



**NORFOLK
MASSACHUSETTS
ANNUAL REPORT - 2022**

About the Cover

This photograph by Jake Jacobson portrays Norfolk's Town Hill during a glorious day in June 2022. Many thanks to the Garden Club of Norfolk for providing the lovely rose garden next to the Tramp House. Thank you to Mr. Jacobson for the beautiful representation of Norfolk. Mr. Jacobson can be reached at jake.jacobson.photo@gmail.com.

TOWN OF NORFOLK
152nd ANNUAL REPORT



YEAR ENDING DECEMBER 2022

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 2022. We offer our sincere appreciation for their contributions to the community.

*Robert Leon Bremilst, Jr.
January 6, 2022*

*Stephen Roy Hamlin
March 9, 2022*

*Charles "Scott" Thayer
May 23, 2022*

*Steven G. McClain
June 6, 2022*

*Frederic Arthur "Woody" Woodworth, Jr.
June 8, 2022*

*Bruce E. Hamlin
July 18, 2022*

*J. David Kennedy
July 20, 2022*

Peter "Hildy" Hildebrandt
November 28, 2022

Linda Joan (Roberts) Candela
December 30, 2022

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ELECTED TOWN OFFICIALS

MODERATOR

Jason Talerman 2025

SELECT BOARD

Anita Mecklenburg 2023
 Kevin Kalkut 2024
 Carolyn Van Tine (resigned) 2025

TOWN CLERK

Carol Greene 2023

BOARD OF ASSESSORS

Patricia Salamone 2023
 Anthony Kennedy 2024
 Deborah Robbins 2025

BOARD OF HEALTH

Cheryl Dunnington 2023
 Andrew Bakinowski 2024
 Elizabeth Gebhard 2025

CONSTABLES

Paul Terrio 2023
 Mark Flaherty 2025

HOUSING AUTHORITY

Robert Shannon 2023
 Kristin Raimer (Tenant Appt.-resigned) 2024
 Mary Rochon Saddler (Tenant Appt.) 2024
 Elizabeth Lehan 2025
 Heidi Compagnone 2026
 Carol Greene (State Appointment)

LIBRARY TRUSTEES

Jennifer Oliver 2023
 Patricia McCarty 2024
 Kenneth Nelson 2025

PLANNING BOARD

Chad Peck 2023
 John Weddleton 2023
 Christopher Montfort 2024
 Eric Diamond 2025
 Gary Sullivan, II 2025

RECREATION COMMISSION

Mark Edwards 2023
 Kimberly Meehan 2023
 William Rigdon (resigned) 2024
 Jill Hindley-Lawrence 2025
 Robert Taglienti 2025

KING PHILIP REGIONAL SCHOOL COMMITTEE

James Lehan 2023
 Eric Harmon 2024

NORFOLK SCHOOL COMMITTEE

Shannon Meneses 2023
 Sarah Ward 2023
 Midora Champagne 2024
 Jennifer Wynn 2024
 Lisa Sheldon 2025

APPOINTED TOWN OFFICIALS

MODERATOR APPOINTMENTS

ADVISORY COMMITTEE

Robert Garrity 2023
 Jonathan Hurwitz 2023
 Chiara Moore 2023
 Brian Beachkofski 2024
 Susan Klein 2024
 Jamil Siddiqui (resigned) 2024
 Peter (Mike) Gee 2025
 David Lutes 2025
 Joyce Terrio 2025

BOARD OF HEALTH APPOINTMENTS

BOARD OF HEALTH AGENTS

Hilary Cohen 2023
 Olivia Dufour 2023
 Betsy Fijol 2023
 Carol Greene 2023
 Edward Nolan 2023
 John Robertson 2023
 Matt Tanis 2023

FINANCE DIRECTOR APPOINTMENTS

CHIEF ASSESSOR

Donald Clarke

TREASURER/COLLECTOR

Anne Marie Duggan

ASSISTANT TOWN ACCOUNTANT

Theresa Knowles (retired)

Robyn MacDougall

ASSISTANT TREASURER/COLLECTOR

Karen Tripp

**KING PHILIP REGIONAL SCHOOL
COMMITTEE APPOINTMENT**

SCHOOL SUPERINTENDENT

Paul Zinni

LIBRARY TRUSTEE APPOINTMENT

LIBRARY DIRECTOR

Libby O'Neill (resigned)

Sarah Ward

**MUNICIPAL AFFORDABLE HOUSING
TRUST APPOINTMENT**

AFFORDABLE HOUSING DIRECTOR

Susan Jacobson

**NORFOLK SCHOOL COMMITTEE
APPOINTMENT**

SCHOOL SUPERINTENDENT

Dr. Ingrid Allardi

**RECREATION COMMISSION
APPOINTMENT**

RECREATION DIRECTOR

Ann Proto

SELECT BOARD APPOINTMENTS

CONSERVATION COMMISSION

Regen Milani 2023

Val Stone 2023

Margaret Crowe 2024

David Turi 2024

James Wilson 2024

Allen Phinney 2025

Adam Sucher 2025

COUNCIL ON AGING

Gerald Calhoun 2023

Deborah Grover 2023

Mary Nuhibian 2023

Mary Minarcik 2024

Thomas Mirabile 2024

James Schweitzer 2024

Dawn Cohen 2025

Linda Hennessy 2025

Jennifer Kuzeja 2025

CULTURAL COUNCIL

Cynthia Andrade 2023

Luiza deCamargo (resigned) 2023

Gary Sullivan, II 2023

Joseph Vickers 2023

Rachel Amendola-Vickers 2024

Jake Jacobson 2024

ENERGY COMMITTEE

Andrew Bakinowski 2023

John Kent 2023

Christopher Chand 2024

Charlie Kohl 2025

FIRE STATION BUILDING COMMITTEE

Christopher Baker 2023

Justin Casanova-Davis 2023

Kevin Champagne 2023

Erin Hunt 2023

Erron Kinney 2023

Todd Lindmark 2023

Justin Yanosick 2023

GATRA BOARD MEMBER

Karen Edwards

HISTORICAL COMMISSION

Geraldine Tasker 2023

Michelle Maheu 2024

Gail Sullivan 2024

Elizabeth Whitney 2024

Sandra Paquette 2025

Mary (Betsy) Pyne 2025

Sam Zeigler 2025

Marcia Johnston (Alternate)

Donna Jones (Alternate)

Kathy Lang (Alternate)
Thelma Ravinski (Alternate)

HOUSING AUTHORITY TENANT BOARD MEMBER

Kristin Raimer (resigned) 2024
Mary Rochon Saddler 2024

INSPECTOR OF ANIMALS

Susan Thibedeau 2023

METROPOLITAN AREA PLANNING COUNCIL

Richard McCarthy 2023

MUNICIPAL AFFORDABLE HOUSING TRUST

Justin Casanova-Davis 2023
Thomas Collins 2023
Mark Henney 2023
Robert Shannon 2023
Thomas Cleverdon 2024
R. William Conklin 2024
Sandra Smith 2024

MUNICIPAL HEARING OFFICER

Carol Greene 2023

NORFOLK COUNTY ADVISORY BOARD

Kevin Kalkut 2023

PARKING CLERK

Carol Greene 2023

REGISTRARS OF VOTERS

David M. Rosenberg – D 2023
Peter Stagg – R 2024
Mary Sharkey – R 2025

SOUTH WEST AREA PLANNING COUNCIL

Richard McCarthy 2023

STATE ETHICS COMMISSION LIAISON

Katelyn O'Brien

TOWN ADMINISTRATOR

Justin Casanova-Davis 2025

TOWN COUNSEL

Miyares and Harrington LLP 2023

TREE WARDEN

Blair Crane 2023

VETERANS' SERVICES OFFICER

R. William Conklin 2023

ZONING BOARD OF APPEALS

Timothy Martin 2023
Joseph Sebastiano 2024
David Axberg 2025
Christopher Metcalfe 2026
Josephine Cordahi 2027
Courtney Starling (Associate) 2023
Tyler Tullos (Associate-resigned) 2023

TOWN ADMINISTRATOR APPOINTMENTS

ANIMAL CONTROL OFFICER

Hilary Cohen

BUILDING COMMISSIONER/ZONING OFFICER

Robert Bullock, Jr.

CHIEF OF POLICE

Charles Stone, Jr. (retired)
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

Elizabeth Lehan 2023
(Housing Authority Representative)
Allen Phinney 2023
(Conservation Comm. Representative)
William Rigdon (resigned) 2023
(Recreation Comm. Representative)
Gary Sullivan, II 2023
(Planning Board Representative)
Sam Zeigler 2023
(Historical Comm. Representative)

Cynthia Andrade, Precinct 3 2023
(Select Board Appointment)
Peter Diamond, Precinct 4 2023
(Select Board Appointment)
Robert Paschke, Precinct 1 2024
(Select Board Appointment)
Paul Terrio, Precinct 2 2025
(Select Board Appointment)

DESIGN REVIEW BOARD

Erin Hunt 2023
(Select Board Appointment)
Arien Li 2023
(Planning Board Appointment)
Michelle Maheu 2023
(Historical Comm. Appointment)
Robert Nicodemus 2024
(Planning Board Appointment)

**JOINT SELECT BOARD AND
PLANNING BOARD APPOINTMENT**

PLANNING BOARD, ASSOCIATE MEMBER

Melissa Meo 2023

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

**TRI-COUNTY VOCATIONAL TECHNICAL
SCHOOL COMMITTEE**

Brian Mushnick 2023



General Government

SELECT BOARD

The Norfolk Select Board is made up of three elected volunteers. Traditionally, we are elected for three-year terms, with one seat open for election/reelection each year. The Board members rotate through the different roles of Chair, Vice Chair, and Clerk. In May, Carolyn Van Tine was reelected to the Board. Shortly after, she and her family relocated outside of Norfolk. We wholeheartedly thank her for her service to the town! Her departure created a vacancy, which will be determined by a special election in January 2023.

In June, Blythe Robinson completed her contract with Norfolk as Town Administrator. After a thorough search, the Board was pleased to appoint Justin Casanova-Davis as our new Town Administrator. He began that role in September 2022. Justin has been a positive and productive leader for our community.

The Select Board meets bi-weekly in Town Hall and the meetings are open to the public. Meetings are also accessible via Zoom because of our partnership with Norfolk Cable. They have enabled us to hold hybrid meetings with folks participating both in person and remotely. We are grateful for this partnership.

As a small community, we rely heavily on volunteers. One of the privileges of the Board is to approve new and returning volunteers who step up to help our community work! There are so many amazing folks who live in our town! We are appreciative of the time and commitment that people devote to improving our community for all.

The Select Board does work to supervise and support the small businesses in town through licensing and permit approvals. We support so many business and entertainment opportunities throughout the year, from pop-up beer tents and the farmers market to concerts on the common and turkey trots. Norfolk is a busy place!

We consider the needs of the town and plan for the future. This year we have a Fire Station Building Committee preparing and developing a project for the town to consider building a new fire station at our Special Town Meeting in January 2023. We are undergoing the preparatory phase for us to proceed with the development of a new Master Plan. Ultimately, a master planning committee will be created to help us balance the town's vision, state requirements, and future challenges and opportunities for the community. We prepare a balanced budget every year to that end as well, which is supplemented by the many grants we have been awarded due to the diligence and competence of our staff.

Speaking of staff, we also participate in collective bargaining with our unions and negotiate contracts with our non-union staff. We have done a lot of work to standardize these systems in the interest of equity.

Overall, 2022 has been a busy and productive year. We look forward to hearing from our neighbors at the Special Town Meeting and special election in January to see who we will partner with in this work next year and if we will be building a new fire station. We see the crowding in the schools and other challenges ahead, but know that together we are up to the task.

Respectfully submitted,

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

TOWN ADMINISTRATOR

This is the inaugural report from the Town Administrator that is being included in the Town's Annual Report. I am honored to submit this annual report as Norfolk's Town Administrator. In June, I was privileged to have been selected by the Select Board to serve as the next Town Administrator. The process of appointing a Town Administrator was comprehensive, and several qualified candidates were part of this process. My first day working on behalf of the Town commenced in September. I sincerely wish to thank the Select Board for the confidence and support they have extended to me in my appointment. I am also incredibly thankful to the community for their warm welcome. Norfolk is a wonderful community, and I am delighted to have joined this organization. My goal with this annual report will be to discuss the important matters Norfolk faced in 2022 and will continue to face in the future.

Transitions

I am fortunate to have inherited a talented group of outstanding department heads and Town staff who have assisted me in transitioning into my new role. The Town of Norfolk should be proud of the quality and commitment that its Town employees exhibit. I have attempted to meet with as many Town employees as possible during my time here, and their dedication and professional excellence are genuinely appreciated and acknowledged. Along with my transition into my new role, the Town has had several other changes due to retirements within the organization. As more of our staff transitions or retires, it is critical that we have talented staff capable of replacing these individuals. That is why training and professional development is one of my highest priorities for employees within the organization.

Chief of Police

The Select Board appointed Timothy Heinz as its next Chief of Police after long-time Chief of Police Charles "Chuck" Stone retired after more than 28 years as Chief of Police and more than 40 years of dedicated service to the Town. Chief Heinz commenced his service as Norfolk's Chief of Police in September. Chief Heinz has served the Town in various roles for over 35 years. I look forward to working with Chief Heinz as he leads the Police Department forward.

Executive Director of Council on Aging

In July, Executive Director of Council on Aging Sherry Norman retired after serving the Town for over three and a half years. Karen Edwards was appointed the new Executive Director of Council on Aging by the former Town Administrator, Blythe Robinson. Karen began her first day in the Town in June. Karen is a Norfolk resident and has hit the ground running in her new role.

Human Resources Director

In July, long-time Human Resources Director Scott Bragdon retired after over ten years of service to the Town. Upon Scott's retirement, the Town took the opportunity to re-classify the existing Human Resources Director position into an Assistant Town Administrator/Human Resources Director position to add bandwidth to the office, increase the position's responsibilities, and increase the pool of candidates interested in the position. Mr. Bragdon stayed on temporarily to ensure that a long-term vacancy would not impact the organization's operations. I sincerely thank Mr. Bragdon for his efforts during the transition of the Town Administrator and as we worked to fill his position. I was proud to appoint Kate O'Brien as the new Assistant Town Administrator/Human Resources Director, and she began working for the Town in December.

Town Administrator

Blythe Robinson served as Norfolk's Town Administrator for the past three years and transitioned from her role at the end of June. As part of her transition from this role and the appointment of a new Town Administrator, the Town appointed Jeff Nutting as Interim Town Administrator in July until a new permanent Town Administrator commenced working. I wish to thank Ms. Robinson and Mr. Nutting for their service to the Town, particularly Mr. Nutting for his assistance as part of the transition into 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. 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 \$1.23M towards capital projects, such as the purchase of a new fire engine and police cruisers, investments in our roadways and sidewalks, and technology replacement for the Norfolk School Department.

In January 2023, the Select Board will consider the allocation of American Rescue Plan Act (ARPA) funds that will go toward further prudent operational budget and capital investments. ARPA funds were allocated as part of the federal government's response to COVID and economic recovery. The Town of Norfolk was allocated \$1.25M in direct aid and \$2.26M via county aid.

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.

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. One of the significant projects that the Town considered during this year is building a new Fire Station. The Select Board appointed an impressive group of individuals with diverse backgrounds to spearhead this project. Ultimately, the group is tasked with developing a project to present before Town Meeting and voters to be considered for approval. 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, voters will decide if this project will proceed or not.

As The Town has faced increased enrollment and growth in the school district, the School Department is undergoing a feasibility study to determine the potential scope and cost of expanding the Freeman-Kennedy School. The feasibility study will allow the Town to evaluate educational program and space needs, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost-effective and appropriate proposal to the Town for consideration of the next steps regarding this project.

Finally, the Town is undergoing a process to update its Master Plan. The last update to the Master Plan was done in 2007. The Town secured community compact grant funding of \$40,000 and will have allocated an additional \$100,000 to undergo the effort to update the Master Plan. The Master Plan establishes goals and objectives for future implementation by the Town. The intent is to establish a clear policy for future decisions regarding issues such as land use, fiscal planning, development, and open space. It is essentially the vision for where Norfolk wants to be in the future. In 2023, our Land Use Department, along with the MAPC, will be working with the Master Plan Steering Committee to engage the community and work to develop an updated Master Plan for the Town.

Conclusion and Thank You

As I begin my first full year as Town Administrator, I am thankful for the support and collaboration among our department heads, including School Superintendent Ingrid Allardi and our regional school partners, Superintendent Paul Zinni 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. As part of the transition to a new Town Administrator, Judith and Amanda helped keep the operations and the office functioning until an interim and eventually a permanent Town Administrator was chosen. 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

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-five 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, 2022 and December 31, 2023. Those contracts were for DPW Supplies, Water & Sewer Treatment Chemicals, Office Supplies, Paper, DPW Services, and Drug & Alcohol Testing.

- Early in 2022, contracts were secured for 10 DPW Supply items, and 3 Water & Sewer Treatment Chemicals. The estimated value of these combined supply contracts is \$385,885.20.
- 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.
- In FY 2021, a new two-year Office Supply contract 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 February 2023 and have resulted in 7 new contracts that take effect in March of 2023. New contracts for 8 services have an estimated value of \$619,805.00.
- Drug & Alcohol Testing Services were secured in October 2020. A new three-year contract took effect January 1, 2021, and provides this federally-required service with current features, quality service and competitive pricing.

Michael Kelly
Regional Administrator

TOWN CLERK

VITAL STATISTICS

Births: 136

Boys – 69

Girls – 67

Marriages

30 marriage licenses were processed in 2022

Deaths

January:

Judith Valle, Leonard Newman, James McMahon,
Dorothea Buckley, Barbara Brady,
Loreili Margeson

February:

Dorothy Chitty, James Mitchell, Raquel
Cappelletti, Marion Dzurdz, Ann Spada,
Beverly Bennotti, Beecher Clausson

March:

Albert Beaton, Eleanor Fallon

April:

Bruce Shapiro, William Donovan, Edward
Nealson, Maureen Mores, Gordon Bourque,
Michael Mabardy, Jane Smith

May:

Donna Moses, Joan Dimond, Patricia Rosenthal,
Barbara Burnham, Reuben Garcia, William
Fernellec, Gregory King, Leonard Clarkin,
Mary Murphy

June:

Steven McClain, Sally Morandi, Sharon Allaire,
Edwina Scott, Shirley Greene

July:

Helen Hinxman, William Fitzmeyer, Paul Dumas,
Dorothea Tedaldi, Geraldine Wagner, Deborah
Connolly, Patricia Manganelli, Barbara Burke

August:

David Lukens, Michael McNeil, Maria Crowson,
Ann Travis, Thomas Benoit, Jeffrey Murphy,
Clifford Frazee, Daniel Clark, Ernest Pratt,
Adria Burstein

September:

Selma Keitlen, Cheryl Wolfe, Paula Savill,
Frank Sabadini, Virginia Elerston

October:

Stavroula Manoloulis, Virginia Cusack,
James Starr

November:

Catherine Federico, Paul Kirby, Richard Peters,
Laura Steverman, Peter Hildebrandt

December:

Robert Collins, Fred Bortolussi, Elizabeth Brock,
Jeffrey Curelop, Linda Candela

VOTER REGISTRATION

As of December 31, 2022, there are 7,788 registered voters in the Town of Norfolk.

Republican – 1,149 voters

Democrat – 1,464 voters

Unenrolled (Independent) – 5,140 voters

Other – 35

2022 Annual Town Election – May 4, 2022

Official Results

Select Board	
Carolyn C. Van Tine	290
Blanks	95
Write-In	16
Total	401

Moderator	
Jason Talerman	326
Blanks	70
Write-In	5
Total	401

Board of Assessors	
Deborah J. Robbins	337
Blanks	57
Write-In	7
Total	401

Norfolk School Committee	
Lisa J. Sheldon	340
Blanks	59
Write-In	2
Total	401

Constable	
Mark E. Flaherty	309
Blanks	82
Write-In	10
Total	401

Planning Board – 2 seats	
Gary W. Sullivan, II	294
Eric Diamond (write-in)	153
Mike Kuleza (write-in)	16
Blanks	324
Write-In	15
Total	802

Board of Health	
Elizabeth A. Gebhard	352
Blanks	45
Write-In	4
Total	401

Recreation Commission – 2 seats	
Jill E. Hindley-Lawrence	319
Robert Tagliente (write-in)	86
Blanks	369
Write-In	28
Total	802

Library Trustee	
Kenneth W. Nelson	342
Blanks	55
Write-In	4
Total	401

Norfolk State Primary	
6-Sep-22	
Official Democratic Results	
Governor	
Blanks	26
Sonia Rosa Chang-Diaz	157
Maura Healy	1141
Write-In	5
Total	1329
Lieutenant Governor	
Blanks	122
Kimberley Driscoll	594
Tami Gouveia	228
Eric P. Lesser	378
Write-In	7
Total	1329
Attorney General	
Blanks	74
Andrea Joy Campbell	582
Shannon Erika Liss-Riordan	438
Quentin Palfrey	228
Write-In	7
Total	1329
Secretary of State	
Blanks	41
William Francis Galvin	965
Tanisha M. Sullivan	323
Write-In	0
Total	1329
Treasurer	
Blanks	217
Deborah B. Goldberg	1108
Write-In	4
Total	1329
Auditor	
Blanks	144
Christopher S. Dempsey	566
Diana Dizoglio	616
Write-In	3
Total	1329
Representative in Congress	
Blanks	173
Jake Auchincloss	1144
Write-In	12
Total	
Councillor	
Blanks	285
Robert L. Jubinville	1041
Write-In	3
Total	1329
Senator in General Court	
Blanks	205
Rebecca L. Rausch	1109
Write-In	15
Total	
Representative in General Court	
Blanks	46
Kevin Kalkut	917
Stephen Patrick Teehan	365
Write-In	1
Total	1329
District Attorney	
Blanks	251
Michael W. Morrissey	1075
Write-In	3
Total	1329
Sheriff	
Blanks	272
Patrick W. McDermott	1055
Write-In	2
Total	1329
County Commissioner	
Blanks	187
Peter H. Collins	541
Paul G. Yorkis	596
Write-In	5
Total	1329

Norfolk State Primary	
6-Sep-22	
Official Republican Results	
Governor	
Blanks	4
Geoff Diehl	297
Chris Doughty	562
Write-In	1
Total	864
Lieutenant Governor	
Blanks	76
Leah V. Allen	293
Kate Campanale	493
Write-In	2
Total	864
Attorney General	
Blanks	198
James R. McMahon III	657
Write-In	9
Total	864
Secretary of State	
Blanks	223
Rayla Campbell	630
Write-In	11
Total	864
Treasurer	
Blanks	822
Write-In	42
Total	864
Auditor	
Blanks	236
Anthony Amore	624
Write-In	4
Total	864
Representative in Congress	
Blanks	792
Write-In	64
David B. Cannata	8
Total	864
Councillor	
Blanks	813
Write-In	46
Dashe Videira	5
Total	864
Senator in General Court	
Blanks	148
Shawn C. Dooley	708
Write-In	8
Total	864
Representative in General Court	
Blanks	214
Marcus S. Vaughn	646
Write-In	4
Total	864
District Attorney	
Blanks	824
Write-In	40
Total	864
Sheriff	
Blanks	828
Write-In	36
Total	864
County Commissioner	
Blanks	833
Write-In	31
Total	864

State Election	
<i>Governor & Lt Governor</i>	
Diehl and Allen	2241
Healey and Driscoll	2995
Reed and Everett	90
Write-In	7
Blanks	44
Total	5377
<i>Attorney General</i>	
Andrea Joy Campbell	2811
James R. McMahon, III	2429
Write-In	6
Blanks	131
Total	5377
<i>Secretary of State</i>	
William Francis Galvin	3346
Rayla Campbell	1849
Juan Sanchez	77
WI - Tanisha M. Sullivan	1
Write-In	6
Blanks	98
Total	5377
<i>Treasurer</i>	
Deborah B. Goldberg	3270
Christina Crawford	1390
Write-In	37
Blanks	680
Total	5377
<i>Auditor</i>	
Anthony Amore	2416
Diana DiZoglio	2368
Gloria A. Caballero-Roca	92
Dominic Giannone, III	79
Daniel Riek	124
Write-In	7
Blanks	291
Total	5377
<i>Representative in Congress</i>	
Jake Auchincloss	3531
WI - David B. Cannata	5
W - Jesse Mermell	1
Write-In	171
Blanks	1669
Total	5377
<i>Councillor</i>	
Robert L. Jubinville	2691
Dashe M. Videira	2363
Write-In	10
Blanks	313
Total	5377

November 8, 2022	
<i>Senator in General Court</i>	
Rebecca L. Rausch	2434
Shawn C. Dooley	2879
Write-In	8
Blanks	56
Total	5377
<i>Representative in General Court</i>	
Kevin Kalkut	2898
Marcus S. Vaughn	2385
Write-In	5
Blanks	89
Total	5377
<i>District Attorney</i>	
Michael W. Morrissey	3621
Write-In	134
Blanks	1622
Total	5377
<i>Sheriff</i>	
Patrick W. McDermott	3595
Write-In	130
Blanks	1652
Total	5377
<i>County Commissioner</i>	
Peter H. Collins	2637
Matthew J. Sheehan	2102
Write-In	27
Blanks	611
Total	5377
<i>Question 1</i>	
YES	2193
NO	3041
Blanks	143
Total	5377
<i>Question 2</i>	
YES	3513
NO	1679
Blanks	185
Total	5377
<i>Question 3</i>	
YES	2319
NO	2819
Blanks	239
Total	5377
<i>Question 4</i>	
YES	2463
NO	2762
Blanks	152
Total	5377



Town Meeting Warrants/Minutes

ANNUAL TOWN MEETING MINUTES – MAY 10, 2022

On Tuesday the 10th day of May 2022 at 7:08 PM Moderator Jason Talerma called the Annual Town Meeting to order. This meeting was held at the King Philip Middle School – 18 King Street, Norfolk, MA 02056

Moderator Talerma declared the warrant duly posted and waived the reading of the warrant. The Pledge of Allegiance was recited.

Mr. Moderator at this time made his opening remarks and called for a moment of silence to honor those who have given service to the Town who have passed since last year.

- Constance LaChance
- James Ward
- Philip Lukens
- Georgia Jones
- Dorothy Chaffee
- Nancy Connors
- Kathleen Mullineaux
- Charles Jones
- Cynthia Stanfield
- Charles Pyne
- Robert Bremilst Jr.
- Stephen Hamlin

Introductions were made. Town Clerk Carol Greene, Assistant Town Clerk Rebecca Tefft, Finance Director Todd Lindmark, Select Board members Anita Mecklenburg and Kevin Kalkut, Town Administrator Blythe Robinson, Town Counsel Tom Harrington and Alexandra Rubin, Advisory Committee members Susan Klein, David Lutes, Robert Garrity, Brian Beachkofski, and Michael Hough were present.

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

Select Board member Kevin Kalkut recognized and presented a plaque to Walter Byron for his over 20 years of volunteer board and committee service to the Town.

Mr. Kalkut also recognized Police Chief Charles H. “Chuck” Stone Jr. and Deputy Chief Jonathan M. Carroll for not only their years of service but also on their upcoming retirement. Chief Stone and Deputy Chief Carroll have a combined total of over 85 years of service to the Town of Norfolk.

There were 94 registered voters and 26 visitors in attendance.

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

ARTICLE 1

No Motion Required

To choose by ballot, the following Town officers: one Select Board member for a three (3) year term, one Assessor for a three (3) year term, one Board of Health member for a three (3) year term, one Constable for a three (3) year term, one Library Trustee for a three (3) year term, one Moderator 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, and one Norfolk School Committee member for a three (3) year term.

CONSENT CALENDAR – passed unanimous

Motion made & Supported by David Lutes

To expedite the consideration of routine items, Articles 11, 14, 15, 17, 27, 28, 29, and 32 will be considered for approval in a single vote, without debate. I will read each article number and title and if a member of the Meeting rises to say “hold”, the item will be removed so that it may be debated in the normal course. The remaining articles will be moved by the Advisory Board as printed in the warrant.

- Article 11 – Revolving Funds – Spending Limits
- Article 14 – CPA Reserves
- Article 15 – CPA Budget
- Article 17 – General Bylaw Renumbering
- Article 27 – Chapter 90 Funds
- Article 28 – Grants Acceptance
- Article 29 – Surplus Property
- Article 32 – Debt Rescinding

Mr. Moderator,

I MOVE TO APPROVE ALL ARTICLES ON THE CONSENT CALENDAR.

ARTICLE 2 - passed unanimous

Motion Made & Supported by Susan Klein

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.

MR. MODERATOR,

I MOVE TO INDEFINITELY POSTPONE ARTICLE 2.

There are no prior year unpaid bills

ARTICLE 3 - passed unanimous

Motion Made & Supported by Susan Klein

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, 2022; or take any other action in relation thereto.

MR. MODERATOR,

I MOVE TO APPROVE THE TRANSFERS AS SHOWN ON THE SCREEN IN THE AUDITORIUM.

ARTICLE 4 - passed unanimous

Motion Made & Supported by Michael Hough

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, 2022; or take any other action in relation thereto.

MR. MODERATOR,

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

ARTICLE 5 - *passed unanimous*

Motion Made and Supported by Michael Hough

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 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, 2022; or take any other action in relation thereto.

MR. MODERATOR,

I MOVE THAT THE TOWN FIX THE SALARY AND COMPENSATION OF THE ELECTED POSITION OF TOWN CLERK AT \$85,133.20 AS PROVIDED FOR BY MASSACHUSETTS GENERAL LAWS, CHAPTER 41, SECTION 108 FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2022, AND FURTHER TO RAISE AND APPROPRIATE THE SUM OF \$46,935,724.00 TO DEFRAY THE DEPARTMENTAL AND INCIDENTAL EXPENSES OF THE TOWN NOT OTHERWISE PROVIDED FOR, FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2022, AS PRINTED IN THE HANDOUT AND AS SHOWN ON THE SCREEN IN THE AUDITORIUM.

Holds were placed on line items Public Safety and DPW Total Costs. Questions were answered with no further debate.

ARTICLE 6 - *passed unanimous*

Motion Made & Supported by Rob Garrity

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Public Works Water Division Enterprise Fund for the fiscal year commencing on July 1, 2022, as set forth as follows; or take any other action in relation thereto.

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

Salaries	\$336,534.00
Expenses	933,323.00
Capital Outlay	0.00
Debt	453,239.00
Extra/Unforeseen	<u>50,000.00</u>
Total:	\$1,773,096.00

And that \$1,773,096.00 be raised as follows:

Departmental Receipts:	\$1,773,096.00
Retained Earnings	0.00
Total:	\$1,773,096.00

MR. MODERATOR,

I MOVE TO ADOPT THE PUBLIC WORKS WATER DIVISION ENTERPRISE FUND BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2022 IN THE AMOUNT OF \$1,773,096.00 AS PRINTED IN THE WARRANT.

ARTICLE 7 - *passed unanimous*

Motion Made & Supported by Rob Garrity

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Public Works Wastewater Division Enterprise Fund for the fiscal year commencing on July 1, 2022, as set forth as follows; or take any other action in relation thereto.

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

Salaries	\$ 13,850.00
Expenses	118,183.00
Capital Outlay	25,000.00
Debt	-0-
Extra/Unforeseen	<u>20,000.00</u>
Total:	\$ 177,033.00

And that \$177,033.00 be raised as follows:

Departmental Receipts:	\$157,033.00
Retained Earnings	20,000.00
Total:	\$177,033.00

MR. MODERATOR,

I MOVE TO ADOPT THE PUBLIC WORKS WASTEWATER DIVISION ENTERPRISE FUND BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2022 IN THE AMOUNT OF \$177,033.00 AS PRINTED IN THE WARRANT.

ARTICLE 8 *motion to IP passed unanimous*

Motion Made & Supported by David Lutes

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.

MR MODERATOR,

I MOVE TO INDEFINITELY POSTPONE ARTICLE 8.

ARTICLE 9 - *motion to IP passed unanimous*

Motion Made & Supported by David Lutes

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, to take any other action in relation thereto.

MR. MODERATOR,

I MOVE TO INDEFINITELY POSTPONE ARTICLE 9.

ARTICLE 10

No Motion Required

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.

Presentations were made by Municipal Affordable Housing Trust, Norfolk Cultural Council, Energy Committee, and the Fire Station Building Committee

ARTICLE 11 – passed unanimous on Consent Calendar

Motion Made & Supported by David Lutes

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 Maintenance of Unaccepted Subdivision Roads.	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

MR. MODERATOR,

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

ARTICLE 12 - passed unanimous

Motion Made & Supported by Brian Beachkofski

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.

MR. MODERATOR,

I MOVE TO TRANSFER FROM FREE CASH THE SUM OF \$50,000.00 TO FUND PROFESSIONAL SERVICES TO UPDATE THE TOWN’S 2007 MASTER PLAN, INCLUDING EXPENSES INCIDENTAL AND RELATED THERETO.

ARTICLE 13 - *passed unanimous*

Motion Made and Supported by Brian Beachkofski

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 Committee to fund a feasibility study to expand the Freeman-Kennedy School, located at 70 Boardman Street, Norfolk, MA. The expansion project will include the addition of an early childhood center to address the current critical space shortage at the H. Olive Day School, as well as creating additional classroom space to accommodate growing enrollment at the Freeman-Kennedy School; or take any action in relation thereto.

MR. MODERATOR,

I MOVE TO TRANSFER THE SUM OF \$225,000.00, OF WHICH \$145,729.85 WILL COME FROM FREE CASH AND \$79,270.15 WILL COME FROM THE H. OLIVE DAY ROOF REPLACEMENT PROJECT TO FUND A FEASIBILITY STUDY TO EXPAND THE FREEMAN-KENNEDY SCHOOL LOCATED AT 70 BOARDMAN STREET.

ARTICLE 14 - *passed unanimous on Consent Calendar*

Motion Made &

Supported by David Lutes

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY23 Community Preservation Fund revenues for the future appropriation of Open Space creation, acquisition and preservation; 10% from FY23 Community Preservation Fund revenues for the future appropriation of Affordable Housing creation, preservation and support; and 10% from FY23 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.

MR. MODERATOR,

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

ARTICLE 15 - *passed unanimous on Consent Calendar*

Motion Made & Supported by David Lutes

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 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.

MR. MODERATOR,

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

ARTICLE 16 - *passed majority*

Motion Made & Supported by Susan Klein

To see if the Town will vote to allocate from the Community Preservation Fund Open Space Reserve, \$5,000 to survey and map vegetation in Norfolk lakes and ponds, or take any other action in relation thereto.

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 16 AS PRINTED IN THE WARRANT.

ARTICLE 17 - *passed unanimous on Consent Calendar*

Motion Made & Supported by David Lutes

To see if the Town will vote to renumber and recaption the General Bylaws of the Town by (a) assigning a chapter/article number to each of the General Bylaws; (b) renumbering each section of each bylaw accordingly; (c) inserting chapter, article, section and subsection titles; and (d) updating internal references to reflect the new numbering system, all as set forth in the Final Draft of the Code of the Town of Norfolk, dated March 2022, on file with the Town Clerk, or take any other action in relation thereto.

MR. MODERATOR,

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

ARTICLE 18 - *passed unanimous*

Motion Made & Supported by David Lutes

To see if the Town will vote to adopt the following non-substantive changes to the General Bylaws as set forth in the Final Draft of the Code of the Town of Norfolk, dated March 2022, on file with the Town Clerk, or take any other action in relation thereto.

General Revisions:

- References to the Massachusetts General Laws are standardized to the following format: MGL c. ___, § ___.
- Throughout the General Bylaws, references to the Town Treasurer and Town Tax Collector are amended to read "Treasurer/Collector," where applicable;
- In Chapter 22, Financial Affairs, the term "Personnel Bylaws" is amended to read "personnel policies."
- In Chapter 140, Canvassing and Soliciting, the term "this regulation" is amended to read "this bylaw."
- In Chapter 145, Cemeteries, references to the "Board of Cemetery Commissioners" and "Commissioners" are amended to read "Department of Public Works" and "Department," respectively.
- In Chapter 156, Earth Removal, the term "special use permit" is amended to read "special permit."
- In Chapter 292, Water, Article I, Water Use Restrictions, the term "Board of Water Commissioners" is amended to read "Select Board."

Specific Revisions:

Ch. 1. General Provisions.

Art. I. Noncriminal Disposition of Violations.

Original Appendix A, the entry for "Animals Bylaw," in the General Bylaws is repealed.

Section 1-4D(1) is amended to change \$300 to \$200.

Section 1-4E is amended to read as follows:

E. Hunting, Chapter 190.

- (1) Fine allowed: \$300.
- (2) Enforcement agent: police officer.
- (3) Fine schedule: \$100 for the first violation and \$300 for each subsequent violation.

Section 1-4F is amended to delete the reference to § 228-7, and to change \$25 to \$50 and \$50 to \$100 in Subsection F(3).

Section 1-4G(2) is amended to delete the reference to MGL c. 40, § 21.

Section 1-4P is amended to change the reference to MGL c. 87, § 5.6 to § 6.

Section 1-4S is added to read as follows:

S. Wetlands Protection Bylaw, Chapter 300.

- (1) Fine allowed; \$300.
- (2) Enforcement agent: Conservation Commission.
- (3) Fine schedule: first and each successive offense, \$300.

Section 1-5 and 1-7 are amended to change the references to "this regulation" to "this bylaw."

Section 1-6 is amended to change "Article XII" to "this article."

Ch. 7. Boards, Commissions and Committees.

Art. I. General Requirements.

Section 7-2 is amended as indicated:

The Select Board, ~~Zoning Bylaw Study Committee~~, Planning Board, Zoning Board of Appeals, Conservation Commission and Board of Health of the Town, whether established under this article or under the General Laws, shall maintain accurate records of its meetings ~~in accordance with MGL c. 39, § 23B, and MGL c. 66, § 6,~~ and shall make provision for audio or audiovisual recording of the public portions of its meetings. Tapes or other audio or audiovisual recordings of meetings shall be preserved for a minimum of two years.

Art. III. Council on Aging.

Section 7-11 is amended to change the reference to Chapter 19, Section 1, of the Massachusetts General Laws to Chapter 19A.

Art. IV. Community Preservation Committee.

Section 7-14 is amended as indicated: "The terms used herein and not otherwise defined shall be given the definitions set forth in Sections ~~1 and 2~~ of the Massachusetts Community Preservation Act, MGL c. 44B, § 2."

Ch. 22. Financial Affairs.

Art. III. Department of Municipal Finance.

Section 22-11 is amended as indicated:

The existing offices of Town Treasurer and Tax Collector shall be combined into one position of Town Treasurer/Collector (see § 22-17). This office shall be responsible for all treasury and collection functions of the Town. This division of the Department shall also initially include the position of Finance Assistant to the Treasurer/Collector, which shall perform but not be limited to discharging the current duties of the Assistant

Treasurer. The Town Treasurer/Collector, an officer of the Finance Department of Municipal Finance reporting to the Director of Municipal Finance, shall be appointed by the Director of Municipal Finance with the advice and consent of the Town Administrator subject to confirmation by a majority of the Select Board, and all ~~of whose other~~ conditions of employment shall be subject to the provisions of the Town personnel policies.

Art. IV. Revolving Funds.

Section 22-20A is amended to delete the bracketed wording at the end of the subsection, which originally read: "[, except for those employed as school bus drivers]."

Section 22-20C is amended to change "Advisory Board" to "Advisory Committee."

Section 22-23A is amended to change "Town/city" to "Town."

Section 22-23D is amended to change "this by-law/ordinance" to "this bylaw."

Ch. 43. Legal Affairs.

Section 43-2 is amended to read as follows:

The Select Board may appoint a Town Counsel and shall have full authority to employ special or additional counsel if the necessity arises. Town Counsel who shall at all times furnish legal advice to any officers of the Town and who may require their the Town Counsel's opinion upon any subject concerning the duties incumbent upon such officers by virtue of their office. They Town Counsel shall, whenever their services are required, appear in the prosecution or defense of suits and actions in which the Town is a party and appear at any and all hearings in on behalf of the Town. And said Board shall have full authority to employ special or additional counsel if necessity arises.

Ch. 62. Planning Department.

Section 62-2 is amended to change "Director of Planning" to "Director of Planning and Land Use."

Ch. 105. Alcoholic Beverages.

Art. I. Public Consumption of Alcoholic Beverages.

Section 105-1 is amended to delete the last sentence, which originally read: "A violation of this bylaw shall be deemed to be a breach of the peace."

Section 105-3 is added to read as follows:

Violation of this bylaw shall be subject to a fine of not more than \$300. This bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with a fine as provided in § 1-4.

Art. II. Possession of Open Containers.

Section 105-4 is amended to delete the last sentence, which originally read: "A violation of this bylaw shall be deemed to a breach of the peace."

Section 105-5 is added to read as follows: "Violation of this bylaw shall be subject to a fine of not more than \$300. This bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with a fine as provided in § 1-4."

Ch. 134. Buildings, Numbering of.

Section 134-5 is amended as indicated:

Any main entrance not clearly visible from the street shall have the number affixed at the entrance to the driveway on a metal or wooden post or on a privately owned tree at a height not less than three feet nor more than seven feet above the ground and set back from the edge of the street, or affixed to a rural mailbox, provided that the mailbox is on the designated lot or on the opposite side of the street but not closer than 10 feet to any other mailbox, is visible from the street and within 10 feet of the principal point of entry to that lot, such as a walkway or driveway.

Ch. 140. Canvassing and Soliciting.

Section 140-10 is amended to read as follows:

Any person violating any provision of this ~~regulation~~ bylaw shall, upon conviction thereof, be punished by a fine not to exceed \$50 for each and every offense. Under the provisions of MGL c.40, § 210D, as accepted by the Town of Norfolk, this bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with a fine as provided in § 1-4. more commonly known as the "Non-Criminal Disposition of Bylaw Violations."

Ch. 156. Earth Removal.

Section 156-11E is amended to change "Select Board" to "Planning Board."

Section 156-11F is amended to change "specific in the permit" to "specified in the permit."

Section 156-12 is amended to read as follows:

- A. Any permit issued by the Board shall expire upon the termination date stated thereon. If the Board does not ~~reissue~~ issue a new permit upon the proper application of the petitioner, grading, topsoiling, and seeding of the existing excavation shall be completed by the petitioner within 30 days of the expiration thereof.
- B. All applications for renewal of a special permit will require a public hearing as specified in § 156-7 of this bylaw. Applications for renewal of a permit that is ~~expiring~~ must be submitted ~~for renewal~~ 30 days prior to the expiration of the existing permit ~~expiration~~. In such application, documents used for the original issuance of permit may be revised to show the conditions existing at the time of reapplication, which include an as built plan with all calculations of material moved to date and remaining material to be removed. Information thus required will be stated in § 156-6, Application for special permit.

Section 156-13 is amended as indicated: "The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof."

Section 156-14 is amended as indicated:

Any person, firm, or corporation willfully violating, disobeying, or refusing to comply with any of the provisions of this bylaw shall be prosecuted under the terms of MGL c. 40, § 21, Clause 17, and shall be subject to a fine of not more than ~~\$100~~ \$50 for the first offense, not more than ~~\$200~~ \$100 for the second offense, and not more than ~~\$300~~ \$200 for any subsequent offense.

Ch. 197. Junk and Secondhand Dealers.

Section 197-1 is amended as indicated:

The Select Board may license suitable persons to be dealers in and keepers of shops for the ~~purpose~~ purchase, sale, or barter of junk, old metals or secondhand articles in this Town. It may also license suitable persons as junk collectors to collect, by purchase or otherwise, junk, old metals and secondhand articles from place to place in said Town, and it may also provide that such collectors shall display badges upon their persons or upon their vehicles, or upon both, when engaged in collecting, transporting or dealing in junk, old metals, or secondhand articles, and may describe the design thereof. It may also provide that such shops and all articles of merchandise therein, and any place, vehicle, or receptacle used for the collecting or keeping of the articles aforesaid, may be examined at all times by the Select Board, ~~authorized thereto~~ or an authorized representative of the Select Board.

Section 197-2 is amended as indicated: "Every keeper of a shop for the ~~purpose of~~ purchase, sale or barter of junk ..."

Section 197-3 is added to read as follows: "Violation of this bylaw shall be subject to a fine of \$20."

Ch. 206. Licenses and Permits.

Art. I. Denial, Suspension or Revocation for Failure to Pay Taxes or Charges.

Section 206-1 is amended as indicated:

The Treasurer/Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the "Treasurer/Collector," shall annually, and may periodically, furnish ...

Section 206-4B is amended to delete "bicycle permits, MGL c. 48, § 11A" following "open burning, MGL c. 48, § 13."

Ch. 213. Marijuana.

Art. II, Marijuana Establishments.

Section 213-4 is amended as indicated:

This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of ~~Chapter 369 of the Acts of 2012 and 105 CMR 725.000~~ MGL c. 94I, Medical Use of Marijuana, and 935 CMR 500.00, Adult Use of Marijuana (as the same may be amended from time to time).

Ch. 228. Peace and Good Order.

Section 228-8 is amended to change "or shall team manure" to "or shall transport manure."

Section 228-16 is added to read as follows:

Violation of §§ 228-3, 228-5, 228-6, 228-7, 228-8, 228-9 and 228-12 shall be subject to a fine of not more than \$300. These sections may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with a fine as provided in § 1-4.

Ch. 235. Property Stabilization.

Section 235-1 is amended as indicated:

The purpose of this bylaw is to protect against erosion and sedimentation; to limit adverse impacts to adjacent properties; to protect against attractive nuisances; and to preserve scenic and historic vistas by ~~and to~~ ensuring that any property or portion thereof that is cleared in preparation for construction or any other purposes is not left in an open and unstabilized state.

Section 235-6 is amended to change "special use permit" to "special permit."

Section 235-9 is amended as indicated: "The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof."

Section 235-10 is amended as indicated:

Any person, firm, or corporation willfully violating, disobeying, or refusing to comply with any of the provisions of this bylaw shall be prosecuted under the terms of MGL c. 40, § 21, Clause 17, and shall be subject to a fine of ~~not more than~~ \$50 for the first offense, ~~not more than~~ \$100 for the second offense, and ~~not more than~~ \$200 for any subsequent offense.

Ch. 239. Public Property.

Art. I. Use of Town-Owned Property.

Section 239-6 is amended in the lead-in paragraph as indicated: "The penalty for violation of ~~§§ 239-1, 239-2, 239-3 and 239-4~~ any provision of this bylaw shall be as follows:"

Ch. 252. Signs.

Section 252-4G is amended to change "Massachusetts Department of Food and Agriculture" to "Massachusetts Department of Agricultural Resources."

Section 252-4J is amended in the first sentence to change "Norfolk Recreation" to "the Norfolk Recreation Commission."

Section 252-6D is amended as indicated: "Vehicular signs. Signs attached to motor vehicles, trailers, or other movable objects regularly or recurrently located for fixed display are prohibited."

Section 252-6F is amended as indicated: "Billboards are prohibited."

Section 252-6G is amended as indicated: "Temporary commercial signs, streamers, or pennants, other than as provided in § 252-4J above, are prohibited."

Section 252-6H is amended as indicated: "Signs in a right-of-way other than municipal signs are prohibited."

Section 252-7B is amended as indicated: "~~No~~ A temporary sign shall not extend over or into any street, alley, sidewalk, or other public thoroughfare and shall not be placed or project over any wall opening."

Section 252-8A is amended as indicated: "All persons desiring to erect a banner within the street right-of-way shall make application to the Select Board for permission to do so."

Section 252-10A is amended to change "Building Commissioner/Zoning Officer" to "Building Commissioner/Zoning Enforcement Officer."

Section 252-10C is amended as indicated:

In addition to the procedures for enforcement as described above, the provisions of this bylaw, the conditions of a permit granted under this bylaw, or a decision rendered by the Select Board or sign granting authority under this bylaw may be enforced by the Building Commissioner/Zoning Enforcement Officer by noncriminal complaint pursuant to the provisions of MGL c. 40, § 21D.

Ch. 260. Snow and Ice.

Art. I. Vehicles Interfering with Snow and Ice Removal.

Section 260-1 is amended to change "Superintendent of Highways" to "Director of Public Works."

Ch. 267. Stormwater Management.

Art. I. Illicit Discharges to Storm Drain System.

Section 267-7D(2)(g) is amended to correct the reference to 40 CFR 35.2005(20) to 40 CFR 35.2005(b)(20).

Art. II. Stormwater Management.

Section 267-19B(4)(b)[2] is amended to change "one (0.8) inch" to "one inch."

Section 267-25C is amended to change "Worcester District Court" to "Wrentham District Court."

Section 267-25D is amended in the second sentence to change "penalty fees" to "fines."

Ch. 272. Streets and Sidewalks.

Art. I. Street Openings.

Section 272-2 is added to read as follows: "Violation of this bylaw shall be subject to a fine of not more than \$300. This bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with fines as provided in § 1-4."

Art. II. Access to Public Streets.

Section 272-3 is amended to change "Highway Superintendent" to "Director of Public Works."

Ch. 286. Vehicles, Storage of.

Section 286-2 is added to read as follows:

Violation of this bylaw shall be subject to a fine of not more than \$300. This bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with fines as provided in § 1-4.

Ch. 292. Water.

Art. I. Water Use Restrictions.

Section 292-2 is amended as indicated:

The purpose of this bylaw is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a state of water supply conservation or state of water supply emergency by providing for enforcement of duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the Department of Environmental Protection.

The definition of "state of water supply conservation" in § 292-3 is amended as indicated: "A state of water supply conservation declared pursuant to § 292-4 of this bylaw."

Section 292-4, second sentence, and § 292-5C are amended to change "state of water conservation" to "state of water supply conservation."

Section 292-5 is amended in the lead-in paragraph as indicated: "A declaration of a state of water supply conservation shall include one or more of the following restrictions, conditions, or requirements limiting the use of water as ~~per~~ necessary to protect the water supply."

Section 292-5A is amended to change "off numbered days" to "odd-numbered days."

Section 292-9 is amended to change "Chapter 30 of the Massachusetts General Laws" to "MGL c. 40, § 21D."

Ch. 296. Wells.

Section 296-1 is amended as indicated: "... not less than \$100 nor more than \$500."

Ch. 300. Wetlands Protection.

Section 300-6A is amended to change "Board of Appeals" to "Zoning Board of Appeals."

In the definition of "alter" in § 300-9A, Subsection (5) is amended as indicated: "Placing of fill, or removal of material, ~~elevation~~, which would alter elevation."

Section 300-12 is amended as indicated: "The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence ..."

Original Art. VII, § 2P, Noncriminal Disposition, added October 27, 1992, is repealed.

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 18 AS PRINTED IN THE WARRANT.

ARTICLE 19 - *passed unanimous*

Motion Made & Supported by David Lutes

To see if the Town will vote to adopt the following substantive changes to the General Bylaws as set forth in the Final Draft of the Code of the Town of Norfolk, dated March 2022, on file with the Town Clerk, or take any other action in relation thereto.

General Revisions:

The following bylaws are repealed: Article X, § 31, Prohibition of Mechanical Bucking Devices, of the General Bylaws, adopted June 2, 1982

Specific Revisions:

Ch. 102. Alarm Systems.

Art. I. Burglar Alarm Systems.

Section 102-3 is amended to change \$50 to \$100 and to delete the last sentence thereof, which originally read: "The activation of an alarm system through mechanical failure, malfunction, improper installation, or negligence of the user of an alarm system or their employees or agents."

Ch. 134. Buildings, Numbering of.

Section 134-2 is amended to delete the last sentence, which originally read: "The numbers may be made of metal or metal leaf or painted upon the building or the door of the building and may be in Arabic numerals or written or painted in words."

Section 134-8 is amended as indicated: "The bylaw shall be enforced by the Fire Chief. Failure to comply with this bylaw shall subject the property owner to a fine ~~not to exceed~~ of \$25."

Ch. 140. Canvassing and Soliciting.

Section 140-4 is amended to change \$2 to \$10.

Section 140-9 is amended to read as follows:

- A. No solicitor or canvasser, licensed or exempted from license, shall misrepresent, in any manner, the buyer's right to cancel stipulated by Chapters 93, 93A and 255 of the Massachusetts General Laws.
- B. No solicitor or canvasser, licensed or exempted from license, may use any plan, scheme or ruse which misrepresents the true status or mission of the person making the call in order to gain admission to a prospective buyer's home, office or other establishment with the purpose of making a sale of consumer goods or services.
- C. Trespassing. It shall be unlawful for any canvasser or solicitor to enter the premises of a resident or business that has displayed a "no trespassing" or "no soliciting" sign or poster. Further, it shall be unlawful for canvassers or solicitors to ignore a resident's or businessperson's "no solicitation" directive or remain on private property after its owner has indicated that the canvasser or solicitor is not welcome.

Ch. 174. Fires and Fire Prevention.

Art. II. Investigation of Fire Hazards.

Section 174-2 is amended in the last sentence to change "not less than \$10 nor more than \$50" to "\$50."

Art. III. Storage of Flammable Liquids.

Section 174-6 is amended as indicated: "For the purpose of this ~~regulation~~ bylaw, the penalty for any violation shall be a fine of ~~not less than \$20 nor more than \$200.~~"

MR. MODERATOR,

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

**ARTICLE 20 - passed unanimous
Motion Made & Supported by Rob Garrity**

To see if the Town will vote to renumber and recaption the Zoning Bylaw of the Town by (a) designating the Zoning Bylaw as Chapter 310 of the Code of the Town of Norfolk; (b) renumbering each section and subsection of the bylaw accordingly; (c) inserting article, section and subsection titles; and (d) updating internal references to reflect the new numbering system, all as set forth in the Final Draft of the Code of the Town of Norfolk dated March 2022, on file with the Town Clerk, or take any other action in relation thereto.

MR. MODERATOR,

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

ARTICLE 21 - *passed unanimous*

Motion Made & Supported by Rob Garrity

To see if the Town will vote to adopt the following non-substantive changes to the Zoning Bylaw as set forth in the Final Draft of the Code of the Town of Norfolk dated March 2022, on file with the Town Clerk, or take any other action in relation thereto.

General Revisions: References to the Massachusetts General Laws are standardized to the following format: MGL c. __, § ____.

Throughout the Zoning Bylaw, references to the Town Treasurer are amended to read "Treasurer/Collector"; the term "Building Inspector" is amended to read "Building Commissioner"; the term "Building Commissioner/Zoning Officer" is amended to read "Building Commissioner/Zoning Enforcement Officer"; the term "Town Planner" is amended to read "Director of Planning and Land Use"; the terms "Board of Water Commissioners," "Water Commissioners," and "Board of Selectmen" are amended to read "Select Board"; the term "Board of Appeals" is amended to read "Zoning Board of Appeals"; the terms "Chairman" and "Chairperson" are amended to read "Chair."

Specific Revisions:

Section 310-1.2 is amended as indicated: "The purpose of the Zoning Bylaw is to lessen congestion in the streets; to conserve health; to secure safety from fire, flood, panic, or other dangers ..."

The definition of "auto freight storage" in § 310-2.1B is amended to read as follows:

A facility which provides for the short-term storage of up to 150 motor vehicles per business that are: in operating condition; and for which an order has been placed to transport the vehicle to or from another location by means of a car carrier or to store the vehicle for an owner for up to nine months and for which service of on-site stored motor vehicles only is allowed and no on-site sale of motor vehicles is permitted except as may be authorized by state law for abandoned vehicles or nonpayment for services rendered.

The definition of "biotechnology" in § 310-2.1B is amended in the last sentence to change "alcoholic production" to "alcohol production."

The defined term "Building Inspector" in § 310-2.1B is changed to "Building Commissioner," and the definition is amended to read as follows: "The Town of Norfolk Building Commissioner or the person or board charged with the enforcement of this Zoning Bylaw."

The definition of "child-care facility" in § 310-2.1B is amended to read as follows: "A child-care center or school-aged child-care program as defined in MGL c. 15D, § 1A..."

The defined term "designate location" in § 310-2.1B is changed to "designated location."

The definition of "exercise/aerobic studio" in § 310-2.1B is amended in the last sentence to change "mediation" to "meditation."

The definition of "hazardous wastes" in § 310-2.1B is amended as indicated:

These wastes shall include, but not be limited to, any wastes which fall within the definitions of hazardous waste under the Hazardous Waste Regulations promulgated by the ~~Hazardous Waste Board~~ Department of Environmental Protection, the Water Resources Commission, and the Division of Water Pollution Control under the provisions of MGL c. 21, §§ 27(8), ~~52, 57 and 58~~.

The second definition of "impervious surface" in § 310-2.1B, which originally read "Natural or man-made materials or structures on, above, or below the ground which do not allow surface water or precipitation to infiltrate the underlying soil," is repealed.

The definition of "kennel, personal" in § 310-2.1B is amended as indicated: "... an animal shelter or a rescue registered with the ~~department~~ Massachusetts Department of Agricultural Resources ..."

The definition of "medical marijuana treatment center" in § 310-2.1B is amended to read "See § 310-6.14B."

The definitions of "outdoor storage" in § 310-2.1B is amended to combine both definitions and to read as follows:

Placement of supplies, materials, goods, products, or surplus materials outside a building or structure for more than five consecutive days or more than 30 days in any calendar year unless screened from view from the frontage and all property lines, except automobile and light truck Class 1 sales. Any storage which is not in a structure with roof, floor and at least three sides, all of impervious material.

