

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

Monday, January 30, 2023 7:00 p.m. via GoToMeeting

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

Members Excused: Arjumund Abid

Visitors (as identified on screen): First Selectman Nancy Gorski, Laura Lefko, Bill Tobleman, Jennifer Liptak, Richard Pleines, Don Ofner and Clerk Jamie Sciascia

The meeting was Called to Order at 7:00 p.m. by K. Zandi, Chair

Public Comment: There was no Public Comment.

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 - Casey Jacob *Moved* and Joan Gay *Seconded* a motion to accept the Minutes of the Special Meeting of January 7, 2023, Public Hearing of January 12, 2023 and Special Meeting of January 21, 2023 as presented.

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

Motion passed unanimously (6-0-0)

Approval of Clerk Invoice:

Motion#2 - Joan Gay *Moved* and Joanne Gorman *Seconded* a motion to approve the Clerk invoice in the amount of \$375.00 as presented.

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

Motion passed unanimously (6-0-0)

Updates from Working Groups:

Casey Jacob presented for Working Group #4 their research and recommendations; specifically, under Section 7-4 (a) and 7-4(b). Discussion took place on these two sections at the last CRC meeting; however, no specific motions were made at that time.

Motion #3 - Casey Jacob *Moved* and Joanne Gorman *Seconded* a motion that Section 7-4(a) shall now read: Appointees. The First Selectman, with the approval of the Board of Selectmen, shall appoint and determine the conditions of such appointment and may remove any person appointed as may be required pursuant to the performance of the First Selectman's duties. All

appointed persons shall be informed of their duties, responsibilities and performance expectations. During the period between Election Day and the day newly elected officials assume office, the First Selectman and/or the Board of Selectmen shall make no appointment or termination of any appointed personnel.

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

Motion passed unanimously (6-0-0).

Motion #4 - Casey Jacob **Moved** and Joanne Gorman **Seconded** a motion to add under Section 7-4(b) "appointed by the Board of Finance" into the paragraph to now read: In any collective bargaining negotiations, the rights of the parties shall be controlled by Statutes. A member of the Board of Finance, appointed by the Board of Finance, may attend the negotiation sessions in an advisory capacity.

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

Motion passed unanimously (6-0-0).

Working Group #3 -

Joan Gay presented for Working Group #3 their recommendation under Section 9-4(c). She met and confirmed that the language that the Working Group is proposing is acceptable to the Director of Finance, the Chair of the Board of Finance, and Killingworth's Auditor.

Motion #5 - Joan Gay **Moved** and Casey Jacob **Seconded** a motion under Section 9-4 (c), to delete "action" and replace it with "referral" and the paragraph shall now read: In the event that a Town agency requires a sum of money greater than its current appropriation, it shall inform the Board of Selectmen in writing. At its next meeting following the receipt of the request, the Board of Selectmen shall determine what referral, if any, to take. The Board of Selectmen shall inform the Board of Finance of its determinations in all such matters and shall forward all necessary documentation to the Board of Finance.

After further discussion, Joan Gay **Amended** Motion #5 and Casey Jacob **Seconded** the amended motion to be that under Section 9-4(c) to delete "action" and replace it with "referral" and to delete "take" and replace it with "make" and the paragraph shall now read: In the event that a Town agency requires a sum of money greater than its current appropriation, it shall inform the Board of Selectmen in writing. At its next meeting following the receipt of the request, the Board of Selectmen shall determine what referral, if any, to make. The Board of Selectmen shall inform the Board of Finance of its determinations in all such matters and shall forward all necessary documentation to the Board of Finance.

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

Motion passed unanimously (6-0-0).

Motion #6 - Joan Gay **Moved** and Cathy Iino **Seconded** a motion under Section 9-4(c), second paragraph, to delete "at its next regular meeting" so the paragraph now reads: The Board of Finance may take one or more of the actions listed below. If the Board of Finance takes any

action, the Board of Finance shall inform the Board of Selectmen, in writing, of any action taken and the reasons therefore. The actions available to the Board of Finance are as follows:

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

Motion passed unanimously (6-0-0).

