

**SPECIAL MEETING OF THE KILLINGWORTH
CHARTER REVISION COMMISSION**

Saturday, January 7, 2023 10:00 a.m. via GoToMeeting

Members in Attendance: Joan Gay, Eric Nunes, Arjumund Abid, Joanne Gorman, Casey Jacob, and Kathleen Zandi, Chair

Members Excused: Cathy lino

Visitors (as identified on screen): First Selectman, Nancy Gorski

The meeting was Called to Order at 10:03 a.m. by K. Zandi, Chair.

Due to Covid/Flu cases being on the rise in the area, the meeting went from an in-person meeting to a remote meeting for an abundance of caution. First Selectman Gorski advised that she received an alert from the CDC about their recommendation to wear masks indoors due to the rise of covid cases.

Summary of Public Hearing (Joanne)

There were no Public Comments via email or sent into the Town Hall.

If you would like to submit questions/feedback to the CRC, please send them via email to: Charterrevision@townofkillingworth.com.

Approval of Minutes:

Motion #1: Joan Gay *Moved* and Casey Jacob *Seconded* a motion to accept the Minutes of December 19, 2022 as presented.

Voting to approve: A. Abid, J. Gay, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (6-0-0)

Preparations for the January 12th Public Hearing:

Due to technical difficulties during the last Public Hearing on December 5th, an additional Public Hearing was scheduled for January 12th at 7:00 p.m. Chair Zandi updated the presentation slides to present to the Community Members and reviewed those changes with the CRC.

Working Group #3 had no items to report on during the meeting.

Updates from Working Group #4

Casey Jacob presented Working Group #4's suggested edits to Article VIII, Administrative Offices and Agencies. She first reviewed proposed edits to Sections 8-1 to 8-12. The principal suggestion was to summarize the positions listed in 8-3 to 8-12 in a table, and delete the paragraphs describing the positions individually. The Working Group also suggested the table

should include three additional positions: Municipal Agent for the Elderly, Americans with Disabilities Act Coordinator; and Veterans Representative.

The CRC discussed the format of the proposed Table and a suggestion was made to make the Section VIII Table similar to the Section V Table. The possibility of adding hyperlinks to Statutes was also discussed and will be taken up in a future meeting since that suggestion would apply to the entire charter.

Motion #2: Eric Nunes ***Moved*** and Joanne Gorman ***Seconded*** a motion that Section 8-1(a) state only *Administrative Positions and Departments are authorized by this Charter, Ordinance, Resolution, or the Statutes* and that the listing of offices and positions be deleted.

Voting to approve: A. Abid, J. Gay, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (6-0-0)

Because Motion #2 changed the language “Administrative Offices” to “Administrative Positions: it was noted that further edits throughout the Charter will be necessary for consistency.

Motion #3: Casey Jacob ***Moved*** and Eric Nunes ***Seconded*** a motion that all positions currently listed in Section 8-3 through Section 8-12 be summarized in a Table and that the existing paragraphs for each position be deleted.

Voting to approve: A. Abid, J. Gay, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (6-0-0)

Motion #4: Eric Nunes ***Moved*** and Joan Gay ***Seconded*** a motion that the Table of Positions in Section VIII be preceded by the following: *In making appointments, the appointing authority must follow all guidelines for appointment given in the Charter, Ordinance, Resolution or Statute authorizing the Office or Department.*

Voting to approve: A. Abid, J. Gay, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (6-0-0)

The CRC took a short recess starting at 11:40 a.m.

The meeting resumed at 12:17 p.m.

Working Group #4 report, continued

Casey Jacob had edited the Section VIII Table of Positions to reflect the CRC’s suggestions, and reviewed the revised Table which included columns for Positions, Source, Appointing Authority/Paid Status, and Term). The CRC was in favor of the edited Table format.

Discussion then took place about whether the Fire Department (Section 8-6 in the current Charter) belonged in the Table since the members of the Fire Department are not appointed, and it was noted that the Ambulance Association is not in the current Charter at all, but is similar in status to the Fire Department (members are not employees or appointees but the Town

contributes to their budgets and to benefits for the members.). After discussion, the CRC requested that the Fire Department not be included in the Section VIII Table and that Working Group #4 make a recommendation about where the Fire Department and the Ambulance Association should be placed in the Charter.

Working Group #4 will get clarification on if the Deputy Fire Marshal is a paid position. If it is not, it will be listed separately in the Table from the Fire Marshal. Working Group #4 will also research and record the Town Ordinance and State Statute for each Administrative position (when applicable). Joan Gay suggested that Municipal Historian be added to the Table since it is an appointment by the BOS for a one-year term, non-paid position and the CRC agreed.

Motion #5: Casey Jacob *Moved* and Joanne Gorman *Seconded* a motion that the Table of Positions in Section VIII contain Position Title, Source, Appointing authority, paid status and term.

Voting to approve: A. Abid, J. Gay, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (6-0-0)

Motion #6: Kathy Zandi *Moved* and Joan Gay *Seconded* a motion that the Table of Positions in Section VIII also include the following positions not currently listed in the Charter: Americans with Disabilities Act Coordinator; Municipal Agent for The Elderly; Municipal Historian, and Veterans Representative.

Voting to approve: A. Abid, J. Gay, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (6-0-0)

January 12 Public Hearing, continued

Chair Zandi reviewed edits made to the Public Hearing slides based on the Commission's suggestions at the beginning of the meeting for the Commission's review.

Working Group #4, continued

Casey Jacob provided a broad overview of suggested edits to Sections 8-13 to 8-16 and asked the CRC to consider these suggestions prior to their next meeting. These suggestions include moving some language to Section 7-4, and deleting the specific job descriptions in Sections 8-14, 8-15 and 8-16. Working Group #4 noted that Section 8-13(a) contains language that may belong either in Section VII or possibly Section IX. The appropriate disposition of this material may depend on the current status of the Joint Board of Compensation. First Selectman Gorski will discuss with the BOS and report back to the CRC.

Adjournment:

Chair Zandi adjourned the meeting at approximately 2:08 p.m.

Respectfully Submitted,

Jamie Sciascia

Clerk