

**SAUGUS CHARTER COMMISSION**  
**APPROVED MEETING MINUTES**  
**OF**  
**DECEMBER 30, 2008**

The forty seventh meeting of the Saugus Charter Commission was held on Tuesday, December 30, 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: Karen Cote, Karla J. de Steuben, Eugene Decareau, 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 and Albert W. Diotte, Jr. were absent from the Meeting.

**READING OF MINUTES OF LAST MEETING (December 18, 2008)**

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

**ACCEPTANCE OF PREVIOUS MINUTES (December 11, 2008)**

Ms. Fowler made a motion to accept the Minutes of December 11, 2008.

The Chairman seconded the motion.

The motion passed **7-0**

**PUBLIC COMMENT**

None at this time.

**CHAIRMAN'S REPORT**

- **Communication with David Winder re: publication**

The Chairman reported that he had spoken to the Advertising Manager of the Saugus Advertiser, David Winder, on the previous day. The conversation was in regard to having a "pull out" in the Saugus Advertiser, for the purpose of publishing a draft of the charter printed in a newspaper of general circulation prior to March.

He went on to state that possibly the Advertiser could sponsor the Commission, or place advertisements around the edges, however they could do it. Mr. Winder was very receptive to the idea, and was aware of the Commission's need to minimize cost.

Mr. Manoogian provided Mr. Winder with a draft copy to view, and should be hearing back from him next week. The Chairman stated that he will keep Members informed.

- **Meeting with six students – preamble survey**

The Chairman noted that he had provided Members with information relative to the meeting he had the previous week with the Student Interns. He explained that there had been a small glitch with an identification card, but the problem had been resolved with the help of the Town Clerk, Joanne Rappa, Sue Dunn, Donna Gould and the Police Department.

An identification paper was drafted. Each student will sign it, and a copy will be kept in the Town Clerk's Office. They will also present their Saugus High ID Cards.

An instruction sheet was provided to the students for the "preamble survey," along with a copy of the preamble, and a list of survey questions. A list of 100 registered voters, randomly generated, was also provided.

The Chairman went on to explain the details of how the survey would be done.

## **TREASURER'S REPORT**

Mr. Decareau stated that there were no changes.

## **COMMITTEE REPORT**

- **Outreach Committee**

Ms. Panetta passed out information to all Members: A January timeline, created by Mr. Stewart, and draft minutes of 12/27/08 meeting.

Ms. Panetta went on to explain the six focus groups that will participate at the January 24<sup>th</sup> meeting, the mailing of copies of the draft charter to participants prior to the Meeting, along with a questionnaire. She discussed the procedure that will be followed.

The Sub-Committee will meet again on January 10, 2009, to finalize the details.

Mr. Manoogian agreed that it was a very productive Meeting, and already has nineteen commitments from residents of Saugus. He did note that the Committee will have to know the exact number of participants by January 9<sup>th</sup> in order to get the copies of the draft charter to them. He also went on to explain the role of Charter Commission Members at the Meeting.

## **CORRESPONDENCE**

None at this time.

## **UNFINISHED BUSINESS**

- **Line by line analysis of preliminary draft**

Members began analysis of Article 6-4: School Committee Budget (Page 22), and completed all of Article 6, Finance and Fiscal Procedures, prior to recess.

A recess was called at 9:00 P.M.

The meeting resumed at 9:08 P.M.

- **Line by line analysis of preliminary draft – Article 7**

Members began analysis of Article 7 – Elections, Election Related Matters (Page 27), and completed that Article.

Analysis will resume at the January 8th Meeting with Page 32, Article 8, General Provisions

**NEW BUSINESS**

- **Establish January meeting calendar**

Members agreed to meet on the following Thursday s: January 8, 15, 22, and 29, 2009, at 7:30pm in the Town Hall Auditorium.

The Meeting for the focus groups will be Saturday, January 24, 2009, from 9:00am-11:30am, in the Town Hall Auditorium. (With a snow date of January 31<sup>st</sup>)

Outreach Sub-Committee will meet on January 10, 2009 at 9:00am at Laurel Gardens.

Chairman asked the Clerk to post all of the Meetings.

**MEMBERS ANNOUNCEMENTS / MOTIONS**

None at this time.

**PUBLIC FORUM**

None at this time.

**ADJOURNMENT**

Mr. Decareau moved to adjourn at 10:28 P.M.

The Chairman seconded the motion.

The motion passed **7-0**

**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**

**31. Individuals cannot run for multiple town offices simultaneously.**