

Town of Newtown  
Town Building Inventory & Planning Work Group  
Monday February 9, 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 Wednesday February 9, 2022 at the BOE Conference Room. Ned Simpson called the meeting to order at 7:09 pm.

**PRESENT:** Allen Adriani, Bob Gerbert, and Ned Simpson.  
Graham Clifford, Fred Hurley and Zach Marchetti (via Phone)

**ABSENT:** David Schill

**VOTER COMMENTS:** None

**ACCEPTANCE OF THE MINUTES:** Allen A moved to approve the minutes of January 26, 2022, seconded by Fred H. Motion passed unanimously.

**COMMUNICATIONS:** None

**NEW BUSINESS:**

- Student Projects and Summer Interns – Deferred until March

**OLD BUSINESS:**

**Follow-up From Previous Meetings**

- Ned S obtained from Fred H a jump drive of building document for the new Police Station. They were uploaded to a private share drive for the Work Group. With Graham C assistance the schematics and specification documents were uploaded into NIS. Ned S reported problems accessing some of the files on the drive. If not resolved, Fred H will take the drive back to Consigili to get access.

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

- Discussion of data model: For Facility added Grounds/Buildings and removed Fire Provisions which are Components. Added additional Tag Types – Maintenance Invoice, and Inspections.
- Discussion of Newtown Information System (NIS) Prototype.
  - The group collectively worked on loading data for the Police Station.
  - Discussed workflows for Work Orders and maintenance reports.
    - Attachment diagram shows process of schools Work Orders, for work by internal staff and Purchase Orders for outside contractor work. Fred H confirmed that Public Works use a path through the GIS system similar to what the schools do with Dudes Solutions Work Order System. Discussed the need for communication between Dudes, Power School Financials, perhaps GIS and our NIS system.
    - Bob G will enter “Outside Contractor” as a “person” that can be assigned Work Orders in the Dudes system. This will enable a connection between work by internal staff and work by contractors.
    - When fully back to work Fred H will schedule a conference (Zoom) with GIS Specialist, Bob G, Graham C and Dude Solutions (technical folks). Likely will be a Friday

**ANNOUNCEMENTS:**

Next meeting Wednesday, February 23, 2022, 7:00 PM

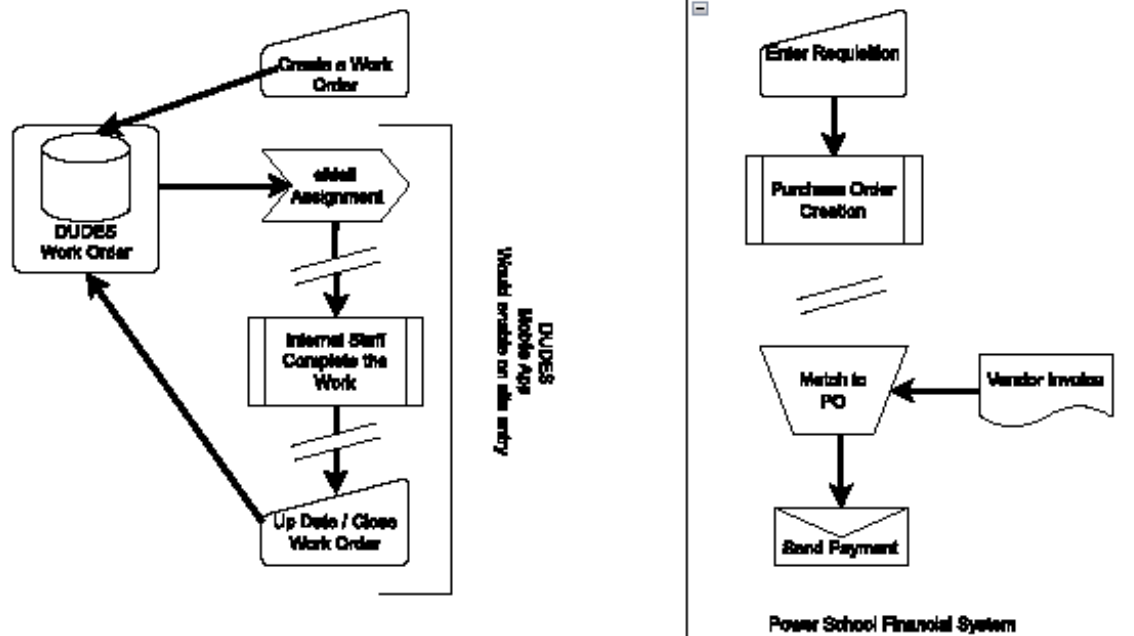
**ADJOURNMENT:** Bob G moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:20 pm seconded by Zach M. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair

# Attachment A Work Order and Vender PO Systems

## Newtown Town Building Inventory and Planning Work Group



Ned Simpson  
February 9, 2022