

SAUGUS CHARTER COMMISSION
APPROVED MEETING MINUTES
OF
AUGUST 7, 2008

The thirtieth meeting of the Saugus Charter Commission was held on Thursday, August 7, 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 7:00 P.M.

Completion of STEP 3: DEVELOP POSSIBLE SOLUTIONS

ROLL CALL OF MEMBERS

Eight members of the nine member committee were present at roll call: Cam Cicolini, Karen Cote, Eugene Decareau, Albert W. Diotte, Jr., Joan Fowler, Peter Manoogian, Sr., Debra Panetta and Thomas Stewart.

Karla J. de Steuben arrived at 7:04 P.M.

READING OF MINUTES OF LAST MEETING (July 24, 2008)

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

ACCEPTANCE OF PREVIOUS MINUTES (July 10, 2008)

Debra Panetta made a motion to accept the July 10, 2008 minutes.

The Chairman seconded the motion.

The motion passed **8-0**

PUBLIC COMMENT

None at this time.

CHAIRMAN'S REPORT

Distribute lists of boards and commissions

Chairman Manoogian informed the Commission Members that the updated lists of Boards / Commissions, requested at the last meeting, were in their packets.

Last minute update in Chairman's report

Chairman Manoogian noted that this day (August 7, 2008) was the closure of the RFP process. Three proposals for consultants were received. Copies of the proposals were distributed to the Commission Members by Mr. Manoogian, who also thanked Michele Wendell for making the copies. It was noted that prices would not be seen until the end of the process. The three proposals are as follows:

1. Attorney Michael Curran
2. Petrini and Associates
3. Kopolman and Paige

Mr. Manoogian distributed the Consulting Firm Proposal Evaluation Form, prepared by Michele Wendell, to the Commission Members, and explained the rating system. He stated that he will make arrangements to schedule interviews. After going through the proposals on their own, members will discuss them in open session at the next meeting.

TREASURER'S REPORT - Full Detailed Report and Vote to Accept

Treasurer Eugene Decareau made a motion to pay \$147.99 to The Community Newspapers for advertising.

The chairman seconded the motion.

The motion passed **9-0**

The Treasurer reported that the balance in the Charter Commission Account, after paying the above mentioned bill, will be \$29,286.37.

Cam Cicolini made a motion to accept the Treasurer's Report.

The chairman seconded the motion.

The motion passed **9-0**

COMMITTEE REPORT

None at this time.

CORRESPONDENCE

None at this time.

UNFINISHED BUSINESS - Additional details or proposal from members

None at this time.

NEW BUSINESS

Amend, adjust, revise THEN VOTE criteria (Guiding Principles and Factors) as developed at July 24th Meeting

Copies of the Pugh Analysis Chart were included in the Members' folders, and the Chairman read each of the Guiding Principles and Factors.

Karla J. de Steuben stated that it was difficult for her to accept a criteria that did not include her definition of accountability, as presented in her hand-out at the last meeting. For her, it is non-negotiable, and will be her method of determining whether or not to vote for a proposal. She also stated that she could not support quantifying accountability as stated on the Pugh Analysis Chart.

Mr. Decareau pointed out that everyone sees it differently, and that as a Commission Member, he feels their role is to set up guidelines for the voters. He feels that all employees and officials should be accountable, or removed from their positions by the voters.

Ms. Panetta asked Ms. de Steuben if it would help if they added the verbiage from her definition. The Chairman pointed out the need for specificity and quantifiable language, and the definition was added.

Ms. Panetta explained that the only reason for separating #1A and #1B, Organizational Accountability and Financial Accountability, was because of the themes that evolved at the previous meeting.

Mr. Decareau made a motion to combine #1A and #1B and have #1, Organizational / Financial Accountability.

The Chairman seconded the motion for purposes of discussion.

Ms. de Steuben makes a substitute motion to have #1 Accountability (including the definition), #1A Organizational Accountability, and #1B Financial Accountability.

The Chairman seconded the motion for purposes of discussion.

Ms. de Steuben stated that it was her understanding that everyone's ideas and beliefs would be considered.

Mr. Manoogian pointed out that the rating scales are only a guide. He does not want the criteria to support any specific proposals.

Ms. de Steuben voiced her struggle with the possibility of opting out of the Pugh concept altogether.

Mr. Manoogian added the definition as moved.

Ms. Panetta voiced her concerns that it would be very difficult to rate, and asked if they could put clarifying factors underneath it, to which Ms. de Steuben objected.

Mr. Decareau voiced his opinion that you should not rate a definition, feeling that it is a statement, not a criteria.

A roll-call vote was taken:

Cam Cicolini	abstain
Karen Cote	yes
Eugene Decareau	no
Karla J. de Steuben	yes
Albert W. Diotte, Jr.	yes
Joan Fowler	yes
Peter Manoogian, Sr.	yes
Debra Panetta	yes
Thomas Stewart.	yes

Motion passed	7 in favor
	1 opposed
	1 abstained

After some discussion, several more changes were made to the verbiage of the criteria, and a copy of the updated Pugh Analysis Chart will be attached to the Approved Minutes of this meeting in the Town Clerk's Office.

Amend, adjust, revise THEN VOTE criteria (Guiding Principles) rating scale

The Chairman presented the Rating Key. After some discussion, the Commission Members decided that all of the Guiding Principles should carry the same weight, and it would be the criteria points that would be the determining factor.

Exercise - Apply criteria and scale to existing town charter.

Commission Members began rating the existing Town Charter, using the revised Pugh Analysis Chart and Rating Scale.

At 8:52 the Chairman called a 10 minute recess.

9:05 P.M. – 9:35 P.M. Voice Conference via speaker phone with Dr. Curtis Wood – Faculty Member Northern Illinois University, Co-Author of “The Adapted City.”

“Professor Wood received his Ph.D. in political science from the University of Kansas in May 2004. He earned an M.P.A. degree from the University of Kansas in 1980. Professor Wood served 20 years in city government, three years in city management and 17 years as a finance director.”

http://www.niu.edu/pub_ad/faculty_staff/Wood.shtml

Professor Wood has been following the work of the Charter Commission, and has a copy of the proposed criteria (Guiding Principles and Factors). He offered comments and took questions:

Mr. Decareau questioned term limits, as well as residency for the Town Manager.

Professor Wood responded that there seems to be a trend for having the Manager or Mayor live in the town or city, providing some type of housing incentive where the cost of living is higher. As far term limits, they are very controversial. Citizens seem to like term limits, but you tend to see them in the larger cities, whereas in the smaller towns your elections are your term limits.

Mr. Stewart stated that he has been reading the book, "The Adapted City," and asked how you would move from an administrative city to a more political city.

Professor Wood's response indicated that, although it is possible, it is unlikely that you would be able to quickly move from one end of the spectrum to the other, and that it would most likely be a gradual change.

Ms. Panetta asked about the person getting the most votes becoming chairman, and about staggered elections.

Professor Wood responded that typically the highest vote getter does become the chairman, president, etc., but the council / committee doesn't have to follow that rule if they feel the person is not qualified. In response to the second part of her question, he noted that staggered elections are more common.

Ms. de Steuben asked if there was a trend towards an optimum number of people serving on councils.

Professor Wood replied that Chicago, with three million people, has a 50 member council, one for each of the fifty wards, and a mayor. He noted that the number of residents determines the number of representatives required for optimal representation.

Mr. Manoogian asked about a majority / super majority to hire and fire, explaining that the current Town Charter requires four out of five to hire or fire the Town Manager.

Professor Wood responded that there are pros and cons. With a super majority, you have a guaranteed consensus, but it is more difficult to arrive at that consensus to get anything done.

At the end of the 42 minute phone call, the Chairman asked for any final thoughts. Professor Wood commended the Charter Commission for the process that they are going through, stating that he feels they are on the right track. He wished them well, and said that if they have any more questions, he will be happy to help.

After the Chairman thanked Professor Wood, the Commission Members returned to the exercise of applying the criteria and scale to the existing town charter. At the end of the exercise, members agreed to change the wording of # 3 "Undecided" to "Neither Favorable nor Unfavorable."

Ms. Panetta made a motion to accept the Rating Scale.
The chairman seconded the motion for purposes of discussion.
The motion passed **9-0**

Next Meeting Date

Members agreed that the next meeting will be August 14, 2008, at 7:00 P.M., in the Town Hall Auditorium to begin the interviews for the Consultants. Two additional meetings will be on August 21, 2008 and August 28, 2008, both at 7:00 P.M., in the Town Hall Auditorium.

MEMBERS ANNOUNCEMENTS / MOTIONS

Ms. Panetta noted that people she doesn't even know, come up and thank her for the work the Charter Commission is doing.

PUBLIC FORUM

None at this time

ADJOURNMENT

Joan Fowler moved to adjourn at 10:26 P.M.
The chairman seconded the motion.
The motion passed **9-0**

Approved on _____

Submitted by _____