

# SAUGUS CHARTER COMMISSION

- JULY 24, 2008 -

## Step 3 – Develop Possible Solutions

### Government Model: **Town Manager/Town Council form of government**

	<b>Your Description (brief narrative so that others will be able to understand what you have in mind)</b>
<b>Executive/ Legislative</b>	<p>A Town Manager would be hired and fired by the majority of the Town Council. The voters would elect a 35 member town council, which would consist of 5 members from each precinct (where we would reduce the number of precincts from 10 to 7). Three members would run to represent the precinct, and two members would run at large within each precinct. Town employees could not run for Town Council.</p> <p>There would be a separate committee within the council that would work with the town manager to determine hiring and firing, including deciding on legal council. The elected Council would be the policy makers in the town.</p> <p>The charter should include a provision where temporary (or interim) town managers cannot serve in this position for more than 10 months.</p> <p>The Town Manager (as well as town employees) would have established goals each year, and a yearly performance appraisal.</p> <p>A Chief Financial Officer (CFO) would be hired to oversee all of the town's finances (including the school budget). This person would have internal audit expertise to ensure accurate accounting procedures.</p> <p><b>Council President</b> – A Council President will be elected by the 35 member council.</p> <p><b>Council Vice-President</b> - The members of the town council shall also elect from among its members a council vice-president who shall serve as acting president during the temporary absence or disability of the council president during the current term of office.</p>
<b>School Committee</b>	<p>The School Committee would include 7 members, where 6 are elected at large. The 7<sup>th</sup> member would be the Council President. The School Committee would be involved with the budget process from the onset.</p>
<b>Elections</b>	<p>Three year staggered terms for Town Council and School Committee. Initially, the top 2 vote-getters in each precinct will serve for three years, the third and fourth top voter will serve for two years, and the fifth top vote-getter would serve for 1 year.</p> <p>Town Council members can be recalled by getting 20% of the voters</p>

	within 40 days from formal notification to sign the maker's petition.
<b>Finance</b>	A sub-committee within the council would act as the Finance Committee. Even though budget allocations should be taken with the full council, if an emergency appropriation is needed, this sub-committee could take the appropriate vote.
<b>Budget</b>	<p>The budget must be submitted by the department heads no later than March 15<sup>th</sup> to the Town Manager, the Town Council, and the Finance Committee. If March 15<sup>th</sup> is a Saturday or Sunday, the budget can be submitted by the following Monday.</p> <p>There would be a follow-up open session where the department heads would present their budgets to the Town Council, Town Manager, and the Finance Committee to be scheduled two weeks after receiving the original submission. At this time, the Town Council, Town Manager, and the Finance Committee could ask questions regarding each budget. This would be an open session, where the School Committee, the Finance Committee, and town residents could attend. The School Committee would be expected to participate in the School Department's budgets.</p> <p>The Town Council will receive their budget materials (books) no later than May 15<sup>th</sup>. The budget must be adopted no later than June 30<sup>th</sup> each year.</p>
<b>Other Committees</b>	A Capital Budget Committee, Licensing Board, Traffic Commission, Ways and Means (budget), Interview Committee, Human Services Advisory Committee, Bylaw Review, Land Use, and a Beautification Committee are some of the committees that would be established with the Council, and each Committee will try to appoint at least one resident to each committee