



Legislation & Administration Committee Meeting Minutes

March 19, 2026

Members Present: Erica Casper, Mary Childs, Paul Goldstein, and Danielle Steward-Gelinas

Members Absent: Emmeline Franklin

Also Present: Sue Driscoll, RTM moderator; Kristi Kelly, town attorney

RECEIVED FOR RECORD
WATERFORD, CT

2026 APR - 1 P 1:03

ATTEST: *Danielle Steward-Gelinas*
TOWN CLERK

1. Confirmation of Quorum and Call to Order

Erica Casper called the meeting to order at 6:01pm.

2. Public Comment

Helen Kwasniewski raised concerns about Senior Services department leadership, program environment, and attendance levels, and suggested a review of the director. She also shared a concern about a reported unsafe driving incident involving a senior van driver, as well as the cost of a recent \$17 picnic.

3. Consideration and Action on Minutes of the February 9, 2026 Committee Meeting
Motion by Danielle Steward-Gelinas, seconded by Mary Childs to approve the minutes. Voice vote unanimous in favor.

4. Review Committee Report Draft to report out to the RTM the following items:

- a. *Police Commission expansion to seven members (RTC 10/2/23)*
- b. *Public Act 22-3, AAC Remote Meetings Under FOI Act (RTC 2/6/23)*
- c. *Review of YFSB/Senior Citizens ordinances (RTC 8/5/24)*

The committee agreed that the draft report accurately reflected its recommendations but noted that, per ordinance, each item must be submitted as a separate report with specific supporting documentation, including referral letters, meeting records, handouts, and rationale. Casper will revise the report format to comply and will include a summary of each item's discussion history to the extent feasible.

5. Review of Matters Currently Referred to the Committee

- a. *Review of Chptr. 3.08 to reflect Public Act 25-92 (RTC 10/6/25)*

Town Attorney Kristi Kelly reviewed recommended revisions to Ordinance 3.08.030 from March 10, 2026, and suggested additional stylistic changes for consistency with the chapter. Stylistic changes included removing the standalone section heading ("A"), renumbering subsections from "1" and "2" to "A" and "B" for consistency. Additional discussion on style included replacing colons with semicolons in the citation, and adding the approval date to the citation. Kelly

outlined the ordinance approval process, including committee vote, submission for public hearing, required public notice, and distribution to relevant boards and departments.

Motion by Childs, seconded by Steward-Gelinas, to approve the revised amendments dated March 10, 2026. A friendly amendment was accepted to revise section formatting, update citation punctuation, and include the approval date (as described). Voice vote unanimous in favor.

b. Review of a "Public Comment Ordinance" (RTC 2/6/23)

The committee discussed concerns regarding public awareness of when and how to provide comment, as well as consistency in how public comment is handled across meetings. While noting that opportunities for comment may occur during designated public hearings, members emphasized the importance of clear guidance and consistent practices. The committee agreed that an ordinance change is not necessary at this time and voted to refer the matter to the Education Committee to develop public comment guidelines and a process to inform elected and appointed boards and commissions.

Motion by Steward-Gelinas, seconded by Childs, to report the item out of committee with a recommendation to refer Public Comment Guidelines to the Education Committee, with the suggestion to develop a consistent approach for educating boards and commissions. Voice vote unanimous in favor.

c. Review how RTM considers recommendations for committee assignments (RTC 6/6/22)

The committee began discussion on the difference between applicant pool for standing committees (current RTM members) vs. boards and commissions (Town of Waterford residents) and how the processes for each will differ by necessity. Members considered options to improve the appointment process for boards and commissions, including maintaining accessibility, broadening recruitment beyond party committees, establishing a vetting process, clarifying expectations for applicants, and providing advance notice of openings. Discussion will continue at a future meeting.

d. Review of Ethics Ordinance 2.50 (RTC 10/7/24)

No discussion or action on this item.

6. New Business

None.

7. Next Meeting Schedule

March 30, 2026, immediately following the public hearing.

8. Adjournment

Meeting adjourned at 7:38pm.