The second definition of "outdoor storage" in § 310-2.1B is repealed.

The definition of "scoreboard" in § 310-2.1B is amended in the third sentence as indicated: "~~No~~ A scoreboard shall not be internally illuminated, but may be externally illuminated with white light only, and such lighting shall be shielded and focused not to extend beyond the scoreboard border."

The definition of "special permit granting authority" in § 310-2.1B is amended to change "this zoning ordinance/bylaw" to "this bylaw."

The definition of "zoning enforcement authority" in § 310-2.1B is repealed.

Section 310-3.1B is amended to change "Floodplain District" to "Floodplain Protection District."

Section 310-3.1E is amended to change "Example 1a" to "the Appendix, Examples and Illustrations."

Section 310-4.1E(2) is amended in the second sentence to change "building structure" to "building or structure."

Section 310-4.3D(6) is amended as indicated:

The storage or disposal of hazardous materials, as defined by the Hazardous Waste Regulations promulgated by the ~~Hazardous Waste Board~~ Department of Environmental Protection, the Water Resources Commission, and the Division of Water Pollution Control under the provisions of MGL c. 21, §§ 27(8), ~~52, 57 and 58~~.

Section 310-4.3F(3) is amended to change "Highway Department" to "Department of Public Works."

Section 310-4.3F(5) is amended to change "Highway Superintendent" to "Director of Public Works."

Section 310-4.4E(2)(b)[5] is amended to change "527 CMR 9.00, Massachusetts Board of Fire Prevention regulations" to "527 CMR 1.00, Massachusetts Comprehensive Fire Safety Code."

Section 310-4.4E(2)(p) is amended as indicated:

Fertilizers, pesticides, herbicides, lawn care chemicals, or other leachable materials unless used in accordance with the ~~Massachusetts Soil Conservation Service~~ regulations of the Natural Resources Conservation Service and the Lawn Care Regulations of the Massachusetts Pesticide Board, 333 CMR 10.03-~~(30, 31)~~, as amended, and according to manufacturer's label instructions and all other necessary precautions to minimize adverse impacts on surface and groundwater;

Section 310-4.4E(3)(b) is amended to change "Department of Food and Agriculture" to "Department of Agricultural Resources."

Section 310-4.4E(3)(g) is amended as indicated: "The owners of underground water storage tanks related to the activities listed in Subsection E(1)(h) shall apply for a special permit from the SPGA."

Section 310-4.4F(6) is amended as indicated: "The applicant shall be notified, in writing, as to the applicability of ~~the Aquifer Protection Bylaw~~ applies § 310-4.4 and shall proceed accordingly."

Section 310-4.4G(5)(a) is amended to change "aquifer protection district" to "Water Supply Protection District."

Section 310-5.1E is amended as indicated: "'Build factor'-~~A~~ is a ratio of lot perimeter to lot area which limits the degree to which a lot may have an irregular shape according to the following formula:"

Section 310-6.2B(2) is amended to change "six months" to "12 months."

Section 310-6.3C(1) is amended to change "base floor use" to "base floor area" in the third sentence.

Section 310-6.6 is amended to change "Floodplain District" to "Floodplain Protection District."

Section 310-6.7B is amended to change "fractions of 2 or more" to "fractions of ½ or more" in the note following the Schedule of Minimum Off-Street Parking Requirements.

Section 310-6.7H(1) is amended to delete the last duplicative sentence, which originally read: "A parking space shall be a minimum of nine feet by 19 feet or larger to accommodate expected vehicles, plus maneuvering and access lanes."

Section 310-6.9A(9) is amended as indicated: "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."

Section 310-6.9B is amended in Subsection B(1)(c)[1] of the Schedule of Sign Regulations as indicated: "Said sign shall be used for advertisement of agricultural produces ~~of produce.~~"

Section 310-6.9B is amended in the last entry of the Schedule of Sign Regulations to change "Outdoor Advertising Authority" to "Outdoor Advertising Board."

Section 310-6.10C(3) is amended as indicated:

No objectionable odor shall be permitted greater than that caused by 0.001202 oz. per thousand cubic feet of hydrogen sulfide or any "odor threshold" as defined in Table III in Chapter 5, Air Pollution Abatement Manual, copyright 1951 by Manufacturing Chemists Association, Inc., Washington, DC.

Section 310-6.11A(1) is amended as indicated:

In all districts, no building or structure shall be constructed or externally enlarged and no use shall be expanded in ground area or established in an existing building or structure ~~or~~ and no new tenancy shall be established except in conformity with a site plan bearing an endorsement of approval by the Planning Board unless site plan approval is specifically exempted under MGL c. 40A, § 3, or herein.

Section 310-6.11B(1) is amended to change "DPW Superintendent" to "Director of Public Works."

Section 310-6.13A is amended to read as follows:

Notwithstanding any language to the contrary, wireless communications facilities (including antennas, towers and equipment buildings, if any) within land used by a public utility company for overhead high-voltage, electric transmission line purposes shall be permitted upon the issuance of a special permit by the Zoning Board of Appeals pursuant to applicable provisions of the Zoning Bylaw ~~zoning bylaws~~. As part of any application for said special permit, applicants shall submit, at a minimum, the information required for site plan approval, as set forth in the applicable provisions of the Zoning Bylaw, as may be amended.

Section 310-6.13C is amended as indicated: "This district shall include all land in the B-1 Zoning District with an existing ground elevation at or above ~~elevation~~ 284 feet ~~elevation~~, mean sea level (1927) datum."

Section 310-6.13E is amended to change "above elevation 260" to "above elevation 260 feet."

Section 310-6.13F(17) is amended to update the title of 105 CMR 122 from "Fixed Facilities Which Generate Electromagnetic Fields in Frequency Range of 300kHz to 100 Ghz and Microwave Ovens" to "Nonionizing Radiation Limits for: The General Public from Non-Occupational Exposure to Electromagnetic Fields, Employees from Occupational Exposure to Electro-Magnetic Fields, and Exposure from Microwave Ovens."

Section 310-8.2H(5)(b) is amended to change "Executive Office of Environmental Affairs (EOEA)" to "Executive Office of Energy and Environmental Affairs (EEA)."

Section 310-8.3C is amended as indicated: "If appeal is taken, ~~an application~~ a special permit does not need to be applied for until said appeal is resolved."

Section 310-8.3H(2) is amended to change "Building Commissioner/Inspector" to "Building Commissioner/Zoning Enforcement Officer."

Section 310-8.3I is amended to delete the references to "ordinance" and "ordinances."

Section 310-8.4 is amended in the lead-in paragraph to change "Historic Commission" to "Historical Commission" and is further amended as indicated: "This ~~bylaw~~ section is established under MGL c. 43D,

Expedited Permitting, and applies to specific priority development sites (PDS) which have been designated by prior Town Meeting approval."

Section 310-8.4B(2) is amended to change "Design Review Committee" to "Design Review Board."

Section 310-8.4C is amended to change "Committee" to "Council."

Original Sec. J.4.a.4.A of the Zoning Bylaws, regarding major entrances, is repealed.

Section 310-14.1 is amended to change "Recreational establishment(s)" to "Marijuana establishment(s)" and to update "Chapter 369 of the Acts of 2012 and 105 CMR 725.000" to "MGL c. 94I and 935 CMR 500.00."

MR. MODERATOR,

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

ARTICLE 22 *passed unanimous*

Motion Made & Supported by Rob Garrity

To see if the Town will vote to adopt the following substantive changes to the Zoning Bylaw as set forth in the Final Draft of the Code of the Town of Norfolk dated March 2022, on file with the Town Clerk, or take any other action in relation thereto.

Specific Revisions:

The definition of "family" in § 310-2.1B is amended to read as follows:

~~Any number of individuals residing together on the premises One or more persons occupying a DWELLING UNIT and living as a single, non-profit housekeeping unit; provided that a group of five or more persons who are not within the second degree of kinship shall not be deemed to constitute a FAMILY.~~

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 22 AS PRINTED IN THE WARRANT.

ARTICLE 23 - *passed majority*

Motion Made & Supported by Susan Klein

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 conduct appraisals of two properties on Lawrence Street for the purpose of acquiring land to add to the existing right-of-way to install sidewalks required by the Waite's Crossing Comprehensive Permit; or take any action in relation thereto.

MR MODERATOR,

I MOVE TO TRANSFER FROM FREE CASH THE SUM OF \$15,000.00 TO FUND PROFESSIONAL SERVICES TO CONDUCT APPRAISALS OF TWO PROPERTIES ON LAWRENCE STREET FOR THE PURPOSES DESCRIBED IN THE WARRANT.

**ARTICLE 24 Substitute motion was approved by declared 2/3 vote
Motion Made & Supported by Rob Garrity**

**PLANNING BOARD MEMBER CHAD PECK, REPRESENTING THE PLANNING BOARD, MADE A MOTION TO SUBSTITUTE ORIGINAL MOTION TO IP WITH THE SUBSTITUTE MOTION BEING: TO APPROVE ARTICLE 24 AS PRINTED IN THE WARRANT.
MOTION TO SUBSTITUTE THE ORIGINAL MOTION WAS SECONDED AND APPROVED BY MAJORITY VOTE**

To see if the Town will vote to amend the Zoning Bylaw Section F.5.a Accessory Buildings with the following new language in bold print, provided that in the event that the Town Meeting has voted to adopt the amendments to the Zoning Bylaw proposed in Article 20, the section reference to “F.5” below shall be changed to “§310-6.5” and the section reference to “F.5.a” shall be changed to “A.” to be consistent with those amendments; or take any action in relation thereto.

F.5. Accessory Buildings and Swimming Pools

F.5.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 setback.

MR MODERATOR,

I MOVE TO INDEFINITELY POSTPONE ARTICLE 24.

ARTICLE 25 - passed unanimous

Motion Made & Supported by David Lutes

To see if the Town of Norfolk will vote to amend the Zoning Bylaws Section F.7q. Municipal PARKING AREAS by deleting the following strikethrough language and inserting following new language in bold print below, and provided further that in the event the Town Meeting has voted to adopt the amendments to the Zoning Bylaw proposed in Article 20, all section references included below shall be changed so as to correspond to their new section numbers adopted under Article 20; or take any action in relation thereto.

F.7.q. Municipal PARKING AREAS requirements in Section F.7 serving outdoor recreational, conservation, and park land uses may, **be modified, by Planning Board through a Special Permit, modify the parking requirements in Section F.7** ~~be exempted from the requirement that they be paved 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 of permanent markings approved by the Planning Board. All access driveways from the limit of the public paved way to the parking lot and other vehicle circulation areas shall be paved. To have the pavement requirements waived, application must be made to the Planning Board for a Special Permit and the Planning Board must find that the granting of the Special Permit will not have adverse effects which outweigh its benefits on either the neighborhood or the Town, in view of the particular characteristics of the site and of the proposal in relation to the site. The determination by the Planning Board shall indicate consideration of the criteria in granting a Special Permit under the current Section G.6.b.2.~~

MR MODERATOR,

I MOVE APPROVE ARTICLE 25 AS PRINTED IN THE WARRANT.

ARTICLE 26 – passed unanimous

Motion Made & Supported by Susan Klein

To see if the Town of Norfolk will vote to amend the Zoning Bylaws Section B. Definitions (or, in the event that the Town Meeting has voted to adopt the amendments proposed in Article 20) by inserting after MINING OF LAND and before NON-CONFORMING the following new language below; and further, to amend the Zoning Bylaws Section D.2 Schedule of Use Regulations by inserting the following new language in the table below in bold print (or to insert the same new language, without any associated section number, into the same location in the Schedule of Use Regulations as amended under Article 20); or take any action in relation thereto.

NATURE CENTER - A use conducted by a non-profit entity on one or more parcels designed to educate people about nature and the environment, which may include conservation, agriculture, outdoor passive recreation, educational programs, day camps, nature study, boating, fishing, exercise, and wellness; provided that this use shall require a special permit by the Planning Board and Section F.11 Site Plan Approval and shall include the following:

- a. A minimum size of twenty-five (25) acres, which may include contiguous parcels and/or parcels directly opposite a public or private way, or such reduced minimum size as the Planning Board may authorize by special permit.

This use may include the following:

- b. Building(s) used for maintenance, museum, exhibit, sanitary, classroom, and community space purposes only.
- c. A main building that is utilized as a Visitor Center, which may have kitchen, classroom space and conference rooms along with supporting utilities including a septic disposal system with associated leaching area.
- d. One (1) DWELLING UNIT may be constructed for an employee or caretaker and their family.
- e. Accessory Structures over two hundred (200) square feet are subject to review through F.11 Site Plan Approval by the Planning Board.
- f. A charge for admission and/or fees for services provided.
- g. Signage in accordance with Section F.9 Sign Regulations.

D.2.a. Public and Semi-Public Uses							
	R	B1*	B2-B4	C1* *	C2/ C3/ C5	C4* **	C6* ***
D.2.a.1. Religious	Yes		Yes		Yes		
D.2.a.2. Municipal, County, State or Federal	SP		Yes		Yes		
D.2.a.3. Public Educational	Yes		Yes		Yes		
D.2.a.4. Cemetery	SP		SP		SP		
D.2.a.5. Private club not conducted for profit	SP		Yes		SP		

D.2.a.6. Non-profit general acute care hospital including facilities for the evaluation and treatment of acutely ill alcoholic or drug dependent patients and for persons suffering from mental illness who do not appear to be dangerous to others at the time of admission in the opinion of the attending physician	No		SP		No		
D.2.a.7. Other hospitals, convalescent home, sanitarium, camp	No		SP		No		
D.2.a.8. Day care nursery	SP		SP		SP		
D.2.a.9. NURSING HOME, HOSPICE, RESPITE FACILITY, life care center, PHYSICAL THERAPY AND REHABILITATION FACILITY, HEALTH CARE, SPORTS MEDICINE FACILITY, ASSISTED LIVING	No		No		No		
D.2.a.10. Facility for the evaluation, treatment and counseling of persons suffering from alcoholism, drug dependence or mental illness who do not require general hospital admission	No		No		No		
D.2.a.11. Schools of nursing, laboratory technician skills, physiotherapy with dormitory facilities ancillary thereto	No		No		No		
D.2.a.12. Office or meeting room of a non-profit service organization	No		Yes		No		
D.2.a.13. Senior Center	Yes		Yes		Yes		
D.2.a.14. Nature Center	SP		No		No		

MR MODERATOR,

I MOVE APPROVE ARTICLE 26 AS PRINTED IN THE WARRANT.

ARTICLE 27 - *passed unanimous on Consent Calendar*

Motion Made & Supported by Brian Beachkofski

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.

MR MODERATOR,

I MOVE APPROVE ARTICLE 27 AS PRINTED IN THE WARRANT.

ARTICLE 28 - *passed unanimous on Consent Calendar*

Motion Made & Supported by Brian Beachkofski

To see if the Town will vote to authorize the Select Board to accept any monies received through grants applied

for by the various Town Departments or Boards; or take any other action in relation thereto.

**MR MODERATOR,
I MOVE APPROVE ARTICLE 28 AS PRINTED IN THE WARRANT.**

ARTICLE 29 - *passed unanimous on Consent Calendar*

Motion Made & Supported by Brian Beachkofski

To see if the Town will vote to authorize the Select Board to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town; or take any other action in relation thereto.

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 29 AS PRINTED IN THE WARRANT.

ARTICLE 30 - *passed unanimous*

Motion Made & Supported by Michael Hough

To see if the Town will vote to appropriate and transfer from any available source of funds money to increase the FY22 budget and cover the shortfall in actual revenues in the Public Works Wastewater Division Enterprise Fund, or take any other action in relation thereto.

MR. MODERATOR,

I MOVE THAT THE TOWN VOTE TO TRANSFER FROM WASTEWATER DIVISION ENTERPRISE FUND RETAINED EARNINGS THE SUM OF \$58,000.00 TO COVER THE SHORTFALL IN ACTUAL REVENUES FOR FY22.

ARTICLE 31 – *passed majority*

Motion Made & Supported by Michael Hough

To see if the Town will vote to authorize the Select Board to petition the General Court for a special act authorizing establishment of a Norfolk Downtown Sewer District in the Town of Norfolk; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court; and, provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action in relation thereto.

MR. MODERATOR,

I MOVE TO AUTHORIZE THE SELECT BOARD TO PETITION THE GENERAL COURT FOR A SPECIAL ACT AUTHORIZING THE CREATION OF A NORFOLK DOWNTOWN SEWER DISTRICT, A PLAN OF THE GEOGRAPHICAL LIMITS OF THE DISTRICT AND THE TEXT OF THE SPECIAL ACT ARE PRINTED IN THE HANDOUT AND SHOWN ON THE SCREEN IN THE AUDITORIUM. THE PLAN AND TEXT OF THE SPECIAL ACT WERE PREVIOUSLY APPROVED UNDER ARTICLE 9 OF THE NOVEMBER 9, 2010 SPECIAL TOWN MEETING.

ARTICLE 32 - *passed unanimous on Consent Calendar*

Motion Made & Supported by David Lutes

To see if the Town will vote to rescind \$1,203,395 of excess borrowing authorization approved under Article 9 of the May 14, 2019, Annual Town Meeting for the purpose of roof replacement at the H. Olive Day Elementary School, or take any other action in relation thereto.

MR. MODERATOR,

I MOVE TO APPROVE ARTICLE 32 AS PRINTED IN THE WARRANT.

ARTICLE 33 – *passed unanimous*

Motion Made & Supported by Brian Beachkofski

To see if the Town will vote to amend the Norfolk General Bylaw, Article III, Committees; Section 7, Community Preservation Committee by deleting the words “three precincts and one at large” and inserting the words “four precincts” in section C. Membership and Appointment so that it reads, “The four citizens appointed by the Select Board pursuant to Section C herein shall be chosen one from each of the four precincts;” and provided further that in the event the Town Meeting has voted to adopt the amendments to the General Bylaw proposed in Article 17, all section references included above shall be changed so as to correspond to their new section numbers adopted under Article 17; or take any other action in relation thereto.

MR. MODERATOR,

I MOVE TO AMEND THE NORFOLK GENERAL BYLAW, ARTICLE III, COMMITTEES; SECTION 7, COMMUNITY PRESERVATION COMMITTEE BY DELETING THE WORDS “THREE PRECINCTS AND ONE AT LARGE” AND INSERTING IN ITS PLACE THE WORDS “FOUR PRECINCTS, PROVIDED HOWEVER IF THERE IS NO AVAILABLE CANDIDATE FROM A SPECIFIC PRECINCT, THEN THE SELECT BOARD MAY INSTEAD APPOINT AN AT LARGE CANDIDATE;” AND PROVIDED FURTHER THAT IN THE EVENT THE TOWN MEETING HAS VOTED TO ADOPT THE AMENDMENTS TO THE GENERAL BYLAW PROPOSED IN ARTICLE 17, ALL SECTION REFERENCES INCLUDED ABOVE SHALL BE CHANGED SO AS TO CORRESPOND TO THEIR NEW SECTION NUMBERS ADOPTED UNDER ARTICLE 17.

Motion made and seconded to adjourn at 10:02 PM

**Respectfully submitted,
Carol Greene - Town Clerk**



TOWN OF NORFOLK

PRELIMINARY BUDGET FISCAL YEAR 2023

Town of Norfolk - Fiscal 2023 General Fund Budget

<i>SUMMARY</i>	<i>FY 22 Budget</i>	<i>FY 23 Requested</i>	<i>Change</i>	<i>%</i>
GENERAL GOVERNMENT	\$3,471,080	\$3,554,024	\$82,944	2.4%
PUBLIC SAFETY	\$5,754,122	\$6,071,916	\$317,794	5.5%
EDUCATION	\$23,244,582	\$24,370,238	\$1,125,656	4.8%
DPW TOTAL COSTS	\$2,308,214	\$2,582,715	\$274,501	11.9%
HUMAN SERVICES	\$248,638	\$268,969	\$20,331	8.2%
CULTURE AND RECREATION	\$812,063	\$891,176	\$79,113	9.7%
EE BENEFITS - INSURANCE	\$5,730,949	\$6,121,584	\$390,635	6.8%
DEBT SERVICE	\$575,360	\$505,000	(\$70,360)	-12.2%
EXEMPT DEBT	\$2,683,482	\$2,570,101	(\$113,381)	-4.2%
TOTAL BUDGET	\$44,828,491	\$46,935,724	\$2,107,233	4.70%

Town of Norfolk - Fiscal 2023 General Fund Budget

		<i>FY 22</i>	<i>FY 23</i>	<i>Change</i>	<i>%</i>
		<i>Budget</i>	<i>Requested</i>		
GENERAL GOVERNMENT					
Selectmen/Town Admin.	Salary	\$305,355	\$298,204		
	Expense	\$28,400	\$26,800		
	Total	\$333,755	\$325,004	(\$8,751)	-2.6%
Advisory Board	Salary	\$6,000	\$6,000		
	Expense	\$7,000	\$7,000		
	Sub Total	\$13,000	\$13,000		
	Reserve Fund	\$50,000	\$50,000		
	Total	\$63,000	\$63,000	\$0	0.0%
Municipal Finance	Salary	\$678,702	\$702,567		
	Expense	\$162,200	\$168,000		
	Audit	\$35,000	\$35,000		
Board of Assessors	Valuation	\$7,000	\$7,000		
	Expense	\$2,000	\$2,000		
	Total	\$884,902	\$914,567	\$29,665	3.4%
Town Counsel	Expense	\$110,000	\$110,000		
	Total	\$110,000	\$110,000	\$0	0.0%
Human Resources	Salary	\$112,460	\$101,950		
	Expense	\$750	\$750		
	Total	\$113,210	\$102,700	(\$10,510)	-9.3%
Information Technology	Salary	\$157,063	\$158,280		
	Expenses	\$132,700	\$137,328		
	Total	\$289,763	\$295,608	\$5,845	2.0%
Tax Title/Foreclosure	Expense	\$15,000	\$15,000		
	Total	\$15,000	\$15,000	\$0	0.0%
Facilities Management	Salary	\$276,143	\$289,000		
	Expense	\$897,408	\$922,338		
	Total	\$1,173,551	\$1,211,338	\$37,787	3.2%
(INFORMATIONAL)	Expense	\$19,700	\$23,000	\$3,300	16.8%
	Town Hall	\$75,950	\$80,398	\$4,448	5.9%
	DPW	\$50,800	\$54,300	\$3,500	6.9%
	Senior Center	\$43,350	\$48,100	\$4,750	11.0%
	Old Town Hall & Garage	\$1,200	\$1,200	\$0	0.0%
	Fire Station	\$52,700	\$66,190	\$13,490	25.6%
	Police Station	\$132,338	\$139,650	\$7,312	5.5%
	Solar Power Generation	\$222,820	\$187,700	(\$35,120)	-15.8%
	Elementary Maintenance	\$191,000	\$210,500	\$19,500	10.2%
	Library	\$57,550	\$61,300	\$3,750	6.5%
	Major Maintenance	\$50,000	\$50,000	\$0	0.0%
	Sub-Total	\$897,408	\$922,338	\$24,930	2.8%

Town of Norfolk - Fiscal 2023 General Fund Budget

		<i>FY 22</i>	<i>FY 23</i>	<i>Change</i>	<i>%</i>
		<i>Budget</i>	<i>Requested</i>		
Town Clerk	Salary	\$133,306	\$137,852		
	Expense	\$6,335	\$6,895		
	Total	\$139,641	\$144,747	\$5,106	3.7%
Elections/Voter Registration	Salary	\$7,500	\$15,700		
	Expense	\$16,480	\$26,320		
	Total	\$23,980	\$42,020	\$18,040	75.2%
Land Use Department	Con-Comm Wetland	\$6,000	\$6,000	\$0	0.0%
	Salary	\$280,928	\$291,590		
	Expense	\$41,100	\$36,100		
	Con-Comm Expense	\$750	\$750		
	Total	\$322,778	\$328,440	\$5,662	1.8%
Town Reports	Expense	\$1,500	\$1,600		
	Total	\$1,500	\$1,600	\$100	6.7%
GENERAL GOVERNMENT		\$3,471,080	\$3,554,024	\$82,944	2.4%
PUBLIC SAFETY					
Police	Salary	\$2,815,477	\$2,930,544		
	Expense	\$217,043	\$234,511		
	Total	\$3,032,520	\$3,165,055	\$132,535	4.4%
Fire & Ambulance	Salary	\$2,032,047	\$2,170,337		
	Expense	\$129,700	\$137,000		
	Total	\$2,161,747	\$2,307,337	\$145,590	6.7%
Ambulance Billing	Expense	\$0	\$0		
	Total	\$0	\$0	\$0	0.0%
Building Dept	Salary	\$367,819	\$381,022		
	Expense	\$13,200	\$12,500		
	Total	\$381,019	\$393,522	\$12,503	3.3%
Weights & Measures	Expense	\$1,000	\$1,000		
	Total	\$1,000	\$1,000	\$0	0.0%
Emergency Management	Salary	\$700	\$700		
	Expense	\$900	\$900		
	Total	\$1,600	\$1,600	\$0	0.0%
Animal Inspector	Salary	\$2,671	\$2,835		
	Expense	\$200	\$212		
	Total	\$2,871	\$3,047	\$176	6.1%
Animal Control	Salary	\$70,606	\$78,143		
	Expense	\$7,759	\$6,500		
	Total	\$78,365	\$84,643	\$6,278	8.0%
Fire/Police Comm	Regional Assessment	\$95,000	\$115,712		
	Total	\$95,000	\$115,712	\$20,712	21.8%
PUBLIC SAFETY		\$5,754,122	\$6,071,916	\$317,794	5.5%

Town of Norfolk - Fiscal 2023 General Fund Budget

		<i>FY 22 Budget</i>	<i>FY 23 Requested</i>	<i>Change</i>	<i>%</i>
EDUCATION					
Norfolk Elementary		\$13,751,333	\$14,442,309	\$690,976	5.0%
King Philip Regional (Operating)		\$9,039,693	\$9,283,031	\$243,338	2.7%
Norfolk Agricultural School		\$30,800	\$63,660	\$32,860	106.7%
Tri-County		\$422,756	\$581,238	\$158,482	37.5%
EDUCATION		\$23,244,582	\$24,370,238	\$1,125,656	4.8%
PUBLIC WORKS					
DPW Administration	Salary	\$160,118	\$169,499		
	Expense	\$80,680	\$81,700		
	Total	\$240,798	\$251,199	\$10,401	4.3%
Highway	Salary	\$280,732	\$282,411		
	Expense	\$159,550	\$135,500		
	Total	\$440,282	\$417,911	(\$22,371)	-5.1%
Vehicle Maintenance	Salary	\$156,952	\$163,918		
	Expense	\$158,500	\$163,500		
	Total	\$315,452	\$327,418	\$11,966	3.8%
Grounds Municipal	Salary	\$262,507	\$267,247		
	Expense	\$67,650	\$73,650		
	Total	\$330,157	\$340,897	\$10,740	3.3%
Grounds - Cemetery	Salary	\$25,358	\$26,626		
	Expense	\$10,100	\$10,100		
	Total	\$35,458	\$36,726	\$1,268	3.6%
Custodian of Veteran Graves	Expense	\$2,500	\$2,500		
	Total	\$2,500	\$2,500	\$0	0.0%
PUBLIC WORKS		\$1,364,647	\$1,376,651	\$12,004	0.9%

Town of Norfolk - Fiscal 2023 General Fund Budget

		<i>FY 22 Budget</i>	<i>FY 23 Requested</i>	<i>Change</i>	<i>%</i>
SHARED/FIXED COSTS (Administered by DPW)					
Road Program	Total	\$1	\$1	\$0	0.0%
Non - Appropriated Funds					
Road Program (Chapter 90)		\$391,935	\$403,634		
Landfill	Expense	\$111,675	\$111,950		
	Total	\$111,675	\$111,950	\$275	0.2%
Snow & Ice	Expense	\$250,000	\$250,000		
	Total	\$250,000	\$250,000	\$0	0.0%
Stormwater Management	Expense	\$50,000	\$306,744		
	Total	\$50,000	\$306,744	\$256,744	513.5%
Street Lighting	Expense	\$5,700	\$5,700		
	Total	\$5,700	\$5,700	\$0	0.0%
Town Vehicle Fuel	Expense	\$95,823	\$95,823		
	Total	\$95,823	\$95,823	\$0	0.0%
DPW SHARED/FIXED COSTS		\$513,199	\$770,218	\$257,019	50.1%
TRANSFER STATION					
Transfer Station	Salary	\$259,969	\$259,447		
	Expense	\$170,400	\$176,400		
	Total	\$430,369	\$435,847	\$5,478	1.3%
TRANSFER STATION		\$430,369	\$435,847	\$5,478	1.3%
DPW TOTAL COSTS		\$2,308,214	\$2,582,715	\$274,501	11.9%
HUMAN SERVICES					
Board of Health	Expense	\$18,875	\$33,000		
	Total	\$18,875	\$33,000	\$14,125	74.8%
Special Programs	SNCARC	\$4,025	\$4,025		
	Total	\$4,025	\$4,025	\$0	0.0%
Council on Aging	Salary	\$181,912	\$187,859		
	Expense	\$8,626	\$8,885		
	Total	\$190,538	\$196,744	\$6,206	3.3%
Veteran's Services	Salary	\$7,200	\$7,200		
	Expense	\$28,000	\$28,000		
	Total	\$35,200	\$35,200	\$0	0.0%
HUMAN SERVICES		\$248,638	\$268,969	\$20,331	8.2%

