ADVANCED TECHNOLOGY COMMISSION Regular MEETING

Monday, October 26, 2026, ~ 6:00 PM

IN PERSON ONLY AT: Northfield Firehouse

12 Knife Shop Road, Northfield CT 06778

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

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

Approval of Minutes of September 28, 2026, Regular Meeting: All present at last meeting voted Aye.

Chairman Update:

WiFi: Public WiFi has been used by a substantial number of citizens. Frontier has been taken over by Verizon. JB lost access to the dashboard, but got it back through Ruckus. Litchfield has a five-year subscription with Ruckus whose controllers are accessed through the cloud.

Public Comment: None.

New Business: The Chairman proposed a 2027 meeting schedule of the 4th Monday of every month except in July which will have no meeting and in December where the meeting will be the third Monday. All present voted Aye and the proposed schedule will be sent to the Town.

Dave Carroll distributed a Draft RFP soliciting quotations for IT Assessment, Transformation and Implementation and Managed Services. The Commission recommended splitting the RFP into 3 parts for the 3 services separately. The Commission will work to refine the RFP. When the time comes, the Commission will evaluate responses from a qualification and technical perspective. It is anticipated that the Town will direct purchase any new IT equipment.

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 PCs in the Finance Department's possession will not support Snipe IT. Bill will assist Stacey Dionne in loading inventory data into the new solution when she returns from vacation in November. 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 at the firehouses. The Ambulance now has internet.

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

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 has distributed a 3-part RFP, per above, 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 CoPilot, an AI solution. Intune can be used to add security and compliance to BYOD devices (Cell Phones and Personal Devices). 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 landline. 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 has distributed a Draft 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?

The Acceptable Computer Use Policy and Municipal Artificial Intelligence Responsible Use Policy are being reviewed by the Board of Selectmen's Lawyer.

The Commission has/will submit Litchfield Employee Cell Phone Policy to the Board of Selectmen. Discussions with employees indicate that they prefer use of their own phones vs. being issued a Town phone.

The Commission has/will submit Municipal Cybersecurity Strategies to the Board of Selectmen.

A price was received for approximately $27,000.00 to install conduit (1@4",3@2") for communications and provisional power wiring at Community Field.

Monthly Fiber costs from Frontier/Verizon were approved by the Selectmen and Finance for the three new sites.

Action Items:

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

Refine the Draft RFP for an Assessment of IT equipment and services.

Refine the Draft Transformation and Implementation 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).

Refine the Draft 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 6:50 PM.

Respectfully Submitted,

Matt Tobin

Secretary