

Town of Newtown
Town Building Inventory & Planning Work Group
Wednesday April 27, 2022 Regular Meeting Minutes

The Following Minutes Are Subject to Approval by the Work Group

The Town Building Inventory & Planning Work Group held a regular meeting Wednesday April 27, 2022, at the BOE Conference Room. Ned Simpson called the meeting to order at 7:10 pm.

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

ABSENT: Bob Gerbert and David Schill

VOTER COMMENTS: None

ACCEPTANCE OF THE MINUTES: Zach M moved to approve the minutes of March 7, 2022, seconded by Fred H. Motion passed unanimously.

COMMUNICATIONS: None

OLD BUSINESS:

Follow-up From Previous Meetings

- Campus, Facility and Building/Wing loaded. To enable Components and document loads
- User Manual started

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

- Load priority by Facility & Component in part driven by CIP discussed. Accepted to structure in the spreadsheet to building groups and components related to the CIP
- Refined earlier decision to have firehouses and other building on town land but not owned by the town. Since at times town resources go to these buildings a special category of “Auxiliary” will be set-up for firehouses, Ambulance and NYA.
- Ned S will follow-up with Graham on Newtown Information System (NIS) items.
- Loading data is our priority. Discuss how and who.
 - Set some 3 to 4 hour times to do walkthroughs
 - Method: Walkthrough put post-a-note with a unique number next to the component’s name plate and take a picture. Picture will be used after the walkthrough to enter the data
Graham can set-up a Drop Box (or other) place to store these pictures
 - Town staff in Building Department need to know the system.
 - Possibility of students, NHS, Collages, trade schools.
Fred to call Bob G about HS students
- Regarding Work Orders and maintenance reports, Fred has put off further discussions with Brightly Systems (Formerly Dude Solutions)

ANNOUNCEMENTS:

Regular meeting of May 11, 2022, to be cancelled. Ned S (on traveling 5/10 thru 5/23.) Will survey for time for walkthroughs.

ADJOURNMENT: Allen A moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 7:57 pm seconded by Zach M. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair