

SAUGUS CHARTER COMMISSION
APPROVED MEETING MINUTES
OF
DECEMBER 18, 2008

The forty sixth meeting of the Saugus Charter Commission was held on Thursday, December 18, 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

Seven members of the nine member committee were present at roll call: Karla J. de Steuben, Eugene Decareau, Albert W. Diotte, Jr., Joan Fowler, Peter Manoogian, Sr., Debra Panetta, and Thomas Stewart. The Chairman noted that there were a sufficient number of members for a quorum.

Cam Cicolini arrived at 8:39 P.M.

Karen Cote arrived at 9:30 P.M.

READING OF MINUTES OF LAST MEETING (December 11, 2008)

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

ACCEPTANCE OF PREVIOUS MINUTES (December 4, 2008)

Ms. Panetta made a motion to accept the Minutes of December 4, 2008.

The Chairman seconded the motion.

The motion passed **7-0**

PUBLIC COMMENT

None at this time.

TREASURER'S REPORT

Ms. Panetta, Acting Treasurer, passed out copies of the information requested at the last meeting (an analysis of the Budget for June 2008 through December 2008, with a projection through October 2009), and reviewed figures with Members.

Ms. Panetta made a motion to approve payment of \$1,900 to Consultant Michael Curran for December services.

Mr. Decareau seconded the motion.

The motion passed **7-0**

Ms. Panetta made a motion to accept the balance, prior to new invoices this evening, of \$20,372.08.

The Chairman seconded the motion.

The motion passed **7-0**

Ms. Panetta made a motion to pay the Clerk, Kathleen Davis, \$186 for service through December 16, 2008.

The Chairman seconded the motion.

The motion passed **7-0**

Mr. Decareau announced that he is now able to resume his role as Treasurer.

CHAIRMAN'S REPORT

The Chairman stated that he sent an email to the Student Interns, asking them if they could meet with him next week to discuss their desire to work with the Charter Commission, and suggested that they could survey 8-10 registered voters each to get feedback on the draft Preamble and the purpose of local government, and then report back to the Commission.

COMMITTEE REPORT

- **Outreach Committee**

Ms. Panetta announced that she has not heard back from the Library yet. Therefore, the Outreach Committee would be meeting at Laurel Gardens on Saturday, December 27th, at 9:00 A.M., unless she hears from the Library by Friday, December 19th. Ms. Panetta also stated that she would email Outreach Committee Members to confirm.

- **Timeline Committee** – Nothing new at this time.

- **Budget and Finance Committee** – Included in Treasurer's Report.

CORRESPONDENCE

Ms. Panetta read a special announcement, on behalf of the Saugus Police Department, to the Children of Saugus, young and old, regarding the Annual "Santa Clause" Parade, on Christmas Eve. Ms. Panetta also noted that the parade route would be in local newspapers, and online at saugus.net.

UNFINISHED BUSINESS

- **Line by line analysis of preliminary draft (start with Article V)**

Members began analysis of Article 5 – Administrative Organization (Page 26) and were able to complete all seven sections of that Article prior to recess, ending on Page 31.

A recess was called at 9:23 P.M.

The meeting resumed at 9:39 P.M.

- **Line by line analysis of preliminary draft – Article 6**

Members began analysis of Article 6 – Finance and Fiscal Procedures (Page 32), and completed that Article.

Analysis will resume at the December 30th meeting with Page 33, Section 6-4: School Committee Budget.

The Chairman asked Members to think about appointing a committee on third reading which could consist of Mr. Manoogian, Ms. de Steuben, and perhaps one other member, that would do the final “word-smithing” and editing, perhaps with the consultation of Mr. Curran. The Chairman stated that he will get the Members opinion on that suggestion at the next meeting, and will put it on the Agenda.

MEMBERS ANNOUNCEMENTS / MOTIONS

None at this time.

PUBLIC FORUM

None at this time.

ADJOURNMENT

Mr. Diotte moved to adjourn at 10:18 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 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.