Town of Newtown
Town Building Inventory & Planning Work Group
Wednesday February 23, 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 23, 2022 at the BOE Conference Room. Ned Simpson called the meeting to order at 7:12 pm.

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

VOTER COMMENTS: None

ACCEPTANCE OF THE MINUTES: Allen A moved to approve the minutes of February 9, 2022, seconded by Bob G. Motion passed unanimously.

COMMUNICATIONS: None

OLD BUSINESS:
Follow-up From Previous Meetings
- Problems with Police Station building document files were caused by the path length Ned S was using. Resolved
- Ned S used the polygon measuring tool in GIS to get building sq ft for some buildings that didn't have that data
- Re Document Types. "Initial Inspections" and "Warranty" will be related to a facility
- Discussed entering condition code on initial entry of data about a facility. Decided to enter Condition via Maintenance Reports. Two step process: load components to a facility, then enter Maintenance Report for those components providing a condition code.

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

- Discussion of Newtown Information System (NIS) Prototype.
  - The group collectively worked on loading data for the Police Station. About 20 components were entered. New parameters for Exhaust Fans and Roof Top Units. Some glitches were identified.
  - The group to decided to meet (after the glitches have been resolved) for a longer meeting focused on loading Police Station data. Set Monday March 7 at 6:30 as the time for that meeting.
- Discussed workflows for Work Orders and maintenance reports.
  - Conference call (Zoom) with GIS Specialist, Bob G, Graham C and Dude Solutions (technical folks) tentatively scheduled for Friday, March 4 at 2:00 pm

ANNOUNCEMENTS:

Regular meeting of March 9, 2022, will be cancelled as the Work Group will meet Monday March

ADJOURNMENT: Bob G moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:23 pm seconded by Zach M. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair