

TOWN OF NEWTOWN
TOWN BUILDING INVENTORY & PLANNING WORK GROUP

WEDNESDAY, MARCH 24, 2021, 7:00 P.M.
VIRTUAL MEETING

Present: Allen Adriani, Graham Clifford, Bob Gerbert, Fred Hurley, Zach Marchetti, David Schill, Ned Simpson and Deborra Zukowski

Also Present: Dan Rosenthal, First Selectman and one listener on the phone

First Selectman Dan Rosenthal called the meeting to order at 7:01 p.m..

CHAIR ELECTION

First Selectman Rosenthal opened the meeting for elections for Chair and Vice Chair. Allen Adriani moved to nominate Ned Simpson for Chair. Deborra Zukowski seconded. All in favor and motion passes.

Deborra Zukowski moved to nominate Zach Marchetti for Vice Chair. Allen Adriani seconded. All in favor and motion passes

First Selectman Rosenthal turned the chair over to Ned Simpson

VOTER COMMENTS - None

COMMUNICATIONS - None

NEW BUSINESS:

Discussion and possible action: Work Group organization and processes

Deborra Zukowski moved to accept the schedule for regular Work Group 7:00 P.M. meetings as the second and fourth Wednesdays of each month through August when the monthly meetings will be the second Wednesday through December 2021 as shown in Attachment A. David Schill seconded. All in favor and motion passes

Discussion of the end point / end product of the Work Group. A system that reports building components and systems in need of replacement as input to the Board of Education and Board of Selectmen for development of the Capital Improvement Plan (CIP) is a major goal, but not the end point. CIP has a ten-year horizon. Reporting from the inventory system should extend out at least 20 or 30 years.

Ned Simpson reported that he has obtained examples of past work on building inventory. The intent is to create a Google Drive to make these and other Work Group documents available.

- 2010 Town Facilities
- 2010 School Facilities Overview (appears to have had some updates in 2019)
- Current Property Report from town insurance documentation
- 2016 Facilities Conditions Assessment (Multipurpose Building, Hook and Ladder Headquarters, Town Hall South) Municipal Building Strategic Planning Committee

From these documents and driving around, Ned Simpson created a spreadsheet with a preliminary inventory. Attachment B

The draft list of Work Group tasks, Attachment C, was discussed. It was decided that a task of prioritization should be added for the level of detail and which buildings to include. Whether the Work Group would conduct on site building tours and do systematic assessments will be addressed later.

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Deborra Zukowski volunteered to capture the notes and prepare the minutes of future meetings.

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

The group discussed what “buildings” should be included in the inventory.

- For example, the abandoned house on the Police Station property, Fairfield Hills buildings, or buildings on town property not owned by the town (Babe Ruth baseball buildings at Glander Field, Fairfield Hills)
- Discussed whether cost should be a factor in defining a building or building component. CIP Policy (Section 310) has a \$200,000 threshold. Bundling can be done e.g. multiple air handlers on the same roof. Or to get a better price on work for multiple sites, e.g. parking lot paving. The policy does discourage bundling for disparate items. There is a desire to do more saving for capital purchases using Capital and Non-Recurring funds, rather than bonding.

The group discussed various ways to categorize building, building components and building systems. For example: Mechanical, Civil, Paving. Another set discussed: Electrical, HVAC, Plumbing, Structural, Envelope. Graham Clifford pointed out that we do not have to be limited by linear or hierarchical categorization. A given building could be part of more than one category.

Other characteristics were brought up. Such as whether a building is used as part of the towns emergency response or the impact of a component/system failure. Zach Marchetti advised that we will need to draw the line on detail. The more we design the more that must be collected initially and then maintained.

Follow-up items for the chair:

1. Follow-up with R Tait on overlap of building inventory and insurance inventory. Are there definitions from the insurance company that we could use. Would it be helpful of the Town Building Inventory to have all the items to be insured?
2. Work with B Gerbert and F Hurley to draft a building inventory and populate it with data that has been collected
3. Inventory what the old spreadsheet inventories collected about each building and component
4. Prepare a draft categorization(s) for discussion and decision

OLD BUSINESS: None

VOTER COMMENTS - None

ADJOURNMENT

Allen Adriani made a motion to adjourn. Deborra Zukowski seconded. All members were in favor and the meeting was adjourned at 7:56 pm.

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Attachment A – Regular Meeting Schedule

Second and Fourth Wednesdays 7:00 PM

Wednesday April 14, 2021

Wednesday April 28, 2021

Wednesday May 12, 2021

Wednesday May 26, 2021

Wednesday June 9, 2021

Wednesday June 23, 2021

Wednesday July 14, 2021

Wednesday July 28, 2021

Wednesday August 11, 2021

Wednesday August 25, 2021

Wednesday September 8, 2021

Wednesday October 13, 2021

Wednesday November 19, 2021

Wednesday December 8, 2021

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Attachment B – Preliminary Draft Building Inventory

