1. **Call to Order:** Roll Call, Ask/Announce Recording, Pledge of Allegiance  
The December 2, 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. Sandy Ollerhead, Mr. Kevin Schleicher, Ms. Kerry Snyder, and Mr. David Wrenn. Ms. Denise Luciano arrived at 7:30 PM.

Members Absent: Mr. Keith Silver and Mr. Dave Heaney

2. **Public Comment – Open forum**  
No members of the public wished to speak.

3. **Information Gathering & Research – Interviews**
   a. **Norton Fire Chief Shawn Simmons**
   - Fire departments in other towns far surpass us in technology and are able to increase efficiency with that technology; currently the department has new software but doesn’t have the hardware necessary to run it
   - Sees a current trend toward more utilization with regionalization
   - Likes that for the people that actually go to Town Meeting, everyone gets a chance to vote; however, it seems more often than not that the vote is in sync with what the Finance Committee has recommended
   - Town needs Human Resources and IT

   b. **Cable access Board**
   Jason Benjamin
   - Played a video that gave an overview of the Norton Media Center
   - Cable Commission negotiates the license with Comcast every 10 years and is a subgroup of Cable Access Board
   - Norton Media Center is a 501(c)(3) that is funded through Comcast subscribership; Director reports to the board

Charlene Fiske
- Board distributes grants twice a year; grants are open to non-profits in town to purchase technology
- Very few times that they haven’t been able to get a quorum to attend meetings
- Board has been stable; not much turnover in the past few years

Ray Cord
- Around eleven years ago we ran fiber optics to all town buildings; there is a lot more we can tap into that infrastructure to get payback from
- Can’t run a corporation the size of the town of Norton without an IT department
c. Water and Sewer Commission
Luke Grant
- Commission negotiates contracts with incoming developers for utilities, sets policy, and sets water and sewer rates
- Likes that as elected officials they answer to the people and are not beholden to those who appoint them
- Doesn't like the idea of Select Board serving as Water and Sewer Board; feels it should be autonomous
- Wishes there were better communication between departments about our outstanding obligations as well as for the permitting process

Steve Bishop
- Likes the way members are chosen for the commission
- Thinks the board is set up well with the different backgrounds and knowledge that they have

4. Acceptance of prior meeting minutes
A motion was made by Mr. Wrenn to accept the minutes of November 18, 2019. Second by Mr. Schleicher. Vote: 6-Yes; 1-Abstained (Ms. Snyder)

5. Discussion of administrative items, as needed
   a. Upcoming interview schedule update, if needed
      There were no updates to the interview schedule.

6. Information Gathering & Research – Discussion
   Mr. Wrenn provided information on Representative Town Meeting that Ms. Parker will upload on Dropbox.

7. Topics not reasonably anticipated 48 hours in advance

8. Next Meeting: December 16, 2019

9. Action Items: Clerk to review
   Ms. Parker will send out last call for survey via Norton Alerts and Town Clerk Facebook page.

10. Adjournment
    Motion to adjourn made by Ms. Snyder at 8:27 PM. Second by Mr. Wrenn. Vote: Unanimous.

Minutes respectfully submitted by: [Signature]

Minutes approved by the Board or Committee on: 12/16/19

Chairman Signature: [Signature]