

Saugus Board of Selectmen  
January 3, 2012

\*\*\*\*\* MEETING MINUTES \*\*\*\*\*

AGENDA  
Saugus Board of Selectmen  
January 3, 2012 at 6:30 PM  
Town Hall 1<sup>st</sup> floor conference room  
298 Central Street

1.) Interviews for appointment.

AGENDA  
Saugus Board of Selectmen  
January 3, 2012 at 7:00 PM  
Town Hall Auditorium  
298 Central Street

7:00 PM      Audit report re: the Library

Continued Hearings:

- **“Show Cause” Hearing on:** PAM, Inc. d/b/a LAVO Ristorante, 114 Broadway. FROM: 11/29/11; 12/06/11; 12/13/11 **Held in abeyance / bankruptcy.**
- McKay Construction S-2 from: 10/25/11; 11/15/11; 11/29/11; 12/13/11 **TO: 01/10/12**

Correspondence

- 1.) FY13 Selectmen’s budget request.
- 2.) DPW Director re: heavy trucking on Eustis Street.
- 3.) Police Dept. re: request for “Slow – Children” signs on Eustis Street.
- 4.) Ms. Raftery re: resignation from Library Board of Trustees.
- 5.) Trial Court re: request to attach De La Mora, Inc. liquor license.
- 6.) Collector / Treasurer re: request to vacate foreclosure of 24 Whitney Street.
- 7.) Appointments to Affordable Housing Trust Board of Trustees.
- 8.) Late License renewals.

Other Business:      Temporary Town Manager

Manager’s Report  
Member’s Motions  
Citizen’s Forum

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The Saugus Board of Selectmen met on January 3, 2012 at 6:30PM in the Town Hall 1<sup>st</sup> floor conference room, 298 Central Street. Present were: Selectmen Stephen Castinetti, Stephen Horlick, Debra Panetta, Michael Serino and the Chairman Scott Crabtree.

1.) Interviews for appointment.

Marion Dawicki was present and gave her background and interests and Board Members asked questions.

Mr. Serino moved to adjourn. Chair seconds. Vote: 5-0.

Meeting adjourned at 6:55PM.

The Saugus Board of Selectmen met on January 3, 2012 at 7:00PM in the Town Hall Auditorium, 298 Central Street. Present were: Selectmen Stephen Castinetti, Stephen Horlick, Debra Panetta, Michael Serino and the Chairman Scott Crabtree.

7:00 PM      Audit report re: the Library

Mr. Horlick moved the Board vote to go into executive session to discuss a personnel issue relating to the library audit. Those to be present: Selectmen Castinetti, Horlick, Panetta, Serino and Crabtree; Auditor John Sullivan; Clerk Wendy Reed; Town Manager Andrew Bisignani; Library Director Diane Wallace; Treasurer Wendy Hatch; Town Accountant Joan Regan and to reconvene in open session. Chair seconds.

Roll call vote: Mr. Castinetti, yes; Mr. Horlick, yes; Ms. Panetta, yes; Mr. Serino, yes; Mr. Crabtree, yes. Vote: 5-0.

The Board went into executive session at 7:08PM.

The Board reconvened in open session at 8:43PM.

The Chair said the Board discussed library issues and was updated on investigation regarding the interim director and the auditor has a preliminary report and will have a completed report in a couple of days. John Sullivan, Melanson & Heath was present said he found that the interim director did not fulfill her responsibilities and did not file reports and too much responsibility was given to a clerical person and said he would have a more complete report next Tuesday.

Mr. Horlick moved to accept the preliminary findings that neither the Trustees nor the interim acting director fulfilled the responsibilities of their positions based on the guidelines issued by the MA Board of Library Commissioners; specifically, they did not maintain complete and accurate records of library finances and prepare and issue reports of library receipts and expenditures, supervision was lacking, and too much responsibility was assigned to the administrative assistant without any set checks and balances. Chair seconds. Vote: 5-0.

Mr. Castinetti moved to place on next agenda. Chair seconds. Vote: 5-0.

The Chair said based on findings the interim director did not fulfill her responsibilities and duties and the Board should consider suspending her to restore public trust.

Ms. Panetta moved the Board vote to suspend with pay the interim director until the final report. Mr. Horlick asked the name be included in the record. Mr. Sullivan said Ewa Jankowski. The Chair included the Board keep record of the vote and minutes and for the library director to inform Ms. Jankowski. Mr. Horlick asked for roll call vote. Chair seconds.

