

# Town of Newtown

Establishment of a

## Town Building Inventory & Planning Work Group

### Purpose

The Building Inventory & Planning Work Group would establish a simple information system to inventory town buildings, their major components, the expected useful life of components and use(s) of this information for planning including the Capital Improvement Plan (CIP.)

### Specific activities

1. Identify current methods for keeping building and building component inventory as well as warranty periods, maintenance requirements, and useful life.
2. Determine building components to track such as: Roofs, Boilers, Air handling and conditioning, Parking Lots, Solar, Plumbing, Emergency systems.
3. Investigate how other towns monitor and manage their buildings.
4. Design a spreadsheet or other simple digital system to capture, store and report building data. Alternatively investigate availability of commercial systems to meet these needs.
5. Design an annual Town Building Dashboard to be presented to the Board of Selectmen and Board of Education as input to their CIP preparations. Dashboard would also be available to the Board of Finance.
6. Establish the Newtown building inventory system and oversee the initial population of building data.
7. Recommend responsibilities and basic process for maintaining timely and accurate building data.
8. Recommend other uses or extensions to the building inventory.
9. Periodically report progress, findings and system design to the BOS.

### Membership

The need for building component replacement is non-partisan and apolitical. This Work Group will guide establishment of an information system to unburden the BOS and BOE of the need to identify what building maintenance related Capital Asset Projects need to be included in the CIP.

- Ned Simpson, Chair (Board of Finance member) \*
- Allen Adriani, P.E. (Public Building & Site, and Sustainable Energy Committee member) \*
- Fred Hurley, Director Public Works
- Bob Gerbert, P.E. Director of Facilities
- David Schill, P.E. (C H Booth Library Trustee) \*
- Graham Clifford
- Zach Marchetti
- Deborra Zukowski {liaison with BoE}
- Robert Tait, Director of Finance, Ex Officio
- Other town staff, commission/committee members and elected officials will be consulted.

### Work Plan

The work group is expected to complete their activities by the fall 2021

\* Affiliation in parenthesis are for information, not a representation role