September 13, 2016

I.   **Call to Order:** The Special Meeting of the Board of Selectmen was called to order at 9:00 a.m.
Selectmen Present-Russell Gray and Lincoln Cooper Absent-John Firlik.
Staff Present-Joyce Gustavson, Penelope Keith, and Dale Boisselle.
Also Present-Neil Cook, David Shippee, and Andy Richardson.

II.   **Discussion Regarding and Appropriation of $70,000 from the Town's General Fund's Fund Balance to the Board of Selectmen's 2016-2017 Budget to Open a New Line Item Under Capital Accounts-IT for the Purchase of Technology Replacement and Upgrades Consisting of Network Switch Replacement, Network Server Replacement, Five Year Refresh Process, Replacing Twenty Percent (20%) of PC/Printers Every Year, and Change Phone System to VoIP(Voice over Internet Protocol):** D. Shippee, Board of Finance Chairman, reported that the Computer Assessment Committee recommends creating a line item under Capital Accounts in the Board of Selectmen's Budget to address the current and future IT needs for the Sterling Town Hall/Municipal Building. The initial funding amount being requested is $70,000. Discussion followed on the pros and cons of creating a Capital Account. The consensus was to create a new Capital Account line item in order for the unused funds to be available over a period of time. The initial project is expected to take over a year to complete and funding will be available for periodic upgrades of infrastructure. In order to create a new line under the Board of Selectmen's budget, the Board will need to make a request to the Board of Finance, and once approved, the next step will be to go before a Town meeting asking for the approval of an additional appropriation in the amount of $70,000 and the creation a new line under Capital Accounts - IT. Discussion followed regarding the need for a Computer Assessment Committee meeting to develop a scope of work and estimated expenditures for the various parts of the project in order to go out to bid or choose a vendor from the State Bid List. A joint meeting of the Computer Assessment Committee, Board of Selectmen, and Board of Finance is scheduled for October 5, 2016 at 7:00 p.m. in Room #15 at the Sterling Town Hall/Municipal Building to develop cost estimates and a scope of work.

III.   **Adjournment:** R. Gray made a motion, seconded by L. Cooper to adjourn the meeting at 10:02 a.m. All voted in favor of the motion.

Attest: _____
Dale Boisselle, Recording Secretary