

**MINUTES: SPECIAL MEETING OF THE BOARD OF SELECTMEN (subject to approval)**  
**Monday, May 31, 2023, 7:00 P.M. Killingworth Town Hall**

Members in attendance: N. Gorski, L. Annino, J. Young

Visitors: K. Auer, E. Nunes

1. The meeting was called to order at 7:00 P.M.
2. Discussion with the Building Official

The selectmen spoke with K. Auer, Acting Building Official, about the town's need for a building official who could provide daytime hours. K. Auer indicated he will provide Tuesday afternoon hours in addition to the evening and Saturday hours he is presently providing. There was general discussion about Building Official responsibilities as well as ways to make the Building Department more efficient.

J. Young motioned to appoint and hire Karl M. Auer as Building Official, seconded by L. Annino. Motion passed 3-0-0.

Post vote note, N. Gorski to add the appointment and hire of K. Auer to the June 12, 2023 Board of Selectmen meeting.

3. Through Town Event

L. Annino motioned to approve the Killingworth Road Race sponsored by the Congregational Church of Killingworth on Saturday, August 5, 2023 at 8:30 A.M., seconded by J. Young. Motion passed 3-0-0.

4. Charter Revision Amendments

The selectmen reviewed amendments and suggested revisions to Sections 6-3, Special Powers and Duties, 7-3, Duties of the Selectmen, and 7-7, Delegation of Duties. See attached as submitted by L. Annino.

The selectmen also reviewed feedback by email from town counsel. After discussion regarding Section 5-12, Building Board of Appeals, the selectmen agreed that CGS 29-266 subsection (c) of the statute provided an aggrieved person can submit an appeal to the CEO (First Selectmen) who can attempt to have the town appoint a board of appeals. N. Gorski to provide the Charter Revision Commission with the email from town counsel.

5. The meeting was adjourned at 8:08 P.M.

Respectfully submitted by Nancy Gorski  
June 1, 2023

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Attachment

JCC COMMENTS  
5/31/23  
BOS SPECIAL  
MEETING

Charter of the Town of Killingworth  
BOS Revisions  
May 31/2023

Section 7-3: Duties of the First Selectman

Under general policy and direction of the Board of Selectmen, the First Selectman shall be responsible for:

- (a) Administering the Town's personnel policies. This shall include the following:
  - a. Directing and supervising the performance of appointed or hired personnel consistent with approved job descriptions and performance expectations.
  - b. Establishing annual performance objectives and communicating same to appointed and hired personnel by July 1.
  - c. Conducting annual performance evaluations for appointed and hired personnel no later than September consistent with approved job descriptions and performance objectives.
  - d. Recommending the creation, updating or modification of ~~existing~~ job descriptions subject to the review and approval by simple majority of the Board of Selectman.
  
- (h) Developing a draft prioritized set of objectives for the coming fiscal year for presentation and approval by simple majority of the Board of Selectmen. Upon approval by the BOS, this set of objectives shall serve as a guide in the development of the Annual Town Budget.

Section 7-7: Delegation of Duties

The First Selectman may delegate to another Selectman or others who report to the First Selectman powers and duties that may be so delegated in accordance with the Statutes. Such assignments and delegations, if permanent, shall be made public knowledge through posting of the Town bulletin board and shall be filed with the Town Clerk and shall be made known to any Town agencies affected.

EMPHASIZE  
? CHANGE 2  
TO EXPLAIN  
OR  
DELETE

ADD

SECTION 6-3

(e) TO ESTABLISH AND MAINTAINING A PERSONNEL  
MANUAL;

RENUMBER BELOW  
A-W