

SAUGUS CHARTER COMMISSION
APPROVED MEETING MINUTES
OF
JULY 10, 2008

The twenty-eighth meeting of the Saugus Charter Commission was held on Thursday, July 10, 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: Cam Cicolini, Karen Cote, Eugene Decareau, Karla J. de Steuben, Albert W. Diotte, Jr., Joan L. Fowler, Peter Manoogian, Sr., and Thomas Stewart.

Debra Panetta arrived at 7:35 p.m.

CHAIRMAN'S REPORT

- **INTRODUCTION OF CLERK – MS. KATHLEEN DAVIS**

Chairman Manoogian introduced the new Clerk for the Commission, Ms. Kathleen Davis.

PUBLIC COMMENT

There was none at this time.

Mr. Manoogian asked if there was any objection to immediately moving into the evening's business, the presentations of individual commission members, to be facilitated by Mr. William Hayes of the General Electric's Community Volunteers Program.

NEW BUSINESS

- **PRESENTATION OF MODELS**

- 1. FACILITATOR WILLIAM HAYES – G.E. COMMUNITY VOLUNTEER**

Mr. Manoogian introduced G.E. Community Outreach Volunteer William Hayes, who would be facilitating the meeting. Facilitator Hayes conveyed the rules of the presentations, allowing each Commission Member a total of 20 minutes to speak, and presenting in the order that he announced.

- Thomas Stewart presented one proposal: Mayor/Council
- Debra Panetta presented two proposals: Town Manager form of government and Town Councilor form of government
- Peter Manoogian presented two proposals: Adaptive Administrative and Slightly Modified Current Structure
- Joan Fowler presented four proposals: BOS – OTM – T/A, Mayor-CEO & Town Council, Mayor & Town Council, Mayor & City Council
- Albert Diotte presented one proposal: Focus on Accountability
- Eugene Decareau presented two proposals: Five Selectmen and Seven Selectmen
- Karla J. de Steuben presented one proposal: Improve Accountability, Transparency, and Civic Engagement
- Karen Cote presented two proposals: Council/Manager, and Representative Town Meeting
- Cam Cicolini presented one proposal: Existing Form of Government with Adjustments

All presentations would be placed on file in the Town Clerk's Office for public viewing and also on the Town's web site.

10 minutes recess was called after the presentations were given.

Following the presentations, Facilitator Hayes demonstrated the Pugh Concept (used at G.E.) as a structured way to come to a consensus decision, by establishing criteria, and assigning weight to each criteria item. There was a brief question and answer period between the Commission members and Mr. Hayes pertaining to the Pugh concept.

Mr. Manoogian thanked William Hayes and the G.E. Volunteers. Mr. Hayes thanked the Commission for inviting him, stating that he was impressed with the team and their efforts.

Debra Panetta made a motion to adopt the Pugh Matrix.

The Chairman seconded the motion.

The motion passed **9 - 0.**

Commission members will come to the next meeting with suggestions for criteria, weight, and changes to their proposals, if members wished to do so, to be worked through incrementally.

READING OF MINTUES OF LAST MEETING (JUNE 26, 2008)

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

ACCEPTANCE OF PREVIOUS MINUTES (JUNE 12, 2008)

Mrs. Panetta made a motion to accept the June 12, 2008 minutes.

The Chairman seconded the motion.

The motion passed **9 – 0**

PUBLIC COMMENT

- Richard Mytkowicz, 24 Emory Street, stated that he has been involved in a similar process when hiring people, and that out of 25 applicants; a screening board narrows it down to perhaps five. Mr. Mytkowicz felt that out of the 16 proposals presented, there are actually 4 or 5 different models if you combine, for example, all of the proposals for a council, etc.
- Selectman Peter Rossetti, 6 Summit Avenue, stated that the system demonstrated by Mr. Hayes was interesting, but might be more suited for something like selling widgets in China or Peru. The kinds of criteria are going to be the critical part of this. He stated that he can't imagine any of the proposals having anything but the highest ranking on accountability or transparency, because they are very vague terms. When using criteria that are kind of vague, it makes it very difficult to distinguish between ideas. He stated that honesty is a great concept, but asked how you would define it and how any of the ideas would not involve that concept. He feels that criteria and how you define it, is key.

TREASURER'S REPORT

Mr. Decareau made a motion to reimburse Jean deSmet of Windham, CT, \$90.45 for travel, tolls, and mileage.

The Chairman seconded the motion.

The motion passed **9 - 0.**

Mr. Decareau made a motion to pay the Community Newspapers in the amount of \$175.40.

The Chairman seconded the motion.

The motion passed **9 - 0**

Balance in the Saugus Charter Commission account after these two invoices are paid will be \$29,598.12.

COMMITTEE REPORT

There was none at this time.

CORRESPONDENCE

There was none at this time.

UNFINISHED BUSINESS (INDIVIDUAL RESEARCH)

- **RFP PROCESS**

E-mail from Michele Wendell indicating important dates in the RFP process, sent to Peter Manoogian on July 7, 2008, is attached to minutes placed on file in the Saugus Town Clerk's Office.

NEW BUSINESS CONTINUED

- **NEXT MEETING DATE**

Members agreed that the next meeting will be July 24, 2008, at 7pm, in the Town Hall Auditorium.

MEMBERS ANNOUNCEMENTS / MOTIONS

There were none at this time.

PUBLIC COMMENT

There was none at this time.

ADJOURNMENT

Mrs. Cicolini moved to adjourn at 10:23 P.M.

The Chairman seconded the motion.

The motion passed **9 - 0**

APPROVED ON _____

SUBMITTED BY _____