Simsbury Technology Task Force (STTF)
Regular Meeting
November 5, 2018

Engineering Conference Room – Simsbury Town Hall
5:30pm

Meeting Minutes

Attendees: Melissa Appleby, Rick Bazzano, Larry DiSciacca, Mark Orenstein, Bill Rucci, Dennis Kearns, Evan Marks, Ray Rosati

The meeting was called to order at 5:30pm by Mr. Rucci, acting chair. Due to scheduling conflicts, a quorum was only established for part of the meeting; no formal action was taken on any of the agenda items.

Approval of the Minutes: Approval of the October 1, 2018 meeting minutes was tabled.

Review and Approval of Remote Access Policy: The group discussed potential clarifying language around remote access for external vendors. It was decided that reference should be made to each vendor's written contract with the Town; those contracts should include language that specifies the security controls the vendor will adhere to.

Discussion on Business Continuity Plan: Mr. Bazzano shared the documents from the 2008 disaster recovery plan, and discussed his process for updating the information to reflect current business needs. Discussion ensued regarding the need for staff across all departments to test the DR plan once it is updated.

2019 Regular Meeting Schedule: There was consensus among the members present that meeting monthly on the first Monday of the month at 5:30pm is still appropriate.

Next Steps/Agenda items for next meeting: finalize and approve the Remote Access Policy, DR plan staff interview script, 2019 regular meeting schedule, selection of chair and vice chair.

The meeting adjourned at 6:30pm.