



Special Communications Committee – Board of Representatives

Bob Lion, Chair Nina Sherwood, Vice Chair

Committee Report

Date: Tuesday, April 16, 2019
Time: 7:00 p.m.
Place: Democratic Caucus Room, 4th Floor Government Center, 888
Washington Boulevard, Stamford, CT

The Communications Committee met as indicated above. In attendance were Chair Lion, Vice Chair Sherwood and Committee Member Reps. Matherne, Michelson, Moore, Morson and Zelinsky. Absent or excused was Rep. Nabel.

Chair Lion called the meeting to order at 7:06 p.m.

Item No.	Description	Committee Action
1. C30.015	REVIEW; Establish Rules for the Use of City-Collected Email List By Board of Representatives Members and Other Elected Officials and Departments and Boards. 03/04/19 – Submitted by Rep. Lion 03/21/19 – Report Made & Held	Held 7-0-0

The Committee reviewed the [City web site policy](#). The policy provides that the data may only be used for the purpose it is collected and the webpages are not public forums. The Committee discussed the proposals regarding the use of email previously discussed, as listed by Chair Lion:

What We Propose

The City shall collect resident information, on an Opt-In basis, that will be used for outreach to our citizens. This effort to be a facet of the redesign of the City website.

This information will be “owned” by the city and will be responsible for its maintenance.

There will be opportunities at every point of entry to the website, such as city departments, FixIt, etc., to opt in via a popup widget.

Only elected officials will have the ability to access email lists.

Board of Representatives members will NOT have access to individual resident information. They can only request information be sent relevant list sorts, such as street or District.

Non-resident emails will be collected.

GDPR Privacy rules will be followed.

Rules and Regulations

No Campaigning

A to-be-determined number of requests for each BOR member per month

Categories: News; Public Hearing Notices; City Service Updates; BOR Meeting Notices

Residents on a list will be given the opportunity to give their email to a BOR member to allow for additional information sharing on a one-to-one basis.

Data to be collected via Opt-in: Name; Address; Age; Email address; Phone number(s)

Questions

Where will the list reside? What backup process will be used?

What Privacy issues are anticipated?

If a resident does not have e-mail, what outreach is possible? (mail, text)

To which lists will the user be added? Will the user have choice of lists?

Can there be an automatic opt-in to city lists with an option to opt-out.

How will list use be regulated?

What rules apply if a Representative gives an opinion about an issue before the Board in either a general email or in a response to an email from a constituent?

Committee members discussed whether the list managed by the City could be used for BOR member opinions or whether it should provide an opportunity for Representatives to form separate lists

A motion to allow elected officials the ability to share their opinions through the City-managed email system was made, seconded and approved by a vote of 6-1-0 (Reps. Lion, Sherwood, Matherne, Moore, Morson and Zelinsky in favor; Rep. Michelson opposed).

Committee members discussed whether the information requested should include age.

A motion to exclude age from the information collected was made, seconded and approved by a vote of 5-0-2 (Reps. Lion, Sherwood, Matherne, Moore and Zelinsky in favor; Rep. Michelson and Morson abstaining).

A motion to allow elected officials the ability to share their opinions through the City-managed email system was made, seconded and approved by a vote of 6-1-0 (Reps. Lion, Sherwood, Matherne, Moore, Morson and Zelinsky in favor; Rep. Michelson opposed).

Committee members discussed the ability of representatives to send emails to non-residents.

A motion to require the Board office, after Steering, to send an email to all City email list subscribers with all public hearings, a brief description of public hearings and links to all items on the agenda to all people on the City opt-in email list was made and withdrawn

A motion to hold Item No. 1 was made, seconded and approved by a vote of 7-0-0 (Reps. Lion, Sherwood, Matherne, Michelson, Moore, Morson and Zelinsky in favor).

2. C30.016 REVIEW; How the Plastic Bag Ordinance is being **REPORT MADE**
Communicated to the Public and Affected
Businesses.
03/04/19 – Submitted by Rep. Lion
03/21/19 – Report Made & Held

Board members will be encouraged to speak to businesses in their districts.

3. C30.017 REVIEW; Establishment and Administration of a Held 7-0-0
Board of Representatives Facebook Page, Including
what Information Would be Included.
03/04/19 – Submitted by Rep. Lion
03/21/19 – Report Made & Held

The Committee members discussed whether there should be a Board of Representatives Facebook page, and whether or not there should be an opportunity for public comment.

A motion to require the Board office to establish a Facebook page was made, seconded and approved by a vote of 6-1-0 (Reps. Lion, Sherwood, Matherne, Michelson, Moore and Morson in favor and Rep. Zelinsky opposed).

Committee members discussed how the Facebook page should be used and whether there should be public comment; who will post and who will monitor the page

A motion to hold Item No. 3 was made, seconded and approved by a vote of 7-0-0 (Reps. Lion, Sherwood, Matherne, Michelson, Moore, Morson and Zelinsky in favor).

Chair Lion adjourned the meeting at 8:45 p.m.

Respectfully submitted,
Bob Lion, Chair

This meeting is on [video](#).