

## WOLFEBORO PUBLIC LIBRARY LANDSCAPING COMMITTEE

October 13, 2020 Virtual Meeting Minutes

The meeting was called to order by Linda Wilberton, Chair at 9:02 a.m.

Linda Wilberton read the required COVID-19 Public Meetings via Electronic Media Notice.

Roll call was read by Nancy Bell: Attendees stated their name and indicated if anyone was present in the room with the attendee (as required under the Right to Know Law): Trustees: Linda Wilberton (alone), Alternate Trustees: Deborah Long Smith (alone), Steve Farley (alone), Nancy Bell (alone), Foundation President: John Sandeen (alone), Library Director: Cindy Scott (alone), Kathy Barnard (alone)

Linda asked if there were any changes or corrections to the **minutes of the September 18, 2020** meeting. John Sandeen asked that the minutes be changed to indicate that he had not seconded the motion to accept Linda Wilberton as chairman and Nancy Bell as secretary as he had placed the motion. The motion was seconded by Doug Smith. John Sandeen voted to accept the minutes as corrected. The motion was seconded by Linda Wilberton. Kathy Barnard, Steve Farley, Deborah Long-Smith, John Sandeen, Cindy Scott, and Linda Wilberton voted to accept the minutes as corrected.

Linda asked if there were any changes or corrections to the **minutes of the September 23, 2020 Site Walk**. No changes or corrections were made. Kathy moved to accept the minutes. Cindy seconded the motion. Kathy Barnard, Steve Farley, Deborah Long-Smith, John Sandeen, Cindy Scott, and Linda Wilberton voted to accept the minutes as presented.

### **Draft RFP: Architectural Landscape Plan for the Wolfeboro Public Library – Review and Discussion**

The sprinkler system that is being installed by the town will have a built in ability to extend to the back of the property.

Minor changes will be made to the Draft RFP regarding some language tense and to update the date of submission to noon on Monday, November 16.

The next step will be to publish the proposal of a multi-use outdoor space for the patrons and programs of the library. This will be accomplished by newspaper, website and some direct contact of companies. Local contact will be made. The plan is for a lead time of 3 weeks to allow for a landscape architect to design a plan including evaluation and preparation of design and preferred alternatives, cost estimates, final design, plans, specifications and related services. The proposal will be submitted to newspapers next week and will be placed on the Library Website. A request to have the material on the Town of Wolfeboro website will be submitted.

A walk through will be planned during the last week of October on either October 28 or October 30. Cindy will advise with exact date and time when available.

A cost estimate for this phase of the project has been received. \$16,000 is considered a good estimate.

**Fall 2020 Improvements**

Positive comments have been received about the work that has been done on the front of the site. The grass is greening up. Water hookup has been made as part of the process. The Sign Committee is also moving forward and lighting is being discussed. No major improvement plans are being made in this area immediately.

**Site Walk Review**

Discussion included connection to the Town Garden.

**Next Meeting**

The next meeting will depend on the receipt of the RFPs. November 17 at 9:00 has been set as a meeting date. It is being planned as a virtual meeting.

Linda Wilberton made a motion to adjourn. Kathy Barnard seconded the motion.

The meeting adjourned at 9:40 a.m.

Respectfully submitted,  
Nancy Bell

Unapproved until voted by the Landscaping Committee