Roll call vote: Mr. Castinetti, yes; Mr. Horlick, yes; Ms. Panetta, yes; Mr. Serino, yes; Mr. Crabtree, yes. Vote: 5-0.

The Chair noted the Treasurer present.

Mr. Castinetti moved to take correspondence #6 out of order. Chair seconds. Vote: 5-0.

Correspondence

6.) Collector / Treasurer re: request to vacate foreclosure of 24 Whitney Street.

Collector / Treasurer Wendy Hatch was present and explained foreclosure and request to vacate so the property may be sold and the Town will receive back taxes, fees, etc. Ms. Panetta asked how long a process for foreclosure. Treasurer said from February 2010 to August 2011. Ms. Panetta said she is amenable to this. Treasurer said yes.

Mr. Horlick moved the Board vote to allow judgment for foreclosure dated August 3, 2011 to be vacated and title of the property at 24 – 24 ½ Whitney Street be returned to Harry Runge III as stated on the foreclosure judgment based on payment received in the amount of \$49,007.94 for outstanding fiscal 2008-2012 real estate taxes, water / sewer charges, with all applicable interest, penalties, and fees. Chair seconds. Vote: 5-0.

The Treasurer thanked them and said will forward a copy for their records.

The Chair recognized School Committee Member Arthur Grabowski, Town Meeting Members Paul Allen & Wayne Brooks and Wendy Reed and Lt. LoPresti present.

Correspondence, continued

1.) FY13 Selectmen's budget request.

Ms. Panetta asked who supplies preliminary numbers. Their clerk said the Town Accountant.

Ms. Panetta moved to continue to next meeting for time to review. Chair seconds. Vote: 5-0.

2.) DPW Director re: heavy trucking on Eustis Street.

The Chair read memo.

Ms. Panetta moved to accept the engineer report. Chair seconds. Vote: 5-0.

Mr. Castinetti asked their options. The Chair said to get report first and then try to address issues within the code and to submit request for no heavy trucking but are still awaiting response from Town Counsel regarding alternate routes.

Mr. Serino moved to place on next agenda. The Chair added to get update from Town Counsel. Chair seconds. Vote: 5-0.

3.) Police Dept. re: request for "Slow – Children" signs on Eustis Street.

Lt. LoPresti was present and explained he is trying to help the residents while waiting. Mr. Horlick asked how it would be enforced. Lt. said under Chapter 90. Mr. Horlick asked about posting speed limit signs. Lt. said they usually don't post on side streets. Mr. Serino said 20MPH. Lt. said 30MPH and explained.

Mr. Castinetti said based on previous report and since there are no sidewalks, moved the Board vote to post "Caution / Children" signs on Eustis Street. Chair seconds. Vote: 5-0.

4.) Ms. Raftery re: resignation from Library Board of Trustees.

Mr. Serino moved to accept the resignation. Chair seconds. Vote: 5-0.

5.) Trial Court re: request to attach De La Mora, Inc. liquor license.

The Chair said there isn't much the Board can do because they already approved the transfer and sent to ABCC and said ABCC was noticed also.

Mr. Castinetti moved to refer to the file. Chair seconds. Vote: 5-0.

7.) Appointments to Affordable Housing Trust Board of Trustees.

Ms. Panetta moved to reappoint Joia Cicolini to the Affordable Housing Trust Board of Trustees. Chair seconds. Vote: 5-0.

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Mr. Castinetti moved to appoint Matt Canterbury to the Affordable Housing Trust Board of Trustees. Chair seconds. Vote: 1-3 and one abstention by Ms. Panetta and with Mr. Horlick, Mr. Serino and Mr. Crabtree voting in opposition.

Mr. Horlick moved to reappoint Tom Traverse to the Affordable Housing Trust Board of Trustees. Chair seconds. Vote: 5-0.

Mr. Serino moved to reappoint Christopher Finn to the Affordable Housing Trust Board of Trustees. Chair seconds. Vote: 5-0.

8.) Late License renewals.

Mr. Serino moved to renew Subway, 124 Broadway Common Victualer's Licenses for 2012 with the same conditions / restrictions. Chair seconds. Vote: 5-0.

Mr. Horlick moved to renew Walgreens, 166 Walnut Street Extended Hours of Operation Permit for 2012 with the same conditions / restrictions. Chair seconds. Vote: 5-0.

