

MINUTES

ADVANCED TECHNOLOGY COMMISSION Regular MEETING

Monday, August 24, 2026 ~ 6:00 PM

IN PERSON ONLY AT: Northfield Firehouse

12 Knife Shop Road, Northfield CT 06778

Members Present: John Bongiorno, Matt Tobin, Dave O'Hara, Dave Carroll, Bill O'Donnell, Jenn McCoy

NOTE: The meeting was called to order at 6:05 PM.

Approval of Minutes of June 29, 2026, Special Meeting: All present at last meeting voted Aye.

Chairman Update:

WiFi: Frontier has completed the installation the wifi devices on the green. The signal is not strong enough to penetrate all buildings.

Public Comment: None.

New Business:

The ATC voted to approve the Acceptable Computer Use Policy that had been reviewed by the Board of Selectman. Minor changes made by the Selectmen need to be incorporated into the document.

Artificial Intelligence Policy. A Municipal Artificial Intelligence Responsible Use Policy was distributed to the Commission by the Chairman prior to the meeting. Commission members noted that the document was not reflective of the Town of Litchfield government structure. Matt Tobin said that he would make revisions to correct that. After discussion, the Commission voted to accept the Policy with proposed revisions. John B. will submit the revised Policy to the Selectmen for review.

Dave Carroll/Bill O'Donnell will write a Managed Services RFP.

Cybersecurity: The Chairman distributed a Municipal Cybersecurity Best Practices document and cybersecurity documents related to sewer systems and water treatment systems. The Commission tabled discussion on these documents for now, noting that implementing ATC recommended measures to date would greatly enhance Town cybersecurity.

Phones: Most hardline phones are up and running. Northfield Fire Department needs two phones so that they can drop Frontier. The new VOIP phone that will serve the firehouse elevator is required to have battery backup. Cell Phones: As many employees want to use their personal phones for Town business, the Commission will draft a Bring Your Own Device (BYOD) policy for the Town. Jenn McCoy expressed an interest in taking Ring Central Training.

Old Business (with updates):

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. ATC to draft instructions for usage of the AV equipment during meetings.

Tech Inventory: Bill O'Donnell will assist Stacey Dionne in loading inventory data into Snipe-IT (unable to do so last month). Once inventory is complete, the Commission will draft a list of vendor approved equipment to standardize technology equipment throughout the Town. Once installed, Yucatech can dismantle some of their outdated equipment.

Internet Connectivity: John said that gathering information on Town facilities' internet connectivity is 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 connect Litchfield Fire to CEN. There may be two CEN services in each firehouse, one of which services is on an ancient switch. All firehouses have fiber. All firehouses and Town Hall have Ubiquiti routers. Frontier has been contacted to install fiber (at no cost) to Public Works, Community Field and the WPCA. Most fiber in Town is Crown Castle. The Annex has AT&T fiber.

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. Dave Carroll will develop an RFP for services to help effectuate these measures.

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. A grant is available to set up a password vault.

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:

Utilizing Snipe-IT, develop asset inventory spreadsheet for each facility. Develop list of standardized equipment.

Dave will start a Transform RFP for the Town Workforce PCs to be placed in a town domain / have an Active Directory and storage options, along with Mobile Device Management.(INTUNE).

Subsequent to the Transform RFP, Dave/Bill will draft a Managed Services RFP to include the Ubiquitis. John B. agreed that standard PC Build, active directory (Gmail) and standard platform should be included.

Develop and implement a plan to organize and detail all internet connectivity in all Town of Litchfield facilities. The goal is to get all facilities on fiber by the end of the summer.

- 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 – L1
 - ii. Public Works – needs fiber-has been ordered
 - iii. Town Beach – L2
 - iv. Community Field – needs fiber – L2-has been ordered
 - v. WPCA - needs fiber
 - vi. Town Hall – L1
 - vii. NFD – L1
 - viii. LFD – L1
 - ix. ELFD – L1
 - x. BFD – L1
 - xi. Bantam Annex – needs fiber – L2-has been ordered

Review all phone bills, cable bills and any other internet or transport bills for all Town facilities. Look to implement efficiencies. There is a Crown Castle account that connects the town Hall to the State Police.

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 7:13 PM.

Respectfully Submitted,

Matt Tobin

Secretary