

AGENDA
REGULAR MEETING OF THE ADVANCED TECHNOLOGY COMMITTEE
Thursday, July 17, 2025, ~ 6:00 P.M.
IN-PERSON ONLY AT: Northfield Firehouse
12 Knife Shop Road
Northfield, CT 06778

Call to Order

Approval of Minutes

Technology Committee meeting minutes, 06/19/2025

Chairman Update

Public Comment

Old Business (Review all Old Business and Schedule)

- 1) Portable conference solution Discussion and Date for Setup
 - a. Installation and setup
 - b. Usage Document (How to utilize)
- 2) Technical Inventory Gathering Methods and Solutions
 - a. What inventory do we need
 - b. What will our standard be for each town site.
- 3) Visit all Town Buildings and schedule a review of each town site. (Facilities Committee?)
 - a. Present phone solution
 - b. Present network solution
 - c. Needs or possible upgrades
- 4) Review all Phone Bills updated, cable bills and any other internet or transport bills and cable bills for all town facilities. What do we need to build in new efficiencies?
- 5) Develop and implement a plan to organize and detail all internet connectivity in all Town of Litchfield facilities
- 6) Build a Tech plan to follow 2026 (Need a Questionnaire)
- 7) Consider developing a Town Process for Projects verses Break fix tech issues
- 8) Expected Documentation for Projects
 - a. Where will they be stored
 - b. Who should review
 - c. Who will manage
- 9) Camera Setup at Town Hall (DVR)
- 10) Security Policies for Phone/Data/Internet (AUP and other)

New Business:

Correspondence

Adjournment