Motion #7 - Joan Gay **Moved** and Cathy Iino **Seconded** a motion to add under Section 9-4(c)1., the following paragraph and to delete Section 9-4(c)3.: In any fiscal year, the Board of Finance shall not make supplementary appropriations totaling in aggregate more than \$25,000.00 to any one Town agency without approval of a Town Meeting.

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

Motion passed unanimously (6-0-0).

Motion #8 - Joan Gay **Moved** and Cathy Iino **Seconded** a motion under Section 9-7(b)2., to delete “of up to one and one-half mil” and replace it with “in accordance with Section 7-361 of the Statutes”. The paragraph should now read: Amounts raised by the annual levy of a tax in accordance with Section 7-361 of the Statutes for the benefit of such fund, and for no other purpose, such tax to be levied and collected in the same manner and at the same time as the regular annual taxes of the Town.

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

Motion passed unanimously (6-0-0).

Chair Zandi advised that at the next CRC meeting they will identify steps on how to communicate the output to the BOS in terms of recommending that the BOS create an Ethics Board Committee and a Governance Committee. First Selectman Gorski recommended writing a Memo to the BOS and it be entered into the record as part of Public Comment during a BOS meeting. First Selectman Gorski scheduled a tentative date of Monday, March 13, 2023 for one CRC member to come to present to the BOS a brief presentation (overview of changes, what's important to know) along with the Charter itself.

The CRC had discussion in length about the placement in the Charter of the Fire Department and Ambulance Association, looking at possibly creating a new Section X. Youth and Families Services, the Library and the Resident State Trooper are all independent entities and the CRC also discussed if these should be in the Charter. Joan Gay confirmed that when she reviewed other Town Charters, a majority of them referenced the Fire Company. She believes the Fire Company and the Ambulance Association should all be listed in the Charter since the Town is required to provide funding to them. The CRC asked Working Group #4 to review other Town Charters in terms of how they handle their Fire Departments and Ambulance Associations, and to report back to the CRC with a recommendation.

Joanne Gorman reported that she has received feedback that some citizens are upset about the change the CRC recommended in Motion #2 on November 21, 2022 (that the elected Fire Commissioners may not be current members of the Fire Department) and further reported that some are upset not just about the change, but that the Fire Commission was not consulted about the change. She inquired whether or not we should get the Fire Commission's opinion. Chair Zandi encouraged the members of the Fire Commission to come forward and write to the CRC about their concerns, or to speak at the next Public Meeting.

First Selectman Gorski spoke briefly on the Water Pollution Control Authority noting that there needs to be a permanent place to "house" them and ordinances to manage what they currently have.

Charter Verbiage Edits Review:

The CRC began the process of reviewing the draft edits to the Charter and covered Section 1-1 to Section 4-4. Edits that had been passed in previous motions were approved with one exception: Motion #10 from 6-9-22 approved the capitalization of "Board" throughout the charter. The CRC later received negative feedback about this change from the Town Clerk. The CRC agreed that Chair Zandi would consult with Town Clerk Mooney to ask her advice about capitalization of words such as Board, Committee, Commission, and Ordinance and also the best way to uniformly refer to Statutes and Ordinances. The CRC will resume its review of Charter edits at section 4-5.

Motion #9 - Casey Jacob *Moved* and Kathy Zandi *Seconded* a motion to capitalize "Committees" and "Commissions" throughout the Charter to make it consistent.

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

Motion passed unanimously (6-0-0).

Motion #10 - Cathy Iino *Moved* and Joan Gay *Seconded* a motion to change "representative" to "designee" throughout the Charter to make it consistent.

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

Motion passed unanimously (6-0-0).

Joan Gay confirmed with Jamie Sciascia that the posting requirements are being followed with all CRC Motions and Full sets of Minutes.

Chair Zandi stated for the meeting held on February 6, 2023 the Agenda should include the following items: 1) Summary of Public Comment; 2) Approval of Minutes; 3) Feedback from the Town Clerk on the items listed above; 4) Output from Working Groups; 5) Charter Verbiage Edits Review.

Adjournment:

Chair Zandi adjourned the meeting at approximately 9:05 p.m.

Submitted By: Jamie Sciascia, Clerk

