

# SAUGUS CHARTER COMMISSION

## APPROVED MEETING MINUTES

OF

JUNE 5, 2008

The twenty-fifth meeting of the Saugus Charter Commission was held on Thursday, June 5, 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**

Seven members of the nine member committee were present at roll call:  
Cam Cicolini, Karen Cote, Karla J. de Steuben, Joan L. Fowler, Peter Manoogian, Sr., and Thomas Stewart.

Albert W. Diotte, Jr. arrived at 9:26 p.m. and Eugene F. Decareau was unable to make the meeting.

Mr. Manoogian asked if we could take our Invited Guests out of order to accommodate them. There was no objection.

### **NEW BUSINESS**

#### **1. Invited Guest: Tewksbury Town Manager – David. G. Cressman**

- He has been the first Town Manager of Tewksbury for 20 years.
- They have a Special Act Charter that was accepted in 1987 and implemented in July of 1988.
- They have a Town Manager, Board of Selectmen and Open Town Meeting form of government.
- He is a resident of Tewksbury now but was not one when he first became manager.
- The Charter states that the manager lives within 10 miles of the Town.
- They have a zero quorum basis
- Department heads submit proposed budgets in January to the Town Manager.
- Presentation of the budget starts in early March
- April and May is the focus but usually delayed until June due to legislature at Capital Hill.
- Warrants are mailed to every resident by the post office.
- It is mailed three weeks prior to Town Meeting.
- Attendance is reflective on the town issues.
- Monday, Wednesday, and Thursday's are when Town Meeting is scheduled, but usually just on Monday and Wednesday's.

- Monday's meeting starts at 8:00p.m. with 30 – 35 articles for the Annual Town Warrant.
- Their by-law states that they use a random method to act on articles in order to not pack up the room.
- Last 5 – 8 years they could not afford both nights.
- On Monday's they usually take up financial articles, personnel articles and then the budget.
- On Wednesday's they will take up by-law issues and zoning issues.
- This is done to make it more efficient.
- Every article has an executive summary. This is for information.
- This past budget approximately 200 residents came when normally they have about 400 residents.
- This past Annual Town Warrant there was only 8 articles, it was a brief night and about 100 residents came.
- This past special warrant about 1000 residents came due to the articles was on a feasibility study of their High School and water and sewer issues
- Their annual warrant closes on the third Friday of February and their special warrant closes on the last week of March
- Consent agenda, Chapter 90 article and leasing
- Taking away issue of reconsideration
- Tewksbury for 12 years had a City / Council form of government, for 20 years they have had open town meeting and for 8 years they had Council / Manager form of government each have pros and cons
- He feels that what would be ideal are a Council / Manager with some Town Meeting flavor to it for a safety net for resident's issues like water and sewer.
- Each person is allowed 2 -3 minutes to speak at Town Meeting
- Finance Committee makes the motion or recommendation.
- Zoning is deferred to the Planning Board.
- The author of the article or the Town Manager or the Board of Selectmen can present the article
- Moderator calls on who may speak at the meeting
- The budget is put on their Town Web-Site three days after the Managers presentation
- The hearing process is done with the Finance Committee.
- They have a Budget Committee who has televised meetings in April and May
- The Budget Committee is made up of two Board of Selectmen, 2 School Committee, and the Finance Committee Chairperson.
- They have two special town meetings, one in May and one in October which is usually on collective bargaining and zoning.
- Their moderator is elected and has served for about 15 -16 years or more
- Their budget is \$79 million
- The Board of Selectmen does an evaluation of the manager once every three years.

- They use a form and consolidates the document and goes over it with him
- He serves a three year term.
- It takes a 3/5 vote to appoint or reappoint and a 4/5 vote to remove him.
- He appoints an acting manager who is usually his assistant manager.
- The Budget Committee is used to get all three parties to agree on a budget. Then the Finance Committee will make the presentation with everyone in agreement.
- They usually have 4 – 8 meetings.
- The population of students is about 4200.
- He touches base with the Selectmen a least once a week and tries to let them know things before it is released to the newspapers.
- He normally works with the Chairman on a daily basis
- Approximately \$32 million goes to the Schools operating budget
- Health insurance, pensions, and liability insurance is added after
- Board of Selectmen have staggered 3 year terms, 2 - 2 -1
- The moderator serves 3 years
- Town Manager per the by-law hires the auditor, sometimes he does it in conjunction with the Board of Selectmen and lately with the Finance Director and then presented to the Board of Selectmen
- Water and sewer rates is done by town meeting in a sense, billing is done by Treasurer/Collector. He brings all policy decisions to the Board of Selectmen to set the rates, he could do it on his own, but the Board of Selectmen will authorize his policy.
- Finance Committee is appointed by the Board of Selectmen and the Moderator and they serve staggered terms
- Town Counsel is appointed by the Board of Selectmen
- Special Counsel is appointed by the Town Manager, but he consults with the Board of Selectmen. The Town Counsel will give the Board of Selectmen a list of at least 3 names
- Assistant to the Town Manager does the administrative services, personnel issues, and procurement issues
- Town Manager runs the solid waster program not the Board of Health
- The assistant to the town manager will handle resident's complaints, and recycling.
- The ICMA advocates for Council / Manager form of government – Board of Directors, CEO, Public vs. Private
- He feels he has not seen an ideal form of government yet
- He feels we should create a Hybrid form of government that has the people participate in
- He feels that recall is a safety net.

## **2. Invited Guest: Chelsea City Manager – Jay Ash**

- The evaluation date of the manager is published in the paper
- They have a 5 year finance forecast – the School review and adopts budget – process not interactive

- He has been the City Manager for 8 years
- Budget hearings are not televised
- Budget hearing dates are published in the paper
- Very light in observation at the hearings
- B.U. was contracted for 10 years starting in the late 80's and then they went into receivership 2 years later
- Both sides have no agreed that the contract is over.
- They appointed 25 stakeholders who spent time with consultants who manage the Charter process
- This was part of the receivership
- Politics no longer rules the day and people did not care
- City Council oversees the manager to run the city
- Manager can hire and fire with out council involvement per the Charter, but on critical positions he gets the councilors involved.
- Council hires the city manager and advises, does evaluations and votes on dismissal of the manager
- He does not sit at the table during a bargaining agreement, he does not start at the table the deputy city manager does
- One year ending in zero, the council appoints a Charter to review and change
- He feels the Charter should last the test of time.
- Zoning issues – the elected official set them, they have zoning appeals and planning and development director and 4 others
- No zoning matters go before elected officials
- Sub-committee of Councilors evaluate him- they voice the opinion of the public
- 3<sup>rd</sup> they sit with the city manager
- 4<sup>th</sup> they drafting of the evaluation
- 5<sup>th</sup> they receive comments back from the manager
- 6<sup>th</sup> approval of the whole council
- They have an 11 member council
- Nothing on the evaluation is surprising to him or the council
- Very good communication with the council on a daily basis
- Day to day is more rewarding than evaluation
- Revenues drive decisions
- Springfield may not be as good as Chelsea's receivership
- A political and professional manager is a good thing
- He feels we should take better advantage of Route 1
- Library budget is \$255,000
- \$131 million budget with out amendment
- City manager to hire competent people
- Department heads allowed to manage their department
- He wifes residency requirement for department heads

- Charter doesn't allow councilors to call department heads
- Population per census is 35,000 but feels it is 45,000
- \$13 million is for Water
- \$63 million is for the Schools
- Councilors have non staggered terms for 2 years
- He feels 11 is to many and 5 is to few and feels that 7 seems good
- It takes 13 votes to hire, a majority plus one and a super majority to fire
- They have 5,700 students, 4 elementary schools which share a café and auditorium, they have one pre-k, k and 1<sup>st</sup>, they have 2 middles schools that share a café and gym and one high school
- They have a 5 year capital improvement plan
- They have a 5 year financial forecast
- They have a 5 year projection team made up of the Manager, auditor and deputy manager
- He feels there is more value in a 3 year cycle instead of a 5 year cycle
- They have 8 districts
- He feels it is tough to communicate with 11 councilors and that 7 – 9 is more reasonable
- School had 3 vacant seats
- He talks with the Superintendent of Schools informally once a week
- Charter states that the outside auditing firm should be appointed by the city council and would report to the city council
- State process that the DOR is involved with the tax rate
- They have refused Wal-Mart, Lowes, and Target – he feels that retail is not good
- Elected officials and administration get on the same page and get the public involved.
- \$13 million water and sewer budget
- \$118 million budget total
- \$62 million
- \$50 million goes to the schools
- \$10 million to general government
- The government is set up like a Fortune 500 company with a CEO
- City council – hires/fires city manager, adopt a budget, see that the charter is followed, to be the eyes and ears of the community and be responsible for their actions
- He has department head staff meetings every other week and once a month with the managers
- The auditor sends out monthly actual reports.

### **Reading of minutes of last meeting (May 29, 2008)**

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

### **Acceptance of previous minutes (May 22, 2008)**

Mrs. Panetta made a motion to accept the May 22, 2008 minutes.

The Chairman seconded the motion

Motion passed                    **8 – 0**

### **Acceptance of previous minutes (May 28, 2008)**

Mrs. Fowler made a motion to accept the May 28, 2008 minutes.

The Chairman seconded the motion.

Motion passed                    **7 – 0 with 1 abstention**

### **Public Comment**

There was none at this time.

### **Chairman's Report:**

- **update on RFQ and Clerk Posting**

Mr. Manoogian stated that the RFQ is out there already and that he had to change the date to June 30, 2008. He also stated that the Clerk's position is posted at a \$12/hr rate and is being posted internally first and then in the advertiser.

Mr. Manoogian thanked Fran Trainor and Michelle Wendell for their help.

- **Invitation sub committee**

Mr. Manoogian stated that next Thursday at 4:30 we will have someone here from Newton and on June 26, 2008 we will have someone here from Connecticut.

Mr. Manoogian asked the committee if they still wanted to continue getting in touch with the other cities / towns to have them meet with us.

Mrs. Panetta stated that she would like to continue to get in touch with the rest of them.

Ms. de Steuben stated that we may want to focus on hiring a consultant.

Mr. Stewart stated that he is on the page as Ms. de Steuben and feels we got a good cross section.

Mrs. Cicolini agrees with Mr. Stewart.

Mrs. Fowler feels that we should end it.

Mr. Diotte feels that we should end it.

The final decision is not to continue.

### **Treasurer's Report**

Mr. Decareau was not here to give a report.

Mr. Manoogian stated that he will give Mr. Decareau the mileage from Barnstable and Tewksbury.

### **Committee Report**

Mr. Manoogian stated that on June 12, 2008 we will have a meeting at 4:20 p.m. for Budget and Finance sub-committee and 4:25 p.m. for Invitation sub-committee to approve the minutes.

### **Correspondence**

There is none at this time.

### **Unfinished business (Individual Research)**

- **Allow members to complete presentation of individual research**

Mrs. Fowler, Ms. de Steuben and Mr. Stewart made their presentations.

Mr. Manoogian stated that he would keep the individual research on the agenda.

### **Members Announcements / Motions**

Mrs. Cote stated that she would put a cover page on the individual report and submit all the research as one package to the Town Clerk's office.

### **Public Forum**

There was none at this time.

### **Adjournment**

Mr. Stewart made a motion to adjourn at 10:36 p.m.

The Chairman seconded the motion.

Motion passed                    **8 - 0**

APPROVED ON: JUNE 26, 2008

SUBMITTED BY: KAREN COTE