

SAUGUS CHARTER COMMISSION
DRAFT MEETING MINUTES
OF
DECEMBER 4, 2008

The forty fourth meeting of the Saugus Charter Commission was held on Thursday, December 4, 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.

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, Eugene Decareau, Albert W. Diotte, Jr., Joan Fowler, Peter Manoogian, Sr., and Debra Panetta.

Absent from the meeting: Thomas Stewart

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

READING OF MINUTES OF LAST MEETING (November 25, 2008)

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

ACCEPTANCE OF PREVIOUS MINUTES (November 13, 2008)

Ms. Panetta made a motion to accept the Minutes of November 13, 2008.

The Chairman seconded the motion.

The motion passed **8-0**

PUBLIC COMMENT

The Chairman welcomed Students from Saugus High School, Lauren DuLong, Michael Greene, Alex Singer, Dan Freehling, James Sparks, and Dan Coleman. Mr. Manoogian noted that these are the six Students from Mr. Lavoie's Contemporary Citizen Honors course that will be acting as interns for the Charter Commission.

Each of the Students introduced themselves and explained their interest in the Charter Commission.

Students were given the opportunity to answer questions posed by the Members. Students were also introduced to Commission Consultant, Michael Curran.

CHAIRMAN'S REPORT

- **Communication with Scituate officials regarding one on one elections**

The Chairman noted that he had included correspondence in the Members folders from Bernice Brown, Town Clerk for Scituate, regarding position elections (one-on-one elections). He read the email answers to questions that he had posed to Ms. Brown during a telephone conversation with her on December 1st.

Also included in Members folders were the April 26, 2008 Ballot and Unofficial Results from the Town of Scituate.

- **Communication with Selectman Kelleher and Castinetti re-constables**

The Chairman stated that he had spoken to Selectmen Kelleher and Castinetti, subcommittee of the Board of Selectmen, regarding the issue of Constables in the Town of Saugus. Both feel that it is out of control, and noted that there is currently a freeze on hiring new Constables. They also stated that they would welcome a limit on the number of Constables included in the Charter.

The Chairman noted that he will copy and send information provided by Mr. Curran for possible language restricting number, and residency requirement.

- **Need to develop format for Step 6 – sub-committee**

The Chairman discussed having the Charter Outreach Subcommittee handle this part of the process.

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

Ms. Panetta stated that she would contact Mr. Stewart to set a meeting to discuss the format and invitation process, as well as the involvement of the Student Interns.

- **Need to communicate with selectmen re- FY10 budget**

The Chairman stated that he had spoken to the Town Manager the previous day, regarding the Budget preparation. Mr. Bisignani had responded that he would be doing that in January, after the tax rate come back from the Dept. of Revenue. The Chairman noted, if the Charter is adopted, the Selectmen's responsibility to prepare and distribute this document.

TREASURER'S REPORT

Ms. Panetta, acting Treasurer, noted that there were no changes since last meeting.

COMMITTEE REPORT

None at this time.

CORRESPONDENCE

- **Communication from Arthur Grabowski – 66 Denver Street**

The Chairman read an email, sent to the Charter Commission on December 3rd, from Arthur Grabowski, Town Meeting Member from Precinct 8. The email pertained to zoning and by-law changes, and Mr. Grabowski's suggestion to require a 2/3 vote of record for both.

The Chairman asked Mr. Curran's input on this matter, and noted that he would contact Mr. Grabowski to inform him of the proposed referendum process, and also share Mr. Curran's comments with him.

UNFINISHED BUSINESS

- **Line by line analysis of Preliminary Draft (Page 14)**

Members resumed analysis of the Preliminary Draft on Page 14, Section 3-1: Select Board, (d) Appointments. Discussion with Mr. Curran followed, regarding the list that Ms. de Steuben had provided. Ms. de Steuben offered to condense the information to a list that will be easier to review for discussion.

Members proceeded to (d-2) Investigations. Members requested that the language in Section (e), Select Board to ‘Act’ in place of other multiple member bodies, be revised for clarity purposes. Members also requested revisions for parts of Section (f) Select Board Chair.

A recess was called at 9:22 P.M.
The meeting resumed at 9:32 P.M.

Members resumed analysis of the Draft on Page 15, Section (f) Select Board Chair. Analysis of Section 3-1: Select Board was completed. Members requested the following of Mr. Curran:

- Provision for vacancy on the Select Board
- Language preventing individuals from running for multiple town offices simultaneously.
- Definition of “Town Office”
- Provision for a Vice-Chair for the Select Board
- Prohibitions for Select Board
- Expense language for Select Board

Members completed analysis of Section 3-2: School Committee. Members requested that Mr. Curran re-write “Filling of Vacancies.”

Members reached consensus preventing individuals from running for multiple town offices simultaneously, and it has been added to the list of Areas of Apparent Consensus at the end of the Minutes.

Analysis will resume next Meeting with Page 19, Article 4, Town Manager.

MEMBERS ANNOUNCEMENTS / MOTIONS

None at this time.

PUBLIC FORUM

Mr. Kenneth DePatto, 137 Main Street, Saugus, Vice Chairman of the Finance Committee, addressed the Commission. Mr. DePatto thanked Members for their work, stating that he follows their progress on Television, and through the local newspapers. He also stated that he felt this evening’s Meeting was very interesting. He discussed some of the Areas of Consensus, and the importance of accountability.

ADJOURNMENT

Mr. Decareau moved to adjourn at 10:14 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 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

31. Individuals cannot run for multiple town offices simultaneously.