

August 15, 2018

- I. **Call to Order:** The special meeting of the Sterling Computer Assessment Committee was called to order at 7:01 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 Special Meeting Minutes from July 12, 2017 as presented. All voted in favor of the motion.
- III. **Discuss Upgrading to the Latest Version of Office 365 for Users at the Sterling Municipal Building, 1183 Plainfield Pike, Oneco:** Discussion was held regarding what would be required to complete a conversion. D. Boisselle will need to gather information from Savage Systems regarding how many email accounts the Town utilizes, determine which version of Office 365 is suitable for the Town of Sterling, as well as, a cost conversion estimate, and information pertaining to government pricing.
- IV. **Discuss Replacing up to Forty (40) Percent of the Computers for the Sterling Municipal Building, 1183 Plainfield Pike, Oneco:** The consensus of the committee is to replace thirty-three (33) percent of the oldest computers each year for the next three (3) years and then reduce the yearly replacement to twenty (20) percent as most of the computers are either at or nearing the end of the predicted lifespan. The committee would like the computers to be licensed from the Microsoft Portal, have an image that the Town owns, which would then be installed on all machines purchased, and move to one manufacturer for all PCs. D. Boisselle shall inquire what the imaging software is preferred by Savage Systems. Replacing desktops with laptops and docking stations was also discussed. The concerns with laptops would be the additional cost of docking stations as well as increased potential for theft; however, the same model would have a longer production life to allow for a higher likelihood of staying with the same make/model for more users. A. Belesimo will write up the bid criteria for the computers.
- V. **Adjournment:** R. Gauthier made a motion, seconded by R. Farrugia, to adjourn the meeting at 8:09 P.M. All voted in favor of the motion.

Attest: _____
Dale Boisselle, Recording Secretary

The next meeting of the Sterling Computer Assessment Committee will be held on September 26, 2018 at 7:00 P.M.