90
014202	578100		CLOTHING ALLOWANCE	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00 100.00
014202			014202 HIGHWAY DEPT EXPENSES	135,500.00	0.00	135,500.00	127,531.33	525.25	7,443.42 94.50
014206	578000		HIGHWAY DEPT ENCUMBRANCE	0.00	14,880.00	14,880.00	14,742.89	0.00	137.11 99.10
014206			014206 HIGHWAY DEPT ENCUMBRANC	0.00	14,880.00	14,880.00	14,742.89	0.00	137.11 99.10
014212	553100		ROAD PROGRAM	1.00	0.00	1.00	0.00	0.00	1.00 0.00
014212	553150		MS4 STORMWATER MGMT PGM	306,744.00	0.00	306,744.00	28,566.25	148,511.75	129,666.00 57.70
014212			014212 ROAD PROGRAM	306,745.00	0.00	306,745.00	28,566.25	148,511.75	129,666.00 57.70
014221	511000		GRNDS MAINT FULL TIME SALARIES	267,247.00	200.64	267,447.64	207,341.85	0.00	60,105.79 77.50
014221	578100		CLOTHING ALLOWANCE	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00 0.00
014222	519001		CONTRACT SERV TOWN HILL	12,000.00	0.00	12,000.00	12,135.50	0.00	(135.50) 101.10
014222	519002		CONTR SERV POND STREET	1,000.00	0.00	1,000.00	300.61	0.00	699.39 30.10
014222	519011		CONTR SVCS LIBRARY IRRIGATION	1,000.00	0.00	1,000.00	171.24	0.00	828.76 17.10
014222	519013		CONTRACT SERVICES - MECC	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00 100.00
014222	524010		HAND TOOLS/EQ RENT	3,000.00	0.00	3,000.00	1,517.62	0.00	1,482.38 50.60
014222	578100		CLOTHING ALLOWANCE	0.00	0.00	0.00	4,367.24	0.00	(4,367.24) 100.00
014222	578200		SHADE TREE MAINTENANCE	50,150.00	0.00	50,150.00	50,764.49	0.00	(614.49) 101.20
014222			014222 GROUNDS MAINTENANCE EXP	68,650.00	0.00	68,650.00	70,756.70	0.00	(2,106.70) 103.10
014232	511000		SNOW AND ICE SALARIES	0.00	10,859.01	10,859.01	64,329.86	0.00	(53,470.85) 592.40
014232	578000		SNOW AND ICE MISCELLANEOUS	250,000.00	0.00	250,000.00	196,529.15	0.00	53,470.85 78.60

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AVAILABLE	BUDGET	% USED
014232			014232 SNOW AND ICE EXPENSES	250,000.00	10,859.01	260,859.01	260,859.01	0.00	0.00	100.00
014242	578000		STREET LGHTG MISCELLANEOUS	5,700.00	0.00	5,700.00	0.00	0.00	5,700.00	0.00
014242			014242 STREET LIGHTING EXPENSE	5,700.00	0.00	5,700.00	0.00	0.00	5,700.00	0.00
014251	511000		VEHICLE MAINT SALARIES	163,918.00	0.00	163,918.00	149,195.84	0.00	14,722.16	91.00
014251			014251 VEHICLE MAINT SALARIES	163,918.00	0.00	163,918.00	149,195.84	0.00	14,722.16	91.00
014252	578000		VEHICLE MAINT EXPENSES	163,500.00	0.00	163,500.00	151,814.99	2,920.89	8,764.12	94.60
014252			014252 VEHICLE MAINT EXP	163,500.00	0.00	163,500.00	151,814.99	2,920.89	8,764.12	94.60
014262	578000		TOWN VEHICLE FUEL MISCELLANEOU	95,823.00	0.00	95,823.00	100,945.21	0.00	(5,122.21)	105.30
014262			014262 TOWN VEHICLE FUEL EXPEN	95,823.00	0.00	95,823.00	100,945.21	0.00	(5,122.21)	105.30
014331	511000		TRANS STATION FULL TIME SALARI	259,447.00	817.73	260,264.73	245,558.35	0.00	14,706.38	94.30
014331			014331 TRANSFER STATION SALARI	259,447.00	817.73	260,264.73	245,558.35	0.00	14,706.38	94.30
014332	524000		EQUIPMENT REPAIR AND MAINT	5,000.00	0.00	5,000.00	5,488.53	0.00	(488.53)	109.80
014332	530303		TRASH REMOVAL FEES/SOLID WASTE	76,500.00	0.00	76,500.00	49,509.78	0.00	26,990.22	64.70
014332	530304		HOUSEHOLD HAZARDOUS WASTE	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00	100.00
014332	530310		RECYCLING COSTS/VENDOR FEES	25,000.00	0.00	25,000.00	28,793.55	0.00	(3,793.55)	115.20
014332	534200		POSTAGE	500.00	0.00	500.00	749.01	0.00	(249.01)	149.80
014332	538000		PRINTING AND ADV	2,500.00	0.00	2,500.00	1,000.00	0.00	1,500.00	40.00
014332	541000		FUEL & UTILITIES	10,600.00	0.00	10,600.00	18,975.94	0.00	(8,375.94)	179.00
014332	542000		OFFICE SUPPLIES	650.00	0.00	650.00	384.00	0.00	266.00	59.10
014332	542110		STICKERS AND DECALS	2,600.00	0.00	2,600.00	1,414.45	0.00	1,185.55	54.40
014332	543000		FACILITY MAINTENANCE	34,650.00	0.00	34,650.00	13,115.65	0.00	21,534.35	37.90
014332	578100		UNIFORM REPLACEMENT	2,400.00	0.00	2,400.00	2,100.63	0.00	299.37	87.50
014332	578105		ROLL-OFF CONTAINER REPLACEMENT	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.00
014332			014332 TRANSFER STATION EXPENS	176,400.00	0.00	176,400.00	131,531.54	0.00	44,868.46	74.60
014336	578000		TRANSFER STATION ENCUMBRANCE	0.00	190.40	190.40	190.40	0.00	0.00	100.00
014336			014336 TRANSFER STATION ENCUMB	0.00	190.40	190.40	190.40	0.00	0.00	100.00
014342	530300		LANDFILL ENGINEERING	30,450.00	0.00	30,450.00	29,775.21	0.00	674.79	97.80
014342	530302		LANDFILL LEACHATE REMOVAL	45,000.00	0.00	45,000.00	31,362.50	0.00	13,637.50	69.70
014342	530303		LANDFILL TRASH REMOVAL	35,000.00	0.00	35,000.00	32,187.87	0.00	2,812.13	92.00
014342	530304		LANDFILL HOUSEHOLD HAZ WASTE	1,500.00	0.00	1,500.00	798.17	10,800.00	(10,098.17)	773.20
014342			014342 LANDFILL EXPENSES	111,950.00	0.00	111,950.00	94,123.75	10,800.00	7,026.25	93.70
014911	511000		CEMETERY COMM FULL TIME SALARI	26,626.00	100.32	26,726.32	20,085.65	0.00	6,640.67	75.20
014911			014911 CEMETERY COMM SALARIES	26,626.00	100.32	26,726.32	20,085.65	0.00	6,640.67	75.20
014912	578000		CEMETERY COMM MISCELLANEOUS	10,100.00	0.00	10,100.00	5,442.70	93.92	4,653.38	54.80
014912			014912 CEMETERY COMM EXPENSES	10,100.00	0.00	10,100.00	5,442.70	93.92	4,653.38	54.80
014922	578000		VET GRAVES MISCELLANEOUS	2,500.00	0.00	2,500.00	2,299.00	0.00	201.00	92.00
014922			014922 CUST. VETERAN GRAVES EX	2,500.00	0.00	2,500.00	2,299.00	0.00	201.00	92.00
015122	578000		BOH MISCELLANEOUS	33,000.00	0.00	33,000.00	32,300.00	0.00	700.00	97.90
015122			015122 BOARD OF HEALTH EXPENSE	33,000.00	0.00	33,000.00	32,300.00	0.00	700.00	97.90
015126	578000		BOH ENCUMBRANCE	0.00	864.00	864.00	0.00	0.00	864.00	0.00
015126			015126 BOH ENCUMBRANCE	0.00	864.00	864.00	0.00	0.00	864.00	0.00
015402	578000		HUMAN SVS SPEC PROGRAMS	4,025.00	0.00	4,025.00	4,025.00	0.00	0.00	100.00
015402			015402 HUMAN SERVICES SPECIAL	4,025.00	0.00	4,025.00	4,025.00	0.00	0.00	100.00
015411	511000		COA FULL TIME SALARIES	187,859.00	2,874.77	190,733.77	190,367.00	0.00	366.77	99.80
015411			015411 COUNCIL ON AGING SALARI	187,859.00	2,874.77	190,733.77	190,367.00	0.00	366.77	99.80
015412	558000		COA SUPPLIES, NEWSL, POST, CRA	0.00	0.00	0.00	519.87	0.00	(519.87)	100.00
015412	578000		COA MISCELLANEOUS	0.00	0.00	0.00	(17,094.14)	0.00	17,094.14	100.00
015412			015412 COUNCIL ON AGING EXPENS	0.00	0.00	0.00	(16,574.27)	0.00	16,574.27	100.00
015431	511000		VET. SERV. FULL TIME SALARIES	7,200.00	0.00	7,200.00	7,200.00	0.00	0.00	100.00
015431			015431 VETERAN'S SERVICES SALA	7,200.00	0.00	7,200.00	7,200.00	0.00	0.00	100.00
015432	578000		VET. SERV. MISCELLANEOUS	28,000.00	0.00	28,000.00	19,467.46	0.00	8,532.54	69.50
015432			015432 VETERAN'S SERVICES EXPE	28,000.00	0.00	28,000.00	19,467.46	0.00	8,532.54	69.50
016101	511000		LIBRARY FULL TIME SALARIES	551,520.00	26,189.81	577,709.81	497,084.68	0.00	80,625.13	86.00
016101			016101 LIBRARY SALARIES	551,520.00	26,189.81	577,709.81	497,084.68	0.00	80,625.13	86.00
016102	578000		BOOKS & MATERIALS	115,000.00	0.00	115,000.00	115,032.00	0.00	(32.00)	100.00
016102	578402		LIB GENERAL OPERATING EXP	74,125.00	0.00	74,125.00	74,109.90	0.00	15.10	100.00
016102			016102 LIBRARY EXPENSES	189,125.00	0.00	189,125.00	189,141.90	0.00	(16.90)	100.00
016301	511000		RECREATION FULL TIME SALARIES	146,681.00	7,766.52	154,447.52	158,815.09	0.00	(4,367.57)	102.80
016301			016301 RECREATION SALARIES	146,681.00	7,766.52	154,447.52	158,815.09	0.00	(4,367.57)	102.80
016302	578000		RECREATION MISCELLANEOUS	2,700.00	0.00	2,700.00	2,702.11	0.00	(2.11)	100.10
016302			016302 RECREATION EXPENSES	2,700.00	0.00	2,700.00	2,702.11	0.00	(2.11)	100.10
016912	578000		HIST. COMMISSION MISC. - TOWN	500.00	0.00	500.00	498.90	0.00	1.10	99.80
016912			016912 HISTORICAL COMM EXP - T	500.00	0.00	500.00	498.90	0.00	1.10	99.80
016922	578000		TOWN CELEBRATIONS EXPENSE	650.00	0.00	650.00	653.03	0.00	(3.03)	100.50
016922			016922 TOWN CELEBRATIONS EXP	650.00	0.00	650.00	653.03	0.00	(3.03)	100.50
017112	591028		OLD POPU SWR #7 1/15/03	9,000.00	0.00	9,000.00	9,000.00	0.00	0.00	100.00
017112	591043		MWPAT/STORMWTR#22 11/16/05	13,390.19	0.00	13,390.19	13,390.19	0.00	0.00	100.00
017112	591048		LEACHATE COVER ATM 0507 #10	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00	100.00
017112	591050		LAND ACQU #27 stm1007 #9	10,000.00	0.00	10,000.00	10,000.00	0.00	0.00	100.00
017112	591053		Septic Public Safe # 28 5/8#13	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00	100.00
017112	591065		School Feasibility #42	9,000.00	0.00	9,000.00	9,000.00	0.00	0.00	100.00
017112	591066		PUBLIC SAFETY BLDG - LAND PRIN	65,000.00	0.00	65,000.00	65,000.00	0.00	0.00	100.00
017112	591070		HOD SCHOOL ROOF STM 11/19	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00	100.00
017112	591071		DPW - ROLLOFF TRUCK STM 11/19	35,000.00	0.00	35,000.00	35,000.00	0.00	0.00	100.00
017112	591072		DPW - ROADWAYS STM 11/19	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00	100.00
017112			017112 RETIREMENT OF LT DEBT /	281,390.19	0.00	281,390.19	281,390.19	0.00	0.00	100.00
017122	591028		OLD POPU SWR #7 1/15/03	400.50	0.00	400.50	400.50	0.00	0.00	100.00
017122	591043		MWPAT/STORMWTR#22 11/16/05	970.21	0.00	970.21	970.20	0.00	0.01	100.00
017122	591048		LEACHAT COV#36 ATM 0507 #10	2,300.00	0.00	2,300.00	2,300.00	0.00	0.00	100.00
017122	591050		LAND ACQUI #27 stm1007 #9	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00	100.00
017122	591053		Septic Public #28 SAFE 5/8#13	1,210.00	0.00	1,210.00	1,210.00	0.00	0.00	100.00
017122	591065		School Feasibility #42	2,920.00	0.00	2,920.00	2,920.00	0.00	0.00	100.00
017122	591066		PUBLIC SAFETY BLDG - LAND INT	43,750.00	0.00	43,750.00	43,750.00	0.00	0.00	100.00

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
017122	591071		DPW - ROLLOFF TRUCK STM 11/19	5,100.00	0.00	5,100.00	2,550.00	0.00	2,550.00	50.00
017122	591072		DPW - ROADWAYS STM 11/19	6,060.00	0.00	6,060.00	6,060.00	0.00	0.00	100.00
017122			017122 INTEREST ON LONG-TERM D	96,610.71	0.00	96,610.71	96,610.70	0.00	0.01	100.00
017133	591047		BAN BORROWING	114,788.84	120,442.00	235,230.84	235,230.84	0.00	0.00	100.00
017133			017133 BAN INTEREST	114,788.84	120,442.00	235,230.84	235,230.84	0.00	0.00	100.00
017152	592000		CERT & REGISTRATION	12,210.26	0.00	12,210.26	3,707.61	0.00	8,502.65	30.40
017152			017152 OTHER DEBT COSTS	12,210.26	0.00	12,210.26	3,707.61	0.00	8,502.65	30.40
017212	591029		LIBRARY CONST #8 1/15/03	129,000.00	0.00	129,000.00	129,000.00	0.00	0.00	100.00
017212	591062		F/C CONSTRUCT Art4Stm11/9	846,000.00	0.00	846,000.00	846,000.00	0.00	0.00	100.00
017212	591067		PUBLIC SAFETY BLDG - MECC PRIN	185,000.00	0.00	185,000.00	185,000.00	0.00	0.00	100.00
017212	591069		PUBLIC SAFETY BLDG - BOND#2	215,000.00	0.00	215,000.00	215,000.00	0.00	0.00	100.00
017212			017212 EXCLUDED DEBT PRINC	1,375,000.00	0.00	1,375,000.00	1,375,000.00	0.00	0.00	100.00
017222	591029		LIBRARY CONST #8 1/15/03	5,741.00	0.00	5,741.00	5,740.50	0.00	0.50	100.00
017222	591062		F/C CONSTRUCT Art4Stm11/9	306,270.00	0.00	306,270.00	306,270.00	0.00	0.00	100.00
017222	591067		PUBLIC SAFETY BLDG - MECC INT	148,300.00	0.00	148,300.00	148,300.00	0.00	0.00	100.00
017222	591069		PUBLIC SAFETY BLDG - BOND#2	205,944.00	0.00	205,944.00	205,943.75	0.00	0.25	100.00
017222			017222 EXCLUDED DEBT INTEREST	666,255.00	0.00	666,255.00	666,254.25	0.00	0.75	100.00
018202	560001		CS COUNTY ASSESSMENTS	0.00	80,821.00	80,821.00	80,767.00	0.00	54.00	99.90
018202	563900		CS MOSQUITO CONTROL	0.00	56,049.00	56,049.00	56,062.00	0.00	(13.00)	100.00
018202	564000		CS MET. AIR POLLUTION CONTROL	0.00	3,874.00	3,874.00	3,874.00	0.00	0.00	100.00
018202	564100		CS MET AREA PLANNING COUNCIL	0.00	5,527.00	5,527.00	5,527.00	0.00	0.00	100.00
018202	564600		CS RMV NON RENEWAL	0.00	4,740.00	4,740.00	4,680.00	0.00	60.00	98.70
018202	566100		CS MBTA ASSESSMENT	0.00	138,973.00	138,973.00	138,973.00	0.00	0.00	100.00
018202	566200		CS REGIONAL TRANSIT ASSESSMENT	0.00	130,258.00	130,258.00	130,258.00	0.00	0.00	100.00
018202			018202 STATE ASSESSMENTS	0.00	420,242.00	420,242.00	420,141.00	0.00	101.00	100.00
018332	566500		CS SCHOOL CHOICE/CHARTER	0.00	21,631.00	21,631.00	0.00	0.00	21,631.00	0.00
018332	566501		CHARTER SCHOOL SENDING TUITION	0.00	274,939.00	274,939.00	301,212.00	0.00	(26,273.00)	109.60
018332			018332 STATE ASSESSMENT- TUITI	0.00	296,570.00	296,570.00	301,212.00	0.00	(4,642.00)	101.60
019122	515001		MEDICAL INSURANCE	2,570,000.00	0.00	2,570,000.00	2,464,313.07	0.00	105,686.93	95.90
019122	515002		LIFE INSURANCE	13,000.00	0.00	13,000.00	8,957.40	0.00	4,042.60	68.90
019122	515003		LONGEVITY	102,000.00	0.00	102,000.00	88,683.51	0.00	13,316.49	86.90
019122	515004		OTHER EMPLOYEE BENEFITS	20,000.00	0.00	20,000.00	12,185.44	0.00	7,814.56	60.90
019122	515006		MEDICARE	280,000.00	0.00	280,000.00	316,675.67	0.00	(36,675.67)	113.10
019122	515007		UNEMPLOYMENT COMP.	25,000.00	0.00	25,000.00	25,336.13	0.00	(336.13)	101.30
019122	515008		STATE/CTY RETIREMENT	2,711,584.00	0.00	2,711,584.00	2,656,482.12	0.00	55,101.88	98.00
019122			019122 EMPLOYEE BENEFITS	5,721,584.00	0.00	5,721,584.00	5,572,633.34	0.00	148,950.66	97.40
019412	576000		COURT JUDGEMENTS	0.00	0.00	0.00	18.59	0.00	(18.59)	100.00
019412			019412 COURT JUDGEMENTS	0.00	0.00	0.00	18.59	0.00	(18.59)	100.00
019452	574000		BUILDING AND LIABILITY INS	400,000.00	0.00	400,000.00	407,547.72	0.00	(7,547.72)	101.90
019452			019452 BUILDING AND LIABILITY	400,000.00	0.00	400,000.00	407,547.72	0.00	(7,547.72)	101.90
019962	595000		TRANSFER TO TRUST & AGENCY FUN	0.00	225,000.00	225,000.00	225,000.00	0.00	0.00	100.00
019962			019962 TRANSFER TO TRUST AND A	0.00	225,000.00	225,000.00	225,000.00	0.00	0.00	100.00
03022	599999		FY2022 ENCUMBRANCES	0.00	206,345.04	206,345.04	124,339.76	0.00	82,005.28	60.30
03022			03022 EDUCATION K-6 ENCUMBRANC	0.00	206,345.04	206,345.04	124,339.76	0.00	82,005.28	60.30
91110100	538000		PRINTING AND ADVERTISING	250.00	0.00	250.00	171.00	0.00	79.00	68.40
91110100	542000		OFFICE SUPPLIES	150.00	0.00	150.00	0.00	0.00	150.00	0.00
91110100	542090		OTHER GENERAL OFFICE SUPPLIES	0.00	0.00	0.00	20.28	0.00	(20.28)	100.00
91110100	571100		TRAINING EXPENSES	350.00	0.00	350.00	0.00	0.00	350.00	0.00
91110100	571200		WORKSHOPS/CONFERENCES	1,000.00	0.00	1,000.00	450.00	0.00	550.00	45.00
91110100	573000		DUES AND MEMBERSHIPS	2,050.00	0.00	2,050.00	100.00	0.00	1,950.00	4.90
91110100	578000		OTHER DEPARTMENTAL EXPENSES	200.00	0.00	200.00	101.57	0.00	98.43	50.80
91110100			91110100 SCHOOL COMMITTEE	4,000.00	0.00	4,000.00	842.85	0.00	3,157.15	21.10
91210100	511340		SUPERINTENDENT	178,841.00	0.00	178,841.00	179,341.00	0.00	(500.00)	100.30
91210100	511435		ADMINISTRATIVE ASSISTANT	73,264.00	0.00	73,264.00	72,999.99	0.00	264.01	99.60
91210100	524410		OFFICE EQUIPMENT MAINTENANCE	2,100.00	0.00	2,100.00	1,462.79	59.20	578.01	72.50
91210100	530900		OTHER PROFESSIONAL SERVICES	0.00	8,000.00	8,000.00	10,498.10	0.00	(2,498.10)	131.20
91210100	534200		POSTAGE	0.00	0.00	0.00	524.69	0.00	(524.69)	100.00
91210100	538000		PRINTING AND ADVERTISING	250.00	0.00	250.00	0.00	0.00	250.00	0.00
91210100	542000		OFFICE SUPPLIES	2,750.00	0.00	2,750.00	1,610.34	7.35	1,132.31	58.80
91210100	542010		COPIER SUPPLIES	0.00	0.00	0.00	98.33	0.00	(98.33)	100.00
91210100	542030		TECHNOLOGY SUPPLIES	400.00	0.00	400.00	0.00	0.00	400.00	0.00
91210100	571000		IN STATE TRAVEL	200.00	0.00	200.00	0.00	0.00	200.00	0.00
91210100	571200		WORKSHOPS/CONFERENCES	4,200.00	0.00	4,200.00	1,025.00	0.00	3,175.00	24.40
91210100	571300		MEETINGS EXPENSES	2,000.00	0.00	2,000.00	1,943.63	0.00	56.37	97.20
91210100	573000		DUES AND MEMBERSHIPS	2,000.00	0.00	2,000.00	3,324.14	0.00	(1,324.14)	166.20
91210100	573100		SUBSCRIPTIONS/PUBLICATIONS	250.00	0.00	250.00	462.86	0.00	(212.86)	185.10
91210100			91210100 SUPERINTENDENT OF SCH	266,255.00	8,000.00	274,255.00	273,290.87	66.55	897.58	99.70
91410100	511345		BUSINESS MANAGER	40,000.00	0.00	40,000.00	39,984.00	0.00	16.00	100.00
91410100	511445		OFFICE ASSISTANT	77,879.00	0.00	77,879.00	74,377.04	0.00	3,501.96	95.50
91410100	511450		CLERICAL SUPPORT	0.00	0.00	0.00	3,443.39	0.00	(3,443.39)	100.00
91410100	524410		OFFICE EQUIPMENT MAINTENANCE	500.00	0.00	500.00	511.00	13.87	(24.87)	105.00
91410100	530900		OTHER PROFESSIONAL SERVICES	4,500.00	0.00	4,500.00	3,000.00	0.00	1,500.00	66.70
91410100	534200		POSTAGE	200.00	0.00	200.00	524.69	0.00	(324.69)	262.30
91410100	542000		OFFICE SUPPLIES	400.00	0.00	400.00	145.71	7.35	246.94	38.30
91410100	542010		COPIER SUPPLIES	250.00	0.00	250.00	1,023.99	0.00	(773.99)	409.60
91410100	571000		IN STATE TRAVEL	100.00	0.00	100.00	0.00	0.00	100.00	0.00
91410100	571200		WORKSHOPS/CONFERENCES	500.00	0.00	500.00	0.00	0.00	500.00	0.00
91410100	573000		DUES AND MEMBERSHIPS	375.00	0.00	375.00	200.00	0.00	175.00	53.30
91410100	573100		SUBSCRIPTIONS/PUBLICATIONS	0.00	0.00	0.00	193.86	0.00	(193.86)	100.00
91410100			91410100 BUSINESS OFFICE	124,704.00	0.00	124,704.00	123,403.68	21.22	1,279.10	99.00
91420100	511435		ADMINISTRATIVE ASSISTANT	97,375.00	0.00	97,375.00	97,850.04	0.00	(475.04)	100.50
91420100	524410		OFFICE EQUIPMENT MAINTENANCE	500.00	0.00	500.00	511.00	13.87	(24.87)	105.00
91420100	534200		POSTAGE	600.00	0.00	600.00	524.70	0.00	75.30	87.50
91420100	538020		ADVERTISING - RECRUITMENT	3,250.00	0.00	3,250.00	9,203.10	0.00	(5,953.10)	283.20
91420100	542000		OFFICE SUPPLIES	700.00	0.00	700.00	508.82	7.35	183.83	73.70

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AVAILABLE	BUDGET	% USED
91420100	542010		COPIER SUPPLIES	250.00	0.00	250.00	0.00	0.00	250.00	0.00
91420100	571000		IN STATE TRAVEL	100.00	0.00	100.00	92.60	0.00	7.40	92.60
91420100	571200		WORKSHOPS/CONFERENCES	1,250.00	0.00	1,250.00	524.00	0.00	726.00	41.90
91420100	573000		DUES AND MEMBERSHIPS	1,350.00	0.00	1,350.00	1,675.10	0.00	(325.10)	124.10
91420100	573100		SUBSCRIPTIONS/PUBLICATIONS	0.00	0.00	0.00	452.98	0.00	(452.98)	100.00
91420100	578000		OTHER DEPARTMENTAL EXPENSES	300.00	0.00	300.00	0.00	0.00	300.00	0.00
91420100			91420100 HUMAN RESOURCES	105,675.00	0.00	105,675.00	111,342.34	21.22	(5,688.56)	105.40
91430100	530400		DISTRICT LEGAL SERVICES	9,000.00	0.00	9,000.00	12,703.56	0.00	(3,703.56)	141.20
91430100	530405		SPECIAL EDUCATION MATTERS	15,000.00	0.00	15,000.00	9,282.00	0.00	5,718.00	61.90
91430100	530410		SCHOOL COMMITTEE COUNSEL	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00	0.00
91430100			91430100 LEGAL SERVICES	27,500.00	0.00	27,500.00	21,985.56	0.00	5,514.44	79.90
92110110	511360		CURRICULUM DIRECTOR	114,520.00	0.00	114,520.00	124,440.14	0.00	(9,920.14)	108.70
92110110	542000		OFFICE SUPPLIES	1,000.00	0.00	1,000.00	73.94	0.00	926.06	7.40
92110110	571200		DUES/WORKSHOPS/CONF FEES	500.00	0.00	500.00	6,165.91	0.00	(5,665.91)	1,233.20
92110110	573000		DUES AND MEMBERSHIPS	1,000.00	0.00	1,000.00	1,389.00	0.00	(389.00)	138.90
92110110			92110110 DISTRICT CURRICULUM	117,020.00	0.00	117,020.00	132,068.99	0.00	(15,048.99)	112.90
92110120	511360		DIRECTOR	133,623.00	0.00	133,623.00	134,932.98	0.00	(1,309.98)	101.00
92110120	511440		SECRETARY	96,149.00	0.00	96,149.00	94,088.16	0.00	2,060.84	97.90
92110120	524410		OFFICE EQUIPMENT MAINTENANCE	225.00	0.00	225.00	872.88	0.00	(647.88)	387.90
92110120	534200		POSTAGE	2,000.00	0.00	2,000.00	1,328.72	0.00	671.28	66.40
92110120	535010		SPECIAL EDUCATION EVALUATIONS	15,000.00	0.00	15,000.00	60,052.19	0.00	(45,052.19)	400.30
92110120	542000		OFFICE SUPPLIES	1,000.00	0.00	1,000.00	724.83	0.00	275.17	72.50
92110120	571000		IN STATE TRAVEL	1,500.00	0.00	1,500.00	137.13	0.00	1,362.87	9.10
92110120	571200		WORKSHOPS/CONFERENCES	1,200.00	0.00	1,200.00	750.00	0.00	450.00	62.50
92110120	573000		DUES AND MEMBERSHIPS	2,000.00	0.00	2,000.00	2,038.00	0.00	(38.00)	101.90
92110120	573100		SUBSCRIPTIONS/PUBLICATIONS	0.00	0.00	0.00	49.10	0.00	(49.10)	100.00
92110120			92110120 SPECIAL EDUCATION DIR	252,697.00	0.00	252,697.00	294,973.99	0.00	(42,276.99)	116.70
92210200	511350		PRINCIPAL	141,105.00	0.00	141,105.00	142,139.92	0.00	(1,034.92)	100.70
92210200	511355		ASSISTANT PRINCIPAL	98,160.00	0.00	98,160.00	98,880.08	0.00	(720.08)	100.70
92210200	511440		SECRETARY	98,862.00	0.00	98,862.00	106,382.48	0.00	(7,520.48)	107.60
92210200	524410		OFFICE EQUIPMENT MAINTENANCE	3,600.00	0.00	3,600.00	4,857.95	0.00	(1,257.95)	134.90
92210200	524490		OTHER CONTRACTUAL SERVICES	275.00	0.00	275.00	280.81	0.00	(5.81)	102.10
92210200	527020		POSTAGE METER/SCALE RENTAL	370.00	0.00	370.00	0.00	0.00	370.00	0.00
92210200	534200		POSTAGE	1,000.00	0.00	1,000.00	1,259.22	0.00	(259.22)	125.90
92210200	542000		OFFICE SUPPLIES	2,000.00	0.00	2,000.00	1,186.33	857.24	(43.57)	102.20
92210200	571200		WORKSHOPS/CONFERENCES	3,600.00	0.00	3,600.00	0.00	0.00	3,600.00	0.00
92210200	573000		DUES AND MEMBERSHIPS	1,700.00	0.00	1,700.00	1,178.00	0.00	522.00	69.30
92210200	573100		SUBSCRIPTIONS/PUBLICATIONS	80.00	0.00	80.00	79.00	0.00	1.00	98.80
92210200			92210200 PRINCIPAL'S OFFICE -	350,752.00	0.00	350,752.00	356,243.79	857.24	(6,349.03)	101.80
92210300	511350		PRINCIPAL	128,520.00	0.00	128,520.00	129,780.04	0.00	(1,260.04)	101.00
92210300	511355		ASSISTANT PRINCIPAL	102,000.00	0.00	102,000.00	98,880.08	0.00	3,119.92	96.90
92210300	511440		SECRETARY	92,579.00	0.00	92,579.00	96,738.10	0.00	(4,159.10)	104.50
92210300	524410		OFFICE EQUIPMENT MAINTENANCE	2,500.00	0.00	2,500.00	3,680.34	0.00	(1,180.34)	147.20
92210300	524490		OTHER CONTRACTUAL SERVICES	500.00	0.00	500.00	0.00	0.00	500.00	0.00
92210300	527020		POSTAGE METER/SCALE RENTAL	340.00	0.00	340.00	173.25	0.00	166.75	51.00
92210300	534200		POSTAGE	1,000.00	0.00	1,000.00	907.48	0.00	92.52	90.70
92210300	538000		PRINTING AND ADVERTISING	400.00	0.00	400.00	0.00	0.00	400.00	0.00
92210300	542000		OFFICE SUPPLIES	2,000.00	0.00	2,000.00	1,491.11	0.00	508.89	74.60
92210300	542010		COPIER SUPPLIES	0.00	0.00	0.00	302.98	0.00	(302.98)	100.00
92210300	542020		STATIONERY/ENVELOPES	100.00	0.00	100.00	0.00	0.00	100.00	0.00
92210300	542040		OFFICE EQUIPMENT & FURNITURE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
92210300	571000		IN STATE TRAVEL	400.00	0.00	400.00	168.08	0.00	231.92	42.00
92210300	571200		WORKSHOPS/CONFERENCES	3,000.00	0.00	3,000.00	1,030.00	0.00	1,970.00	34.30
92210300	573000		DUES AND MEMBERSHIPS	1,300.00	0.00	1,300.00	618.00	0.00	682.00	47.50
92210300	573100		SUBSCRIPTIONS/PUBLICATIONS	100.00	0.00	100.00	89.94	0.00	10.06	89.90
92210300			92210300 PRINCIPAL'S OFFICE -	335,739.00	0.00	335,739.00	333,859.40	0.00	1,879.60	99.40
92305100	511370		DIST REMOTE TEACHERS	0.00	0.00	0.00	912.91	0.00	(912.91)	100.00
92305100	515003		LONGEVITY	20,010.00	0.00	20,010.00	25,061.82	0.00	(5,051.82)	125.20
92305100			92305100 TEACHERS - OTHER COMP	20,010.00	0.00	20,010.00	25,974.73	0.00	(5,964.73)	129.80
92305200	511370		TEACHER	600,519.00	0.00	600,519.00	603,011.24	0.00	(2,492.24)	100.40
92305200			92305200 TEACHER SALARIES - KIN	600,519.00	0.00	600,519.00	603,011.24	0.00	(2,492.24)	100.40
92305201	511370		TEACHER	694,588.00	0.00	694,588.00	736,447.73	0.00	(41,859.73)	106.00
92305201			92305201 TEACHER SALARIES - GR	694,588.00	0.00	694,588.00	736,447.73	0.00	(41,859.73)	106.00
92305202	511370		TEACHER	628,615.00	(25,000.00)	603,615.00	574,218.10	0.00	29,396.90	95.10
92305202			92305202 TEACHER SALARIES - GR	628,615.00	(25,000.00)	603,615.00	574,218.10	0.00	29,396.90	95.10
92305203	511370		TEACHER	254,811.00	(20,000.00)	234,811.00	204,005.04	0.00	30,805.96	86.90
92305203			92305203 TEACHER SALARIES/READ	254,811.00	(20,000.00)	234,811.00	204,005.04	0.00	30,805.96	86.90
92305204	511370		TEACHER	76,451.00	0.00	76,451.00	99,528.18	0.00	(23,077.18)	130.20
92305204			92305204 TEACHER SALARIES/MATH	76,451.00	0.00	76,451.00	99,528.18	0.00	(23,077.18)	130.20
92305207	511370		TEACHER	77,218.00	0.00	77,218.00	127,813.14	0.00	(50,595.14)	165.50
92305207			92305207 TEACHER SALARIES/ELL	77,218.00	0.00	77,218.00	127,813.14	0.00	(50,595.14)	165.50
92305208	511370		TEACHER	81,420.00	0.00	81,420.00	85,977.46	0.00	(4,557.46)	105.60
92305208			92305208 TEACHER SALARIES/ART	81,420.00	0.00	81,420.00	85,977.46	0.00	(4,557.46)	105.60
92305209	511370		TEACHER	36,464.00	0.00	36,464.00	51,051.00	0.00	(14,587.00)	140.00
92305209			92305209 TEACHER SALARIES/MUSI	36,464.00	0.00	36,464.00	51,051.00	0.00	(14,587.00)	140.00
92305210	511370		TEACHER	97,925.00	0.00	97,925.00	104,808.02	0.00	(6,883.02)	107.00
92305210			92305210 TEACHER SALARIES/PHYS	97,925.00	0.00	97,925.00	104,808.02	0.00	(6,883.02)	107.00
92305211	511370		TEACHER	32,717.00	0.00	32,717.00	35,628.32	0.00	(2,911.32)	108.90
92305211			92305211 SALARIES - HEALTH HOD	32,717.00	0.00	32,717.00	35,628.32	0.00	(2,911.32)	108.90
92305212	511370		TEACHER	105,270.00	0.00	105,270.00	107,863.96	0.00	(2,593.96)	102.50
92305212			92305212 TEACHING/TECHNOLOGY -	105,270.00	0.00	105,270.00	107,863.96	0.00	(2,593.96)	102.50
92305250	511370		TEACHER	717,568.00	(20,000.00)	697,568.00	647,689.82	0.00	49,878.18	92.80
92305250			92305250 SPED TEACHER SALARIES	717,568.00	(20,000.00)	697,568.00	647,689.82	0.00	49,878.18	92.80
92305257	511370		TEACHER	282,557.00	0.00	282,557.00	296,403.40	0.00	(13,846.40)	104.90
92305257	</									

