



Williamsburg Building Needs Committee

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Minutes for meeting on May 11, 2009 Revision 1: 5/22/09 Approved 6/8/09	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 7:00 PM.

1. John Pohanka reported that the survey of town departments is complete. There are a couple of departments still missing but we don't expect to get responses from them. Andy Soles will start summarizing the results.
2. The impact of a proposed development on Petticoat Lane, abutting the Dunphy School property, was discussed. The committee can comment in its report whether development in that area would restrict options for future town building needs.
3. Benchmarking: Bill Sayre had several written responses to the benchmarking questionnaire. Steve Smith has responses from three towns and John Pohanka still has to contact the towns on his list. Sayre will create a spreadsheet to collate the responses. He will forward that to Smith and Pohanka to insert the response info from their towns.
4. Soles reported that we have drawings for all the major buildings and it's now time to start evaluating building condition. At the next meeting (June 8), the committee will meet at the Town Hall and evaluate it together.

5. The school committee is likely going to make an override request at town meeting to fund a design study for consolidating all students into the Dunphy school. If that effort proceeds, we will factor that into our plans.
6. Locke reported that the Highway Department did create a new RFP for the garage project approved last year. The new RFP calls for a manufactured or metal building. The bids were due the week of May 11.
7. Sayre suggested that our committee should recommend an improvement in the town's process for prioritizing, budgeting, planning, approving, and procuring building projects.
8. Smith presented a draft 11"x17" Building Master Sheet format. The plan is to create one sheet per building in the final report. The group decided to place a plan view of each building in the largest block of the page, with smaller blocks showing street map location and assessor's map details.

Action Items:

- WS, JP, SS: benchmark surveys to other towns.
- JP: photos of town buildings. Forward to Smith for inclusion on building master sheets.
- AS: Collate department survey results
- SS: revise Master Sheets

Respectfully submitted,

Stephen D. Smith