Ms. Panetta moved to renew Panera Bread, 647 Broadway Common Victualer's Licenses for 2012 with the same conditions / restrictions. Chair seconds. Vote: 5-0.

Citizen's Forum: None.

Other Business: Temporary Town Manager

Mr. Horlick moved the Board vote to go into executive session to discuss personnel issue / employment of temporary town manager those to be present: Selectmen Castinetti, Horlick, Panetta, Serino and Crabtree; Town Counsel John Vasapolli and to return to open session. Chair seconds.

Roll call vote: Mr. Castinetti, yes; Mr. Horlick, yes; Ms. Panetta, yes; Mr. Serino, yes; Mr. Crabtree, yes. Vote: 5-0.

The Board went into executive session at 9:15PM.

The Board reconvened in open session at 10:20PM.

Mr. Horlick moved since the Town Manager would like to take his vacation time now for 4 weeks, moved to appoint John Vasapolli as temporary town manager effective Friday, January 6, 2012 at 12:00 noon. He will assume all powers, duty, authority, and responsibilities of the office of town manager pursuant to the Town Charter. Consequently, the Town Manager, Andrew Bisignani's powers, duty, authority, and responsibilities will terminate upon this transition on January 6, 2012 at 12 noon. The temporary town manager will be compensated at the Town Managers agreed upon annual salary less any other town current salary and asked for roll call vote. Chair seconds.

Roll call vote: Mr. Castinetti, yes; Mr. Horlick, yes; Ms. Panetta, yes; Mr. Serino, yes; Mr. Crabtree, yes. Vote: 5-0.

The Chair commented that Mr. Bisignani is very knowledgeable and recognized his hard work and thanked him for his service and said he respects him and he will be missed and congratulated John Vasapolli and thanked him for accepting and said he looks forward to working with him. Mr. Serino wished Mr. Bisignani luck and welcomed Mr. Vasapolli noting he has filled in several times and is a natural fit. Mr. Horlick wished Mr. Bisignani well and thanked him for his service and thanked Mr. Vasapolli for stepping up. Mr. Castinetti echoed the sentiments and said we fared well through difficult times and welcomed Mr. Vasapolli on board. Ms. Panetta thanked Mr. Bisignani and wished him the best in Nahant and welcomed Mr. Vasapolli. The Chair said Mr. Bisignani will be available.

Mr. Castinetti moved to establish a transitional team comprised of Selectmen Chairman Scott Crabtree, Collector / Treasurer Wendy Hatch, Town Accountant Joan Reagan and Town Counsel John Vasapolli. Chair seconds. The Chair speaking on the motion said the team will

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help move the budget process forward. Mr. Serino speaking on the motion said they talked about this last week and thinks it's the best situation to put a team together. Ms. Panetta agreed and said it's very important at this time and will support the motion. Mr. Horlick agreed also and said they will be instrumental in the budget process. Vote: 5-0.

The Chair said the Board discussed looking for a future Town Manager and get input from all and have a public forum at some point and establish a salary range and job description and said it's important to gather information from the public and from employees. Mr. Horlick agreed and said dept. heads are key and they need to work with the public and allow them to express their concerns and look at the contract language.

Member's Motions

Mr. Serino: Wished everyone a happy New Year.

Mr. Castinetti: said at last meeting he brought up looking into electronic solutions and he has looked at some systems and has a proposal. The Chair asked their clerk to follow up with MIS / IT Director.

- wished all a happy health New Year.

Ms. Panetta: asked to set up budget meeting. The Chair explained timeline.

- said in their packet was a copy of letter to MBTA regarding a moved bus stop and asked if they typically come to the Board. Their clerk said it would need Board approval to move a bus stop and this was not approved. Ms. Panetta expressed concern with someone getting hit by a car.

- said the Board received notice cable rates going up and said there's nothing the Board can do about rates. The Chair said rates are set by Federal.

- wished everyone a happy New Year.

Mr. Horlick: hoped everyone had a merry Christmas and said he loves Santa Claus and hoped everyone has a good year.

The Chair said MMA annual meeting is coming up and let him know if anyone wants to attend.

Mr. Castinetti moved to adjourn. Chair seconds. Vote: 5-0.

Meeting adjourned at 10:42PM.

Respectfully submitted,

Wendy Reed, Clerk