



Williamsburg Building Needs Committee

141 Main Street, P.O. Box 447

Haydenville, Massachusetts 01039-0447

Ph: (413) 268-8400

Fax: (413) 268-8409

Minutes for meeting on December 16, 2009 Revision 1: 1/04/10 Approved 1/7/10	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. Chairman Soles distributed drafts of the Table of Contents and Executive Summary for the committee's report. The group discussed the order of sections and placement of items including Energy Audits and Community Benchmarking information.
2. The group reviewed a revised format for the Building Analysis section, with four pages available for each building and space for photos.
3. The group discussed how to make recommendations in the final report. The conclusion was that we will strive to include multiple options for meeting various town building needs in the final report. If there should be a clearly preferred option, then the committee will recommend that one. If further study or professional help is needed to reach a clear conclusion, then the committee will recommend that.
4. The committee reviewed, amended, and approved minutes from the meeting on November 18.

Action Items:

- ALL: continue writing

The next four meetings were scheduled for the following dates:

Thursday, January 7

Monday, February 8

Wednesday, January 20

Wednesday, February 24

The meeting adjourned at 8:50 PM

Respectfully submitted,

Stephen D. Smith