The Computer Assessment Committee |MINUTES

Meeting date | time: *4/6/2016 6:00 PM* | Meeting location: *Sterling Town Hall*

Meeting called by	Secretary: Donald J. Buell	
Type of meeting	Department/ Staff Computer Assessment(s)	
Facilitator	Chairman: Adam Belesimo	
Note taker	Secretary: Donald J. Buell	
Timekeeper	Secretary: Donald J. Buell	

Attendees

Chairman: Adam Belesimo, Secretary: Donald J. Buell, Committee Member: Ross Farrugia, Penny Keith, Anna Gager, Mary Burdick for Rachel Vincent and Judy Gooslin

Also present: David Shippee (6:45 p.m.)

AGENDA TOPIC: DEPARTMENT/ STAFF COMPUTER ASSESSMENT(S)

Adam Belesimo gave a quick dissertation on the committee goals and what we hope to accomplish when completed.

Time allotted: *15 Minutes* |Topic: *Town Library Computer Needs* | Presenter: *Mary Burdick*

The discussion was about current software / computer needs and the effects on the Library Department's ability to perform required task. Mary stated they have six systems for public use and four systems for staff. The staff uses systems to check in and out books and or records affiliated. Mary stated that the current software "Follett Destiny" requires about $1000.00 to maintain per year and that they were unsure where any of the Library's information was stored. Mary goes on to say that the older software used about six years ago allowed them to go back in records further than the current software. Mary states that the Library uses a manual approach to record keeping. The support is in an automatic upgrade and is 95 percent of the time available. The Public uses Microsoft Office and the office uses Microsoft Office for posters.

Conclusion: None at this time / See Questioner

Time allotted: *15 Minutes* |Topic: *Recreation Director Computer Needs* | Presenter: *Judy Gooslin*

The discussion was about current software / computer needs and the effects of the Recreation Department's ability to perform required task. Judy stated she has the most simplistic use for her system in that the software is for sports. She uses Microsoft Word and has vary basic needs. Some basic research on the internet, calendar creation and Facebook updates are some of the uses she claims is the majority of her needs. She has a printer.

Conclusion: None at this time / See Questioner

Time allotted: *15 Minutes* |Topic: *Town Treasurer Computer Needs* | Presenter: *Penny Keith*

The discussion was about current software / computer needs and the effects of the Treasure's ability to perform required task. Penny's main concern is with her financial software which is QuickBooks. She states that the software meets her needs, but the board of finance is pushing to bring the school and town together using one software. Penny's current software is on a server and cannot connect from home. If the software were lost Penny states she has no back up. The town buys a new version every three years and there is a charge to parole module and support is by phone. Penny does not recall any charges for maintenance. She also uses ADOBE Acrobat software and a CD imaging program for checks from bank. Town uses Gmail/ Outlook. Penny stated concerns

about new software and the need, but wanted to explore ideas to work with school's software using migration software.

Conclusion: None at this time / See Questioner

Time allotted: *15 Minutes* | Topic: *Town Revenue Collector Computer Needs* | Presenter: *Anna Gagner*

The discussion was about current software / computer needs and the effects of the Revenue Collector's ability to perform required task. Anna's main software is QDS and used for all reports. There is some collaboration with information from the town's Assessor. Anna states she does not know where data is stored or where backup is maintained. Discussion went back and forth with the Treasurer pertaining to the handling of monies. She does use Word, Excel and standard Gmail service. Phone is fine. She requests a new FAX machine. No speed issues, but she claims she gets kicked out of QDS once in a while. She does not send any reports to State. Information being sent would be the grand list and the Mill rate. Most interaction with State is handle manually and sent back by fax or email.

Conclusion: None at this time / See Questioner

David Shippee stopped in and asked about having another member added to the Committee and also dropped off some information pertaining to software. He stated some concerns about using QuickBooks.

The Committee approved the meeting schedule. The committee also discussed the idea of having another committee member join and it was decided that at this point it would not be needed.

Meeting adjourned at 7:15 PM

Donald J. Buell

Secretary