

Norfolk Records

Annual Town Meeting May 14, 2002

Pursuant to a warrant dated April 11, 2002, signed by John J. McFeeley, R. William Perron and Joyce E. Terrio, Selectmen of Norfolk, the inhabitants of Norfolk qualified to vote in elections and town affairs met in the King Philip Senior High School, 201 Franklin Street, Wrentham, MA on Tuesday, May 14, 2002, at 7:30 PM in the evening, there and then to act on the following articles. The meeting was called to order at 7:45PM by Moderator Frank J. Gross who introduced the Town Clerk, the members of the Board of Selectmen and the Advisory Board Chairman, who introduced the members of the Board. There were 122 registered voters in attendance. Sworn counters were

The National Anthem was played by Charles Stacy of Wrentham.

Joann Smith was recognized for receiving the Prestigious Mathematics Teaching Certificate from the State Legislature.

Mr. Gross announced that the Lions Club would be sponsoring Norfolk Community Day on Saturday, June 8, 2002 at the Holmes Transportation Complex.

On a motion by Marie Chiofolo, seconded by Joyce Terrio, it was unanimously voted to waive the reading of the Warrant and the Return on the Warrant.

ARTICLE 1

Article 1 was the Annual Election of town officers, which took place on Tuesday, May 7, 2002.

ARTICLE 2

The Advisory Board recommended and the Town voted unanimously to fix the salary and compensation of all elected officers of the Town as provided for by Massachusetts General Laws, Chapter 41, Section 108; and to authorize any board or committee to employ its members for additional salary or compensation, and to fix the salary or compensation thereof for the fiscal year commencing on July 1, 2002: Moderator - \$1.00, Selectmen – 3 members at \$200.00 each - \$600.00, Assessors – 3 members at \$200.00 each - \$600.00, Planning Board – 5 members at \$200.00 each - \$1,000.00, Board of Health – 3 members at \$200.00 each - \$600.00, Water Commissioners – 3 members at \$200.00 each - \$600.00 and Town Clerk - \$45,000.00; and further the Advisory Board recommended and the Town voted unanimously to raise and appropriate \$20,718,288.00 , transfer \$110,000.00 from Ambulance Receipts Reserved for Appropriation, transfer \$15,000.00 from Cemetery Sale of Lots Receipts Reserved/Cemetery Perpetual Care, transfer \$35,000 from Overlay Reserve, transfer \$110,000 from Water Retained Earnings (betterment revenue), transfer \$297,049 from Water Revenue, transfer \$30,000.00 from Workers Compensation Trust, transfer \$21,000.00 from COPS Fast Universal Hiring Grant, and transfer \$285,082.00 from Free Cash, to defray the departmental and incidental expenses of the Town not otherwise provided for, for the fiscal year commencing July 1, 2002.

The Moderator explained the procedure to be followed for consideration of the Omnibus Budget. The Budget would be read in its entirety. During the budget reading, holds would be called. On conclusion of all discussion, a vote would be taken on all items.

**May 2002 TOWN MEETING
OMNIBUS BUDGET**

	FY 02 Appropriation	FY 30 Department Request	FY 03 Recommended
--	------------------------	--------------------------------	----------------------

GENERAL GOVERNMENT

Moderator

Salary	\$1	\$1	\$1
Expense	<u>\$210</u>	<u>\$210</u>	<u>\$210</u>
Total	\$211	\$211	\$211

Selectmen

Salary	\$152,695	\$149,870	\$145,414
Expense	\$28,750	\$28,750	\$28,750
Committee Funds	<u>\$1</u>	<u>\$4,001</u>	<u>\$1</u>
Total	\$181,446	\$182,621	\$174,165

Advisory Board

Salary	\$4,828	\$5,200	\$4,807
Expense	\$6,150	\$7,000	\$6,150
Reserve Fund	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
Total	\$50,978	\$52,200	\$50,957

Municipal Finance

Salary	\$352,857	\$365,427	\$354,183
Expense	\$69,597	\$74,390	\$73,541
Audit	<u>\$12,500</u>	<u>\$13,200</u>	<u>\$13,200</u>
Total	\$434,954	\$453,017	\$440,924

Board of Assessors

Salary	\$600	\$600	\$600
Expense	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,500</u>
Total	\$2,100	\$2,100	\$2,100

Town Counsel

Legal Fees	\$36,000	\$36,000	\$30,800
Retainer Fees	<u>\$19,200</u>	<u>\$19,200</u>	<u>\$19,200</u>
Total	\$55,200	\$55,200	\$50,000

Personnel Board

Salary	\$3,806	\$3,876	\$3,756
Expense	<u>\$1,600</u>	<u>\$2,700</u>	<u>\$1,700</u>
Total	\$5,406	\$6,576	\$5,456

Information Technology Coordinator

Salary	\$100	\$100	\$100
Expense	<u>\$20,597</u>	<u>\$29,400</u>	<u>\$26,400</u>
Total	\$20,697	\$29,500	\$26,500

Computer Committee

Expense	<u>\$100</u>	<u>\$100</u>	<u>\$100</u>
Total	\$100	\$100	\$100

Tax Title/Foreclosure

Expense	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
Total	\$20,000	\$20,000	\$20,000

Town Hall Operations			
Expense	\$106,150	\$120,000	\$110,000
Total	\$106,150	\$120,000	\$110,000
Town Clerk			
Salary	\$61,522	\$68,916	\$63,890
Expense	\$4,700	\$4,100	\$4,100
Total	\$66,222	\$73,016	\$67,990
Elections			
Salary	\$2,230	\$8,460	\$8,460
Expense	\$4,339	\$12,630	\$12,630
Total	\$6,569	\$21,090	\$21,090
Voter Registration			
Salary	\$750	\$4,750	\$4,750
Expense	\$8,650	\$4,000	\$4,000
Total	\$9,400	\$8,750	\$8,750
Conservation			
Salary	\$21,572	\$26,396	\$21,011
Expense	\$4,400	\$4,450	\$4,450
Total	\$25,972	\$30,846	\$25,461
Planning Board			
Salary	\$47,142	\$47,920	\$46,476
Expense	\$39,500	\$40,600	\$39,600
Total	\$86,642	\$88,520	\$86,076
Zoning Board of Appeals			
Salary	\$19,647	\$25,111	\$19,610
Expense	\$2,111	\$2,111	\$2,111
Total	\$21,758	\$27,222	\$21,721
Engineering			
Expense	\$950	\$950	\$950
Total	\$950	\$950	\$950
Permanent Building Committee			
Salary	\$7,155	\$7,536	\$7,304
Expense	\$650	\$650	\$650
Total	\$7,805	\$8,186	\$7,954
Building/Liability Insurance			
Expense	\$125,000	\$170,000	\$170,000
Total	\$125,000	\$170,000	\$170,000
Town Reports			
Expense	\$5,400	\$5,400	\$5,400
Total	\$5,400	\$5,400	\$5,400
Total General Government	\$1,232,960	\$1,355,505	\$1,295,805

PUBLIC SAFETY

Police			
Salary	\$1,232,554	\$1,251,360	\$1,201,826
Expense	<u>\$89,802</u>	<u>\$95,130</u>	<u>\$95,130</u>
Total	\$1,322,356	\$1,346,490	\$1,296,956

Fire			
Salary	\$508,047	\$550,288	\$523,313
Expense	\$50,700	\$53,700	\$53,700
Tuition & Training	<u>\$19,500</u>	<u>\$20,750</u>	<u>\$20,750</u>
Total	\$578,247	\$624,738	\$597,763

