

AGENDA
REGULAR MEETING OF THE ADVANCED TECHNOLOGY COMMITTEE
Thursday, October 16, 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, 09/18/2025

Chairman Update

- Update for Townwide WiFi
- Update for new Litchfield Phone System

Public Comment

Old Business (Review all Old Business and Schedule)

- 1) Portable conference solution Discussion and Date for Setup (DATE and Time or a workorder to have it done.)
 - a. Installation and setup
 - b. Usage Document (How to utilize)
- 2) Inventory Program for the town tech capital equipment
- 3) 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?
- 4) Develop and implement a plan to organize and detail all internet connectivity in all Town of Litchfield facilities
- 5) Build a Tech plan to follow 2026 (Need a Questionnaire)
- 6) Consider developing a Work Order Process for Projects verses Break fix tech issues
- 7) Expected Documentation for Projects
 - a. Where will they be stored
 - b. Who should review
 - c. Who will manage
- 8) Passwords and Site Access for all Town Sites
- 9) Security Policies for Phone/Data/Internet (AUP and other)

New Business:

Correspondence

Adjournment