

SAUGUS CHARTER COMMISSION

APPROVED MEETING MINUTES

OF

APRIL 24, 2008

The twenty-first meeting of the Saugus Charter Commission was held on Thursday, April 24, 2008. The meeting was held in the auditorium, at the Saugus Town Hall. The meeting was called to order by the Chairman, Peter Manoogian at 7:30 p.m.

**ROLL CALL OF MEMBERS**

Eight members of the nine member committee were present at roll call:

Karen Cote, Eugene F. Decareau, Karla J. de Steuben, Albert W. Diotte, Jr., Joan L. Fowler, Peter Manoogian, Sr., Debra Panetta, and Thomas Stewart

Cam Cicolini arrived at 7:33 p.m.

**READING OF MINUTES OF LAST MEETING (April 17, 2008)**

The minutes were passed out to the members for their review till the voting at the next meeting.

**ACCEPTANCE OF PREVIOUS MINUTES (APRIL 10, 2008)**

Mrs. Panetta made a motion to accept April 10, 2008 minutes.

The Chairman seconded the motion.

Motion passed           **8 – 0**

**PUBLIC COMMENT – PUBLIC HEARING – PROBLEM LISTING/PROBLEM NARRATIVE**

Mrs. Fae Saleanas, 26 Beechview Avenue, Saugus

- Public policy established – setting policy be elected rather than appointed
- Concurs with one body for setting water and sewer rates
- Find a way to grow, people with civic conscience

- Feels people are intimidated need to make more attractive, sharing process, so everyone has a voice

## CHAIRMAN'S REPORT

Mr. Manoogian commended the public safety personnel for the fine job they did on the fire on Central Street and the fireman who saved a paraplegics and her husband and along with the fireman who were off duty that came to help.

Mr. Manoogian let us know that the Finance Committee will be taking up our article on April 30, 2008 and would like the budget & finance sub-committee to present the article. He would also like the Charter Commissioners to attend if they can.

Mr. Manoogian handed out a letter from Mrs. Rappa with information attached.



JOANNE D. RAPPA  
Town Clerk

**Town of Saugus**  
TOWN HALL  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4101  
Fax: (781) 231-4109

## Memo

**To:** Peter Manoogian, Chairman, Charter Commission  
**From:** Joanne D. Rappa, Town Clerk *JDR*  
**Date:** April 24, 2008  
**Re:** Charter

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Attached is a copy of some information that I received through the Town Clerk's Group in reference to a question by another Town Clerk regarding the appointment of the Town Manager. I thought the Charter Commission might find it interesting.

ARTICLE 19: I move that the Town vote to raise and appropriate the sum of \$12,316.75 (for interest earned on sewer borrowing during FY91) to the Sewer Revenue Account.

Motion was made to amend the main motion to read FY 1990. After discussion, the amendment was voted on unanimously. A vote was then taken on the main motion as amended and passed unanimously.

Approved by Finance Committee

ARTICLE 20: I move that the Town vote to authorize the Board of Selectmen to submit to the General Court a Petition under Section 8, Article 89 of the Amendments to the Constitution of the Commonwealth calling for the enactment of special legislation entitled "An Act Providing for a Town Manager in the Town of Lenox," dated April 16, 1991; and filed with the Town Clerk, a certified copy thereof to be attached to said petition and made a part thereof.

Four amendments were made on Article 20.

The first amendment to be voted upon was to amend Item "E" of Section 4 to read: "During the Town's annual audit by an independent accounting firm, auditors shall be required to reconcile all departmental books and records with central accounting books and records maintained by the Town Accountant, Treasurer and Collector." The Moderator called for a voice vote on the amendment which passed unanimously.

The second amendment was made to revise section 4, Item C-19 of the Act to read as follows: "The Town Manager and the Board of Selectmen shall be required to convene an annual public hearing covering water and sewer utilities between January 1 - February 15. The public hearing shall include: a stewardship report on water/sewer operations; a presentation of current and projected revenues and expenses, and a forecast of water/sewer rates for the next twelve months. If new rates are proposed at the public hearing, a public comment period of no less than ten days will be observed before final rates are set, no later than March 1." After discussion, the Moderator called for a voice vote on the amendment and the amendment passed unanimously.

The third amendment was to amend Subsection "H" of Section 3, adding after the first sentence the following: "The Board of Selectmen shall establish rules of procedure governing the conduct of their investigations which shall be made available in printed form to each witness prior to his or her testimony." After discussion, the Moderator called for a voice vote and the amendment passed unanimously.

Note: In the certified copy of this motion submitted by Mrs. Bell and Town Counsel to the appropriate legislative committee, the amendment was added after the second sentence instead of the first sentence. The Moderator, in discussion with the Town Clerk, did not feel that the insertion after the 2nd sentence was fatal to the Act.

The fourth amendment offered was to amend Section 7 to read: "This Act will not take effect until voted on by the voters at Annual 1992 Election or a Special Election to be determined by Board of Selectmen." After discussion, the Moderator ruled that the amendment was defeated, not having sustained a majority vote.

The main motion was then put to a Ballot Vote as amended and the article passed by a ballot vote of:

In Favor:	322
Opposed:	54

Amended Article 20 as it now reads:

#### AN ACT PROVIDING FOR A TOWN MANAGER IN THE TOWN OF LENOX

##### SECTION 1.

Upon the effective date of this act, the Town of Lenox shall be governed by the provisions of this act. To the extent that the provisions of this act modify or repeal existing General Laws and special acts or the by-laws of the town of Lenox, this act shall govern.

##### SECTION 2.

The board of selectmen shall consist of five members elected by the voters of the town. If the effective date of this act shall be prior to October 31, 1991, a special election shall be held within 100 days of said effective date at which there shall be two selectmen elected, one for a three year term and one for a two year term. If the effective date of this act is after October 31, 1991, at the next annual election there shall be elected three selectmen, one for a three year term, one for a two year term, and one for a one year term. At each annual election thereafter, there shall be elected one or two selectmen each for a three year term, such as to maintain a five member board. Those selectmen in office at the time of the approval of this act shall serve until the terms for which they were elected shall have expired.

## SECTION 3.

A. The board of selectmen shall serve as the goal setting, long range planning and policy making body of the town, recommending major courses of action to the town meeting, and adopting policy directives and guidelines which are to be implemented by the town manager and other officers, boards, committees, commissions and employees of the town.

B. The board of selectmen shall have the power to enact rules and regulations to implement policies and to issue interpretations.

C. The board of selectmen shall exercise, through the town manager, general supervision over all matters affecting the interests or welfare of the town.

D. The board of selectmen shall appoint the town manager, the Berkshire County Regional Planning Commission Alternate Representative, the Council on Aging, the Berkshire Regional Transit Authority, the Zoning Board of Appeals, the Town Counsel, Registrars of Voters, Election Officers, Commissioners of Trust Funds, CAIV Commission, Compensation Committee, Conservation Commission, Historical Commission, Historic District Committee, Constables, Emergency Planning Committee, Interim Finance Committee Members, Arts Council, Youth Drug and Alcohol Committee, Local Housing Partnership Committee, Youth Commission and Scholarship Committee.

E. The board of selectmen shall have general administrative oversight of such boards, committees, and commissions appointed by the board of selectmen.

F. The board of selectmen shall have the responsibility and authority for licenses and except as specifically provided herein for other quasi-judicial functions as provided by the General Laws and the town of Lenox by-laws.

G. The board of selectmen shall be responsible for the preparation of all town meeting warrants.

H. The board of selectmen may make investigations and may authorize the town manager or other agents to investigate the affairs of the town and the conduct of any town department, office, or agency, including any doubtful claims against the town, and for this purpose the board of selectmen may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The report of any such investigation shall be placed on file in the office of the Town Clerk, and a report summarizing such investigation shall be printed in the next annual town report. The board of selectmen shall establish rules of procedure governing the conduct of their investigations which shall be made available in printed form to each witness prior to his or her testimony.

I. The board of selectmen shall review the annual proposed budget submitted by the town manager and make recommendations with respect thereto as they deem advisable. The town manager shall present the budget, incorporating the recommendations of the selectmen, to the finance committee and the capital improvements committee.

J. The board of selectmen, by a majority vote of its full membership, shall appoint a town manager. The town manager shall be a professionally qualified person especially fitted by education, training and previous full-time experience to perform the duties of the office. The town manager shall be appointed without regard to his or her political designation. He or she shall be a citizen of the United States and, although he or she need not be a resident of the town or of the commonwealth when appointed, shall become a resident of the town during the first year of his or her appointment. He or she shall have a college degree at the bachelor level and shall have completed courses in the fields of administration, finance, and business, and shall have had three years of full-time paid experience in a supervisory administrative position in municipal government. A master's degree may substitute for not more than one year of such paid experience. No person holding elective or appointive office in the town shall, within three years of holding such office, be eligible for appointment as town manager. The town manager may be appointed for successive terms of office, no term of which shall be for more than three (3) years. Before entering upon the duties of his or her office, he or she shall be sworn, in the presence of a majority of the selectmen, to the faithful and impartial performance thereof by the town clerk or a notary public. He or she shall execute a bond in favor of the town for the faithful performance of his or her duties in such sums and with such sureties as may be fixed or approved by the selectmen, the cost for which shall be borne by the town.

Upon the election of a five member board of selectmen, the selectmen shall forthwith advertise for applicants to serve on a committee to be known as the "town manager screening committee."

This committee shall consist of five Lenox citizens, and its duty shall be to screen all applicants for the town manager post, submitting three applicants to the board of selectmen for their consideration. From this group of applicants the board of selectmen shall appoint the manager. No town employees or elected or appointed officials, nor their immediate families or business associates, shall serve on the screening committee. The committee's duties shall terminate upon the appointment of a manager.

K. Removal of Town Manager - The selectmen, by a vote of three or more members of the board, may remove the town manager. At least thirty days before such removal shall become effective, the selectmen shall file a preliminary written resolution with the town clerk setting forth in detail the specific reasons for the proposed removal, a copy of which resolution shall be delivered to the town manager.



The manager may reply in writing to the resolution and may request a public hearing. If the manager so requests, the board of selectmen shall hold a public hearing not earlier than twenty days nor later than thirty days after the filing of such request. After such public hearing, if any, otherwise at the expiration of thirty days following the preliminary resolution, and after fully consideration, the selectmen by a vote of three or more members of the board may adopt a final resolution of removal. In the preliminary resolution the selectmen may suspend the manager from duty, but shall in any case cause to be paid to him or her forthwith any unpaid balance of his or her salary and his or her salary for the next three calendar months following the filing of the preliminary resolution.

L. The board of selectmen shall set the compensation for the town manager, not to exceed an amount appropriated by the town meeting.

M. The board of selectmen shall designate a qualified person to serve as acting town manager and to perform the duties of the office during any period of any vacancy exceeding thirty days, caused by the manager's absence, illness, suspension, removal or resignation. The appointment shall be for a period not to exceed one hundred and eighty days.

N. In the event of the resignation or removal of a town manager, the board of selectmen shall appoint a new screening committee in accordance with the provisions of section 3 (J) to assist the board in the hiring of a new manager.

#### SECTION 4.

A. The town manager shall be the chief administrative officer of the town and shall be responsible to the board of selectmen for the effective management of all town affairs under his or her supervision.

B. The town manager shall be the chief financial officer of the town and shall be responsible for the design and preparation of the municipal budget, filing grant applications, and controlling budget expenditures, including approval of the warrant for the payment of town funds prepared by the town accountant in accordance with the provisions of section fifty-six of chapter forty-one of the General Laws for approval by the Board of Selectmen. Without limiting the generality of the foregoing the town manager shall have the following specific budgetary powers:

1) The town manager shall submit to the board of selectmen a written proposed budget for town government for the ensuing fiscal year, including the budget as proposed by the school department. The proposed budget shall detail all estimated revenue from all sources, and all proposed expenditures, including debt service for the previous, current and ensuing years. It shall include proposed expenditures for both current operations and capital projects during the ensuing year, detailed by agency, department, committee, purpose and position, together with proposed financing methods; and the proposed budget shall include estimated surplus revenue and free cash available at the close of the fiscal year, including estimated balances in special accounts. The town may, by by-law, establish additional financial information and reports to be provided by the town manager. He or she shall serve as an ex-officio non-voting member of the capital improvements committee.

2) The town manager shall report on the probable amount required to be levied and raised by taxation to defray all expenses and liabilities of the town together with an estimate of the tax rate necessary to raise such amount.

3) The calendar dates on or before which the proposed budget, revenue statement, and tax rate estimate are to be submitted to the board of selectmen, and the budget presented by the town manager to the finance committee and the capital improvements committee, as required by subsection I of section three, shall be as specified by by-law.

4) To assist the town manager in preparing the proposed annual budget of revenue and expenditures, all boards, officers and committees of the town, including the school committee, shall furnish all relevant information in their possession and submit to the town manager, in writing, a detailed estimate of the appropriations required and available funds.

C. In addition to specific powers and duties provided in this act, the town manager shall have the powers and duties enumerated in this section:

1) The town manager shall be responsible for coordination of operational and strategic planning for the town.

2) The town manager shall supervise all town departments except the School Department, and direct the operations of the town. He or she may choose to retain to advise him or her boards and committees e.g. the Board of Public Works, or, from time to time, appoint like committees to advise him or her on special projects.

3) The town manager shall have the power to appoint, on the basis of merit and fitness and may remove: the Building Inspector, Sign Inspector, Wire Inspector, Gas Inspector and Assistant, Plumbing Inspector, Director of Public Works, Recreation Director, Veterans Service Agent, Civil Defense

Director, Zoning Enforcement Officer, Animal Control Officer, Town Collector, Town Accountant, Town Treasurer, Town Clerk, Fire Chief and Assistants, Police Chief and Officers, Parks and Recreation Board, Kennedy Park Committee, DPW Advisory Board or Committees, Academy Building Trustees, Insurance Committee, and any other officers or members of committees appointed by the manager. The town manager shall hold the aforementioned department heads responsible for the proper staffing of their departments.

- 4) All appointments and removals by the town manager shall be subject to ratification by the board of selectmen which shall act upon each appointment and removal within seven days following notification thereof. Failure of the board to act within the seven day period shall constitute assent.
- 5) The town manager, subject to any applicable provisions of the General Laws relating thereto, may assume, temporarily, the duties of any office which the manager is authorized to fill by appointment.
- 6) The town manager shall have the power to appoint and remove other employees as authorized by General Law, by-law, or town meeting vote and for whom appointment is not otherwise provided.
- 7) The town manager is responsible for administration of the personnel plan including personnel evaluation policies, practices, enforcement of labor contracts, labor relations, collective bargaining and state and federal equal opportunity law compliance functions of the town.
- 8) The town manager shall keep full and complete records of the office and annually submit to the selectmen, unless requested to do so more frequently, a full written report of the operations of the office of town manager. The town manager may also prepare reports to boards and committees and for town meeting.
- 9) The town manager shall advise the selectmen of all matters requiring action by them or the town.
- 10) The town manager shall attend all meeting of the board of selectmen and all town meetings and shall be permitted to speak when recognized by the moderator.
- 11) The town manager shall act as central purchasing agent for all town departments and activities, except the school department, pursuant to the Uniform Procurement Act.
- 12) The town manager shall manage and be responsible for all town buildings, property and facilities, except those under the jurisdiction of the school committee.
- 13) The town manager shall be responsible for the negotiation of all contracts, except those under the jurisdiction of the School Committee.
- 14) The town manager shall administer, either directly or through a person or persons appointed by him or her in accordance with this act, all provisions of general and special laws applicable to said town, all by-laws, and all regulations established by the board of selectmen.
- 15) The town manager shall serve as Selectmen's liaison to the town counsel.
- 16) The town manager shall receive and address citizens' complaints and problems.
- 17) The town manager shall be responsible for the management of the town insurance program.
- 18) The town manager shall represent the town at local, state and regional meetings and undertake public relations activities under the direction of the board of selectmen.
- 19) The town manager, with the approval of the board of selectmen, shall, after a public hearing, set water rates and sewer rates, in accordance with the provisions of the General Laws. The Town Manager and Board of Selectmen shall be required to convene an annual public hearing covering water and sewer utilities between January 1 - February 15. The public hearing shall include: a stewardship report on water/sewer operations; a presentation of current and projected revenues and expenses, and a forecast of water/sewer rates for the next twelve months. If new rates are proposed at the public hearing, a public comment period of no less than ten days will be observed before final rates are set, no later than March 1.
- 20) The town manager shall perform such other duties consistent with the office, as may be required of the manager by by-law or by vote of the board of selectmen or town meeting.

D. The town manager shall have access to all municipal books, papers and documents or information necessary for the proper performance of the duties of the town manager. The town manager may, without notice, cause the affairs of any division or department under the manager's supervision or the job-related conduct of any officer or employee thereof to be examined.

E. During the Town's annual audit by an independent accounting firm, auditors shall be required to reconcile all departmental books and records with central accounting books and records maintained by the Town Accountant, Treasurer and Collector.

#### SECTION 5.

The acceptance of this act shall not affect the term of office of the following elected officials or elected members of such board, committee, or authority: 1) Moderator; 2) Board of Selectmen; 3) School Committee; 4) Planning Board; 5) Board of Assessors; 6) Housing Authority; and 7) the Board of Health. Every other elective office, board, committee, or commission of the town shall become appointive as herein before provided, any other provision of law to the contrary notwithstanding. The term of office of any person elected to any office, board, committee or commission existing as an elected office at the time of the acceptance of this act and having become appointive hereunder, shall continue until the term for which that person was elected shall have expired, and until the appointment and qualification of his or her successor.

The powers, duties and responsibilities of elected officials shall be as now or hereafter provided by applicable provisions of any general law or special law or by-law or vote of the town, except as otherwise expressly provided herein.

The Moderator shall appoint the members of the Finance Committee except for vacancies which shall be filled by the Selectmen. The Planning Board shall appoint from its members a delegate to the Berkshire County Regional Planning Commission, and the School Committee, Board of Assessors, Board of Health and Housing Authority shall appoint their respective agents and employees.

Notwithstanding the election by the voters of the town of the officers named in this section, such officers shall be available to the town manager for consultation, conference and discussion on matters relating to their respective offices.

#### SECTION 6.

A. All laws, special acts, by-laws, rules, regulations, and votes of town meeting in force on the effective date of this act, or any portion or portions thereof, not inconsistent with the provisions of this act, shall continue in full force and effect until amended or repealed.

B. The position of administrator to the board of selectmen shall be terminated upon assumption of office by the town manager.

#### SECTION 7.

This act shall take effect upon its passage.

April 16, 1991

ARTICLE 21: Voted unanimously to transfer from Surplus Revenue, the sum of \$4,000. for a Household Hazardous Waste Collection Day as requested by the Board of Health.

Approved by Finance Committee

ARTICLE 22: Voted unanimously to authorize the Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 1991, in accordance with the Massachusetts General Laws Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with the Massachusetts General Laws, Chapter 44, Section 17.

Approved by Finance Committee

ARTICLE 23: Voted unanimously to raise and appropriate \$13,183. and transfer from the Sewer Special Revenue Account \$12,317. to the Town Treasury for a total sum of \$25,500. in partial repayment for financing the repair of the Brunell Avenue Sewer during Fiscal Year 1991.

Approved by Finance Committee

ARTICLE 24: Voted unanimously to transfer from Surplus Revenue the sum of \$75,000. to the Lenox Library Association.

Approved by Finance Committee



Mrs. Fowler gave Mr. Manoogian a letter stating that Mr. Ritchie will be leaving April 17, 2008 and Kelly Gooligan will be taking his place. Mr. Manoogian stated that he will hand out a copy of this letter to the Commissioners at the next meeting.

### TREASURER'S REPORT

There is no change.

### COMMITTEE REPORT

There are none.

### CORRESPONDENCE

- **E-Mail from Andy Bisualacchi**

Mr. Manoogian read the e-mail into the record.

The Commission https://exchange01.saugus-ma.gov/exchange/chartercomm/Inbox/T...

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Reply Reply to all Forward | | Close | Help

From: Morbidtdgp@aol.com [Morbidtdgp@aol.com] Sent: Sat 4/19/2008 6:57 PM  
To: Charter Commission  
Cc:  
Subject: The Commission  
Attachments: [View As Web Page](#)

**Peter:**

I have enjoyed how you have professionally chaired the Commission meetings. no squabbles at all.

It has been a joy to see how the members of the commission work together without any arguments and how each of them take their assignments as their part on the commission.

Keep up the good work.

I hope the commission will get away from the Town Meeting type government any start looking at some other type of government for Saugus.

Andy B.

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1 of 1 04/23/2008 4:10 PM



- **E-mail from Selectman Kelleher**

Mr. Manoogian read the e-mail into the record. Mr. Manoogian also stated that he replied to Mr. Kelleher via e-mail and invited him to attend the meeting tonight and that these are problems and not solutions in which Mr. Kelleher responded that he understood. Mr. Manoogian had Mrs. Rappa go to the basement and find the attached ballot question.

Received via e-mail 4-22-08

Hi Peter:

I read both the list and narrative. Can you tell me why the list is not consistent with the narrative? Under the Town Meeting in the list it states "increase" I assume in regard to the number of members. The narrative has no such mention. I have not reviewed the meeting minutes but I know I was not the only person to suggest an open town meeting or an increase in the number of members. Can you tell me the logic and reason the town would continue to have the smallest TM in the State?

I also did not hear many people mention reducing the ratio to hire or fire the town manager yet the narrative calls for a reduction in the ratio and states that a minority of selectman can control the hiring/firing. I would suggest a 4/5 ratio is not a minority nor is a 3/5 but a 3/5 is closer to a minority. Is this issue important to the future of the town? How many people other than Bob Long brought this forward as an issue?

I have not read all the minutes but I will. As you know I have always been concerned that the changes put forward by the charter commission would not pass because of one or two minor items, thus hurting the greater good. The town manager is a lightning rod issue and I don't think many people in town are concerned with the ratio. Do you think the Charter Commission will make this part of the final product to be voted on?

Thanks  
MK (Mike Kelleher)

TOWN MEETING MEMBERS for two years MORE THAN FIVE

ROBERT D. LAVOIE	14 Greenwood Avenue	40
DAVID G. MacLEOD	8 Powell Drive Candidate for Re-election	41
RICHARD L. REYNOLDS, JR.	12 Henry Street Candidate for Re-election	42
JOHN C. KANE, SR.	9 Atlantic Avenue	43
CHRISTIE CIAMPA, JR.	50 Bristow Street Candidate for Re-election	44
PETER MANOOGIAN	50 Ballard Street	45
MARY D'AMICO	77 Bristow Street	46

1985

QUESTION:

Shall an act passed by the General Court in the year nineteen hundred and eighty-four, entitled 'An Act relative to the number of town meeting members for the town of Saugus', be accepted?

YES 60 → 2293  
NO 61 → 3283

SUMMARY

A "YES" vote would increase the number of town meeting members from the present five (5) members per precinct to seven (7) members per precinct.  
A "NO" vote would retain the present number of five (5) members per precinct.

Expanded  
Town  
Meeting?

NOT FIVE  
40  
41  
42  
43  
44  
45

## **UNFINISHED BUSINESS (REPORTS)**

- **Joan Fowler – Answers from Conservation Commission**

Mr. Manoogian read into the record the answers from the Conservation Officer.

### QUESTIONS ASKED OF THE CONSERVATION OFFICER:

1. Does the Conservation Officer have to be a member of the Commission? No, a special exemption was granted by the Board of Selectmen. The Commission hires the Conservation Officer with approval of the Town Manager. At one time the Conservation Officer was not a member of the Commission.
2. Does the Conservation Officer have to be a resident? No, but, if he moved out of town he could not be a member of the Commission.
3. Where does the money go that is collected for fees? There are 3 different accounts that the money could go into. Monies collected for State fees go into the General Fund.
4. Where does the money go that is collected for enforcement orders? The General Fund.
5. Would the Conservation Commission work with other organizations in Town. Yes, have worked the Watershed Committee in the past.
6. List of unbuildable land or land for non payment of taxes in the Town? If Town Meeting comes up with a list, it is sent to the Conservation Commission for them to check and see if the Town should keep this land. The Town should never sell land, just lease it.
7. If the Conservation Commission buys land, where does the money come from? Money that is collected from hotel taxes in town. Land acquisitions are lax.
8. What account pays for the Commission Members who attend seminars and lectures? The regular Commission budget.

## **NEW BUSINESS**

## **STEP 2 - RESEARCH THE NEED OR PROBLEM**

- **Examine current state of the issue and current solutions**
- **Explore other options via the internet, library, interviews, etc.**
- **Research process – discussion**
  1. **Six categories – divide?**
  2. **List of 49 – divide?**
  3. **Selected community approach?**
  4. **National League of Cities – Best Practice**
  5. **National Urban League – Best Practice**
  6. **MMA**
  7. **Other Communities**
    - **CD from Karla**
  8. **Invite other officials**
- **Next Meeting**

Ms. de Steuben stated that we should invite people in to get a broader view and that we should look at other forms of government that is different from ours.

Mr. Decareau stated that we should use the invitation sub-committee to bring other community representatives in.

Mrs. Panetta stated that we should take advantage of the CD Karla has given us and pick one or two cities/towns along with what Ms. de Steuben and Mr. Decareau stated.

Mr. Stewart stated that we should activate the Interview Sub-Committee to get the process going.

Mr. Manoogian stated that we should look at the CD and find 4 -5 cities/towns we would want to look at and e-mail him with those cities/towns so he can set up a meeting for the Interview Sub-Committee by next Wednesday, April 30, 2008. He will post the meeting for Monday, May 5, 2008 at the Town Hall at 4:30p.m.



Mr. Manoogian had us pick two Problems and Needs from the Listing and had us share with each other what ones we wanted to look at and see which communities we would want to invite to speak with us.

The following is a list of problems and needs and who will be working on them:

**I. ELECTIONS – TERM OR OFFICE – VACANCIES**

- **Mrs. Panetta**            **1<sup>st</sup> quarter of the CD**
- **Mr. Stewart**            **2<sup>nd</sup> quarter of the CD**
- **Mr. Manoogian**        **3<sup>rd</sup> quarter of the CD**
- **Mrs. Cote**                **4<sup>th</sup> quarter of the CD**

**II. ACCOUNTABILITY AND PUBLIC POLICY**

- **Mrs. Fowler**            **1<sup>st</sup> third of the CD**
- **Ms. de Steuben**        **2<sup>nd</sup> third of the CD**
- **Mr. Diotte**               **3<sup>rd</sup> third of the CD**

**III. TOWN MEETING**

- **Mrs. Cicolini**           **1<sup>st</sup> half of the CD**
- **Ms. de Steuben**        **2<sup>nd</sup> half of the CD**

**IV. FINANCE COMMITTEE – APPROPRIATIONS – BUDGET**

- **Ms. de Steuben**        **1<sup>st</sup> quarter of the CD**
- **Mr. Diotte**               **2<sup>nd</sup> quarter of the CD**
- **Mr. Manoogian**        **3<sup>rd</sup> quarter of the CD**
- **Mr. Decareau**           **4<sup>th</sup> quarter of the CD**

**V. TOWN MANAGER**

- **Mrs. Fowler** 1<sup>st</sup> quarter of the CD
- **Mr. Decareau** 2<sup>nd</sup> quarter of the CD
- **Mr. Stewart** 3<sup>rd</sup> quarter of the CD
- **Mrs. Cicolini** 4<sup>th</sup> quarter of the CD

**VI. APPOINTED BOARDS – COMMISSIONS – HUMAN RESOURCES**

- **Mrs. Panetta** 1<sup>st</sup> half of the CD
- **Mrs. Cote** 2<sup>nd</sup> half of the CD

Around table discussion was made and a few cities/towns were thrown out there for the sub-committee to look into for the time being. The list is as follows:

1. Everett
2. Danvers
3. Burlington
4. Amesbury
5. Newton
6. Connecticut
7. Wellesley
8. Dracut
9. Milton

**MEMBERS ANNOUNCEMENTS / MOTIONS**

There was none.

**PUBLIC FORUM**

There was none.

**ADJOURNMENT**

Mrs. Cicolini made a motion to adjourn at 9:02 p.m.

The Chairman seconded the motion.

Motion passed                      **9 – 0**

**APPROVED ON** \_\_\_\_\_

**SUBMITTED BY** \_\_\_\_\_