Building Department			
Salary	\$142,491	\$149,645	\$145,040
Expense	<u>\$4,935</u>	<u>\$7,085</u>	<u>\$5,910</u>
Total	\$147,426	\$156,730	\$150,950

Weights & Measures			
Salary	\$568	\$579	\$579
Expense	<u>\$31</u>	<u>\$31</u>	<u>\$31</u>
Total	\$599	\$610	\$610

Emergency Management			
Salary	\$618	\$637	\$637
Expense	<u>\$1,950</u>	<u>\$2,009</u>	<u>\$1,009</u>
Total	\$2,568	\$2,646	\$1,646

Animal Inspector			
Salary	\$1,977	\$2,036	\$2,036
Expense	<u>\$100</u>	<u>\$200</u>	<u>\$200</u>
Total	\$2,077	\$2,236	\$2,236

Animal Control			
Salary	\$12,775	\$13,542	\$13,542
Expense	<u>\$2,785</u>	<u>\$6,250</u>	<u>\$2,785</u>
Total	\$15,560	\$19,792	\$16,327

Tree Warden			
Salary	\$2,826	\$5,532	\$3,028
Expense	\$23,492	\$23,982	\$23,290
Shade Tree Salary	\$0	\$0	\$0
Shade Tree Expense	<u>\$1,500</u>	<u>\$3,000</u>	<u>\$1,500</u>
Total	\$27,818	\$32,514	\$27,818

Fire/Police Communication			
Salary	\$177,214	\$182,956	\$174,353
Expense	<u>\$4,900</u>	<u>\$4,900</u>	<u>\$4,900</u>
Total	\$182,114	\$187,856	\$179,253

Fire/Police Station			
Expense	<u>\$41,735</u>	<u>\$46,065</u>	<u>\$45,065</u>
Total	\$41,735	\$46,065	\$45,065

TOTAL PUBLIC SAFETY	\$2,320,500	\$2,419,677	\$2,318,624
----------------------------	--------------------	--------------------	--------------------

EDUCATION

Norfolk Elementary	\$8,065,823	\$8,864,416	\$8,307,798
King Philip Regional	\$3,216,999	\$3,572,354	\$3,551,469
Tri-County Regional	\$164,547	\$213,743	\$213,743

TOTAL EDUCATION	\$11,447,369	\$12,650,513	\$12,073,010
------------------------	---------------------	---------------------	---------------------

PUBLIC WORKS

Highway			
Salary	\$387,286	\$406,128	\$390,923
Expense	\$162,672	\$249,464	\$176,464
Road Maintenance	<u>\$300,000</u>	<u>\$306,300</u>	<u>\$300,000</u>
Total	\$849,958	\$961,892	\$867,387

Town Vehicle Fuel			
Expense	<u>\$46,969</u>	<u>\$48,575</u>	<u>\$46,969</u>
Total	\$46,969	\$48,575	\$46,969

Snow & Ice			
Expense	<u>\$123,647</u>	<u>\$164,539</u>	<u>\$123,647</u>
Total	\$123,647	\$164,539	\$123,647

Grounds Maintenance			
Salary	\$98,596	\$107,252	\$101,343
Expense	<u>\$9,561</u>	<u>\$9,819</u>	<u>\$9,819</u>
Total	\$108,157	\$117,071	\$111,162

Transfer Station			
Salary	<u>\$127,663</u>	<u>\$140,241</u>	<u>\$136,525</u>
Expense	<u>\$137,514</u>	<u>\$148,431</u>	<u>\$148,431</u>
Total	\$265,177	\$288,672	\$284,956

Landfill			
Expense	<u>\$67,556</u>	<u>\$72,357</u>	<u>\$69,357</u>
Total	\$67,556	\$72,357	\$69,357

Septage Assessment			
Expense	<u>\$2,300</u>	<u>\$2,600</u>	<u>\$2,600</u>
Total	\$2,300	\$2,600	\$2,600

Cemetery Commission			
Salary	\$25,416	\$26,642	\$25,834
Expense	<u>\$10,017</u>	<u>\$10,241</u>	<u>\$10,241</u>
Total	\$35,433	\$36,883	\$36,075

Custodian of Veterans Graves			
Salary	\$663	\$663	\$663
Expense	<u>\$1,625</u>	<u>\$1,625</u>	<u>\$1,625</u>
Total	\$2,288	\$2,288	\$2,288

Street lighting			
Expense	<u>\$34,700</u>	<u>\$36,435</u>	<u>\$35,435</u>
Total	\$34,700	\$36,435	\$35,435

TOTAL PUBLIC WORKS	\$1,536,185	\$1,731,312	\$1,579,876
---------------------------	--------------------	--------------------	--------------------

HUMAN SERVICES

Board of Health			
Salary	\$40,298	\$41,453	\$38,924
Expense	<u>\$38,428</u>	<u>\$39,445</u>	<u>\$38,945</u>
Total	\$78,726	\$80,898	\$77,869

Special Programs			
May Mental Health	\$6,650	\$6,650	\$6,650
SNARC	<u>\$4,025</u>	<u>\$4,025</u>	<u>\$4,025</u>
Total	\$10,675	\$10,675	\$10,675

Council on Aging			
Salary	\$78,513	\$125,326	\$78,417
Expense	<u>\$37,975</u>	<u>\$49,915</u>	<u>\$44,122</u>
Total	\$116,488	\$175,241	\$122,539

Veteran's Services			
Salary	\$3,341	\$5,000	\$5,000
Expense	<u>\$6,500</u>	<u>\$10,500</u>	<u>\$6,260</u>
Total	\$9,841	\$15,500	\$11,260

TOTAL HUMAN SERVICES	\$215,730	\$282,314	\$222,343
-----------------------------	------------------	------------------	------------------

CULTURE & RECREATION

Library			
Salary	\$242,793	\$252,808	\$245,029
Expense	<u>\$107,794</u>	<u>\$114,864</u>	<u>\$113,614</u>
Total	\$350,587	\$367,672	\$358,643

Recreation			
Salary	\$44,936	\$46,070	\$44,631
Expense	<u>\$4,235</u>	<u>\$4,235</u>	<u>\$4,235</u>
Total	\$49,171	\$50,305	\$48,866

Historical Commission			
Expense	<u>\$323</u>	<u>\$323</u>	<u>\$323</u>
Total	\$323	\$323	\$323

Memorial Day			
Expense	<u>\$525</u>	<u>\$525</u>	<u>\$525</u>
Total	\$525	\$525	\$525

TOTAL CULTURE & RECREATION	\$400,606	\$418,825	\$408,357
---------------------------------------	------------------	------------------	------------------

DEBT SERVICE	\$1,635,127	\$1,759,195	\$1,759,195
---------------------	--------------------	--------------------	--------------------

EMPLOYEE BENEFITS	\$1,162,048	\$1,493,488	\$1,493,488
--------------------------	--------------------	--------------------	--------------------

TOTAL OPERATING BUDGET	\$19,950,525	\$22,110,829	\$21,150,698
-------------------------------	---------------------	---------------------	---------------------

ARTICLE 4

Mr. Garrity made a motion to amend the main motion and reduce the transfer to \$238,400.00 and purchase only one (1) Police Cruiser at \$32,600.00. The amended motion failed.

The Advisory Board recommended and the Town voted to transfer from the Stabilization Fund \$271,000.00 to fund the following Capital Budget requests.

Fire	SCBA Replacement	\$15,000
Fire	Replace Air Monitoring Device	\$ 4,000
Fire	Replace Firefighter Clothing	\$18,000
Police	Cruisers – 2	\$65,200
Police	45 mm or 9 mm semi-automatic weapon trade ins	\$ 8,000
Elem School	Replacement of playgrounds - FC	\$30,000
Elem School	Roof Repairs – HOD	\$20,000
Elem School	Carpeting – HOD	\$21,000
Highway – Equip	G-6 Tractor/Boom Mower	\$34,000
Highway - Transfer Station	T-12 Site Screener	\$21,216
King Philip Reg.	HVAC System - Replace defective Pneumatic	\$ 2,723
Norfolk's Share	Compressor Station – High School	
10/101 enrollment (34.04%)	HVAC System - Pneumatic Control System- Night Setback Control Sequence – High School	\$ 1,600
	Classroom/Office Furniture - New desks for increase in students – Middle School	\$ 5,106
	Classroom/Office Furniture - replacement of aging furniture – High School	\$ 6,808
	Classroom renovations - reconfigure classroom space – High School	\$10,484
	Classroom renovations - instrument storage modules – High School	\$ 5,617
	HVAC System - Boiler Alarm-Low Water Temp – High School	\$ 1,259
	Clocks & Bells – High School	\$ 987

ARTICLE 5

Since there were not unpaid bills from the prior year, the Advisory Board recommended and the Town voted to Indefinitely Postpone this article.

ARTICLE 6

The Advisory Board recommended and the Town voted to move Article 6 to the end of the warrant.

Funds being transferred from various accounts to be added to departmental budgets for FY02

ARTICLE 7

The Advisory Board recommended and the Town voted to move Article 7 to the end of the warrant after Article 6.

Funds to be appropriated to the Stabilization Fund

ARTICLE 8

The Advisory Board recommended and the Town voted to re-authorize, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, the following Revolving Funds for Fiscal Year 2003.

- (1) For the collection of Parking Tickets, said fund to be credited with parking ticket receipts and expended under the direction of the Board of Selectmen (limit \$1,000);
- (2) For the purpose of paying the expenses of snow removal, including maintenance and replacement of equipment, from private property to include the King Philip Regional School and subdivision roads as required by the Planning Board rules and regulations; said fund to be credited with receipt of fees charged for this service under the authority and direction of the Board of Selectmen (limit: \$20,000);
- (3) For the purpose of paying the expenses of Recreational Field Maintenance, including materials, replacement and rental of equipment and contract labor; said fund to be credited with receipt of fees charged for this service under the authority and direction of the Recreation Commission (limit: \$50,000.);
- (4) The Conservation Land Management Revolving Fund, said fund to be credited with the proceeds of forest management contracts and expended under the direction of the Conservation Commission to develop and oversee management activities and projects on town-owned conservation land (limit \$5000);
- (5) For the purpose of receiving wetland hearing application fees and expended under the direction of the Conservation Commission for payment of legal advertisement for such hearings (limit: \$5000);
- (6) For the purpose of receiving subdivision performance inspection fees, as they may be established by the Planning Board, with the authorization of the Planning Board to expend funds in the account for services related to the inspection and approval of subdivisions (limit: \$40,000);
- (7) For the purpose of receiving mitigation funds, required by the Planning Board under the Shade Tree Act and Scenic Roads Act, with the authorization to the Planning Board to expend funds in the account for the purchase and planting of replacement trees, (limit \$40,000);
- (8) For the purpose of receiving mitigation funds, required by the Planning Board, relative to off-site improvements required due to the approval of subdivisions and site plans, with the authorization to the Planning Board to expend funds in the account for such off-site improvements, (limit \$500,000); and
- (9) For the purpose of receiving funds required by the Planning Board relative to the cleaning and maintenance of unaccepted subdivision roadways and drainage structures as may be required by the Planning Board for subdivision approvals (limit: \$50,000)

ARTICLE 9

The Advisory Board recommended and the Town voted to re-authorize the use of a revolving fund, pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2 for the purpose of a Department of Environmental Protection Cross Connection Control Program, said revolving fund shall be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners, such expenditures not to exceed \$5,000.00.

ARTICLE 10

The Advisory Board recommended and the Town voted to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments/Boards.

ARTICLE 11

The Advisory Board recommended and the Town voted to accept all State and Federal Grants and reimbursements for the Water Department which do not require matching funds from the Town or any representative agency thereof, and will not obligate any resident of the Town of Norfolk without a town meeting.

ARTICLE 12

Selectman Jack McFeeley made a substitute motion to eliminate the Golf Study Committee. The Town voted the motion, as amended, to choose the following committees.

Arts Council – 9 members

Bay Circuit Regional – 2 members

ADA Compliance Committee – 5 members, plus Town Administrator, ex-officio and non-voting

Insurance Advisory Committee – 5 members

Recycling/Solid Waste Advisory Committee – 5 members

and Highway Superintendent, ex-officio and non-voting

Zoning Bylaw Study Committee – 7 members appointed as follows:

two members appointed by the Board of Selectmen and

one member or designee each appointed by the Planning Board, Board of Health,

Conservation Commission, Zoning Board of Appeals and Building Department,

and Town Counsel, ex-officio and non-voting.

Corrections Advisory Committee – 3 members

Economic Development Committee – 5 members appointed jointly by the Board of Selectmen

and the Planning Board

Regional Sewage Package Treatment Plant Study Committee – 3 members appointed jointly by

the Board of Selectmen and the Planning Board

Open Space Committee – 5 members as follows:

one member to be a member or designee of the Recreation Commission,

one member to be a member or designee of the Conservation Commission,

one member to be a member or designee of the Planning Board, and

two others to be appointed jointly by the Planning Board and Conservation Commission

Town Beautification Committee – 3 members

Reports were presented by the Board of Selectmen, The School Building Needs Committee, King Philip Reg. School District, and the Library Building Committee.

At 10:30PM the Town Clerk made a motion to adjourn the meeting to 7:30PM on Wednesday, May 15, 2002 at the King Philip High School. The motion passed unanimously.

The second session of the Annual Town Meeting was called to order by the Moderator at 7:40PM. There were 84 registered voters in attendance.

ARTICLE 13

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 13.

To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate the sum of \$19,900.00 from the annual revenues in the Community Preservation Fund for the purpose of creating an Administrative and Operating Budget for the Community Preservation Committee.

ARTICLE 14

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 14.

To see if the Town will vote to set aside for spending, monies collected for the Community Preservation Act along with the state share of such monies in the proportions: 10 percent for open space, 10 percent for historic preservation and 10 percent for community housing.)

ARTICLE 15

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 15.

To see if the Town will vote to amend the Community Preservation Act by changing the Town contribution Tax Surcharge.

ARTICLE 16

The Advisory Board recommended and the Town voted to accept and authorize the Board of Selectmen to enter into contracts for the expenditure of Chapter 90 funds allocated by the Commonwealth for the construction or reconstruction of public roads and other improvements within the Town, as requested by the Selectmen, and to authorize the Treasurer to borrow or bond, pursuant to any applicable statute in anticipation of reimbursement.

ARTICLE 17

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 17.

Submitted by petition: To see if the Town will vote to request each year that the advisory board include with its recommendations for the annual town meeting a list of all the current tax overrides that the voters have approved. The list should show amount, duration and impact per \$1,000 assessment.

ARTICLE 18

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 18.

Submitted by Petition – To see if the Town will vote to approve an amendment to the Zoning Bylaw and Map Section F.13 Wireless Communications Facility (s) to establish Wireless Communication Overlay District –4. This district shall include the land located west of 100 Pond Street and known as Map-19 Block-69 Lot-43. However, wireless communications facilities within the underlying district, other than appurtenant ground equipment, shall be placed on or within existing radio signal transmission towers only. See Article 39

ARTICLE 19

The Advisory Board recommended and the Town voted to amend the Norfolk Personnel Bylaws by deleting in its entirety Section IX, Subsection C. CLASSIFICATION SCHEDULE and replacing it with a new Section IX, Subsection C. GRADE SCHEDULE, as follows:

IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN

C. GRADE SCHEDULE

Grade 1	Library Page
Grade 2	Clerk, Fire Department Clerk, Conservation Commission Clerk, Zoning Board Clerk, Planning Board Clerk, Town Clerk's Office Clerk, Water Department Meter Reader, Water Department Accounts Payable Clerk, Finance Department
Grade 3	Library Associate Library Associate – School Custodian Clerk, Highway Department Clerk, Town Administrator
Grade 4	Council on Aging Assistant Records Assistant, Police Department Assessing Technician Library/Teacher Associate Recreation Assistant Driver, Council on Aging
Grade 5	Personnel Board Assistant Building Department Assistant Revenue Collector, Water Department Maintenance Technician, Building Department Advisory Board Assistant

Board of Health Assistant
Senior Library Associate
Dispatcher
Permanent Building Committee Assistant
Data Collector, Assessors Department
Animal Inspector

Grade 6 Outreach Worker, Council on Aging
Planning Board Administrative Assistant
Assistant Town Collector
Assistant Town Treasurer
Veterans' Agent
Zoning Board Administrative Assistant
Conservation Commission Administrative Assistant
Water Department Administrative Assistant

Grade 7 Assistant Wiring Inspector
Animal Control Officer
Gas Inspector/Assistant Plumbing Inspector
Plumbing Inspector/Assistant Gas Inspector
Wiring Inspector
Maintenance Operator, Water Department
Children's Services Librarian
Reference Librarian
Technical Services Librarian
Literacy Coordinator
Assistant Town Accountant
Executive Assistant, Highway Department
Local Inspector, Building Department
Assistant Assessor
Assistant Town Clerk
Executive Assistant, Police Department
Firefighter
Firefighter/EMT

Grade 8 Executive Assistant, Town Administrator
Information Systems Administrator, Library
Children's Librarian/Media Specialist – School
Highway Foreman

Grade 9 Associate Director of Libraries
Town Treasurer/Collector
Council on Aging Executive Director
Information Technology Coordinator, Town Administrator
Recreation Director
Chief Assessor
Fire Lieutenant

Grade 10 Deputy Fire Chief

Grade 11 Water Superintendent
Building Commissioner
Director of Municipal Finance
Director of Libraries

Grade 12 Highway Superintendent
Fire Chief

Grade 13 Town Administrator

ARTICLE 20

The Advisory Board recommended and the Town voted to amend the Norfolk Personnel Bylaws by adding to Section IX, a new Subsection D. FLSA EXEMPT POSITIONS as printed in the Advisory Board Recommendations to this Warrant.

D. FLSA EXEMPT POSITIONS

The following positions are considered to be EXEMPT under the FLSA, as defined in the Code of Federal Regulations, Title 5, and Section 551.

Grade 8	Children's Librarian/Media Specialist – School
Grade 9	Associate Director of Libraries Town Treasurer/Collector Council on Aging Executive Director Information Technology Coordinator Recreation Director Chief Assessor
Grade 11	Water Superintendent Building Commissioner Director of Municipal Finance Director of Libraries
Grade 12	Highway Superintendent Fire Chief
Grade 13	Town Administrator

ARTICLE 21

The Advisory Board recommended and the Town voted to implement the new Compensation Schedule as follows:

Employees will remain on Schedule "A" until their Salary Anniversary Date occurs during FY 2003.

On an employee's Salary Anniversary Date, he/she will be placed on Schedule "B-1" at the designated Pay Grade of his/her position and at a Step which is the next highest rate of pay above his/her rate of pay in effect prior to the Salary Anniversary Date.

Then, on said Salary Anniversary Date, the employee will be placed on Schedule "B-2" in accordance with the Pay Grade and Step established on Schedule "B-1".

An employee whose rate of pay on Schedule "A" exceeds the designated Pay Grade maximum rate on Schedule "B-2" will receive a lump sum bonus equal to 1.5% of his/her annualized salary on Schedule "A", on his/her Salary Anniversary Date.

Should an employee who is placed at the maximum step of his/her position's designated Pay Grade realize less than a 1.5% increase in rate of pay, then a partial lump sum bonus equal to the difference between the percentage increase realized and 1.5% will be conferred on the employee's Salary Anniversary Date.

The positions of Animal Inspector, Animal Control Officer, Veterans' Agent, Gas Inspector/Assistant Plumbing Inspector, Plumbing Inspector/Assistant Gas Inspector, and Assistant Wiring Inspector will remain compensated by stipend arrangements.

**SCHEDULE A
COMPENSATION SCHEDULE**

MANAGEMENT

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
M9	53,427	55,831	58,343	60,969	63,591	65,498	67,463	69,487	71,572	73,719
M8	47,339	49,470	51,696	54,023	56,454	58,148	59,892	61,689	63,540	65,446
M7	43,833	45,805	47,866	50,020	52,271	53,839	55,454	57,118	58,832	60,596
M6	40,586	42,412	44,321	46,315	48,399	49,851	51,346	52,887	54,474	56,108
M5	37,580	39,271	41,037	42,884	44,814	46,158	47,543	48,969	50,438	51,951
M4	34,795	36,361	37,998	39,707	41,494	42,740	44,022	45,343	46,703	48,104
M3	32,218	33,668	35,183	36,766	38,421	39,574	40,761	41,984	43,244	44,541
M2	29,832	31,174	32,577	34,043	35,575	36,642	37,742	38,874	40,040	41,241
M1	27,622	28,865	30,164	31,521	32,939	33,927	34,945	35,993	37,073	38,185

ADMINISTRATIVE/CLERICAL

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	11.83	12.52	13.26	14.04	14.46	14.90	15.34	15.80	16.27	16.76
8	10.59	11.22	11.88	12.59	12.97	13.36	13.76	14.17	14.60	15.03
6	9.37	9.92	10.50	11.10	11.43	11.78	12.13	12.49	12.86	13.25

TECHNICAL/PROFESSIONAL

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
M	16.88	17.86	18.90	20.02	20.62	21.24	21.88	22.53	23.21	23.90
L	15.33	16.21	17.15	18.18	18.73	19.29	19.87	20.46	21.07	21.71
K	13.94	14.75	15.60	16.54	17.04	17.55	18.07	18.62	19.18	19.75
I	12.57	13.30	14.07	14.89	15.34	15.80	16.27	16.76	17.26	17.78
H	11.30	11.96	12.65	13.40	13.80	14.22	14.64	15.08	15.53	16.00
G	10.28	10.88	11.51	12.18	12.55	12.92	13.31	13.71	14.12	14.54
F	9.25	9.79	10.35	10.99	11.32	11.66	12.01	12.37	12.74	13.12
E	8.23	8.70	9.21	9.76	10.05	10.35	10.67	10.98	11.31	11.65
D	7.83	8.28	8.77	9.29	9.57	9.86	10.15	10.46	10.77	11.10
C	7.42	7.85	8.30	8.81	9.07	9.35	9.63	9.92	10.22	10.52
B	6.12	6.47	6.84	7.24	7.46	7.68	7.91	8.15	8.39	8.65

**Town of Norfolk
Compensation Schedule**

Schedule B-1

Grades	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	6.96	7.13	7.31	7.49	7.68	7.87	8.07	8.27	8.48	8.69	8.91	9.13
2	12.10	12.40	12.71	13.03	13.36	13.69	14.03	14.39	14.74	15.11	15.49	15.88
3	12.21	12.51	12.82	13.14	13.47	13.81	14.15	14.51	14.87	15.24	15.62	16.01
4	12.52	12.84	13.16	13.49	13.83	14.17	14.52	14.89	15.26	15.64	16.03	16.43
5	13.26	13.60	13.94	14.28	14.64	15.01	15.38	15.77	16.16	16.57	16.98	17.40
6	14.02	14.37	14.73	15.10	15.48	15.86	16.26	16.67	17.08	17.51	17.95	18.40
7	15.26	15.64	16.03	16.43	16.84	17.26	17.69	18.14	18.59	19.05	19.53	20.02
8	19.99	20.49	21.00	21.53	22.07	22.62	23.19	23.76	24.36	24.97	25.59	26.23
9	20.59	21.11	21.63	22.18	22.73	23.30	23.88	24.48	25.09	25.72	26.36	27.02
10	21.21	21.74	22.28	22.84	23.41	24.00	24.60	25.21	25.84	26.49	27.15	27.83
11	23.04	23.61	24.20	24.81	25.43	26.07	26.72	27.39	28.07	28.77	29.49	30.23
12	26.51	27.17	27.85	28.55	29.26	29.99	30.74	31.51	32.30	33.10	33.93	34.78
13	33.52	34.36	35.21	36.09	37.00	37.92	38.87	39.84	40.84	41.86	42.91	43.98

	1	2	3	4	5	6	7	8	9	10	11	12
1	14,472.18	14,833.98	15,204.83	15,584.95	15,974.58	16,373.94	16,783.29	17,202.87	17,632.94	18,073.77	18,525.61	18,988.75
2	25,171.93	25,801.22	26,446.25	27,107.41	27,785.10	28,479.72	29,191.72	29,921.51	30,669.55	31,436.29	32,222.19	33,027.75
3	25,386.86	26,021.53	26,672.07	27,338.87	28,022.34	28,722.90	29,440.97	30,177.00	30,931.42	31,704.71	32,497.33	33,309.76
4	26,051.67	26,702.96	27,370.54	28,054.80	28,756.17	29,475.08	30,211.95	30,967.25	31,741.43	32,534.97	33,348.34	34,182.05
5	27,590.44	28,280.20	28,987.20	29,711.89	30,454.68	31,216.05	31,996.45	32,796.36	33,616.27	34,456.68	35,318.09	36,201.05
6	29,165.91	29,895.06	30,642.44	31,408.50	32,193.71	32,998.55	33,823.52	34,669.10	35,535.83	36,424.23	37,334.83	38,268.20
7	31,734.32	32,527.67	33,340.87	34,174.39	35,028.75	35,904.47	36,802.08	37,722.13	38,665.18	39,631.81	40,622.61	41,638.17
8	41,584.72	42,624.33	43,689.94	44,782.19	45,901.75	47,049.29	48,225.52	49,431.16	50,666.94	51,933.61	53,231.95	54,562.75
9	42,832.26	43,903.06	45,000.64	46,125.66	47,278.80	48,460.77	49,672.29	50,914.10	52,186.95	53,491.62	54,828.91	56,199.63
10	44,117.23	45,220.16	46,350.66	47,509.43	48,697.16	49,914.59	51,162.46	52,441.52	53,752.56	55,096.37	56,473.78	57,885.62
11	47,919.75	49,117.75	50,345.69	51,604.33	52,894.44	54,216.80	55,572.22	56,961.53	58,385.56	59,845.20	61,341.33	62,874.87
12	55,135.48	56,513.87	57,926.71	59,374.88	60,859.25	62,380.73	63,940.25	65,538.76	67,177.23	68,856.66	70,578.07	72,342.53
13	69,716.86	71,459.78	73,246.27	75,077.43	76,954.37	78,878.22	80,850.18	82,871.43	84,943.22	87,066.80	89,243.47	91,474.56

**Town of Norfolk
Compensation Schedule**

Schedule B-2

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	7.06	7.24	7.42	7.61	7.80	7.99	8.19	8.39	8.60	8.82	9.04	9.27
2	12.28	12.59	12.91	13.23	13.56	13.90	14.24	14.60	14.97	15.34	15.72	16.12
3	12.39	12.70	13.02	13.34	13.67	14.02	14.37	14.73	15.09	15.47	15.86	16.25
4	12.71	13.03	13.36	13.69	14.03	14.38	14.74	15.11	15.49	15.88	16.27	16.68
5	13.46	13.80	14.15	14.50	14.86	15.23	15.61	16.00	16.40	16.81	17.23	17.67
6	14.23	14.59	14.95	15.33	15.71	16.10	16.51	16.92	17.34	17.77	18.22	18.67
7	15.49	15.87	16.27	16.68	17.09	17.52	17.96	18.41	18.87	19.34	19.82	20.32
8	20.29	20.80	21.32	21.85	22.40	22.96	23.53	24.12	24.72	25.34	25.98	26.63
9	20.90	21.42	21.96	22.51	23.07	23.65	24.24	24.85	25.47	26.10	26.76	27.42
10	21.53	22.07	22.62	23.18	23.76	24.36	24.97	25.59	26.23	26.89	27.56	28.25
11	23.38	23.97	24.57	25.18	25.81	26.46	27.12	27.80	28.49	29.20	29.93	30.68
12	26.91	27.58	28.27	28.97	29.70	30.44	31.20	31.98	32.78	33.60	34.44	35.30
13	34.02	34.87	35.74	36.64	37.55	38.49	39.45	40.44	41.45	42.49	43.55	44.64

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	14,689.26	15,056.49	15,432.90	15,818.73	16,214.20	16,619.55	17,035.04	17,460.91	17,897.44	18,344.87	18,803.50	19,273.58
2	25,549.50	26,188.24	26,842.95	27,514.02	28,201.87	28,906.92	29,629.59	30,370.33	31,129.59	31,907.83	32,705.53	33,523.16
3	25,767.66	26,411.85	27,072.15	27,748.95	28,442.68	29,153.74	29,882.59	30,629.65	31,395.39	32,180.28	32,984.79	33,809.41
4	26,442.45	27,103.51	27,781.10	28,475.62	29,187.51	29,917.20	30,665.13	31,431.76	32,217.55	33,022.99	33,848.57	34,694.78
5	28,004.30	28,704.40	29,422.01	30,157.56	30,911.50	31,684.29	32,476.40	33,288.31	34,120.51	34,973.53	35,847.87	36,744.06
6	29,603.40	30,343.49	31,102.07	31,879.62	32,676.62	33,493.53	34,330.87	35,189.14	36,068.87	36,970.59	37,894.86	38,842.23
7	32,210.33	33,015.59	33,840.98	34,687.00	35,554.18	36,443.03	37,354.11	38,287.96	39,245.16	40,226.29	41,231.95	42,262.75
8	42,208.49	43,263.70	44,345.29	45,453.92	46,590.27	47,755.03	48,948.91	50,172.63	51,426.94	52,712.62	54,030.43	55,381.19
9	43,474.74	44,561.61	45,675.65	46,817.54	47,987.98	49,187.68	50,417.37	51,677.81	52,969.75	54,294.00	55,651.35	57,042.63
10	44,778.98	45,898.46	47,045.92	48,222.07	49,427.62	50,663.31	51,929.89	53,228.14	54,558.84	55,922.82	57,320.89	58,753.91
11	48,638.55	49,854.51	51,100.87	52,378.40	53,687.86	55,030.05	56,405.80	57,815.95	59,261.35	60,742.88	62,261.45	63,817.99
12	55,962.51	57,361.57	58,795.61	60,265.50	61,772.14	63,316.44	64,899.36	66,521.84	68,184.89	69,889.51	71,636.75	73,427.66
13	70,762.61	72,531.68	74,344.97	76,203.59	78,108.68	80,061.40	82,062.93	84,114.51	86,217.37	88,372.80	90,582.12	92,846.68

ARTICLE 22

The Advisory Board recommended and the Town voted to amend the Norfolk Personnel Bylaws by deleting Section X in its entirety and replacing it with a new Section X as follows:

X. COMPENSATION PLAN

A. COMPENSATION SCHEDULE

The Personnel Board will continue to review the Compensation Schedule annually and recommend adjustments. Recommended adjustments will be based on general economic conditions, salary surveys and the general availability of qualified labor in the market place.

