

TOWN OF STERLING  
BOARD OF SELECTMEN  
September 29, 2016

MEETING:	<p>Chairman Kilcoyne called the meeting to order at 8:30 am. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – present.</p> <p>Amrith Kumar and Ron Furmaniuk were at the meeting to represent the IT Committee.</p>
IT Issues	<p>The Company that the Board is considering for the IT firm for the Town is Guardian Information Technologies, located at 223 Water Street in Leominster. It has been in business for 20 years. Guardian was unanimously recommended by the IT Committee, as it was immediately prepared with references and a vision for the future, regarding the Town of Sterling.</p> <p>The two men who were at the meeting to represent Guardian Information Technologies were Bradley Warren and Jay Walton.</p> <p>The following points were made:</p> <ul style="list-style-type: none"><li>• Guardian is willing to bill for time and materials rather than a set monthly/yearly fee.</li><li>• The Town hopes to keep expenses at a minimum by having a “Single Point of Contact” (initially within each municipal building) through whom computer/network issues will be triaged prior to authorization to engage the services of GIT.</li><li>• While each municipal building may initially have someone who is the Point of Contact for that building, it is the goal of the Town and Guardian IT to eventually have one person responsible for all IT service authorization.</li><li>• Guardian’s objective is to stabilize the environment and to implement technology that will allow them to efficiently manage services, both remotely and on-site.</li></ul> <p>Selectwoman Cranson moved to engage Guardian Information Technologies as the Town’s IT service. Selectman Lane amended the motion and moved that the Board engage Guardian Information Technologies as the Town’s IT service, effective immediately. Selectwoman Cranson 2<sup>nd</sup> the amended motion. Selectwoman Cranson - Aye. Chairman Kilcoyne – Aye. Selectman Lane – Aye. Motion carried.</p> <p>Guardian will start as soon as the contract/agreement is signed. The contract/agreement will be vetted through Town Counsel and as soon as it is signed, Guardian will start. There will be an overlap of service between Spaulding Hill and Guardian IT to ensure a smooth transition. A letter of authorization will be given to Guardian so that they may gather pertinent information from providers. The Board is encouraged to decide upon the day and time of required in-house service to be provided. Service will be provided via a ticket system. Guardian will need to document the environment. The back-up system will be a priority. The Town Administrator will initially be the contact person.</p> <p>Selectwoman Cranson moved to adjourn at 9:45am. Selectman Lane 2<sup>nd</sup>. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Adjourn	<p><u>Materials: Guardian Project Specifications &amp; Cost Projections, cover letter</u></p>