

## **Norfolk Records**

### **Special Town Meeting May 13, 2003**

Pursuant to a warrant dated April 22, 2003, signed by Joyce E. Terrio and John J. McFeeley, 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 13, 2003, at 7:15 PM in the evening, there and then to act on the following articles. The meeting was called to order at 7:15PM by Moderator Frank J. Gross. There were 353 registered voters in attendance. Sworn counters were Robert Garrity, Paul Muliero and Deborah Robbins.

Mr. Gross explained that if the business of the Special Town Meeting was not completed by 7:30PM, it would be necessary to suspend the Special Meeting, open the Annual Meeting, and then return to the Special Meeting.

APPROVED BY VOICE VOTE to waive the reading of the Warrant and the Return of the Warrant.

The Special Town Meeting was suspended at 7:30PM.

The Special Town Meeting re-convened at 7:35PM

#### **ARTICLE 1**

The Advisory Board recommended and the Town voted unanimously to approve the \$49,478,300 indebtedness authorized by the Regional District School Committee of the King Philip Regional School District on April 28, 2003, for the construction of an addition to and remodeling and renovations to the existing high school, including equipment and furnishings and demolition of portions of existing facilities related thereto; provided, however, that this approval shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, S.21C (Proposition 2 ½ ) amounts required to pay for the Town's share of the principal of and interest on the borrowing authorized by the District.

#### **ARTICLE 2**

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 2.

*(funds to defray costs associated with this Special Town Meeting and Special Election)*

All articles on the Warrant having been acted upon, it was moved, seconded and voted to dissolve this meeting at 8:05PM.

## **Norfolk Records**

### **Annual Town Meeting May 13, 2003**

Pursuant to a warrant dated March 24, 2003, signed by Joyce E. Terrio and John J. McFeeley, 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 13, 2003, at 7:30 PM in the evening, there and then to act on the following articles. The meeting was called to order at 7:30PM by Moderator Frank J. Gross who introduced the Town Clerk, the Assistant Town Clerk, the members of the Board of Selectmen and the Advisory Board Chairman, who introduced the members of the Board. There were 353 registered voters in attendance. Sworn counters were Robert Garrity, Paul Muliero and Deborah Robbins.

The singing of the National Anthem was led by Georgia Jones of Norfolk with musical accompaniment by Charles Stacy (piano) of Wrentham and George Clinton (trumpet) of Norfolk.

The Moderator suspended the Annual Town Meeting at 7:35PM to return to the Special Town Meeting.

The Moderator resumed the Annual Town Meeting at 8:05PM.

Mr. Gross announced that a Memorial Day Celebration was planned for May 26, 2003 beginning with a parade down Main St. to the Norfolk Cemetery, and that the Lions Club would be sponsoring Norfolk Community Day on Saturday, May 31, 2003 at the Holmes Transportation Complex.

APPROVED BY VOICE VOTE to waive the reading of the Warrant and the Return of the Warrant.

APPROVED BY VOICE VOTE to defer action on Articles 6, 7, 8, 11, and 24 until Tuesday, June 17, 2003 at 7:30PM at the King Philip Senior High School.

APPROVED BY VOICE VOTE to defer action on Article 10 until the conclusion of Article 33.

#### **ARTICLE 1**

Article 1 was the Annual Election of town officers which took place on Tuesday, May 6, 2003.

#### **ARTICLE 2**

The Advisory Board moved and seconded to amend the Town of Norfolk Personnel Bylaws Section X. COMPENSATION PLAN, Subsection A. COMPENSATION SCHEDULE by applying a general increase of 0.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2003.

Mr. Wildman made a motion to amend the main motion by changing the General Increase to 1.5%.

The Town voted in favor of the amendment and the new main motion carried, as follows: to amend the Town of Norfolk Personnel Bylaws Section X. COMPENSATION PLAN, Subsection A. COMPENSATION SCHEDULE by applying a general increase of 1.5% to all Steps on the COMPENSATION SCHEDULE effective July 1, 2003.

**ARTICLE 3**

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaws, Section IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN, Subsection C. GRADE SCHEDULE by reclassifying the Board of Health Assistant position from Grade 5 to Grade 6.

**ARTICLE 4**

APPROVED BY VOICE VOTE to amend the Town of Norfolk Personnel Bylaw Section IX. ADMINISTRATION OF THE SALARY CLASSIFICATION PLAN, Subsection C. GRADE SCHEDULE by adding the following two positions, effective July 1, 2003.

Grade 5 Revenue Collector  
Grade 2 Payroll Clerk

And by changing the following position:

From: Grade 6 Assistant Town Treasurer  
To: Grade 7 Assistant Town Treasurer/Collector

**ARTICLE 5**

APPROVED BY VOICE VOTE amend the Town of Norfolk Personnel Bylaws Section XIII. PERFORMANCE APPRAISAL PROGRAM, Subsection 6.0 EVALUATORS by adding the following, effective July 1, 2003:

POSITION	EVALUATOR	SECONDARY EVALUATOR
Revenue Collector	Assistant Town Treasurer/Collector	Town Treasurer/Collector
Payroll Clerk	Assistant Town Treasurer/Collector	Town Treasurer/Collector
Assistant Town Treasurer/Collector	Town Treasurer/Collector	Finance Director

**ARTICLE 9**

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 9.

*(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 Massachusetts General Laws Chapter 44, Section 64; or take any other action relative thereto.)*

**ARTICLE 12**

APPROVED BY VOICE VOTE pursuant to Massachusetts General Laws, Chapter 44, Section 53E 1/2, to reauthorize the following revolving funds for Fiscal Year 2004 at the limits set forth below:

(1) The revolving fund for the purpose of paying expenses related to the collection of parking ticket violations; said fund to be credited with parking ticket receipts and expended under the direction of the Board of Selectmen (limit \$1,000).

(2) A revolving fund 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 and expended under the authority and direction of the Board of Selectmen (limit: \$20,000).

(3) A revolving fund 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 and expended under the authority and direction of the Recreation Commission (limit: \$50,000.).

(4) A Conservation Management Revolving Fund to be credited with monies from timber harvesting on Conservation Land 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) A revolving fund to receive wetland hearing application fees to be expended under the direction of the Conservation Commission for payment of legal advertisements for such hearings (limit: \$5000).

(6) A Planning Board Revolving Fund to receive subdivision performance inspection fees, as established by the Planning Board, to be expended under the direction of the Planning Board for services related to the inspection and approval of subdivisions (limit: \$5,000).

(7) A Planning Board Revolving Fund to receive mitigation funds required by the Planning Board under the Shade Tree Act and Scenic Roads Act, to be expended under the direction of the Planning Board for the purchase and planting of replacement trees (limit: \$10,000).

(8) A Planning Board Revolving Fund to receive mitigation funds required by the Planning Board relative to off-site improvements due to the approval of subdivisions and site plans to be expended under the direction of the Planning Board for such off-site improvements (limit: \$91,000).

(9) A Planning Board Revolving Fund to receive 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, to be expended under the direction of the Planning Board for such cleaning and maintenance (limit: \$30,000).

### **ARTICLE 13**

APPROVED BY VOICE VOTE to 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 to be credited with receipts from Inspection Services under the authority and direction of the Board of Water Commissioners (limit: \$5,000).

### **ARTICLE 14**

APPROVED BY VOICE VOTE to authorize the Board of Selectmen to accept any monies received through grants applied for by various Town Departments or Boards.

**ARTICLE 15**

APPROVED BY VOICE VOTE 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 16**

APPROVED BY VOICE VOTE to choose the following committees.

Arts Council – 9 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  
plus 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,  
plus 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

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 Water Commissioners and the Planning Board who each thanked members of their departments who had retired the previous year.

**ARTICLE 17**

APPROVED BY VOICE VOTE pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate a sum of \$19,900 from the Community Preservation Fund for the purpose of funding an administrative and operating budget for the Community Preservation Committee.

**ARTICLE 18**

APPROVED BY VOICE VOTE to allocate from the Community Preservation Fund an amount not to exceed \$100,000 to fund an affordable housing down payment assistance pilot program for Norfolk residents and others with Norfolk ties including municipal employees.

**ARTICLE 19**

APPROVED BY UNANIMOUS VOTE 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 ways 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 20**

The Advisory Board moved and seconded to Indefinitely Postpone Article 20.

Fire Chief William Kelley made a motion to amend by substituting the following motion:  
I move that the Town transfer from the Ambulance Fund the sum of \$14,500 to indemnify Norfolk Firefighters for tuition costs associated with their training to become certified ALS-Paramedics.

The Town voted in favor of the amended motion.

**ARTICLE 21**

The Advisory Board recommended and the Town voted to approve the adoption of a \$20,000 gross receipts if single, \$30,000 gross receipts if married, for the maximum gross receipts amount under Massachusetts General Laws Chapter 59, Section 5, Clause 41C, for the exemption of real estate taxes on property owned by persons aged 70 or over who have annual gross receipts of no more than the maximum amount.

**ARTICLE 22**

The Advisory Board recommended and the Town voted to approve the adoption of a \$40,000 maximum gross receipts amount under Massachusetts General Laws Chapter 59, Section 5, Clause 41A, for the exemption and deferral of real estate taxes on property owned by persons aged 65 or older who have annual gross receipts of no more than the maximum amount.

**ARTICLE 23**

The Advisory Board recommended and the Town voted to approve submission of a Special Act to the Massachusetts General Court entitled “AN ACT AUTHORIZING THE TOWN OF NORFOLK TO ESTABLISH A DEPARTMENT OF PUBLIC WORKS”, as follows:

**AN ACT AUTHORIZING THE TOWN OF NORFOLK TO ESTABLISH A DEPARTMENT OF PUBLIC WORKS**

**[As approved by unanimous vote of the DPW Ad-hoc Committee – revised by Town Counsel 5/13/2003]**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**SECTION 1.** There is hereby established in the town of Norfolk a department of public works, in this act called the department, which shall be under the supervision and control of the board of selectmen.

**SECTION 2.** The board 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; and cemetery commission. The board of water commissioners and the cemetery commission are hereby abolished. No existing contract or liability shall be affected by the abolition, but the board shall in all respects be the lawful successor of the entities so abolished.

**SECTION 3.** The department 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, cemetery department, and the tree warden.

**SECTION 4.** The department shall have additional powers related to the duties and responsibilities of a department of public works as the town may from time to time, by a two-thirds approval at Town Meeting, may provide, any other provisions of law to the contrary notwithstanding.

**SECTION 5.** Notwithstanding any provision of this act to the contrary, any powers transferred to the board of selectmen under this act shall be exercised for a transitional period of three years from the effective date of this act by an interim board of public works, consisting of five members selected as provided for in this section. All members shall serve in a voluntary capacity with no compensation from the town. The members shall include the two senior water commissioners, whose positions were abolished by this act, and three public members appointed by the board of selectmen, who shall be appropriately qualified by training and experience. A simple majority vote by the interim board shall represent the authority of the entire interim board for all actions, affirmations, approvals, or the like required by or from the interim board. The interim board shall automatically dissolve on the third anniversary of final adoption of this act by the town, as provided for in section eleven of this act. Once the interim board dissolves, all powers, duties, responsibilities, and authorities as defined throughout this act for the board, shall be assumed by the board of selectmen.

**SECTION 6.** The department shall consist of divisions as defined by town by-law.

**SECTION 7.** No later than one hundred and twenty days prior to the beginning of each fiscal year, the board of selectmen shall convene a public hearing, to determine the ensuing fiscal year water budget and set equitable prices and rates for usage of the water system. The date, time, and place of the hearing shall be included in all water bills mailed in the fall. At least three weeks prior to the proposed hearing, the board shall cause notice to be published in at least one newspaper that serves Norfolk, and posted at town hall. The board will take testimony from any interested party, and shall submit its recommendation to the town meeting, which shall act upon the budget in the same manner as all other budgets.

**SECTION 8.** The board, or the town administrator appointed pursuant to chapter 217 of the acts of 1994, if so authorized by the board, shall interview, appoint, fix the tenure for a period of three years, fix the compensation of, and enter into a contract with a director of public works, subject to appropriation. Such contract shall prevail over any conflicting provision of any local personnel by-law, rule or regulation. The director shall exercise and perform, under the supervision and direction of the board, the powers, rights, and duties that have been transferred to the department hereunder, and as the board may from time to time designate. The director shall be responsible for the efficient exercise and performance of the powers, rights, and duties. The director shall be specially fitted by education, training, licensure, and experience to perform the duties of the office, with other qualifications as set forth in the town by-laws. During tenure of office, the director shall not hold elective or appointed office within the town, nor engage in any other business or

occupation without the express written prior authorization of the board. If the board requires, and at the expense of the town, the director shall give to the town a bond with a surety company authorized to transact business in the Commonwealth for the faithful performance of duties in the sum and upon the conditions as the board may require. Subject to town personnel by-law and appropriation and unless objected to by the board or town administrator within 30 days of the date of appointment, suspension, or removal, the director may appoint, suspend, or remove such assistants, agents, and employees as the exercise and performance of the director's powers, rights, and duties may require. The director shall keep records of the doings of his office, and render to the board and/or town administrator as often as they may require, a report of operations under the director's control during the period reported upon; and annually and from time to time as required by the board and/or town administrator, shall make a synopsis of the reports for publication. The director shall keep the board and town administrator advised as to the needs of the town within the scope of the director's duties, and shall furnish to the board and/or town administrator each year, upon request, a detailed estimate in writing of the appropriations required during the next succeeding fiscal year for the proper exercise and performance of all said powers, rights, and duties.

**SECTION 9.** Each permanent full-time employee of any board, department or office abolished by this Act shall be transferred to and become an employee of the department.

**SECTION 10.** All real property and equipment owned by the town of Norfolk and under the control of the offices, boards, or commissions abolished by this act shall be transferred to and be under the control and direction of the department

**SECTION 11.** This Act shall be submitted to the voters of the Town of Norfolk for acceptance at the next Town election, in the form of the following question, which shall be placed on the official ballot to be used at said election:

"Shall an Act passed by the General Court entitled, 'An Act authorizing the Town of Norfolk to establish a Department of Public Works', be accepted?"

If a majority of votes cast in answer to this question are in the affirmative, this act shall take effect on July 1, 2004.

The vote was challenged by 7 voters. A counted vote was taken, 62 YES, 39 NO.

**At 11:45PM the Town Clerk made a motion to adjourn the meeting to 7:30PM on Wednesday, May 14, 2003 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 7:30PM on May 14, 2003. There were 101 registered voters in attendance. Mr. Nicodemus, Mr. Simpson, and Mr. Muliero were sworn as counters.**

## **ARTICLE 25**

The Advisory Board moved and seconded to Indefinitely Postpone Article 25.

Mr. Harrington made a motion to amend by substituting the following motion: I move that the Town vote to amend the Zoning Map of the Town of Norfolk dated June 24, 1983, as most recently amended and on file in the Office of the Town Clerk, by changing the use district classification of that certain parcel of land between Rockwood Road and Boardman Street with access from Juniper Lane and Village Green, Reference Assessor's Map 15, Block 54, Lot 87, containing thirty-eight (38) acres more or less, as described in Book 2067, Pages 501 and 502 Norfolk County Registry of Deeds, from use District R-1 to use District R-3.

The substitute motion became the main motion, but failed to get the required 2/3 vote for final acceptance. 54YES, 28 NO.

#### **ARTICLE 26**

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 26.

*(To see if the Town will vote to amend Article 1 of the Town Bylaw by adding the following Section 8. Rules of Order for Town Meetings*

*The rules for the conduct of Town Meetings not explicitly provided by the General Laws or by these Bylaws shall be governed by "Town Meeting Time, A Handbook of Parliamentary Law," latest edition, and if no rule is applicable from that source, by Robert's Rules of Order.; or take any other action relative thereto.)*

#### **ARTICLE 27**

The Advisory Board moved and seconded to Indefinitely Postpone Article 27.

Ms. Terrio moved to amend by substituting the following motion:

I move to amend Article 1 of the Town Bylaws by adding the following Section 9. Town Meeting Curfew

No new warrant article shall be introduced and considered by any Town Meeting after 11:00 p.m. unless a vote to suspend the rules is voted by a nine-tenths majority of the meeting. After final action is taken on the last article to be taken up before 11:00 p.m., the Moderator shall, in the absence of a motion to suspend the rules, adjourn the meeting to a date and time certain

The substitute motion was defeated. The Town voted to Indefinitely Postpone Article 27.

#### **ARTICLE 28**

The Advisory Board moved and seconded to amend Article VII, Section 2 of the Town Bylaws (Wetland Protection bylaw) by inserting at the end thereof the following subsection Q:

##### **Q. Repetitive Applications**

No application which has been finally and unfavorably acted on by the Commission shall be acted favorably upon within one year after the date of final unfavorable action unless the Commission finds, by a majority vote, specific and material changes in the conditions upon which the previous unfavorable action was based, and describes such changes in the record of its proceedings;

Mr. Shaw moved, and it was seconded, to substitute “two years” in place of one year. The Moderator’s statement that it was not a vote was challenged by 7 voters. The counted vote was 35 YES, 46 NO, it was not a vote.

The main motion passed by a 2/3 vote called by the Moderator.

**ARTICLE 29**

The Advisory Board moved and seconded to Indefinitely Postpone Article 29

Ms. Chiofolo moved to amend the main motion by substituting the following motion:  
I move to amend Article 1, Section 4 of the Town of Norfolk General Bylaw by deleting it in its entirety and replacing it with a new section 4, as follows:

**SECTION 4. Fall Special Town Meeting**

The voters shall meet annually on the First Tuesday in October to consider and act upon matters of planning, zoning, subdivision control, building codes and the adoption or repeal of bylaws, as well as to consider and act upon such other business, including the appropriation or transfer of Town funds, as may properly come before the meeting. The meeting shall continue to other days until all articles on the warrant have been acted upon.

The substitute motion failed, and the Town voted to Indefinitely Postpone Article 29.

**ARTICLE 30**

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 30.

*(deletion of Article 1, Section 4 of the General Bylaws)*

**ARTICLE 31**

APPROVED BY VOICE VOTE to accept a reformatting and renumbering of the Town Bylaws, all such changes being of a technical and non-substantive nature.

**ARTICLE 32**

APPROVED BY UNANIMOUS VOTE to authorize the Board of Selectmen to accept a gift of land or take by eminent domain pursuant to Chapter 79 of the Massachusetts General Laws and further to accept as a public way, a 18,000 +/- square feet portion of land from 201 Main Street in the B-1 Zoning District, reference Norfolk Assessors Map 14, Block 40, Lot# 17 and a 25,000 +/- square feet of land located at the end of the proposed Liberty Lane currently the MBTA parking area in the B-1 Zoning District, reference Norfolk Assessors Map 14, Block 41, Lot# 56 to extend Liberty Lane to intersect with Main Street, as shown on plan titled “Liberty Lane Layout MBTA/201 Main Street” drawn by Coler & Colantonio Engineers and Scientists of Norwell, Massachusetts, dated March 2003.

**ARTICLE 33**

APPROVED BY VOICE VOTE to Indefinitely Postpone Article 33.

