

**MINUTES**  
**MEETING OF THE KILLINGWORTH**  
**CHARTER REVISION COMMISSION**

**Monday, October 17, 2022 7:00 p.m. via GoToMeeting**

**Members in Attendance:** Joanne Gorman, Joan Gay (Joined at 7:06 p.m), Casey Jacob, Eric Nunes, Cathy lino and Kathleen Zandi, Char

**Members Excused:** Arjumund Abid

**Visitors (as identified on screen):** First Selectman Nancy Gorski (left at 7:25 p.m.) and Clerk, Jamie Sciascia

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

**Summary of Public Comment:**

There was no Public Comment either in email or sent into the Town Hall.

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

**Approval of Minutes:**

Motion #1 - Casey Jacob *Moved* and Joanne Gorman *Seconded* a motion to accept the Minutes of October 3, 2022 as presented.

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

Motion passed unanimously (6-0-0).

**Update on Calendar (Nancy):**

First Selectman Gorski spoke briefly on the CRC Timeline along with Attorney Dave Tycz's email. She gave a further update that while speaking with Town Clerk Dawn Mooney she stated that the Schedule of Dates Submission to the BOS is not run by the Town Clerk, that Town Counsel would give the CRC the State Statutes recommendations outlining the Statutory Procedures and Timelines for the Charter Revision Process. First Selectman Gorski stated that the December 5th meeting hearing still works, which gives time to get a draft report submitted in March of 2023, the BOS Public Hearing in April, the BOS forwarding recommendations for changes in May, finalize the Report in June, in July the BOS would approve the Report for Amendments and would terminate the Commission and in August would publish the amended Charter in time to go onto the Ballot for November. Casey Jacob suggested moving forward with the CRC December meeting and possibly adding a February meeting to present the draft Report which would give the CRC more time to get Town input. Chair Zandi will sit down with First Selectman Gorski next week to go over the Town Calendar to get 2023 Calendar CRC

Dates and review the CRC Timeline. First Selectman Gorski will send out a copy of the Timeline and Attorney Tycz's email to the CRC.

After discussion in length regarding the Town Calendar, Joanne Gorman did confirm with Chair Zandi that the December 5, 2022 hearing date is still moving forward as originally scheduled.

### **Updates from Working Groups:**

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

No Report.

Working Group #4 - C. Jacob, A. Abid and J. Gorman

Casey Jacob presented Working Group #4's recommendation for Online Participation.

Working Group #4 recommends that language regarding the Town Meetings be modified so that the electronic or hybrid electronic/in person meetings and voting could occur if and when laws and technology make feasible and proposed the following language.

New Language in Section 3-4 (d) and the addition of an item in 3-4 (d). Please note that this excerpt is all original except for their proposed changes on 3-4(d) and adding 3-4(g):

3-4(a), 3-4(b), 3-4(c), 3-4(e) and 3-4(f) stays the same.

(d) The Moderator of all Town Meetings shall determine, by majority voice vote of the participating voters, the method to be used for voting on agenda items. The method determined may be one of the following: voice, show of hands, or checklist and electronic or paper ballot.

- Adding the word "participating", deletion of the word "present" after voters, replacing "shall" with "may" and adding "electronic or paper"

(g) Town Meeting participation and voting may include electronic means should it become legally sanctioned and technically feasible.

The Commission had a discussion in length about the Pros and Cons of Electronic Participation. The Consensus of the Commission was to not support the addition of 3-4(g) and also in 3-4 (d) taking out the language "electronic or paper"

Motion #2 - Casey Jacob ***Moved*** and Joanne Gorman ***Seconded*** a motion to modify Organization and Procedures, Section 3-4(d) so that it reads: The Moderator of all Town Meetings shall determine, by majority voice vote of the participating voters, the method to be used for voting on agenda items. The method determined may be one of the following: voice, show of hands, or checklist and ballot.

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

Motion passed unanimously (6-0-0).

Ethics Topic:

Working Group #4 presented its recommendation for forming an Ethics Commission and having a Code of Ethics for the Town of Killingworth.

The Town of Killingworth does not have a Code of Ethics or an Ethics Commission and other Towns do. Portland, for example, has a 23 page Code of Ethics in its Book of Ordinances.

In a Source Article from 5-27-21, it states “in 2009, the State surveyed municipalities and found that less than half had an Ethics Commission. A 2019 bill requiring specific Ethics policies in every Town passed the Connecticut State Senate but subsequently died in the lower chamber”

There is a 2009 CT Model Code of Ethics for Municipalities and Special Districts (that was up to date as of July 2021) that can be used as a guide.

The Working Group showed what a working group in last CRC came up with for Code of Ethics and Board of Ethics, noting that much of the language was pulled from the Model Code of Ethics.

The CRC discussion resulted in a consensus that the CRC suggest to the BOS that it consider establishing a Board of Ethics and a Code of Ethics.

Working Group #4 will draft the Memo of Consideration to the Board of Selectmen regarding the Ethics Commission and Code of Ethics for the Town of Killingworth and bring it back to the CRC for review and approval prior to submitting it to the BOS. A motion regarding same was brought to the table.

Motion #3 - Joan Gay *Moved* and Eric Nunes *Seconded* a motion to recommend to the Board of Selectmen, the consideration of forming an Ethics Commission, and having a Code of Ethics for the Town of Killingworth, and submit the documentation provided by Working Group #4.

Motion # 4 - Joan Gay *Amended* Motion #3 and Eric Nunes *Seconded* a motion to recommend to the Board of Selectmen, the consideration of forming an Ethics Commission, and having a Code of Ethics for the Town of Killingworth, and that Working Group #4 draft a Memo for that purpose and bring it back to the full Commission for approval prior to submitting it to the Board of Selectmen.

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

Motion passed unanimously (6-0-0).

### Next Steps:

Chair Zandi provided the CRC's Next Steps:

1. Providing the BOS a verbal update at their October 24th meeting (she will put together some talking points and send to the CRC prior to the meeting);

2. Reviewing the Town Calendar and drafting a list of 2023 CRC meetings (Nancy and Kathy); and
3. Cathy lino suggested putting in the Krier Newspaper (which comes out the first week of December, and in HK News), some issues of what the CRC has been working on since the Commission has been formed. First Selectman Gorski will send a shortened version of what is put in the Newspaper via the Town Email or put a link embedded in HK News.

Casey Jacob stated how appreciative she is working with the group of members on the Commission.

The next CRC meeting is scheduled on Monday, November 7, 2022 at 7:00 p.m. via remote.

**Adjournment:**

Chair Zandi adjourned the meeting at approximately 8:38 p.m.

**Submitted By:** Jamie Sciascia, Clerk