

June 15, 2016

The meeting of the Sterling Computer Assessment Committee was called to order at 7:09 p.m.

Members Present: Adam Belesimo, Ross Farrugia, Robert Gauthier

Staff Present: Dale Boisselle

Audience of Citizens: No Comment

Approval of Minutes: R. Gauthier made a motion, seconded by A. Belesimo, to approve the 6/1/2016 minutes as presented. All voted in favor.

Correspondence: None

Unfinished Business:

a. Discuss Board of Finance Update: A. Belesimo and R. Gauthier attended the Board of Finance meeting on June 8th to present the recommendations outlined in the minutes of June 1, 2016; however, the Board of Finance did not have a quorum so an informal workshop was held.

New Business:

a. Consider need to change Committee Meeting Schedule: Motion was made by A. Belesimo, seconded by R. Gauthier, to suspend regularly scheduled meetings and meet on an as needed basis in the future. All voted in favor of the motion.

Any Other Business: The following findings are recommended and listed in order of importance:

1) Gain access to the Nutmeg network. 2) Change phone system to VoIP (Voice over Internet Protocol) after facility audit if it is determined that the current infrastructure can support it if not after Nutmeg is installed. 3) Start five (5) year refresh process, replacing twenty percent (20%) of PCs/printers every year. 4) Add line item in the town budget for IT expenses to allow for a five (5) year refresh schedule. 5) Move to single form of financial software for the town. (Tyler Technologies) 6) Perform facility audit of IT infrastructure. 7) Replace required network switches 8) Outsource Web content uploading to Madcomm 9) Install MS Office 365 at all workstations 10) Get check scanning product for incoming check processing.

The replacement of the network switches, moving to MS Office 365, obtaining a check scanning system, outsourcing website uploading, and changing the budgeting process for IT purchases can be done without waiting on anything else. The facility audit should be done prior to moving to one piece of financial software between the Town and Board of Education.

With no actual bids from any vendors, the Committee estimates the cost to be no more than \$60,000; this does not include the cost for Nutmeg or Tyler Technologies.

Adjournment: R. Gauthier made a motion, seconded by R. Farrugia, to adjourn the meeting at 8:09 p.m. All voted in favor.

Attest: _____
Dale Boisselle, Recording Secretary