

Town of Newtown  
Town Building Inventory & Planning Work Group  
August 4, 2021 Special Meeting Minutes

The Following Minutes Are Subject to Approval by The Work Group

The Town Building Inventory & Planning Work Group held a special meeting Wednesday, August 4, 2021. The meeting was held at the Sandy Hook Elementary School. Ned Simpson called the meeting to order at 7:08 pm.

**PRESENT:** Allen Adriani, Graham Clifford, Fred Hurley, David Schill, Ned Simpson, and Bob Gerbert

**ABSENT:** Zach Marchetti

**VOTER COMMENTS:** none

**ACCEPTANCE OF THE MINUTES:** David S moved to approve the minutes of July 14, 2021, seconded by Allen A. Motion passed unanimously.

**COMMUNICATIONS:**

**NEW BUSINESS:** None

**OLD BUSINESS:**

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

- Discussion regarding digitizing building records and drawings
  - Recognition that this is needed and cost effective. Work is being done to chip away at this. Fred H has an intern from University of Buffalo scanning piping detail and entering it into GIS. David S is having Booth Library plans scanned at his office. Bob G is checking on digital plans for Sandy Hook Elementary. Digital plans should also be available for the new Police Station. the Community Center. Jamie may have a digital copy of those plans.
  - Work Group will pursue a plan for all records. Need to understand all town resources available. Does the town have license to a document management system (SharePoint, Documentum, Blue Beam, etc.) What scanning equipment is available (Ned S to check with Land Use)
- Discussion of staff support for initial data load and ongoing maintenance of the inventory. Further discussion at next meeting
- Discussion questions to survey other towns regarding how they address keeping track of their building needs for major capital investments. Attachment A. Ned will work with First Selectman to get the survey sent out by CCM.
- Ned S described his work populating the Campus and Facility tables. This included work on conforming our inventory with property records in GIS and Vision. There are anomalies. He met with Andrea Santillo, Deputy Assessor. This prompted asking the Work Group about Data Governance (Attachment B). Full Data Governance for Newtown is for another discussion, perhaps by another group. It was agreed that some of the building inventory data should acknowledge property cards as the source of truth. Tables forwarded to Graham C for upload into the prototype
- Discussion of prototype. Graham C walked the group through the prototype discussing terminology, structure questions and reporting. Attachment C has the updated component data structure. The main focus for reporting will be date installed/replaced/provisioned, useful life and what has been spent. This will enable reports on what components have reached their useful life by year. Discussed whether parameters/properties should be at the System or Component level. Concluded both. Free text will be a parameter for all Systems and Components. Concerns

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about too many ways to enter parameters which will lead to confusion and limit reporting were discussed. Current prototype has a unique identifier for each Component. A unique identifier will be added for Systems to enable association of multiple Components to a particular System. Discussed Project overlay.

- Action Items
  - Graham G will update the prototype. Bob G will then check and expand the data for Sandy Hook Elementary School the prototype.
  - Ned will work with First Selectman to get the survey sent out by CCM.
  - Ned S to talk to Al Miles re town document management and reporting tools.
  - Fred H to talk to Christina Woehrle, GIS Specialist about participating in Work Group meetings.
  - Ned S to check with Land Use regarding scanning capability.

**Other:** None

**VOTER COMMENTS:** none

**ANNOUNCEMENTS:** Regular meeting next Wednesday August 11 will be cancelled. The next regular meeting Wednesday August 25, 2021 at Sandy Hook Elementary School. Loading and Maintenance will be discussed at the next meeting

**ADJOURNMENT:** David S moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:45 pm. Alan A seconded. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair

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## **Attachment A: Survey Other Municipalities**

Early on we planned to survey other towns to learn what they are doing and perhaps find a commercial solution or otherwise jump-start our efforts. The First Selectman will send the questions to the Connecticut Conference of Municipalities (CCM) for them to circulate. Discussion draft of questions is below

Newtown established a Town Building Inventory and Planning Work Group this spring. This group is working on establishing a system that identifies all town facilities and captures information about their major components. (roofs, boilers, parking lots, etc.) For each component we want to capture when it was installed, characteristics of the component and expected remaining useful life. With this we hope to make informed projections on major replacement projects, both for our CIP and other funding paths while also tracking major maintenance and condition. It is expected that the building inventory will also be the foundation other activities that use building information such as energy audits, insurance and regulated inspections. This work uncovered a related need to digitize building plans. Not wanting to reinvent, we want to know how other Connecticut municipalities are managing their buildings and component.

1. Municipality name and contact information
2. Do you have a digital inventory of all municipal facilities with information about major components and their condition or useful life?
  - a. If Yes:
    - i. Please describe the system.
    - ii. Is it a commercial system?
      1. If Yes who is the vendor?
      2. If No how was the system developed?
    - iii. What advise can you share
    - iv. What does it take to maintain the integrity of the data?
  - b. If No
    - i. Did you ever work to build such a system? What were the major challenges to this work?
    - ii. Would you be interested in such a system?
3. Has your municipality digitized it's building plans and drawings?
  - a. If Yes
    - i. Please describe the system.
    - ii. Is it a commercial system?
      1. If Yes who is the vendor?
      2. If No, how was the system developed?
    - iii. Did you contract for the scanning?
    - iv. What advise can you share
    - v. What does it take to maintain the integrity of the data?
  - b. If No
    - i. Did you ever work to build such a system? Why did the effort fail
    - ii. Would you be interested in such a system?
4. Would your municipality be interested in working with Newtown towards a shared solution?
5. Who (how) can we contact someone for further information if needed?

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## **Attachment B: Data Governance**

Data Governance is a concept where ownership, definition and quality responsibilities for each data element maintained by an organization is established. Data owners/stewards are organized, and lines of routine communication are established.

Vision, managed by the Tax Assessor's Office holds the "property cards for each parcel. Many of the data elements in our inventory are carried on the Property Card. Maintaining property cards is a staffed function with three FTE. However, the Assessor position has been vacant for some time. Every five years the town contracts with an assessment firm to do a "reval" checking all property cards. Every ten years the reval includes site visits for data collection at each property. Since the major purpose of the Grand List is taxation, and town properties are not taxed, it is not clear how rigorously town property's records are maintained

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## Attachment C: Building Components Structure

Structure
Component Group <ul style="list-style-type: none"> <li>o Building</li> <li>o Grounds</li> </ul>
1. Group (A conceptual grouping, not physical things)
A. System
i. Properties
a. Component
i. Properties
<del>a) Subcomponent (may not be needed)</del>
<del>i. Parameters</del>
Systems, Components & Subcomponents are physical (atoms) Parameters are characteristics of physical things

### Facility (Building) Groups

1. Structural
2. Envelope
3. Mechanical
4. Plumbing
5. Electrical
6. Interior
7. Safety
8. Grounds
9. Other

### Detail Within Categories

Original parameters, in red, have not been discussed in detail. They will be included a future discussion.

1. Group: Structural
  - i. Parameter: Inspection schedule
  - ii. Parameter: Integrity Test Data (Steel Inspection, Integrity Check and Ultrasound test) Date done/due
  - iii. Parameter: Lifting equip state & local inspection Date done/due
  - A. System: Construction Type
    - Description/Type (2-3 sentences)
  - B. System: Foundation (e.g., floating slab, )
    - i. Parameter: Type
    - ii. Parameter: Issues
      - Crakes & Leaks
      - Radon
  - C. System: Chimney
  - D. Other
2. Group: Envelope

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- A. System: Roof
  - 1. Component: Insulation [DJZ: Bob also believes that it should stay as a component.]  
There was some discussion on the need to capture the following:
    - i. Style (pitch, flat, )
    - ii. Roofing Material
- B. System: Exterior Walls
  - There was some discussion on the need to capture the following:
    - i. Material
    - ii. Siding (brick, vinyl, clapboard)
  - 1. Component: Insulation
- C. System: Glazing
  - 1. Component: Doors
  - 2. Component: Windows
  - 3. Component: Skylightst
- D. Other
- 3. Group: Mechanical
  - A. System: Heating
    - 1. Component: Boiler
      - i. Parameter: Boiler Plant
      - ii. Parameter: Fuel
      - iii. Parameter: Boiler Type
      - iv. Parameter: BTU Rating
      - v. Parameter: Install Date
      - vi. Parameter: Condition
  - B. System: Cooling
  - C. System: Ventilation
  - D. System: Exhaust
  - E. System: Packaged System - HVAC
    - a. Component: HVAC Heat
    - b. Component: HVAC Ventilation
    - c. Component: HVAC Exhaust
    - d. Component: HVAC Cooling
  - F. System: Controls
  - G. System: Fuel Tanks
    - i. Parameter: Type
    - ii. Parameter: Size (gallons, lbs, other)
    - iii. Parameter: Installation Date
  - H. System: Elevators
  - I. Other
- 4. Group: Plumbing
  - A. System: Supply (Well or Municipal water)
    - a. Component: Potable cold water
    - b. Component: Potable DHW (domestic hot water)
  - B. System: Fixtures (sinks, toilets, showers)
  - C. System: Storm water
  - D. System: Drainage of wastewater (sewage) from inside a building
  - E. System: Indoor Swimming Pool
  - F. Other
- 5. Group: Electrical
  - A. System: Low voltage (LV), distribution boards and switchgear [DJZ: Moved to safety.]

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- B. System: Communication
    - a. Component: Telephones
      - i. Parameter: Type Switched or VOIP
      - ii. Parameter: Switch
    - b. Component: IT networks
  - C. System: Building automation
  - D. System: Generator System (perhaps battery) with Parameters:
  - E. Other
    - i. Parameter: Fuel
    - ii. Parameter: Install Date
    - iii. Parameter: Make
    - iv. Parameter: Model
    - v. Parameter: Size
    - vi. Parameter: Serial #
    - vii. Parameter: ATS #
6. Group: Interior
- A. System: Interior Wall
  - B. System: Ceiling
  - C. System: Floors
  - D. System: Kitchen (components include appliances and counters but do not include plumbing fixtures)
  - E. System: Bathroom (components include stalls and counters but do not include plumbing fixtures)
  - F. System: Access (things that give one visual/physical access to interior rooms, like doors and windows)
  - G. Other
7. Group: Safety
- A. System: Fire Protection Sprinkler (Wet or Dry)
  - B. System: Fire detection and protection
  - C. System: Security and alarm
  - D. System: Access Control
  - E. Lightning Protection
  - F. Other
8. Group: Grounds
- A. System: Irrigation sprinklers
  - B. System: Transportation (Pavement: Drives, Sidewalks and Parking)
  - C. System: Storm water
  - D. System: Fields - Turf and natural
  - E. System: Lighting
  - F. System: Stadium
  - G. System: Playgrounds
  - H. System: Courts – basketball, tennis, pickleball
  - I. System: Skate park
  - J. System: Fields
  - K. System: Outdoor Pools
  - L. System: Entertainment (Pavilions, Band stands)
  - M. System: Docks and piers
  - N. System: Dam
  - O. Other
    - i. Parameter: Inspection last/next