

THE FOLLOWING MINUTES ARE SUBJECT TO APPROVAL BY THE TOWN BUILDING INVENTORY & PLANNING WORK GROUP

The Town Building Inventory & Planning Work Group held a regular meeting Wednesday, April 28, 2021. The meeting was held virtually over Zoom. Ned Simpson called the meeting to order at 7:02 pm.

PRESENT: Allen Adriani, Graham Clifford, Fred Hurley, Zach Marchetti, Ned Simpson (Chair), Deborra Zukowski

ABSENT: Bob Gerbert, David Schill

VOTER COMMENTS: none

ACCEPTANCE OF THE MINUTES: Deb Z moved to approve the minutes of Apr 14, 2021, seconded by Graham C. Motion passed unanimously.

COMMUNICATIONS: None received, though the data subgroup (Graham C, Deb Z, and Ned S) met virtually to discuss technology. A summary will be provided as part of the Technical Design, below.

NEW BUSINESS

Discussion: In person meetings

The data subgroup strongly believes that we really need to get out and walk a building to better understand the needed components and parameters.

OLD BUSINESS:

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

Scope – purpose of inventory: The data subgroup also agreed that we need to get a better understanding of the scope of the effort.

Ned S offered two concepts: 1) the design ought to be broader than the initial implementation. Design should strive to be the master building table for anything and everything in the town and 2) a report could be run that shows the status of building components for 0-5 yrs, 5-10 yrs, 10-20 yrs, and 20-30 yrs to be used for CIP planning. Another report would do likewise for components in the cost range of \$75,000 - \$200,000.

Deb Z suggested two different types of efforts associated with buildings, 1) planning – make sure you put the right amount of money away and 2) as part of the budget deliberations, Bob G had highlighted the need to get out ahead of the maintenance cycle that would result in the need to track and understand component maintenance.

Fred H described efforts over the last 30 yrs. His department has been looking at maintenance histories for snow plows and now have a better understanding of what is needed for better sustainability/reliability for the trucks. Tracking of repair and maintenance costs helped decide one system over another, and make the case for the equipment. A similar thing was done for the sewer and water system. In the end, data helps inform discussions for most cost-effective solutions. It is also for real long-term planning.

Graham C agrees that we need a system that can be built out to support more uses, without having to recreate data.

Fred H added that data that is needed for one use can be suggestive of the need for other data for a future use.

Allen A agrees with Fred re: maintenance. Called out chillers on roof of high school that have a high maintenance frequency. May be cheaper to upgrade the units rather than repair them.

Zack M said that such a maintenance component is about 90% of our battle. He agrees inventory should have such data.

There was then a discussion about whether prior maintenance records are available in current Town records. The maintenance records are available, but many are very general. Basically, bills comes in and get paid. Bob G has a work order system, but the system may or may not be tied to actual repair events or status data. There is a need to tie maintenance work orders to components.

The system scope could also include providing information for insurance reports. It could also be used to establish component conditions for repair requests for proposals.

Fred H described a previous effort that did not move forward because of concerns from Town governmental bodies about whether their priorities would be met. A more systematic approach may help allay those concerns. At some point Rick S (purchasing agent) should be brought up to speed about the effort.

Ned S asked if members were aware of Building Information Systems. In general, members agree such a system is not needed, at least at this stage.

Data Definitions: Discussion postponed.

Technical Design: Graham C presented an early prototype of an information model, shown in exhibit A, that closely followed the earlier discussion on data definitions. He continued by describing information related to a component instance that links to where it is and includes generic properties, a unique identifier, and a component type that includes properties more particular to that class of component, e.g., boilers may have a property BTU rating. Items in red are the “stretch goals,” e.g., there could be links to documents related to the component, like inspection and maintenance reports, cataloged over time. There is a question of how to capture the replacement cost for a component, since it is often a part of an overall maintenance project.

Graham C then demonstrated basic function including accountability (who created/modified an entry), ease of adding a component, augmenting the properties to an existing component type, and expanding the data definitions with new component types. Other ease-of-use features are planned prior to the data collection stage.

Deb Z mentioned she is working on an Excel worksheet that might provide more direct access to the data, should codified reports not be available. She quickly shared her early prototype, shown in Exhibit B. Graham added that the database could have a report that produces the Excel worksheets, as shown. Ned S agreed that both methods could be used in a complementary manner. After the data is collected, Graham C and Deb Z can work together to define a report to generate the worksheets if the approach shows merit.

Graham C will extend the prototype and provide a link to the prototype for data collection. He can also provide Excel tables, if preferred.

Other: Ned S asked if there was money needed to provide the people collecting data with access to mobile devices. Fred H said that his team already has access to devices. There should be no problem.

During the next meeting, the goal is to do a building walk-through. Allen A suggested that we start with a less complex building rather than Reed. Fred H asked what data the group was hoping to collect. An detailed effort would likely take too much time. There is existing data already documented. Graham C will make link available in a week for others to start population data prior to the walk-through. The group agreed to start with the Public Works building.

VOTER COMMENTS: none

ANNOUNCEMENTS: none

ADJOURNMENT: Allen A moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:30 pm. Zack M seconded. Motion passed unanimously.

Exhibit A:

Snapshot of information model presented by Graham C.

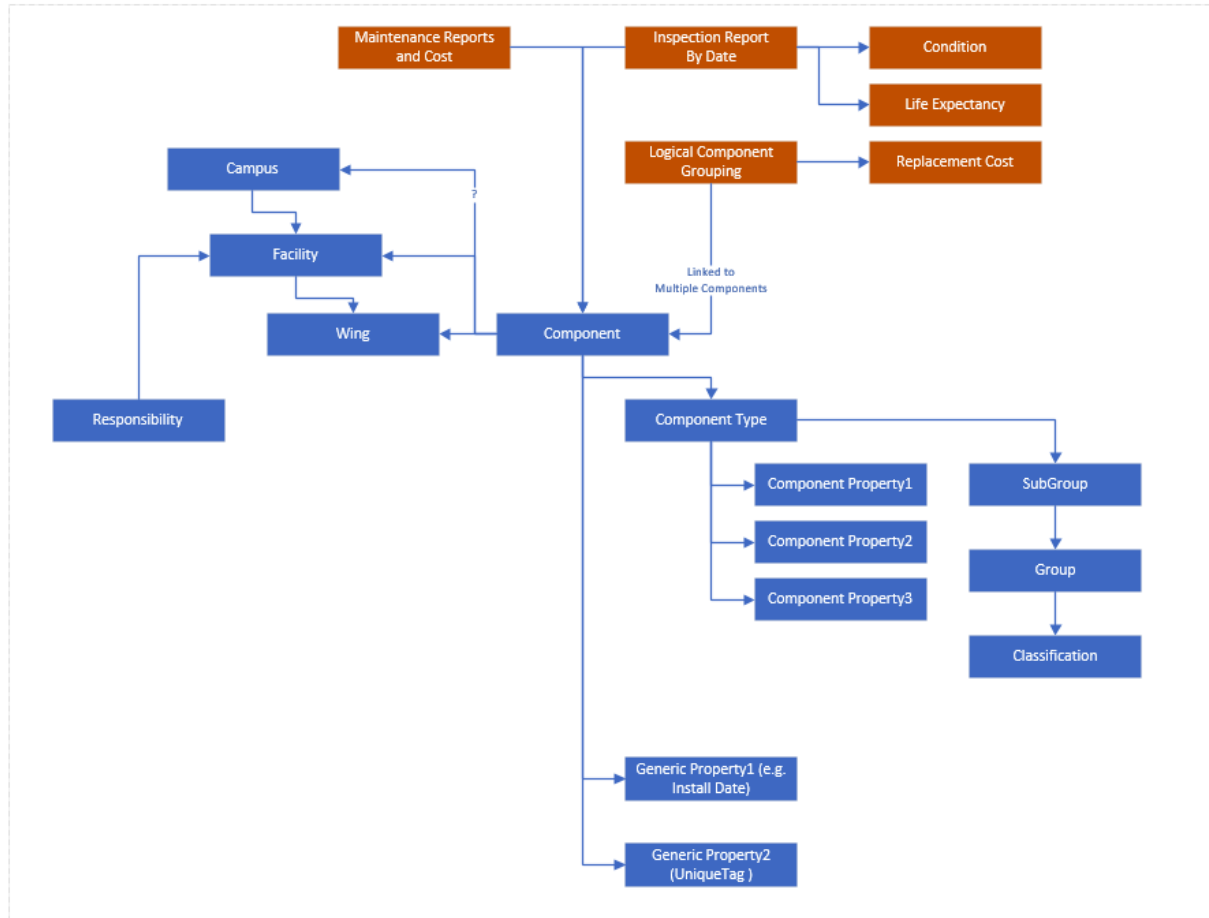


Exhibit B:

Snapshot of early Excel worksheet presented by Deb Z.

Campus/Facility

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Campus/Facilities	Street Address / Zipcode	Administrative Contact (Was Used)	Emergency Use?	Sq Feet	Stories	Acres	Distance to Hydrant	Max Occupancy	Ave Occupancy	Total Parking Spots	Handicap Parking	On Historic Registry?	Original Construction Date	Last Major Renovation Date	Value	URL to Map of Facility
2 Hawley	29 Church Hill Rd, Newtown	Newtown Public Schools											1921			
3 Hawley, 1921		Newtown Public Schools											1921			
4 Hawley, 1948		Newtown Public Schools											1948			
5 Hawley, 1997		Newtown Public Schools											1997			
6 Hawley Grounds		Newtown Public Schools				9.6										
7 Sandy Hook	Dickerson Dr, Sandy Hook	Newtown Public Schools		87000									2016			
8 Sandy Hook Grounds		Newtown Public Schools				12.13										
9 Head Of Meadow	94 Boggs Hill Rd Newtown	Newtown Public Schools		65000									1977			
10 Head Of Meadow Grounds		Newtown Public Schools				36										
11 Middle Gate	7 Cold Spring Rd, Newtown	Newtown Public Schools											1964			
12 Middle Gate, 1964		Newtown Public Schools											1964			
13 Middle Gate, 1993		Newtown Public Schools											1993			
14 Middle Gate Grounds		Newtown Public Schools				19.6										
15 Reed	3 Trades Lane, Newtown	Newtown Public Schools		165000									2002			
16 Reed Grounds		Newtown Public Schools				20										
17 Middle School	11 Queen St, Newtown	Newtown Public Schools											1951			
18 Middle School, 1951A		Newtown Public Schools											1951			
19 Middle School, 1954B		Newtown Public Schools											1954			
20 Middle School, 1956C		Newtown Public Schools											1956			
21 Middle School, 1970D		Newtown Public Schools											1970			
22 Middle School, 1998E		Newtown Public Schools											1987			
23 Middle School Grounds		Newtown Public Schools				35.5										
24 High School	12 Berkshire Rd, Sandy Hook	Newtown Public Schools		YES									1970			
25 High School, 1970		Newtown Public Schools											1970			
26 High School, 1997		Newtown Public Schools											1997			
27 High School, 2010		Newtown Public Schools											2010			
28 High School, Daggon		Newtown Public Schools														
29 High School, Stadium Bldg		Newtown Public Schools														
30 High School, Green House		Newtown Public Schools														
31 High School Grounds		Newtown Public Schools				47.6										
32 FFH Municipal Ctr	3 Primrose St, Newtown	Town of Newtown											1931	2009		
33 FFH Social Ctr	8 Simpson St., Newtown	Town of Newtown											2019			
34 FFH Social Ctr, Community Ctr		Town of Newtown														
35 FFH Social Ctr, Senior Ctr		Town of Newtown														
36 FFH Engineer House	25 Trades Lane, Newtown	Town of Newtown											1977	2077	2011	
37 FFH Emergency Ops	27 Mile Hill Road South, Newtown	Town of Newtown		YES									1977			
38 FFH Ambulance	6 Washington Sq., Newtown	Newtown Ambulance Assoc ??														
39 FFH Grounds		Town of Newtown														
40 FFH North		Town of Newtown														
41 FFH North Warehouse	2 Trades Lane	Town of Newtown														
42 FFH North Warehouse Storage		Newtown Public Schools														

Systems/Components

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Facility/Wing ID	Component Type ID	Property ID/Name	Material	Type	Style	Life Expectancy	Last Replaced	Next Expected Replacement	Cost of Replacement	Current Status	Inspection Period	Last Inspection	Next Inspection	Notes
2 Hawley	mechanical.energy.heating.boiler	Boiler_1				40	2013	2053						MFR ID? Other??
3 Hawley	mechanical.energy.heating.boiler	Boiler_2				40	2013	2053						
4 Hawley	mechanical.energy.heating.boiler	Boiler_3				40	2019	2059						
5 Hawley, 1921	envelope.roof					50	2017	2067						
6 Hawley, 1948	envelope.roof					50	2017	2067						
7 Hawley, 1948	mechanical.energy.ventilation.airhandler													
8 Hawley, 1948	mechanical.energy.air.conditioning.condenser													
9 Hawley, 1997	envelope.roof					50	2017	2067						
10 Hawley, 1997	mechanical.energy.ventilation.airhandler													
11 Hawley, 1997	mechanical.energy.air.conditioning.condenser					25	1997	2022						
12 Hawley Grounds	recreation.field	Field_1												grass
13 Hawley Grounds	recreation.field	Field_2												grass
14 Hawley Grounds	plumbing.sprinklers (just an example)	Field_2												
15 Hawley Grounds	electrical.lighting (just an example)	Field_2												
16 Hawley Grounds	recreation.field	Field_3												grass
17 Hawley Grounds	recreation.playground													
18 Hawley Grounds	transportation.parking.lot					30								
19 Hawley Grounds	transportation.parking.lot.curbs													
20 Hawley Grounds	transportation.sidewalks													
21 Sandy Hook	envelope.roof					20	2016	2036						
22 Sandy Hook	mechanical.energy.heating.boiler	Boiler_1				40	2016	2056						
23 Sandy Hook	mechanical.energy.heating.boiler	Boiler_2 ??												
24 Sandy Hook	mechanical.energy.air.conditioning.condenser					25	2016	2041						
25 Sandy Hook Grounds	transportation.parking.lot					30	2016	2046						
26 Head Of Meadow	envelope.roof					20	1998	2018						
27 Head Of Meadow	mechanical.energy.heating.boiler	Boiler_1				40	1997	2037						
28 Head Of Meadow	mechanical.energy.heating.boiler	Boiler_2 ??				40								
29 Head Of Meadow	mechanical.energy.air.conditioning.condenser					25	2005	2030						
30 Head Of Meadow Grounds	transportation.parking.lot					30	1998	2028						
31 Middle Gate	envelope.roof					20	2018	2038						
32 Middle Gate	mechanical.energy.heating.boiler	Boiler_1				40	2016	2056						
33 Middle Gate	mechanical.energy.heating.boiler	Boiler_2 ??				40								
34 Middle Gate, 1964														
35 Middle Gate, 1993														
36 Middle Gate Grounds	transportation.parking.lot					30	1993	2023						
37 Reed	envelope.roof					20	2002	2022						
38 Reed	mechanical.energy.heating.boiler	Boiler_1				40	2002	2042						
39 Reed	mechanical.energy.heating.boiler	Boiler_2 ??				40								
40 Reed	mechanical.energy.air.conditioning.condenser					25	2002	2027						
41 Reed Grounds	transportation.parking.lot					30	2002	2032						