**Town of Norfolk
Compensation Schedule**

Schedule B-2

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	7.06	7.24	7.42	7.61	7.80	7.99	8.19	8.39	8.60	8.82	9.04	9.27
2	12.28	12.59	12.91	13.23	13.56	13.90	14.24	14.60	14.97	15.34	15.72	16.12
3	12.39	12.70	13.02	13.34	13.67	14.02	14.37	14.73	15.09	15.47	15.86	16.25
4	12.71	13.03	13.36	13.69	14.03	14.38	14.74	15.11	15.49	15.88	16.27	16.68
5	13.46	13.80	14.15	14.50	14.86	15.23	15.61	16.00	16.40	16.81	17.23	17.67
6	14.23	14.59	14.95	15.33	15.71	16.10	16.51	16.92	17.34	17.77	18.22	18.67
7	15.49	15.87	16.27	16.68	17.09	17.52	17.96	18.41	18.87	19.34	19.82	20.32
8	20.29	20.80	21.32	21.85	22.40	22.96	23.53	24.12	24.72	25.34	25.98	26.63
9	20.90	21.42	21.96	22.51	23.07	23.65	24.24	24.85	25.47	26.10	26.76	27.42
10	21.53	22.07	22.62	23.18	23.76	24.36	24.97	25.59	26.23	26.89	27.56	28.25
11	23.38	23.97	24.57	25.18	25.81	26.46	27.12	27.80	28.49	29.20	29.93	30.68
12	26.91	27.58	28.27	28.97	29.70	30.44	31.20	31.98	32.78	33.60	34.44	35.30
13	34.02	34.87	35.74	36.64	37.55	38.49	39.45	40.44	41.45	42.49	43.55	44.64

	1	2	3	4	5	6	7	8	9	10	11	12
1	14,689.26	15,056.49	15,432.90	15,818.73	16,214.20	16,619.55	17,035.04	17,460.91	17,897.44	18,344.87	18,803.50	19,273.58
2	25,549.50	26,188.24	26,842.95	27,514.02	28,201.87	28,906.92	29,629.59	30,370.33	31,129.59	31,907.83	32,705.53	33,523.16
3	25,767.66	26,411.85	27,072.15	27,748.95	28,442.68	29,153.74	29,882.59	30,629.65	31,395.39	32,180.28	32,984.79	33,809.41
4	26,442.45	27,103.51	27,781.10	28,475.62	29,187.51	29,917.20	30,665.13	31,431.76	32,217.55	33,022.99	33,848.57	34,694.78
5	28,004.30	28,704.40	29,422.01	30,157.56	30,911.50	31,684.29	32,476.40	33,288.31	34,120.51	34,973.53	35,847.87	36,744.06
6	29,603.40	30,343.49	31,102.07	31,879.62	32,676.62	33,493.53	34,330.87	35,189.14	36,068.87	36,970.59	37,894.86	38,842.23
7	32,210.33	33,015.59	33,840.98	34,687.00	35,554.18	36,443.03	37,354.11	38,287.96	39,245.16	40,226.29	41,231.95	42,262.75

8	42,208.49	43,263.70	44,345.29	45,453.92	46,590.27	47,755.03	48,948.91	50,172.63	51,426.94	52,712.62	54,030.43	55,381.19
9	43,474.74	44,561.61	45,675.65	46,817.54	47,987.98	49,187.68	50,417.37	51,677.81	52,969.75	54,294.00	55,651.35	57,042.63
10	44,778.98	45,898.46	47,045.92	48,222.07	49,427.62	50,663.31	51,929.89	53,228.14	54,558.84	55,922.82	57,320.89	58,753.91
11	48,638.55	49,854.51	51,100.87	52,378.40	53,687.86	55,030.05	56,405.80	57,815.95	59,261.35	60,742.88	62,261.45	63,817.99
12	55,962.51	57,361.57	58,795.61	60,265.50	61,772.14	63,316.44	64,899.36	66,521.84	68,184.89	69,889.51	71,636.75	73,427.66
13	70,762.61	72,531.68	74,344.97	76,203.59	78,108.68	80,061.40	82,062.93	84,114.51	86,217.37	88,372.80	90,582.12	92,846.68

B. STEP INCREASES

July 1, 2002 shall be the effective date of the Compensation Schedule. There will be twelve (12) steps in each Pay Grade of this schedule. Steps are to be computed annually on an approved compensation schedule.

Step Increases take effect on an employee’s Salary Anniversary Date. All employees are to be hired at the minimum step (exceptions are described in Section VI).

Each employee is to be evaluated annually in accordance with the Performance Appraisal Program. If an employee’s overall rating is “2-Meets Requirement” or better, the employee shall advance on his/her Salary Anniversary Date to the next appropriate step annually until he/she reaches the maximum step in grade.

Once an employee reaches the maximum step in his/her position’s designated Pay Grade, the employee will subsequently receive the applicable rate in effect for such step on his/her Salary Anniversary Date.

An employee, whose rate of pay exceeds his/her position’s designated Pay Grade maximum rate in years subsequent to FY2003, will receive a lump sum bonus on his/her Salary Anniversary Date equal to the Compensation Schedule adjustment granted for that Fiscal Year.

ARTICLE 23

The Advisory Board recommended and the Town voted to amend the Norfolk Personnel Bylaws by deleting in its entirety Section VI, Subsection B. HIRING NEW EMPLOYEES and replacing it with a new Section VI, Subsection B. HIRING NEW EMPLOYEES, as follows:

VI. NEW PERSONNEL

B. HIRING NEW EMPLOYEES

All new employees are to be hired at Step 1. If the applicant is found to possess an experience level or other qualifications that exceed the minimum requirements of the position, the hiring supervisor may request approval for a higher initial Step by presenting facts to the Personnel Board to support their request.

ARTICLE 24

Mr. McFeeley made a motion to amend by adding the words “Town Administrator” as the secondary evaluator on all positions that have “Not Required”, except for the Town Administrator position.

The Advisory Board recommended and the Town voted to amend the Norfolk Personnel Bylaws by deleting in its entirety Section XIII, Subsection 6.0 EVALUATORS and replacing it with a new Section XIII, Subsection 6.0 EVALUATORS, as amended, to read as follows:

XIII. PERFORMANCE APPRAISAL PROGRAM

EVALUATORS

POSITION	EVALUATOR	SECONDARY EVALUATOR
Advisory Board Assistant	Advisory Board	Town Administrator
Board of Health Assistant	Board of Health	Town Administrator
Assistant Wiring Inspector	Building Commissioner	Town Administrator
Building Assistant	Building Commissioner	Town Administrator
Building Commissioner	Town Administrator	Board of Selectmen
Custodian	Building Commissioner	Town Administrator
Maintenance Technician, Building Department	Building Commissioner	Town Administrator
Gas Inspector/ Assistant Plumbing Inspector	Building Commissioner	Town Administrator
Plumbing Inspector/ Assistant Gas Inspector	Building Commissioner	Town Administrator
Local Inspector, Building Department	Building Commissioner	Town Administrator
Wiring Inspector	Building Commissioner	Town Administrator
Clerk, Conservation Commission	Conservation Commission Administrative Assistant	Conservation Commission
Conservation Commission Administrative Assistant	Conservation Commission	Town Administrator

Council on Aging Assistant Driver, Council on Aging	Council on Aging Executive Director Council on Aging Executive Director	Council on Aging Council on Aging
Council on Aging Executive Director	Council on Aging	Town Administrator
Outreach Worker, Council on Aging	Council on Aging Executive Director	Council on Aging
Accounts Payable Clerk, Finance Department	Assistant Town Accountant	Director of Municipal Finance
Assistant Town Accountant, Finance Department	Director of Municipal Finance	Town Administrator
Director of Municipal Finance	Town Administrator	Board of Selectmen
Board of Assessors/ Assessing Technician	Chief Assessor	Director of Municipal Finance
Board of Assessors/ Assistant Assessor	Chief Assessor	Director of Municipal Finance
Chief Assessor	Director of Municipal Finance	Board of Assessors
Data Collector, Assessors Department	Chief Assessor	Director of Municipal Finance
Assistant Town Collector	Town Treasurer/Collector	Director of Municipal Finance
Assistant Town Treasurer	Town Treasurer/Collector	Director of Municipal Finance
Town Treasurer/Collector	Director of Municipal Finance	Town Administrator
Clerk, Fire Department	Fire Chief	Town Administrator
Firefighter	Fire Chief	Town Administrator
Firefighter/EMT	Fire Chief	Town Administrator
Firefighter Lieutenant	Fire Chief	Town Administrator

Deputy Fire Chief	Fire Chief	Town Administrator
Fire Chief	Town Administrator	Board of Selectmen
Executive Assistant, Highway Department	Highway Superintendent	Town Administrator
Clerk, Highway Department	Executive Assistant, Highway Department	Highway Superintendent
Highway Foreman	Highway Superintendent	Town Administrator
Highway Superintendent	Town Administrator	Board of Selectmen
Associate Director Of Libraries	Director of Libraries	Library Trustees
Children's Librarian/ Media Specialist – School	Director of Libraries	Library Trustees
Children's Services Librarian	Director of Libraries	Library Trustees
Information Systems Administrator, Library	Director of Libraries	Library Trustees
Children's Librarian/ Library Associate - School	Media Specialist - School	Director of Libraries
Library Associate	Associate Director of Libraries	Director of Libraries
Director of Libraries	Library Trustees	Town Administrator
Library Page	Associate Director of Libraries	Director of Libraries
Library/Teacher Associate	Director of Libraries	Library Trustees
Literacy Coordinator	Director of Libraries	Library Trustees
Reference Librarian	Director of Libraries	Library Trustees
Senior Library Associate	Associate Director of Libraries	Director of Libraries
Technical Services Librarian	Director of Libraries	Library Trustees

Permanent Building Committee Assistant	Permanent Building Committee	Town Administrator
Personnel Board Assistant	Personnel Board	Town Administrator
Clerk, Planning Board	Planning Board Administrative Assistant	Planning Board
Planning Board Administrative Assistant	Planning Board	Town Administrator
Animal Control Officer	Police Chief	Town Administrator
Animal Inspector	Police Chief	Town Administrator
Executive Assistant, Police Department	Police Chief	Town Administrator
Dispatcher	Police Chief	Town Administrator
Records Assistant, Police Department	Executive Assistant, Police Department	Police Chief
Recreation Assistant	Recreation Director	Recreation Commission
Recreation Director	Recreation Commission	Town Administrator
Clerk, Town Administrator	Executive Assistant, Town Administrator	Town Administrator
Executive Assistant, Town Administrator	Town Administrator	Board of Selectmen
Town Administrator	Board of Selectmen	Not Required
Information Technology Coordinator, Town Administrator	Town Administrator	Board of Selectmen
Assistant Town Clerk	Town Clerk	Town Administrator
Clerk, Town Clerk's Office	Assistant Town Clerk	Town Clerk
Veterans' Agent	Town Administrator	Board of Selectmen

Maintenance Operator,
Water Department

Water Superintendent

Board of
Water Commissioners

Meter Reader,
Water Department

Water Department
Administrative Assistant

Water Superintendent

Revenue Collector,
Water Department

Water Department
Administrative Assistant

Water Superintendent

Water Department
Administrative Assistant

Water Superintendent

Board of
Water Commissioners

Water Superintendent

Board of Water Commissioners

Town Administrator

Clerk, Water Department

Water Department
Administrative Assistant

Water Superintendent

Clerk, Zoning Board

Zoning Board
Administrative Assistant

Zoning Board of Appeals

Zoning Board
Administrative Assistant

Zoning Board of Appeals

Town Administrator

ARTICLE 25

The Advisory Board recommended and the Town voted to authorize the Board of Selectmen to acquire by gift, purchase or otherwise, such easement as may be necessary for drainage purposes and the laying out of public ways.

ARTICLE 26

The Advisory Board recommended and the Town voted unanimously to take by eminent domain pursuant to Chapter 79 of the Massachusetts General Laws and further to accept as a public way, a 1000+/- square feet portion of land from 220 Main Street in the B-1 Zoning District, reference Norfolk Assessors Map 14, Block 49, Lot#1, to redesign the intersection of Main and Boardman Streets, as shown on the plan entitled "220 Main Street" drawn by Coler & Colantonio Engineers and Scientists of Norwell, Massachusetts, dated January 16, 2002.

ARTICLE 27

The Advisory Board recommended and the Town voted to authorize the Board of Selectmen to accept grant funds from the Massachusetts Technology Park Corporation in accordance with Massachusetts General Laws, Chapter 40J, Section 4E, and to apply or transfer such grant funds to offset fees incurred with the SEMASS Partnership.

ARTICLE 28

The Advisory Board recommended and the Town voted to authorize the Board of Selectmen to advertise in a local newspaper and sell at public sale from time to time, as it may deem in the best interest of the Town, any and all lands or portions thereof which the Town has acquired or may acquire as Tax Title land, so called, such sales to be made on behalf of the inhabitants of the Town of Norfolk, and to authorize the Selectmen to expend from the proceeds of such sale the necessary costs of recording fees, documentary stamps, and auctioneer's fees, if required.

ARTICLE 29

The Advisory Board recommended and the Town voted to grant the Board of Selectmen permission to sell surplus property of the Town, exclusive of buildings and land, no longer needed by the Town

ARTICLE 30

The Advisory Board recommended and the Town voted to rescind the authority granted to the Board of Selectmen under Articles 12, 13 and 14 at the Town Meeting on June 19, 2001, to borrow \$10,700,000 for the purpose of constructing a municipal golf course.

ARTICLE 31

The Advisory Board recommended and the Town voted to rescind the borrowing authority granted to the Board of Selectmen at the Town Meeting on November 18, 1997, for the remaining \$257,186.83 of the Union Street water main replacement project.

ARTICLE 32

The Advisory Board recommended and the Town voted to authorize the Board of Selectmen to enter into contracts necessary for the Town of Norfolk to join the Greater Attleboro-Taunton Regional Transit Authority (GATRA), pursuant to Section 3 of Chapter 161B of the Massachusetts General Laws provided the fees or assessments provided by the Town's membership will be deductible from the Town of Norfolk Assessment by the Massachusetts Bay Transit Authority.

ARTICLE 33

The Advisory Board recommended and the Town voted to delete Section 30 of Article X of the Town bylaws. (By-law regarding Arcades.).

ARTICLE 34

The Advisory Board recommended and the Town voted to Indefinitely Postpone Article 34.

