

**Simsbury Technology Task Force
Regular Meeting
February 1, 2021 – 5:30pm**

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Pledge of Allegiance

1. Approval of Minutes
 - a. January 4, 2021
2. Shared Services Study
3. IT Policies Review
4. Next Steps/Agenda items for next meeting

Adjourn



Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

Technology Task Force

Monday, January 4, 2021, 5:30 p.m.
Zoom Conference & SCTV Live Stream

Regular Meeting Minutes - Draft

Members Present: Harald Bender, Paul Kelley, Ray Rosati, Bill Rucci, John Jahne, Liz Peterson, Evan Marks

Liaisons Present: Wendy Mackstutis (Board of Selectmen), Brian Watson (Board of Education)

Staff Present: Rick Bazzano, Jason Casey, Melissa Appleby

The meeting was called to order at 5:30 pm by chair Evan Marks. All stood for the pledge of allegiance.

1) Minutes

The minutes of December 7, 2020 were approved by consensus.

2) Shared Services Study

Mr. Rucci reviewed the memorandum prepared for the Town Manager and Superintendent in response to the group's original charge. The other members had no substantive edits to the write-up. Ms. Appleby will send the memo and survey results to the Town Manager and Superintendent, and will let them know that the Task Force can provide more information if requested.

Discussion ensued regarding the shared services agreement that was recently approved by the Board of Selectmen for shared financial services, as well as the other personnel that is shared between the Town and Board of Education. That agreement is specific to positions that are funded by both entities, while the document that will be drafted for IT operations will detail the ways in which staff collaborates. Mr. Rucci noted that the IT document should address governance, staffing, and platforms. Mr. Marks will work on identifying a template to work off of, and the subgroup will get together again if necessary.

3) Next Steps/Agenda items for next meeting

The group briefly discussed the need to periodically review IT-related policies; cyber security was also noted as a potential item for future discussion.

Mr. Rucci made a motion to adjourn the meeting at 6:12 pm. Mr. Rosati seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager

IT Policies

POLICY	ADOPTED	REVISED	SUMMARY	ENTITY
Acceptable Use Policy	10/11/2017	11/27/2017	Outlines the acceptable use of Town technology resources (email, internet, printing, mobile devices, file storage, telephone systems, etc.).	Town
Remote Access Policy	1/28/2019		Defines objectives, responsibilities and requirements for securing remote user access using VPN and other technologies to connect to the Town of Simsbury internal network and information systems.	Town
Social Media and Website Use Policy	3/11/2019		Provides standards and procedures for the establishment and appropriate use of social media and website accounts.	Town
Incident Response Procedure	5/15/2018		Clarifies roles and responsibilities in the event of a serious cyber incident and establishes a procedure for responding to serious cyber threats to the organization.	Town/BOE
Technology Task Force Procedures Policy	11/9/2020		Outlines the purpose of the Task Force, membership composition, and operational procedures for the committee.	Town/BOE