

Town of Newtown
Town Building Inventory & Planning Work Group
June 23, 2021 Minutes

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, June 23, 2021. The meeting was held at Reed Intermediate School Media Center. Ned Simpson called the meeting to order at 7:08 pm.

PRESENT: Allen Adriani, David Schill (by phone), Zach Marchetti, Deborra Zukowski, Ned Simpson, and Bob Gerbert

ABSENT: Graham Clifford and Fred Hurley

VOTER COMMENTS: none

ACCEPTANCE OF THE MINUTES: Zach M moved to approve the minutes of May 26, 2021, seconded by Bob G. Motion passed unanimously.

COMMUNICATIONS: None

NEW BUSINESS: None

OLD BUSINESS:

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

Discussed how a project in the inventory data base would be created. Pick building -> Category -> System -> ticking off components. Bob G stated that currently it is personal knowledge that forms projects. He would like to be able to go by age and/or condition grades.

Using the draft document in Attachment A below, the group reviewed the purposes the building inventory should serve. Detail discussion was then held on the data structure hierarchy: Category, System, Component and Subcomponent with parameters. Specific Systems within categories were then discussed.

Other: None

VOTER COMMENTS: none

ANNOUNCEMENTS: none

ADJOURNMENT: Zach M moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:18 pm. Allen A seconded. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair

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Attachment A:

Building Inventory Data Design

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Purpose and Use of The Inventory

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/or 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 sequence projects

- 1) Input to BOS and BOE for identification of Capital Asset Projects (greater than \$200,000) to be included in their proposed Capital Improvement Plan (CIP)
- 2) Input to BOS and BOE for identification major expenditures more than one year out where funding can be managed.
- 3) Serve as the master building data when town bodies or departments need a list of facilities. e.g. buildings to be insured
- 4) Capture when major inspections (on a more than yearly cycle) are due and were last done
- 5) Capture condition of systems (and components) rolling up to an overall facility condition. (Consider using definition and criteria from the CT Appraiser's Handbook)
- 6) Data for sustainability/reliability studies

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Identification of a Facility

1. Site / Campus
2. Building/Facility / Structure
3. Wing

Sheds and container storage will not be inventoried.

Data About a: Campus, Facility/Building and Wing

About a Site/Campus

1. USPS Street Address?
2. Parking
 - a. Number of spaces - Handicap – Standard
 - b. Sq. yds of parking
3. Acreage
4. GIS Identifier

About a Facility/Building

1. Year first part build, or year largest Wing built
2. Year of major renovation if any
3. Total Sq. Foot (Sum of Wings)
4. Ownership (town owns building and land, Town owns land but not building, Town owns building but not the land, or Town holds mortgage on building, or Town has maintenance or operation responsibilities for the building.)
5. Use – Organization
6. Average occupancy (Sum of Wings)
7. Total Value
8. Building Condition
9. Risk Type Description
10. Historic Property – Yes/No (Judgement or official designation. If the latter, would also need “In process”)
11. Utility Meters Identification (Separate table? e.g. Meter for Parks & Rec at Reed School)
12. Central Station Alarm
Fire Intrusion (Town monitors or Outside firm monitors)
13. Fire Provisions
 - a. Within 1000' of Hydrant Y/N
14. Part of Newtown Emergency Plan Yes/No
15. GIS ID
16. CIRMA Insurance ID

Facility/Building Values for #5 - 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 - Company

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7. Parks & Recreation
8. Police Department
9. Public Works
10. Water Pollution
11. Vacant
12. Abandoned (utilities cut-off, boarded up)

Using organization will be at Facility/Building level

Multiple users in one facility Town of Newtown (discussed Largest, most active will be user. Create “wings”)

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

About a Wing

1. Year Build
2. Year of major renovation if any
3. Sq. Foot
4. Number of Stories (on insurance filing)
5. Construction Type
6. Occupancy
7. Radon Inspection
8. Sprinklers (Component)
9. Central Station Alarm (Component)
Fire Intrusion (Town monitors (911 Emergency Communications or Fire companies), or Outside firm monitors)

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Building Components Structure

Prototype	Structure Alternative
1. Component Group <ul style="list-style-type: none"> o Building o Grounds 	1. Category (A conceptual grouping, not physical things)
2. Component <ul style="list-style-type: none"> o Parameters 	A. System <ul style="list-style-type: none"> i. Parameters
3. Sub-Component <ul style="list-style-type: none"> o Parameters 	a. Component <ul style="list-style-type: none"> i. Parameters
	a) Subcomponent (may not be needed)
	i. Parameters
	Systems, Components & Subcomponents are physical (atoms) Parameters are characteristics of physical things

Facility (Building) Categories

1. Structural
2. Envelope
3. Mechanical
4. Plumbing
5. Electrical
6. Interior
7. Safety
8. Grounds

Detail Within Categories

Should every Category have a System named "Other"?

1. Category: Structural
 - i. Parameter: Inspection schedule
 - ii. Parameter: Integrity Test Data (Steel Inspection, Integrity Check and Ultrasound test) Date done/due
 - iii. Parameter: Lifting equip state & local inspection Date done/due
 - A. System: Framing Type (masonry vs wood)
 - B. System: Bearing Wall Type
 - C. System: Shear Wall Type
 - D. System: Foundation Type (floating slab,)
 - E. System: Vertical Elements
 - F. System: Horizontal Elements
 - G. System: Stairwell
 - H. System: Chimney
2. Category: Envelope
 - A. System: Roof
 1. Component: Style (pitch, flat,)
 2. Component: Roofing Material
 3. Component: Insulation
 - B. System: Exterior Walls
 1. Component: Material
 2. Component: Siding (brick, vinyl, clapboard)

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- 3. Component: Insulation
- C. System: Glazing
 - 1. Component: Doors
 - 2. Component: Windows
 - 3. Component: Skylights
- D. System: Foundation
 - i. Parameter: Type
 - ii. Parameter: Issues
 - Crakes & Leaks
 - Radon
- E. System: Chimney – Vent
- 3. Category: Mechanical
 - A. System: Energy
 - a. Component: Heating (System)
 - a) Sub-Component: Boiler
 - i. Parameter: Boiler Plant
 - ii. Parameter: Fuel
 - iii. Parameter: Boiler Type
 - iv. Parameter: BTU Rating
 - v. Parameter: Install Date
 - vi. Parameter: Condition
 - b. Component: Cooling (System: Air Conditioning)
 - c. Component: Ventilation (System)
 - d. Component: Exhaust (System)
 - e. Component: HVAC (System)
 - f. Component: Controls
 - B. System: Containment Tanks
 - i. Parameter: Type
 - ii. Parameter: Size (gallons, lbs, other)
 - iii. Parameter: Installation Date
 - C. System: Elevators
 - D. System: Water Heater
- 4. Category: Plumbing
 - A. System: Fixtures (sinks, toilets, showers)
 - B. System: Potable cold water
 - C. System: Potable DHW (domestic hot water)
 - D. System: Storm water
 - E. System: Drainage of wastewater (sewage) from inside a building
 - F. System: Supply (well, municipal water)
 - G. System: Pool (swimming, retention)
- 5. Category: Electrical
 - A. System: Low voltage (LV), distribution boards and switchgear
 - B. System: Lighting Protection
 - C. System: Communication
 - a. Component: Telephones
 - i. Parameter: Type Switched or VOIP
 - ii. Parameter: Switch
 - b. Component: IT networks
 - D. System: Building automation
 - E. System: Fire detection and protection
 - F. System: Security and alarm
 - G. System: Access Control

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- H. System: Generator System (perhaps battery) with Parameters:
 - i. Parameter: Fuel
 - ii. Parameter: Install Date
 - iii. Parameter: Make
 - iv. Parameter: Model
 - v. Parameter: Size
 - vi. Parameter: Serial #
 - vii. Parameter: ATS #
- 6. Category: Interior Cosmetic
 - A. System: Interior Wall
 - B. System: Ceiling
 - C. System: Floors
 - D. System: Kitchen (components include appliances counters sinks)
 - E. System: Bathroom (components include toilets, stalls, counters, sinks)
 - F. System: Access (things that give one visual/physical access to interior rooms)
- 7. Category: Fire Protection Component (Wet or Dry)
 - A. System: Sprinkler
- 8. Category: Grounds
 - A. System: Irrigation sprinklers
 - B. System: Transportation (Pavement: Drives, Sidewalks and Parking)
 - C. System: Recreation
 - a. Component: Fields - Turf and natural Component
 - b. Component: Lighting Component
 - c. Component: Stadium Component
 - d. Component: Playgrounds Component
 - e. Component: Courts – basketball, tennis, pickleball Component
 - f. Component: Skate park Component
 - D. System: Fields
 - E. System: Pools
 - F. System: Pavilions – Picnic Shelters
 - G. System: Entertainment (Pavilions, Band stands)
 - H. System: Docks and piers
 - I. System: Dam
 - i. Parameter: Inspection last/next

Generic Properties for all components

- 1) Property ID
- 2) Manufacturer
- 3) Model
- 4) Type
- 5) Style
- 6) Material
- 7) Rating (These two provide a uniform way to describe the primary “measure” of the component, e.g.,
- 8) Rating Units tank size (gals), BTUs, Decibels, kW, Tons, etc., and will simplify adding new comps.)
- 9) Location
- 10) Orientation
- 11) Count
- 12) Count Units ((e.g., number of light fixtures, sq. in of glass)
- 13) Condition/Status (Note that there can be a grading system defined, e.g., A through D, that includes documentation, per component, for assigning a grade.)
- 14) Date Installed

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- 15) Expected Life
- 16) Last Inspection
- 17) Inspection Notes
- 18) Inspection Frequency
- 19) Notes

Project Overlay onto the Inventory

Project Table

- 1. Project ID
- 2. Project Name (long & short)
- 3. Data Owner for this Project
- 4. Date Entered into the inventory system
- 5. Project Owner / Manager
- 6. Town body responsible for the project
- 7. Active? (Y/N)
- 8. Project Opened Date
- 9. Project Closed Date
- 10. Preceding Project ID
- 11. Following Project ID
- 12. Project Type
 - a. CIP
 - b. Planned Capital
 - c. Energy Audit
 - d. Inspection
- 13. Work to Start (Project Begin) Date