

Town of Newtown
Town Building Inventory & Planning Work Group
Wednesday December 8, 2021 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, December 8, 2021. The meeting was held at the Meeting Room 2, Edmond Town Hall. Ned Simpson called the meeting to order at 7:00 pm.

PRESENT: Allen Adriani, Graham Clifford, Bob Gerbert (via Phone), Fred Hurley, Zach Marchetti Ned Simpson and Sheila Torres, Edmond Town Hall Operations Manager

ABSENT: David Schill

VOTER COMMENTS: None

TOUR OF EDMOND TOWN HALL Sheila Torres gave the Work Group a tour of the multiple mechanical, electrical, plumbing and other building systems. It is an eclectic mix of type manufacture and vintage systems. In discussing keeping track of the ETH components and the Inventory system. During the week of December 27 Ned S will meet with Sheila T to review uploading her information and how she can use the inventory system.

ACCEPTANCE OF THE MINUTES: Fred H moved to approve the minutes of November 10, 2021, seconded by Allen A. Motion passed unanimously.

COMMUNICATIONS: None

NEW BUSINESS:

- 2022 Meeting Schedule

Motion to approve the second and fourth Wednesday meeting schedule. (Attachment a) for 2022. Seconded by Alan A. Motion passed unanimously

OLD BUSINESS:

Follow-up From Previous Meetings

- Ned S reported on efforts to complete the Excel version Campus, Facility and Wing Tables.
 - Met (via Zoom) with Crystal Preszler, Rose Carley and George Benson re Fairfield Hills facilities.
 - Met with Amy Mangold re Parks & Recreation facilities
 - Will send the Excel to Graham C.
- Fred H reported that he has the building document image files for the new Police Station and Hook & Ladder building. Sandy Hook school files have been uploaded, but need to be tagged. Fred H indicated that John Poeltl was instrumental in getting these files. Graham C asked that we hold off on doing any tagging until he has made some modifications to the system. At the January meeting we will have a “tagging party.”
- Fred H reported that with funding from Water and Sewer, the town’s GIS Specialist Christina Woehrle, will not be leaving. To effect this change the description of GIS Specialist was re-written. She will be very helpful in the efforts to populate the inventory and move it into production.
- Fred H also noted that the Technology department has recently had two departures.

Discussion: Purpose, design and development of a Town building inventory

- Discussion of Newtown Information System (NIS) Prototype.
 - Graham reported that there are only a few areas to work on: file tagging, and file updates. There is now the ability to download all tables to an Excel format.
 - Now a “User Manual” is needed to enable new people. This will need to include how to use the system and definitions for data capture.
 - Public Works is continuing down the path of enhancing Work Order automation based on tablets. Transferring Work Order data to the Inventory for closed Work Orders will need to be done. Facility Dude system remains the leading candidate.
- Digitizing, Storage and management of facility documents – Not discussed
- For the January Meeting:
 - Invite Al Miles for briefing and orientation
 - Demo of Dude System back end
 - Review Preliminary Draft User Manual
 - Document up-load and tagging party

ANNOUNCEMENTS:

Next meeting Wednesday, January 12, 2021 Ned will seek to have the meeting at the Community Center. Al Miles, Technology and GIS Director will be invited to the January meeting.

ADJOURNMENT: Fred H moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:49 pm seconded by Zach M. Motion passed unanimously.

Respectfully submitted,
Ned Simpson, Chair

TOWN OF NEWTOWN
TOWN BUILDING INVENTORY & PLANNING WORK GROUP
REGULAR MEETINGS

Generally, Second and Fourth Wednesdays 7:00 PM
Municipal Center, except as noted

Wednesday January 12, 2022
Wednesday January 26, 2022
Wednesday February 9, 2022
Wednesday February 23, 2022
Wednesday March 9, 2022
Wednesday March 23, 2022
Wednesday April 13, 2022
Wednesday April 27, 2022
Wednesday May 11, 2022
Wednesday May 25, 2022
Wednesday June 8, 2022
Wednesday June 22, 2022
Wednesday July 13, 2022
Wednesday July 27, 2022
Wednesday August 10, 2022
Wednesday August 24, 2022
Wednesday September 14, 2022
Wednesday September 28, 2022
Wednesday October 12, 2022
Wednesday October 26, 2022
Wednesday November 9, 2022
Wednesday December 14, 2022
Wednesday December 28, 2022