

Draft Minutes for Buildings and Facilities Committee Meeting on 03/03/2021

Via Microsoft Teams 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 1-469-998-7470 and using the access code: 932 054 588#, 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; Dianne Hathaway, Library Director

Call to Order: 6:31 pm

Old Business:

1. Approval of Minutes: Samantha made a motion to approve the minutes for 2/03/2021, as amended. Aimee seconded. Motion passes 2-0-0.

New Business:

2. Update from Dianne:
 - Spoke with Fred about upcoming tasks for warrant (survey and geo-technical work). Fred is reaching out to company that previously surveyed the property to do an update which will cost less. Will send a scope of work to 3 companies for boring/geo-technical work after talking with Adam Jacobs at DPW.
 - Met with Town IT Director about questions about equipment needs for addition budget estimate.
 - Worked with Eversource heating/electrical issues during the windstorm on 3/2/21. Eversource was very responsive to the issue. Had to call HVAC to troubleshoot Heat Smart system. Some panels are not labeled. One of the thermostats for the radiant flooring blew out in a surge and blew out the other heat. Radiant floor mostly restored. Dianne will call electrician for repairs.
 - Danielle Basora, the town Finance Director, called Dianne to let her know that there is a balance of \$1,217.89 from the 2019 warrant article that she will leave open for use as it is tied to the project not the vendor.

Parking Lot:

- Building Committee- we will keep a list of potential members, and revisit this in the summer, and engage people closer to an actual start date for the work of the committee.

Important Dates:

3. Town Elections will take place on Tuesday, March 9th, 2021.

Action Items:

- Aimee will add Geo-technical scope of work to LBOT Agenda for March 17, 2021

Next Meeting: Our next meeting is scheduled for 04/07/2021 at 6:30 pm

Motion to Adjourn: 7:05 pm

Minutes submitted by: Aimee Huntemann