



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Technology Task Force
Rules of Procedure Subgroup
October 21, 2020 – 12:30pm**

Special Meeting Minutes - Approved

Members Present: Mike Doyle, Ray Rosati, John Jahne, Liz Peterson

Staff Present: Melissa Appleby, Rick Bazzano

The meeting was called to order at 12:31pm by Mike Doyle.

1) Rules of Procedure Discussion

The group reviewed the draft prepared by staff, and discussed the following sections in detail:

- Purpose – The group created a mission statement several years ago; this language will be used in this section
- Composition – The group agreed that nine members is appropriate
- Meetings – The group agreed to continue with monthly meetings, and to include language to allow for subgroups to meet as needed
- Reports – There was discussion around the need to more formally document the recommendations that the committee provides to IT staff, as this can help lay the groundwork for future presentations to the Board of Selectmen. The group decided that having the annual report to the Board occur in November makes sense, as new terms begin in December

Ms. Appleby will circulate the draft to the full Task Force for review in advance of the next regularly scheduled meeting.

Adjourn

The meeting adjourned at 1:18pm.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager