

Draft Minutes for Buildings and Facilities Committee Meeting on 09/30/2020

Goffstown Public Library Third Floor Meeting Room at 6:50 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: 132 466 4742, 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

Call to Order: 6:36 pm

Old Business:

1. Approval of Minutes: Richard made a motion to approve the minutes for 9/30/2020, Samantha seconded. 3-0-0, Motion passes
2. Building Committee Discussion: Committee reviewed the draft of the Building Committee roles and responsibilities document. Dianne will send the draft to Adam Jacobs, Derek Horne, Jason LaCombe and Fred Mock for more feedback. Will review again and finalize in December.

New Business:

3. Update from Dianne:
  - Hedge was trimmed this week, at a cost of \$1,000 (same price as last year).
  - Eversource is working on adjusting the light in the parking lot after a neighbor complaint about the light shining into apartments.
  - Rodent Service is complete until Spring.
  - Collection numbers were sent to Jason L for addition collection calculations.
  - Fred M was looking for geo-technical borings report, Dianne was looking into that.
  - Draft Warrant Article is complete
4. Warrant Article Draft: The draft was reviewed by B&F. The question was raised if it needed to be more specific and include hiring of CM and Fundraiser, but it was noted that that would fall under the planning component in the draft. Aimee will present the draft at the joint Select Board and Budget Committee meeting on 11/9, and will specify it is a **draft** and is set for a vote to approve at the November LBOT meeting.
5. Community Forum: Brief discussion of Community Forum.
6. Aimee Huntemann made a motion to send the draft warrant article to the full LBOT for review and a vote, with a recommendation to approve. Richard Manzo seconded. Roll call vote was 3-0-0, approved.

Action Items:

- Dianne sent draft Building Committee roles and responsibilities out to gather feedback from Derek, Adam, Jason and Fred.

Next Meeting: Our next meeting is scheduled for 12/02/2020 at 6:30 pm

Motion to Adjourn: 7:01 pm

Minutes submitted by: Aimee Huntemann