

THE FOLLOWING MINUTES ARE SUBJECT TO APPROVAL BY
THE BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting Monday, October 16, 2023. The meeting was held in the Council Chambers at the Newtown Municipal Center. First Selectman Rosenthal called the meeting to order at 7:30 p.m. and opened the meeting with salute to the flag.

PRESENT: First Selectman Daniel C. Rosenthal, Selectman Maureen Crick Owen and Selectman Ed Schierloh.

ALSO PRESENT: Finance Director Robert Tait, Department of Public Works Fred Hurley, Ned Simpson and one member of the public.

VOTER COMMENTS: **Tom Long**, 3 Birch Rise Drive thanked the board for their dedication and service to the town. He expressed support for pickleball saying that it is a growing community of about 500 people in town and growing every week. He has met dozens of people and finds it to be a support network as people are there 2-3 hours and talk about many things. This helps with the isolation and distance people were feeling during the pandemic. Pickleball also provides an opportunity for exercise as well as economic development. When people come to town to play pickleball they often visit Newsylum and local restaurants.

ACCEPTANCE OF THE MINUTES: Selectman Crick Owen moved to accept the regular meeting minutes of October 2, 2023. Selectman Schierloh seconded. All in favor.

COMMUNICATIONS: none.

FINANCE DIRECTORS REPORT: Mr. Tait presented the American Rescue Plan (ARP) appropriation worksheet dated 10/16/23, not to include the appropriation on this meeting agenda. (att.)

NEW BUSINESS

Discussion and possible action:

- 1. Building Inventory Work Group Presentation:** Ned Simpson presented the Town Building Inventory & planning Work Group report (att.) saying he was impressed with the Town staff. Mr. Hurley said that Mr. Simpson was committed, focused and stayed on task. Selectman Crick Owen worked with Mr. Simpson on the Town Administrator Work Group and finds him to be an asset to the town. Selectman Schierloh recognized the tremendous amount of work that went into this study. There was discussion on the inability to find plans for different town buildings. Every component has a QR code; prints are being scanned. Mr. Hurley noted that going forward, all QR codes will be noted in a database and work will begin going back to older projects. First Selectman Rosenthal said the town is in a good spot with the database and the vast amount of information. John Barlow wants conduct a study on the school facilities.
- 2. American Rescue Plan Appropriation, Pickleball:** There is a growing interest in pickleball. It failed at referendum as all funding was proposed to be bonded. This appropriation is different than originally proposed; it will include public and private contributions. Fundraising and American Rescue Plan money will be used and if grants become available the project can be moved up; it is currently in year 2 of the CIP. Selectman Crick Owen compared the project to the skate park and the dog park in that groups were very active and engaged with fundraising. Selectman Crick Owen moved to accept the resolution providing for an appropriation totaling \$100,000 for a contribution to a pickleball court (8) project listed in the 2024-25 to 2028-29 proposed CIP to be funded, in part from the American Rescue Plan (ARP) grant (att.). Selectman Schierloh seconded. All in favor.

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2023 OCT 17 P 4:01

Debbie Lucia Holstead
NEWTOWN TOWN CLERK

3. **Appointments/Reappointments/Vacancies/Openings:** Selectman Crick Owen moved to appoint Stephen Riccitelli as an alternate to the Commission on Aging, Christine McAndrew to the C.H. Booth Library and to re-appoint George Daniels to the Design Advisory Board. Selectman Schierloh seconded. All in favor.
4. **Driveway Bond Release/Extension:** Selectman Crick Owen moved to accept the driveway bond releases for George Trudell, 14 Deer Hill Dr., M7, B7, L15.1, Corbo Associates, Inc., 17 Sebastian Trail, M12, B2, L39, Dev. Lot 13, Prestigious Homes, LLC, 19 Sebastian Trail, M12, B2, L39, Dev. Lot 12 and Nunez Insulation, LLC, 31 Tunnel Rd, M5, B7, L12, each in the amount of \$1,000. Selectman Schierloh seconded. All in favor.
5. **Tax Refunds:** Selectman Crick Owen moved to approve Tax Refunds #28 in the amount of \$7,212.43. Selectman Schierloh seconded. All in favor.

VOTER COMMENTS: none.


ANNOUNCEMENTS: none.

ADJOURNMENT: Having no further business the regular Board of Selectmen meeting was adjourned at 8:15p.m.

Attachments: ARP appropriation worksheet, Newtown Building Inventory & Planning Work Group Presentation; ARP Pickleball appropriation;

Respectfully submitted,
Susan Marcinek

Town of Newtown									
the American Rescue Plan Act of 2021 (ARP)									
ARP Working Group Worksheet - Up Till October 16, 2023									
ARP award amount			\$ 7,674,294		Total Expended				
					Up Till				
Possible Uses:			Recommended	Approved	10/16/2023	Encumbered	Balance		
line	General Government:								
1	Fairfield Hills - Replace Water Distribution System	1,500,000	✓	1/27/2022	f	45,147	15,945	1,438,908	to be bid Nov 2023
2	Fairfield Hills Campus Safety Improvements	20,000	✓	12/12/2022	f	-	-	20,000	
3	Edmond Town Hall Building Improvements	125,000	✓	9/22/2022	f	-	47,843	77,157	
4	Public Works:								
5	Multi-purpose Building Roof	190,000	✓	1/27/2022	f	184,415	-	5,585	
6	Public Works 6 Wheel 8 Ton Dump Truck	240,000	✓	12/12/2022	f	-	103,210	136,790	truck 95% complete
7	Public Works Front & Bucket Loader	300,000	✓	7/28/2022	f	298,635	-	1,365	
8	Transfer Station Site Improvements	200,000	✓	4/11/2022	f	200,000	-	-	
9	Municipal Building Improvements	100,000	✓	4/11/2022	f	14,400	-	85,600	
10	Sandy Hook Side Walks								
11	section #1 - Glen Road	215,000	✓	9/22/2022	f	-	-	215,000	to be bid Nov 2023
12	Public Safety:								
13	Fire Commission Fire Suppression Tank Repair	50,000	✓	1/27/2022	f	33,153	-	16,847	
14	Fire Company Grants (4 x \$15,000); NUSAR (\$15,000);	90,000	✓	1/27/2022	f	84,623	-	5,377	
15	Ambulance (\$15,000)								
16	Board of Fire Commissioners (5 x \$50,000) + \$50,000 (training)	300,000	✓	1/9/2023	f	58,650	-	241,350	
17	Police - New firearms, Equipment and Ammunition	60,000	✓	4/27/2023	f	25,185	-	34,815	
18	Recreation & Leisure:								
19	Parks & Recreation Truck with lift gate	90,000	✓	4/11/2022	f	53,005	17,924	19,071	
20	Dickinson Park New Pavilion (Refurbishment)	150,000	✓	4/11/2022	f	150,000	-	-	
21	Dickinson Park New Pavilion (Refurbishment) - add'l amount	50,000	✓	9/22/2022	f	24,430	-	25,570	
22	Bike Park at Fairfield Hills	75,000	✓	9/22/2022	f	75,000	-	-	
23	Pickleball Courts at Fairfield Hills	100,000	✓	10/10/2023					
24	Health & Welfare:								
25	Housing Stalization Fund	20,000	✓	9/22/2022	f	13,232	-	6,768	
26	Senior/Community Center 14 passenger bus	90,000	✓	5/9/2022	f	-	-	90,000	on order
27	Additional Amount Required (due to current quote)	20,000	✓	2/13/2023	f	-	-	20,000	on order
28	COVID supplies/expenses	40,000	✓	1/27/2022	f	412	-	39,588	
29	Child/Youth Enrichment Fund (Newtown Human Services Dept.)	20,000	✓	7/28/2022	f	20,000	-	-	
30	Community Center:					sent to united way for program			
31	Community Center Outside Storage Building	75,000	✓	4/11/2022	f	5,750	-	69,250	
32	Community Center Patio	155,000	✓	4/11/2022	f	155,000	-	-	
33	Community Center/Senior Center Handicap Doors	16,000	✓	4/11/2022	f	16,000	-	-	
34	Education:								
35	Hawley School HVAC/Ventilation project	2,500,000	✓		f	2,500,000	-	-	
36	Student Tutoring Support Program (Newtown Human Services Dept.)	100,000	✓	7/28/2022	f	2,030	70	97,900	new process
37	Middlegate School Playground	33,000	✓	2/13/2023	f	-	-	33,000	95% complete
38	Project Adventure Course Installation & Upgrade	94,000	✓	2/13/2023	f	49,790	34,035	10,175	
39	Borough:								
40	Sidewalk Construction and Related Safety Improvements	200,000	✓	3/13/2023	f	-	-	20	



