

**MEETING OF THE KILLINGWORTH
CHARTER REVISION COMMISSION**

Monday, November 21, 2022 7:00 p.m. via GoToMeeting

Members in Attendance: Joan Gay, Eric Nunes, Cathy lino and Kathleen Zandi, Chair

Members Excused: Joanne Gorman, Casey Jacob & Arjumund Abid

Visitors (as identified on screen): First Selectman, Nancy Gorski and Clerk, Jamie Sciascia

The meeting was Called to Order at 7:10 p.m. by K. Zandi, Chair.

Summary of Public Comment (Joanne):

Joanne Gorman was not in attendance; therefore, Cathy lino read Elizabeth Disbow's public comment to the Commission. She is the Administrative Assistant to the Board of Selectmen and commented about the Legal Notices standing distribution be removed, as well as the possibility of weekly periodicals only being sent out when appropriate. Elizabeth also commented on Job Descriptions of Town employees should be removed from the Charter, since they are no longer accurate. She stated how the Administrative work is now being delegated to several staff members, and believes it would be beneficial to leave room for future Selectmen to make staffing decisions based on changing Town needs.

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

First Selectman Gorski stated how the Town of Killingworth has a new website up and running. Chair Zandi inquired about the motions/votes list not being up to date on the website. Jamie Sciascia will confirm with Town Clerk Dawn Mooney that the new updated list has been received and is uploaded on the website for public viewing.

Approval of Minutes:

Motion #1 - Cathy lino *Moved* and Joan Gay *Seconded* a motion to accept the Minutes of November 7, 2022 as presented.

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

Motion passed unanimously (4-0-0).

Preparations for Public Hearing on December 5th:

The CRC's next Public Hearing is scheduled for December 5th. First Selectman Gorski will work with Elizbath Disblow to get the Public Notice sent out and posted in the newspaper. First Selectman Gorski will also send out a Constant Content informing the

Community of the Public Hearing and also provide a link where to find the CRC's motions/votes. Joan Gay and Casey Jacob will put the Public Hearing flyers and also copies of the Charter at the Library, Town Hall and Beechwood and other businesses they deem fit. Chair Zandi will put together a few slides for the hearing including the CRC Members, Timeline, Process, Meetings, Public Hearing/Input, including motion list by topic. Chair Zandi will also put together a few slides regarding Updates, items the CRC recommended to choose not to change, items the CRC did not discuss and items the CRC chose to change. Jamie Sciascia will forward the list of current motions/votes to Chair Zandi. The CRC will reach out to Town Clerk Dawn Mooney regarding the FOIA rules for the Public Hearing Minutes to be kept in her office capturing the spirit of comments from Community Members versus exquisite detail.

Calendar:

Chair Zandi made changes to the Calendar but suggested holding off on voting until all Commission members are present.

Updates from Working Groups:

Working Group #4 - Casey Jacob, Arjumund Abid, Joanne Gorman

Working Group #4 has not been able to meet since the last CRC meeting but Casey Jacob did go and meet with Town Clerk Dawn Mooney. Dawn advised that when the BOS is asked to appoint someone to a Committee, the only information that is given is the name of the Committee, the name of the appointed position, total number of members of the Committee, the term of the appointment, and members currently serving. As an example of when a person states that he/she doesn't know what this group does, they are referred to the pertinent office, such as Planning and Zoning, or to the Charter or to the State Statute or ordinance. The Town Clerk's office does not maintain any compiled information on what these Committees are, and what they do.

In regards to Job Descriptions, Town Clerk Dawn Mooney advised that notebook with Job Descriptions in either Elizabeth Disbow or Gina Regolo's office. Casey Jacob will go back to Town Hall at some point to look for same.

Working Group #3 - Joan Gay, Eric Nunes, Cathy lino

Topic of Discussion - Fire Commissioners:

Motion #2 - Cathy lino *Moved* and Joan Gay *Seconded* a motion to accept Working Group #3's recommendation *to amend the original language* under Section 4-14(a): The Board of Fire Commissioners shall consist of three (3) members: two elected Commissioners, one from each political party elected at each municipal election for a term of two (2) years, and one Commissioner who will be the Senior Trustee duly elected by the Killingworth Volunteer Fire Company *to now read:* The Board of Fire Commissioners (BoFC) shall consist of three (3) members: a) Two (2) Commissioners will be elected at each municipal election for a term of two (2) years. The elected Commissioners may not be of the same

political party and may not be current members of the KVFC; b) One (1) Commissioner will be the Senior Trustee duly elected by the Killingworth Volunteer Fire Company.

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

Motion passed unanimously (4-0-0).

Motion #3 - Joan Gay *Moved* and Cathy lino *Seconded* a motion to accept Working Groups #3's recommendation *to amend the original language* under Section 4-14(b): The Board of Fire Commissioners shall enter into an agreement, in writing, with the Killingworth Volunteer Fire Company for the protection of the Town from fire; shall act as an advisory Board to the Fire Company; shall submit through the Board of Selectmen and the Board of Finance to each Annual Town Budget Meeting a fire protection budget with a request for an appropriation therefore; and shall have the duty of making disbursements in the Town's appropriation for fire protection *to now read:* The Board of Fire Commissioners represents the Town in negotiations with the Killingworth Volunteer Fire Company (KVFC) for protection of the town from fire and for the provision of rescue and hazardous material services. In that capacity, the Board of Fire Commissioners

- a. acts as an advisory Board to the Killingworth Volunteer Fire Company;
- b. submits to the Board of Selectmen an annual fire protection budget, including a capital budget;
- c. disburses funds appropriated by the Town to the KVFC;
- d. monitors the expenditure of funds during the fiscal year;
- e. reports regularly to the Board of Selectmen and the Board of Finance on the fiscal condition of the KVFC.

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

Motion passed unanimously (4-0-0).

Topic of Discussion - Section 8-7 Fire Marshal

Original language:

1. The Board of Fire Commissioners shall appoint a Fire Marshal and such Deputy Fire Marshals as may be necessary in accordance with Section 8-7 of this Charter.

Proposed language:

2. The Board of Fire Commissioners shall appoint a Fire Marshal and Deputy Fire Marshal(s), as may be necessary, in accordance with Section 8-7 of this Charter, and per Connecticut General Statute, Chapter 541, Sec. 29-297 (Formerly Sec. 29-45).

After a discussion in length, the CRC decided to leave Section 8.7 Fire Marshal language as “Draft Recommended” until the next meeting. Working Group’s 3 recommendation will be circulated to Working Group #4 for their input by Cathy lino. The CRC briefly reviewed the list of Working Group Assessments, specifically, Fire Marshal.

Adjournment:

Chair Zandi adjourned the meeting at approximately 8:40 p.m.

Submitted By: Jamie Sciascia, Clerk