

TOWN OF NEWTOWN
TOWN BUILDING INVENTORY & PLANNING WORK GROUP

Meeting Minutes April 14, 2021

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 14, 2021. The meeting was held virtually over Zoom. Ned Simpson called the meeting to order at 7:00 pm. A video of the meeting is available on newtown-ct.gov

PRESENT: Allen Adriani, Graham Clifford, Bob Gerbert, Fred Hurley, Zach Marchetti, David Schill, Ned Simpson (Chair), and Deborra Zukowski

VOTER COMMENTS: none

ACCEPTANCE OF THE MINUTES: Deb Z moved to accept the minutes of Mar 4, 2021 amended by the following: that the minutes be updated to reflect that Al Adriani was nominated to be vice-chair by Deb Z, seconded by David S. Motion passed unanimously.

COMMUNICATIONS: Al A forwarded an updated “Building Inventory Data Design” document to the Chair for discussion at the Apr 14th meeting. This document is discussed below. Graham C and Deb Z emailed mock-ups of potential information systems to the Chair for potential discussion at the meeting. Discussion on information technology options was postponed to the work group’s next meeting.

NEW BUSINESS

Discussion:

In person meetings: The Chair noted that the Council Chambers are not available on the second and fourth Wednesdays when regular Work Group meetings are scheduled. Bob G recommended that space with WI-FI access may be available in the school buildings, and added that the BOE uses Reed Library whenever there are conflicts with the Council Chambers. Bob G will check availability of the space.

OLD BUSINESS:

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

The work group first discussed possible nomenclatures for the concept of “building.” Using the document “Newtown Facility Inventory Concept NJS 20210411.xlsx” shown, in part, as Exhibit A on page 2, the group agreed that a 3-level hierarchy would likely be useful, calling out campus, facility, and wing/addition. The group continued by reviewing the initial proposal, amended by Al A in the document “Building Inventory Wk Grp Data Structure merged 20210412.docx.” This document is included as Exhibit B on pages 3-5.

Discussion included reviewing the proposed characteristics, calling out other characteristics that may be useful, pruning a few, and commenting on how there may be need to support special cases, e.g., Reed School and the Park & Rec Building/BOE

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Warehouse share an electrical metering system. These exceptions are expected to be few. The Chair will update the document based on the discussion prior to the group's next meeting. The discussion centered primarily on building characteristics. Other types of characteristics will be discussed at future meetings.

During the discussion, Fred H provided his understanding of one core purpose for the group's work. He mentioned that the work should include setting up a system of data management that can help identify the need for future funding (i.e., CIP and Capital Non-Recurring). Doing so gives the Town time to plan for bonding and to put money into the Capital Non-Recurring account in preparation of replacement and/or major repairs and maintenance. For both, having a useful inventory that included all (major) components managed by the Town and BOE, will help with the overall planning, including how to order projects to ensure best use of funds, e.g., replacing a boiler prior to updating windows to be more energy efficient could mean the boiler is larger than needed, and more costly.

Having discussed Building Components, the group decided to defer discussions of Grounds to the next meeting. Discussion of information system requirements, data, and database will also be discussed at the next meeting. Ned S, Deb Z and Graham C may prepare a discussion document on this.

VOTER COMMENTS: none

ANNOUNCEMENTS: none

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

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Exhibit A:

Snapshot of “Newtown Facility Inventory Concept NJS 20210411”

	B	C	D	E	F	G	H	I	J	K	L	M	N
	Campus	Address	Facility	Building / Wing	Emergency Use?			Loc #	Bl d g#	01	Facilit y Sq Ft	Origina l Built	Major Renovati on
1													
2	Hawley Elementary School	29 Church Hill Rd, Newtown	Hawley Elementary School	1921 Wing			Newtown Board of Education	6	1		60,460	1921	
3				1948 Wing								1948	
4				1997 Wing								1997	
5	Sandy Hook Elementary	Dickenson Dr, Sandy Hook	Sandy Hook Elementary				Newtown Board of Education	11	1		87,000	2016	
6	Head of Meadow	94 Boggs Hill Rd Newtown	Head of Meadow				Newtown Board of Education	5	1		65,000	1977	
7	Middle Gate	7 Cold Spring Rd, Newtown	Middle Gate	Original			Newtown Board of Education	7	1		57,100	1964	
8				Addition								1993	
9	Reed Intermediate	9 Trades Lane, Newtown	Reed Intermediate	Original	2nd		Newtown Board of Education	50	1		165,600	2002	
10	Middle School	11 Queen St, Newtown	Middle School	A Wing			Newtown Board of Education	2	1		175,000	1951	
11				B Wing								1954	
12				C Wing								1956	
13				D Wing								1970	
14				E Wing								1987	
15	High School	12 Berkshire Rd, Sandy Hook	High School	Original	Yes		Newtown Board of Education	1	1		362,131	1970	
16				Addition	Yes							1997	
17				Wing	Yes							2010	
18			NHS Baseball Dugouts										
19			B & G Stadium Building										
20			High School B&G Stadium										
21			NHS Turf Field					1	2				
22			NHS Green House					64	1				
23	Trades Lane	2 Trades Lane	School's Warehouse				Newtown Board of Education						
24	Trades Lane		Maintenance Operations				Public Works						
25	Maintenance Garage	9 Trades Lane	Maintenance Garage				Public Works	14	1				
26	School's Maintenance Garage	Trades Lane	School's Maintenance Garage				Newtown Board of Education						
27	Fairfield Hills	3 Primrose St, Newtown	Municipal Center FFH	Bridgeport		No	Town of Newtown	66	1	Y		1931	2009
28		8 Simpson St., Newtown	Community Center/Sr Center			No	Town of Newtown	83	1			2019	
29		25 Trades Lane, Newtown	Engineer's House FFH				Town of Newtown	72	1				20xx
30		27 Mile Hill Road South, Newtown	Emergency Operations Cntr			Yes	Town of Newtown			Y		19xx	2011
31	Meeting House	31 Main St.	Meeting House				Town of Newtown	18	1			1792	
32	Edmond Town Hall	45 Main St.	Edmond Town Hall				Edmond Town Hall	8	1			1930	
33	CH Booth Library	25 Main Street	CH Booth Library	House			CH Booth Library	3	1			1932	
34			Addition									1996	
35	Police Station	191 S. Main St	Police Station			Yes	Police Department	84	1			2020	
36	Fire Station	45 Main St	Fire Station				Abandoned						
37	Town Hall South	3 Main St	Town Hall South				Vacant	13	1	Y			

