

Digitization of Building Codes Working Group

MEETING MINUTES

Department of Administrative Services

Wednesday, June 29, 2022

3pm-4pm

Hosted via Microsoft Teams

Members Present:

- Commissioner Michelle Gilman, Department of Administrative Services
- Deborah Schander, State Librarian
- Mike Glidden, Cheshire Town Planner, Connecticut Association of Zoning Enforcement Officials
- Jeffrey Pooler, President, Connecticut Building Officials
- Sam Gold, Executive Director, RiverCog
- Jim Butler, Executive Director, Southeastern CT Council of Governments
- Wyatt Bosworth, Connecticut Business and Industry Association
- Marc Michaud, Home Builders and Remodelers Association of Connecticut
- Bonnie Armstrong, Connecticut Town Clerks Association

Others present:

- Darren Hobbs, DAS Director of Regulatory Compliance
- Melissa Conway, DAS, Director of Special Projects
- Betheona Guiles, DAS, Administrative Assistant
- Elise Marzik, Librarian 2, Office of the State Librarian
- Representative Christine Goupil, District 35

1. Introductions

- a. Commissioner Gilman started the meeting at 3:01pm and thanked members for dedicating time to this working group and to today's meeting.
- b. Members introduced themselves to the group and provided their name, organization, and experience with digitization of records. Sam Gold, Executive Director from the RiverCOG Lower Connecticut River Valley Council of Governments, provided background to the team regarding the legislation.

2. Discussion of membership

- a. Membership was discussed during introductions.

3. Review legislation

- a. Darren Hobbs, Director of Regulatory Compliance at DAS, provided a background on the legislation. Darren explained that House Bill 5428 (substitute) became Special Act 22-14, "An act concerning records relating to the administration of the state building code and promotion of careers in related fields." Section One of the bill requires the

Commissioner of Administrative Services to convene a working group. The working group shall:

- i. consider best practices for
 - (A) the use of various digital file types,
 - (B) security protocols for electronic file storage, and
 - (C) backup and recovery of electronic files, and
 - ii. identify funding sources for the implementation and maintenance of such system.
- b. The working group will submit a report to the General Assembly with findings and legislation recommendations for implementation by January 1, 2023.

4. Discussion of scope of legislation.

- a. Darren Hobbs proceeded to share typical documents that might be within the scope of this legislation. These documents include:
- i. Construction documents – plans, specifications etc.
 - ii. Permit application forms
 - iii. Approvals of related agencies – fire marshal, zoning, health etc.
 - iv. Permits
 - v. Inspection reports
 - vi. Required close out documents
 - vii. Certificate of approval or certificate of occupancy

Sam Gold commented that the Cogs are important partners in implementation of this legislation. There are many towns that have implemented digital documents and other towns that are less experienced with digitization.

5. Meeting schedule

- a. The group discussed the below meeting schedule:

June 29, 2022	3-4pm	Introduction and project scope
July 27, 2022	3-4pm	Best practices for various digital file types
August 31, 2022	3-4pm	Security protocols and electronic file storage
September 28, 2022	3-4pm	Backup and recovery of electronic files
October 26, 2022	3-4pm	Funding sources for implementation
November 30, 2022	3-4pm	Draft report review
December 14, 2022	3-4pm	Final draft review

Melissa Conway is to send out meeting invites to the working group.

6. Other updates or questions

- a. Elise Marzik commented that the Office of the State Librarian will soon be hiring an Electronic Content Management Specialist, and that position should be included in these working groups.

- b. Representative Goupil thanked the group for prioritizing the implementation of this legislation.

7. Adjourn

The meeting adjourned at 3:29pm.