

Town of Newtown  
Town Building Inventory & Planning Work Group  
Wednesday November 16, 2022, Special Meeting Minutes

The Following Minutes Are Subject to Approval by the Work Group

The Town Building Inventory & Planning Work Group held a special meeting Wednesday November 16, 2022, via Zoom. Ned Simpson called the meeting to order at 7:00pm.

**PRESENT:** Graham Clifford, Bob Gerbert, Ned Simpson, and Zach Marchetti  
Al Miles, Technology & GIS Director

**ABSENT:** Allen Adriani, Fred Hurley, and David Schill

**VOTER COMMENTS:** None

**COMMUNICATIONS:** None

**OLD BUSINESS:**

- Discussed response to request from Matt Ariniello, on behalf of Community Center Strategic Planning Committee regarding Work Group plan for all town buildings and or individual recommendations for town buildings. The Work Group has not produced such plans. Chair will respond as such, highlighting our focus on cataloging the remaining useful life of town buildings.
- Al Miles, was briefed on Work Group efforts to capture a building inventory, including a demonstration of the Newtown Information System (NIS). The Work Group efforts in past months focused on initial loading data. This has proven to be beyond the capabilities of a volunteer effort. Requirements for initial transfer and ongoing maintenance of NIS were discussed. One of the earliest steps is to transfer NIS to a Newtown Azure cloud. The expense for this would be in the neighborhood of \$20 to \$30 per month. Ned S and Al M will pursue funding with the First Selectman. Then Al M and Graham C will orchestrate the transfer.
- Discussed document/drawing scanning, which the Work Group considered in the course of understanding sources of facility and component data. The schools have used a contractor to scan many of their building documents and drawings, delivering the digitized documents, using a standardized file naming convention, on an external drive. Bob G reported favorably on the process, and that he uploaded the files to the schools shared drive. The First Selectman in working with Al M to consider a similar scanning project for municipal documents. Scan Optics, an approved state vendor, will do an assessment of such a projects size.
- 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 is 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 Selectmen has taken steps to engage a consultant and this Work Group will be involved in the effort

**ANNOUNCEMENTS:**

**ADJOURNMENT:** Adjourn at 8:07 pm

Respectfully submitted,

Ned Simpson, Chair