

**PATRICIA M. ANDERSON  
TOWN CLERK**

**“HOW TO FIND IT” GUIDE**

**The Town of Norwell is located in Plymouth County, which is approximately fifteen miles south of Boston and covers about 21 square miles of land. It was established as Norwell in 1888 and was once a part of Scituate and South Scituate. The Town is basically a picturesque residential community. The population of Norwell as of June 22, 2010, is 10,718. The towns bordering Norwell are Hanover, Hingham, Rockland, Scituate, Pembroke and Marshfield.**

**Norwell has an “open town meeting” form of government with a three member Board of Selectmen, as executive authority, and a Town Administrator. Presently the Annual Town Election is held on the second Saturday of March. Town Meetings will be held annually the second Monday in May. A Warrant containing all the proposed articles to come before Town Meeting is mailed to every household in Norwell at least two weeks before the meeting.**

**Some of the more notable landmarks in Town are the North River, Jacobs Farm House, Norris Reservation, Stetson Meadows, the James Library, the South Shore Natural Science Center and the newly acquired “Donovan” property.**

**The following are answers to frequently asked questions, compiled by the Town Clerk from the many phone calls received. The address of Town Offices is: 345 Main Street, P. O. Box 295, Norwell, MA 02061.**

**Every Board, Department, and Committee has a mailbox in the Osborn Room at Town Offices where they receive their mail. There is also a mail slot at the front door of Town offices, nearest the Treasurer’s office should you arrive when the Town Offices are closed.**

**ALCOHOLIC LICENSES:**

**\*Where can I apply for a one-day liquor license?**

**At the office of the Board of Selectmen. 781-659-8000**

**\*If I intend to serve or sell liquor as part of my business, where can I apply for the license?**

**Apply at the office of the Board of Selectmen. 781-659-8000**

**AMBULANCE:**

**\*Where can I direct any questions about the ambulance service and/or bills?**

**Phone inquiries to the Fire Chief’s Secretary, Erin Galvin , at 659-8156.**

**ANIMALS:**

**\*Where do I report any dead animals I see on the road or any other stray animals?**

**Call the Animal Control Officer, Paul Murphy, at 781-659-8012. He is part-time so you may have to leave a message, but he checks his messages several times during the day.**

**ANNUAL TOWN EVENTS:**

**\*How do I get information on any town events?**

**Call Town Clerk's office at 781-659-8072; or the Selectmen's Office at 781-659-8000; check the Town Offices bulletin boards for further information. The PATRIOT LEDGER and the NORWELL MARINER, newspapers, daily and weekly respectively.**

**ASSESSORS:**

**\*If I had a question about an assessment or an abatement, who do I call?**

**Call the Board of Assessors office at 781-659-8014.**

**BILLS:**

**\*Where do I pay or question a bill for Town services?**

**At the Treasurer/Collector's office at 781-659-8070**

**BURGLAR ALARMS:**

**\*Where can I get information on the proper installation of these?**

**Call Police Department at 659-8161.**

**BUSINESS, NEW:**

**\*I want to start a new business. Where do I start?**

**Call Town Clerk's Office at 659-8072 as all DBA Certificates are applied for and filed in that office.**

**Call Building Inspector's office, Tim Fitzgerald, at 659-8018 to check proper zoning and whether or not an occupancy permit is necessary.**

**CABLE TV:**

**\*My cable isn't working correctly. Where should I call?**

**COMCAST: 1-888-633-4266**

**\*Where do I lodge a complaint concerning cable service?**

**Send your complaint to the Board of Selectmen. They will refer it to the Cable TV Committee for investigation. (Town Offices, P. O. Box 295, Norwell, MA 02061)**

**BURNING:**

**\*Whom do I call to determine what I may burn?**

The Commonwealth of Mass. allows burning to take place during a certain period every year, usually from mid January to the end of April. It is then up to the discretion of the Town's Fire Chief to give permission to do so during the allowed time period. You may call 781-659-8160 for further info and directions. This information is usually listed in the NORWELL MARINER and the PATRIOT LEDGER. You must go to the Norwell Police Department, Communications Center, 40 River Street, to obtain a fire permit number.

**CANOEING:**

**\*Where can I launch my canoe?**

There are two places with limited parking at both sites. The first is the Town Landing at Bridge St. You can launch a canoe at the "Walk" at Chittenden Lane, but there is no ramp. You will need to have the Green recycling sticker on the bumper of your vehicle in order to park.

**CEMETERY LOTS:**

**\*How do I get information on the Town of Norwell's cemetery located on Washington Street. Call Gertrude Daneau, Norwell Cemetery Committee, at 781-659-2226, or the Town Clerk's office at 781-659-8072/8073.**

**\*How do I get information on the other cemeteries in Town?**

**CHURCH HILL CEMETERY: Willem Visser - 781-826-2612**

**FIRST PARISH CEMETERY: Richard McMullan: 781-659-7067**

**PINEHURST CEMETERY: Earl Gardner, Sup't. -781-826-2278**

**CENSUS:**

**\*Where do I get Census information?**

Call the Town Clerk's office at 781-659-8072

**CERTIFICATES: BIRTH, DEATH, MARRIAGE**

**\*Where can I obtain copies? Or apply? Or get information on them?**

You may obtain copies and/or apply at Town Clerk's office for a small fee. (659-8072)

**CHAMBER OF COMMERCE:**

**\*Where is the local Chamber of Commerce?**

Jeff Helms is the President. The phone number for the Chamber is 781-659-7525.

**CHURCHES:**

<b>Church Hill United Methodist, Corner of River/Church St (#11)</b>	<b>781-826-4763</b>
<b>United Church of Christ, Congregational, 460 Main Street</b>	<b>781-659-2887</b>
<b>First Parish Unitarian, River Street</b>	<b>781-659-7122</b>
<b>St Helen's Catholic Church, 383 Washington St</b>	<b>781-659-2993</b>
<b>South Shore Baptist Church, 578 Main St., Hingham</b>	<b>781-749-2592</b>
<b>First Baptist Church, Webster St., N. Hanover</b>	<b>781-878-0707</b>
<b>St. Andrew's Episcopal Church, 31 Church St., Hanover</b>	<b>781-826-2062</b>
<b>Congregation Sha'aray Shalom, 1112 Main St., Hingham</b>	<b>781-749-8103</b>
<b>JUSTICE OF THE PEACE: Donna Cunio, 257 Grove Street</b>	<b>781-659-2420/7667</b>

**CUSHING CENTER:**

**\*Whom do I contact for information to rent the Cushing Center for a wedding or a party? Mary Lou O'Leary at 781-659-2674**

**EMPLOYMENT:**

**\*How can I get a job with the Town of Norwell?**

**Applications for employment may be obtained from the Personnel Officer located in the Board of Selectmen's office. Watch for notifications of openings on the Town Clerk's Bulletin Board, as well as the NORWELL MARINER and/or the PATRIOT LEDGER newspapers.**

**GASOLINE STORAGE:**

**\*If I want to store gasoline, where do I apply for a permit?**

**First, contact Fire Chief, T. Andrew Reardon (781-659-8159), for application and approval, and then notify the Board of Selectmen's office (781-659-8000) to schedule a public hearing.**

**GENERAL INFORMATION ABOUT NORWELL:**

**Call the Town Clerk's office at 781-659-8072.**

**GUN PERMIT:**

**\*Where can I get a gun permit?**

**Call the Police Department at 781-659-8161.**

**HISTORICAL INFORMATION:**

**\*Where can I obtain information on the History of Norwell?**

**Write to the Historical Society at Town Offices, 345 Main Street, P. O. Box 295, Norwell, MA, or call: 781-659-7279, Bob Norris, President. The Historical Society maintains a library in the Community Room of the Norwell Middle School. Call 781-659-1888 to determine when it is open to the public.**

**HUNTING/FISHING/SPORTSMEN LICENSES:**

**\*Where may I apply for these?**

**You may apply for your License on-line at [www.mass.gov/masswildlife](http://www.mass.gov/masswildlife)  
Walmart also sell them in the sporting goods department.**

**LIBRARY:**

**\*Does the Town of Norwell have a public library?**

**It is located at 64 South Street; call 781-659-2015 for hours and other info.**

**There is also a private library in the center of Norwell near First Parish Church. It is called the James Library. Call 781-659-7100 for information.**

**NEIGHBORHOOD PROBLEMS:**

**\*Where do I complain about smoke/clutter/trash in my neighborhood?**

**\*Where do I report a possible health violation at a restaurant in Town?**

**Call the Board of Health at 781-659-8016.**

**NEWSPAPERS:**

**PATRIOT LEDGER: (Monday through Saturday) 617-786-7000**

**NORWELL MARINER: (weekly paper) 781-837-3500**

**NOTARY PUBLIC:**

**\*Where may I get a document notarized?**

**The Town Clerk and her Assistant are both notaries. 781-659-8072.**

**You must not sign the document until it can be witnessed by the Notary. You will need you driver's license for identification. This service is free to residents of Norwell.**

**NURSING:**

**\*Are there any additional nursing capabilities in the area?**

**Contact the Visiting Nurses Association at 320 Washington Street, 781-659-2342.**

**PARKING VIOLATIONS:**

**\*Where do I pay a parking ticket?**

**You may write out a check payable to the Town of Norwell and mail it to or bring it to the Selectmen's Office at Town Offices, 345 Main Street. (781-659-8000)**

**\*My car was towed. How do I get it back?**

**Call the Police Department at 781-659-8161; or, after hours, call 781-659-7979.**

**PARKS AND GARDENS:**

**\*If I want to utilize any Town Property for an event, whom do I ask for permission?**

**Contact the Selectmen's Office at 781-659-8000.**

**PLAYGROUNDS:**

**\*Does the Town have any playgrounds?**

**Yes, there is Gaffield Park on River Street, and Reynolds Park on Prouty Avenue.**

**POTHoles AND ROAD MAINTENANCE:**

**\*Where do I report potholes?**

**Call the Highway Department at 781-659-8042.**

**\*Where would I get a Road Opening Permit?**

**Apply at the Selectmen's Office. 781-659-8000**

**RECREATION:**

**\*Where can I get information on youth sports programs?**

**\*Where do I get information on any recreation programs?**

**\*Where can I get information on any trips?**

**Call Recreation Department at 781-659-8046. Dale Connor, Director**

**\*What is the number for the SOUTH SHORE NATURAL SCIENCE CENTER?**

**781-659-2559 Jacobs Lane, Norwell, MA 02061**

**\*Where can I get information on the BOY SCOUTS, GIRL SCOUTS, 4H?**

**Call the Town Clerk's office at 781-659-8072.**

**RECYCLING:**

**\*How do I get information about recycling?**

**Call the Board of Health at 781-659-8016.**

**SCHOOLS:**

**\*Where would I get information about the Norwell School system?**

**Call the Superintendent's office at 781-659-8800. (Dr. Donald J. Beaudette, Sup't.)**

**SENIOR CITIZENS:**

**\*What services are provided by the Town for the elderly?**

**\*Where can I get information on getting transportation for Senior Citizens for doctors' appointments?**

**\*Where would I get info regarding fuel assistance?**

**\*Where would I get info regarding "Meals on Wheels"?**

**Call the Council on Aging at 781-659-7878. Rosemary O'Connor, Director**

**\*Is there any housing available to the elderly in Norwell?**

**Yes, for information please call Norwell Housing Authority at 781-659-7690. Sharon Sylvester, Director**

**SIGNS AND BANNERS:**

**\*Whom do I contact regarding signs and banners?**

**Contact the Building Inspector's office at 781- 659-8018. Tim FitzGerald, Building Inspector, Zoning and Sign Officer**

**SMOKE DETECTORS/SPRINKLER SYSTEMS:**

**\*Where would I get info regarding the proper installation of these?**

**Call the Fire Chief, T. Andrew Reardon, at 781-659-8159.**

**SNOW REMOVAL:**

**\*Are there things I should know about snow removal?**

**Call the Highway Surveyor, Paul Foulsham, at 781-659-8042. Watch for regulations on snow removal published annually every November in local papers.**

**TAXES:**

**\*Where would I pay property or excise taxes?**

**Treasurer/Collectors Office at Town Offices – 781-659-8070.**

**TOWN MEETING/ELECTIONS:**

**\*Where can I learn the results of votes? Where can I pick up Nomination Papers?  
Call the Town Clerk's Office at 781-659-8072.**

**\*How would I file a Warrant petition?**

**At the Selectmen's office at 781-659-8000. They will then give a copy of this petition to  
Town Clerk to certify that the signatories are registered voters of Norwell.**

**\*Where may I obtain a Town Report?**

**They are available before the Annual Town Meeting in May of each year at the Norwell  
Public Library, South Street; Council on Aging, Pine Street; Norwell Housing Authority,  
399 Washington Street; and the Town Clerk's office at 345 Main Street.**

**\*Where would I get a copy of the Town Warrant?**

**The Town Meeting warrant is mailed to every household before each Town Meeting.**

**TRAFFIC SIGNS:**

**\*I think we need a stop sign on my street. Whom do I contact?**

**Write a letter to the Highway Department, and the Board of Selectmen; also contact the  
Traffic Study Committee if there is a larger problem. All, at Town Offices, 345 Main  
Street, P. O. Box 295, Norwell, MA 02061.**

**TRASH:**

**\*How do I get my trash picked up?**

**\*May I burn rubbish?**

**\*How do I dispose of hazardous waste?**

**For all of the above, call the Board of Health at 781-659-8016.**

**\*How does one dispose of trash?**

**The Town has curbside pickup weekly; recycling of paper, plastics and bottles, etc. is  
picked up bi-weekly. Call Board of Health at 781-659-8016 for schedule.**

**"White Goods" (used appliances) aluminum, metals, gas grills, leaves, brush, and grass  
clippings, etc... may be brought to the RECYCLING CENTER , 310 Main St. (Highway  
Barn) on Wednesdays from 12:00 NOON until 3: pm and on Saturdays from 9 am to 3 pm.  
A sticker is required and may be obtained from the Board of Health office at Town Offices,  
lower level, 345 Main Street , at no charge. If you are disposing of a refrigerator,  
microwave, computer, TV, etc., there is a fee of \$10 each for these appliances which must  
be paid to the Board of Health.**

**TREE AND GROUNDS SERVICES:**

**\*Where would I report a tree knocked down after a storm?**

**\*Where do I find information about spraying?**

**\*Where do I find information about any visual road hazards?**

**\*Where do I find information about wood chips?**

**Call Paul Foulsham who is the Highway Surveyor/Tree Director at 781-659-8042.**

**VETERANS' SERVICES:**

**\*Where do I find out about Veterans' benefits or Services?**

**Richard A. Caldwell is the part-time Veterans' Agent. He may be reached at 1-781-659-8004. He is usually in his office at the front of the building, next to the Osborn Room, on Wednesdays, sometimes on Thursday and Friday. It would be better to call him first to determine when he is there.**

**VOLUNTEERING:**

**\*If I wanted to volunteer for a Town board, where would I apply?**

**The Board of Selectmen is the appointing authority for the Town. There are usually slots that need filling on many of the Boards, and Commissions, and Committees. You must fill out an application in the Selectmen's office, Town Offices, 345 Main St. 781-659-8000 You must be a registered voter in Norwell to apply.**

**VOTER REGISTRATION:**

**\*Where do I register to vote?**

**In the office of the Town Clerk, 345 Main Street. 781-659-8072**

**One may also register to vote at the Registry of Motor Vehicles or other State Agencies. There are Mail-In Voter Affidavits at the Norwell Post Office and the Norwell Public Library. Before each election or Town Meeting, there is a cut-off date for voter registration. On the last day of Special Registration, the Town Clerk's office is open from 8 am to 8 pm.**

**WATER:**

**\*Where do I report a leak in front of my house or a problem with my water?**

**Call the Water Department at Town Offices at 781-659-8076.**

**WETLANDS:**

**\*Where may I view Wetlands Maps?**

**\*Where may I get information on Wetlands?**

**Contact Conservation Commission at Town Offices on 781-659-8022.**

**\*Where may I view FLOOD PLAIN MAPS?**

**In the Town Clerk's office, Town Offices, 345 Main Street. 781-659-8072.**

**\*Where may I find the "CENSUS TRACT"?**

**In the Town Clerk's Office, Town Offices, 345 Main Street. 781-659-8072.**

**WORKING PAPERS:**

**\*Where would my son or daughter get a work permit for the summer?**

**Norwell High School Guidance Department, 18 South Street. 781-659-8810**

**In the summer, go to the Principal's office and his assistant will help you. If no one is there, call the Superintendent of School's office at: 781-659-8800.**

**ZONING:**

**\*Where may I obtain info on subdividing my land?**

**Call the Planning Board at 781-659-8021.**

**\*Where may I obtain a copy of the Zoning Bylaws, Town Bylaws/Rules and Regulations, and/or Planning Board Rules and Regulations.**

**These are for sale at the Town Clerk's office. 781-659-8072.**

**PATRICIA M. ANDERSON  
NORWELL TOWN CLERK**

**LAURIE A. DAVIS  
ASSISTANT TOWN CLERK**

**PMA  
Revised: 3/3/2010  
Clerk/ howtoguide.doc**