



Williamsburg Building Needs Committee

141 Main Street, P.O. Box 447

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Minutes for meeting on February 9, 2009 Revision 1: 2/13/09 Revision 2: 3/9/09 Approved 3/9/09	Members:	present	absent
	Andy Soles, Chairman	x	
	Jim Locke	x	
	John Pohanka	x	
	Bill Sayre	x	
	Steve Smith	x	
	Andrew Webster	x	
	Others:		

Chairman Andy Soles called the meeting to order at 6:30 PM.

1. The committee discussed efforts to find comparable data from other towns for benchmarking.
2. The committee reviewed a new draft of the list of stakeholders in the town—that is, department and committee heads to whom we will send a survey to determine needs.
3. Jim Locke distributed an updated draft of the Facilities Use Survey. The form was approved with a few minor revisions. The committee formulated a plan to distribute the surveys. See Action Items for details.
4. Locke informed the committee that the buildings at the transfer station are owned by the town, but that there may be an agreement with Corky Baldwin that allows him to use the buildings. The committee will ask the Select Board to give us more details on that agreement.
5. Bill Sayre asked if we have any demographic projections on which to base future plans. It was suggested that the state or the Pioneer Valley Planning Authority might have such info.
6. Soles and Webster discussed their approach and progress toward measuring and drawing floor plans for buildings.

7. Soles informed the committee that the Finance Committee will not appoint a member to attend our meetings at this time.

Action Items:

JP

- Talk to Steve Herzberg and Brenda Lessard about mailing the Facility Use Survey for us and shepherding responses back to us.

AS

- Get on the agenda for the upcoming All Boards meeting.
- Write a cover letter for the Facility Use Survey and deliver to Steve Herzberg by Tuesday 2/17.

AS & AW

- Sketch and measure Town Hall.

JL

- Finish Facility Use Survey and deliver to Steve Herzberg by Tuesday 2/17.
- Ask Select Board to clarify agreement with Corky Baldwin.

WS

- Get demographic projections from PVPA.

SS

- Get list of recipients for Survey to Steve Herzberg by Tuesday 2/17.

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

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Stephen D. Smith