*(\$35,000 as the Town's share of the Federal Firefighters Assistant Grant Program for the replacement of Engine One).*

**At 9:50PM the Town Clerk made a motion to adjourn the meeting to 7:30PM on Tuesday, June 17, 2003 at the King Philip High School. The motion passed unanimously.**

**The third session of the Annual Town Meeting was called to order by the Moderator at 7:40PM on June 17, 2003. There were 73 registered voters in attendance.**

**ARTICLE 24**

APPROVED BY VOICE VOTE to amend the Personnel Bylaw section XXVI, Work at Home, subsection 2.0 Policy by deleting it in its entirety and replacing it with the following new subsection 2.0 Policy:

XXVI Work at Home

2.0 Policy

The Town believes that employees customarily perform their work at a designated Town work site, but also recognizes that in some instances work can be performed at home with no detriment to the Town. Therefore an employee who wishes to work at home may do so with the written consent of the Department Head and the Town Administrator. This written consent must be on file in the Finance Department prior to work being performed. Work at home must be clearly noted on the employee's time sheet, including day, date, time of day (from-to) and total hours worked;

Mr. Wildman made a motion, and it was seconded, to amend by substituting the following motion: I move to amend the Personnel Bylaw section XXVI, Work at Home, subsection 2.0 Policy by deleting it in its entirety and replacing it with the following new subsection 2.0 Policy:

XXVI Work at Home

2.0 Policy

The Town believes that employees will perform their work at their designated Town Work Site. If an employee cannot perform his/her duties at the Town Work Site due to extraordinary circumstances, written authorization is required in advance by the employee's supervisor and the Town Administrator. Once approved, at-home work must be separately noted on an employee's time sheet, including days and hours worked. A copy of the authorization will be on file in the Finance Department and a copy forwarded to the Personnel Board immediately.

The substitute motion was approved.

**ARTICLE 10**

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APPROVED BY VOICE VOTE to make the following transfers for the fiscal year ending on June 30, 2003:

FROM:

01-5710-9146	Maturing Debt-Library Expansion Temp. Debt.	\$ 11,777.00
01-5710-9147	Maturing Debt-Highway Bldg Expansion Temp Debt.	\$ 31,870.90
01-5710-9149	Maturing Debt-Old Populatic Sewer Temp. Debt	\$ 7,800.00
01.5913.1750	State/County Retirement	\$ 41,000.00
01-5420-1100	Highway – Salaries	\$ 19,563.00
01-5424-1100	Grounds Maintenance – Salaries	\$ 32,437.00
01-5210-1101	Police Salaries – Encumbered	\$ 18,000.00
01-5132-1100	Municipal Finance – Salaries	\$ 28,500.00
01-5158-4010	Tax Title Foreclosure	\$ 10,000.00
01-5220-4010	Fire Department – Expenses	\$ 800.00
24-5955-3056	Snow Revolving Account	\$ 15,975.56
	Free Cash – for Snow & Ice Deficit	\$230,363.64
	Free Cash – for Stabilization Fund	<u>\$ 50,688.00</u>
	TOTAL	\$498,775.10

TO:

01-5423-4010	Highway Department – Snow & Ice	\$246,339.20
01-5131-9900	Advisory Committee – Reserve Fund	\$ 36,229.90
01-5132-4263	Municipal Finance – Consulting Services	\$ 18,200.00
01-5132-3070	Municipal Finance – Banking Services	\$ 1,000.00
39.5541.8800	Senior Center Construction	\$ 52,100.00
01-5210-1100	Police Department – Salaries	\$ 39,318.00
01-5220-1100	Fire Department – Salaries	\$ 40,200.00
01-5220-8763	Fire Department – Ambulance Billing	\$ 800.00
01-5241-1100	Building Department – Salaries	\$ 3,400.00
01-5162-4027	Town Clerk – Election Expenses	\$ 6,000.00
01-5151-3890	Town Counsel	\$ 4,500.00
82-3291-186	Stabilization Fund	<u>\$ 50,688.00</u>
	TOTAL	\$498,775.10

**ARTICLE 6**

APPROVED BY UNANIMOUS VOTE 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, 2003: 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 - \$48,000.00; and further the Advisory Board recommended and the Town voted unanimously to raise and appropriate \$21,600,944.00 , transfer \$100,000.00 from Ambulance Receipts Reserved for Appropriation, transfer \$40,000 from Overlay Reserve, transfer \$20,000.00 from Workers Compensation Trust, transfer \$6,000.00 from COPS Fast Universal Hiring Grant, transfer \$631,239 from Water Revenue and transfer \$147,678.00 from Free Cash, to defray the departmental and

incidental expenses of the Town not otherwise provided for, for the fiscal year commencing July 1, 2003.

