

SAUGUS CHARTER COMMISSION
APPROVED MEETING MINUTES
OF
April 16, 2009

The sixty-first meeting of the Saugus Charter Commission was held on Thursday, April 16, 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 8: REDESIGN

ROLL CALL OF MEMBERS

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

The Chairman noted that there were more than enough for a quorum.

Ms. Cote had to leave at 8:32 P.M.

Ms. Cicolini had to leave at 9:20 P.M.

PUBLIC FORUM

None at this time.

READING OF MINUTES OF LAST MEETING (April 9, 2009)

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

ACCEPTANCE OF PREVIOUS MINUTES (April 2, 2009)

Ms. Panetta made a motion to accept the minutes of April 2, 2009.

The Chairman seconded the motion.

The motion passed **9-0**

TREASURER'S REPORT

Mr. Decareau made a motion to approve the payment of \$331.48, which includes \$31.48 of reimbursement for ink / paper, and \$300 salary for services in April, for the Clerk.

The Chairman seconded the motion.

The motion passed **9-0**

Mr. Decareau stated, that subtracting that amount, the current balance is \$3,274.67.

Mr. Curran explained the Statute that requires, 30 days after the Commission files their final report, any balance remaining in the account goes to the Excess and Deficiency Fund. He went on to explain that the Commission must analyze their budget to determine anticipated expenses, and encumber that amount.

The Chairman noted that the Commission is meeting on April 23, and it appears that they will be meeting again on April 30. He is anticipating that April 30th will be the last day that the Commission will have a posted public meeting, and the opportunity to make any final revisions. That will be the last date of service for the Clerk. Mr. Manoogian asked Ms. Davis to keep track of her hours, and estimate the time to prepare the minutes of the April 30 meeting, so that the Commission will be able to vote to approve that night.

The Chairman asked Members to consider what expenses the Commission might need to incur, prior to the end of May, when the balance is returned to the Town (to be applied to the final printing.)

Members will come to the April 23 Meeting with their thoughts on what items they feel the Commission will need to encumber some of the balance for.

The Chairman asked Mr. Decareau to work with Accountant Joan Regan on this.

CHAIRMAN'S REPORT

- **Presentation to Lions Club – April 15th**

The Chairman reported that the previous evening he had made a presentation to the Saugus Lions Club. He thanked the Club for hosting the Charter Commission. They were very receptive to the Power Point presentation.

- **Presentation to Rotary Club – April 23rd**

The Chairman noted that he has been invited to the Saugus Rotary Club on the afternoon of April 23, will be making the same presentation.

- **Communication with Finance Committee**

The Chairman referred to a copy of a communication to the Finance Committee that he had provided to Members, relative to the Selectmen's Budget. After receiving quotes from printers, and estimated mailing costs, the Chairman is suggesting that the amount be reduced from \$25,000 to \$10,000 in the Selectman's budget, and putting the \$15,000 difference in their Reserve Fund.

- **Selectmen – May 5th**

On May 5, 2009, the Chairman will be asking the Selectmen to create a task force, consisting of two Members of the Charter Commission, two Members of the Board of Selectmen, and the Town Clerk available for consultation. The purpose is to assure that formatting is done properly, and the final product is out to the public approximately 30 days before the election.

The Chairman asked as many Members as possible to attend the May 5, 2009 Selectmen's Meeting. It will be a milestone for the Commission to transmit the document to the Board of Selectmen, and hand the whole process over to them.

COMMITTEE REPORT

None at this time.

UNFINISHED BUSINESS

- **Examine new format proposal**

Chairman provided Members with the formatted, 12 point font, document. This is the document that he has in his laptop, and will be making amendments / changes to.

- **Continue to amend charter proposal**

Members began their analysis with Article 6, and completed all grammar and punctuation changes. They continued with Article 7.

- Section 7-1(a): Date of Town Election – change language to include “April.”
- Article 7-6: Referendum Petition; Effect on Final Passage – Mr. Curran will review for consistency, and have ready for next meeting.

All grammar and punctuation changes were completed for Article 7.

A recess was called at 9:11 P.M.

Meeting resumed at 9:21 P.M.

Members continued their analysis with Article 8, and completed all grammar and punctuation changes. Members proceeded with Article 9.

- Section 9-5: Time of Taking Effect – add (m), transitional language for licensing board.

All grammar and punctuation changes were completed for Article 9.

NEW BUSINESS

- **Disposition List – Mr. Curran to explain – Questions?**

The Chairman noted that this Section had just been added to the newly formatted copy, and asked Members to refer to same. He also stated that Town Counsel is reviewing this information for Mr. Curran. He asked Mr. Curran to give a brief explanation of the disposition process.

Mr. Curran explained that there are approximately 150 special laws that were identified in the research that was done for the town. He explained the categories that he had divided them into:

- Special Laws retained
- Special Laws retained in part
- Special Laws for borrowing authorization
- Special Laws specifically repealed
- Special Laws “once and done”

Mr. Curran went on to explain the necessity of the proper disposition of these laws.

The Chairman explained that Town Counsel is currently reviewing this information, and should have an answer by next week, and if not, by April 30. Town Counsel will either approve language as is, or recommend changes / additions.

All that will be left to do is the final report, which will be at the beginning. The Chairman reminded Members that they have their response sheets, and that the Sub-Committee will be meeting on Saturday to review other charters and decide on a model for the final report.

- **Meeting – April 30th**

The Chairman asked the Clerk to post a meeting for April 30, 2009.

PUBLIC FORUM

None at this time.

ADJOURNMENT

Ms. Panetta made a motion to adjourn at 10:54 PM.

The Chairman seconded the motion.

The motion passed **7-0**

APPROVED ON

SUBMITTED BY
