

MINUTES

ADVANCED TECHNOLOGY COMMISSION REGULAR MEETING

Thursday, October 16, 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, Dave Carroll, William O'Donnell

NOTE: The meeting was called to order at 6:20 PM.

Approval of Minutes of September 18, 2025, Regular Meeting: All present at last meeting voted Aye.

Chairman Update: John Bongiorno gave Frontier an ultimatum to provide power to the wifi devices on the green or to remove the equipment. Frontier said that they would install Commscope's power over fiber product. Commscope will send a tech to advise on installation. S. Simonin said the voltage drop may be excessive and that a HaLow 900MHz system may be a solution with the internet connectivity originating at Town Hall and HaLow-to-wifi conversion occurring at devices installed at businesses along the green. Each broadcast device would communicate with a single receiver and have a bandwidth of approximately 34 Mbps. A similar solution will be employed to provide connectivity at Community Field. The devices are 48VDC and consume approximately 47 watts.

Telephones: J. Bongiorno and Clarrissa will begin transferring telephone numbers from the old system to the new and will test them to see that they are working.

Public Comment: None.

Old Business:

Audio/Visual Equipment: Setup of the AV equipment at the Annex needs to be completed by the Commission. A similar system will be set-up at Litchfield Fire. The TV for the Litchfield Firehouse is in storage. The purchase of a camera and microphones for the second AV setup will follow evaluation of the first set-up's performance.

Ballot Box Camera: The DVR for the Ballot Box Camera has been installed.

Tech Inventory: John will present the use of the free asset management software, Snipe-IT, at the next Selectman's meeting. If approved J. Bongiorno/Tedd Orr will load asset data into the system. Once inventory is complete, the Commission will draft a list of vendor approved equipment to standardize technology equipment throughout the Town.

Phone and Internet Bills: The Commission has phone and internet bills for most of the Town facilities.

Internet Connectivity: John said that gathering information on Town facilities' internet connectivity is 75% complete. The Annex is on Optimum. The Town Beach has phone, internet and wifi from Frontier for a reasonable cost. The goal is to have redundant connectivity at each facility. Frontier and CEN are essentially the same, so CEN2 is needed to achieve redundancy. John will issue a Work Order to Tedd

Orr to connect Litchfield Fire to CEN and to use Optimum as a backup there. There may be two CEN services in each firehouse, one of which services is on an ancient switch.

Technology Plan for 2026: The Commission will develop a technology plan for 2026. It should be roughly organized by the following categories:

- 1.) Physical Infrastructure
- 2.) Devices (computers, phones, printers, etc.)
- 3.) Software (productivity).
- 4.) Security

The intent will be to standardize as much as possible utilizing the most widespread products/services/platforms that are currently in use. Documentation of inventory will aid in this effort.

To reiterate past discussions regarding IT Protocols and Standardization (with some updates):

In prior meetings, the Commission agreed it should authorize IT work or upgrades other than break/fix by developing a Work Order Process (Snipe-IT can be used for WO's as well as inventory). 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. Litchfield has established a domain for the Town. 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 (or Google) account and could implement multi-factor authentication (MFA) utilizing new or existing cellphones or a land-line. A system to assist user profile migration might 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.

It was noted at the 10/16/25 meeting that Sonicwall is widely used in Town and that it had a security breach recently. It was also noted that YubiKeys are utilized for security in Town in certain locations.

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?

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

Utilizing Snipe-IT, develop asset inventory spreadsheet for each facility (if approved by Selectmen).
Develop framework for Town technology functions.

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 7:20 PM.

Respectfully Submitted,

Matt Tobin

Secretary