

**SAUGUS CHARTER COMMISSION**  
**MEETING MINUTES**  
**OF**  
**April 30, 2009**

The sixty-third meeting of the Saugus Charter Commission was held on Thursday, April 30, 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 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.

**PUBLIC FORUM**

None at this time.

**READING OF MINUTES OF LAST MEETING (April 23, 2009)**

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

**ACCEPTANCE OF PREVIOUS MINUTES (April 16, 2009)**

Ms. Panetta made a motion to accept the minutes of April 16, 2009.

The Chairman seconded the motion.

The motion passed **9-0**

**ACCEPTANCE OF DRAFTING SUB-COMMITTEE MINUTES**

The Chairman noted that there were three sets of minutes from the Drafting Sub-Committee in their packets. Members of the Sub-Committee accepted the minutes as follows:

Ms. Panetta made a motion to accept the Sub-Committee minutes of April 18, 2009, as corrected.

The Chairman seconded the motion.

The motion passed **4-0**

Mr. Stewart made a motion to accept the Sub-Committee minutes of April 23, 2009.

The Chairman seconded the motion.

The motion passed **3-0** (1 abstention)

Ms. de Steuben made a motion to accept the Sub-Committee minutes of April 29, 2009.

The Chairman seconded the motion.

The motion passed **3-0** (1 abstention)

## **CHAIRMAN'S REPORT**

- **Selectman's Meeting – May 5th**

The Chairman noted that there was a copy of the Selectmen's agenda for the May 5, 2009 meeting in Members' packets, and that the Charter Commission was the first item of correspondence. He discussed, with Members, the desire for a task force to be formed by the Selectmen, and for distribution the first week in October.

- **Fund Balance – Discussion with Joan Regan**

The Chairman spoke with Accountant Joan Regan, and she explained the necessity to have a purchase order, with a specific vendor, in order to encumber funds.

- **Need for treasurer to reconcile budget**

The Chairman noted the need for the treasurer to reconcile the budget so that the Commission can take a final vote at the next meeting.

## **TREASURER'S REPORT**

Mr. Decareau reported that the current balance, including amount not yet paid to the Clerk, is \$3274.67.

- **Advance Copies – printing costs / authorization**

Members discussed the number of advance copies that will be necessary to leave at the Library, Senior Center, Town Clerk's Office, etc.

Mr. Decareau made a motion to encumber the sum of \$1500, through a purchase order, for printing of advance copies of the final report, and there will be no more than 250 copies printed at a time, if allowable by the printer.

The Chairman seconded the motion.

The motion passed **9-0**

## **COMMITTEE REPORT**

- **Drafting Sub-Committee**

The Chairman showed Members the organizational chart for the inside cover, as prepared by the Sub-Committee.

## **CORRESPONDENCE**

None at this time.

## **UNFINISHED BUSINESS**

The Chairman provided Members with a copy of final draft as it will appear in print. Members reviewed the document for grammar, punctuation, and formatting, and went over the changes made last week, and by the Sub-Committee. Members agreed to add a footnote to the inside cover stating that all elected officials will have staggered terms.

**NEW BUSINESS**

• **VOTE – Final Report with charter**

Mr. Decareau moved: “That this charter commission adopt, as its Final Report, the textual material which is now before us, as amended, consisting of eight pages numbered ‘i’ through ‘viii’, which pages include a representation of the ballot question and summary, a table of contents, and a three page statement addressed “TO THE CITIZENS OF SAUGUS” and we adopt as the proposed charter we are recommending for the town of Saugus, the 55 page document now before us, captioned on its first page as “Proposed Charter, Town of Saugus, Massachusetts”, and that each of us voting in favor of this motion will sign our names on the last page of the textual material (page viii) as evidence of this vote and our support for the adoption of the proposed charter. The final report of the charter commission to be substantially in the form and the general appearance as the sample copy attached hereto as exhibit A.”

The Chairman seconded the motion.

**Roll Call Vote:**

Cam Cicolini	Yes	Karla de Steuben	Yes	Peter Manoogian	Yes
Karen Cote	Yes	Albert Diotte	Yes	Debra Panetta	Yes
Eugene Decareau	Yes	Joan Fowler	Yes	Thomas Stewart	Yes

The motion passed **Unanimously**

Ms. Cote made a motion that a photograph including all of the members of the charter commission, the recording secretary and the consultant be included in the final report. The Chairman seconded the motion.

The motion passed **9-0**

• **Next Meeting**

Members discussed the date of their next meeting, and agreed on May 14, 2009.

**MEMBERS ANNOUNCEMENTS / MOTIONS**

• **Individual Member Comments**

Members presented the Clerk with a gift, and thanked her for her service to the Charter Commission. Ms. Cote also thanked Kathleen for allowing taking over the clerical duties for a period of time, allowing her to spend more time as a participating Member of the Commission.

Ms. Panetta thanked all Members, and Mr. Manoogian, as Chairman for all their diligence and hard work. She also thanked the public for their input and support.

The Chairman thanked all of the Members for taking on this task, and for their many hours. He admired the diversity, skill, and talent of all Members, and the Consultant. He relayed compliments to the Commission that he had received from Mr. Maltaise and Mr. Barry. The Chairman thanked Mr. Garrabedian and the Town Hall staff for the assistance in the process.

All Members signed the signature pages.

**PUBLIC FORUM**

None at this time.

**ADJOURNMENT**

Ms. Cote made a motion to adjourn at 8:43 PM.

The Chairman seconded the motion.

The motion passed **9-0**

**APPROVED ON**

---

**SUBMITTED BY**

---