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AVAILABLE	BUDGET	% USED
92305303	511370		TEACHER	563,198.00	0.00	563,198.00	585,231.02	0.00	(22,033.02)	103.90
92305303			92305303 TEACHER SALARIES - GR	563,198.00	0.00	563,198.00	585,231.02	0.00	(22,033.02)	103.90
92305304	511370		TEACHER	546,109.00	0.00	546,109.00	638,377.96	0.00	(92,268.96)	116.90
92305304			92305304 TEACHER SALARIES - GR	546,109.00	0.00	546,109.00	638,377.96	0.00	(92,268.96)	116.90
92305305	511370		TEACHER	671,188.00	(20,000.00)	651,188.00	530,296.20	0.00	120,891.80	81.40
92305305			92305305 TEACHER SALARIES - GR	671,188.00	(20,000.00)	651,188.00	530,296.20	0.00	120,891.80	81.40
92305306	511370		TEACHER	591,865.00	0.00	591,865.00	570,031.60	0.00	21,833.40	96.30
92305306			92305306 TEACHER SALARIES - GR	591,865.00	0.00	591,865.00	570,031.60	0.00	21,833.40	96.30
92305312	511370		TEACHER	158,811.00	0.00	158,811.00	99,548.02	0.00	59,262.98	62.70
92305312			92305312 TEACHERS/TECHNOLOGY E	158,811.00	0.00	158,811.00	99,548.02	0.00	59,262.98	62.70
92305313	511370		TEACHER	200,563.00	0.00	200,563.00	207,186.98	0.00	(6,623.98)	103.30
92305313			92305313 TEACHER SALARIES/READ	200,563.00	0.00	200,563.00	207,186.98	0.00	(6,623.98)	103.30
92305314	511370		TEACHER	135,056.00	0.00	135,056.00	142,953.07	0.00	(7,897.07)	105.80
92305314			92305314 TEACHER SALARIES/MATH	135,056.00	0.00	135,056.00	142,953.07	0.00	(7,897.07)	105.80
92305318	511370		TEACHER	90,779.00	0.00	90,779.00	92,820.52	0.00	(2,041.52)	102.20
92305318			92305318 TEACHER SALARIES/ART	90,779.00	0.00	90,779.00	92,820.52	0.00	(2,041.52)	102.20
92305319	511370		TEACHER	156,358.00	0.00	156,358.00	173,421.02	0.00	(17,063.02)	110.90
92305319			92305319 TEACHER SALARIES/MUSI	156,358.00	0.00	156,358.00	173,421.02	0.00	(17,063.02)	110.90
92305320	511370		TEACHER	97,357.00	0.00	97,357.00	99,548.02	0.00	(2,191.02)	102.30
92305320			92305320 SALARIES - PHYS ED F/	97,357.00	0.00	97,357.00	99,548.02	0.00	(2,191.02)	102.30
92305321	511370		TEACHER	32,717.00	0.00	32,717.00	35,628.58	0.00	(2,911.58)	108.90
92305321			92305321 SALARIES - HEALTH FK	32,717.00	0.00	32,717.00	35,628.58	0.00	(2,911.58)	108.90
92305350	511370		TEACHER	752,918.00	0.00	752,918.00	761,004.39	0.00	(8,086.39)	101.10
92305350			92305350 SPED TEACHER SALARIES	752,918.00	0.00	752,918.00	761,004.39	0.00	(8,086.39)	101.10
92320200	511395		THERAPIST	291,511.00	0.00	291,511.00	301,314.74	0.00	(9,803.74)	103.40
92320200	535050		MEDICAL/THERAPEUTIC SERVICES	18,000.00	0.00	18,000.00	24,553.94	0.00	(6,553.94)	136.40
92320200			92320200 MEDICAL/THERAPEUTIC -	309,511.00	0.00	309,511.00	325,868.68	0.00	(16,357.68)	105.30
92320300	511395		THERAPIST	174,022.00	0.00	174,022.00	188,083.81	0.00	(14,061.81)	108.10
92320300	535050		MEDICAL/THERAPEUTIC SERVICES	32,000.00	0.00	32,000.00	25,898.36	0.00	6,101.64	80.90
92320300			92320300 MEDICAL/THERAPEUTIC -	206,022.00	0.00	206,022.00	213,982.17	0.00	(7,960.17)	103.90
92325210	512350		SUBSTITUTE TEACHERS-SHORT TERM	88,000.00	(21,500.00)	66,500.00	46,370.50	0.00	20,129.50	69.70
92325210	512355		SUBSTITUTE AIDES-SHORT TERM	0.00	0.00	0.00	7,305.50	0.00	(7,305.50)	100.00
92325210			92325210 SUBSTITUTES/REGULAR E	88,000.00	(21,500.00)	66,500.00	53,676.00	0.00	12,824.00	80.70
92325220	512350		SUBSTITUTE TEACHERS-SHORT TERM	15,250.00	0.00	15,250.00	6,313.50	0.00	8,936.50	41.40
92325220	512351		SUBSTITUTE TEACHERS-LONG TERM	0.00	0.00	0.00	440.00	0.00	(440.00)	100.00
92325220	512355		SUBSTITUTE AIDES-SHORT TERM	0.00	0.00	0.00	22,696.50	0.00	(22,696.50)	100.00
92325220	512356		SUBSTITUTE AIDES-LONG TERM	0.00	0.00	0.00	882.00	0.00	(882.00)	100.00
92325220			92325220 SUBSTITUTES/SPECIAL E	15,250.00	0.00	15,250.00	30,332.00	0.00	(15,082.00)	198.90
92325310	512350		SUBSTITUTE TEACHERS-SHORT TERM	99,500.00	(20,000.00)	79,500.00	62,836.00	0.00	16,664.00	79.00
92325310	512355		SUBSTITUTE AIDES-SHORT TERM	0.00	0.00	0.00	1,631.50	0.00	(1,631.50)	100.00
92325310			92325310 SUBSTITUTES/REGULAR E	99,500.00	(20,000.00)	79,500.00	64,467.50	0.00	15,032.50	81.10
92325320	512350		SUBSTITUTE TEACHERS-SHORT TERM	23,250.00	0.00	23,250.00	8,790.50	0.00	14,459.50	37.80
92325320	512351		SUBSTITUTE TEACHERS-LONG TERM	0.00	0.00	0.00	1,045.00	0.00	(1,045.00)	100.00
92325320	512355		SUBSTITUTE AIDES-SHORT TERM	0.00	0.00	0.00	15,760.50	0.00	(15,760.50)	100.00
92325320			92325320 SUBSTITUTES/SPECIAL E	23,250.00	0.00	23,250.00	25,596.00	0.00	(2,346.00)	110.10
92330153	530700		EDUCATIONAL SERVICES	45,000.00	0.00	45,000.00	59,783.08	0.00	(14,783.08)	132.90
92330153			92330153 SUMMER PRESCHOOL	45,000.00	0.00	45,000.00	59,783.08	0.00	(14,783.08)	132.90
92330154	530700		EDUCATIONAL SERVICES	28,000.00	0.00	28,000.00	39,166.18	0.00	(11,166.18)	139.90
92330154			92330154 SUMMER CAMP	28,000.00	0.00	28,000.00	39,166.18	0.00	(11,166.18)	139.90
92330208	511410		INSTRUCTIONAL AIDES	181,061.00	0.00	181,061.00	145,990.10	0.00	35,070.90	80.60
92330208			92330208 AIDES/KINDERGARTEN -	181,061.00	0.00	181,061.00	145,990.10	0.00	35,070.90	80.60
92330210	511410		INSTRUCTIONAL AIDES	24,564.00	0.00	24,564.00	0.00	0.00	24,564.00	0.00
92330210	511430		AIDES/TUTORS	12,500.00	0.00	12,500.00	14,252.17	0.00	(1,752.17)	114.00
92330210			92330210 AIDES/REGULAR EDUCATI	37,064.00	0.00	37,064.00	14,252.17	0.00	22,811.83	38.50
92330220	511430		AIDES/TUTORS	383,126.00	0.00	383,126.00	465,890.60	0.00	(82,764.60)	121.60
92330220			92330220 AIDES/SPECIAL EDUCATI	383,126.00	0.00	383,126.00	465,890.60	0.00	(82,764.60)	121.60
92330227	511430		AIDES/TUTORS	165,279.00	0.00	165,279.00	204,865.85	0.00	(39,586.85)	124.00
92330227			92330227 PRESCHOOL AIDES	165,279.00	0.00	165,279.00	204,865.85	0.00	(39,586.85)	124.00
92330310	511410		INSTRUCTIONAL AIDES	23,156.00	0.00	23,156.00	22,610.68	0.00	545.32	97.60
92330310			92330310 AIDES/REGULAR EDUCATI	23,156.00	0.00	23,156.00	22,610.68	0.00	545.32	97.60
92330320	511430		AIDES/TUTORS	467,762.00	0.00	467,762.00	421,694.07	0.00	46,067.93	90.20
92330320			92330320 AIDES/SPECIAL EDUCATI	467,762.00	0.00	467,762.00	421,694.07	0.00	46,067.93	90.20
92340255	511377		LIBRARIAN	78,897.00	0.00	78,897.00	78,896.74	0.00	0.26	100.00
92340255	511410		INSTRUCTIONAL AIDES	13,976.00	0.00	13,976.00	14,472.22	0.00	(496.22)	103.60
92340255			92340255 LIBRARY/MEDIA CENTER	92,873.00	0.00	92,873.00	93,368.96	0.00	(495.96)	100.50
92340355	511377		LIBRARIAN	96,711.00	0.00	96,711.00	96,710.90	0.00	0.10	100.00
92340355	511410		INSTRUCTIONAL AIDES	13,699.00	0.00	13,699.00	11,995.72	0.00	1,703.28	87.60
92340355			92340355 LIBRARY/MEDIA CENTER	110,410.00	0.00	110,410.00	108,706.62	0.00	1,703.38	98.50
92354100	512330		STIPENDS	35,000.00	0.00	35,000.00	50,037.14	0.00	(15,037.14)	143.00
92354100			92354100 DISTRICT PD STIPENDS	35,000.00	0.00	35,000.00	50,037.14	0.00	(15,037.14)	143.00
92356100	571200		DUES/WORKSHOPS/CONF FEES	10,000.00	0.00	10,000.00	772.80	0.00	9,227.20	7.70
92356100			92356100 DISTRICT - STAFF ATTE	10,000.00	0.00	10,000.00	772.80	0.00	9,227.20	7.70
92356210	571200		DUES/WORKSHOPS/CONF FEES	22,000.00	0.00	22,000.00	21,366.37	633.63	0.00	100.00
92356210	571500		TUITION REIMBURSEMENT	1,750.00	0.00	1,750.00	596.00	0.00	1,154.00	34.10
92356210			92356210 HOD - STAFF ATTEND PD	23,750.00	0.00	23,750.00	21,962.37	633.63	1,154.00	95.10
92356310	571200		DUES/WORKSHOPS/CONF FEES	28,000.00	0.00	28,000.00	23,461.24	4,538.76	0.00	100.00
92356310	571500		TUITION REIMBURSEMENT	500.00	0.00	500.00	0.00	0.00	500.00	0.00
92356310			92356310 FK - STAFF ATTEND PD	28,500.00	0.00	28,500.00	23,461.24	4,538.76	500.00	98.20
92358100	530700		EDUCATIONAL SERVICES	22,000.00	0.00	22,00				

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDE	ENCUMBRANCES	AVAILABLE BUDGET	% USED
92358220	530600		TRAINING SERVICES	2,500.00	0.00	2,500.00	1,224.81	80.50	1,194.69	52.20
			92358220 SPED/HOD - OUTSIDE PD	2,500.00	0.00	2,500.00	1,224.81	80.50	1,194.69	52.20
92358310	573000		DUES AND MEMBERSHIPS	1,250.00	0.00	1,250.00	114.50	0.00	1,135.50	9.20
92358310	578000		OTHER DEPARTMENTAL EXPENSES	0.00	0.00	0.00	100.00	0.00	(100.00)	100.00
			92358310 FK - OUTSIDE PD PROVI	1,250.00	0.00	1,250.00	214.50	0.00	1,035.50	17.20
92358320	530600		TRAINING SERVICES	3,500.00	0.00	3,500.00	1,169.81	80.50	2,249.69	35.70
			92358320 SPED/FK - OUTSIDE PD	3,500.00	0.00	3,500.00	1,169.81	80.50	2,249.69	35.70
92410200	553410		KINDERGARTEN TEXTBOOKS	4,000.00	0.00	4,000.00	2,326.97	0.00	1,673.03	58.20
			92410200 TEXTBOOKS - KINDERGAR	4,000.00	0.00	4,000.00	2,326.97	0.00	1,673.03	58.20
92410211	553410		HEALTH TEXTBOOKS	200.00	0.00	200.00	0.00	0.00	200.00	0.00
			92410211 TEXTBOOKS/HEALTH - HO	200.00	0.00	200.00	0.00	0.00	200.00	0.00
92410231	553410		READING/GR 1 TEXTBOOKS	1,400.00	0.00	1,400.00	0.00	0.00	1,400.00	0.00
			92410231 TEXTBOOKS/READING - G	1,400.00	0.00	1,400.00	0.00	0.00	1,400.00	0.00
92410232	553410		READING/GR 2 TEXTBOOKS	1,400.00	0.00	1,400.00	0.00	0.00	1,400.00	0.00
			92410232 TEXTBOOKS/READING - G	1,400.00	0.00	1,400.00	0.00	0.00	1,400.00	0.00
92410261	553410		SOCIAL STUDIES/GR 1 TEXTBOOKS	900.00	0.00	900.00	0.00	0.00	900.00	0.00
			92410261 TEXTBOOKS/SOC STUDIES	900.00	0.00	900.00	0.00	0.00	900.00	0.00
92410262	553410		SOCIAL STUDIES/GR 2 TEXTBOOKS	900.00	0.00	900.00	0.00	0.00	900.00	0.00
			92410262 TEXTBOOKS/SOC STUDIES	900.00	0.00	900.00	0.00	0.00	900.00	0.00
92410270	553410		ELL TEXTBOOKS	300.00	0.00	300.00	0.00	0.00	300.00	0.00
			92410270 TEXTBOOKS/SPANISH - H	300.00	0.00	300.00	0.00	0.00	300.00	0.00
92410303	553410		GENERAL/GR 3 TEXTBOOKS	0.00	0.00	0.00	2,430.28	0.00	(2,430.28)	100.00
			92410303 TXTBKS-GENERAL GR 3-F	0.00	0.00	0.00	2,430.28	0.00	(2,430.28)	100.00
92410304	553410		GENERAL/GR 4 TEXTBOOKS	0.00	0.00	0.00	2,430.29	0.00	(2,430.29)	100.00
			92410304 TXTBKS-GENERAL GR 4-F	0.00	0.00	0.00	2,430.29	0.00	(2,430.29)	100.00
92410333	553410		READING/GR 3 TEXTBOOKS	0.00	0.00	0.00	883.42	0.00	(883.42)	100.00
			92410333 TEXTBOOKS/READING - G	0.00	0.00	0.00	883.42	0.00	(883.42)	100.00
92410334	553410		READING/GR 4 TEXTBOOKS	0.00	0.00	0.00	883.42	0.00	(883.42)	100.00
			92410334 TEXTBOOKS/READING - G	0.00	0.00	0.00	883.42	0.00	(883.42)	100.00
92410335	553410		READING/GR 5 TEXTBOOKS	0.00	0.00	0.00	1,069.02	0.00	(1,069.02)	100.00
			92410335 TEXTBOOKS/READING - G	0.00	0.00	0.00	1,069.02	0.00	(1,069.02)	100.00
92410336	553410		READING/GR 6 TEXTBOOKS	0.00	0.00	0.00	1,069.09	0.00	(1,069.09)	100.00
			92410336 TEXTBOOKS/READING - G	0.00	0.00	0.00	1,069.09	0.00	(1,069.09)	100.00
92410343	553410		MATHEMATICS/GR 3 TEXTBOOKS	0.00	0.00	0.00	0.00	594.00	(594.00)	100.00
			92410343 TEXTBOOKS/MATH - GR 3	0.00	0.00	0.00	0.00	594.00	(594.00)	100.00
92410344	553410		MATHEMATICS/GR 4 TEXTBOOKS	0.00	0.00	0.00	746.68	594.00	(1,340.68)	100.00
			92410344 TEXTBOOKS/MATH - GR 4	0.00	0.00	0.00	746.68	594.00	(1,340.68)	100.00
92410345	553410		MATHEMATICS/GR 5 TEXTBOOKS	0.00	0.00	0.00	0.00	594.00	(594.00)	100.00
			92410345 TEXTBOOKS/MATH - GR 5	0.00	0.00	0.00	0.00	594.00	(594.00)	100.00
92410346	553410		MATHEMATICS/GR 6 TEXTBOOKS	0.00	0.00	0.00	0.00	594.00	(594.00)	100.00
			92410346 TEXTBOOKS/MATH - GR 6	0.00	0.00	0.00	0.00	594.00	(594.00)	100.00
92415255	555010		BOUND BOOKS	5,980.00	0.00	5,980.00	6,317.36	0.00	(337.36)	105.60
92415255	555090		OTHER LIBRARY SUPPLIES	1,500.00	0.00	1,500.00	1,243.82	0.00	256.18	82.90
92415255	578400		SAILS MEMBERSHIP	3,325.00	0.00	3,325.00	3,803.81	0.00	(478.81)	114.40
			92415255 LIBRARY/INST MATERIAL	10,805.00	0.00	10,805.00	11,364.99	0.00	(559.99)	105.20
92415355	555010		BOUND BOOKS	3,500.00	0.00	3,500.00	2,143.62	0.00	1,356.38	61.20
92415355	555020		PERIODICALS AND NEWSPAPERS	900.00	0.00	900.00	456.75	0.00	443.25	50.80
92415355	555090		OTHER LIBRARY SUPPLIES	1,500.00	0.00	1,500.00	464.35	0.00	1,035.65	31.00
92415355	578400		SAILS MEMBERSHIP	3,500.00	0.00	3,500.00	3,324.41	0.00	175.59	95.00
			92415355 LIBRARY/INST MATERIAL	9,400.00	0.00	9,400.00	6,389.13	0.00	3,010.87	68.00
92420200	524410		OFFICE EQUIPMENT MAINTENANCE	8,000.00	0.00	8,000.00	6,141.62	164.96	1,693.42	78.80
92420200	553470		INSTRUCTIONAL EQUIPMENT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
			92420200 INSTRUCIONAL EQUIPME	9,000.00	0.00	9,000.00	6,141.62	164.96	2,693.42	70.10
92420220	524410		OFFICE EQUIPMENT MAINTENANCE	1,250.00	0.00	1,250.00	1,958.99	21.27	(730.26)	158.40
			92420220 HOD/SPED INSTR EQUIPM	1,250.00	0.00	1,250.00	1,958.99	21.27	(730.26)	158.40
92420300	524410		OFFICE EQUIPMENT MAINTENANCE	8,000.00	0.00	8,000.00	6,599.15	144.60	1,256.25	84.30
92420300	542040		OFFICE EQUIPMENT & FURNITURE	0.00	0.00	0.00	958.44	0.00	(958.44)	100.00
92420300	553470		INSTRUCTIONAL EQUIPMENT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
			92420300 INSTRUCIONAL EQUIPME	9,000.00	0.00	9,000.00	7,557.59	144.60	1,297.81	85.60
92420320	524410		OFFICE EQUIPMENT MAINTENANCE	1,250.00	0.00	1,250.00	946.23	18.07	285.70	77.10
			92420320 SPED/FK INSTR EQUIPME	1,250.00	0.00	1,250.00	946.23	18.07	285.70	77.10
92430100	553440		INSTRUCTIONAL MATERIALS	15,975.00	0.00	15,975.00	7,746.27	0.00	8,228.73	48.50
			92430100 CURRICULUM ADOPTION	15,975.00	0.00	15,975.00	7,746.27	0.00	8,228.73	48.50
92430153	553490		OTHER EDUCATIONAL SUPPLIES	250.00	0.00	250.00	200.48	0.00	49.52	80.20
			92430153 SUPPLIES-SUMMER PRESC	250.00	0.00	250.00	200.48	0.00	49.52	80.20
92430154	553490		OTHER EDUCATIONAL SUPPLIES	300.00	0.00	300.00	290.84	0.00	9.16	96.90
			92430154 SUPPLIES-SUMMER CAMP	300.00	0.00	300.00	290.84	0.00	9.16	96.90
92430200	542040		OFFICE EQUIPMENT & FURNITURE	1,500.00	0.00	1,500.00	1,155.92	0.00	344.08	77.10
92430200	553440		INSTRUCTIONAL MATERIALS	8,000.00	0.00	8,000.00	6,698.80	0.00	1,301.20	83.70
			92430200 GENERAL SUPPLIES/CLAS	9,500.00	0.00	9,500.00	7,854.72	0.00	1,645.28	82.70
92430201	553440		GR 1 INSTRUCTIONAL MATERIALS	2,800.00	0.00	2,800.00	4,338.74	4,807.25	(6,345.99)	326.60
			92430201 SUPPLIES-GENERAL GR 1	2,800.00	0.00	2,800.00	4,338.74	4,807.25	(6,345.99)	326.60
92430202	553440		GR 2 INSTRUCTIONAL MATERIALS	3,500.00	0.00	3,500.00	6,111.63	0.00	(2,611.63)	174.60
			92430202 SUPPLIES-GENERAL GR 2	3,500.00	0.00	3,500.00	6,111.63	0.00	(2,611.63)	174.60
92430208	553440		KINDERGARTEN INSTR MATERIALS	5,000.00	0.00	5,000.00	3,238.85	3,060.71	(1,299.56)	126.00
			92430208 SUPPLIES-KINDERGARTEN	5,000.00	0.00	5,000.00	3,238.85	3,060.71	(1,299.56)	126.00
92430210	553440		PHYSICAL ED INSTR MATERIALS	800.00	0.00	800.00	0.00	0.00	800.00	0.00
			92430210 GEN SUPPLIES/PHYSICAL	800.00	0.00	800.00	0.00	0.00	800.00	0.00
92430211	553440		HEALTH INSTR MATERIALS	200.00	0.00	200.00	0.00	0.00	200.00	0.00
			92430211 GEN SUPPLIES/HEALTH -	200.00	0.00	200.00	0.00	0.00	200.00	0.00
92430221	553440		ENGLISH/GR 1 INSTR MATERIALS	375.00	0.00	375.00	0.00	0.00	375.00	0.00
			92430221 GEN SUPPLIES/ENGLISH	375.00	0.00	375.00	0.00	0.00	375.00	0.00
92430231	553440		READING/GR 1 INSTR MATERIALS	300.00	0.00	300.00	212.05	567.53	(479.58)	259.90

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AVAILABLE	BUDGET	% USED
92430231			92430231 GEN SUPPLIES/READING	300.00	0.00	300.00	212.05	567.53	(479.58)	259.90
92430232	553440		READING/GR 2 INSTR MATERIALS	300.00	0.00	300.00	347.85	567.53	(615.38)	305.10
92430232			92430232 GEN SUPPLIES/READING	300.00	0.00	300.00	347.85	567.53	(615.38)	305.10
92430235	553440		READING RECOVERY INSTR MATLS	0.00	0.00	0.00	198.98	0.00	(198.98)	100.00
92430235			92430235 GEN SUPPLIES/READING	0.00	0.00	0.00	198.98	0.00	(198.98)	100.00
92430241	553440		MATH/GR 1 INSTR MATERIALS	250.00	0.00	250.00	0.00	78.80	171.20	31.50
92430241			92430241 GEN SUPPLIES/MATH - G	250.00	0.00	250.00	0.00	78.80	171.20	31.50
92430242	553440		MATH/GR 2 INSTR MATERIALS	250.00	0.00	250.00	0.00	78.80	171.20	31.50
92430242			92430242 GEN SUPPLIES/MATH - G	250.00	0.00	250.00	0.00	78.80	171.20	31.50
92430251	553440		SCIENCE/GR 1 INSTR MATERIALS	250.00	0.00	250.00	0.00	0.00	250.00	0.00
92430251			92430251 GEN SUPPLIES-SCIENCE/	250.00	0.00	250.00	0.00	0.00	250.00	0.00
92430252	553440		SCIENCE/GR 2 INSTR MATERIALS	250.00	0.00	250.00	0.00	0.00	250.00	0.00
92430252			92430252 GEN SUPPLIES/SCIENCE	250.00	0.00	250.00	0.00	0.00	250.00	0.00
92430261	553440		SOC STUDIES/GR 1 INSTR MATLS	520.00	0.00	520.00	0.00	0.00	520.00	0.00
92430261			92430261 GEN SUPPLIES/SOC STUD	520.00	0.00	520.00	0.00	0.00	520.00	0.00
92430262	553440		SOC STUDIES/GR 2 INSTR MATLS	520.00	0.00	520.00	0.00	0.00	520.00	0.00
92430262			92430262 GEN SUPPLIES/SOC STUD	520.00	0.00	520.00	0.00	0.00	520.00	0.00
92430270	553440		ELL INSTR MATERIALS	250.00	0.00	250.00	0.00	0.00	250.00	0.00
92430270			92430270 GEN SUPPLIES/ELL - HO	250.00	0.00	250.00	0.00	0.00	250.00	0.00
92430280	553440		ART INSTR MATERIALS	2,000.00	0.00	2,000.00	3,006.83	0.00	(1,006.83)	150.30
92430280			92430280 GENERAL SUPPLIES/ART	2,000.00	0.00	2,000.00	3,006.83	0.00	(1,006.83)	150.30
92430290	553440		MUSIC INSTR MATERIALS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
92430290			92430290 GEN SUPPLIES/MUSIC -	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
92430295	553440		SPED INSTRUCTIONAL MATERIALS	8,700.00	0.00	8,700.00	7,603.81	1,150.98	(54.79)	100.60
92430295	553460		SPED TESTING MATERIALS	3,500.00	0.00	3,500.00	2,501.08	1,390.85	(391.93)	111.20
92430295			92430295 GENERAL SUPPLIES/SPED	12,200.00	0.00	12,200.00	10,104.89	2,541.83	(446.72)	103.70
92430300	542010		COPIER SUPPLIES	3,000.00	0.00	3,000.00	42.04	0.00	2,957.96	1.40
92430300	553440		INSTRUCTIONAL MATERIALS	6,320.00	0.00	6,320.00	12,276.57	0.00	(5,956.57)	194.20
92430300			92430300 GENERAL SUPPLIES/CLAS	9,320.00	0.00	9,320.00	12,318.61	0.00	(2,998.61)	132.20
92430303	553440		GR 3 INSTRUCTIONAL MATERIALS	4,000.00	0.00	4,000.00	2,014.17	164.75	1,821.08	54.50
92430303			92430303 SUPPLIES/FC-GRADE 3	4,000.00	0.00	4,000.00	2,014.17	164.75	1,821.08	54.50
92430304	553440		GR 4 INSTRUCTIONAL MATERIALS	4,000.00	0.00	4,000.00	3,610.20	2,348.90	(1,959.10)	149.00
92430304			92430304 SUPPLIES/FC-GRADE 4	4,000.00	0.00	4,000.00	3,610.20	2,348.90	(1,959.10)	149.00
92430305	553440		GR 5 INSTRUCTIONAL MATERIALS	4,500.00	0.00	4,500.00	1,552.47	4,557.27	(1,609.74)	135.80
92430305			92430305 SUPPLIES/FC-GRADE 5	4,500.00	0.00	4,500.00	1,552.47	4,557.27	(1,609.74)	135.80
92430306	553440		GR 6 INSTRUCTIONAL MATERIALS	4,500.00	0.00	4,500.00	1,210.64	3,030.10	259.26	94.20
92430306			92430306 SUPPLIES/FC-GRADE 6	4,500.00	0.00	4,500.00	1,210.64	3,030.10	259.26	94.20
92430310	553440		PHYSICAL ED INSTR MATERIALS	800.00	0.00	800.00	713.03	0.00	86.97	89.10
92430310			92430310 GEN SUPPLIES/PHYSICAL	800.00	0.00	800.00	713.03	0.00	86.97	89.10
92430311	553440		HEALTH INSTR MATERIALS	100.00	0.00	100.00	0.00	0.00	100.00	0.00
92430311			92430311 GEN SUPPLIES/HEALTH -	100.00	0.00	100.00	0.00	0.00	100.00	0.00
92430323	553440		ENGLISH/GR 3 INSTR MATERIALS	3,250.00	0.00	3,250.00	1,240.25	0.00	2,009.75	38.20
92430323			92430323 GEN SUPPLIES/ENGLISH	3,250.00	0.00	3,250.00	1,240.25	0.00	2,009.75	38.20
92430324	553440		ENGLISH/GR 4 INSTR MATERIALS	3,250.00	0.00	3,250.00	1,912.16	0.00	1,337.84	58.80
92430324			92430324 GEN SUPPLIES/ENGLISH	3,250.00	0.00	3,250.00	1,912.16	0.00	1,337.84	58.80
92430325	553440		ENGLISH/GR 5 INSTR MATERIALS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
92430325			92430325 GEN SUPPLIES/ENGLISH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
92430326	553440		ENGLISH/GR 6 INSTR MATERIALS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
92430326			92430326 GEN SUPPLIES/ENGLISH	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
92430333	553440		READING/GR 3 INSTR MATERIALS	2,250.00	0.00	2,250.00	0.00	0.00	2,250.00	0.00
92430333			92430333 GEN SUPPLIES/READING	2,250.00	0.00	2,250.00	0.00	0.00	2,250.00	0.00
92430334	553440		READING/GR 4 INSTR MATERIALS	2,250.00	0.00	2,250.00	0.00	0.00	2,250.00	0.00
92430334			92430334 GEN SUPPLIES/READING	2,250.00	0.00	2,250.00	0.00	0.00	2,250.00	0.00
92430335	553440		READING/GR 5 INSTR MATERIALS	2,250.00	0.00	2,250.00	200.00	0.00	2,050.00	8.90
92430335			92430335 GEN SUPPLIES/READING	2,250.00	0.00	2,250.00	200.00	0.00	2,050.00	8.90
92430336	553440		READING/GR 6 INSTR MATERIALS	2,250.00	0.00	2,250.00	0.00	0.00	2,250.00	0.00
92430336			92430336 GEN SUPPLIES/READING	2,250.00	0.00	2,250.00	0.00	0.00	2,250.00	0.00
92430343	553440		MATH/GR 3 INSTR MATERIALS	350.00	0.00	350.00	38.92	0.00	311.08	11.10
92430343			92430343 GEN SUPPLIES/MATH - G	350.00	0.00	350.00	38.92	0.00	311.08	11.10
92430344	553440		MATH/GR 4 INSTR MATERIALS	350.00	0.00	350.00	38.93	0.00	311.07	11.10
92430344			92430344 GEN SUPPLIES/MATH - G	350.00	0.00	350.00	38.93	0.00	311.07	11.10
92430345	553440		MATH/GR 5 INSTR MATERIALS	650.00	0.00	650.00	0.00	0.00	650.00	0.00
92430345			92430345 GEN SUPPLIES/MATH - G	650.00	0.00	650.00	0.00	0.00	650.00	0.00
92430346	553440		MATH/GR 6 INSTR MATERIALS	650.00	0.00	650.00	0.00	0.00	650.00	0.00
92430346			92430346 GEN SUPPLIES/MATH - G	650.00	0.00	650.00	0.00	0.00	650.00	0.00
92430353	553440		SCIENCE/GR 3 INSTR MATERIALS	300.00	0.00	300.00	0.00	0.00	300.00	0.00
92430353			92430353 GEN SUPPLIES/SCIENCE	300.00	0.00	300.00	0.00	0.00	300.00	0.00
92430354	553440		SCIENCE/GR 4 INSTR MATERIALS	400.00	0.00	400.00	0.00	0.00	400.00	0.00
92430354			92430354 GEN SUPPLIES/SCIENCE	400.00	0.00	400.00	0.00	0.00	400.00	0.00
92430355	553440		SCIENCE/GR 5 INSTR MATERIALS	200.00	0.00	200.00	0.00	0.00	200.00	0.00
92430355			92430355 GEN SUPPLIES/SCIENCE	200.00	0.00	200.00	0.00	0.00	200.00	0.00
92430356	553440		SCIENCE/GR 6 INSTR MATERIALS	200.00	0.00	200.00	0.00	0.00	200.00	0.00
92430356			92430356 GEN SUPPLIES/SCIENCE	200.00	0.00	200.00	0.00	0.00	200.00	0.00
92430363	553440		SOC STUDIES/GR 3 INSTR MATLS	450.00	0.00	450.00	0.00	0.00	450.00	0.00
92430363			92430363 GEN SUPPLIES/SOC STUD	450.00	0.00	450.00	0.00	0.00	450.00	0.00
92430364	553440		SOC STUDIES/GR 4 INSTR MATLS	450.00	0.00	450.00	0.00	0.00	450.00	0.00
92430364			92430364 GEN SUPPLIES/SOC STUD	450.00	0.00	450.00	0.00	0.00	450.00	0.00
92430365	553440		SOC STUDIES/GR 5 INSTR MATLS	450.00	0.00	450.00	0.00	0.00	450.00	0.00
92430365			92430365 GEN SUPPLIES/SOC STUD	450.00	0.00	450.00	0.00	0.00	450.00	0.00
92430366	553440		SOC STUDIES/GR 6 INSTR MATLS	450.00	0.00	450.00	0.00	0.00	450.00	0.00
92430366			92430366 GEN SUPPLIES/SOC STUD	450.00	0.00	450.00	0.00	0.00	450.00	0.00
92430380	553440		ART INSTR MATERIALS	4,000.00	0.00	4,000.00	1,882.86	0.00	2,117.14	47.10
92430380			92430380 GEN SUPPLIES/ART - FK	4,000.00	0.00	4,000.00	1,882.86	0.00	2,117.14	47.10

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AVAILABLE	BUDGET	% USED
92430390	553440		MUSIC INSTR MATERIALS	4,000.00	0.00	4,000.00	3,508.38	0.00	491.62	87.70
			92430390 GEN SUPPLIES/MUSIC -	4,000.00	0.00	4,000.00	3,508.38	0.00	491.62	87.70
92430395	553440		SPED INSTRUCTIONAL MATERIALS	6,000.00	0.00	6,000.00	5,736.44	668.71	(405.15)	106.80
92430395	553460		SPED TESTING MATERIALS	3,500.00	0.00	3,500.00	3,016.04	1,977.60	(1,493.64)	142.70
			92430395 GENERAL SUPPLIES/SPED	9,500.00	0.00	9,500.00	8,752.48	2,646.31	(1,898.79)	120.00
92440210	538350		FIELD TRIPS	5,000.00	0.00	5,000.00	1,583.04	46.80	3,370.16	32.60
			92440210 OTHER INST SERVICES/R	5,000.00	0.00	5,000.00	1,583.04	46.80	3,370.16	32.60
92440220	538350		TRANSLATIONS	0.00	0.00	0.00	2,818.96	46.80	(2,865.76)	100.00
			92440220 OTHER INST SERVICES/S	0.00	0.00	0.00	2,818.96	46.80	(2,865.76)	100.00
92440310	530700		TUTORING SERVICES	7,000.00	0.00	7,000.00	270.00	0.00	6,730.00	3.90
92440310	538350		FIELD TRIPS	0.00	0.00	0.00	1,380.35	46.80	(1,427.15)	100.00
			92440310 OTHER INST SERVICES/R	7,000.00	0.00	7,000.00	1,650.35	46.80	5,302.85	24.20
92440320	530700		EDUCATIONAL SERVICES	0.00	0.00	0.00	2,539.50	519.75	(3,059.25)	100.00
92440320	538350		TRANSLATIONS	0.00	0.00	0.00	1,494.96	46.78	(1,541.74)	100.00
			92440320 OTHER INST SERVICES/S	0.00	0.00	0.00	4,034.46	566.53	(4,600.99)	100.00
92451250	530800		TECHNOLOGY SERVICES	900.00	0.00	900.00	108.84	0.00	791.16	12.10
92451250	542030		TECHNOLOGY SUPPLIES	7,000.00	0.00	7,000.00	668.45	109.95	6,221.60	11.10
92451250	542050		TECHNOLOGY HARDWARE	9,500.00	0.00	9,500.00	99.00	0.00	9,401.00	1.00
			92451250 CLASSROOM INST TECH/R	17,400.00	0.00	17,400.00	876.29	109.95	16,413.76	5.70
92451252	542030		TECHNOLOGY SUPPLIES	2,500.00	0.00	2,500.00	5,934.22	0.00	(3,434.22)	237.40
			92451252 CLASSROOM INST TECH/S	2,500.00	0.00	2,500.00	5,934.22	0.00	(3,434.22)	237.40
92451350	530800		TECHNOLOGY SERVICES	6,000.00	0.00	6,000.00	108.84	0.00	5,891.16	1.80
92451350	542030		TECHNOLOGY SUPPLIES	3,500.00	0.00	3,500.00	1,660.62	0.00	1,839.38	47.40
92451350	542050		TECHNOLOGY HARDWARE	9,500.00	0.00	9,500.00	12,987.98	0.00	(3,487.98)	136.70
			92451350 CLASSROOM INST TECH/R	19,000.00	0.00	19,000.00	14,757.44	0.00	4,242.56	77.70
92451352	542030		TECHNOLOGY SUPPLIES	1,500.00	0.00	1,500.00	1,267.04	0.00	232.96	84.50
			92451352 CLASSROOM INST TECH/S	1,500.00	0.00	1,500.00	1,267.04	0.00	232.96	84.50
92455250	542060		TECHNOLOGY SOFTWARE	25,000.00	0.00	25,000.00	21,611.37	0.00	3,388.63	86.40
			92455250 INSTRUCTIONAL SOFTWARE	25,000.00	0.00	25,000.00	21,611.37	0.00	3,388.63	86.40
92455252	542060		TECHNOLOGY SOFTWARE	8,144.00	0.00	8,144.00	878.53	0.00	7,265.47	10.80
			92455252 INST SOFTWARE/SPED -	8,144.00	0.00	8,144.00	878.53	0.00	7,265.47	10.80
92455350	542060		TECHNOLOGY SOFTWARE	20,000.00	0.00	20,000.00	24,796.71	0.00	(4,796.71)	124.00
			92455350 INSTRUCTIONAL SOFTWARE	20,000.00	0.00	20,000.00	24,796.71	0.00	(4,796.71)	124.00
92455352	542060		TECHNOLOGY SOFTWARE	4,668.00	0.00	4,668.00	2,633.78	0.00	2,034.22	56.40
			92455352 INST SOFTWARE/SPED -	4,668.00	0.00	4,668.00	2,633.78	0.00	2,034.22	56.40
92710200	511381		ADJUSTMENT COUNSELOR	169,044.00	0.00	169,044.00	107,638.96	0.00	61,405.04	63.70
92710200	553490		OTHER EDUCATIONAL SUPPLIES	1,100.00	0.00	1,100.00	90.90	0.00	1,009.10	8.30
			92710200 GUIDANCE SERVICES - H	170,144.00	0.00	170,144.00	107,729.86	0.00	62,414.14	63.30
92710300	511381		ADJUSTMENT COUNSELOR	68,246.00	0.00	68,246.00	101,699.00	0.00	(33,453.00)	149.00
92710300	553490		OTHER EDUCATIONAL SUPPLIES	200.00	0.00	200.00	0.00	0.00	200.00	0.00
			92710300 GUIDANCE SERVICES - F	68,446.00	0.00	68,446.00	101,699.00	0.00	(33,253.00)	148.60
92720200	553490		OTHER EDUCATIONAL SUPPLIES	1,700.00	0.00	1,700.00	0.00	0.00	1,700.00	0.00
			92720200 TESTING & ASSESSMENT	1,700.00	0.00	1,700.00	0.00	0.00	1,700.00	0.00
92800200	511385		PSYCHOLOGIST	140,792.00	0.00	140,792.00	107,638.96	0.00	33,153.04	76.50
			92800200 PSYCHOLOGICAL SERVICE	140,792.00	0.00	140,792.00	107,638.96	0.00	33,153.04	76.50
92800300	511385		PSYCHOLOGIST	101,388.00	0.00	101,388.00	144,680.53	0.00	(43,292.53)	142.70
92800300	535090		OTHER EDUCATIONAL SERVICES	0.00	0.00	0.00	22,637.50	0.00	(22,637.50)	100.00
			92800300 PSYCHOLOGICAL SERVICE	101,388.00	0.00	101,388.00	167,318.03	0.00	(65,930.03)	165.00
93200200	511390		NURSE	59,993.00	0.00	59,993.00	57,953.63	0.00	2,039.37	96.60
93200200	512390		SUBSTITUTE - OTHER	500.00	0.00	500.00	636.84	0.00	(136.84)	127.40
93200200	530100		PHYSICIAN	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00	100.00
93200200	550010		HEALTH/MEDICAL SUPPLIES	1,975.00	0.00	1,975.00	742.64	503.47	728.89	63.10
			93200200 HEALTH SERVICES - HOD	63,468.00	0.00	63,468.00	60,333.11	503.47	2,631.42	95.90
93200300	511390		NURSE	58,244.00	0.00	58,244.00	61,518.34	0.00	(3,274.34)	105.60
93200300	512390		SUBSTITUTE - OTHER	500.00	0.00	500.00	1,958.00	0.00	(1,458.00)	391.60
93200300	530100		PHYSICIAN	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00	100.00
93200300	550010		HEALTH/MEDICAL SUPPLIES	1,800.00	0.00	1,800.00	1,282.60	0.00	517.40	71.30
93200300	571100		TRAINING EXPENSES	250.00	0.00	250.00	0.00	0.00	250.00	0.00
			93200300 HEALTH SERVICES - FK	61,794.00	0.00	61,794.00	65,758.94	0.00	(3,964.94)	106.40
93300100	524440		TRANSP SOFTWARE MAINTENANCE	0.00	0.00	0.00	3,650.00	0.00	(3,650.00)	100.00
			93300100 TRANSPORTATION - DIST	0.00	0.00	0.00	3,650.00	0.00	(3,650.00)	100.00
93300210	533010		PUPIL TRANSPORTATION SERVICES	290,925.00	0.00	290,925.00	299,104.54	0.00	(8,179.54)	102.80
			93300210 TRANSPORTATION/REG ED	290,925.00	0.00	290,925.00	299,104.54	0.00	(8,179.54)	102.80
93300220	533010		PUPIL TRANSPORTATION SERVICES	20,000.00	23,500.00	43,500.00	101,133.77	0.00	(57,633.77)	232.50
			93300220 TRANSPORTATION/SPED -	20,000.00	23,500.00	43,500.00	101,133.77	0.00	(57,633.77)	232.50
93300310	533010		PUPIL TRANSPORTATION SERVICES	290,925.00	0.00	290,925.00	294,104.87	0.00	(3,179.87)	101.10
			93300310 TRANSPORTATION/REG ED	290,925.00	0.00	290,925.00	294,104.87	0.00	(3,179.87)	101.10
93300320	533010		PUPIL TRANSPORTATION SERVICES	91,066.00	0.00	91,066.00	22,156.82	0.00	68,909.18	24.30
			93300320 TRANSPORTATION/SPED -	91,066.00	0.00	91,066.00	22,156.82	0.00	68,909.18	24.30
93400200	511485		LUNCHROOM MONITOR - HOD	12,250.00	0.00	12,250.00	11,844.21	0.00	405.79	96.70
			93400200 FOOD SERVICES - HOD	12,250.00	0.00	12,250.00	11,844.21	0.00	405.79	96.70
93400300	511485		LUNCHROOM MONITOR - FK	12,250.00	0.00	12,250.00	11,997.66	0.00	252.34	97.90
			93400300 FOOD SERVICES - FK	12,250.00	0.00	12,250.00	11,997.66	0.00	252.34	97.90
93600200	524490		OTHER CONTRACTUAL SERVICES	300.00	0.00	300.00	0.00	0.00	300.00	0.00
93600200	543390		OTHER PROPERTY MAINT SUPPLIES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
			93600200 SCHOOL SECURITY - HOD	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00	0.00
93600300	524490		OTHER CONTRACTUAL SERVICES	500.00	0.00	500.00	0.00	0.00	500.00	0.00
93600300	543390		OTHER PROPERTY MAINT SUPPLIES	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00
			93600300 SCHOOL SECURITY - FK	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
94110100	511365		SUPERVISOR	54,644.00	0.00	54,644.00	57,600.14	0.00	(2,956.14)	105.40
94110100	511460		DEPUTY DIRECTOR	40,875.00	0.00	40,875.00	42,682.40	0.00	(1,807.40)	104.40
94110100	524490		OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	850.00	0.00	(850.00)	100.00
94110100	538000		PRINTING AND ADVERTISING	0.00	0.00	0.00	935.40	0.00	(935.40)	100.00
94110100	542000		OFFICE SUPPLIES	1,000.00	0.00	1,000.00	485.72	0.00	514.28	48.60

ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	ORIG APPROP	TRFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AVAILABLE	BUDGET	% USED
94450150	530800		TECHNOLOGY SERVICES	2,000.00	0.00	2,000.00	250.00	0.00	1,750.00	12.50
94450150	534100		WIRELESS PHONE	1,400.00	0.00	1,400.00	960.00	0.00	440.00	68.60
94450150	542030		TECHNOLOGY SUPPLIES	5,000.00	0.00	5,000.00	1,258.50	0.00	3,741.50	25.20
94450150	571000		IN STATE TRAVEL	200.00	0.00	200.00	0.00	0.00	200.00	0.00
94450150	571200		DUES/WORKSHOPS/CONF FEES	3,500.00	0.00	3,500.00	1,534.00	0.00	1,966.00	43.80
94450150			94450150 TECH INFRASTRUCTURE -	119,100.00	0.00	119,100.00	114,251.95	0.00	4,848.05	95.90
95200100	515100		ANNUITY CONTRIBUTION	5,000.00	0.00	5,000.00	5,500.00	0.00	(500.00)	110.00
95200100	515200		SICK LEAVE BUY-BACK	30,500.00	0.00	30,500.00	6,227.50	0.00	24,272.50	20.40
95200100			95200100 DISTRICT INSURANCE PR	35,500.00	0.00	35,500.00	11,727.50	0.00	23,772.50	33.00
99300120	532030		TUITION PRIVATE SCHOOLS	53,132.00	0.00	53,132.00	51,655.69	6,399.82	(4,923.51)	109.30
99300120			99300120 TUITION - NONPUBLIC S	53,132.00	0.00	53,132.00	51,655.69	6,399.82	(4,923.51)	109.30
99400120	532040		TUITION COLLABORATIVES	60,444.00	107,500.00	167,944.00	160,010.79	19,101.03	(11,167.82)	106.60
99400120			99400120 TUITIONS TO COLLABORA	60,444.00	107,500.00	167,944.00	160,010.79	19,101.03	(11,167.82)	106.60
			<i>Expense Total</i>	46,926,839.00	1,692,393.32	48,619,232.32	47,022,843.71	273,408.39	1,322,980.22	97.30
			Grand Total	46,926,839.00	1,692,393.32	48,619,232.32	47,022,843.71	273,408.39	1,322,980.22	97.30

SOUTHEASTERN REGIONAL SERVICES GROUP

Procurement and other services are provided to the Town of Norfolk by the Southeastern Regional Services Group (SERSG) and have been since the organization's inception in 1993. Annual dues of \$4,100 support one Regional Administrator who serves twenty-seven towns and cities; the last dues increase was 2012. The Town saves this amount by devoting less skilled-staff time to common procurements and document preparation. SERSG contract prices are generally lower than state contracts and require less time to use.

Norfolk used SERSG contracts for many purchases and utilized subsidized trainings. The Town also participated in six bids with contracts that took effect between January 1, 2023 and December 31, 2023. Those contracts were for DPW Supplies, Water & Sewer Treatment Chemicals, Office Supplies, Paper, DPW Services, and Drug & Alcohol Testing.

- In 2023, contracts were secured for 16 DPW supply items, and 3 water & sewer treatment chemicals. The estimated value of these combined supply contracts is \$321,217.00.
- Norfolk saves using SERSG contracts instead of state contracts even for common purchases like fuel. This is because SERSG prices for gas and diesel fuel are \$0.196 and \$0.076 lower than the state contract prices, respectively, saving the Town \$8,160 annually for these two items alone.
- Norfolk is currently participating in a two-year office supply contract, which began providing a 57.8% discount off list price (for non-excluded items using a standard wholesaler's catalog), with ink and toner cartridges discounted by 32.8%. Norfolk spent \$26,250 on office supplies, while saving \$30,989 off list price during the year.
- The Town and schools pay competitive fixed prices for paper using a SERSG contract, which provides 15 distinct items with both recycled and non-recycled options. By the end of this period, Norfolk had spent \$2,702 under this contract.
- DPW service bids were received in January 2024 and have resulted in 11 new contracts that take effect in March 2024. New contracts for 11 services have an estimated value of \$1,314,000.00.
- Drug & alcohol testing services were secured in October 2023. A new three-year contract took effect January 1, 2024, and provides this federally-required service with current features, quality service, and competitive pricing.

Michael Kelly
Regional Administrator

TREASURER/COLLECTOR

The office of the Treasurer/Collector is responsible for the receipt, investment and disbursement of all Town funds. The goal is to achieve these responsibilities while providing the highest level of customer service and support to all of the Town's taxpayers, employees, retirees, and vendors, as well as satisfy the legal requirements set forth in Massachusetts General Laws and the Town's bylaws.

In addition to the Treasurer/Collector, the office is staffed with an Assistant Treasurer/Collector and an Assistant Payroll Administrator.

Collection related duties and responsibilities focus on the billing and collection of real estate and personal property taxes, water payments and motor vehicle excise taxes. Collection of delinquent taxes and water payments are done through various processes such as sending demand bills, applying water liens, utilizing the Deputy Tax Collector as well as tax takings which are done annually. The office is also responsible for processing Municipal Lien Certificates and collection of annual parking decals and business licensing fees.

The Treasurer's aspect of this office receives all monies which come into the Town and is responsible for all Town expenditures including vendor payments and the processing of payroll of 550 full and part-time employees. The Treasurer is responsible for investing Town funds, does all short and long-term borrowing which Town Meeting has authorized with the approval of the Select Board, and manages Town-owned properties which may be in tax title or foreclosure.

The Town is on a quarterly real estate/personal property tax due date cycle being mailed semi-annually. Due dates are August 1, November 1, February 1, and May 1. The preliminary bills are issued by June 30th for the first and second quarter taxes. Those are calculated by using half of the previous year's total tax bill. The actual tax bill, calculated at the new tax rate, is issued by December 31st and is for the third and fourth quarters.

Water bills are on a quarterly due date cycle and mailed quarterly. Due dates are on or close to August 10, November 10, February 10, and May 10.

The Treasurer/Collector's office hours are Monday-Thursday 9 a.m. - 6 p.m. The office is closed on Fridays. Staff is available during office hours to receive calls (508-520-0058) as well as respond to emails (tcoffice@norfolk.ma.us) in order to assist residents with any questions relating to tax billing or payments. Other than in person drop-off at the window, there are several options for residents to submit payments to the Town including U.S. mail, the locked drop-box outside Town Hall at the parking lot entrance, and online payments. Online payments can be made through the Town's website www.norfolk.ma.us. From the Treasurer/Collector's page, real estate, personal property, and motor vehicle taxes as well as water bills can be paid. Payments for other Town department's fees and services are available through those specific department website pages.

Respectfully submitted,

Anne Marie Duggan
Treasurer/Collector



Town Meeting Warrants/Minutes

SPECIAL TOWN MEETING – JANUARY 11, 2023

On Wednesday the 11th day of January 2023 at 7:07 PM Moderator Jason Talerman called the Special Town Meeting to order. This meeting was held at the King Philip Middle School – 18 King Street, Norfolk, MA 02056

Moderator Talerman declared the warrant duly posted and waived the reading of the warrant. Introductions were made. Town Clerk Carol Greene, Finance Director Todd Lindmark, Town Administrator Justin Casanova-Davis, Select Board members Kevin Kalkut and Anita Mecklenburg, Town Counsel Tom Harrington. Advisory Committee members Susan Klein, David Lutes, Robert Garrity, Brian Beachkofski, Jonathan Hurwitz, Joyce Terrio, Chiara Moore, and Michael Gee were present. Sworn tellers were Paul Terrio and Andy Bakinowski

Moderator Talerman gave instructions to the citizens in attendance on the rules of Town Meeting.

There were 406 registered voters and 14 visitors in attendance.

The warrant, with comments, Advisory Committee recommendations and final votes are as follows:

ARTICLE 1 passed declared 2/3

Submitted by the Select Board

To see if the Town will appropriate a sum of money for the purposes of demolishing, reconstructing, originally equipping, and furnishing a new fire station located at 117 Main Street, including all incidental and related expenses, and to meet said appropriation, to authorize the Treasurer, with the approval of the Select Board, to borrow such sum under and consistent with G.L. c.44, §7, or any other source of authority, and to issue bonds and notes necessary for that purpose, said amount contingent upon passage of a Proposition 2 ½ debt exclusion ballot question in accordance with G.L. c.59, §21C(k), or take any other action related thereto.

The Advisory Committee recommends approval of this article.

Advisory Committee member David Lutes made the motion: Mr. Moderator, I move that the Town vote to appropriate \$22,700,000 for the purposes of demolishing, reconstructing, originally equipping, and furnishing a new fire station located at 117 Main Street, including all incidental and related expenses; said sum to be spent under the direction of the Town Administrator in consultation with the Norfolk Fire Station Building Committee; and that to meet this appropriation, the Town Treasurer with the approval of the Select Board shall be authorized to borrow said sum under and consistent with General Laws Chapter 44 Section 7 or any other source of authority and to issue bonds and notes necessary for that purpose; provided, however, that this vote shall not take effect until such time as the Town votes by ballot to exempt from the limitation on total taxes imposed by General Laws Chapter 59, Section 21C (Proposition 2 ½) the amount appropriated by this vote as a debt exclusion.

Presentations and information on the project were given by Fire Station Building Committee Chair Kevin Champagne, Fire Chief Erron Kinney, Select Board Chair Anita Mecklenburg, Select Board member Kevin Kalkut and Finance Director Todd Lindmark. Advisory Committee member David Lutes gave the Committees recommendation for approval. Steve Kirby from Vertex Company, the OPM for the project, and Ron Lamar from Dore and Whittier Architects were in attendance and available to answer questions.

Motion to adjourn made and seconded. Town Meeting adjourned at 8:43 PM

Respectfully submitted,
Carol Greene
Town Clerk

ANNUAL TOWN MEETING – MAY 17, 2023

On Wednesday the 18th day of May 2023 at 7:07 PM Moderator Jason Talerman called the Annual Town Meeting to order. This meeting was held at the King Philip Middle School – 18 King Street, Norfolk, MA 02056

Moderator Talerman declared the warrant duly posted and waived the reading of the warrant. The Pledge of Allegiance was followed by introductions.

Town Administrator Justin Casanova-Davis, Assistant Town Administrator Katelyn O'Brien, Finance Director Todd Lindmark, Select Board members Kevin Kalkut, James Lehan, Anita Mecklenburg, Town Clerk Carol Greene, Assistant Town Clerk Rebecca Tefft, Town Counsel Tom Harrington. Advisory Committee members David Lutes, Robert Garrity, Brian Beachkofski, Jonathan Hurwitz, Susan Klein, and Michael Gee were present.

Moderator Talerman gave instructions to the citizens in attendance on the rules of Town Meeting.

There were 69 registered voters and 18 visitors in attendance.

The warrant, with comments, Motions, Advisory Committee recommendations and final votes are as follows:

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 Town Clerk 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 Constable for a three (3) year term, one Housing Authority member for a five (5) year term, one Library Trustee for a three (3) year term, two Planning Board members each for three (3) year terms, two Recreation Commission members each for three (3) year terms, one Recreation Commission member for one (1) unexpired term ending in 2024, one King Philip School Committee member for one three (3) year term, and two Norfolk School Committee members each for 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 2, 2023.

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

ARTICLE 2 – passed unanimous

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 was one unpaid bill for \$7,215.31 from FY19/FY20.

Motion made & supported by David Lutes

MR. MODERATOR,

I MOVE THAT THE TOWN APPROPRIATE FUNDS TO PAY THE UNPAID PRIOR YEAR BILLS AS DISPLAYED ON THE SCREEN. – 1 unpaid bill to G&G Fire Protection for Library Repairs 12/01/2018 to 02/09/2020 totaling \$7,215.31

ARTICLE 3 – passed unanimous

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, 2023; 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.

**Motion made & supported by David Lutes
MR. MODERATOR,**

**I MOVE TO APPROVE THE TRANSFERS AS DISPLAYED ON THE SCREEN
(slide is attached at the end of minutes for reference)**

ARTICLE 4 – passed unanimous

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. At the time the warrant was executed, one memorandum of agreement was approved by the Select Board and ratified by the firefighter’s union for which Town Meeting must approve the funding.

The Advisory Committee recommends approval of this article.

State law requires that Collective Bargaining Agreements must be submitted for approval by Town Meeting for funding. This Article pertains to approval of the contract between the town and Local 4134, the International Association of Firefighters, reached this past December. The contract provides for the implementation of a step system, a wage scale increase of 1.5%, an increase in the clothing allowance, adding the new Juneteenth state holiday, and the implementation of a drug and alcohol testing policy, among other provisions. The Advisory Committee unanimously approved this article.

**Motion made & supported by Rob Garrity
MR. MODERATOR,**

I MOVE TO APPROVE ARTICLE 4 AS PRINTED IN THE WARRANT.

ARTICLE 5 – passed unanimous

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, 2023; 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.

**Motion made and supported by Rob Garrity
MR. MODERATOR,**

I MOVE TO APPROVE ARTICLE 5 AS PRINTED IN THE WARRANT.

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 – passed unanimous

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, 2023; or take any other action in relation thereto.

Town Administrator's Comments

Article 6 is the Town’s General Fund budget for FY24.

**Motion made and supported by David Lutes
MR. MODERATOR,**

I MOVE THAT THE TOWN FIX THE SALARY AND COMPENSATION OF THE ELECTED POSITION OF TOWN CLERK AT \$88,171.28 AS PROVIDED FOR BY THE MASSACHUSETTS GENERAL LAWS, CHAPTER 41, SECTION 108 FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023, AND FURTHER TO RAISE AND APPROPRIATE THE \$50,232,583.00 TO DEFRAY THE DEPARTMENT AND INCIDENTAL EXPENSES OF THE TOWN NOT OTHERWISE PROVIDED FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023.

This article would fund the general operating budget for the Town for the upcoming fiscal year, beginning on July 1, 2023. The proposed budget is for \$49,634,355, which represents a 5% increase over the current fiscal year budget. The Advisory Committee has expressed concerns over the use of some one-time revenues sources to achieve a balanced budget, however, we believe that this is the best solution for the upcoming fiscal year. The Committee voted unanimously to support this budget.

Presentations were given by the Town Administrator Justin Casanova-Davis on the Town budget, Superintendent Ingrid Allardi on the Elementary Schools budget, and Superintendent Paul Zinni on the King Philip budget.

Holds were placed on the public safety, education, and exempt debt budget numbers. Questions were answered on all hold and article 6 passed by unanimous vote.

ARTICLE 7 – passed unanimous Submitted by the Select Board

To see if the Town will appropriate from Public Works Water Division Enterprise Fund annual revenues, the tax levy, or available funds to fund the total costs of 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	\$355,421.00
Expenses	\$987,040.00
Capital Outlay	\$0.00
Debt	\$278,193.00
Extra/Unforeseen	<u>\$50,000.00</u>
Total:	\$1,670,654.00

And that \$1,670,654.00 be raised as follows:

Departmental Receipts:	\$1,670,654.00	
Retained Earnings		0.00
Total:	\$1,670,654.00	

Town Administrator's Comments

Article 7 is the Water Division Enterprise Fund budget for FY24. This budget is funded from Water Division revenue derived through user charges and retained earnings if necessary.

**Motion made & supported by Rob Garrity
MR. MODERATOR,**

I MOVE TO ADOPT THE PUBLIC WORKS WATER DIVISION ENTERPRISE FUND BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023 IN THE AMOUNT OF \$1,670,654.00 AS PRINTED IN THE WARRANT.

The Advisory Committee recommends approval of this article.

This article would provide funding for the Town’s Water Division for fiscal year 2024. 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 – passed unanimous

Submitted by the Select Board

To see if the Town will appropriate from Public Works Wastewater Division Enterprise Fund annual revenues, the tax levy, or available funds to fund the total costs of 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	\$14,237.00
Expenses	\$123,757.00
Capital Outlay	\$25,000.00
Debt	\$0.00
Extra/Unforeseen	<u>\$20,000.00</u>
Total:	\$182,994.00

And that \$182,994.00 be raised as follows:

Departmental Receipts:	\$162,994.00
Retained Earnings	\$20,000.00
Total:	\$182,994.00

Town Administrator's Comments
 Article 8 is the Wastewater (Sewer) Division Enterprise Fund budget for FY24. This budget is funded from Sewer Division revenue.

Motion made & supported by Rob Garrity
MR. MODERATOR,

I MOVE TO ADOPT THE PUBLIC WORKS WASTEWATER DIVISION ENTERPRISE FUND BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023 IN THE AMOUNT OF \$203,618.00 AS DISPLAYED ON THE SCREEN.

This Article would provide funding for the Town’s Wastewater Division for fiscal year 2024. 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. The Advisory Committee voted unanimously to support this article.

ARTICLE 9 – passed unanimous

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. This list will be provided at the Annual Town Meeting.

Motion made and supported by Susan Klein
MR. MODERATOR,

I MOVE TO INDEFINITELY POSTPONE ARTICLE 9.

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 some proposals to be considered at a later Town Meeting. Therefore, the Advisory Committee recommends to indefinitely postpone Article 9.

ARTICLE 10 – passed unanimous

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.

**Motion made & supported by Susan Klein
MR. MODERATOR,**

I MOVE TO INDEFINITELY POSTPONE ARTICLE 10.

This Article would authorize capital purchases during the upcoming fiscal year through debt financing. Similar to Article 9, the Town is not proposing any capital projects or purchases at this time, though there may some proposals to be considered at a later Town Meeting. Therefore, the Advisory Committee recommends to indefinitely postpose Article 10.

ARTICLE 11 – passed unanimous

Submitted by the Select Board

To see if the Town will reauthorize the spending limits on the following revolving funds previously authorized by the Town; or take any other action in relation thereto.

Revolving Fund	Department	Expenditure Limit
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 MaintenanceUnaccepted	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	\$5,000
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 are no changes proposed for the expenditure limits in FY24.

**Motion made & supported by Dave Lutes
MR. MODERATOR,**

I MOVE TO APPROVE ARTICLE 11 AS PRINTED IN THE WARRANT.

This Article authorizes spending limits for the Town Revolving funds, which are unchanged from last year's fund limits. The Advisory Committee voted to support these fund limits.

ARTICLE 12 – motion passes unanimous

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.

Motion made & supported by Rob Garrity

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 12 AS PRINTED IN THE WARRANT.

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.

Presentation were given by Susan Jacobson – Director of the Municipal Affordable Housing Trust, Kevin Champagne – Chair of the Fire Station Building Committee, Medora Champagne – Chair of the Norfolk School Committee, and Brian Mushnick – Norfolk's Representative to the Tri-County Regional High School Committee.

ARTICLE 30 – passed majority

Submitted by the Zoning Board of Appeals

To see if the Town will vote to authorize the Select Board to acquire by purchase, gift or eminent domain easements on Lawrence Street for the purpose of acquiring the right of way to install sidewalks required by the permit for the Waite's Crossing Comprehensive Permit; or take any action in relation thereto.

Town Planner's Comments

Article 30 implements a Zoning Board of Appeals negotiated condition as part of the comprehensive permit that a sidewalk be installed from the development to the causeway on Lawrence Street. The right of way isn't wide enough for a sidewalk without easements.

Motion made & supported by Susan Klein

MR. MODERATOR,

I MOVE TO INDEFINATELY POSTPONE ARTICLE 30

This Article authorizes the Select Board to acquire easements on Lawrence Street. This would allow for the installation of sidewalks as is required in new neighborhood developments, which is specified in the permit for Waite's Crossing. The Advisory Committee voted 6-1 in favor and recommends approval of this article but on further information that

ARTICLE 14 – passed unanimous

Submitted by the Planning 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 professional services to update the Town's 2007 Master Plan, including expenses incidental and related thereto; or take any other action in relation thereto.

Town Administrator's Comments

Article 14 provides funding to develop an update to the 2007 Master Plan. The Town estimates the total cost of this project to be \$140,000, of which \$40,000 has been obtained from a state grant. Town Meeting voted in approval of \$50,000 at the May 2022 Annual Town Meeting. This is the final allocation of \$50,000 towards the completion of the Master

**Motion made & supported by David Lutes
MR. MODERATOR,**

I MOVE TO APPROVE ARTICLE 14 AS PRINTED IN THE WARRANT AND TO RAISE AND APPROPRIATE \$50,000 OF FUNDING.

This Article provides \$50,000 to fund the second year of an update to the Town’s Master Plan. The Town has the Metropolitan Area Planning Commission under contract to do the Master Plan and they have begun work in a number of areas, including a recent public meeting to collect input from Town residents. They anticipate completing this update in the new year.

Members of the Advisory Committee have expressed concern that a final Master Plan must be used as a tool and as a guideline for Town leaders over the next decade or more. Without a commitment from Town leaders to buy into this approach, the document will not be as useful as it could be. The Town Administrator and the Town Planner indicated that they agree with this position and have committed to working with the Select and Planning Boards and other Town leaders to ensure that this happens. The Advisory Committee voted to support this appropriation, with one abstention, in order to complete the Master Plan.

ARTICLE 15 – passed unanimous

Submitted by the Select Board

To see if the Town will vote to appropriate and transfer from any available source of funds money to increase the FY23 budget and 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 15 will allow funds from another source to be used to resolve this shortfall.

**Motion made & supported by Jonathan Hurwitz
MR. MODERATOR,**

I MOVE THAT THE TOWN VOTE TO TRANSFER FROM THE WASTEWATER DIVISION ENTERPRISE FUND RETAINED EARNINGS THE SUM OF \$58,000.00 TO COVER THE SHORTFALL IN ACTUAL REVENUES FOR FY23.

It is anticipated that there will be a shortfall in user fee payments which per state regulations must be balanced as part of the budget process. This article will allow for funds to be transferred from other Town budget sources to allow for balancing of the expected fee shortfall. The Advisory Committee unanimously recommends approval of this article.

ARTICLE 16 – passed unanimous

Submitted by the Select Board

To see if the Town will vote to accept the fourth paragraph of M.G.L. c.40, §5B, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established pursuant to M.G.L. c.40, §5B, to be effective for all fiscal years beginning on July 1, 2023; and, to see if the Town will vote, pursuant to M.G.L. c.40, §5B, to establish a Special Purpose Stabilization Fund for money received from judgments or settlements in litigation or claims against opioid manufacturers or distributors, and determine how the money from such fund may be spent; and, to see if the Town will vote to dedicate all or a percentage, which may not be less than 25 percent, of money received from judgments or settlements in litigation or claims against opioid manufacturers or distributors to the Special Purpose Stabilization Fund effective for Fiscal Year 2024 beginning on July 1, 2023, or take any other action in relation thereto.

Town Administrator's Comments

Article 16 establishes a Special Purpose Stabilization Fund. The Town has begun to receive Opioid Settlement Funds from the recently settled class action suits. In order for the Town to use these funds for the intended purpose, opioid remediation, a Special Purpose Stabilization fund needs to be created or the funding will default to the General Fund.

**Motion made & supported by Susan Klein
MR. MODERATOR,**

I MOVE TO INDEFINITELY POSTPONE ARTICLE 16.

This article would create a stabilization fund to accept funds from the state related to opioid settlements. The Town has indicated that there is now some pending state legislation that would make the establishment of this fund unnecessary. The Advisory Committee recommends indefinitely postponing this article.

ARTICLE 17 – passed unanimous

Submitted by the Select Board

To see if the Town will accept M.G.L. c.44, §53F ¾, which establishes a special revenue fund known as the PEG Access and Cable Related Fund; and, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2024, which begins on July 1, 2023, or take any other action in relation thereto.

Town Administrator's Comments

Article 17 asks that the Town accept a statute that governs the cable television public, educational governmental (PEG) Access fund. If the Town accepts this statute, all PEG Access funds will be deposited directly into a segregated account without action by Town Meeting.

**Motion made & supported by Mike Gee
MR. MODERATOR,**

I MOVE TO APPROVE ARTICLE 17 AS PRINTED IN THE WARRANT.

This article enables the Town to create a separate revenue account called a PEG Access and Cable Related Fund, into which the fees and other revenues received from cable companies are deposited and then transferred to the public, educational and government (PEG) programming source, i.e., NCTV. This article brings the Town into alignment with a recent statute that allows for the transfer of these funds separately from the Town budget. The Advisory Committee voted unanimously to support this article.

ARTICLE 18 – passed unanimous

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 the state-mandated minimum amount of 10% from FY24 Community Preservation Fund revenues for the future appropriation of Open Space creation, acquisition and preservation; 10% from FY24 Community Preservation Fund revenues for the future appropriation of Affordable Housing creation, preservation and support; and 10% from FY24 Community Preservation Fund revenues for the future appropriation towards the acquisition, preservation, rehabilitation and restoration of Historic Resources; or take any other action in relation thereto.

Town Administrator's Comments

Article 18 is an annual article that reserves 10% of FY24 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.

**Motion made & supported by Susan Klein
MR. MODERATOR,**

I MOVE TO APPROVE ARTICLE 18 AS PRINTED IN THE WARRANT

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 19 - passed unanimous Submitted by Community Preservation Committee

To see if the Town will vote, pursuant to M.G.L. c.44B, §5 to appropriate the sum of \$15,000 from the annual revenues in the Community Preservation Fund 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 19 is a request to authorize the Community Preservation Committee to utilize \$15,000 of CPA funds for administrative and operating purposes.

**Motion made & supported by Susan Klein
MR. MODERATOR,**

I MOVE TO APPROVE ARTICLE 19 AS PRINTED IN THE WARRANT.

This article would 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. The Advisory Committee voted to approve this expenditure.

ARTICLE 20 - passed unanimous Submitted by Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund Historical Preservation Reserve, \$40,000 for the exterior renovation of the Norfolk Grange Hall; or take any other action in relation thereto.

Town Administrator's Comments

Article 20 enables the Community Preservation Committee to transfer \$40,000 to address restoration of the foundation, weathervane, and window sashes, among other items, at the Norfolk Grange Hall. The Norfolk Grange Hall is on the National Register of Historic Places.

**Motion made & supported by Jonathan Hurwitz
MR. MODERATOR,**

I MOVE TO APPROVE ARTICLE 20 AS PRINTED IN THE WARRANT TO ALLOCATE \$40,000 FROM THE COMMUNITY PRESERVATION FUND HISTORICAL PRESERVATION RESERVE FOR THE EXTERIOR RENOVATION OF THE NORFOLK GRANGE HALL.

The Advisory Committee unanimously recommends approval of this article.

The Norfolk Grange, a non-profit, is an historic agricultural building on the National Register of Historic Places. The Grange building is in need of exterior renovation and restoration.

The funds allocated towards this renovation have been collected through the Community Preservation Act, and must be allocated towards historic building and open space preservation, and will not result in a direct increase in taxes collected from Town residents.

The Grange has offered usage of the building and space to Town and Norfolk schools' needs, in addition to other local community groups, at below market rate.

ARTICLE 21 – passed majority Submitted by Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund Open Space Reserve, \$60,000 for an update of the Norfolk Open Space & Recreation Plan.

Town Administrator's Comments

Article 21 enables the Community Preservation Committee to transfer \$60,000 to update the Norfolk Open Space & Recreation Plan (OSRP). The OSRP is a seven-year strategic planning document that provides Norfolk with a direction for the balanced use of the Town's natural resources and passive/active recreational areas. Norfolk's current OSRP expires in July 2024. A state-approved plan will allow the Town to be eligible for certain state and federal grants and will work in partnership with the Town's updated Master Plan.

Motion made & supported by Mike Gee

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 21 AS PRINTED IN THE WARRANT. This article requests the use of \$60,000 of CPC funds for an update of the Norfolk Open Space and Recreation Plan (OSPR). The OSPR is a 7-year strategic planning document to succeed the current OSRP that carries through July 2024. The state-approved plan will allow the Town to be eligible for certain state and federal grants. The money will hire a consultant to do a full outreach and recommend a strategy for creating, maintaining, and enhancing an open space plan.

ARTICLE 22 – passed majority Submitted by Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund Open Space Reserve, \$15,000 for a feasibility study for the rehabilitation of Norfolk Town Hill, including but not limited to the infrastructure and Gazebo.

Town Administrator's Comments

Article 22 enables the Community Preservation Committee to transfer \$15,000 to fund a feasibility study for the rehabilitation of Town Hill. Town Hill is an often-used park for community events. However, there are deficiencies regarding ADA compliance, electrical and irrigation infrastructure, and the Gazebo structure. A feasibility study will develop a plan for correcting these issues, resources, and passive/active recreational areas.

Motion made & supported by Brian Beachkofski

MR. MODERATOR,

I MOVE TO INDEFINITELY POSTPONE ARTICLE 22.

The Community Preservation Committee ultimately recommended that this issue is delayed to a future Town Meeting. In their opinion, and the opinion of the Advisory Committee, the issue needs to be studied further before moving to pay for a feasibility study.

ARTICLE 23 – passed unanimous

Submitted by the Select Board

To see if the Town will vote to amend the first sentence of Norfolk Zoning Bylaw Section 310-6.7H(9) by deleting the following strikethrough language and inserting the following new language in bold print below:

“Parking areas requirements in § 310-6.7G **applicable to parking spaces** serving outdoor recreation, conservation, and park land uses may be modified, by the Planning Board through a Special Permit, ~~modify the parking requirements in § 310-6.7G~~ **provided, however, that the** parking spaces are constructed in accordance with the Planning Board Rules and Regulations with suitable gravel or crushed rock or other medium and the parking spaces are adequately denoted by means approved by the Planning Board.”

Or take any other action in relation thereto.

Town Administrator's Comments

Article 23 corrects typographical errors to strike excess language, correct the reference to the section of the Zoning Bylaw being cited, and clarify what the requirements apply to.

Motion made & supported by David Lutes

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 23 AS PRINTED IN THE WARRANT.

This article makes a technical correction to a bylaw amendment that the Town Meeting passed last spring, allowing of different set of standards for open space recreation areas. The Advisory Committee recommends approval of the article.

ARTICLE 24 – passed unanimous

Submitted by the Select Board/Planning Board

To see if the Town will vote to accept Wrights Farm Road as a public way as laid out by the Select Board, and further, to authorize the Select Board to accept any fee interest, easement or appurtenances in or upon such way upon such terms and conditions as are acceptable to the Select Board, and execute any documents in connection therewith; or take any other action in relation thereto.

Town Administrator's Comments
Article 24 will accept these streets as public ways, which transfers ownership and responsibility for maintenance to the Town.

Motion made & supported by Mike Gee

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 24 AS PRINTED IN THE WARRANT.

This article would allow the Town to accept Wrights Farm Road (off of Meeting House Road) as a public way. The DPW has been overseeing construction and recommended to the Planning Board that it is ready for acceptance. The Advisory Committee voted unanimously to support this article.

ARTICLE 25 – passed declared 2/3

Submitted by the Planning Board

To see if the Town will vote to amend the Norfolk Zoning Bylaw Section 310-6.9 Sign regulations by deleting the following strikethrough language and adding the following new language in **bold print**, or take any action in relation thereto.

310-6.9. Sign regulations.

A. Basic requirement.

- (1) No signs or advertising devices of any kind or nature shall be erected on any premises or affixed to the outside of any structure or be visible from the outside of any structure within public view of any highway, public park, or reservation except as specifically permitted in the following Schedule of Sign Regulations and in accordance with the following notation:

Yes	Use permitted
SP	Use allowed as an exception under special permit by the Planning Board
No	Use prohibited

- (2) **Internally illuminated signs may be allowed by special permit through the Planning Board in the B-1 Inner and Outer, C-1, C-1a, C-1b, C-1c, C-4 and C6 Zoning Districts.** ~~No sign using flashing or intermittent lights except such portions of a sign as consist solely of indicators of time and/or temperature, no moving or animated signs, no reflectorized signs, no internally illuminated signs, no signs painted directly on any building surface, excluding the external windows of any building, no sign above the wall area of a building, and no projecting signs are allowed.~~

- (3) **Projecting signs may be allowed by special permit through the Planning Board in the B-1 Inner and Outer, C-1, C-1a, C-1b, C-1c, C-4 and C-6 Zoning Districts.**

- (3) (4) No sign shall obstruct or interfere with traffic, or by reason of its size, placement, or words such as "stop," "danger," "go slow," "caution," or "warning," create confusion or obscure any official traffic signs or signals. No sign shall violate § 310-5.2E of this bylaw requiring visual corner clearance. **No sign using flashing or intermittent lights except such portions of a sign as consist solely of**

indicators of time and/or temperature, no moving or animated signs, no reflectorized signs, no signs painted directly on any building surface, excluding the external windows of any building, no sign above the wall area of a building-

- ~~(4)~~ (5) No advertising sign or signboard shall be permitted or allowed to be so located as to obstruct a view between any points on connecting streets within 50 feet of a corner, or the rights-of-way, or to obstruct any door, window or fire escape on a building.
- ~~(5)~~ (6) Externally illuminated signs may be lit with white light only, and lighting shall be shielded and focused not to extend beyond the sign border.
- ~~(6)~~ (7) No sign may have more than two sides, excluding frames and supports.
- ~~(7)~~ (8) A sign which advertises a business which is no longer conducted at that premises shall be removed immediately.
- ~~(8)~~ (9) No freestanding sign shall be located nearer any side property line than the permitted side setback distance for that zone.
- ~~(9)~~ (10) One window sign which shall not exceed 25% of the total front window area or 12 square feet (whichever is less) and placed on the window of the establishment for which it is advertising shall be permitted.
- ~~(10)~~ (11) Any sign erected in violation of this bylaw and/or in such fashion as to constitute a hazard to public safety shall be removed.
- ~~(11)~~ (12) No freestanding sign shall be higher than 10 feet, from the average finished grade of adjoining ground to the top of the sign, except to a maximum of 15 feet by special permit **through the Planning Board**.
- ~~(12)~~ (13) The area of a sign shall be the area of the outermost rectangular perimeter of any word, symbol, design or device, including all attachments excepting support at the base thereof.
- ~~(13)~~ (14) A wall sign shall be attached flat against the wall of the building, ~~projecting~~ **protruding** no more than 12 inches from the building surface, and not ~~projecting~~ **protruding** above the wall area of the building.
- ~~(14)~~ (15) A sign which designates a subdivision shall not be considered an announcement {Subsection B (1)(b)[1] and [2]}. No subdivision sign, where permitted, shall be erected upon property belonging to the Town of Norfolk, nor on any street right-of-way. A special permit for such a sign shall be limited to two years from the date of issuance. Renewal of the special permit for an agreed upon duration may be granted after presentation of justification by the applicant.
- ~~(15)~~ (16) Mailboxes and house numbers (as required by Chapter 134, Buildings, Numbering of, of the bylaws of the Town of Norfolk) are excluded from these regulations.
- ~~(16)~~ (17) Temporary signs are allowed as permitted by the bylaws of the Town of Norfolk.
- ~~(17)~~ (18) No signs may be affixed to any fence or utility pole.
- ~~(18)~~ (19) In particular instances, the **SPGA Planning Board** may issue special permits for larger or additional signs as noted, if it is determined that the architecture of the building, the location of the building with reference to the street or the nature of the establishment is such that the sign should be permitted in the public interest. In granting such permission, the **SPGA Planning Board** shall specify the size and location of the sign or signs and impose such other terms and restrictions as may be deemed to be in the public interest. Any applicant under this provision shall provide the following:
 - (a) A drawing to scale showing the proposed sign, all existing signs;

- (b) Perspectives, renderings, photographs, or other representation sufficient to show the nature of the proposed sign, its effect on the immediate surroundings, and the reasons for allowing it.

B. Schedule of Sign Regulations.

	DISTRICTS		
	R	B1-B4	C1-C6
(1) On-premises signs or advertising devices			
(a) Name Plate One Sign for each Family residing on the premises indicating the name of the owner or occupant or pertaining to a permitted Accessory Use, provided that each Sign does not exceed 2 sq. ft. in area. (Restrictions relating to free standing Signs do not apply to this type of Sign.)	Yes	Yes	Yes
[1] One freestanding Sign on the ground for property owned by the Town and or a subgroup of the Town, to advertise the name of the property and its purpose or function with the size not exceeding 12 sq. ft. in area per side except by Special Permit by the Planning Board to a maximum of 24 square feet.	Yes	Yes	Yes
(b) Announcement One Sign not exceeding 8 sq. ft. in area per side in a residential district or 12 sq. ft. per side in all other districts for each of the following purposes:			
[1] Advertisement for the sale, rental or lease of the building or premises. Such Signs shall be removed not later than seven (7) days following the sale (date of closing) or rental of the subject property	Yes	Yes	Yes
[2]Advertisement for a building contractor only while construction is occurring on the site	Yes	Yes	Yes
(c)Advertising			
[1]One wall Sign not to exceed 8 sq. ft. or one freestanding Sign not to exceed 8 sq. ft. in area per side located on property whose primary use is for Agricultural purposes. Said sign shall be used for advertisement of Agricultural produce. If located in a residential zone signs are not to be illuminated.	Yes	Yes	Yes
[2]One wall Sign per Street, Road or Private Way for each separate and distinct establishment advertising the name of the establishment and/or the goods or services rendered with the size not exceeding 20 sq. feet in area except by Special Permit with 12 square feet allowed for each 10,000 square feet of building footprint to a maximum of 48 square feet	No	Yes	Yes
[3]One window Sign.	No	Yes	Yes
[4]One freestanding Sign on the ground for each separate Building, housing one or more establishments, with the size not exceeding 12 sq. ft. in area per side except by Special Permit to a maximum of 24 square feet. Such signs advertising multiple businesses in one or more buildings may be combined into a single structure by special permit, provided that none shall exceed 12 square feet, except by special permit, and the total area of all signs, excluding the supporting structure but including mounting surfaces, shall not exceed 100 square feet per side.	No	Yes	Yes
[5]Wherever a premises has a separate entrance fronting onto a second public way, one additional freestanding Sign meeting the same criteria	No	Yes	Yes
[6]A residential subdivision shall be permitted one freestanding Sign bearing the name of the subdivision and not exceeding 8 sq. ft. per side.	SP	No	No
[7]A non-residential subdivision shall be permitted one freestanding SIGN not exceeding 12 sq. ft. per side except by Special Permit to a maximum of 24 square feet.	No	Yes	Yes
[8]A residential development within a mixed-use Business or Commercial district shall be permitted one freestanding sign, including a Natural Rock with identification etching, per Street, Road or Private Way.	No	Yes	Yes

[9] Any Projecting Sign on a building shall not exceed 4 square feet mounted on the building at least 8 feet above the ground level and its upper edge no more than 14 feet above ground level.	No	SP	SP
[10] One Sandwich Board Sign per business. The sign shall be displayed only during business hours and must be removed after business hours. The sign frame shall be no greater in size than two feet wide and four feet high. The sign must be located in front of the business that it advertises. Under no circumstances shall a sign obstruct benches, fire hydrants or other features legally in the right of way or shall it obstruct parking access, handicapped parking access or vehicular paths of travel. A minimum clear sidewalk width of 48 inches shall be maintained. The sign frames must be constructed of materials that present a finished appearance and use durable weather resistant materials including, but not limited to, painted or decay-resistant wood, metal or wrought iron. Sign lettering shall be either painted in a professional looking manner, computer-generated or handwritten on a chalkboard. The following are prohibited: sign frame constructed of rough cut plywood, cardboard, paper, fabric or non-rigid materials.	No	Yes	Yes
(2)Off-premises signs or advertising devices provided a permit has been granted by the Outdoor Advertising Authority in accordance with Section 29 through 33, Chapter 93 of the General Laws and such permit is valid and outstanding.	No	SP	SP

C. Permits required.

(1) No sign with the exception of nameplate signs as provided above shall be erected unless a building permit has been issued.

(2) Any nonconforming sign lawfully erected prior to the effective date of this section of the bylaw may continue to be maintained but shall not be reworded, redesigned or altered in any way unless it is brought into conformity with this bylaw, and no such sign may be replaced except by a sign that conforms to this bylaw.

Town Planner's Comments

Article 25 amends the sign bylaw to allow internally illuminated signs through a special permit process, as well as, projecting signs by the Planning Board. The Sign Bylaw amendments also includes allowing sandwich board signs by right.

Motion made & supported by Mike Gee

MR. MODERATOR,

I MOVE TO AMEND THE TOWN'S ZONING BYLAW SECTION 310-6.9 SIGN REGULATIONS AS PRINTED IN THE WARRANT.

This article to amend the zoning bylaws to allow for a wider variety of signage was approved by the Advisory Committee by a split vote of 3 in favor and 2 against, with 1 abstention. It is safe to say that all supported the need to update the currently restrictive regulations for the benefit of businesses in the Town, and all were appreciative of the thorough and thoughtful approach taken by the Planning Board to develop and present this plan. The Advisory Committee heard support for the changes from members of the Norfolk Small Business Association. The main reservations expressed by some members of the Advisory Committee was that this plan does not go far enough, and that it should not be considered the sole solution for promoting wider tax revenue and a diversified tax base. In the end, the majority position was that this is a step in the right direction.

ARTICLE 26 – passed declared 2/3

Submitted by the Planning Board

To see if the Town will vote to amend the Norfolk Zoning Bylaw by combining with the Schedule of Use Regulations Attachment 1, the following sections: Section 310-9.7. Uses permitted and regulated in B-1 District; 310-10.7. Uses permitted and regulated in C-1 District; 310-11.7. Uses permitted and regulated in C-4 District; and 310-12.7. Uses permitted and regulated in C-6 District; and further to alphabetize the listed uses in Section 310-4.2. Schedule of Use Regulations Attachment 1; all as set forth in the document entitled:

“Norfolk 2023 ATM Article 26 Exhibit” (a copy is on file in the Town Clerk’s Office); and to take the following additional actions:

- I. To see if the Town will vote to amend Norfolk Zoning Bylaws Section 310-4.2. Schedule of Use Regulations Attachment 1 Town of Norfolk Schedule of Use Regulations footnote by deleting the following strikethrough language:

~~—————*See Article 9 ————**See Article 10 ————***See Article 11 ————****See Article 12~~

- II. To see if the Town will vote to amend Norfolk Zoning Bylaws Section 310-9.7 Uses permitted and regulated in B-1 by deleting the strikethrough language and adding following new language in **bold print**:

310-9-7 Uses permitted and regulated in the B-1 District

No building, structure or land in the B-1 District shall be used for any purpose or in any manner other than as set forth in ~~this section. 310 Attachment 1. Any use not specifically listed in Subsection A and B is prohibited.~~

- III. To see if the Town will vote to amend Norfolk Zoning Bylaws Section 310-10.7 Uses permitted and regulated in C-1 by deleting the strikethrough language and adding following new language in **bold print**:

310-10.7 Uses permitted and regulated in the C-1 District

No building, structure or land in the C-1 District shall be used for any purpose or in any manner other than as set forth in ~~this section. 310 Attachment 1. Any use not specifically listed in Subsection A and B is prohibited.~~

- IV. To see if the Town will vote to amend Norfolk Zoning Bylaws Section 310-11.7 Uses permitted and regulated in C-4 by deleting the strikethrough language and adding following new language in **bold print**:

310-11-7 Uses permitted and regulated in the C-4 District

No building, structure or land in the C-4 District shall be used for any purpose or in any manner other than as set forth in ~~this section. 310 Attachment 1. Any use not specifically listed in Subsection A and B is prohibited.~~ All residential uses herein permitted shall be subject to Section 310-6.11, Site plan approval, and Section 310-6.12, Design Review.

- V. To see if the Town will vote to amend Norfolk Zoning Bylaws Section 310-12.7 Uses permitted and regulated in C-6 by deleting the strikethrough language and adding following new language in **bold print**:

310-12.7 Uses permitted and regulated in the C-6 District

No building, structure or land in the C-6 District shall be used for any purpose or in any manner other than as set forth in ~~this section. 310 Attachment 1. Any use not specifically listed in Subsection A and B is prohibited.~~ All residential uses herein permitted shall be subject to Section 310-6.11, Site plan approval, and Section 310-6.12, Design Review.

- VI. To see if the Town will vote to amend Norfolk Zoning Bylaws Section 310-9.2- Local Standards, Section 310-10.2 Local Standards, Section 310-11.2 Local Standards, and Section-12.2 Local Standards by deleting the following strikethrough language:

Section 310-9.2 Local standards

Article 9 shall supersede the following sections of the Zoning Bylaw: Section 310-4.1E Buffer/green belt/landscaping requirements in nonresidential districts, ~~Section 310 5.1B (Schedule of Use~~

~~Regulation~~), Section 310-5.1B (Schedule of Dimensional Requirements), Section 310-5.1C (Lot width, frontage and setback line), Section 310-5.1D (yard requirements), Section 310-5.1E (build factor), Section 310-5.2 (Modifications), Section 310-6.4A (Alteration and enlargement), and Section 310-6.5 (Accessory buildings and swimming pools) except Section 310-6.5E (Mobile home). All other sections of the Zoning Bylaw, except where otherwise specifically stated herein, shall apply within the B-1 District.

Section 310-10.2 Local standards

Article 10 shall supersede the following sections of the Zoning Bylaw: Section 310-4.1E Buffer/green belt/landscaping requirements in nonresidential districts, ~~Section 310-5.1B (Schedule of Use Regulation)~~, Section 310-5.1B (Schedule of Dimensional Requirements), Section 310-5.1C (Lot width, frontage and setback line), Section 310-5.1D (yard requirements), Section 310-5.1E (build factor), Section 310-5.2 (Modifications), Section 310-6.4A (Alteration and enlargement), and Section 310-6.5 (Accessory buildings and swimming pools) except Section 310-6.5E (Mobile home). All other sections of the Zoning Bylaw, except where otherwise specifically stated herein, shall apply within the C-1 District.

Section 310-11.2 Local standards

Article 11 shall supersede the following sections of the Zoning Bylaw: Section 310-4.1E Buffer/green belt/landscaping requirements in nonresidential districts, ~~Section 310-5.1B (Schedule of Use Regulation)~~, Section 310-5.1B (Schedule of Dimensional Requirements), Section 310-5.1C (Lot width, frontage and setback line), Section 310-5.1D (yard requirements), Section 310-5.1E (build factor), Section 310-5.2 (Modifications), Section 310-6.4A (Alteration and enlargement), and Section 310-6.5 (Accessory buildings and swimming pools) except Section 310-6.5E (Mobile home). All other sections of the Zoning Bylaw, except where otherwise specifically stated herein, shall apply within the C-4 District.

Section 310-12.2 Local standards

Article 12 shall supersede the following sections of the Zoning Bylaw: Section 310-4.1E Buffer/green belt/landscaping requirements in nonresidential districts, ~~Section 310-5.1B (Schedule of Use Regulation)~~, Section 310-5.1B (Schedule of Dimensional Requirements), Section 310-5.1C (Lot width, frontage and setback line), Section 310-5.1D (yard requirements), Section 310-5.1E (build factor), Section 310-5.2 (Modifications), Section 310-6.4A (Alteration and enlargement), and Section 310-6.5 (Accessory buildings and swimming pools) except Section 310-6.5E (Mobile home). All other sections of the Zoning Bylaw, except where otherwise specifically stated herein, shall apply within the C-6 District.

Or to take any other action in relation thereto.

Town Planner's Comments

Article 26 merges uses from the B-1,C-1,C-1 Off-Highway, C-1b, C-1d, C-4, C-6 into one use table. All of the references are changed to properly reference one consolidated use table.

Motion made & supported by Brian Beachkofski

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 26 AS PRINTED IN THE WARRANT.

While Articles 26, 27, and 28 are separate votes, they are three parts of a single effort. Similar to prior Town Meetings where we updated the Town Bylaws to make them easier to understand, these articles make the use tables easier to understand and fix inconsistencies between the current separate use tables. The goal is to provide a single Use Table in the Town Bylaws for easier reference. Together, these three articles will simplify and clarify the Use Table within the Town Bylaws.

Article 26 moves the several Use Tables from each zoning section into a single table that is referred to throughout the Bylaws. It does not change any of the uses.

ARTICLE 27 – passed unanimous

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** all as set forth in the document entitled: “Norfolk 2023 ATM Article 27 Exhibit” (a copy is on file in the Town Clerk’s Office); and to take the follow actions:

- I. To see if the Town will vote to amend the District headings on 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** as shown on the “Norfolk 2023 ATM Article 27 Exhibit”;
- II. To see if the Town will vote to amend the Public and Semi-Public Uses section on 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** as shown on the “Norfolk 2023 ATM Article 27 Exhibit”;
- III. To see if the Town will vote to amend the Transportation and Utility Uses section on 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** as shown on the “Norfolk 2023 ATM Article 27 Exhibit”;
- IV. To see if the Town will vote to amend the Residential Uses section on 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** as shown on the “Norfolk 2023 ATM Article 27 Exhibit”;
- V. To see if the Town will vote to amend the Agricultural Uses section on 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** as shown on the “Norfolk 2023 ATM Article 27 Exhibit”;
- VI. To see if the Town will vote to amend the Commercial Uses section on 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** as shown on the “Norfolk 2023 ATM Article 27 Exhibit”;
- VII. To see if the Town will vote to amend the Miscellaneous Uses section on 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** as shown on the “Norfolk 2023 ATM Article 27 Exhibit”;

Or to take any other action in relation thereto.

Town Planner’s Comments
Article 27 consolidates “uses” written in different ways into one use. For example, municipal buildings, municipal uses, county, state or federal becomes “Municipal, county, state or federal.”

Motion made & supported by Brian Beachkofski

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 27 AS PRINTED IN THE WARRANT.

Article 27 clarifies the uses and removes the duplicates where a single use was referred to in multiple tables. See the Advisory Committee recommendation under article 26 for further information.

ARTICLE 28 – passed unanimous

Submitted by the Planning Board

To see if the Town will vote to amend the Zoning Bylaw Section 310-4.2 Schedule of Use Regulations Attachment 1. Where there is a blank cell insert “No” and where there the cell has a “SP” change it to “SPZB”, all as set forth in the document entitled: “Norfolk 2023 ATM Article 28 Exhibit” (a copy is on file in the Town Clerk’s Office); or take any other action in relation thereto.

Town Planner's Comments

Article 28 Fills out the Use Chart where there are blanks fill in “No” where there is “SP” SPZB.

Motion made & supported by Brian Beachkofski

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 28 AS PRINTED IN THE WARRANT.

Article 28 is non-substantive and adds “No” for all blank boxes (as is currently implied) and changes “SP” to the proper “SPZB” (Special Permit Zoning Board). See the Advisory Committee recommendation under article 26 for further information.

ARTICLE 29 – passed unanimous

Submitted by the Conservation Commission

To see if the Town will vote to amend the Norfolk Wetlands Protection Bylaw Section 300-3 Exceptions, with the following new language in bold print; or take any other action in relation thereto:

§ 300-3. Exceptions.

- A. The permit and application required by this bylaw shall not be required for maintaining, repairing or replacing, but not substantially changing or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide electric, gas, water, telephone, telegraph or other telecommunication services, provided that written notice has been given to the Commission prior to the commencement of work, and provided that the work conforms to performance standards and design specifications in regulations adopted by the Commission.
- B. The permit and application required by this bylaw shall not be required for work performed for normal maintenance or improvement of land in agricultural use or in aquacultural use, provided that written notice has been given to the Commission prior to commencement of work, and provided that the work conforms to performance standards and design specifications in regulations adopted by the Commission.
- C. The permit and application required by this bylaw shall not apply to emergency projects necessary for the protection of the health or safety of the public, provided that the work is to be performed by or has been ordered to be performed by an agency of the commonwealth or a political subdivision thereof, provided that advance notice, oral or written, has been given to the Commission prior to commencement of work or within 24 hours after commencement, provided that the Conservation Commission or its agent certified the work as an emergency project, provided that the work is performed only for the time and place certified by the Conservation Commission for the limited purposes necessary to abate the emergency, and provided that within 21 days of commencement of an emergency project a permit application shall be filed with the Commission for review as provided in this bylaw. Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.
- D. **Maintenance activities pertaining to public and private roadways that meet the definition of a minor activity as defined under 310 CMR 10.02(2)(b)2 and the performance standard outlined thereunder, provided that advance notice, oral or written, has been given to the Commission prior to commencement of work or within 24 hours after commencement.**
- E. Other than stated in this section, the exceptions provided in the Wetlands Protection Act¹ shall not apply under this bylaw.

Conservation Agent's Comments

Article 29 asks that the Town accept an amendment to the Wetlands Protection Bylaw. If the Town accepts this amendment, minor activities pertaining to the maintenance of public and private roadways / right-of-ways will be exempt from having to file an application with the Norfolk Conservation Commission. The minor activities described in the proposed amendment are currently exempt under Massachusetts Wetlands Protection Regulations (310 CMR 10.00).

Motion made and supported by David Lutes

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 29 AS PRINTED IN THE WARRANT. This article would bring the Town's Wetlands bylaw into sync with the State's Wetlands Protection Act by adding a Definition for Maintenance activities. This addition would allow maintenance work that occurs in recognized public and private Rights of Way in wetlands buffer zones to occur without having to make a formal filing with the Norfolk Conservation. Instead project proponents would provide notification to the Conservation Commission and undertake the work, while also following appropriate standard operating procedures for the work. The Advisory Committee believes that this is an appropriate and necessary streamlining of the process, while also not diminishing the Conservation Commission's jurisdiction over these important and sensitive resources.

Motion made and seconded at 9:44 PM to dissolve Annual Town Meeting

Respectfully submitted,
Carol Greene
Town Clerk

SPECIAL TOWN MEETING – NOVEMBER 14, 2023

On Tuesday the 14th day of November 2023 at 7:01 PM Moderator Jason Talerman called the Special Town Meeting to order. This meeting was held at the King Philip Middle School – 18 King Street, Norfolk, MA 02056

Moderator Talerman declared the warrant duly posted and waived the reading of the warrant. The Pledge of Allegiance was followed by introductions.

Town Administrator Justin Casanova-Davis, Finance Director Todd Lindmark, Select Board members James Lehan, Anita Mecklenburg, Town Clerk Carol Greene, Assistant Town Clerk Rebecca Tefft, Town Counsel Tom Harrington. Advisory Committee members David Lutes, Robert Garrity, Brian Beachkofski, Jonathan Hurwitz, Joyce Terrio, Ken Fitzgerald and Susan Klein were present.

Moderator Talerman gave instructions to the citizens in attendance on the rules of Town Meeting.

There were 127 registered voters and 14 visitors in attendance.

The warrant, with comments, Motions, Advisory Committee recommendations and final votes are as follows:

ARTICLE 1 - IP - passed unanimous

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 related thereto.

The Advisory Committee recommends indefinite postponement of this article.

Article 1 requests authorization to pay the bills from a prior fiscal year. At the time the Warrant was executed, there were no unpaid bills.

ARTICLE 1

Motion Made & Supported by Rob Garrity

MR. MODERATOR:

I MOVE TO INDEFINITELY POSTPONE ARTICLE 1.

ARTICLE 2 - passed unanimous

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 related thereto.

The Advisory Committee recommends approval of this article.

Article 2 would authorize the Town to Transfer \$365,173 from Free Cash and Ambulance Receipts to fund a number of items, including \$200,000 to the Town's Stabilization fund and several other items. The full list will be available for review at Town Meeting. The Advisory Committee reviewed the list of transfers and voted to support these transfers from the two sources named above.

ARTICLE 2

Motion Made & Supported by David Lutes

MR. MODERATOR:

I MOVE THAT THE TOWN TRANSFER THE SUM OF \$365,173; OF WHICH \$330,173.00 IS TRANSFERRED FROM FREE CASH AND \$95,000.00 IS TRANSFERRED FROM AMBULANCE RECEIPTS – RESERVE. \$200,000 TO BE TRANSFERRED TO THE STABILIZATION FUND, \$75,000.00 TO BE TRANSFERRED TO THE OPEB TRUST FUND, AND THE REMAINDER TO BE ADDED TO DEPARTMENTAL BUDGETS AND APPROPRIATIONS FOR THE CURRENT FISCAL YEAR AS DISPLAYED ON THE SCREEN.

ARTICLE 3- passed unanimous

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 the acquisition of 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, to take any other action related thereto.

The Advisory Committee recommends approval of this article.

Article 3 would authorize the Town to borrow \$3,200,000 to purchase 3 items for the use by the Water Department, including new water meters and repairs to two water mains. This borrowing would be supported by the Water Enterprise Fund.

ARTICLE 3

Motion Made & Supported by David Lutes

MR. MODERATOR:

I MOVE THAT THE TOWN BORROW THE SUM OF \$3,200,000.00 TO FUND THE ACQUISITION OF THE CAPITAL ITEMS DISPLAYED ON THE SCREEN, 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.

ARTICLE 4- passed majority

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 related thereto.

The Advisory Committee recommends approval of this article.

Article 4 would authorize the Town to purchase a number of capital items using operating funds and Free Cash. The full list of items will be available for review at Town Meeting. The Advisory Committee reviewed the full list and believes that these purchases are necessary for the proper functioning of the several departments that will use these items.

ARTICLE 4

Motion Made & Supported by David Lutes

MR. MODERATOR:

I MOVE THAT THE TOWN TRANSFER FROM FREE CASH AND OTHER SOURCES THE SUM OF \$1,684,775.00 TO FUND THE CAPITAL EXPENDITURES AS DISPLAYED ON THE SCREEN.

ARTICLE 5- passed majority

Submitted by the School Committee

To see if the Town will vote to appropriate, borrow, or transfer from available funds, an amount of money to be expended under the direction of Norfolk School Building Committee to expand the scope of the recent feasibility study, approved under Article 13 of the 2022 Annual Town Meeting, to include a new demographic study to update enrollment projections, modify current design plans for a school expansion project consistent with updated projections, as well as to explore alternative accommodations to address growing enrollment; or take any other action related thereto.

The Advisory Committee will make its recommendation at Town Meeting for this article.

The language for this article was amended and the Advisory Committee did not have sufficient time to review the new language.

ARTICLE 5

Motion Made & Supported by Brian Beachkofski

MR. MODERATOR:

I MOVE TO TRANSFER FROM FREE CASH THE SUM OF \$150,000.00, TO BE EXPENDED UNDER THE DIRECTION OF THE NORFOLK SCHOOL BUILDING COMMITTEE, TO EXPAND THE SCOPE OF THE RECENT FEASIBILITY STUDY, APPROVED UNDER ARTICLE 13 OF THE

2022 ANNUAL TOWN MEETING, TO INCLUDE A NEW DEMOGRAPHIC STUDY TO UPDATE ENROLLMENT PROJECTIONS, TO MODIFY CURRENT DESIGN PLANS FOR A SCHOOL EXPANSION PROJECT CONSISTENT WITH THOSE UPDATED PROJECTIONS, AND TO EXPLORE ALTERNATIVE ACCOMMODATIONS TO ADDRESS GROWING ENROLLMENT.

ARTICLE 6 – passed majority

Submitted by the School Committee

To see if the Town will vote to establish a Norfolk School Building Committee pursuant to section 7-19 of the General Bylaws, and to establish the term and membership of said Committee pursuant to section 7-20 of the General Bylaws, said Committee shall oversee the work, including but not limited to the design, construction, and completion of a renovation and expansion of the Freeman-Kennedy School or alternative accommodations to address growing enrollment; or take any other action related thereto.

The Advisory Committee will make its recommendation at Town Meeting for this article.

This article is related to Article 5. The Advisory Committee will vote on this article after reviewing Article 5.

ARTICLE 6

Motion Made & Supported by Brian Beachkofski

MR. MODERATOR:

I MOVE TO APPROVE ARTICLE 6 AS PRINTED IN THE WARRANT.

ARTICLE 7

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 official, or to instruct any committee or Town officer; or take any other action related thereto.

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

Presentations were given by Andy Bakinowski – Chair of the Energy Committee and Kevin Champagne- Chair of the Fire Station Building Committee.

ARTICLE 8- IP - passed majority

Submitted by the Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund Undesignated Reserve, \$33,000 for a Phase II sediment analysis of Mirror Lake.

The Advisory Committee recommends indefinite postponement of this article.

Following a review of the application of the Phase II sediment analysis to the CPC, the Town Conservation Agent advises that the Town does not have all of the necessary information needed to make a fully informed decision on the application at this time.

ARTICLE 8

Motion Made & Supported by Susan Klein

MR. MODERATOR:

I MOVE TO INDEFINITELY POSTPONE ARTICLE 8.

ARTICLE 9- passed unanimous

Submitted by the Community Preservation Committee

To see if the Town will vote to allocate from the Community Preservation Fund Undesignated Reserve, \$100,000, for an up to five-year weed control program to restore five water bodies in the Town of Norfolk: Highland Lake, City Mills Pond, Comey's Pond, Populatic Pond, and Kingsbury Pond.

The Advisory Committee recommends approval of this article.

The CPC has funded weed control for Highland Lake and City Mills Pond previously and sponsored a survey to assess the needs of four additional bodies of water this year. Based on the results, the town Conservation Agent worked with experts and stakeholders to develop a treatment strategy for the next 3 to 5 years for the water bodies identified in the Warrant article.

ARTICLE 9

Motion Made & Supported by Susan Klein

MR. MODERATOR:

I MOVE TO APPROVE ARTICLE 9 AS PRINTED IN THE WARRANT.

**ARTICLE 10 - passed majority
Committee**

Submitted by the Community Preservation

To see if the Town will vote to allocate from the Community Preservation Fund Undesignated Reserve \$98,000 to convert an existing 90' baseball field at the Freeman-Kennedy school complex into a 60' – 50/70 baseball field.

The Advisory Committee recommends approval of this article.

This article proposes to utilize \$98,000 from the CPC Undesignated Reserve to re-develop an under-used baseball field at Freeman Kennedy into a 50/70 field. The current field is used sparingly as a backup Babe Ruth field (the primary Babe Ruth field is at the Pond Street complex). There is not demand or need for refurbishing this as a Babe Ruth field, but high demand for repurposing this field into a 50/70 field to be utilized by Cal Ripken & Little League-aged teams. The funding for the proposed project comes from CPC funds, and will not directly impact taxes. However, there will be a downstream impact to the DPW's operating budget for future field maintenance.

ARTICLE 10

Motion Made & Supported by Jonathan Hurwitz

MR. MODERATOR:

I MOVE TO APPROVE ARTICLE 10 AS PRINTED IN THE WARRANT.

**ARTICLE 11 - passed majority
Committee**

Submitted by the Community Preservation

To see if the Town will vote to allocate from the Community Preservation Fund Undesignated Reserve \$33,000 to restore the softball field at the Freeman-Kennedy school complex.

The Advisory Committee recommends approval of this article.

This article proposes to utilize \$33,000 from the CPC Undesignated Reserve to refurbish the softball field at Freeman Kennedy. The current softball field is the primary softball field for the Town, and has significant drainage, clay and turf issues. The funding for the proposed project comes from CPC funds, and will not directly impact taxes.

ARTICLE 11

Motion Made & Supported by Jonathan Hurwitz

MR. MODERATOR:

I MOVE TO APPROVE ARTICLE 11 AS PRINTED IN THE WARRANT.

**ARTICLE 12 - passed unanimous
Committee**

Submitted by the Community Preservation

To see if the Town will vote to allocate from the Community Preservation Fund Undesignated Reserve \$155,000 to provide a 20% town match toward a grant being applied for from the Boston region MPO (Metropolitan Planning Organization) which will fund the engineering, design, and permitting of the Metacomet Greenway Trail within the Town of Norfolk.

The Advisory Committee recommends approval of this article.

This article provides Norfolk's share of a match for a grant from the Boston Metropolitan Planning Organization for design work for the proposed Metacomet Greenway. This funding will start the process for the Town to be able to receive State and Federal transportation funding to construct the Metacomet Greenway Trail. This funding would only be used if the Boston MPO selects this project to provide a grant for, which would cover 80% of the cost of design. When the design is complete, the project would be eligible for State and Federal funding to cover construction. This relatively modest amount of funding unlocks the potential

for a significant recreational project for the community. The Committee unanimously recommended approval of this article.

ARTICLE 12

Motion Made & Supported by Rob Garrity

MR. MODERATOR:

I MOVE TO ADOPT ARTICLE 12 AS PRINTED IN THE WARRANT.

ARTICLE 13 - IP - passed unanimous

Submitted by the Select Board

To see if the Town will vote to accept the provisions of M.G.L. Chapter 44, Section 54(b)(1) as added by Section 26 of Chapter 28 of the Acts of 2023 to authorize the investment of trust funds in its custody as a combined investment pool and invest said funds in accordance with the provisions of Chapter 203C of the General Laws, the "Massachusetts Prudent Investor Act."

The Advisory Committee recommends indefinite postponement of this article.

This article allows the Town to use prudent investor standards in the investment of non-municipally funded trust funds. Current State law requires municipally maintained trust funds to be invested in a limited set of very safe investments. This new provision of State law would allow the Town to invest in whatever instruments a prudent investor would determine appropriate. The Town has identified four trust funds held for specific functions that would qualify for this new treatment. These four funds are all very modest. After discussions in two separate meetings, a majority of the Committee felt too many questions persisted; specifically, what benefit this would provide to the Town and what risk would these trust funds be exposed to by this change, to support adopting this new provision. As this provision of law was adopted only recently as an outside section to the State budget, and without legislative hearings this session, the majority of the Committee felt it was premature to adopt this change and recommends this Article be indefinitely postponed.

ARTICLE 13

Motion Made & Supported by Rob Garrity

MR. MODERATOR:

I MOVE TO INDEFINITELY POSTPONE ARTICLE 13 AS PRINTED IN THE WARRANT.

ARTICLE 14 - passed declared 2/3

Submitted by the Select Board

To see if the Town will vote pursuant to G.L. 40, §5B to create a special purpose stabilization fund and establish a "Debt Stabilization Fund" for the purpose of setting aside funds for future appropriation by Town Meeting in order to pay for capital equipment and/or capital projects associated with debt.

Or take any other action related thereto.

The Advisory Committee recommends approval of this article.

Article 14 would establish a Debt Stabilization Fund specifically for capital equipment and projects. The fund allows the Town to allocate money to offset future capital purchases. There would need to be two-thirds majority approval from Town Meeting to release money from the stabilization fund.

ARTICLE 14

Motion Made & Supported by Brian Beachkofski

MR. MODERATOR:

I MOVE TO APPROVE ARTICLE 14 AS PRINTED IN THE WARRANT.

ARTICLE 15- passed declared 2/3

Submitted by the Select Board

To see if the Town will vote pursuant to G.L. 40, §5B to create a special purpose stabilization fund and establish a "Tri-County Regional Vocational Technical High School Stabilization Fund" for the purpose of setting aside funds for future appropriation by Town Meeting in order to pay for any and all costs associated with the reconstruction of Tri-County Regional Vocational Technical High School.

Or take any other action related thereto.

The Advisory Committee recommends approval of this article.

Article 15 would create a stabilization fund specifically for expenses relating to the potential construction of the Tri-County Vocational School, should the October 24th ballot initiative be approved by a majority of voters in the 11 member towns. If the project passes, the assessment will be based on enrollment and would change every year. Norfolk would have to fund an estimated \$525,000, which cannot be funded within the levy and would require a debt exclusion vote. This stabilization fund can help protect the Town financially if the project passes but a debt exclusion vote fails.

ARTICLE 15

Motion Made & Supported by Brian Beackkofski

MR. MODERATOR:

I MOVE TO APPROVE ARTICLE 15 AS PRINTED IN THE WARRANT.

ARTICLE 16 - passed unanimous

Submitted by the Select Board

To see if the Town will vote to establish an Opioid Abatement Stabilization Fund, in accordance with Chapter 40, Section 5B of the Massachusetts General Laws, to be used, upon further appropriation, for the purposes of implementing the abatement strategies set forth in the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements, dated March 4, 2022.

Or take any other action related thereto.

The Advisory Committee recommends approval of this article.

Article 16 creates a fund from which the Town can expend monies on abatement strategies developed with input from public health experts, municipal leaders, and families affected by the opioid crisis, as set forth in the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements, dated March 4, 2022. This fund is required by law to be established so that the Town can expend Opioid monies received as part of the Statewide settlement. The Advisory Committee unanimously approved this article.

ARTICLE 16

Motion Made & Supported by Ken Fitzgerald

MR. MODERATOR:

I MOVE THAT THE TOWN VOTE TO APPROVE ARTICLE 16 AND ESTABLISH AN OPIOID ABATEMENT STABILIZATION FUND, IN ACCORDANCE WITH CHAPTER 40, SECTION 5B OF THE MASSACHUSETTS GENERAL LAWS, TO BE USED, UPON FURTHER APPROPRIATION, FOR THE PURPOSES OF IMPLEMENTING THE ABATEMENT STRATEGIES SET FORTH IN THE MASSACHUSETTS STATE-SUBDIVISION AGREEMENT FOR STATEWIDE OPIOID SETTLEMENTS, DATED MARCH 4, 2022.

ARTICLE 17- passed unanimous

Submitted by the Select Board

To see if the Town will vote to accept the fourth paragraph of Chapter 40, Section 5B, of the Massachusetts General Laws, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Chapter 40, Section 5B of the Massachusetts General Laws, to be effective for all fiscal years beginning on July 1, 2023, and further authorize the deposit of all Opioid Settlement Funds into the newly established fund described in Article 16.

Or take any other action related thereto.

The Advisory Committee recommends approval of this article.

Article 17 allows the dedication of opioid abatement funds as out lined in Chapter 40, Section 5B, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Chapter 40, Section 5B of the Massachusetts General Laws, to be effective for all fiscal years beginning on July 1, 2023, and further authorize the deposit of all Opioid Settlement Funds into the newly established fund described in Article 16. This measure allows the Town to expend funds that we have received as part of the opioid settlement, from the newly created fund in article 16 for the purposes of implementing approved abatement strategies. The Advisory Committee unanimously approved this measure.

ARTICLE 17

Motion Made & Supported by Ken Fitzgerald

MR. MODERATOR:

I MOVE THAT THE TOWN VOTE TO APPROVE ARTICLE 17 AND TO DEDICATE 100 PERCENT OF THE REMAINING FUNDS RECEIVED ON OR AFTER JULY 1, 2023, FROM THE MASSACHUSETTS STATE-SUBDIVISION AGREEMENT FOR STATEWIDE OPIOID SETTLEMENTS TO THE OPIOID ABATEMENT STABILIZATION FUND.

ARTICLE 18 - passed majority

Submitted by the Planning Board

To see if the Town will vote to raise and appropriate or transfer from available funds \$272,000 or some other sum of money for the completion of the roadway and other subdivision elements of Shire Industrial Park to be expended under the direction of the Planning Board; or to take any other action related thereto.

The Advisory Committee recommends approval of this article.

Article 18 would authorize the transfer of \$272,000, to be expended under the direction of the Planning Board, in order to complete the roadway work in Shire Industrial Park. These funds are the Performance Bond from the Developer, who failed to meet their obligations under his permit and to complete the roadwork in the park. While this will not fully fund the anticipated work, it will allow this necessary work to begin.

ARTICLE 18

Motion Made & Supported by David Lutes

MR. MODERATOR:

I MOVE THAT THE TOWN VOTE TO APPROPRIATE \$272,000 TO BE USED TOWARDS THE COMPLETION OF ROADWAY AND OTHER SUBDIVISION ELEMENTS OF THE SHIRE INDUSTRIAL PARK DEFINITIVE SUBDIVISION, WITH SAID FUNDS TO BE RECEIVED BY THE TOWN FROM THE WALPOLE CO-OPERATIVE BANK PURSUANT TO THE PERFORMANCE BOND EXECUTED IN THE TOWN’S FAVOR ON AUGUST 8, 2006, AND WITH SAID FUNDS TO BE EXPENDED UNDER THE DIRECTION OF THE PLANNING BOARD.

ARTICLE 19 - passed unanimous

Submitted by the Planning Board

To see if the Town will vote to amend the first sentence of Norfolk Zoning Bylaw Section 310-6.7.H. (9) by deleting the following strikethrough language and inserting the following new language in bold print below:

"Parking areas requirements in § 310-6.7G **applicable to parking spaces** serving outdoor recreation, conservation, and park land uses may be modified, by the Planning Board through a Special Permit, ~~modify the parking requirements in § 310-6.7G~~ **provided, however, that the** parking spaces are constructed in accordance with the Planning Board Rules and Regulations with suitable gravel or crushed rock or other medium and the parking spaces are adequately denoted by means approved by the Planning Board."

Or take any other action related thereto.

The Advisory Committee recommends approval of this article.

Article 19 is a purely technical correction to a change in the bylaw adopted at the Annual Town Meeting in 2022 which amended the section of the bylaw relative to outdoor recreation and parkland parking. The removal of one phrase and addition of two other phrases clarify the bylaw and do not change its intent.

ARTICLE 19

Motion Made & Supported by Rob Garrity

MR. MODERATOR:

I MOVE TO ADOPT ARTICLE 19 AS PRINTED IN THE WARRANT.

To see if the Town of Norfolk will vote to amend Section 310-6.4 of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print:

§ 310-6.4 Nonconforming structures.

A. Alteration and enlargement.

- ~~(1) If the alteration or enlargement of a nonconforming structure does not violate the setback, coverage, or height requirements of § 310-5.1B, the structure may be rebuilt, altered or enlarged as a matter of right.~~
- ~~(2) If the alteration or enlargement of a nonconforming structure does violate the setback, coverage, or height requirements of § 310-5.1B but does not violate those requirements to a greater extent than the original structure, the structure may be rebuilt, altered, or enlarged only with a special permit issued by the Zoning Board of Appeals.~~
- (1) A nonconforming structure may be altered or enlarged as a matter of right where the structure, as altered or enlarged, does not violate the setback, coverage, or height requirements of § 310-5.1B to a greater extent than the original structure.**
- ~~(3) (2) No alteration or enlargement of a~~ **A nonconforming structure shall may not be altered or amended in a manner that violates a the setback, coverage, or height requirements of § 310-5.1B as to which it is nonconforming to a greater extent than the original structure except as authorized by special permit issued by the Zoning Board of Appeals upon a finding that the alteration or enlargement will not be substantially more detrimental than the existing nonconforming structure to the neighborhood.**

B. Demolition and reconstruction.

- ~~(1) If the demolition of a nonconforming structure used for single and two family residential purposes and its reconstruction does not violate the setback, coverage, or height requirements of § 310-5.1B, the structure may be demolished and constructed as a matter of right.~~
- ~~(2) If the demolition of a nonconforming structure used for single and two family residential purposes and its reconstruction does violate the setback, coverage, or height requirements of § 310-5.1B but does not violate those requirements to a greater extent than the original structure, the structure may be demolished and constructed only with a special permit issued by the Zoning Board of Appeals.~~
- ~~(3) No demolition and reconstruction of a nonconforming structure used for single and two family residential purposes shall violate any setback, coverage, or height requirements of § 310-5.1B to a greater extent than the original structure.~~
- (1) A nonconforming structure may be demolished and a new structure may be reconstructed in its place as a matter of right so long as the new structure does not violate the setback, coverage, or height requirements of § 310-5.1B to a greater extent than the original structure.**
- (2) A nonconforming single- or two-family dwelling may be demolished and a new structure may be reconstructed in its place in a manner that increases the extent of a preexisting setback, coverage, and/or height violation only as authorized by special permit issued by the Zoning Board of Appeals upon a finding that the demolition and reconstruction will not be substantially more detrimental to the neighborhood than the existing nonconforming structure. Any such reconstruction may exceed the size of the original structure by no more than 500 square feet.**

C. Restoration.

- (1) Nothing shall prevent the strengthening or restoring, to a safe condition, of any building or structure or a part thereof declared unsafe by the Building Commissioner, provided the requirements of this**

bylaw are complied with.

- (2) If a nonconforming structure has been destroyed or damaged by fire, flood, earthquake, or other catastrophe, such building may be rebuilt or restored subject to the granting of a building permit, provided such rebuilding and restoring shall be completed within 12 months of the issuance of a building permit, and application for said permit shall be made within two years of the destruction or damage, and the structure as rebuilt or restored shall not be in greater nonconformity than before. The permit granting authority may extend the period if it finds that the application and/or construction was not commenced for a good cause.

Or take any action relative thereto.

The Advisory Committee recommends approval of this article.

This article concerns the alteration, enlargement, or demolition and reconstruction of non-conforming structures. Under the current bylaw you may by-right alter or enlarge your non-conforming structure if it does not violate the setback, coverage, or height restrictions for your zone. You may, with a special permit from the Zoning Board of Appeals, alter or enlarge a structure with setback, height, or coverage non-conformity only if you do not increase the setback, height, or coverage non-conformities. Likewise, you may demolish and reconstruct, by right, a structure that is non-conforming, but not in the areas of setback, height, or coverage, and you can, with a special permit from the ZBA, reconstruct a non-conforming structure that violates setback, coverage, or height requirements, but not to a greater degree than the previous non-conformity.

This bylaw change would allow for the alteration, enlargement, or demolition and reconstruction of non-conforming structures – including those that violate the setback, coverage, and height requirements – but do not violate them to a higher degree, as of right. Again, under the existing bylaw this would require a permit from the ZBA. Secondly, the bylaw would allow you to alter, enlarge, or demolish and reconstruct a non-conforming structure and would allow for a greater extent of nonconformity, with a special permit from the ZBA. Under the current bylaw this would not be allowed at all.

The end result of this bylaw will be to allow a less restrictive path to modifying non-conforming structures which currently violate setback, coverage, and height requirements, and allow a new opportunity to modify and rebuild non-conforming structures in a way that increases their setback, height, or coverage non-conformity. The Committee unanimously recommended passage of Article 20.

ARTICLE 20

Motion Made & Supported by Rob Garrity

MR. MODERATOR:

I MOVE TO ADOPT ARTICLE 20 AS PRINTED IN THE WARRANT.

ARTICLE 21 - passed unanimous

Submitted by the Planning Board

To see if the Town of Norfolk will vote to amend Section 310-6.5 of the zoning bylaws by deleting the following strikethrough language and inserting the new language in bold print:

§ 310-6.5 Accessory buildings and swimming pools.

- A. Accessory buildings. No accessory building shall be closer to ~~any principal building or~~ any lot line than a distance equal to the height of such accessory building. ~~and in no event in a front yard.~~ **A reduction in any front, side or rear yard requirement may be allowed by a dimensional Special Permit in R-1, R-2 and R-3 for an accessory building with due consideration being given to consistency with the existing character and development pattern of the neighborhood. The Zoning Board of Appeals shall be special permit granting authority.**
- B. Enclosures for animals. No fence or other structure enclosing animals, except house pets, shall be within 100 feet of a dwelling on an adjoining property.
- C. Swimming pools. No swimming pool, including those in open space preservation subdivisions, shall be constructed closer than 25 feet to any lot line, and in no event in the front yard setback.

- D. Private residential swimming pools. Every private swimming pool constructed after the adoption of this section shall be completely enclosed by a fence, wall, building or combination thereof, not less than four feet in height; all gates or door openings through such enclosure shall not be less than four feet in height and shall be self-closing with a self-latching device located not more than one foot below the top for keeping the gate securely closed at all times when not in actual use, except that the door of any building which forms a part of the enclosure need not be so equipped. Such gate shall not be required for aboveground pools utilizing an access ladder which can be elevated and locked, if approved by the Building Commissioner. Each gate, door, or ladder shall be kept locked at all times when the swimming pool area is not in use.
- E. Mobile home. May be placed on the site of a residence; and the owner or occupier may reside in such a mobile home for a period not to exceed 12 months while a residence is being rebuilt after having been destroyed by fire or other natural ~~hazard~~ **disaster**. The permit granting authority may grant a special permit to extend the period of residence in a mobile home if it finds that the construction cannot be completed within 12 months for good cause shown.

Or take any action related thereto.

The Advisory Committee recommends approval of this article.

This article amends the zoning bylaw pertaining to accessory buildings (garages, outbuildings, sheds, any secondary building on a lot with a principal building). This removes the current prohibitions in the bylaw against placing an accessory building too close to a principal building (current bylaw requires the accessory building to be at least as far away from the lot line as it is tall), and against placing an accessory building in the front yard. This would allow garages and sheds to be close to the primary buildings, and they may be in the front yard of a lot.

A second change proposed by this article would allow accessory buildings to be placed with front, side, or rear yard setbacks, with a special permit from the ZBA. The Committee unanimously recommended passage of Article 21.

ARTICLE 21

Motion Made & Supported by Rob Garrity

MR. MODERATOR:

I MOVE TO ADOPT ARTICLE 21 AS PRINTED IN THE WARRANT.

Motion made and seconded at 8:47 PM to dissolve Annual Town Meeting

Respectfully submitted,
Carol Greene
Town Clerk



ANIMAL CONTROL DEPARTMENT

Each year the Animal Control Department assists both the residents and animals within the Town in all facets of animal control and responsible pet ownership. The Animal Control Department responds to many canine, wildlife, feline, and livestock issues and emergencies. These statistics do not include all general service responses via telephone, email, fax, and postal mail regarding (but not limited to) information on pet care, control, town and state law guidance, communications between other professionals in the animal health profession, local and state agencies, and reporting parties that did not want formal actions initiated.

There have been a few changes within Norfolk Animal Control this past year. We added a new assistant part-time animal control officer as the previous ACO left for a neighboring town which was seeking a full-time candidate. We wish ACO Maciejko the best of luck in her new town, and we welcome ACO Kelley Ward as our new assistant part-time animal control officer. ACO Ward is highly qualified in animal handling and has the extra knowledge of all things livestock which is incredibly helpful in our community.

Total number of logged incidents in RMS: Animal Control Officer – 701; Police Department – 9

Cruelty/neglect/wellbeing investigations:	22	Dog barking complaints:	19
Domestic animals v. car/train:	10	Dog aggression complaints:	9
Wild animal v. car/train:	105	Loose/lost/lost/found/held dogs:	114
Lost and stray cat reports:	7	Nuisance wildlife:	15
Adoptions (private/rescue/shelter):	6	Loose livestock:	13
Animal surrenders:	7	Rabies concerns:	20
Dog/cat/other bites (humans/animals):	19	Mutual aid:	50
Rescues/in distress (domestic & wild):	17	Administrative:	97
Cat trappings:	9	Kennel inspections:	5
Wildlife concerns:	136	Bats in house:	12
Livestock complaints:	11	Citations:	35
Public hearings/court/warrants:	4	Spay/neuter assists:	2
Lost (other) animals – ferret:	1		

Respectfully submitted,

Hilary Cohen

FIRE DEPARTMENT

Vision Statement

The Town of Norfolk Fire & Rescue Department strives to be an exemplary organization, widely recognized as a department that uses best practices in delivering services to the town's citizens and guests.

Mission Statement

Through prevention, preparedness, response, and mitigation, the Town of Norfolk Fire Department shall provide professional and innovative services and support to the citizens of the Town of Norfolk and The Massachusetts Department of Fire Services District 4.

Organizational Core Values

Excellence is a passion for continued improvement and innovation that will result in greater performance and accomplishment for the department. Excellence embraces accountability to ensure that all members contribute to organizational success. There is no vacation from greatness!

Leadership is critical in maintaining the standards we set for ourselves and is reflected by the quality of service we provide. We can and should choose to take leadership roles as members of Norfolk Fire & Rescue and as individuals. Fire Service professionals are set apart and looked to as difference makers, role models, and examples for others in the community.

Integrity is the willingness to do what is right even when no one is looking. Integrity includes *Courage* - doing what is right even if the personal cost is high, moving forward in the face of great personal risk; *Honesty* - always telling the truth; *Responsibility* - acknowledging your duties and acting accordingly; *Accountability* - assuming the blame when it is rightfully yours and declining credit that is not yours; and *Respect* - respecting oneself and others as a professional and as a person.

Service is the backbone of the fire service. We serve others! We must remember that our primary mission is to deliver the best possible service to our customers. It requires that we regard everyone as customers.

Overview

The Norfolk Fire Department responded to 3,037 calls for service in the 2023 calendar year. This is an increase of 1.2% from the 2022 total of 3,002. There were 2,051 emergency incidents and 986 non-emergency incidents. In addition to responding to emergency and non-emergency calls for service, the department also conducted 305 training incidents in calendar year 2023 to maintain and ensure competency and proficiency. Community service also remains a hallmark of the department. Our members partnered with community groups and charitable organizations to participate in community outreach and engagement initiatives. Members participated in the Easter Bunny Community Drive Through, Norfolk Little League Parade, Norfolk Town Memorial Day Celebration, Norfolk Community Day Celebration, Fire Department Open House, Haunted Car Crawl, Halloween Trunk or Treat, the Lions Christmas Parade, Holiday on The Hill, and hosted the Community Senior Dinner.

For the calendar year 2023, several simultaneous/multiple emergency calls occurred. The department routinely has two or more emergency calls concurrently between 35% and 40% of the time. The department's average overall response time from notification to arrival of the first unit for all emergencies was 5 minutes and 43 seconds, which represents a 2-second increase from calendar year 2022. Our response times continue to surpass the 8-minute gold standard for arrival of trained responders and is far superior to the national average for advanced life support emergency medical response of 14 to 16 minutes.

The day-to-day operation of the department is under the direction of the fire chief and is supported by one executive assistant and one operational deputy chief. To carry out the mission, the Fire & Rescue

Department is currently staffed 24/7, 365 by a full-time staff of four Captains and 12 Firefighter/Paramedics divided into four shift work groups. The full-time staff is supplemented by a paid on-call staff consisting of three Firefighters. The staff is responsible for developing, coordinating, monitoring, and implementing the following core programs and services.

1. *Emergency Services* 2,051 total Emergency Incidents

- a. Medical @63.67% of Emergency Incidents
 - i. Advanced Life Support First Response, Treatment, and Transport
 - ii. Basic Life Support First Response, Treatment, and Transport
- b. Fire Suppression @5.12% of Emergency Incidents
- c. Hazardous Materials Mitigation/Response @6.93% of Emergency Incidents
- d. General Services @21.41% of Emergency Incidents
- e. Technical Rescue @2.87% of Emergency Incidents
 - i. Vehicle and Machinery Extrication
 - ii. Rope Rescue
 - iii. Confined Space Rescue
 - iv. Trench Rescue
 - v. Structural Collapse Rescue
 - vi. Surface Water/Ice Rescue
 - vii. Urban Search and Rescue
 - viii. Wilderness Search and Rescue
 - ix. Animal/Large Animal Rescue

2. *Community Risk Reduction* 986 total Non-Emergency Incidents

- a. Fire and Life Safety Inspections
- b. Construction Plan Review
- c. Code Enforcement
- d. Target Hazard Tactical Preplanning
- e. Pre-Fire Survey
- f. Fire and Life Safety Education

3. *Fire Administration & Support Services*

- a. Finance/Budget
- b. Human Resources/Staffing
- c. Training/Professional Development 305 total Training Incidents
- d. Apparatus/Equipment Maintenance
- e. Apparatus/Equipment Acquisition
- f. Dispatch Center & Communications
- g. Research & Development

In 2023, the department was able to acquire new personal protective equipment. The cost of this equipment was funded through a competitive Assistance to Firefighters Grant administered through The Department of Fire Services and the State Fire Marshal's office. The department was also able to acquire new NFPA compliant portable radios through a regional FEMA Assistance to Fire Firefighters Grant in collaboration with the Town of Franklin Fire Department. These grants provided funding to the Town and Fire Department in excess of \$320,000.

Thanks to the support of the community, the department was able to fund and break ground on a new fire department headquarters. The new facility will greatly enhance service delivery and the department's capability to house physical and personnel assets. Additionally, the department was able to purchase two new Lucas automated CPR devices, which replaced older devices that had surpassed their service life. The new Lucas devices are designed to meet the department's response needs and patient care protocols. Funding was also approved to replace four ventilation fans, which replaced old devices with antiquated technology. These new devices will enhance fire-ground operations and safety for the department by

allowing personnel to control the heat/smoke flow path and exhaust products of combustion and carcinogens.

Training remained a high priority with the fire department. Personnel participated in 305 training activities as a part of on-duty shift work or as full fire department training. Training is the backbone of a fire department. It ensures our personnel are well prepared to respond safely, efficiently, and effectively to the various types of incidents and emergencies in our community. Training as a department is essential to ensure that all components of mitigating emergencies are consistent and coordinated with all firefighters working together as a team. The Norfolk Fire Department hosted live fire suppression training at a property on 194 Main Street donated by Mr. Eoghan Kelley of Stonebridge Homes, Inc. The live fire training evolutions included search and rescue, ventilation, fire attack, hose handling, laddering, and firefighter rescue drills.

The department celebrated the retirement of Executive Assistant Marie Simpson. Marie faithfully served the town for over 34 years and was the voice and face of the fire department for the last eight years. The department also celebrated the retirement of long-time Deputy Chief Peter Petrushik, who committed over 40 years of his life to serving the community as a firefighter and fire officer. Pete's contribution to the growth and development of the Norfolk Fire Department, as we now know it, is immeasurable. We wish Peter and Marie all the best in their retirement!

The department welcomed two new full-time members to fill the void left by the retirement of Peter and Marie. Ian Marland and Sam Brady were promoted from the on-call department to full-time in September 2023. At the end of the calendar year, the department welcomed FF/Paramedic Tyler Silva who came to the department with prior experience from Myrtle Beach Fire Rescue. Tyler filled a previously vacant FF/Medic position to complete our roster.

Thank you to the men and women who make up the Norfolk Fire Department. Your commitment to this community is unmatched, and your work is truly appreciated. A heartfelt thank you to the businesses and residents of Norfolk for your continued and unwavering support!

Respectfully submitted,

Erron Kinney
Fire Chief

FIRE DEPARTMENT

CHIEF OF FIRE DEPARTMENT

Erron Kinney

DEPUTY FIRE CHIEF

Peter Petruchik retired 9/30/2023

John (Jack) Kelley

EXECUTIVE ASSISTANT

Marie Simpson retired 9/30/2023

CAREER STAFF

Capt. Michael Findlen
Capt. Douglas Johnston
Capt. Seth Hamilton
Capt. Kate Howarth
Richard Yunker
Mark Amiot
Jamie Masterson
William Getchell

Thomas Newman
Alexa Bethoney
Luke Barney
Tyler Connolly
Michael Belmore
Ian Marland
Sam Brady
Tyler Silva

ON CALL STAFF

Ryan Connolly
Matthew Pearce
Eric Eszlari

METACOMET EMERGENCY COMMUNICATIONS CENTER

For the period of January 1, 2023 through December 31, 2023, our staff processed:

28,384 911 Calls
98,399 Business Lines Calls
14,609 Fire CAD Incidents
87,030 Law CAD Incidents

Metacomet Emergency Communications Center was formed by special legislation and dispatched its first call on May 6, 2019. We dispatch police, fire, and EMS calls for the communities of Franklin, Mendon, Millville, Norfolk, Plainville, and Wrentham.

Our goals are to dispatch appropriate police, fire, ambulance and rescue services in accordance with established protocols with the least possible delay after a request is received or requirement is known to exist and to provide consistent quality service with constant regard to safety of the public and responding public safety personnel.

The MECC staff's highly skilled, trained, professional telecommunicators are ready to assist, day or night. Rest assured we stand ready to help you in your time of need.

Respectfully,

Gary M Premo, ENP
Executive Director

POLICE DEPARTMENT

It is a pleasure to provide the 2023 Police Department annual report in my second year as Chief of Police in Norfolk.

The Police Department is comprised of three divisions: Administration, Patrol, and Investigations. In 2023, the Police Department logged 14,179 calls for service and/or self-initiated calls (i.e. motor vehicle stops, checks on suspicious persons, etc.) which is a 12% increase from 2022. There were 98 total arrests and 220 criminal complaints in 2023, which is a decrease of 21% and 13% respectively. The department attributes the decrease in arrests and complaints to the Jail Diversion Program. In 2023, notable increases in crime included assaults (67%), sexual assaults (233%), stolen motor vehicles (600%) and restraining order violations (143%).

In 2023, the Norfolk Police once again secured a \$100,000 grant through the Department of Mental Health to fund a mental health clinician to be shared between Norfolk, Wrentham, and Plainville through the agency Advocates. Advocates holds a Co-Response Jail Diversion Program (JDP) model which pairs a master's level mental health clinician with police to divert individuals in crisis from the criminal justice system and into mental health treatment.

Norfolk Police continues our robust Traffic Enforcement Program which includes two Traffic Officers overseen by a Patrol Sergeant. This unit manages requests for traffic enforcement, accident mitigation, community events requesting traffic assistance, and in-house equipment management and operations related to traffic and/or cruiser maintenance. I wish to thank Officer Keen and Officer Mazzola for working to secure grant funding for a Traffic Logix speed sign and a handheld RADAR unit. The Traffic Safety Grant, in the amount of \$16,970, covers equipment and overtime funds. The Traffic Safety Grant initiatives include impaired driving, electronic device usage while driving, and seatbelt violations.

The Norfolk Police Department continues to be involved with METRO-LEC which is a consortium of more than 46 local police and sheriff departments. METRO-LEC consists of several operational components comprised of personnel from the member communities. These units receive specialized training and equipment and are available to assist any of the member communities with missing persons, crisis negotiation, special weapons and tactics, mobile operations and criminal investigations. Currently, the Norfolk Police supply six officers to METRO-LEC operations.

Our School Resource Officer program continues to grow as we have added a second SRO on a part-time basis and second DARE Officer. Our Community Resource Dog Officer, Mitch, continues to accompany Officers on their work in the community. In 2023, our SROs provided a raffle item of a "ride to school in a police cruiser" for several children. We are thankful for the support of the schools, town, and residents for these important youth-based programs.

Additionally, SRO Katie Appel and Officer Mitch visited the children of Lisbon, Maine, who were impacted by the mass shooting in Lewiston, Maine, and lacked the support of a Community Resource Dog.

A number of community-based programs and initiatives were held in 2023, including presentations and visits at the Norfolk Senior Center, backpack drives for children in need in partnership with the Hockomock YMCA, participation in the Norfolk SEPAC Trunk or Treat Event, and a toy drive for families in need during the holidays.

Our Alzheimer's/Dementia and Autism Awareness Programs continue to thrive under the direction of dedicated officers, and a registration program is available to any resident via our website.

In 2023, Norfolk Police partnered with the Federated Church of Norfolk and St. Jude's Catholic Church in our first annual Faith and Blue Weekend. On October 14, we hosted an event with live music at the Federated Church to raise money for suicide awareness via local organizations.

I'd like to thank the Norfolk community and the officers and staff of the Norfolk Police Department for your continued support in helping to make Norfolk a great place to live and work in.

Timothy P. Heinz
Chief of Police

POLICE DEPARTMENT

CHIEF OF POLICE

Timothy Heinz

DEPUTY POLICE CHIEF

Michelle Palladini

LIEUTENANT

Eric Van Ness

SERGEANTS

Joseph Choiniere

David Eberle

Glen Eykel

Jimmy Meneses

Samuel Webb

PROSECUTOR

James Lorusso

DETECTIVES

James Lorusso

Jimmy Meneses (Detective Sergeant)

PATROL OFFICERS

Katie Appel

Christopher Catalano

Melissa Cochran

Nicholas Ethier

Steven Hamilton

James Hazeldine

Ryan Jasset

Jason Keen

Jonathan King

Gino Locchi

Daniel Mazzola, Jr.

Michael Milano

James Vinson

RESERVE POLICE OFFICERS

Robert Forsythe

Robert Holst

Koren Kanadianian

Brian Leary

Neil Nicholson

Matthew Tibbetts

SPECIAL POLICE OFFICERS

Thomas Degnim

Susan Fornaciari

David Holt

David McConnell

Cornelius Moynihan

Paul Murphy

Stephen Plympton

Jason Romans

Robert Shannon

John Wayne

George Willis

ADMINISTRATIVE SUPPORT STAFF

Julie Bain

Pamela Cartin

POLICE MATRONS

Arlene Butler

Pamela Cartin

Hilary Cohen

POLICE CHAPLAINS

Pastor Kyle DeGagne, Emmanuel Baptist Church

Pastor Derek White, Federated Church

Pastor Brian O'Hanlon, St. Jude Catholic Church

POLICE COMMISSIONERS

Kevin Kalkut

Jim Lehan

Anita Mecklenburg

POLICE DEPARTMENT ACTIVITY REPORT

Calls For Service	Total
209A/258E ORDER VIOLATION (RESTRAINING/HARASSMENT ORDERS)	17
911 ACCIDENTAL	122
911 HANG UP	84
911 OPEN LINE	90
ABUSE CHILD / ELDER	0
AIRCRAFT PLANE HELICOPTER DRONE	0
ALARM - BURGLAR	185
ANIMAL	59
ASSAULT	10
ASSIST - EMS	686
ASSIST - FIRE DEPARTMENT	324
ASSIST - CITIZEN/PUBLIC	205
BURGLARY / BREAK AND ENTER	9
CHEMICAL SPILL LEAK / HAZMAT	3
CIVIL COMPLAINT / NEIGHBOR DISPUTE	43
DISABLED VEHICLE	134
DISORDERLY DISTURBANCE	24
DOCUMENT SERVICE / RESTRAINT SUMMONS	50
DOMESTIC VIOLENCE	47
DRUG PARAPHERNALIA	-
ELECTRICAL HAZARD	12
MENTAL HEALTH	34
ERRATIC OPERATOR	94
FIGHT	2
FIREWORKS COMPLAINT	9
FOUND PROPERTY	21
FRAUD	75
HARASSMENT	44
HIT & RUN MVC	29
INACCESSIBLE HOUSE LOCK OUT	24
LARCENY	38
LOST PROPERTY	6
MESSAGE DELIVERY NOTIFICATION	25
METROLEC CALLOUT RESPONSE	9
MISSING PERSON	13
MOTOR VEHICLE CRASH	124
MOTOR VEHICLE STOP	3,415
NOISE COMPLAINT	36
OVERDOSE	6
PANIC ALARM - AUDIBLE	17
PANIC ALARM - SILENT	1
PARKING TRAFFIC COMPLAINT	23
PROPERTY/BUILDING/SECTOR CHECK	6,768
ROAD/TRAFFIC HAZARD	182
RUNAWAY	7
SEXUAL ASSAULT OFFENSE	10
STOLEN VEHICLE	7
SUDDEN / OBVIOUS DEATH / BODY FOUND	2
SUSPICIOUS ACTIVITY / VEHICLE	380
THREATS	23
TRAFFIC ENFORCEMENT	303
TRAIN/MBTA COMMUTER RAIL	6
TRESPASS	33
VANDALISM PROPERTY DAMAGE	39
VEHICLE LOCK OUT	24
WARRANT SERVICE	10
WELFARE/WELL-BEING CHECK	93
WIRES DOWN	47
Total Calls For Service	14,179

Activity Outcome From Calls For Service	Total
ARRESTS & PROTECTIVE CUSTODY	98
CRIMINAL COMPLAINT	220
MOTOR VEHICLE CITATIONS ISSUED	1,482

POLICE DETECTIVE DIVISION

The Detective Division of the Norfolk Police Department is currently staffed by one full-time detective and one part-time detective sergeant, Detective Sergeant Jimmy Meneses, who oversees the division and works alongside Detective James Lorusso. Detective Lorusso is assigned to a full-time detective assignment, Monday through Friday, from 7 a.m. to 3 p.m., and Detective Sergeant Meneses works two 7 a.m. to 3 p.m. shifts on a rotating schedule.

Detectives utilized a number of databases and the METRO-LEC and State Police Crime Labs to investigate cases. Mutual aid with other municipalities, the NORPAC Task Force, the Massachusetts State Police, and federal agencies were utilized to effectively investigate cases that were often multijurisdictional.

Overview of Investigations Undertaken by the Detective Division in 2023

Notable statistics are as follows:

- Investigated drug overdoses (6 total), two of which were fatal.
- Investigated breaking and entering (9 total).
- Investigated larceny (38 total).
- Investigated sexual offenses (10 total).
- Investigated financial crimes/fraud (75 total).
- Investigated sudden deaths (2 total).
- Investigated missing persons (13 total).
- Investigated stolen motor vehicles (7 total).
- Investigated fatal motor vehicle accidents (1 total).
- Investigated firearms offenses (3 total).

During this past year, Detectives Meneses and Lorusso continued their professional development and attended a number of trainings/seminars/workshops for continuing education and are members of various task forces.

Detectives also completed two alcohol compliance checks during 2023, and no violations were found.

The Detective Division also continues to handle the department's court responsibilities and assists with firearms licensing.

The Detective Division wishes to thank Chief Heinz and the men and women of the Norfolk Police Department for their continued support, hard work, and dedication. We also wish to thank the residents and business owners for their support and assistance as well.

Respectfully,

Detective Sergeant Jimmy Meneses
Detective James Lorusso



**Education
Library
Arts**

CULTURAL COUNCIL

The Norfolk Cultural Council (NCC) is part of a network of 329 Local Cultural Councils serving all 351 cities and towns in Massachusetts. The largest grassroots cultural funding network in the nation, the Local Cultural Council (LCC) Program enriches the cultural life of all cities and towns in Massachusetts. The state legislature provides an annual appropriation to the Massachusetts Cultural Council, a state agency, which then allocates funds to each community.

Within Norfolk, decisions about which activities to fund are made by a committee of volunteers appointed to the Norfolk Cultural Council by the Select Board. In reviewing grant applications, the NCC considers the benefit to the community and the population segments served. The NCC favors programs that occur at a local venue or are sponsored by a local organization, such as the Senior Center, Norfolk Library, Recreation Department, or the Norfolk Lions Club.

In 2023 the Norfolk Cultural Council distributed \$11,435.00 in grants to 20 individuals/groups and not-for-profit organizations that provided programming centering around the arts, humanities, history, and interpretive sciences for children, adults, and intergenerational groups.

NCC always supports (via grant money) the popular summer concert series on Town Hill and multiple activities at the Norfolk Senior Center and Norfolk Library. The NCC also provides funding to regional organizations such as the Un-Common Theater Company, LiveARTS, the Neponset Choral Society, and Massachusetts Audubon.

In addition to distributing grant monies, the NCC also sponsors an annual Juried Art Show and coordinates art exhibits in the Norfolk Library community room. Unfortunately, the Juried Art Show was not held live for a couple of years due to the COVID pandemic. It was a virtual presentation in 2021. NCC hopes to restart the annual art show at the library in 2024.

The NCC welcomes new members! The current committee has five members but can have up to 23! No art, music, or any other expertise is needed, just an interest in supporting arts and cultural programs in Norfolk and surrounding communities. Please contact the NCC at ncc@norfolk.ma.us.

Finally, if you are interested in exhibiting your or a group's artwork at the Norfolk Library, please contact us!

Interested in presenting a program in Norfolk? The grant application process opens in September. Information and forms are available at <https://massculturalcouncil.org/>.

Respectfully submitted,

Norfolk Cultural Council

HISTORICAL COMMISSION

Members of the Historical Commission continue their dedicated commitment to preservation of Norfolk's rich history. Our photographs have been digitized into 11 notebooks; this project was started by Betsy and her late husband, Charles Pyne; their son, Charlie, helped Betsy finish the last volume. The books are organized into categories; each photo is numbered, and there is a complete index, available in print and electronically. Thelma Ravinski donated many of her historical records to NHC's archives. The remaining sweatshirts from Norfolk's Birthday Celebration were donated to the Norfolk Senior Center. Our supply of Norfolk mugs sold out. This was a popular item, so we ordered new mugs; they are available at the Town Clerk's office. We reviewed several demolition applications: 1 Needham Street, 84 North Street, 46 Leland Avenue, and 43 Mirror Lake Avenue. Although these homes were 75 years or older and considered historic, they were demolished without delay due to structural and safety concerns. NHC has been following the restoration and renovations at these historic sites: the Warelands, the Grange, and the Eisner House. At the request of State Representative Marcus Vaughn, Geri Tasker, Greg Stahl of Wrentham, and Kristine Moore of Plainville visited MCI Deputy Superintendent Michael McDonald to look at prison artifacts and discuss preservation techniques. Dan Winslow, a former Norfolk resident, requested a meeting for author Patrick Parr to look at the prison record books in our archives. Dan donated his family's prison book collection to NHC several years ago. Patrick is writing a book about MCI Norfolk; he was very interested in the information in our prison books and was given copies for his research. Pondville historian Betsey Whitney continues to delve into the history of her neighborhood. She has been contacted by several Pond family members from around the country requesting copies of her book, *The History of Pondville*, which is now in its second printing. Betsey is also involved in the Southwood Hospital citizens' group; the focus of this group pertains to the environment surrounding the site and future plans for the area. NHC participated in the grand re-opening of the Norfolk Senior Center by setting up a table and raffling off a gift certificate to Daley's Service Station and a basket full of items donated by local businesses. We are saddened by the passing of our esteemed former board member Barbara Bartholomew early in the year. She was a valued colleague; her dedicated research led to many projects in town most notably the creation of Fales Memorial Park. NHC decided to honor her by placing a memorial bench in Bertha's Grove at the park. To that end, we have walked the trails and are currently working with a boy scout who is putting together his Eagle Scout project. It is our hope to see the completion and a dedication ceremony in 2024. Barbara also left a considerable legacy to the Town of Norfolk for the express purposes of education. The Trust Fund stipulates that NHC award a scholarship to a college/university student who attended Norfolk Schools and is pursuing a major in history. To set this in motion, NHC has formed a scholarship committee; members include Sandra Paquette, Betsey Whitney, and Sam Zeigler. In addition, part of the trust is to fund a local history unit at the elementary school level. Geri was interviewed by four third grade students of Tracy Trombert at the Freeman-Kennedy School as part of their unit of study about local history. In response to their questions, Geri shared details about the role of Native Americans, the establishment of Norfolk as a Town and several historical landmarks: the Federated Church, the Tramp House, the Library School House, the Grange, and the Warelands. NHC is planning to open the Tramp House during the third grade field trip to the center of town in the spring.

Norfolk Historical Commission Board Members:

Geri Tasker, Chair
Sandra Paquette, Treasurer
Betsy Pyne, Interim Secretary
Gail Sullivan
Betsey Whitney
Sam Zeigler, CPC Rep

Alternate Members:

Donna Jones
Kathy Lang
Thelma Ravinski

KING PHILIP REGIONAL SCHOOL DISTRICT

School Year 2022-2023

As the King Philip Regional School District engaged students in the 2022-2023 year of learning, our programs developed student passions and prepared them to succeed in a world of rapid and constant change. Our mission continued to foster respect, individual and collective responsibility, creativity, and enthusiasm for learning. Our 2019-2024 strategic plan focused on teaching, learning, embedding technology into the learning process, budgeting, and developing community. There were significant accomplishments across the district.

The King Philip Regional School Committee, which is essential to the functioning of the school district, comprises nine members, with three members from each of the towns of Norfolk, Plainville, and Wrentham. Six members are elected, with two from each of the respective towns with staggered three-year terms. The other three members are appointed by their respective town elementary school committees. The committee generally meets twice a month at the King Philip Regional High School in the library to conduct business. School Committee meetings are open to the public with dates and times posted on the School Committee section of the King Philip Regional School District website at www.kingphilip.org and also posted in the Superintendent's Office.

In addition to the bi-monthly meetings, members of the school committee also serve on subcommittees that meet on an as needed basis throughout the year. Those subcommittees include a Budget & Finance Subcommittee, Policy Subcommittee, Collective Bargaining Negotiations Subcommittees for Unit A (Teachers); Unit B (Custodians); Unit C (Secretaries); Unit D (Teacher Assistants); and, KP Cafeteria Association. School Committee members also serve as representatives to Sick Bank and the Health & Welfare Trust Subcommittee. The work of each of these subcommittees varies depending on the needs of the district.

The Budget & Finance Subcommittee worked with the Superintendent of Schools and Director of Finance & Operations in the preparation of a budget request which would be presented to the residents at each communities' annual town meeting. The subcommittee and the full school committee spent much of their meeting time during the winter and spring months working with the superintendent and administration to develop an operational budget request for the school department. At the annual spring town meetings, the requested budget was approved.

Through continued support from our towns' budgets, our facilities teams have been able to maintain the buildings and grounds for cleanliness, safety, functionality, and performance while prioritizing equipment and infrastructure replacement and repairs. The high school library has been renovated to incorporate five multi-purpose classrooms and seven new offices while maximizing its footprint and usage. The middle main office has been redesigned with a transaction window connected to a secure vestibule within the front doors to increase building security and flow. Both buildings have installed ADA door operations at high traffic entrances.

While providing exceptional comprehensive academic programs for students, the district has been able to support mental and behavioral health, and wellness initiatives. The Family Wellness Resources website continues to be updated to support families. The district partnered with Community Counseling of Bristol County for additional counseling support in schools and provided families access to William James College Interface Referral Services for families seeking counseling for their child. Parent/caregiver wellness education events were held during the 2022-2023 year to support families including Thrivers with author Michele Borba, digital wellness with international speaker Katie Greer, and a presentation on addressing family stress. In addition, a Saturday School for Caregivers offered a resource fair, keynote parenting expert, Joanie Geltman, and breakout sessions on substance use, nutrition and talking to kids about race.

Multiple coalitions and student groups continue to reinforce student health initiatives. The KPHS Active Minds student chapter, affiliated with the national Active Minds organization, works to change conversations around mental health, reduce stigma, and increase help-seeking behaviors of students through speakers, messaging and activities. Healthy KP is a community coalition for drug and alcohol use prevention sponsoring student events such as the KPMS Lip Sync Battle and Fifth Quarter. As part of Vaping Cessation alternatives to suspension, the district connected students with the SAFE Coalition. Through presentations by Samaritans, middle school students learned when and how to seek help for themselves or a peer, and health educators piloted a mental health curriculum at the high school. The King Philip, Norfolk, Plainville, and Wrentham Schools, in partnership with Cataldo Pro EMS, hosted regional COVID-19 vaccination clinics.

Grant support for our tri-town community-based Director of Diversity, Equity, and Inclusion position continued. As part of a state grant, the district continued to develop strategies for diversification in our workforce. From February thru April, a community book club met at the King Philip High School to discuss the work of Ibram Kendi. As part of our professional development series for staff, our DEI director facilitated training sessions to increase awareness of the significance of identities in the learning process. Additionally, KP teachers discussed ways to implement strategies from a districtwide book selection, *Equity by Design*, within our King Philip learning environment.

Dr. Lisa Mobley, high school principal, awarded 268 diplomas at King Philip High School graduation which was held at Stonehill College on June 4th. We had 11 students who graduated with Distinction from our Honors Academy, 15 students received the Spanish Seal of Biliteracy, and 1 student received the French Seal of Biliteracy. Student Council along with KP Cares helped at graduation.

Throughout the year, communication with students and their families was mostly done through newsletters with virtual meetings used when needed. Curriculum Nights to inform parents about the grade 8-9 transition with the HS Principal were done in the virtual Town Hall format.

The King Philip Middle School world language department completed its second year of an exploratory world language program for grade 7 students. This program supports grade 7 students in experiencing 30 days of Spanish and 30 days of French prior to committing to a full year of language study in grade 8. High School world language continues to induct students each year as part of the World Language Honor Societies with both societies active outside of school and in the global community. Students in Spanish at King Philip performed higher than national and state averages on the Advanced Placement exams with 90% of students taking the exam scoring between the 3-5 range. Through an acceptable score designated state exams to measure fluency in a world language, KP students have an opportunity to earn the MA Seal of Biliteracy. KP DECA placed 11 teams (state high) as ICDC Finalists and 6 teams (state high) as ICDC Champions last school year. Two of these projects received 1st place at the DECA International event.

Intramural clubs ran at both schools. In the fall, middle school students participated in the cross-country intramural program. The middle school hosted their annual Scholastic Book Fair. Clubs and activities, such as the Math Team, GSA, Ski and Snowboard Club, Art Club, Jazz Band, KP Glee Club, Girls on the Run, Homework Club, Yearbook Club, Track and Field, Field Hockey, Disc Golf, and Student Council, allowed for students to make connections with each other outside of their classrooms. The King Philip Middle School Kindness Club also continued its involvement in Project 351, a statewide program that empowers teens to make change and progress within the community. Student ambassadors were selected to represent the communities of Norfolk, Plainville, and Wrentham.

Through the myriad of high school clubs available, students pursued their interests within: KP Cares, Student Council, Debate Club, Model UN, Active Minds, Leo Club, Yearbook, Honor Society Organizations, Newspaper Clubs, Math Team, GSA, Peer Mentors, and Affinity clubs. DECA honored senior members, announced new officers, ICDC finalists and champions, and inducted newest hall of fame members. The Student Council held Spirit Days-Pajama Day, Tie Dye Day, KP Green and Gold Day, Red/White and Blue Day in honor of Memorial Day. They also held Homecoming, Class Competitions, Trunk or Treat, and Friday

Night Live (a variety show) as well as decorated the school for the seasons with the help of other clubs. Parents' Night Out is another popular event where the Council sponsors a night of childcare for busy parents.

Our Performing Arts program continues to be a source of KP Pride. The King Philip Middle School Bands performed at our annual Food Drive pep rally for school pride, received silver medals in the MICCA Concert Festival, and worked collaboratively with the ELA department to perform a work based on Edgar Allen Poe's *The Raven* at the end of the year concert. In addition, 8th grade band students hosted a Google Meet with a Ukrainian refugee, former exchange student Alex Yeremenko; this gave students a glimpse at the depth of the music they performed in *Moscow, 1941 & Kyiv, 2022*. The Middle School Chorus earned a Gold Medal at the MICCA Choral Festival with other concert programs including the Winter Concert, Choral Collaborative Choral Concert, and the Fine Arts Showcase. As part of the middle school transition program, a 6th Grade Workshop for Wrentham, Norfolk, and Plainville students was held which culminated in the Collaborative Choral Concert. Over 400 community members attended the Fine Arts showcase featuring visual art projects and performances by the KPMS Chorus, 7th and 8th Grade Bands, and Jazz Ensemble.

At the High School the KP Pride and Passion Marching Band once again returned to a competitive season. The band earned another Gold Medal at State Finals and placed second in Division III Open and US Bands National Championships. The High School Jazz Ensemble participated in the Norwood Jazz Classic, SE District and The Essentially Ellington Satellite Festival at Greenwich High School in Greenwich, CT. The High School Band and Chorus presented their second annual Prism Concert where there was a consistent presentation of music with no breaks between performing groups. The concert featured the Chorus, Wind Ensemble, Concert Band, Jazz Ensemble and a number of solos and chamber ensembles. The music department also presented a winter pops concert, spring concert, hosted the MICCA Festival (Concert Band earned a Gold medal, Chorus earned a silver medal), Spring Pops and Art Festival along with a concert in the bus loop of the High School to kick off the Wrentham Concert on the Common series. A number of High School Band and Chorus students auditioned for and were accepted into the Southeast Senior District Virtual Festival and the Massachusetts Music Education Association All-State Festival. The high school drama club presented *Pandemonium* in the fall and the musical *Chicago* in the spring.

King Philip Regional High School students have access to comprehensive athletic programs where students compete at the Freshman, JV, and Varsity levels. KP had a very successful fall with Girls Volleyball advancing to the MIAA State Championship Game at Worcester State and Football played for the MIAA State Championship game in the SuperBowl at Gillette Stadium. In addition, Girls Soccer and Field Hockey qualified for the state tournament as well. Boys Basketball, Girls Basketball, Boys Ice Hockey and Girls Ice Hockey qualified for the state tournament with many individual student athletes from Indoor Track and Gymnastics qualifying for their post season play as well. One of King Philip's relay teams even broke a 25-year-old school record and one of King Philip's wrestlers became the All State Champion. Spring was very successful with Baseball, Girls Tennis, Boys Lacrosse and Girls Lacrosse advancing to the MIAA state semifinals at UMASS Dartmouth. At the state tournament, Baseball had the most postseason success as they advanced to the state championship held at Holy Cross. Overall, we had four programs win Hockomock League Championships including Golf, Girls Volleyball, Softball, and Girls Tennis. Many individual student athletes excelled in individual sports throughout the year as well. KP had several Boston Globe and Boston Herald All Scholastic athletes throughout all seasons.

Sincerely,

Mr. Paul Zinni, Superintendent of Schools (Retired)
Dr. Rich Drolet, Superintendent of Schools
Dr. Susan Gilson, Assistant Superintendent
Ms. Michelle Kreuzer, Middle School Principal
Dr. Lisa Mobley, High School Principal

NORFOLK ELEMENTARY SCHOOLS

January 2023 – December 2023

Vision Statement

Teach. Inspire. Empower. Succeed.

Mission Statement

The Norfolk Public Schools offers a safe, joyful and challenging learning environment that meets the needs of our diverse students. Through school, family and community partnerships, we provide an education that inspires life-long learners and cultivates caring and productive citizens of our ever-changing world.

Budget

The FY24 approved budget for the Norfolk Public Schools was \$15,086,615.

Personnel Changes

The school community was deeply saddened by the passing of Mrs. Shelly Bernardini in March 2023. Mrs. Bernardini was a highly regarded Regional Food Services Director, who managed all school food service workers for Norfolk, Wrentham, and Plainville. We also acknowledge with gratitude the dedication, excellence, and long-term commitment of Mrs. Janet Curran, Freeman-Kennedy Executive Assistant to the Principal (37 years), Ms. Julie Gallagher, Pre-Kindergarten Teacher at the H. Olive Day School (31 years); and Mrs. Linda Balfour, H. Olive Day School Principal who served the district an impressive 52 years.

School Councils

H. Olive Day School and Freeman-Kennedy School Councils

The H. Olive Day School and Freeman-Kennedy School Councils are essential components of each school, comprised of the principal, parents, teachers, and community members. Functioning in an advisory role, the Council provides valuable input to the principal. Meetings are held monthly during a standard school year to facilitate collaboration and discussion among its diverse members. This year, the councils will discuss a variety of topics, including the continued implementation of the Multi-Tiered System of Supports (MTSS) with a focus on Tier 1 and Tier 2 interventions. Additionally, discussions will cover the alignment of these interventions with our current assessments and screeners in English Language Arts (ELA), math, and Social-Emotional Learning (SEL). Other agenda items include supporting the adoption and implementation of a high-quality research-based literacy curriculum that support students at all levels, continuing to initiate opportunities to create active community engagement within our schools and community, providing families access to both social and emotional supports, extra curricular activities, and academic inquiries. We will also collaboratively strategize on ways to continue developing and maintaining a safe and inclusive learning environment that continues to nurture and accept everyone so all students, families, and staff members feel valued and respected within our schools. The councils will be regularly updated on the progress of the goals and will be given the opportunity to provide feedback on the development of the FY25 budget.

The School Improvement Plan for each school is crafted by the School Council, encompassing objectives in curriculum, professional development, student achievement, parental and community involvement, school climate, and the maintenance of safe, secure facilities. The 2023-2026 School Improvement Plans for HOD and Freeman-Kennedy have received approval from the School Committee and are accessible on the district website.

Enrollment

Enrollment data is reported to the Massachusetts Department of Elementary & Secondary Education (DESE) on October 1st every school year.

The following indicates the number of classes at each grade level, the average class size and the student enrollment in the Norfolk Public Schools on October 1, 2023, as reported to the Department of Education.

Class Enrollment and Average Class Size			
Grade	#of Students	# of Classes	Average Class Size
PK	66	5	13.2
K	166	8	21
1	117	6	20
2	144	7	21
3	164	8	21
4	128	6	21
5	136	7	19
6	130	6	22
(HOD only)	493		
(F-K only)	558		
Total Enrollment	1,051		

Curriculum

At Norfolk Public Schools, we believe that every student can reach their potential and thrive. We use a proactive, data-driven approach to support the growth and success of both students and educators. The implementation of a Multi-Tiered System of Supports (MTSS) ensures a tiered approach tailored to individual student needs, including specialized plans for those in special education. Universally designed lessons promote equal access to education, while the refined Norfolk Educational Support Team (NEST) process ensures prompt and consistent support. Grade level monthly data meetings utilize screeners and district assessments to inform action plans for Tier 2 support. Educator support is emphasized through additional time allocation, resources, and training. Initiatives such as math review, curriculum meetings, and coaching address specific learning gaps. During the 2023 fiscal year, professional development focused on the Science of Reading to enhance literacy instruction. The district is also in the midst of an extensive English Language Arts program review, which focuses on identifying a high-quality program that will incorporate a research-based pedagogy approach to teaching literacy skills. By carefully evaluating and selecting a program grounded in research-backed methodologies, we aim to enhance the overall learning experience, ensuring that every student receives the support necessary to excel in English Language Arts. The upcoming Math Review in spring 2024 reflects an ongoing commitment to comprehensive improvement. The math review will focus on selecting a high-quality program that incorporates the best research-based practices and effectively addresses the diverse needs of all our students. During the 2023 fiscal year, the district is taking a proactive approach to meeting the needs of students by using data to identify and address both academic and social-emotional needs, ensuring that all students receive the support they require. These initiatives reflect our commitment to providing an outstanding, well-rounded education that caters to the unique learning styles and requirements of each student.

District MCAS Data 2022/2023 School Year

MCAS Overview: Science, ELA, and Mathematics

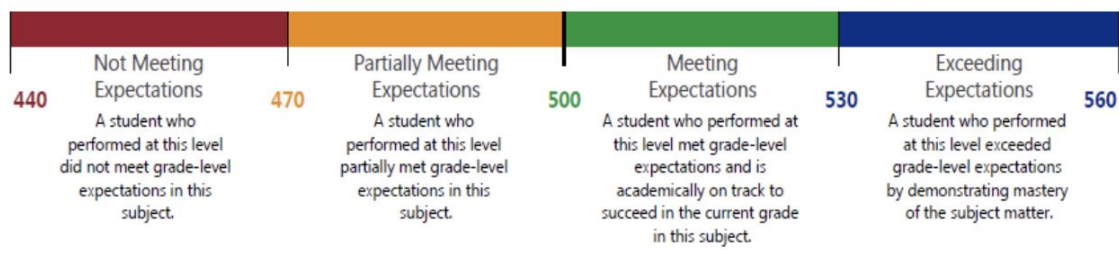
The Next Generation MCAS serves as a tool to evaluate students' proficiency in learning from diverse sources, critical thinking, making connections, and articulating their thoughts clearly. It provides a valuable snapshot of our district's performance, offering data that aids reflection on the effectiveness of our practices. This information guides us in planning next steps and ensures that students, especially those requiring additional support or enrichment, receive targeted assistance. Most students in grades 3-6 took the assessment online, while paper-based tests with documented accommodations were provided for students on Individualized Education Plans (IEPs) or 504 plans.

Overall, Norfolk Public Schools demonstrated better performance compared to the state, with a higher percentage of students scoring in the Meeting and Exceeding Expectations categories. Notably, reading skills remained a strong point, contrasting with the state's reported decline in ELA scores. Writing was the area that saw the greatest decline state-wide, for grades 3-8 in 2023. Although Norfolk Public Schools' writing scores did not decline as compared to our 2022 MCAS results, they have been consistently lower than in previous years. Recognizing the potential impact on writing skills for students in grades 2-6, NPS proactively took measures. These included providing additional supports through grade-level professional development on the Science of Reading, implementing a literacy screener in grades K-6, and emphasizing Tier 2 supports.

On a positive note, the adjustments made over the past two years, including additional supports and shifts in curriculum for grades K-5, resulted in continued improvement in mathematics scores across all grade levels. Although we still have gaps that we are actively mitigating, this progress reflects our commitment to addressing specific challenges and enhancing overall student performance in key subject areas. Science scores in 5th grade also saw a slight increase in the Exceeding category in the 2023 MCAS results.

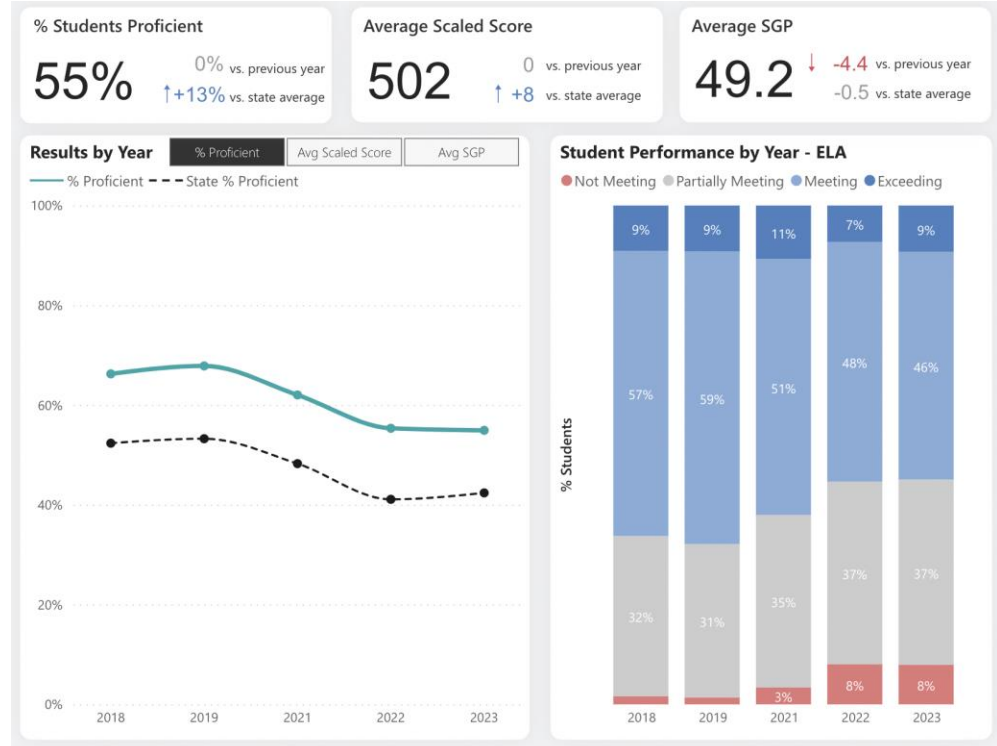
MCAS Results: Science, ELA, and Mathematics

The MCAS metric is divided into four achievement levels, which are shown in the graphic below.

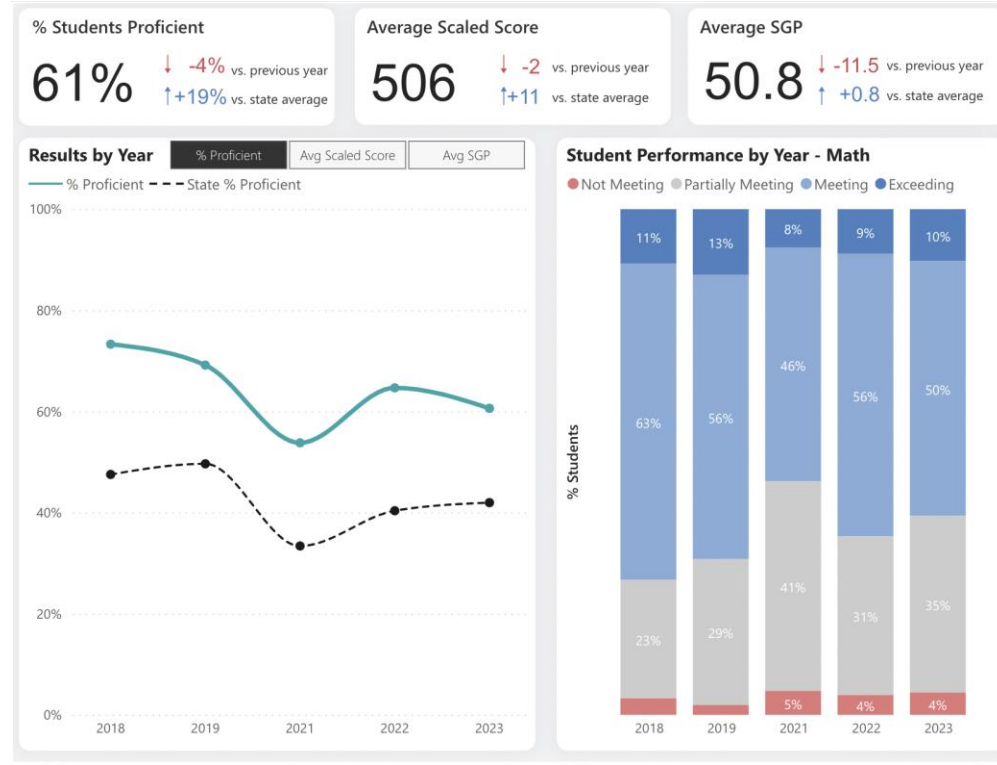


The average scaled score provides a summary of a group of students' overall performance, with a higher score indicating a higher level of achievement and proficiency in the tested subject. The scale is designed to allow for consistent comparisons of performance across different administrations and student populations. As the data below indicates, the majority of our students score in the Meeting Expectation category in math, ELA and science.

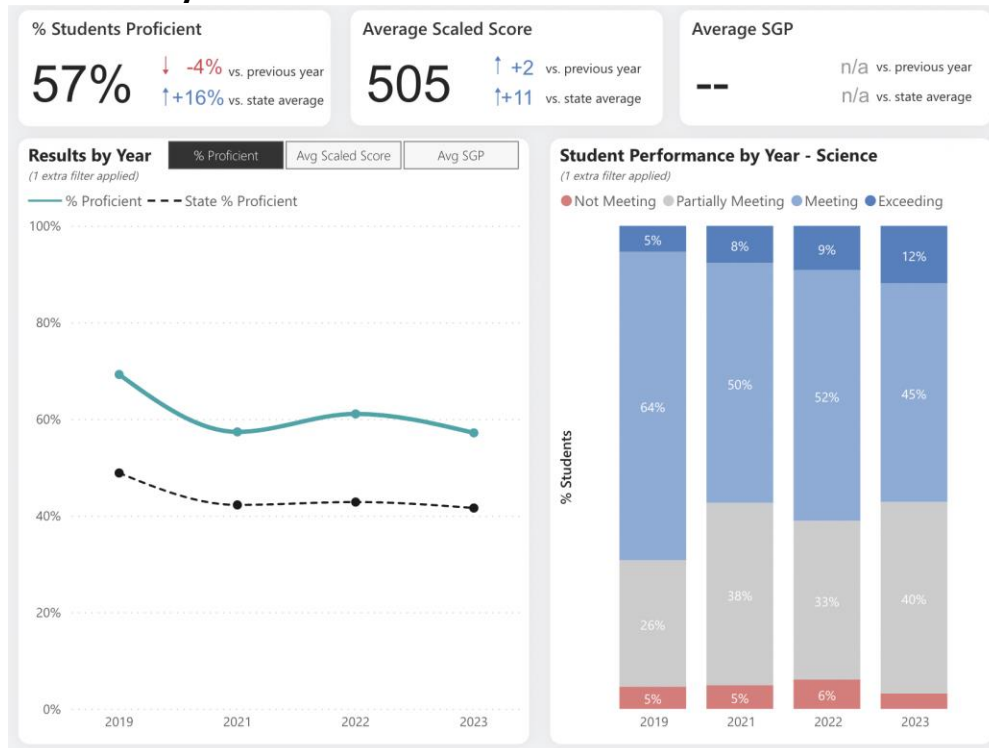
ELA - All Students in Grades 3-6



Math - All Students in Grades 3-6



Science - Only Tested in Grade 5



The full presentation of the MCAS results is available on the Norfolk Public School website - <https://www.norfolk.k12.ma.us/>.

Respectfully submitted,

Victoria M. Saldana, Assistant Superintendent of Curriculum, Assessment, and Instruction, Norfolk Public Schools

Special Education Department

The Special Education Department had a productive school year. Accomplishments included continuing to develop and strengthen specific programming to address varying types of disabilities. The department continued to focus on identification, assessment, and instructional methods related to specific learning disabilities in the areas of reading and writing and has assisted us with meeting our state guidance around identification and implementation of a literacy screening tool (dyslexia screener) for grades K-6. We strive to stay current in the area of social/emotional/behavioral health learning by structuring professional development for all staff including teachers, related service providers, mental health staff, and instructional assistants regarding working with students with anxiety, hearing loss, and executive functioning challenges. We continue to support district initiatives such as the implementation of a universal social/emotional learning curriculum, strengthening culturally proficient practice, and creating inclusive learning environments by embracing diversity, equity, and inclusion. The district continues to provide physical restraint training as mandated by DESE using a program titled "Safety Care." All staff working in our social/emotional/behavioral health programs have been trained in this approach. The Special Education Department continues to review programs for academic resource rooms and language-based programming, in order to implement research-based curriculum and methods in the areas of reading, writing, and math. Norfolk has actively pursued sharing resources with Plainville and Wrentham and successfully cost shares several services and professional development. We have worked collaboratively with King Philip Regional Middle School to align our autism continuum of services. Our licensed social worker/family success partner supports families in the acquisition of resources and services beyond the school day. Finally, the

district continues to be proud of its co-teaching efforts between general and special education teams to increase our students' ability to access the curriculum in a meaningful way, within the general education setting, to the greatest degree possible. This supports the philosophical underpinnings of inclusion practices in preschool through grade 6.

The Norfolk Public Schools Special Education Department runs multiple specialized programs. Housed at the H. Olive Day School is a preschool program in its twelfth year of implementation. This initiative has increased preschool options and provides early intervention services for students starting at the age of three years. Our preschool options include a two or three-day program for 3-year-olds, a five day/half-day program for 3 and 4-year-olds, a half-day program for 4-year-olds, a full-day preschool classroom for 4-year-olds, and a substantially separate preschool classroom for students with a higher level of developmental delays, offering support for students on the autism spectrum and for students with developmental delays.

Another specialized resource room, for grades K-2, provides a continuum of services for students with behavioral health, social, and emotional disabilities. The district offers an academic support classroom as a component of this program. Finally, the language-based continuum of services continues to provide services for our second-grade students.

Housed within the Freeman-Kennedy School for students in grades 3-6 are three specific programs. In its eleventh year of implementation is a specialized resource program which provides services to in-district students diagnosed with social, emotional, and behavioral health needs. The district continues to offer an academic support classroom as a component of this program. The Language-Based program has two classrooms, grades 3 and 4 and grades 5 and 6. It has existed at the Freeman-Kennedy School for fourteen years. This program is designed to provide specially designed instruction like Wilson Reading System and Project READ and uses research-based curriculum like Making Meaning and Empowering Writers for students diagnosed with language-based learning disabilities or for those students who require language-based learning strategies in order to access the curriculum. In its fourth year of implementation, the Freeman-Kennedy houses a substantially separate classroom for students on the autism spectrum and for students with global developmental delays in grades 3-6. This is an extension of our sub-separate program at HOD and provides a continuum of services for students on the autism spectrum ranging from grades PreK-6.

Across the district, grades PreK-6, general programming for students on the autism spectrum is overseen by a Board-Certified Behavior Analyst/Moderate Special Education Teacher and is based on the principles of Applied Behavior Analysis (ABA) Programming. This resource has allowed the district to increase programming options for students on the autism spectrum grades PreK-6.

Finally, the district continues to offer strong traditional academic resource support for students who need either inclusion or pullout instruction in grades K-6. All of our academic teachers have certification in the Wilson methodology.

In order to address more significant social/emotional school community needs, each building has a Mental Health Team composed of educators and mental health staff. These teams meet once or twice a month and problem solve and plan for more significant student needs. These teams have participated in multiple professional development experiences such as collaborative and proactive solutions by Dr. Ross Greene, mindfulness strategies, training in cognitive behavioral therapy, childhood trauma training by Dr. Jessica Griffin, supporting young children with anxiety by Dr. Nadja Reilly, Social Thinking Training by Nancy Clement, and the SCERTS Model by Dr. Barry Prizant.

We have hired several consultants and have developed working relationships with several organizations such as the Perkins School for the Blind and the Clarke School for the Deaf to support and enhance our special education programming in the areas of vision/orientation and mobility. The district contracts for

services with a teacher of the hearing impaired, an augmentative communication specialist, an audiologist, and a music therapist.

The average state percentage of students receiving special education services is 17% and aligns with the state average.

This fall the Special Educational Parent Advisory Council (SEPAC) hosted a very successful 9th annual Halloween Parade for students and their families at the H. Olive Day School. The SEPAC organization has provided numerous presentations to the community by Norfolk Public Schools' special education staff and outside presenters. Topics have included: IEP development, special education basic rights, 504 eligibility, understanding executive functioning, food sensitivities and gut health, Nutrition Essentials, ADHD essentials, offerings by the Federation including topics such as Bullying Prevention, and a nine-hour Social Skills Training by Dr. Carolyn Kuehnel, Ph.D. The SEPAC co-chairs and board run monthly meetings, providing ongoing support and education to parents. The SEPAC continues to support the implementation of a district initiative in order to educate the school community about disabilities called the iCare Program. The SEPAC publishes regular communication through different platforms to provide information to all families in the district.

I am especially proud of the accomplishments of our hardworking staff and parents who continually support the needs of our students. I continue to observe an unprecedented level of collaboration and partnership between home and school. Teams continue to work together to educate students to best meet their educational needs. This has allowed us to serve our learning community at exemplary levels. Job well done!

Respectfully submitted,
Anna Eberwein-Tupper, Ph.D.
Director of Student Support Services

Technology

The goal of the Norfolk Public Schools Technology Team is to inspire, engage, and empower learners to actively use technology resources to question, collaborate and extend their learning beyond the classroom walls. Through child-led inquiry, analysis, creating and sharing, students develop the skills necessary to thrive in a connected global environment.

The Technology Department supports a wide variety of systems which includes the security and surveillance system, phone systems, PA systems, copiers and printers, servers, firewall, switches, and access points. In addition, the Technology Department supports and maintains software for Human Resources, the Business Office, Food Services, Transportation and over 30 programs that support our curriculum. Technology is infused in every classroom which lends itself well to inquiry-based learning.

Technology is integrated into all aspects of operations within our two schools. The life cycle of our devices and equipment has been extended through our ongoing maintenance, updates and upgrades; however, we are approaching the replacement phase in various CORE categories of our infrastructure, and therefore we are working toward addressing two critical needs this year. The listing of these projects present as numerical, but all are equally weighted.

Goal #1

The first project entails upgrading the security infrastructure. Updating the security system is paramount in ensuring the safety and well-being of the students, faculty, and staff. In today's world, where unforeseen threats can arise, a robust security infrastructure is crucial for providing a secure learning environment. Upgraded security measures, such as surveillance cameras, controlled access points, and advanced alarm systems, are mission critical.

Additionally, an updated security system not only fortifies physical safety but also enhances emergency preparedness. With features like panic buttons, intercom systems, and automated alerts, the response time during crises such as lockdowns or medical emergencies can be significantly reduced. Regularly updated security protocols and technologies also enable school staff to stay updated on best practices, ensuring they are equipped to handle any unforeseen situations swiftly and effectively. This project is currently in progress.

Goal #2

The second priority is to upgrade the NPS District website. Our current website vendor has announced it is sunsetting their product line and our current platform is now at its end of life marker. Being an end of life product means we are no longer able to receive support, upgrades and or updates. This system is no longer scalable and cannot be expanded to meet our needs without purchasing and migrating to a new platform. We will continue to research the best possible solution at the best price point. This project is currently in progress.

In summary, the NPS Technology Team will continue to create a robust infrastructure to support all necessary applications and functions for Norfolk Public Schools.

Respectfully submitted,
Trish Kelley, Director of Technology

Buildings and Grounds: Schools

Improvement projects at the H. Olive Day School include:

- A new faucet and sprayer were installed at the three bay sink area in the kitchen. The existing fixtures did not pass the MA Board of Health inspection due to their age and functionality.
- Several repairs were conducted to the pneumatic system for heating of the building. There were multiple problems throughout the school with several classrooms experiencing overheating.
- Removed and replaced carpet in the principal's office and the technology office. The old carpet was worn and bubbling and caused safety concerns.
- New lockdown equipment was installed in select areas of the school to improve security measures.
- Collaborated with the Technology Department to create a new conference room and installed new smart televisions in conference areas.

Improvement projects at the Freeman-Kennedy School include:

- New faucets were installed in bathrooms throughout the school. The old units were having multiple issues with keeping temperature and failed to operate often. The new units have adjustable temperature controls and are easier to diagnose problems and repair.
- A new automatic door opener was installed at the Door 1 location. The old opener repeatedly failed to close and was creating security concerns.
- HVAC inspections were conducted on all rooftop units. A detailed report was collected from the inspections. Extensive repairs and maintenance were performed over the summer months.
- Removed and replaced the main hot water pipe located in the 5th grade hallway. The old pipe had been leaking in several areas over the past years. The pipe was found to be severely corroded.

District-wide improvements include:

- Working with the Food Service Department, removed and installed several new pieces of kitchen equipment in both school kitchens. The new equipment replaced the outdated and aging equipment. New electrical and plumbing were also added.
- Several electrical and plumbing modifications/repairs have been conducted for preventative maintenance and equipment failures.
- Minor tree pruning and mulching around school grounds was performed to increase appearances of both school properties.

A preventative maintenance plan is in place for all mechanical devices district wide. All cleaning products continue to be safe, non-toxic products district wide. We continue safety training for all custodial staff. In place is a district wide web-based work order and management system.

Respectfully submitted,

Matt Malneritch
Director of Facilities

School Age Child Care (SACC)

SACC is a non-profit, self-supporting organization that provides a structured recreation and enrichment program for children in kindergarten through grade six. The program offers before and after school care to children who attend the Norfolk elementary schools, with program sites at both the H. Olive Day and Freeman-Kennedy Schools.

SACC follows guidelines established by the Department of Education for school run extended day programs and is under the general supervision of both the Norfolk School Committee and the Superintendent of Schools. The program strives to provide children with an environment within which they can safely explore, discover, create, interact, and grow. SACC offers stimulating activities designed to enhance children's physical, emotional, social, and intellectual development.

The SACC program provides care to over 130 students in the before and after-school programs.

Respectfully submitted,
Toni Marie Davis-Squires, Program Director

PUBLIC LIBRARY

The Norfolk Public Library serves everyone in the community by offering a wide variety of free services and programs to patrons of all ages. The year 2023 came with a few challenges, but the public library continues to prove a critical resource to the community. We checked out 27,353 items to patrons, held 303 programs, and had 3,635 patrons attend those programs despite the building being closed for repairs after a water leak.

The library building was closed for a portion of January, but was able to partially reopen with an alternate entrance on January 20th with final repairs being completed in mid-March while repairs were ongoing in the building. During that time, library staff were able to offer holds pick up, home delivery, passport services, take home kits, and programs in alternate locations around town while the library underwent repairs.

With the library being closed to browsing through January, February, and some of March, circulation and program statistics were slightly affected in 2023. Regardless, the library was continuously used throughout the year with only a 7% decrease in physical items checked out over 2022. Digital library materials were also very popular again this year. The number of Overdrive materials (eBooks, audiobooks, streaming media, digital magazines) checked out was 30,206, which was an 8% increase over 2022. Hoopla Digital (videos, music, audiobooks, eBooks and comics), which is supported by our Friends group, continues to be in demand with 5,474 checkouts. The library also was able to go fine-free for most items, as well as waving all fines except for lost or damaged materials, so all patrons could start off with a clean slate. This update has been very well received by all patrons and allows better access to the library for all community members.

Library staff organized a variety of in-person and virtual programs for patrons of all ages in 2023, including several off-site programs while construction due to the flood was completed. A sincere thank you goes out to the Grange, Council on Aging, the Recreation Department, and Town Hall for hosting several programs during that time. Programs done through the year included: scavenger hunts, drop-in crafts, trivia, a regular writing group for adults, Teen and Tween Advisory Boards, paint nights for kids, Hands on Building with Buildwave Workshop, Introduction to Belly Dance with Susan, Matt York's talk on Johnny Cash, Wicked Fun Escape Rooms, technology help sessions, a multitude of arts and crafts programs for all ages, book groups for all ages and interests, Mr. Vinny concerts in both summer and winter, Norfolk 4-H Cottontail Club, knitting and crocheting, monthly book subscription boxes for kids, teens, and adults, Elijah T. Grasshopper & Friends, Jungle Jim, "Kendo", and many more.

The library held an Open House/Summer Reading Kickoff Party in June to welcome everyone back after the flood construction and start the summer reading program. Over 200 adults and children attended, leading to a successful summer reading program with 154 programs and 2,964 attendees across juvenile, teen, and adult age groups.

Take home kits were enormously popular once again. The NPL staff did an amazing job creating Take and Make craft kits for all ages, a new book subscription box for adults called Slightly Literary, as well as Lit Loot boxes for teens and kids.

We partnered with several Town departments, community organizations, and local businesses throughout the year to augment programming. Some examples of this were: Gardening Tips and Tricks with the Garden Club of Norfolk, dance classes with Exhale School of Dance, concerts with the Recreation Department, a gingerbread contest with the Norfolk Community League, virtual and in-person gaming programs with One Up Games, summer story times at Patriot Place, service dog education with DECA at King Philip High School, and a book group with the Council on Aging.

The library is a passport acceptance facility and has six passport agents on staff to process passport applications and renewals for minors. During 2023, the library processed 918 passport applications, continuing to climb since 2022's 856 passports.

The Community Room hosted a variety of wonderful exhibits from local groups and artists. Some highlights include the annual photography exhibit from the Stony Brook Camera Club, a display of the art entrants from the Norfolk Lions' Community Day competition, artist Ian Kabat, and a display from the library's regular watercolor group.

NPL Fact Sheet for 2023:

Collection size	178,278
New items added	3,977
Circulation	94,519 Physical items 32,834 eBooks, Downloadable Audio & Video
Staff	4 Full-time/11 Part-time
Patrons with library cards	6,131
Interlibrary Loans	20,224 sent 14,051 received
Library visits	39,942
Library sponsored programs	303
Attendance in programs	3,635
Volunteers	37 volunteers 880 volunteer hours
Meeting room reservations by community groups	215
Passport applications accepted	918
Computer sessions	1,690

2023 also saw the retirement of long-standing staff member John Spinney. He retired from his position as the Information Systems Administrator in August and his replacement, David Sok, took over the position in October. David comes from the Providence Library System and brought with him new ideas for 3D printing, programs, and technology.

We would like to sincerely thank our Friends group for all that they do to enhance library services in Norfolk. The Friends of the Norfolk Public Library is a private, non-profit organization that supports the library by providing materials, programs, and services not funded by the library's normal operating budget. The Friends group, led by President Nanci Murphy, is staffed entirely by a team of enthusiastic, devoted volunteers. In 2023, as in years past, the Friends sponsored the majority of the programs at NPL, including, but not limited to: 2023 Summer Reading Program, preschool sing-alongs with Jennifer Tefft, Read It & Eat It, video game tournaments with One Up Games, various dance classes with Exhale Dance Studio, Baby Prom, escape rooms, and Creepy Crawly Bugs with Professor Bugman to name a few. The Friends also funded Hoopla and many of our museum passes. Some of the passes they funded include Boston Children's Museum, New England Aquarium, Southwick Zoo, Museum of Fine Arts, Museum of Science, Isabella Stewart Gardner Museum, New England Botanic Garden at Tower Hill, Roger Williams Park Zoo, DCR Parks passes, and the Providence Children's Museum.

We are extremely grateful for our outstanding library volunteers of all ages who dedicate their time and talent throughout the year. Our volunteers perform a wide variety of tasks and their services are vital to the daily operations of the library. In 2023, 37 volunteers donated 880 hours of their time. Their contribution is invaluable, and we sincerely appreciate their commitment and hard work.

The Norfolk Public Library remains a valuable resource for the town and strives to be the community hub where residents' educational, informational, and recreational needs are met. The Board of Library Trustees and the staff would like to thank everyone in the community for their continued support. We hope that you will visit us and discover all that the library has to offer in 2024.

Respectfully submitted,

Sarah Ward, Library Director

Board of Library Trustees
Jennifer Oliver, Chair
Patti McCarty, Clerk
Ken Nelson, Member

PUBLIC LIBRARY

LIBRARY DIRECTOR

Sarah Ward

ASSOCIATE DIRECTOR

Courtney Allen

SENIOR YOUTH SERVICES LIBRARIAN

Allison Riendeau

PROGRAM COORDINATOR

Kate Aucella

INFORMATION SYSTEMS ADMINISTRATOR

David Sok

TECHNICAL SERVICES

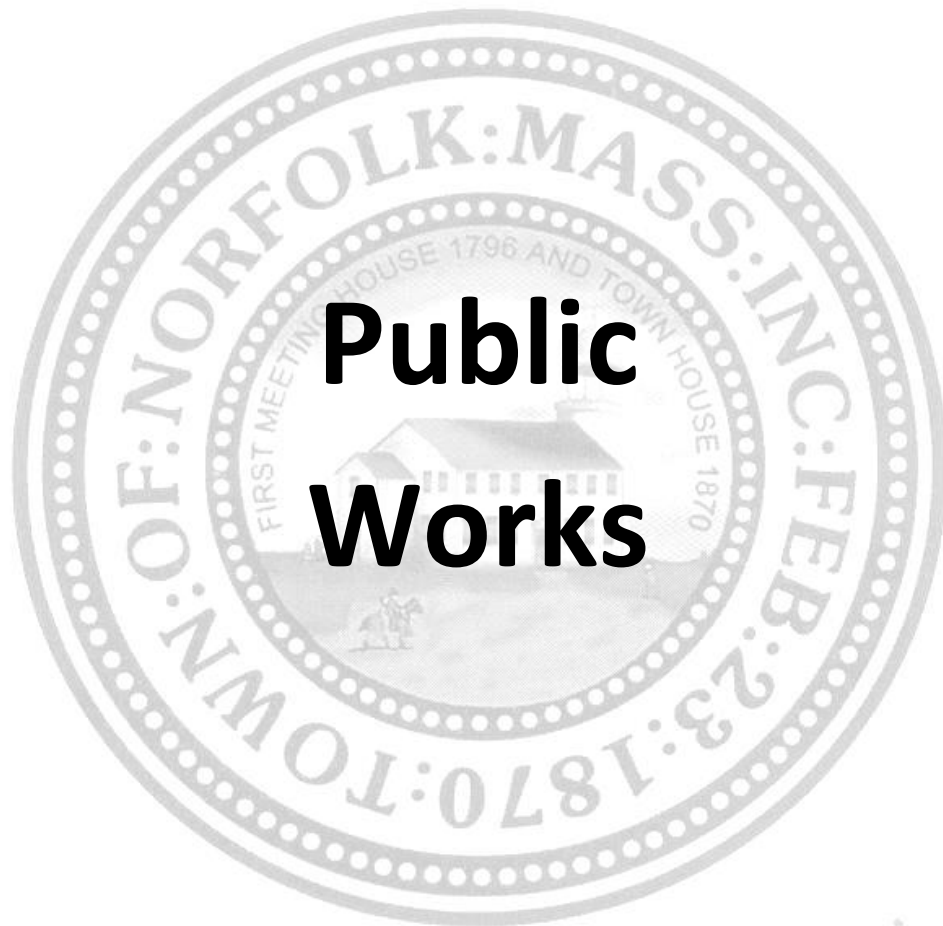
Sarah Durand
Adam Hommeyer

CIRCULATION SUPERVISOR

Carolyn Iacoviello

LIBRARY ASSOCIATES

Roberta Boudreau
Elaine Burke
Matthew McCarthy
Carol Mon
Mary Murphy
Donna Reynolds
Alice Talerman



DEPARTMENT OF PUBLIC WORKS

The primary function of the Norfolk Department of Public Works (DPW) is to provide exceptional municipal services for Norfolk's citizens, businesses, institutions and visitors through sound management, innovation and teamwork. The Norfolk DPW is dedicated to efficiently and effectively maintaining and preserving the infrastructure of the town in the most cost effective and environmentally conscious manner possible.

The Norfolk DPW provides a wide range of services to the residents of Norfolk. These services include snow and ice removal, stormwater drainage, water supply and distribution, waste water collection and pumping, vehicle fleet maintenance, maintenance and improvement of roads, maintenance of public properties, cemeteries, parks, recreation facilities, and operation of the transfer station for refuse and recycling.

Overview

2023 was a year allowing the department to continue improvements on our infrastructure as the pandemic gets farther away and materials became easier to obtain. This year was again a very busy year at the Norfolk DPW with the continued implementation of the roadside mowing program over the summer, annual street sweeping (now twice a year) and a variety of road paving/sidewalk maintenance work to name a few.

Highway Division

The Highway Division is responsible for roadway paving and maintenance, street sweeping, roadside maintenance within the right of way, repair of stormwater infrastructure, street and regulatory sign installation and repair, pavement markings, sidewalks, and tree removal. This division is responsible for the maintenance and repair of over 75 miles of paved and gravel roadways, 40 miles of sidewalk, 3,500+ stormwater structures, 1,000 signs and 66 miles of roadway striping. The Highway Division is also responsible for snow and ice events, with support from all other DPW divisions, and is funded through the General Fund. Projects are funded through Capital Projects, Chapter 90, grants and bonds from private developers.

The inconsistent weather made our spring operations challenging, yet we were able to keep our summer roadway projects on schedule, and all were completed under budget. The Highway Division completed the milling and paving of 1.3 miles of Town roads along with the crack sealing of 9.14 miles of Town roads along with the municipal parking lots at the Library and Town Hall with the help of outside contractors. In addition to roadway work, the Highway Division initiated the start of the sidewalk repair and replacement program on Worcester Road.

Roads paved and other projects completed this year are as follows:

- River Road (various sections)
- Park Street (various sections)
- Worcester Road (sidewalk replacement)
- Roadway Crack Sealing Program was done again this year to extend the life of existing asphalt throughout town. A total of 9.14 miles of roadway was crack sealed.
- Roadway Sweeping - All streets were swept following winter activities and throughout the summer.
- Roadside Maintenance - Asphalt curb and sidewalks were repaired from winter activities.
- Roadside Maintenance - Brush clearing and our line of site program continued through the year.
- Stormwater Infrastructure - Repairs were initiated and continued through the year on over 87 culverts, catch basins and manholes and over 2,000 catch basins were cleaned.
- Street and Regulatory Sign Installation/Repair - Repairs were initiated and have continued through the past year.
- Pavement Markings - Line striping, crosswalks, stop bars and directional arrows were painted as needed.

Dead and Hazardous Tree Removal Program

The DPW continued its partnership with Eversource on its Vegetation Management plan for yet another year. As part of their scheduled maintenance and pruning, Eversource agreed to assist the Town with dead and hazardous tree removal once again this year. The combined gypsy moth caterpillar devastation and seasonal drought over the last few years has caused severe mortality to the White Oak and hardwood population throughout the town. Combined efforts between Eversource and the DPW have allowed approximately 185 dead and hazardous trees to be removed over 75 miles of our roadways. With the success of this program, we plan to continue our partnership with Eversource to minimize the impact of unhealthy trees on our electrical infrastructure and appreciate their assistance in keeping our tree budget as lean as possible.

Vehicle Maintenance Division

The Vehicle Maintenance Division is responsible for the purchase, repair and maintenance of the Town-owned fleet consisting of 70 vehicles and 100 pieces of equipment. This division oversees the repair and maintenance of vehicles for Police, Fire, DPW, Building Department, Council on Aging, Animal Control, Town Hall Administrative, Facilities Maintenance, Recreation, and Schools. The division is also responsible for fuel storage, fuel dispensing and annual testing and certification of the Town's fuel system. They also play a crucial role in snow and ice operations.

The Vehicle Maintenance Division is funded through the General Fund. The Vehicle Maintenance Division, in compliance with the Capital Outlay Committee's request, created a 15-year vehicle replacement program for all Town-owned vehicles which projects a definitive five-year funding requirement and projected 10-year estimate. This program is updated annually. This replacement program would allow the Town to manage the fleet in a cost-effective manner and would reflect a savings in vehicle maintenance expenses. When the annual funding for this program is interrupted, equipment is not replaced as designed. As a result, maintenance expenses increase and equipment dependability becomes an issue. As we move forward, we will continue to evaluate the Town's fleet and create cost-effective consolidation to reduce major repair costs and maintain a quality fleet of service vehicles.

Grounds Maintenance/Cemetery Division

This division is responsible for the rehabilitation, construction and maintenance of over 50 acres of recreational field space including athletic fields, parks, seventeen memorials, two cemeteries, municipal green spaces, school grounds and assists in snow and ice removal. The division is also responsible for brush/tree trimming, tree removal, and tree emergencies. In addition, the grounds division oversees the installation of all holiday decorations in the town's center including lights, flags and wreaths. The Grounds Maintenance/Cemetery Division is funded through three sources. Materials and supplies for recreational field space are funded through a user fee collected by the Recreation Commission. Cemetery maintenance costs are defrayed through sales of graves, fees for burials and interest from the perpetual fund. Municipal services are funded through the General Fund.

The division manages and maintains the two Town-owned cemeteries (Norfolk Cemetery and Pondville Cemetery), including the sale of lots and burial services. In 2023 there were 13 burials and 7 cremation burials and the sale of 18 lots including 1 veteran lot.

Water Division

The Water Division is responsible for operation and maintenance of the Town-owned water system, and delivery of potable water to its customers. The system consists of 680 hydrants, 76 miles of water main, 2,771 services, three supply wells, and two one million-gallon storage tanks. The division staff along with its water operations consultant, WhiteWater Inc., maintains the Town's wells, pumping stations and storage tanks to meet state and federal standards. The department continually monitors water quality, performs customer water service line inspections, performs required backflow testing, and maintains water meters/transmitters. The division is self-supporting and fees from water revenues are managed through an Enterprise Fund for construction, maintenance, and new source development.

During the past year, the following significant water projects and tasks were undertaken and completed:

- With the completion of the Holbrook Street well field, the DPW has worked with our consultants to implement the necessary upgrades to our existing SCADA system.
- Continued to conduct our complete hydrant maintenance program. This program includes a technical inspection of fire hydrants, repairs, painting, and attaching location flags.
- Pump station maintenance included painting of station interiors and maintenance of properties at all of the water department locations throughout town.
- Continued the challenge of reducing and minimizing unaccounted for water by locating and repairing leaks in the water mains and services, and promoting resource protection and conservation.
- Tested and replaced faulty water meters as required.
- Performed hydrant flushing this year to ensure adequate water flow is available to firefighters, residents and businesses and to help maintain the Town’s water clarity and quality by clearing iron and mineral deposits from the water mains.
- Managed leak detection, backflow testing, master meter testing, generator testing, and contract operations of the pump stations.

WATER SERVICE INFORMATION

	<u>2022</u>	<u>2023</u>
Total water services	2,733	2,771
Total gallons pumped	166,112,700	161,091,970
Total gallons purchased from outside sources	0	0
Average gallons pumped per day	455,103	441,348
Average annual gallons used per service	60,780	58,135
Average gallons used per service per day	167	159
Total water bill and betterment revenue	\$2,226,846	\$2,336,777

The Department of Public Works is committed to providing our customers with water that meets or surpasses all state and federal drinking water standards.

Waste Water Division

The Waste Water Division is responsible for operation and maintenance of the Town-owned sewer system located on Meeting House Road that supports several businesses on Liberty Lane and the townhomes on Meeting House Road. The Waste Water Division staff along with its waste water operations consultant, WhiteWater Inc., operates the Waste Water Treatment Facility (WWTF) to meet state and federal standards. The division is partially self-supporting through fees from sewer revenues managed through an Enterprise Fund for construction, maintenance, and repair of waste water infrastructure.

Solid Waste Division

The Solid Waste Division is responsible for monitoring, collecting and disposing of solid waste, hazardous waste, bulky waste, yard waste and recyclables. The division provides a solid waste and recyclable collection service for municipal buildings, recreation areas and conservation areas. Solid waste and the landfill are monitored to insure compliance with DEP regulations. The Solid Waste Division is partially self-supporting through various fees from collections, recyclables and drop-offs that are submitted to the Town to offset annual costs for operation and debt service.

The Solid Waste Division is continually working with the Department of Environmental Protection (which is very impressed with our source separating program and facility layout) to acquire grants to help fund upgrades. Pursuant to the Recycling Dividend Program (RDP) contract with MassDEP, the Town earned a payment of \$4,550.

This year completed three full calendar years since the colored bag program was first installed, and it continues to be a success. The Town is billed for the amount of household waste that we haul out of town by weight and with the colored town bags having a maximum capacity of 35 lbs., we have found that the bag revenues are more in line with what it costs to dispose of this material.

All of the figures in this report relate to the calendar year January 1, 2023, through December 31, 2023. The Transfer Station was open to Norfolk residents on Wednesdays and Saturdays from January 1, 2023, through December 31, 2023. The total number of operating days in 2023 was 104.

SOLID WASTE INFORMATION

Non-Recyclable Waste*

Total compacted waste**	421	tons
Total bulky waste	291	tons
Total non-recyclable waste	712	tons
Daily average	6.8	tons

*The Town of Norfolk contracts with Wheelabrator Millbury, Inc. for disposal of household waste and bulky waste.

**The 421 tons of compacted waste represent 24,057 bags of household waste.

Recyclable Waste

Newspaper & Mixed Paper	54	tons
Corrugated Cardboard	103	tons
Plastics (#1-#7)	47	tons
Metal (white goods & metal cans)	73	tons
Tires	2	tons
Glass (white & colored)	44	tons
CMRK Clothing, Textiles, and & Household Items	18	tons
Asphalt Millings (sold)	345	tons
Woodchips (sold)	92	tons
Compost (sold)	115	tons
Total Recyclable Waste	893	tons
Daily Average	8.6	tons

Recycling Rate

Total recyclable plus total non-recyclable waste is 1,605 tons. This figure achieves a recycling rate of 56% (before accounting for hazardous waste).

In closing this year's annual report, I would like to take this opportunity to offer a special note of thanks to all Town departments, boards, commissions, committees, and residents for their continued support and commitment in working with the Department of Public Works to provide exceptional municipal services to Norfolk's citizens, businesses, institutions and visitors.

Respectfully submitted,

Blair J. Crane
Director of Public Works

DEPARTMENT OF PUBLIC WORKS

DIRECTOR
Blair J. Crane

ASSISTANT DIRECTOR
Barry Lariviere

SUPERINTENDENT OF OPERATIONS
Todd Erickson

DIVISION FOREMEN
Justin Laliberte
Joseph Lawlor
Allen Phinney
Wayne Walker
Martin White

EXECUTIVE ASSISTANT
Christine Tardanico

STAFF

Michael Bissanti
Richard Coe
Nathan Fish
Sebastian Flood
Mark Furdon
Lauren Guden
Bradford Pelletier
Katie Salgado
Paul Yonker

RESERVE STAFF
Raymond Mullaney
Peter Riedel

TREE WARDEN

This year has been a very busy year as the Town's Tree Warden. During 2023, I was able to continue a number of excellent programs and meet a lot of new residents with regard to the environment and the town's public shade trees in a wide variety of ways.

Early 2023 saw a younger generation of Norfolk residents get involved in arboriculture as some of our fifth-grade students entered into a poster contest held by the Massachusetts Department of Conservation and Recreation with the theme of It's Time for Trees. Some submissions were even published in a DCR 2023 calendar.

In late April, I was able to facilitate the second annual tree seedling giveaway on Arbor Day, which happened to be the eastern redbud tree this year after a social media vote on a variety of types. The 100 seedlings were all gone in less than 20 minutes starting at noon on Arbor Day. Residents were very excited for this program, and we will be doing it again in 2024 with even more seedlings as it continues to be very popular with residents.

I was also able to hold an informative Arbor Day tree planting demonstration on April 29th in Norfolk Cemetery. For the second consecutive year, many residents and students came out to watch and learn as we planted a maple tree. The planted tree is growing well in the Veterans' section of the cemetery and will hopefully continue to thrive for years to come.

In May, I was invited to give a tree warden presentation to the eighth-grade U.S. Civics class at KP Middle School. They were working on a mandated civics project and picked deforestation as their topic of study and interest. I had a limited amount of time, but it was great to introduce the students to the world of arboriculture and explain the history and duties of a Massachusetts tree warden. During the presentation, we discussed a wide variety of arboriculture topics, and I also had the opportunity to assess the two seedlings that they planted in the courtyard which are healthy and growing strong.

Early June brought great weather and the opportunity to plant a memorial tree in Community Park at Rockwood Road in remembrance of long-time Norfolk resident Ellie Murphy. Ellie's friends wanted to donate it to the park as a symbol of strength, family, and love. With the assistance of Recreation Director Ann Proto, I was happy to have been able to make the planting happen.

I would also like to take this opportunity to recognize Assistant DPW Director Barry Lariviere as he was afforded the opportunity to attend the Massachusetts Tree Warden course of study and since completion, has been appointed as the Deputy Tree Warden for the Town of Norfolk. This is not an easy or simple course to take, and I applaud his dedication in seeing it through. The skills that he learned in tree assessment, risk management, and tree health will be an asset to the Town of Norfolk for many years to come.

In closing this year's annual report, I would like to thank the Planning Board for their role in the tree hearing process as well as all of the boards, committees, and residents that work tirelessly to help us be proactive in the preservation and management of our public trees and forests here in Norfolk. As the climate continues to change, we will be kept busy in future years caring for the health and welfare of our trees coupled with efforts to minimize risks that trees may impose while maximizing their many benefits to us all.

Respectfully Submitted,

Blair J. Crane, MQTW
Norfolk Tree Warden
Director of Public Works



Facilities Maintenance

BUILDINGS AND GROUNDS

The Facilities Department is responsible for the maintenance and upkeep of town buildings and schools. The department provides services that support the functionality, safety, and sustainability of buildings, grounds, and infrastructure. The department maintains all of the parking lot lighting and has been assigned to fix street lighting controls. The department oversees some repair projects involving sidewalks, curbing, and retaining walls around town buildings and schools. Facilities staff also manages mulching, pruning, and weeding of school grounds and occasionally aerates and seeds select areas. School playground and fencing repairs are the department's responsibility as well. During the winter season, grounds maintenance consists of snow removal and the application of ice melt for sidewalks, stairs, and aprons at both schools.

Improvement Projects at Town Hall

- Interior painting completed in several office areas improving building aesthetics. Painting was accomplished in house by facilities department staff.
- New wiring and electrical boxes were installed in the small conference room. Improvements were made to increase technology capabilities for meetings.
- As part of an ongoing capital improvement plan, propane tanks were installed onsite for future use.
- Elevator mandates by the state were completed bringing the elevator up to code.

Improvement Projects at Norfolk Public Library

- A new automatic door opener was installed at the main entrance for ADA compliance. The existing unit's motor burnt out and failed to open the door automatically.
- Roof repairs in select areas were conducted to suppress ongoing leaks.
- Several areas of interior painting were completed throughout the building. Carpeting was replaced in select areas as well.
- New exterior LED lights were installed around the library sign in the parking lot. The existing lights were rotted out and failed to operate.
- A monthly pest control program was established for the interior and exterior of the building.
- Continued installing new controls for the HVAC BMS to help with efficiency and monitoring for heating and cooling of the building.
- A new galvanized steel staircase was installed from the basement to the outside. The existing stairs were rotted out and presented a serious hazard in the event of an emergency egress from the building.

Improvement Projects at Council on Aging

- Replaced all existing smoke detectors with new smoke detectors. Old units were failing and needed to be replaced.
- Elevator mandates by the state were completed bringing the elevator up to code.
- Due to a pipe burst, new carpeting, flooring, and cabinetry were installed throughout the building.
- New energy efficient lighting was installed in the parking lot. The new lighting has smart modules that detect when lighting is needed.

Improvement Projects at Department of Public Works

- The existing trench drain in the vehicle storage bay was corroding and presented safety issues. A new trench drain system was installed.
- The existing furnace in the vehicle storage bay repeatedly failed and could not handle heating demand. A propane tank was installed onsite, and a new infrared heating system was established along the ceiling of the building.

Improvement Projects at Norfolk Fire Station

- Minor repairs and maintenance were conducted on the HVAC system to ensure operations continue for the duration of the existing building while the new fire station is being constructed.

Improvement Projects at Norfolk Police Station

- Due to the low water pressure in the building, a new booster pump and expansion tank were installed to increase water pressure.
- Several areas of outdoor piping for the HVAC system were reinsulated. The piping had insulation that was deteriorating exposing piping to the elements.
- The dedicated outside air system was not running properly which affected heating and cooling in the building. After investigation it was discovered both units had cracked heat wheels which in turn caused other parts to fail. New heat wheels were installed and repairs were made to the units.

Respectfully submitted,

Matt Malneritch
Director of Facilities



Planning & Development

BUILDING INSPECTIONAL/ZONING ENFORCEMENT

The Building/Inspectional Department functions to protect the public health and safety by overseeing all aspects of building construction. We ensure public safety through compliance with all laws and related ordinances that pertain to the Massachusetts State Building Code; specifically, we encompass the administration of the State Building Code, Electrical Code, Plumbing and Gas Code, Mechanical Code and Architectural Access Board Regulations. This department is also responsible for the interpretation and enforcement of the Town zoning bylaws. The department reviews applications for building permits ranging from new construction and repairs to demolition of structures. Mechanical, Electrical, Plumbing and Gas permits are also issued from this department.

Permits Calendar 2023	Permit Totals	Fees
Commercial Annual	15	\$ 1,500.00
Commercial Existing	53	46,815.84
Commercial New (New Fire Station)	1	0.00
Electric Commercial	65	59,062.24
Electric Residential	464	57,200.00
Gas Commercial	5	600.00
Gas Residential	119	13,290.00
Sheet Metal Commercial	5	44,330.00
Sheet Metal Residential	111	25,875.00
Plumbing Commercial	17	3,985.00
Plumbing Residential	137	21,740.00
Residential Building Existing	497	144,175.86
Residential Building New	33	\$172,544.85
Total	1,522	\$591,118.79

BUILDING COMMISSIONER/ZONING ENFORCEMENT OFFICER

Robert Bullock, Jr.

ASSISTANT ZONING OFFICER

Louis Allevato

INSPECTOR OF WIRES

Peter Diamond

LOCAL INSPECTOR

Louis Allevato

ASSISTANT INSPECTOR OF WIRES

Keith Carlson

FENCE VIEWER

Robert Bullock, Jr.

INSPECTOR OF GAS FITTINGS AND PLUMBING INSPECTOR

Paul Steeves

ASSISTANT FENCE VIEWER

Louis Allevato

ASST. INPECTOR OF GAS FITTINGS AND ASST. PLUMBING INSPECTOR

Jerry Smolinsky

FIRE STATION BUILDING COMMITTEE

The Fire Station Building Committee was formed in March 2021 with the goal of improving the living and working conditions of the Fire Department. The committee is currently comprised of four town residents, the Town Administrator, the Finance Director, and the Fire Chief. Since its formation, and in collaboration with the Owner's Project Manager (Vertex Companies) and Architect (Dore + Whittier), the committee has worked hard toward that goal and is pleased to report that 2023 was an exciting and busy year.

As you may have noticed when driving through downtown, the construction of the new fire station is well underway. To make that a reality, some critical steps were taken in 2023. First, a Special Town Meeting was held on January 11, 2023, and the project was officially presented to the town for a vote. The committee was overwhelmed by the meeting attendance and general support for the project overall. The project obtained the two-thirds majority vote needed to allow the project to go forward to a debt exclusion vote that was held on January 28, 2023.

Once again, the committee was overwhelmed by the support shown at the debt exclusion vote and the project exceeded the simple majority needed to move forward with funding the project. Construction work on the project started almost immediately once the successful votes were obtained, beginning with contract paperwork and construction submittals in February 2023. The project broke ground in April 2023 and has been moving along quickly ever since!

The work started with some site clearing and demolition of ancillary structures, then rock/ledge was removed to install the new station's foundations and underground utilities. After that, the foundations were poured and the building began to take shape. Structural steel has been erected, exterior walls and roofing systems have been installed, and concrete floor slabs have been placed. As we look into 2024, furniture and equipment will be purchased, interior walls and finishes will be constructed, and exterior cladding and painting will be installed. Once the new building is complete, the old station will be demolished, and the site work will be completed.

The committee continues to meet on a monthly basis and reviews the project status and budget. We are pleased to report that as of the February 7, 2024 meeting, the project continues to be on schedule for completion of the new building in summer 2024 and completion of site work in fall 2024. The project is also on budget with only 16.6% of the construction contingency utilized (less than 1% of construction cost) even though the project is 47% complete.

Following along with the project can be done in a few ways. The committee generally meets on the second Wednesday of each month and meetings can be attended in person at Town Hall or remotely via Zoom. Each meeting includes an OPM Report prepared by Vertex where the project status is discussed. Project status photos and videos are also available on the Town's website on the Fire Station Building Committee page at:

https://norfolk.ma.us/government/boards_committees/fire_station_building_committee/index.php.

The committee can also be reached for questions via email by using the "Contact Us" email link on the Fire Station Building Committee page. We hope to hear from you!

Respectfully submitted,

Fire Station Building Committee

PLANNING BOARD

The Planning Board ensures compliance with Massachusetts General Law, Chapter 41, which requires that the public ways within a town are safe and adequate for pedestrian and vehicular access. The broader mission of the Planning Board is to provide guidance for the development of subdivisions and land usage within the town, using the following documents as a framework: Rules and Regulations for Subdivision of Land and Site Plan Approval, Special Permit Rules and Regulations, Zoning Bylaws, and the Town's Master Plan. The Board conducts regularly scheduled meetings and public hearings to (1) review site plans and modifications for residential open space developments, residential subdivisions, and commercial properties, (2) provide recommendations for the design and acceptance of public ways, (3) consider and draft amendments to the Town's Zoning Bylaws as they apply to land use and the related warrants, (4) consider amendments and warrants as they pertain to land use that are part of a citizen's petition, (5) grant waivers and issue specific special permits and approvals for open space and subdivision site plans, and (6) consider proposed changes to designated scenic roads and the impact to the existing trees or stone walls, which could potentially detract from the scenic appearance.

The 2023 Norfolk Planning Board consists of five volunteers who are elected for three-year staggered terms, and there is one position (currently vacant) for an associate member who is appointed by the Planning and Select Boards. The Planning Board held public meetings each month throughout the year, participated as needed in executive sessions, attended Advisory Committee, Select Board, and Town Meetings in support of warrant articles, and conducted numerous site reviews.

In 2023, the Planning Board reviewed and approved four Special Permits for the following projects: 117 Main Street (temporary construction sign for the new Fire Station, 134 Main Street (outdoor digital menu board), 7 Juniper Lane (estate lot) and 100R Pond Street (addition of Dish wireless antennas to the existing wireless facility). Additionally, one Site Plan was reviewed and approved for an addition to the existing auto body shop at 79 Pond Street. The Planning Board also held one Scenic Road Act hearing and reviewed two ANR (Subdivision Approval Not Required) plans. The Board conducted ongoing project monitoring of various developments during their respective construction phases and used these activities for the approval of lot releases and to determine the setting, adjustment, and completion of bonds.

The majority of the engineering consulting services were performed by BETA Group, Inc. These services included peer review of development proposal plans and oversight of development construction to ensure compliance with Zoning Bylaws, Subdivision Regulations, approved plans, applicable State regulations, and consistency with general engineering practices.

Other Planning Board activities that occurred during 2023 included various meetings and workshops for the reuse of the Southwood Hospital property and updates to Norfolk's Master Plan. Norfolk 2035 is a town-wide master planning process that will provide the basis for decision-making in Norfolk for the next ten years. The process allows Norfolk community members to evaluate the town's strengths, identify issues and challenges, and envision the type of community Norfolk would like to be in the future. The Town is working with the Metropolitan Area Planning Council (MAPC) on the Master Plan project, which is guided by a steering committee comprised of Norfolk Planning Board members and other at-large members. The process is strengthened through engagement with Norfolk residents, business owners, and other stakeholders.

The Planning Board also continues to refine specific language in the Town's Zoning Bylaws in order to comply with the State's new Housing Choice law, which requires that an MBTA community shall have at least one zoning district of reasonable size in which multi-family housing is permitted as of right and meets other criteria set forth in the statute. The Planning Board will support and defend the respective warrant articles at the next Town Meeting. Planning Board members also volunteered and participated throughout the year on various committees to provide continuity across these related groups.

For further information about the Planning Board, please visit our web page at https://norfolk.ma.us/government/boards___committees/planning_board/index.php or contact Town Planner Richard J. McCarthy or Executive Assistant Betsy Fijol.

Respectfully submitted,

Norfolk Planning Board
Chad Peck, Chair, 2026
Chris Montfort, Vice Chair, 2024
Eric Diamond, Clerk, 2025
Gary Sullivan, Member, 2025
Melissa Meo, Member, 2026

RECREATION COMMISSION

Norfolk Recreation's mission is to be a leading contributor to residents' community spirit, health, and opportunity by providing a variety of programs, free events, well-kept playing fields, and parks. The Recreation Commission is a five-person elected board whose goal is to develop a long-term vision and path to meet the recreational needs of residents. The management of everyday activities including programs, the management of field and park maintenance, and capital projects falls to the Recreation Department. The department consists of a full-time director, a program coordinator, and a half-time assistant.

Norfolk Recreation offers fee-based, self-supporting programming for all age groups year-round. In 2023, 6,400 registrations were accepted; this number translates to upwards of 30,000 class attendees. Programs range from music and activities for babies and toddlers to school-age STEM programs, to youth sports clinics, and to adult sports and enrichment programs. Additionally, Norfolk Recreation runs the Liberty Flag Football League, the Norfolk-Wrentham-Plainville Youth Basketball League, and KP Youth Field Hockey.

Revenues from paid programs fund free community events less any grant and sponsorship awards. These events include the summer concert series, Community Day Fireworks, the Town Hill holiday lighting, the Easter Egg Hunt, and the End-of-the-Summer Blast along with our newest addition, Tunes for Tots, which is co-sponsored with the Norfolk Public Library. Funding for this program came from the Friends of Norfolk Public Library, Recreation, Exhale Dance, C&C Ice Cream, and the Norfolk Community League.

As the overseer of athletic fields at Freeman-Kennedy School and the Pond Street Complex, our primary goals are safety, playability, and durability. Recreation identifies the need for repairs and maintenance and manages contracted services including fertilization, aeration, irrigation, and repair. These services are funded by user fees. In 2023, approximately \$40K of these fees were spent to significantly improve two Pond Street baseball fields, the t-ball field, and the large soccer field at the Freeman-Kennedy fields.

Recreation allocates the athletic fields to sports organizations seasonally. Norfolk Recreation recognizes the importance of the support it receives from these organizations and thanks them for their collaborative efforts. Field requests are prioritized with Norfolk and King Philip organizations receiving fields before all others. During the spring and fall, there are over 2,000 uses per week by Norfolk Baseball, KP Soccer Association, Norfolk Girls Softball, Liberty Flag Football, KP Youth Field Hockey, and the KP High Soccer teams.

Recreation manages field and park capital projects funded with Recreation revolving account funds, grants when available, and Community Preservation funds. CPC projects worked on in 2023 include completing the irrigation well at the F-K fields, starting the drainage repairs to a softball field, and beginning to formulate a plan to update Norfolk's Open Space and Recreation Plan which includes creating an OSRP Committee. Considerable time was dedicated to finding a suitable location for pickleball courts; a project we hope will come to fruition in 2024.

Acquiring the additional 43 acres surrounding the Pond Street Recreation Complex moved closer to finalization by addressing the Environmental Justice Act requirements and by submitting the Environmental Notice Form. The Recreation Commission had its first open meeting with residents to gather input as to what they would like to see at the Pond Street Recreational Complex.

Norfolk Recreation is grateful for the support received from residents, local businesses, Town departments and boards, and the organizations that help make our programming and events possible including the Norfolk Public and King Philip Regional Schools, the Norfolk Lions Club, SEPAC, and the Norfolk Community League. We thank our residents for supporting and advocating for Norfolk Recreation and look forward to continuing to offer programs and services that enhance and meet the needs of our community.

Respectfully submitted,

Rob Taglienti, Chairperson, Kim Meehan, Clerk, and members Chris Thoman, Jill Lawrence, Alex Perry, and Ann Proto, Recreation Director

ZONING BOARD OF APPEALS

The Zoning Board of Appeals consists of five full members with staggered terms of five years, and two associate members with terms of one year; all are appointed by the Select Board. Currently, there is one vacant associate member seat. The Zoning Board of Appeals schedules a meeting on the third Wednesday of every month unless the workload dictates additional meetings. During the 2023 calendar year, the Board met eleven times, and a total of eleven open meetings were held. The Board also received applications and granted approvals for seven Special Permits and six Variances. At the close of 2023, there was one Special Permit and one Variance remaining open.

As many town residents know, there were several 40B projects approved by the Zoning Board of Appeals. The Residences at Norfolk Station located at 194 Main Street consists of 36 townhouses; the developer is Stonebridge Homes, and construction has not started yet. The Village at Norfolk located at 25 Rockwood Road consists of 32 homes; the project is winding down with the topcoat to be put down in the spring along with landscaping. The Residences at Pine Street located at 35 Pine Street consists of eight homes; it was sold to Brendon Properties One, LLC. The Enclave of Norfolk located at 16-18 Village Green consists of 40 fifty-five and over age-restricted homes; it is anticipated the development will be completed in fall 2024. Waite's Crossing located at 65 Lawrence Street consists of 64 homes that will be started in 2024. Lakeland Hills located at 144 Seekonk Street consists of 44 homes that are under construction. The Board has been busy administratively handling the construction of these new developments.

Respectfully submitted,

David Axberg, Chair – 2025

Timothy Martin, Vice Chair – 2028

Joseph Sebastiano, Clerk – 2024

Josephine Cordahi, Full Member – 2027

Christopher Metcalfe, Full Member – 2026

Courtney Starling, Associate Member – 2024



Human Services

BOARD OF HEALTH

The Norfolk Board of Health, under the guidance of the elected board members, is charged with protecting the public health and well-being of the community, in accordance with federal, state, and local public health laws and regulations. The Norfolk Health Department’s responsibilities include inspecting and permitting new and repaired/upgraded on-site septic systems, witnessing percolation testing, biannual inspections of all food service and retail food establishments, investigating complaints of public health nuisances, and enforcement of the state sanitary code relative to housing and licensing of children’s recreational camps. The Health Department also issues permits for individual private drinking water and irrigation wells.

Appointments

Board of Health Agents:

Betsy J. Fijol – Executive Assistant/Agent

Matthew Tanis – Environmental Health Agent

John Robertson – Regional Health Agent for Sanitary & Food Establishment Inspections

Hilary Cohen – Animal Advisory Agent

Carol Greene – Agent for Issuing Burial Permits

Ed Nolan – Emergency Preparedness Agent

Pari Thillaigovindan – Tobacco Compliance Agent

Permits and Licenses Issued

	2022	2023
Burial Permits	26	17
Percolation Testing	42	37
Well Permits	19	14
Septic System Permits:		
New Construction	29	36
Upgrades	24	35
Septic Component Repair/Replacements	33	29
Variance Hearings	8	1
Food Establishment Permits	45	50
Tobacco Sales Licenses	6	5
Refuse Hauler Licenses	4	6
Septic Installers	34	34
Septage Pumpers	21	21
Recreational Camps for Children	4	5

Other Board Issues

The Town of Norfolk continues to partner with the towns of Wrentham and Franklin to form the Metacomet Public Health Alliance (MPHA) to provide professional public health services and thereby improving the overall health and well-being of the member residents. The three contiguous communities recognize that working together on some public health challenges can be more effective than addressing them alone as individual towns.

The MPHA nurses sponsored five (5) vaccination clinics in Norfolk in Fall 2023 at the Senior Center, Hillcrest Village, Jofran, and Camger Coatings with more than 150 flu vaccinations administered. Public education included the following programs: Stop the Bleed, Hands Only CPR, Covid vs. Flu vs. Common Cold vs. RSV.

A Health and Wellness Fair was held at the Senior Center, hosted by the nurses, with over 25 vendors present to educate our residents on local services available.

The nurses procured sunscreen dispensers and with the help of the Facilities Department installed them at the Pond Street Recreation Complex and the Freeman-Kennedy School ball fields.

The "Ask the Nurse "program is ongoing at the Norfolk Senior Center every Wednesday from 9 a.m. to 4 p.m. This past year, there were 365 resident visits to the nurse at the Norfolk Senior Center. Call (508) 528-4430 to schedule a half hour session with Jeanine Murphy, Public Health Nurse.

Monthly blood pressure clinics/health screenings continue at Hillcrest Village, and home visits are performed every Tuesday to eligible Norfolk residents. This past year, 97 home visits were made to Norfolk residents by the nurse.

Disease investigations via MAVEN (Massachusetts Virtual Epidemiological Network) for 2023 are as follows:

Babesiosis	1
Calicivirus/Norovirus	1
Cyclosporiasis	1
Hepatitis B	1
Hepatitis C	1
Influenza	28
Novel Coronavirus (SARS, MERS, etc.)	114
Salmonellosis	4
Shiga Toxin Producing Organism	1
Tuberculosis	6
Varicella	1
Vibrio sp.	2

The Board of Health conducted an analysis of surrounding town's Board of Health application fees and adopted a new fee schedule which became effective on May 1, 2023.

The Board of Health saw the retirement of long-time board member Cheryl Dunnington in 2023 and welcomed new member Kristy Burns. Thank you, Cheryl, for your dedication to the Town of Norfolk.

The Board of Health funded the Town's Blackboard Connect mass emergency communication service again this year through a Homeland Security grant. Residents are reminded to visit the Town's website to sign up for Blackboard Connect. On the website home page, click on the Emergency Notifications button to enter contact information.

Please consult our webpage or contact our Executive Assistant, Betsy Fijol, for information about current public health concerns, applications, regulations, and the services the Board of Health provides all Norfolk residents.

Respectfully submitted,

Norfolk Board of Health
Andy Bakinowski, Chair
Liz Gebhard, Clerk
Kristy Burns, Member

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) meets monthly and is comprised of nine members representing the Conservation, Historic, and Recreation Commissions, and the Housing Authority and Planning Board, as well as four residents representing at least three of the four Norfolk precincts. Since the first year (2002) that the Community Preservation Act surcharge was collected, the Norfolk CPA fund has collected about \$11.7 million, with about 36% of that sum coming from state matching funds. At 2023 year-end, the fund had an unencumbered balance of \$4.0 million, exclusive of funds earmarked for projects already approved. To date, the CPC has spent or allocated about \$7.7 million for projects within Norfolk. These projects fall under mandated priorities: open space and recreation, affordable housing, and historic preservation. In 2014 the CPA surcharge was reduced to 1% from 3% in accordance with a Town vote. From 2002 to 2014, the state match on Norfolk's CPA surcharge equaled 83%. However, Norfolk's CPA fund now collects less money locally, as well as receives significantly reduced state matching funds, which have averaged only 24% since 2014.

During the past year, the CPC reviewed funding applications and worked with various groups and individuals in town to identify opportunities to expend CPA funds for projects that are consistent with the mission of the CPA and that will have long-term benefits for Norfolk. Some highlights are:

- May 2023 Town Meeting voters approved a \$40,000 allocation for the renovation of the exterior of the Norfolk Grange. This renovation includes the foundation, weathervane, and window sashes, among other items. As of year-end, much of the renovation was complete.
- Town Meeting voters in May also approved a CPA allocation of \$60,000 to update the Norfolk Open Space and Recreation Plan. The previous plan expires in 2024, and a new state-approved seven-year plan will allow Norfolk to be eligible for certain state and federal grants. It provides Norfolk with an outline for the balanced use of Norfolk's natural resources and passive/active recreational areas.
- A five-year weed control program was approved in November for five water bodies in town: Highland Lake, City Mills Pond, Comey's Pond, Populatic Pond, and Kingsbury Pond. This is another step in ongoing efforts to control invasive weeds in waterbodies in Norfolk and is the product of a previously approved survey and analysis of invasive vegetation.
- The acquisition of 43 state-owned acres adjacent to the Pond Street Recreational Complex made good progress during 2023. The acquisition requires the submission of an Environmental Notification Form (ENF) to the Massachusetts Environmental Policy Act (MEPA) office. Despite some roadblocks, CPC anticipates the purchase will be concluded in 2024.
- Following up on a feasibility study for the section of the proposed 17-mile Metacomet Greenway rail trail that would be in the Pondville section of Norfolk, November Town Meeting voters approved an expenditure of \$155,000 to provide a 20% match toward a grant being applied for from the Boston region MPO (Metropolitan Planning Organization). This grant will fund the engineering, design, and permitting for the Greenway in Norfolk (the MPO will cover 80% of these costs). The trail ultimately will run from Walpole through Norfolk, Wrentham, Plainville, and beyond.
- November Town Meeting voters also approved two recreational field projects: a \$98,000 allocation to convert an existing 90 ft. baseball field at the Freeman-Kennedy School complex into a 60 ft. 50/70 baseball field, and \$33,000 to restore the softball field at the Freeman-Kennedy School complex. The latter field is not currently playable, and the conversion of the former will provide a multi-use baseball field that will greatly increase the usability of this space.

- Discussions are continuing with Friends of Mirror Lake to fund a Phase II sediment testing of Mirror Lake with Norfolk funding the 15% of the lake within its borders. Successful testing may allow access to federal funding for a future dredging or other treatment. Mirror Lake has significant amounts of sediment at its bottom (resulting in significant weed growth), and numerous areas within Norfolk suffer from severe eutrophication.
- The CPC had discussions with several Norfolk property owners exploring conservation, recreation, and acquisition options for their parcels. We also had several conversations regarding other projects that would support CPA priorities.

Please visit <https://norfolk.ma.us/> to view the CPC's meeting schedule and minutes along with forms for project applications. We encourage people to bring ideas of possible projects to the CPC.

Respectfully submitted,

Community Preservation Committee

COUNCIL ON AGING

The Council on Aging (COA) Board is made up of nine members appointed by the Select Board. The mission of the Norfolk Council on Aging is to identify and address the diverse needs of residents age 60 and older and disabled residents. The Council on Aging is also committed to fighting against ageism and ageist stereotypes. The Senior Center provides a warm, welcoming place for people to stay connected and age well. We strive to offer a wide variety of programs and services that enhance the quality of life, promote healthy aging, and foster independence in our older adult population. We also serve as an advocate on issues that impact older adults and provide information and referrals to community resources for seniors, their families, and caregivers.

The Council works closely with the Executive Office of Elder Affairs (EOEA), the Massachusetts Councils on Aging (MCOA), HESSCO (Health and Social Services Consortium, Inc.) Elder Services, the Friends of the Council on Aging, other area agencies, state legislators, and local officials to ensure that the needs of Norfolk older adults are being met. The COA staff consists of a full-time executive director, part-time program coordinator, outreach coordinator, administrative assistant, and bus driver.

The Council receives a formula grant from the EOEA based on the number of Norfolk residents 60 years of age or older. The formula used for the grant is \$14 per resident 60 or older. The results of the 2020 census increased the number of Norfolk residents in that age group to just under 3,000. This in turn increased the grant for Norfolk to \$36,000 per year. This grant is used primarily to pay the MCOA annual dues, training and conference fees, newsletter postage, guest speakers, performers, and fitness and art instructor fees. We also have a small expense budget from the Town and a revolving account for participant fees.

The Norfolk Senior Center's bi-monthly newsletter, "News from the Branch," is mailed or emailed to approximately 1,300 residents; it can also be accessed through the Town's website and our Facebook page. It contains a calendar of events and information about our regular and special events and programs including fitness and visual art classes. Our newsletter also provides information regarding services offered for residents 60 and older throughout the year. Our mid-month email update distribution is currently sent to 700 people.

2023 Highlights: The Executive Director applied for and received a grant of \$61,000 from the Executive Office of Elder Affairs (EOEA) to support Enhancing Digital Literacy for Older Adults. This grant has supplied the Senior Center with 6 new PC desktop computers, 12 new Apple iPads, and professional computer instruction through the end of 2024. The Senior Center building was closed due to significant water damage caused by a burst pipe in February, and the Center staff had programs up and running at new locations in town within a week. The building was reopened in July with a brand new and updated look, and a community open house celebration was held in September. The COA's first annual Mother's Day breakfast was held at the Norfolk Federated Church in May. The Meals on Wheels program continued to deliver hot lunchtime meals to Norfolk residents, and Grab and Go meals continued to be delivered to Hillcrest Village residents. The Council on Aging entered into a partnership with HESSCO to train additional staff and offer more evidence-based programming, including Powerful Tools for Caregivers and Matter of Balance. The Friends' weekly lunches served an average of 40 residents and an average of 18 Hillcrest Village residents continue to receive Grab and Go lunches from HESSCO once a week. Volunteer groups went to the homes of older residents who needed assistance with raking their yards in the fall. Senior Center programs and events in 2023 were attended by 9,875 duplicated participants and 503 unduplicated participants. Attendance at the Senior Center continued to grow with numerous new programs being offered and 132 new residents who registered to attend programming which included fitness and art classes, as well as presentations of educational material from subject matter experts.

The Council on Aging gratefully acknowledges the assistance and support of EOE, HESSCO, Norfolk Town departments, Norfolk County Sheriff's Office, Metacomet Public Health Alliance, One Local Bank, Norfolk Lions Club, Friends of the Norfolk Council on Aging, The Norfolk Grange, The Norfolk Federated Church, KP Cares, and all our community partners and volunteers.

The Council on Aging meets at 9:30 a.m. on the fourth Friday of each month at the Senior Center. All are welcome to attend.

Council on Aging Members:

Gerald Calhoun, Chair	2026	Mary Mlinarcik	2024
Dawn Cohen, Vice Chair	2025	James Schweitzer	2024
Deborah Grover, Secretary	2026	Linda Hennessy	2025
Mary Nuhibian	2026	Jennifer Kuzeja	2025
Tom Mirabile	2024		

MUNICIPAL AFFORDABLE HOUSING TRUST

The Norfolk Municipal Affordable Housing Trust (NMAHT) generally meets on the third Tuesday of each month at 3:00 p.m. NMAHT is presently made up of seven members with the Town Administrator and/or a person from the Town's Select Board representing the Town as prescribed by state law. The mission of NMAHT is to provide for the creation and preservation of affordable housing in Norfolk for the benefit of low to moderate income families. Presently, the Town's affordable subsidized housing stock (SHI) is approximately 4.2% of the housing total in Norfolk (as of December 31, 2023). Additional subsidized housing (Subsidized Housing Inventory also known as the SHI) properties are added throughout the year. The state mandates that each community in the state shall have a minimum of ten percent (10%) of total housing to be affordable housing, or to be working toward that goal. The mission of the Norfolk Municipal Affordable Housing Trust is to meet the 10% state mandate and to help families improve their position in life and help them become part of our community.

Affordable homes will all have a deed restriction making them affordable in perpetuity. Affordable homes will go to qualified working individuals and families who fall under the Massachusetts State guidelines of income levels. Typically, the phrase "affordable housing" means homes with total housing costs that are affordable, i.e., costing no more than 30% of income, for a family earning at or below 80% of the area median income (AMI). As an example, a family of four (4) is eligible if their annual income level does not exceed \$118,450 per year. Household assets cannot exceed \$75,000.

The Trust is always looking for properties that could fit its affordable housing formula. Funding for the Trust comes from Norfolk's CPC, the sale of acquired houses, payment-in-lieu-of from developers, and the NMAHT Director's lottery service fees. These funds are then used to purchase additional homes or land to continue NMAHT's mission. It is the goal of the Trust to acquire and/or build single family homes within the Town of Norfolk that fit neighborhoods for the purpose of improving affordable housing opportunities for qualified individuals/families interested in establishing a home in Norfolk. The Affordable Housing Director is available to provide lottery services to developers and other communities for a fee. These fees are paid directly to the Norfolk Municipal Affordable Housing Trust.

Key development: The Trust is currently beginning to investigate the possibility of providing affordable housing services to other communities (through inter-municipal or regional agreements) to assist them and defer NMAHT costs.

Accomplishments

1. Purchased eighteen two- and three-bedroom homes over the last eight years.
2. Sold five (5) units at lottery to qualified affordable buyers on Meeting House Road for developer.
3. Developed and initiated with Town Planner the first payment-in-lieu-of for an affordable unit.
4. As of this date the Lottery Agent represented a Medway developer for a fee (\$5,000) to provide lottery services for the sale of one unit; this unit has been sold and the Lottery Agent fee paid.
5. The NMAHT Director is the Lottery Agent for The Enclave which has 40 total units with 10 affordable units. The lottery fee collected upon the closing of each affordable unit is \$6,800 (\$68,000 total).
6. The NMAHT Director is the Lottery Agent for The Village at Norfolk which has 32 total units with eight affordable units. The lottery fee collected upon the closing of each affordable unit is \$7,225 (\$57,800 total). As of this date all units are sold.
7. Awarded approval for two units located in two separate developments in the Town of Medway. Lottery fee income is \$12,500. As of this date both units have been sold and the Lottery Agent fee paid.

Upcoming Lotteries

1. Opening new lottery in spring of 2024 as Lottery Agent for Waite's Crossing in Norfolk which will have 64 units total with 16 affordable units. Anticipated lottery fee income \$90,000. This development will have two-, three- and four-bedroom units.
2. Opening new lottery in the spring of 2024 as Lottery Agent for Lakeland Hills in Norfolk which will have 44 units total with 11 affordable units. Anticipated Lottery Agent fee income of \$60,000.
3. Opening new lottery in fall of 2024 as Lottery Agent for The Residences at Norfolk Station which will have 36 units total with 9 affordable units. The anticipated lottery fee income is \$54,000.

Tom Cleverdon, Chair

Tom Collins, Vice Chair

Sandra Smith, Clerk

Robert Shannon, Trustee

William Conklin, Trustee

Justin Casanova-Davis, Trustee/Town Administrator

Eric Wimer, Trustee

Susan Jacobson, Director

Mark Henney, Non Voting Member

VETERANS' SERVICES

Your local Veterans' Services Officer (VSO) is committed to assist our resident veterans and their dependents with information and access to a variety of Veterans' services provided by both the Federal Government and the Commonwealth of Massachusetts. Your local VSO is specially charged with the administration of Massachusetts General Law Chapter 115. This Law was established in 1861 to assist eligible veterans with monetary assistance for living and medical expenses. Approved claims are paid by the Town with 75% reimbursement from the Commonwealth to the Town. Your VSO continues to meet his responsibilities to Norfolk taxpayers with diligence to ensure that recipients are qualified and eligible veterans or dependents and that other forms of Federal and State financial assistance/entitlements (Social Security, Mass Health, Unemployment, Federal VA support, etc.) are first utilized.

Because of Norfolk's population of less than 12,000 residents (2020 Census), our Town is serviced by a part-time Veterans' Services Officer. Since June 2011, Norfolk resident and veteran Bill Conklin has served as the Norfolk Veterans' Services Officer.

VSO Bill Conklin meets with veterans and their families by appointment at the Veterans' Office in Town Hall or if disabled, at the veteran's home. For an appointment, call either the Town Clerk or the Town Administrator's Office.

We have approximately 400 veteran families residing in Norfolk. We thank them for their service to the nation.

Respectfully submitted,

R. William Conklin



Natural Resources

CONSERVATION COMMISSION

The Norfolk Conservation Commission is the local regulatory body responsible for administering the Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, Section 40, and its Regulations, 310 CMR 10.00, as well as the local Wetlands Protection Bylaw and Regulations. The Conservation Commission has jurisdiction authority over natural resource areas protected under the state Wetlands Protection Act and local bylaw. It is their mission is to protect, preserve, and promote the Town of Norfolk's vast and vital natural resource areas. The Commission is also responsible for the oversight of Town-owned conservation land and engagement in land management and land acquisition efforts.

The Norfolk Conservation Commission's membership consists of six dedicated volunteers appointed by the Select Board with staggered terms of three years. One new member, Peter Kokinda, was welcomed to the Commission this year. We also thank past Conservation Commission members Margaret Crowe and Regen Milani for their dynamic and valued tenures on the Commission.

The Conservation Commission generally meets on the first Wednesday of each month, however, voted to move their regularly scheduled monthly meeting date to the second Wednesday of each month at their September 6th meeting. During the 2023 calendar year, the Commission conducted numerous public hearings including: 10 Notices of Intent (NOIs), 1 Request to Amend a Final Order of Conditions (AOOC), and 10 Requests for Determination of Applicability (RDAs) hearings. The Commission also issued 16 Certificates of Compliance, 1 Partial Certificate of Compliance, 3 Extension Permits for Orders of Conditions, and resolved 1 potential violation incident. A total of 39 wetland permits were issued by the Commission.

In 2023 the Conservation Commission oversaw the final year of the approved treatment programs targeting invasive aquatic vegetation at City Mills Pond and Highland Lake. Additionally, in an effort to curb further spread of invasive aquatic vegetation in other Town-owned waterbodies and for the benefit of the watershed health as a whole, the Conservation Commission worked together with the Community Preservation Commission to secure funding, as approved by the residents at the Fall Town Meeting, for the continuation of the of existing treatment programs at City Mills Pond and Highland Lake as well as the initiation of treatment programs at Comey's Pond, Populatic Pond, and Kingsbury Pond.

The Town of Norfolk and the Conservation Commission were honored to sponsor one Eagle Scout candidate from Troop 80. Luca Giardini successfully completed his Eagle Scout project by constructing and installing five swinging benches across the Leland Wildlife Foundation. We appreciate Luca's hard work and hope residents enjoy these durable swings for many years to come.

Respectfully submitted,

David Turi, Chair, 2024

James Wilson, Vice Chair, 2024

Adam Sucher, Clerk, 2025

Allen Phinney, 2025

Val Stone, 2026

Peter Kokinda, 2026

ENERGY COMMITTEE

Following the award of \$124,000 in early 2022, three energy efficiency projects were started in mid-2022 and completed in late December 2022. This award was from the competitive grants applications where projects are proposed and a review is conducted by the Division of Energy Resources, and based on savings and merit, projects are awarded.

Unfortunately, as the work was completed after the annual reporting was due to the Division of Energy Resources for the funding awarded the previous year, Norfolk was not eligible to submit for a new round of grant funding in 2023.

Additional energy work identified in the Town-wide audit completed in 2018 includes additional lighting projects and system controls at the two elementary schools. The need to replace the HVAC system at the Town Hall is a critical project as the equipment has reached its useful life.

Town Meeting in 2022 approved a replacement of the HVAC systems and boilers at the Town Hall. The replacement of the equipment will change the fuel source from oil to propane helping with reducing emissions and working towards various goals determined by being a Green Community. The cost to complete this project is significant and other competing interests such as the new Fire Station and possible expansion of the Freeman-Kennedy School make available funds limited.

The Energy Committee members, Christopher Chand and Charlie Kohl, worked with Matt Haffner, Director of Facilities, and his staff in a support role. Matt Haffner left his position in late 2023 resulting in a loss of continuity and continuation in making small steps in energy efficiency throughout the Town.

While changes to various energy efficiency will continue to evolve, the work being completed benefits the entire Town in achieving energy and cost savings reductions that benefits all of the residents.

Respectfully submitted,

The Energy Committee

NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

Surveillance

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus isolations in the town: 12 samples submitted, no isolations in 2023
Requests for service: 93

Water Management

The NCMCD reduces the potential for larval mosquito development through a variety of methods under this category. Our Freshwater Water Management Program includes ditch and pond maintenance as well as culvert area clearing conducted to improve water quality and increase water flow. Tire collection is a service in which we remove and recycle rim tires in order to eliminate this source of potential larval mosquito development.

Culverts cleared	13 culverts
Drainage ditches checked/hand cleaned	5,415 feet
Intensive hand clean/brushing*	835 feet
Brushing for WM access	0 feet
Mechanical water management	475 feet
Tires collected	17

**Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

Larval Control

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program aids in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	97.9 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	7.8 acres
Abandoned/unopened pool or other manmade structures treated	0

Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra-low volume (ULV) applications from trucks	2,661 acres
Barrier applications on municipal property	0 applications

Respectfully submitted,

David A. Lawson
Director

TOWN OF NORFOLK
153RD ANNUAL REPORT
Year Ending December 2023

SETTLED: 1678

INCORPORATED: 1870

POPULATION: 9,984 (per Town Census)

MCI NORFOLK POPULATION: 1,169

AREA: 15.2 Square Miles

LOCATION: 20 miles south of Boston, MA - 22 miles north of Providence, RI

BOUNDED BY: Foxborough, Franklin, Medfield, Medway, Millis, Walpole and Wrentham

ELEVATION: 212 feet

VOTERS: 7,924

TAX RATE: \$15.57 per \$1,000

VALUATION: \$2,624,410,515

PROPERTY CLASSIFICATION:

93.1071% Residential

3.7589% Commercial

0.9267% Industrial

2.1749% Personal

0.0324% Open Space

SINGLE FAMILY DWELLINGS: 3,178

FORM OF GOVERNMENT: Open Town Meeting
Select Board

PAVED ROAD MILES: Over 75 miles

AREA HOSPITALS:

Sturdy Memorial Hospital, Attleboro
Milford Regional Medical Center, Milford

CHURCHES:

The Federated Church of Norfolk
St. Jude Catholic Church
Emmanuel Baptist Church
Providence Baptist Church

LIBRARY:

Monday – Thursday	10:00 a.m. – 7:30 p.m.
Friday	10:00 a.m. – 4:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.

ABSENTEE VOTING: All Elections, Town Clerk's Office
508-528-1400

QUALIFICATIONS FOR REGISTRATION AS VOTERS:

Must be 18 years of age, American born or naturalized.
Registration: Monday through Thursday 8 a.m. to 6 p.m. at the Town Clerk's office. Special evening sessions for registration of voters held by Registrars preceding elections.

DOG LICENSES:

All dogs over 6 months of age must be licensed per M.G.L. Chapter 140, Section 137.

Fees: spayed female and neutered male:	\$10.00
female and male:	\$15.00
late fee from April 1:	\$50.00

Proof of current rabies vaccination is required.

TAX BILLS:

The Town is on a quarterly real estate/personal property tax due date cycle being mailed semi-annually. Due dates are August 1, November 1, February 1, and May 1. Motor vehicle excise bills are due thirty days from date of issue. Water bills are on a quarterly due date cycle and mailed quarterly. Due dates are on or close to August 10, November 10, February 10, and May 10.

SCHOOLS:

H. Olive Day: Pre-K-Grade 2
Freeman-Kennedy: Grades 3-6
King Philip Regional Middle School: Grades 7-8
King Philip Regional High School: Grades 9-12
Norfolk County Agricultural High School: Grades 9-12
Tri-County Regional Vocational Technical: Grades 9-12

TRANSPORTATION:

MBTA rail service daily to Forge Park and Boston
GATRA dial-a-ride: 800-698-7676

SENATORS IN CONGRESS:

Elizabeth A. Warren, 2400 JFK Federal Building
15 New Sudbury Street, Boston, MA 02203
617-565-3170

Edward Markey, 975 JFK Federal Building
15 New Sudbury Street, Boston, MA 02203
617-565-8519

REPRESENTATIVE IN CONGRESS:

Jake Auchincloss – 4th Congressional District
1524 Longworth House Office Building
Washington, DC 20515
202-225-5931
District Office: 8 North Main Street, Suite 200
Attleboro, MA 02703
508-431-1110

STATE SENATOR:

Rebecca Rausch – Norfolk, Bristol, Middlesex District
State House, 24 Beacon Street, Room 215
Boston, MA 02133
617-722-1555

STATE REPRESENTATIVE:

Marcus S. Vaughn – 9th Norfolk District
State House, 24 Beacon Street, Room 473B
Boston, MA 02133
617-722-2263

NORFOLK COUNTY COMMISSIONERS:

Joseph P. Shea
Peter H. Collins
Richard R. Staiti
614 High Street, Dedham, MA 02027
781-461-6105

DISTRICT ATTORNEY:

Michael W. Morrissey
45 Shawmut Road, Canton, MA 02021
781-830-4800

SHERIFF NORFOLK COUNTY:

Patrick W. McDermott
200 West Street – P. O. Box 149
Dedham, MA 02027
781-329-3705

REGISTER OF DEEDS – NORFOLK COUNTY:

William P. O'Donnell
649 High Street, Dedham, MA 02026
781-461-6101

TOWN DEPARTMENTS

Town of Norfolk Main Number (508) 528-1400

Accounting/Finance	528-5686
Animal Control	440-2816
Assessors	528-1120
Board of Health.....	528-7747
Building	528-5088
Community Preservation Committee.....	440-2809
Conservation Commission	918-5536
Council on Aging	528-4430
Facilities	440-2823
Fire (Information)	528-3207
Historical Commission	440-2879
Housing Authority	528-4800
Human Resources Director	440-2826
Library	528-3380
Municipal Affordable Housing Trust	440-2812
Planning Board	918-5536
Town Planner	918-5536
Police (Information)	528-3206
Public Works.....	528-4990
Recreation	520-1315
Schools:	
Superintendent's Office	528-1225
Freeman-Kennedy	528-1266
H. Olive Day	541-5475
King Philip High School	384-1000
King Philip Middle School.....	541-7324
Norfolk County Agricultural High School	668-0268
Tri-County Regional Vocational Technical High School.....	528-5400
Select Board/Town Administrator	440-2855
Tax Collector	520-0058
Town Clerk	641-0929
Treasurer	520-0058
Veterans' Services.....	440-2830
Zoning Board of Appeals.....	918-5536

POLICE / FIRE / AMBULANCE EMERGENCY	911
POLICE / FIRE / AMBULANCE NON-EMERGENCY	590-9030

RECYCLING/TRANSFER STATION 528-4990

You must be a resident of Norfolk and purchase a decal for your vehicle in order to use the Transfer Station. Decals may be purchased by mail or on the Town's website.

Hours of Operation:

Wednesday	9:30 a.m. to 5:00 p.m. (October 1 – March 31) 11:00 a.m. to 7:00 p.m. (April 1 – September 30)
Saturday	8:00 a.m. to 4:00 p.m.

CLOSED LEGAL HOLIDAYS

Town Website: www.norfolk.ma.us