

Town of Newtown  
Town Building Inventory & Planning Work Group  
Wednesday July 26, 2023, 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 July 26 in Conference Room 1 of the Municipal Center and via Zoom. Chair Ned Simpson called the meeting to order at 7:04 pm.

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

**VOTER COMMENTS:** None

**COMMUNICATIONS:**

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**OLD BUSINESS:**

- Discussion: Newtown Inventory System (NIS)

There has been no movement by Technology Department to establish an Azure cloud and moving the NIS system to it. This has been the case for many months. It may be that the Technology department does not have skills or experience with cloud based hosting of applications.

When First Selectman Rosenthal met with the Work Group, he asked that a status report be presented to the BOS. A short slide deck for this presentation was reviewed. Bottom line there needs to be an investment to continue the inventory effort. The fact that there will be a new First Selectman and BOS in December led to discussion of the future of the Work Group. Key points include volunteers cannot populate, manage and report on the inventory, the Planning aspects of the charge were set for after the inventory and are still needed. There is value in presenting the Work Groups status report to the Legislative Council, Board of Finance and Board of Education. Ned S will contact Dan R about the sequence and scheduling of presentations.

- Discussion - Newtown Building Documents Scanning – Image Storage

The workgroup reviewed a high level 16 step plan for this effort. To move forward there needs to be funding for project management, data collection and development of software for tagging, uploading and retrieval of document images. There is an engaged group of Department Heads working on this. Fred H reported that he has talked with Kathy Brown, new Assessor, she is supportive and will join the department head group. The next meeting of that group is Thursday August 3 at 10:00 am

**NEW BUSINESS**

None

**ANNOUNCEMENTS:** Next Work Group meeting will be August 24, 2023 at 7:00 pm.

**ADJOURNMENT:** Adjourn at 7:44 pm

Respectfully submitted,

Ned Simpson, Chair