Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

Technology Task Force
Monday, February 1, 2021, 5:30 p.m.
Zoom Conference & SCTV Live Stream

Regular Meeting Minutes - Approved

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**
Mr. Bender made a motion to approve the minutes of December 7, 2020. Mr. Rosati seconded the motion. All were in favor and the motion passed unanimously.

2) **Shared Services Study**
Mr. Rucci updated the group on the special meeting held by the subgroup on January 28. He said there were good examples to work from provided by Mr. Marks, and Mr. Casey put together a draft. Mr. Casey and Mr. Bazzano will take the feedback from the subgroup and revise the draft; then the subgroup will meet again in February. The full Task Force will review the document in March.

3) **IT Policies Review**
Mr. Marks directed the group to the list of policies, and asked for feedback on a review schedule. Mr. Rosati asked whether a two or three-year review cycle would be appropriate; Mr. Jahne shared that his company does annual reviews. The group decided to review annually, starting with the two oldest policies (Acceptable Use and Incident Response Procedure). From there, one policy will be reviewed each quarter. Ms. Appleby will make sure all policies are saved to the group's Google Drive.

4) **Next Steps/Agenda items for next meeting**
The group will review the draft shared services document and the two noted policies at the next meeting.

Mr. Bender made a motion to adjourn the meeting at 5:45 pm. Mr. Jahne seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager