



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Technology Task Force
Shared Services Subgroup
November 12, 2020 – 3:30pm**

Special Meeting Minutes - Approved

Members Present: Bill Rucci, Harald Bender, Paul Kelly

Staff Present: Melissa Appleby, Rick Bazzano

The meeting was called to order at 3:30pm.

1) Shared Services Study Discussion

Staff gave an oral report on the lessons learned from four municipalities that have shared services between the Town and Board of Education – Mansfield, West Hartford, Enfield and Suffield. A few takeaways include: leadership on the Town and Board of Education must be on the same page and interested in collaborating; each model is structured slightly differently in regards to the reporting structure, method of budgeting, etc.; a separate curriculum/instructional technology director is still required on the Board of Education side.

Discussion ensued regarding the governance structure under these models, and the importance of setting up a formal arrangement that determines how priorities are set and how decisions are made. The group also discussed the importance of determining the scope of services, and defining whether it will cover infrastructure, applications, or both.

There was consensus that we should document our existing shared services. The group agreed to review the sample MOUs from other towns and begin framing out the key components of a governance structure.

Adjourn

The meeting adjourned at 4:15pm.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager