

SAUGUS CHARTER COMMISSION
APPROVED MEETING MINUTES
OF
NOVEMBER 25, 2008

The forty third meeting of the Saugus Charter Commission was held on Tuesday, November 25, 2008. The meeting was held in the School Committee Room at the Roby Building. 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 (November 13, 2008)

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

ACCEPTANCE OF PREVIOUS MINUTES (October 30, 2008)

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

The Chairman seconded the motion.

The motion passed **9-0**

PUBLIC COMMENT

None at this time.

CHAIRMAN'S REPORT

- **Conversation with town clerk regarding spring elections**

The Chairman informed the Members that he had contacted Mrs. Rappa, the Town Clerk, regarding spring elections, just prior to her leaving for vacation. Although Mr. Manoogian did not have anything in writing, she did concur that, with the legislative changes that the Commission is proposing, April elections are within reason.

The Chairman also noted that they had discussed her position as Town Clerk, and that it is her understanding that part of her job description is also being the Clerk for Town Meeting. Mr. Manoogian wanted Members to be aware of that when the time comes to discussion transitional provisions.

- **Response to inaccuracies about implementation of proposed charter**

The Chairman discussed articles in the local newspapers where some Selectmen had stated that, if the Charter was accepted, the earliest it would be able to be implemented would be 2012. It was suggested by Kathy O'Brien, of the Saugus Advertiser, that the Chairman write a Guest Commentary explaining that the Charter could actually go into effect as early as April 2010. Mr. Manoogian informed Members that he had submitted that article, and it would be in this week's issue, as well as online.

- **Need to develop format for Step 6 – subcommittee**

The Chairman, after a discussion with Mr. Stewart regarding the timeline, and Step 6 (to Test and Evaluate), and having focus groups in January proposed a subcommittee to determine what the format would be, and how the Members would go about sending out invitations, and contacting people to participate.

- **Format**
- **Invitation process**

The Chairman asked Members to think about it before the next Meeting.

CORRESPONDENCE

The Chairman noted that he wanted to include correspondence that he had received as part of his Chairman's report.

Mr. Manoogian passed out copies of an email that he had received from Mr. Lavoie, a teacher at Saugus High School, to all Commission Members.

The email states that Mr. Lavoie asked students enrolled in his Contemporary Citizen Honors course about being interns for the Charter Commission.

After a brief discussion, Members agreed that this would be a great idea, and would provide the students with an exciting opportunity to be part of creating a new framework for Saugus Town Government. Participating students might also be able to receive credit for community service.

TREASURER'S REPORT

Ms. Panetta, acting Treasurer, made a motion to pay the Clerk \$318 for the work that she did from October 20th, 2008 to November 19th, 2008.

The Chairman seconded the motion.

The motion passed **9-0**

Ms. Panetta made a motion to accept the balance in the account, \$22,272.08, after all November invoices are paid.

The Chairman seconded the motion.

The motion passed **9-0**

The Chairman noted that Ms. Panetta will continue to act as Treasurer until Mr. Decareau is fully recovered.

COMMITTEE REPORT

Mr. Stewart reported that the Commission has a tentative date of January 15, 2009 for a Public Hearing, and are currently between Steps 5 and 6, Constructing a Prototype, and Testing and Evaluating that Prototype.

UNFINISHED BUSINESS

- **Line by line analysis of Preliminary Draft (Page 7)**

Members resumed analysis of Preliminary Draft on Page 7, Section 2-6: Exercise of Powers; Quorum; Rules. Members completed that Section, and Sections 2-7: Access of Information, and 2-8: Officers Elected by Town Assembly, prior to break.

Members asked Mr. Curran to craft language for Section 2-8 (e); Removal / Suspension.

A recess was called at 9:09 P.M.
The meeting resumed at 9:20 P.M.

Members resumed analysis of the Draft on Page 9, Section 2-9: Ordinances and Other Measures.

Members requested that Mr. Curran revise the language in Section 2-10: Filling of Vacancies.

Analysis resumed with Section 3-1: Select Board (a) Composition, Term of Office. Members agreed to Table this Section until the next meeting.

Analysis concluded on Page 14, Section 3-1 (d); Appointments.

Members requested that Mr. Curran provide information from other charters regarding the appointment of Constables. The Chairman also made a note to check with the Board of Selectmen on this issue, as they already have a subcommittee formed.

Members asked Mr. Curran to craft language to give appointed boards and committees that have a director or agent, meaningful input as to who is hired as director or agent.

Members requested language for the nomination and confirmation of the town counsel's appointment.

Members also requested that Mr. Curran review the current list of boards and committees, to determine which are policy making boards, to be appointed by the selectmen, and which should still be appointed by the manager, or otherwise.

NEW BUSINESS

- **Set December meeting calendar**

The Commission asked the Clerk to post Meetings for Thursday, December 4th, 11th and 18th, and Tuesday, December 30th, all at 7:30pm.

MEMBERS ANNOUNCEMENTS / MOTIONS

None at this time.

PUBLIC FORUM

None at this time.

ADJOURNMENT

Mr. Decareau moved to adjourn at 10:54 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)
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