

March 8, 2017

- I. **Call to Order:** The special meeting of the Sterling Computer Assessment Committee was called to order at 7:05 p.m. Members Present: Adam Belesimo, Ross Farrugia, and Robert Gauthier. Staff Present: Dale Boisselle.
- II. **Approval of Minutes:** R. Gauthier made a motion, seconded by A. Belesimo, to approve the August 17, 2016 special meeting and October 5, 2016 Tri-Board minutes as presented. All voted in favor.
- III. **2017-2018 Technology Budget:** Discussion was held regarding the 2017-2018 Information Technology budget amount as well as how to track the software costs that are in the budgets for individual offices. Each department did not submit computer hardware requests, but did include software requirements. The CAC would like to see all the technology items in its own section so that it can be evaluated year to year, and managed. A. Belesimo made a motion, seconded by R. Gauthier to request reports from the town Treasurer so that the committee can get a better understanding of how the funding for software and hardware has been handled up to this point so further recommendations can be made. All voted in favor.
- IV. **Bidder Requirements:** Bidder Requirements for the upcoming projects were discussed. Discussion was held regarding requiring direct labor only or if subcontractors would be allowed on any of the projects. A. Belesimo made a motion, seconded by R. Gauthier, that A. Belesimo would write up the bidder requirements for each of the bids as the requirements are specific to each part of the project. All voted in favor.
- V. **Cabling Requirements and Bid Specifications:** Cabling requirements were discussed, the bid will need be split into two parts, installation and removal of cables. The legal notice for the bids were discussed. The bids for cabling, network switches and server replacement will be combined and be brief. The bid specifications will be posted on the website for the bidders to get the information required for the projects. There will be a one week period after the notice is published for any requests for clarifications from bidders and the Computer Assessment Committee (CAC) will respond to any questions on the second week leaving plenty of time for bidders to submit bids. Sealed bids are to be submitted to the Town of Sterling and bidders will be required to submit an electronic copy of the bid with their sealed bid for consideration. This will allow CAC to evaluate the bids more effectively. The committee looked at alternative locations for the new server to be installed. Moving the server will allow for a smoother transition to the new server as the old one would not be disturbed before the cut over. There is a closet in the Library area that the committee feels would be better than the current location as the current one does not have adequate airflow causing heat to build up. R. Gauthier made a motion, seconded by R. Farrugia to discuss options with for the server relocation with Russell Gray, First Selectman at their earliest mutually convenient time and to have A. Belesimo write up the bid specifications for each of the projects after we get needed information from Savage Systems. All voted in favor.
- VI. **Adjournment:** R. Gauthier made a motion, seconded by R. Farrugia, to adjourn the meeting at 8:09 PM

Attest:



Dale Boisselle, Recording Secretary