

SAUGUS CHARTER COMMISSION
DRAFT MEETING MINUTES
OF
DECEMBER 11, 2008

The forty fifth meeting of the Saugus Charter Commission was held on Thursday, December 11, 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

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

Ms. Panetta had to leave the Meeting at 9:35 P.M.

READING OF MINUTES OF LAST MEETING (December 4, 2008)

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

ACCEPTANCE OF PREVIOUS MINUTES (November 25, 2008)

Ms. Cicolini made a motion to accept the Minutes of November 25, 2008.

The Chairman seconded the motion.

The motion passed **9-0**

PUBLIC COMMENT

None at this time.

TREASURER'S REPORT

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

COMMITTEE REPORT

- **Need for Outreach Committee to meet**

Mr. Manoogian stated that he had been in touch with Ms. Panetta about arranging a time for the Committee to meet. (Mr. Manoogian, Ms. Panetta, Chairman, Mr. Stewart, and Ms. Cicolini).

Ms. Panetta suggested Saturday, December 27th, at the Library, at 9:00 A.M.

The purpose of the Meeting is to discuss January events, and how to include the Student Interns.

- **Need for budget review**

The Chairman noted that the Commission is approaching 6 months into this fiscal year, and needs to take a look at where they are, especially certain line items and expenses. Mr. Manoogian asked Mr. Decarea and Ms. Panetta to compile information for next meeting. Ms. de Steuben provided copies of the original budget to Members.

CHAIRMAN'S REPORT

The Chairman informed Members that the Clerk is filing a copy of the DVD, provided by Mr. Garabedian, in the Town Clerk's Office, along with the Approved Minutes beginning with the November 13 Meeting. He noted that the Commission is probably the first board to have a digital record of their Meetings on file.

CORRESPONDENCE

- **Additional communication from Arthur Grabowski – 66 Denver Street**

The Chairman read the email, pertaining to Town Meeting attendance and voting record of members, for the record.

The Commission Members asked Mr. Curran to include language on this subject for the proposed Assembly.

UNFINISHED BUSINESS

- **Line by line analysis of preliminary draft (start with Town Manager)**

Mr. Curran provided Members with an updated draft. Part one is the material that has already been covered, with changes made. Part two is material not covered yet.

Members began analysis on Page 20, Article 4, Town Manager.

The Chairman polled Members on the language in the second paragraph of Section 4-1, "Appointment, Qualification, Term," pertaining to residency requirement:

- Mr. Decareau Yes
- Mr. Stewart Yes
- Ms. Cicolini No
- Ms. Cote Yes
- Mr. Manoogian Yes
- Ms. Panetta OK with language (but does not feel it is necessary)
- Mr. Diotte Yes
- Ms. de Steuben Yes
- Ms. Fowler Yes

Members resumed analysis of Section 4-1, "Appointment, Qualification, Term." The Chairman referred to correspondence from Mr. DiNardo, regarding the extension / renewal of a manager's contract. Members asked Mr. Curran to craft language dealing with this issue.

Members began analysis of Section 4-2, "Powers and Duties," page 21.

A recess was called at 9:25 P.M.

The meeting resumed at 9:35 P.M.

(Chairman noted that Ms. Panetta had to leave)

Members completed analysis of

Section 4-2: Powers and Duties

Section 4-3: Delegation of Authority

Section 4-4: Delegation of Authority

Section 4-5: Removal and Suspension - Members asked Mr. Curran to plot out suspension duration for the two models presented.

Members will resume their analysis of the Preliminary Draft, next Meeting, with Page 26, Article 5, Administrative Organization.

The Chairman noted that, watching the Board of Selectmen's Meeting, the Town Manager was making appointments, and the Selectmen stressed the importance of volunteerism in the community. Mr. Manoogian, echoing the sentiment of the Board of Selectmen, noted the importance of the Charter Commission's work, and again thanked the Members for their time and effort.

MEMBERS ANNOUNCEMENTS / MOTIONS

None at this time.

PUBLIC FORUM

None at this time.

ADJOURNMENT

Mr. Decareau moved to adjourn at 10:21 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 frame work 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 frame work 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.