

**Simsbury Technology Task Force  
Regular Meeting  
October 4, 2021 – 5:30pm**

*Watch this meeting LIVE on Comcast Channels 95, 1070, Frontier Channel 6070  
and LIVE streamed or on-demand at [www.simsburytv.org](http://www.simsburytv.org)*

Pledge of Allegiance

1. Approval of Minutes
  - a. April 5, 2021
  - b. May 3, 2021
  
2. 2021-2023 Term
  - a. Meeting schedule/format
  - b. Membership reappointments
  
3. Annual Report to Board of Selectmen

Adjourn



# Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

## **Technology Task Force**

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

### **Regular Meeting Minutes - DRAFT**

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

**Liaisons Present:** Brian Watson (Board of Education)

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

The meeting was called to order at 5:31 pm by chair Evan Marks. All stood for the pledge of allegiance.

#### **1) Minutes**

##### **a. March 1, 2021**

Mr. Jahne made a motion to approve the minutes as presented. Mr. Bender seconded the motion. All were in favor and the motion passed unanimously.

#### **2) IT Policies Review**

##### **a. Remote Access Policy**

Mr. Marks opened the discussion for general feedback. The group discussed the "definitions" section, noting that the list of VPNs is broad enough to allow some flexibility. There was also discussion around disabling access for employees who separate from service, and the process for controlling access. Mr. Bazzano explained the current off-boarding process, which includes a disabling of remote access.

Mr. Bender inquired about the penalty for third party vendors who violate the policy; it was noted that there is language in the policy indicating that a vendor who violates this policy is subject to contract termination. The group advised that vendor expectations be addressed further within the context of each contract the Town enters.

There was consensus from the group that the policy meets the intended objectives. Mr. Marks made a motion to approve the existing policy as presented. Mr. Bender seconded the motion. All were in favor and the motion passed unanimously.

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

For the next meeting, the group will review the Social Media and Website Use Policy.

Mr. Bender made a motion to adjourn the meeting at 5:52 pm. Mr. Rucci seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager



# Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

## **Technology Task Force**

Monday, May 3, 2021, 5:30 p.m.

Zoom Conference & SCTV Live Stream

## **Regular Meeting Minutes - DRAFT**

**Members Present:** Harald Bender, Mike Doyle, Bill Rucci, Ray Rosati

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

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

The meeting was called to order at 5:37 pm by Mike Doyle. All stood for the pledge of allegiance.

### **1) Minutes**

#### **a. April 5, 2021**

This item was tabled due to a lack of quorum.

### **2) IT Policies Review**

#### **a. Social Media & Website Use Policy**

There was consensus from the group that the policy is appropriate as presented. Staff shared that it has been helpful to have this policy in place, and that it is frequently referred to for guidance. Discussion ensued regarding how to monitor and potentially moderate inappropriate comments that may be shared on Town accounts. Ms. Appleby directed the group to the section of the policy that indicates that Town social media accounts are not intended to be public forum, and that any back and forth dialogue is to be handled via private message, email, phone, or other means. Staff will confirm that all Town accounts have the comment function disabled, and will check with the Town Attorney on how to plan ahead should any instances arrive in which any public posts or comments need to be hidden or deleted.

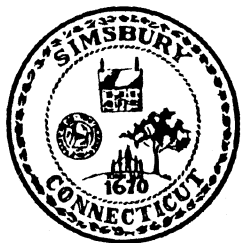
The group did not have any proposed changes to the policy, but will allow the members who were not present to weigh in at a later date.

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

None identified.

The meeting adjourned at 6:07 pm.

Respectfully Submitted,  
Melissa Appleby  
Deputy Town Manager



# Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

## MEMORANDUM

**To:** Board of Selectmen  
**From:** Technology Task Force  
**Date:** October 25, 2021  
**Subject:** 2021 Annual Report - *DRAFT*

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In accordance with Section 6 of the Technology Task Force Statement of Purpose and Procedures, please accept this memorandum as the 2021 annual report of the Simsbury Technology Task Force (STTF). This memorandum provides an overview of the committee's activities for 2021 as well as the planned activity for 2022.

### Shared Services

Understanding that STTF was interested in exploring ways that the Town and Board of Education can further develop shared services related to IT, in June 2019 the Town Manager and Superintendent provided a list of research topics to guide this study. A sub-committee of STTF developed a survey and distributed it to peer towns in February 2020. After work on this project was temporarily stalled due to COVID, the sub-committee presented the results of the study to the Town Manager and Superintendent in January 2021. STTF concluded that the Town and BOE are already collaborating and sharing in ways that are similar to towns that have more formal shared services arrangements, and recommended that staff formally document and reinforce our shared services. With assistance from the sub-committee, staff created a document that outlines the existing areas of collaboration along with the expectations of responsibility for each entity.

### Network Storage

STTF supported the IT Manager with the network storage upgrade project funded through the FY21 capital budget, including developing the specifications for the proposed solution and providing input on potential vendors.

### Policy Review

In 2021, STTF reviewed the following IT-related policies: Acceptable Use Policy; Remote Access Policy; Social Media and Website Use Policy; and the Incident Response Procedure. No substantive changes were proposed to any of the policies, and all were determined to be serving their intended purpose. In regards to the Incident Response Procedure, it is our understanding that the Public Safety Sub-Committee has discussed holding a tabletop exercise on cyber security. This exercise will test the Incident Response Procedure, and therefore the group decided not to formalize any recommended changes to that document until the tabletop exercise has taken place.