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 2003 TOWN MEETING  
OMNIBUS BUDGET**

		FY 03 Revised Appropriation	FY 04 Department Request	FY 04 Recommended
<u>GENERAL GOVERNMENT</u>				
Moderator				
	Salary	\$1	\$1	\$1
	Expense	<u>\$210</u>	<u>\$210</u>	<u>\$210</u>
<b>Total</b>		<b>\$211</b>	<b>\$211</b>	<b>\$211</b>
Selectmen				
	Salary	\$151,642	\$160,722	\$160,722
	Expense	\$34,081	\$29,625	\$25,001
	Committee Funds	<u>\$1</u>	<u>\$1</u>	<u>\$1</u>
<b>Total</b>		<b>\$185,724</b>	<b>\$190,348</b>	<b>\$185,724</b>
Advisory Board				
	Salary	\$4,945	\$5,152	\$5,152
	Expense	\$7,483	\$6,150	\$6,150
	Reserve Fund	<u>\$74,987</u>	<u>\$25,000</u>	<u>\$25,000</u>
<b>Total</b>		<b>\$87,415</b>	<b>\$36,302</b>	<b>\$36,302</b>
Municipal Finance				
	Salary	\$370,590	\$383,533	\$383,533
	Expense	\$74,954	\$77,954	\$77,954
	Audit	<u>\$13,200</u>	<u>\$13,750</u>	<u>\$13,750</u>
<b>Total</b>		<b>\$458,744</b>	<b>\$475,237</b>	<b>\$475,237</b>
Board of Assessors				
	Salary	\$600	\$600	\$600
	Expense	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,500</u>
<b>Total</b>		<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>
Town Counsel				
	Legal Fees	\$30,800	\$23,120	\$23,120
	Retainer Fees	<u>\$19,200</u>	<u>\$26,880</u>	<u>\$26,880</u>
<b>Total</b>		<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
Personnel Board				
	Salary	\$4,120	\$4,350	\$4,350
	Expense	<u>\$1,700</u>	<u>\$1,700</u>	<u>\$1,470</u>
<b>Total</b>		<b>\$5,820</b>	<b>\$6,050</b>	<b>\$5,820</b>
Information Technology Coordinator				
	Salary	\$100	0	0
	Expense	<u>\$55,000</u>	<u>\$55,100</u>	<u>\$55,100</u>
<b>Total</b>		<b>\$55,100</b>	<b>\$55,100</b>	<b>\$55,100</b>

Computer Committee				
	Expense	<u>\$100</u>	<u>\$100</u>	<u>\$1</u>
<b>Total</b>		\$100	\$100	\$1
Tax Title/Foreclosure				
	Expense	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$10,000</u>
<b>Total</b>		\$20,000	\$20,000	\$10,000
Town Hall Operations				
	Expense	<u>\$123,368</u>	<u>\$123,368</u>	<u>\$123,368</u>
<b>Total</b>		\$123,368	\$123,368	\$123,368
Town Clerk				
	Salary	\$66,612	\$70,921	\$70,921
	Expense	<u>\$4,100</u>	<u>\$3,000</u>	<u>\$3,000</u>
<b>Total</b>		\$70,712	\$73,921	\$73,921
Elections				
	Salary	\$8,969	\$5,740	\$5,740
	Expense	\$12,896	\$9,652	\$9,652
	Special Election Expense	<u>\$7,740</u>	<u>0</u>	<u>0</u>
<b>Total</b>		\$29,605	\$15,392	\$15,392
Voter Registration				
	Salary	\$5,340	\$8,071	\$8,071
	Expense	<u>\$4,000</u>	<u>\$4,200</u>	<u>\$4,200</u>
<b>Total</b>		\$9,340	\$12,271	\$12,271
Conservation				
	Salary	\$22,039	\$23,562	\$23,562
	Expense	<u>\$4,450</u>	<u>\$1,620</u>	<u>\$1,620</u>
<b>Total</b>		\$26,489	\$25,182	\$25,182
Planning Board				
	Salary	\$49,198	\$43,732	\$44,460
	Expense	<u>\$40,200</u>	<u>\$43,600</u>	<u>\$40,000</u>
<b>Total</b>		\$89,398	\$87,332	\$84,460
Zoning Board of Appeals				
	Salary	\$19,610	\$22,985	\$22,985
	Expense	<u>\$2,112</u>	<u>\$3,591</u>	<u>\$1,861</u>
<b>Total</b>		\$21,722	\$26,576	\$24,846
Engineering				
	Expense	<u>\$950</u>	<u>\$950</u>	<u>\$950</u>
<b>Total</b>		\$950	\$950	\$950
Permanent Building Committee				
	Salary	\$7,497	\$7,697	\$7,697
	Expense	<u>\$650</u>	<u>\$450</u>	<u>\$450</u>
<b>Total</b>		\$8,147	\$8,147	\$8,147
Town Reports				
	Expense	<u>\$5,400</u>	<u>\$3,000</u>	<u>\$3,000</u>
<b>Total</b>		\$5,400	\$3,000	\$3,000
<b>Total General Government</b>		\$1,244,245	\$1,201,487	\$1,192,032

