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AGENDA
LEGISLATION & ADMINISTRATION STANDING COMMITTEE OF THE RTM
Special Meeting
Monday, August 15, 2022
5:30 P.M. - Waterford Town Hall
Louise Appleby Room

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment
5. To consider and act upon the minutes of the August 8, 2022 meeting.
6. Consideration and possible action on items referred to committee:
 - A. Review of Ordinance 2.38 – Information Technology Committee, RTC 10/04/21
 - B. Review of Ordinance 2.42 – Route 11 Greenway Authority Commission, RTC 04/04/22
7. Adjournment

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Chapter 2.38 - INFORMATION TECHNOLOGY COMMITTEE⁽¹⁾

Footnote:

~~— (1) —~~

Editor's note — An ordinance adopted XXXX XX, 2022, repealed the former Ch. 2.38, §§ 2.38.010 – 2.38.060, and amended Ch. 2.12, §2.12.020(A), to reflect the disbanding of the Information Technology Committee and the assumption of its prescribed duties and functions by staff in the reorganized Finance Department.

~~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;~~
- ~~12. 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)}~~

~~2.32.060 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))~~

~~(R.T.M. XX-XX-22)~~

Chapter 2.12 - FINANCE DEPARTMENT^[1]

Footnote:

— (1) —

Editor's note — An ordinance adopted XXXX XX, 2022, repealed the former Ch. 2.38, §§ 2.38.010–2.38.060, and amended Ch. 2.12, §2.12.020(A), to reflect the disbanding of the Information Technology Committee and the assumption of its prescribed duties and functions by staff in the reorganized Finance Department.

2.12.010 - Created.

In accordance with Sections 5.15, 5.15.1 and 5.15.2 of the charter of the town, there shall be a department of finance which shall be managed by a director of finance appointed by the board of selectmen.

(Prior code § 2-160)

2.12.020 - Duties.

- A. The department of finance shall manage the centralized financial and information technology functions of the town. Duties of the department shall include the processing and recording of financial transactions (payroll, receipts, disbursements, accounting, records maintenance) and such other administrative duties as may be assigned by the first selectman.
- B. The director of finance shall perform his/her duties in accordance with the job description and as approved by the board of selectmen and under the administrative supervision of the first selectman. The director of finance shall provide financial management advice and recommendations to the policymaking bodies of the town. He/she shall provide budget preparation assistance to all departments. He/she shall provide all services requested by the town treasurer whose authority and responsibilities are defined in Section 7-80 of the Connecticut General Statutes Annotated. He/she shall serve as clerk and treasurer to the retirement commission of the town and provide such services as are required by that commission.

(Prior code § 2-161)

(R.T.M. XX-XX-22 (part))

Chapter 2.42 - ROUTE 11 GREENWAY AUTHORITY COMMISSION^[1]**Footnote:**

— (1) —

Editor's note — An ordinance adopted XXXX XX, 2022, repealed the former Ch. 2.42, §§ 2.42.020 – 2.42.070, to reflect the termination of the Route 11 Greenway Authority Commission under Public Act 00-148 §40(D) subsequent to the withdrawal of the four member towns (Waterford, East Lyme, Salem, Montville).

~~2.42.020 – Establishment.~~

~~Pursuant to Public Act 00-148 the Town of Waterford establishes a Route 11 Greenway authority commission. This chapter shall take effect at such time as the towns of East Lyme, Salem and Montville shall have adopted the ordinance required by said Act.~~

~~(R.T.M. 10-2-00 (part)).~~

~~2.42.020 – Membership.~~

~~Membership of the commission shall consist of the commissioner of environmental protection, or said commissioner's designee, the commissioner of transportation, or said commissioner's designee, a member and alternate member from each of the towns of East Lyme, Montville, Salem and Waterford, appointed by the first selectman of each of said towns, and a member and alternate member of the Southeastern Connecticut Council of Governments appointed by said agency. Any vacancy on the commission shall be filled in the same manner as the original appointment for the balance of the unexpired term. No appointed member shall receive any compensation for service on said commission.~~

~~(R.T.M. 10-2-00 (part)).~~

~~2.42.030 – Membership – Term.~~

~~Each member shall serve for a term of two years, from the date when the last of the four towns has adopted such ordinance, and until such member's successor is appointed and has qualified.~~

~~(R.T.M. 10-2-00 (part)).~~

~~2.42.040 – Alternate members~~

~~The alternate member shall be empowered to vote on said commission in the absence of the member for whom such person is an alternate.~~

~~(R.T.M. 10-2-00 (part)).~~

~~2.42.050 – Duties – Responsibilities.~~

~~The commissioner of environmental protection and the commissioner of transportation, not later than sixty days after the effective date of this act, shall call a meeting of said commission which shall, within ninety days thereafter:~~

- ~~1. Hold public hearings for the purpose of developing standards for:~~
 - ~~a. Defining the initial boundaries of the Route 11 Greenway;~~

- ~~b. Planning the design, construction, maintenance and management of the Route 11 Greenway trail system and intermodal transportation access system,~~
 - ~~c. Identifying and prioritizing lands that should be added to the Route 11 Greenway,~~
 - ~~d. recommending land use within the Route 11 Greenway, and~~
 - ~~e. Acquiring land and securing conservation easements for the Route 11 Greenway, except that nothing in Public Act 00-148 shall be construed to prohibit the acquisition of land within the Route 11 Greenway by the Town of Waterford; and~~
- ~~2. Establish by laws by which the commission shall:~~
- ~~a. Conduct its meetings, including a provision specifying that no action by the commission shall be effective except by the concurring vote of at least four members,~~
 - ~~b. Protect and preserve the lands under its custody,~~
 - ~~c. Supervise staff,~~
 - ~~d. Maintain its records, and~~
 - ~~e. Report to the General Assembly, on or before February 15th, annually, on its activities of the previous year and its finances.~~

~~(R.T.M. 10-2-00 (part)).~~

~~2.42.060 - Authority.~~

~~The commission may:~~

- ~~1. Acquire or convey by purchase, gift, lease, devise, exchange or otherwise, any land or interest therein including, but no limited to, conservation easements, located wholly or partly in the conservation zone, provided such acquisition does not utilize funds furnished by the state;~~
- ~~2. Transfer, with the approval of the commissioner of transportation, any land or interest therein to the state with or without consideration, provided any funds received therefor shall not be deemed funds furnished by the state for the purpose of this section, and~~
- ~~3. Contribute or transfer funds to, and enter into agreements with, land trusts or other organizations, to carry out the purposes of this act.~~

~~(R.T.M. 10-2-00 (part)).~~

~~2.42.070 - Termination.~~

~~The existence of the commission shall terminate at such time as all of its member towns have withdrawn or it is abolished by the General Assembly.~~

~~(R.T.M. 10-2-00 (part)).~~

(R.T.M. XX-XX-22)

**Statement of J. W. "Bill" Sheehan to L&A Committee of RTM
Concerning the Changes to Duties of Finance Director and IT Director
August 8, 2022**

Thank you Mr. Chairman for recognizing me for a statement regarding the disestablishment of the Information Technology Committee and moving Information Technology under the Director of Finance.

As an IT Director in a previous life that was initially a direct report to the Company CEO and then reduced to a direct report to the Company CFO after the company was sold to another company, I believe it is a mistake to make the IT Director have go through the Director of Finance to get to the First Selectman. However, I will accept that many companies have been successful with such a structure so I will yield to the desires of the Administration in this matter.

However, I do believe that the IT director needs to have some duties outlined in the ordinance. I have taken from the Charge to the old IT Committee items that I believe are important to be delineated as the responsibility of the IT Director under the supervision of the Director of Finance.

I have also included a duty that permits the IT Director to go directly to the First Selectman when matters of Information Security and Hacking by outside agencies are concerned.

I have provided three copies of my statement and my proposed addition to the Code of Ordinances for the Chairman, the Ranking Member and the Secretary of the Public Hearing.

Thank you again for allowing me to provide this amendment. I hope some version of it will be included in the final proposal for RTM Approval.

I will read the proposed addition for the record.

Subject to questions by the Committee, this concludes my testimony.

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**Recommended Change to Waterford Code Of Ordinances
Chapter 2.12 – Finance Department**

Add the following Articles:

2.12.030 Information Technology

- A. The Information Technology Department reports to the Director of Finance and is responsible for the following functions:
 - 1. Review of all computer hardware and software, including associated networks and applications
 - 2. Establishing and Insuring conformance with town standards for Information Security and Functionality.
 - 3. Training of Town Users in Information Security and proper operation of the Computer Systems and Software.
 - 4. Review of all hardware and software specifications to define software applications, operating systems, networks, and other system components to insure Town wide standardization and proper Information Security.
 - 5. Monitor evolving information technology and new applications that may have value to the Town of Waterford and amend the Town of Waterford Strategic Technology Plan and associated technological specifications as warranted.
 - 6. Establish and update appropriate procedural documents for submission by departments when requesting technology projects and/or purchases.
 - 7. Communicate with the Director of Finance and the First Selectman as necessary to keep them up to date on advances and problems with Information Technology, Network Physical Security, and Software Security.
 - 8. The Development and Maintenance of a Disaster Recovery Plan for all possible disasters. Plan and Changes should be approved by the Director of Finance and First Selectperson.
 - 9. Conduct training of all users in the procedures of the Approved Disaster Recover Plan.