



**INFORMATION TECHNOLOGY COMMITTEE (ITC)**  
**SPECIAL MEETING MINUTES**  
**Waterford Town Hall – Appleby Room**  
**Date: March 24, 2015**

ATTORNEY  
 TOWN CLERK

15 APR 23 PM 1:07

PROPERTY RECORDS

**Members (and other attendees) Present:**

Maryanna Stevens (Chair)

T. Soto, S. Ritchie, Lt. B. Mahoney, K. Peterson, M. Wujtewicz, M. Montgomery, First Selectman D. Steward, R. Avena, J. Sauchuk, R. Rubinstein, K. Zawacki, Chief M. Pendleton.

**Item 1 - Call to Order** - Quorum was established and the meeting was called to order by Chair Stevens at 3:01 pm.

**Item 2- Review of Social Media Policy–**

**Discussion** – Sauchuk briefed the attendees regarding the appropriate use of social media. Among the topics and issues discussed: Note: it was discussed that due to the nature of their operations, the WPD has different standards than other Town departments may have.

- What should and what shouldn't be posted on social media.
- Level of comfort with the postings.
- The use of personal [social media] accounts to discuss work issues or topics.
- Violence in the workplace, harassment, profanity, discrimination, illegal activities, etc.
- The use of Town time and equipment (computers, telephone, tablets, etc.) - This equipment is exposed to discovery.
- Access blocking and access to various social media sites. (FB, Tweeter, LinkedIn, Instagram, etc
- Who should have access to official social media.
- The use of equipment to play games
- Record retention laws
- Within departments – Who should have control for the content of official Town

social media access and postings.

- Allowing or not allowing comments. (lengthy discussion). Removal of comments. Proper channels to allow feedback from residents. (email, phone call, etc.)
- Lt. Mahoney briefed the group regarding the WPD social media procedures.
- Which departments have social media pages and whether they need it
- If departments have interest on social media it has to be vetted (or approved) by IT Committee or First Selectman. Final approval by First Selectman.

It was the consensus that additional discussion needs to ensue to have a clear grasp of the social media issues.

**Item 15 – Adjournment**

Moved by Wujtewicz and Soto. Passed – Unanimous. Meeting adjourned at 4:10 pm.

Respectfully submitted,



Neftali Soto, P.E. - Chief Engineer  
Utility Commission