

**SAUGUS CHARTER COMMISSION**  
**APPROVED MEETING MINUTES**  
**OF**  
**NOVEMBER 13, 2008**

The forty second meeting of the Saugus Charter Commission was held on Thursday, November 13, 2008. The meeting was held in the Library, First Floor Community Meeting Room. 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**

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

Absent from the meeting: Eugene Decareau

The Chairman noted that with eight members present, there were more than enough for a quorum. He also wished Mr. Decareau a speedy recovery, on behalf of the Commission.

**READING OF MINUTES OF LAST MEETING (October 30, 2008)**

Minutes were distributed to all Commission Members for review before the next meeting, including updates on consensus areas.

**ACCEPTANCE OF PREVIOUS MINUTES (October 23, 2008)**

Ms. Panetta made a motion to accept the Minutes of October 23, 2008.

The Chairman seconded the motion for purpose of discussion

Ms.de Steuben made corrections to the minutes.

The motion to accept the minutes as amended passed **8-0**

**PUBLIC COMMENT**

None at this time.

**CHAIRMAN'S REPORT**

- **The need for meetings**

The Chairman stated the need for additional meetings, considering the Commission's schedule and time line. He asked Members about the possibility of having meetings on nights other than Thursdays. He went on to state that, according to the time line, Members were to construct a prototype by the end of December.

Mr. Manoogian also noted that the Commission had passed its one year anniversary, and commended the Members for their work and their time over the past year.

- **Deviation from Thursday format** - Members agreed to have their next meeting on Tuesday, November 25, 2008. The Chairman asked the Clerk to schedule the

meeting, and check for the availability of the Town Hall Auditorium, and find an alternative location if the Auditorium is not available.

### **TREASURER'S REPORT**

Ms. Panetta, Acting Treasurer, informed Members that she had met with Town Accountant, Joan Regan, and had prepared the requested purchase order in the amount of \$19,200 for the Consultant's services.

Ms. Panetta went on to say that the Commission had also received an invoice for \$1900, for Mister Curran's services for the month of November.

Ms. Panetta made a motion for the Members to approve payment of \$1900 to Mr. Curran for services in the month of November.

The Chairman seconded the motion.

The motion passed **8-0**

Ms. Panetta made a motion to accept the current balance in the account, \$22,590.08, after all invoices paid.

The Chairman seconded the motion.

The motion passed **8-0**

### **COMMITTEE REPORT**

Mr. Stewart reported that the Members are now in Step 5: Construct a Prototype, which should take them through the month of December, but overlaps Step 6: Testing and Evaluating the Solutions.

### **CORRESPONDENCE**

The Chairman referred to an email that he had received from Town Meeting Member, Albert DiNardo, dated November 9<sup>th</sup>. The email contained questions for both the Members and the Consultant regarding the position of town manager, contracts, etc. Seeing as Mr. DiNardo was not present, Mr. Manoogian suggested tabling the email until such time as the Members are discussing that part of the proposed charter, and Mr. DiNardo has the opportunity to appear.

Mr. Stewart made a motion to table Mr. DiNardo's email.

The Chairman seconded the motion.

The motion passed **7-0**

### **NEW BUSINESS**

- **Line by line analysis of Mr. Curran's Preliminary Draft**

Mr. Curran had provided Members with a "Preliminary Discussion Draft" after the last meeting, giving Members time to read and review it prior to this evening's meeting.

The Chairman asked Mr. Curran to introduce the material. Mr. Curran stated that he had provided some typical provisions in the preliminary draft, and felt that it would be easier for the Members to work with, rather than just having concepts. He went on to say that the Commission's focus for the evening should be to focus on

how close he has come to their expectations regarding the legislative, executive, and administrative branches.

Mr. Curran began reading the "Preliminary Discussion Draft" aloud, one section at a time, noting all changes and additions made by the Commission.

Members completed discussion on "Article 1 – Incorporation; Short Title; Definitions" (Pages 1-3), and then moved on to "Article 2 – Legislative Branch."

The Chairman asked the Clerk to make a note that he would contact the Town Clerk regarding the possibility of April elections.

Reading and discussion of "Article 2" continued.

A recess was called at 9:10 P.M.  
The meeting resumed at 9:18 P.M.

Discussion continued with a comparison of Section 2.2 – Assembly President, and Section 3.3 (f) Select Board Chair.

The Chairman noted that Members were at a point of having to decide on the executive branch, whether a single executive or a multi-member body, referring back to the discussion of last meeting.

It was decided, by the Commission, to move forward without a vote, suspend discussion on lines 4-26 of Page 5, and continue discussion of "Article 2 – Legislative Branch."

Discussion ended with "Section 2-4: Compensation, Expenses" (page 6), and will resume next meeting with "Section 2-5: General Powers" (page 7)

- **November Meeting Schedule**

The next meeting is scheduled for Tuesday, November 25, 2008 at 7:30 P.M.

**MEMBERS ANNOUNCEMENTS / MOTIONS**

None at this time.

**PUBLIC FORUM**

None at this time.

**ADJOURNMENT**

Ms. Cicolini moved to adjourn at 10:35 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 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**