Town of Newtown
Town Building Inventory & Planning Work Group
Monday January 26, 2022 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 via Zoom, Monday January 10, 2022. Ned Simpson called the meeting to order at 7:02 pm.

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

ABSENT: Bob Gerbert, and David Schill

VOTER COMMENTS: None

ACCEPTANCE OF THE MINUTES: <u>Graham C moved to approve the minutes of January 10, 2022, seconded by Allen A.</u> Motion passed unanimously.

COMMUNICATIONS:

NEW BUSINESS: None

OLD BUSINESS:
Follow-up From Previous Meetings

- Last meeting, we discussed that references to the Work Group have been made at Legislative Council (LC). LC may ask for a presentation on what the Work Group is doing. No invitation yet.
  Anticipating the need for a presentation, Ned S pulled some preliminary data from the Facility Table. Attachment A
  Doing this query raised the question of whether Component Group (Building or Grounds) should be an attribute of Facility. Agreed to make Component Group in Facility Table.

- Fred H reported
  - The GIS Specialist is temporarily off work. Should return soon. On return will follow-up with Graham C.
  - Briefed John Poeltl and Health Department on Work Group and need for his staff to be trained in using the system.

- Dude Solutions replied from the questions raised at our last meeting. Further discussion needed. Graham C shared a diagram depicting the relationship between the inventory and the town's work order and invoice handling. More information on Work Order thru A/P systems and capability ot change or expand current systems is needed. Tentatively set Friday February 10 starting between 3:00 or 4:00 for a conference (Zoom) with Fred H, Bob G, GIS Specialist, Graham C and Dude Solutions (technical folks).

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

- Discussion of Newtown Information System (NIS) Prototype.
  - Graham C reported that he made a number of bug fixes. All entry capabilities are working correctly. Still a few bugs in document tagging.
  - 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.

- Loading Data
    - Ned S has identified some small buildings for which square feet have not been captured. Mostly at parks. Weather permitting, he will borrow a Public Works measuring stick and do permitter measurements. Fred H is talking to Carl S at P&R to see if they have that data. Carl S pointed out that there is a measuring tool in GIS that can determine sq ft off the building foot-print.
    - Discussed data loading
        1. Work Group do an entry for one building
        2. GIS Specialist will develop training material after using the system
        3. Department staff from Public Works, Building Department, Schools, and other areas will be recruited and trained
    - Decided on doing the new Police Station for the WG initial load at the Feb 9 meeting.
        - Fred H will get the document files uploaded to a share drive so Work Group members can review prior to the meeting
        - To load data we need to expand definition of what to capture for all Systems and Components. Parameters have been defined for some. Fred H suggested that data needed parallels "scope of work" in bid documents and contracts for maintenance. Public Works is currently working on bid packages for the new Police Station. He is drawing form existing contracts for school buildings.re
- For the February 9 Meeting:
    - Fred H will check on availability of meeting room at the Police Station and arrange upload of the building document files. If available he will also circulate scope of work for maintenance being prepared for maintenance contracts.
    - Data load for the Police Station

ANNOUNCEMENTS:

Next meeting Wednesday, February 9, 2022, 7:00 PM

ADJOURNMENT: Graham C H moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:05 pm seconded by Zach M. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair

Attachment A Preliminary Building Inventory

Building in inventory (Excludes Grounds). Building has a roof. Typically also has walls

      73 Buildings   2,303,371 sq feet

Active Buildings – Town owned

This excludes volunteer fire houses, NYA

      60 Buildings   2,117,943 Sq ft

Active Buildings in Use

      47 Buildings   1,405,023 sq ft

Vacant Buildings

Building/Facility Name	Facility Gross Sq. Ft
Kent House	218,680
Cochran House	186,701
Shelton House	90,324
Plymouth Hall	76,662
Stamford Hall	44,160
Norwalk Hall	31,176
Newtown Hall	16,743
Duplex 2 (59 L & R) Vacant	7,318
Duplex 4 (61 L & R) Vacant	7,318
Duplex 3 (60 L & R) Vacant	6,973
Duplex 1 (58 L & R) Vacant	840
Ranch House (Police Station)	3,713
Town Hall South	22,312
	712,920

For context, the average size of an Amazon warehouse is 800,000 sq ft

Row Labels	Sum of Facility Gross Sq. Ft
Abandoned	**690,608**
Cochran House	186,701
Duplex 1 (58 L & R) Vacant	840
Duplex 2 (59 L & R) Vacant	7,318
Duplex 3 (60 L & R) Vacant	6,973
Duplex 4 (61 L & R) Vacant	7,318
Kent House	218,680
Newtown Hall	16,743
Norwalk Hall	31,176
Plymouth Hall	76,662
Ranch House (Police Station)	3,713
Shelton House	90,324
Stamford Hall	44,160
Board of Education	**1,057,462**
B & G Stadium	
Hawley Elementary School	60,460
Head of Meadow	65,000
High School	362,131
High School Greenhouse	1,080
Middle Gate	57,100
Newtown Middle School	175,000
Parks & Rec Warehouse	35,523
Reed Intermediate School	178,645
Sandy Hook Elementary	87,000
School's Warehouse	35,523
C H Booth Library	**47,172**
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Edmond Town Hall	**39,692**
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Leased - Newsylum Brewing	**11,808**
Stratford Hall - Newsylum Brewing Co	11,808
Leased Parent Connection	**7,528**
Duplex 5 (63 L & R) Parent Connection	7,528
Parks & Recreation	**10,390**
Dickenson Band Shell	
Dickenson Garage	672
Dickenson Mortem Bath House	
Dickenson Pavilion	
Eichler's Cove Pavilion	
Teen Center	3,610
Treadwell Garage	1,896
Treadwell Pavilion	
Treadwell Pool Building	4,212

Police Department	**30,521**
New Police Station	25,910
Newtown Animal Control - Pound	4,611
Public Works	**11,655**
Bark Park - Storage Building	1,500
Maintenance Garage	5,223
Town Garage	1,644
Town Garage-Cold Storage Bldg.	1,644
Town Garage-Sand Shed	1,644
Town of Newtown	**184,355**
Community Center/Sr Center	90,158
Emergency Operations Cntr	4,108
Engineer's House	3,588
Meeting House	7,963
Multipurpose Building	26,121
Municipal Center FH	52,417
Vacant	**22,312**
Town Hall South	22,312
Water & Sewer	**4,440**
Pump Station - Baldwin Sewage Lift	240
Pump Station - Glen Rd Sandy Hook	240
Pump Station - Hanover Sewage Lift	240
Pump Station - Taunton Lake Sewage Lift	240
Pump Station - Hawleyville Sewer Lift	240
Waste Water Trmt -Admin	
Waste Water Trmt -Clarifier	924
Waste Water Trmt -Headworks	2,316
Grand Total	**2,117,943**