

MINUTES

ADVANCED TECHNOLOGY COMMISSION REGULAR MEETING

Thursday, September 18, 2025 ~ 6:00 PM

IN PERSON ONLY AT: Northfield Firehouse

12 Knife Shop Road, Northfield CT 06778

Members Present: John Bongiorno, Matt Tobin, Stephan Simonin, Ted Orr

NOTE: The meeting was called to order at 6:10 PM.

Approval of Minutes of July 17, 2025, Regular Meeting: All present at last meeting voted Aye (when Ted Orr arrived at 6:48 PM).

Chairman Update: John Bongiorno is working with Eversource on finding a solution to powering the wireless communications devices on the Green. Apparently, there is an amendment to the mandatory meter ordinance that allows CTDOT to power traffic control devices with no meter. John will see if the Town can get the same exception. The devices are 56VDC.

Audio/Visual Equipment: Setup of the AV equipment at the Annex needs to be completed. The TV for the Litchfield Firehouse needs to be located. The purchase of a camera and microphones for the second AV setup will follow evaluation of the first setup's performance.

Ballot Box Camera: The DVR for the Ballot Box Camera needs to be installed prior to early voting.

John said the Commission needed to create a list of technology inventory. W. O'Donnell sent a link to the free asset management tool Snipe-IT. Ted Orr said that he could generate a partial list of IT equipment through the Ubiquiti controller.

John B. said that the Commission will put together a Work Order process. Snipe-IT can be used for Work Orders as well as inventory control. Project based work should go through the Commission.

Public Comment: None.

Old Business:

John Bongiorno has phone bills from the Town Garage, the Recycling Center, Litchfield Fire, East Litchfield Fire and the Annex.

Telephones: John wants to test functionality on a single phone before switching all phones over to the new service. The Town still needs 8 phone numbers to be provided or switched over by Frontier.

John said that the Town has registered a .gov domain. The Commission should develop an identity and management concept for the Town.

J. Bongiorno and will ask the Town if they want a camera to monitor the Call Box at the Town Garage. Also, are cameras needed at the fueling station?

Internet: John Bongiorno has internet bills from the Recycling Center and Firehouses. Bantam cancelled its Optimum service and is saving money. The plan is to provide WiFi to Community Field using HaLow from a device mounted on a new garage at the Litchfield Firehouse.

Regarding IT Protocols and Standardization:

In prior meetings, the Commission agreed it should authorize IT work or upgrades other than break/fix. J. Bongiorno has presented this idea to the Selectmen. Documentation is important to track changes. The Commission should get reports on IT repairs. Tech services should migrate from a bucket of hours to managed services. The Commission will draft a framework that could be used for a future RFP for services. That framework would include establishing a domain for the Town of Litchfield, which the Town has completed. Now that the domain is established, individuals can be given a unified ID and assigned a sign-in. The Town could use a service such as Intone to migrate services to the cloud. Operations could be standardized. The Town could use Azure directory or Entra ID with built-in security features, could get all personnel an Outlook account and could implement multi-factor authentication (MFA) utilizing new or existing cellphones or a land-line. A system to assist user profile migration would need to be developed. Copilot could be used in this effort. Each Town employee should get a Town account and then the Town could administer what the employee had access to.

Along with developing a framework for standardizing technology protocols, software services and operations, the Town should endeavor to standardize hardware. All fire departments are using Ubiquiti for firewalls or Cloud Gateways, so it would make sense to continue using Ubiquiti for that function. Note that voting will require VLAN or some such service. Ubiquiti supports load balance and failover. The question of a centralized gateway was raised.

The Commission discussed cybersecurity. It was noted that most passwords reside within a single entity and that could create problems. Microsoft Authenticator and Google Authenticator are free and would meet the needs of the Town. There are grants available for municipal cybersecurity which can be applied towards implementation but not towards services. UPDATE: A grant is available to set up a password vault.

Action Items: Finish setting up AV equipment at the Annex.

Utilizing Snipe-IT, develop asset inventory spreadsheet for each facility. Develop framework for Town technology functions.

Visit buildings to investigate internet service.

Draft an Authorized Use Policy (AUP). The Town insurance carrier now requires this.

Activate the Town Verizon/Frontier Services.

Correspondence: None.

Adjournment: The meeting adjourned at approximately 7:15 PM.

Respectfully Submitted,

Matt Tobin

Secretary