Call to Order: Acting Chair Jeff Zullo called the regular meeting to order at 6:01PM with Stephen Simonin, Stephan Krucker, Burke Gibney, and Bruce Schnitzer.

Absent: John Morosani, Erich Marriott, and John Bongiorno

Approval of Minutes: Motion: S. Krucker moved to approve the minutes of the January 24, 2022 meeting. S. Simonin seconded. All present voted aye, and the motion carried.

Public Comment: There was no public comment.

Old Business:

1. Discussion of RFP for Phase 1 plan. The Basic outline attached to these minutes was discussed. The following suggestions were made:
   • Include a mAX distance and a MIN signal coverage in spec.
   • Include a request for an antenna pattern in spec.
   • Include an Extender operated by solar power in spec.
   • Request an option for a CARD/Rack in spec.
   • Request from vendor speed and range in spec.
   • Specify PW access in spec.
   • Require antenna limitations inside/outside in spec.
   • Include Center of Litchfield in Phase 1.

2. There was discussion as to whether the LVA building would be included as there is a possibility that LVA may be moving in several years.

New Business: None

Announcements: None

Adjournment: B. Schnitzer made a motion to adjourn the meeting at 6:26 PM, seconded by S. Krucker.

Respectfully submitted by J. Morosani from Zoom recording and J. Zullo’s notes.
Basic Outline for an RFP for Inside wireless for all Town Buildings that have a CEN/Optimum connection to the Internet

Facilities that will be included in the wireless project:

- Litchfield Town Hall
- Litchfield Fire Department
- Bantam Firehouse
- Litchfield Historic Society
- Northfield Firehouse
- East Litchfield Firehouse
- Litchfield Ambulance
- All Town Over 55 Housing Facilities (Might need to use Optimum as a carrier)

Basic Network Requirements:

Bid must include all cabling, mounting and patch cables.

All present networking within the facility will be migrated to the new network.

All sites must have a consistent set manufacturer of equipment.

All sites must have a unique IP address structure.

No site should need another site to connect to the internet.

Another site may be used as a backup connection through VPN.

All connectivity to the present CEN connection will be managed by the vendor.

Must come with a warranty of more than 1 year from date of installation and turn up.

Would like to review 1/3/5-year license and Support options in all quotes.

All sites must have:

1) Router/Firewall
2) Number of APs to meet the RF requirements
3) 24 Port Switch
4) Patch Panels
5) Cabinet or wall mount unit for equipment to reside in.
6) At least 3 drops in the area that the gear is located in.

Interior RF Specifications:

- The indoor scope of this project will vary depending on the facility.
  - Some buildings are much larger than others.
- Full indoor wireless coverage
- -65dbm signal level throughout the facility
• All Public meeting areas require the ability have 200 plus clients.
• There should be 3 Internal SSIDs:
  • **One Secure** specific for the facility
    • “Litchfield xyze” “Bantam Fire” ect. (each Fire Station and facility will get their own internal SSID)
  • **One Secure which will be consistent throughout the town**
    • “Litchfield Secure” (This is for Town use and Emergency Services)
    • With this SSID we would place cameras on if that was something we migrated to
  • **One Guest/Public Use** {“Litchfield Public” (This is for all to use) (Internet Use Only)(Splash Page)} No internal connectivity to any internal networks.

Basic Outline for an RFP for Outdoor wireless for all Town Buildings that have an indoor component.

1) Outdoor Coverage will follow all manufacturers requirements and best practices.
2) It will follow all state and local building codes and requirements.
3) The proposal will include and permits required for this solution.

• Full surrounding wireless coverage
• -67dbm signal level within 50ft of the facility
• APs Must have Mesh Capabilities
• APs Must be able to perform bridge functionality
• There should be 3 External SSIDs:
  • **One Secure** specific for the facility
    • “Litchfield xyze” “Bantam Fire” ect. (each Fire Station and facility will get their own internal SSID)

NOTE: The outdoor SSID for the local site will only be propagated within the required coverage area of the building.

• **One Secure which (Consistent throughout the town)**
  • “Litchfield Secure” (This is for Town use and Emergency Services)
  • With this SSID we would place cameras on if that was something we migrated to

• **One Guest/Public Use (Consistent throughout the Town)**
  • “Litchfield Public” (This is for all to use) (Internet Use Only)(Splash Page)} No internal connectivity to any internal networks.

NOTE: For design purposes the next phase will be to connect back to these facilities from other outdoor remote areas.