

Town of Newtown  
Town Building Inventory & Planning Work Group  
Thursday October 6, 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 Thursday October 6, 2022, via Zoom. Ned Simpson called the meeting to order at 7:00pm.

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

**ABSENT:** Allen Adriani and David Schill

**VOTER COMMENTS:** None

**COMMUNICATIONS:** None

**OLD BUSINESS:**

- Discussion - Newtown Building Documents Scanning – Image Storage  
Bob G reported on the schools project where an outside contractor is scanning hard copy building drawings and documents. The images, with a standardized file naming convention, are delivered on a thumb drive with the returned hard copy. Ned S has discussed with the First Selectman the advantages of looking at this effort as shared by all Town entities with paper building documents. First Selectman agreed that it should be considered. The first step will be a consulting study to look at what paper documents are held by Newtown entities to determine and design the storage solution and processes around input and access. First Selectman has taken steps to engage a consultant and this Work Group will be involved in the effort
- Follow-up Inventory Tours: Reed, Head of Meadow, Community Center  
After working through a variety of approaches to capture and load component level inventory, it has become clear that this can not be successfully accomplished by volunteers. To engage staff and IT resources will be more than what is available in existing budgets. Fred H pointed to the effectiveness of the joint LC, BOS and BoF work group on the Transfer Station. This Work Group agreed to seek addition of LC and BOE representation on this WG to be part of the discussion of getting to a sustainable Building Inventory. Ned S will work with First Selectman, LC and BOE leaders towards getting these additions.
- Discussion – Continuing discussion with Lively (Formerly Dude’s Solutions)  
Bob G reported that he has what he needs from Lively. Fred H has base capability with the current work order system. Work Group concluded that further meetings with the vendor on expanding the portfolio would not be productive.

**ANNOUNCEMENTS:**

Based on the best time survey, first and fourth Thursdays were identified as best. However, this means that there is only one week between meetings at the end/beginning of the month. For October/November one of the two meetings will be cancelled based on discussion with LC and BOE.

**ADJOURNMENT:** Adjourn at 7:47 pm

Respectfully submitted,

Ned Simpson, Chair