Town of Newtown
Town Building Inventory & Planning Work Group
Monday March 7, 2022 Special Meeting Minutes

The Following Minutes Are Subject to Approval by the Work Group

The Town Building Inventory & Planning Work Group held a regular meeting Monday March 7, 2022 at the Sr Center. Ned Simpson called the meeting to order at 6:38 pm.

PRESENT: Allen Adriani, Bob Gerbert (via Phone), Zach Marchetti and Ned Simpson.
Graham Clifford, and Fred Hurley
ABSENT: David Schill

VOTER COMMENTS: None

ACCEPTANCE OF THE MINUTES: Allen A moved to approve the minutes of February 23, 2022, seconded by Fred H. Motion passed unanimously.

COMMUNICATIONS: None

OLD BUSINESS:
Follow-up From Previous Meetings
- Shelia Torres sent a spreadsheet from her system to track remaining life of Equipment at Edmond Town Hall. The system is *eSpace* from Smart Church Solution, Inc.
    o Ned S will draft a general comparison of Dudes and *eSpace*.
- Definitions discussed:
    o Document types "Initial Inspections" and "Warranty" will be related to a facility. After the initial load, inspections would be reported via Maintenance Reports
    o If a facility does not have wings, the "Wing" field will be "Original Building" if a facility has wings, "Main Building" will be used
- Discussed glitches and enhancements

Discussion: Purpose, design, and development of a Town building inventory

- Discussion of Newtown Information System (NIS) Prototype.
    - The group collectively worked on loading data for the Police Station.
        o Some glitches were identified
        o Need to load the automated gate between civilian and police parking and generator
        o Need to conform how Ductless splits are entered. Allen A will follow-up as to whether to use Air Handler or Air Cooled Condensing Unit
- Discussed the challenge of Data Quality assurance.
- Discussed the pace of data entry for the Police Station, slower than expected and the need to prioritize loading. Ned S to provide a summary of CIP requests that would tie to the Building Inventory
- Brief discussion of workflows for Work Orders and maintenance reports.
    - Conference call (Zoom) with GIS Specialist, Bob G, Graham C and Dude Solutions (technical folks) scheduled for March 10.

ANNOUNCEMENTS:

Regular meeting of March 9, 2022, will be cancelled as the Work Group will meet Monday March

ADJOURNMENT: Allen A moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:37 pm seconded by Zach M. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair