

BY-LAWS

of the

TOWN OF NORWOOD



June 2022

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BY-LAWS

of the
TOWN OF NORWOOD

ARTICLE I.
Act to Establish Representative Town Meeting

Section 1. For the purpose of the act entitled "An Act to Establish Representative Town Government by Limited Town Meetings" the Town of Norwood shall be divided into nine districts.
(Amended at Special Town Meeting, September 29, 1958, Article 2)

Section 2. 1 1/2 per cent of the total registered voters of the town in addition to the members at large shall constitute a representative town meeting in the Town of Norwood.

Section 3. Every town meeting shall be notified by posting attested copies of the warrant calling the same, in not less than ten public places in the town, seven days, at least, before the day appointed for said meeting.

Section 4. Notice of every adjourned town meeting shall be posted by the Town Clerk in not less than ten public places in the Town and shall, if time permits, be advertised in a newspaper published in Norwood, if any, as soon as practicable after the adjournment, stating briefly the business to come before adjourned meeting.

ARTICLE II.
Committees

Section 1. It shall be the duty of the Town Clerk to immediately notify in writing all members of committees that may be elected or appointed at any Town Meeting, stating the name of the committee and the business upon which they are to act, or duties which they are to perform.

Section 2. It shall be the duty of the member designated as chairman or first named of any other committee chosen by the Town to promptly call the members thereof together for organization.

Section 3. It shall be the duty of all committees appointed prior to the annual Town Meeting to make report at said meeting, unless otherwise directed, upon the matters referred to them.

ARTICLE III.
Financial Affairs

Section 1. It shall be the duty of the Board of Selectmen to take charge of the bonds of the Town Treasurer and Collector of Taxes and deposit them in a safe place.

Section 2. No bill, charge or account against the Town shall be paid without the approval, in writing, first obtained of the person, persons, board or committee contracting the same.

Section 3. No town officer having the control of the expenditure of the public money shall incur any debt or obligation on account of the Town in any department beyond the amount appropriated therefor by the Town, except as provided in Section 5. No order or warrant shall be drawn by the Board of Selectmen or other boards upon the Treasurer without an appropriation by vote of the Town, nor against any appropriation in excess of the same, except that such payments may be made as are required to protect the Town where it may be liable in actions at law for damages and as provided in Section 5.

Section 4. Any portion of any appropriation remaining unexpended at the close of the financial year shall revert to the Town Treasury, unless otherwise provided by law.

Section 5. During the interval between the thirty-first day of January in each year and the time of making the necessary annual appropriation, the various Town officers, in order to meet the liabilities of their several departments incurred in carrying on the business of the Town, shall have authority to make expenditures and payments from the Town Treasury from any available funds therein, and the same shall be charged against the next annual appropriations; but no such expenditures shall be made or any such liability incurred for any purpose beyond the absolute needs of the Town.

Section 6. (a) The Town Treasurer and Collector of Taxes in his capacity of Collector of Taxes shall collect, under the title of Town Collector, all accounts due the town.

(b) All accounts due the town when this section takes effect and all accounts coming due thereafter shall forthwith be committed by the several boards and officers of the Town to the Town Collector, together with all available information in relation thereto.

(c) If it shall seem advisable to the Town Collector that suit should be instituted on behalf of the town for the establishment or collection of any amount due the Town, he shall so notify the Selectmen and he shall report to them semi-annually and at such other times as they may direct upon all uncollected accounts in his hands. The Selectmen shall take such action with respect to all such accounts as they deem expedient and consistent with the interests of the Town.

Section 7. All accounts of the Town shall be kept in accordance with the system established by the Director of Accounts in the Department of Corporations and Taxation, and said accounts shall be audited annually under the supervision of said director pursuant to the provisions of Section 35 of Chapter 44 of the General Laws.

(Deleted Section 8 entirely)

(Amended Special Town Meeting, January 22, 2001, Article 6)

ARTICLE IV. Board of Appeals

(Repealed August 13, 1964 by vote under Article 13). See Zoning By-Laws.

ARTICLE V. Legal Affairs

Section 1. The Board of Selectmen shall annually appoint an attorney-at-law to act as Town Counsel, who shall be paid such salary as the Town votes, and said Board shall have full authority to employ special or additional counsel whenever, in its judgment, necessity therefore arises.

Section 2. The Board of Selectmen shall have full authority as agents of the Town to institute, prosecute and compromise suits in the name of the Town, and to appear, defend and compromise suits brought against it, and to appear in proceedings before any tribunal, unless it is otherwise specially voted by the Town.

Section 3. The Town Counsel shall draft all bonds, leases, obligations, conveyances and other legal instruments, advise on all questions relating to the warrants for Town Meetings, and do every professional act relating to Town affairs which may be required of him, by vote of the Town or any board of Town Officers. Also, when required by said boards or any committee of the Town, he shall furnish a written opinion on any legal question that may be submitted in writing to him, and he shall at all times furnish legal advice to any officer of the Town who may require his opinion upon any subject concerning the duties incumbent upon such officer by virtue of his office. He shall, when required by the Town or any board of Town Officers, prosecute any suits ordered to be brought by the Town, and shall appear at any court in the Commonwealth in defense of any actions or suits brought against the Town or its officers, in their official capacity. He shall also, whenever his services may be required, try and argue any and all cases, whether in law or in equity, to which the Town shall be a party before any tribunal in the Commonwealth, or before any board of referees or commissioners, and appear at any and all hearing in behalf of the Town.

Section 4. Whenever it shall be necessary to execute any deed conveying land, or any other instrument required to carry into effect any vote of the Town, the same shall be executed by the Treasurer in behalf of the Town, unless the Town shall otherwise vote in any special case.

Section 5. The Town Clerk shall have the custody of the Town seal and shall keep a true copy (in a book to be kept for such purpose alone) of all deeds or conveyances executed in behalf of the Town by any Town officer. It shall be the duty of the Town Clerk to see that every conveyance to the Town of any interest in real estate is properly recorded in the Registry of Deeds.

ARTICLE VI.

Police

(Deleted Special Town Meeting February 26, 1981, Article 16.)

ARTICLE VII.

Records and Reports

Section 1. All boards, standing committees and officers of the Town shall cause records of their doings and accounts to be kept in suitable books. Said books shall be kept in their respective places in the Town offices and shall not be removed therefrom. Said record books shall be open to the inspection of citizens of the Town at any reasonable time, but shall remain during such inspection under the supervision of the Board, committee or officer designated to keep charge thereof.

Section 2. All boards, standing committees, special committees or officers of the Town having charge of the expenditure of money shall annually report thereon in writing in such manner as to give the citizens a fair and full understanding of the objects and methods of such expenditures, referring, however, to the report of the Town Treasurer or Auditors for specific details, and shall make therein such recommendations as they deem proper.

Section 3. All reports shall be placed in the hands of the Board of Selectmen for printing and publishing as soon as possible, not later than the fifteenth day of February of each year.

Section 4. The Board of Selectmen shall annually cause to be distributed, not less than three days before the annual meeting, among the taxpayers of the town, the reports of the officers of the various departments and boards of the Town and reports upon such other matters as directed by the Town and these by-laws. They shall have the custody and supervision of the distribution of the same.

Section 5. The Board of Selectmen shall, in addition to the requirements of Section 2, report in detail their estimates of the amounts of money which will be required for the current financial year.

Section 6. The Town Clerk shall furnish for publication in the annual Town Report an abstract of the official records of all Town meetings held during the preceding year. He shall also furnish for the same purpose an abstract of the vital statistics of the preceding year.

Section 7. Whenever a Town way is laid out or altered, a plan thereof shall be made and filed in the Town Clerk's office, with the location thereof, and it shall be the duty of the Town Clerk to keep a book of records for the sole purpose of recording the location of all highways and Town ways within the Town, with an index thereto.

Section 8. Each decennial valuation of estates made by the Assessors, or an abstract thereof, together with a list of poll-taxpayers, shall be printed in the annual Town Report for the next year after same shall be made.

Section 9. In his annual Town Report, the Town Treasurer shall state specifically the objects for which the debt of the Town was increased, if any, during the preceding year, and recite the votes under which the money was borrowed, and shall render a classified statement of all expenditures and receipts of the Town in such details as to give a fair and full exhibit of the objects and methods of all expenditures.

Section 10. On or before November first of each year, each board, committee or officer of the Town authorized by law to expend money shall file with the Town Accountant, who shall transmit the same to the Finance Commission, a signed detailed estimate of the appropriation or appropriations recommended by such board, committee or officer for the work under its or his charge for the ensuing year.

(Special Town Meeting, October 13, 1955, Article 4.)

(Amended Special Town Meeting, May 14, 2018, Article 7.)

ARTICLE VIII.
Regulations Governing the Acceptance of
New Streets through Private Property

Section 1. No street or way shall be accepted by the town of a width of less than fifty feet unless the same shall have been actually opened and used for public travel prior to January 1, 1956 or unless a subdivision plan showing such street or way has received final approval of the Board of Survey or Planning Board prior to the effective date of this by-law.

Section 2. No street or way constructed through lands by the owners thereof shall be laid out or accepted or recommended by the Selectmen or any committee of the Town for acceptance as a public street or way of the Town of Norwood unless previously constructed and completed to subgrade in accordance with the specifications set forth in Section 6.

Section 3. Any street or way constructed through private lands by the owners thereof in accordance with the specifications set forth in Section 6 may be laid out and accepted as a public street of the Town of Norwood provided such action is taken in accordance with the provisions of Chapter 50 of the Revised Laws of Massachusetts and amendments thereof; and provided also that the owners of at least 75% of the lands through which such street or way passes have signed releases of all property which the town deems it necessary to acquire for such layout and acceptance and have granted sloping privileges and have agreed to pay betterments assessable.

Section 4. Wherever it is necessary, in the opinion of the Selectmen to construct catch basins on any such street or way and lay drains to connect with a permanent outlet, such catch basins and drains may be constructed and laid and the cost of such work shall be considered as a part of the total cost of constructing said street or way.

Section 5. Side gutters on any such street or way having a grade of 5 percent or over may, if in the opinion of the Selectmen it be necessary be paved four feet wide, with stone or concrete; the cost of such work shall be considered as a part of the total cost of constructing said street or way.

Section 6. (a) A plan and profile of every such street or way shall be filed in the office of the Selectmen, who shall approve or establish the grade thereof.

(b) Every such street or way shall be at least fifty feet wide and have a roadbed equal to at least two-thirds of the width of said street or way, except that any such street or way may, if its use is limited to one way traffic, be constructed with a roadbed of a width of not less than eighteen feet if the Selectmen so determine.
(Special Town Meeting, May 3, 1957, Article 7.)

(c) All loam shall be removed from the limits of the street or way to a depth of at least twelve inches below the finished grade for the roadway and six inches below the finished grade for the sidewalk, or such greater depth as may be required by the Selectmen. All rock or boulders shall be removed from the Street or way shall be used in embankment.

(d) The entire area of every such street or way shall be first cleared of all stumps, brush, roots and like material and of all trees not intended for preservation.

(e) All work in excavation or embankment shall be brought accurately to a subgrade of not less than eight inches for the roadway and four inches for the sidewalk, below finished grade, or such greater depth as the nature of the subsoil, in the opinion of the Selectmen may require.

(f) All corners of intersecting street or way shall be rounded as approved by the Selectmen.

(g) The Selectmen shall have the authority to waive the requirements of removing the soil from that part of a way as laid out on either side of the traveled way as wrought, if in their opinion such removal of soil is not necessary for the proper use of such traveled way, provided however, that all rocks, boulders and other objectionable hazards are removed, and the full width of the taking is graded to approximately the grade of the adjacent traveled way.

ARTICLE IX.
Junk Dealers and Collectors Licenses
and Regulations

Section 1. Per Massachusetts General Laws Chapter 140, Section 54, The Board of Selectmen may license suitable persons to be collectors of, dealers in, or keepers of shops for the purchase, sale, or barter of junk, old metals, or secondhand articles. The Selectmen may make rules and regulations relative to their business, and may provide for the supervision thereof. Said licensing board may make additional rules, regulations, and restrictions which shall be expressed in all licenses.

Section 2. Every such shopkeeper licensed under Section 1 shall keep a bound book, in which shall be written, in the English language, at the time of every transaction of any such article, a description thereof, and the name, age, and residence of the person from whom, and the day and the hour when, such article was acquired; and the Chief of Police or his designee, may at any time, enter upon any premises used by a licensed dealer to ascertain how he conducts his business, and examine any or all articles taken in trade or kept or stored in or upon said premises and all books and inventories relating thereto, and all such articles, books, and inventories shall be exhibited to any such person upon demand.

Section 3. Every person licensed under Section 1 shall post his license in some suitable and conspicuous place upon the licensed premises.

Section 4. No such shopkeeper holding a license from the Board of Selectmen as a dealer in secondhand articles shall permit any article purchased or received by him to be sold or altered in any way until at least fourteen days after its receipt. Nor shall any dealer in, or keeper of a shop for the purchase, sale, or barter, of junk or old metals, permit to be sold or altered any article purchased or received by him until at least one week after its purchase or receipt.

Section 5. No person licensed under Section 1 shall, directly or indirectly, either purchase or receive, any article from a minor or apprentice knowing or having reason to believe him to be such.

Section 6. No person keeping a shop for the purchase, sale, or barter of junk, old metals, or secondhand articles shall purchase or receive, either directly or indirectly, any of the aforesaid articles or have his shop open for the transaction of business except between 8:00 am in the morning and 10:00 pm in the evening. No such licensee shall directly or indirectly purchase or receive any such articles at any other than the address displayed on the license unless specifically invited into the residence of a potential customer or at a bona fide trade show.

Section 7. No person offering any article for sale shall give a wrong or false name or address or fictitious information pertaining to his identity. No person holding a license under Section 1 shall knowingly write a wrong or false name or address of a person thus offering an article for sale, or knowingly permit the entry of such wrong or false name or address into the bound book as defined in Section 2. Any police officer taking cognizance of any such violation may request the offender to state his true name and address. Whoever, upon such request, refuses to state his name or address, or states a false name or address, or a name or address which is not his name or address in ordinary use, may be arrested by a police officer without a warrant. Anyone violating this section shall be punished by a fine of not less than fifty dollars nor more than one hundred dollars.

Section 8. Every person keeping a shop for the purchase, sale, or barter of junk, old metals, or secondhand articles shall make out, or cause to be made out, and deliver, either in person or by messenger, or by United States mail every week, or more often if required, a legible and correct list, in the English language, containing an accurate description of all articles and coins either purchased or received, directly or indirectly, during the preceding week. All lists shall be submitted on a format as prescribed by the Chief of Police and shall be submitted on or before the close of business Fridays. If submitted via United States mail it shall be postmarked not later than the Saturday immediately following.

Section 9. The provisions of this Article are severable, and, if any of its provisions shall be held unconstitutional or invalid by any court of competent jurisdiction, the decision of said court shall not affect or impair any of the remaining provisions.

Section 10. Any violation of preceding Sections 2 through 7 and 9 shall be punished by a fine of not less than twenty-five dollars nor more than fifty dollars for a first offense, and upon a second or subsequent offense a fine of not less than fifty dollars nor more than one hundred dollars, and the licensing authority may revoke said license for any violation of the preceding sections.

Section 11. The provisions of Section 4 of this Article shall not apply to transactions in coin, numismatic matter, bullion or precious metals. The provisions of Section 4 of this Article shall also not apply to wholesalers or wholesale transactions between licensed retailers under this Article. Transactions in jewelry are not to be considered as transactions in precious metals for purposes of this exemption.

(Amended Special Town Meeting, Oct. 28, 1987, Article 18)

Section 12. The Board of Selectmen may waive the requirements of Sections 2 and 4 through 8 inclusive of this Article for good cause shown provided the license applicant is not a pawnbroker.

(Amended Special Town Meeting, April 8, 2010, Article 1)

ARTICLE X. Hawkers and Peddlers

Section 1. No hawker or peddler shall sell any of the articles enumerated in Section 17 of Chapter 101 of the MGL, and the laws in amendment thereof or addition thereto, until he has recorded his name and residence with the Chief of Police or such other officer as is designated by the Board of Selectmen and been assigned a number.

Section 2. No hawker or peddler shall carry or convey any articles enumerated in Section 17 of Chapter 101 of the MGL, and the laws in amendment thereof or addition thereto, in any manner that will tend to injure or disturb the public health or comfort, otherwise than in vehicles or receptacles which are neat and clean and do not leak.

Section 3. Every vehicle or receptacle in which any hawker or peddler shall carry or convey any of the articles enumerated in said Section 17 of Chapter 101 of the MGL, and the laws in amendment thereof or addition thereto, shall have painted on it, in letters and figures, at least two inches in height, the name of the person selling and the number assigned to him, and every such vehicle or receptacle shall be submitted to the inspection of the Chief of Police at such time and at such place as he may direct for inspection.

Section 4. No person hawking, peddling, selling or exposing for sale any articles enumerated in Section 17 of Chapter 101 of the MGL, and the laws in amendment thereof or addition thereto, shall cry his wares to the disturbance of the peace and comfort of the inhabitants of the Town.

(Amended Special Town Meeting, June 3, 1996, Article 5.)

ARTICLE XI. Contracts by Town Officers

Section 1. No Town officer and no salaried employee of the Town or any agent of any such officer or employee shall sell materials or supplies or furnish labor to the Town by contract or otherwise without the permission of the Board of Selectmen or other Board authorized to purchase or otherwise secure materials, supplies and labor for the Town, expressed in a vote which shall appear on the records of such Board with the reason therefor.

Section 2. No Town officer and no salaried employee of the Town or agent of any such officer or employee shall receive any compensation for work done or service performed by him for the Town, except his official salary and fees allowed by law, without the permission of the Board of Selectmen or other Board authorizing such work or service, expressed in a vote which shall appear on the records of such Board with the reason therefor.

Section 3. The purchase of all goods and services and the disposal of surplus property shall comply with the provisions of M.G.L. Chapter 30B, as it may from time to time be amended.

(Amended Special Town Meeting, June 2, 1956, Article 5.)

(Amended Special Town Meeting, May 17, 1982, Article 13)

(Amended Special Town Meeting, Oct. 28, 1987, Article 27)

(Amended Special Town Meeting, May 14, 1990, Article 22)

(Amended Special Town Meeting, Jan. 22, 2001, Article 6)

ARTICLE XII. Police Regulations

Section 1. No owner or person having the care of any sheep, goats, swine, oxen, cows, horses or other grazing animals shall permit or suffer the same to go at large or to graze on any street, way, common, square or other public place within the Town, nor permit any such animal to go upon any sidewalks therein except for the purpose of crossing the same.

Section 2. No person shall hitch his horse to an ornamental tree standing or growing upon or near any sidewalk or suffer any horse to remain hitched across any sidewalk or draw or propel any handcart, wheelbarrow, or any carriage of burden or pleasure (except children's carriages drawn by hand), over any sidewalk so as thereby to cause any injury either to person or property of others or to obstruct the safe and convenient passing of persons lawfully using the same, or to injure or encumber any such sidewalk. No person shall stop his team, carriage or their vehicle or unnecessarily place any obstruction on any foot crossing made in and across any public ways in the Town.

Section 3. No person shall leave any vehicle or material or place any obstruction in any sidewalk, street or public place and suffer the same to remain there overnight without maintaining a sufficient light and suitable guards over or near the same throughout the night, nor allow the same to remain after notice from a police officer, constable or the Selectmen to remove the same. It shall be no violation of this section, however, to place or put upon a sidewalk or public place tables and chairs for outdoor dining when such placement is done in conformity with the Zoning By-Law and pursuant to a permit issued by the Board of Selectmen. Such permit shall be issued on a yearly basis, to be effective no earlier than March 1 and no later than October 31 in each year. The Board of Selectmen may issue and approve such a permit upon an application properly made when in their judgement the allowance of same will not unreasonably impede the passage of pedestrian or wheelchair traffic or result in an increase of litter or debris. In acting upon such permits, the Board may impose such reasonable conditions as in their judgement will result in safe and convenient passage of pedestrian and wheelchair traffic and prevent an increase in litter. (Amended Special Town Meeting, June 3, 1996, Article 19)

Section 4. No person shall place or maintain over any sidewalk, any awning, shade, shade frame, canopy, sign or signboard without a permit from the Board of Selectmen, but no such awning, shade, shade frame, canopy, sign or signboard shall be less than seven feet from the ground in the lowest part nor extend beyond the line of the sidewalk.

Section 5. No person shall ride any horse or drive any horse or horses attached to a vehicle of any description in or upon any street or way for public travel at such an immoderate rate of speed as to injure or expose to injury or inconvenience any person standing, walking or riding therein.

Section 6. No person shall, by any means or in any manner, wilfully frighten any horse or play at any game in which a ball is used, or shoot with bows and arrows, fly any kites, or throw stones or other missiles in any street or on any sidewalk.

Section 7. No person shall skate or coast upon any sled upon any sidewalk or any street or public place except at such times and upon such streets or places as the Selectmen, by public notice, designate for such purposes.

Section 8. No person shall discharge any gun, fowling-piece, pistol or firearm, or set fire to any material known as fireworks, or other combustible matter, or throw any such lighted fireworks in any of the public ways or streets of the Town, except on such occasions and of such character and kind as the Board of Selectmen may, by public notice, permit; provided, however, this section shall not apply to any person in the exercise of a duty required or justified by law.

Section 9. No person, other than a duly authorized officer or employee, shall dig a trench or lay a pipe in or in any way disturb the earth or materials on, in or under any street or public way, without a permit in writing given by the Board of Selectmen upon application by said person made to said Board; and whenever such a permit is so issued, the person or persons to whom it shall be issued shall, whenever a pipe, drain or any other structure is placed in, along or under such a street or public way, file with said Board a plan of the same showing the location and elevation of such pipe, drain or other structure, said plan to be of such size and standard as said Board may require.

Section 10. The owner of any land in the Town which has been excavated shall erect barriers or take other suitable measures within five days after being notified in writing by the Selectmen that, in the opinion of the Selectmen, such excavation constitutes a hazard to public safety.

(Special Town Meeting, August 13, 1964, Article 8.)

Section 12. No person shall behave in a rude, indecent or disorderly manner or use an indecent, profane or insulting language in any public place or on any street or sidewalk in the Town or near any dwelling house or other building therein, or upon any doorstep, portico or other projection from any such house or other building to the annoyance or disturbance of any person; nor shall any person throw or drop in or upon any footpath, sidewalk or highway in the Town any piece of wire, nail, metal, mineral or other material that might or would be a source of annoyance or danger to anyone lawfully passing over or using the same.

Section 13. (a) Whoever continues to stand, sit or loiter in, or about any street, sidewalk, or any public way so as to obstruct the free passage of travellers or vehicles thereon, after being directed by a police officer to move on or disperse, shall be punished by a fine not exceeding twenty-five dollars.

(b) It shall be deemed to be a breach of the peace and it shall be the duty of any police officer of the Town to order any person, so acting as to obstruct the free passage of travellers or vehicles, to move on and disperse, and if the person so ordered does not forthwith obey, to remove such person, or to arrest and cause such person to be brought before a Justice of District Court of Norfolk County, Dedham, Massachusetts, upon a complaint made for a violation of the provision of the preceding paragraph (a).

(c) The provisions of this by-law are severable, and, if any of its provisions shall be held unconstitutional or invalid by any court of competent jurisdiction the decision of said court shall not affect or impair any of the remaining provisions.

(Amended Special Town Meeting, November 17, 1975, Article 20.)

Section 14. No owner or occupant of property shall permit any gate leading to premises abutting on any public way in the Town to swing outwardly upon said public way.

Section 15. No person shall throw or deposit in any manner upon any public way, place or square in the Town any article, substance or material which may prove injurious in any respect to the hoofs of animals, the tires of bicycles or the rubber tires of automobiles and other vehicles.

Section 16. No person having the charge of a vehicle in any street shall neglect or refuse to stop the same as directed by a police officer.

Section 17. No person shall distribute or deposit advertising circulars, papers or other matter on the streets of the Town or shall team manure, hay, rubbish, ashes, liquid or other material in such a manner as to litter, pollute or injure the streets of the Town nor shall any person throw or deposit in any street or on any sidewalk, ashes, dirt, rubbish or other refuse of any kind except in the manner provided by the Board of Health.

Section 18. No person shall cart or convey garbage, manure, rubbish, or filth of any kind nor any noxious refuse liquid or solid matter or substance in any public street or place, except in such manner and at such times as the Board of Health by regulation or permit shall prescribe.

Section 19. No owner or driver of a vehicle shall bait or feed in a street or public place a horse or beast connected with such vehicle except in a place or places designated by the Chief of Police, nor unless the horse or beast while being baited or fed is under the care of some suitable person and is properly secured to prevent it from getting beyond such person's control.

Section 20. No person shall, without authority from the Board of Selectmen open or interfere with a signal box, wire or anything connected with the fire alarm apparatus except in cases of fire.

Section 21. No person shall, without proper authority, extinguish, or remove any light placed to denote an obstruction or defect in a street or way.

Section 22. No person shall, without proper authority, intermeddle with or wilfully break or injure any hydrant, gate, gate-box, or water pipe placed or located within the limits of any public way or place in the Town.

Section 23. No person shall, without proper authority, intermeddle with or wilfully break any arc lamp or lamp globe or incandescent lamp or any insulators or attachments used to carry power for electric street lighting or any parts of said lamps or globes or of the fixtures thereof placed or located within the limits of any public way or place in the Town. Whoever violates the provisions of this section shall be liable to a fine not exceeding fifty (\$50) dollars for each offense.

Section 24. No person shall make any indecent figures or write any indecent or obscene words upon any fence, building or structure in any public place, or commit a nuisance upon any sidewalk or against any tree, building or structure adjoining the same.

Section 25. No person or persons shall play or perform on any musical instrument or sing, parade, march or congregate or sing, play music or make announcements from a so-called sound truck; in a public way or public place, except in connection with a funeral, without the written permit of the Selectmen, or of other town official designated by them.
(Amended at Special Town Meeting, June 23, 1960, Article 6.)

Section 26. The owner or agent of any real estate abutting on Washington Street between Railroad Avenue and Guild Street and on Guild Street between Washington Street and Central Street or of any real estate in the Town upon which is located a business or commercial enterprise or his agent having charge of such real estate shall cause the sidewalk in front of same to be cleared of snow within six hours of daylight after any snow has ceased to fall. If the snow cannot be wholly cleared therefrom such owner or agent shall cause it to be removed to such extent as will leave the sidewalk safe for travel. If the snow is not removed as above provided, it shall be removed at the expense of such owner or agent by the Selectmen. Any such owner or agent violating the provisions of this By-Law shall be punished by a fine of ten dollars for each violation thereof.

(Amended at Special Town Meeting, March 27, 1961, Article 17.)

Section 27. No person shall enter upon the premises of another in the Town for the purpose of committing any wanton or malicious act or with intent to invade the privacy of another by peeping into the windows of a house or spying upon any person or persons resident therein. Nothing contained in this section shall be construed to abridge or in any way limit the right of a police officer to enter upon private property in the performance of his official duties.
(Special Town Meeting, December 29, 1954, Article 8.)

Section 28. No person or party not a resident or taxpayer in the Town, nor an agent, servant or employee of such non-resident or non-taxpayer shall dispose of any rubbish or other waste material upon any premises provided by the Town for a public dump, unless first having obtained a written permit from the Town Manager under such conditions and limitations as the Town Manager may impose. Such permit shall not be required of the Town of Norwood nor of a resident or taxpayer in the Town nor of a person acting in his or its behalf. Any person or party violating this section shall be subject to a fine of not more than Twenty (\$20.00) Dollars.

(Special Town Meeting, December 8, 1958, Article 3.)

Section 29. No person or party shall dispose of any rubbish or waste material upon any premises provided by the Town for a public dump unless such rubbish or waste material has been accumulated and gathered in the Town of Norwood. Any person or party violating this section shall be subject to a fine of not more than Twenty (\$20.00) Dollars.

(Special Town Meeting, December 8, 1958, Article 3.)

Section 30. No person shall park, leave or abandon, either voluntarily or otherwise, a vehicle upon any street or way so as to interfere with the plowing of snow or the removal of snow or ice, and any such vehicle so parked, left or abandoned may be removed or caused to be removed by the superintendent of public works or his duly authorized agent to some convenient place, including in such term a public garage and liability for the cost of removal of such vehicle and charges for storage, if any, shall be upon the owner thereof.

(Special Town Meeting, March 27, 1961, Article 16.)

Section 31. No person shall, without the authority of the Board of Selectmen, place, paint or affix any sign, picture, political poster or advertising material of any kind upon any post, tree, sign, rock or other fixed place or object within the limits of any public way in the Town.

Anyone violating this By-Law shall be subject to a fine not in excess of Twenty (\$20.00) Dollars for each offense.
(Special Town Meeting, November 8, 1962, Article 27.)

Section 32. No person shall remove or cause to be removed snow or ice from any privately owned premises and deposit same upon a public way or sidewalk within the limits of such way. Any snow or ice so deposited and not promptly removed shall be removed by order of the Selectmen or their duly authorized agent at the expense of the owner of said premises.

Any such owner or agent violating the provisions of this By-Law shall be punished by a fine not to exceed Twenty (\$20.00) Dollars for each violation thereof.

(Special Town Meeting, March 27, 1961, Article 18.)

(Re-Numbered from 31 to 32 on December 8, 1965, Article 6.)

Section 33. (a) No owner or keeper shall cause or permit any dog to run at large within the town. While on any public way or place, dogs shall be under restraint by the owner or keeper. A dog is under restraint within the meaning of this by-law if he is controlled by a leash or at "heel" beside a competent person and obedient to the person's commands, or on or within a vehicle being driven or parked on the street. Dogs running at large will be caught and confined and the owners notified.

(b) It shall be unlawful for any person to fail to have in his or her immediate possession an appropriate device for removing dog excrement whenever such person permits or causes a dog under his or her control to be on property not owned or possessed by such person.

(c) It shall be unlawful for any person to fail to remove the excrement left by any dog under his or her control that was deposited on any public or private property not owned or possessed by such person. Excrement that is removed shall be placed in a standard refuse container located upon the property owned or possessed by the person in control of such dog.

(d) It shall be unlawful for any person to allow dog excrement to accumulate in any yard, pen, building, structure or premises so as to cause an annoyance or discomfort to the public. The accumulation of dog excrement is hereby declared to be a public nuisance.

(e) This section and its sub-sections may be enforced by complaint to the District Court or by the Non-Criminal Disposition provisions referred to in Article XXIV of these By-Laws. Owners or keepers in violation of any provision of this section will be liable to a penalty of \$20.00 for the first violation and \$25.00 for each subsequent violation.

(Amended Special Town Meeting, October 30, 1995, Article 20.)

Section 34. Fire Lanes-Leaving of Vehicles in certain private ways.

(a) Fire Regulations: It shall be unlawful to obstruct or block a private way with a vehicle or any other means so as to prevent access by fire apparatus or equipment to any multiple family building, stores, shopping centers, schools and places of public assembly.

(b) Fire Lanes: It shall be unlawful to obstruct or park a vehicle in any Fire Lane, such Fire Lanes to be designated by the Head of the Fire Department and posted as such. Said Fire Lanes to be a distance of twelve (12) feet from the curbing of a sidewalk in a shopping center, apartment complexes and similar locations. Where no sidewalk with curbing exists, the distance and location shall be established by the Head of the Fire Department.

(c) Any object or vehicle obstructing or blocking any Fire Lane or private way, may be removed or towed by the Town under the direction of a Police Officer at the expense of the owner and without liability to the Town of Norwood.

(d) The owner of record of any building affected by these sections shall provide and install signs and road marking as provided in Paragraph (b) of this section. Said signs shall be no less than 12" x 18" and shall read "Fire Lane-No Parking-Tow Zone".

(e) Any person violating any of the foregoing sections may, for each offense, be punished by a fine of Twenty (\$20.00) Dollars. Each day that such violation continues shall constitute a separate offense.

Section 34A. The leaving of vehicles unattended is prohibited within the limits of private ways under the jurisdiction of the Norwood Housing Authority which furnish means of access for fire apparatus to any building.

(Special Town Meeting, March 26, 1980, Article 24.)

(Amended Special Town Meeting, May 17, 1982, Article 10.)

Section 35. Automatic Amusement Devices- No person shall allow or suffer the operation of any Automatic Amusement device pursuant to Section 177A of Chapter 140 of the Massachusetts General Laws, without a license therefor issued by the Board of Selectmen. Selectmen shall set the fees for such license, including a separate fee for Sunday operation of such devices.

(Special Town Meeting, January 11, 1990, Article 19.)

(Special Town Meeting, May 11, 2009, Article 12.)

Section 36. Juke Box Devices Fee- No person shall allow or suffer the operation of a Juke Box in any commercial establishment pursuant to Section 283 of Chapter 94 of the Massachusetts General Laws, without a license therefor issued by the Board of Selectmen. Reasonable fees for such licenses shall be set by the selectmen.

(Special Town Meeting, January 11, 1990, Article 20.)

(Special Town Meeting, May 11, 2009, Article 13.)

Section 37. No person shall tell fortunes for money within the Town of Norwood except following proper licensure by the Board of Selectmen in accordance with the provisions of Chapter 140, Section 185I of the General Laws of Massachusetts. The annual fee for such licensure is hereby set at \$50.00.

(Special Town Meeting, May 13, 1991, Article 15.)

Section 38. 1. These regulations shall apply to each and every Door-to-Door or Other Public Solicitor in the Town of Norwood except authorized representatives of non-profit charitable, educational, and medical organizations and except insofar as they may be in conflict with statutory or constitutional provisions. In the event of a conflict between statutory or constitutional provisions, these regulations should be subordinate thereto so far as is necessary to eliminate the conflict.

2. Persons covered by the by-law shall prior to soliciting business in the Town of Norwood be required to register with the Town of Norwood Police Department pursuant to the terms of this by-law, unless they have already registered within the prior 12 months.

3. Each and every solicitor shall fill out a form approved by the Chief of Police and shall include the following Information:

- a. Person's name and permanent residence and telephone number.
- b. Valid I.D. (driver's license acceptable).
- c. Name of organization the person is representing.
- d. Telephone number and person to contact from the organization they represent.
- e. The purpose of the solicitation or business to be conducted by said person or persons, including a list of the items to be sold or distributed, if any.
- f. The estimated period during which each person will be in the Town of Norwood.

4. Applications for solicitation shall be made at least 48 hours in advance except for reasonable cause, the determination of which shall be at the exclusive discretion of the Chief of Police.

5. Door to door or other solicitors shall not enter private property where specifically prohibited by the owner or person in control thereof, either personally or by other means of a sign.

6. Door to door or other public solicitors shall carry proper identification signifying their relationship to the organization they represent.

7. Violation of any provision of this section shall be punishable by a fine not to exceed \$300.

(Special Town Meeting, May 13, 1991, Article 17.)

Section 39. No hawker or peddler, merchant or other persons shall sell or barter or carry or offer for sale or barter any goods or merchandise, the sole purpose or function of which is spraying or shooting an object or substance from a closed container by means of compressed air or gas, including but not limited to items commonly referred to as "liquid string" or "silly string." Neither shall any hawker, peddler, merchant or other person sell or barter or carry or offer for sale or barter any goods, the sole purpose or function of which is to create offensive odor by means of emanations of gas or vapor into the atmosphere, including but not limited to objects known as "stinkbombs."

This By-Law shall not be construed to prohibit the use of tear gas by law enforcement officials or by others lawfully empowered to such use. Persons convicted of violating this by-law shall be punished by a fine not to exceed \$300.

(Special Town Meeting, October 18, 1993, Article 21.)

Section 40. No persons shall use a bicycle, scooter, skateboard, roller skates, or in-line skates on any public place, sidewalk, or public way within the Town where such use is posted as prohibited by order of the Board of Selectmen.

Any violation of this by-law shall be punishable by a fine of not less than twenty-five dollars nor more than fifty dollars for a first offense, and upon a second or subsequent offense, a fine of not less than fifty dollars nor more than one hundred dollars.

(Special Town Meeting, November 15, 1999, Article 16.)

ARTICLE XIII.
Repeal and Amendment of By-Laws
and Penalties Thereunder

Section 1. These by-laws may be repealed or amended at any annual Town meeting or at any other Town meeting specially called for the purpose, an article or articles for such purpose having been inserted in the warrant for such meeting.

Section 2. Every violation of any of the provisions of the foregoing by-laws contained in Articles 9,10,11, and 12, unless otherwise provided by law or these by-laws, shall be punished by a fine not less than five (\$5.00) Dollars nor more than Twenty (\$20.00) Dollars for each violation or breach thereof.

Section 3. These by-laws shall go into effect upon their acceptance by the Town and their approval and publication in the manner required by law, and all by-laws heretofore existing are hereby repealed.

ARTICLE XIV.
Norwood Curfew By-Law

Section 1. No child under sixteen years of age shall remain or loiter upon any street, highway, park or other public way or place in the Town after ten o'clock in the afternoon of any day unless accompanied by or under the control or care of a parent, guardian or other adult person or unless in some proper employment or in the performance of some duty directed by said parent, guardian or other adult person.

(Amended at Special Town Meeting, December 29, 1954, Article 7.)

Section 2. The Chief Engineer of the Fire Department shall cause the whistle regularly used for fire alarms to be blown at forty-five minutes past nine o'clock each evening which shall be known as the curfew warning.

(Amended at Special Town Meeting, Dec. 29, 1954, Article 7.)

ARTICLE XV.
Capital Outlay Committee

Section 1. There shall be a committee organized to be known as the Capital Outlay Committee, consisting of nine members as follows:

(A) One member from each of the following groups, or its designee to be designated by such group:

Board of Selectmen
Finance Commission
Planning Board
Board of Assessors
School Committee

The members originally designated as above, shall serve until the next annual Town Meeting in January and thereafter such terms shall be for one year to expire on the date of the annual Town Meeting in January of each year.

(B) The remaining four members shall be appointed by the Moderator, one to serve until the next annual Town Meeting, one to serve until the second annual meeting and the other two to serve until the third annual meeting and upon the expiration of each of these terms, the Moderator shall appoint for terms of three years.

Section 2. Whenever any vacancy shall occur in the Committee, it shall be filled by the appointing authority which appointed the member whose position shall have become vacant. Any person appointed to fill a vacancy in the committee shall hold office for the unexpired term of the person whom he succeeds.

Section 3. The General Manager, Town Accountant, Town Treasurer, and the Librarian shall be ex-officio members of the Committee. They shall not be entitled to vote on the making of recommendations to be included in the committee's reports. The Committee shall choose its own officers, and shall serve without compensation.

(Amended Special Town Meeting, May 14, 2018, Article 7.)

Section 4. It shall be the duty of the Committee to ascertain annually what capital outlays will be required by the Town during the next six years. In making this determination, it may consult with town, County and State officials, with other boards and committees of the Town, and with other competent organizations and individuals whom they choose. It shall publish and distribute to each Town Meeting member an annual report and such further reports as it deems advisable, and shall include in such reports its estimates of the impact on income, operational expenses and tax rates, and its recommendation for scheduling and financing Capital Outlays.

(Special Town Meeting, March 19, 1959, Article 7.)

(Amended Special Town Meeting, July 2, 1959, Article 21.)

(Amended Special Town Meeting, March 29, 1976, Article 3.)

ARTICLE XVI.

Inspector of Gas Piping and Gas Appliances

Section 1. The Inspector of Buildings shall appoint an Inspector of Gas Appliances in buildings, who shall receive such compensation as the Inspector of Buildings shall determine, subject to the approval of the Board of Selectmen. He shall hold such position until another is appointed in his stead and subject to removal by said Inspector of Buildings, as provided by law. He shall inspect all gas piping and appliances, as directed, in any buildings in the Town of Norwood and enforce the Rules and Regulations adopted and established under Section 12 of Chapter 25 of the Massachusetts General Laws. It shall be the responsibility of the Gas Inspector to fulfill any other duties consistent with his office that may be imposed upon him by the Inspector of Buildings at any time.

The fee for Gas Inspection shall be determined by the Inspector of Buildings and such fees shall be paid by the person qualified to do gas fitting in the Town of Norwood.

Section 2. Every gas fitter before commencing work in a building, shall first, except in the case of the repair of leaks, which shall be repaired immediately, file at the office of the Inspector of Buildings upon blanks provided for that purpose, a notice of the work to be performed; and no such work will be done in any building except in accordance with plans to be submitted, if required, which shall be approved by the Gas Inspector and a permit issued therefor. Permits to perform gas fitting shall be issued to persons qualified to do gas fittings in the Town Of Norwood. Permits may be recalled if the conditions under which they are issued are violated.

Section 3. Whoever violates any provisions of the Rules and Regulations adopted under Section 12H of Chapter 25 of the Massachusetts General Laws be punished as provided therein any person who violates Section 3N of Chapter 143 of the Massachusetts General Laws shall be punished by a fine of not more than five hundred dollars.

(Amended Special Town Meeting, November 17, 1975, Article 21.)

ARTICLE XVII
PERMANENT BUILDING CONSTRUCTION COMMITTEE

Section 1. Definitions. For the purposes of this article:

- a. "Project" means the design and/or construction/renovation of a building or structure as described in M.G.L. c 149 §§ 44A through 44H and c.149A.

A Project is not:

- i. a public works as described in M.G.L. c. 30 § 39M;
 - ii. a substation or other structure or any of the service equipment thereof of the Municipal Light Plant (project does include buildings of said plant);
 - iii. any building of the Housing Authority; or,
 - iv. routine maintenance and upkeep of a building or other structure and its service equipment which are performed on a regular basis.
 - v. any work associated with construction at or on the Norwood Memorial Airport.
- b. "Project Goals" means the general objectives and particular needs to be met through the construction of the project.
- c. "Design" is the schematic design, the design development, and the preparation of construction documents (or equivalent documents) developed from the project goals established by the proposing entity.
- d. "Construction" includes all steps necessary to implement or complete a project. Construction does not include: Design, as that term is defined above, or the acquisition of funds.
- e. "Client" means the Town department, board or committee having day-to-day control of the facility in which the proposed project will take place.

Section 2. Membership.

- a. The Chair of the Board of Selectmen/Select Board, Chair of the School Committee and the Town Moderator, herein after referred to as the Appointing Authority, shall appoint a Permanent Building Construction Committee (the "PBCC") consisting of seven (7) individuals who shall be appointed to the following initial terms:
- i. Two for one year
 - ii. Two for two years
 - iii. Three for three years

The Appointing Authority shall make every effort to ensure that at a minimum the composition of the PBCC shall consist of at least 3 individuals who have relevant and significant experience such as an architect, an engineer and someone who has been primarily engaged in the construction industry. Appointed PBCC members shall not be an officer, official, paid Town employee, or a member of any board, except that of a Town Meeting Member.

- b. Vacancies shall be filled to complete the remaining term of office.
- c. The Town's Director of Facilities or designee shall be an ex-officio member with a right to vote.

Section 3. Term. Upon the expiration of the initial terms, appointments shall be for three (3) years. Terms shall expire on May 1st or until qualified successors are appointed.

Section 4. Temporary Member. Temporary members shall be appointed, as indicated below, who are representatives of the client for which a project is being designed or constructed. A temporary member shall have a right to vote and may participate in the activities of the PBCC with respect to the particular project of that entity and only for the period during which the PBCC is exercising its functions with respect to such project.

In the case of a General Government project, the Board of Selectmen shall appoint one of its members, or its designee. In the case of a School Committee project, the School Committee shall appoint one of its members, or its designee.

Section 5. General Duties. Per the limits in Section 8 below, the PBCC shall be responsible for:

- a. Final project estimates during final design of assigned projects;
- b. Final design (construction drawings) for project bidding purposes. Final Design may not change from the approved Design Development drawings without concurrence by the FMD and client;
- c. Overseeing construction of those projects for which funds are appropriated and determined to be under the control of the PBCC; and,
- d. The PBCC shall include the FMD Director in selecting an Owners Project Manager (OPM).

The PBCC shall work to achieve the project goals of the proposing client.

Section 6. Financial Requirements and Notification. Any client that intends to propose a project for Town Meeting approval shall provide information regarding the project goals and the financial requirements of the project to the Facilities Management Department at least 180 days in advance of the Town Meeting at which funding of any kind for the project will be requested, unless the project is emergency in nature. The Board of Selectmen/Select Board, Finance Commission and Capital Outlay Committee shall also be made aware of this proposed project. If the FMD determines through initial schematic design and project cost estimating that the total construction cost will exceed \$1,500,000, the FMD Director shall inform the PBCC and include them in future design meetings.

Section 7. Appropriations.

- a. The funds for design development drawings shall be overseen by the Facilities Management Department to ensure standards are met, consistency in design, and that these designs meet the needs of the department after schematic design was agreed upon.
- b. Construction drawings of a project shall be appropriated to and expended under the direction of the entity that will supervise the construction of the project in accordance with Section 8.

Section 8. Supervision of Project Construction. The PBCC and the FMD shall administer the construction of a project as follows:

- a. The PBCC shall supervise the construction of projects estimated to cost more than \$1,500,000.
- b. The FMD shall supervise the construction of projects estimated to cost less than \$1,500,000.
- c. In general, the \$1,500,000 construction demarcation point is a gray line which can be moved based on discussions between the FMD Director and PBCC concerning project complexity, workload, time-line, maintenance updates versus capital, etc. In all cases the FMD and PBCC shall support each other.

Section 9. Project Feasibility Studies. All project feasibility studies shall be undertaken by the FMD, who shall work with and inform the PBCC of the study.

Section 10. Records. All record drawings and specifications shall be retained in accordance with Massachusetts General Laws and turned over to the Facilities Management Department once.

Section 11. Policies and Procedures. The PBCC shall adopt, and make available to all, policies and procedures implementing the provisions of this Article. They shall cover at least the following:

- a. The information to be submitted under this bylaw; and,
- b. The criteria the PBCC will use in reviewing project designs.

Section 12. General Provisions. The PBCC shall also be governed by other provisions of these bylaws applicable generally to all boards, except as it is specifically directed by law or a provision of these bylaws to act otherwise.

(Amended Special Town Meeting, April 14, 1975, Article 7)

(Amended Special Town Meeting, February 4, 2021, Article 24)

ARTICLE XVIII. Council on Aging

Section 1. Amend Section 1 of Article XVIII entitled "Council on aging", by deleting in its entirety the existing Section 1 and by substituting a new Section 1, as follows: There is hereby established a Council on Aging consisting of five (5) members appointed by the Board of Selectmen, for terms of two (2) years each. Any vacancy shall be filled by the Board of Selectmen, and the member so appointed shall serve for the remainder of the unexpired term of that member's predecessor. Members of the Council on Aging on the effective date of this amendment shall continue in their positions until their current terms expire. All successive terms shall be for two (2) years each.

(Amended, Special Town Meeting, October 24, 2016, Article 2)

Section 2. Duties. The duties of said Council on Aging shall be to:

- (1)-identify the total needs of the community's elderly population;
- (2)-educate the community and enlist support and participation of all citizens concerning these needs;
- (3)-design, promote or implement services to fill these needs, or coordinate present existing services in the community;
- (4)-promote and support any other programs which are designed to assist elderly programs in the community.

Said Council on Aging shall cooperate with the Commonwealth of Massachusetts, Commission on Aging and shall be cognizant of all state and federal legislation concerning funding, information exchange, and program planning which exists for better community programming for the elderly.

Said Council on Aging shall give an annual report to the Selectmen with a copy of that report directed to the Commonwealth of Massachusetts, Commission on Aging. (Massachusetts General Laws, Chapter 40, Section 8B).

(Special Town Meeting, May 4, 1972, Article 1.)

(Amended Annual Town Meeting, May 14, 2001, Article 11.)

ARTICLE XIX. No Shooting - Firearms

Section 1. No person shall fire or discharge any firearm within the limits of any park, playground, or other public property except with the consent of the Board of Selectmen, or fire or discharge any firearm on any private property except with the consent of the owner or legal occupant thereof. This by-law shall not apply to the lawful defense of life or property, or to any law enforcement officer acting in the discharge of his duties. Any person violating any of the provisions of this by-law shall be punished by a fine of not more than twenty (\$20) dollars for each offense.

(Special Town Meeting, March 21, 1973, Article 8.)

ARTICLE XX.
Alcoholic Beverages

No person shall drink any alcoholic beverages as defined in Chapter 138, Section 1 of the General Laws, as amended, while in, on or upon any public way or any way to which the public has access, including any persons in a motor vehicle while it is in, on or upon any public way or any way to which the public has access; and no person shall drink any alcoholic beverages as aforesaid, in, on or upon any public park, playground, town owned land or any other similar places to which the members of the public have access; and no person shall drink any alcoholic beverages as aforesaid, in, on or upon any private land or place, without the consent of the owner or person in control of such public or private land or place.

Anyone violating this section may be arrested by a police officer without a warrant. All alcoholic beverages being used in violation of this section may be seized and held until final adjudication of the charge against any such person or persons has been made by the court. A violation of this section may be punished by a fine not to exceed \$50.00 dollars. The provisions of this by-law are severable, and, if any of its provisions shall be held unconstitutional or invalid by any court of competent jurisdiction, the decision of said court shall not affect or impair any of the remaining provisions.

Provided however, that adoption of this by-law is contingent upon the approval by the Attorney General as required under Section 32 of Chapter 40 of the General Laws, as amended.

(Amended Special Town Meeting, November 17, 1975, Article 19.)

ARTICLE XXI.
**Fee Schedule-Explosive
and Inflammable Materials**

The filing fees for licenses and certificates of registration as required by Section 13 of Chapter 148 (General Laws), as amended, is as follows:

- | | |
|---|----------|
| 1.Original License..... | \$500.00 |
| 2.Annual Certificate of Registration..... | \$100.00 |

(Special Town Meeting, May 9, 1994, Article 2.)

(Amended Special Town Meeting, May 14, 2007, Article 8.)

ARTICLE XXII.
**Regulation of Retail Food Stores
Hours of Operation**

Section 1. For the purpose of controlling noise and promoting the public peace for the general welfare and to protect and promote the night-time tranquility, no person shall, except as hereinafter provided, sell any food at retail between the hours of 12:00 midnight and 6:00 A.M.

Section 2. No store or place of business engaged in the retail sale of food shall, except as hereinafter provided, be open for transaction of retail business between the hours of 12:00 midnight and 6:00 A.M.

Section 3. The term food used in this by-law shall include any article or commodity, however stored or packaged, intended for human consumption, and shall include alcoholic beverages to be consumed off the premises at which they are sold, unless any other law or permit or license granted to the seller of such beverages shall otherwise provide.

Section 4. This Article shall not apply to the sale of food or alcoholic beverages when such sale is by a common victualler or innholder licensed under Chapter 140 of the General Laws, primarily engaged in the sale of food to be consumed on the premises where sold.

Section 5. Violators of this Article shall be subject to a fine of \$200.00 for each violation. For purposes of this Article, every calendar day on which a store shall remain open shall be deemed a separate offense, and each separate sale of food shall be deemed a separate offense. In the event of sale of several items at one time to one customer, only one sale shall be deemed to have taken place.

Section 6. In cases where, in their opinion, the public good requires it, the Board of Selectmen may issue a special permit allowing a store or place of business engaged in the retail sale of food to remain open for the transaction of such business to an hour, specified in the permit, later than 12:00 midnight or to remain open 24 hours a day. Such special permits shall remain in effect for a period of one year. Application for such permit shall be made on forms supplied by the Board of Selectmen, and shall be accompanied by a non-refundable fee of \$25.00.
(Special Town Meeting, February 21, 1979, Article 25.)

ARTICLE XXIII.
Junk Cars: Trucks, Motor Vehicles, Contractor's
Equipment or Similar Equipment

(a) No person or entity, corporate or otherwise, as owner or as one in control of premises, shall keep in the open in any area of the Town of Norwood, except land designated by the Board of Selectmen for public dumping purposes, any junk automobile, truck, motor vehicle, contractor's equipment or similar types of equipment as defined in Paragraph (b) of this section.

(b) For the purpose of this by-law, a junk automobile, truck, motor vehicle, contractor's equipment or similar types of equipment shall be one which is worn out, cast off, or abandoned, and which is ready for dismantling or destruction, or which has been collected or stored for salvage or for stripping, in order to make one of parts thereof. Any parts from such vehicle shall be considered junk automobile, truck, motor vehicle, contractor's equipment or similar types of equipment under this by-law.

(Amended Spec. Town Meeting, May 8, 1989, Article 5.)

(c) Any person or entity who violates this by-law shall be liable to a fine of \$25.00 for each day such violation continues.

(d) "Antique motor car", any motor vehicle over twenty-five years old which is maintained solely for use in exhibitions, club activities, parades or other functions of public interest and which is not used primarily for the transportation of passengers or goods over any way.

(e) This regulation shall not apply to: (1) a vehicle or part thereof which is completely enclosed within a building in a lawful manner where it is not visible from the street or other public or private property; (2) a vehicle or part thereof which is stored or parked in a lawful manner on private property in connection with the business of a licensed vehicle dealer; or (3) unlicensed, operable or inoperable antique and special interest vehicles or parts thereof stored by a collector on private property, provided that the vehicles and the outdoor storage areas are maintained in such a manner that they do not constitute a health hazard and are screened from ordinary public view by means of a fence, rapidly growing trees, shrubbery, or other appropriate means.

(Special Town Meeting, May 24, 1979, Article 7.)

ARTICLE XXIV.
Non Criminal Disposition of
By-Law Violations

"Any by-law of the Town of Norwood, or rule or regulation of its departments, boards, commissions and committees, the violation of which is subject to a specific penalty, may, in the discretion of the Town Official who is the appropriate enforcing person, be enforced in the method provided in Section 21D of Chapter 40 of the Massachusetts General Laws" Non Criminal Disposition of Certain Violations." "Enforcing Person" as used in this by-law shall mean the Animal Control Officer, Conservation Commission Enforcement Agent(s), Fire Chief, Superintendent of Public Health, Health Inspector/Sanitarian, Building Inspector. If more than one official has jurisdiction in a given case, any such official may be an enforcing person with respect thereto."

(Amended Town Meeting, May 11, 1992, Article 13.)

ARTICLE XXV
Wetlands Protection By-Law

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(Amended Special Town Meeting, December 6, 2010, Article 7)	

Section I. Purpose

- A. The purpose of this Bylaw is to protect the wetlands, water resources and adjoining land areas in this municipality by controlling activities deemed by the Conservation Commission likely to have a significant or cumulative effect upon wetland values. These values include but are not limited to the following: public or private water supply, groundwater, flood control, erosion and sedimentation control, storm damage prevention, water pollution, fisheries, shellfish, wildlife habitat, recreation, aesthetics, agriculture and agriculture values (collectively the "wetland values protected by this Bylaw"). This Bylaw is intended to utilize the Home Rule authority of this municipality to protect resource areas, for additional values, with standards and procedures stricter than those of the Wetlands Protection Act, MGL c. 131, § 40, and

regulations, 310 CMR 10.00 et seq. These additional values are subject to the rights and benefits accorded to agricultural uses and structures of all kinds under the laws of the Commonwealth.

Section II. Definitions

A. The following definitions shall apply in the interpretation and implementation of this Bylaw:

1. ALTER - Includes, without limitation, the following activities, when undertaken to, upon, within or affecting resource areas protected by this Bylaw:
 - a. Removal, excavation or dredging of soil, sand, gravel or aggregate materials of any kind.
 - b. Changing of preexisting drainage characteristics, flushing characteristics, salinity distribution, sedimentation patterns, flow patterns or flood retention characteristics.
 - c. Drainage into or causing disturbances to existing water levels.
 - d. Dumping, discharging or filling with any material which may degrade water quality.
 - e. Placing of fill, or removal of material, which would alter elevation.
 - f. Driving of piles, erection or repair of buildings or structures of any kind.
 - g. Building docks or piers.
 - h. Placing of obstructions or objects in water.
 - i. Causing or permitting the destruction of plant life including cutting of trees or trimming of trees or shrubs.
 - j. Changing temperature, biochemical oxygen demand, or other physical, biological, or chemical characteristics of any water.
 - k. Performing any activities, changes or work which may cause or tend to contribute to pollution of any body of water or groundwater.
 - l. Applying pesticides or herbicides.
2. BANK- The land area which normally abuts and confines a water body; the lower boundary being the mean annual low flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is higher.
3. COMMISSION - The Conservation Commission of the Town of Norwood, as being duly formed pursuant to M.G.L. c. 40, §8C.

4. PERSON - Any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to town bylaws, administrative agency, public or quasi-public corporation or body, this municipality and any other legal entity, its legal representatives, agents or assigns.
5. INTERMITTENT STREAM - An open body of running water, including brooks and creeks, which move intermittently in a definite channel, natural or man-made in the ground due to a hydraulic gradient. A portion of a intermittent stream may flow through a culvert or beneath a bridge. Such bodies of running water are intermittent streams, except for those that serve only to carry the intermittent surface runoff from storm water or snow melt. Such a body of running water which does not flow throughout the year (i.e., which is intermittent) is a intermittent stream.
6. ISOLATED WETLANDS - Isolated wetlands generally have no surface water connections to other aquatic resources and often perform many of the same important environmental functions as other wetlands, including recharging streams and aquifers, storing flood waters, filtering pollutants from water, and providing habitat for a host of plants and animals
7. POND - All surface water bodies of any size that may be either naturally occurring or man-made by impoundment, excavation, or otherwise. Ponds shall contain standing water except for periods of extended drought.
8. RARE SPECIES - Shall include, without limitation, all vertebrate and invertebrate animal and all plant species listed as endangered, threatened, or of special concern by the Massachusetts Division of Fisheries and Wildlife, regardless of whether the site in which they occur has been previously identified by the Massachusetts Division of Fisheries and Wildlife.
9. STREAM - An open body of running water, including brooks and creeks, which move in a definite channel, natural or man-made in the ground due to a hydraulic gradient year-round. A portion of a stream may flow through a culvert or beneath a bridge.
10. VERNAL POOL - Shall include, in addition to scientific definitions found in the regulations under the Wetlands Protection Act, any confined basin or depression not occurring in existing lawns, gardens, landscaped areas or driveways. Vernal pools will at least in most years, hold water for a minimum of two continuous months during the spring and/or summer and contains at least 200 cubic feet of water at some time during most years. Vernal pools are free of adult predatory fish populations, and provide essential breeding and rearing habitat functions for amphibian, reptile or other vernal pool community species. Such confined basins or depressions shall be considered Vernal Pools regardless of whether the site has been certified by the Massachusetts Division of Fisheries and Wildlife. The boundary of the resource area for a vernal pool shall be 100 feet outward from the mean annual high-water line defining the depression, but shall not include a lawn,

garden, landscaped area or developed area in existence at the time of the effective date of this provision in this Bylaw.

Note: Except as otherwise provided in this Bylaw or the regulations of the Commission, the definitions of terms in this Bylaw shall be as set forth in the Wetlands Protection Act, MGL c. 131, § 40, and regulations, 310 CMR 10.00 et seq.

Section III. Jurisdiction

A. Except as permitted by the Norwood Commission or as provided in this Bylaw, no person shall remove, fill, dredge, build upon, degrade, discharge into or otherwise alter the following resource areas:

1. freshwater wetlands
2. marshes
3. wet meadows
4. bog
5. swamps
6. vernal pools
7. banks
8. beaches
9. reservoirs
10. lakes
11. ponds of any size subject to any law or regulation of the Commonwealth governing so-called "Great Ponds"
12. rivers
13. streams, including intermittent streams
14. creeks
15. lands under water bodies
16. lands subject to flooding or inundation by groundwater or surface water
17. lands within 100 feet of any of the aforesaid resource areas; rivers, streams and creeks whether perennial or intermittent, known as the buffer zone.
18. Lands within 200 feet of any river, stream, or creek (collectively the "resource areas protection' by this Bylaw"), known as the Riverfront Area.

Note: Said resource areas shall be protected whether or not they border surface waters.

Section IV. Exceptions

- A. The application and permit required by this Bylaw shall not be required for work performed for normal maintenance or improvement of land in agricultural use as defined by the Wetlands Protection Act Regulations at 310 CMR 10.04. Or for land in use as a lawn, garden, landscaped area or developed area at the time of the effective date of this By-Law, but only so long as the exempt use shall continue unabated. However, nothing contained within this provision shall prohibit the Commission from exercising its full enforcement powers under this Bylaw and the Wetlands Protection Act should it determine the activity is not normal maintenance or improvement of land in agricultural use.
- B. The permit and application required by this Bylaw shall not be required for maintaining, repairing, or replacing, but not substantially changing or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide electric, gas, water, telephone, telegraph or other telecommunication services. The waiver of this Bylaw shall exist if written notice has been given to the Commission prior to commencement of work, and provided that the work conforms to performance standards and design specifications in regulations adopted by the Commission.
- C. The permit and application required by this Bylaw shall not apply to emergency projects necessary for the protection of the health or safety of the public, provided that the work is to be performed by, or has been ordered to be performed by an agency of the Commonwealth or a political subdivision thereof. Advance notice, oral or written, must be given to the Commission prior to commencement of work or within 24 hours after commencement. Conservation Commission or its agent will certify the work as an emergency project, provided that the work is performed only for the time and place certified by the Conservation Commission for the limited purposes necessary to abate the emergency. Within 21 days of commencement of any emergency project a permit application shall be filed with the Commission for review as provided in this Bylaw. Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and a public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.

Other than stated in this section, the exceptions provided in the Wetlands Protection Act and regulations, 310 CMR 10.00 et seq, shall not apply under this Bylaw.

Section V. Wetlands Protection

Application for permit; request for determination; fees; outside consultants.

- A. Application for permit;
 - 1. Written application shall be filed with the Commission to perform activities regulated by, and affecting resource areas protected by this Bylaw. The application shall include such information and plans as are deemed necessary by

the Commission to describe proposed activities and their effects on the environment and the resource areas protected under this Bylaw. No activities shall commence without receiving and complying with a permit issued pursuant to this Bylaw.

2. The Commission in an appropriate case may accept as the application and plans under this Bylaw the Notice of Intent and plans filed under the Wetlands Protection Act, MGL c. 131, s 40, and regulations, 310 CMR 10.00 et seq.

B. Request for Determination

1. Any person desiring to know whether or not a proposed activity or an area is subject to this Bylaw may in writing request a determination from the Commission. Such a request for determination shall contain data and plans specified by the regulations of the Commission.
2. At the time of a permit application or request for determination, the applicant shall pay a filing fee specified in regulations of the Commission. This fee is in addition to that required by the Wetlands Protection Act, MGL c. 131. § 40, and Regulations, 310 CMR 10.00 . et seq.
3. The Commission may waive the filing fee, consultant fee and costs and expenses for a permit application or request for determination filed by a government agency.
4. The Commission shall waive the filing fee, consultant fee and costs and expenses for a permit application for a request for determination filed by a person having no financial connection with the property which is the subject of the request. Should the determination be positive, the owner shall be responsible for associated fees and expenses.

C. Consultant Fees

1. Fee requirements are listed in the Norwood Conservation Commission Regulations
 - a. Upon receipt of a permit application or request for determination, the Commission is authorized to require an applicant to pay a reasonable fee for the costs and expenses borne by the Commission for specific expert engineering and other consultant services deemed necessary by the Commission to come to a final decision on the application. This fee is called the consultant fee. The specific consultant services may include but are not limited to wetlands survey and delineation, analysis of wetland values, hydrogeologic and drainage analysis, wildlife habitat evaluations and environmental or land use law
 - b. Only costs relating to consultant work done in connection with a project for which a consultant fee has been collected shall be paid, and

expenditures may be made at the sole discretion of the Commission. Any consultant hired under this provision shall be selected by, and report exclusively to, the Commission.

- c. The Commission shall provide applicants with written notice of the selection of a consultant, identifying the consultant, the amount of the fee charged to the applicant, and a request for payment of that fee. Notice shall be deemed to have been given on the date it is mailed or delivered. The applicant may withdraw the application or request within five (5) business days of the date notice is given without incurring any costs or expenses. The entire fee must be received before the initiation of consulting services. Failure by the applicant to pay the requested consultant fee within ten (10) business days of the request for payment shall be cause for the Commission to declare the application administratively incomplete and deny the permit without prejudice, except in the case of an appeal. The Commission shall inform the applicant and Department of Environmental Protection (DEP) of such a decision in writing.
- d. The minimum qualifications shall consist of either an educational degree or three or more years of practice in the field at issue, or a related field. The entire fee must be received before the initiation of consulting services. The applicant shall pay the fee to the town to be put into a consultant services account of the Commission which may be drawn upon by the Commission for specific consultant services approved by the Commission at one of its public meetings. The exercise of discretion by the Commission in making its determination to require the payment of a fee shall be based upon its reasonable finding that additional information acquirable only through outside consultants would be necessary for the making of an objective decision.
- e. The Commission shall return any unused portion of the consultant fee to the applicant unless the Commission decides at a public meeting that other action is necessary. Any applicant aggrieved by the imposition of, or size of, the consultant fee, or any act related thereto, may appeal according to the provisions of the Massachusetts General Laws.
- f. The consultant fee charged shall reimburse the Commission for reasonable costs and expenses. Three consultants will be asked to provide services based on a scope of work defined by the Norwood Conservation Commission, and the lowest quote by a qualified consultant will be chosen.

Section VI. Notice and Hearing

- A. Any person filing a Notice of Intent with the Norwood Conservation Commission shall at the same time give written notification thereof, by delivery in hand or certified mail,

return receipt requested, to all abutters within three-hundred feet of the property line of the land where the activity is proposed, at the mailing addresses shown on the most recent applicable tax list of the assessors, including, but not limited to, owners of land directly opposite ad proposed activity on any public or private street or way, and in another municipality or across a body of water. Said notification shall be at the applicant's expense, and shall state where copies of the notice of intention may be examined and obtained and where information regarding the date, time and place of the public hearing may be obtained. Proof of such notification, with a copy of the notice mailed or delivered, shall be filed with the conservation commission.

- B. When a person requesting a Determination of Applicability is other than the owner, the request, the notice of the hearing and the Determination itself shall be sent by the Commission to the owner as well as to the person making the request.
- C. The Commission shall conduct a public hearing on any application or request for determination, with written notice given at the expense of the applicant, five days prior to the hearing, in a newspaper of general circulation in the municipality. Notice shall also be given to the Norwood Planning Board and the Norwood Board of Health.
- D. The Commission, receiving a Notice of Intent, together with rproof of service as required by Section VI.A of this By-Law, shall hold a public hearing on the proposed activity withing twenty-one days of the receipt of said notice. The Commission shall issue its decision within twenty-one days of the close of the public hearing thereupon unless an extension is authorized in writing by the applicant.
- E. The Commission shall issue its permit or determination, in writing, within 21 days of the close of the public hearing thereon unless an extension is authorized in writing by the applicant.
- F. The Commission in an appropriate case may combine its hearing under this Bylaw with the hearing conducted under the Wetlands Protection Act, MGL c. 131, § 40, and regulations, 310 CMR 10.00 et seq.
- G. The Commission shall have authority to continue the hearing to a date announced at the hearing, for reasons stated at the hearing. Those reasons may include lack of a quorum, receipt of additional information offered by the applicant or others, information and plans required of the applicant deemed necessary by the Commission in its discretion. A hearing may be continued pending comments and recommendations of boards and officials including Board of Selectmen, Planning and Zoning Board, Zoning Board of Appeals, Board of Health, Town Engineer, and Building Inspector. In the event that the applicant objects to a continuance or postponement, the hearing shall be closed and the Commission shall take action on such information as is available.

Section VII. Review by other Boards and Officials

- A. Any person filing an application for permit (Form 3 Notice of Intent or Form 4 Abbreviated Notice of Intent) or a Request for Determination (Form 1) with the Commission, shall inform each of the following: the Board of Selectmen, Planning

and Zoning Board, Board of Appeals, Board of Health, Town Engineering Division and Building Inspector. Notification may be by certified mail or hand delivery, and shall state that the same is on file in the Commission office for their immediate review. A copy shall be provided in the same manner to the Conservation Commission of an adjoining municipality, if the application for permit or request for determination pertains to property within 300 feet of that municipality. An affidavit of the person providing notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. The Commission shall not take action until such boards and officials have had 14 days from receipt of notice to file written comments and recommendations with the Commission, which the Commission shall take into account but which shall not be binding on the Commission. The applicant shall have the right to receive any such comments and recommendations, and to respond to them at a hearing of the Commission, prior to final action.

Section VIII. Issuance or Denial of Permit; Terms of Permit

- A. If, after a public hearing, the Commission determines that the activities which are the subject of the application are likely to have a significant individual or cumulative effect upon the wetland values protected by this Bylaw, the Commission, within 21 days of the close of the hearing, shall issue or deny a permit for the activities requested. If it issues a permit, the Commission shall impose conditions which the Commission deems necessary or desirable to protect said Resource Area values, and all activities shall be done in accordance with those conditions. A permit may identify requirements that shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and shall apply to all owners of the land. The Commission shall take into account the cumulative adverse effects of loss, degradation, isolation and replication of protected resource areas throughout the municipality, resulting from past activities, permitted and exempt, and foreseeable future activities.
- B. The Commission is empowered to deny a permit for failure to meet the requirements of this Bylaw; for failure to submit necessary information and plans requested by the Commission; for failure to meet the design specifications and performance standards, or other requirements in regulations of the Commission. Failure to avoid or prevent unacceptable significant or cumulative effects upon the wetland values protected by this Bylaw and where no conditions are adequate to protect those values shall also result in a permit denial. Due consideration shall be given to any demonstrated hardship on the applicant by reason of denial, as presented at the public hearing.
- C. Lands within 100 feet of the specified resource areas, and within 200 feet of rivers, streams, and creeks, are presumed important to the protection of these resources. Activities undertaken in said lands, which are in close proximity to resource areas, have a high likelihood of adverse effect upon them either immediately, as a consequence of construction, or over time, as a consequence of daily operation or existence of the activities. These adverse impacts from construction and use can include, but not be limited to, erosion, siltation, loss of groundwater recharge, poor water quality, and loss of wildlife habitat. The Commission therefore may require that

the applicant maintain a strip of continuous, undisturbed vegetative cover within the aforementioned one-hundred-foot or two-hundred-foot area, unless the applicant convinces the Commission that the area or part of it may be disturbed without harm to the values protected by this Bylaw. The specific size and type of protected areas including setbacks, no disturb, no build areas may be established by regulations of the Commission.

- D. In the case of areas within 200 feet of rivers, streams, and creeks, no permit issued hereunder shall permit any activities unless the applicant, in addition to meeting the otherwise applicable requirements of this Bylaw, has proved by a preponderance of the evidence that there is no practicable alternative to the proposed project with less adverse effects. Should there be no practicable alternative, that such activities, including proposed mitigation measures, will have no significant adverse impact on the areas or values protected by this Bylaw. The Commission shall regard as practicable an alternative which is reasonably available and capable of being done after taking into consideration the proposed property use, overall project purposes, logistics, existing technology, costs of the alternatives and overall project cost.
- E. To prevent wetland loss, the Commission shall require applicants to avoid wetlands alteration wherever feasible; shall minimize wetlands alteration; and, where alteration is unavoidable, shall require full mitigation.
- F. The Commission may authorize or require replication of wetlands as a form of mitigation, but only with adequate security, professional design, and professional monitoring to assure success, because of the high likelihood of failure of replication.
- G. The Commission may require a wildlife habitat study of the project area, to be paid for by the applicant, whenever it deems appropriate, regardless of the type of resource area or the amount or type of alteration proposed. The decision shall be based upon the Commission's estimation of the importance of the habitat area considering but not limited to such factors as proximity to other areas suitable for wildlife, importance of wildlife "corridors" in the area, or possible presence of rare species in the area. The work shall be performed by an individual who at least meets the qualifications set out in the wildlife habitat section of the Wetlands Protection Act Regulations at 310 CMR 10.60 et seq.
- H. The Commission shall presume that all areas meeting the definition of "vernal pool" under this Bylaw, including the adjacent area, perform essential habitat functions. This presumption may be overcome only by the presentation of credible evidence, which, in the judgment of the Commission, demonstrates that the basin or depression does not provide essential habitat functions. Any formal evaluation shall be performed by an individual meeting the qualifications under the wildlife habitat section of the Wetlands Protection Act Regulations.
- I. A permit, Determination of Applicability (DOA), or Order of Resource Area Delineation (ORAD) shall expire one year from the date of issuance. Notwithstanding the above, the Commission in its discretion may issue a permit expiring (3) three years from the date of issuance for recurring or continuous maintenance work. A

permit may identify requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and shall apply to all present and future owners of the land.

- J. For good cause, the Commission may revoke or modify a permit or determination issued under this Bylaw after notice to the holder of the permit, notice to the public, abutters and town boards, pursuant to a public hearing. Amendments to permits or determinations shall be handled in the manner set out in the Wetlands Protection Act Regulations and policies there under.
- K. The Commission in an appropriate case may combine the decision issued under this bylaw with the permit, DOA, ORAD, or Certificate of Compliance (COC) issued under the Wetlands Protection Act and regulations. No work proposed in any application shall be undertaken until the permit, or ORAD issued by the Commission. No work shall be undertaken until the permit or ORAD has been recorded in the registry of deeds and proof that that all relevant documents have been recorded and supplied to the Commission. Likewise, no work shall be undertaken if the land affected is registered land, (in the registry section of the land court for the district wherein the land lies), until the holder of the permit certifies in writing to the Commission that the document has been recorded. If the applicant fails to perform such recording, the Commission may record the documents itself and require the Applicant to furnish the recording fee, either at the time of recording or as a condition precedent to the issuance of a Certificate of Completion.

Section IX. Rules and Regulations

- A. After public notice and public hearing the Commission shall promulgate rules and regulations to effectuate the purposes of this Bylaw effective when voted and filed with the town clerk. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this Bylaw.
- B. At a minimum, these regulations shall reiterate the terms defined in this bylaw, define additional terms not inconsistent with the bylaw, and impose filing and consultant fees.

Section X. Security

- A. As part of a permit issued under this Bylaw, in addition to any security required by any other municipal or state board, agency or official, the Commission may require that the performance and observance of the conditions imposed hereunder be secured wholly or in part by one or more of the methods described below:
 - 1. By a conservation restriction, easement or other covenant enforceable in a court of law, executed and duly recorded by the owner of record, running with the land to the benefit of this municipality whereby the permit conditions shall be performed and observed before any lot may be conveyed other than by mortgage deed. This method shall be used only with the consent of the applicant.

Section XI. Enforcement; Violations and Penalties

- A. No person shall remove, fill, dredge, build upon, degrade or otherwise alter resource areas protected by this Bylaw or cause, suffer, or allow such activity. No person shall leave in place unauthorized fill or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or an enforcement order issued pursuant to this Bylaw without the required authorization.
- B. The Commission, its agents, officers and employees shall have authority, to the extent provided by the constitutions and laws of the United States and the Commonwealth or with prior approval from the property owner, to enter upon privately owned land for the purpose of performing their duties under this Bylaw and may make or cause to be made such examinations, surveys or sampling as the Commission deems necessary.
- C. The Commission shall have authority to enforce this Bylaw, its regulations and permits issued hereunder by violation notices, administrative orders, non-criminal citations under MGL c. 40, § 21D, and civil and criminal court actions. Any person who violates provisions of this Bylaw may be ordered to restore the property to its original condition and take other action deemed necessary to remedy such violations, or be fined, or both.
- D. Upon request of the Commission, and the Board of Selectmen and the Town Counsel may take legal action for enforcement under civil law.
- E. Municipal boards and officers shall have authority to assist the Commission in enforcement.
- F. Any person who violates any provision of this Bylaw, regulation, permits or administrative orders issued, shall be punished by a fine of three hundred dollars (\$300.00). For each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense, and each provision of the Bylaw, regulations, permit or order violated shall constitute a separate offense.
- G. As an alternative to criminal prosecution in a specific case, the Commission may issue citations under the noncriminal disposition procedure set forth in MGL c. 40, § 21 D which is made a part hereof and is incorporated herein by reference.

Section XII. Burden of Proof

- A. The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the application will not have unacceptable significant or cumulative effect upon the wetland values protected by this Bylaw. Failure to provide adequate evidence to the Commission supporting this burden shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions.

Section XIII. Relations to Wetlands Protection Act

- A. This Bylaw is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Statutes, independent of the Wetlands Protection Act, MGL c. 131, § 40, and regulations 310 CMR 10.00 et seq. It is the intention of this bylaw that the purpose, jurisdiction, authority, authorized regulations, standards, and other requirements shall be interpreted and administered as stricter than those under Wetlands Protection Act, MGL c. 131, § 40, and regulations 310 CMR 10.00.

Section XIV. Severability

- A. The invalidity of any section or provision of this town Bylaw shall not invalidate any other section or provision thereof, nor shall it be constructed to invalidate any permit or determination which previously has been issued.

Section XV. Appeals

- A. A decision of the Conservation Commission shall be reviewable in the Superior Court in an action filed within 60 days in accordance with MGL c. 249, § 4.

(Special Town Meeting, March 26, 1980, Article 27.)

(Amended Special Town Meeting, May 11, 2009, Article 45.)

(Amended Special Town Meeting, November 2, 2009, Article 9.)

Section XVI. Priority Development Sites(s)

- A. Where the development of a Priority Development Site (PDS), as defined in Section 11 of the Zoning By-Laws, requires a permit hereunder, an application therefor shall be submitted simultaneously with any other permit application(s) required by the By-Laws or said Zoning By-Laws relating to the use or development of the PDS, or the buildings and/or structures located thereon, and not otherwise exempted by G.L. c. 43D, and may be reviewed concurrently therewith.
- B. The Commission shall render a decision on any such application no later than one hundred eighty (180) days from the date of submittal thereof.

(Special Town Meeting, December 6, 2010, Article 7.)

ARTICLE XXVI. Alarm System By-Law

Section 1. Definitions

(a) For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future; words used in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

(1) The term "Alarm System" means an assembly of equipment and devices or a single device such as a solid state unit which plugs directly into a 110 volt AC line, arranged to signal the presence of a hazard requiring urgent attention and to which police are expected to respond. Fire Alarm systems and alarm systems which monitor temperature, smoke, humidity or any other condition not directly related to the detection of an unauthorized intrusion into a premises or an attempted robbery at a premises are specifically excluded from the provisions of this by-law. The provision of Section 3 of this by-law shall apply to all users.

(2) The term "False Alarm" means (a) the activation of an alarm system through mechanical failure, malfunction, improper installation or negligence of the user of an alarm system or of his employees or agents; (b) any signal or oral communication transmitted to the Police Department requesting or requiring or resulting in a response on the part of the Police Department when in fact there has been no unauthorized intrusion, robbery or burglary, or attempt threat. For the purposes of this definition, activation of alarm systems by acts of God, including but not limited to, power outages, hurricanes, tornadoes, earthquakes, and similar weather or atmospheric disturbances shall not be deemed to be a false alarm.

Section 2. Control and Curtailment of Signals Emitted by Alarm Systems

(a) Every alarm user shall submit to the Police Chief the names and telephone numbers of at least two other persons who are authorized to respond to an emergency signal transmitted by an alarm system and who can open the premises wherein the alarm systems is installed, or

(b) All alarm systems installed after the effective date of this ordinance which use an audible horn or bell shall be equipped with a device that will shut off such horn or bell within ten (10) minutes after activation of the alarm system.

(c) Any alarm system emitting a continuous and uninterrupted signal for more than fifteen (15) minutes between 7 p.m. and 6 a.m. which cannot be shut off or otherwise curtailed due to the absence or unavailability of the alarm user or those persons designated by him under paragraph (a) of this section, and which disturbs the peace, comfort or repose of a community, a neighborhood or a considerable number of inhabitants of the area where the alarm system is located, shall constitute a public nuisance. Upon receiving complaints regarding such a continuous and uninterrupted signal, the Police Chief shall endeavor to contact the alarm user, or members of the alarm user's family, or those persons designated by the alarm user's family, or those persons designated by the alarm user under paragraph (a) of this section in an effort to abate the nuisance. The Police Chief shall cause to be recorded the names and addresses of all complaintants and time each complaint was made.

Section 3. Penalties

(1) Upon receipt of three or more false alarms within a calendar year, the Police Chief may order the user:

(a) to discontinue the use of the alarm;

(b) may disconnect any direct connections to the Police Department;

(c) may order that further connections to the communications console in the Police Department will be contingent upon the user equipping any alarm system with a device that will shut off any audible horn or bell within ten (10) minutes after activation of the alarm system.

(2) The user shall be assessed Fifty (\$50) Dollars as a false alarm service fee for each false alarm in excess of three (3) occurring within a calendar year. All fees assessed hereunder shall be paid to the Town Treasurer for deposit to the general fund.

(Special Town Meeting, June 15, 1981, Article 12.)

ARTICLE XXVII. Las Vegas Nights Town By-Laws

(1) Each qualified organization will be limited to three (3) Las Vegas Nights in any twelve (12) month period.

(2) Las Vegas Nights held under Raffle and Bazaar permits will be limited to qualified Norwood residents and/or Norwood organizations.

(3) The guidelines and rules set down by the Massachusetts State Lottery Commission for the operation of Las Vegas Nights are herewith adopted by the Town of Norwood.

(4) The games of Poker and Night at the Races are prohibited.
(Special Town Meeting, May 17, 1982, Article 12.)
(Amended Special Town Meeting, April 3, 1986, Article 24.)

ARTICLE XXVIII.

Handicapped/Disabled Veteran Parking By-Law

1. Any person or body that has lawful control of a public or private way or of improved or enclosed property used as off-street parking areas for businesses, shopping malls, theaters, auditoriums, sporting or recreational facilities, cultural centers, or for any other place except residential dwellings, where the public has a right of access as invitees or licensees, shall reserve parking spaces in said off-street parking areas for any vehicle owned and operated by a disabled veteran or handicapped person whose vehicle bears the distinguishing license plate authorized by section two of chapter ninety, according to the following formula:

If the number of parking spaces in any such area is more than fifteen, but not more than twenty-five, one parking space; more than twenty-five, but not more than forty, five percent of such spaces, but not less than two; more than forty but not more than one hundred, four percent of such spaces, but not less than three; more than one hundred, but not more than two hundred, three percent of such spaces, but no less than four; more than two hundred, but not more than five hundred, two percent of such spaces, but not less than six; more than five hundred, 2% of such spaces, but not less than six; more than five hundred, but not more than one thousand one and one-half percent of such spaces, but not less than ten; more than one thousand, but not more than two thousand, one percent of such spaces, but not less than fifteen; more than two thousand, but less than five thousand, three-fourths of one percent of such spaces, but not less than twenty; and more than five thousand, one-half of one percent of such spaces, but not less than thirty.

2. Parking spaces designated as reserved under the provisions of paragraph (1) shall be identified by the use of above grade signs with white lettering against a blue background and shall bear the words "Handicapped Parking; Special Plate Required. Unauthorized Vehicles May be Removed at Owner's Expense"; shall be as near as possible to a building entrance or walkway; shall be adjacent to curb ramps or other unobstructed methods permitting sidewalk access to a handicapped person; and shall be twelve feet wide or two eight-foot wide areas with four feet of cross hatch between them.

3. All persons shall be prohibited from leaving unauthorized vehicles within parking spaces designated for use by disabled veterans or handicapped persons as authorized by clause (1) or in such a manner as to obstruct a curb ramp designated for use by handicapped persons as a means of egress to a street or public way.

The penalty for each violation of this By-Law shall be Fifty Dollars; in addition, any vehicle parked in violation hereof may be removed according to the provisions of Chapter 266, section 120D of the Massachusetts General Laws.

(Special Town Meeting, May 23, 1983, Article 4.)

(Amended Special Town Meeting, November 3, 1997, Article 14.)

ARTICLE XXIX.

Printed Matter Vending Machines By-Law

1. No person, firm, corporation, association, partnership, trust, or other type of entity shall place, install, use, or maintain any printed matter vending machine on any public property without obtaining a written permit therefor from the Norwood Board of Selectmen.

2. A "printed matter vending machine" (hereinafter called "machines") shall mean any coin or token operated box, container, rack, stand, storage unit or other dispenser or device installed, placed, used, operated or maintained for the display and sale or distribution of newspapers, periodicals, or other printed matter for public use.

3. The application for the permit shall fully and specifically describe the printed matter vending machine by setting forth its size by height, depth, and width or any other relevant dimensions if varying in height, depth and width, the name and business address of the applicant, the exact date or dates said machines will be in place or operation, the exact place where said machine will be located, the manner by which said machine shall be affixed or held in place, and the description of any object to which said machine shall be affixed. Further reasonable information which may affect the public safety, health, or order in the community may be requested from the applicant. An annual application fee, the amount of which will be determined upon passage of this By-Law and annually thereafter by the Norwood Board of Selectmen, which fee will be

reasonably related to the costs of processing said application, shall be paid for each machine licensed. The form of application shall be approved by the Town Counsel.

4. Within twenty days of receipt of such completed application, the Norwood Board of Selectmen shall grant a permit or shall order a hearing within an additional 10 days, giving at least 5 days written notice to the applicant.

5. Within ten days next following the close of the hearing, the Norwood Board of Selectmen shall grant such permit or shall deny such application upon a finding that issuance of such a permit would lead to the creation of a nuisance or would endanger the public health, safety or order by:

(a) unreasonably increasing pedestrian traffic in the area in which the machine is located;

(b) endangering the public safety as follows: by reason of the machine's projecting onto, into, or over any part of the roadway of any public street; by reason of its being affixed to a site or location used for public utility purposes, public transportation purposes, or governmental use; or by reason of its being located in such a manner as to unreasonably interfere with or impede the flow of pedestrian or vehicular traffic, sidewalk or street cleaning and/or snow removal, and the ingress or egress from any residence, place of business or any legally parked or stopped vehicle; by reason of esthetic harm and defacement caused by its being affixed to poles, posts, traffic signs or signals, hydrants, mailboxes or other objects at or near such location.

6. No machine shall be chained, bolted, or otherwise attached to property owned or maintained by the Town of Norwood; within three feet of any crosswalk; within fifteen feet of any fire hydrant; within five feet of any fire or police call box or other emergency facility; within five feet of any driveway, public or private, within three feet ahead of fifteen feet to the rear of any designated bus stop, taxi stand, or place marked for handicapped parking; within three feet of any bus bench or shelter; at any location whereby the clear space for the passageway of pedestrians is reduced to less than four feet; within three feet of any display window of any building abutting the sidewalk or other public place in such a manner as to impede or interfere with the reasonable use of such window for display purposes.

7. No machine shall be used for advertising signs or publicity purposes other than that which is essential to identify on no more than two sides of the machine the printed matter offered for sale therein. No letter thereon shall exceed two square inches in size.

8. Each machine shall be maintained in a clean and neat condition and in good repair at all times, and it shall be of one color that does not unnecessarily contrast with the immediate surroundings except that the lettering may contrast with such one color. No reflectorized paint, day-glo, fluorescent, or scotchlite reflective materials or materials of like nature may be used on such machine.

9. The person who places or maintains such machine shall have his name or Massachusetts agent's name, address, and telephone number affixed thereto in a place where such information may easily be seen.

10. All persons who have placed or intend to place machines in the Town of Norwood shall have thirty days from passage of the within By-Law by the Town Meeting and approved by the Attorney General to comply with the said provisions or such additional time as the Norwood Board of Selectmen may allow in their discretion.

11. Notice of the denial of an application for permit shall be in writing and accompanied by a statement of the reasons therefor. No application shall be denied if the anticipated harm is not significant or if the likelihood of its occurrence is remote. The Norwood Board of Selectmen may impose conditions upon the permit but said conditions may only relate to compliance with applicable laws or ordinances or to public safety, health or order, or to steps required to be taken to guard against creation of a nuisance or to insure adequate safety and security for the public. No applicant having been denied a permit as aforesaid shall submit the same or similar application within one year of said denial without including in said new application facts showing that the circumstances upon which the original denial was based have substantially changed.

12. Violation of the terms and conditions in this by-law or in any permit granted hereunder shall be punishable by fines not to exceed \$200.00 and said violation shall be cause for cancellation, suspension, revocation or modification, after hearing, upon three days written notice, sent registered or certified mail, to the name and address set forth in the annual application. The Town of Norwood may petition the Superior Court department of the trial court to enjoin any violation of this by-law or the conditions in any permit granted hereunder. If, after hearing, the applicant fails to comply with the order of the Norwood Board of Selectmen, said Selectmen may order the removal of said machines and place them in storage in a secure place; the cost of removal and storage shall be paid by the permit holder.

13. If such machine is not used for the distribution of printed matter for a period of 60 calendar days, the same shall be deemed as abandoned property and may be disposed of according to law.

(Special Town Meeting, November 7, 1983, Article 30.)

ARTICLE XXX
No Parking of Commercial Vehicles

(Special Town Meeting, October 28, 1985, Article 24.)

(Repealed Special Town Meeting, November 14, 1988, Article 5.)

ARTICLE XXXI.
Fire Alarm and Fire Protection Systems

Section 1: Secured Key Access

Any building other than a residential building of less than six (6) units which has a fire alarm system or other fire protection system shall provide a secure key box installed in a location accessible to the Fire Department in case of emergency. This key box shall contain keys to fire alarm control panels and other keys necessary to operate or service fire protection systems.

The key box shall be a type approved by the Chief of the Norwood Fire Department and shall be located and installed as approved by the Chief.

Any building owner violating this by-law after receiving due notice by the Fire Department shall be subject to a fine of fifty dollars (\$50.00).

(Special Town Meeting, May 12, 1986, Article 8.)

Section 2: Alarm System Regulations.

A. Definitions.

For the purpose of this By-Law, the following terms, phrases, words, and their derivations shall have the meanings given herein. When not inconsistent with the context, words used in present tense include the future; words used in the plural number include the plural number. The word "shall" is always mandatory and not merely directory.

(a) Norwood Fire Department hereinafter referred to NFD as used throughout.

(b) The term "Fire Alarm System" means an assembly of equipment and devices or a single device such as a solid state unit which is powered electrically or mechanically, arranged to signal the presence of a hazard requiring urgent attention and to which the Fire Department is expected to respond. Fire Alarm Systems monitor temperature, smoke, extinguishing systems, hazardous flammable gases and include manual pull station. Any other condition not directly related to the detection of fire is specifically excluded from the Fire Alarm System.

(c) The term "Automatic Dialer" means any device capable of transmitting an alarm of fire to the Fire Department over a telephone line and received in a recorded voice form by the Fire Department and may only be used to report fire alarm activations.

(d) The term "Alarm System Malfunction" means activation of a fire alarm system through mechanical failure, malfunction, improper installation or negligence of the user of an alarm system or of his employees or agents. For the purposes of this definition, activation of alarm systems by acts of God, including but not limited to power outages, hurricanes, tornadoes, earthquakes, and similar weather or atmospheric disturbances shall not be deemed to be accidental.

(e) "Fire Alarm System Owner": An individual or entity who owns title to and/or has, on a business or residential premises, a fire alarm system equipped so as sound an alarm of fire on the premises or to send a fire alarm signal to a central station operating company or directly to the NFD by way of a master box.

(f) "Master Box Owner": An individual or entity who has on a business or residential premises a fire alarm system equipped so as to send a fire alarm signal directly to the NFD by way of a master box.

(g) "Fire Chief"; The Chief of the NFD.

B. Connection of Fire Alarm Systems to NFD by way of a Master Box.

(a) Before any fire alarm system is connected to the NFD, the master box owner shall provide the Fire Chief with the following information:

1. The name, address, and home and work telephone numbers of the master box owner.
2. The street address where the master box is located.
3. The names, addresses and telephone numbers of the persons or businesses protected by the fire alarm system connected to the master box.
4. The names, addresses and home and work telephone numbers of at least two persons, other than the owner, who can be contacted twenty-four hours a day, who are authorized by the master box owner to respond to an alarm signal and who have

access to the premises in which the master box is located.

5. Such other information as the Fire Chief may require.

In the event a fire alarm system is connected to the NFD by way of a master box, prior to the adoption of this By-Law, the master box owner shall comply fully with the requirements of this section within sixty (60) days after notice by first class mail of the requirements of this section. If a master box owner fails to comply with this section, the Fire Chief, in his discretion, may access a fine of fifty dollars (\$50.00) for each day of non-compliance.

C. Other Connections to the NFD.

(a) Direct central alarm office connections to the NFD are prohibited.

(b) Alarms received from central station offices will only be received over the emergency telephone lines in the NFD. Such alarm transmissions shall be made by a human operator and not electronic voice signal.

(c) The use of any type of automatic dialer is prohibited.

(d) Any person, firm or corporation found to be using equipment prohibited in Section (b) or (c) shall disconnect such equipment after notice by the NFD. Failure to do so after five (5) days of receipt of said notice shall be punishable by a fine of fifty dollars (\$50.00) per day each day the violation continues.

D. Alarm System Malfunction Fines.

(a) If there is an alarm system malfunction, as defined herein, the Fire Chief may access a fine against an alarm system owner for each malfunction per fiscal year according to the following schedule:

1. First through third malfunction

No charge

Upon the recording of the third alarm by the NFD, the Fire Chief shall notify the owner of the building, in writing and by certified mail, of such fact, and at this time inform the owner of the Department's policy with regard to charging for alarms. (Send copy of the policy at this time.)

Fourth through sixth malfunction

\$100.00

Seventh through eleventh malfunction

\$200.00

Each malfunction after the eleventh

\$300.00

(b) Any alarm which is the result of the failure of the property owner, occupant or their agents to notify the NFD of repair, maintenance or testing of the internal alarm system within the protected premises, shall cause a penalty to be assessed in accordance with Section (a).

(c) For the purpose of this regulation, an alarm system malfunction shall be defined as follows:

1. The operation of a faulty smoke or heat detector device.

2. Faulty control panel or associated equipment.

3. A water pressure surge in automatic sprinkler system.

4. Accidental operation of an automatic sprinkler system.

5. An action by an employee of the owner or occupant of the protected premises or a contractor employed by the owner or the occupant causing accidental activation of the internal alarm system.

(d) Property owners will be billed once a month for the previous month's malfunction activity. All fines assessed shall be paid to the Town of Norwood Fire Department for deposit to the General Fund.

E. Appeal Procedure

Any alarm system owner who is aggrieved by any action taken by the Fire Chief under this By-law may, with ten (10) days after notice of such action, file an appeal, in writing, to the Board of Selectmen of the Town of Norwood (the Board). The Board shall hold a hearing and shall issue a written decision in which it affirms, annuls or modifies the action taken by the Fire Chief.

The Board shall mail its decision by certified mail to the owner within ten (10) days after the hearing and shall file a copy of

its decision in the offices of the Town Clerk within such ten (10) day period. The decision of the Board shall be a final administrative decision.

F. Regulations and Enforcement

The Fire Chief may promulgate such regulation as may be necessary to implement this By-Law. The Fire Chief is authorized to pursue such legal action as may be necessary to enforce this By-Law.

G. Deposit in the General Fund

All fines assessed herein shall be payable to the Town of Norwood Fire Department for deposit in the General Fund.

H. Severability

The provisions of this By-Law shall be deemed to be severable, and if any of its provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

(Special Town Meeting, May 12, 1986, Article 8)

(Amended, Special Town Meeting, November 18, 1991, Article 9)

ARTICLE XXXII.

Norwood Airport Curfew By-Law

Whereas the Town of Norwood, as sole owner and proprietor of the Norwood Municipal Airport, mindful of its rights, obligations and responsibility to protect the Town's population from excessive airport noise by the adoption and enforcement of uniform and reasonable rules, while placing no more than an incidental burden on interstate commerce, in consonance with the recommendations of the consultant, Bolt, Beranek and Newman, in its Noise Abatement Study, Report No. 3345, dated September 1976 concerning Norwood Airport, and under the authority granted by the Legislature of the Commonwealth of Massachusetts in its Acts of 1986, Chapter 372, do hereby enact a By-Law prohibiting aircraft operations at the Norwood Airport between the hours of eleven o'clock postmeridian and seven o'clock antemeridian, except in case of emergency use. (Special Town Meeting, November 13, 1986, Article 3.)

"Attention: The Town of Norwood is enjoined from taking any action to enforce this by-law by order of John J. McNaught, United States District Judge dated April 28, 1987 in the case of E.W. Wiggins Airways, Inc. et al vs. Town of Norwood, Civil Action No. 87-0636-MC in the United States District Court for the District of Massachusetts. Further attention is directed to current entries on the docket of said case."

ARTICLE XXXIII.

Parade Permit By-Law

In order to promote the public safety and welfare the following regulations shall apply to requests for parade permits.

1. Applications for parades shall be submitted in writing to the Board of Selectmen at least sixty (60) days prior to the event.
2. The application shall include the location of the start and ending of the parade route including all streets to be traversed by the route of the parade.
3. A copy of the application must be submitted by the applicant to the Chief of Police, the Fire Chief and the Superintendent of Public Works.
4. The applicant shall include a list of all participants with his application upon request of the Board of Selectmen.
5. The Board of Selectmen shall have the right to request a deposit of funds for all costs incurred by the Town of Norwood as a result of the parade such as additional police, fire and public works personnel.
6. The Board of Selectmen shall have the right to require the posting of a bond with sureties to secure the payment of all costs and/or damages which might reasonably result from the parade.
7. There shall be no parades between sunset and sunrise and no permit shall be granted for a parade which would result in a disturbance of the public peace.
8. The Board of Selectmen shall be authorized to waive any conditions of this by-law as may be deemed desirable in the best interests of the Town of Norwood.

(Special Town Meeting, February 21, 1989, Article 7.)

ARTICLE XXXIV.
Rules of Procedure for Norwood
Representative Town Meeting

I. GENERAL: The proceedings of the representative town meeting shall be governed by the parliamentary motions contained in this by-law, as the same may be revised from time to time, unless another provision is made by statute or by these by-laws. When not otherwise specified by this by-law it shall be the duty of the Moderator, as provided by law, to regulate the proceedings of the meeting.

2. NOTIFICATION: The town clerk shall, after election of town meeting members notify the newly elected members of their election and the need to be sworn.

The Clerk shall also distribute to each such member a copy of the following:

Chapter 197, Acts of 1914 as amended, so called "Town Charter".

Chapter 541, Acts of 1947 as amended, Representative Town Meeting Act.

By-Laws of the Town of Norwood, as amended.

3. MEETING DATES AND TIMES: The Annual Town Meeting shall be called by the Selectmen for the second Monday in May of each year. All subsequent sessions of the Annual and all Special Meetings shall be held on a Monday or Thursday. No session of a town meeting shall continue past the hour of 10:30 o'clock p.m., unless in the Moderator's judgement it appears that the meeting may be able to complete its business and dissolve the same evening with a reasonable extension of time.

4. PHYSICAL CONDITIONS: It is the duty of the Selectmen to designate the date, time, and place of the meeting, and therefore to provide adequate space and equipment. The selectmen shall also appoint an appropriate number of constables or police officers to assist the Moderator in preserving decorum and to see that only town meeting members have access to the voting area.

The Moderator should arrange to have the hall divided so that the elected town meeting members are seated in a separate section or voting area, as well as for the seating of other town officials. He should have in mind the divisions of aisles to facilitate counting by tellers, access to the podium, public address system, projection equipment, etc.

The Town Clerk shall appoint checkers to record the attendance of town meeting representatives and to determine the presence of a quorum.

The Town Clerk shall provide an identification badge to each member. The badge will contain the members picture, name, and district number. Badges shall be distributed to town meeting members when they sign in and returned at the end of each session. Badges must be conspicuously displayed by the town meeting members in order to be seated and vote.

5. QUORUM: As required by the Representative Town Meeting Act, Chapter 541, Acts of 1947, a majority of the town meeting members shall constitute a quorum for doing business; but a less number may organize temporarily and may adjourn from time to time. If a quorum is not reached within thirty minutes of the time for which the meeting was scheduled to convene no action may be taken other than to adjourn to a time certain.

6. DEBATE: All registered voters of the town have a right to speak, whether or not a town meeting member. Any person wishing to address the town meeting must have permission from the Moderator which is obtained by first raising ones hand to be recognized. Only Town meeting members may offer motions and vote.

Once recognized by the Moderator, a member shall identify themselves by name and district number. Others speakers shall state their name and residence.

All speakers who may be spokesman (retained, paid or otherwise) for any group or individual affected by the article, must so state when identifying themselves.

No member speaking on an issue may close by making a motion to move the question.

The Moderator shall first recognize the sponsor of an article. The Finance Commission shall be recognized first for the article in the Annual Town Meeting or any Special Town Meeting calling for the appropriation of funds.

The Moderator shall recognize the chairman of any board or commission who is required to give a recommendation on any matter immediately following the presentation by the sponsor of an article.

Speakers may register with the Moderator to speak on any matter coming before Town Meeting by contacting the Moderator in writing, by telephone, by e-mail, or in person, at any time between the issuance of the Town Meeting warrant and the beginning of the session at Town Meeting at which the particular matter is expected to be or is actually discussed. After recognizing the moving party and the proponent of a motion before the Town Meeting, the Moderator shall recognize the registered speakers in the order in which they registered. No registered speaker shall be permitted to move the question when speaking as a registered speaker.

(Amended Special Town Meeting, Article 14-2, October 7, 2019).

7. LIMITS ON DEBATE: The sponsor or initial proponent of a motion shall be limited in time to ten minutes. Presentations by groups shall be coordinated in advance with the Moderator and limited to a total of twenty minutes. Subsequent speakers shall be limited to five minutes. Any speaker may be granted an extension of time by the meeting however no person shall receive more than one extension on any pending motion. The extension shall be for whatever length of time voted by the meeting. The Moderator shall make a conscious effort to recognize an individual who wishes to speak for the first time, over those who have previously spoken to the issue. Procedural motions subject to debate and motions to amend are considered separate issues. Nothing herein shall restrict the sponsor of a motion or any other person from addressing the town meeting as often as necessary to answer questions addressed to them by other speakers.

8. PRESENTATIONS: Persons or groups intending to refer to printed materials during debate should have said materials mailed to each town meeting member at least seven (7) days before the meeting.

The Selectmen or any other Board or Commission having responsibility over any negotiated contract to be voted upon, or for which money is to be appropriated, should, if at all possible, mail a summary of said contract to each town meeting member at least seven (7) days before the meeting at which the action will be requested.

9. METHOD OF TAKING VOTES: Unless otherwise voted by the membership prior to the taking of a vote, all votes requiring a majority will be by voice, i.e.: "Aye" or "No"; or by a non-counted standing vote as decided by the Moderator. The Moderator's determination of the vote may be challenged by no less than seven (7) members, and such a challenge requires a standing count of the votes. A counted vote once declared by the Moderator may not be challenged.

If a two thirds, four fifths or nine tenths vote is required by statute, a count shall be taken, and the vote recorded by the clerk; but if the vote is unanimous, a count need not be taken, and the clerk shall record the vote as unanimous.

A Roll Call vote or a Secret Ballot vote may be demanded by the meeting in the following manner:

Roll Call: A properly made and seconded motion from the floor. Adoption by no less than a majority vote.

Secret Ballot: A properly made and seconded motion from the floor. Adoption by a two-thirds vote.

Motions for either a Roll Call vote or Secret Ballot vote are not subject to debate, nor may such a motion be reconsidered. There is no appeal from the outcome of either of these methods of voting.

Negative vs Affirmative Votes: Defeat of a negative motion is not sufficient to establish an affirmative action. If no member offers an affirmative motion the Moderator shall inform the body that unless an affirmative motion is made the meeting shall move on to the next action. If no motion is offered the Moderator will move to the next article and the Clerk shall record that no affirmative action was taken on the article.

Consent Agenda: A Consent Agenda may be proposed at any session of Town Meeting. The Town Meeting Moderator, in consultation with the Board of Selectmen and the Finance Commission, as deemed necessary by the Moderator, and taking into consideration such suggestions and requests as he or she may receive from other Committees and Town Meeting members, shall prepare a list of those matters which the Moderator considers appropriate for the Consent Agenda. Appropriate matters may include, for example, routine authorizations, motions for indefinite postponement, motions to re-allocate funds within a department or budget motions for routine smaller amounts. Matters requiring more than a majority vote shall not be eligible for the Consent Agenda.

The Town Manager and the Moderator shall jointly prepare a Consent Agenda explanation which shall be distributed with the Town Meeting materials for members at least five days before Town Meeting. The explanation shall include a description of the Consent Agenda procedure and a description of each matter proposed for the Consent Agenda, including an explanation of why it is appropriate for the Consent Agenda.

The Consent Agenda shall be the first article considered at Town Meeting. The Moderator shall announce the matters on the Consent Agenda one by one. A matter shall be removed from the Consent Agenda if, when it is announced, any three (3) town meeting members stand and say "Hold" in a loud voice.

The Moderator shall entertain a motion that the matters remaining on the Consent Agenda be taken out of order, that they be acted upon as one item and that they be voted upon without debate. If that motion is made and passed, the Consent Agenda shall be voted on. The Consent Agenda motion requires a majority vote.

Proposed Consent Agenda matters which have been held shall be considered in the order in which they appear in the warrant.

(Amended, Special Town Meeting, Article 14-3, October 7, 2019)

10. MOTIONS: The Rules of Order contained in this by-law have been selected from recognized manuals of Parliamentary Procedure, and amended as deemed suitable for the transaction of local affairs at town meeting.

Motion Key: Vote Required, the motions contained herein shall be decided by a majority of those present and voting, M, unless otherwise noted.

Second Required,=SR

No Second

Required,=NS

Debatable,=D

Not Debatable, = ND

Amendable,=A

Not Amendable,=NA

Only a Question of Privilege or a Point of Order may interrupt another speaker.

PRIVILEGED MOTIONS: Relate to the conduct of the meeting. They take priority over all other motions:

RANK

- | | | |
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| 1. | To Dissolve: | M, SR, ND, NA |
| 2. | To Adjourn to a fixed time, or recess: | M, SR, D, A |
| 3. | A point of no quorum: | NO VOTE, NS, ND, NA |
| 4. | To fix the time at which to adjourn: | M, SR, D, A |
| 5. | A question of privilege: | NO VOTE, NS, ND, NA |

SUBSIDIARY MOTIONS: Are intended to assist the body to handle pending business. Ordinarily they are applied to main motions for the purpose of disposing of them. Occasionally they may be intended to apply to the main motion in competition with each other. When they compete their order of rank determines the order in which they will be considered. If the higher ranked subsidiary motion is adopted it disposes of all other pending action.

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|-----|---|----------------------|
| 6. | To move the question (stop all debate and vote) | 2/3 VOTE, SR, ND, NA |
| 7. | To extend the limits of debate: | M, SR, ND, NA |
| 8. | *To postpone to a time certain: | M, SR, D, A |
| 9. | *To refer to committee: | M, SR, D, A |
| 10. | *To Amend (or substitute): | M, SR, D, A |
| 11. | *To indefinitely postpone: | M, SR, D, A |

INCIDENTAL MOTIONS: Relate to the conduct of the meeting with respect to the pending business. They arise out of other questions, and, thus are considered before the questions which give rise to them. With respect to all other motions they have the same rank as the motion out of which they arise. They have no rank among themselves, therefore when they compete for application to the same motion, they are decided as they arise.

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|---------------------------|---------------------|
| Point of order: | NO VOTE, NS, ND, NA |
| *Appeal: | M, SR, ND, NA |
| Division of a question: | M, SR, D, A |
| *Separate consideration: | M, SR, D, A |
| Fix the method of voting: | *M, SR, D, A |

*(secret ballot requires 2/3 VOTE)

See 9. METHOD OF TAKING VOTES:

- | | |
|--------------------------|---------------|
| Suspension of the rules: | M, SR, ND, NA |
|--------------------------|---------------|

MAIN MOTIONS: The motions that bring the business outlined in a warrant article before the town meeting. Main motions shall be presented to the Moderator in writing. A main motion need not be the same wording as the article, however, it may not exceed the scope of the article. Articles are intended to give a general notice of matters to be considered. They should be interpreted in a liberal manner. They may be made only when no other business is pending. They have no rank and therefore yield to all relevant subsidiary and incidental motions. They also yield to all privileged motions. The vote required depends on substantive law. Generally a majority of those present and voting, but there may be many instances in which a statute requires some other proportion, such as two thirds, four fifths, nine tenths.

Negative Main Motions: At times it may be desired by the maker of a motion to recommend that no action be taken under an article. This is accomplished by offering a motion of Indefinite Postponement. Normally a subsidiary motion, it may be a main motion at town meeting. It may be made if no other motion is pending. The effect being to dismiss the article. All suitable subsidiary, incidental, and all privileged motions apply to this motion. If passed it has the effect of a negative vote, which is an affirmative action. (see METHOD OF TAKING VOTES: Negative vs Affirmative Votes)

RECONSIDERATION: 2/3 Vote, Second is required, matter is Debatable, it is Not amendable. A vote to reconsider is not final but merely a vote to give further deliberation, and renewed attention to the action to be reconsidered. A motion for reconsideration may be offered at anytime when no other business is pending.

A motion to reconsider shall be placed on the table and a vote taken as the first order of business at the next adjourned session of the Town Meeting. If no adjourned session is ordered, pending motions for reconsideration shall be placed before the town meeting immediately prior to acceptance by the Moderator of a motion for dissolution. When motions to reconsider more than one action are made, they shall be considered in the order in which they were offered.

A motion for reconsideration of a subsection of a passed motion may be made, when the original motion is susceptible to division, without first reopening the main motion under the article.

A motion to reconsider, if carried, may not be raised again unless the original vote is amended or reversed. (example: the original vote was in favor; the vote is reconsidered and the resulting vote is against; the vote against may once more be reconsidered.)

If a motion to reconsider is defeated, it may not be made again unless the Moderator determines that the circumstances have changed enough, or enough time has elapsed to make it reasonable to suppose that additional facts for discussion are available.

***Postpone To A Time Certain:** This motion would be used to postpone one article until after some other article has been acted upon. The subject may be postponed to an adjourned session of the same meeting, but may not be postponed to a different meeting.

*Refer to committee: When the meetings want a matter to be given further study before a decision is made it may refer it to a committee. The committee may be one of the towns permanent boards or a special committee. If a special committee is formed the motion should state whom appoints it and when the committee should make a report, i.e. the next special or annual town meeting.

*Amend (or substitute): A motion to amend may be made orally, however when required by the Moderator or the meeting, it shall be made in written form before a vote is taken. No more than two amendments may be entertained by the Moderator at any one time.

When the main motion and amendments differ only in figures, the Moderator shall arrange them in order and take the votes by starting with the largest sum. Once one of the figures receives a majority vote the other figures shall be dismissed.

When a motion to amend is passed, the main motion as amended, is still before the body and subject to debate, further amendment, and a new vote. A motion to amend requires only a majority vote, but an amended main motion requires the same quantum of vote required by the original main motion.

*Indefinitely Postpone: **As a Subsidiary Motion.** After the main motion is made the only way to suppress it is to indefinitely postpone it. If a motion to indefinitely postpone is lost, there is still an opportunity for defeating the main motion. As the lowest ranking subsidiary motion it may only be made while the main motion is pending. It may be made after an amendment has been acted upon, and the main motion, as amended, is still before the meeting (see negative main motion).

*Appeal: This motion recognizes that it is the duty of the Moderator to first decide questions concerning enforcement of the rules and the order of the meeting, but that is the privilege of any member to appeal from the decision. An appeal from the ruling of a decision of the Moderator must be preceded by a point of order. An appeal must be taken at the time the decision is made. If the appeal is seconded the maker states the basis for the appeal. The Moderator then explains the reason for the decision and puts the question, "Shall the decision of the Moderator be reversed?" A majority is needed to reverse the ruling of the Moderator, a tie sustains the Moderator.

*Division of a Question: If a motion is susceptible of division, meaning that each part makes sense and can stand on its own, then it shall be divided and the questions put separately upon each part by vote of the meeting.

*Separate Consideration: A motion for separate consideration may be made by a member, or in the judgement of the Moderator, when the separate parts of a motion will not stand alone, but the separation of the sections will promote orderliness to the debate. After separate considerations of the sections, the entire proposition is open to amendment. No action on any part is final until action is taken on the whole proposition at the end.

11. RULES COMMITTEE: The Moderator shall appoint a TOWN MEETING RULES COMMITTEE after the close of every fifth Annual Town Meeting beginning with the 2020 Annual Town Meeting and at the close of any other Annual Town Meeting if the Moderator determines that it is appropriate or on the vote of a majority of Town Meeting. Said committee shall consist of one member from each town meeting district who shall serve until their successors are appointed. The committee shall meet on its own initiative or on petition of any town meeting member or town official, for the purpose of reviewing the provisions of this by-law. They shall make recommendations for changes in the by-law when they believe said changes will assist in the orderly transaction of municipal business at town meeting.

(Amended, Special Town Meeting, Article 14-4, October 7, 2019)

12. SEVERABILITY: The provisions of this by-law are hereby declared to be severable, if any such provision or application of any such provision is held invalid, illegal or unconstitutional, such invalidity, illegality or constitutionality shall not be construed to affect any of the remaining provisions of said by-law.

(Special Town Meeting, May 14, 1990, Article 12)

(Amended, Special Town Meeting, Article 14-2, October 7, 2019)

(Amended, Special Town Meeting, Article 14-3, October 7, 2019)

(Amended, Special Town Meeting, Article 14-4, October 7, 2019)

ARTICLE XXXV.

Anti-Noise By-Law

Section 1. It shall be unlawful for any person or persons to engage in construction for hire including excavation and/or pile driving, commercial "including trash or rubbish collection", industrial, or manufacturing operations between the hours of 8:00 P.M. and 7:00 A.M. if the effect of such activities is to create loud annoying, or unusual sounds in any residential area of the Town of Norwood, unless such activities are necessitated by exigent emergency circumstances impacting upon life, safety, or protection of property. The fact that the noise is plainly audible at a distance of one hundred and fifty feet from the aforesaid activities from which it originates shall constitute Prima Facie evidence of a violation of this By-Law.

Section 2. Any person violating the provisions of this By-Law shall be punished by a fine not to exceed one hundred (\$100.00) dollars for each offense.
(Special Town Meeting, May 13, 1991, Article 21)

ARTICLE XXXVI.

Licenses and Permits-Denial, Revocation, or Suspension

1. As provided in Massachusetts General Laws, Chapter 40, Section 57, an application for a license or permit, or the renewal or transfer thereof, may be denied, revoked or suspended by any licensing authority of the Town if the person, corporation or business enterprise seeking such application, renewal or transfer has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

2. The Collector of Taxes and any other Town official responsible for collecting a municipal fee or charge, hereinafter referred to as Town Official, shall annually furnish to the licensing authorities of the Town a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a (12) month period except those parties who have filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

3. The licensing authority may deny, revoke or suspend any license or permit including renewals and transfers of any party whose name appears on said list furnished by the Town Official; provided however, that written notice is given to the party and the Town Official supplying a list, and the party is given a hearing to be held not earlier than fourteen (14) days after said notice. Said list shall be Prima Facie evidence for denial, revocation or suspension of said license or permit to any party. The Town Official shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such licensing denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the licensing authority received a certificate issued by the Town Official that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the Town as of the date of issuance of said certificate.

4. Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of this by-law.

5. The Board of Selectmen may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in Massachusetts General Law Section One of Chapter Two hundred and sixty-eight, in the business or activity conducted in or on said property.

6. This section shall not apply to the following licenses and permits as provided in Massachusetts General Laws: open burning, Section Thirteen of Chapter Forty-eight; bicycle permits, Section Eleven A of Chapter Eighty-five; sales of articles for charitable purposes, Section Thirty-three of Chapter One hundred and one; children work permits, Section Sixty-nine of Chapter One hundred and forty-nine; clubs, associations dispensing food or beverage licenses, Section Twenty-One of Chapter One hundred and forty; dog licenses, Section One hundred and thirty-seven of Chapter One hundred and forty; fishing, hunting, trapping license, Section Twelve of Chapter One hundred and thirty-one; marriage licenses, Section Twenty-eight of Chapter Two hundred and seven and theatrical events, public exhibition permits, Section One hundred and eighty-one of Chapter One hundred forty, or take any other action in the matter.
(Special Town Meeting, November 7, 1994, Article 11.)

ARTICLE XXXVII
Regulation and Enforcement of Use of the Town Common

Section 1. Subject to the standards and procedures set forth in this Article, the Board of Selectmen may adopt and from time to time amend regulations concerning the time, manner and purpose of use of the Town Common, bounded by Washington Street, Central Street, Cottage Street and Nahatan Street. The regulations shall be such as in the judgement of the Board of Selectmen and will protect and enhance the public convenience and safety, minimize vandalism or damage to Town facilities, and consistent therewith, optimize the use of the Town Common and its facilities in a manner conducive to the rights of all users.

Section 2. Any proposed regulations for the use of the Common shall first be read at a regularly scheduled meeting of the Board of Selectmen and may subsequently be voted on for adoption at a meeting of the Board not less than 2 weeks or more than 4 weeks following the initial reading.

Section 3. Any violation of the regulation or regulations promulgated hereto by the Board of Selectmen shall be punished according to the following schedule of penalties:

First offense: \$25.00

Second offense: \$50.00

Third offense: \$100.00

Fourth and subsequent offenses: \$300.00

Section 4. Any violation of the regulations promulgated pursuant to this by-law may be enforced by any Norwood Police Officer or by the Non-Criminal Disposition Procedures set forth in Article XXIV of these By-Laws or by complaint in the District Court. (Special Town Meeting, October 30, 1995, Article 19.)

ARTICLE XXXVIII
Licensure Fees for Common Victualers and Innholders

The annual fee for issuance or renewal of a license as a common victualer or innholder shall be one hundred dollars (\$100.00).

(Special Town Meeting, October 26, 1998, Article 1.)

(Special Town Meeting, May 11, 2009, Article 11.)

ARTICLE XXXIX

Department of Human Resources

ESTABLISHMENT: There is hereby established a Department of Human Resources. Said department shall be under the direction of a Human Resources Director and Personnel Board as authorized herein.

The Human Resources Department shall serve all units of the general government of the town, and upon specific request of the School Committee, the School Department. The purpose of the Human Resources Department is to consolidate and improve personnel services, to ensure equitable administration of the Town's policies, and to better meet the requirements of State and Federal laws governing employment matters.

The appointing authority of every general governmental unit of the town, however elected, appointed, or constituted, and empowered to employ persons to perform a service for the municipality shall utilize the services of the Human Resources Director and Human Resources Department, consistent with the provisions herein provided.

Nothing in this by-law is intended to conflict, derogate or otherwise interfere with applicable collective bargaining contracts between the Town of Norwood and its employees, or the duties and powers of appointing authorities with respect to Civil Service and Non-Civil Service hiring procedures.

