



TOWN OF NORTON CHARTER COMMISSION

Monday, March 23, 2020

7:00 P.M.

Remote Participation Only (Public Welcome)

Dial In via: 302-202-1106

Participant Access Code: 967517

Town Clerk Date/ Time Stamp

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NORTON TOWN CLERK
2020 JUN -4 A 9:56

~MINUTES~

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

The March 23, 2020 meeting of the Charter Commission was called to order at 7:00 PM, by Ms. Laura Parker, Chair.

Members Participating Remotely: Ms. Janey Goodwin, Mr. Dave Heaney, Ms. Denise Luciano, Ms. Sandy Ollerhead, Ms. Kerry Snyder, and Mr. David Wrenn.

Members Absent: Mr. Kevin Schleicher and Mr. Keith Silver

2. Acceptance of prior meeting minutes

Motion was made by Mr. Heaney to accept the minutes of March 9, 2020. Seconded by Ms. Goodwin. Vote: Ms. Goodwin - yes; Mr. Heaney - yes; Ms. Luciano - yes; Ms. Ollerhead - yes; Ms. Parker - yes; Ms. Snyder - yes; Mr. Wrenn - yes. MOTION CARRIES.

3. Discussion of administrative items, if any

Ms. Parker asked if everyone would be comfortable with using Zoom going forward and whether they had the necessary equipment to participate. All members are comfortable and have the equipment to participate.

Ms. Parker asked whether the meeting from April 13th should be moved back to April 20th. It was decided to wait until the next meeting to make a decision. She also asked whether the meeting from May 19th should be moved back to May 18th. There was a preference by Ms. Parker and Ms. Snyder to move it back to the 18th.

Ms. Ollerhead reached out to Senator Feeney to inquire whether there was any chance for the state to give extensions to Charter Commissions.

4. Public Comment – Open forum

No members of the public wished to speak.

5. Discussion of various Charter elements with Lauren Goldberg

Ms. Goldberg plans to have the draft charter to the commission by March 26th. She gave the following responses to questions asked:

- Suggested putting the requirement for a joint address by the town manager and council president in the town manager roles and responsibilities in addition to the responsibilities of the council president
- Other charters don't mention Conservation Commission within the list of restrictions of land the town manager controls because it is covered under state law under article 97; suggested leaving it in our charter because there could be

some instances when it might be useful and removing it wouldn't change anything

- Not important to outline the duties of the town clerk in the charter
- List elected and appointed bodies that are intended to be permanent such as Planning Board, Zoning Board, Conservation Commission, Historic District Commission
- List all the governmental services that are provided by DPW

The following language was agreed upon for the section pertaining to the DPW:

- Any policy making responsibilities shall be exercised by the town council and all day to day operations shall be under the supervision of a DPW director appointed by the town manager
- Rate setting decisions shall be made by town council following consultation and recommendation with DPW director
- Initial appeals will be brought to the DPW director and if there is still a request for a further appeal it goes to the town council

Ms. Goldberg explained that under state law a committee can only have alternates if the law that creates the body says you can. Adding language about alternates in the charter gives the ability to an alternate to legally take part in the board as a full member under the right circumstances.

Discussion continued on whether there was a need to add language about alternates in the charter. The only committee that brought up the need for alternates was Parks and Recreation. Ms. Snyder brought up that the only committees that the commission needs to be concerned about are those that are legislated at the state level, which would not include Parks and Recreation. Ms. Luciano stated that she would like to see descriptions of the role of an alternate included in the charter. Mr. Wrenn pointed out that the role of an alternate would differ for each committee and therefore it would be hard to define in the charter. After a lengthy discussion, the consensus was not to include any language about alternates in the charter but to include it in the document that accompanies the charter with the commission's recommendations.

6. Next Meeting: April 6, 2020 via Remote Participation only

- Review draft charter
- Discuss the budget process

7. Adjournment

Motion was made by Mr. Heaney to adjourn the Charter Commission meeting at 8:54 PM. Seconded by Ms. Goodwin. Vote: Unanimous.

Minutes respectfully submitted by: Amanda M. Ollarhead

Minutes approved by the Board or Committee on: 4/6/20

Chairman Signature: Laura L. Parker