

SAUGUS CHARTER COMMISSION
APPROVED MEETING MINUTES
OF
OCTOBER 16, 2008

The thirty-ninth meeting of the Saugus Charter Commission was held on Thursday, October 16, 2008. 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.

Completion of STEP 4: SELECT THE BEST POSSIBLE SOLUTION(S)

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.

READING OF MINUTES OF LAST MEETING (October 9, 2008)

Minutes were distributed to all Commission Members for review before the next meeting. For the benefit of those Members not in attendance at the last meeting, the Chairman read #18 - #22 of the list of Areas of Apparent Consensus:

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.)

ACCEPTANCE OF PREVIOUS MINUTES (October 2, 2008)

Ms. Panetta made a motion to accept the Minutes of October 2, 2008 as amended.

The Chairman seconded the motion.

The motion passed **9-0**

PUBLIC COMMENT

None at this time.

CHAIRMAN'S REPORT

The Chairman noted that there were two meetings left in October, the 23rd and the 30th, reminding Members that Mr. Decareua would not be attending the November meetings, and stressed the importance of attendance for the final two October meetings.

He asked the Members how they felt about trying to have enough information for Mr. Curran, by October 30, to create a skeletal draft that would be inclusive of all the consensus areas, as well as a legislative / executive format. Without full membership for the first half, and possibly all, of November, it will be problematic for the Commission to move forward, and he is concerned that they will run out of things to do, unless the Members feel they can go on in Mr. Decareau's absence.

Mr. Manoogian went on to explain that it would be difficult to have a meeting in November without something tangible to discuss, such as the skeletal outline previously mentioned. Without having the legislative / executive format, he stated that he didn't know how Mr. Curran could go about preparing that.

Mr. Manoogian asked Mr. Stewart to check the timeline, and he responded that they had through the end of October to complete Step 4, "Select the Best Possible Solutions" and develop an outline, and Step 5, "Developing a Prototype and Constructing a Detailed Model," through the end of December. Mr. Stewart feels the Members are pretty much on track as to where they should be.

Mr. Curran noted that his schedule of meetings and discussion topics allowed for tonight to be a "catch up" night, next week come to a decision on the Legislative branch, and the following week come to a decision on the Executive branch. Then, presumably, the meetings in November, when Mr. Decareau is absent, continuing to have discussions on organization issues, financial issues, and transitional issues. When Mr. Decareau returns, the Members could begin the review of specific drafts of sections.

He went on to explain that, beginning next week, the Commission would be entering the most difficult phase of their work. Even though most towns have an overwhelming vote to establish a charter commission, support dwindles as time passes. It will be up to the Members to decide what is best for Saugus. All Members will have to consider when to hold out, and when to compromise. The overall plan that they come up with has to be better than the one currently in place, and even though they have to be true to themselves, if they can bend, it will be best for the Town.

Mr. Curran suggested that, during the next two meetings, while Mr. Decareau is still present, possibly trying to nail down the Legislative and Executive branches.

The Chairman asked, if they do, would Mr. Curran be able to draft a one page outline, showing where the pieces fall, by the November 6th Meeting, to which he responded, yes.

TREASURER'S REPORT

The Treasurer, Eugene Decareau, made a motion to approve payment of \$1,900 to Mr. Curran for services rendered in the month of October.

The Chairman seconded the Motion.

The Motion Passed **9-0**

The Treasurer, Eugene Decareau, made a motion for the Commission to accept the current balance of \$26,774.08, (which does not include the \$1900 payment to Mr. Curran).

The Chairman seconded the Motion.

The Motion Passed **9-0**

COMMITTEE REPORT

None at this time.

CORRESPONDENCE

None at this time.

NEW BUSINESS (order to be determined by members)

- **Budget Time Table for Actions**

The Chairman read the Budget Time Table for Actions, submitted by Mr. Curran:

“NOVEMBER 1 (See Section 6-2)

On or before this date the town manager is required to prepare and publish a revenue forecast for the next fiscal year, distribute copies to the town executive authority, the superintendent of schools, the school committee and the legislative finance committee. The town manager is further directed to convene a meeting of the said parties to discuss the report.

This report is to provide the basis for the spending guidelines for the ensuing fiscal year.

March 20 (see Section 6-3a)

School Committee publishes summary of its proposed budget and the date, time and place where complete copies of the proposed budget are available for examination by the public and the date, time and place where it will hold a public hearing on the proposed budget request

April 9 (see Section 6-3b)

School Committee must take its final vote on the budget to be submitted to the town manager

April 30 (see Section 6-4)

Town Manager is required to submit a proposed budget to the legislative finance committee and to publish in a newspaper a summary of the proposed town budget and the date, time and place where complete and detailed copies of the proposed budget are available for examination by the public.

April 30 - May 14 (see Section 6-7)

Finance committee is required to hold a public hearing on the budget submitted by the town manager

May 26 (see Section 2-10, ‘footnote’ at bottom of page 3 of discussion draft material)

Finance committee report is to be distributed to members of the legislative body

June 2 (date legislative body is required to begin budget consideration)

Legislative body to take up adoption of budget

June 30 (need provision to do this)

If no budget adopted by legislative body, budget as submitted by town manager takes effect.”

Mr. Curran noted that the last item puts pressure on the legislature to act, knowing that if they don't, the town manager's budget will take effect.

Discussion followed.

Ms. Cote questioned, at what point the legislative body gets the budget. Mr. Curran stated that, on this schedule, the finance committee report would go to the legislative body on May 26, and June 2 would be the meeting of the legislative body, when they first act on the budget. The legislative body would also have had the opportunity to see complete copies of the budget, which will be placed in various public places.

(Referring to the time that the legislative body gets the budget), Ms. de Steuben stated that she would be less troubled by it, if the legislative body's primary responsibility is dealing with the budget, and may have a subcommittee of members that deal with financial issues, taking up the budget as a subcommittee of the legislative body, than if there is a separate finance committee handling it.

Mr. Curran noted that, even in the town meeting form of government, the finance committee should be considered a committee of the town meeting, appointed by the moderator, and be a legislative committee.

Ms. de Steuben noted that some of the Town Meeting Members and former Town Meeting Members, that came to speak to the Commission, stated that they vote according to the Finance Committee's recommendations, because they don't understand the financial issues. Ms. de Steuben would like to see the elected officials, elected by the people, being the ones to make those decisions, rather than an appointed body, appointed by the moderator, and “twice removed” from the voters.

Mr. Curran responded that, in order to bring particular skills to the body, you could have a general provision that any subcommittees of the legislative body must not consist entirely of members of that body, allowing the citizenry to participate. Perhaps the majority would be elected representatives, and the minority would be other people from the community.

Mr. Diotte, referring to the Time Table, read “April 30 – Town Manager is required to submit a proposed budget to the legislative finance committee and to publish in a newspaper, a summary of the proposed town budget” ... “where complete and detailed copies of the proposed budget are available for examination by the public.” Mr. Diotte stated that, to him, that is the date that the legislative body should get a copy of the proposed budget, even though it isn't finalized.

Mr. Curran responded that they could get copies, but complete detailed copies are supposed to be located in convenient locations, and one of those could be the office of the legislative body.

The Chairman stated, going back to the point that Ms. de Steuben had made about having elected officials responsible for financial recommendations, and Mr. Curran's suggestion that you could have a body of both elected officials (the majority) and private citizens, asked what the process would be to select the citizens. Mr. Curran responded that presiding officer would make the appointments.

Mr. Decareau noted that in one of his proposals, he had the town moderator appointing four or five, who could come out of town meeting, and the selectmen appointing qualified individuals, that know budgets, from the community. He had also suggested that the chairperson run for office, but stated that he is flexible.

The Chairman asked Mr. Curran what his thoughts were on having the executive branch having some input as to who is making financial decisions.

Mr. Curran responded that the executive branch submits the budget, and then it is supposed to be reviewed by the legislative branch. The executive proposes and the legislative disposes. Having the executive branch making appointments is contrary to the separation of powers.

Mr. Stewart stated that, originally, he was pretty much in favor of have the finance committee a subcommittee of the legislative branch, but now likes the idea of having a mix of both, as Mr. Curran had suggested. He would like to see language that says something to the effect that the committee may consist of some elected officials, and some citizens of the community, with a clause that says at no time can the majority be community members. The majority always has to be elected. He would not put a number on it, because there may be enough qualified elected members to make up the whole body, but it leaves the option open.

Mr. Manoogian noted that, under the current Charter, there is nothing that states that all nine members of the finance committee cannot come from the legislative, therefore, Mr. Stewart's suggestion would still be consistent with that.

The Chairman, noting that the Members have talked about auditing, and that Mr. Curran stated that the legislative branch should be responsible for hiring the State mandated auditor, asked, if the finance committee comes largely from legislative members, would it be advisable for them to be a finance / auditing committee.

Mr. Curran referred to the last paragraph of last week's material on "Finance and Fiscal Procedures, Section 6-12, Independent Audit."

Mr. Manoogian stated that one of the things that the Members feel very strongly about is an internal audit function, and feels that the legislative branch could coordinate that through this type of body.

Mr. Curran replied that it is something that can be taken up with more specificity later, but, certainly, there should be a legislative committee that oversees what the auditor is doing, and that the auditor interfaces with.

The Chairman asked if the members had reached consensus on the idea of a finance and / or audit committee, with the majority consisting of elected members of the legislative branch.

Mr. Diotte asked, if the Members reduce the size of the legislative body, what if there aren't enough members that want to serve on the finance committee.

The Chairman stated that if people put their name on the ballot, they will have to realize that there is the potential that they would be asked to serve in a capacity that would address financial issues of the town. He went on to raise the question, do the

Members have faith in the proposal that they make to the public, that if they ask people to participate in a responsible detailed way, will they rise to the occasion. Mr. Manoogian continued, saying that one of the reasons people don't participate is because of how meaningless their participation can be, when there is so much dilution to the decision making process. The Chairman confirmed that he does like the idea of having some of the members of the legislative body on the finance committee, because they are going to be aware of what their colleagues are facing.

Ms. Panetta asked how the chairperson of the finance committee would be selected. The Chairman referred to an idea that Mr. Decareau had brought up a couple of weeks ago, of having some of the legislative branch elected at large, and perhaps serving as the chairman of a standing committee.

The Members agreed to add **#23 to the list of Areas of Apparent Consensus** as follows: That there would be a finance / audit committee, with the majority of membership originating from the elected legislative body.

Discussion on the "Timetable for Actions continued." Some of the issues that were discussed included, if the majority of the Commission wanted to retain Selectmen, whether or not to include them in the timetable; if the manager should get approval from the executive branch before submitting the budget, an opportunity for the public to weigh in on the budget prior to it going to this finance committee; the fact that this timetable moves things up at least a month, so that instead of the manager having to present his budget to the finance committee by March 1st, he / she would have until April 30th; if the motion for adoption of the budget should be the recommendation of the finance committee; if town meeting should vote on a budget that they did not receive at least 21 days in advance; the delays, under our current charter, of the finance being able to get information from the town manager in a timely fashion; whether or not this timetable would work if the town goes to spring elections,

The Members agreed to add **#24 to the list of Areas of Apparent Consensus** as follows: The Timetable for Budget Actions, as proposed by Mr. Curran on October 16th, will be the framework for budgetary chronology.

- **Section 6-8: Allotments**

The Chairman read from the first paragraph of "Allotments," submitted by Mr. Curran as follows:

"On or before August first of each year, or within ten days after the approval by the Town Council and the Town Manager of the annual appropriation order for such fiscal year, whichever shall occur later, the Town officials in charge of departments or agencies including the superintendent of schools for the school department, shall submit to the Town Manager, with a copy to the Town Clerk, in such form as the Town Manager may prescribe, an allotment schedule"

Mr. Manoogian asked, for example, if the department of public works had a line item for botanical supplies, if by August 1st, the superintendent of public works would have to say how he is going to spend that line item.

Mr. Curran stated, yes, in as much detail as the manager requires, but the manager may not ask for every little line item.

The Chairman asked, in this model, if it is up to the town manager to decide whatever form he / she prescribes, couldn't the practice of "hiding money" take place, stating that one of the goals of the Commission is to provide transparency. He asked Mr. Curran how this model would enhance transparency.

Mr. Curran stated that he didn't know if it would provide more transparency, but keeps departments from overdrawing their accounts and ending up in deficit at the end of the fiscal year. It is primarily designed to keep people on track.

Mr. Manoogian asked Mr. Curran if this compels the department head to state or acknowledge that they are not overdrawn on their account, and if it compels accountability.

Mr. Curran referred to the last paragraph, where it states "if a department has exceeded its appropriation for a fiscal year, the Town shall have no obligation to pay such personnel cost or expense." He went on to explain that if the CFO sees that there is a problem, he can work with department heads to get back on track.

The Chairman read from the third paragraph, "The Town Manager, within seven days after receiving such notice, shall determine whether to waive or to enforce such allotment," and asked Mr. Curran if that should be with the approval of the legislative body.

Mr. Curran responded that the legislative body has already said that this is the amount of money you have to spend, and you're not getting any more. At this point, the town manager is just enforcing the decision made by the legislative body, but gives him the opportunity to waive the allotment in case of emergency.

Mr. Manoogian stated his concern at the manager being able to waive the allotment of the legislature.

Mr. Decareau stated that he likes it, and as far as he's concerned, this is accountability.

The Chairman stated that he has never seen this in other charters, but likes it because of the accountability it provides. He went on to state that, if all of the information that Mr. Curran has provided, was woven into the Charter, Saugus would have a very detailed Budget / Finance section in the Charter.

Mr. Manoogian confirmed that this would have the town monitor the schools quarterly allotments as well.

The Members agreed to add "Section 6-8: Allotments," provided by Mr. Curran, as **#25 on the list of Areas of Apparent Consensus.**

A recess was called at 9:01 P.M.

Meeting resumed at 9:11 P.M.

- **Sample of General Provisions Section**

Members discussed Section 9-3: Rules of Interpretation

- (a) Specific Provisions to Prevail
- (b) Number and Gender
- (c) Computation of Time

Ms. de Steuben stated that she would like to see the Charter written as Gender Neutral.

Members discussed Section 9 4: Removal or Suspension

- (a) Excessive Absence, Member of Multiple Member Body
- (b) Removal and Suspension, Generally

Mr. Curran explained that this section applies to appointed members only. It does not apply to elected offices.

The Chairman referred to line 30 in part (b) that includes insubordination as one of the causes for removal or suspension. He asked Mr. Curran for an example of insubordination in an appointed body. Mr. Curran stated that it usually refers to an employer / employee, and doesn't see how it would apply to an appointed member, further stating that this is just "words of art" legally, stating how somebody can generally be removed. Mr. Manoogian asked, if it didn't apply, did the Members really want to leave it in there, because it would enable abuse of power. Mr. Curran stated that this material is just an example, but the word "insubordination" could be deleted when the Members start discussing specific details.

Mr. Manoogian then stated that, for the time being, the only thing the Commission could agree on is whether or not they want a process to remove or suspend an appointed official.

Ms. de Steuben stated that, although she does believe they need a process, she is concerned with paragraph (b), because the language is somewhat subjective, whereas paragraph (a) is objective. She would like to see different language.

The Chairman, on behalf of the Commission, requested that Mr. Curran propose some other language for removal or suspension of an appointed town officer on a multiple member body.

The Members discussed Section 9 5: Rules and Regulations

Mr. Curran explained that, basically, a copy of all rules and regulations adopted by any town agency shall be placed on file in the office of the town clerk, before they can become effective.

The Chairman asked Mr. Curran if this could compel them not to adopt rules and regulations, and asked if they should state that every body should have their own rules and regulations, stating that some boards and commissions do not have them.

Mr. Curran stated that the biggest user of rules and regulations is the Board of Health. The Board of Appeals has rules and regulations regarding hearings, and so forth. Mr. Manoogian stated that the Charter Commission has rules and regulations.

Ms. de Steuben, in addition to being on file at the Clerk's Office, stated that she would also like a provision that it be posted on the website (if one is available), and questioned if there could be a provision, under general rules, that all documents that are to be available to the public must also be posted on the website. Mr. Manoogian agreed with the idea of electronic posting.

The Chairman again asked the question, if they should compel all boards and commissions to have rules and regulations, for example, compelling the Historical Commission to have operating rules and procedures for how they conduct their business.

Mr. Curran responded that it is not necessary to require them, but if any board or commission does have them, they must be posted in the Clerk's Office, and that there could be a transitional provision allowing them a certain number of days to comply.

The Members discussed Section 9 6: Periodic Review of Charter and Ordinances

- (a) Review of Ordinances
- (b) Review of Charter

Mr. Curran explained that this particular model provides for one committee that would do both. It would review the ordinances and by-laws, every five years in the years ending in 5 or zero, to be sure that they are current, and to republish them. It also authorizes the same committee to hold at least one public hearing on proposed amendments to the charter. It would have no authority to submit amendments to the charter, which is governed by the Home Rule Amendment itself, and Chapter 43b.

Ms. Cote questioned the amount of work that it would be for one committee to do both all in the time allowed. Ms. de Steuben would like to see a separate committee to review the charter, the first review in five years, and subsequent reviews every ten years. Mr. Manoogian stated that he would like to see a standing legislative committee that would continuously look at by-laws, the ethic provisions that the Members adopt, and the rules of the governors of town meeting, and the charter, so that there is a specific responsibility that is clearly established for a set of elected officials in the committee format. The Chairman stated that it could be the same model that Members chose for the finance committee, with the majority being elected officials, and the minority coming from the citizenry. Ms. de Steuben stated that she would want to be sure that there is codification every one or two years.

The Members discussed Section 9-7: Uniform Procedures Governing Multiple Member Bodies

- (a) Meetings
- (b) Rules and Journals
- (c) Voting
- (d) Quorum

Mr. Curran explained that these general rules applied to all multiple member bodies of the town, whether elected, appointed or otherwise constituted.

Referring to the part of section (b) that states a copy of the minutes / journals of the meetings must be placed in the town clerk's office, Ms. Cote again mentioned publishing them on the website as well. Ms. de Steuben stated that she would like it to be a requirement, but understands that not all members of these boards and committees are computer savvy, so she suggested making it discretionary at this time.

The Chairman noted that under section (c), any member could request a roll-call vote. He went on to state that, presently, it requires 14 Members of Town Meeting to rise to support anyone requesting a roll-call vote. He expressed his concern that, if the Members do choose a legislative body with 25-35 members, one person could request a roll-call vote on every motion, and how time consuming that would be, stating that the legislature could set its own rules, as they do now.

Referring to section (d), Quorum, Ms. Cote asked about the boards / committees that never have enough members present to have a quorum, and go months without

meeting. Mr. Curran responded that the appointing authority could declare those seats vacant, as discussed in Section 9-4 (b).

Mr. Decareau asked if only 4 members of a nine member board showed up, would they be able to have discussions and work things out, as long as they didn't vote, to which Mr. Curran replied, yes.

Section 9-8: Oath of Office of Elected Officials

There was no discussion required.

Section 9-9: Certificate of Election or Appointment

There was no discussion required.

Members discussed Section 9-10: Limitation on Office Holding "No person shall simultaneously hold more than one full time town office or position of employment. Any hours worked in any part time position shall not be the same or otherwise conflict with the hours worked in a full time position."

The Chairman asked for clarification as to whether this applied to an appointed office / position, or just a salaried office. Ms. Cote asked if applied to employees that are "on call," and would, therefore, not be allowed to be on, for example, Town Meeting. Mr. Manoogian questioned Special Municipal Employee status, under Chapter 268a.

Mr. Curran explained that you can have a full time job and a part time job, referring to the sentence, "Any hours worked in any part time position shall not be the same or otherwise conflict with the hours worked in a full time position." He went on to state that Members could have a provision when they discuss conflict of interest.

Mr. Curran read Section 9-11: Enforcement of Charter Provisions: "It shall be the duty of the executive authority to see that the provisions of the charter are faithfully followed and complied with by all town agencies and town employees. Whenever it appears to the executive authority that any town agency or town employee is failing to follow any provision of this charter the executive authority shall, in writing, cause notice to be given to such agency or employee directing compliance with the charter. If it shall appear to the legislative body that the executive authority personally is not following the provisions of the charter it shall, by resolution, direct the attention of the executive authority to those areas in which the legislative body believe there is a failure to comply with charter provisions.

Members discussed Section 9-12: Public Forums.

- (a) Scheduled Meetings
- (b) Meetings on Petitions of Voters

Mr. Curran explained that part (a) invites all voters to come to a hearing where "All elected and appointed officials of the town shall be invited to attend in order to be available to respond to questions raised by the public and to hear comments, criticisms and suggestions made with respect to areas within the scope of the responsibilities of such elected and appointed officials"

Ms. de Steuben stated that she thinks it is a good provision. Ms. Panetta stated that there would have to be rules and regulations.

Members discussed Section 9-13: Annual Report of the Town. Questions were raised about the printing costs, posting on the web, and distribution procedures.

Members discussed Section 9-14: Notice of Vacancies. “Whenever a vacancy occurs, or is about to occur, in any town office or town employment the appointing authority shall forthwith cause public notice of such vacancy, or impending vacancy, to be posted on the town bulletin board for a period of not less than fourteen days. Any person who desires to be considered for appointment to said office or employment may file with the appointing authority a statement in clear and specific terms setting forth such person’s qualifications for the position. No permanent appointment to fill a vacancy in an office or employment shall be effective until at least fourteen days have elapsed following such posting, and until all persons who have filed statements in application have been considered.”

The Chairman asked if this would apply to the school department. Mr. Curran stated that it would not supersede any union agreement. Ms. de Steuben asked if they could include language that says something about “except in the case where a collective bargaining agreement applies.”

Mr. Curran agreed that, maybe in fairness, it should be included.

Ms. Cote asked about new positions, to which Mr. Curran responded that would be considered an impending vacancy.

Members agreed to include the bold headings of General Provisions, provided by Mr. Curran on October 16th as item **#26 on the list of Areas of Apparent Consensus**, as follows:

- (a) Section 9-3: Rules of Interpretation
- (b) Section 9-4: Removal or Suspension
- (c) Section 9-5: Rules and Regulations
- (d) Section 9-6: Periodic Review of Charter and Ordinances
- (e) Section 9-7: Uniform Procedures Governing Multiple
- (f) Section 9-8: Oath of Office of Elected Officials
- (g) Section 9-9: Certificate of Election or Appointment
- (h) Section 9-10: Limitation on Office Holding
- (i) Section 9-11: Enforcement of Charter Provisions
- (j) Section 9-12: Public Forums
- (k) Section 9-13: Annual Report of the Town
- (l) Section 9-14: Notice of Vacancies

Language will be filled in and clarified later.

The Chairman reviewed the plan for next weeks meeting, to discuss the legislative branch in detail and come to some type of consensus. He asked the Members if they would be able to discuss the legislative branch outside of the executive branch, or if they needed the duality for the approach.

Members decided to devote the first half of the meeting to the legislative branch and the second half to the executive branch, and see how the discussion progresses.

MEMBERS ANNOUNCEMENTS / MOTIONS

None at this time.

PUBLIC FORUM

None at this time.

ADJOURNMENT

Ms. Cote moved to adjourn at 10:33 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 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)