PUBLIC SAFETY

Police				
	Salary	\$1,271,780	\$1,277,212	\$1,277,212
	Expense	<u>\$96,830</u>	<u>\$91,398</u>	<u>\$91,398</u>
<b>Total</b>		\$1,368,610	\$1,368,610	\$1,368,610
Fire & Ambulance				
	Salary	\$535,023	\$545,756	\$545,756
	Expense	\$61,700	\$51,717	\$51,717
	Tuition & Training	<u>\$20,750</u>	<u>\$20,000</u>	<u>\$20,000</u>
<b>Total</b>		\$617,473	\$617,473	\$617,473
Building Department				
	Salary	\$149,645	\$183,590	\$183,590
	Expense	<u>\$5,910</u>	<u>\$5,910</u>	<u>\$5,910</u>
<b>Total</b>		\$155,555	\$189,500	\$189,500
Weights & Measures				
	Salary	\$579	\$579	\$579
	Expense	<u>\$31</u>	<u>\$31</u>	<u>\$31</u>
<b>Total</b>		\$610	\$610	\$610
Emergency Management				
	Salary	\$637	\$647	\$647
	Expense	<u>\$1,009</u>	<u>\$1,009</u>	<u>\$1,009</u>
<b>Total</b>		\$1,646	\$1,656	\$1,656
Animal Inspector				
	Salary	\$2,036	\$2,036	\$2,036
	Expense	<u>\$200</u>	<u>\$200</u>	<u>\$200</u>
<b>Total</b>		\$2,236	\$2,236	\$2,236
Animal Control				
	Salary	\$13,542	\$14,354	\$14,354
	Expense	<u>\$2,785</u>	<u>\$1,973</u>	<u>\$1,973</u>
<b>Total</b>		\$16,327	\$16,327	\$16,327
Fire/Police Communication				
	Salary	\$179,095	\$178,978	\$178,978
	Expense	<u>\$4,900</u>	<u>\$5,017</u>	<u>\$5,017</u>
<b>Total</b>		\$183,995	\$183,995	\$183,995
Fire/Police Station				
	Expense	<u>\$46,065</u>	<u>\$46,065</u>	<u>\$46,065</u>
<b>Total</b>		\$46,065	\$46,065	\$46,065

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<b>TOTAL PUBLIC SAFETY</b>		\$2,392,517	\$2,426,472	\$2,426,472
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EDUCATION

Norfolk Elementary	\$8,307,798	\$8,307,798	\$8,307,798
King Philip Regional	\$3,551,469	\$3,688,189	\$3,688,189
Tri-County Regional	\$213,743	\$182,764	\$182,764
<b>TOTAL EDUCATION</b>	\$12,073,010	\$12,178,751	\$12,178,751

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PUBLIC WORKS

Highway

Salary	\$403,337	\$419,801	\$419,801
Expense	\$172,464	\$172,551	\$172,551
Road Maintenance	<u>\$300,000</u>	<u>\$306,300</u>	<u>\$307,500</u>
<b>Total</b>	\$879,801	\$898,652	\$899,852

Town Vehicle Fuel

Expense	<u>\$46,969</u>	<u>\$50,307</u>	<u>\$50,307</u>
<b>Total</b>	\$46,969	\$50,307	\$50,307

Snow & Ice

Expense	<u>\$123,647</u>	<u>\$123,647</u>	<u>\$123,647</u>
<b>Total</b>	\$123,647	\$123,647	\$123,647

Grounds Maintenance

Salary	\$104,493	\$92,203	\$92,203
Expense	<u>\$9,819</u>	<u>\$10,085</u>	<u>\$10,085</u>
<b>Total</b>	\$114,312	\$102,288	\$102,288

Transfer Station

Salary	\$140,807	\$144,320	\$144,320
Expense	<u>\$148,431</u>	<u>\$149,679</u>	<u>\$149,679</u>
<b>Total</b>	\$289,238	\$293,999	\$293,999

Landfill

Expense	<u>\$69,357</u>	<u>\$72,732</u>	<u>\$72,732</u>
<b>Total</b>	\$69,357	\$72,732	\$72,732

Septage Assessment

Expense	<u>\$2,600</u>	<u>\$2,600</u>	<u>\$2,600</u>
<b>Total</b>	\$2,600	\$2,600	\$2,600

Cemetery Commission

Salary	\$26,641	\$13,786	\$13,786
Expense	<u>\$10,241</u>	<u>\$10,222</u>	<u>\$10,222</u>
<b>Total</b>	\$36,882	\$24,008	\$24,008

Custodian of Veterans Graves

Salary	\$663	\$663	\$663
Expense	<u>\$1,625</u>	<u>\$1,625</u>	<u>\$1,625</u>
<b>Total</b>	\$2,288	\$2,288	\$2,288

Street lighting

Expense	<u>\$35,435</u>	<u>\$36,435</u>	<u>\$35,435</u>
<b>Total</b>	\$35,435	\$36,435	\$35,435

Tree Warden

Salary	\$3,028	\$2,421	\$2,421
Expense	<u>\$23,290</u>	<u>\$23,290</u>	<u>\$23,290</u>
<b>Total</b>	\$26,318	\$25,711	\$25,711

Shade Tree

Expense	<u>\$1,500</u>	<u>\$1</u>	<u>\$1</u>
<b>Total</b>	\$1,500	\$1	\$1

<b>TOTAL PUBLIC WORKS</b>	\$1,628,347	\$1,631,668	\$1,632,868
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HUMAN SERVICES

Board of Health				
	Salary	\$40,165	\$40,607	\$40,607
	Expense	<u>\$38,945</u>	<u>\$40,645</u>	<u>\$40,503</u>
<b>Total</b>		\$79,110	\$81,252	\$81,110
Special Programs				
	May Mental Health	\$6,650	\$6,650	\$6,650
	SNCARC	<u>\$4,025</u>	<u>\$4,025</u>	<u>\$4,025</u>
<b>Total</b>		\$10,675	\$10,675	\$10,675
Council on Aging				
	Salary	\$81,710	\$84,985	\$84,985
	Expense	<u>\$44,124</u>	<u>\$40,849</u>	<u>\$40,849</u>
<b>Total</b>		\$125,834	\$125,834	\$125,834
Veteran's Services				
	Salary	\$5,000	\$5,250	\$5,250
	Expense	<u>\$6,260</u>	<u>\$3,000</u>	<u>\$3,000</u>
<b>Total</b>		\$11,260	\$8,250	\$8,250
<b>TOTAL HUMAN SERVICES</b>		<b>\$226,878</b>	<b>\$226,011</b>	<b>\$225,869</b>

CULTURE & RECREATION

Library				
	Salary	\$273,395	\$273,395	\$273,395
	Expense	<u>\$113,614</u>	<u>\$113,614</u>	<u>\$113,614</u>
<b>Total</b>		\$387,009	\$387,009	\$387,009
Recreation				
	Salary	\$49,400	\$51,223	\$51,223
	Expense	<u>\$4,235</u>	<u>\$2,412</u>	<u>\$2,412</u>
<b>Total</b>		\$53,635	\$53,635	\$53,635
Historical Commission				
	Expense	<u>\$323</u>	<u>\$323</u>	<u>\$323</u>
<b>Total</b>		\$323	\$323	\$323
Memorial Day				
	Expense	<u>\$525</u>	<u>\$525</u>	<u>\$525</u>
<b>Total</b>		\$525	\$525	\$525
<b>TOTAL CULTURE &amp; RECREATION</b>		<b>\$441,492</b>	<b>\$441,492</b>	<b>\$441,492</b>

FIXED COSTS

EMPLOYEE BENEFITS		\$1,528,589	\$1,583,628	\$1,583,628
BUIKING LIABILITY INSURANCE		\$260,735	\$236,422	\$236,422
DEBT SERVICE		\$1,346,123	\$2,083,327	\$2,083,327
<b>TOTAL FIXED COSTS</b>		<b>\$3,135,447</b>	<b>\$3,903,377</b>	<b>\$3,903,377</b>
<b>TOTAL OPERATING BUDGET</b>		<b>\$21,141,936</b>	<b>\$22,000,861</b>	<b>\$22,000,861</b>

RESERVE FOR ABATEMENTS	\$85,000	\$80,000	\$80,000
STATE ASSESSMENTS/OFFSETS	\$419,278	\$465,000	\$465,000
<b>TOTAL GENERAL FUND</b>	<b>\$21,646,214</b>	<b>\$22,545,861</b>	<b>\$22,545,861</b>

**ARTICLE 7**

APPROVED BY UNANIMOUS VOTE to transfer the sum of \$565,895 from Water Department revenue to fund the Water Department maintenance and operating expenses as follows: Salaries \$236,881; Expenses \$329,014.

**ARTICLE 8**

APPROVED BY UNANIMOUS VOTE to transfer from Free Cash \$304,791 to fund the following Capital Budget requests:

<i>Department</i>	<i>Item</i>	<i>Amount</i>
Elem School	Septic replacement/repair engineering study	\$ 5,000
Elem School	ADA Compliance items	\$16,550
Fire Dept.	Replace Command Vehicle	\$30,000
Fire Dept.	SCBA Replacement	\$15,000
Highway Dept.	Brush Chipper Replacement	\$30,000
IT	Computer Phase In – workstations	\$15,400
IT	Finance Dept. Laser Printer	\$ 2,600
IT/Police/Fire	Parnet System	\$36,500
Police Dept.	Cruisers -2	\$60,000
Police Dept.	Heart Defibrillators (2)	\$ 8,600
Police/Fire Station	Rooftop Heating and Cooling System	\$35,750
Recreation	Temp. Water tie-in and Shade Structure/bubblers at Pond St. Complex	\$10,000
KP	Norfolk’s share of the KP budget	\$39,391
<b>TOTAL</b>		<b>\$304,791</b>

**ARTICLE 11**

APPROVED BY UNANIMOUS VOTE to appropriate to the Stabilization Fund, established pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 5(b), an amount equal to the difference between the amount the Town is authorized to levy for fiscal year 2004 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 ½, so called, for fiscal year 2004.

**All articles on the Warrant having been acted upon, it was moved, seconded and voted to dissolve this meeting at 10:50P**

**Respectfully Submitted,**

**Gail E. Bernardo, Assistant Town Clerk**