

**MEETING OF THE KILLINGWORTH
CHARTER REVISION COMMISSION**

Monday, December 19, 2022 7:00 p.m. via GoToMeeting

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

Members Absent: Arjumund Abid

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

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

Summary of Public Comment (via email):

Joanne Gorman reported two Public Comments inquiring about the location of the Charter to which Joanne responded to.

Elizabeth Disbow addressed the CRC. She is the Administrative Assistant to the Board of Selectmen and commented about the Legal Notices, specifically the “paper of record” of being removed from the standing distribution and the BOS utilizing it when appropriate. Elizabeth also commented that Job Descriptions of Town employees should be removed from the Charter, since they are no longer accurate and have caused problems throughout the years when assigning work. 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 reconfigure positions and 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.

Approval of Minutes:

Motion #1 - Joan Gay *Moved* and Joanne Gorman *Seconded* a motion to accept the Minutes of December 05, 2022 as presented.

Voting to Approve: J. Gay, C. Jacob, J. Gorman, 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’s Invoice in the amount of \$290.00 as presented.

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

Motion passed unanimously (6-0-0).

Debrief from Public Hearing

The CRC discussed comments from the Public Hearing: 1) Should there be a limit as to how many Non-Voter members can serve when appointed to a Committee; 2) creating a Public Hearing comment list on the Agenda so the CRC can review at their upcoming Workshops; 3) Considering a Town Manager position (recommendation to the BOS in form of a Memo to create a Town Governance Committee). Chair Zandi will include a slide for the next Public Hearing about comments that were already raised to the Commission. Casey Jacob suggested looking at the Minutes from the December 5, 2022 Public Hearing.

Motion #3 - Cathy lino ***Moved*** and Eric Nunes ***Seconded*** a motion to recommend to the Board of Selectmen, in the form of a Memorandum, to establish a Town Governance Committee in order to consider if our current form of government continues to be best for Killingworth, or if the Town should transition to a new form of government.

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

Motion passed unanimously (6-0-0).

Updates from Working Groups:

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

Cathy lino presented Working Group #3 recommendations for the Board of Finance Section looking at Section 9-4 and modifying existing language regarding a Certified Public Accountant. Discussion about “appoint” versus “designate” took place along with reviewing the State Statutes.

Motion #4 - Joan Gay ***Moved*** and Casey Jacob ***Seconded*** a motion to accept Working Group #3’s recommendation to edit the last sentence in Section 9-4(b) to now read: The Board of Finance shall annually designate a Certified Public Accountant or firm of Certified Public Accountants to audit the books and accounts of the Town in accordance with the General Statutes.

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

Motion passed unanimously (6-0-0).

Cathy lino presented Working Group #3 recommendations under Section 9-4c(1). The Working Group reviewed other Charters and noted their limits on special appropriations. The Working Group suggested increasing the amount listed from \$20k to \$25k. Examples of Appropriations were discussed.

Motion #5 - Cathy lino ***Moved*** and Casey Jacob ***Seconded*** a motion to accept Working Group #3’s recommendation to amend the amount listed in Section 9-4c(1) from \$20,000 to \$25,000 as presented.

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

Motion passed unanimously (6-0-0).

Cathy lino presented Working Group #3's recommendation under Section 9-3c(3) to increase the listed amount of \$20k to \$25k. Cathy noted both Section 9-4c(1) and for Section 9-3c(3) are similar and also both describe appropriation of funds. The CRC reviewed both Section 9-4c(1) and Section 9-3(c) of the Charter in length. Joan Gay will contact the Board of Finance and Director of Finance for clarification and ask for examples of both sections for appropriation of funds. Discussion of merging these two Sections took place.

Cathy lino presented Working Group #3's recommendation under Section 9-5(f) about increasing the amount from \$10k to \$20k. Discussion of the bidding process took place. The Working Group had further discussion of the pros and cons of increasing the amount to \$25k. The Commission reviewed an unscientific survey that the Director of Finance put together on recent RFPS to get an idea of the dollar amounts of bids that come in.

Motion #6 - Cathy lino ***Moved*** and Joan Gay ***Seconded*** a motion to accept Working Group #3's recommendation to amend the amount listed in Section 9-5(f) from \$10,000 to \$20,000 as presented.

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

Motion passed unanimously (6-0-0).

Cathy lino presented Working Group #3 recommendation under Section 9-7b(2) about increasing the Mill Rate that could be charged for contributions to the General Fund. The CRC discussed concerns about increasing a Mill Rate for this purpose up to the amount allowed by the General Statute. After discussion in length, Working Group #3 will go back to the Board of Finance to get their input on the Mill Rate increase for General Fund contributions. This item was Tabled until more information is received.

Working Group #4

Casey Jacob, Arjumund Abid & Joanne Gormann

Casey Jacob presented for Working Group #4 on Article VIII - Administrative Appointments and Employees. She first showed the option of putting the Administrative Appointments in a table as had been suggested at the last meeting. The Table was organized by (a) the Positions, (b) the Appointing Authority, What the Term is(c) the term, (d) if aid/Unpaid/Consultant and (e) Statute if there is one. The Working Group also added three additional positions not currently listed in the Charter: Americans with Disabilities Act Coordinator, Municipal Agent for Elderly Persons and the Veterans Representative. Also, Dog Warden and Tree Warden were listed separately. This table would eliminate all the paragraphs from Sections 8-3 to 8-12. Working Group #4 also recommends preceding the Table with this sentence: "in making appointments, the appointing authority must follow all guidelines for appointment given in the Charter, Ordinance, Resolution or Statute authorizing the Office or Department." Also, for the second part of Section VIII which focuses on Employees, the information could be moved to the Charter Section on the

First Selectman or (in part) to the Section on the Board of Finance. Casey Jacob will post in SharePoint the motions that might be considered for this section, the Section VIII document with Table and Dave Tysz's Memo written to the Former Charter Commission on Article XIII. The Commission gave their feedback on the Table, and what should be listed in the headings possibly taking the "Paid/Unpaid/Consultant" Column out.

Adjournment:

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

Respectfully Submitted,

Jamie Sciascia, Clerk