

May 4, 2016

The meeting of the Sterling Computer Assessment Committee was called to order at 6:09 p.m. Members' present- Adam Belesimo and Ross Farrugia. Members' absent-Don Buell. Staff Present- Patricia Ball, William Sebastian, Dianna Firlik, Katie Hermonot, Dale Boisselle, and Joyce Gustavson (7:05).

Audience of Citizens: Robert Gauthier

Correspondence: None

Approval of Minutes: A. Belesimo made a motion, seconded by R. Farrugia to approve the 4/20/2016 minutes as presented. All voted in favor of the motion.

Unfinished Business: None

New Business:

a. Software Usage Discussion with Administrative Assistant, Assessor, Economic

Development Coordinator and Registrars: Registrars- K. Hermonot and D. Firlik stated that they receive electronic notification of new voters who register to vote on line or through the Department of Motor Vehicles (DMV) voter registration. Voting takes place in the gym where there is no internet access and the Registrars have to run back to their office to get the information from the official voter list. They would like to use a laptop in the gym with a wireless connection. Data is not shared electronically with others. They use Microsoft Office and Outlook. Registrars and State Regulations govern a detailed paper trail of all voter registration activity. Economic Development – P. Ball stated that she uses Microsoft Office 2003 and Gmail for her email. The previous Economic Development Coordinator created a paper trail for most of the work and stated that she could get her work done without a personal computer (PC). Most of her work is email and/or telephone calls. Assessor-W. Sebastian stated that he uses IAS World (Integrated Assessment System) for real estate evaluations. IAS connects with Quality Data to create the grand list and information is shared with the Revenue Collector. This office also receives information from DMV when cars are registered. W. Sebastian uses Microsoft Word and occasionally Excel. He uses Outlook for emails. Drop Box is used twice a year to get the property card information to Tyler Technologies who updates the GIS (Geographic Information System). Administrative Assistant-J. Gustavson stated that part of her job is to take hand notes while covering multiple meetings per month. All public hearings and land use meetings need to be recorded and are digitally saved in a folder on the desktop and backed up on the server. Minutes are posted in the Town Clerk's Office vault and on the Sterling website. Walk-ins are a big part of the job processing pistol permit applications, building permit applications including zoning, notarizing various pieces of forms for residents and answering every day questions. A paper trail is kept on everything. J. Gustavson stated that she uses Microsoft Office 2007 for Word, Excel, and Powerpoint, Quickbooks for the Selectmen's budget, reports, and processing payroll when needed. All money transactions are recorded by hand in a ledger and reports are generated from that the ledger. Preparing the budget also falls under this position as well as sending legal notices to the local paper announcing public hearings, special town meetings, referendums, and land use decisions. J. Gustavson is the website administrator and has trained two other staff members to assist with the postings as well as maintaining the Town's email list. Grant writing has increased and D. Boisselle assists with the various tasks. A. Belesimo suggested that the website be reviewed for user friendliness.

Any Other Business: 1) A. Belesimo stated that no office has a line item for technology in their budget. Discussion followed regarding a better way of budgeting for technology and if it should be separate line items by department in next year's budget. Capital items for hardware should be identified, and computers need to be replaced on a regular basis. Everyone should be on the same version of office and this is not the case. The staff, for the most part, are good at doing their jobs

and do not have a lot of time to investigate other options. 2) The committee would like to meet with the school department to understand their software needs. J. Gustavson will contact the school and see if they are available to attend the next meeting. 3) R. Farrugia shall interview Joe Theroux, Inland Wetlands Agent and Demian Sorrentino, Zoning Enforcement Officer. A. Belesimo shall interview Kyle Collins, Building Official. 4) Don Buell has resigned from the committee and Robert Gauthier has agreed to join the committee. The Selectmen will appoint R. Gauthier to the committee at the next meeting on May 11, 2016. 5) J. Gustavson stated that the Board of Finance would like an update at their next meeting scheduled for Wednesday, June 8th at 7:00 p.m. 6) R. Farrugia made motion, seconded by A. Belesimo to move the meeting time to 7:00 p.m. starting with the June 1st meeting. All voted in favor.

Adjournment: R. Farrugia made a motion, seconded by A. Belesimo to adjourn at 8:20 p.m. All voted in favor of the motion.

Attest: _____
Dale Boisselle, Recording Secretary