

# Rehoboth Information Technology Committee Meeting Minutes

**Date of Meeting:** 12 May 2022

**Meeting Location:** Dunkin Donuts (Rt. 44)

**Members of Committee:**

Anna Deignan (AD) (Chair)  
Tim Maynard (TM) (Secretary)  
Jay Jil (JJ)

**In Attendance:**

Present  
Present  
Present

**Official Observers:**

None

N.B.: This was a joint meeting with the Rehoboth Personnel Board:

Members Present: Richard Panofsky (Chairman)  
Greg R. Chapman (Clerk)  
Sandra Marquis

**Old Business:**

None

**New Business:**

Mr. Panofsky gave the background/history of the “Social Media Acceptable Use Policy” that they had drafted. He indicated that it needed more work and particularly in regard to a department that needs a social presence (perhaps on a social media platform). He gave the example of Animal Control and their need for a social media presence for purposes of encouraging and facilitating the adoption of animals in their care.

Ms. Deignan indicated that our committee would like a more stringent policy than that which exists currently but it would be best as a Personnel Board Policy. Anna further indicated that under the records retention and open meeting law everything that is town related may have to be archived. She has consulted with Derek Rousseau (Rehoboth IT Director) and this process could be expensive.

Tim Maynard suggested that perhaps we could “tier” the information that we would like to back up in order of importance and find a less expensive mechanism (perhaps an “in house” one) to back up the less critical data.

Anna indicated that Derek may be able to provide links on the existing town web site.

Anna proceeded to review the P.B. Policy and made some suggestions as to possible needs.

1. Policy Revision Dates.
2. Sign offs on the policy by the Personnel Board and the Board of Selectmen.
3. The Purpose and Definitions should be separate sections.

Try to mention the importance of social media in today's society which suggests the need for this policy.

4. A point of contact; who do people go to with questions on the policy. As presently written, problems may go up the chain of command to the BOS and then back down to the Personnel Board.
5. A read and received by employee page should be added (acknowledgement sign off page)
6. Mr. Panofsky suggested that a disclaimer should be added indicating that the town retains the right to monitor the use of town equipment.
7. Mr. Jill suggested that the word "all" be dropped from the statement "all social media will be monitored".

**Motion:**

Move to adjourn  
(at 7:46 pm)

**Presented By:**

Tim Maynard

**2<sup>nd</sup>:**

Jay Jill

**Vote:**

Passed Unanimously