Town of Simsbury

933 HOPMEADOW STREET   SIMSBURY, CONNECTICUT 06070

Technology Task Force
Monday, February 4, 2019, 5:30 p.m.
Engineering Conference Room, Town Hall, 933 Hopmeadow Street

Regular Meeting Minutes - Approved

Members Present: Larry DiSciacca, Mark Orenstein, Bill Rucci, Dennis Kearns, Evan Marks, Harald Bender, John Jahne, Liz Peterson, Chris Kelly (Board of Selectmen liaison)

Staff Present: Melissa Appleby, Rick Bazzano

The meeting was called to order at 5:35pm.

1) Minutes of January 7, 2019
The minutes of January 7, 2019 were approved by consensus.

2) Review Social Media and Website Use Policy – Board of Selectmen Referral
Ms. Appleby provided an overview of the draft policy and indicated that the Board of Selectmen is seeking feedback by March 1. Discussion ensued regarding user accountability, consistency in nomenclature, and account recovery. In particular, the group recommended having unique login information that is not shared among staff as well as a process for resetting passwords when employees separate from service with the Town. Under Section V, Part A, the word "edit" should be added to the last sentence to reinforce the fact that the Town Manager has control over account names and other nomenclature used. Members will continue to review the draft policy and will send along additional comments directly to staff.

3) 2019 Planning
Mr. Bazzano described the major trends facing the IT department in the next one to two years. This includes evaluating storage and backup needs. The current platform, Simplivity, will need to be replaced in the next year and a half. In addition, the department is looking at moving to a virtualized environment. Discussion ensued regarding a VM ware solution as compared with Citrix. The group discussed the need to plan ahead for this changing environment, particularly in regards to staffing. Mr. Kelly noted that the concept of shared services between the Town and Board of Education should be explored further. The group discussed other possible upcoming focus areas, including a new financial management system, new payroll system, and website management.

4) Next Steps/Agenda items for next meeting
The group will revisit the 2016 Blum Shapiro report, further explore a study of shared services between the Town and Board of Education, and continue discussion of the virtualization environment.

Adjourn
Mr. DiSciacca made a motion to adjourn at 6:31pm. Mr. Marks seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager