

September 26, 2018

- 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 Special Meeting Minutes from August 15, 2018 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:** D. Boisselle reported that Savage Systems could do the email conversion at a cost of \$11.99 per email. The Committee felt that was a very reasonable price for the conversion. Discussion was held regarding which version of Office 365 would work best and if there should be any variation in versions of Office 365 amongst users due to different needs. It was the consensus of the Committee all users should use the same version of Office 365 and that we should be utilizing the Premium edition.
- IV. **Discuss Replacing up to Forty (40) Percent of the Computers for the Sterling Municipal Building, 1183 Plainfield Pike, Oneco:** Bid criteria was discussed. There is a need for one laptop and the rest will be desktop computers. Hard Drive and processor speeds were discussed as well as Windows 10 license key requirements.
- V. **Adjournment:** R. Gauthier made a motion, seconded by R. Farrugia, to adjourn the meeting at 7:30 P.M. All voted in favor of the motion.

Attest: _____
Dale Boisselle, Recording Secretary