

Draft Minutes for Buildings and Facilities Committee Meeting on 09/02/2020

Goffstown Public Library Third Floor Meeting Room at 6:30 pm

Town of Goffstown

Right-to-Know Law Meeting Checklist

As Chair of the Buildings and 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 and Facilities Committee 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: 132 379 3438, following any other instructions.

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

The Library previously gave notice to the public of how to access the meeting using the available telephone number with the meeting posting.

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: Samantha Homan, Chair; Aimee Huntemann, Minute Taker; Richard Manzo and Dianne Hathaway, Library Director; Richard Manzo Sr (entered room during meeting at 7:05pm)

Call to Order: 6:30 pm

Old Business:

1. Approval of Minutes: Richard made a motion to approve the minutes for 8/5/2020, Samantha H seconded. 3-0-0, Motion passes
2. Building Committee Discussion:
 - A. BC should cover 2-3 categories including Design, Construction and Post-construction.
 - Would report to the LBOT and make recommendations on items including Interviewing Construction Managers, Bids, Monitoring the construction process.
 - Review of designs should include staff input.
 - Consider outlining a threshold for change orders so that changes under a certain dollar amount wouldn't need full LBOT approval.
 - Would monitor Budget, Process and Schedule.
 - For Post- Accepting the building, Punchlist accountability, Approval of Warranty, Recommendation of final payments and account closure.
 - B. Further Discussion:
 - Consider how we separate B&F from BC in meetings with joint members.
 - BC would attend presentations to the LBOT, attend public input sessions, and arrange separate meetings with the Design and Engineering firms.
 - All LBOT subcommittees are advisory, so BC would also be advisory.
 - For Job Description and Responsibilities: look at Weeks Public Library layout.
 - Consider who can serve, for how long and what the responsibilities would be and ask community for volunteers with specific experience.
 - BC would be made up of 5-7 members and would include the entire B&F committee. May need to consider 9, with 3 B&F members and 3 Library professionals?
 - Other members to consider: Budget Committee or Select Board member, someone from the Historical Society, Library Director, Staff member, State Librarian and a representative from the Foundation board and 1-2 members of the community with construction/design background.
 - Two names for Historical Society members came up, one also serves on the Budget Committee. Should consider asking Kelly Boyer for recommendations if needed.

C. Building Committee Mission draft:

- The Goffstown Public Library Building Committee is(was) formed to advise the Library Board of Trustees and to oversee and ensure the success of the library expansion project.

New Business:

3. Update from Dianne:

- Library staff was invited to the full LBOT meeting in Sept.
- Derek Horne was also invited to the full LBOT meeting in Sept.
- Dianne shared the preliminary sketches with the Town IT Director.
- Pest control was called in to remove a 2nd bald faced hornet nest.
- Still waiting for the arrival of the touchless faucet for the public restroom.

Action Items:

- Samantha, Aimee and Richard will work on draft of Building Committee mission, job description, role in google docs for review at our 9/30/2020 meeting.
- Dianne will find possible dates for public input sessions that we can present to the full LBOT on 9/16/2020.

Next Meeting: Our next meeting is scheduled for 9/30/2020 at 6:30 pm and will be a remote meeting.

Motion to Adjourn: 7:22 pm

Minutes submitted by: Aimee Huntemann