ORGANIZATION: Human Resources Director

Appointment: The General Manager and the Personnel Board shall jointly set forth the official job description including minimum qualifications of the Human Resources Director. The Personnel Board shall determine the proper placement of the position within the town's classification and compensation plan. The General Manager shall appoint the Human Resources Director from a list of up to five applicants recommended by the Personnel Board. Any person so appointed to the position of Human Resources Director shall be qualified by reason of previous experience and/or education in personnel administration.

General Responsibilities: The Human Resources Director shall manage the daily operations of the Human Resource Department, and the day to day personnel practices of the town under the general supervision of the General Manager consistent with applicable federal and state law, this by-law, policies promulgated as provided herein, and with applicable collective bargaining agreements.

The Human Resources Director may serve as a member of collective bargaining contract negotiating teams for the town, and at the request of any negotiating team, shall compile relevant data and statistical information.

The Human Resources Director shall administer the town's classification and compensation plans in accordance with this By-law and regulations promulgated as provided herein. The Human Resources Director shall provide the Personnel Board with administrative support relative to the administration of the Town's classification and compensation plans, including reclassification of existing positions, assisting in causing classification and compensation survey studies to be performed.

Duties and Responsibilities of the Human Resources Department:

Recruiting of Employees Based on Merit: Generally works to assure fair treatment of all applicants, and the hiring of qualified employees based on the principles of merit.

Employees Orientation and Communication: Conducts orientation of all newly hired employees to review the town's personnel policies. Communicates personnel policies to covered employees as required.

Central Record Keeping: Maintains personnel records and data for all town employees, including maintaining a central file system.

Benefits Administration: Administers employee insurance programs including health, life, disability and other employee benefit programs. Nothing herein shall be constituted to diminish the powers and statutory responsibilities of the Norwood Retirement Board.

Workers Compensation and Injured on Duty: Assists in the administration of workers compensation program and injured on duty leaves.

Personnel Policies: Works to insure consistent interpretation and application of Town policies.

Compliance with Federal & State Laws: Develops standards and procedures to ensure the Town's compliance with all state and federal laws pertaining to employment.

Civil Service: Assists in ensuring the town is in compliance with the requirements of Chapter 31 of the General Laws of the Commonwealth of Massachusetts.

Other Duties: As promulgated and assigned in accordance with the provisions of this by-law.

Personnel Board: There is hereby established a Personnel Board consisting of five members appointed by the Town Moderator, Chairman of the Board of Selectmen and the Chairman of the Finance, herein after referred to as the Appointing Authority. The initial appointments thereto shall be one for a one year term, two for a two year term, and two for a three year term. Thereafter each term shall be for a period of three years. Any vacancy shall be filled in the same manner for the remainder of the term. During their term of office they shall be residents of the town and shall hold no other elected or appointed position other than town meeting representative.

The Appointing Authority, shall make every effort to ensure that a minimum of three of the members of the Personnel Board are qualified for such appointment by virtue of relevant and significant experience or training in personnel administration, or labor, or employment law.

Responsibilities: The Personnel Board shall work with the Human Resources Director to develop various personnel policies. Before any policies are adopted or amended the Personnel Board shall hold a hearing on same, such hearing shall be publicly advertised at least two weeks prior to said hearing. Every person or board, however elected, appointed, or constituted, and empowered to employ persons to perform a service for the town shall be given written notice of each such hearing.

The personnel policy or policies shall encompass current human resources practices, provide for fair and equitable treatment of all employees, and include the municipality's sexual harassment policy, and the classification and compensation plans, along with a method to cause the plans to be continuously reviewed and updated using a consistent, accepted method of evaluating job positions.

Nothing in said policy shall infringe upon a department head's, or appointing authority's ability to supervise and discipline employees subject to an appropriate appeal process to the appropriate appointing authority.

Other Duties: The Personnel Board shall perform such other functions or duties as may be provided in the town by-laws, in a collective bargaining agreement, or assigned by town meeting.

Classification and Compensation Plans: All employees in the employment of the town shall be covered by a classification and compensation plan as provided by this by-law with the exception of Elected Officials.

An employee or group of employees may make a request for a reclassification in writing upon forms provided by the Human Resources Department. The Personnel Board shall cause a review, subject always to applicable bargaining obligations, to be made of each request. The Personnel Board shall make the final decision based on such review and communicate the determination regarding the request in writing to the party submitting the request. Decisions of the Personnel Board are final, subject however to funding by Town Meeting. No employee may make a request for reclassification of the same position in consecutive fiscal years.

(Special Town Meeting, May 13, 2002, Article 11)

**ARTICLE XXXX
SEX OFFENDER RESIDENCY BYLAW**

SECTION 1. DEFINITIONS

1. "Park" means public land owned or controlled by a unit of local government, and located within the Town of Norwood, that is designated by the unit of local government for use solely or primarily for children's recreation and Town of Norwood recreational areas including but not limited to, a forest preserve, jogging trail, hiking trail, water park, swimming pool, soccer field or baseball field under the jurisdiction of a unit of local government.
2. "Town Library" means the structure in which the Morrill Memorial Library is located.
3. "School" means any public or private educational facility that provides services to children in grades kindergarten – 12, or any one or more of such grades.
4. "Day Care Center" means an establishment, whether public or private, which provides care for children and is registered with and licensed pursuant to the laws of the Commonwealth of Massachusetts by the Department of Early Education and Care or its successor.
5. "Elderly Housing Facility" means a building or buildings on the same lot containing four or more dwelling units restricted to occupancy by households having one (1) or more members fifty-five (55) years of age or older.
6. "Place of Worship" means a structure used for religious worship or religious education purposes on land owned by, rented by, or held in trust for the use of any religious organization.
7. "Loiter" means remaining in or around town park property for more than fifteen (15) minutes.
8. "Sex Offender" means a person who resides, works or attends an institution of higher learning in the Commonwealth and who has been convicted of a sex offense or who has been adjudicated as a youthful offender or as a delinquent juvenile by reason of a sex offense or a person released from incarceration or parole or probation supervision or custody with the Department of Youth Services for such a conviction or adjudication or a person who has been adjudicated a sexually dangerous person under M.G.L. c. 123A §14, as in force at the time of adjudication, or a person released from civil commitment pursuant to section 9 of said c. 123A, whichever last occurs, on or after August 1, 1981.

9. "Sex Offender Registry" means the collected information and data that is received by the Criminal History Systems Board pursuant to Massachusetts General Laws Chapter 6, Sections 178C to 178P, inclusive, as such information and data is modified or amended by the Sex Offender Registry Board or a Court of competent jurisdiction pursuant to said Sections 178C to 178P, inclusive.
10. "Permanent Residence" means a place where a person lives, abides, lodges, or resides for five (5) or more consecutive days or fourteen (14) or more days in the aggregate during any calendar year.
11. "Temporary Residence" means a place where a person lives, abides, lodges, or resides for a period of less than five (5) consecutive days or fourteen (14) days in the aggregate during any calendar year, which is not the person's permanent address or place where the person routinely lives, abides, lodges, or resides and which is not the person's permanent residence.
12. "Establishing a Residence" means to set up or bring into being a dwelling place or an abode where a person sleeps, which may include more than one location, and may be mobile or transitory, or by means of purchasing real property or entering into a lease or rental agreement for real property (including a renewal or extension of a prior agreement whether through written execution or automatic renewal).
13. "Sex Offense Involving a Child" means an indecent assault and battery on a child under the age of 14 under section 13B of Massachusetts General Laws Chapter 265; rape of a child under the age of 16 with force under section 22A of said Chapter 265; rape and abuse of a child under section 23 of said Chapter 265; assault of a child with intent to commit rape under section 24B of said Chapter 265; kidnapping of a child under the age of 16 under section 26 of said Chapter 265; enticing a child under the age of 16 for purposes of committing a crime under section 26C of said Chapter 265; inducing a minor into prostitution under section 4A of Massachusetts General Laws Chapter 272; living off or sharing earnings of a minor prostitute under section 4B of said Chapter 272; disseminating to a minor matter harmful to a minor under section 28 of said Chapter 272; posing or exhibiting a child in a state of nudity under section 29A of said Chapter 272; dissemination of visual material of a child in a statue of nudity or sexual conduct under section 29B of said Chapter 272; unnatural and lascivious acts with a child under the age of 16 under section 35A of said Chapter 272; aggravated rape under section 39 of Massachusetts General Laws Chapter 277; and any attempt to commit a violation of any of the aforementioned sections pursuant to section 6 of Massachusetts General Laws Chapter 274 or a like violation of the laws of another state, the United States or a military, territorial or Indian tribal authority.

SECTION 2. SEX OFFENDER RESIDENCE PROHIBITION; PENALTIES; EXCEPTIONS

1. It is unlawful for any sex offender, so long as finally classified as a level 2 or 3 sex offender, pursuant to the guidelines of the Sex Offender Registry Board, to establish a permanent residence within five hundred (500) feet of any school, town library, day care center, park, elderly housing facility or place of worship.
2. For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence to the nearest outer property line of a school, town library, day care center, park, elderly housing facility or place of worship.
3. Notice to move. Any sex offender, so long as finally classified as a level 2 or level 3 sex offender, who establishes a permanent residence within five hundred (500) feet of any school, town library, day care center, park, elderly housing facility or place of worship shall be in violation of this section and shall, within thirty (30) days of receipt of written notice of the sex offender's noncompliance with this bylaw, move from said location to a new location, but said location may not be within five hundred (500) feet of any school, town library, day care center, park, elderly housing facility or place of worship. It shall constitute a separate violation for each day beyond the thirty (30) days the sex offender continues to reside within five hundred (500) feet of any school, town library, day care center, park, elderly housing facility or place of worship. Furthermore there shall be a separate violation each day that a sex offender shall move from one location in the Town of Norwood to another that is within five hundred (500) feet of any school, town library, day care center, park, elderly housing facility or place of worship.
4. Penalties. Violation of this bylaw, or of any regulations adopted hereunder by the Board of Selectmen, may be enforced through any lawful means in law or in equity by the Board of Selectmen, Town Manager, or their duly authorized agents, or any police officer of the Town of Norwood including, but not limited to, enforcement by non-criminal disposition pursuant to M.G.L. c. 40, § 21D. Each day a violation exists shall constitute a separate violation. The penalties shall be as follows:
 - a. First Offense: Notification to offender that he/she has thirty (30) days to move.
 - b. Subsequent Offense: Non-criminal fine of \$300.00, enforceable by a police officer, and notification to the offender's landlord, parole officer and/or probation officer and the Commonwealth's Sex Offender Registry Board that the person has violated a municipal ordinance.
5. Exceptions. A person residing within five hundred (500) feet of any school, town library, day care center, park, elderly housing facility or place of worship does not commit a violation of this section if any of the following apply:

- a. The person established the permanent residence and reported and registered the residence pursuant to M.G.L. c.6, §§ 178C to 178P, inclusive, prior to the effective date of this bylaw. This exception shall also apply to the renewal or extension of a lease or rental agreement for real property in existence prior to the effective date of this bylaw, whether through written execution or automatic renewal, notwithstanding said renewal or extension occurring subsequent to the effective date of this bylaw.
- b. The person was a minor when he/she committed the offense and was not convicted as an adult.
- c. The person is a minor.
- d. The school, town library, day care center, park, elderly housing facility or place of worship within five hundred (500) feet of the permanent residence was established after the person established the permanent residence and reported and registered the residence pursuant to the Sex Offender Registry Act, M.G.L. c. 6, §§ 178C to 178P.
- e. The person is required to serve a sentence at a jail, prison, juvenile facility, or other correctional institution or facility within the Town of Norwood.
- f. The person is admitted to and/or subject to an order of commitment at a public or private facility for the care and treatment of mentally ill persons pursuant to M.G.L. c. 123 within the Town of Norwood.
- g. The person is a mentally ill person subject to guardianship pursuant to M.G.L. c. 201, § 6 or a mentally retarded person subject to guardianship pursuant to M.G.L. c. 201, § 6A, residing with his or her guardian or residing within a group residence that is professionally staffed and supervised twenty-four (24) hours a day within the Town of Norwood.

SECTION 3. PROHIBITION

- 1. It shall be unlawful for a sex offender who has been convicted of a sex offense involving a child to knowingly be present in any Town park, provided that this subsection shall only apply to those sex offenders who have undergone an individualized risk assessment and have been finally classified by the Commonwealth's Sex Offender Registry Board.
- 2. It shall be unlawful for a sex offender who has been convicted of a sex offense involving a child to loiter within three hundred (300) feet of a Town park, provided that this subsection shall only apply to those sex offenders who have undergone an individualized risk assessment and have been finally classified by the Commonwealth's Sex Offender Registry Board.

3. Enforcement. If a police officer has a reasonable suspicion that a sex offender who has been convicted of a sex offense involving a child is in a Town park or loitering within three hundred (300) feet of a Town park, in violation of this bylaw, the officer shall require said sex offender to provide his/her name, address, and telephone number. If it is established that the individual is a sex offender who has been convicted of a sex offense involving a child, then the officer shall notify said sex offender that he/she is in violation of this bylaw.
4. Non-Criminal Fine. In addition to enforcement by criminal complaint, a violation of this section may also be enforced by a police officer by non-criminal complaint pursuant to the provisions of M.G.L. c. 40 section 21D. Each day on which a violation exists shall be deemed to be a separate offense. The penalty for violation of this section shall be \$300.00. In addition, a violation of this section may be enforced through any other lawful means in law or in equity by the Board of Selectmen, Town Manager, or their duly authorized agents, or any police officer of the Town of Norwood.

If any provision of this bylaw is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall remain in full force and effect. If any provision of this bylaw is in conflict with state law, state law will prevail.

(Special Town Meeting, May 10, 2010, Article 29)

ARTICLE XXXXI

Section 1. The Norwood School Committee shall consist of five members, pursuant to the transitional steps set forth in Section 2 of this bylaw.

Section 2. In the municipal election of 2012 there shall be only one seat on the Norwood School Committee filled for a three-year term (in addition to any partial terms created by resignations or otherwise). In the municipal election of 2013 there shall be only two seats on the Norwood School Committee filled for three-year terms, (in addition to any partial terms created by resignations or otherwise).

(Special Town Meeting, November 14, 2011, Article 3)

ARTICLE XXXXII

PUBLIC CONSUMPTION OF MARIHUANA OR TETRAHYDROCANNABINOL

No person shall smoke, ingest, or otherwise use or consume marihuana or tetrahydrocannabinol (as defined in M.G.L. c. 94C, § 1, as amended) for non-medical purposes, i.e., for other than medical use of marijuana as defined in Chapter 369 of the Acts of 2012 as it may be amended from time to time, while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the Town of Norwood; or in or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible to the public. No person shall in any public place smoke for medical purposes marihuana as defined in M.G.L. c. 94C, § 1.

This by-law may be enforced through any lawful means in law or in equity including, but not limited to, enforcement by criminal indictment or complaint pursuant to M.G.L. c. 40, § 21, or by noncriminal disposition pursuant to M.G.L. c. 40, § 21D, by any police officer. The fine for violation of this by-law shall be three hundred dollars (\$300.00) for each offense. Any penalty imposed under this by-law shall be in addition to any civil penalty imposed under M.G.L. c. 94C, § 32L.

(Special Town Meeting, May 13, 2013, Article 6)

ARTICLE XXXXIII

Fingerprint-Based Criminal Record Background Checks

Section 1. In order to protect the health, safety, and welfare of the inhabitants of the Town of Norwood, and as authorized by Chapter 6, Section 172B ½ of the Massachusetts General Laws as enacted by Chapter 256 of the Acts of 2010, this Article shall require: a) applicants for certain Town licenses permitting the engagement in specific occupational activities within the Town as enumerated in Section 2 below to submit to fingerprinting by the Norwood Police Department (Police Department); b) the Police Department to arrange for the conduct of criminal record background checks based on such fingerprints; and c) the Town to consider the results of such background checks in determining whether or not to grant a license.

The Town hereby authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS), and the Federal Bureau of Investigation (FBI), and their successor entities, as may be applicable, to conduct on the behalf of the Town and its Police Department fingerprint-based state and national criminal record background checks, including of FBI records, consistent with this Article. The Town authorizes the Police Department to receive and utilize records of the Massachusetts State Police, the DCJIS, and the FBI in connection with such criminal history records checks, consistent with this Article.

Section 2. Any applicant for a license to engage in any of the following occupational activities within the Town shall submit a full set of fingerprints taken by the Norwood Police Department within ten (10) days of the date of the application for a license for the purpose of conducting a state and national criminal record background check to determine the suitability of the applicant for the license:

Hawker and Peddler
Operator of Public Conveyance
Ice Cream Truck Vendor

At the time of fingerprinting, the Police Department shall notify the individual fingerprinted that the fingerprints will be used to check the individual's FBI criminal history records.

Section 3. The Police Department shall transmit fingerprints it has obtained pursuant to Section 2 of this Article to the Identification Section of the Massachusetts State Police, the DCJIS, and/or the FBI (or their successor entities) as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks of license applicants specified in said Section 2.

The Police Department shall provide the applicant with a copy of the results of his or her fingerprint-based state and national criminal record background checks and supply the applicant the opportunity to complete or challenge the accuracy of the information contained in it, including in the FBI identification record. The Police Department shall also supply applicants with information regarding the procedures for obtaining a change, correction, or updating of a

criminal record, including a copy of 28 C.F.R. Part 16.34 (as may be amended from time to time) pertaining to FBI identification records. The Police Department shall not utilize the fingerprint-based criminal record background check pursuant to the paragraph below until it has taken the steps detailed in this paragraph and otherwise complied with the Town's policy applicable to Town licensing-related criminal record background checks.

The Police Department shall communicate the results of fingerprint-based criminal record background checks to the applicable licensing authority within the Town for the licenses specified in Section 2 above. The Police Department will in addition render to said applicable licensing authority its evaluation of the applicant's suitability for the proposed occupational activity based on the results of the criminal records background check and any other relevant information known to it. In rendering its evaluation, the Police Department shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability and shall indicate whether the applicant has been convicted of, or is awaiting final adjudication for, a crime that bears upon his or her suitability, or any felony or misdemeanor that involved force or threat of force, controlled substances, or a sex-related offense.

Section 4. The appropriate licensing authority for those occupational licenses specified in Section 2 above shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the suitability of the applicant for the proposed occupational activity. Said appropriate licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed occupational activity. Said licensing authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination. Said licensing authority shall not deny a license based on information in a criminal record unless the applicant has been afforded a reasonable time to correct or complete the record, or the applicant has declined to do so.

Section 5. Implementation of this Article and the conducting of fingerprint-based criminal record background checks by the Town shall be in accordance with all applicable laws, regulations, and Town policies, including, but not limited to, the Town's policy applicable to licensing-related criminal record background checks, which shall include record retention and confidentiality requirements. The Town shall not disseminate the results of fingerprint-based criminal background checks except as may be provided by law, regulation, and Town policy. The Town shall not disseminate criminal record information received from the FBI to unauthorized persons or entities.

Section 6. The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be fifty dollars (\$50.00). A portion of said fee, as specified in Mass. Gen. Laws Chapter 6, Section 172B 1/2, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of said fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

Section 7. This Article shall take effect July 1, 2013, or when the requirements of Mass. Gen. Laws Chapter 40, Section 32 are satisfied, whichever is later.
(Special Town Meeting, May 13, 2013, Article 7)

ARTICLE XXXIV

Medical Marijuana Regulations By-Law

SECTION A. PURPOSE AND INTENT

WHEREAS, the registered voters in the Commonwealth of Massachusetts voted in November 2012 approved the medical use of marijuana in certain circumstances, which was subsequently codified as the "Humanitarian Medical Use of Marijuana Act" ("Act"), Chapter 369 of the Acts of 2012 (see also M.G.L. c. 94C, App. § 1-1 et seq.);

WHEREAS, the Massachusetts Department of Public Health ("DPH") subsequently adopted state regulations governing the medical use of marijuana under 105 CMR 725.000, entitled the "Implementation of an Act for the Humanitarian Medical Use of Marijuana" ("Regulations");

WHEREAS, the prevention of the illegal sale, distribution and use of marijuana, particularly by the youth of the Town of Norwood ("Town") and persons who are not qualifying patients or their caregivers, is consistent with the preservation of the public health, safety and welfare;

WHEREAS, Registered Marijuana Dispensaries (also known as Medical Marijuana Treatment Centers) and similar entities in other jurisdictions have been found to present unique and challenging threats to public health and safety;

WHEREAS, 105 CMR 725.600(A) expressly requires a Registered Marijuana Dispensary and other registered persons to comply with all local rules, regulations, ordinances and bylaws;

WHEREAS, 105 CMR 725.600(B) authorizes lawful local oversight and regulation of Registered Marijuana Dispensaries, qualifying patients with hardship cultivation registrations, and any other aspects of marijuana for medical use, including fee requirements, provided that such oversight and regulation does not conflict or interfere with the operation of 105 CMR 725.000;

WHEREAS, reasonable and effective local oversight of the medical use of marijuana, including the acquisition, cultivation, possession, processing, transfer, transport, sale, distribution, dispensing, use, and administration, is needed to protect the public health, safety and welfare, while ensuring legitimate patient access; and

WHEREAS the Town aims to abide by the goals of the Act and the Regulations and ensure that Registered Marijuana Dispensaries and their Dispensary Agents abide by further local requirements to ensure the safety of the residents of the Town and the public at large;

NOW, THEREFORE, it is the intention of the Town to regulate the medical use of marijuana and to protect, promote, and preserve the health and wellbeing of all Town residents, particularly the most vulnerable.

SECTION B. DEFINITIONS

For the purpose of this Bylaw, the following words shall have the following meanings:

Blunt Wrap: Any tobacco product manufactured or packaged as a wrap or as a hollow tube made wholly or in part from tobacco that is designed or intended to be filled by the consumer with loose tobacco or other fillers.

Business Agent: An individual who has been designated by the owner or operator of any establishment to be the manager or otherwise in charge of said establishment.

Card Holder: A registered qualifying patient, a personal caregiver, or a Dispensary Agent of an RMD, who has been issued and possesses a valid registration card issued by DPH.

Cultivation Registration: A registration issued to an RMD or to a registered qualifying patient or personal caregiver for cultivation of marijuana for medical use, in accordance with the Act and the Regulations.

Cigar: Any roll of tobacco that is wrapped in leaf tobacco or in any substance containing tobacco with or without a tip or mouthpiece not otherwise defined as a cigarette under Massachusetts General Laws Chapter 64C, Section 1, Paragraph 1.

DPH: The Massachusetts Department of Public Health or its successor agency.

Dispensary Agent: A board member, director, employee, executive, manager, or volunteer of an RMD, who is at least twenty-one (21) years of age.

E-Cigarette: Any electronic nicotine delivery product composed of a mouthpiece, heating element, battery and/or electronic circuits that provides a vapor of liquid nicotine to the user, or relies on vaporization of solid nicotine or any liquid. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, e-pipes or under any other product name.

Employee: Any individual who performs services for an RMD, and includes a consultant or contractor who provides on-site services to an RMD related to the cultivation, harvesting, preparation, packaging, storage, testing or dispensing of marijuana.

Enclosed, Locked Facility: A closet, room, greenhouse, or other indoor or outdoor area equipped with locks or other security devices, accessible only to Dispensary Agents, registered qualifying patients, or personal caregivers.

Hardship Cultivation Registration: A registration issued to a registered qualifying patient by DPH, in accordance with the requirements of 105 CMR 725.035 (or its successor regulation).

License to Operate an RMD (hereafter referred to as "License"): A license issued by the Town, through its Board of Selectmen, to be renewed annually, required by the Town for operating an RMD.

License Holder: Any person who is required to apply for and hold a License pursuant to this Bylaw.

Marijuana: All parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. It does not include the mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted therefrom, fiber, oil, or cake or the sterilized seed of the plant which is incapable of germination. The term also includes marijuana-infused products ("MIPs") except where the context clearly indicates otherwise.

