

**Simsbury Technology Task Force
Regular Meeting
November 1, 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*

Pledge of Allegiance

1. Approval of Minutes – October 4, 2021
2. 2021-2023 Term
 - a. Meeting schedule
 - b. Selection of chair and vice chair
 - c. Update on recruitment for vacancies

Adjourn



Town of Simsbury

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

Technology Task Force

Monday, October 4, 2021, 5:30 p.m.
Zoom Conference & SCTV Live Stream

Regular Meeting Minutes - DRAFT

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

Liaisons Present: Wendy Mackstutis (Board of Selectmen)

Staff Present: Jason Casey, Melissa Appleby

The meeting was called to order at 5:33 pm by Evan Marks. All stood for the pledge of allegiance.

1) Minutes

a. April 5, 2021

b. May 3, 2021

Mr. Bender made a motion to accept the minutes of April 5, 2021 and May 3, 2021 as presented. Mr. Jahne seconded the motion. All were in favor and the motion passed unanimously.

2) 2021-2023 Term

a. Meeting schedule/format

Mr. Marks introduced the idea of changing the group's meeting format to schedule meetings as needed, rather than a standing monthly meeting. Mr. Bender suggested scheduling meetings every other month and cancelling if necessary; Mr. Jahne agreed, noting that it makes it easier to meet when the meetings are already on each member's calendar. Ms. Mackstutis explained that Mr. Bazzano's needs are project-based, and this is why there was some consideration given to moving toward changing the meeting schedule. Mr. Doyle said that it may be better to have the meetings on the calendar and cancel if they are not needed. Further discussion ensued regarding the merits of scheduling quarterly meetings, or every other month. There was consensus that the regular meeting schedule could be quarterly, with special meetings scheduled in between as needed. Staff will endeavor to provide two weeks' notice for special meetings. Mr. Bender made a motion to move to a quarterly meeting format for 2022. Mr. Marks seconded the motion. All were in favor and the motion passed unanimously.

b. Membership reappointments

Ms. Appleby said that she will send an email to the committee to solicit the members' interest in serving for an additional term. Members should reply directly

to Ms. Appleby and Mr. Marks. The individuals interested in continuing will need to be reappointed by the Board of Selectmen.

3) Annual Report to Board of Selectmen

The group reviewed the draft report to be sent to the Board of Selectmen. There was consensus to add a final paragraph describing the committee's plan for the 2022 calendar year. With that edit, Mr. Bender made a motion to approve the report and send it to the Board of Selectmen. Mr. Jahne seconded the motion. All were in favor and the motion passed unanimously.

Mr. Doyle made a motion to adjourn the meeting at 5:59pm. 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

To: Trish Munroe, Town Clerk
Cc: Technology Task Force
From: Melissa A.J. Appleby, Deputy Town Manager
Date: November 2, 2021
Re: Technology Task Force – 2020 Regular Meeting Schedule

At their regular meeting on November 1, 2021 the Technology Task Force agreed by consensus to establish a regular meeting schedule for 2020. Meetings will be held quarterly on the first Monday at 5:30pm.

Meeting dates are as follows:

January 3, 2022
April 4, 2022
July 11, 2022
October 1, 2022

OR

February 7, 2022
May 2, 2022
August 1, 2022
November 7, 2022

The meetings will be held virtually or in a location to be determined. Meetings will be properly noticed in accordance with FOIA requirements.