

Town of Newtown  
Town Building Inventory & Planning Work Group  
Wednesday October 14, 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, October 13, 2021. The meeting was held at the Minicipal Center. Ned Simpson called the meeting to order at 7:02 pm.

**PRESENT:** Allen Adriani, Graham Clifford, Bob Gerbert, Fred Hurley, David Schill, Zach Marchetti (by phnow)and Ned Simpson,

**VOTER COMMENTS:** None

**ACCEPTANCE OF THE MINUTES:** Allen A moved to approve the minutes of September 22, 2021, seconded by Fred H. Motion passed. David S 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 had arranged for First Selectman Dan R to attend this evenings WG meeting. After discussion with Alan A, Vice Chair, Dan R participation was deferred to a future meeting.
  - Video projector in Conf Room 1 is dated technology and it was not possible to display from member's laptops. Used the display in the BOE Conference Rom. Future meetings will be held there when we are not meeting at another town building.
  - Re digital copies of architect/engineer documents and as-builts for recent construction, Allen A has obtained some more files for Community Center / Senior Center, Police Station and Hawley HVAC, but not yet uploaded them to the NIS Prototype. Discussed that the prototype is not ready do all the linking and reporting, so no urgency from that prospective. Ned S pointed out that this has been a low key effort for a number of months and it would be appropriate to get all we can, even if not uploaded, so we will know of any problem areas.
- **Discussion Script for presentation to Dan R**
  - Ned S walked through the draft he had distributed. For the presentation, Ned will produce a PowerPoint. Graham will provide a updated Visio of the data model
  - Presentation outline:
    - Work Group Introductions
    - Vision when done emphasis on benefits
    - No more than 1/3 of the time
      - Data Model
      - Demo showing what is in the system (tables)
    - 2/3 of the presentation
      - Who benefits, how
      - Reports and used of the data
      - Demo Filters and Reports
      - More discussion of uses, critical success factors and what is needed from the town

- Next steps
  - Reporting capability to demo
    - Components by Age for Maintenance (Sandy Hook, Booth Library, and perhaps Reed HVAC) - Bob G
    - Economy of Scale – Repaving Parking Lots - Ned S
    - Useful Life – High School Boilers Bob G
    - CIP Components in a Project – Bob G
  - Discussed the ask which included:
    - Establish ongoing management of the inventory both Technical (a Technical Owner) and Management (a Business Owner), some level of Material Condition Study to verify and/or populate the inventory, supporting efforts to mine and catalogue paper-based building information
  - Run through at our next meeting 10/27. Present to Dan 11/10
- **Discussion of Newtown Information System (NIS) Prototype**
  - Graham C walked through updates and changes to the Prototype. Notable is the addition of Sort and Filter capabilities for each column.
  - 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 data needed particularly for maintenance reports
    - Recording work done on a component as: Routine or Repair
    - Capture date of maintenance report
    - Capturing condition, often a part of a maintenance record
      - Field for condition, if identified from a Work Order on a 0 to 5 scale, when 0 is completely broken and 5 is like new
      - There may be companion guides for specific components to correlate observations to the numeric scale. e.g. For pavement a few cracks = 4, alligatoring in 30 % of area = 3, wide spread cracks and alligatoring = 2 more dirt and gravel than surface = 1
    - Capture new estimation of useful life (in years) if identified from the Work Order. This would be in addition to Life Expectancy at Installation
  - Decided on two ways of tagging image files: 1) to a or multiple System or Component and 2) to a Facility or Wing. If tagged to a System of Component, the facility/wing will be known.
  - Graham C explained how the system is designed to handle component replacement. The existing component would be changed from Active “Yes” to “No.” Then add the new component as Active “Yes”
- **Discussion of Loading and Maintaining the Building Inventory System**
  - Fred H reported that he and Bob G are meeting with Dude Solutions Inc. next Tuesday for discussion of adding municipal work orders and 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.

- Group discussion of how the town will benefit from the populated building inventory. Identified benefits include no particular order:
  - Full set of information available on-line when needed
    - Avoid time searching or creating information
    - Accurate
    - Consistent
  - Awareness of end of useful life and identified problematic components before they become emergencies
  - Proper sequencing of work avoiding undoing work just done,
  - Clear definition of project scope (which components and systems)
  - Historical record of short-lived components, maintenance and maintenance costs to enable identification of trends
  - Identification of opportunities for economy of scale in maintenance or replacement
  - Data to support long term planning for end of life replacement
  -
- **Action Items for October 27, 2021 meeting**
  - Ned S - Confirm First Selectman, Dan Rosenthal can attend November 10 meeting
  - Bob G – Book the BOE Conference Room for 10/27, 11/17 and 12/10
  - Fred H – Obtain digital facility documents for Fook & Ladder Firehouse
  - Ned S prepare PowerPoint presentation for 1<sup>st</sup> Selectman meeting
  - Ned S – Populate some parking lots for Economy of Scale reports
  - Graham G – Update the data structure. Create the reports (or how to filter) for 1<sup>st</sup> Selectman meeting.
  - Bob G – Load data for Maintenance of HVAC, Boiler useful life and High School components in CIP.
  - Ned S – Send Excel sheets for Facilities and Wings to Graham for upload.
  - Allen A will follow-up on digital copies of architect/engineer documents for recent construction.
    - Police Station  
Fred H will contact Consigli Construction about the files
    - Hook & Ladder Firehouse  
Fred H
    - Community Center/Senior Center  
Caldwell Walsh’s Procor system

**VOTER COMMENTS:** None

**ANNOUNCEMENTS:**

Next meeting Wednesday, October 27, 2021, BOE Conference Room, Municipal Center

**ADJOURNMENT:** David S moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:20 pm seconded Ned S. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair