

**SAUGUS CHARTER COMMISSION**  
**APPROVED MEETING MINUTES**  
**OF**  
**JANUARY 15, 2009**

The forty ninth meeting of the Saugus Charter Commission was held on Thursday, January 15, 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**

All nine members of the nine member committee were present at roll call: Cam Cicolini, Karen Cote, Karla J. de Steuben, Eugene Decareau, Albert W. Diotte, Jr., Joan Fowler, Peter Manoogian, Sr., Debra Panetta, and Thomas Stewart.

**READING OF MINUTES OF LAST MEETING (January 8, 2009)**

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

**ACCEPTANCE OF PREVIOUS MINUTES (December 30, 2008)**

Ms. Panetta made a motion to accept the Minutes of December 30, 2008.

The Chairman seconded the motion.

The motion passed **9-0**

**PUBLIC COMMENT**

None at this time.

**CHAIRMAN'S REPORT**

- **Need for help over next few weeks**

The Chairman asked Members to take out their calendars to update as to where they are currently, and where they need to be. The Chairman noted that, in addition to that evening's meeting, they also have regular meetings posted for January 22 and 29. He also discussed the January 24 meeting with the focus groups, and stated that all Members should plan on arriving at 8:20am to help get things set up.

- **Need for Sub-Committee to Draft Preliminary Report**

Mr. Manoogian informed Members that by February 5<sup>th</sup>, they have to have the Draft of the completed Preliminary Report to the Saugus Advertiser so that they can have enough time to get it ready for publication on February 19<sup>th</sup>. That is the target date to have the Preliminary Report published in a newspaper of general circulation. On that same date, February 19, there will be a legal notice for a Public Hearing on Thursday, March 5, 2009.

The Chairman asked the Clerk to post the Meeting for Thursday, March 5, 2009, at 7:30pm in the Town Hall Auditorium.

- **Need to have all editing done by January 22<sup>nd</sup> so we can vote on Preliminary Report**

The Chairman stated to Members, that they have to vote, as a Commission, on the Preliminary Report to send it to the newspaper, because there has to be a cover letter. The consultant has provided samples (included in Members' folders). The Chairman noted that this is just a guide, and asked Members to email him with any suggestions or things that they would like to see included, so that he can draft something for the Members to adopt prior to February 19<sup>th</sup>.

The Chairman provided a sample of the booklet that the Saugus Advertiser had done for Andover's Town Warrant. He explained that the minimum number that they can print is 4500. They need 3,950 for Advertiser distribution, some for the Town Clerk's Office, and some to send to the State. There will be 500 copies available in the Town Clerk's Office.

Mr. Manoogian informed Members that the Saugus Advertiser will do 40 pages, 4500 copies, for \$4,000. Each additional 4 pages would be \$200. The goal is not to exceed \$4,200.

The Chairman asked for a Sub-Committee, after all the substantive issues are dealt with, to go back over grammatical and editing issues, made up of himself and Ms. de Steuben. Mr. Curran has agreed to work with them to clean up the language prior to January 29<sup>th</sup>, when Members have to vote.

Mr. Stewart made a motion to create an Editing Sub-Committee, to include the Chairman and Ms. de Steuben, to work with Mr. Curran to finish any editing.

The Chairman seconded the motion.

The Motion passed **9-0**

The Chairman noted that there were 55 people on the list of attendees for the focus groups on the 24<sup>th</sup>, and that the packets had been prepared by the Clerk, and either mailed or hand-delivered by him.

## **COMMITTEE REPORT**

- **Outreach Sub-Committee**

Ms. Panetta reported that the Outreach Sub-Committee met on January 10<sup>th</sup> at Laurel Gardens to review the list of attendees for the Focus Groups, and divided them into the six specific groupings. They also reviewed the agenda, cover letter, guiding principles, and response sheet to be included in the participant's packets.

## **TREASURER'S REPORT**

Mr. Decareau reported that, as of this date, the balance is \$19,286.08. The Chairman requested the unencumbered balance, because of the expenses pertaining to the forum on the 24<sup>th</sup>. Moving forward, it will be necessary for the Commission to have both the balance and the unencumbered balance.

**CORRESPONDENCE**

None at this time.

**NEW BUSINESS**

- **Re-Analysis / Editing of January 12<sup>th</sup> Draft**  
Members began analysis, for substance issues only, on Page 1, Preamble and Article 1, Incorporation; Short Title; Definitions.

A recess was called at 9:05 P.M.  
The meeting resumed at 9:18 P.M.

The Chairman informed the Members that the Town Accountant needed a memo from him to transfer \$47.69 from their account to cover postage and envelopes for the January 24<sup>th</sup> Meeting.

Ms. Fowler made a motion to transfer \$47.69 from the Charter Account.  
The Chairman seconded the motion.  
The motion passed **9-0**

- Re-Analysis / Editing of January 12<sup>th</sup> Draft resumed with Page 14, Article 4, Town Manager, and ended with the completion of Article 6, Page 26.

Members will begin analysis of Article 7 at the next meeting.

Ms. de Steuben passed out copies of her proposal for inclusion of “website” to all Members for their review.

The Chairman asked Mr. Curran how he would handle the changes of the night’s meeting. He suggested an “errata sheet” that can also be used on the 24<sup>th</sup>, so that everyone will be working with the same documents.

**MEMBERS ANNOUNCEMENTS / MOTIONS**

None at this time.

**PUBLIC FORUM**

None at this time.

**ADJOURNMENT**

Ms. Panetta moved to adjourn at 10:37 P.M.  
The Chairman seconded the motion.  
The motion passed **9-0**

**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 16<sup>th</sup> 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.**