



Williamsburg Building Needs Committee

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Minutes for meeting on December 8, 2008	Members:	present	absent
	Andy Soles, Chairman	x	
	Jim Locke	x	
	John Pohanka	x	
	Bill Sayre	x	
	Steve Smith	x	
	Others:		
	Andrew Webster, of the Energy Committee, arrived at 7:10 PM		

Chairman Andy Soles called the meeting to order at 6:35 PM.

John Pohanka moved to accept the minutes from the October 27 meeting. Jim Locke seconded and the minutes were approved unanimously.

Bill Sayre asked what are the overall charter and scope of the committee's activities. A discussion ensued about whether the scope includes making recommendations or plans.

Soles noted that the committee doesn't have the resources to estimate costs, which might therefore make it difficult to recommend specific plans to the Select Board.

Steve Smith suggested that different plans could be categorized broadly in terms of scope—such as ambitious, middle of the road, and minimal—even if we didn't know the exact cost of the plans.

Soles noted that we could also rank plans by level of urgency.

Sayre, who is also on the Capital Planning Committee, said the output from the Building Needs committee would help Capital Planning with their job.

Pohanka asked how we will prioritize the requests from the departments—how will we know whether requests for facilities are reasonable? Soles noted that our benchmarking of comparable towns' facilities will help us with this.

Sayre suggested that our \$2,500 budget might be used to hire a specialist building needs consultant. Soles shared some of the building needs reports from other towns, and noted that the professionally-produced ones looked like they cost significantly more than our budget.

Andrew Webster, a member of the town Energy Committee, mentioned that the Department of Energy Resources is going to do an energy survey of all the town buildings. He believes it is paid for by the state and that Town Administrator Steve Herzberg has been working on arranging the survey.

Chairman Soles passed out a draft timeline for committee activities and asked for comments.

- For the task, "Review and Summarize Previous Town Reports," he noted that this will include at least a prior: Open Space Plan, Community Development Plan, A.D.A. Transition Plan, and a Build Out Analysis.
- Pohanka said we'd like to have input from the Capital Planning Committee before we talk to the department heads.
- Sayre noted that we should include both Departments and Committees in the list of people who we should interview.
- Soles noted that one meeting a month might not be enough to complete our work in a timely fashion. We might need to break out some tasks for smaller groups to complete.
- Locke passed out a recent Town Contact List, which is a good starting point to develop the list of stakeholders we need to interview.
- Pohanka suggested that the Select Board could convene an All Boards meeting at which we could brief the committees and departments on our process and our needs from them.
- The group agreed to target November 30, 2009 as a completion date for its work. That would provide information to the Select Board in time to plan for Town Meeting 2010.

Action Items:

Andy Soles

- Contact Kit Smith to see who from the Finance Committee will attend our meetings.

Steve Smith

- Follow up on missing info from Assessor
- Confirm who owns buildings at the Transfer Station.
- Revise list of properties to be driven by building/improvement, then the associated parcel of land
- Make a list of departments and committees we should interview.

Jim Locke

- Draft a questionnaire for departments and committees.

John Pohanka

- Get a list of comparable towns for benchmarking from Rep. Kulik's office.

Next meeting will be on Monday Jan. 12, 2009.

The meeting was adjourned at 8:55 PM.

Respectfully submitted, *Stephen D. Smith*