



Williamsburg Building Needs Committee

141 Main Street, P.O. Box 447

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Minutes for meeting on October 13, 2009 Revision 1: 10/19/09 Approved 11/18/09	Members:	present	absent
	Andy Soles, Chairman	x	
	Jim Locke		x
	John Pohanka	x	
	Martin Mahoney	x	
	Bill Sayre	x	
	Steve Smith	x	
	Others:		

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

1. Soles circulated a draft Table of Contents for the committee's final report. The committee discussed the document and considered how to include the Energy Audits and town benchmark surveys. It was agreed that both should be summarized in the main body of the document and included in full in appendices.
2. The sections of the "Findings" heading were divided among the committee members to write. Each member is to circulate a draft of his section prior to the next meeting. Assignments are noted below in "Action Items."
3. It was noted that the committee is lacking details regarding easements for access to the Town Hall and the Town Garage. Steve Smith will investigate for the next meeting.
4. Soles mentioned that there is a report from the town Open Space Committee from around 2003 or 2004. Pohanka will get a copy.
5. The minutes of the 9/16 meeting were approved by unanimous vote.
6. The meeting adjourned at 8:25.

Action Items:

- JP: Get copy of Open Space Committee report
- SS: Find out about easements for Town Hall and Town Garage
- Writing: write narratives for the following sections:
 - (a) Land Parcel Analysis: JP
 - (b) Town Building Analysis: JL
 - (c) Energy Audits: Kim Boas—Andy will ask him.

- (d) Community Benchmarking: WS
- (e) Programming Needs: AS

The next meeting was scheduled for Monday, November 9.

Respectfully submitted,

Stephen D. Smith