

**Simsbury Technology Task Force
Regular Meeting
November 2, 2020 – 5:30pm**

*Watch this meeting LIVE on Comcast Channels 96, 1090, Frontier Channel 6071
and LIVE streamed or on-demand at www.simsburytv.org*

Pledge of Allegiance

1. Approval of Minutes
 - a. September 14, 2020
2. 2021 Meeting Calendar
3. Appointment of Chair and Vice Chair
4. Rules of Procedure
5. Shared Services Survey
6. Next Steps/Agenda items for next meeting

Adjourn



Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

Technology Task Force

Monday, September 14, 2020, 5:30 p.m.
Zoom Conference & SCTV Live Stream

Regular Meeting Minutes - DRAFT

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

Staff Present: Rick Bazzano, Jason Casey

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

1) Minutes

The minutes of September 3, 2020 were approved as presented by consensus.

2) Shared Services

The group briefly discussed next steps for this project; staff will be conducting follow-up calls to the identified towns.

3) Network Storage

The group had a follow-up discussion to its special meeting on September 3, regarding the three solutions presented and key features, including support levels, 3 year and 5 year support and maintenance costs, and platform architecture.

4) Rules of Procedure

The group decided to have a sub-committee work on this project. The group will include Mr. Doyle, Ms. Peterson, Mr. Jahne and Mr. Rosati. The goal is to complete the draft rules of procedure within one-two months. The group will use the examples provided by staff from other committees. The full Task Force will review the final draft before it is presented to the Board of Selectmen.

5) Board of Education Update on Distance & Hybrid Learning

Mr. Bender made a motion to amend the agenda to include Board of Education Technical Updates on Distance Learning and Hybrid Learning. The motion was seconded by Mr. Kelley. All were in favor and the motion passed unanimously. Mr. Casey described hybrid and distance Learning challenges and having difficulties with existing equipment – Chromebooks and desktops, coupled with Google technology. Problems stem from outdated equipment with inadequate CPUs, webcams and audio features. Currently repurposing out of service equipment into other equipment due to demand. 3GB CEN connection was announced and is performing very well with all network electronics and Wifi networks doing the same. Endpoint equipment was the major concern and the

District will be updating equipment but process is slow due to product availability. Google Meets was discussed as being utilized with the Chromebook and poor performance. Webcam was discussed as being a performance drain and using it when needed.

Mr. Jahne made a motion to adjourn the meeting at 6:10 pm. Ms. Peterson seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Rick Bazzano
IT Manager



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Ericka Butler, Town Clerk
Cc: Technology Task Force
From: Melissa A.J. Appleby, Deputy Town Manager
Date: November 3, 2020
Re: Technology Task Force – 2021 Regular Meeting Schedule

At their regular meeting on November 2, 2020 the Technology Task Force established a regular meeting schedule for 2021. Meetings will be held monthly on the first Monday at 5:30pm.

Meeting dates are as follows:

January 4, 2021
February 1, 2021
March 1, 2021
April 5, 2021
May 3, 2021
June 7, 2021
July 12, 2020
August 2, 2021
September 13, 2021
October 4, 2021
November 1, 2021
December 6, 2021

The meetings will be held virtually or in a location to be determined. Meetings will be properly noticed in accordance with FOIA requirements.



Town of Simsbury

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SIMSBURY TECHNOLOGY TASK FORCE STATEMENT OF PURPOSE AND PROCEDURE *Approved by Board of Selectmen on **Month Date, 2020***

1. **Purpose**

The Simsbury Technology Task Force (STTF) is a temporary committee that serves as advisory to the Board of Selectmen. STTF is tasked with assisting the Town in developing and maintaining a comprehensive technology platform and services strategy. The strategy will focus on improving services for our citizens, businesses and Town employees. STTF will work with citizens, Town employees and other entities as needed to evaluate existing IT services, processes, and infrastructure in order to make cost-conscious recommendations to maintain and enhance existing products and services and to integrate emerging technologies as appropriate.

2. **Effective Date**

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

3. **Composition/Voting**

- a) STTF shall consist of nine (9) members.
- b) Membership shall be comprised of residents from the Simsbury community.
- c) Members of STTF are appointed by the Board of Selectmen following a recommendation from the Personnel Sub-Committee; members shall have two (2) year terms coterminous with the Board of Selectmen.
- d) The Deputy Town Manager, Town IT Manager, and Director of Systems Technology for Simsbury Public Schools will be standing staff liaisons.
- e) One member of the Board of Selectmen shall be appointed as a liaison to STTF at the start of each new term.
- f) Staff and the Board of Selectmen liaison are ex-officio members with full participation rights, but are non-voting members and do not count towards the appointed composition of STTF.
- g) The presence of five (5) members shall constitute a quorum to take action. No action shall become valid unless authorized by a vote of the majority of the total membership present and voting.

4. **Organization**

- a) On or before November 30th of each year, STTF shall elect from among the appointed members a Chair and Vice Chair.
- b) The Town Manager's Office and IT Department will provide administrative and technical support to STTF.

5. **Meetings**

- a) Meetings shall be held as often as necessary to carry out the purpose and meet established goals, but generally monthly. Subgroups of STTF shall be permitted to meet as needed to further the work of STTF; subgroup meetings shall adhere to the Freedom of Information Act as outlined in section 5(d) below.
- b) Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes, currently no later than January 31st annually.
- c) Staff liaisons will be responsible for scheduling and cancelling meetings, recording and filing minutes, as well as other duties that may be necessary.
- d) STTF will adhere to all rules and regulations outlined in the Freedom of Information Act.

6. **Reports**

On or before November 30th of each year, STTF shall prepare and submit to the Board of Selectmen an annual report of its activities, and goals for the ensuing fiscal year.

7. **Removal of Members**

- a) Any member who is absent from more than fifty (50) percent of STTF meetings during any twelve (12) month period may be removed, and the vacancy shall be filled as outlined in Section 3c. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other extenuating circumstances.
- b) Any member may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.

8. **Commitment of Town Funds**

In the performance of its duties, STTF shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of STTF and authorized in advance by the Deputy Town Manager.