



# Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

## **Technology Task Force**

Monday, March 1, 2021, 5:30 p.m.  
Zoom Conference & SCTV Live Stream

## **Regular Meeting Minutes - Approved**

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

**Liaisons Present:** Wendy Mackstutis (Board of Selectmen)

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

The meeting was called to order at 5:34 pm by vice chair Paul Kelley. All stood for the pledge of allegiance.

### **1) Minutes**

- a. **February 22, 2021 (Special Meeting)**
- b. **February 1, 2021 (Regular Meeting)**
- c. **January 28, 2021 (Special Meeting)**
- d. **November 30, 2020 (Special Meeting)**
- e. **November 12, 2020 (Special Meeting)**
- f. **October 21, 2020 (Special Meeting)**

Mr. Bender noted that on the February 1, 2021 minutes, under section 3, the words "two" and "or" should be separated.

Mr. Doyle made a motion to approve the minutes as presented, with the one noted change to the February 1 minutes. Mr. Bender seconded the motion. All were in favor and the motion passed unanimously.

### **2) Shared Services Study**

Mr. Rucci said that the subgroup believes that one document could represent the various shared services between the Town and Board of Education. He said that the final document covers governance, finance arrangements, and shared platforms. This will be signed by IT staff and reviewed on a regular basis. Mr. Kelley thanked Mr. Casey and Mr. Bazzano for their efforts. Mr. Bender noted that this summarizes the arrangement well, and it will allow the arrangement to survive any transitions in staff. Staff will report back to the Town Manager and Superintendent with the final version. Ms. Mackstutis requested that the final document be shared with the Board of Selectmen.

### **3) IT Policies Review**

#### **a. Acceptable Use Policy**

Mr. Rucci reminded the group that it will begin reviewing all IT-related policies on an annual basis, starting with the two oldest. Mr. Bender suggested "including but not

limited to” to the fourth bullet point in the section titled “Prohibited Activities.” The group discussed the meaning of “unusual occurrences,” as referenced on page 3. Mr. Bazzano clarified that this is intended to instruct employees on what to do if anything out of the ordinary takes place with their technology. Ms. Mackstutis asked for confirmation that employees sign off on this policy; staff confirmed that they do.

Mr. Jahne made a motion to approve the proposed edit to the Acceptable Use Policy. Mr. Bender seconded the motion. All were in favor and the motion passed unanimously.

**b. Incident Response Procedure**

The group discussed possible wording changes to the document, including replacing references to “School Business Manager” to “Assistance Superintendent for Administration.” In several sections, the lists will be updated to remove semi-colons and make other clean-up changes. There was some discussion regarding the addition of “including but not limited to” to several sections. Mr. Rucci reminded staff that the list of external contacts should continue to be maintained separate from this document.

Ms. Mackstutis suggested adding guidance for when the Board of Selectmen and Board of Education should be notified of an incident. Ms. Appleby informed the group that the public safety sub-committee is planning to hold a tabletop exercise on cyber security, and further revisions to this document are likely forthcoming. Discussion ensued regarding the value of a tabletop exercise. Mr. Doyle reminded the group that this document provides a framework, and a tabletop exercise will test all of the areas covered in it.

The group decided not to formalize any recommended changes to the document until the tabletop exercise has taken place.

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

There was brief discussion on the security system at Simsbury High School. Mr. Casey said that the individual in the new security position is managing this project. There was consensus that although this project includes a technology component, it is focused more on physical security.

For the next meeting, the group will review the Remote Access Policy.

Mr. Rucci made a motion to adjourn the meeting at 6:29 pm. Mr. Doyle seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager