



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## **SIMSBURY TECHNOLOGY TASK FORCE STATEMENT OF PURPOSE AND PROCEDURES** *Approved by Board of Selectmen on November 9, 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This policy shall remain in effect until revised or rescinded.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) One member of the Board of Education shall be appointed as a liaison to STTF at the start of each new term.
- g) 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.
- h) 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 30<sup>th</sup> 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 31<sup>st</sup> 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 30<sup>th</sup> of each year, STTF shall prepare and submit to the Board of Selectmen an annual report of its activities, and goals for the upcoming 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.