

MINUTES
SPECIAL MEETING OF THE KILLINGWORTH
CHARTER REVISION COMMISSION

Saturday, February 11, 2023 10:00 a.m. via GoToMeeting

Members in Attendance: Joan Gay, Casey Jacob, Eric Nunes, Cathy Iino (Joined at 11:33 p.m.) and Kathleen Zandi, Chair

Members Excused: Arjumund Abid & Joanne Gorman

Visitors (as identified on screen): Rick Darin, Jennifer Liptak, Don Offner

The meeting was Called to Order at 10:00 a.m. by K. Zandi, Chair

Public Comment:

No Public Comment to Report.

Approval of Minutes:

Motion #1 - Joan Gay ***Moved*** and Eric Nunes ***Seconded*** a motion to approve the Minutes of the Special Meeting held on February 6, 2023.

Motion #1 - Joan Gay ***Amended*** and Eric Nunes ***Seconded*** a motion to append to the Minutes the draft Memo on the creation of an Ethics Commission and a Code of Ethics, and the draft Memo on the creation of a Town Governance Committee.

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

Motion passed unanimously (4-0-0).

Calendar:

Chair Zandi emailed the Calendar around to all CRC members. She noted that some of the Board of Education meetings have changed dates. The CRC's final report is due to the BOS on March 10th, and Chair Zandi noted that there will most likely be some unresolved topics like the Compensation Committee and Water Pollution Control Authority. Due to a PFAS Town meeting scheduled on February 22nd (which is the date of the CRC's Public Hearing), Chair Zandi suggested rescheduling it and holding the Public Hearing on February 21, 2023. A motion was made shortly thereafter reflecting the date change. After discussion and checking the calendar on the Town Website, it looks as though the Public Hearing was already added to the Town Calendar for February 21, 2023. Chair Zandi Tabled the rest of the Calendar discussion to the end of the CRC meeting.

Motion #2 - Eric Nunes ***Moved*** and Joan Gay ***Seconded*** a motion to change the final remote Public Hearing date from February 22, 2023 to February 21, 2023 at 7:00 p.m.

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

Motion passed unanimously (4-0-0).

Charter Section 4-14 Fire Commission Follow-Up:

Motion #3 - Eric Nunes *Moved* and Joan Gay *Seconded* a motion to rescind Motion #2 passed on November 21, 2022.

No vote was taken.

Motion #4 - Joan Gay *Moved* and Casey Jacob *Seconded* a motion to *Table* Motion #3, pending our next Public Hearing and also obtaining the Fire Company's Bylaws.

Voting to Approve: J. Gay, C. Jacob, K. Zandi

Voting to Not to Approve: Eric Nunes

Motion passes (3-1-0).

Eric Nunes for Working Group #3 discussed their homework regarding the Membership of the Fire Commission and the Public Comment received. He noted that an email from the Fire Commissioner, Jennifer Liptak, provided great input and was extremely helpful in bringing up valid points regarding disbursement of funds, different types of KVFC Memberships and how the previous motion on November 21, 2022 should be rescinded. Casey Jacob spoke to points about possible conflicts of ethics as the Charter is currently written, and also reported that she had been working to obtain the Fire Company's bylaws so that official definitions of types of membership could be considered. After further discussion, Chair Zandi suggested the CRC Table Motion #3 pending additional information and obtaining the Fire Company's Bylaws as well as listening to feedback at the February 21 Public Hearing. Joan Gay and Eric Nunes will reach out to Commissioner Liptak and others and invite them to a Working Group #3 discussion to cover all the topics and bring it back to the Board for a discussion and decision.

Joan Gay spoke of how the CRC supports the Fire Company and the Fire Commissioners and all the work they do.

Compensation Committee Follow-Up:

First Selectman Gorski was unable to attend this Charter Revision Committee meeting and therefore, she couldn't give the CRC an update on the Compensation Committee. Chair Zandi briefly discussed how there will be a number of topics that will be unresolved when the Charter gets submitted to the BOS for their review and this will be left as an action item for the BOS. Casey Jacob noted that the CRC still has to figure out what to do with the "orphan paragraph" in Section 8-13 (a).

A brief discussion about the Water Pollution Control Authority took place. A motion was made during a previous CRC to delete it from the Charter since it doesn't currently exist. Joan Gay stated that it is not mandatory for a town to have one especially since they don't have sewage

systems in Killingworth. She suggested leaving the WPCA out of the Charter for now and leaving the topic for a future CRC to address. Casey Jacob agreed with Joan Gay that the removal of the WPCA in the Charter is appropriate since it is dissolved.

Working Group #4 - Update on Fire Company and Ambulance Association in Charter:

Casey Jacob and Joanne Gorman researched together local surrounding towns that have volunteer fire departments and looked at their Charters regarding mentions of a Fire Company and/or Ambulance Association. Clinton, Durham, Westbrook, Haddam, East Haddam and Middlefield were reviewed. Some Charters have brief mentions of a Fire Company, similar to Killingworth Charter Section 8-6, while others mention a Fire Company, and in some cases, an Ambulance Association, only in the context of a Tax Abatement program. Working Group #4 recommended that the CRC take the Fire Company out of the Charter entirely since the Town does not appoint, pay or govern it. Discussion took place around the original Fire Company language in Section 8-6. Section VIII is a section called Administrative Offices and Agencies but the Fire Company is neither an office or Agency of the Town Government. Since the Fire Company will be mentioned in Charter Section 4-14 The Board of Fire Commissioners, Joan Gay suggested putting the Fire Company in Section 1-2 Definitions, and deleting Section 8-6.

Motion #5 - Casey Jacob *Moved* and Joan Gay *Seconded* a motion that Section 8-6 be deleted and that a definition of the Killingworth Volunteer Fire Company be added to Section 1-2, reading “The Killingworth Volunteer Fire Company, Inc. is responsible for the prevention, control and extinguishing of fires, and performs all functions usually associated with a Town Fire Department”.

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

Motion passed unanimously (4-0-0).

Joan Gay and Casey Jacob will meet and research Ordinances and Statutes to make sure the CRC has correct references to include in the Administrative Table.

Charter Edits Review:

The CRC continued the process of reviewing the draft edits to the Charter; specifically, in Section 1-1 through Section 4-14.

The CRC took a short recess for lunch at approximately 11:55 p.m.

The CRC resumed its meeting at 12:30 p.m.

The CRC reviewed draft edits to the Charter; specifically, in Sections 5-1 through 7-3.

Further Calendar Discussion:

The CRC had discussion about adding another meeting to make up for its February 21 meeting being converted to a Public Hearing and agreed to add a remote special meeting on February 20 at 7 pm. They also agreed to add a special meeting on February 21 following the Public Hearing in order to debrief.

Motion #6 - Cathy Iino *Moved* and Joan Gay *Seconded* a motion to schedule a remote CRC Special Meeting on February 20, 2023 at 7:00 p.m.

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

Motion passed unanimously (5-0-0).

Adjournment:

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

Submitted By: Jamie Sciascia, Clerk