

Draft Minutes for Buildings and Facilities Committee Meeting on 05/14/2020 (via Webex)

Town of Goffstown

Right-to-Know Law Meeting Checklist

As Chair of the Buildings & Facilities Committee of the Library Board of Trustees, due to the COVID-19 Outbreak and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

The Administrative & Finance Committee of the Library Board of Trustees is utilizing a telephone conference line for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following telephone number 1-408-418-9388 and using the access code: 793 307 950, following any other instructions.

b) Providing public notice of the necessary information for accessing the meeting;

The Town previously gave notice to the public of how to access the meeting using the available telephone number with the posted agenda.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem with telephone access, please call (603) 497-2102.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Attendance (By Roll Call): Aimee Huntemann, Minute Taker; Samantha Homan, Chair; Dianne Hathaway, Library Director

Call to Order: 6:35 pm

Old Business:

1. Approval of Minutes:
 - Aimee H made a motion to approve the minutes for 2/5/2020, Samantha H seconded. AH-yes, SH-abstain Motion passes 1-0-1
 - Samantha H made a motion to approve the minutes for 3/4/2020, Aimee H seconded. SH-yes, AH-yes Motion passes 2-0-0
2. Elevator Siding: Samantha contacted Randy King and Jess Koch. Both companies looked at the elevator room siding on 5/5/2020. Both agreed that they will reside if we want, but they neither thought it needed residing. Samantha will contact both companies for a quote on scraping and repainting including any minor replacements needed. Dianne will email the details of the process to Samantha so that she can relay that to the 2 companies.
3. A slate roof tile came loose and will be repaired/replaced in the spring when it is safe to get on the roof again: Dianne will contact the usual company as well as Northpoint Roofing. This is currently on her to-do list.
4. Carpet Replacement for the 3rd floor is tabled for now.

New Business:

5. Update on Phase 2: A&F is getting ready to bring more information to the LBOT on how the process will go forward and with a plan for a vote, as well as working on CIP documents.
6. Protocol for return of materials out during COVID-19 closure: Dianne and Patti are working reopening plans and that includes a 72 hour quarantine of all returned materials. Materials will start coming back in early June. The cleaning company will go back to cleaning 5 days a week on June 1.
7. Building Committee: This will fold into the current B&F committee to aid in ease of communication. Our goal for this year is to maintain the building while readying for renovation and expansion.

8. Committee Roles: Aimee H made a motion to nominate Samantha H as committee Chair. Samantha H seconded. AH=yes, SH=yes, motion passes 2-0-0 Samantha H appoints Aimee H as the minute taker. Process officer position is unassigned at this time.

Motion to Adjourn: 7:10 pm

Minutes submitted by: Aimee Huntemann