



## *Williamsburg Building Needs Committee*

141 Main Street, P.O. Box 447

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Minutes for meeting on <b>April 14, 2009</b> Revision 1: 5/7/09 Approved 5/11/09	<b>Members:</b>	present	absent
	Andy Soles, Chairman	x	
	Jim Locke	x	
	John Pohanka	x	
	Bill Sayre		x
	Steve Smith	x	
	Andrew Webster	x	
	<b>Others:</b>		
	Doug Goodman from Reinhardt Associates	x	

Chairman Andy Soles called the meeting to order at 7:00 PM.

1. Steve Smith described the progress in getting benchmarking data from towns. After phone interviews with administrators from four towns, data on the existence of departments and buildings is easy to get, but the interviewees did not have details such as square footage and condition. The group agreed that we should proceed with the interviews and compile what we get. If we want more information we can go back and dig deeper.
2. Doug Goodman of Reinhardt Associates in Agawam joined the meeting to describe the work his company has been doing for Chesterfield. They are nearing completion of a study of building needs. They interviewed staff, came up with spatial requirements, considered the condition of the buildings, and considered imminent needs for expansion. The fee for this study is \$70,000. Doug mentioned that there has been state funding available for such studies from agencies such as DHCD.
3. Jim Locke reported that he has requested an update on the status of RFP for the Town Garage. It seems that the RFP has been revised and reissued, but details are not clear.
4. John Pohanka reported that most of the department surveys have been received back, though three critical departments are still outstanding.

**Action Items:**

SS

- Format one 11x17" page per parcel for town buildings.

WS, JP, SS

- Continue benchmark surveys of comparable towns

JL

- Follow up with Town Manager or Select Board on status of Town Garage RFP.

The next meeting will be on Monday May 11, 2009 at 7:00 PM.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

*Stephen D. Smith*