

Town of Newtown
Town Building Inventory & Planning Work Group
September 22, 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, September 22, 2021. The meeting was held at Edmond Town Hall. Ned Simpson called the meeting to order at 7:02 pm.

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

ABSENT: David Schill

VOTER COMMENTS: None

ACCEPTANCE OF THE MINUTES: Allen A moved to approve the minutes of September 8, 2021, seconded by Ned S. Motion passed. Bob F, Fred H and Zach M abstained.

COMMUNICATIONS: None

NEW BUSINESS: None

OLD BUSINESS:

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

- **Follow-up from last meeting**
 - Ned S talked to Debbie Aurelia Halstead, Town Clerk regarding maps in the IQS system. The Maps are surveys of properties. When P&Z approves a development, the developer brings the survey maps to the Town Clerk's office. Maps may also be part of mortgages or deeds filed with the Clerk's Office. There is not a process nor audit assuring that there are survey maps of all Newtown properties.
 - Ned S Contacted Dan R on WG progress. Dan will attend the Work Group October 13 meeting
 - Bob G Finish loading Sandy Hook School's mechanicals into the prototype. He also uploaded the architects files for Sandy Hook School to the prototype.
 - Allen A uploaded as built to the prototype.
 - Following up on digital copies of architect/engineer documents and as-builts for recent construction.
 - Police Station
 - Hook & Ladder Firehouse (Fred H will assist with this)
 - Community Center/Senior Center
- **Discussion regarding collecting architect/engineer digital documents**
 - Bob G and Allen A uploaded files to the prototype. Graham C confirmed that the functionality is working properly
 - Graham will build the capability to associate an architectural/construction document to one or more Facility/Wing, System, or Component. User would brows files, Select a file and then step through selections of Facility/Wing, System and/or Component.
 - Allen A has discussed the need files with Matt Ariniello, CC/SC Director. Matt A will check with Jammie. The needed files were in Caldwell Walsh's Procor system and may no longer be available. There may be a problem getting the files.
 - Fred H will contact Carrie and Consigli Construction about the Police Department files.

- **Discussion of Newtown Information System (NIS) Prototype**
 - Discuss adding more component data for Sandy Hook School. Which lead to reconsideration of Structural and Envelope Group, their systems and components. It was decided to merge Structural and Envelope into one group with the following structure:
 - Group: Structural and Envelope
 - System: Structural
 - Component: Foundation
 - Component: Framing
 - Component: Roof Structure
 - System: Envelope
 - Component: Exterior Walls
 - Component: Roofing
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 - Maintenance reporting was discussed. Initially the prototype will simply be set to capture Date and Condition. This data can be assigned to a Component or a System ID (that associated multiple Components in to one entity) User would select a facility, then component. There will be a check box for applying the new data to all components in the System ID
- **Discussion of Loading and Maintaining the Building Inventory System**
 - Fred H reported on current discussion of linking Work Orders (in the School Dude system) to the Town's P.O. system. And in turn linking Work Orders to the Building Inventory, probably via the unique System ID. The town is looking to use School Dude for their Work Orders.
 - Material Condition Study, by a contractor should be undertaken to set the baseline. The group discussed using actual experience data (work orders) to run for a year, then engage a contractor for Systems and Components that had not been populated.
- **Action Items for October 13, 2021 meeting**
 - Next meeting First Selectman, Dan Rosenthal will join
 - New will provide overview of the structures we have defined and scope of work
 - Graham will demo the prototype
 - Work Group will discuss benefits of operationalizing the prototype
 - Discussion of next steps
 - Ned S to make sure the room we meet in has a high-quality video projector.
 - Ned S prepare a presentation/script for the October meeting
 - Graham G will make changes relative to the new Structural & Envelope Group and added the foundation capability for Maintenance Reporting.
 - When prototype has been updated:
 - Allen will add Component Type templates for Mechanical and perhaps another Group
 - Zach M will add Component Types for Structural & Envelope
 - When the Component Types are in the prototype, Bob G will populate the Components for Sandy Hook Elementary School.
 - 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

VOTER COMMENTS: None

ANNOUNCEMENTS:

Next meeting Wednesday, October 13, 2021, Room 1 Municipal Center

ADJOURNMENT: Graham C moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:16 pm seconded. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair