



TOWN OF NORTON

CHARTER COMMISSION

MINUTES

Date: May 20, 2019

Time: 6:30 PM

Location: Board of Selectmen Meeting Room

1. **Call to Order: Roll Call, Ask / Announce Recording, Pledge of Allegiance**
The May 20, 2019 meeting of the Charter Commission was called to order at 6:30 PM, by Ms. Laura Parker, Chair.
Members Present: Ms. Janey Goodwin, Mr. Dave Heaney, Ms. Denise Luciano, Ms. Sandy Ollerhead, Mr. Kevin Schleicher, Mr. Keith Silver, Ms. Kerry Snyder, and Mr. David Wrenn.
2. **Acceptance of Minutes**
A motion was made by Ms. Luciano to accept the minutes of 5/9/19. Second by Ms. Snyder. Vote: Unanimous. Motion passes.
3. **Review of Meetings Process / Procedures**
Ms. Parker reminded the group of the importance of keeping an open mind as we go through this process and briefly explained how she planned to run the meetings. It was agreed we will hold public comment at the beginning of each meeting so that people don't need to wait until the end of the meeting for the opportunity to speak.
4. **Public Comment – Open forum**
No public was present to comment.
5. **Discussion of 5/17/19 meeting with Michael Yunits - Chair / Vice Chair**
Mr. Schleicher and Ms. Parker met with Mr. Michael Yunits, Town Manager last week in order to figure out logistics and get questions answered. While the commission won't have a personal operating budget for the Commission, we will have the use of Attorney Lauren Goldberg ongoing as part of the town contract. We will also be reimbursed for legal notices and other expenses that are required of us. Ms. Parker was given access to the Norton Alert system that we can use to publicize events such as our hearing on June 3rd.

Remote participation has not been approved by Board of Selectmen yet. Mr. Yunits is going to follow up with Attorney Goldberg to find out what is required to begin allowing this. Ms. Parker also asked the Selectmen to put it on their next agenda. Mr. Heaney asked

if we had technology available that was necessary for remote participation. A few options were discussed and it was decided that we will wait until it is approved by the Board of Selectmen to figure out the logistics.

Ms. Parker will be meeting with someone from IT tomorrow morning to work out individual town emails for each of the commission members. Once these are established, we should forward all emails dealing with the Charter Commission in our personal emails to our town emails. Town employees will need a separate town email from their current emails they have as employees.

6. Review of project timeline and deliverables

a. Major milestones review

Ms. Parker went through a milestone schedule she created using Massachusetts General Law Chapter 43B as a guide. Ms. Luciano volunteered to help in the role of project management to keep us on track with the schedule. There was discussion on whether to put some of the major milestones on the Charter Commission website. Ms. Goodwin cautioned that we shouldn't get too specific on dates that could potentially change.

b. Town website design and information – review of draft from Chair

Ms. Parker went through a draft she created to post on the Charter Commission website. Various suggestions were made for changes and additions.

Ms. Snyder offered to create a summary of MGL Chapter 43B using notes from Lauren and include contact information for the Charter Commission. This will be posted on the website and handed out at the public hearing.

Mr. Heaney asked about creating a Facebook page for the Commission. It was decided to ask Town Counsel for advice in order to ensure we find a balance between transparency, getting information out and not violating Open Meeting Law.

c. Sun Chronicle article – review of draft from Vice Chair

Mr. Schleicher reached out to Stephen Peterson from the Sun Chronicle who suggested we send him any highlights from the commission and he can work to incorporate the information into his articles. Mr. Schleicher went through a draft of some initial information to send. He will ask Mr. Peterson to send him the write up for the group to review prior to publication.

7. New Business:

a. Public hearing discussion:

• Information to NMC – Community Pages airing

Ms. Parker went over a draft for the advertisement for the Public Hearing.

• Sign-In sheet

Ms. Goodwin offered to create a sign in sheet that will include name and email address of those attending.

• Form of meeting

Laura will do a brief introduction and go over a handout with an overview of the timeline, and then open it up for public comment. The goal for the public hearing is to gather input from those who attend.

The meeting will close out by emphasizing that anyone can reach out to the commission at any time. The meeting should end early enough to give people time to get in line for town meeting.

Ms. Ollerhead offered to create and post signs at the high school directing people to the library.

- **Questions to encourage discussion**

The following guiding questions will be posted on a whiteboard and used as a starting point for discussion:

- What do you like? Why?
- What changes would you like to see in town government, services or programs?
- What isn't working? What don't you like about town government process and services?

- **Public Feedback Tracker**

Ms. Goodwin offered to keep track of ongoing issues we hear from the public and begin to categorize these issues.

Ms. Snyder suggested using a central repository such as DropBox and include documents such as the spreadsheet of ongoing issues. Ms. Parker will follow up with Attorney Goldberg to ask for guidance with this.

b. **Other towns' meetings: calendar, attendee scheduling**

Tabled for next meeting

c. **Review of other towns' charters: process and scheduling**

The Norton Charter was passed out for members to review prior to our next meeting.

d. **List of invited speakers / prioritize / order – review draft from Clerk**

Ms. Ollerhead briefly reviewed a list of possible speakers to invite to future meetings. She asked everyone to take a look at the list and so that we can discuss and finalize the list at the next meeting.

e. **Reminders:**

- **Campaign finance paperwork deadline**
- **Conflict of Interest Disclosure reminder**

Ms. Parker offered a quick reminder that the deadline for campaign finance paperwork was approaching. She also reminded anyone who needs to file a Conflict of Interest Disclosure that they need to take care of that as well.

f. **Email protocol discussion**

Ms. Parker reminded everyone not to use "reply all" in emails.

g. **Meeting place discussion**

Norton Public Library and Norton Media Center will allow us to use their spaces as a backup and for public hearings but not for standing meetings. The Selectmen's Conference Room seems to be our best option for our regular meetings.

8. **Other Business: Topics not reasonably anticipated 48 hours in advance**

9. **Next Meeting: May 28, 2019 – Agenda Items**

Mondays at 7:00 PM were agreed upon as our standing meeting time. After the public hearing our next meeting will be June 10th and from there we will continue with every other Monday.

Agenda items were discussed for the May 28th meeting.

10. **Action Items: Clerk to review**

- Write a summary of Massachusetts General Law 43B in plain language (Kerry Snyder)
- Check with Town Counsel on Facebook policy and Dropbox. Send information about public hearing to Jason at Norton Media Center. (Ms. Parker)
- Follow up with Sun Chronicle and send highlights (Mr. Schleicher)
- Send legal notice to Sun Chronicle, create signage for Public Hearing (Ms. Ollerhead)
- Create a sign-up sheet, keep an ongoing list of public feedback to track (Ms. Goodwin)

11. **Adjournment**

Motion to adjourn made by Mr. Heaney at 8:44 PM. Second by Mr. Schleicher. Vote: Unanimous.

Minutes respectfully submitted by: Dan Ollerhead

Minutes approved by the Board or Committee on: 6/10/19

Chairman Signature: Laura L. Parker