



# Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

## Technology Task Force

Monday, January 4, 2021, 5:30 p.m.  
Zoom Conference & SCTV Live Stream

### Regular Meeting Minutes - Approved

**Members Present:** Harald Bender, Paul Kelley, Ray Rosati, Bill Rucci, John Jahne, Liz Peterson, Evan Marks

**Liaisons Present:** Wendy Mackstutis (Board of Selectmen), Brian Watson (Board of Education)

**Staff Present:** Rick Bazzano, Jason Casey, Melissa Appleby

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

#### 1) Minutes

The minutes of December 7, 2020 were approved by consensus.

#### 2) Shared Services Study

Mr. Rucci reviewed the memorandum prepared for the Town Manager and Superintendent in response to the group's original charge. The other members had no substantive edits to the write-up. Ms. Appleby will send the memo and survey results to the Town Manager and Superintendent, and will let them know that the Task Force can provide more information if requested.

Discussion ensued regarding the shared services agreement that was recently approved by the Board of Selectmen for shared financial services, as well as the other personnel that is shared between the Town and Board of Education. That agreement is specific to positions that are funded by both entities, while the document that will be drafted for IT operations will detail the ways in which staff collaborates. Mr. Rucci noted that the IT document should address governance, staffing, and platforms. Mr. Marks will work on identifying a template to work off of, and the subgroup will get together again if necessary.

#### 3) Next Steps/Agenda items for next meeting

The group briefly discussed the need to periodically review IT-related policies; cyber security was also noted as a potential item for future discussion.

Mr. Rucci made a motion to adjourn the meeting at 6:12 pm. Mr. Rosati seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager