



Williamsburg Building Needs Committee

141 Main Street, P.O. Box 447

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Minutes for meeting on October 27, 2008	Members:	present	absent
	Andy Soles, Chairman	x	
	Jim Locke	x	
	John Pohanka	x	
	Bill Sayre		x
	Steve Smith	x	
	Others:		

The meeting was called to order at 6:30 PM.

Jim Locke nominated Andy Soles to be Chairman of the committee. He accepted the nomination and was elected Chairman by voice vote.

Andy Soles suggested the work of the committee would take two parallel paths: understanding department needs and evaluating the physical condition of the buildings.

John Pohanka suggested that department heads should be asked to make plans before the committee meets with them, in order to maximize the effectiveness of the meetings.

Jim Locke suggested that we could prepare a form that would help the department heads prepare for our meetings with them.

John Pohanka suggested we send a questionnaire to other comparable towns to benchmark current practices.

Steve Smith asked if the Planning Board has development goals that might inform the Committee's suggested use of parcels of land. For example, if high density housing in an area was a goal, then the committee could plan to free up a town-owned parcel for such development. The response was no, there are no particular established goals.

There was a discussion of the parcels of land owned by the town. Jim Locke said we need an updated list of all town-owned property.

John Pohanka asked who owns some of the historical buildings such as the mill building near the river (Mill St.) and the old schoolhouse on Nash Hill Road.

Andy Soles said that when inspecting building conditions, our first pass should just look at major items such as accessibility, egress, and heating.

John Pohanka noted that our database should reflect any deed or boundary irregularities. For example, the Veterans' Memorial structure exceeds the boundaries of the lot.

Jim Locke asked if building values could be determined from the tax assessment or from insurance appraisals.

John Pohanka wondered if the town received any land from the transfers of railroad right-of-way parcels that happened after the bike path debate.

Pohanka also noted that it would be good if we could find someone from Haydenville to serve on the committee.

Action Items:

JP – Get copies of assessors' maps and list from the Assessor's Office of all buildings and land owned by the town.

AS – Create a checklist of information items to be included in our master spreadsheet.

SS – Distribute contact list to committee members.

JL – Create an interview questionnaire for department heads/building users we plan to interview.

The group agreed on a regular meeting schedule for the second Monday of each month. Next meeting will be on Monday November 10.

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Stephen D. Smith