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Exhibit B:

Building Inventory Data Design

Core Data

Identification

2. Site / Campus
3. Lot
4. Facility / Structure
5. Wing/Building

Questions about the above structure:

- A Facility may have multiple wings.
e.g. Hawley: 1921, 1948 and 1997. Of Newtown High School: Wing A, Wing B, Wing C, and Wing D.
- Facility will encompass the buildings/wings that are connected by corridors.
In defining a Facility, would a steam tunnel make the buildings connected for this definition.
e.g. The Greenhouse, and the Blue & Gold Stadium building, baseball dug outs would be separate Facilities on the Newtown High School campus.
- Facilities with shared usage:
 - Community Center Senior center be defined? One Facility, no wings as it was all build at the same time. Possible definitions: One Facility with a Community Center and a Senior Center Wing? Two facilities?
 - School Warehouse within the Parks & Recreation Building
- Should “sheds” and shipping containers be inventoried?

About A Site, Facility and Building

About a Site/Campus

1. USPS Street Address?
2. Number of Parking Spaces (sq. yds of parking)
3. Acreage

Attributes that may be associated with a campus/site rather than a Facility

1. Parking Spaces
2. Number of staff
3. Number of staff for shared use buildings e.g. School Warehouse and Parks & Rec building

About a Facility

- Year first part build, or year majority of the facility built
- Year of major renovation if any
- Total Sq. Foot
- Within 1000' of Hydrant
- Number of Parking Spaces (sq. yds of parking)
- Number of Staff

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- Use - Organization
- Total Value
- Risk Type Description

About a Wing/Building

1. Year Build
2. Year of major renovation if any
3. Sq. Foot
4. Number of Stories
5. Construction Type
6. Number of Staff
7. Value
8. Sprinklers
9. Central Station Alarm

Use - Organization

1. General Government
2. Newtown Board of Education
3. Town of Newtown
4. C H Booth Library
5. Edmond Town Hall
6. Fire Department
7. Parks & Recreation
8. Police Department
9. Public Works
10. Water Pollution
11. Vacant
12. Abandoned

Should using organization be at the Campus, Lot or Facility level?

- If Fairfield Hills is used as a Campus the hierarchy gets messy

Multiple users in one facility

- Municipal Center houses School District Offices and Newtown Offices
- School Warehouse and Parks & Rec building

Building Components

- a. Envelope
 - i. Roof
 1. [Insulation](#)
 - ii. Walls
 1. [Insulation](#)
 - iii. Glazing
 1. Doors
 2. Windows
 3. Skylights
 - iv. Foundation

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- v. Chimney – Vents
- b. Mechanical
 - i. Energy
 - 1. Heating
 - 2. Air Conditioning
 - 3. Ventilation
 - 4. Exhaust
 - 5. Controls
 - ii. Elevators
- c. Plumbing
 - i. Fixtures
 - ii. Potable cold water
 - iii. Potable DHW (domestic hot water)
 - iv. Drainage of waste water (sewage) from inside a building
- d. Electrical
 - i. [Low voltage](#) (LV) systems, [distribution boards](#) and [switchgear](#)
 - ii. Lighting
 - iii. Communication lines, telephones and IT networks
 - iv. [Building automation](#)
 - v. [Lightning](#) protection
 - vi. [Fire](#) detection and protection
 - vii. [Security](#) and [alarm](#) systems
 - viii. Access Control
- e. Structural
- f. Cosmetic
 - i. Paint
 - ii. Ceilings
 - iii. Floors
- g. Fire Protection

Grounds

- 1. Lawn sprinklers
 - Oakview soccer field has a sprinkler (I think) but no buildings
- 2. Pavement
- 3. Sidewalks
- 4. Playgrounds
- 5. Athletic Facilities
 - a. Turf (and natural) fields
 - b. Stadium
 - c. Skate park
 - d. Playgrounds
 - e. Courts – basketball, tennis, pickleball
 - f. Pools
- 6. Pavilions – Picnic Shelters
- 7. Docks and piers