Town of Newtown
Town Building Inventory & Planning Work Group
Monday January 10, 2022 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 via Zoom, Monday January 10, 2022.. Ned Simpson called the meeting to order at 7:32 pm.

PRESENT: Allen Adriani, Graham Clifford, Bob Gerbert, Fred Hurley(via Phone) and Ned Simpson

ABSENT: David Schill and Zach Marchetti

VOTER COMMENTS: None

ACCEPTANCE OF THE MINUTES: <u>Fred H moved to approve the minutes of December 8, 2021, seconded by Bob G.</u> Motion passed unanimously.

COMMUNICATIONS: None

NEW BUSINESS:
- Work Group will continue with the approved second and fourth Wednesday meeting schedule 2022.
- Ned S reported that there has been discussion of having the Work Group make presentation to Legislative Council. He asked for confirmation with key points in the Work Group roll. The system will report remaining useful life and condition of building components. This will be input to administration and BOS and BOE. The Work Group will not be responsible for engineering assessments or design. Common sense review of priority and sequencing may be provided by the Work Group. The group also agreed that a conclusion from the inventory is that the Town owns a great deal of unused or underutilized space. This has to be taken into account. The slides for such presentation will be circulated to the Work Group beforehand.

OLD BUSINESS:
Follow-up From Previous Meetings
- Ned S got a demo of Dude's Work Order System (W/O) from Bob G. Via shared screen Bob G gave a quick demo to those attending. W/O captures location (could be mapped to our Facility) and other useful information. Excel spreadsheets can be produced for information such as closed work orders.
- Fred H reported that Christine Woehrle, GIS Specialist has been given an orientation to our work and the Prototype. She and Graham C will be further looking at synergies between the prototype and Newtown's implementation of Esri GIS.
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Discussion: Purpose, design and development of a Town building inventory
- Discussion of Newtown Information System (NIS) Prototype.
    - Graham C reported that he has made the scheme changes to Campus/Facility/Wing based on the Excel spreadsheet Ned S provided for loading. Programming needs to be done.
    - Discussed moving the prototype to a Newtown Azure account. Best time to do that will be after the initial facility load and tagging. Dan R, First Selectman authorized this when he met with the Work Group.

- o Fred H will talk to Al Miles about this to see if Newtown already has an Azure account and the status of the new blueprint scanner.
  - o Discussed workflows for Work Orders and maintenance. Getting the municipal and school district on the same system, capturing costs associated with work orders, use of mobile devices, availability of API and custom fields in various systems, bar codes, and budget impact were discussed.
- Digitizing, Storage and management of facility documents. For recent new construction PDF of building documents are available for tagging.
  - o For any project there are a small number of PDF files containing hundreds of pages of images. To tag to a System or Component would mean identifying page number within the file. A tedious and expensive step. Since the documents have tables of contents it was deemed acceptable to tag to a building or wing and not break-up or identify page numbers to enable System or Component level tagging.
  - o The specifications documents seem to use the AIA MasterSpec structure. Briefly discussed that will commonly used to specify material it is not an alternative to our System Component structure
  - o Discussed whether the town Building Department has "As Built" documentation. Fred H will invite John Poeltl to our next meeting
- For the January 26 Meeting:
  - o Fred H will talk to Al Miles re Azure, blueprint scanner and participating in Work Group meetings when staffing issues get resolved.
  - o Fred H will invite John Poeltl, Chief Building Official for briefing
  - o Documents up-load and tagging party

ANNOUNCEMENTS:

Next meeting Wednesday, January 26, 2022, 7:00 PM

. Al Miles, Technology and GIS Director and John Poeltl will be invited to the January meeting.

ADJOURNMENT: Fred H moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:35 pm seconded by Bob G. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair