

Town of Newtown  
Town Building Inventory & Planning Work Group  
Wednesday July 13, 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 July 13, 2022, at the Newtown Community Center. Ned Simpson called the meeting to order at 7:12 pm.

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

Matt Ariniello, Community Center Director

**ABSENT:** Bob Gerbert, Zach Marchetti and David Schill

**VOTER COMMENTS:** None

**COMMUNICATIONS:** None

**COMMUNITY CENTER / SENIOR CENTER TOUR**

Matt led the Work Group on a tour of project areas and maintenance areas.

**OLD BUSINESS:**

**Follow-up From Previous Meetings**

- Ned S reported on a Zoom conversation with Graham C on NIS functions and features
- Reviewed Head of Meadow HVAC equipment lists and pictures from the tour June 13, 2022
- Reviewed data and photos collected on Reed Intermediate School tour May 10, 2022. Ned S will set-up the spreadsheet of images for Alan A to assign Unique System IDs. This will go back to Ned S who will enter the components
- Discussed capture of Community Center / Senior Center components. Matt A will create a jump drive of the drawings, as-built, manuals etc for the building. Ned S will pick this up and set up entry into NIS. Digital Maintenance reports will also be compiled by Matt A for Ned S and Alan A. Next meeting Work Group will review component identification from these documents before touring the Facility
- User Manual. Ned has to touch base with Graham C for reminders on functionality. He will then write the sections related to images.

**ANNOUNCEMENTS:**

Regular meeting of July 27, 2022 will be at the Community Center.

**ADJOURNMENT:** Allen A moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:27 pm seconded by Fred H. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair