

**MINUTES OF MEETING
ADMINISTRATION COMMITTEE
October 23, 2023**

To view the meeting's video recording, please click the following link:

https://hamden.zoom.us/rec/share/OfHs0r1H9EMzS_97iy4keZRkFZJ_3nX3N5X8T7ESfi2HoKa91bjppX6g_rzJVpfl.65kwIhDJhJz6HbGE?startTime=1698100015000

(Meeting starts at Time Code 03:01:11)

If you are reading a paper copy of these minutes and wish to watch the video, please visit hamden.com and go to the Legislative Council's agenda center to find the video under this meeting date OR download these minutes and click the link above.

A meeting of the Administration Committee was held on Monday, October 23, 2023. This was a hybrid meeting held both in person and electronically via Zoom. The meeting was called to order at 9:28 P.M. by the Chair, Paula Irvin.

MEMBERS PRESENT: Paula Irvin, Chair; Lesley DeNardis, Vice-Chair; Kristen Zaehringer; Cory O'Brien; Katie Kiely

MEMBERS ABSENT: Jeron Alston, Bob Anthony

PUBLIC INPUT: None

The following items were addressed:

1. Order approving and authorizing the Mayor to enter into an agreement with NextRequest

-- Moved by Ms. Kiely, seconded by Ms. Zaehringer. **DISCUSSION:** Constituent Services Manager Mr. Murphy explained this is a place to track and maintain all our FOI requests. He said it's fully tracked and audible from department to department and the public can create a requests through software. It also creates a document retention policy and can put a freeze on documents, and can also be used in the Town Clerk's office for requesting certain records. Mr. Murphy said this falls under Civic Plus but is not in our current agreement and would be a second agreement with them.

There was some discussion on users and the process of requesting FOI. Mr. Murphy explained this would be the primary source of request, but not the only way. If a request was submitted another way, like in writing or person, it would get moved into this. Ms. Zaehringer said she thinks we should update our FOI to make sure we're not excluding anyone if someone walks in to get one. Mr. Murphy said this provides full transparency and does not prevent anyone from putting in a request.

A vote was taken and the item passed with 1 abstention (Zaehringer)

With there being no further business, the meeting adjourned at 9:42 P.M.

Respectfully submitted,

Kim Renta, Clerk
for Paula Irvin, Chair