Medical Marijuana Treatment Center: A not-for-profit entity registered under 105 CMR 725.100, to also be known as a registered marijuana dispensary ("RMD"), that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

Nicotine Delivery Product: Any manufactured article or product made wholly or in part of a tobacco substitute or containing nicotine that is expected or intended for human consumption, but not including a product approved by the United States Food and Drug Administration for sale as a tobacco use cessation or harm reduction product or for other medical purposes and which is being marketed and sold solely for that approved purpose. Nicotine delivery products include, but are not limited to, e-cigarettes.

Non-Residential Roll-Your-Own ("RYO") Machine: A mechanical device made available for use (including to an individual who produces rolled marijuana products solely for the individual's own personal consumption or use) that is capable of making rolled marijuana products. RYO machines located in private homes used for solely personal consumption are not Non-Residential RYO machines.

Registration Card: A personal identification card issued by DPH to a qualifying patient, personal caregiver, or Dispensary Agent.

Self-Service Display: Any display from which customers may select a marijuana product without assistance from a Dispensary Agent or store personnel.

Sixty-Day Supply: The amount of marijuana that a qualifying patient would reasonably be expected to need over a period of sixty (60) days for their personal medical use, as defined by DPH.

Smoking: The lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled (including without limitation products containing marijuana).

Tobacco Product: Cigarettes, cigars, chewing tobacco, pipe tobacco, bidis, snuff, blunt wraps or tobacco in any of its forms.

Vending Machine: Any automated or mechanical self-service device, which upon insertion of money, tokens or any other form of payment, dispenses or makes marijuana products.

SECTION C. LICENSE TO OPERATE AN RMD

1. No person shall operate an RMD within the Town without first obtaining a License. The License shall expire annually on December 31. The Board of Selectmen shall issue a License if the RMD files a completed License application, accompanied with the applicable License fee, and demonstrates compliance with the provisions of this Bylaw, the Act, and the Regulations. The requirements contained herein apply to initial and renewal License applications.
2. Only RMDs with a permanent, non-mobile location in the Town, in full compliance will all applicable zoning requirements, are eligible to apply for a License.
3. As part of the License application process, the applicant will be provided with a copy of this Bylaw. Each applicant is required to sign a statement declaring that the applicant has read said Bylaw and that the applicant is responsible for notifying any and all Dispensary Agents who will be employed by the RMD about this Bylaw.
4. Each License applicant is required to provide proof of a current certificate of registration for the RMD issued by DPH before a License can be issued.
5. Each License applicant shall file a copy of the operating procedures required by 105 CMR 725.105 (or its successor regulation) and any subsequent amendments to said operating procedures with the Board of Selectmen.
6. Each License applicant shall submit its security plans, policies and procedures to the Board of Selectmen, which shall be referred to the Chief of Police, or his or her designee, for review and comment. Said security plans and procedures shall describe all security measures undertaken by the RMD to ensure Card Holder and community safety and to eliminate unauthorized access to the premises of the RMD. Issuance of the License may be conditioned upon the applicant's compliance with any security measures required or recommended by the Board of Selectmen or the Chief of Police, or his or her designee.
7. Each License applicant shall connect its alarm system to a third party monitoring system, and notify the Chief of Police about said third party monitoring system.
8. An RMD providing home delivery must offer a secure patient or personal caregiver home delivery system for delivery of marijuana or marijuana products to every address within the Town's corporate limits and provides patient or personal caregiver home delivery service to any patient or personal caregiver residing in the Town who suffers a physical incapacity to access transportation as described by 105 CMR 725.035(A)(2) (or its successor regulation). Each License applicant shall submit its home delivery system plans, policies and procedures to the Board of Selectmen, which shall be referred to the Chief of Police, or his or her designee, for review and comment. Issuance of the License may be conditioned upon the applicant's compliance with any home delivery system measures required or recommended by the Board of Selectmen or the Chief of Police, or his or her designee.
9. The RMD shall obtain all required permits for construction of the area(s) where marijuana is cultivated, including growing- and harvesting-related activities. The RMD shall notify the Board of Selectmen, Police Department, Fire Department, Building

Department, and Health Department of the specific location(s) for cultivation of marijuana and the manufacture of any marijuana products (including MIPS).

10. Each License applicant is required to provide the Board of Selectmen with proof of Registration Cards for its Dispensary Agents before a License can be issued.
11. At the time of License application, each License applicant shall certify, under the pains and penalties of perjury, that all Dispensary Agents affiliated with the RMD have had a Criminal Offender Registry Information ("CORI") check conducted by the appropriate state authority and that each said Dispensary Agent maintains a valid registration issued by DPH.
12. Each License Holder shall timely notify the Board of Selectmen of any changes to the number of Dispensary Agents affiliated with the RMD, including copies of the current Registration Cards for any new Dispensary Agents affiliated with the RMD since the issuance of the License. The License Holder shall promptly notify the Board of Selectmen if any Dispensary Agents are no longer affiliated with the RMD or if any Dispensary Agents affiliated with the RMD have had their Registration Cards revoked, suspended, non-renewed or otherwise cancelled for any reason.
13. No applicant is permitted to sell alcohol or tobacco products. The applicant must not be in possession of either a tobacco sales permit or a liquor license issued by the Town.
14. No applicant is permitted to hold a Common Victualler license issued by the Town for on-premises food consumption.
15. In addition to the requirements contained here, any applicant seeking to sell, process, distribute, or dispense edible MIPS must obtain a Food Permit from the Health Department.
16. No applicant is permitted to be a Massachusetts lottery dealer.
17. The fee for a License shall be determined by the Board of Selectmen annually.
18. A separate License is required for each retail establishment selling marijuana and/or marijuana products for an RMD and for each location where marijuana is cultivated for an RMD.
19. Each License shall be displayed in a conspicuous place at each retail establishment for an RMD and at each location where marijuana is cultivated for an RMD.
20. No License Holder shall allow any Dispensary Agent to sell or distribute marijuana or marijuana products until such Dispensary Agent reads this Bylaw, the Act, and the Regulations and signs a statement, a copy of which will be placed on file in the office of the License Holder, that he/she has read said Bylaw, the Act, and the Regulations. The License Holder agrees to produce a copy of each said signed statement upon request by the Town.
21. A License is non-transferable. A new owner of the RMD must apply for a new License. No new License will be issued unless and until all outstanding fees, charges and penalties

incurred by the previous License Holder are satisfied in full. The sale, assignment or transfer of the RMD shall cause the License to be automatically terminated.

22. Issuance of a License shall be conditioned on an applicant's consent to unannounced, periodic inspections of the RMD to ensure compliance with this Bylaw. Such inspections shall be conducted at a minimum of once per year but no more than four (4) times a year. Inspections may be conducted by the Health Department, Police Department, Fire Department, Building Department, Board of Selectmen, or their respective designee(s).
23. Dispensary Agents must present their Registration Card to any law enforcement official or municipal agent who questions said Dispensary Agent concerning their marijuana-related activities.
24. The License shall be conditional on the License Holder complying with all provisions of this Bylaw, the Act, and the Regulations.
25. Applicants agree to maintain a closed-circuit camera system that records all sales transactions, which recording shall be maintained for a minimum period of thirty (30) days. Any recording from the previous thirty (30) day period must be provided to any law enforcement official or municipal agent who requests such recording.
26. The issuance, renewal and holding of a License shall be subject to the provisions of Article XXXVI of the Town By-laws ("Licenses and Permits-Denial, Revocation, or Suspension"). A License will not be renewed if the License Holder has failed to pay all fines issued and the time period to appeal the fines has expired and/or has not satisfied any outstanding License suspensions.
27. Each RMD must hold an annual community meeting to provide abutters and community residents with an opportunity to comment on the RMD's operating practices, policies and plans.
28. The RMD shall not create or allow any nuisance conditions from its activities, including but not limited to odors, noise or dust. No odors of marijuana or marijuana products shall be detectable from beyond the property line of the parcel on which the RMD is located.

SECTION D. MARIJUANA SALES BY RMDS

1. No person shall sell marijuana from any location other than at an RMD that possesses a valid License issued by the Town.
2. Required Signage: In addition to any applicable signage requirements, the RMD shall conspicuously post signage at all entrances indicating that entry into the premises of the RMD by persons not possessing a valid Registration Card is prohibited. The signage shall be provided by the Town. The notice shall be no smaller than 8.5" by 11" and shall be posted conspicuously in the retail establishment or other place in such a manner so that they may be readily seen by a person approaching the RMD.

3. Identification: Dispensary Agents shall verify the Registration Card of the Card Holder by means of a valid government-issued photographic identification. No separate identification is required for valid Registration Cards bearing a photograph of the Card Holder.
4. All retail sales of marijuana must be face-to-face between the Dispensary Agent and the Card Holder and shall occur at the licensed location or at the residence of the Card Holder.
5. No person shall distribute, or cause to be distributed, any free samples marijuana or marijuana products.
6. Means, instruments or devices that allow for the redemption of marijuana or marijuana products are prohibited.
7. RMDs are prohibited from using self-service displays.
8. RMDs are prohibited from using vending machines.
9. RMDs are prohibited from using Non-Residential Roll-Your-Own machines.

SECTION E. SALE, DISTRIBUTION, DISPENSING OR TRANSFER OF MARIJUANA

1. The sale or dispensing of marijuana by any person, including Card Holders, outside of the physical structure in which an RMD is located, is prohibited and shall be punishable in accordance with applicable state and local laws.
2. The sale, distribution, dispensing, or transfer of marijuana to persons who are not Card Holders, including Personal Caregivers who are Card Holders, or to persons not authorized under the Act and the Regulations to receive or possess marijuana, shall be punishable in accordance with applicable state and local laws.

SECTION F. MARIJUANA POSSESSION

1. A Card Holder must present his or her Registration Card to any law enforcement official who questions the Card Holder regarding use or possession of marijuana.
2. A Card Holder must not possess an amount of marijuana that exceeds his/her Sixty-Day Supply.
3. The cultivation of marijuana, including growing- and harvesting- related activities, is prohibited except for those persons possessing a valid Hardship Cultivation Registration, for RMDs with a current certificate of registration issued by DPH, or as otherwise authorized by Massachusetts law.
4. Registered qualifying patients or their personal caregiver(s) with a valid Hardship Cultivation Registration shall notify the Police Department, Fire Department, Building Department, and Health Department of the specific location of cultivation and shall obtain all required permits for construction of the cultivation area. Registered qualifying

patients or their personal caregiver(s) with a valid Hardship Cultivation Registration shall not create or allow any nuisance conditions from their cultivation activities, including but not limited to odors, noise or dust. No odors of marijuana shall be detectable from beyond the property line of the location for which the Hardship Cultivation Registration has been issued.

5. Upon receipt of registration from DPH, and on or before January 31 annually, each Dispensary Agent shall register with the Board of Selectmen, Police Department, Fire Department, Building Department, and Health Department, and each personal caregiver shall register with the Police Department, Fire Department, Building Department, and Health Department.
6. Upon receipt of registration from DPH, and on or before January 31 annually, any person with a Hardship Cultivation Registration shall register with the Police Department, Fire Department, Building Department, and Health Department.

SECTION G. MARIJUANA USE

1. The smoking of any marijuana is prohibited in the same locations governed by the Massachusetts Smoke-Free Workplace Law, Massachusetts General Laws Chapter 270, Section 22, and by any local laws or regulations that further ban or restrict smoking, and shall be subject to the fines and penalties prescribed under the Massachusetts Smoke-Free Workplace Law, Massachusetts General Laws Chapter 270, Section 22, and by any such local laws or regulations.
2. The use of marijuana by all persons, including Card Holders, is prohibited in public schools, on public school grounds, and on public school buses and is subject to Article XXXXII of the Town By-laws ("Public Consumption of Marijuana or Tetrahydrocannabinol").
3. The sale, distribution, dispensing, or transfer of marijuana to persons who are not Card Holders, or to persons otherwise not authorized under the Act and the Regulations to receive or possess marijuana, shall be punishable in accordance with applicable state and local laws.

SECTION H. VIOLATIONS

1. It shall be the responsibility of the License Holder and/or his, her or its business agent, to ensure compliance with all sections of this Bylaw, including but not limited to those sections pertaining to the distribution and sale of marijuana and/or marijuana products. The violator shall receive:
 - a. In the case of a first violation, a fine of three hundred dollars (\$300.00).
 - b. In the case of a second violation within twenty-four (24) months of the date of the current violation, a fine of three hundred dollars (\$300.00) and the License shall be suspended for seven (7) consecutive business days.

- c. In the case of three or more violations within a twenty-four (24) month period, a fine of three hundred dollars (\$300.00) and the License shall be suspended for thirty (30) consecutive business days for each subsequent violation or revoked.
2. Refusal to cooperate with inspections pursuant to this Bylaw shall result in the suspension of the License for thirty (30) consecutive business days.
3. In addition to the monetary fines set above, any License Holder who engages in the sale or distribution of marijuana or marijuana products while his or her License is suspended shall be subject to the suspension of all Town-issued permits and licenses for thirty (30) consecutive business days.
4. The Town, acting through its Board of Selectmen, shall provide notice of the intent to suspend and/or revoke a License (as applicable), which notice shall contain the reasons therefor and establish a time and date for a hearing which date shall be no earlier than seven (7) days after the date of said notice. The License Holder or its business agent shall have an opportunity to be heard at such hearing and shall be notified of the Board of Selectmen's decision and the reasons therefor in writing. After a hearing, the Board of Selectmen shall suspend or revoke the License (as applicable) if it finds that a violation of this Bylaw occurred. For purposes of any such suspension or revocation (as applicable), the Board of Selectmen shall make the determination notwithstanding any separate criminal or non-criminal proceedings brought in court hereunder or under the Massachusetts General Laws for the same offense. All marijuana and marijuana products shall be removed from the RMD upon suspension or revocation of the License (as applicable). Failure to remove all tobacco and nicotine delivery products shall constitute a separate violation of this Bylaw. A copy of any such suspension or revocation decision (as applicable) shall be provided to DPH.
5. An individual or person who violates Sections F and G of this Bylaw shall be subject to a penalty of one hundred dollars (\$100.00) for each violation.
6. The RMD shall file a copy of any summary cease and desist order, cease and desist order, quarantine order, summary suspension order, order limiting sales, deficiency statement, plan of correction, notice of a hearing, or final action regarding the RMD issued by DPH or other state agency, as applicable, with the Board of Selectmen, Chief of Police, and Board of Health, within forty-eight (48) hours of receipt by the RMD.
7. The issuance of a fine shall not preclude the Town from seeking or obtaining any or all other legal and equitable remedies to prevent or remove a violation of this Bylaw.
8. In the event of suspension or revocation (as applicable), the License Holder shall not be entitled to a refund of its License application fee.

SECTION I. NON-CRIMINAL DISPOSITION

In addition to the procedure for enforcement as described above, the provisions of this Bylaw may also be enforced by non-criminal disposition, as provided in Massachusetts General Laws, Chapter 40, Section 21D. The penalty for such violations shall be equivalent to the monetary fines set forth in said Section H.

Each day any violation exists shall be deemed to be a separate offense.

SECTION J. ENFORCEMENT

Enforcement of this regulation shall be by the Town, acting by and through its Board of Selectmen, Health Department, Police Department, Fire Department, Building Department, or their designated agent(s).

Any resident who desires to register a complaint pursuant to this Bylaw may do so by contacting the Board of Selectmen, Health Department, Police Department, Fire Department, Building Department, or their designated agent(s), who shall investigate such complaint.

SECTION K. SEVERABILITY

The provisions of this Bylaw are severable and, if any of those provisions shall be held to be unconstitutional by any court of competent jurisdiction or otherwise held invalid, the remaining provisions shall remain in full force and effect.

(Special Town Meeting, May 12, 2014, Article 1)

(Special Town Meeting, November 16, 2015, Article 1)

Article XXXXV
Marijuana Establishments Prohibited

In accordance with Massachusetts General Laws Chapter 94G, Section 3(a)(2)(i), all types of marijuana establishments, as defined in Massachusetts General Laws Chapter 94G, Section 1, to include, without limitation, all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers, and any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Norwood. This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105 CMR 725.000 (as the same may be amended from time to time).

(Special Town Meeting, May 8, 2017, Article 19)

ARTICLE XXXXVI
Revolving Funds

Pursuant to Chapter 44, Section 53E½ of the Massachusetts General Laws, the following revolving funds are hereby established.

A. Morrill Memorial Library Revolving Fund

Section 1. The programs or activities for which the revolving fund may be expended are programs offered by the Mon-ill Memorial Library (the Library), replacement of books, CD's, DVD's, audiobooks and other materials lost or damaged by patrons, and incidental costs associated with services for patrons such as faxing, color printing, tax documents printing, microfilm printing, accepting passport applications, performing notary public services, and other new services to patrons that the Library offers during hours when it is open.

Section 2. The departmental receipts in connection with those programs or activities that shall be credited to the revolving fund are program fees, reimbursement at the Library and through the Minuteman Library Network for lost and damaged materials, fines for overdue materials, and fees for services, including without limitation passport applications, microfilm, printing, color printing, and faxing.

Section 3. The board, department or officer authorized to expend from the revolving fund is the Library Director.

B. Council on Aging Revolving Fund

Section 1. The programs or activities for which the revolving fund may be expended are all programs sponsored by the Council on Aging.

Section 2. The departmental receipts in connection with those programs or activities that shall be credited to the revolving fund are receipts from general programs held by the Council on Aging, from lunch and special events, and from exercise classes.

Section 3. The board, department or officer authorized to expend from the fund is the Council on Aging Director.

C. Health Department Tobacco Enforcement and Education Revolving Fund

Section 1. The programs or activities for which the revolving fund may be expended are tobacco regulation compliance and enforcement activities conducted by the health Department and public education and outreach activities related to tobacco use/cessation and all relevant public health information and programs related to tobacco and/or nicotine products including electronic products.

Section 2. The department receipts in connection with those activities that shall be credited to the revolving fund are fines set by the Commonwealth of Massachusetts imposed by the health department or subcontractors for violations of tobacco rules, regulations or bylaws.

Section 3. The officer authorized to expend from the revolving fund is the public health director and to determine any other requirements which the Town may impose.

(Special Town Meeting, May 8, 2017, Article 2)

(Amended Special Town Meeting, February 4, 2021, Article 23)

ARTICLE XXXXVII
Community Preservation Committee Bylaw – M.G.L. Chapter 44B

1. Establishment

There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to MGL Chapter 44 B, Section 5. The composition of the Committee, the appointment authority and the term of office for the Community Preservation Committee members shall be as follows:

One member of the Conservation Commission as designated by the Conservation Commission, for a term of three (3) years. One member of the Historical Commission, as designated by the Historical Commission, for a term of three (3) years. One member of the Planning Board as designated by the Planning Board, for a term of three (3) years. One member of the Board of Selectmen, or their designee, in their capacity as Parks Commissioners for a term of three (3) years. One member of the Housing Authority as designated by the Authority for a term of three (3) years. Four members to be appointed by the Board of Selectmen, two members to be appointed for an initial term of one (1) year and thereafter for terms of three (3) years, one member to be appointed for an initial term of two (2) years and thereafter for a term of three (3) years, and one member to be appointed for an initial term of three (3) years and thereafter for a term of three (3) years. In the event that any Commission, Board, or Authority who has appointment authority under this section, no longer exists, for whatever reason, the appointment authority for that Commission, Board, or Authority shall be the Board of Selectmen.

2. Duties

2.1. Needs Assessment

The Community Preservation Committee shall undertake an annual Needs Assessment to determine the Town's priorities for open space, historic resources, community housing and outdoor recreation projects. The Community Preservation Committee shall consult with existing municipal boards, including the Conservation Commission, Historical Commission, Planning Board, Parks Commission and the Housing Authority to assess the Town's community preservation goals. The Town department heads involved with recreation, conservation, affordable housing and historic preservation shall also assist the Community Preservation Committee in the development of the Needs Assessment. As part of its analysis of community preservation needs, the Community Preservation Committee shall hold one or more public informational hearings to seek the public's input on the Town's community preservation needs, opportunities, resources and priorities. The Community Preservation Committee shall provide notice of the public hearing by posting notice at Town Hall, the Town's official web page and by publishing the notice in a newspaper of general circulation in the Town for each of two consecutive weeks preceding the hearing.

2.2. Recommendations to Town Meeting

The Community Preservation Committee shall make recommendations to Town Meeting for the acquisition, creation and preservation of open space, for the acquisition, preservation, rehabilitation, and restoration of historic resources, for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, for the acquisition, creation, preservation and support of community housing and for rehabilitation or restoration of open space and community housing that is acquired or created with monies from the Town's

Community Preservation Fund. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

2.3. Recommendations on the Community Preservation Fund

The Community Preservation Committee may include in its recommendation to Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

3. Expenditures

Subject to the requirements of Massachusetts General Laws, Chapter 44B, no expenditures shall be made from the Community Preservation Fund without first receiving a recommendation from the Community Preservation Committee and an appropriation from Town Meeting. Town Meeting may make appropriations from or reservations of money in the Community Preservation Fund in the amount recommended by the Committee or it may reduce or reject any recommended amount. Any motions to appropriate an amount of money less than the amount recommended by the Community Preservation Committee shall be based on a written cost estimate. Town Meeting may not increase any appropriation or reservation amount recommended by the Community Preservation Committee and it may not appropriate or reserve any Community Preservation Fund monies on its own initiative.

4. Requirement for a Quorum and Cost Estimates

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. Five members of the Community Preservation Committee shall constitute a quorum. All actions of the Community Preservation Committee shall require approval by at least five members of the Committee, present and voting, except that motions to adjourn shall require only a simple majority of those members present and voting. Community Preservation Committee recommendations to Town Meeting shall include their anticipated costs for each Community Preservation Fund expenditure, based on a written cost estimate.

5. Amendments

This section of the bylaw may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not cause any conflict to occur with M.G.L. Chapter 44B.

6. Severability

If any provision, or portion thereof, of this Bylaw is declared to be illegal, invalid or unenforceable by final judgment or order of a court of competent jurisdiction, the remaining provisions shall continue in effect to the extent permitted by law.

7. Effective Date

Each appointing authority shall have thirty (30) days after approval of this Bylaw by the Attorney General to make its initial Community Preservation Committee member appointments.

(Special Town Meeting, May 8, 2017, Article 16)

ARTICLE XXXXVIII

Stretch Energy Code

Section 1. Definitions

International Energy Conservation Code (IECC) 2015 - The International Energy Conservation Code (IECC) is a building code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency. Commencing July 1, 2010, the baseline energy conservation requirements of the MA State Building Code will default to IECC 2009 and MA amendments.

Stretch Energy Code

- Codified by the Board of Building Regulations and Standards as 780 CMR 120.AA, the Stretch Energy Code is the International Energy Conservation Code (IECC) 2015 with amendments contained herein.

Section 2. Purpose

The purpose of 780 CMR 120.AA is to provide a more energy efficient alternative to the base energy code applicable to the relevant sections of the building code for both new construction and existing buildings.

Section 3. Applicability

This code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 13.00, 34.00, 61.00, or 93.00, as applicable.

Section 4. Authority

A municipality seeking to ensure that construction within its boundaries is designed and built above the energy efficiency requirements of 780 CMR may mandate adherence to 780 CMR 120.AA. 780 CMR 120.AA may be adopted or rescinded by the Town of Norwood in the manner prescribed by law.

Section 5. Stretch Code

The Stretch Energy Code, as codified by the Board of Building Regulations and Standards as 780 CMR 120.AA, including any amendments or modifications, is herein incorporated by reference into the Town of Norwood General Bylaws.

The Stretch Energy Code is enforceable by the Building Inspector.

(Effective July 1, 2019)

(Special Town Meeting, April 25, 2019, Article 8)

ARTICLE XLIX

Norwood Historical Commission

Section 1. The Norwood Historical Commission was established at Special Town Meeting on April 14, 1975. The aegis of the Norwood Historical Commission stems from Chapter 40, Section 8D of the Massachusetts General Laws.

Section 2. The purpose of the Norwood Historical Commission is to promote the cultural, educational, economic and general welfare of the public through the preservation and protection of the distinctive characteristic of buildings, places, and assets significant to the history of Norwood.

Section 3. The Commission consists of seven (7) members appointed by the Town Manager with the approval by the Board of Selectmen for staggered three (3) year terms.

Section 4. The responsibilities of the Norwood Historical Commission include but are not limited to:

- Advise the Board of Selectmen concerning the preservation, protection and development of historical sites and assets of the Town of Norwood
- Survey, compile and update a list of historical sites in the Town of Norwood
- Recommend the Town acquire property and/or assets of significant historical value to the public
- Interact with all boards, committees, commissions, and departments of the Town as well as private entities when the same are considering properties or assets of historical and/or archeological value
- Participate in and promote the creation of historic district(s) in the Town of Norwood
- Assist in the preservation of historical documents held by any Town department, board, committee or commission, the private Norwood Historical Society at their request, and other private entities at their request
- Issue historic plaques to homeowners and businesses and authenticate the same
- Make an Annual Report of the Norwood Historical Commission
- Update the website and other media of the Norwood Historical Commission

(Special Town Meeting, May 10, 2021, Article 14)

Article L
Stormwater Management Bylaw

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ARTICLE I – GENERAL PROVISIONS

Section 1. Purpose and Objective

- A. The purpose of this bylaw is to protect public health, safety, general welfare, and environment by regulating illicit connections and discharges to the storm drain system or, directly or indirectly, to a watercourse or into the waters of the Commonwealth, as well as to control the adverse effects of construction site stormwater runoff and post-construction runoff. Stormwater runoff can be a major cause of:
 - (1) Impairment of water quality and flow in lakes, ponds, streams, rivers, coastal waters, wetlands, groundwater and drinking water supplies;
 - (2) Contamination of drinking water supplies;
 - (3) Contamination of downstream coastal areas;
 - (4) Alteration or destruction of aquatic and wildlife habitat;
 - (5) Overloading or clogging of municipal stormwater management systems; and
 - (6) Flooding.
- B. The objectives of this bylaw are to:
 - (1) Protect water resources;
 - (2) Comply with state and federal statutes and regulations relating to stormwater discharges including total maximum daily load requirements;
 - (3) Prevent and reduce pollutants from entering the Norwood municipal separate storm sewer system (MS4);
 - (4) Prohibit illicit connections and unauthorized discharges to the MS4 and require their removal;
 - (5) Establish minimum construction and post construction stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;
 - (6) Establish provisions for the long-term responsibility for, and maintenance of, structural stormwater control facilities and nonstructural stormwater best management practices to ensure that they continue to function as designed are maintained, and pose no threat to public safety; and
 - (7) Recognize the Town of Norwood's legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

Section 2. Definitions

Unless a different definition is indicated in other sections of this bylaw, the following definitions and provisions shall apply throughout this bylaw:

ADMINISTRATIVE LAND DISTURBANCE REVIEW: Approval by the Stormwater Authority of a land disturbance activity that does not require a Land Disturbance Permit because of its size and/or scope.

ALTERATION OF DRAINAGE CHARACTERISTICS: Any activity on an area of land that changes the water quality, force, direction, timing or location of runoff flowing from the area. Such changes include: change from distributed runoff to confined or discrete discharge; change in the volume of runoff from the area; change in the peak rate of runoff from the area; and change in the recharge to groundwater on the area.

APPLICANT: Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the Commonwealth or the Federal government, to the extent permitted by law, requesting a Land Disturbance Permit or Administrative Land Disturbance Review.

AS-BUILT DRAWING: Drawings that completely record and document applicable aspects and features of conditions of a project following construction using Stormwater Management Plans derived from a Land Disturbance Permit.

BEST MANAGEMENT PRACTICE (BMP): An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

CERTIFIED PROFESSIONAL IN EROSION AND SEDIMENT CONTROL (CPESC): A certified specialist in soil erosion and sediment control. This certification program, sponsored by the Soil and Water Conservation Society in cooperation with the American Society of Agronomy, provides the public with evidence of professional qualifications.

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as hereafter amended.

CLEARING: Any activity that removes the vegetative surface cover.

DEVELOPMENT: The modification of land to accommodate a new use or expansion of use, usually involving construction.

DISCHARGE OF POLLUTANTS: The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the waters of the United States or Commonwealth from any source.

EROSION: The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

EROSION AND SEDIMENTATION CONTROL PLAN: A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbing activities.

GRADING: Changing the level or shape of the ground surface.

GROUNDWATER: Water beneath the surface of the ground.

GRUBBING: The act of clearing land surface by digging up roots and stumps.

HAZARDOUS MATERIAL: Any material which, because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as "toxic" or "hazardous" under MGL c. 21C and c. 21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

ILLICIT CONNECTION: A surface or subsurface drain or conveyance which allows an illicit discharge into the municipal storm drain system, watercourse, or Waters of the Commonwealth including without limitation sewage, process wastewater, or wash water, and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

ILLICIT DISCHARGE: Direct or indirect discharge to the municipal storm drain system or into a watercourse or the waters of the Commonwealth that is not composed entirely of stormwater, except as exempted in Article II, §2. The term does not include a discharge in compliance with an NPDES stormwater discharge permit or resulting from fire-fighting activities exempted pursuant to Article II, §2D(1) of this bylaw.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious Surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

IMPOUNDMENT: A stormwater pond created by either constructing an embankment or excavating a pit which retains a permanent pool of water.

INFILTRATION: The act of conveying surface water into the ground to permit groundwater recharge and the reduction of stormwater runoff from a project site.

LAND DISTURBANCE PERMIT: A permit issued by the Stormwater Authority pursuant to this bylaw prior to commencement of Land Disturbing Activity or Redevelopment.

LAND-DISTURBING ACTIVITY: Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material; results in an increased amount of runoff or pollutants; measurably changes the ability of a ground surface to absorb waters; involves clearing and grading; or results in an alteration of drainage characteristics.

LOAD ALLOCATION: The maximum concentration or mass of a pollutant which can be discharged to a waterway by non-point sources without causing a violation of surface water quality standards as established in an applicable TMDL.

LOT: An individual tract of land as shown on the current Assessor's Map for which an individual tax assessment is made. For the purposes of these regulations, a lot also refers to an area of a leasehold on a larger parcel of land, as defined in the lease agreement and shown by approximation on the Assessor's Map.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by Norwood, as well as any receiving watercourse of Waters of the Commonwealth.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT: A permit issued by United States Environmental Protection Agency or jointly with the Commonwealth of Massachusetts that authorizes the discharge of pollutants to waters of the United States.

NONPOINT SOURCE POLLUTION: Pollution from many diffuse sources caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and man-made pollutants finally depositing them into a water resource area.

NONSTORMWATER DISCHARGE: Discharge to the municipal storm drain system not composed entirely of stormwater.

OPERATION AND MAINTENANCE PLAN: A plan setting up the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to insure that it continues to function as designed.

OWNER: A person with a legal or equitable interest in property.

PEER REVIEW: Person or consulting firm retained by the Stormwater Authority in accordance with the provisions of MGL c. 44, s.53G and paid by the Applicant in the design, review or enforcement of Stormwater and Land Disturbance review process

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POINT SOURCE: Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

PRE-CONSTRUCTION: All activity in preparation for construction.

POLLUTANT: Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter, whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works, watercourse, or Waters of the Commonwealth. Pollutants include, but are not limited to:

- A. Paints, varnishes, and solvents;
- B. Oil and other automotive fluids;
- C. Nonhazardous liquid and solid wastes and yard wastes;
- D. Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnance, accumulations and floatables;
- E. Pesticides, herbicides, and fertilizers;
- F. Hazardous materials and wastes;
- G. Sewage, fecal coliform and pathogens;
- H. Dissolved and particulate metals;
- I. Animal wastes;
- J. Rock, sand, salt, soils;
- K. Construction wastes and residues; and
- L. Noxious or offensive matter of any kind.

PROCESS WASTEWATER: Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

REDEVELOPMENT: Development, rehabilitation, expansion, demolition, construction, land alteration, or phased projects that disturb the ground surface, including impervious surfaces, on previously developed sites. The creation of new areas of impervious surface or new areas of land disturbance on a site constitutes development, not redevelopment, even where such activities are part of a common plan which also involves redevelopment. Redevelopment includes maintenance and improvement of existing roadways including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems and repaving; and remedial projects specifically designed to provide improved stormwater management such as projects to separate storm drains and sanitary sewers and stormwater retrofit projects.

RUNOFF: Rainfall, snowmelt, or irrigation water flowing over the ground surface.

SEDIMENT: Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

SEDIMENTATION: The process or act of deposition of Sediment.

SITE: Any lot or parcel of land or area of property where Land-Disturbing Activities are, were, or will be performed.

SOIL: Any earth, sand, rock, gravel, or similar material.

STORMWATER AUTHORITY: Norwood Engineering Department or its authorized agent(s).

STORMWATER: Runoff from precipitation or snow melt and surface water runoff and drainage.

STORMWATER MANAGEMENT PLAN: A plan required as part of the application for a Land Disturbance Permit.

TOTAL MAXIMUM DAILY LOAD or TMDL: the greatest amount of a pollutant that a water body can accept and still meet water quality standards for protecting public health and maintaining the designated beneficial uses of those waters for drinking, swimming, recreation, and fishing. A TMDL is also a plan, adopted under the Clean Water Act, specifying how much of a specific pollutant can come from various sources, including stormwater discharges, and identifies strategies for reducing the pollutant discharges from these sources so as not to violate Massachusetts surface water quality standards. (314 CMR 4.00, et seq.)

TOTAL SUSPENDED SOLIDS OR TSS: Undissolved organic or inorganic particles in water.

VERNAL POOLS: Temporary bodies of freshwater which provide critical habitat for a number of vertebrate and invertebrate wildlife species.

WASTE LOAD ALLOCATION: The maximum concentration or mass of a pollutant which can be discharged to a waterway from point sources without causing a violation of surface water quality standards as established in an applicable TMDL.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, groundwater, and Waters of the United States as defined under the Federal Clean Water Act as hereafter amended.

WETLANDS: Tidal and non-tidal areas characterized by saturated or nearly saturated soils most of the year that are located between terrestrial (land-based) and aquatic (water-based) environments, including freshwater marshes around ponds and channels (rivers and streams), brackish and salt marshes; common names include marshes, swamps and bogs.

Section 3. Authority

This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Massachusetts home rule statutes, the regulations of the Federal Clean Water Act, 40 CFR 122.34.

Section 4. Responsibility for administration

- A. Stormwater Authority shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon Stormwater Authority may be delegated in writing by Stormwater Authority to its employees or agents.

Section 5. Waivers

- A. The Stormwater Authority, or its authorized agent, may waive strict compliance with any requirement of this bylaw or the rules and regulations promulgated hereunder, where such action is:
 - (1) allowed by federal, state and local statutes and/or regulations; and
 - (2) in the public interest; and
 - (3) not inconsistent with the purpose and intent of this bylaw.
- B. Any person seeking a waiver must submit a written waiver request. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of the bylaw does not further the purposes or objectives of this bylaw.
- C. All waiver requests shall require a public hearing.
- D. If in the opinion of the Stormwater Authority or its authorized agent, additional time or information is required for review of a waiver request, the Stormwater Authority may continue a hearing to a date certain announced at the meeting. In the event the applicant objects to a continuance, or fails to provide requested information, the waiver request shall be denied.

Section 6. Regulations

- A. The Stormwater Authority shall adopt within one (1) year, and may periodically amend, regulations, rules and/or written guidance relating to the terms, conditions, definitions, enforcement, fees, procedures and administration of this Stormwater Management bylaw by majority vote after conducting a public hearing to receive comments. Such hearing shall be advertised in a newspaper of general local circulation, at least fourteen (14) days prior to the hearing date. Failure of the Stormwater Authority to issue such rules, or regulations, or a legal declaration of their invalidity by a court, shall not act to suspend or invalidate the effect of this bylaw.
- B. Stormwater Management regulations, rules or guidance shall identify thresholds and requirements for Administrative Land Disturbance Review and Land Disturbance Permits required by this bylaw and consistent with or more stringent than the most recent Small Municipal Separate Sewer System General Permit (MS4).
- C. Stormwater Management regulations may identify one or more categories of projects requiring an Administrative Land Disturbance Review that, because of their size, scope and common features or characteristics, may be approved by one or more agents of the Stormwater Authority rather than by a majority of Stormwater Authority members pursuant to Article III of this bylaw. For such projects, the Stormwater Authority will identify minimum stormwater management standards pursuant to this bylaw, compliance with which is required before the project is approved.

Stormwater Management regulations shall provide for the retention of a Peer Review Expert by

the Stormwater Authority at the sole expense of an Applicant for relief or approval under this Bylaw. Peer Review Expert review shall include but not be limited to review and advice on the review of plans, thresholds, and wetland regulations, and shall be applicable to consideration of applicability, waiver and enforcement of this Bylaw.

Section 7. Enforcement

The Stormwater Authority or its authorized agent shall enforce this bylaw, and any associated regulations, orders, violation notices, and enforcement orders and may pursue all civil and criminal remedies for such violations.

A. Criminal and Civil relief.

- (1) Any person who violates the provisions of this bylaw, or any associated regulations, permit, notice, or order issued thereunder, may be subject to criminal penalties and prosecution in a court of competent jurisdiction and shall result in a criminal fine of not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- (2) The Stormwater Authority may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

B. Orders.

- (1) The Stormwater Authority or its authorized agent may issue a written order to enforce the provisions of this bylaw or any regulations thereunder, which may include:
 - (a) Elimination of illicit connections or discharges to the MS4;
 - (b) Elimination of discharges to the MS4 or, directly or indirectly, into a watercourse or into the Waters of the Commonwealth.
 - (c) Performance of monitoring, analyses, and reporting;
 - (d) Cessation of unlawful discharges, practices, or operations;
 - (e) Implementation of measures to minimize the discharge of pollutants until such time as the illicit connection or discharge shall be eliminated; and
 - (f) Remediation of contamination in connection therewith.
- (2) If the Stormwater Authority determines that a person's failure to follow the requirements of a Land Disturbance Permit and the related Erosion and Sedimentation Control Plan, or Operations and Maintenance Plan or any other authorization issued pursuant to this bylaw or regulations issued hereunder, then the Authority may issue a written order to the person to remediate the non-compliance and/or any adverse impact caused by it, which may include:
 - (a) A requirement to cease and desist from the land-disturbing activity until there is compliance with the bylaw and provisions of the Land Disturbance Permit or other authorization;
 - (b) Maintenance, installation or performance of additional erosion and sediment control measures;
 - (c) Monitoring, analyses, and reporting

- (d) Remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity; and/or
 - (e) A requirement to eliminate discharges, directly or indirectly, into a watercourse or into the waters of the Commonwealth.
- (3) If the Stormwater Authority or its authorized agent determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further provide that, should the violator or property owner fail to abate or perform remediation within the specified deadline, Norwood may, at its option, undertake such work, and expenses thereof shall be charged to the violator.
 - (4) Within 30 days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by Norwood, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Stormwater Authority within 30 days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within 30 days following a decision of the Stormwater Authority affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall constitute a municipal charge for purposes of M.G.L. c. 40 § 58, and a lien on the owner's property for the unpaid charge, pursuant to M.G.L. c. 40 § 58. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in M.G.L. c. 59, § 57 after the 31st day at which the costs first become due.
- C. Noncriminal disposition. As an alternative to criminal prosecution or civil action, Norwood may elect to utilize the noncriminal disposition procedure set forth in M.G.L. c. 40, § 21D and article XXIV of the Norwood General Bylaws, in which case the agent of the Stormwater Authority shall be the enforcing person. The penalty for the first violation shall be a warning. The penalty for the second violation shall be \$100. The penalty for the third and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
 - D. Entry to perform duties under this bylaw. To the extent permitted by local, state or federal law, or if authorized by the owner or other party in control of the property, the Stormwater Authority, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Stormwater Authority deems reasonably necessary.
 - E. Upon request of the Stormwater Authority, the Board of Selectmen and the Town Counsel may take legal action for enforcement under civil law.
 - F. Municipal boards and officers shall have authority to assist the Stormwater Authority in enforcement.
 - G. Appeals. The decisions or orders of the Stormwater Authority shall be final. Further relief shall be appealed to a court of competent jurisdiction.
 - H. Remedies not exclusive. The remedies listed in this section are not exclusive of any other remedies available under any applicable federal, state or local law.

Section 8. Severability

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

ARTICLE II – DISCHARGES TO THE MUNICIPAL SEPARATE STORM SEWER SYSTEM AND TO WATERCOURSES OR WATERS OF THE COMMONWEALTH

Section 1. Applicability

Article II of this bylaw shall apply to all water generated on any developed or undeveloped lands and entering the municipally owned storm drainage system or entering, directly or indirectly, into a watercourse or waters of the Commonwealth, except as explicitly exempted in this bylaw or where the Stormwater Authority has issued a waiver in accordance with Article I § 5.

Section 2. Prohibited activities; exemptions.

- A. Illicit discharges. No person shall dump, discharge, spill, cause or allow to be discharged any pollutant or non-stormwater discharge into the municipal separate storm sewer system (MS4), onto an impervious surface directly connected to the MS4, or, directly or indirectly, into a watercourse or waters of the Commonwealth.
- B. Illicit connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.
- C. Obstruction of municipal storm drain system. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior consent from the Stormwater Authority.
- D. Exemptions.
 - (1) Discharge or flow resulting from fire-fighting activities;
 - (2) The following non-stormwater discharges or flows are exempt from the prohibitions of this section provided that the source is not a significant contributor of a pollutant to the municipal storm drain system or, directly or indirectly, to a watercourse or waters of the Commonwealth:
 - (a) Waterline flushing;
 - (b) Flow from potable water sources,
 - (c) Springs;
 - (d) Natural flow from riparian habitats and wetlands;
 - (e) Diverted stream flow;
 - (f) Rising groundwater;
 - (g) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater (e.g. sump pump), provided that where a pump intake exists inside a structure, the operator seeks a permit for such discharge from the Stormwater Authority prior to discharge and thereafter discharges in accordance with the requirements of the permit and applicable laws and regulations to be issued by the Stormwater Authority;

- (h) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air-conditioning condensation;
- (i) Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
- (j) Discharge from street sweeping;
- (k) Dye testing, provided verbal notification is given to the Stormwater Authority prior to the time of the test;
- (l) Non-stormwater discharge permitted under a NPDES permit, waiver, or waste discharge order held by the owner and administered under the authority of the United States Environmental Protection Agency, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
- (m) Discharge for which advanced written approval is received from the Stormwater Authority as necessary to protect public health, safety, welfare or the environment.

Section 3. Additional Prohibited Pollutants

- A. **Pet Waste:** Norwood is subject to a Pathogen TMDL, and because dog feces are a major component of stormwater pollution, it shall be the duty of each person who owns, possesses, or controls a dog to remove and properly dispose of any feces left by the dog on any public or private property neither owned nor occupied by said person. It is prohibited to dispose of dog feces in any public or private storm drain, catch basin, wetland or water body or on any paved or impervious surface. However, this provision shall not be applicable to a person using a service dog or other service animal registered as such. Persons walking dogs must carry with them a device designed to properly dispose of dog feces including, but not limited to, a bag or "pooper scooper." For specific requirements and penalties for violations see Norwood General Bylaws Article XII Section 33..
- B. **Pavement Sealers:** Coal tar based driveway and pavement sealers have been identified as a primary source of poly-aromatic hydrocarbons affecting streams in developed areas. Poly-aromatic hydrocarbons are classified by the United States Environmental Protection Agency as a probable human carcinogen and are highly toxic to aquatic life. Asphalt-based driveway and pavement sealers contain low concentrations of poly-aromatic hydrocarbons. Therefore, application of coal tar based driveway and pavement sealers is prohibited for all paved areas directly connected to the MS4, a watercourse, or Waters of the Commonwealth. The use of coal tar free sealants is permitted.

Section 4. Emergency suspension of storm drainage system access

The Stormwater Authority or its authorized agent may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Stormwater Authority may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

Section 5. Notification of spills

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal drainage system, watercourse, or Waters of the Commonwealth, the person shall take all necessary steps to ensure containment and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire and police departments. In the event of a release of nonhazardous material, the reporting person shall notify the authorized enforcement agency no later than the next business day. The reporting person shall provide to the Stormwater Authority written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on site a written record of the discharge and the actions taken to address it and prevent its recurrence. Such records shall be retained for at least three years.

Section 6. Transitional provisions

Residential property owners shall have 60 days from the effective date of this bylaw to comply with its provisions provided good cause is shown for the failure to comply with the bylaw during that period.

ARTICLE III – STORMWATER MANAGEMENT AND LAND DISTURBANCE

Section 1. Applicability

No person may undertake a construction activity or land disturbance, including clearing, grading, excavation or redevelopment that will disturb equal to or greater than thresholds outlined in the Norwood Stormwater Management Regulations without an Administrative Land Disturbance Review or a Land Disturbance Permit approved by a majority of the Stormwater Authority members or as otherwise provided in this bylaw.

Any person that fails to follow the requirements of a Land Disturbance Permit and the related Erosion and Sedimentation Control Plan, and Operations and Maintenance Plan, or any Land Disturbance Permit issued under the Stormwater Management Regulations shall be in violation of the Norwood Stormwater Management Bylaw.

Section 2. Approval and/or Permit

Administrative Land Disturbance Review or Land Disturbance Permit must be obtained prior to the commencement of Land Disturbing Activity or Redevelopment based on thresholds established in the Stormwater Management Regulations. An applicant seeking an approval and/or permit shall file an appropriate application with the Stormwater Authority in a form and containing information as specified in this bylaw and in regulations adopted by the Stormwater Authority.

Section 3. Consent to Entry onto Property

An applicant consents to entry of Stormwater Authority or its authorized agents in or on the site to verify the information in the application and to inspect for compliance with Review or Permit conditions.

Section 4. Inspection and Site Supervision

The Stormwater Authority or its designated agent shall make inspections as outlined in the Stormwater Management Regulations to verify and document compliance with Administrative Land Disturbance Review or Land Disturbance Permit.

Section 5. Compliance with the provisions of EPAs General Permit for MS4s in Massachusetts

This bylaw and its related Stormwater Management Regulations shall be implemented in accordance with the requirements of United States Environmental Protection Agency's most recent Massachusetts Small Municipal Separate Storm Sewer System (MS4s) General Permit relating to illicit connections and discharges, construction site runoff, and post-construction stormwater management, as well as the Massachusetts Wetlands Management Act. The Stormwater Authority may establish additional requirements by regulation to further the purposes and objectives of this bylaw so long as they are not less stringent than those in the MS4 General Permit for Massachusetts.

Section 6. Surety

The Stormwater Authority may require the applicant to post before the start of land disturbance or construction activity, a surety bond, irrevocable letter of credit, cash, or other acceptable security. The form of the bond shall be approved by the Stormwater Authority and be in an amount deemed sufficient by the Stormwater Authority to ensure that the work will be completed in accordance with the permit. If the project is phased, the Stormwater Authority may release part of the bond as each phase is completed in compliance with the permit.

Section 7. Final Reports

Upon completion of the work, the applicant shall submit a report (including certified as-built construction plans) from a Professional Engineer (P.E.), surveyor, or Certified Professional in Erosion and Sedimentation Control (CPESC), certifying that all BMPs, erosion and sedimentation control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved Erosion and Sediment Control Plan and Stormwater Management Plan. The Stormwater Authority may, by regulation, require ongoing reporting to ensure long-term compliance, including, but not limited to, appropriate operation and maintenance of stormwater BMPs. Any discrepancies shall be noted in the cover letter.

(Special Town Meeting, March 14, 2022, Article 1)

1. The first part of the document is a list of the names of the members of the committee who have been appointed to study the problem of the shortage of housing in the city of New York.