

Town of Newtown
Town Building Inventory & Planning Work Group
Thursday February 2, 2023, Special Meeting Minutes

The Following Minutes Are Subject to Approval by the Work Group

The Town Building Inventory & Planning Work Group held a special meeting Thursday February 2, 2023, via Zoom. Chair Ned Simpson called the meeting to order at 7:04 pm.

PRESENT: Graham Clifford, Fred Hurley, Ned Simpson, and Zach Marchetti

ABSENT: Allen Adriani, Bob Gerbert, and David Schill

VOTER COMMENTS: None

COMMUNICATIONS: None

OLD BUSINESS:

- Discussion: Transitioning Newtown Inventory System (NIS) to a Newtown cloud. Al Miles indicated that if he can be provided a cost estimate he will make arrangements to move the NIS prototype system to a Newtown Azure cloud. Graham C indicated \$50.00 per month would cover the charges.
- Discussion - Newtown Building Documents Scanning – Image Storage
This afternoon's discussion with Al Miles, Technology Director, was summarized for the Work Group. He is proposing scanning, indexing and a retrieval system be done inhouse. It would require the purchase of one or two scanners and the use of temporary help to do the initial scanning to paper documents stored by various town departments.
 - Fred H will schedule a meeting of key Town department heads: Building Department, Health Department, Land Use. Document scanning will be presented and discussed. Prior to the meeting, they will be given the following questions:
 - What type of documents do you: receive, create and use?
 - Where (how) are they stored?
 - How are they organized? e.g. address, name, case number
 - Graham C pointed out that the Town will need to engage a programmer to build a simple data base system for indexing document files and their retrieval. To define functions and feature of that system, User Stories will need to be prepared. User Stories would be structured as:
 - Who I am
 - What I do
 - Why I do it
 - How I do it
 - Capturing, scanning and using the digital documents will need to become part of the every-day work in a number of departments. A work book will need to be written for users.

- Ned S and Zach M pointed out that this effort needs a designated Project Manager

ANNOUNCEMENTS:

- Fred H reported that at this morning's Department Head Meeting, First Selectman Dan Rosenthal announced that he would not be running for reelection.
- Next meeting Thursday March 2, 2023

ADJOURNMENT: Adjourn at 7:38 pm

Respectfully submitted,

Ned Simpson, Chair