



Williamsburg Building Needs Committee

141 Main Street, P.O. Box 447

Haydenville, Massachusetts 01039-0447

Ph: (413) 268-8400

Fax: (413) 268-8409

Minutes for meeting on January 12, 2009 Revision 1: 1/27/09 Revision 2: 2/8/09 Revision 3: approved 2/9/09	Members:	present	absent
	Andy Soles, Chairman	x	
	Jim Locke	x	
	John Pohanka		x
	Bill Sayre	x	
	Steve Smith	x	
	Andrew Webster	x	
	Others:		
	Dave Mathers (Select Board)		
	Kim Boas, Laura Baker		

Chairman Andy Soles called the meeting to order at 6:40 PM.

1. Soles read a note from John Pohanka saying that he had spoken with Charlene Nardi about Chesterfield's building assessment process, and that she said Chesterfield had hired a consultant for that need. Pohanka had also spoken with Paul Dunphy at Rep. Kulik's office. Dunphy will pull together a list of comparable towns for us to benchmark against.
2. Soles reported that he had spoken with Town Administrator Steve Herzberg, who will help the committee get comparative information from other towns for our benchmarking.
3. Bill Sayre asked whether there was a time frame for the committee to spend its \$2,500 budget. Soles will look into that.
4. The Committee discussed a letter from the Hilltown Cooperative Charter School to the Williamsburg School Committee (12/4/08) expressing interest in purchasing the James School. It was discussed that while the Building Needs Committee will express an opinion on the use of that building, it will be up to the School Committee and the Select Board to finally decide about such a request.
5. Visitor Dave Mathers asked whether we would have a specific subcommittee on a Public Safety Complex. He noted that it was too bad a plan wasn't ready recently when

the state asked for a list of projects that might be immediately eligible for new federal spending. Soles and other committee members responded that we are in an information gathering stage at this point. It was noted that while a recommendation for a Public Safety Complex is a possible outcome of this committee's work, it is premature to speculate. If such a recommendation were made, then it would be up to the Select Board to take steps toward designing such a building.

6. Jim Locke distributed a draft of a Facilities Survey for department heads and other stakeholders. Comments centered around separating items on building condition from items on programmatic use and needs. Bill Sayre suggested the survey should include a narrative section to cover future needs and eventualities. He also suggested adding lines to indicate level of use (such as number of police/fire calls and library circulation numbers), which would be useful for benchmarking.
7. Steve Smith passed around a draft list of town departments, an attempt to identify the recipients for the above-mentioned survey. The list was found to be insufficient, so Smith will re-do it, making sure that every name on the list of Town Contacts is included, either as a direct recipient of the survey, or listed below a department head or the Town Administrator.
8. Visitor Kim Boas asked if the Committee is formally communicating with the Finance Committee. Soles will ask the Finance Committee to designate a member to attend Building Needs Committee meetings.

Boas also asked if the Committee wanted to see the results of upcoming energy audits, and the response was yes. He suggested that since energy costs over the life of a building can exceed the initial construction cost, energy efficiency should be a high priority for the Committee's assessments.
9. Soles passed around a revised project schedule for the Committee's work, showing a target completion date of October 30, 2009 for our report.
10. Visitor Laura Baker suggested that the Committee should do a programmatic review of the Town Hall building. After discussion it was determined that such a review was slightly beyond our scope; that our findings could include a recommendation that the Town Hall should have a program review.

Action Items:

AS

- Contact Finance Committee to get them to designate a member to attend our meetings.
- Gather existing floor plans of buildings.
- Check on expiration of \$2,500 funding.

AS & AW

- Make a floor plan of Town Hall if one doesn't already exist.

JL

- Re-draft Survey.
- Send town contact list to Smith in electronic format.
- Ask Donna Gibson for details about ownership of buildings at Transfer Station.

SS

- Provide Andrew Webster with copies of documents circulated to the committee before Andrew joined.
- Re-do list of town departments/ recipients of survey.
- Update list of properties to include notes on questions of deed or easement, (for instance, does Town Hall have an easement from church for driveway?) add a section on properties that are of interest even though they might not be actually owned by the Town (such as the Grange Hall).

The next meeting will be on February 9, 2009 at 6:30 PM.

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Stephen D. Smith