To see if the Town will vote to rescind the action taken under Article 18 voted at the Town Meeting on April 14, 1967, which required the Town Accountant to credit to the Ambulance Fund the fees and charges received for ambulance services.

ARTICLE 35

The Advisory Board recommended and the Town voted unanimously to accept a gift of land or take by eminent domain pursuant to Massachusetts General Laws, Chapter 79 and further to accept as a public way, a portion of Hampton Road, a distance of 621.53 +/- feet from Park Street to Berkshire Street with the utility, sight line, sidewalk, tree planting and drainage easements as laid out by the Board of Selectmen in accordance with the acceptance plan consisting of one sheet (Plan and Profile sheet which is dated December 9, 1998, and revised February 7, 2001, and March 1, 2001) drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass. A copy of the acceptance plans and running descriptions are available for public inspection in the office of the Town Clerk.

ARTICLE 36

The Advisory Board recommended and the Town voted unanimously to accept a gift of land or take by eminent domain pursuant to Massachusetts General Laws, Chapter 79, and further to accept as a public way, a portion of

Berkshire Street, a distance of 700.00 +/- feet from Berkshire Street to Berkshire Street with the utility, sight line, sidewalk, tree planting and drainage easements as laid out by the Board of Selectmen in accordance with the acceptance plan consisting of one sheet (Plan and Profile sheet which is dated December 9, 1998 and revised February 7, 2001, and March 1, 2001) drawn by Landmark Engineering of New England, Inc. of Norfolk, Mass. A copy of the acceptance plans and running descriptions are available for public inspection in the office of the Town Clerk.

ARTICLE 37

The Advisory Board recommended and the Town voted to transfer the sum of \$ 8,000.00 from Ambulance Fund receipts for the purpose of contracting with an outside vendor to process and collect all ambulance fees for the Town of Norfolk Ambulance Service.

ARTICLE 38

The Advisory Board recommended and the Town voted unanimously to authorize the Board of Water Commissioners to take by eminent domain pursuant to Massachusetts General Laws, Chapter 79, the fee simple interest in those two certain parcels of land formerly owned by Joseph Lorusso, et. al., and shown as parcels 5 and 6, totaling 8.46 +/- acres on a plan of land entitled "Plan of Land in Norfolk, Mass." dated January 9, 2002, revised February 8, 2002, Scale 1" = 80' by Landmark Engineering of New England, Inc., said plan being recorded at the Norfolk County Registry of Deeds in Plan Book 493 as Plan No. 96 of 2002. No betterments shall be assessed with the taking, all trees and improvements on the land shall be included in the taking, and no damages shall be awarded.

ARTICLE 39

The Advisory Board recommended and the Town voted unanimously to amend the Zoning Bylaws by adding to Section F.13., a new overlay district as follows: "Wireless Communications Overlay District 4." This district shall include all land within the "off-highway" portion of the C-1 District (Routes 1A/115) west of Route 1A and southwest of Pond Street, and which is located at or above elevation 260 (USGS datum of 1929), and further to amend Section J.7.a.2.B. (Special Permit Uses by Zoning Board of Appeals) by adding the following: Telecommunications and cellular towers consisting of a WIRELESS COMMUNICATIONS FACILITY limited to the Wireless Communications District 4, as provided for in Section F.13; and WIRELESS COMMUNICATIONS FACILITY Equipment Building limited to the Wireless Communications Overlay District 4, as provided in Section F.13. and further to add a new Section C.1.f.4. by adding the following: "C.1.f.4. Wireless Communications Overlay District 4 as indicated on the Zoning Map" and Revise Section C.2.a. by revising the map date to April 2, 2002 so that Section will now read as follows: "C.2.a. districts are located and bounded as shown on a map entitled 'Zoning Map of Norfolk, Massachusetts,' dated April 2, 2002, 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".

ARTICLE 6

The Advisory Board recommended and the Town voted to transfer From:

Account Number	Department	Amount
01.5122.5055	Art. 12/TM 98 – Underground Utilities	2,224.61
01.5122.8716	Art 6/ATM 95 – Rabies Inoculation	3,894.70
01.5132.4010	Finance – Expense	6,000.00
01.5152.3211	Personnel Study STM 98 Art 9	1,150.00
01.5152.4011	Personnel Board Encumbered	104.86
01.5154.1100	Information Technology – Salaries	100.00
01.5161.8612	Town clerk – Retrofit Ballot	2,889.00
01.5171.4010	Conservation – Field Agent	3,000.00
01.5175.3038	Planning Board – Planning Services	5,200.00
01.5175.3038	Planning Board – Planning Services Encumbered	4,800.00
01.5189.8559	Golf Course Feasibility	1,499.81
01.5195.3430	Town Report	600.00
01.5210.1101	Police Salary – Encumbered	12,279.85
01.5241.4010	Building Dept. – Salaries	6,000.00
01.5210.8715	Art 6/ATM 95 – Hepatitis Shots	700.00
01.5220.4010	Fire Expense	4,000.00
01.5220.8555	Art 3/ATM 98 – Hepatitis Shots	5,000.00
01.5291.4011	Emergency Management – Encumbered	1,000.75
01.5298.1100	Tree Warden – Storm Emergency – Salaries	1,498.00
01.5300.8111	F/C Playground Removal	8,255.45
01.5303.4010	Tri County Assessment	539.00
01.5420.1100	Highway – Salaries	10,000.00
01.5420.1800	Highway – Fuel & Utilities	1,500.00
01.5420.4011	Highway – Encumbered	1,175.77
01.5424.4010	Grounds Maintenance – Expense	382.00
01.5432.3066	Landfill – Leachate Removal	8,000.00
01.5432.8606	Landfill – Household Hazardous Waste	5,728.00
01.5420.8619	Highway Road Program Fy02	46,482.80
25.5450.1100	Water Dept. – Salaries	7,000.00
01-5450.4050	Water Dept. – Indirects	5,000.00
	Snow Revolving	8,698.00
	Workers Compensation Trust (insurance use)	35,000.00

TO:

01.5132.1100	Finance – Salaries	3,400.00
01.5151.3xxx	Town Counsel – Legal Fees	17,500.00
01.5151.3xxx	Town Counsel – Litigation	6,500.00
01.5152.1100	Personnel Board – Salaries	1,580.00
01.5158.4010	Tax Title (real estate auction)	41,035.00
01.5210.1100	Police – Salaries	12,279.85
01.5220.1100	Fire – Salaries	4,000.00
01.5423.4010	Snow & Ice	26,399.75

01.5159.4xxx	Town Hall – Operations	21,000.00
01.5193.7400	Building/Liability/Workers Comp. Ins.	35,000.00
01.5241.4010	Building Dept. – Expenses	1,000.00
01.5302.8718	King Philip – Capitol	5,828.00
01.5440.7112	Charles River – Sewerage Assessment	280.00
01.5543.7700	Veterans Benefits	900.00
01.5913.5xxx	Employee Benefits	11,000.00
25.5450.4010	Water Dept. – Expenses	12,000.00

ARTICLE 7

I move to appropriate to the Stabilization Fund, established pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 5B an amount equal to the difference between the amount the Town is authorized to levy for fiscal year 2003 Real Estate and Personal Property Taxes and the sum of all amounts so levied excepting said appropriation, it being the intent of this Town Meeting for these purposes to use its authority to appropriate such sums as will levy taxes to the maximum limit authorized by Proposition 2-1/2, so-called, for fiscal year 2003.

All articles in the Warrant having been acted upon, it was moved, seconded and voted to dissolve the meeting at 10:35PM.

Respectfully submitted,

Gail E. Bernardo
Assistant Town Clerk