



# TOWN OF NORTON CHARTER COMMISSION

Board of Selectmen Meeting Room  
Town Hall, 1st Floor

Monday, August 5, 2019  
7:00 P.M.

Town Clerk Date/ Time Stamp

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NORTON TOWN CLERK

2019 AUG 22 A 8:27

## ~MINUTES~

### 1. Call to Order: Roll Call, Ask / Announce Recording, Pledge of Allegiance

The August 5, 2019 meeting of the Charter Commission was called to order at 7:00 PM, by Ms. Laura Parker, Chair.

Members Present: Ms. Janey Goodwin, Ms. Denise Luciano, Ms. Sandy Ollerhead, Mr. Keith Silver, Ms. Kerry Snyder, and Mr. David Wrenn.

Members Absent: Mr. Dave Heaney and Mr. Kevin Schleicher

### 2. Acceptance of Minutes

A motion was made by Kerry Snyder to accept the minutes of July 22, 2019. Second by Denise Luciano. Vote: Unanimous.

### 3. Discussion of administrative items as needed

The topic of remote participation came up the last Board of Selectmen meeting. They will be revisiting the issue at their meeting this week.

Ms. Parker has uploaded the document listing various statistics on Massachusetts towns into our shared Dropbox folder.

### 4. Public Comment – Open forum

No members of the public wished to speak.

### 5. Information Gathering & Research:

#### a. Interviews:

#### 1. Public Health Nurse: Donna Palmer

- Gave a brief overview of her role, staffing, and interaction with the Board of Health
- Emergency preparedness has become more prevalent and changed over time
- Each community handles the role of Public Health Nurse in a way that works best for their town and our structure works well for Norton
- Space at the Town Hall is a big issue given lack of privacy and available storage space
- Need a Human Resource department

#### 2. Health Agent: Chris Zahner

- Has a direct relationship and maintains regular communication with the Board of Health who is there to advise and handle appeals
- E-permitting system has improved departments working together
- Issues with the Town Hall including lack of privacy and lack of conference rooms
- Communications between departments has improved and departments work well together in an efficient way
- Wish there was a rule in place that committees, boards, department heads, and other public officials aren't allowed to talk about town business on social media

- Need a HR Director; having payroll in the Treasurer's office doesn't feel confidential
- Need a full time IT Director

**3. School Superintendent: Dr. Joe Baeta**

- Independent from the town except when it comes to the finance and policy
- School Committee has total autonomy with the budget which is dictated by the state
- Charter should require a 5 year strategic plan that prioritizes financial needs in town
- Talked about the possibility of sharing positions such as HR, IT, and facilities
- Suggested commission look at Governor Baker's Municipal Modernization Act for efficiencies that are recommended
- Questioned the need to send three copies of everything to Town Hall
- In Stoughton, the Finance Committee has subcommittees including one that focuses on education

**4. Upcoming interview schedule updates / rescheduling**

An updated schedule was distributed and discussed.

**b. Survey:**

**1. Status update**

Mr. Schleicher will drop off surveys at both the Town Hall and Senior Center. Mr. Schleicher and Ms. Luciano will go to the Senior Center at a time when they have high attendance to talk about the surveys and the Charter Commission. Ms. Parker has sent information to Norton Media Center so that they can create a flyer.

**c. Charter reviews:**

**1. Discussion of Dedham's Charter**

- RTM parameters for the number of members are set up differently than Plymouth
- Added a backstop of 20% voters required in order to have a referendum vote count
- Moderator is allowed to appoint committees
- Ms. Snyder asked Lauren to look into if any other communities have anyone other than the moderator appoint the Finance Committee
- Budget message is required
- Questioned whether we could include something in the charter review section that would require recommendations go to a Town Meeting vote

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

**7. Next Meeting: August 19, 2019**

**a. Next town's charter review: Stoughton**

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

- Mr. Schleicher will drop off surveys at Town Hall and Senior Center
- Ms. Luciano will reach out to Mr. Schleicher and coordinate a time to visit the Senior Center to talk about the Charter Commission and the survey
- Ms. Parker will coordinate with Lucia to get information up on our website, send out a Norton Alert via email, and post on Norton Alerts Facebook page
- Ms. Goodwin will share Facebook post on Norton groups
- Ms. Parker will reserve the Board of Selectmen room for October 22



**9. Adjournment**

Motion to adjourn made by David Wrenn at 10:07 PM. Second by Keith Silver. Vote:  
Unanimous.

Minutes respectfully submitted by: Dana M. Oltman

Minutes approved by the Board or Committee on: 8/19/19

Chairman Signature: \_\_\_\_\_

Laura L. Parker