

Town of Newtown
Town Building Inventory & Planning Work Group
August 25, 2021 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, August 25, 2021. The meeting was held at the Sandy Hook Elementary School. Ned Simpson called the meeting to order at 7:10 pm.

PRESENT: Allen Adriani, Graham Clifford Bob Gerbert, Fred Hurley, Zach Marchetti, and Ned Simpson,

ABSENT: David Schill

ALSO PRESENT: Kathleen Quinn

VOTER COMMENTS: none

ACCEPTANCE OF THE MINUTES: Allen A moved to approve the minutes of August 4, 2021, seconded by Graham C. Motion passed unanimously. The now approved Building Components Structure is shown in Attachment A

COMMUNICATIONS:

- Ned S reported on activity since last meeting. Attachment B
- Ned S indicated that the Work Group has moved to a point of having three projects: Building Inventory, collecting architect/engineer digital documents from recent construction and digitizing all town building documentation.

NEW BUSINESS: None

OLD BUSINESS:

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

- **Discussion regarding collecting architect/engineer digital documents**
 - Bob G has received the digital documents for the new Sandy Hook Elementary. Fourteen PDF files, total 475MB.
 - Allen A and Fred H will follow-up to get files for the Police Station, Community Center / Senior Center, and the Hook & Ladder Firehouse.
- **Discussion regarding digitizing building records and drawings**
 - Ned S described what he had learned in talking to Building and Technology departments. Fred H reported that interns have scanned sewer system data and entering it into GIS.
 - Discussed roles and responsibilities. Agreed to the idea the Technology would provide and manage the storage platform, that Public Works would be the data owner and for facilities used by the schools, Director of Facilities would be Co-Owner. Finalization will come from the First Selectman.
 - Discussed use of contractors who would either come on-site and scan documents and those that would have us sent them our documents. A full project us either approach would likely need to be approved and funded through the CIP
 - Discussed the design work needed to design the data structure, process documents through scanning and, managed the scan files
 - Ned S will draft a document intended for BOS review framing how this would be done and managed.
- **Discussion of prototype**

- Graham C walked the group through the prototype discussing terminology, structure questions and reporting.
 - More sophisticated user access and security will be added at a later date
 - Component Type table provides for data capture templates for components. There is a need to populate this table
 - System ID has been added as a free text field to group components. Bob G used identifiers from the building specs.
- Bob G reported that when he received the digital files for Sandy Hook School, he used them to enter component data into the prototype. He found it a quick straightforward process.
- Bob G and Ned S will load more data into the prototype. Graham G ask for feed-back both about data capture and ease of use.
- Ned S will continue to load new and refined Campus/Facility/Wing data into his Excel spreadsheet. At a future time, Graham G will upload it into the system
- **Action Items for September 8, 2021 meeting**
 - Ned S to see if our next meeting can be at Edmond Town Hall.
 - Bob G will provide Graham G thoughts on maintenance reporting and tracking
 - Ned will receive the CCM survey responses via the First.
 - Allen A will track down digital copies of architect/engineer documents for recent construction. His first step will be asking Bob Mitchel, Chair PB&S.
 - Police Station
 - Hook & Ladder Firehouse (Fred H will assist with this)
 - Community Center/Senior Center (will check with Matt Ariniello)

VOTER COMMENTS: None

ANNOUNCEMENTS: None

ADJOURNMENT: Zach M moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 7:59 pm. Bob G seconded. Motion passed unanimously.

After the meeting Bob G gave members of Work Group a tour of the electro-mechanical components of Sandy Hook Elementary School.

Respectfully submitted,

Ned Simpson, Chair

Attachment A: Updated Building Components Structure

Building Components Structure

Structure
Component Group - o Building - o Grounds
1. Group (A conceptual grouping, not physical things)
A. System
i. Properties
a. Component
i. Properties
a) Subcomponent (may not be needed)
i. Parameters
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

