

**Simsbury Technology Task Force (STTF)  
Regular Meeting  
September 4, 2018**

Engineering Conference Room – Simsbury Town Hall  
5:30pm



**Meeting Minutes**

**Attendees:** Melissa Appleby, Rick Bazzano, Harald Bender, Jason Casey, Larry DiSciaccia, Chris Kelly, Mark Orenstein, Bill Rucci, Dennis Kearns, Liz Peterson, John Jahne

The meeting was called to order at 5:32pm.

**Approval of the Minutes:** Approval of the June 4, 2018 meeting minutes was tabled.

**Welcome Guests:** None.

The Task Force approved, by consensus, a reordering of the agenda to start with "Back-Up Plans/Procedures."

**Back-Up Plans/Procedures:** The group discussed the Town's off-site back-up plan, and the need to further explore the development of a "live" environment off-site. There was discussion around the need to conduct a needs analysis regarding critical services. Rick will post the 2008 Business Continuity Plan to the Google Drive for further discussion.

**Hardware Refresh:** The Simplivity storage product will need to be replaced in the next 18-24 months due to increasing storage needs and expected changes in technology. This will be considered within the overall context of a business continuity plan.

**Phone System:** The Town Hall phones will be end-of-life by the end of 2018. IT is looking into an on-premises solution that will be digital or VOIP. This will be presented during the FY20 budget planning process.

**Policy Framework:** The group discussed executing final formatting edits to all policies after they are finalized in Google Drive.

**Remote Access Policy:** The group discussed minor edits made to the shared document in Google Drive. A recommendation was made for adding a provision for vendors to the "Enforcement" section. Final edits will be presented at the October meeting.

**Next Steps/Agenda items for next meeting:** Finalize the Remote Access Policy, discuss the Business Continuity Plan, and review the employee cyber security training results.

Mr. Bender made a motion to adjourn. Mr. Kearns seconded the motion which passed unanimously. The meeting adjourned at 6:16pm.