Campus	Loc #	Bldg #	2010	Building	Address	Sq Ft	Original Built
Hawley Elementary School	6	1		1921	29 Church Hill Rd, Newtown, CT	60,460	1921
Hawley Elementary School			1948	29 Church Hill Rd, Newtown, CT	1948		
Hawley Elementary School			1997	29 Church Hill Rd, Newtown, CT	1997		
Sandy Hook Elementary	11	1		New	Dickenson Dr, Sandy Hook, CT	87,000	2016
Head of Meadow	5	1		1977	94 Boggs Hill Rd Newtown, CT	65,000	1977
Middle Gate	7	1		Original	7 Cold Spring Rd, Newtown CT	57,100	1964
Middle Gate			Addition	7 Cold Spring Rd, Newtown CT	1993		
Reed Intermediate	50	1		Original	3 Trades Lane, Newtown, CT	165,600	2002
Middle School	2	1		A Wing	11 Queen St, Newtown, CT	175,000	1951
Middle School			B Wing	11 Queen St, Newtown, CT	1954		
Middle School			C Wing	11 Queen St, Newtown, CT	1956		
Middle School			D Wing	11 Queen St, Newtown, CT	1970		
Middle School			E Wing	11 Queen St, Newtown, CT	1987		
High School	1	1		Original	12 Berkshire Rd, Sandy Hook, CT	362,131	1970
High School			Addition	12 Berkshire Rd, Sandy Hook, CT	1997		
High School			Wing	12 Berkshire Rd, Sandy Hook, CT	2010		
School's Warehouse							
School's Maintenance Garage							
Municipal Center FFH	66	1	Y	Bridgeport	3 Primrose St, Newtown		1931
Community Center/Sr Center	83	1			8 Simpson St.		2019
Engineer's House FFH	72	1			25 Trades Lane		
Emergency Operations Cntr			Y		27 Mile Hill Road South		19xx
Meeting House	18	1			31 Main St.		1792
Edmond Town Hall	8	1			45 Main St.		1930
C H Booth Library	3	1		House	25 Main Street		1932
C H Booth Library			Addition	25 Main Street	1996		
Police Station	84	1			191 S. Main St		2020
Fire Station					45 Main St		
Town Hall South	13	1	Y		3 Main St		
Newtown Public Works			Y		4 Turkey Hill Rd.		
Newtown Public Works - Cold Storage			Y		4 Turkey Hill Rd.		

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Campus	Loc #	Bldg #	2010	Building	Address	Sq Ft	Original Built
Teen Center (P&R)	23	1			53 A Church Hill Rd.		
Multipurpose Building	16	1	Y		14 Riverside Rd.		1979
Dog Pound			Y		Ethan Allen Road		1973
Transfer Station			Y		Ethan Allen Road		1973
Dickenson Park Pavilion					Elm Drive, Newtown		
Treadwell Pool Building	30	1			Philo Curtis Rd		
Newtgown Park & Bark					21 Old Farm Rd		
Ambulance garage					6 Washington Square		
Sandy Hook Vol Fire & Rescue			Y		18 Riverside Rd.	10,400	1977
Sandy Hook Vol Fire & Rescue Substation			Y		249 Berkshire Rd, Sandy Hook	1,500	1968
Newtown Hook & Ladder	19	1	Y		12 Church Hill Rd.		
Maintenance Operations					2 Trades Lane		
Maintenance Garage	14	1			3 Trades Lane		
Waste Water Treatment	21	1	Y	Head	24 Commerce Rd	2,316	1997
Waste Water Treatment	15	1	Y	Filter	24 Commerce Rd	22,267	1997
Waste Water Treatment			Y	Admin	24 Commerce Rd	5,400	1997
Pump Station - Hawleyville	74	1	Y		166 Mt. Pleasant Rd, Newtown	240	2000
Pump Station - Hanover	46	1	Y		47A Hanover Rd.	240	1997
Pump Station - Baldwin	43	1	Y		17A Baldwin Rd	240	1997
Pump Station - Tauton Lake	48	1	Y		33A Tauton Lake Rd	240	1997
Pump Station - Sandy Hook	44	1	Y		5A Glen Rd, Sandy Hook	240	1997

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Attachment C – Town Building Inventory and Planning Work Group

At their March 1, 2021 meeting the Board of Selectmen established the Town Building Inventory and Planning Work Group with the following purpose and activities:

Purpose

The Building Inventory & Planning Work Group would establish a simple information system to inventory town buildings, their major components, the expected useful life of components and use(s) of this information for planning including the Capital Improvement Plan (CIP.)

Specific activities

1. Identify current methods for keeping building and building component inventory as well as warranty periods, maintenance requirements, and useful life.
2. Determine building components to track such as: Roofs, Boilers, Air handling and conditioning, Parking Lots, Solar, Plumbing, Emergency systems.
3. Investigate how other towns monitor and manage their buildings.
4. Design a spreadsheet or other simple digital system to capture, store and report building data. Alternatively investigate availability of commercial systems to meet these needs.
5. Design an annual Town Building Dashboard to be presented to the Board of Selectmen and Board of Education as input to their CIP preparations. Dashboard would also be available to the Board of Finance.
6. Establish the Newtown building inventory system and oversee the initial population of building data.
7. Recommend responsibilities and basic process for maintaining timely and accurate building data
8. Recommend other uses or extensions to the building inventory.
9. Periodically report progress, findings and system design to the BOS.