

May 18, 2016

Meeting of the Sterling Computer Assessment Committee was called to order at 6:05 p.m.

Members' present- Adam Belesimo, Robert Gauthier and Ross Farrugia (6:07)

Staff Present: Dale Boisselle

Also Present: Beverly Boyd, Florence Banks, Debra Covey, Blair Donahue and Eric Gould (6:08)

Audience of Citizens: No Comment

Approval of Minutes: R. Gauthier made a motion, seconded by A Belesimo to approve the 5/4/2016 minutes as presented. All voted in favor of the motion.

Unfinished Business: None

New Business:

a. Software Usage Discussion with School Department Staff: F. Banks, D. Covey and B. Boyd utilize Infinite Vision by Tyler Technology to track a variety of information from Accounts Payable to Human Resources. B. Boyd uses it to track employee information and benefits with the Human Resources Module. This module tracks date of hire and direct deposit information. B. Boyd also utilizes Aesop, software that is utilized by staff for time off requests, including sick call notification. Before Aesop was implemented three years ago, if staff needed to call out sick they would call the school secretary and the secretary would then call around and locate an appropriate substitute for that staff member. With Aesop, the staff member puts in for time off and Aesop will contact the substitute that is appropriate for that staff member. This program has saved overtime pay for the secretarial staff since it has been put into use. F. Banks and D. Covey utilize the General Ledger, Purchasing and Payable, Payroll and General Fixed Assets Modules. F. Banks and D. Covey manage two accounts that are independent of the town General Fund, the Student Activity Account and the Cafeteria Fund. They process both Accounts Payable and Accounts Receivable for those accounts. The account that they work with the most is the town General Fund. They handle all Accounts Payable, Title 1, Grants, and Payroll for Board of Education. Reports are created and either emailed or printed and brought over to Penny Keith, Treasurer. Monthly meetings are required to reconcile accounts.

b. Discuss Findings from Software Usage Discussions: A. Belesimo stated it is clear that some changes are required in how the School staff and Town staff share financial information and that the information received this evening from the school staff should be digested before any recommendations can be made. R. Gauthier made a motion, seconded by A Belesimo to table further discussion until next meeting. All voted in favor of the motion.

c. Discuss Board of Finance Update: A. Belesimo suggested that at the next meeting all members bring their laptops with them to work on recommendations for the Board of Finance. Recommendations could include changes to the telephone system, budgeting process, infrastructure improvements and Town/School interactions. R. Gauthier made a motion, seconded by A. Belesimo to table further discussion until next meeting. All voted in favor of the motion.

Any Other Business: 1) E. Gould discussed the network configuration, server configuration and age, how data is backed up, as well as, how the town has acquired computers in the past. He also shared that there is some fiber optic wiring within the building but does not believe that there is

any fiber optic currently running to the building from any outside source. He also discussed the lack of appropriate budgeting to be able to get the computer system on a refresh schedule of three to five years.

Adjournment: R. Farrugia made a motion, seconded by A. Belesimo to adjourn the meeting at 7:12 p.m. All voted in favor of the motion.

Attest: _____
Dale Boisselle, Recording Secretary