

## MINUTES

### MEETING OF THE KILLINGWORTH CHARTER REVISION COMMISSION

**Tuesday, June 28, 2022 7:00 p.m. via GoToMeeting**

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

**Members Absent:** None

**Visitors (as identified on screen):** Killingworth First Selectwoman, Nancy Gorski and Jamie Sciascia

The meeting was Called to Order at 7:04 p.m. by K. Zandi, Chair

#### **Instructions for Submission of Public Comment (Kathy):**

K. Zandi spoke about the Instructions for Submission of Public Comment. There are several ways to communicate comments and/or feedback with the Commission: 1) Attending one of the three Public Hearings (one hearing took place on May 26, 2022); 2) Sending a comment/feedback via email: [killingworthcharterrevision@townofkillingworth.com](mailto:killingworthcharterrevision@townofkillingworth.com); or 3) Send in a written comment to the Killingworth Town Hall care/of the CRC.

N. Gorski stated that for all Commissions they are going to multi-factor authentication as the first step in order to consider cyber insurance. She is in the process of obtaining fobs, for the Commission members, as a way to access Public Comment emails for safety purposes. J. Gorman will be the main point of contact in handling the submission of emails and providing the CRC with a Summary during the meetings. N. Gorski stated that the logistics are being worked through, but the email is active and open right now to the Public. C. Jacob made a suggestion to have J. Sciascia incorporate into the CRC Minutes the email address going forward and also put the email address on the Town of Killingworth's Website.

#### **Summary of Written Public Comment Received Since Last Meeting:**

Due to not having access to the CRC email, there was no Public Comment to report on during this meeting.

#### **Approval of Minutes:**

Motion #1 - Joan Gay *Moved* and Casey Jacob *Seconded* a motion to approve the Minutes of June 9, 2022.

The Commission had discussion about corrections to the Minutes of June 9, 2022. C. Jacob identified those corrections to the Minutes. C. Jacob will send her edits to J. Sciascia so she can

make the revisions and the Minutes will come in front of the Board for approval at the next meeting.

Motion #2 - Casey Jacob *Moved* to make the corrections to the Minutes she brought forth, and to work with Jamie Sciascia to make said corrections.

The Commission had further discussion regarding the Minutes; specifically, the location of where the Minutes are on Sharepoint and the Town of Killingworth's Website. J. Gay suggested, and also confirmed, that the names of the Commission members attending/not attending are put on the Motion/Votes Minutes as well as the full set of Minutes. C. lino asked about the motion language, specifically for when the new Selectmen takes office.

Motion #3 - Joan Gay *Moved to Table* the Approval of Minutes until the next meeting scheduled on July 18, 2022.

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

Motion passed unanimously (7-0-0)

### **Updates/Recommendations for Working Groups**

#### **a) Number/Terms of Board of Selectmen**

C. Jacob, J. Gorman and C. lino researched the Number/Terms of a Board of Selectmen. C. Jacob presented for her group, the following information: Pros of more BOS members and Cons of more BOS Members; Pros of Longer Terms for 1<sup>st</sup> Selectman and Cons of Longer Terms for 1<sup>st</sup> Selectmen; Pros of Longer Terms for Other Selectmen, Cons of Longer Terms for Other Selectmen; and Pros and cons of Staggered Terms. The Working Group's Recommendation is to stay at a 3 Selectmen Team, Move to 4 Years for all Selectmen and Recommended against Staggered Terms because of the possibility of uncontested Elections. C. Jacob advised that the Working Group saw a lot of benefits to having more Selectmen but being able to get Candidates to run, and not being able to fill the positions, was ultimately the concern which steered the Working Group away from expansion.

K. Zandi researched Charters from surrounding Towns to see the Number/Terms of Board of Selectmen: Bolton, Hebron, Marlborough, Essex, Beacon Falls, Willington, Columbia, Lebanon, Durham, Woodbridge, Portland, Madison. K. Zandi will look into whether or not each of those Charters have Staggered Terms. She will also follow-up with a few of the smaller towns with the larger number of Selectmen to see how they get potential members to run for a Committee, what the process is when there is a vacant seat, and when they switched to have a higher number of Board of Selectmen. J. Gay, E. Nunes and A. Abid provided their input to the Working Group. C. Jacob will upload the Working Group's Research Document in the Shared Folder. K. Zandi stated that all the research presented tonight by the Working Group will be its "First Read" for the CRC. K. Zandi asked if the Working Group would like to continue its research on this specific topic and C. Jacob advised that they will leave the Number/Terms of Board of Selectmen to the full Commission for further discussion/review.

C. Jacob stated how the Working Group talked about Number and Terms and are contemplating making a recommendation that no person can run for two offices simultaneously, knowing that

they can't hold both seats. The rationale for making such a rule is that if a person won both races and selected the preferred office, the other office would go to the runner up, who would not have been elected by the Community. If the CRC chooses to propose such a rule, a legal opinion would be necessary. K. Zandi will research the larger towns to see what their perspective is on holding two elective offices. C. lino suggested researching if Statutes allow any two elected offices to be held simultaneously.. The Working Group is looking to continue doing homework on this topic, narrowing down specific questions.

#### **b) Appointive Boards of Membership Appointment Process**

J. Gay, E. Nunes and A. Abid researched and discussed the Appointive Boards Membership Appointment Process. J. Gay presented for this Working Group, and stated how they went through each part of Section 5-4: Vacancies in Appointive Offices. A number of wording suggestions were made, especially regarding how, when and where notification of vacancies should be made. Discussion also touched on wording the CRC has already agreed to modify in terms of gendered language and referring to "Town Political Party Committees" rather than "Town Committees".

J. Gay stated the Working Group also had a discussion on Section 5-4 (d), regarding including unaffiliated voters in notifications of vacancies and nominations to fill seats. There was a suggestion of possibly specifying that the Town Political Party Committee recommends someone from its political party or recommends an unaffiliated voter when there is a vacant seat. In all cases, appointments must be made in compliance with minority representation and State Statutes. C. Jacob made a suggestion that the Town Political Party Committee must solicit or give the appointive committee that has a vacancy an opportunity to make suggestions, as to if anyone has shown interest and/or wanted to get involved. Discussion took place around the Library and Parmalee Farms both being independent, with the Library being more of an Independent Legal Entity. C. Jacob will send to the Working Group what she has already done in terms of updates on Gender Neutral language and Town Political Party Committees.

The Working Group will continue to do research and propose new language.

#### **Process of Review of Edits on Charter Document (Casey):**

This topic will be discussed at the next CRC meeting due to time. C. Jacob gave a brief update just for the CRC to brainstorm until the next meeting, if they are comfortable with her handling the revisions via track changes to the Charter Document as the CRC votes on items, and how they would like to review edits going forward, in terms of only reviewing it at certain times, or reviewing it as the CRC goes along, even if not voted on. C. Jacob will make side notes to the sections that have track changes as a way to link changes to Motions passed. C. Jacob raised the question if legally the CRC is allowed to post any type of draft changes to the Commission's SharePoint folder without the draft being subject to FOI.

C. lino talked to Steve Mednick about Charters that he thought were admirable, and he suggested Darien is very well organized. The Darien Charter can be located online if the CRC would like to review it.

J. Gay put together a spreadsheet that has all the sections of the CRC Charter, listed what Statutes were referenced and confirmed that all references are still correct. She also copied and pasted the referenced State Statutes in a separate document with the exception of the Board of Finance and Board of Planning and Zoning due to the length of the Statute. J. Gay will post into Sharepoint to use as a reference.

**Next Steps:**

Both Working Groups will continue their research and provide feedback to the CRC during the next meeting. K. Zandi will call the Towns with a larger number of Selectmen. C. Jacob will work with J. Sciascia on edits to the Minutes and circulate a revised copy to the Commission for review.. N. Gorski will be in contact with J. Gorman for access to the Public Comment email.

**Submitted By:** Jamie Sciascia, Clerk