

Town of Newtown
Town Building Inventory & Planning Work Group
Thursday August 24, 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 Thursday August 24 in Conference Room 3 of the Municipal Center and via Zoom. Chair Ned Simpson called the meeting to order at 7:04 pm.

PRESENT:, Fred Hurley, Ned Simpson, and Zach Marchetti

ABSENT: Allen Adriani, Graham Clifford, and John Barlow

VOTER COMMENTS: None

OLD BUSINESS:

- Discussion: Newtown Inventory System (NIS)

Mr Simpson gave a briefing on his discussion with First Selectman Dan Rosenthal. Mr Rosenthal continues to support the activities of the Work Group. The Work Group should present their activities and recommendations to an October meeting of the BOS. In January the new First Selectman and BOS should be engaged for initiation of the next phase of the Town Building Inventory and Planning Work Group

- Discussion - Newtown Building Documents Scanning – Image Storage

Mr. Simpson continued relating Mr. Rosenthal's support for the imaging initiative. In year end adjustment, the purchase of two wide format scanners will be funded. The project to both digitize hard copy documents in town departments and put procedures in place to capture and maintain new documents in digital form should also be established in January 2024. He understands that these will need to be funded projects.

Mr Hurley described how the departments looking at digitizing documents have come to the point of understanding the need, challenges, benefits, and basic project steps. Participants include:

Fred Hurley – Public Works
Donna Culbert – Health
Department
Rob Sibley – Land Use
John Barlow - Director of
Facilities

John Curtis – Town Engineer
John Poeltl - Building
Kathy Brown - Tax Assessor
Erin Kelly – GIS
Emily Erickson – Building

This project is often compared to the breadth and size of the project to acquire and implement GIS. To make clear the path of this project the major elements of an RFP should be part of the BOS presentation. Mr. Hurley will look for a copy of the GIS RFP to use as a model. Mr. Simpson will draft the BOS presentation. Mr. Marchetti offered his technical writing support.

ANNOUNCEMENTS: Next Work Group meeting will be September 21, 2023 at 7:30 pm.

ADJOURNMENT: Adjourn at 7:40 pm

Respectfully submitted,

Ned Simpson, Chair