

SAUGUS CHARTER COMMISSION
APPROVED MEETING MINUTES
OF
JANUARY 8, 2009

The forty eighth meeting of the Saugus Charter Commission was held on Thursday, January 8, 2009. The meeting was held in the Town Hall Auditorium. The meeting was called to order by the Chairman, Peter Manoogian, at 7:30 P.M.

STEP 5: CONSTRUCT A PROTOTYPE

ROLL CALL OF MEMBERS

Seven members of the nine member committee were present at roll call: Karen Cote, Karla J. de Steuben, Eugene Decareau, Albert W. Diotte, Jr., Joan Fowler, Peter Manoogian, Sr., and Debra Panetta. The Chairman noted that there were a sufficient number of members for a quorum.

Thomas Stewart arrived at 7:38pm.
Cam Cicolini was absent from the Meeting.

READING OF MINUTES OF LAST MEETING (December 30, 2008)

Minutes were distributed to all Commission Members for review before the next meeting.

ACCEPTANCE OF PREVIOUS MINUTES (December 18, 2008)

Ms. Panetta made a motion to accept the Minutes of December 18, 2008.
The Chairman seconded the motion.
The motion passed **7-0**

PUBLIC COMMENT

None at this time.

CHAIRMAN'S REPORT

- **Communication with David Winder re: publication**
The Chairman reported to Members that he had spoken to Mr. Winder, from the Saugus Advertiser, the previous day. He is sending a sample of the booklet used by the Town of Andover to publish their Annual Town Warrant. The Chairman will show it to Mr. Curran and the Members to determine if publishing the Charter that way would meet the standard of publishing in a newspaper of general circulation. The Chairman stated that he should have it by the next meeting, and by that, would be able to get a price.
- **Advertiser Charts**
The Chairman noted that in that day's Saugus Advertiser, there was a comparative chart. There were a couple of errors on the part of the Advertiser, (there was no title "Board of Selectmen Changes" and a spelling error) which can be revisited, but they want to continue with comparative charts in the future, and feel that they are a convenient way to convey information.

- **Meeting with Selectmen**

Mr. Manoogian met with the Board of Selectmen the previous Tuesday and went over the budget situation, reminding them that they have to include funds for printing and distributing the Charter to every registered household in their FY10 budget. The Chairman noted that, according to the voter registration list, there appears to be approximately 8,000.

TREASURER'S REPORT

Mr. Decareau moved to make a payment to Mr. Curran in the amount of \$1900 for the month of January.

The Chairman seconded the motion.

The motion passed **7-0**

COMMITTEE REPORT

- **Outreach Committee**

Ms. Panetta reported that the Outreach Sub-Committee would be meeting on Saturday, January 10th, at Laurel Gardens to set up the six focus groups for the January 24th Meeting. Copies of the Charter will be going out next week so that all of the participants will have time to read their sections. Ms. Panetta referred to the list of participants provided by Mr. Manoogian, noting that, so far, 51 people have signed up to participate. Ms. Panetta passed out a draft of the agenda topics, which will be further discussed at the 1/10 meeting.

Mr. Manoogian added another name to the list of participants, bringing the total, thus far, to 52. He noted that he had given the Clerk name tags to prepare for the participants. He also discussed the timeline for sending the participants copies of the charters.

Ms. de Steuben suggested, and Members agreed, to have the draft posted on the Town Website for people that are unable to attend to read and respond to.

CORRESPONDENCE

None at this time.

UNFINISHED BUSINESS

- **Line by line analysis of preliminary draft**

Members began analysis of Article 8, General Provisions. (Page 32), and completed all sections, Section 8-1 through Section 8-13. Analysis began on Article 9, Transitional Provisions (Page37), and continued through Page 40, Paragraph (a)

A recess was called at 9:25 P.M.

The meeting resumed at 9:37 P.M.

- **Line by line analysis of preliminary draft**

Members continued analysis, Page 40, Paragraph (b), and completed all of Article 9, ending on Page 42.

NEW BUSINESS

Discussion followed regarding how to proceed from this point. Members agreed to start a second reading of the charter, using the new draft that will be distributed to the participants of the January 24 focus groups.

MEMBERS ANNOUNCEMENTS / MOTIONS

None at this time.

PUBLIC FORUM

None at this time.

ADJOURNMENT

Ms. Cote moved to adjourn at 10:31 P.M.

The Chairman seconded the motion.

The motion passed **8-0**

APPROVED ON _____

SUBMITTED BY _____

Areas of Apparent Consensus

1. **A professional administrator with the title of Manager**
2. **A screening committee to be used in the process of hiring a manager**
3. **Having policy reside in the hand of elected officials**
4. **An auditing function within the structure of town government**
5. **Auditing and enhanced financial oversight of the School Department**
6. **25 to 35 member legislative body**
7. **Keeping quantity of 10 precincts**
8. **A mixture of at large and precinct specific representatives**
9. **Appointments to policy making boards would be by elected officials**
10. **Staggered terms**
11. **Provision for ethics or conflict of interest**
12. **The proposal or initiation of a master / comprehensive plan should reside with elected official / officials.**
13. **An initiative process**
14. **Continue with a referendum process**
15. **Retain recall in the Charter lowering the percentage to 15% for town wide elections in 25 days, and for precinct specific offices, 20% of registered voters in that precinct.**
16. **Barring an elected official from obtaining a town position during his / her term, after their term has ended, or after they resign, for an amount of time to be determined.**
17. **Having a conflict of interest provision for the legislative body**
18. **A comprehensive plan would be proposed by an elected executive, (individual or multiple member body), and would be adopted by a legislative branch after recommendation of the planning board is obtained. There would be an annual report on the status of the comprehensive plan. There would be transitional provisions in the charter.**
19. **The right of Individual Petition that can take place with either 1 or 10 signatures** (See Section 8-5 (a) of the October 6th Discussion Draft submitted by Mr. Curran)

20. **There will be a group petition process with 50 signatures, and an action required not later than 90 days.**
21. **Include citizen initiative measures,** (as outlined in “Section 8-6: Citizen Initiative Measures” of the October 6th Discussion Draft submitted by Mr. Curran), **but may want to revisit the percentages.**
22. **Article 6 as submitted on October 6th, will be the workable framework for Finance and Fiscal Procedures.** (The Members are waiting to hear back from Mr. Curran on a timeline of budget events, language related to public input process, and language related to quarterly reporting to the elected body that establishes the budget.)
23. **That there would be a finance / audit committee, with the majority of membership originating from the elected legislative body.**
24. **The “Timetable for Budget Actions,” as proposed by Mr. Curran on October 16th, will be the framework for budgetary chronology.**
25. **Section 6-8: Allotments**
26. **General Provisions, provided by Mr. Curran on October 16th as follows:**
 - **Section 9-3: Rules of Interpretation**
 - **Section 9-4: Removal or Suspension**
 - **Section 9-5: Rules and Regulations**
 - **Section 9-6: Periodic Review of Charter and Ordinances**
 - **Section 9-7: Uniform Procedures Governing Multiple**
 - **Section 9-8: Oath of Office of Elected Officials**
 - **Section 9-9: Certificate of Election or Appointment**
 - **Section 9-10: Limitation on Office Holding**
 - **Section 9-11: Enforcement of Charter Provisions**
 - **Section 9-12: Public Forums**
 - **Section 9-13: Annual Report of the Town**
 - **Section 9-14: Notice of Vacancies**
(Language will be filled in and clarified later)
27. **A 27 member legislature**
 - **1 leader elected town wide**
 - **20 precinct representatives (2 from each precinct)**
 - **6 at large** (whether all 6 town wide or 3 per district is still to be discussed)
28. **Committees, some piggy-back provisions, and some specified by charter**
(nature of these committees still to be discussed)

29. Duties of the Elected Executive would include:

- Establishing Policy
- Appointing Citizen Boards
- Hiring the Manager
- Supervising the Manager
- Evaluating the Manager

30. A separately constituted licensing board

31. Individuals cannot run for multiple town offices simultaneously.