

April 20, 2016

The meeting of the Sterling Computer Assessment Committee was called to order at 6:05 p.m.
Members' present- Adam Belesimo and Ross Farrugia.

Absent - Don Buell.

Staff Present- Heather George and Dale Boisselle.

Audience of Citizens: None

Correspondence: None

Approval of Minutes: A. Belsimo made a motion, seconded by R. Farrugia to approve the 4/6/2016 minutes as presented. All voted in favor of the motion.

Unfinished Business: None

New Business:

a. Software Usage Discussion with General Office Assistant, Inland Wetland Agent & Town Clerk: In depth discussion with H. George regarding software utilized and the work flow within the Town Clerk's office. This discussion included gathering information ranging from software applications and vendors currently in use within the office and how records are processed and stored as well as brainstorming on ways to streamline current systems. Software usages and concerns were also discussed with D. Boisselle, General Office Assistant.

Any Other Business: None.

Adjournment: R. Farrugia made a motion, seconded by A. Belesimo to adjourn at 8:25 p.m. All voted in favor.

Attest: _____
Ross Farrugia