

Town of Newtown
Town Building Inventory & Planning Work Group
September 8, 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 Edmond Town Hall. Ned Simpson called the meeting to order at 7:00 pm.

PRESENT: Allen Adriani, Graham Clifford, David Schill and Ned Simpson,

ABSENT: Bob Gerbert, Fred Hurley and Zach Marchetti

VOTER COMMENTS: none

ACCEPTANCE OF THE MINUTES: Graham C moved to approve the minutes of August 25, 2021, seconded by Allen A. Motion passed unanimously.

COMMUNICATIONS:

- CCM sent the survey of what other towns are doing regarding building inventory and digitizing building documents to fifteen municipalities in your population range and received responses from New Milford and Simsbury. Neither has a building inventory system and both are interested in what we are doing.

NEW BUSINESS:

- When the 2021 calendar was first made last spring, meetings went from twice a month to monthly starting in September. Additional meetings were discussed.

Graham C moved to approve the meeting schedule for the remainder of 2021, seconded by Allen A. Motion passed unanimously.

- Wednesday September 22, 2021 Fourth Wednesday - Added
- Wednesday October 13, 2021 Second Wednesday – Previously scheduled
- Wednesday October 27, 2021 Fourth Wednesday - Added
- Wednesday November 10, 2021 Second Wednesday - Added
- Friday November 19, 2021 Cancel
- Wednesday December 8, 2021 Second Wednesday - Previously scheduled

OLD BUSINESS:

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

- **Discussion of Work Group timeline**
 - Discussed what constitutes deliverables from the Work Group and When
 - Determined that the system should be useful input to next year's CIP formulation. Working back, our deliverable should be ready in April 2022.
- **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 is getting the files for Community Center / Senior Center. He will follow-up on the new Police Station
 - Fred H will follow-up to get files for the Hook & Ladder Firehouse
 - Files should be forwarded to Graham C who will up-load them for linking to the Newtown Inventory System prototype.
 - File names for building document files, likely to be PDF, will not have intelligence in the naming. The system will enable linking files to one or more appropriate Campus/Facility/Wing and System/Component.
 - We will need to establish a categorization for files. This might include: Specifications, Plans, Inspections, As-Build, Original Design, Revisions (dated) Obsolete/Unused, etc.

- **Discussion regarding digitizing building records and drawings**
 - Discussion focused on the need for town employee to be responsible for the repository and governance over the system. Public Works, Technology and Town Clerk were discussed as possible candidates. There needs to be a responsible engineer.
 - David S reported that his firm has recently started on projects that are funded by federal grant. He will share a link to a web site that facilitates searching for grants.
 - Use of students as paid interns and senior projects was discussed. Summer and fall semester are the best times for this support
- **Discussion of prototype**
 - At the last meeting Ned S said he would enter Town Garage components using the inventory from out tour. Turned out notes from that our were limited. He was able add some Component Type templates and data. He found a glitch when updating a component that had been entered. (Graham C has fixed this)
 - Discussed the need to define, prototype and test maintenance reporting. Reporting would address dates, work done/to-do, costs, conditions. One possibility would be uploading an image of the service report. Bog G and Fred H need to provide the starting point for the maintenance scheme. We can pick one component as a prototype. When this is ready, we should share with First Selectman. Target October meeting.
 - 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 investigate maps in the IQS system maintained by the Town Clerk.
 - Ned S will touch base with Dan R on WG progress and meeting with us at an October meeting
 - Bob G Finish loading Sandy Hook and will provide Graham G thoughts on maintenance reporting and tracking
 - Allen A will follow-up on digital copies of architect/engineer documents for recent construction.
 - Police Station
 - Hook & Ladder Firehouse (Fred H will assist with this)
 - Community Center/Senior Center (will check with Matt Ariniello)
 - Next meeting
 - Perhaps in conf room near Bob G office with a projector
 - Review Sandy Hook School data
 - Review maintenance capability

VOTER COMMENTS: None

ANNOUNCEMENTS: None

ADJOURNMENT: David S moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 7:51 pm. Graham c seconded. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair