

Draft Minutes for Buildings and Facilities Committee Meeting on 07/01/2020 (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 Buildings & Facilities 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: 132 692 9872, 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): Samantha Homan, Chair; Aimee Huntemann, Minute Taker; Richard Manzo and Dianne Hathaway, Library Director

Call to Order: 6:30 pm

Old Business:

1. Approval of Minutes: Richard made a motion to approve the minutes for 5/14/2020 with a spelling correction, Samantha H seconded. AH-yes, SH-yes, RM-yes Motion passes 3-0-0
2. Elevator Siding: Jess Koch on vacation until 7/6 will complete estimate afterward. Samantha left voicemail for Classic Exteriors, LLC. Dianne sent Samantha contact information for Tuttle Restorative painting. Discussion of getting estimates for a 3-year painting rotation for building trim (long side, long side, both shorter sides)
3. Slate Roof Tile: Dianne contacted Northpoint Roofing, they will replace the tile and inspect roof. Just waiting for a date on the schedule.
4. Building Committee Research: Will discuss in August. Committee members to review information from Dianne and conduct more research on their own before next meeting. Looking to work on this in person or via a shared document.
5. Carpet Replacement for the 3<sup>rd</sup> floor is tabled for now. (Not discussed at this meeting)

New Business:

6. Update on Phase 2: No new updates on feasibility.
7. Update from Dianne:
  - Cleaning company: dedicated person didn't work out, company not cleaning to our expectations. May need to seek alternatives after this summer. Open to individual contractor or company.

Action Items:

- Samantha will contact other businesses about elevator room and about trim painting rotation.
- Samantha, Aimee and Richard will review and research building committees to begin job description and guidelines.

Motion to Adjourn: 6:52 pm

Minutes submitted by: Aimee Huntemann