

Town of Newtown
Town Building Inventory & Planning Work Group
July 14, 2021 Minutes

The Following Minutes Are Subject to Approval by The Work Group

The Town Building Inventory & Planning Work Group held a regular meeting Wednesday, July 14, 2021. The meeting was held at the C. h. Booth Library Meeting Room. Ned Simpson called the meeting to order at 7:08 pm.

PRESENT: Allen Adriani, Graham Clifford, Fred Hurley, David Schill, Ned Simpson, and Bob Gerbert

ABSENT: Zach Marchetti, and Deborra Zukowski

VOTER COMMENTS: none

ACCEPTANCE OF THE MINUTES: David S moved to approve the minutes of May 26, 2021, seconded by Allen A. Motion passed unanimously.

COMMUNICATIONS: Deborra Zukowski emailed the Work Group July 12 that she would be stepping away from the Work Group. Her contributions were noted

NEW BUSINESS: None

OLD BUSINESS:

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

- The Work Group toured the C H Booth Library campus and facility (from basement to attic). During this tour David S described the work in the current CIP relative to study, engineering, design and estimating.
- David S, Fred H and Bob G shared stories related to the challenges of having, finding and preserving facility drawings and documentation. Group agreement that the town should digitize facility documentation. It can be done inexpensively with available software. Graham pointed out that the data structure to index and describe scanned images must be thought out to avoid a project that produces thousands of images that cannot be searched. An image database can and should be linked to the Building Inventory.
- Discussion on sections of "Building Inventory Data Design" Attachment A
 - Reviewed Facility Categories and their Systems and Components. Ned will update the Data Design document and circulate. Graham C will use this to update the prototype.
 - Discussed Generic Properties for All Components. Decided to add them into the prototype recognizing that not all would be used. System also needs capability for data collector to add properties.
- Ned S described his work populating the Campus and Facility tables. Some more work is needed on identifiers. Fred H offered to help. Ned S will forward the tables to Graham C for upload in to the prototype
- Once the prototype is updated (structure and data) Bob G will load the data for Sandy Hook Elementary School from the documentation he has.

Other: None

VOTER COMMENTS: none

ANNOUNCEMENTS: The second monthly meeting July 28 will be cancelled. There will be a Special WG meeting Wednesday August 4, 2021 at Sandy Hook Elementary School.

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ADJOURNMENT: David S moved to adjourn the regular meeting of the Town Building Inventory & Planning Work Group at 8:35 pm. Bob G seconded. Motion passed unanimously.

Respectfully submitted,

Ned Simpson, Chair

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Attachment A:

Building Inventory Data Design

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Newtown Property Card	Error! Bookmark not defined.

Purpose of The Building 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)

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- 6) Data for sustainability/reliability studies

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. Name
2. USPS Street Address?
3. Parking
 - a. Number of spaces - Handicap – Standard
 - b. Sq. yds of parking
4. Acreage
5. Assessor's Identifiers:
 - a. M/B/L = Map/Block/Lot, xx-xx-x
 - b. PID=Parcel ID, 00xxxx
6. Owner Code (N=Town of Newtown, O=Other)

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, Towns 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. Assessor's Identifiers:
 - a. M/B/L = Map/Block/Lot, xx-xx-x
 - b. PID=Parcel ID, 00xxxx
16. CIRMA Insurance ID

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

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
9. Other

Detail Within Categories

Original parameters, in red, have not been discussed in detail. They will be included a future discussion.

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: Construction Type
 - Description/Type (2-3 sentences)
 - B. System: Foundation (e.g., floating slab,)
 - i. Parameter: Type
 - ii. Parameter: Issues
 - Crakes & Leaks
 - Radon
 - C. System: Chimney
 - D. Other
2. Category: Envelope
 - A. System: Roof
 1. Component: Insulation [DJZ: Bob also believes that it should stay as a component.]
 - There was some discussion on the need to capture the following:
 - i. Style (pitch, flat,)

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ii. Roofing Material

B. System: Exterior Walls

There was some discussion on the need to capture the following:

- i. Material
- ii. Siding (brick, vinyl, clapboard)

1. Component: Insulation

C. System: Glazing

- 1. Component: Doors
- 2. Component: Windows
- 3. Component: Skylightst

D. Other

3. Category: Mechanical

A. System: Heating

1. 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. System: Cooling

C. System: Ventilation

D. System: Exhaust

E. System: Packaged System - HVAC

- a. Component: HVAC Heat
- b. Component: HVAC Ventilation
- c. Component: HVAC Exhaust
- d. Component: HVAC Cooling

F. System: Controls

G. System: Fuel Tanks

- i. Parameter: Type
- ii. Parameter: Size (gallons, lbs, other)
- iii. Parameter: Installation Date

H. System: Elevators

I. Other

4. Category: Plumbing

A. System: Supply (Well or Municipal water)

- a. Component: Potable cold water
- b. Component: Potable DHW (domestic hot water)

B. System: Fixtures (sinks, toilets, showers)

C. System: Storm water

D. System: Drainage of wastewater (sewage) from inside a building

E. System: Indoor Swimming Pool

F. Other

5. Category: Electrical

A. System: Low voltage (LV), distribution boards and switchgear [DJZ: Moved to safety.]

B. System: Communication

a. Component: Telephones

- i. Parameter: Type Switched or VOIP
- ii. Parameter: Switch

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- b. Component: IT networks
- C. System: Building automation
- D. System: Generator System (perhaps battery) with Parameters:
- E. Other
 - 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
 - A. System: Interior Wall
 - B. System: Ceiling
 - C. System: Floors
 - D. System: Kitchen (components include appliances and counters but do not include plumbing fixtures)
 - E. System: Bathroom (components include stalls and counters but do not include plumbing fixtures)
 - F. System: Access (things that give one visual/physical access to interior rooms, like doors and windows)
 - G. Other
- 7. Category: Safety
 - A. System: Fire Protection Sprinkler (Wet or Dry)
 - B. System: Fire detection and protection
 - C. System: Security and alarm
 - D. System: Access Control
 - E. Lightning Protection
 - F. Other
- 8. Category: Grounds
 - A. System: Irrigation sprinklers
 - B. System: Transportation (Pavement: Drives, Sidewalks and Parking)
 - C. System: Storm water
 - D. System: Fields - Turf and natural
 - E. System: Lighting
 - F. System: Stadium
 - G. System: Playgrounds
 - H. System: Courts – basketball, tennis, pickleball
 - I. System: Skate park
 - J. System: Fields
 - K. System: Outdoor Pools
 - L. System: Entertainment (Pavilions, Band stands)
 - M. System: Docks and piers
 - N. System: Dam
 - O. Other
 - i. Parameter: Inspection last/next

Generic Properties/Parameters for all Components/Systems

(Components may include some or all of the following. In addition, there may be specialized component-specific parameters.)

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- 1) Property ID
- 2) Manufacturer
- 3) Model
- 4) Count
- 5) Count Units ((e.g., number of light fixtures, sq. in of glass)
- 6) Type
- 7) Style
- 8) Material
- 9) Rating (These two provide a uniform way to describe the primary “measure” of the component, e.g.,
- 10) Rating Units tank size (gals), BTUs, Decibels, kW, Tons, etc., and will simplify adding new comps.)
- 11) Location
- 12) Orientation
- 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
- 15) Expected Life
- 16) Last Inspection
- 17) Inspection Notes
- 18) Inspection Frequency
- 19) Last Repair [DJZ: This is a callback to the snow plow discussion we had very early on.]
- 20) Number of repairs
- 21) 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