Board of Selectman Status Presentation

October 16, 2023

Town Building Inventory & Planning Work Group


Allen Adriani, P.E., Vice-Chair	Graham Clifford
John Barlow, P.E.	Fred Hurley
Zach Marchetti P.E.	Ned Simpson, Chair

1

Town Building Inventory & Planning Work Group

- Created March 2021 by the Board of Selectmen
- Work Group Members:

Allen Adriani, P.E.	2021 to Present
John Barlow, Dir of Facilities	2023 to Present
Fred Hurley, Director Public Works	2021 to Present
Bob Gerbert, P.E. Dir of Facilities	2021 - 2023
Zach Marchetti, PE	2021 to Present
David Schill, P.E.	2021 - 2022
Ned Simpson, Chair	2021 to Present
Deborra Zukowski, Liaison BOE	2021
- To establish an information system to inventory town buildings, their major components, and expected useful life for planning, including the CIP.



2

BOS March 1, 2021

Specific activities

1. Investigate how other towns monitor and manage their buildings.
2. Identify current methods for keeping building and building component inventory as well as warranty periods, maintenance requirements, and useful life.
3. Determine building components to track such as: Roofs, Boilers, Air handling and conditioning, Parking Lots, Solar, Plumbing, Emergency systems.
4. Design a spreadsheet or other simple digital system to capture, store and report building data. Alternatively investigate availability of commercial systems to meet these needs.
5. Design an annual Town Building Dashboard to be presented to the Board of Selectmen and Board of Education as input to their CIP preparations. Dashboard would also be available to the Board of Finance.
6. Establish the Newtown building inventory system and oversee the initial population of building data.
7. Recommend responsibilities and basic process for maintaining timely and accurate building data
8. Recommend other uses for or extensions to the building inventory.
9. Periodically report progress, findings and system design to the BOS.

3

Uses of Building Inventory



Operational

- Maintenance
 - What was done
 - What needs to be done
 - Routine (Preventative Maintenance)
 - What, When, How
 - Repair
 - Follow-up
- Linkage to Work Order System
 - Brightly Systems (Dude's Solutions)
 - DPW System
- Documentation
 - Look-up and Retrieval
- Warranty Management

Planning

- Project Overlay
 - CIP
 - Non-CIP Replacement
 - Abatement Needed
- Energy Audits
- Ad hoc Queries
- Analysis of Maintenance Data – Patterns to inform
 - Preventive Maintenance Scheduling
 - Repair and Maintenance costs
 - Purchases
 - Service contracting
- Knowledge Transfer

4

Work Group Accomplishments

- Researched Other Towns and Commercial Products
- Created Facility and Component Taxonomy
- Collected inventory of Buildings
- Investigated establishment of a unified Work Order system
- Created and exercised a prototype system (Newtown Inventory System – NIS)
- Impacted CIP, particularly 5-to-10-year items
- Facility Tours To Capture Components data
 - Public Works
 - C H Booth Library
 - Police Station
 - Reed Middle School
 - Edmond Town Hall
 - Head of Meadow
 - Community Center/Sr Center



5

Newtown Information System

Proof of Concept by Graham Clifford
<https://www.vbbs.com/nis/>

Inventory Item

Template for entry
 Entering an item

Maintenance Report

(Come from Work Orders & PM)

Condition
 Remaining Useful Life
 Work done (including cost)

Tagging an Image to an entry*

Project definition overlay*

Reports & Look-ups

Filter data:

- Facility/Wing
- Component or System
- Other data

Useful life / Condition*

CIP Components *

Maintenance & Inspection*

Currently on a WG member's Microsoft Azure Cloud.

* Not fully developed

6

Newtown Information System

Proof of Concept by Graham Clifford
<https://www.vbbs.com/nis/>

- **Loaded:**
 - 84 Facilities
 - 12 Unused
 - 12 Not Town Owned Buildings
 - 44 Component Tables
 - 35 Component Entry Templates
 - 198 Components
- **Design Documentation**
- **Draft User Manual**
- **Loading Sandy Hook School took a couple hours**
- **Loading the new Police Station from plans was not completed after a weeks worth of effort**
- **Needs to be moved to a town cloud before further development**

7

Lessons Learned

- Departments involved with facilities do impressive work with lean resources.
- Operations related to facilities and properties are department focused
- Documents and data related to facilities are scattered across town
- A building inventory system would yield cost savings to the town
- Compiling the inventory will require individuals with a concerted focus on the effort and understanding of facility components
- The Work Group did not avoid scope creep
 - Work Order System
 - Document Imaging and Management
- Volunteers can only do so much
- The "and Planning" role is still a need

8

Companion Challenge/Opportunity:

Work Orders

Work Orders are created for: scheduled maintenance, repair, emergencies and inspections

Work Orders are the data source for remaining useful life.

Maintenance & Repair Responsibility

- Mostly outsourced
 - Schools have staff
 - School staff help with municipal facilities
- Work Order Systems
 - Schools use a system form Brightly (Formerly Dude's)
 - Public Works us GIS capabilities
- No Town Preventative Maintenance (PM) System. Work Orders for scheduled work typically linked to a PM system
- TBI&P Work Group looked at Work Order Systems. In particular having the schools and town use the same system.

Document Imaging

Paper and digital documents, associated with System, Component, Facility and Wing, and/or Property exist across many town departments

- Documents include applications, drawings, specifications, IOM manuals, inspections, correspondence, maintenance reports, etc.
- Physical documents are stored and managed in multiple locations across town.
- Accessibility, condition and usability of documents vary and are vulnerable to loss
- Acceptance, storage and management of digital versions of above varies
- Schools had thousands of pages digitized
- Town department heads, with Work Group participation, have been meeting on this issue

Opportunities exist for improvements in constituent services, cost savings, and risk mitigation

9

Document Image Data Base

Purpose

Select and implement a system to capture digital images and digitize paper document using a coordinated set of indexes to facilitate inter department work and services to residents. It will also provide protection against data loss. Initially the capability will be for Newtown staff only. Public access will be a future capability

- A multi-month project that requires project management and assigned staff
- Will involve workflow changes, customization of software, and new hardware. (New scanners have already been funded)

Draft Request

Fund a project manager, with document management, and imaging experience, preferably in municipal settings.

- Funding for software development for document file indexing, upload, retrieval and reporting.
- Funding for technology needed for document management.

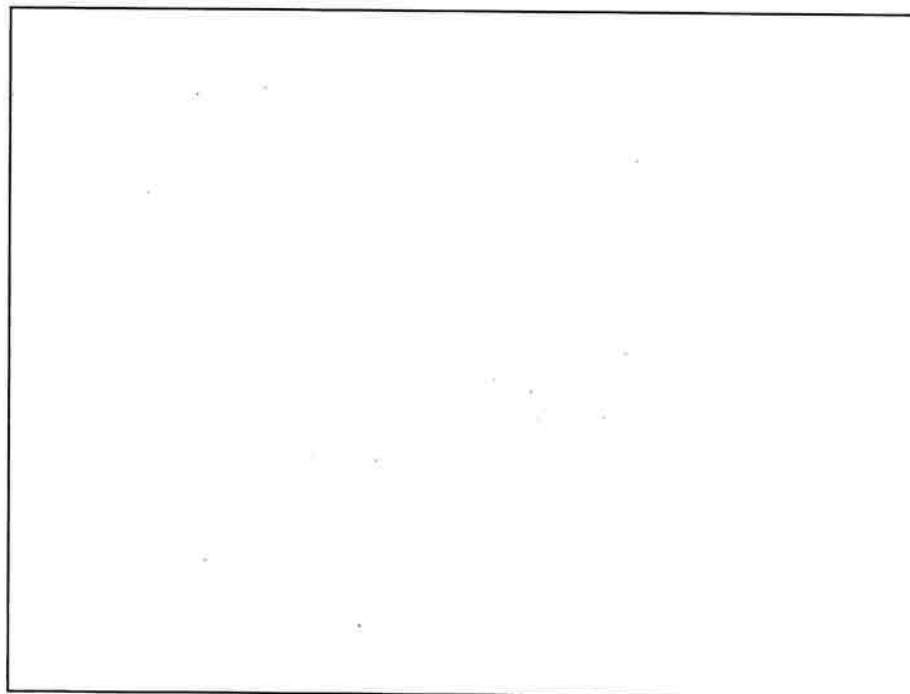
Fred Hurley – Public Works	Donna Culbert – Health Department	Rob Sibley – Land Use
John Barlow – Director of Facilities	John Curtis – Town Engineer	John Poeltl – Building
Kathy Brown – Tax Assessor	Erin Kelly – GIS	Emily Erickson – Building

