

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

**Saturday, January 21, 2023 10:00 a.m. via GoToMeeting**

**Members in Attendance:** Cathy lino, Joan Gay (Joined at 1:26 p.m.), Eric Nunes (Joined at 12:30 p.m.), Arjumund Abid, Joanne Gorman, Casey Jacob, and Kathleen Zandi, Chair

**Members Absent/Excused:** None.

The meeting was Called to Order at 10:12 a.m. by K. Zandi, Chair.

**Summary of Public Comment (Joanne Gorman):**

Richard Pleines sent in an email to the CRC: Richard sent a copy of the Charter description specifically for Zoning Officer and Section 8-12.

Ed Munster sent in an email to the CRC: Ed proposed that the Charter allow for publication of Legal Notices in the weekly papers such as the Haddam Killingworth News which is a non-profit organization. He assured that almost every household within the Community receives this paper.

Natalie Drew sent in an email to the CRC: At the last meeting they spoke of PHA in Killingworth. She suggested the name change to: Public Health Agency which provides the Director of Health with Data Statistics, Inspections and all basic functions for Public Health as required by DPH. The PHA Board consists of individuals with Health and Wellness backgrounds reflecting a wide range of disciplines. Its function is to ensure Killingworth residents' needs are met on a more consistent basis.

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

**Calendar Check/Timing to Discuss Charter Edits:**

Chair Zandi spoke about submission of the CRC's 2023 Calendar which includes the remaining meetings and final Public Hearing. Discussion took place around making language edits based on motions that were made in the Charter to make sure it's consistent throughout. As an agenda item moving forward, approval of verbiage or track changes will be added. Chair Zandi will send the 2023 Meeting Schedule to Jamie Sciascia to post with Town Clerk Mooney.

**Debrief from Public Hearing:**

The CRC gathered all topics of discussion from the Public Hearing:

- Term of First Selectmen: 2 years versus 4 years
- Addition of Voter as a Non Voting Member to a Appointed Board
- Consulting Committee Chairs regarding Vacancies
- Zoning Officer being appointed by P&Z instead of BOS (*This item was not previously discussed during the CRC meetings*)
- Have we worded the Justice of the Peace correctly in Charter and motion language?
- Does State Statute allow a person to run for two offices?

-Water Pollution Control Authority - Leave in Charter?  
-Adding in the Charter - Traffic Commission (*This item was not previously discussed during the CRC meetings*)

**Water Pollution Control Authority:** Chair Zandi proposed removing the Water Pollution Authority and writing a memo to the BOS asking for clarification and consideration of how to manage this in the Charter. This item was ***Tabled*** to get more information from Joan Gay and review the State Statute. Cathy Iino will also review the State Statute.

**Running for two offices simultaneously:** The CRC gave their Consensus on deferring this item to the town's Attorney for his review.

**Zoning Officer being appointed by P&Z instead of BOS:** The CRC agreed that no action is needed.

**Justice of the Peace:** After discussion, the CRC agreed to review the motion verbiage to clarify the Commission's intent to make it clear to the public.

**Traffic Commission:** The Commission is appointed by the BOS and should not be in the Charter. No action is needed.

**Changing the term of the First Selectman from 2 to 4 years:** Discussion took place around the public feedback on not changing the terms. The CRC's Consensus was not to take this item up for consideration, no formal motion is needed.

**Allowing Voters to be appointed as non-voting advisors:** Discussion took place around the feedback from both Town Selectmen and both Town Political Committee Chairs raising concerns about adding a Non-Voting Member to an Appointed Position. The CRC discussed making a motion to rescind the original motion dating August 29, 2022.

**Motion #1** - Cathy Iino ***Moved*** and Joanne Gormann ***Seconded*** a motion to Rescind Motion #3 from 8-29-22.

Voting to Approve: J. Gorman, C. Iino, C. Jacob, K. Zandi

Voting not to Approve: A. Abid

Motion passed (4-1-0)

**Section 5-4D Consulting the Committee Chair regarding a Vacancy:** Discussed feedback.

**Motion #2** - Cathy Iino ***Moved*** and Joanne Gormann ***Seconded*** a motion to Rescind Motion #5 from the meeting held on 8-29-22.

Voting to Approve: C. Iino, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (5-0-0)

**The CRC had a lunch break at approximately 12:00 p.m.**

**The CRC resumed the meeting at approximately 12:30 p.m.**

**Working Group #4 Updates:**

Casey Jacob presented Working Group #4 research and recommendations. She briefly reviewed the revised Appointee Table with the CRC noting that it is still in the process of identifying ordinances. Casey Jacob spoke in length about the following Sections for either a revision to, deletion or consolidation to another part of the Charter: Section 7-3, Section 7-4 (addition of 7-4a, 7-4b, 7-4c), Section 8-13, Deletion of Sections 8-14, 8-15 8-16.

Chair Zandi reminded the CRC that there were numerous Public Comments about taking Job Descriptions out of the Charter.

**Motion #3** - Joanne Gorman *Moved* and Eric Nunes *Seconded* that Section 7-4 be renamed to: *Appointees, Employees, and Advisory Committees* and that each of these topics be addressed separately as Section 7-4 (a) Appointees, Section 7-4 (b) Employees, and Section 7-4 (c)

Voting to Approve: A. Abid, C. Iino, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (6-0-0)

**Motion #4** - Eric Nunes *Moved* and Kathy Zandi *Seconded* a motion that the first paragraph in Section 8-13 be combined into the new Section 7-4 (b) Employees.

Voting to Approve: A. Abid, C. Iino, J. Gorman, C. Jacob, E. Nunes, K. Zandi

Motion passed unanimously (6-0-0)

**Motion #5** - Cathy Iino *Moved* and Joanne Gorman *Seconded* a motion that Section 8-14 Director of Finance, Section 8-15 Director of Public Works, and Section 8-16 Administrative Assistant be deleted.

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

Motion passed unanimously (7-0-0)

**Motion #6** - Casey Jacob *Moved* and Cathy Iino *Seconded* a motion to delete the phrase in Section 7-3 (k) “which Section 8-15 of this Charter assigned to”.

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

Motion passed unanimously (7-0-0)

**Motion #7** - Cathy Iino *Moved* and Arjumund Abid *Seconded* a motion that Section 7-3 (b) be revised to read: *(b) overseeing the coordination of all personnel scheduling, vacation and other planned absences so that each office is properly and continuously staffed during its normal working hours.*

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

Motion passed unanimously (7-0-0)

**Motion #8** - Eric Nunes *Moved* and Kathy Zandi *Seconded* a motion that Motion #4 from this date be amended so that *the first paragraph in section 8-13, Section 8-13 (b), and Section 8-13 (c) be combined into the new Section 7-4 (b) Employees.*”

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

Motion passed unanimously (7-0-0)

Discussion took place around moving the Fire Department and the Ambulance Association to its own section since they are voluntary organizations to which the Town budget contributes and from which the Town benefits. Also, briefly discussed the possibility of adding other organizational units such as Youth and Families Services and the Resident State Trooper as well as any other groups that contribute to the Town but we don't control.

Cathy Iino circulated the Water Pollution Control Authority State Statute for the CRC's review.

Chair Zandi thanked Casey Jacob for taking notes during the meeting.

The next CRC meeting is scheduled for Monday, January 30, 2023 at 7:00 p.m. via remote.

**Adjournment:**

Chair Zandi adjourned the meeting at approximately 2:00 p.m.

Respectfully Submitted:

Jamie Sciascia

Clerk