

**NOTICE OF INTENT TO ADD BYLAW/ORDINANCES  
TOWN OF WINCHESTER, CT**

It is the intent of the Board of Selectmen of the Town of Winchester, Connecticut to add a new ordinance – Freedom of Information Act Ordinance. Action on this ordinance will take place at the Board of Selectmen's meeting on November 21, 2022, at 7:00pm at the Winsted Town Hall, 338 Main Street, Winsted, CT.

**Attn.: Town of Winchester Website-Legal Notices**

## Chapter XX

### FREEDOM OF INFORMATION ACT

#### § XX-1. Adherence to State Law.

The Town of Winchester hereby affirms its commitment to upholding Chapter 14 of the Connecticut General Statutes, the Connecticut Freedom of Information Act. The Town shall conform to all provisions found therein.

#### § XX-2. Training and Compliance.

The Town Manager shall be responsible for providing guidance to Town staff on the Freedom of Information Act, establishing standard operating procedures for town departments, boards, and commissions on the Freedom of Information Act, and for overseeing the attainment of Freedom of Information Act compliance for all town departments, boards, and commissions.

#### § XX-3. Fees.

The Town shall levy fees for all requests made under the Freedom of Information Act in accordance with the following schedule:

Viewing Easily-Accessible Documents (no copies made)	Free of Charge
Viewing Archived Documents (no copies made)	Price to be calculated based on the number of staff members that must work to retrieve the requested document, the number of hours it will take each involved staff member to complete the retrieval, and the rate of pay associated with the involved staff members, as defined by CGS Sec. 1-212(b)(4).
Photographing or Self-Copying Documents (on a cell phone, etc.)	A flat rate of \$20.00 for as many pictures as the requestor wishes to take per FOIA request, as outlined in CGS Sec. 1-212(g).
Printed 8.5x11" Copies Provided by Town	\$0.25 per page
Oversized Printed Copies Provided by Town	\$6.00 per copy
Electronic Copies Provided by Town	\$0.15 per page
Production of New Documents	Price to be calculated based on the number of staff members that must work to create the requested document, the number of hours it will take each involved staff member to complete the work, and the rate of pay and cost of benefits associated with the involved staff members, as defined by CGS Sec. 1-212(b)(4).

Fees shall be collected by the Town Manager's Office; fees equal to or greater than \$10.00 must be paid in advance of the documents being released or made viewable by the Town. Fees may be waived by the Town Manager in accordance with CGS Sec. 1-212(d). New requests may not be made by members of the public until all fees associated with prior requests are paid in full.

**§ XX-4. When effective.**

This chapter shall be effective fifteen (15) calendar days following the Board of Selectmen's adoption of the ordinance.