10

Building Inventory & Planning Work Group Going Forward

- Once the new First Selectman and BOS are in place:
 - Refresh the Building Inventory & Planning Work Group
 - Charge and relationship to other Work Groups and Committees
 - Membership (BOE liaison, Engineering, IT, Document Management, Project Management, etc.)
 - Arrange project management and staff support
- Building Inventory
 - Move NIS to Newtown Azure Cloud.
 - Implement software updates, fixes and enhancements
 - Initial population of the data project
 - Establish ongoing data capture and quality
 - Additions and Replacement – CIP Related
 - Maintenance Routine & Repair – Work Orders
- Document Management Project
 - Support the Department Heads initiative
 - Design of Index and program to upload tagged images
 - Population of the data
 - New work flows to capture new documents
 - Existing Document File Capture from recent construction
 - Ongoing data capture and quality

11



12

A resolution providing for an appropriation totaling \$100,000 for a contribution to a pickleball court (8) project listed in the 2024-25 to 2028-29 proposed CIP (for \$350,000). To be funded, in part, from the American Rescue Plan (ARP) grant.

\$100,000 requested appropriation was recommended by the ARP Working Group on 10/10/2023.

The ARP Working Group is comprised of the following:

Board of Selectmen

- Ed Schierloh *

Board of Finance

- Sandy Roussas *
- Erica Sullivan

Legislative Council

- Charles Gardner *
- Matthew Mihalcik *
- Michelle Ku *

Ex-officio

- First Selectman, Dan Rosenthal *

Present *

American Rescue Plan Working Group
Council Chambers, Newtown Municipal Center
3 Primrose St Newtown Ct
Monday October 10th, 2023

Minutes

Present: Ed Schierloh, Matthew Mihalcik, Sandy Roussas, Charles Gardner & Michele Ku

Absent: Erica Sullivan

Also Present: First Selectman Dan Rosenthal, Newtown Pickleball Association representatives (Jan Brown, Bruce Goulart & Bill Manfredonia)

Call to Order: Dan Rosenthal called the meeting at 6:33 pm

Vote Comments: None

Approval of Minutes: None

Old Business:

Discussion and Possible action

1. Pickleball

- a. The proposed CIP plan had \$650,000 for pickleball though Mr Rosenthal paired it down to \$350,000. He contacted Southbury who just installed courts. They did so for about \$40,000 per court, the court being a post-tension concrete court which is ideal. He add a \$50,000 contingency to account for any cost increases in the coming years. He moved the project from year 4 to year 2. He felt that if it was in year 4 it there wouldn't be as much excitement for the Pickleball Assoc to be able to fundraise and we wouldn't be able to use ARP funds. Mr Manfredonia said that P&R has committed to putting \$5000 towards a feasibility study for the courts. Mr Manfredonia said that they intend to apply for a STEAP grant with the assistance of the Town. There have been other towns award STEAP grants for pickleball courts. Ms Roussas asked about the difference of the amounts. Mr Rosenthal said that he doesn't know where the \$650,000 number came from, Mr Rosenthal did his research and he thinks that \$350,000 is more realistic also assuming there is some kind work from Public Works. Mr Gardner asked about the number of courts. Mr Manfredonia and Mr Rosenthal said that the goal is 8 courts. Ms Ku asked is Fairfield Hills Authority has been consulted on the location of the courts on the campus. Mr Manfredonia said yes they have been and the idea is to make sure they wouldn't inhibit any commercial development at FH in the future. **Charlie Gardner moved that we make a recommendation to the Board of Selectman to start the appropriation process to commit \$100,000 of ARP funds towards the Pickleball project. Seconded by Sandy Roussas. All in Favor (5-0), motion passes)**

Voter Comments: None

Adjournment: Ed Schierloh moved to adjourn the meeting at 7:07 pm. Seconded by Sandy Roussas, All in favor.

Respectfully submitted,

Matthew Mihalcik

**These minutes are subject to approval by the American Rescue Plan Working Group
at the next meeting**