

MINUTES
SPECIAL MEETING OF
THE KILLINGWORTH COMMITTEE ON AGING

Thursday, July 13, 2023 5:00 p.m.

Via GoTo Meeting

Members in Attendance: Joyce Mason, Jean Panciera, Mary Solera and Joan Gay

Members Excused: Bill Joyce

Visitors: Town Clerk Dawn Mooney and Clerk Jamie Sciascia

The meeting was Called to Order at 5:00 p.m. by Joan Gay, Chair

Roll Call: Chair Gay took a Roll Call of Committee Members who were in attendance at the meeting.

Chair Gay opened up the meeting with an apology to the Committee on Aging (COA) about how she misspoke during the last meeting about what is allowed under the Freedom of Information Act (FOIA) regarding the formation of Subcommittees which is supposed to be called “Working Groups” in order to research certain topics of importance which were chosen by the Committee. After speaking with Town Clerk Dawn Mooney, she invited her to this meeting so she can review with the Committee more information about FOIA and what is allowed as it pertains to Working Groups as well as Committee Email Communication.

Freedom Of Information Act - Dawn Mooney:

Town Clerk Dawn Mooney thanked the Committee on Aging for inviting her to the meeting, further stating, she wished all Board and Commissions Chairmen were as concerned about the FOIA as Chair Gay was. She spoke about how FOIA was enacted in the State of CT to make sure that all Government Agencies Businesses are open to the Public. Furthermore, she stated that all meetings being held are open to the public need to be properly noticed with an Agenda filed with the Town Clerk’s Office, Minutes taken and submitted to the Town within a specific time requirement under FOIA, and of the necessary information be always readily available to the public in a timely manner.

Town Clerk Mooney further stated that any Working Group whether a quorum is present or not, must file an Agenda directly to her in the Town Clerk’s Office where she will post it to the Town Calendar. That Agenda should specifically state the location of the meeting or be supplied with the GoTo Meeting access code information so the public could attend.

Town Clerk Mooney also confirmed that every Committee in the Town of Killingworth should be filing an Agenda, Minutes as well as the location of meeting so the public can know of the exact details, giving an open path to attend if they wish to do so.

Town Clerk Mooney suggested, to learn more about the Freedom of Information Act, that the Committee on Aging watch a presentation by Tom Hennick, who is the Freedom of Information Commission's Public Education Officer. In January of 2022, she brought in Mr. Hennick to present in front of all the Boards and Commissions at that time regarding FOIA. The Presentation can be found when you enter the Town of Killingworth's Homepage: [Official Website of Town of Killingworth](#) 1) Click Contact/Resources at Top Right of Page 2) Click Meeting Minutes & Schedules 3) Click on YouTube Channel for Recorded Meetings (very last entry) 4) Scroll through the Videos until you the presentation titled " Freedom of Information Act Presentation - Tom Hennick".

Town Clerk Mooney reviewed with the Committee the process of writing Minutes for the Working Groups and what that entails. Since the Working Groups are meeting specifically for research purposes in order to bring back suggestions and recommendations to the full Committee, bullet point format Minutes would be sufficient, noting a 48-hour turnaround time. Town Clerk Mooney reviewed the difference between Regular Meetings, noting the ability to add items onto an agenda by a 2/3 Committee vote during the meeting and Special Meetings, noting how you can't modify the agenda during the meeting, and a detailed Agenda should be supplied so the public can understand the nature of the meeting, examples were given. The Working Group meetings are considered Special meetings. Further discussion took place about where the meetings can be held, and whether it's better for the Group to hold a meeting in-person or remotely

Town Clerk Mooney reviewed Email Communications with the Committee.

An email communication can be sent specifically to schedule a meeting or to distribute meeting information so the Committee has access to the same material. At no time can an email be exchanged back and forth to discuss any type of business, or to take a vote.

Town Clerk Mooney thanked the Committee on Aging for serving on a Public Agency and for caring about FOIA.

A brief discussion took place about reducing the Working Group from a three member Working Group down to two member Working Group to which everyone concurred: Joyce Mason and Mary Solera will serve on the Working Groups as well as any other Community Members that are interested in participating. The additional participants that attend will be noted as "Visitors".

The Committee Members thanked Town Clerk Mooney for being in attendance and always being responsive in answering any questions they bring forward.

Next Regular Meeting: July 26, 2023:

The next Committee on Aging meeting is scheduled for July 26, 2023. Chair Gay will add the FOIA Summary onto the Agenda so she can review at the meeting with Bob Joyce.

Adjournment:

Chair Gay adjourned the meeting at approximately 5:50 p.m.

Respectfully Submitted,

Jamie Sciascia

Clerk