MINUTES

ADVANCED TECHNOLOGY COMMISSION REGULAR MEETING
Thursday, February 19, 2026 ~ 6:00 PM
IN PERSON ONLY AT: Northfield Firehouse
12 Knife Shop Road, Northfield CT 06778

Members Present: John Bongiorno, Matt Tobin, Stephan Simonin, Dave Carroll
NOTE: The meeting was called to order at 6:00 PM.

Approval of Minutes of October 16, 2025, Regular Meeting: All present at last meeting voted Aye.

Chairman Update:

WiFi: Frontier is installing Commscope's power over fiber product to the wifi devices on the green. John Bongiorno is in talks with Litchfield's State Senator, Stephen Harding, about allowing unmetered connections to the distribution grid for municipalities (small power consumption for public use) as used to be allowed.

Litchfield Phone System: The new phone system has been installed and is functioning. New phones have been installed in most locations. Cell phones will be addressed in the near future.

New Meeting Times and Schedule: The motion was made to change ATC meeting times to the fourth Monday of the month to accommodate member schedules. All present approved the motion. John Bongiorno will draft a new meeting schedule for 2026.

Public Comment: None.

Old Business:

Audio/Visual Equipment: ATC to complete, or to write a work order for the completion of, the setup of the AV equipment at the Annex and Litchfield Fire Department, including cabling at LFD. ATC to draft instructions for usage of the AV equipment during meetings.

Tech Inventory: John will present the use of the free asset management software, Snipe-IT, to the Selectmen. If approved J. Bongiorno/Tedd Orr/Stacey Dionne 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 breech 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.

Develop and implement a plan to organize and detail all internet connectivity in all Town of Litchfield facilities

a. Goals to include dual Internet for Level 1 Sites
b. Single Internet for non-Level 1 Sites
c. Need to include all town facilities:
    i. New Ambulance Facility
    ii. Public Works
    iii. Town Beach
    iv. Community Field
    v. WPCA
    vi. Town Hall
    vii. NFD
    viii. LFD
    ix. ELFD
    x. BFD
    xi. Bantam Annex

Review all phone bills, cable bills and any other internet or transport bills for all Town facilities. Look to implement efficiencies.

Build a Tech plan to follow 2026/2027 (Need a Questionnaire) (ALL Facilities). Including:

a. Park and Rec
b. Public Works
c. WPCA
d. Stacey's Input
e. Fire/EMS

Develop a Work Order Process for Projects verses Break fix tech issues.

Correspondence: None.

Adjournment: The meeting adjourned at approximately 6:45 PM.

Respectfully Submitted,

Matt Tobin

Secretary