

CHARTER REVISION COMMISSION  
KILLINGWORTH, CT  
REGULAR MEETING MINUTES\*

July 19, 2021

Conducted as a Virtual Meeting via GoToMeeting

**Members Present:** Robert Rimmer (Chair), Walter Adametz, Joan Gay, Nancy Gorski, Mary Casey Jacob, Kathleen Zandi (8:00pm).

**Others Present:** Catherine Iino, Eileen Unger-Pleines, Richard Pleines, Eileen Blewitt, and Shauna Ham, clerk.

**1) Call to order.** At 7:04pm, Chair Rimmer called the meeting to order.

**2) Public Input.** None.

**3) Approval of June 7, 2021 and June 21, 2021 minutes.**

**Motion:** W Adametz moved to approve the minutes of June 7, 2021. N Gorski seconded.

**Discussion:** None.

**Vote:** Motion passed unanimously (5-0-0).

**Motion:** A motion was made to approve the minutes of June 21, 2021. W Adametz seconded.

**Discussion:** None.

**Vote:** Motion passed unanimously (5-0-0).

**4) Bills: Shauna Ham, Clerical Hours**

5-17-2021 - \$100.20, 6-1-2021 - \$66.80, 6-21-2021 - \$8.35

**Motion:** N Gorski moved to approve payment to the clerk for preparations of the 5/17, 6/01, and 6/21/21 meeting minutes. J Gay seconded.

**Discussion:** None.

**Vote:** All in favor, motion passed unanimously (5-0-0).

**5) Review and Discussion of Current Charter and Revisions to Current Charter.**

- Consolidate Charter §7-3(o) with Charter §7-3(j) due to redundancy? (Remit all collections to the general fund.)

**Motion:** W Adametz moved to remove subsection (o) from §7-3 of the current Charter and incorporate the existing language from §7-3(o) into §7-3(j). N Gorski seconded.

**Discussion:** None.

**Vote:** Motion passed unanimously (5-0-0).

- Place responsibility for creating an Annual Report with the First Selectman rather than Board of Finance. Charter §9-5(e).
  - Members discussed including the First Selectman in the assembly of the Annual Town Report; the Board of Finance is responsible by state statute, but the First Selectman has historically been involved. As a result, the scope of the Report has gone beyond financial records. Members agreed that they wanted to avoid being overly prescriptive as to what is to be included in the Annual Town Report, but felt the First Selectman’s involvement should be recognized in the Charter.

**Motion:** N Gorski moved to amend the third sentence of §9-5(e) to read, “The Board of Finance, with the assistance of the First Selectman, shall then compile an Annual Town Report, which incorporates the material thus received, as well as the auditor’s report.” W Adametz seconded.

**Discussion:** J Gay questioned if they were going to address §7-3; R Rimmer responded that it would not be addressed in this motion (to be discussed and moved separately).

**Vote:** Motion passed unanimously (5-0-0).

- Members discussed whether assisting the Board of Finance with the Town Report should be added to §7-3 (Duties of the First Selectman), or if that would be redundant.

**Motion:** N Gorski moved to create a new subsection (o) of §7-3 of the current Charter to read, “assisting the Board of Finance in assembling, compiling, and publishing the Annual Town Report.”

J Gay seconded.

**Discussion:** None.

**Vote:** Motion passed unanimously (5-0-0).

- Should there be a compensation statement similar to e.g. BOF, P&Z for Bd of Assessment Appeals and Bd of Fire Commissioners? Charter §4-13 and Charter §4-14.

**Motion:** N Gorski moved to incorporate the language, “serving without compensation” to §4-13(a), §4-14(a), and §4-15. W Adametz seconded.

**Discussion:** Members acknowledged that there may be statutory restrictions, but chose not to amend the motion, as the draft proposal will be subject to legal review.

**Vote:** Motion passed unanimously (6-0-0).

- Should the Charter reference “prescribed by law” (Statute, Charter, Town Ordinance, Caselaw) or “prescribed by Statute” (Statute only)?
  - W Adamez recommended they leave the Charter as is, pending legal review. No further discussion, no motion.
  
- Create an Ethics Commission? Create an Ethics Code? See Charter §5-18.
  - MC Jacob presented research that was done related to Ethics Codes/Commissions in town charters. The Killingworth Charter can 1) require an Ethics Code and 2) require an Ethics Commission/Board/Committee. The level of detail regarding those items will require further research, language proposal, and discussion.
  - Members expressed favor for the concept of the two abovementioned items; it was the mood of the Commission that language proposal should be explored further and brought before the Commission for continued discussion.
  
- Review of detailed BOF budget calendar in Charter §9-3.
  - N Gorski expressed that while she initially felt this section was overly detailed, it does have its merits in being useful both to Board of Finance members and to the public. As prescriptive as it is, it seems to be ok.
  - There was some discussion as to how some of the deadline dates could be reworded to provide some flexibility. K Zandi suggested that, to soften the rigidity of the dates, the section begin with a disclaimer such as, “...to the best of the Board’s ability...” Other potential “aspirational language” was discussed.

## 6) **Upcoming Meeting Schedule.**

R Rimmer reported that some Boards are beginning to meet in person and inquired as to the mood of the Commission: remain virtual, or move to in-person? Members agreed that hosting the meetings electronically is working for this Commission. Screen-sharing saves time and virtual meetings allow for increased access by the public. Members agreed to hold the 8/02/21 meeting via GoToMeeting.

**7) Adjournment:** The meeting adjourned at 9:05pm.

Respectfully submitted,

Shauna Ham