

Saugus Board of Selectmen
January 25, 2012

AGENDA
Saugus Board of Selectmen
7:00 PM January 25, 2012
Town Hall Auditorium
298 Central Street

1.) Town Manager – job description & attributes

- The Board will also meet on Saturday, February 4, 2012.

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The Saugus Board of Selectmen met on January 25, 2012 at 7:00PM in the Town Hall Auditorium, 298 Central Street. Present: Selectmen Stephen Castinetti, Stephen Horlick, Debra Panetta, Michael Serino and the Chairman Scott Crabtree. Mr. Horlick arrived at 7:16PM.

The Chair called the meeting to order and announced Mr. Horlick will be arriving late.

The Chair welcomed those present and said he appreciates their participation and looks forward to discussing.

Mr. Horlick arrived at 7:16PM.

The Chair said he hopes everyone will be comfortable expressing their thoughts and ideas.

Steve Worthley, 43 Fairchild Ave., thanked the Board for allowing citizens to express what they see a new Town Manager should be and said he appreciates what they are doing and said folks he speaks with sees a divide in Town and when they find a qualified individual that is willing to mend fences and would love to see a greater emphasis with kids in Town and hopes the new Town Manager is willing to work with the Superintendent and departments and would like to continue down the path of having / taking pride in the community and said he would love to see a Town Manager with a legal background.

Steve McCarthy, TMMP7 and said he is also employed by the Town as a police officer and union rep. and said the Town has less than stellar performance in settling contracts and money could be better spent than on litigation and think a manager needs to be someone with open dialog and can think outside the box when dealing with contracts and negotiations and we also need someone that can bridge gaps and come together to move forward and improve our infrastructure and schools and lastly would like to see the manager reside in the community and would have a vested interest in the community. Mr. Serino thanked him and said ever since the former Town Manager left a major theme heard is to hire someone from Town.

Ed Boesel, TMMP9, said the 2 most important qualities are the ability to listen and diplomatic approach and the ability to negotiate.

Stephanie Puracchio, 47 Clifton Avenue, said she and others present were talking among themselves and agree it should be someone from the Town with a legal or accounting background and someone that is more proactive rather than reactive and strong leadership, well rounded experience.

Rick Smith, 91 Hamilton Street, said they need to look at candidates with a strong background in Saugus and show tremendous accountability and also need a manager that shows leadership and can settle contracts and is motivated with goals and complete the CIP Plan and restore projects and address buildings and also need a manager with strong customer service and open door policy and as a former Town Meeting Member he was frustrated not having financial information and also need someone that understands you five (Selectmen) are the boss and the residents elect you to hire a manager and asked they use their resources and take their time and visit communities to pick the best candidate and hold more forums when they narrow it down and asked they please pick the proper person with a proper background. The Chair said the Board has been holding budget hearings and communicating with the manager's office to get a budget put together with dialog and discussion on direction and to better understand department needs and to be prepared to be a better advocate for those needs and said in the past departments were discouraged from talking to the Board. Mr. Serino said the Board is looking at a 5 year Capital Plan. The Chair said they will try to prioritize and plan.

Jean Bartolo, TMMP6, thanked them for tonight and for last night and said everyone covered everything on her mind and said she would like to see the Town build up a nest egg and said we tend to spend. Mr. Serino agreed and said he had several conversations with the former manager about building up the stabilization fund but he was worried it would be raided by union settlements. The Chair said only 1 union settled in 9 years.

Peter Manoogian passed out a paper and said he worked with 6 managers and was involved in the hiring of Ed Collins and wanted to offer comments not based on a person but approach and read: *"Thank you for providing the opportunity to share what qualities and attributes we would like to see in the next Saugus Town Manager. A resume by itself can be impressive, yet ultimately the beliefs and values of an individual will have more impact on Saugus than any degree or set of experiences. I have therefore adapted language from the Code of Ethics from the American Society of Public Administrators (ASPA) to make it applicable to the task before you.*

I Evidence that the person can serve the Public Interest

Will serve the public, beyond serving oneself.

- 1. How does the candidate define "public interest"? Is there evidence he/she has previously promoted public interest over self-interest?*
- 2. Oppose all forms of discrimination and harassment, and promote affirmative action.*
- 3. Will recognize and support the public's right to know the public's business.*
- 4. There is evidence that he/she has involved citizens in policy decision-making.*
- 5. The person will be compassionate and fair as he/she conducts public business.*
- 6. Has the ability to communicate clearly and convincingly about what is in the public's interest.*
- 7. Is capable of assisting citizens in their dealings with government.*
- 8. Is capable of making decisions that may not be popular with the public or the appointing authority.*

II Will Respect the Constitution, the Law and the Town Charter

Will respect, support, and study government constitutions and laws that define responsibilities of public agencies, employees, and all citizens. ASPA members are committed to:

- 1. Capable of understanding and applying legislation and regulations relevant to the office of Saugus Town Manager.*
- 2. Has the ability to recognize laws and policies that are counter-productive or obsolete and is capable of changing such.*
- 3. Has a working knowledge of unlawful discrimination and has experience eliminating it.*
- 4. Will be committed to eliminating all forms of mismanagement of public funds by establishing and maintaining strong fiscal and management controls, and by supporting audits and investigative activities.*
- 5. Knows what type of information is privileged information and can respect and protect that.*
- 6. Will encourage and facilitate legitimate dissent activities in government and protect the whistleblowing rights of public employees so they do not fear reprisal.*
- 7. Promotes equality, fairness, representativeness, responsiveness and due process in protecting citizens' rights.*

III Demonstrate Personal Integrity

Demonstrate the highest standards in all activities to inspire public confidence and trust in public service.

- 1. Someone that is truthful and honest and will never compromised honesty for personal or organizational advancement.*
- 2. Can provide evidence that he/she has given credit for the work and contributions of others.*
- 3. Will be a zealously guardian against conflict of interest or its appearance: e.g., nepotism, improper outside employment, misuse of public resources or the acceptance of gifts, coercion of elected or appointed officials.*
- 4. Will respect superiors, subordinates, colleagues and the public.*
- 5. Can cite an example where he/she has taken responsibility for an error.*
- 6. Is non-partisan and will remain that way. There should be no involvement in political campaigns, ballot questions and social agendas.*

IV Will Promote Ethical Town Government

Strengthen organizational capabilities to apply ethics, efficiency and effectiveness in serving the public.

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1. *Is capable of modeling open communication, creativity, and dedication within Saugus government.*
2. *Will place the public good over institutional loyalties. In other words he/she will not "manage" around a problem.*
3. *Shows evidence that he/she has developed procedures that promote ethical behavior and will hold those he/she directs accountable for their conduct.*
4. *You are convinced that he/she will actually provide staff and boards with an administrative means for dissent, assurance of due process and safeguards against reprisal.*
5. *Is capable of promoting merit principles that protect against arbitrary and capricious actions.*
6. *Will be committed to promoting organizational accountability through appropriate controls and procedures.*
7. *Believes there should be a "code of ethics" that needs periodic review and explanation to all members of the Saugus governing community.*

V Strive for Professional Excellence for Self and Staff

There is evidence that the candidate has engaged in continued education, training and/or research.

1. *Shows evidence that he/she will support and encourage training and growth for staff.*
2. *Will accept as a personal duty the responsibility to keep up to date on emerging issues and potential problems."*

Mr. Serino agreed there needs to be openness in government and said when he served on the Town Meeting Charter Committee they discussed having the Finance Committee hire the independent auditor, however, the Finance Committee was against it. Mr. Serino said he would talk to Board Members about redrafting the article to have the Selectmen hire the independent auditor and then re-submitting it back to Town Meeting for a charter change.

John Vasapolli, said he will quantify by saying he is not considering the manager position and said he has served as Town Counsel for 31 years and worked with 7 Town Managers and was temporary Town Manager for 5 months and now temporary hopefully for a short period and said regarding characteristics and qualities a manager has to have is they need to be a leader, a good communicator and said of the last 7 managers, 4 were from town and the advantage of being local qualified person or someone with a legal background or a good financial background.

Scott Brazis, 6 Cave Rock Road, said he was born and raised here and would like to see a Saugonian with a vested interest in town and need someone that can communicate with everyone and great if has a legal background and active in the community.

Ed Boesel said he was impressed by the acting Town Manager / Town Counsel and asked they listen to him carefully and said its sound logic and he has seen a few.

Paul Allan, TMMP3, said everyone hit on it, someone with drive, and communication skills and focus on neighborhoods and focus on community.

Rick Smith said need to have a new manager that can rebuild departments and hire quality people and stop the reckless spending.

The Chair thanked everyone for coming out and said its helpful to get input and glad they had the discussion and said anyone can contact them and said another forum is scheduled on 2/4/12 at 9am or if people want they can contact their clerk or them individually. Mr. Horlick announced the Board's e-mail and suggested a comment box at Town Hall. Mr. Castinetti said the collective e-mail address sends the message to all of them.

David Burns, 30 Cliff Road, said the next Town Manager should be a resident of Saugus.

Mr. Castinetti thanked everyone for coming and said it may be intimidating but it makes their job easier and helps them know which direction to go in and said the manager runs the town on a day to day basis and it's important to not just hire someone but it's important to have policy in place and an evaluation process and said the responsibility falls on the Board. The Chair said if there's no evaluation or goals set how does a manager know if he is succeeding and said it's about communication. Mr. Horlick thanked them for coming said they used to have financial reports but they stopped and he supports monthly meetings and monthly reports and quarterly

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reviews and a whole process. The Chair said the board is taking an active role in the budget hearings and is trying to get it more detailed and said they just applied for a grant for a better accounting system. Mr. Serino thanked everyone for coming and said there was a common theme tonight and will take it into consideration. Ms. Panetta thanked everyone also and said it's important to listen and all that was said will be taken into consideration like communication skills, approachable, give reports, need for accountability, can manager people and finances.

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

Meeting adjourned at 8:28PM.

Respectfully submitted,
Wendy Reed, Clerk