

**Technology Task Force**  
**IT Shared Services Sub-Group**  
Thursday, January 28, 2021, 10:00 a.m.  
Zoom Conference & SCTV Live Stream  
**Special Meeting Minutes – Approved**

**Members Present:** Harald Bender, Paul Kelley, Bill Rucci, John Jahne

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

The meeting was called to order at 10:00 a.m. by sub-group chair Bill Rucci.

**Shared Services Study – Document Areas of IT Sharing**

Mr. Rucci acknowledged the fact that the group had received several examples of MOU documents (from Mr. Evan Marks) and that Mr. Jason Casey had developed a draft MOU document titled Sharing of IT Network Services. This document was used as a basis for discussion and Mr. Casey walked the group through it in detail, as the sub-group members offered suggestions and asked questions.

The meeting attendees agreed that this document should be expanded to cover (at a high level) all areas of IT sharing and Governance for Simsbury. This will reduce the need for individual documents for shared platforms, services and staff, as well as highlighting how IT Governance (IT Steering Committee) guides IT direction. Taking this approach should make regular updating of the MOU (s) more efficient and still provide needed insights/direction as to the criticality/benefits of IT sharing.

**Next Steps/Agenda items for next meeting**

The sub-group requested that Mr. Casey and Mr. Bazzano update the IT Sharing MOU with the input from today's meeting. We will review the updated document at a future sub-group meeting.

Mr. Kelley made a motion to adjourn the meeting at 10:50 a.m. Mr. Bender seconded the motion.

Respectfully Submitted,  
Bill Rucci