



## *Williamsburg Building Needs Committee*

141 Main Street, P.O. Box 447

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Minutes for meeting on <b>September 16, 2009</b> <b>Approved</b>	<b>Members:</b>	present	absent
	Andy Soles, Chairman	x	
	Jim Locke	x	
	John Pohanka	x	
	Martin Mahoney	x	
	Bill Sayre	x	
	Steve Smith	x	
	<b>Others:</b>		

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

1. Soles confirmed that he and John Pohanka are appointed to the new School Building Committee as representatives from Building Needs. Jim Locke is also on that committee temporarily.
2. Soles circulated a draft of a programmatic needs document and the committee discussed how to best capture this information.
3. The group discussed the progress on benchmarking other towns' buildings and departments. It was agreed that the responses in hand from twelve towns was sufficient and no further outreach would be needed. The data will be summarized on a spreadsheet.
4. The group discussed how to include input from the Building Inspector in the process. No specific direction was decided, and the committee will consider the options at a future time.
5. Soles suggested that this committee should ask the Open Space Committee for input to our process, for instance, indentifying any land parcels in which they have an interest.
6. We have received copies of Energy Audit reports on the James and Dunphy Schools. We still need to see the reports for the Town Hall, Haydenville Police/Fire, and Town Garage.
7. It was noted that a Senior Center should be addressed in the final report.
8. It was noted that this committee should express in its final report how useful an electronic Assessor/Town Map system would be for planning purposes.

Action Items:

- SS: Get details on National Grid parcel at corner of Kellogg Road.
- SS: Send jpeg image of above-mentioned parcel to Andy.
- SS: Call Steve Herzberg and request missing Energy Audit reports.
- AS: Outline the committee's final report so we can review at next meeting and plan on how to fill in the blanks.

The next meeting was scheduled for **Tuesday**, October 13.

Respectfully submitted,

*Stephen D. Smith*