Town of Norfolk - Fiscal 2023 General Fund Budget

		<i>FY 22</i>	<i>FY 23</i>	<i>Change</i>	<i>%</i>
		<i>Budget</i>	<i>Requested</i>		
CULTURE AND RECREATION					
Library	Salary	\$491,217	\$551,520		
	Expense	\$181,700	\$189,125		
	Total	\$672,917	\$740,645	\$67,728	10.1%
Recreation	Revolving Acct:	\$0	\$6,500		
	Salary	\$135,296	\$140,181		
	Expense	\$2,700	\$2,700		
	Total	\$137,996	\$142,881	\$4,885	3.5%
Historical Commission	Expense	\$500	\$500		
	Total	\$500	\$500	\$0	0.0%
Memorial Day	Expense	\$650	\$650		
	Total	\$650	\$650	\$0	0.0%
CULTURE AND RECREATION		\$812,063	\$891,176	\$79,113	9.7%
EE BENEFITS - INSURANCE					
	Employee Benefits	\$5,339,249	\$5,721,584	\$382,335	7.2%
	Building/Liability Insurance	\$391,700	\$400,000	\$8,300	2.1%
EE BENEFITS - INSURANCE		\$5,730,949	\$6,121,584	\$390,635	6.8%
DEBT SERVICE					
	Non-Exempt Debt Service	\$575,360	\$505,000	(\$70,360)	-12.2%
DEBT SERVICE		\$575,360	\$505,000	(\$70,360)	-12.2%
TOTAL OPERATING BUDGET WITHOUT EXEMPT DEBT		\$42,145,009	\$44,365,623	\$2,220,614	5.3%
EXEMPT DEBT					
	Local - Norfolk	\$2,125,129	\$2,041,255	(\$83,874)	-3.9%
	King Philip	\$558,353	\$528,846	(\$29,507)	-5.3%
EXEMPT DEBT		\$2,683,482	\$2,570,101	(\$113,381)	-4.2%
TOTAL BUDGET		\$44,828,491	\$46,935,724	\$2,107,233	4.70%
REVENUES					
	Municipal Tax Revenue	\$35,808,227			
	Local Receipts	\$3,875,000			
	State Aid	\$4,328,292			
	Debt Exclusion	\$2,570,101			
	Other Sources	\$354,104			
Total Operating Budget Sources		\$46,935,724			



Articles #18 & 21

Explanation of Non-substantive Amendments General and Zoning Bylaws Re-codification

Article 18 – General Bylaw Amendments

Text of Amendment	Explanation
References to the Massachusetts General Laws are standardized to the following format: MGL c. _____, § _____.	E-Code updated all MGL references for consistency of formatting.
Throughout the General Bylaws, references to the Town Treasurer and Town Tax Collector are amended to read "Treasurer/Collector," where applicable;	Norfolk already combined these positions into a single office. E-Code updated all references to Treasurer and Tax Collector to Treasurer/Tax Collector for consistency.
In Chapter 22, Financial Affairs, the term "Personnel Bylaws" is amended to read "personnel policies."	There is no personnel bylaw. E-Code updated references from "bylaws" to "policies."
In Chapter 140, Canvassing and Soliciting, the term "this regulation" is amended to read "this bylaw."	There are no regulations in this bylaw.
In Chapter 145, Cemeteries, references to the "Board of Cemetery Commissioners" and "Commissioners" are amended to read "Department of Public Works" and "Department," respectively.	There is no Board of Cemetery Commissioners. DPW performs this work.
In Chapter 156, Earth Removal, the term "special use permit" is amended to read "special permit."	Consistent use of terms. Both terms were used throughout the bylaw.
In Chapter 292, Water, Article I, Water Use Restrictions, the term "Board of Water Commissioners" is amended to read "Select Board."	There is no Board of Water Commissioners. The Select Board performs this work.
Original Appendix A, the entry for "Animals Bylaw," in the General Bylaws is repealed.	The "Animal" Bylaw was repealed and replaced at ATM 2021. E-Code suggested removing this entry from the original Appendix A (now Section 1-4) as it is no longer applicable.
Section 1-4D(1) is amended to change \$300 to \$200.	MGL c. 40, §21, clause 17 only permits a maximum of \$200.
Section 1-4E is amended to read as follows: E. Hunting, Chapter 190. (1) Fine allowed: \$300. (2) Enforcement agent: police officer. (3) Fine schedule: \$100 for the first violation and \$300 for each subsequent violation.	E-Code noticed that unlike other entries in the schedule, this entry did not include the "fine allowed" or "enforcement agent", which was already provided in the text of the hunting bylaw. E-Code suggested the information be placed here for consistency.
Section 1-4F is amended to delete the reference to § 228-7, and to change \$25 to \$50 and \$50 to \$100 in Subsection F(3).	<p>1-4F is the penalty associated with public parks. 228-7 is the code section re: discarding materials injurious to animals.</p> <ul style="list-style-type: none"> - E-Code noted that 1-4F should not reference 228-7. - Further, E-Code suggested that because 1-4F references Chapter 239 "Use of Town Owned

Text of Amendment	Explanation
<p>Property", it should follow the structure of fines within Chapter 239 which accounts for the stated increased amounts. This creates consistency.</p>	<p>There is no reason why this reference is included here.</p>
<p>Section 1-4G(2) is amended to delete the reference to MGL c. 40, § 21.</p>	<p>Incorrect citation. There is no MGL c.87, §5.6.</p>
<p>Section 1-4P is amended to change the reference to MGL c. 87, § 5.6 to § 6.</p>	<p>Incorrect citation. There is no MGL c.87, §5.6.</p>
<p>Section 1-4S is added to read as follows:</p>	<p>E-Code suggested that we include the fine structure here because the Wetlands Protection Bylaw includes it, but there was no corresponding section in the old Appendix A (now 1-4).</p>
<p>S. Wetlands Protection Bylaw, Chapter 300. (1) Fine allowed; \$300. (2) Enforcement agent: Conservation Commission. (3) Fine schedule: first and each successive offense, \$300.</p>	<p>There are no regulations in this bylaw.</p>
<p>Section 1-5 and 1-7 are amended to change the references to "this regulation" to "this bylaw."</p>	<p>Incorrect citation (Article XII was the bylaw involving cemeteries).</p>
<p>Section 1-6 is amended to change "Article XII" to "this article."</p>	<p>The references to MGL c.39 are inappropriate because the section was repealed in 2009. We determined that we do not need these references at all because boards need to comply with Open Meeting Law and the Public Records Law regardless of what is in the bylaw. There is no Zoning Bylaw Study Committee, so that was removed.</p>
<p>Section 7-2 is amended as indicated:</p>	<p>Incorrect citation. The correct reference is MGL c.19A.</p>
<p>The Select Board, Zoning Bylaw Study Committee, Planning Board, Zoning Board of Appeals, Conservation Commission and Board of Health of the Town, whether established under this article or under the General Laws, shall maintain accurate records of its meetings in accordance with MGL c. 39, § 23B, and MGL c. 66, § 6; and shall make provision for audio or audiovisual recording of the public portions of its meetings. Tapes or other audio or audiovisual recordings of meetings shall be preserved for a minimum of two years.</p>	<p>Incorrect citation. Definitions are only included in Section 2.</p>
<p>Section 7-11 is amended to change the reference to Chapter 19, Section 1, of the Massachusetts General Laws to Chapter 19A.</p>	<p>Updates to reflect correct personnel titles. Grammar.</p>
<p>Section 7-14 is amended as indicated: "The terms used herein and not otherwise defined shall be given the definitions set forth in Sections 1 and 2 of the Massachusetts Community Preservation Act, MGL c. 44B, § 2."</p>	<p>Updates to reflect correct personnel titles. Grammar.</p>
<p>Section 22-11 is amended as indicated:</p>	<p>Updates to reflect correct personnel titles. Grammar.</p>
<p>The existing offices of Town Treasurer and Tax Collector shall be combined into one position of Town Treasurer/Collector (see § 22-17). This office shall be responsible for all treasury and collection functions of the Town. This division of the Department shall also initially include the position of Finance Assistant to the Treasurer/Collector, which shall perform but not be limited to discharging the current duties of the Assistant Treasurer. The Town Treasurer/Collector, an officer of the Finance Department of <u>Municipal Finance</u> reporting to the Director of Municipal Finance, shall be appointed by the Director of Municipal Finance with the advice and consent of the Town Administrator subject to confirmation by a majority of the Select Board, and all of <u>these other</u> conditions of employment shall be subject to the provisions of the Town personnel policies.</p>	<p>Updates to reflect correct personnel titles. Grammar.</p>

Text of Amendment	Explanation
Section 22-20A is amended to delete the bracketed wording at the end of the subsection, which originally read: "[, except for those employed as school bus drivers]."	The words in the bracket should be deleted; there is no reason why those words are in the bylaw.
Section 22-20C is amended to change "Advisory Board" to "Advisory Committee."	Updates to reflect correct name of Committee.
Section 22-23A is amended to change "Town/city" to "Town."	Norfolk is a town, not a city.
Section 22-23D is amended to change "this by-law/ordinance" to "this bylaw."	There are no ordinances in Norfolk.
Section 43-2 is amended to read as follows:	Grammar and clarity.
<p>The Select Board may appoint a Town Counsel and shall have full authority to employ special or additional counsel if the necessity arises. Town Counsel who shall at all times furnish legal advice to any officers of the Town and who may require the Town Counsel's opinion upon any subject concerning the duties incumbent upon such officers by virtue of their office. They Town Counsel shall, whenever their services are required, appear in the prosecution or defense of suits and actions in which the Town is a party and appear at any and all hearings in on behalf of the Town. And said Board shall have full authority to employ special or additional counsel if necessity arises.</p>	Updates to reflect correct personnel title.
Section 62-2 is amended to change "Director of Planning" to "Director of Planning and Land Use."	E-Code suggested that this sentence be removed because the Attorney General has previously disapproved this wording (in other communities) with the following explanation: "The proposed bylaw cannot declare that a violation of its terms will be deemed a breach of the peace, because the determination whether conduct amounts to a breach of the peace is a determination which must be left to the enforcing police officer based on the circumstances present at the time of the violation. The bylaw itself cannot qualify conduct as a breach of the peace because even conduct which violates the bylaw does not necessarily have a disturbing effect on the public peace."
Section 105-1 is amended to delete the last sentence, which originally read: "A violation of this bylaw shall be deemed to be a breach of the peace."	This section was included for consistency because E-Code noticed that there was a fine structure provided in Section 1-4 (the Section 21D provisions) but not reflected in the bylaw itself. This corrects the discrepancy.
Section 105-3 is added to read as follows:	E-Code suggested that this sentence be removed because the Attorney General has previously disapproved this wording (in other communities) with the following explanation: "The proposed bylaw cannot declare that a violation of its terms
Violation of this bylaw shall be subject to a fine of not more than \$300. This bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with a fine as provided in § 1-4.	E-Code suggested that this sentence be removed because the Attorney General has previously disapproved this wording (in other communities) with the following explanation: "The proposed bylaw cannot declare that a violation of its terms
Section 105-4 is amended to delete the last sentence, which originally read: "A violation of this bylaw shall be deemed to be a breach of the peace."	

Text of Amendment	Explanation
<p>Section 105-5 is added to read as follows: "Violation of this bylaw shall be subject to a fine of not more than \$300. This bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with a fine as provided in § 1-4."</p>	<p>will be deemed a breach of the peace, because the determination whether conduct amounts to a breach of the peace is a determination which must be left to the enforcing police officer based on the circumstances present at the time of the violation. The bylaw itself cannot qualify conduct as a breach of the peace because even conduct which violates the bylaw does not necessarily have a disturbing effect on the public peace.?"</p> <p>This section was included for consistency because E-Code noticed that there was a fine structure provided in Section 1-4 (the Section 21D provisions) but not reflected in the bylaw itself. This corrects the discrepancy.</p>
<p>Section 134-5 is amended as indicated:</p> <p>Any main entrance not clearly visible from the street shall have the number affixed at the entrance to the driveway on a metal or wooden post or on a privately owned tree at a height not less than three feet nor more than seven feet above the ground and set back from the edge of the street, or affixed to a rural mailbox, provided that the mailbox is on the designated lot or on the opposite side of the street but not closer than 10 feet to any other mailbox, is visible from the street and within 10 feet of the principal point of entry to that lot, such as a walkway or driveway.</p>	<p>Grammar.</p>
<p>Section 140-10 is amended to read as follows:</p> <p>Any person violating any provision of this regulation bylaw shall, upon conviction thereof, be punished by a fine not to exceed \$50 for each and every offense. Under the provisions of MGL c.40, § 210D, as accepted by the Town of Norfolk, this bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with a fine as provided in § 1-4. more commonly known as the "Non-Criminal Disposition of Bylaw Violations."</p>	<p>Grammar and clarity. Removal of "regulation" because this is a bylaw. Fixes incorrect citation to Section 21D.</p> <p>E-Code noticed that there was a fine structure provided in Section 1-4 (the Section 21D provisions) but not reflected in the bylaw itself. This corrects the discrepancy.</p>
<p>Section 156-11E is amended to change "Select Board" to "Planning Board."</p>	<p>Updates to reflect correct Board.</p>
<p>Section 156-11F is amended to change "specific in the permit" to "specified in the permit."</p>	<p>Grammar.</p>
<p>Section 156-12 is amended to read as follows:</p> <p>A. Any permit issued by the Board shall expire upon the termination date stated thereon. If the Board does not reissue issue a new permit upon the proper application of the petitioner, grading, topsoiling, and seeding of the existing excavation shall be completed by the petitioner within 30 days of the expiration thereof.</p> <p>B. All applications for renewal of a special permit will require a public hearing as specified in § 156-7 of this bylaw. Applications for renewal of a permit <u>that</u> is expiring must</p>	<p>Grammar and clarity.</p>

Text of Amendment	Explanation
<p>submitted for renewal 30 days prior to the <u>expiration</u> of the existing permit expiration. In such application, documents used for the original issuance of permit may be revised to show the conditions existing at the time of reapplication, which include an as built plan with all calculations of material moved to date and remaining material to be removed. Information thus required will be stated in § 156-6. Application for special permit.</p>	<p>Grammar.</p>
<p>Section 156-13 is amended as indicated: "The invalidity of any section or provision of this bylaw shall not invalidate any <u>other</u> section or provision thereof."</p>	<p>This fine structure now reflects the maximum allowed by Massachusetts law in MGL c.40, §21, clause 17. Further, the amounts are now consistent with the subdivision regulations.</p>
<p>Section 156-14 is amended as indicated:</p> <p>Any person, firm, or corporation willfully violating, disobeying, or refusing to comply with any of the provisions of this bylaw shall be prosecuted under the terms of MGL c. 40, § 21, Clause 17, and shall be subject to a fine of not more than \$100-\$50 for the first offense, not more than \$200 \$100 for the second offense, and not more than \$300 <u>\$200</u> for any subsequent offense.</p>	<p>Grammar.</p>
<p>Section 197-1 is amended as indicated:</p> <p>The Select Board may license suitable persons to be dealers in and keepers of shops for the purpose <u>purchase, sale, or barter</u> of junk, old metals or secondhand articles in this Town. It may also license suitable persons as junk collectors to collect, by purchase or otherwise, junk, old metals and secondhand articles from place to place in said Town, and it may also provide that such collectors shall display badges upon their persons or upon their vehicles, or upon both, when engaged in collecting, transporting or dealing in junk, old metals, or secondhand articles, and may describe the design thereof. It may also provide that such shops and all articles of merchandise therein, and any place, vehicle, or receptacle used for the collecting or keeping of the articles aforesaid, may be examined at all times by the Select Board, authorized thereto <u>or an authorized representative of the Select Board.</u></p>	<p>Grammar.</p>
<p>Section 197-2 is amended as indicated: "Every keeper of a shop for the purpose of purchase, sale or barter of junk ..."</p>	<p>This fine is required by MGL c.140 §55.</p> <p>"Whoever acts as a collector of, dealer in, or keeper of a shop for the purchase, sale or barter of junk, old metals, or second hand articles without a license, or in any other place or manner than that designated in his license or after notice to him that his license has been revoked, or violates any such rule, regulation or restriction, shall forfeit twenty dollars."</p>
<p>Section 197-3 is added to read as follows: "Violation of this bylaw shall be subject to a fine of \$20."</p>	<p>Grammar. Additionally, this text is based on MGL c.40, §57 which states: "shall annually, and may periodically, furnish" so the bylaw is now consistent with the statute.</p>
<p>Section 206-1 is amended as indicated:</p> <p>The Treasurer/Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the "Treasurer/Collector," shall <u>annually, and may periodically,</u> furnish...</p>	<p>Grammar. Additionally, this text is based on MGL c.40, §57 which states: "shall annually, and may periodically, furnish" so the bylaw is now consistent with the statute.</p>

Text of Amendment	Explanation
<p>Section 206-4B is amended to delete "bicycle permits, MGL c. 48, § 11A" following "open burning, MGL c. 48, § 13."</p> <p>Section 213-4 is amended as indicated:</p> <p>This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105-CMR 725.000 <u>MGL c. 94I, Medical Use of Marijuana, and 935 CMR 500.00, Adult Use of Marijuana</u> (as the same may be amended from time to time).</p> <p>Section 228-8 is amended to change "or shall team manure" to "or shall transport manure."</p> <p>Section 228-16 is added to read as follows:</p> <p>Violation of §§ 228-3, 228-5, 228-6, 228-7, 228-8, 228-9 and 228-12 shall be subject to a fine of not more than \$300. These sections may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with a fine as provided in § 1-4.</p> <p>Section 235-1 is amended as indicated:</p> <p>The purpose of this bylaw is to protect against erosion and sedimentation; to limit adverse impacts to adjacent properties; to protect against attractive nuisances; and to preserve scenic and historic vistas by and to ensuring that any property or portion thereof that is cleared in preparation for construction or any other purposes is not left in an open and unstabilized state.</p> <p>Section 235-6 is amended to change "special use permit" to "special permit."</p> <p>Section 235-9 is amended as indicated: "The invalidity of any section or provision of this bylaw shall not invalidate any <u>other</u> section or provision thereof."</p> <p>Section 235-10 is amended as indicated:</p> <p>Any person, firm, or corporation willfully violating, disobeying, or refusing to comply with any of the provisions of this bylaw shall be prosecuted under the terms of MGL c. 40, § 21, Clause 17, and shall be subject to a fine of not more than \$50 for the first offense, not more than \$100 for the second offense, and not more than \$200 for any subsequent offense.</p> <p>Section 239-6 is amended in the lead-in paragraph as indicated: "The penalty for violation of §§ 239-1, 239-2, 239-3 and 239-4 any provision of this bylaw shall be as follows:"</p> <p>Section 252-4G is amended to change "Massachusetts Department of Food and Agriculture" to "Massachusetts Department of Agricultural Resources."</p> <p>Section 252-4J is amended in the first sentence to change "Norfolk Recreation" to "the Norfolk Recreation Commission."</p> <p>Section 252-6D is amended as indicated: "Vehicular signs. Signs attached to motor vehicles, trailers, or other movable objects regularly or recurrently located for fixed display <u>are prohibited.</u>"</p>	<p>The reference to "bicycle permits" is MGL c.48, §11A, which was repealed in 2008.</p> <p>References inapplicable session law and repealed DPH regulation. The correct reference is the current MGL c.94I and the Cannabis Control Commission regulation 935 CMR 500.</p> <p>Grammar.</p> <p>This language was included for consistency as E-Code noticed that there was a fine structure provided in Section 1-4 (the Section 21D provisions) but not reflected in the bylaw itself. This corrects the discrepancy.</p> <p>Grammar and clarity.</p> <p>Consistent use of terms with the rest of the bylaw.</p> <p>Grammar.</p> <p>This fine structure is now consistent with MGL c.40 §21, clause 17.</p> <p>Grammar and clarity. Adds 239-5 into the fine structure to encapsulate the entire bylaw as it appears to have been inadvertently left out.</p> <p>Updated to reflect current name of state agency.</p> <p>Refers to correct name of commission.</p> <p>Clarifies that these are prohibited.</p>

Text of Amendment	Explanation
Section 252-6F is amended as indicated: " <u>Billboards are prohibited.</u> "	Clarifies that these are prohibited.
Section 252-6G is amended as indicated: "Temporary commercial signs, streamers, or pennants, other than as provided in § 252-4J above, are prohibited."	Clarifies that these are prohibited.
Section 252-6H is amended as indicated: "Signs in a right-of-way other than municipal signs <u>are prohibited.</u> "	Clarifies that these are prohibited.
Section 252-7B is amended as indicated: " No <u>A</u> temporary sign shall <u>not</u> extend over or into any street, alley, sidewalk, or other public thoroughfare and shall not be placed or project over any wall opening."	Grammar and clarity.
Section 252-8A is amended as indicated: "All persons desiring to erect a banner within the street right-of-way shall make application to the Select Board for permission to do so."	Grammar.
Section 252-10A is amended to change "Building Commissioner/Zoning Officer" to "Building Commissioner/Zoning Enforcement Officer."	Updates reference to correct personnel title.
Section 252-10C is amended as indicated: In addition to the procedures for enforcement as described above, <u>the provisions of this bylaw, the conditions of a permit granted under this bylaw, or a decision rendered by the Select Board or sign granting authority under this bylaw may be enforced by the Building Commissioner/Zoning Enforcement Officer by noncriminal complaint pursuant to the provisions of MGL c. 40, § 21D.</u>	Clarity due to missing wording. E-Code based this on similar wording in subsection A. Updates reference to correct personnel title.
Section 260-1 is amended to change "Superintendent of Highways" to "Director of Public Works."	Updates reference to correct personnel title.
Section 267-7D(2)(g) is amended to correct the reference to 40 CFR 35.2005(20) to 40 CFR 35.2005(b)(20).	Corrects the regulatory reference.
Section 267-19B(4)(b)(2) is amended to change "one (0.8) inch" to "one inch."	Clarifies inconsistent language.
Section 267-25C is amended to change "Worcester District Court" to "Wrentham District Court."	Updates reference to correct district court.
Section 267-25D is amended in the second sentence to change "penalty fees" to "fines."	Clarifies that "penalty fees" are "fines."
Section 272-2 is added to read as follows: "Violation of this bylaw shall be subject to a fine of not more than \$300. This bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with fines as provided in § 1-4."	This section was included for consistency because E-Code noticed that there was a fine structure provided in Section 1-4 (the Section 21D provisions) but not reflected in the bylaw itself. This corrects the discrepancy.
Section 272-3 is amended to change "Highway Superintendent" to "Director of Public Works."	Updates reference to correct personnel title.
Section 286-2 is added to read as follows: Violation of this bylaw shall be subject to a fine of not more than \$300. This bylaw may also be enforced using the noncriminal disposition procedure as provided in Chapter 1, Article I, of the General Bylaws, with fines as provided in § 1-4.	This section was included for consistency because E-Code noticed that there was a fine structure provided in Section 1-4 (the Section 21D provisions) but not reflected in the bylaw itself. This corrects the discrepancy.
Section 292-2 is amended as indicated:	Grammar and clarity.
The purpose of this bylaw is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a state of water supply conservation or state of water supply	

Text of Amendment	Explanation
<p>emergency by providing for enforcement of duly imposed restrictions, requirements, provisions or conditions imposed by the Town or by the Department of Environmental Protection.</p>	
<p>The definition of "state of water supply conservation" in § 292-3 is amended as indicated: "A state of water supply conservation declared pursuant to § 292-4 of this bylaw."</p>	<p>Grammar and clarity.</p>
<p>Section 292-4, second sentence, and § 292-5C are amended to change "state of water conservation" to "state of water supply conservation."</p>	<p>Consistent use of terms.</p>
<p>Section 292-5 is amended in the lead-in paragraph as indicated: "A declaration of a state of water supply conservation shall include one or more of the following restrictions, conditions, or requirements limiting the use of water as per necessary to protect the water supply."</p>	<p>Grammar.</p>
<p>Section 292-5A is amended to change "off numbered days" to "odd-numbered days."</p>	<p>Fixes typo.</p>
<p>Section 292-9 is amended to change "Chapter 30 of the Massachusetts General Laws" to "MGL c. 40, § 21D."</p>	<p>Incorrect reference to MGL. Chapter 30 is the statute re: state officers. The correct citation is included.</p>
<p>Section 296-1 is amended as indicated: "... not less than \$100 <u>nor</u> more than \$500."</p>	<p>Grammar.</p>
<p>Section 300-6A is amended to change "Board of Appeals" to "Zoning Board of Appeals."</p>	<p>Updates reference to correct board.</p>
<p>In the definition of "alter" in § 300-9A, Subsection (5) is amended as indicated: "Placing of fill, or removal of material, elevation; which would alter elevation."</p>	<p>Removes unnecessary word.</p>
<p>Section 300-12 is amended as indicated: "The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence ..."</p>	<p>Grammar and clarity.</p>
<p>Original Art. VII, § 2P, Noncriminal Disposition, added October 27, 1992, is repealed.</p>	<p>Removes a duplication of another section in the bylaw.</p>

Article 21 – Zoning Bylaw Amendments

Text of Amendment	Explanation
References to the Massachusetts General Laws are standardized to the following format: MGL c. §, §.	E-Code updated all MGL references for consistency of formatting.
Throughout the Zoning Bylaw, references to the Town Treasurer are amended to read "Treasurer/Collector"; the term "Building Inspector" is amended to read "Building Commissioner"; the term "Building Commissioner/Zoning Officer" is amended to read "Building Commissioner/Zoning Enforcement Officer"; the term "Town Planner" is amended to read "Director of Planning and Land Use"; the terms "Board of Water Commissioners," "Water Commissioners," and "Board of Selectmen" are amended to read "Select Board"; the term "Board of Appeals" is amended to read "Zoning Board of Appeals"; the terms "Chairman" and "Chairperson" are amended to read "Chair."	E-Code updated these titles for consistency of use and to better reflect which positions/boards are responsible for various items.
Section 310-1.2 is amended as indicated: "The purpose of the Zoning Bylaw is to lessen congestion in the streets; to conserve health; to secure safety from fire, flood, panic, or other dangers ..."	Grammar.
The definition of "auto freight storage" in § 310-2.1B is amended to read as follows: A facility <u>which</u> provides for the short-term storage of up to 150 motor vehicles per business that are: in operating condition; <u>and</u> for which an order has been placed to transport the vehicle to or from another location by means of a car carrier or <u>to</u> store <u>the</u> vehicle for an owner for up to nine months and for which service of on-site stored motor vehicles only is allowed and no on-site sale of motor vehicles is permitted except as may be authorized by state law for abandoned vehicles or nonpayment for services rendered.	Grammar.
The definition of "biotechnology" in § 310-2.1B is amended in the last sentence to change "alcoholic production" to "alcohol production."	Fixes an incorrect use of the word "alcoholic."
The defined term "Building Inspector" in § 310-2.1B is changed to "Building Commissioner," and the definition is amended to read as follows: "The Town of Norfolk Building Commissioner or the person or board charged with the enforcement of this Zoning Bylaw."	Consistent use of terms. The bylaws previously used both "Building Inspector" and "Building Commissioner" throughout the bylaws.
The definition of "child-care facility" in § 310-2.1B is amended to read as follows: "A child-care center or school-aged child-care program as defined in MGL c. 15D, § 1A.."	Reference to repealed statute. The definition previously referred to MGL c.28A, §9, which was repealed in 2008.
The defined term "designate location" in § 310-2.1B is changed to "designated location."	Grammar.
The definition of "exercise/aerobic studio" in § 310-2.1B is amended in the last sentence to change "mediation" to "meditation."	Fixes an incorrect use of the word "mediation."
The definition of "hazardous wastes" in § 310-2.1B is amended as indicated: These wastes shall include, but not be limited to, any wastes which fall within the definitions of hazardous waste under the Hazardous Waste Regulations promulgated by the Hazardous Waste <u>Department of Environmental Protection</u> , the Water Resources Commission, and the Division of Water Pollution Control under the provisions of MGL c. 21, §§ 27(8), 52, 57 and 58 .	Reference to repealed statutes. MGL c.21 §§52, 57, and 58 were repealed in 1979. Additionally, DEP promulgates this definition (not the HWB).

Text of Amendment	Explanation
<p>The second definition of "impervious surface" in § 310-2.1B, which originally read "Natural or man-made materials or structures on, above, or below the ground which do not allow surface water or precipitation to infiltrate the underlying soil," is repealed.</p>	<p>There are two separate definitions of "impervious surface." The first definition is used; the second definition is unnecessary and should be removed.</p>
<p>The definition of "kennel, personal" in § 310-2.1B is amended as indicated: "... an animal shelter or a rescue registered with the department <u>Massachusetts Department of Agricultural Resources</u> ..."</p>	<p>Clarifies that the "department" is MDAR.</p>
<p>The definition of "medical marijuana treatment center" in § 310-2.1B is amended to read "See § 310-6.14B."</p>	<p>E-Code suggested that because the term is defined in 310-6.14B, that the definition be only included once in the Zoning Bylaw so as not to create a second definition section.</p>
<p>The definitions of "outdoor storage" in § 310-2.1B is amended to combine both definitions and to read as follows: Placement of supplies, materials, goods, products, or surplus materials outside a building or structure for more than five consecutive days or more than 30 days in any calendar year unless screened from view from the frontage and all property lines, except automobile and light truck Class 1 sales. Any storage which is not in a structure with roof, floor and at least three sides, all of impervious material.</p>	<p>There were two separate definitions of "outdoor storage." Both definitions are combined into a single definition.</p>
<p>The second definition of "outdoor storage" in § 310-2.1B is repealed.</p>	<p>See above. The second definition of this term is now included in the first (and now, only) definition.</p>
<p>The definition of "scoreboard" in § 310-2.1B is amended in the third sentence as indicated: "NoA scoreboard shall <u>not</u> be internally illuminated; but may be externally illuminated with white light only, and such lighting shall be shielded and focused not to extend beyond the scoreboard border."</p>	<p>Grammar.</p>
<p>The definition of "special permit granting authority" in § 310-2.1B is amended to change "this zoning ordinance/bylaw" to "this bylaw."</p>	<p>Consistent use of terms. There is not a "zoning ordinance".</p>
<p>The definition of "zoning enforcement authority" in § 310-2.1B is repealed.</p>	<p>This term was defined, but never used in the bylaw. There is no need to define such a term.</p>
<p>Section 310-3.1B is amended to change "Floodplain District" to "Floodplain Protection District."</p>	<p>This term has been updated per the recent amendments (2021 STM) to this section of the bylaw.</p>
<p>Section 310-3.1E is amended to change "Example 1a" to "the Appendix, Examples and Illustrations."</p>	<p>This clarifies where to now locate the information previously found in "Example 1a" of the Zoning Bylaw.</p>
<p>Section 310-4.1E(2) is amended in the second sentence to change "building structure" to "building or structure."</p>	<p>Clarity and grammar.</p>
<p>Section 310-4.3D(6) is amended as indicated:</p>	<p>Reference to repealed statutes. MGL c.21 §§52, 57, and 58 were repealed in 1979. Additionally, DEP promulgates this definition (not the HWB).</p>

Text of Amendment	Explanation
The storage or disposal of hazardous materials, as defined by the Hazardous Waste Regulations promulgated by the Hazardous Waste Board Department of Environmental Protection, the Water Resources Commission, and the Division of Water Pollution Control under the provisions of MGL c. 21, §§ 27(8), 52, 57 and 58 .	
Section 310-4.3F(3) is amended to change "Highway Department" to "Department of Public Works."	Updates reference to correct Department.
Section 310-4.3F(5) is amended to change "Highway Superintendent" to "Director of Public Works."	Updates reference to the correct personnel title.
Section 310-4.4E(2)(b)[5] is amended to change "527 CMR 9.00, Massachusetts Board of Fire Prevention regulations" to "527 CMR 1.00, Massachusetts Comprehensive Fire Safety Code."	Fixes an incorrect regulatory citation.
Section 310-4.4E(2)(p) is amended as indicated: Fertilizers, pesticides, herbicides, lawn care chemicals, or other leachable materials unless used in accordance with the Massachusetts Soil Conservation Service regulations of the <u>Natural Resources Conservation Service</u> and the Lawn Care Regulations of the Massachusetts Pesticide Board, 333 CMR 10.03- (30, 34) , as amended, and according to manufacturer's label instructions and all other necessary precautions to minimize adverse impacts on surface and groundwater;	Fixes an incorrect reference to a department and removed incorrect regulatory citations (there are no subsections 30, 31).
Section 310-4.4E(3)(b) is amended to change "Department of Food and Agriculture" to "Department of Agricultural Resources."	Updates the reference to the new name of the state agency.
Section 310-4.4E(3)(g) is amended as indicated: "The owners of underground water storage tanks related to the activities listed in Subsection E(1)(h) shall apply for a special permit from the SPGA."	Grammar.
Section 310-4.4F(6) is amended as indicated: "The applicant shall be notified, in writing, as to the applicability of the Aquifer Protection Bylaw applies § 310-4.4 and shall proceed accordingly."	Updates reference to the aquifer protection bylaw.
Section 310-4.4G(5)(a) is amended to change "aquifer protection district" to "Water Supply Protection District."	Consistent use of terms. The term "aquifer protection district" is not used anywhere else in the bylaw.
Section 310-5.1E is amended as indicated: "Build factor' A is a ratio of lot perimeter to lot area which limits the degree to which a lot may have an irregular shape according to the following formula:"	Grammar.
Section 310-6.2B(2) is amended to change "six months" to "12 months."	The text of this section is based on MGL c.40, §6, which was amended in 2016 to change 6 months to 12 months.
Section 310-6.3C(1) is amended to change "base floor use" to "base floor area" in the third sentence.	Consistent use of terms. The term "base floor area" is used throughout this section.
Section 310-6.6 is amended to change "Floodplain District" to "Floodplain Protection District."	This term has been updated per the recent amendments (2021 STM) to this section of the bylaw.
Section 310-6.7B is amended to change "fractions of 2 or more" to "fractions of 1/2 or more" in the note following the Schedule of Minimum Off-Street Parking Requirements.	Clarifies that "fractions of 2 or more" are functionally "1/2 or more".

Text of Amendment	Explanation
Section 310-6.7H(1) is amended to delete the last duplicative sentence, which originally read: "A parking space shall be a minimum of nine feet by 19 feet or larger to accommodate expected vehicles, plus maneuvering and access lanes."	Duplicative terms. The second sentence repeated wording in the first sentence.
Section 310-6.9A(9) is amended as indicated: "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."	Clarity and grammar.
Section 310-6.9B is amended in Subsection B(1)(c)[1] of the Schedule of Sign Regulations as indicated: "Said sign shall be used for advertisement of agricultural produce of produce."	Clarifies what can be advertised and removes the typo.
Section 310-6.9B is amended in the last entry of the Schedule of Sign Regulations to change "Outdoor Advertising Authority" to "Outdoor Advertising Board."	Updates the term per MGL c.93, §29.
Section 310-6.10C(3) is amended as indicated: No objectionable odor shall be permitted greater than that caused by 0.001202 oz. per thousand cubic feet of hydrogen sulfide or any "odor threshold" as defined in Table III in Chapter 5, Air Pollution Abatement Manual, copyright 1951 by Manufacturing Chemists Association, Inc., Washington, DC.	Clarity and grammar.
Section 310-6.11A(1) is amended as indicated: In all districts, no building or structure shall be constructed or externally enlarged and no use shall be expanded in ground area or established in an existing building or structure or and no new tenancy shall be established except in conformity with a site plan bearing an endorsement of approval by the Planning Board unless site plan approval is specifically exempted under MGL c. 40A, § 3, or herein.	Clarity and grammar.
Section 310-6.11B(1) is amended to change "DPW Superintendent" to "Director of Public Works."	Clarifies the correct personnel title.
Section 310-6.13A is amended to read as follows: Notwithstanding any language to the contrary, wireless communications facilities (including antennas, towers and equipment buildings, if any) within land used by a public utility company for overhead high-voltage, electric transmission line purposes shall be permitted upon the issuance of a special permit by the Zoning Board of Appeals pursuant to applicable provisions of the Zoning Bylaw zoning bylaws . As part of any application for said special permit, applicants shall submit, at a minimum, the information required for site plan approval, as set forth in the applicable provisions of the Zoning Bylaw, as may be amended.	Clarity and grammar.
Section 310-6.13C is amended as indicated: "This district shall include all land in the B-1 Zoning District with an existing ground elevation at or above elevation 284 feet elevation , mean sea level (1927) datum."	Removes two superfluous uses of the term "elevation."
Section 310-6.13E is amended to change "above elevation 260" to "above elevation 260 feet."	Clarifies 260 "feet" as the measurement.
Section 310-6.13F(17) is amended to update the title of 105 CMR 122 from "Fixed Facilities Which Generate Electromagnetic Fields in Frequency Range of 300kHz to 100 Ghz and Microwave Ovens" to "Nonionizing Radiation Limits for: The General Public from Non-Occupational	References an outdated regulation. The title of 105 CMR 122 has changed.

Text of Amendment	Explanation
Exposure to Electromagnetic Fields, Employees from Occupational Exposure to Electro-Magnetic Fields, and Exposure from Microwave Ovens."	
Section 310-8.2H(5)(b) is amended to change "Executive Office of Environmental Affairs (EOEA)" to "Executive Office of Energy and Environmental Affairs (EEA)."	Updates the name of the state agency.
Section 310-8.3C is amended as indicated: "If appeal is taken, an application a special permit does not need to be applied for until said appeal is resolved."	Fixes the incorrect use of the term "application" to the correct use of the term "special permit."
Section 310-8.3H(2) is amended to change "Building Commissioner/Inspector" to "Building Commissioner/Zoning Enforcement Officer."	Clarifies correct personnel title.
Section 310-8.3I is amended to delete the references to "ordinance" and "ordinances."	There are no ordinances in Norfolk.
Section 310-8.4 is amended in the lead-in paragraph to change "Historic Commission" to "Historical Commission" and is further amended as indicated: "This bylaw section is established under MGL c. 43D, Expedited Permitting, and applies to specific priority development sites (PDS) which have been designated by prior Town Meeting approval."	Grammar. Clarifies the appropriate Commission. Clarifies that this language only governs a section of the Zoning Bylaw.
Section 310-8.4B(2) is amended to change "Design Review Committee" to "Design Review Board."	Consistent use of terms.
Section 310-8.4C is amended to change "Committee" to "Council."	Consistent use of terms.
Original Sec. J.4.a.4.A of the Zoning Bylaws, regarding major entrances, is repealed.	This section defines "major entrance", and that term is not used in the Zoning Bylaw. There is no need to define such a term.
Section 310-14.1 is amended to change "Recreational establishment(s)" to "Marijuana establishment(s)" and to update "Chapter 369 of the Acts of 2012 and 105 CMR 725.000" to "MGL c. 94I and 935 CMR 500.00."	The term "recreational establishment" is not defined in MGL c.94I; the statute defines "marijuana establishment". Further, the references to an inapplicable session law and a repealed DPH regulation are removed and replaced with references to a current statute and a current Cannabis Control Commission regulation.



Article #31

Text of

Downtown Sewer District & Map

Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the large-scale ground-mounted solar photovoltaic installation or otherwise prescribed by applicable laws, regulations, and bylaws.

M.10 Monitoring and Maintenance

M.10.a Solar Photovoltaic Installation Conditions

The large-scale ground-mounted solar photovoltaic installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the local Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

M.10.b Modifications

All material modifications to a solar photovoltaic installation made after issuance of the required building permit shall require approval by the Site Plan Review Authority.

M.11 Abandonment or Decommissioning

M.11.a Removal Requirements

Any large-scale ground-mounted solar photovoltaic installation which has reached the end of its useful life or has been abandoned or discontinued consistent with Section M. 11. b of this bylaw shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Site Plan Review Authority by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

1. Physical removal of all large-scale ground-mounted solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
2. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
3. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Site Plan Review Authority may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

M.11.b Abandonment or Discontinuance

Absent notice of a proposed date of decommissioning and removal or written notice of extenuating circumstances, the solar photovoltaic installation shall be considered abandoned or discontinued when it fails to operate for more than one year without the written consent of the Site Plan Review Authority. If the owner or operator of the large-scale ground-mounted solar photovoltaic installation fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or discontinuance, or the proposed date of decommissioning, the town may enter the property and physically remove the installation. As a condition of approval, an applicant shall bind itself to grant the necessary license or easement to the Town to allow entry to remove the installation. The Town shall have the right, but not the obligation to remove the installation.

M.11.c Financial Surety

Proponents of large-scale ground-mounted solar photovoltaic projects shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Site Plan Review Authority, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent. Such surety will not be required for

municipally- or state-owned facilities. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

M.12 Expedited Permitting

All local permitting decisions - formal determinations, orders of conditions, licenses, certificates, authorizations, registrations, plan approvals, or other approvals or determinations with respect to the siting and construction of clean energy facilities within the Solar Energy Overlay District shall be issued within 1 year of submission of a completed application.

ARTICLES

APPROVED BY UNANIMOUS VOTE to transfer from the Board of Selectmen for sanitary landfill purposes to the Board of Selectmen for general municipal purposes and for the purpose of leasing, the parcel of land having approximately ten acres at 33 Medway Branch, being shown on the Assessors Map as Parcel 9-32-32, being the land acquired by Order of Taking recorded with the Norfolk County Registry of Deeds in Book 4495, Page 741, and to authorize the Board of Selectmen to lease all or any portion of said land from time to time by one or more leases for such term of years up to fifty years and for such consideration as the Selectmen shall determine, for the purpose of a solar array for electric power generation and distribution, and to authorize the Selectmen to grant such easements and rights of entry over said land and over Medway Branch, for utility and access and ingress purposes as necessary to construct and operate such a solar array.

ARTICLE 7

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 7.

(Stretch Energy Code)

ARTICLE 8

APPROVED BY VOICE VOTE to authorize the Board of Selectmen, pursuant to Chapter 101 of the Acts of 2004 and G.L. Chapter 83, Sections 1, 10 and 16, to establish a policy and adopt rules and regulations and a schedule of user charges for connections to and discharges into the portion of the system of Town stormwater drains and stormwater treatment facilities in the portion of the territory of the Town within a municipal stormwater service area as shown on a plan entitled "Norfolk Town Center, Norfolk Strategic Plan, Norfolk, MA: Proposed Storm Water Service Area Map" dated September 23, 2010, prepared by Bergmeyer Associates, Inc., which is on file in the office of the Town Clerk, and to authorize the Board of Selectmen to enter into agreements with property owners to allow said connections and discharges within said Town Center municipal stormwater service area, upon such terms and conditions as the Board of Selectmen deem in the best interests of the Town; and, further to see whether the town will accept the provisions of Section 53F ½ of Chapter 44 of the General laws for purposes of establishing the operation, maintenance and extension, as deemed appropriate by the Board of Selectmen, of said system of Town stormwater drains and stormwater treatment facilities within said Town Center municipal stormwater service area and the billing and collection of stormwater user charges as an enterprise fund effective fiscal year 2012, to be known as the Town Center Stormwater Enterprise Fund.

ARTICLE 9

APPROVED BY VOICE VOTE to authorize the Selectmen to petition the General Court to enact legislation as follows; provided that the General Court may make any clerical or editorial changes of form only to the bill submitted by the Selectmen, and such other amendments to the bill submitted, as the Selectmen may approve before enactment by the General Court. And further, to authorize the Selectmen to approve amendments which shall be within the scope of the general public objectives of this petition.

AN ACT RELATIVE TO A TOWN CENTER WASTEWATER SERVICE AREA FOR THE TOWN OF NORFOLK.

SECTION 1. The first sentence of Section 2 of Chapter 101 of the Acts of 2004 is hereby amended by deleting the first sentence and by substituting therefor the following: The board [of selectmen] of the Town of Norfolk shall have all the powers and duties now or from time to time vested by general or

special law, or by town by-law, in the following boards, commissions, or officers: highway department, including highway superintendent; water department, including the board of water commissioners; sewer department, including the board of sewer commissioners; and cemetery commission.

SECTION 2. Chapter 101 of the Acts of 2004 is hereby amended by deleting Section 3 and substituting therefor the following: The department [of public works] shall have all the functions now or from time to time vested by general or special law, or by town by-law, in the following departments or offices: highway department, water department, sewer department, cemetery department, and the tree warden.

SECTION 3. Notwithstanding Chapter 83 of the General Laws, or any other general or special act, rule or regulation to the contrary, the sewer commission of the Town of Norfolk, in order to preserve and manage limited wastewater treatment capacity, may allow, at its discretion, owners of parcels of land or portions of parcels of land located within a municipal wastewater service area as shown on a plan entitled "Norfolk Town Center, Norfolk Strategic Plan, Norfolk, MA: Proposed Waste Water Service Area Map" dated September 23, 2010, prepared by Bergmeyer Associates, Inc., which is on file in the office of the Town Clerk (referred to hereinafter as the "Town Center Wastewater Service Area"), including in such term any later expansion of such Town Center Wastewater Service Area as may be approved by the board of sewer commissioners, and any other wastewater service area established by the Town by two-thirds town meeting vote, to connect to common sewers located within such wastewater service area subject to available capacity, and may provide that each property owner proposing to connect to the common sewer shall pay to the Town, in advance of construction of the common sewers within such service area, a proportional part of the cost of common sewers within such service area as the sewer commission shall determine is to be paid by those who initially propose to connect to the sewer.

SECTION 4. Notwithstanding said Chapter 83, the sewer commission may also allow property owners who did not initially propose to connect to the sewer and did not initially make the prepayment referred to in Section 3 above, to connect to the common sewer, provided that such subsequent connectors shall be assessed a surcharge upon and in addition to the annual sewer use charges authorized under Section 16 of Chapter 83 of the General Laws, which surcharge shall be proportionate to said prepayment and shall be over such term of years as the sewer commission shall determine to be just and equitable, with the objective that those owners who made such prepayment shall enjoy a proportionate reduction in their annual sewer use charges.

SECTION 5. A property owner who undertakes new construction or who changes the use of all or part of land or structure or expands a use or structure that existed at the time of connection, or otherwise increases sewage flow or estimated flow in a manner not contemplated by the sewer commission at the time the sewer commission calculated the prepayment referred to in Section 3 above or the surcharge referred to in Section 4 above, which construction, change of use or expansion of use is estimated by the sewer commission to result in an increased estimated sewage design flow allocation to the property, may be assessed a proportionate sewer use surcharge or additional surcharge, with the objective that those owners who made such prepayment and who did not so increase their estimated use of the common sewer shall enjoy a further proportionate reduction in their sewer use charges.

SECTION 6. The provisions of this act are not in derogation of the powers of the sewer commission under Chapter 83 of the general laws to assess betterments, special assessments, privilege fees, sewer connection fees, and annual sewer use charges as provided in said Chapter 83, in addition to or instead of the prepayment and sewer use surcharges authorized herein.

SECTION 7. The sewer commission may, from time to time, prescribe rules and regulations for the connection of estates and buildings with common sewers and the assessment of charges and surcharges, as provided in this Act, in the manner provided by Section 10 of Chapter 83 of the general laws.

SECTION 8. An enterprise fund is hereby established for the Town of Norfolk under the provisions of Section 53F ½ of Chapter 44 of the General Laws for purposes of funding the construction, operation, maintenance, repair and replacement of a system of Town common sewers and wastewater facilities in

the Town Center Wastewater Service Area, to be known as the Town Center Wastewater Enterprise Fund, such enterprise fund to become effective as of the first day of July of the fiscal year following the effective date of this Act.

SECTION 9. The provisions of Sections 16A through 16F of Chapter 83 of the General Laws shall be effective within the Town of Norfolk upon the effective date of this Act with no further vote of acceptance required by the Town, and an affidavit attesting to the enactment of this Act, recorded in lieu of the certificate referred to in Section 16A of said Chapter 83 and shall have the same effect as such a certificate.

SECTION 10. This Act shall take effect upon passage.

ARTICLE 10

FAILED by Counted Vote, Yes-481 No-50

(to change the office of Town Clerk from an elected office to an appointed office)

ARTICLE 11

APPROVED BY UNANIMOUS VOTE to Indefinitely Postpone Article 11.

(purchase of 60 River Road)

ARTICLE 12

The Finance Advisory Committee moved, and it was seconded, to Indefinitely Postpone Article 12.

A substitute motion was made and seconded to

- (a) authorize the Board of Selectmen to acquire, by gift, purchase, or eminent domain, a parcel of land containing approximately 22.35 acres, identified as Assessors Map 14, Block 48, Lot 2-1, and known as Gump's Farm, for the purposes of open space, passive recreation, active recreation, and/or affordable housing, as such terms are defined in G.L.c. 448, §1, with the portion not needed for affordable housing purposes as determined by the Board of Selectmen to be within the custody of the Conservation Commission for open space and passive recreation purposes;
- (b) appropriate and transfer a total of \$1,022,000.00 with \$300,000 coming from the Community Preservation Fund Affordable Housing account, \$250,000.00 from the Open Space account, and \$472,000.00 from the Undesignated account for said purchase at \$989,000.00 and any costs and fees incidental thereto up to \$33,000.00;
- (c) authorize the Board of Selectmen and/or such other boards as may be appropriate to file on behalf of the Town any and all applications for funds in any way connected with the scope of this acquisition, and
- (d) further authorize the Board of Selectmen and/or the Conservation Commission to convey restrictions in the portions of the parcels to be acquired by the Town for open space and recreational purposes, and/or accept an affordable housing restriction on the portion of the parcels to be acquired for community housing purposes, all in accordance with Chapter 184 of the General Laws, as required by G.L. c. 448, §12(a).

The Substitute was Approved by Voice Vote to become the main motion.

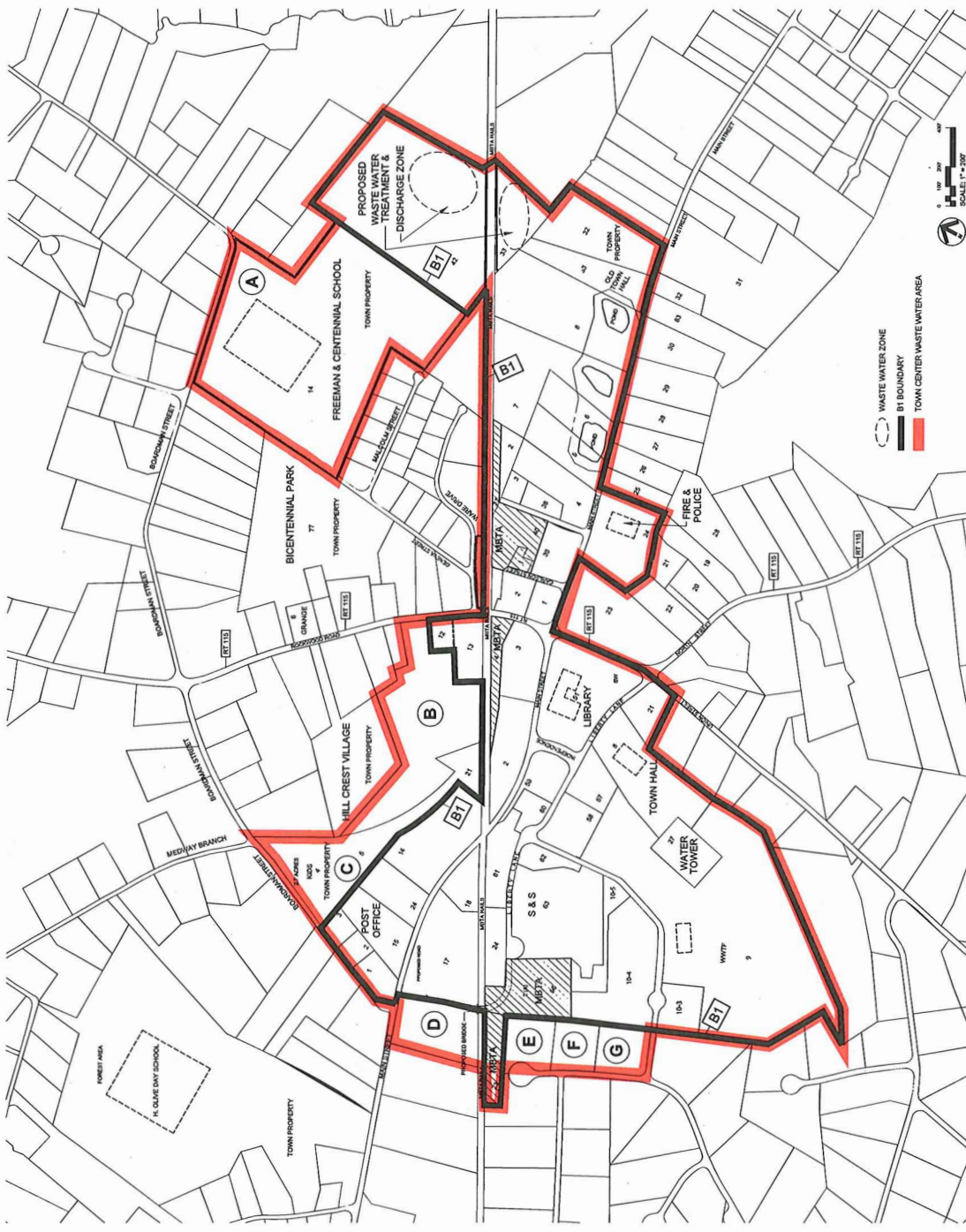
The Amended Main Motion was APPROVED by VOICE VOTE.

ARTICLE 13

APPROVED by VOICE VOTE to amend the Town of Norfolk Bylaws, Article VII, Section 2, Wetlands Protection Bylaw as follows:

- (i) To amend Section A. "Purpose", by deleting the word "wetland" after "or cumulative effect upon" and after "(collectively, the", and inserting in its place the words "resource area", so that the amended Section A will read:

A. Purpose



PROPOSED WASTE WATER SERVICE AREA	
B1 - DISTRICT (2009)	
A	15 - 53 - 14
B	14 - 49 - 11
C	14 - 49 - 4/5/21
D	14 - 40 - 16
E	14 - 41 - 81
F	14 - 41 - 82
G	14 - 41 - 83



PROPOSED WASTE WATER SERVICE AREA MAP
September 23, 2010

NORFOLK TOWN CENTER
Norfolk Strategic Plan, Norfolk, MA

Bergmeyer
Architects and Engineers
Bergmeyer Associates, Inc.

SPECIAL TOWN MEETING MINUTES – NOVEMBER 15, 2022

On Tuesday the 15th day of November 2022 at 7:06 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. Introductions were made. Town Clerk Carol Greene, Assistant Town Clerk Rebecca Tefft, Finance Director Todd Lindmark, Town Administrator Justin Casanova-Davis, Select Board members Kevin Kalkut and Anita Mecklenburg, Town Counsel Tom Harrington and Alexandra Rubin, Advisory Committee Chair Susan Klein, and members David Lutes, Robert Garrity, Brian Beachkofski, Jonathan Hurwitz, Joyce Terrio and Michael Gee were present. Moderator Talerman gave instructions to the citizens in attendance on the rules of Town Meeting.

There were 101 registered voters and 16 visitors in attendance.

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

ARTICLE 1 - IP – no unpaid bills - 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.

Motion made by David Lutes. The Advisory Committee recommends indefinite postponement of this article.

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

Motion made by David Lutes.

MR. MODERATOR:

I MOVE THAT THE TOWN TRANSFER THE SUM OF \$420,442.00 FROM FREE CASH TO THE FOLLOWING ACCOUNTS OR FOR THE FOLLOWING PURPOSES: THE SUM OF \$150,000.00 TO BE TRANSFERRED TO THE STABILIZATION FUND; THE SUM OF \$120,442.00 TO BE USED FOR THE PAYMENT OF A BOND ANTICIPATED NOTE; THE SUM OF \$75,000.00 TO BE TRANSFERRED TO THE OPEB TRUST FUND; AND THE REMAINDER TO BE ADDED TO THE FACILITIES DEPARTMENTAL BUDGET FOR THE CURRENT FISCAL YEAR.

ARTICLE 3 – 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.

Motion made by David Lutes.
MR. MODERATOR:

I MOVE THAT THE TOWN VOTE TO APPROVE THE SALARIES AND WAGES IDENTIFIED IN THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN AND THE NORFOLK MUNICIPAL CLERICAL ASSOCIATION, AFL-CIO, LOCAL 310, FOR THE PERIOD OF JULY 1, 2021 TO JUNE 30, 2024.

ARTICLE 4 – IP – 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 in relation thereto.

Motion made by David Lutes.
The Advisory Committee recommends indefinite postponement of this article.

ARTICLE 5 – 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.

Motion made by David Lutes.
I MOVE THAT THE TOWN TRANSFER THE SUM OF \$1,232,000.00 AS FOLLOWS: \$1,192,000.00 TO BE TRANSFERRED FROM FREE CASH AND \$40,000.00 TO BE TRANSFERRED FROM AMBULANCE RECEIPTS RESERVED TO FUND THE CAPITAL EXPENDITURES AS SHOWN ON THE SCREEN IN THE AUDITORIUM.

ARTICLE 6 – passed unanimous **Submitted by the Select Board**
To see if the Town will vote to appropriate the funds received from the Commonwealth Transportation Infrastructure Enhancement Trust Fund ("Fund") pursuant to St. 2016, c.187, § 8(c)(i) to address the impact of transportation network services on municipal roads, bridges, and other transportation infrastructure; or take any other action in relation thereto.

Motion made by Brian Beachkofski
MR. MODERATOR:

I MOVE THAT THE TOWN APPROPRIATE \$1,800.00 RECEIVED FROM THE COMMONWEALTH TRANSPORTATION INFRASTRUCTURE ENHANCEMENT TRUST FUND TO ADDRESS THE IMPACT OF TRANSPORTATION NETWORK SERVICES ON MUNICIPAL ROADS, BRIDGES, AND OTHER TRANSPORTATION INFRASTRUCTURE IN THE TOWN.

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 in relation thereto.

Kevin Champagne, chair of the Fire Station Building committee gave an update on the project. Andy Bakinowski, chair of the Energy Committee gave an update, and Donna Jones, Associate

member of the Historical Commission let residents know that there were still anniversary sweatshirts available and numerous books on Norfolk's history available for purchase.

Committee reports were given by Kevin Champagne – Chair - Fire Station Building Committee, Andrew Bakinowski – Chair - Energy Committee, and Donna Jones – Associate Member - Historical Commission.

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

ARTICLE 8 – passed unanimous

Submitted by the Board of Assessors

To see if the Town will vote to accept M.G.L. c.59, §5 Clause 22G which exempts persons otherwise eligible for a Clause 22, 22A, 22B, 22C, 22D, 22E or 22F exemption when legal title is held by a trustee, conservator or other fiduciary for the person's benefit, or take any other action in relation thereto.

Motion made by Jonathan Hurwitz

MR. MODERATOR:

I MOVE THAT THE TOWN ACCEPT THE PROVISIONS OF MASSACHUSETTS GENERAL LAWS CHAPTER 59, SECTION 5, CLAUSE 22G.

ARTICLE 9 – passed unanimous

Submitted by the Select Board/Planning Board

To see if the Town will vote to accept Redwood Circle 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, and execute any documents in connection therewith; or take any other action in relation thereto.

Motion made by Peter Gee

MR. MODERATOR:

I MOVE THAT THE TOWN ACCEPT REDWOOD CIRCLE 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 WAYS, AND EXECUTE ANY DOCUMENTS IN CONNECTION THEREWITH.

ARTICLE 10 – passed unanimous

Submitted by the Select Board/Planning Board

To see if the Town will vote to accept Warren Drive, Farrington Avenue, and Hemmingway Place as public ways 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 ways, and execute any documents in connection therewith; or take any other action in relation thereto.

Motion made by Peter Gee

MR. MODERATOR:

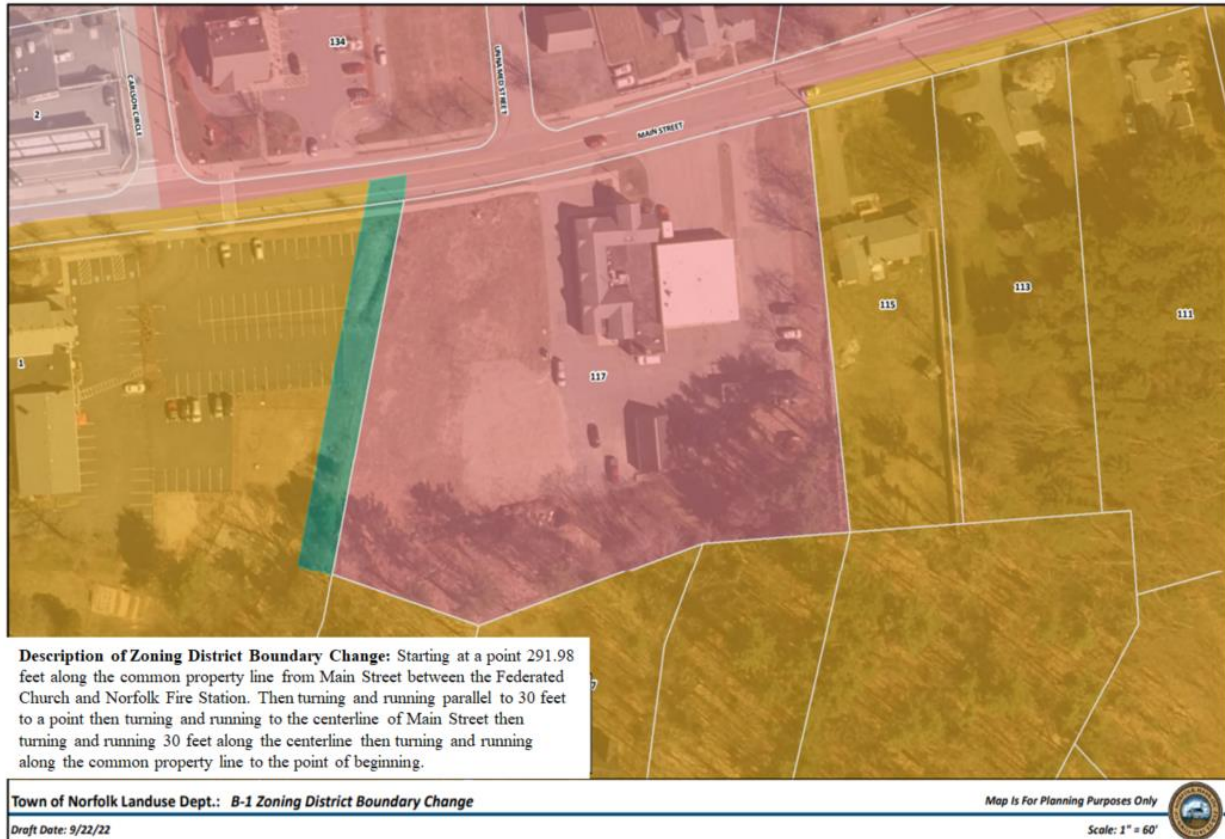
I MOVE THAT THE TOWN ACCEPT WARREN DRIVE, FARRINGTON AVENUE, AND HEMMINGWAY PLACE AS PUBLIC WAYS AS LAID OUT BY THE SELECT BOARD, AND FURTHER, TO AUTHORIZE THE SELECT BOARD TO ACCEPT ANY FEE INTEREST, EASEMENT OR APPURTENANCES IN OR UPON SUCH WAYS, AND EXECUTE ANY DOCUMENTS IN CONNECTION THEREWITH.

ARTICLE 11 – passed unanimous

Submitted by the Planning Board

To see if the Town will vote to amend the Norfolk Zoning Bylaw Section 310-3.2.A. Location of Districts with following new language in bold print and delete the following strikethrough language; or take any other action in relation thereto:

Said districts are located and bounded as shown on a map entitled "Zoning Map of Norfolk, Massachusetts", dated ~~May 8, 2024~~ **November 15, 2022** as most recently amended, and on file in the office of the Town Clerk. The Zoning Map, with all explanatory matter thereon, is hereby made a part of this bylaw.



Motion made by Robert Garrity
MR. MODERATOR:

I MOVE TO AMEND THE NORFOLK ZONING BYLAW SECTION 310-3.2.A. LOCATION OF DISTRICTS AS INCLUDED IN THE DOCUMENT ENTITLED: "NOVEMBER 15, 2022 SPECIAL TOWN MEETING WARRANT ARTICLE #11."

ARTICLE 12 - passed with a declared 2/3 vote

Submitted by the Planning Board

To see if the Town will vote as follows:

- (l) to amend the Norfolk Zoning Bylaw Section 310-11.7.A.(2) Allowed Uses by inserting the following new language in bold:

(c) Residential dwelling units located above the ground floor of buildings provided that the ground floor is constructed for, and limited to, business or commercial uses prior to residential occupancy.

- (II) And, to amend the Norfolk Zoning Bylaw Section 310-11.4.B. (4) (d) Lot and Building Requirements and Standards by inserting the following new language in bold print:

Building height. Age-restricted housing units shall not exceed two stories and shall not exceed 35 feet. Assisted living facilities **and mixed use buildings** shall not exceed three stories and shall not exceed a height of 45 feet.

Or take any other action in relation thereto.

Mr. Moderator announced that for Article 12, we would break from normal procedure where Advisory makes the first motion and allowed the Planning Board Chair, Chad Peck, to make the first motion in the affirmative.

Mr. Peck made the motion: I move that town approve the changes for the Zoning Bylaws for the C4 Zoning District as printed in the warrant.

Motion was moved and seconded.

Mr. Peck then explained on behalf of the Planning Board what the changes to the article mean.

Brian Beachkofski, for the Advisory Committee, explained the Advisory Committee's thinking and reasoning for recommendation for indefinite postponement of this article, but no motion was made by the Advisory Committee for indefinite postponement.

The Advisory Committee recommends indefinite postponement of this article.

ARTICLE 13 – passed unanimous Submitted by the Conservation Commission

To see if the Town will vote to amend the Norfolk Wetlands Protection Bylaw Section 300-5.A and Section 300-6.A with the following new language in bold print; or take any other action in relation thereto.

§ 300-5. Notice and hearings.

- A. Any person filing an application with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested), **certificate of mailing** or hand delivery, to all abutters at their mailing addresses shown on the most recent applicable tax list of the Assessors, including owners of land directly opposite on any public or private street or way, and abutters to abutters or any property owner within 100 feet of the property line of the land where the activity is proposed, including any in another municipality or across a body of water. The notice to abutters shall enclose a copy of the application, with plans, or shall state where copies may be examined and obtained by abutters free of charge. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. **[Amended 11-9-2010]**

§ 300-6. Coordination with other boards.

- A. Any person filing a permit application or a request for determination with the Commission shall provide a copy thereof at the same time, by certified mail (return receipt requested), **certificate of mailing**, or hand delivery, to the Select Board, Planning Board, Zoning

Board of Appeals, Board of Health, Fire Department, Building Commissioner and Department of Public Works. **[Amended 11-9-2010]**

MR. MODERATOR:

I MOVE TO AMEND THE NORFOLK WETLANDS PROTECTION BYLAW SECTION 300-5.A AND SECTION 300-6.A AS INCLUDED IN THE DOCUMENT ENTITLED: "NOVEMBER 15, 2022 SPECIAL TOWN MEETING WARRANT ARTICLE #13."

Motion to adjourn and seconded at 8:09 PM

Respectfully submitted,
Carol Greene
Town Clerk

Article 2 – Transfers

Description	From	To
Free Cash	\$420,442.00	
Stabilization Fund		\$150,000.00
OPEB Trust Fund		\$75,000.00
BAN (Salt Shed, Fire Truck, Snow Truck)		\$120,442.00
Facilities Dept– Heating Fuel		\$75,000.00
Total	\$420,442.00	\$420,442.00

Article 5

Capital – Other Sources

Description	From:	To:
Certified Free Cash:	\$1,192,000.00	
Ambulance Receipts Reserved:	\$40,000.00	
Replace Town Hall Boiler/Circ. Pumps		\$375,000.00
Furnace Replacement – DPW		\$55,000.00
Fire Dept – Ventilation Fans		\$12,000.00
Fire Dept – Engine 2 Replace/Rehab		\$150,000.00
Fire Dept – PPE Replacement		\$16,000.00
Fire Dept – Automated CPR Device		\$40,000.00
DPW – Front End Loader Engine Repair		\$25,000.00
DPW – Roadways and Sidewalks Maintenance		\$100,000.00
DPW – Fuel Island Suppression System		\$48,000.00
DPW – Wood/Brush Grinder		\$85,000.00
DPW – Recreation Dept. - Wide Mower		\$35,000.00
IT – Firewall, Printers, Desktops		\$40,000.00
Land Use – Plotter		\$12,000.00
Norfolk School – Technology Replacement		\$100,000.00
Police – Police Cruisers (2)		\$139,000.00
TOTAL	\$1,232,000.00	\$1,232,000.00

Article #11: Business District Zoning Map Amendment

Green Area proposed to be rezoned Residential 2 to Business District 1 Outer

Main Street

Existing Federated Church
Parking Lot

Existing Fire Station

Description of Zoning District Boundary Change: Starting at a point 291.98 feet along the common property line from Main Street between the Federated Church and Norfolk Fire Station. Then turning and running parallel to 30 feet to a point then turning and running to the centerline of Main Street then turning and running 30 feet along the centerline then turning and running along the common property line to the point of beginning.



Map Is For Planning Purposes Only

Scale: 1" = 60'

Town of Norfolk Landuse Dept.: **B-1 Zoning District Boundary Change**

Draft Date: 9/22/22

Article #11: Business District Zoning Map Amendment





November 14, 2022

Norfolk Zoning Districts

Norfolk, MA

1 inch = 558 Feet



www.cai-tech.com



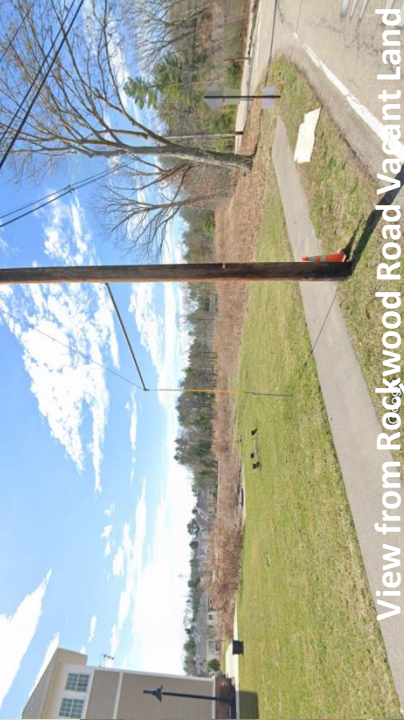
B-3	R-3	Right of Way	Private Road
C-4	Water-poly	Utility	Property Line
R-1	WaterLines	Wetland	Public Road
R-2	RoadNotPar	PWater	CAI Town Line

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Article 12: C-4 Zoning District



View from Holbrook Street Vacant Land



View from Rockwood Road Vacant Land

B-1	B-1 OUT	B-3	B-4	C-1	C-3	C-4	C-5	C-6	C-1a	C-1b	C-1c	C-1d	R-1	R-2	R-3
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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 exciting changes within Norfolk Animal Control. This year we were able to achieve a goal of adding two part-time, stipend employees to give the lead Animal Control Officer (ACO) much needed time off. Historically, animal control was exclusively tended to by one animal control officer and this officer was responsible 24 hours a day 7 days a week. ACO Francesca Maciejko and ACO Rachel Flannery have joined the team and assist a few weekends a month. Both have extensive animal education and are eager to assist.

Total number of logged incidents in RMS: 903

Cruelty/neglect/wellbeing investigations:	34	Dog barking complaints:	20
Domestic animals v. car/train:	6	Roadkill:	42
Deer v. automobile:	15	Loose/lost dogs:	114
Lost and stray cat reports:	24	Training/education:	15
Adoptions (private/rescue/shelter):	27	Loose livestock:	9
Animal surrenders:	4	Rabies concerns:	10
Dog/cat/other bites (humans/animals):	27	Mutual aid:	79
Rescues/in distress (domestic & wild):	59	Administrative:	93
Cat trappings:	24	Kennel inspections:	5
Wildlife concerns:	202	Bats in house:	22
Livestock complaints:	16	Citations:	47
Public hearings/court/warrants:	2	Prison responses:	3
Lost (other) animals:	2	Spay/neuter assists:	3
Bird flu concerns:	1	Defecation complaints:	3

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 which uses best practices in the delivery of services to the citizens and guests of the Town of Norfolk.

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 that 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's rightfully yours and declining credit that isn't 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 3,002 calls for service in calendar year 2022. This is an increase of 9.86% from the 2021 total of 2,959. There were 2,026 emergency incidents and 976 non-emergency incidents. In addition to responding to emergency and non-emergency calls for service, the department also conducted 316 training incidents in calendar year 2022 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 calendar year 2022, there were 794 occurrences of simultaneous/multiple emergency calls which is a 9.22% increase from the 2021 total of 732. This equates to having two or more emergency calls concurrently 39.2% of the time. The department's average overall response time from notification to arrival of first unit for all emergencies was 5 minutes and 41 seconds which represents a 10-second improvement from calendar year 2021. 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 supported by one Administrative Assistant and one Operational Deputy Chief. To carry out the mission, the Fire and Rescue Department is currently staffed 24/7 365 by a full-time staff of four Lieutenants and 11 Firefighter/Paramedics divided into four shift work groups. The full-time staff is supplemented by a paid on-call staff consisting of five Firefighters. The staff is responsible for the development, coordination, monitoring, and implementation of the following core programs and services.

1. *Emergency Services* 2,026 total Emergency Incidents

- a. Medical @60.11% of Emergency Incidents
 - i. Advanced Life Support First Response, Treatment, and Transport
 - ii. Basic Life Support First Response, Treatment, and Transport
- b. Fire Suppression @6.47% of Emergency Incidents
- c. Hazardous Materials Mitigation/Response @7.55% of Emergency Incidents
- d. General Services @20.88% of Emergency Incidents
- e. Technical Rescue @4.99% 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* 976 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 316 total Training Incidents
- d. Apparatus/Equipment Maintenance
- e. Apparatus/Equipment Acquisition
- f. Dispatch Center & Communications
- g. Research & Development

In 2022, the department was able to acquire new fire hose and suppression appliances. The cost of this equipment was funded through a competitive Assistance to Firefighters Grant administered through FEMA Department of Fire Services and the State Fire Marshal's office.

Thanks to the support of the community, the department was able to purchase two new Lifepak 15 patient monitor/cardiac defibrillation devices which replaced older patient monitors which had surpassed their service life. The new Lifepak 15s are designed to meet the response needs and patient care protocols of the department. Funding was also approved to replace seven automated external defibrillators (AED's) which replaced old devices with antiquated battery technology. These new devices will enhance patient care and monitoring capabilities for the department.

Training remained a high priority with the fire department. Personnel participated in 316 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 in a safe, efficient, and effective manner 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 Lawrence Street donated by DiPlacido Corporation. The live fire training evolutions included search and rescue, ventilation, fire attack, hose handling, laddering, and firefighter rescue drills. 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

EXECUTIVE ASSISTANT

Marie Simpson

CAREER STAFF

Lt. John Kelley
Lt. Michael Findlen
Lt. Douglas Johnston
Lt. Seth Hamilton
Richard Yunker
Mark Amiot
Jamie Masterson

William Getchell
Kate Howarth
Thomas Newman
Alexa Bethoney
Luke Barney
Tyler Connolly
Michael Belmore
Paul McDonough

ON CALL STAFF

Ryan Connolly
William Greaves
Ian Marland
Sam Brady
Eric Eszlari

METACOMET EMERGENCY COMMUNICATIONS CENTER

For the period of January 1, 2022, through December 31, 2022, our staff processed:

29,685 911 Calls
95,372 Business Lines Calls
14,761 Fire CAD Incidents
80,869 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 2022 Police Department activities report in my first year as Chief of Police in Norfolk. Chief Chuck Stone completed his twenty-eighth year as Chief of Police of the Norfolk Police Department (and having been employed by the Town of Norfolk since 1973) retiring in September of 2022 when I took over as Chief. Deputy Chief Jonathan Carroll also retired after 39 years of service to the Town of Norfolk, and his position was filled through the promotion of Michelle Palladini to Deputy Chief of Police.

Filling additional vacancies due to these retirements were the promotions of Eric Van Ness to lieutenant, Samuel Webb to sergeant, and Joseph Choiniere to sergeant. We also hired two new patrol officers, Steven Hamilton and Gino Locchi.

In this most unprecedented year of promotions and hiring, the new administrative and command staff rose to the challenge and continued Norfolk Police's dedication to public safety and community policing.

The Police Department is composed of three divisions: Administration, Patrol, and Investigations. In 2022, the Police Department logged 12,635 calls for service and/or self-initiated calls (i.e. motor vehicle stops, checks on suspicious persons, etc.) which is a 23% increase from 2021. There were 377 total arrests and criminal complaints in 2022, an increase of 30%. In 2022, notable increases in crime included a 100% increase in assaults and a 143% increase in burglary/breaking and entering.

In 2022, the Norfolk Police secured a grant through the Department of Mental Health to fund a mental health clinician who works on staff and is shared between Norfolk, Wrentham, and Plainville. The clinician works for Advocates, a company that operates 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. In 2022, 29 individuals were referred to the Co-Response Jail Diversion Program for assistance, including one who was diverted from arrest and five who were diverted from unnecessary hospital admissions due to the presence of the JDP clinician on-scene. The total cost savings was approximately \$2,900 for the arrest diversion and \$13,500 for healthcare costs (\$2,700 per emergency department diversion).

Norfolk Police has a robust traffic enforcement program which has grown in 2022 to include 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 new Alcotest 6820 Preliminary Breath Test from the Office of Alcohol Testing (OAT), which was granted based on departmental OUI statistics and equipment inventory. This is a testament to the patrol officers' hard work in keeping intoxicated drivers off the roads.

A new traffic speed sign and an additional handheld RADAR unit were secured through grants, as well as an \$18,864 award through a Traffic Safety Grant which 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. It is impossible for every community, especially smaller communities like ours, to be fully trained and equipped for every possible contingency. The member communities acknowledge that certain critical incidents call for a law enforcement response that may exceed the capabilities of any one single agency. 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 in their time of need. The council currently operates several divisions:

- Canine Unit (K9) for missing persons, weapons, and drug searches
- Child Abduction Response Team (CART) to assist in quickly deploying multiple resources
- Computer Crime Unit (CCU) offering specialized forensic computer and IT assistance
- Crisis Negotiation Team (CNT)
- Criminal Investigation Division (CID) for major investigations requiring multiple investigators
- Mobile Operations Motorcycle Unit (MOP) for major events, such as Norfolk's 150th Parade
- Regional Response Team (RRT) whenever additional manpower is needed for various incidents
- Special Weapons & Tactics (SWAT)
- Bicycle Unit to assist with crowd control at major events, demonstrations, celebrations, etc.
- Marine Unit

I wish to thank Sergeant Glen Eykel who is assigned to the METRO-LEC SWAT unit, Sergeant David Eberle and Lieutenant Eric Van Ness who are assigned to the MOP Unit, Officer James Lorusso who is assigned to logistics, and Officers Robert Holst and Robert Forsythe who are assigned to the Bicycle Unit, for their participation in these units and the countless hours of hard work, training and responses to those calls at all hours of the day and night.

2022 was the eighth year that we have had a school resource officer. Officer Joseph Choiniere and our Community Resource Dog Officer Mitch worked at the King Philip Middle School and Norfolk Public Schools to provide resources, education, and a safe presence for all children, teachers, and staff. In the fall of 2022, Officer Joseph Choiniere was promoted to sergeant and Officer Katie Appel took over as school resource officer. Officer Appel also attended DARE training to take over the DARE Program at the Freeman-Kennedy School due to the retirement of Officer Stephen Plympton. We are thankful for the support of the schools, town, and residents for these important youth-based programs.

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

Nicholas Ethier

Steven Hamilton

James Hazeldine

Ryan Jasset

Jason Keen

Jonathan King

Gino Locchi

Daniel Mazzola, Jr.

Michael Milano

James Vinson

RESERVE POLICE OFFICERS

Keith Cogan

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

Edward Nolan

Stephen Plympton

Jason Romans

Robert Shannon

John Wayne

George Willis

POLICE MATRONS

Pamela Cartin

Hilary Cohen

Ashley MacDougall

POLICE CHAPLAINS

Pastor Peter Hogle, Emmanuel Baptist Church

Pastor Derek White, Federated Church

Pastor Stephen Zukas, St. Jude Catholic Church

POLICE COMMISSIONERS

Kevin Kalkut

Anita Mecklenburg

Carolyn Van Tine

POLICE DEPARTMENT ACTIVITY REPORT

Calls For Service	Total
209A/258E ORDER VIOLATION (RESTRAINING/HARASSMENT ORDERS)	7
911 ACCIDENTAL	147
911 HANG UP	101
911 OPEN LINE	94
ABUSE CHILD / ELDER	1
AIRCRAFT PLANE HELICOPTER DRONE	1
ALARM - BURGLAR	189
ANIMAL	51
ASSAULT	6
ASSIST - EMS	594
ASSIST - FIRE DEPARTMENT	344
ASSIST - CITIZEN/PUBLIC	105
BURGLARY / BREAK AND ENTER	17
CHEMICAL SPILL LEAK / HAZMAT	4
CIVIL COMPLAINT / NEIGHBOR DISPUTE	69
DISABLED VEHICLE	120
DISORDERLY DISTURBANCE	23
DOCUMENT SERVICE / RESTRAINT SUMMONS	34
DOMESTIC VIOLENCE	71
DRUG PARAPHERNALIA	3
ELECTRICAL HAZARD	18
MENTAL HEALTH	52
ERRATIC OPERATOR	115
FIGHT	1
FIREWORKS COMPLAINT	6
FOUND PROPERTY	45
FRAUD	59
HARASSMENT	35
HIT & RUN MVC	26
INACCESSIBLE HOUSE LOCK OUT	24
LARCENY	28
LOST PROPERTY	9
MESSAGE DELIVERY NOTIFICATION	15
METROLEC CALLOUT RESPONSE	10
MISSING PERSON	23
MOTOR VEHICLE CRASH	160
MOTOR VEHICLE STOP	3,039
NOISE COMPLAINT	52
OVERDOSE	4
PANIC ALARM - AUDIBLE	5
PANIC ALARM - SILENT	5
PARKING TRAFFIC COMPLAINT	20
PROPERTY/BUILDING/SECTOR CHECK	5,868
ROAD/TRAFFIC HAZARD	121
RUNAWAY	14
SEXUAL ASSAULT OFFENSE	3
SHOOTING / ACTIVE SHOOTER	1
STOLEN VEHICLE	1
SUDDEN / OBVIOUS DEATH / BODY FOUND	3
SUSPICIOUS ACTIVITY / VEHICLE	447
THREATS	24
TRAFFIC ENFORCEMENT	165
TRAIN/MBTA COMMUTER RAIL	6
TRESPASS	16
VANDALISM PROPERTY DAMAGE	40
VEHICLE LOCK OUT	39
WARRANT SERVICE	16
WELFARE/WELL-BEING CHECK	95
WIRES DOWN	44
Total Calls For Service	12,635

Activity Outcome From Calls For Service	Total
ARRESTS & PROTECTIVE CUSTODY	124
CRIMINAL COMPLAINT	253
MOTOR VEHICLE CITATIONS ISSUED	1,119

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 who oversees the division and works alongside Detective James Lorusso. Detective Lorusso worked in a full-time detective assignment, Monday through Friday, from 7 a.m. to 3 p.m., and Detective Sergeant Jimmy 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 2022

A few notable cases are as follows:

- Worked alongside other government agencies on mail fishing/fraud cases.
- Investigated drug overdoses (4 total).
- Investigated several breaking and entering (17 total).
- Investigated several larceny's (28 total).
- Investigated sexual assaults (3 total).
- Investigated a high number of financial scams (59 total).
- Investigated sudden deaths (6 total).

During this past year, Detectives Meneses and Lorusso attended a number of trainings/seminars/workshops for continuing education and sat on various task forces.

Detectives also completed two alcohol compliance checks during 2022, and no violations were found.

The Detective Division has also taken over the department's court duties. This includes duties such as court prosecutor, hearings, discovery, and handling of everyday court functions.

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

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

This year was a very busy year at the Norfolk DPW with the completion of the Holbrook Street Well Field, the implementation of the Mattress Recycling Program at the Transfer Station, the completion of the cemetery expansion at the Norfolk Cemetery as well as the demolition of the old salt storage building and the completion of the new salt storage structure. All of these projects were completed on time and under budget during a year when supplies were scarce at times and budgets were strained. This is all in addition to our normal daily operations and emergency response throughout the year.

Department Projects

2022 was a challenging year regarding the department's projects as the pandemic came to a close and materials became even more difficult to get. Even with difficult times, the DPW continued to move forward on multiple projects throughout the different DPW divisions while keeping all projects within budget parameters.

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. The Highway Division is funded through the General Fund. Projects are funded through Capital Projects, Chapter 90, grants and bonds from private developers.

The Highway Division started the year with an active winter weather pattern that kept the schedule busy. The inconsistent winter weather pattern made winter operations challenging, yet we were able to keep spring and summer roadway projects on schedule and all were completed under budget. The Highway Division completed the milling and paving of 3.6 miles of town roads along with the crack sealing of 10.2 miles of town roads with the help of outside contractors.

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

- Boardman Street (from Seekonk Street to Freeman-Kennedy School Driveway)
- Everett Street (from Walpole Town Line to #30 Everett Street)
- Everett Street (from Wrentham Town Line to Pine Street)
- Noon Hill Avenue (from Seekonk Street to #29 Noon Hill Avenue)
- Clark Street (from Walpole Town Line to Main Street)
- Main Street (from MBTA Bridge to #234 Main Street)
- Marshall Street (from Pond Street to North Street)
- Valley Street (from Pine Street to Dedham Street)
- Roadway Crack Sealing Program was implemented this year to extend the life of existing asphalt throughout town. A total of 10.2 miles of roadway was crack seal.
- 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 225 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, fifteen memorials, two cemeteries, municipal green spaces, school grounds, roadside mowing 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 2022 there were 13 burials and 16 cremation burials and the sale of 18 lots.

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 646 hydrants, 75 miles of water main,

2,733 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:

- The construction of the Holbrook Street redundant well field was completed and the source has been brought online to supplement our other two sources currently in use.
- 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>2021</u>	<u>2022</u>
Total water services	2,683	2,733
Total gallons pumped	158,919,700	166,112,700
Total gallons purchased from outside sources	261,700	0
Average gallons pumped per day	435,396	455,103
Average annual gallons used per service	59,329	60,780
Average gallons used per service per day	163	167
Total water bill and betterment revenue	\$2,280,159	\$2,226,846

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 self-supporting and fees from sewer revenues are 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 \$4,900.

This year completed two full calendar years since the colored bag program was first installed and it has proven to be an overall 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, 2022, through December 31, 2022. The Transfer Station was open to Norfolk residents on Wednesdays and Saturdays from January 1, 2022, through December 31, 2022. The total number of operating days in 2022 was 103.

SOLID WASTE INFORMATION

Non-Recyclable Waste*

Total compacted waste**	437	tons
Total bulky waste	362	tons
Total non-recyclable waste	799	tons
Daily average	8	tons

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

**The 437 tons of compacted waste represent 24,970 bags of household waste.

Recyclable Waste

Newspaper & Mixed Paper	60	tons
Corrugated Cardboard	105	tons
Plastics (#1-#7)	43	tons
Metal (white goods & metal cans)	86	tons
Tires	3	tons
DPW Waste	120	tons
Glass (white & colored)	49	tons
Leaves/Yard Waste	44	tons
Brush	334	tons
CMRK Clothing, Textiles, & household items	22	tons
Total Recyclable Waste	866	tons
Daily Average	8	tons

Recycling Rate

Total recyclable plus total non-recyclable waste is 1,665 tons. This figure achieves a recycling rate of 52% (before accounting for private haulers, 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 to 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
William Drosehn

DIVISION FOREMEN
Todd Erickson
Justin Laliberte
John Peterson
Allen Phinney
Martin White

EXECUTIVE ASSISTANT
Christine Tardanico

STAFF
Michael Bissanti
Richard Coe
Nathan Fish
Sebastian Flood
Mark Furdon
Lauren Guden
Joseph Lawlor
Bradford Pelletier
Katie Salgado
Wayne Walker
Paul Yonker

RESERVE STAFF
Raymond Mullaney
Peter Riedel



**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 2022 the Norfolk Cultural Council distributed \$7,200 in grants to 17 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 has not been 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 2023.

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 are committed to the preservation of Norfolk's history. A large photo of the Mann Homestead was added to the display window outside NHC's office at the Town Hall. An informative display of Mann family photos, books and papers was added to the adjacent bulletin board. We donated medical books in the Mann Book Collection to the Countway Library of Medicine in Boston which houses the collections of the Harvard Medical School Library and the Boston Medical Library. The American Antiquarian Society in Worcester is interested in any books published before 1876. We would like to thank Bob Tasker who refinished and donated an antique flame mahogany bookcase to NHC which houses the remainder of the Mann Book Collection. We were asked to name a new plot being developed at the Norfolk Cemetery and chose the name Pond Side. We also suggested the name Love Pond for the unnamed body of water behind the site. There was a family named Love who lived in the area. Betsy Pyne and her late husband, Charles, were able to complete scanning NHC Photo Books 1-9. Their son, Charlie, volunteered to continue the project, and Book 10 has been completed. This is an ongoing project as we hope to include photos from Norfolk's 150th Birthday Parade as well as future events. All of the old newspaper clippings have been organized into categories and stored in an archival documents file. This is another ongoing project as more articles surface and new events create more articles of note. It has come to our attention that an antique lye stone originally located on Myrtle Street is now located in Walpole. We are working on its return to Norfolk. Traditionally, a lye or leaching stone was used in the soap making process; this particular stone is approximately four feet in circumference. The Cantoria Friezes on display at the Grange Hall have aroused many comments from the public. We are working on a storyboard to explain their history and the great effort to restore them. Sam Zeigler continues to keep us updated on the proposed restoration projects at the Grange and noted that the Community Preservation Commission (CPC) has approved his grant application for funding. He also keeps us informed about the restoration work that is ongoing at the Warelands on Boardman Street. Both the Grange and the Warelands are listed on the National Register of Historic Places. We are monitoring proposed new building projects especially those involving historic properties located in the Sullivan's Corner and Rockwood Road Historic Districts as well as in other areas of town. We appreciate the assistance of the Department of Public Works for installing the signs for the Rockwood Road Historic District. The Massachusetts Historical Commission approved the site a few years ago; the signs we purchased had been stored at the DPW since shortly before the onset of COVID but were unable to be installed at that time. NHC participated in Norfolk Small Business Association's Discovery Day held on Town Hill on September 10, 2022. Informative posters and walking tour maps were on display. Sweatshirts and books including *The History of Norfolk* by Bertha Fales, *Norfolk Revisited*, and *Norfolk Stories, Volumes I & II* were offered for sale. Betsey Whitney's book, *The History of Pondville*, continues to sell with interest coming from folks out of state and/or Pond Family descendants. NCTV still runs the videos, *Pondville*, featuring a trip through Pondville's approximately two square miles full of historical sites, a few which still exist intact. Richard Connors played a big role in these videos; he lived there from age 4 to 85. Developers seem to have developed a definite respect for the area called Pondville.

Norfolk Historical Commission Board Members:

Geri Tasker, Chair
Michelle Maheu, Secretary
Sandra Paquette, Treasurer
Betsy Pyne
Gail Sullivan
Betsey Whitney
Sam Zeigler

Alternate Members:

Marcia Johnston
Donna Jones
Kathy Lang
Thelma Ravinski

KING PHILIP REGIONAL SCHOOL DISTRICT

School Year 2021-2022

A flurry of activity in the months prior to the start of 2021-2022 school year resulted in the onboarding of new teachers, teacher assistants, cafeteria workers, and substitutes. The King Philip Regional School district officially began the year on August 31st in what would be our first “back to normal school year” following the COVID-19 pandemic. Back to normal meant a year where King Philip students moved beyond variations of learning models (remote, hybrid, traditional) to daily in-person class instruction.

The King Philip District vision “to inspire students to develop their passions and prepare them to succeed in a world of rapid and constant change” continued to be reinforced as the district engaged students in a new year of learning. Our mission continued to foster respect, individual and collective responsibility, creativity, and enthusiasm for learning. As a school district, our 2019-2024 strategic plan focused on teaching, learning, embedding technology, budgeting, and developing community. Technology integration within the district has moved forward with significant strides.

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 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 safety, functionality, and performance while prioritizing equipment and infrastructure replacement and repairs. The front office roof section was replaced at the high school as well as security upgrades throughout the building. The middle school boiler plant has been replaced in addition to security upgrades and a needed student activity van. Both buildings custodial and maintenance teams have increased their scope of work including repairs to furniture, HVAC equipment, vehicles, and athletic equipment.

While providing exceptional comprehensive academic programs for students, the district has been able to support mental and behavioral health, and wellness initiatives. A Family Wellness Resources Website and key events are accessed through the Principal’s Newsletters. The district partnered with Community Counseling of Bristol County and provided families access to William James College Interface Referral

Services for families seeking counseling for their child, as well as access to Behavioral Health Partners of MetroWest referral services for Norfolk residents. Five virtual parent/caregiver wellness education events were held in the spring of 2022 to support families related to digital technology, mental health, and the dangers of marijuana use and driving.

Multiple coalitions and student groups have been launched to reinforce student health initiatives. The KPHS Active Minds student chapter, affiliated with the national Active Minds organization, launched to change conversations around mental health, reduce stigma, and increase help-seeking behaviors of students at risk. 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. Additionally, through KP's partnership with the Samaritans, our students continued to learn about stress management. The King Philip, Norfolk, Plainville and Wrentham Schools, in partnership with Cataldo Pro EMS, hosted six regional vaccination clinics.

Grant support for our tri-town community based Director of Diversity, Equity, and Inclusion position continued. This year, the district launched support for diverse students in an affinity club. Regular evening monthly meetings were held for the DEI community group. As part of a state grant, the district continued to develop strategies for diversification in our workforce. A March event sponsored by the Norfolk Library included the opportunity to meet author, Harvard lawyer, Bryan Stevenson, about his recently released best-seller, *Just Mercy*. Multiple opportunities to engage in discussions on race, racism, and equity were provided at the Norfolk library throughout March. The DEI Director provided professional training on bias and identity to staff.

The district gathered information from multiple district stakeholders through professional development and surveys for teachers, alumni, and community members to result in the district's Vision of a Graduate. This Vision defined six major categories: Accept, Think, Innovate, Communicate, Contribute, and Learn. The Vision of a Graduate is a required part of the NEASC high school accreditation process. In addition, High School implemented Authentic Learning Experiences to create a series of mid-term exams that were more relevant and rooted in active learning rather than the traditional paper and pencil summation of learning experiences. The middle school focused on integrating co-teaching with middle school teachers to enrich and engage students in the inclusion process. Three staff training sessions from the Commission for LGBTQ Youth were offered to middle school staff, district nurses, and district health and physical educators.

Dr. Lisa Mobley, high school principal, dressed in graduate regalia, awarded 315 Diplomas and 3 Certificates of Attainment at King Philip High School graduation which was held at Stonehill College on June 5th. We had 9 students who graduated with Distinction, 5 from our Honors Academy, 29 students received the Spanish Seal of Biliteracy (two of which were with Distinction), 1 French Seal of Biliteracy and 10 students who received AP Capstone Diplomas. 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 retained the virtual Town Hall format that was so successful during the pandemic.

In the 2021-2022 school year, King Philip Middle School world language expanded the 7th grade curriculum with Exploring World Language. With the new program, students experienced 30 days of Spanish and 30 days of French to strengthen student decision making about their choice of language for Grade 8 and beyond. 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. Through their participation in the New England Math League Competition, the KPMS 7th grade team placed third in the New England region. There were five students from the MS Math League that qualified for the MA state competition. 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, and Friday Night Live (a variety show) as well as decorated the school for the seasons with the help of other clubs.

Our Performing Arts program continues to be a source of KP Pride. As a result of KP becoming a one-to-one technology district, general music students had the opportunity to utilize music technology resources to enhance their learning. The King Philip Middle School Chorus and Bands returned to full in-person rehearsals. Both the Middle School Bands and Chorus participated in the MICCA Concert and Choral Festival where they earned Gold Medals for their performances. The Band and Chorus had a number of students accepted into the Southeast Junior District Virtual Festival.

At the High School the KP Pride and Passion Marching Band 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 became part of the school day curriculum. They participated in the Norwood Jazz Classic, SE District and State MAJE Festivals earning Gold medals at those events. The High School Band and Chorus returned to full in-person rehearsals. As part of the High School's first annual Prism Concert where there was a consistent presentation of music with no breaks between performing groups, each performance blended into the following group. 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 concert, spring concert, hosted the MICCA Festival (Concert Band earned a Gold medal, Chorus earned a silver medal), Spring Pops and 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.

King Philip Regional High School students have access to comprehensive athletic programs where students compete at the Freshman, JV, and Varsity levels. This was the first year of the MIAA State Tournament structure that replaced the Sectional Tournaments used in the past. Our Warrior teams excelled both on and off the field. KP was awarded the 2022 District 7 MIAA Sportsmanship Award in recognition of the high standard of ethics and integrity in interscholastic athletics. KP had a very successful fall with Girls Volleyball advancing to the MIAA Final Four and Football playing for the state championship at Gillette Stadium. In addition, Girls Soccer and Field Hockey qualified for the state tournament as well. Girls Basketball, Boys Ice Hockey and Girls Ice Hockey qualified for the State tournament with many individual student athletes qualifying for their post season play as well. Spring was

very successful with Baseball, Softball, Boys and Girls Tennis, and Boys and Girls Lacrosse qualifying for 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
Dr. Susan Gilson, Assistant Superintendent
Ms. Michelle Kreuzer, Middle School Principal
Dr. Lisa Mobley, High School Principal

NORFOLK ELEMENTARY SCHOOLS

January 2022 – December 2022

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 FY22 approved budget for the Norfolk Public Schools was \$14,442,309.

Personnel Changes

Retiring from service in 2022, the Norfolk Public Schools acknowledges with gratitude the dedication and excellence of:

- Mrs. Kathleen O'Shea was a kindergarten teacher for 23 years and a regular education instructional assistant for 5 years.
- Mrs. Sharon Griffin was a kindergarten teacher for 20 years and a special education tutor for 3 years.

School Councils

Each school has a School Council. The School Councils are representative committees composed of the principal, parents, teachers, and community members. They serve in an advisory capacity to the principal. During a typical school year, the Councils meet on a monthly basis. This year, the Councils will discuss a variety of topics including: the diverse learning needs of students, differentiated instruction and current curriculum initiatives including social emotional learning, student assessments, our evolving Multi-Tiered System of Supports (MTSS) program as well as the annual topics of home-school communication, the development of the FY24 school budget and special school events.

The School Improvement Plan for each school is developed by the School Council and includes goals related to curriculum, professional development, student achievement, parent and community participation, school climate and the provision of safe, secure and well-maintained school facilities. This year, each Council will create a new three-year plan which will be shared and approved by the School Committee.

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, 2022, as reported to the Department of Education.

Class Enrollment and Average Class Size			
Grade	# of Students	# of Classes	Average Class Size
PK	58	5	12
K	128	7	18
1	145	7	21
2	158	8	18
3	126	6	21
4	137	7	20
5	129	6	22
6	134	7	20
(HOD only)	489		
(F-K only)	526		
Total Enrollment	1,015		

Curriculum

During the 2023 fiscal year, we will continue to examine our curriculum, policies, and programs in order to identify and respond to any programmatic barriers that impede full participation, access, and opportunity for all students to receive an equitable education. In order to support this effort, we will continue to focus on refining our Multi-Tiered System of Supports (MTSS) practices by leveraging grade-level data meetings to plan supports for students who are not meeting benchmark standards. Professional development will continue to focus on integrating Universal Design for Learning (UDL) framework to improve and optimize teaching and learning for all students. As part of our regular curriculum review cycle, we are also conducting a comprehensive review of the current ELA curriculum in order to ensure that the district maintains currency in our pedagogy and practices, and that we continue to provide a high quality, robust learning experience for all of our students.

District MCAS Data 2021/2022 School Year

Due to the schools' shifting to a fully remote model during the Spring of 2020, MCAS testing was suspended. It should also be noted that there were variations in how MCAS was administered over the last few years, when considering and comparing test results between the 2019 and 2022 school years. In the spring of 2021 the MCAS test was shortened for students in grades 3-8.

MCAS Results: Science, ELA and Mathematics

* M & E = the percentage of students scoring in the Meeting and Exceeding categories

SCIENCE MCAS Results	% of M&E	% of M&E	% of M&E
	2019-2020	2020-2021 *shortened test due to COVID	2021-2022
Grade 5	*not administered due to COVID	57%	60%

Science scores in the Meeting and Exceeding categories improved slightly despite the obstacles that COVID presented. Science was a challenging subject to teach remotely and due to COVID safety protocols put in place by the CDC, the ability for students to work in groups was suspended until winter of 2021. Therefore, students were not able to conduct hands-on experiments. In a closer look at 2021/2022, the data indicated that a greater number of grade 5 students were able to demonstrate mastery with skills taught in the last two years than ones taught in the younger grades. This indicates that we need to build more opportunities in our curriculum to review previous skills.

ELA MCAS Results	% of M&E	% of M&E	% of M&E
	2019-2020	2020-2021 *shortened test due to COVID	2021-2022
Grade 3	*not administered due to COVID	59%	60%
Grade 4	*not administered due to COVID	68%	47%
Grade 5	*not administered due to COVID	58%	60%
Grade 6	*not administered due to COVID	63%	51%

Overall, Norfolk Public Schools outperformed the State in the percentage of students who scored in the Meeting and Exceeding Expectations categories. Reading skills continue to be an area of strength. The state reported that ELA scores declined in 2022 as compared to 2021. In particular, writing scores were lower than last year in grades 3-8. In addition, grades 3-5 showed sharper declines than grades 6-8. Following the trend reported statewide, the Norfolk Public Schools also saw a decline with our writing performance on the 2022 MCAS. Anticipating that writing skills following the pandemic would be impacted for students in grades 2-5, NPS took mitigating steps and provided additional supports to staff and students by providing grade level professional development on supporting unfinished learning in writing, adjusting the scope and sequence to provide additional time to review as well as other measures.

MATH MCAS Results	% of M&E	% of M&E	% of M&E
	2019-2020	2020-2021 *shortened test due to COVID	2021-2022
Grade 3	*not administered due to COVID	48%	58%
Grade 4	*not administered due to COVID	54%	64%
Grade 5	*not administered due to COVID	44%	58%
Grade 6	*not administered due to COVID	71%	74%

Norfolk Public Schools continues to outperform the State in the percentage of students who scored in the Meeting and Exceeding Expectations categories. Due to the additional supports and curriculum shifts that were made in grades K-5 the previous year, we saw an increase in scores across all grade levels between the 2021 and 2022 results.

Respectfully submitted,
Victoria M. Saldana, Director of Curriculum, Assessment and Instruction, Norfolk Public Schools

Special Education Department

The Special Education Department had a productive 2021-2022 school year. Accomplishments included continuing to develop and strengthen specific programming to address varying types of disabilities. Continued to focus on identification, assessment, and instructional methods related to specific learning disabilities in the areas of reading and writing and participation in a winter workshop by Dr. Melissa Orkin and Mrs. Sarah Gannon titled "Screening and Support Students At Risk of Dyslexia: K-2." This 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 is successfully cost sharing several services and professional development. We have worked

collaboratively with King Philip Regional Middle School to align our social/emotional/behavioral health continuum of services and language-based programming. Our district has added a half-time licensed social worker/Family Success Partner to support families in the acquisition of resources and services beyond the school day. Our department continues to grow in social/emotional/behavioral health programming, training staff on specific methods and curriculum such as mindfulness, social thinking curriculum, and assessment. 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 eleventh 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 mixed two full day/three 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 tenth 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 thirteen 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 third 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, the district has a Mental Health Team composed of regular educators, special educators and mental health staff. This Team meets once a month and problem solves and plans for more significant student needs. This Team has 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, and Social Thinking training by Nancy Clement.

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 18% and aligns with the state average.

This fall the Special Educational Parent Advisory Council (SEPAC) hosted a very successful 8th 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, 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 is in its ninth year of publishing a monthly newsletter for the Norfolk Public Schools community in order to increase communication and provide information to all families in the district.

This year, I am especially proud of the accomplishments of our hardworking staff and parents who have supported the needs of our students especially over the past three years. 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.

The first goal is to focus on the Freeman-Kennedy School SmartBoard Replacement Cycle. Currently the Freeman-Kennedy School has Interactive SmartBoards in every classroom. The boards have become a standard classroom tool for teachers to present and interact with our fully digital curriculum materials.

The Freeman-Kennedy SmartBoards are 12 years old and have surpassed their life expectancy. Because of the age of the SmartBoards, they have been experiencing problems with resolving audio issues, updating firmware, complications with the pens trays and imaging issues. We will need to replace 40 SmartBoards to support teaching in learning in the Freeman-Kennedy School.

The second project we are focusing on is our district-wide Firewall and Content filter. Currently we have a Cisco Firewall and use Cisco's Umbrella Content filter. Both Cisco products are integral parts of our network and are also nearing their life expectancy. An organization's firewall is critical to operations and is its biggest line of defense. Firewalls provide protection against outside cyber attackers by shielding the network from malicious or unnecessary network traffic. State and federal laws require that schools monitor and filter their students' web usage. We meet the compliance regulations for internet safety for CIPA with the Cisco Umbrella Content Filter. This helps us effectively manage the user's internet access through category-based content web filtering, allow/block lists, and SafeSearch browsing enforcement.

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:

- Through an energy grant, new pipe insulation was installed in the boiler room. The insulation saves wasted heat loss.
- The grant also provided the installation of new weather stripping on all exterior doors throughout the school.
- Through a different grant, an LED lighting project was completed. New energy efficient LED lighting replaced all interior fluorescent lighting. Exterior pole lighting around the parking lot was also replaced with LED lighting. Currently finishing up the project by adding motion sensors. The additional controls will stop unnecessary energy consumption.
- Through another energy grant, a new Building Management System (BMS) is actively being installed. The new system allows the current heating system and circulating pumps to run more efficiently. The new system should have a major savings impact for fuel oil and electricity savings.
- A section of gutter and downspout was installed at the loading dock/SACC entrance way. This improves the safety for students, families and staff using the entrance by helping to prevent ice buildups and erosion

Improvement projects at the Freeman-Kennedy School include:

- Worked in collaboration with the Technology Department to relocate and remount select smartboard systems to various locations throughout the schools.
- Several metal stair railings had worn paint and chips. The railings were sanded down, primed, and paint was reapplied.
- A new automatic door opener was installed in the main entrance to improve security and accessibility. The motor had failed in the old unit resulting in security issues.
- Repairs were made to rooftop unit #5. The unit was having several issues with cooling capabilities as well as compressor issues. New HVAC equipment was installed to bring the unit back to normal operating conditions.
- New energy efficient LED lighting installed in the gym. The previous installed lighting kept failing and required a lift and an electrician to troubleshoot. The new lights provide better lighting and do not require ballast troubleshooting.

- Painting of several spaces throughout the building.
- Collaboratively working on the feasibility study for expansion of the school.
- Installed a heater in the kiln room to keep pipes from freezing. Since the school was built, the space has been problematic with low temperatures due to the amount of ductwork required for the kiln. The heater was currently owned by the school and was not being used in the garage.

District-wide improvements include:

- Several electrical and plumbing modifications/repairs have been conducted for preventative maintenance and equipment failures.
- Before the start of the school year, a locksmith inspected all of the exterior and interior doors at both schools. The locksmith performed preventative maintenance, addressed discrepancies, and inspected the functionality of each door. The completion of this work helps to maintain security for staff and students.

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 Haffner, 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, 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 2022 gave us more and more *normal* in our lives after the pandemic. We had more patrons, programs, and activities in the building than we have had since 2019. We checked out 132,870 items to patrons, held 530 programs, and had 6,249 patrons attend those programs.

The library was closed for much of January due to repairs from water damage in the lobby. Library staff were able to offer holds pick up, home delivery, take home kits, and programs while the library underwent repairs. The library was able to reopen with an alternate entrance on January 20th with final repairs being completed in the late spring.

Despite the library being closed for most of January and some disturbances while repairs were completed, there was still an increase in circulation of physical and digital materials during 2022. While we are not quite at pre-pandemic levels, we are encouraged by the significant increase in checkouts of physical items over the 2021 figures (19% increase from 2021). 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 a 22.5% increase over 2021. Hoopla Digital (videos, music, audiobooks, eBooks and comics), which is supported by our Friends group, continues to be in demand with 4,977 checkouts.

Library staff organized a variety of in-person and virtual programs for patrons of all ages in 2022. Some of these included: A talk by Mallory Mortillaro about lost artwork she found while at the Hartley Dodge Memorial, family trivia, organization programs with Susan McCarthy, job search program with Joyce Mandel, Maker Mondays, technology help sessions, film viewing series, gardening series that included planning your garden and how to build a rain barrel, memoir writing workshop, two D&D groups, Pokémon drawing, Teen and Tween Advisory Boards, Minecraft programs focused on engineering, a multitude of arts and crafts programs for all ages, book groups for all ages and interests, Mr. Vinny's Shadow Puppet Show, Norfolk Cottontail Club, Write Your Own Picture Book, knitting and crocheting, Blackout Poetry Night, History of Chocolate with Sarah Lohman, Unlikely Strummers, virtual cooking demonstrations with Chef Liz Barbour, Beatles music program with Fran Hart from 4EverFab, Mr. Vinny's Bubble Show, Power Kids Run Club, Elijah T. Grasshopper & Friends, Playful Engineers, Flying High Dogs, and many more.

The library held a Community Read during the month of March with discussions and programs based around *Just Mercy* by Bryan Stephenson and partnered with Jennifer Pepples, Director of Diversity Equity and Inclusion, and the King Philip School District. The Community Read was a great success and provided insight into social justice from different vantage points and in different formats for different ages. Programs included book discussions, a screening of *True Justice: Bryan Stephenson's Fight for Equality*, a virtual program with the Equal Justice Initiative, a program for parents about discussing tough topics, Leaning Into Conversations About Race and Racism, What Are Jails For: The Story of Mass Incarceration, Let's Discuss: Race & Incarcerations, and a *Just Mercy* film adaptation screening.

Take home kits were enormously popular again this year. The NPL staff did an amazing job creating Take and Make craft kits for all ages, STEM kits for children, Interactive Movie Kits for families, cooking club kits, Blind Date with a Book, as well as Lit Loot for teens and Tween Takeout boxes.

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, virtual and in-person gaming programs with One Up Games, 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 2022, the library processed 856 passport applications, a large jump from 2021's number of 104 due to pandemic-related restrictions. The library held a passport walk-in event in April ahead of summer travel; no appointments were required during this event.

The Community Room hosted a variety of wonderful exhibits from local groups and artists. Some highlights include shawls spun from yarn created by the Sunday Spinners, quilts created by a local quilting group, the annual photography exhibit from the Stony Brook Camera Club, and the annual display of the art entrants from the Norfolk Lions' Community Day competition.

NPL Fact Sheet for 2022:

Collection size	174,295
New items added	6,146
Circulation	102,664 Physical items 30,206 eBooks, Downloadable Audio & Video
Staff	4 Full-time/11 Part-time
Patrons with library cards	7,166
Interlibrary Loans	19,718 sent 14,892 received
Library visits	70,038
Library sponsored programs	530
Attendance in programs	6,249
Volunteers	62 volunteers 1,528 volunteer hours
Meeting room reservations by community groups	281
Passport applications accepted	856
Computer sessions	1,352

Several staff members left the library in 2022: Libby O'Neill, Rachel Matthews, Tamara Dalton, and Suzanne Reynolds-Alpert. New hires included: Mary Murphy, Adam Hommeyer, Kate Aucella, Roberta Boudreau, Allison Riendeau, and Donna Reynolds. There were also several promotions: Sarah Ward to Director, Courtney Allen to Associate Director, and Sarah Durand to Technical Services.

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 2022, as in years past, the Friends sponsored the majority of the programs at NPL, including, but not limited to: 2022 Community Read, Summer Reading Program, preschool sing-alongs with Jennifer Tefft, Read It & Eat It, Kid's Cooking Club, Take and Make kit supplies, video game tournaments with One Up Games, various dance classes with Exhale Dance Studio, cook-along programs with Liz Barbour, author talks by Ted Reinstein, Garden-Ready series with Casey E. Doyle, organizational programs from Susan McCarthy, multiple virtual classes with Mandy Roberge, art programs with Pop Up Art School, and Singers and Shakers to name a few. The Friends also funded the Marquee Movie Collection, Hoopla, and many of our museum passes. Some of the passes they funded include New England Aquarium, Southwick Zoo, Museum of Fine Arts, Isabella Stewart Gardner Museum, Davis Farmland, Historic New England, Eric Carle Picture Book Museum, DCR Parks passes, Trustees of the Reservations, 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 service is a vital part to the daily operations of the library. In 2022, 62 volunteers donated 1,528 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.

Respectfully submitted,

Sarah Ward, Library Director

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

PUBLIC LIBRARY

LIBRARY DIRECTOR

Sarah Ward

ASSOCIATE DIRECTOR

Courtney Allen

SENIOR YOUTH SERVICES LIBRARIAN

Allison Riendeau

PROGRAM COORDINATOR

Kate Aucella

INFORMATION SYSTEMS ADMINISTRATOR

John Spinney

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



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. We had a couple of changes in the Building Department with our beloved longtime Administrative Assistant Karen Turi's retirement this year. We wish her well and thank her for the great service she provided to the Town of Norfolk. Also, our Assistant Building Inspector Jon Ackley moved on to head up the Medway Building Department. We wish him success in his new position; it is well deserved.

Permits Calendar 2022	Permit Totals	Fees
Commercial Annual	15	\$ 1,400.00
Commercial Existing	27	\$ 11,847.95
Commercial New	4	\$ 4,016.91
Electric Commercial	50	\$ 9,227.08
Electric Residential	439	\$ 56,500.00
Gas Commercial	7	\$ 2,040.00
Gas Residential	176	\$ 19,315.00
Sheet Metal Commercial	8	\$ 11,740.00
Sheet Metal Residential	119	\$ 24,175.00
Plumbing Commercial	5	\$ 1,100.00
Plumbing Residential	221	\$ 31,410.00
Residential Building Existing	475	\$ 144,298.49
Residential Building New	65	\$ 174,298.28
Total	1,611	\$ 491,368.71

BUILDING COMMISSIONER/ZONING ENFORCEMENT OFFICER

Robert Bullock, Jr.

ASSISTANT ZONING OFFICER

Jonathan Ackley (resigned 10/13/2022)

Louis Allevato (started 12/5/2022)

LOCAL INSPECTOR

Jonathan Ackley (resigned 10/13/2022)

Louis Allevato (started 12/5/2022)

FENCE VIEWER

Robert Bullock, Jr.

ASSISTANT FENCE VIEWER

Jonathan Ackley (resigned 10/13/2022)

Louis Allevato (started 12/5/2022)

INSPECTOR OF WIRES

Peter Diamond

ASSISTANT INSPECTOR OF WIRES

Keith Carlson

INSPECTOR OF GAS FITTINGS AND PLUMBING INSPECTOR

Paul Steeves

ASST. INSPECTOR OF GAS FITTINGS AND ASST. PLUMBING INSPECTOR

Jerry Smolinsky

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 2022 Norfolk Planning Board consists of five (5) volunteers who are elected for three-year staggered terms, and there is one position for an associate member who is appointed by the Planning and Select Boards. At the start of 2022, the Board met monthly by Zoom Online Video Conferencing meeting in accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law relating to the 2020 novel Coronavirus outbreak emergency. However, as the risk of COVID-19 transmission decreased, the remainder of the Planning Board meetings were conducted in person beginning in May. 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 2022, the Planning Board reviewed and approved two (2) Special Permits for the following projects: 100R Street (addition of Dish wireless antennas to the existing wireless facility) and 360 Main Street (signage for the new Camger Coatings Systems building). Additionally, five (5) Site Plans were reviewed and approved that included commercial or Town buildings, or solar arrays at the following locations: 90-100 Pond Street (NextGrid Solar), 228 Dedham Street (commercial contractor headquarters), Macarthur Avenue (roadway improvements for access to one existing lot), 262 Dedham Street (Brookside Commercial Shooting Range), and 117 Main Street (Norfolk Fire Station project). The Planning Board also held two (2) Scenic Road Act hearings. 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 2022 included various meetings and workshops for the reuse of the Southwood Hospital property, working in conjunction with the DPW to draft the ADA Self Evaluation and Transition Plan for pedestrian facilities with the public right of way, and updates to the Master Plan and Housing Production Plan.

The Planning Board also continues to refine specific language in the Town's Zoning Bylaws to enable the Town's vision for the development of the B-1 Zoning District and other districts, and 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, 2023
Chris Montfort, Vice Chair, 2024
Eric Diamond, Clerk, 2025
John Weddleton, Member, 2023
Gary Sullivan, Member, 2025
Melissa Meo, Associate Member, 2023

RECREATION COMMISSION

Norfolk Recreation's mission is to be a leading contributor to residents' community spirit, health, and community participation by providing a variety of programs, free events, well-kept playing fields, parks, and facilities. The Recreation Commission consists of five elected commissioners whose goal is to develop a long-term vision and path to meet the recreational needs of Norfolk residents. The management of everyday recreational activities including program selection and implementation, the management of field and park maintenance, and capital projects falls to the Recreation Department. The department consists of a full-time director, program coordinator, and an assistant, a position that was left open in late 2022 due to retirement. In addition to office staff, there are over seventy program instructors, seasonal employees, and contractors.

Norfolk Recreation offers fee-based, self-supporting programming for all age groups year-round. In 2022, 6,145 registrations were accepted; a twenty percent increase from 2021. This number translates to over 30,000 class attendees. Programs range from music and activities for babies and toddlers to school-age STEM programs, to youth sport leagues and clinics, to adult sports and enrichment programs. Our newest endeavor, the Liberty Flag Football League, welcomed 162 K-5 players in its inaugural year.

Revenue from the fee-based programs fund the majority of the free community events including the summer concert series, holiday lighting, Community Day participation, the Easter Egg Hunt, and the End-of-the-Summer Blast. In 2022, the Recreation Commission voted to bring fireworks to Norfolk in 2023 with the goal of hosting fireworks on an annual basis.

As the overseer of athletic fields and parks in Norfolk, our primary goals are safety, playability, and durability. Recreation identifies the need and manages contracted services for field maintenance including fertilization, aeration, irrigation and repair. These services are funded by participant user fees. Recreation also manages capital projects. Projects, depending on their size, are funded with Recreation revolving account funds and Community Preservation funds. Larger purchases in 2022 included allocating \$35,000 toward an athletic field mower for increased efficiency, \$25,000 for parking lot drainage, and \$10,000 for seed due to the exceptionally dry summer resulting in the grass burnout.

In 2022, the acquisition of the additional 43 acres adjacent to the Pond Street Complex that was voted on at the 2020 Town Meeting moved forward with the wetland delineation. The Recreation Commission set goals and began planning ways to have all town residents provide input as to how they would like to see the land used.

Recreation allocates the athletic fields at both the Freeman-Kennedy School and the Pond Street Recreational Complex to sports organizations. 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 participants receiving fields before all others. During the spring and fall, there are over 2,000 uses per week by players of Norfolk Baseball, Norfolk Youth Soccer, the Soccer Club of Norfolk, Norfolk Girls Softball, King Philip Soccer Association as well as the King Philip High School Soccer teams, and recreation programs.

Norfolk Recreation is greatly appreciative of the support received from residents, other Town departments and boards, and the organizations that help make our programming and events possible including the Norfolk Public and King Philip Regional Schools, Norfolk Lions Club, the Norfolk Cultural Council, Norfolk Public Library, 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,
Mark Edwards, Chair, Rob Taglienti, Clerk, and members Kim Meehan and Jill Lawrence
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 Board schedules a meeting on the third Wednesday of every month, unless the workload dictates additional meetings. A total of thirteen Open Meetings were held in 2022 and two site walks to view potential zoning issues. During the 2022 calendar year, the Board also received and granted applications for seven Special Permits (SP) and two Variances. At the close of 2022, there was one appeal which remains open.

A special permit for a Large-Scale Ground Mounted Solar Photovoltaic System was approved for NextGrid Inc. and BSC Solar Energy Group at 90, 92, 96, 100, 100R Pond Street and 12 Sharon Avenue. This site is not surrounded by any residential structures and is on approximately 26 acres in the C1, C1B zoning district.

The Town of Norfolk Fire Station Building Committee applied for and was granted a special permit to reduce to distance a building, parking area, and driveway and vehicle circulation area from 50 to 30 feet on both sides of the fire station. The Town of Norfolk Fire Station Building Committee applied for a variance to not provide a greenbelt from The Federated Church of Norfolk property line where there is a drainage easement. The Planning Board submitted a zoning map amendment to extend the business district boundary 30 feet over The Federated Church of Norfolk property line which removed the greenbelt requirement. Town Meeting approved the zoning map amendment.

As many town residents know there were several 40B projects approved by the Zoning Board of Appeals. At Boyde's Crossing (106-108 Main Street) 40 homes were completed in 2022. At Lakeland Farms (84 Cleveland Street) 32 homes were completed in 2022. At The Residences at Norfolk Station (194 Main Street) 36 townhouses were sold to Stonebridge Homes but construction was not started in 2022. At The Village at Norfolk (25 Rockwood Road) 32 homes are about halfway built out. Also, at The Residences at Pine Street (35 Pine Street) 8 homes were sold to Stonebridge Homes with the road construction starting in early December of 2022. At The Enclave at Norfolk (16-18 Village Green) 40 fifty-five and over development homes were well under construction and many new residents were living in the new development in 2022. At Waite's Crossing (65 Lawrence Street) 64 homes were under construction with the road construction starting in the fall of 2022. At Lakeland Hills (144 Seekonk Street) 44 homes were under construction with the road construction starting in the fall. The Board has been busy administratively handling the construction of these new developments.

Respectfully submitted,

Timothy Martin, Chair – 2023
David Axberg, Vice Chair – 2025
Joseph Sebastiano, Clerk – 2024
Josephine Cordahi, Full Member – 2027
Christopher Metcalfe, Full Member – 2026
Courtney Starling, Associate Member – 2023



Human Services

BOARD OF HEALTH

The Board of Health's mission, under the guidance of the elected board members, is to promote good public health, prevent disease, and protect the environment. This is carried out through routine inspections, investigating complaints, plan review, overseeing many programs and regulations (local and state), educating our residents and businesses, and serving the public.

Appointments

Board of Health Agents:

- Betsy J. Fijol – Executive Assistant/Agent
- Hilary Cohen – Animal Advisory Agent
- Carol Greene – Agent for Issuing Burial Permits
- Ed Nolan – Emergency Preparedness Agent
- Olivia Dufour – Tobacco Compliance Agent
- Matthew Tanis – Environmental Health Agent
- John Robertson – Regional Health Agent for Sanitary & Food Establishment Inspections

Permits and Licenses Issued

	2021	2022
Burial Permit	20	26
Form 1.0 (Review for Home Improvement)	44	16
Perc Testing	58	42
Well Permits	12	19
Septic System Permits:		
New Construction	41	29
Upgrades	27	24
Component Replacements	45	33
Variance Hearings	4	8
Food Establishments	38	45
Tobacco Sales	6	6
Refuse Haulers	5	4
Septic Installers	37	34
Septage Pumpers	19	21
Camps	4	4

Other Board Issues

In 2022, the Board of Health faced the challenge of the COVID-19 pandemic again this year and its impact on the residents of the Town. The COVID-19 dashboard with weekly updates is posted on our website: https://norfolk.ma.us/government/boards___committees/board_of_health/covid-19_information.php

The year 2022 brought many changes to the Norfolk Board of Health. The Town received a grant through the Public Health Excellence Grant Program and partnered with the towns of Wrentham and Franklin to form the Metacomet Public Health Alliance (MPHA) to provide much needed professional public health services and programs for the community.

The MPHA nurses sponsored two vaccination clinics, one at the Senior Center and one at Hillcrest Village, and administered 150 flu vaccinations to residents. The MPHA nurses held a COVID-19 booster shot clinic on December 7, 2022, and vaccinated 35 residents and employees. Many thanks to our public health nurses, Jeanine Murphy and Lauren Hewitt, and Town staff who made these events possible. The MPHA nurses continue to provide an "Ask the Nurse" program for all Norfolk residents regardless of age at the

Norfolk Senior Center every Wednesday from 9:00 a.m. to 4:00 p.m. Please call (508) 528-4430 to schedule an appointment.

Disease investigations via MAVEN (Massachusetts Virtual Epidemiological Network) for 2022 are as follows:

Campylobacteriosis	2
Hepatitis C	1
Human Granulocytic Anaplasmosis	2
Influenza	68
Novel Coronavirus (SARS, MERS, etc.)	972
Salmonellosis	1

The MPHA hired a full-time Environmental Health Agent, Matthew Tanis, who divides his time between Norfolk and Wrentham.

The MPHA also hired a full-time Regional Health Agent, John Robertson, for sanitary and food establishment inspections and enforcements. John divides his time between Norfolk, Wrentham, and Franklin conducting food establishment inspections, camp inspections, and housing/nuisance inspections.

In 2022, the Norfolk Board of Health held a public hearing and adopted "Regulations for Body Art Establishments and Body Art Practitioners."

The Board of Health saw the retirement of long-time board member Ilene Segal in 2022 and welcomed new member Liz Gebhard. Thank you, Ilene, 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
Cheryl Dunnington, Chair
Andy Bakinowski, Clerk
Liz Gebhard, 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 \$11.6 million, with about 36% of that sum coming from state matching funds. At 2022 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 \$7.6 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 match funds, which have averaged only 23% 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 2022 Town Meeting voters approved a \$5,000 allocation to survey and map vegetation in four Norfolk lakes and ponds: Bush 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 prelude to the development of a full weed treatment plan.
- The acquisition of 43 state-owned acres adjacent to the Pond Street Recreational Complex made good progress during 2022. The acquisition requires the submission of an Environmental Notification Form (ENF) to the Massachusetts Environmental Policy Act (MEPA) office. Despite some roadblocks, CPC anticipates this will be concluded in 2023.
- A feasibility study for the section of the proposed 17-mile Metacomet Greenway rail trail that would be in the Pondville section of Norfolk was completed. The trail ultimately will run from Walpole through Norfolk and Wrentham, and on to the Rhode Island border.
- The three- to five-year weed control program to preserve Highland Lake and City Mills Pond approved by voters in 2019 continues. A third treatment of Highland Lake and an initial treatment of City Mills Pond occurred in 2022. Separately, the first weed treatment was applied on the ten acres of Mirror Lake that is in Norfolk. This five-year project is managed by Friends of Mirror Lake.
- In 2021, Norfolk Town Meeting approved funding for a Housing Production Plan to be overseen by the Norfolk Municipal Affordable Housing Trust. The plan has been completed and approved by the Massachusetts Department of Housing and Community Development (DHCD) as required.
- 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 www.norfolk.ma.us to view our meeting schedule and minutes along with forms for project applications. We encourage people to bring ideas of possible projects to 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, as well as disabled residents. 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 senior population. We also serve as an advocate on issues that impact seniors 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 seniors are being met. The COA staff consists of a full-time executive director, part-time program coordinator, part-time outreach coordinator, part-time administrative assistant, and part-time 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 results of the 2020 census increased the number of residents in that age group to 3,084. This in turn increased the grant for Norfolk to \$37,008. This grant is used primarily to pay the MCOA annual dues, training and conference fees, newsletter postage, guest speakers, performers and program 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, "The Silver Set Gazette," is mailed to approximately 800 Norfolk seniors; it can also be accessed through the Town's website and our Facebook page. Our bi-weekly email update distribution increased to 425. It contains a calendar of events as well as resource information including property tax relief programs, SHINE (Serving the Health Insurance Needs of Everyone on Medicare) counseling, fuel assistance, the SNAP program, transportation options, et. al.

2022 Highlights: Sherry Norman retired as the Executive Director of the Council on Aging in July and Karen Edwards came onboard as the new Executive Director. The Meals on Wheels program continued to deliver hot lunch meals to Norfolk residents. The Council on Aging created a partnership between HESSCO and Hillcrest Village to deliver grab and go sandwiches once a week to Hillcrest Village residents who do not receive Meals on Wheels. The Friends' weekly lunches served an average of 40 senior residents and were offered as either grab and go or grab and stay. New volunteer services were added including a fall leaf raking program and a "sand bucket for seniors" program. Attendance at the Senior Center continued to grow as COVID-19 vaccines and boosters became available and people became more willing to come to programs in person.

The Council on Aging gratefully acknowledges the assistance and support of the EOEA, HESSCO, Norfolk Town departments, Norfolk County Sheriff's Office, Metacomet Public Health Alliance, Norfolk Cultural Council, Norfolk Community TV, Norfolk Lions Club, Friends of the Norfolk Council on Aging, and all our community partners and many 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	2023	Mary Mlinarcik	2024
Dawn Cohen, Vice Chair	2025	James Schweitzer	2024
Deborah Grover, Secretary	2023	Linda Hennessy	2025
Mary Nuhibian	2023	Jennifer Kuzeja	2025
Thomas 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 5.2% of the housing total in Norfolk (as of December 31, 2022). 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 \$111,850 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 (four) 4 units have been 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 2023 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 2023 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 spring of 2023 as Lottery Agent for The Residences at Pine Street which will have 8 units with a total of 2 affordable units. Anticipate Lottery Agent fee income of \$12,000.
4. Opening new lottery in spring of 2023 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

Mark Henney, Trustee

Robert Shannon, Trustee

William Conklin, Trustee

Justin Casanova-Davis, Trustee/Town Administrator

Susan Jacobson, Director

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 Conservation Commission consists of seven members with staggered terms of three years; all are appointed by the Select Board. The Conservation Commission began 2022 with a staff of six dedicated volunteers and was pleased to welcome one new member, Regen Milani, in May. The Commission closed out the year with seven members. The Commission welcomed new Conservation Agent, Caitlin Nover, in April.

The Conservation Commission had previously meet monthly on the second Wednesday of each month. In April, the Commission voted to change their meeting date to the first Wednesday of each month which would take effect in June of 2022. The Commission's jurisdictional responsibilities are guided by the State Wetlands Protection Act (WPA) and 310 Commonwealth of Massachusetts (CMR) 10.00, as well as the local Wetlands Protection Bylaw and Wetland Protection Regulations. The Commission also oversees and manages dedicated conservation land and open space in Norfolk.

During the 2022 calendar year, the Commission conducted public hearings for nine Notices of Intent (NOI), one Amended Order of Conditions, and ten Requests for Determination of Applicability (RDA). Following the close of the public hearings, the Commission issued seven Orders of Conditions, one Amended Order of Conditions, and ten Negative Determinations of Applicability. Two of the Notices of Intent were withdrawn without prejudice. The Commission also oversaw the issuance of ten Certificates of Compliance, two Certificates of Release, five Extension Permits for Orders of Conditions, two Enforcement Orders, and two Cease and Desist Orders.

During the 2022 calendar year, the Conservation Commission issued two lease agreements for two different parcels under their care. One of the lease agreements, between the Town of Norfolk Select Board and the Commission, granted permission to conduct exploratory soil testing and other necessary testing and assessments to determine the feasibility for installation of an underground wastewater treatment facility. This agreement is related to the parcel identified as Assessor Map 22, Block 3, Lot 41, adjacent to the Freeman-Kennedy School athletic fields. The second lease agreement was issued to Recreation Equipment, Inc. (REI) and granted REI the authorization to lead mountain bike courses, with a maximum of 15 participants, on existing the trail network on the Lind Farm property.

The Town of Norfolk and the Conservation Commission were honored to sponsor one Eagle Scout candidate from Troop 80. Thomas Laight successfully completed his Eagle Scout project making improvements to signage in the popular Campbell Forest. We appreciate his hard work and hope residents enjoy this wonderful picnic location.

Respectfully submitted,

David Turi, Chair, 2024
James Wilson, Vice Chair & Clerk, 2024
Allen Phinney, 2025
Adam Sucher, 2025
Margaret Crowe, 2024
Regen Milani, 2023
Val Stone, 2023

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.

The work that was identified in the Town-wide audit completed in 2018, included lighting projects at the H. Olive Day School and upgrades and controls at the two elementary schools. The three projects that were awarded included energy management systems upgrades at the H. Olive Day School and interior lighting at both elementary schools.

The work completed in late December 2022 will realize a cost savings to the Town of approximately \$28,000 in annual savings.

This work would not have been possible without the past dedication, support and tireless work by Larry Sullivan. Larry left the Committee in late 2021 as did Jim Wilkinson. The Energy Committee members, John Kent, Christopher Chand, and Charlie Kohl, work with Matt Haffner, Director of Facilities, and his staff in a support role.

So, what is next? 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.

Lastly, the Committee would like to recognize the efforts of the various Town Departments that support this work, primarily the Building Department.

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 2022
Requests for service: 78

Water Management

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	10 culverts
Drainage ditches checked/hand cleaned	115 feet
Intensive hand clean/brushing*	840 feet
Brushing for WM access	0 feet
Mechanical water management	0 feet
Tires collected	0

**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, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	81.8 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	5.1 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	2,994 acres
Barrier applications on municipal property	1 application with 17 gal. mix

Respectfully submitted,

David A. Lawson
Director

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

- New building maintenance system controllers were installed for the HVAC system.
- Replaced multiple plumbing valves and selected fixtures to repair leaks and promote water conservation.
- Interior painting completed in several office areas improving building aesthetics. Painting was accomplished in house by facilities department staff.
- Due to privacy concerns, a new wall was installed in the assessor's office area to separate the affordable housing trust department from the assessor's office suite. The addition of the wall creates more privacy for affordable housing trust meetings where private information is shared between parties.

Improvement Projects at Norfolk Public Library

- Capital budget painting project for the exterior of the library was completed.
- Multiple repairs to fan control units for the HVAC system were completed. Several units had failing actuators resulting in heating problems.
- Installed low drain point piping in several areas to prevent dry sprinkler system failures.
- Installed new dry valve and trim to replace existing unit.
- Two boiler pumps were taken apart and repaired with new parts to fix leaking and failing parts. This work was conducted in-house for cost efficiency.
- Due to the sprinkler head failure in the main lobby entrance, renovations and repairs were made. These included new tile, matting, drywall, and paint in the main lobby area and entranceway. Two interior doors were also replaced that had water damage.
- Installed seven access panels for inspecting the sprinkler pipe system.
- There were several issues with the exterior doors for the main entrance of the building regarding security. The doors were having issues with closing properly and in some instances would not lock. New hinges were installed on both doors and the locking mechanisms were repaired.
- Five new HVAC circulator pumps were purchased. Two pumps have been installed. Three more pumps will be installed in early spring. New pumps are multiple times more efficient than current pumps.
- New energy efficient LED lights were installed in the book drop-off area. The old lights required ballasts and bulbs which were not cost efficient to replace every time they failed.
- Several areas of Hardie Board siding were replaced due to rotting and weather damage.
- Multiple repairs completed to roof.

Improvement Projects at Council on Aging

- Installed two ADA compliant door openers for handicap accessibility in the main entrance.
- Underneath the deck in the rear of the building, a majority of the joist hangers were broken or were in deteriorating condition due to the use of ice melt. The old joist hangers were removed and new ones were installed to increase safety and structural integrity.
- Select interior areas were patched and painted by facilities department staff. The old paint was faded and some walls had damaged areas.
- Issued contract for the Council on Aging to have exterior replaced. Work commencing in 2023.

Improvement Projects at Department of Public Works

- HVAC repairs made to the furnace in the vehicle storage bay.
- Carpets in the first floor and second floor administration offices were worn and bubbling creating tripping hazards. Installed new carpet in three office areas.
- New mini-split system installed for the director's office area. The old unit was too small for the space and has multiple failing parts.

Improvement Projects at Norfolk Fire Station

- New HVAC unit installed on the roof for the server room. Existing unit would only run intermittently and finally died.
- Several existing smoke alarms in the building were non-operational and others repeatedly failed testing. Replaced all smoke detectors in the building.
- Replaced several exterior doors due to complete structural failure of original units.

Improvement Projects at Norfolk Police Station

- A new monitoring device was installed in line with the BMS system to help with troubleshooting.
- A new dishwasher was purchased and installed to replace a defective and leaking unit in the police kitchen.
- A new dishwasher was purchased and installed to replace a defective and leaking unit in the MECC kitchen.
- Procured a diesel fuel polishing unit to polish the large amount of fuel storage above ground. The generators are life-safety units and need continuous maintenance to continue their reliability.

Town-Wide Improvements

- Several surface areas of wood on the town hill gazebo had rot and damaged wood. These damaged areas were removed and replaced with PVC and wood.
- Secured grant funding to ultra-sonic test the conditions of dry zone piping at the library and town hall. The reports will provide information on the physical infrastructure. Having the knowledge will pinpoint locations of piping that need attention before they fail and cause damage.

Respectfully submitted,

Matt Haffner
Director of Facilities



ADVISORY COMMITTEE

The Advisory Committee consists of nine members appointed by the Town Moderator. The Advisory Committee is a statutorily empowered 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 February and March, the Advisory Committee receives the Select Board's budget and holds budget review sessions with various town departments and boards. The Committee independently develops a budget for presentation to the Annual Town Meeting and informs the Select Board of any differences with their proposed budget. The Advisory Committee's recommendations on the budget and other warrant articles are mailed to all registered voters.

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 varies from year to year but is normally \$25,000-\$100,000. 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

Susan Klein, Chair	2024
Rob Garrity	2023
Jonathan Hurwitz	2023
Chiara Moore	2023
Brian Beachkofski	2024
Mike Gee	2025
David Lutes	2025
Joyce Terrio	2025
Vacant	2024

BOARD OF ASSESSORS

The Assessor's Office went through its interim certification with the Department of Revenue's Bureau of Local Assessment throughout 2022. 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 2021 were inspected during calendar year 2022 to establish the assessment for all properties in Town as of January 1, 2022.

The average residential assessment for single family homes is \$626,131 which is an increase in value of approximately 17%. The average assessed value for commercial and industrial property increased 6%. The total value for all taxable property in Norfolk for Fiscal Year 2022 was \$2,366,260,788. The total value for all taxable property in Norfolk for FY21 was \$2,038,053,400.

The tax rate for FY22 was \$18.20 per \$1,000 for all classes of property in Norfolk. The tax rate for FY21 was \$17.99.

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 2022 was a very active and productive year for the Finance Department. One of the major accomplishments included the crafting, balancing, and approving of the FY23 operating budget within identified available recurring revenues while maintaining service levels across all Town of Norfolk departments. The operating budget came in at \$46.93M, a 4.7% increase over FY22 and was passed at the Annual Town Meeting unchanged as presented.

An FY22 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, 2022 in the amount of \$2,946,662.

At the Annual Town Meeting in May, departmental budget transfers were approved to assist in addressing the deficit in snow and ice expenses of \$134,299 along with a modest transfer to cover additional fire department salaries due to additional coverage necessary. A transfer from the Ambulance Receipts Reserved for Appropriation account was completed to cover the ambulance billing services expense of \$30,000 for the year along with the debt payment of \$60,000 for an ambulance previously purchased.

The Special Town Meeting in November 2022 authorized department transfers in the amount of \$490,442. The Town voted to approve the funding of both the Other Post-Employment Benefits and stabilization funds of \$75,000 and \$150,000, respectively. As part of the transfer was an amount of \$120,442 allocated for debt payment of a BAN (Bond Anticipation Note – short term borrowing) for the purchase previously authorized of a salt shed for the DPW, a pumper truck for the Fire Department, and a snow truck for the DPW. The balance of \$75,000 was used to fund the increased costs for heating fuel allocated to the Facilities Department.

There were several capital budget requests that were completed including the replacement of town hall boiler and circulating pumps of \$375,000. In addition, the DPW was allocated part of the transfer, \$348,000, to address furnace replacement, front loader engine repair, roadways and sidewalk repairs, fuel island suppression system, a wood/brush grinder, and a wide mower to help with the Recreation Department fields. The Fire Department purchased ventilation fans, engine 2 repairs, additional personal protective equipment, and an automated CPR device in the amount of \$218,000. The IT Department received \$40,000 for purchase of firewalls, printers and desktops. The Land Use Department was allocated \$12,000 for the purchase of a new plotter. Norfolk Schools were provided with \$100,000 as part of their technology refresh program, and the Police Department was provided with \$139,000 to purchase and outfit two new cruisers to be used in their fleet. These items were funded through free cash of \$1,192,000 and separate fund transfers/grant of \$40,000.

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 Robyn MacDougall for her support and tireless dedication throughout the year. A special thanks to Renee Rovedo for her more than 13 years of service to the Town of Norfolk. Renee started her career in the Finance Department. During her time, she has proven to be a valuable resource and wealth of knowledge as it relates to the finances of the Town. She goes above and beyond in every capacity and could not be a more exemplary employee. We will miss her and wish her nothing but the best in her retirement. Thank you.

Respectfully submitted,

Todd Lindmark
Finance Director/Town Accountant

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 OF NORFOLK
152ND ANNUAL REPORT
Year Ending December 2022

SETTLED: 1678

INCORPORATED: 1870

POPULATION: 10,241 (per Town Census)

MCI NORFOLK POPULATION: 1,170

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: 7,782

TAX RATE: \$16.41 per \$1,000

VALUATION: \$2,366,260,788

PROPERTY CLASSIFICATION:

93.0733% Residential

3.6883% Commercial

0.9567% Industrial

2.2457% Personal

0.0360% Open Space

SINGLE FAMILY DWELLINGS: 3,152

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

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 218
Boston, MA 02133
617-722-1555

STATE REPRESENTATIVE:

Marcus S. Vaughn – 9th Norfolk District
State House, 24 Beacon Street, Room 473B
Boston, MA 02133
617-722-2425

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
220 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 Hall Main Number (508) 528-1408

Accounting/Finance	528-5686
Animal Control	440-2816
Assessors	528-1120
Board of Health.....	528-7747
Building	528-5088
Community Preservation Committee.....	528-1408 x467
Conservation Commission	541-8455
Council on Aging	528-4430
Facilities	440-2820
Fire (Information)	528-3207
Historical Commission	528-1408 x213
Housing Authority	528-4800
Human Resources Director	440-2826
Library	528-3380
Municipal Affordable Housing Trust	440-2812
Planning Board	528-2961
Town Planner	440-2807
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	528-1400
Treasurer	520-0058
Veterans' Services.....	440-2830
Zoning Board of Appeals.....	541-8455

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) 11:30 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