

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

AGENDA
LEGISLATION & ADMINISTRATION STANDING COMMITTEE OF THE RTM
Special Meeting
Wednesday, July 13, 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 March 15, 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

RECEIVED FOR RECORD
2022 JUL -7 PM 11:02
Waterford, CT

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

MINUTES

LEGISLATION & ADMINISTRATION STANDING COMMITTEE OF THE RTM

Special Meeting

Waterford Town Hall – Auditorium

March 15, 2022

Legislation & Administration Standing Committee Chair Richard Muckle called the March 15, 2022 Special Meeting to order at 5:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Thomas Dembek, Susan Driscoll, Tim Fioravanti, Richard Muckle

ABSENT: Dave Welch

EX-OFFICIO MEMBERS PRESENT: RTM Moderator Paul Goldstein.

ALSO PRESENT: Town Clerk David L. Campo.

CALL ITEM 5A – Review of Ordinance 2.38 – Information Technology Committee, RTC 10/04/21

Lengthy Discussion Ensued. Driscoll noted that there may be a need to codify the duties of the Information Technology Department under its own ordinance or under Chapter 2.12 – Finance Department. Further research would be done and the committee agreed to meet again in the near future.

MOTION by Driscoll, seconded by Fioravanti, to adjourn at 5:36 P.M.

VOTING IN FAVOR: Unanimous

Respectfully Submitted,

Richard Muckle
Chair

RECEIVED FOR RECORD
WATERFORD, CT
2022 MAR 18 PM 3:26
David L. Campo
TOWN CLERK

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

6A

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

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

FIFTEEN ROSE PERRY ROAD
WATERFORD, CT 06395-2086



PHONE: 860-412-0553
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

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

RECEIVED FOR RECORD
2022 FEB 17 AM 9:54

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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

Town of Waterford
IT Committee Meeting
February 16, 2022

RECEIVED FOR RECORD
WATERFORD, CT
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,


Maryellen McConnell, Recording Secretary

David Campo

From: Kimberly Allen
Sent: Monday, June 27, 2022 9:38 AM
To: David Campo; Robert Brule
Cc: Nicholas Kepple - Avena & Kepple (nkepple@sswbagg.com); Rob Avena (ravena@sswbagg.com)
Subject: RE: L&A Committee

David,

2.12.020 – Finance Duties

As written, I don't see that we need to specifically add something about the IT function unless the L&A committee thinks it needs to be explicitly added.

Kimberly Allen

Director of Finance
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
kallen@waterfordct.org
860.444.5840
860.440.0579 (fax)



PRIVILEGED AND CONFIDENTIAL: This communication, including attachments, is for the exclusive use of addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you're not the intended recipient, please notify the sender immediately by return email and delete this communication and destroy all copies.

From: David Campo
Sent: Tuesday, June 21, 2022 10:10 AM
To: Kimberly Allen <kallen@waterfordct.org>; Robert Brule <rbrule@waterfordct.org>
Cc: Nicholas Kepple - Avena & Kepple (nkepple@sswbagg.com) <nkepple@sswbagg.com>; Rob Avena (ravena@sswbagg.com) <ravena@sswbagg.com>
Subject: L&A Committee

Good Morning,

Currently, the L&A Committee is reviewing Chapter 2.38 Information Technology Committee. The IT Committee recommended that the RTM delete the ordinance, because the town has established an IT Dept under the Finance Dept that will oversee and manage all town information technology needs, procedures and strategic planning. The issue is whether something needs to be mentioned under Chapter 2.28 Finance Dept. The issue seems to be covered under 2.12.020 (A) (See Below, underlined). My advice to the committee would be to use the authority in 2.12.020(A) and to recommend to delete 2.38 and if it needs further addressing, reintroduce at a later time.

2.12.020 - Duties.

A. The department of finance shall manage the centralized financial 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

Thoughts?

Thanks,

David L. Campo, CCTC

Town Clerk

Town of Waterford

15 Rope Ferry Road

Waterford, CT 06385

Phone: 860-444-5829

Fax: 860-437-0352

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

6B

March 15, 2022

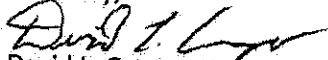
Paul Goldstein, Moderator
Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

Dear Mr. Goldstein,

The Representative Town Meeting voted on June 5, 2017 to withdraw the town from the Route 11 Greenway Authority. I believe this gives us an opportunity to delete Chapter 2.42 Route 11 Greenway Authority Commission from our code of ordinances. This would require an ordinance amendment, with a review by a committee of the RTM and a public hearing.

Please let me know if I can be of any assistance.

Sincerely,


David L. Campo, CCTC
Waterford Town Clerk

RECEIVED FOR RECORD
WATERFORD, CT
2022 MAR 22 AM 9:21

TOWN CLERK

Chapter 2.42 - ROUTE 11 GREENWAY AUTHORITY COMMISSION

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)).