

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**AGENDA**  
**LEGISLATION & ADMINISTRATION STANDING COMMITTEE OF THE RTM**  
**Special Meeting**  
**Tuesday, March 15, 2022**  
**5:00 P.M. - Waterford Town Hall**  
**Town Hall Auditorium**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment
5. Consideration and possible action on items referred to committee:
  - A. Review of Ordinance 2.38 – Information Technology Committee, RTC 10/04/21
6. Adjournment

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2022 MAR 10 PM 1:46  
*Donna M. Carpenter*  
TOWN CLERK

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06395-2886



PHONE: 860-442-0553  
www.waterfordct.org

TO: Paul Goldstein  
RTM Moderator

FROM: Kim Allen, Director of Finance

COPY: Rob Brule, First Selectman  
Rob Avena, Town Legal Counsel  
Jeff Robillard, IT Manager

RE: Chapter 2.38 - INFORMATION TECHNOLOGY COMMITTEE

DATE: February 16, 2022

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Effective October 4, 2021, the Town of Waterford hired three Information Technology staff members to work under the Director of Finance: an IT Manager, a Network Engineer and a Personal Computer Technician. These new town positions will assume the responsibilities of the Information Technology Committee outlined in Chapter 2.38.020.

On February 16, 2022, the town's Information Technology Committee voted to recommend a letter be forwarded to the RTM Moderator to request that the Information Technology Committee Ordinance be reviewed for revision to eliminate the committee as it has been replaced with Town of Waterford IT employees that will oversee and manage all town information technology needs, procedures and strategic planning.

Respectfully,

*Kimberly Allen*

Kimberly Allen

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2022 FEB 17 AM 9:54  
TOWN OF WATERFORD

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PHONE: 860-442-0553  
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Town of Waterford  
IT Committee Meeting  
February 16, 2022

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2022 FEB 18 AM 11:07  
TOWN CLERK

Members Present: K. Allen, Chairman, J. Robillard, B. Flaherty, C. Johnson, N. Soto, J. Trelli

Not Present: J. Gaughan, P. Walton, D. Radin, G. Schneider, M. Bono, M. Howley, R. York, C. Dupointe, A. Piersall, C. Powers, R. Fedor, A. Wilensky

Item #1 – Call to Order

Chairman Allen established a quorum and called the meeting to order at 2:30pm.

Item #2 – IT Manager's Report

J. Robillard updated the committee on the IT activity. Since January we have installed Freshservice to help up track and resolve issues and requests more efficiently. We have processed 45 incident tickets; this is a good estimate of the call volume we receive on a daily basis. We are working on two- factor authorization for web, VPN and remote server application. We are in discussion with the Utility Commission regarding the pump stations and 1000 Hartford Turnpike and Verizon. Verizon will be sending equipment so we can test for network changes over the next month or two.

Item #3 – Old Business

- a. **Equipment Replacement Status** – All desktops have been replaced and two firewalls have been installed. All old equipment has been replaced.

Item #4 – Motion to approve forwarding a request to the RTM to dissolve the IT Committee as the town now has its own IT Department.

**Moved:** Joe Trelli

**Seconded** David Campo

**Motion Passed:** Unanimous

Item #5 – Surplus Items: There are no items to surplus.

Item #6 Correspondence – There is no correspondence at this time.

Item #7 - Adjournment

Motion of adjourn

**Moved:** David Campo

**Seconded** Brian Flaherty

**Motion Passed:** Unanimous

Meeting adjourned at 2:43 pm

Respectfully submitted,

A handwritten signature in cursive script, reading "Maryellen McConnell", written over a horizontal line.

Maryellen McConnell, Recording Secretary

## Chapter 2.38 - INFORMATION TECHNOLOGY COMMITTEE

## 2.38.010 - Establishment and purpose.

- A. The information technology committee is established to implement Waterford's strategic technology plan as it may be amended through:
  - 1. Review of all computer hardware and software, including associated networks and applications;
  - 2. Submission of budgetary requests for appropriations for purchasing computer hardware and software, including associated networks and applications, for the Town of Waterford and with technology recommendations to the Waterford board of education as appropriate.
- B. The committee shall use the following criteria in reviewing and requesting appropriations for computer hardware and software including associated networks and applications:
  - 1. Conformance with established town standards;
  - 2. Compatibility with current Waterford technology;
  - 3. Usefulness to other town departments;
  - 4. Overall consistency with Waterford's strategic technology plan as it may be amended.

(R.T.M. 12-6-99 (part))

## 2.38.020 - Duties of the information technology committee.

Duties and responsibilities shall pertain to all Waterford boards, agencies, commissions and departments except that for the board of education such responsibilities will be limited to reviews and recommendations on administrative technology (not classroom equipment and applications) and shall exclude requirements for committee approval of any proposed board of education technology purchases or projects:

- A. Implementation of the Town of Waterford strategic technology plan;
- B. Establishment and amendment of computer hardware and software specifications to define software applications, operating systems, networks, and other system components upon which all departments will be standardized;
- C. Review and approval of all technology related requests and preparation and submission of appropriation requests for all technology related projects and/or activities for Waterford boards, agencies and commissions;
- D.

Establishment of policies for appropriate use of computers, the internet, and security;

- E. Establishment of personnel training requirements and procedures;
- F. Guidance to the committee's technical support personnel and/or authorized vendors in the execution of committee duties and responsibilities;
- G. Monitoring of evolving information technology and new applications that may have value to the Town of Waterford and amendment of the Town of Waterford Strategic Technology Plan and associated technological specifications as warranted;
- H. Establishment of appropriate procedural documents for submission by departments when requesting technology projects and/or purchases.

(R.T.M. 12-6-99 (part))

2.38.030 - Duties of town boards, agencies, commissions and departments.

*Duties and responsibilities shall pertain to all Waterford boards, agencies, commissions, and departments except for the board of education where such responsibilities are advisory only and restricted to administrative use of technology (not classroom equipment and applications) and shall exclude requirements for committee approval of, and submission of budgetary requests for, proposed board of education technology plans or purchases:*

- A. Conformance to the Town of Waterford Strategic Technology Plan, any amendments to the plan, and all standards and specifications established;
- B. Submission to the information technology committee for review and approval of all technology related project and budgetary requests;
- C. Submission to the Information technology committee of all necessary documentation for inclusion in the committee's appropriation requests.

(R.T.M. 12-6-99 (part))

2.38.040 - Membership.

- A. The information technology committee shall consist of the following members appointed by their respective boards, agencies or commissions:
  - 1. Board of selectmen (one);
  - 2. Board of finance (one);
  - 3. Board of education (one);
  - 4. Representative town meeting (two).
- B. The information technology committee shall also include the following members or their

designees:

1. Assessor;
2. Chief engineer, utilities commission;
3. Communications supervisor;
4. Director of finance;
5. Director of public works;
6. Director of recreation and parks;
7. Library director;
8. Planning director;
9. Police chief;
10. Tax collector;
11. Town clerk;
12. Superintendent of schools;
13. Director of fire services;
14. Other members deemed appropriate by the information technology committee.

(R.T.M. 12-6-99 (part))

(Amend. of 6-6-11(5))

#### 2.38.050 - Operating procedures and quorum.

The information technology committee shall establish internal operating procedures and guidelines including but not limited to committee structure and recordkeeping, quorum for conduct of business, meeting dates and times, etc.

(R.T.M. 12-6-99 (part))

#### 2.38.060 - Appeal from committee action.

Any town board, agency or commission may appeal to the representative town meeting when it is alleged that any decision of the information technology committee has been arbitrary, inconsistent or otherwise against the best interests of the Town of Waterford. The appeal shall be filed with the town clerk and considered at the next regularly scheduled meeting of the representative town meeting, or sooner if so determined by the moderator. Both the committee and the board, agency or commission shall be given an opportunity to be heard, and the majority decision of the representative town meeting to uphold or reject the appeal shall be final.

(R.T.M. 12-6-99 (part))

FIFTEEN ROPE FERRY ROAD  
WATERFORD, CT 06385-2886



PHONE: 860-442-0553  
[www.waterfordct.org](http://www.waterfordct.org)

October 2, 2021

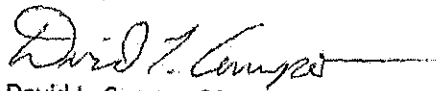
Thomas Dembek, Moderator  
Representative Town Meeting  
15 Rope Ferry Road  
Waterford, CT 06385

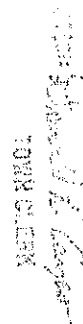
Dear Mr. Dembek,

The Town has recently established its own Information Technology Department, rather than in cooperation with the Board of Education. During internal conversations between multiple Department Heads the need for the Information Technology Committee may be no more.

Please consider referring this subject to the proper committee to review as to whether there still exists a need for Chapter 2.38 – Information Technology in the Waterford Code of Ordinances. With the upcoming departure of the Chair of the Committee, Brett Mahoney, it may be an ideal time to consider this. He would still be available for a short time to answer any questions that the RTM may have.

Sincerely,

  
David L. Campo, CCTC  
Waterford Town Clerk

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WATERFORD, CT  
2021 OCT -4 PM 3:08  
  
TOWN CLERK