

SAUGUS CHARTER COMMISSION
APPROVED MEETING MINUTES
OF
AUGUST 6, 2009

The sixty-sixth meeting of the Saugus Charter Commission was held on Thursday, August 6, 2009. 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.

ROLL CALL OF MEMBERS

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

READING AND ACCEPTANCE OF PREVIOUS MINUTES

- **(June 11, 2009)**

Mrs. Panetta made a motion to accept the minutes of June 11, 2009 with an amendments made by Mrs. Fowler to change the word tow to two.

The Chairman seconded the motion.

The motion passed **9 – 0**

PUBLIC COMMENT

There was none at this time.

CHAIRMAN'S REPORT

- **PRINTING OF CHARTER - UPDATE**

The chairman and Mr. Stewart stated that the Board of Selectmen was diligent in obtaining a state bid list. Wendy Reed collected and presented 3 different bids. Lane Printing was hired because they were the best qualified and their price was reasonable. Mr. Stewart thanked Wendy and felt that Lane Printing was the best choice.

The chairman has made a hard copy and left it in the Town Hall Clerk's office. The charter will be mailed on or about September 14, 2009 to every resident.

- **ARTICLE FOR AUGUST 24, 2009 SPECIAL TOWN MEETING TO RETURN ALL BALANCES FROM CHARTER COMMISSION ACCOUNTS**

The charter will be returning approximately \$2,200 to \$2,700 but will get the final amount from the Town Accountant.

Mr. Stewart made a motion to inform the Town Accountant that we do not need the balance of the P.O. of \$1500.00

The Chairman seconded the motion.

The motion passed **9 – 0**

- **MEETING WITH ITEM EDITORIAL BOARD**

Mrs. Panetta, . Ms. de Steuben and Mr. Manoogian met with the Item and said that they had a very open mind and that they asked some very good questions. Ms. de Steuben thanked them for meeting with us.

- **MEETING WITH SAUGUS ADVERTISER**

The Chairman met with Kathy O'Brien and she said that she would have something in every week for us, so people understand what is in the charter and what is not in the charter.

- **SCHOOL COMMITTEE MEETING – SEPTEMBER 24TH**

The superintendent asked for copies of the charter to put in each school and the administration building. He also, would like us to attend the September 24, 2009 school committee meeting to give a presentation.

TREASURER'S REPORT

Joan Reagan the Town Accountant has given us a report (see attached).

COMMITTEE REPORT

- **SUB-COMMITTEE MEETING – MRS. PANETTA**

Mrs. Panetta read over the minutes of their meeting (see attached). Mrs. Panetta stated that they did a taping on August 1, 2009 which will be airing next week on the Saugus cable channel. Mrs. Panetta hosted the show with Mr. Stewart and Ms. de Steuben as guests. She thanked Rich Garabedian and Francis Bucchiere. She stated that we are now on Twitter, Face book and the Town's website. She is planning another ½ hr show and encourages the public to contact charter commission members. The show is called Empowering Saugus – what the charter means to you.

Mrs. Cicolini contacted Donna Gould for a booth at Founders Day for informational purposes only and Mrs. Gould replied that it may be considered political and could not do this. Mrs. Cicolini stated that we will be out at Founders Day walking around, so please feel free to stop any one of us and ask us questions.

Mr. Stewart thanked Saugus Cable for the show.

The Chairman talked to Mike Downing from the Downin Town show and said that Mike would correct some of the things that were not accurate.

Ms. de Steuben wanted to thank him again.

CORRESPONDENCE

- **E-MAIL FROM MIKE CURRAN**

The Chairman read out loud Chapter 43B (see attached)

UNFINISHED BUSINESS

There is none at this time.

NEW BUSINESS

- **WHAT QUESTIONS HAVE BEEN ASKED ABOUT THE CHARTER?**

Mrs. Fowler has heard how much they liked it.

Ms. de Steuben along with Mr. Manoogian and Mrs. Panetta was asked about the transitional period.

Mr. Diotte was asked about the Town Manager residency requirement and the accountability of the Town Manager.

Mr. Panetta has heard all positive comments about the charter.

Mrs. Cote was asked about the differences between the Town Assembly and Town Meeting and the power of the Chairperson

Mrs. Cicolini has not heard anything.

Mr. Stewart was asked about the appointment of the Finance Committee and our role as Charter Commission and advocacy of the Charter.

Mr. Decareau was asked about the transition with the Board of Selectmen

Mr. Stewart stated that he was surprised that no one asked about the costs associated with the elections and the auditor position.

The Chairman stated that we will be monitoring all these questions. The Chairman stated that Kathy O'Brien of the Advertiser will be putting a comparison list in the paper.

MEMBERS ANNOUNCEMENTS/MOTIONS

There was none at this time.

PUBLIC COMMENT

There as none at this time.

NEXT MEETINGS –

- **SEPTEMBER 17, 2009**
- **OCTOBER 29, 2009**

ADJOURNMENT

Mrs. Cicolini made a motion to adjourn at 8:54 p.m.

The Chairman seconded the motion.

Motion passed **9 – 0**

APPROVED ON _____

SUBMITTED BY _____

Account. Date	Vendor/Cust/Explanation	Src	Ref	PO	Voucher	Adopted Budget	Budget Adjustm	Revised Budget	Open Encumbrance	Expended & in Process	Balance
100.2009	.915.000000.5201 CHARTER COMMISSION					25,000.00		25,000.00			25,000.00
7/1/2008	-- Beginning Balance --										25,000.00
7/24/2008	PAYROLL INTERFACE	P	72408							78.00	24,922.00
8/28/2008	PAYROLL INTERFACE	P	82808							318.00	24,604.00
9/25/2008	CURRAN/ MICHAEL P.	D	187648		1619					1,900.00	22,704.00
9/25/2008	PAYROLL INTERFACE	P	92508							288.00	22,416.00
10/2/2008	DAVIS/ KATHLEEN	D	188314		1698					6.29	22,409.71
10/16/2008	CURRAN/ MICHAEL P.	D	188746		2008					1,900.00	20,509.71
10/23/2008	PAYROLL INTERFACE	P	102308							384.00	20,125.71
11/10/2008	CURRAN/ MICHAEL P.	E		9399					19,250.00		875.71
11/10/2008	CURRAN/ MICHAEL P.	E		9399					(1,900.00)		2,775.71
11/10/2008	CURRAN/ MICHAEL P.	E		9399					(1,900.00)		4,675.71
11/10/2008	CURRAN/ MICHAEL P.	E		9399					(3,800.00)		8,475.71
11/10/2008	CURRAN/ MICHAEL P.	E		9399					3,800.00		4,675.71
11/20/2008	CURRAN/ MICHAEL P.	D	189595		2853				(1,900.00)	1,900.00	4,675.71
11/26/2008	PAYROLL INTERFACE	P	112608							318.00	4,357.71
12/24/2008	CURRAN/ MICHAEL P.	D	190370		3497				(1,900.00)	1,900.00	4,357.71
12/24/2008	PAYROLL INTERFACE	P	122408							186.00	4,171.71
1/15/2009	W.B. MASON COMPANY, INC.	D	190935		3960					5.69	4,166.02
1/15/2009	CURRAN/ MICHAEL P.	D	190676							1,900.00	2,266.02
1/22/2009	CURRAN/ MICHAEL P.	E		9399					(1,900.00)		4,166.02
1/29/2009	PAYROLL INTERFACE	P	12909							294.00	3,872.02
2/2/2009	EXPENSE TRANSFER	T	11509							42.00	3,830.02
2/2/2009	SAUGUS ADVERTISER	E		9402					4,000.00		(169.98)
2/2/2009	SAUGUS ADVERTISER	E		9402					(244.98)		75.00
2/5/2009	CURRAN/ MICHAEL P.	D	191360		4616				(1,900.00)	1,900.00	75.00
2/5/2009	MANOOGIAN/ PETER	D	191418		4617					75.00	-
2/11/2009	SAUGUS ADVERTISER	E		9402					(3,755.02)		3,755.02
2/11/2009	COMMUNITY NEWSPAPER COMP	E		9402					3,755.02		-
3/19/2009	COMMUNITY NEWSPAPER COMP	D	300255		5592				(3,755.02)	3,755.02	-
3/26/2009	CURRAN/ MICHAEL P.	M	192008		5646				(1,900.00)	1,900.00	(1,900.00)
3/27/2009	CURRAN/ MICHAEL P.	E		9399							-
4/9/2009	CURRAN/ MICHAEL P.	D	300751		5968				(1,900.00)	1,900.00	-
5/7/2009	CURRAN/ MICHAEL P.	E		9399					(1,900.00)		1,900.00
5/7/2009	CURRAN/ MICHAEL P.	D	301300		6538					1,900.00	-
TOTAL CHARTER COMMISSION - EXPENSES						25,000.00	-	25,000.00	2,150.00	22,850.00	-

Account..	Vendor/Cust/Explanation	Src	Ref	PO	Voucher	Adopted Budget	Budget Adjustm	Revised Budget	Open Encumbrance	Expended & in Process	Balance
	3570 .000.000000.5201 CHARTER COMMISSION										
	7/1/2007 -- Beginning Balance --										
12/20/2007	EXPENSE CORRECTION	T	CORREC							29.43	(29.43)
2/29/2008	SPR BUDGET	B	BUA				5,000.00				4,970.57
6/12/2008	CLARK/ RICHARD	D	185106		6754					72.20	4,898.37
6/12/2008	CRESSMAN/ DAVID	D	185112		6822					18.40	4,879.97
6/12/2008	GALLAGHER/ PHILLIP	D	185128		6823					16.00	4,863.97
7/31/2008	COMMUNITY NEWSPAPER COMP	D	186239		170					175.40	4,688.57
7/31/2008	DESMET/ JEAN	D	186247		171					90.45	4,598.12
8/14/2008	MANOOGIAN/ PETER	D	186704		631					85.76	4,512.36
8/28/2008	COMMUNITY NEWSPAPER COMP	D	186995		941					147.99	4,364.37
10/16/2008	DAILY EVENING ITEM	D	188747		2007					147.99	4,216.38
10/31/2008	REVENUE	R	2269							(147.99)	4,364.37
2/2/2009	SAUGUS ADVERTISER	E		9402					244.98		4,119.39
2/11/2009	SAUGUS ADVERTISER	E		9402					(244.98)		4,364.37
2/11/2009	COMMUNITY NEWSPAPER COMP	E		9402					244.98		4,119.39
2/26/2009	PAYROLL INTERFACE	P	22609							270.00	3,849.39
3/19/2009	COMMUNITY NEWSPAPER COMP	D	300255		5565					39.24	3,810.15
3/19/2009	COMMUNITY NEWSPAPER COMP	D	300255		5592				(244.98)	244.98	3,810.15
3/26/2009	PAYROLL INTERFACE	P	32609							204.00	3,606.15
5/15/2009	COPLEY BUSINESS SERVICE	E		9397					1,500.00		2,106.15
5/28/2009	DAVIS/ KATHLEEN	D	301820		7030					31.48	2,074.67
5/28/2009	PAYROLL INTERFACE	P	52809							420.00	1,654.67
6/18/2009	COPLEY BUSINESS SERVICE	D	302211		7405				(450.00)	450.00	1,204.67
TOTAL CHARTER COMMISSION - EXPENSES											
							5,000.00	5,000.00	1,050.00	2,745.33	1,204.67

GRAND TOTAL:

25,000.00 5,000.00 30,000.00 3,200.00 25,595.33 1,204.67

Outreach Sub-Committee
Saugus Charter Commission

June 13, 2009, Saugus Library, 1st Floor Meeting Room
Scheduled for: 9:00 AM

Attendees: Peter Manoogian, Cam Cicolini, Tom Stewart, Debra Panetta

The meeting started at 9:02 AM

The focus of the meeting was on how to get the word out about the Charter. We discussed the possibility of contacting the groups we originally met with when we started this process. We have already met with the Lion's and Rotary clubs.

We discussed having some summer meetings/forums with the public. Due to summer vacations, we thought this effort wouldn't bring too many people to these events. Considering this, we decided to write a press release asking any groups or organizations to contact us if they would like us to speak at their meetings. Debbie will write this press release and send it to the committee members for review.

Our next meeting will be held on Saturday, July 19th, at 9:00 AM in the Saugus Library, 1st Floor Meeting Room. Debbie will post the meeting, but the date has already been confirmed with the library.

The meeting adjourned at 10:24 AM.

Outreach Sub-Committee
Saugus Charter Commission

July 23, 2009, Saugus Library, 1st Floor Meeting Room
Scheduled for: 6:30 PM

Attendees: Peter Manoogian, Cam Cicolini, Tom Stewart, Debra Panetta

Guest: Karla de Steuben

The meeting started at 6:34 PM. Tom arrived at 7:00 PM.

The purpose of the Outreach subcommittee is to educate the public on what is covered in the proposed charter, and how it differs from the current charter. With that said, there was a general discussion on the best ways to educate the Saugus residents.

Peter met with Kathy O'Brien from the Advertiser. There was a discussion on the best way to use the paper to educate the public about the proposed charter. We discussed some of the items that should be highlighted. Peter will be consolidating a chart which shows all the main differences between Saugus' current charter and the proposed charter.

The minutes of June 13, 2009 were voted on, and approved unanimously.

Peter, Karla, and Debbie will be meeting with the Lynn Item Editorial Board on Wednesday, July 29th, to discuss the proposed charter.

The Charter Commission will be holding two ½ shows on the local cable station to discuss the proposed charter. For the first show, Debbie will be the host, and Karla and Tom will be the guests. There was a discussion on the format of the show, and which questions should be asked.

The next meeting will be scheduled for Monday, July 28th, at 6:30 PM at the Saugus Library. Debbie will call the library to reserve the meeting room, and Karla will post the meeting.

Meeting adjourned at 7:56 PM.



**Outreach Sub-Committee
The Saugus Charter Commission**

Draft Minutes

July 27, 2009, Saugus Library, 1st Floor Meeting Room, 6:30 PM

Attendees: Cam Cicolini, Peter Manoogian, Debra Panetta,
Thomas Stewart

Guest: Karla de Steuben

The meeting began at 6:31 PM.

Cam made a motion to accept the minutes of the July 23rd. This was seconded by Tom. The motion to accept the minutes passed unanimously.

Peter, Karla, and Debbie would be meeting with the Lynn Item Editorial Board on Wednesday, July 27th. The meeting will be held at the Lynn Item, 38 Exchange Street in Lynn. The Outreach sub-committee's goal is to make sure that when people vote in November, that they are making an informed decision.

We then discussed the taping of the Charter Show on Saturday, August 1st. Debbie will be hosting, and Karla and Tom will be the guests. This is one of two ½ hour shows that we planning on having with our local cable station. We decided on a name for our show, "Empowering Saugus – What the New Charter Means to You." We talked about the issues that people would most like to hear about.

Peter made a motion to adjourn the meeting, seconded by Tom. The meeting adjourned at 8:00 PM.

Peter:

John Vasapoli has called me back. His question was about the commission's existence. He had already found the language in 43B keeping you in business until 30 days following the election.

I told him I thought he was calling about the subpoena power - he said he was aware town officials already had that power.

michael p curran

----- Original Message -----

From: Mike P Curran

To: pm1963@comcast.net

Sent: Monday, August 03, 2009 12:17 PM

Subject: Re: FYI - Your Thoughts?

Peter:

I have a call from John Vasapoli, maybe it is on this subject. I called him back, he has not returned my call, returning his call.

The statute does not use the word 'subpoena' but that is the thrust of the sections I have previously sent to you. The town sends notice to some one to appear before it, if the person does not show up the town is then required to go before a judge and convince the court it has a legitimate interest in seeking the information, if the judge agrees, the court issues the order for the person to appear, if the person does not then appear the court issues the sanctions, not the town.

Chapter 43B: Section 7

A charter commission shall continue to exist until thirty days after the election at which its charter adoption or revisions proposal, if any, is required to be submitted to the voters under this chapter or until thirty days after submission to the city council or town meeting of a final report recommending no new charter or revision.

Wendy Reed

From: Dan Looney [dan@cbsprint-mail.com]
Sent: Friday, July 17, 2009 11:35 AM
To: Wendy Reed
Subject: Charter Review Project

Wendy,

Please pass along my appreciation to the Board of Selectmen and the Charter Review Commission for giving me the opportunity to assist with the town wide mailing.

The cost savings provided by the other vendor is most certainly worth pursuing.

My door is always open, if the other vendor is not capable to fullfill your needs please do not hesitate to call.

We wish you well and again Thank you.

Dan Looney