

MINUTES

ADVANCED TECHNOLOGY COMMISSION Regular MEETING

Monday, September 28, 2026, ~ 6:00 PM

IN PERSON ONLY AT: Northfield Firehouse

12 Knife Shop Road, Northfield CT 06778

Members Present: John Bongiorno, Dave O'Hara, Dave Carroll, Bill O'Donnell, Stephen Simonin

NOTE: The meeting was called to order at 6:02 PM.

Approval of Minutes of August 24, 2026, Special Meeting: All present at last meeting voted Aye.

Chairman Update:

WiFi: Public WiFi has been used by a substantial number of citizens. The System was down twice during the storms and one Ap is still offline. We will also ask that they turn the power up more for better coverage.

Public Comment: None.

New Business: No new Business

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 is working on a new solution as the PC's in her possession will not support the program we wanted to deploy. He will assist Stacey Dionne in loading inventory data into the new solution when she returns from vacation. Once inventory is complete, the Commission will draft a list of vendor approved equipment to standardize technology equipment throughout the Town.

Internet Connectivity: An email has been sent to CEN asking for assistance with the new Ambulance facility and upgrading the Fiber connectivity switches the firehouses. John said that gathering information on Town facilities' internet connectivity is complete.

Technology Plan for 2027/2028: The Commission will develop a technology plan for 2027/2028.

It should be roughly organized by the following categories:

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

There are 3 steps we recommend to get to the final deployment:

- 1) Perform a network and application assessment
- 2) RFP for Transition and Implementation
- 3) RFP for a Managed Service

The overall 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.

Dave Carroll and Team will work to build out a 3-part RFP to gather information and move to standardize all town tech operations. 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 Microsoft and build out using this domain and utilize O365 and Intune for security and support. Building on the growing use of AI having an internal solution with O365

would give all users access to CallPilot an AI solution. Intune can be used to add security and compliance to BYOD devices (Cell Phones and Personal Devices) allowing the town to stay in compliance.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:

Get an inventory program deployed in Finance. Develop list of standardized equipment.

Consider a plan for an assessment

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.

Phones: Distribute the remaining hardline phones to the fire departments and ambulance. Look for new requests for the remaining 40.

Correspondence: None.

Adjournment: The meeting adjourned at approximately 7:05 PM.

Respectfully Submitted,

John Bongiorno

Chairman