

MINUTES
MEETING OF THE KILLINGWORTH
CHARTER REVISION COMMISSION

Monday, December 5, 2022 (Directly Following the Public Hearing) via GoToMeeting

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

Members Absent: None.

Visitors (as identified on screen): First Selectman, Nancy Gorski, Richard Pleines, Eileen Unger Pleines, Annie Stirna and Clerk, Jamie Sciascia

The meeting was Called to Order at 8:04 p.m. by K. Zandi, Chair.

Approval of Minutes:

Motion #1 - Joan Gay ***Moved*** and Eric Nunes ***Seconded*** a motion to accept the Minutes of November 21, 2022 as presented.

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

Voting to Abstain: C. Jacob, J. Gorman

Motion passed (5-0-2).

2023 Calendar:

Chair Zandi reviewed the 2022-2023 Calendar with the CRC. Due to an issue with the link provided for the Public Hearing held tonight, which may have prevented some citizens from attending, another public hearing will be scheduled to hear Community Input. The CRC agreed to a Public Hearing date of December 19, 2022 with a back-up date of January 12, 2023. After a motion was made to accept the Calendar, the CRC had further discussion about the December 19th Public Hearing date falling during Hanukkah. The consensus was to change the December 19th Public Hearing date to the alternative date of January 12, 2023 to be respectful to Community Members who celebrate Hannakuh.

Motion #2 - Cathy lino ***Moved*** and Joan Gay ***Seconded*** a motion to Adopt the Charter Revision Commission Calendar dated November 2022 through March 2023 as presented.

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

Absent for Motion/Vote: A. Abid.

Motion #3 - Casey Jacob ***Moved*** and Joanne Gorman ***Seconded*** a motion to change the previously scheduled Public Hearing date from December 19, 2022 to January 12, 2023 in order to be respectful of those Community Members that celebrate Hannakuh.

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

Motion passed unanimously (7-0-0).

Casey Jacob will revise the Poster for the Public Hearing on January 12, 2023 and send a copy of it to Elizabeth Disbow, and Joan Gay will distribute the Poster and copies of the Charter to the Town Hall and the Library.

First Selectman Gorski confirmed that tonight's public hearing is an official public hearing, even with the technical difficulties of the meeting link.

Updates from Working Groups:

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

Discussion - Board of Finance:

Joan Gay presented for Working Group #3 a brief summary of their meeting with the Board of Finance. The Working Group will meet again, to incorporate the BOF's feedback into their discussion, and come back with a recommendation to the CRC.

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

Discussion - Section VIII:

Casey Jacob presented Working Group #4's homework regarding Section VIII, specifically suggesting that Sections 8-2 Appointments and 8-13 Employees become primary organizing headings, with appropriate specific positions detailed under each. After discussion in length about creating Subsections of the two primary categories for Appointments and Employees a motion was made. The Working Group will bring back the actual proposed revisions in terms of listing out the Subsections of these two categories at their next meeting.

Motion #4 - Casey Jacob ***Moved*** and Cathy lino ***Seconded*** a motion that Section VIII be revised in terms of outlines so that there are two primary categories: one is about Appointments and one is about Employees and that the actual positions that fall under these would be Subsections of the primary categories.

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

Motion passed unanimously (7-0-0).

Casey Jacob spoke about meeting with Town Clerk Mooney in order to (1) learn what information is available to the BOS when making appointments, and to (2) reviewing the Job Description Notebook, in terms of appointments made by the Board of Selectmen located within the Town Hall. available job descriptions, all in order to determine what level of information needs to be included in the Charter. Town Clerk Mooney showed Casey a list maintained of various Boards, Commissions and positions, length of term, if it is a Commission, how many positions there are, and what the term is that is being appointed. This list doesn't include information about the positions themselves. Town Clerk Mooney did not have job descriptions

and suggested they might be available from the Finance Director. Casey Jacob reported that through email with the Finance Director, she has clarified which positions are paid and which are unpaid, but she has still not been able to view actual job descriptions.

First Selectman Gorski suggested looking at other Charters to see what should be in the Charter, and what shouldn't. Discussion in length took place circulating around how jobs are ever changing, and if Job Descriptions are "housed" in the Charter it would be too restricting. Cathy lino suggested just the functions performed should be outlined in the Charter.

Casey Jacob suggested that under Section 8-13, 8-14, 8-15, 8-16, Employees, there should be general statements about Employees and then list out under the First Selectman (Section VII) the responsibilities for Director of Finance and Director of Public Works, eliminating the Administrative Assistant section. Regarding appointments, Joanne Gorman reported that Madison lists appointments in a very brief way. Casey suggested that the list of Administrative offices could be streamlined by: the Title, the Appointment Authority, Term, Paid/Unpaid/Outside Consultant. Chair Zandi suggested creating a table of such information like the CRC did in Section 5-14 for Regional Organizations. Working Group #4 will draft such a table for the CRC's review.

Casey also listed items for the CRC to think about before the next meeting: Should the CRC include in the Charter the positions of ADA Coordinator and Veterans Representative; if the CRC recommends that the term of the First Selectman become 4 years, should the term of the Town Counsel also become 4 years, or should it remain a 2 year position?

Adjournment:

Chair Zandi adjourned the meeting at approximately 9:00 p.m.

Respectfully Submitted,

Jamie Sciascia

Clerk