- A. System: **CSID=01** 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: **CSID=02** 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: **CSID=06** 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: **CSID=07** Cooling
 - C. System: **CSID=08** Ventilation
 - D. System: **CSID=09** Exhaust
 - E. System: Packaged System - HVAC
 - a. Component: HVAC Heat
 - b. Component: HVAC Ventilation
 - c. Component: HVAC Exhaust
 - d. Component: HVAC Cooling
 - F. System: **CSID=10** Controls
 - G. System: **CSID=11** Fuel Tanks
 - i. **Parameter: Type**
 - ii. **Parameter: Size (gallons, lbs, other)**
 - iii. **Parameter: Installation Date**
 - H. System: **CSID=11** Elevators
 - I. Other
- 4. Group: Plumbing
 - A. System: **CSID=20** Water Supply (Well or Municipal water)
 - a. Component: Potable cold water
 - b. Component: Potable DHW (domestic hot water)
 - B. System: **CSID=14** Fixtures (sinks, toilets, showers)
 - C. System: **CSID=18** Storm water
 - D. System: **CSID=19** Drainage of wastewater (sewage) from inside a building
 - E. System: **CSID=38** Indoor Swimming Pool
 - F. Other
- 5. Group: Electrical
 - A. System: **CSID=21** Low voltage (LV), distribution boards and switchgear [DJZ: Moved to safety.]

- B. System: **CSID=24** Communication
 - a. Component: Telephones
 - i. Parameter: Type Switched or VOIP
 - ii. Parameter: Switch
 - b. Component: IT networks
 - C. System: **CSID=27** Building automation
 - D. System: **CSAI=30** 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 Cosmetic
- A. System: **CSID=31** Interior Wall
 - B. System: **CSID=33** Ceiling
 - C. System: **CSID= 34** Floors
 - D. System: **CSID=37** Kitchen (components include appliances and counters but do not include plumbing fixtures)
 - E. System: **CSID=43** Bathroom (components include stalls and counters but do not include plumbing fixtures)
 - F. System: **CSID=39** Interior Access (things that give one visual/physical access to interior rooms, like doors and windows)
 - G. Other
7. Group: Safety
- A. System: **GSID=35** Fire Protection Sprinkler (Wet or Dry)
 - B. System: **GSID=40** Fire detection and protection
 - C. System: **GSID=28** Security and alarm
 - D. System: **CSID=29** Access Control
 - E. System: **GSID=41** Lightening 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

Attachment B: Follow-up August 4 Meeting

- 1) Ned met with First Selectman
 - a) First Selectman very supportive of our effort
 - b) CCM is sending out the survey reviewed last meeting to other CT towns
 - c) Understands that initial capture and ongoing maintenance of the inventory and digital building plans will need staff support
 - d) Data Governance responsibilities discussed: property source of truth, the inventory, digitized records, and other were discussed.
 - e) Discussed gathering digital building document files for the newer buildings and storing them in one place. Who should be responsible discussed and other management roles. On tonight's agenda
 - f) Discussed digitizing town building plans, specs and other documents. Approaches, responsibilities and effort (\$) were discussed. He would like a document describing the problem, benefits from intervening, scope and size of the work and approaches. On tonight's agenda
- 2) Fred H to talk to Christina Woehrle, GIS Specialist about participating in Work Group meetings. She is interested in being involved
 - a) First Selectman pointed out that there are union contract considerations related to Christina participating in evening meetings
- 3) Graham G updated the prototype. Bob G's review prompted some changes. Ned S asked for a facility to be deleted.
- 4) Ned S to talk to John Poeltl, Building Department. Their files have building plans at the time a building permit was requested. Permits are need for work on all town buildings with some exceptions such as paving. There is a file for each building that has a coversheet listing each permit. Copies of the coversheets for nearly all the town buildings in our inventory. Building Dep files are by street address and M/B/L. So, there is not a direct correlation to how we define buildings. The cover sheets have date and something akin to our "System." If you think about Building Permits, you will recognize that there permits for temporary things we are not concerned with. i.e. tents, temporary electrical, etc. All their records are on paper
- 5) Ned S checked with Land Use regarding scanning capability. They have a large printer/scanner which is used heavily. It's old and not very reliable. Al M is ordering a new one for them.
- 6) Talked to Amy Mangold, Parks & Recreation about the work group effort. For this year's CIP she was hoping there would be an engineering look at some park's facilities. I indicated that we are not close to that step. Useful discussion of park properties and facilities.
- 7) Ned S playing telephone tag with Al Miles re town document management and reporting tools.
 - a) Scanner to be ordered (\$15 – 20k Print/Scan)
 - b) 3 years ago state effort to do shared document management. 6 months fizzled
 - c) Looked at scanning contractors: On-site & Send docs to off-site >\$200k

- d) No slack in current Technology Dept. No Data Base skills
- e) Recommends that the Work Group determine the big picture then start small